



**TOWERS AT
PARK CENTRAL**

Towers at Park Central
12750 / 12770 / 12790 Merit Drive
Dallas, Texas 75251

TENANT

HANDBOOK

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General Building Information

Emergency Phone Numbers

Property Management Office	(972) 770-4000
After Hours Number	(972) 770-4000
Tower 7 Courtesy Console	(972) 770-4040
Tower 9 Courtesy Console	(972) 770-4007
Fire	911
Police	911
Ambulance	911

Key Personnel Names

<u>Name</u>	<u>Position</u>
Sarah K. Buckles	Senior Property Manager
Karen E. Kozemczak	Assistant Property Manager
Amanda Campbell	Tenant Services Representative
Sunni Marrs	Property Accountant
Emmett Seals	Senior Chief Engineer
Donald Roberts	Lead Engineer
Roman De la Sancha	Operating Engineer
Scottie Douglas.....	Operating Engineer
Enedina Valdez.....	Day Porter
Benjamin Ramos	Day Porter
Maria Castillo	Day Porter

At A Glance

Building Hours

Monday – Friday7:00 a.m. to 6:00 p.m.
 Saturday8:00 a.m. to 1:00 p.m.
 SundayClosed

HVAC Hours

Monday – Friday7:00 a.m. to 6:00 p.m.
 Saturday8:00 a.m. to 1:00 p.m.
 Sunday..... None

Telephone Numbers

Property Management Office:

Prescott Group
 (972) 770-4000
 Park Central 9, Suite 110
 Hours: 8:00 a.m. to 5:00 p.m., Monday - Friday

Courtesy Consoles Located in:

Park Central 7 Lobby(972) 770-4040
 Park Central 9 Lobby(972) 770-4007
 Hours: 24 hours a day, 7 days a week

Building Addresses

Park Central 7:.....12750 Merit Drive, Dallas TX 75251
 Park Central 8:.....12770 Merit Drive, Dallas TX 75251
 Park Central 9:.....12790 Merit Drive, Dallas TX 75251

Overview

Park Central 7·8·9 is located at the southwest corner of Coit Road and LBJ Freeway, Dallas, Texas 75251; Phone number (972) 770-4000. The buildings are managed by Prescott Group, LLC located on the first floor of Park Central 9, Suite 110; Sr. Property Manager, Sarah Buckles.

Park Central 7 consists of fourteen (14) floors in two (2) rises. The low rise services floors 1-8 with four (4) passenger elevators, and the high rise services floors 9-14 with four (4) passenger elevators. There is one (1) freight (service) elevator that serves all floors.

Park Central 8 consists of ten (10) floors with four (4) passenger elevators. There is one (1) freight (service) elevator that serves all floors.

Park Central 9 consists of eight (8) floors with four (4) passenger elevators. There is one (1) freight (service) elevator that serves all floors.

Building hours are 7:00 a.m. to 6:00 p.m., Monday through Friday; 8:00 a.m. to 1:00 p.m., Saturday; and closed on Sundays. The first floor lobbies are secured manually after hours with the exception of one revolving door on the west side of the lobby in Park Central 7, which stays open 24 hours a day. The other lobbies have card access doors.

There are two parking garages, one garage for Park Central 7 and one for Park Central 8 & 9. Each garage has a separate entrance for monthly and visitor parking. Each of the two garages is served by two (2) parking garage elevators.

The Courtesy Consoles are located on the ground level (first floor) of Park Central 7 and Park Central 9 and may be reached at (972) 770-4040 and (972) 770-4007, 24 hours a day. From the consoles, a Courtesy Officer monitors all incoming traffic either visually, or by camera, on closed circuit monitors. The Courtesy staff consists of 24 hour, seven (7) day week coverage.

Signage and Keys

Please complete the provided form for signage requests. Pay special attention to spelling when completing these forms as this is how the names will appear. Any deviations from the forms included here are to be approved by the Property Manager. Upon approval, all costs associated with this request, including the actual cost of goods is at Tenant's expense.

Signage

Each tenant in the building is allowed one (1) listing on the lobby directory. Extra listing spaces are available for an extra fee depending on availability. Please use the order form included in this Handbook to specify the names you wish listed in the directory. Return the form to the Property Management office.

Suite signage is provided for the tenant in the following format:

- Main entry door signage will be in chrome with black lettering.
- Suite number will be located on the suite signage in Braille and raised numerals.
- Exceptions to building standard suite signage must be approved by the Property Manager and be appropriate to the building's professional image.
- Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Signage Order Form



Signage Order
Form.doc

Keys

- Each suite shall be issued two (2) keys per locking door upon occupancy of the premises. You may purchase additional keys from building management.
- If you wish to install an internal security system, appropriate security codes to grant access must be provided to the Property Management Office. This allows appropriate personnel entry into your suite in the event of an emergency.

Key and Recycle Bin Request



Key & Recycle Bin
Request.doc

Postal Lock Box Keys

- Each suite will be assigned a postal lock box number by the property management office. The boxes are located in the mail room in the lobby of Park Central 8. Please use the form included here when establishing your address.

Postal Lock Box Form



Postal Lock box
form.doc

Mail Services

- A mail chute is located at the rear entrance/exit of Park Central 7. A second mail chute is located in the mail room lobby in Park Central 8.
- Mail is picked up as follows:
 - Park Central 7 -----2:00 p.m. & 5:00 p.m.
 - Park Central 8 -----2:00 p.m. & 5:00 p.m.
 - Park Central 9 -----no mail chute
- The mail room is located in the Park Central 8 Retail Lobby. All mail is held and/or processed and picked up from there.
- There is no staging area for bulk mail at Park Central 7·8·9. There is a local branch of the U.S. Post Office nearby (see below).
- In the Park Central 7 garage lobby are the following:
 - Lone Star drop box----- pick up Monday-Friday, 6:45 p.m.
 - UPS drop box----- pick up Monday-Friday, 7:00 p.m.
 - Federal Express drop box----- pick up Monday-Friday, 7:00 p.m.
- The nearest U.S. Post Office is the Hamilton Park.
8135 Forest Lane, Dallas, TX 75243
Phone # (214) 570-8422
Hours
Monday through Friday, 8:30 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 3:00 p.m.
The last collection is at 5:00 on the weekdays.
- Overnight mail facility:
401 E. Turnpike or at D/FW Airport
They accept mail 24-hours a day

Smoking Policy

All three (3) buildings at Park Central 7·8·9 are designated as non-smoking. This applies to all common areas of each building. Smoking areas are provided in the Parking Garages of Park Central 7 and 8 on the first levels. Benches and ash urns are provided for smokers' comfort.

Property Removal

The following form is to be utilized by tenants to permit an employee to remove items from their suite. The form should be completed and signed by a person recognized by Property Management as an authorized contact (i.e., our tenant contact, office manager, etc.) and sent via facsimile to the Property Management Office at (972) 770-4012 or by email to acampbell@prescottgroup.com. The employee removing the item(s) should also carry a copy of the form with them. This is a measure used in an effort to protect the tenants from unauthorized property removal.

Security Clearance Request Form



Security Clearance
Request Form.doc

Recycling Program

Park Central 7·8·9 provides a single stream recycling program which is available to all tenants free of charge. We have a single basket system in which most all office trash may be thrown into desk side trash containers and the Rubbish Removal Company separates the recyclable material at their disposal facility.

Please be courteous and throw away open food items in the break room or kitchen trash containers. All wet trash must be thrown away in black liners only; this includes liquids, food, basically anything that cannot be recycled. All recyclable material, for example, cardboard, paper, empty bottles or cans can be thrown away in clear liner trash cans. See the attached poster for more details.

Single Stream Poster



Single Stream
Poster.jpg

Electronic Recycling Program

Prescott Group, LLC provides an electronic recycling program here at Park Central 7·8·9. These items include computers, printers, cell phones, copiers, monitors, etc.

If you would like more information about our electronic recycling, please contact the management office at (972) 770-4000.

Building Holiday Schedule

The buildings will be closed on the following holidays. Should you require HVAC services on these days, please notify the Property Management Office in writing by noon on the business day proceeding the holiday. You will be charged per the terms of your Lease Agreement.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Elevators

Elevator service is available 24 hours a day. If an elevator fails to operate properly, please let the Property Management Office know immediately.

Elevators chime at each floor indicating a floor change to persons with a visual disability.

If you are detained inside of the elevator cab due to a malfunction, REMAIN CALM. Modern elevator technology makes it impossible for the elevator to fall, so there is no physical danger involved, only inconvenience. Use the alarm button inside the elevator to signal your stalled status to the Security Console. You may also use the phone on the right panel of the elevator to speak directly to the elevator monitoring company will relay to an elevator technician and onsite Security of the entrapment. We ask that you remain calm and know that Management, Elevator Vendor and Security are working diligently to remedy the situation.

Building staff will make every effort to release you from the elevator as quickly as possible. However, due to safety regulations, they may be limited in the assistance they can provide. Our elevator maintenance company will be immediately dispatched to correct the problem. Building staff will remain in constant contact to let you know what is being done.

Parking

Reserved, covered and rooftop parking is available per the terms of your Lease Agreement.

The garage for Park Central 7 is accessed off of Coit, Banner and from the alley behind the building with visitor parking available. The garage for Park Central 8 is accessed from the alley only with visitor parking available. Park Central 9 parking is accessed from the LBJ service road and the alley, with visitor parking from the alley only.

All garage entrances are access controlled and require an access card request form for each access card distributed. Please submit the attached access card request form to the management office via fax 972-770-4012 or email at acampbell@prescottgroup.com.



Reserved Parking
Form.doc



Parking Garage
Rules.docx

Blank Access Form



BlankAccesscardform
.doc

30 min visitor parking is available in front circle drive of Park Central 7·8·9 or we also have visitor parking in both Garage 8 and Garage 7 on the first floor available at a cost. The visitor parking cost is 1 token or \$3.00 in the garages. You may purchase tokens through the management office for your guests. Each token is \$3.00. Please see the attached token request form and may be submitted via fax 972-770-4012 or email at acampbell@prescottgroup.com.

Token Request Form



Token rqst form.doc

Heating and Air Conditioning Services

Standard operating hours for the buildings' heating and cooling system are from 7:00 a.m. to 6:00 p.m. Monday through Friday and from 8:00 a.m. to 1:00 p.m. on Saturday. There are no HVAC services on Sunday. We would be glad to arrange HVAC service beyond these hours at an additional charge per the terms of your Lease Agreement. You will be billed for the service on a work order. Requests for additional service on weekdays, weekends and holidays should be placed by 3:00 p.m. on the last business day prior to the date HVAC is required. There is a form included here for your use.

If you need adjustments to the temperature of your office, please call the Property Management Office. Individual temperature adjustments must be handled by a member of the

building staff. We will make every effort to provide an even temperature and as comfortable an environment as possible.

Our HVAC system is a chilled water central plant with two built-up air handling systems. This state-of-the-art system is designed to provide our tenants with superior indoor air quality as well as a consistency in temperature.

After Hours HVAC Request



AFTER HOURS HVAC
REQUEST.doc

Building Rules and Regulations

1. Tenant agrees to return all keys to Landlord.
2. Landlord shall provide and maintain in a conspicuous place in the Building an alphabetical directory board of the tenants. No other directories shall be permitted, unless previously agreed to by Landlord in writing.
3. Tenant shall refer all contractors, contractors' representatives and installation technicians rendering any service to Tenant, to Landlord for Landlord's supervision, approval and control before performance of any contractual service. This provision shall apply to all work performed in the Building, including, without limitation, installation of telephones, telegraph equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building.
4. Movement in and out of the Building of furniture, office equipment or other bulky materials, or movement through Building entrances or lobby, or dispatch or receipt by Tenant of any merchandise or materials which requires use of elevators or stairways shall be restricted to hours designated by Landlord. All such movement shall be under supervision of Landlord and in the manner agreed between Tenant and Landlord by prearrangement before performance of any such movement. Such prearrangements initiated by Tenant shall include determination by Landlord, and subject to Landlord's decision and control, of the time, method and routing of movement, and limitations imposed by safety or other concerns which may prohibit any article, equipment or any other item from being brought into the Building. Tenant shall assume all risk as to damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Landlord if damaged or injured as a result of acts in connection with carrying out this service for Tenant from the time of entering property to completion of work; and Landlord shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from any act in connection with such service performed for Tenant, and Tenant hereby agrees to indemnify and hold Landlord harmless from and against any and all such damage, injury or loss, including attorney's fees.
5. No signs, advertisements or notices shall be allowed in any form on windows or doors inside or outside the Leased Premises or any other part of the Building, and no signs except in uniform location and uniform styles fixed by Landlord shall be permitted on exterior identification pylons, if any, in the public corridors or on corridor doors or entrances to the Leased Premises. All signs shall be contracted for by Landlord for Tenant at the rate fixed by Landlord from time to time, and Tenant shall be billed and pay for such service accordingly upon demand. No nails, hooks or screws shall be driven or inserted in any part of the Building, except by the maintenance personnel of the Building, nor shall any part be defaced by tenants.

6. No draperies, shutters, or other window covering shall be installed on exterior windows or walls or windows and doors facing public corridors without Landlord's written approval. Landlord shall have the right to require installation and continued use of uniform window covering for such windows.
7. No portion of the Leased Premises or any other part of the Building shall at any time be used or occupied as sleeping or lodging quarters.
8. Tenant shall not place, install or operate in the Leased Premises or in any other part of the Building any engine, stove or machinery, or conduct mechanical operations or cook thereon or therein, or place or use in or about the Leased Premises any explosives, gasoline, kerosene, oil, acids, caustics or any other inflammable, explosive or hazardous materials, fluid or substance without the prior written consent of Landlord.
9. Landlord shall not be responsible for lost or stolen personal property, equipment, money or jewelry from the Leased Premises or public rooms regardless of whether such loss occurs when any such area is locked against entry or not.
10. No birds or animals shall be brought into or kept in or about the Leased Premises or any other part of the Building.
11. Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun."[8]
12. Employees of Landlord shall not receive or carry messages for or to any tenant or other person, nor contract with or render free or paid services to any tenant or tenant's agents, employees or invitees. In the event any of Landlord's employees perform any such services, such employee shall be deemed to be the agent of any such tenant regardless of whether or how payment is arranged for services and Landlord is expressly relieved from any and all liability in connection with any such services and any associated injury or damage to person or property.
13. Landlord shall not permit entrance to Tenant's offices by use of pass keys controlled by Landlord to any person at any time without written permission of Tenant, except employees, contractors or service personnel directly supervised by Landlord and employees of the United States Postal Service.
14. None of the entries, sidewalks, vestibules, elevator shafts, passages, doorways or hallways and similar areas shall be blocked or obstructed, or any rubbish, litter, trash or material of any nature placed, emptied or thrown into such areas, or such areas be used at any time for any purpose except for ingress or egress by Tenant, Tenant's agents, employees or invitees to and from the Leased Premises and for going from one to another part of the Building.

15. Tenant and Tenant's employees, agents and invitees shall observe and comply with the driving and parking signs and markers on the premises or parking facilities surrounding the Building.
16. Landlord shall have the right to prescribe the weight and position of safes, computers and other heavy equipment which shall, in all cases, in order to distribute their weight, stand on supporting devices approved by Landlord. All damage done to the Leased Premises or to the Building by placing in or taking out any property of Tenant, or done by Tenant's property while in the Leased Premises or the Building, shall be repaired immediately at the sole expense of Tenant.
17. To insure orderly operation of the Building, no ice, minerals or other water, towels, newspapers, etc. shall be delivered to the Leased Premises except by persons approved by Landlord in advance in writing.
18. Should Tenant require telegraphic, telephonic, enunciator or other communication services, Landlord shall direct all service personnel where and how wires are to be introduced and placed, and none shall be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without the prior written consent of Landlord.
19. Plumbing fixtures and appliances shall be used only for purposes for which constructed, and no sweeping, rubbish, rags or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by Tenant, or Tenant's agents or employees shall be paid by Tenant, and Landlord shall not in any case be responsible therefore.
20. Tenants shall not make or permit any improper noises in the Building, or otherwise interfere in any way with other tenants, or persons having business with them.
21. Building stairwells are for emergency evacuation only. Use of stairwells for egress can cause potential security breaches into the building. Stairwells are not intended for travel between floors. Employees must use the building elevators for proper access on to the tenant floors and vertical travel at the property.
22. Landlord specifically reserves the right to refuse admittance to the Building from 6:00 p.m. to 7:00 a.m. daily, or on Sundays or on legal holidays, to any person or persons who cannot furnish satisfactory identification, or to any person or persons who, for any other reason in Landlord's judgment, should be denied access to the premises. Landlord, for the protection of the tenants and their effects, may prescribe hours and intervals during the night, on Sundays and holidays, when all person entering and departing the Building shall be required to enter their names, the offices to which they are going or from which they are leaving, and the time of entrance or departure in a register provided for that purpose by Landlord.

23. Landlord reserves the right to rescind any of these rules and make such other and further reasonable rules and regulations as in Landlord's judgment shall from time to time be needful for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein, and the protection and comfort of its tenants, their agents, employees and invitees, which rules when made and notice thereof given to a tenant shall be binding upon such tenant in like manner as if originally prescribed.

Alterations and Remodeling

Prior to commencement of any alterations and/or remodeling work, drawings must be submitted to the Landlord for approval. In addition, the proper city authority must provide approval before any work can begin. Should your lease reference construction inducements, this must be coordinated and organized by the Landlord. Once approved, please refer to the Construction Building Rules and Regulations included in this Handbook prior to commencement of work.

Tenant Awareness Program

It is the responsibility of the occupants at Park Central 7·8·9 to be aware of possible fire hazards and/or safety hazards that may be encountered. If such hazards are observed, please notify The Building Management Office immediately so corrective measures can be implemented.

Listed below are some of the items that you as tenants can help prevent from becoming potential hazards.

- **OBEY NO SMOKING SIGNS.** Park Central 7·8·9 is a NON SMOKING building. Smoking Areas are provided on the Basement Dock Area.
- Investigate electrical equipment that is not working properly or smells strange. Unusual odors from appliances or cords can be a first sign of a fire.
- If you use an extension cord, plug only one appliance into it. Unplug extension cords when not in use. If you are using a power strip, ensure that appliances plugged in conform to the U.L. listed rating. **NEVER** overload the outlet, extension cord, or power strip.
- Make sure that all appliances are turned off prior to leaving the property. In your office area, assign at the minimum, two people to insure this is done on a nightly basis.
- Some personnel may want to use a space heater to supplement the building heating system. **SPACE HEATERS are NOT ALLOWED on the property.** Due to the high amount of fires caused each year by poorly maintained and non-U.L. rated space heaters, these items are considered a lease violation. Any tenant observed with a space heater in their work area will be subject to a \$ 100.00 fine paid by the tenant's company, as well as confiscation of the space heater.

- In areas designated as "**storage**", all boxes and equipment per fire code regulations, must not be within 18" from the ceiling. If boxes or equipment exceed the height requirement, that greatly reduces the effectiveness of the sprinkler system.
- Ensure that all trash is properly disposed of. This can be used as fuel by a fire.
- Stairwell doors on all floors should remain closed at all times and passage ways free of items that may impede the ability for people to enter the stairways.
- All combustible or flammable liquids should be stored in approved cabinets or containers. Report all such materials to the Building Management Office as to record such hazards for the Dallas Fire Department.
- If the elevator lobbies (freight elevator landings) and pathways are impeded by obstacles, this will reduce the effectiveness of the Fire Department or Paramedics to move quickly or not at all in the event of a situation in your area of the building. Notify the Building Management Office immediately if these conditions exist in your area.

The Fire Wardens and Assistant Fire Wardens should familiarize themselves with:

- The Emergency Procedures Handbook
- Location of **all exits**
- Location and operation **of all** available fire alarm devices
- Life safety system communication speakers
- Strobes if available on your floor
- Exit signs
- Sprinkler system valves
- Location and operation of available fire extinguishing equipment
- Storage Areas and 18-inch clearance requirements
- Emergency Phone Numbers

Media Response Guidelines

Occupant Specific Procedures

In the event an incident occurs on property that generates media attention we ask that the following procedures be used:

Property Related Incidents:

- If an incident occurs that affects base building operations please direct all media inquiries to Building Management.
- Building Management is trained and prepared to field all media questions regarding base building operations.
- Building Management will provide all relative and factual information in all media inquiries. This will reduce and/or eliminate any rumors from arising.

Occupant Specific Incidents:

- If an incident or potential incident occurs all inquiries will be directed to that occupants' specified media relation's conduit. Tenants are asked not to discuss any issues with the

media regarding any incident unless they are that tenant's representative. Other tenants not directly associated with that occupant are asked to refrain from discussing the incident.

- Tenants are asked to designate a "spokesperson" for all media inquiries. Typically this "spokesperson" is associated with the Legal Division of your firm or Human Resources representative. Please confirm this information and advise Building Management in letter format as to whom that person(s) are. Building Management will include this information in our emergency procedures, which will be used in the event of occupant specific incidents.
- As a general rule, cooperating with the media may be unfavorable to your company if handled by those not directly held accountable to undertake this task.

Building Management will not divulge any information to the media regarding any tenant unless so directed to do so by the tenant in a written request approved by our legal team.

Emergency Procedures Manual

The safety and security of our tenants is high priority to Prescott Group, LLC. Please see the attached Emergency Procedures Manual. You may also find it on the property website at <http://towersatparkcentral.com/>.

If you should have any questions regarding the Emergency Procedures Manual or any other questions please call the Management Office at 972-770-4000.

PC789 Emergency Procedures Handbook



Emergency_Procedur
es_Manual.pdf

Construction Building Rules and Regulations

The following outlines the regulations and requirements that will be required of Contracted Service personnel working at or in Park Central 789. No deviation or exception will be permitted without the express written approval of Manager. Questions or comments should be directed to Prescott Group, LLC, Attention: Sarah Buckles, Sr. Property Manager.

- Subcontractor will perform all services in a workmanlike manner, and provide all materials required and necessary to perform services in the Scope of Work.
- Subcontractor shall confine his/her use of the premises to the designated area so as to not interrupt Park Central 789 tenants. Any access to occupied areas must be coordinated with the Property Manager, and the work in these areas shall take place after normal business hours.

- All construction materials, tools, and trash are to be transferred to and from the serviced area via the freight elevator. At no time shall the passenger elevators be used to move personnel, materials, equipment, tools, or trash. The use of the freight elevator shall be scheduled by the Subcontractor with the Property Manager. Tenant deliveries will be given special preference over construction deliveries. No deliveries will be accepted at any time by building personnel. Freight elevator may only be reserved for exclusive use late night weekdays and on weekends.
- The Subcontractor may utilize the freight elevator by contacting the Property Management Office during business hours to obtain a clearance. ***All large quantity deliveries will be made only between the hours of 6:00 pm and 6:00 am Monday thru Friday, and all day Saturday and Sunday.***
- Subcontractor and any other contracted vendors MUST check in daily at Security Console located in Park Central 7 prior to any work occurring. Each subcontracting employee MUST receive a work badge assigned by Building Security, and badge to be worn in plain sight.
- The Subcontractor shall carefully protect all walls, carpet, floors, furniture, and fixtures to the satisfaction of the Property Manager. Subcontractor shall repair or replace damaged property without cost to Manager.
- Sources of water and electricity will be furnished to the Subcontractor without cost to him/her for use of lighting, power tools, drinking water, for testing and other such usage's during service work.
- Sanitary facilities will be furnished through Manager. Subcontractor shall use only those facilities designated by the Property Manager. Sanitary facilities will be used for its intended purpose and NOT be used for cleaning tools or other work items. Any paint, grout, chemicals or other items inappropriate for a restroom or drain lines cannot be disposed of at the property, such violation will be at the cost of the Subcontractor.
- Subcontractor shall notify the Property Management Office prior to commencement of extremely dusty work, so additional filtering capacity of the affected HVAC equipment can be arranged. Failure to make such notification shall result in the Subcontractor absorbing the costs to return the equipment to proper condition. Subcontractor must also encompass protection for smoke sensing devices in order to prevent contamination of heads and fire system false alarms. All false alarms that occur because of Subcontractor's actions must be paid for by Subcontractor. Whatever method used must be coordinated with the Property Management Office.
- Subcontractor must use Merv 8 filters on all return air plenums; there are two return air plenums per floor. If construction is for a full floor, both returns plenums must be covered and check weekly to ensure filter does not need to be replaced during the construction period. Once construction is complete filters will be removed and system placed back into normal building operations.
- No storage of flammable substances will be allowed in the building unless approved by the Property Management Office, and in accordance with approved building codes and

regulations. All said materials must have a Material Safety Data Sheet submitted to the Property Management Office.

- All service work, subcontractors, and materials must be approved through the Property Management Office prior to the commencement of service work.
- Any and all existing materials removed and not reused in the service work, except as directed by the Property Management Office, shall be disposed of by the Subcontractor as wasted or unwanted material according to all applicable laws.
- Subcontractor shall at all times keep the site free from accumulations of waste material, debris or rubbish caused by its employees or work. At the completion of the work, Subcontractor shall remove from the site all tools, scaffolding, surplus materials, and debris, and leave the site and work area “broom clean.”
- All trash shall be removed from the building by an exit and in containers approved by the Property Manager. All trash will be subject to inspection by the Property Manager at any time. Subcontractor is not allowed to use the building trash receptacle. Trash must be properly stored in Subcontractor’s own outside container or hauled off daily. All trash will be disposed of according to all applicable laws.
- ***There are certain operations that must be performed outside of normal hours to prevent the interruption of normal business operations. They are:***
 - Drilling or cutting of concrete floor slab or any concrete structural member;
 - Fire System testing, including but not limited to audible and visual testing;
 - Any work where machine noise or vibration may disrupt normal office procedures;
 - Any staining/varnishing of door or millwork that will create nauseous odors.
- No abusive language. No smoking or drinking except in designated areas. Radios will not be allowed at any time.

Offenses that will result in an immediate request for discharge include, but are not limited to the following:

- Drinking alcoholic beverages on the job, or coming to work in an intoxicated condition;
- Possession or consuming illegal drugs or any other illegal substances while at the property;
- Using or removing Property Manager’s, tenant’s, or other Subcontractor’s possessions from the property without prior approval;
- Violating any state or federal statutes while working at the property
- Possessing firearms or explosives while working at the property;
- Using property facilities for jobs other than specific work assignments;
- Accepting commissions, fees or kickbacks from any vendors, tenants, or contractors involved in providing a service or product to the property;
- Physically abusing or harming any individual who works or visits the property;
- Duplicating any keys used in the building;

- Providing building access at any time to anyone not authorized by the Property Manager;
- Loitering in the lobby or ground level common areas.
- No children, minors, and/or pets are allowed on the property;
- Subcontractor shall treat all tenants with respect and courtesy. Harassment in any form will not be tolerated.
- All electrical work will be performed to meet the current National Electrical Code. All electrical work will require an as-built drawing to be submitted to the Property Manager upon completion of work. All electrical panels shall be clearly labeled and identified by tenant suite, room number, and use.
- Any work or repair that necessitates access to the top of an elevator cab, utilization of the cab to perform special services, or special security device installation on any elevator servicing a floor must be scheduled through the Property Management Office. Sufficient time should be allowed to arrange with the elevator service contractor to provide personnel to perform the requested service. Under no circumstances should an individual contractor or tenant permit its personnel to utilize the elevator facilities for any purpose other than the normal transportation of materials or personnel. Subcontractor will be responsible for any extra costs incurred in these arrangements.
- Any work that would come close to the elevator shaft in either the passenger or freight lobbies must be cleared by both the management office and the current elevator service contractor. Elevator Company may require to perform the work, at which time the cost should be included in the total job cost.
- At no time is any welding or cutting torch to be used in the building without prior approval of the Property Manager, Chief Engineer and proper permitting. Subcontractor must notify the Property Management Office and Chief Engineer at least 24 hours prior to performing such work. Because of its combustible nature, this type of work must be done outside the building. Anyone found utilizing combustible compounds in the building without approval of the Property Management Office will be requested to cease their work and leave the property. Subcontractor will be responsible for fire watch at least 2 hours after completion of such work.
- Any work that will involve the draining of a sprinkler line or otherwise affect the building's sprinkler system must be approved by the Property Management Office. In all instances where this is done, the system will not be left inoperable overnight. Daily check-in and check-out with the Park Central 7 Security Console and Building Engineering is required by all sprinkler contractors working on the property.
- No Subcontractor shall work on or alter in any way the Life Safety System without first notifying the Property Management Office or Chief Engineer.
- Smoke detectors shall be bagged and un-bagged daily in the construction area, and the Property Management Office or Chief Engineer must be informed each time.
- There will be absolutely no use of tenant property including but not limited to, telephones, dollies, vending machines, copiers, etc. unless specifically approved in writing by the tenant in advance of their use.

- Subcontractor will provide the Property Management Office with a copy of its license, certificate of insurance, and a letter of competency. All of its subcontractors must provide the same information to the Property Management Office.
- Subcontractor will be held responsible for maintaining the integrity of the building's Life Safety System in areas under its work and within its control. No doors will be propped open or held open to the degree that such work will cause an alarm to be activated or jeopardize security or life safety. Subcontractor shall be responsible for charges resulting from such alarms and/or security violations.
- Subcontractor shall be held responsible for all areas damaged by its subcontractors.
- All materials, including ladders, should be delivered at the dock area. No materials will be allowed to be brought in or delivered at building front doors.
- Subcontractor and its subcontractors are not allowed to park in the loading dock except to make deliveries. Vehicles left in the dock for more than 15 minutes will be towed at Subcontractor's expense.
- All workers shall enter and exit the building through the main lobby entrance. Workers shall park in the spaces designed by the Property Manager.
- It is the Subcontractor's responsibility to insure that these rules are adhered to by all its employees and subcontractors.

Moving and Delivery Policy

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We will be happy to answer any further questions you may have.

Please call the Property Management Office at (972) 770-4000.

Any movers that do not adhere to the following rules will not be allowed to enter the premises or will be required to discontinue the move without prior notice.

- Notify us as soon as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Property Management Office. All moves will be scheduled on a first come, first served basis and are handled through the freight elevator.
- Remember large office moves (over five (5) pieces of furniture) may only occur on the weekends or after 6:00 p.m. Monday through Friday. Small deliveries (less than five (5) pieces) may be taken by the freight elevator on a first come, first served basis, but not lasting longer than 20 minutes on the dock.
- The loading dock is the only building entrance permitted for large moves. We strongly encourage you to reserve this area for all large moves and deliveries. Any exceptions to this entry point must be authorized by the Property Management Office. If other areas

of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.

- The moving company must meet with the Property Management Office for use of the elevators for any move, walk the path of travel and agree on specific protection measures. A firm arrival time will be established. Any late arrival from the movers scheduled arrival time may result in a charge of \$50.00 per hour waiting time to the moving company. If management supervision is required (as determined by Property Management) a \$25.00 per hour fee may be charged to the moving company. The mover must check in at the Courtesy Console located in the lobby of Park Central 7.
- Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth inch thick, 4'x8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors and in tenant spaces. All sections of Masonite must be taped together to prohibit sliding.
- All walls, door facings, elevator cabs and other areas along the route to be followed will be inspected before and after the move. The mover must provide and install protective coverings on walls, door facings, elevator cabs and other areas along the route to be followed during the move.
- Any damage to the building or fixtures caused by the move will be paid for by the moving company.
- Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move which may affect building operations.
- The moving company will be required to remove all boxes, trash, pallets, etc. when leaving the building. Any materials left behind will be sent to the moving company at their cost.
- Our building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.
- Only "bob-tail" trucks are allowed. Tractor trailers are NOT allowed. There will be no dropping of trailers (leaving on premises) allowed.
- The moving company must agree to protect, indemnify and save Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties, on account of bodily injury, personal injury, death or damage to property in any omissions of moving company, its agents, employees, representatives or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

- A current copy of insurance must be provided by the moving company in accordance with the insurance requirements and must be received by the Property Management Office no less than 24 hours prior to the scheduled move.
- The service elevator must be used for all deliveries. Exterior access to this elevator in each building is from the loading dock in the alley. The loading dock doors are secure 24 hours a day, 7 days a week. All delivery personnel will need to be buzzed in by security via the intercom located at the loading dock.
- All requirements in the aforementioned policy must be met and signed off on by the tenant, your moving company, and the Property Management Office before the move may begin.

Tenant Representative

Moving Company

On-Site Security Officer

Insurance Requirements

- I. The Service Contractor shall provide the following minimum insurance coverage:
 - A. Workers Compensation Insurance in the statutory amount and employer's liability coverage in an amount of at least Five Hundred Thousand Dollars (\$500,000).
 - B. Automobile liability insurance on any vehicle used by Contractor in the performance of the services specified herein with combined single limit coverage of not less than One Million Dollars (\$1,000,000).
 - C. Comprehensive general liability insurance with combined single limit coverage of not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate. Said coverage shall include provisions for blanket contractual liability, personal injury and broad form property damage.
 - D. All-Risk property insurance coverage for tools and equipment brought onto and/or used at the Property, the amount of which is equal to the replacement costs of all such tools and equipment.
- II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note the correct spelling of the parties listed below must be exact or the Contract Duties will not be allowed to commence.

PARK CENTRAL PROPERTY, LP

PRESCOTT REALTY GROUP, INC

- III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insured's.
- IV. All policies will be written by companies licensed to do business in the State of Texas and which have a rating by Best's Key Rating Guide not less than "A-/XII".
- V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

"It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice [ten (10) days for non-payment of premium] sent by certified mail, return receipt requested to: PRESCOTT GROUP, LLC, PARK CENTRAL LP, SR. PROPERTY MANAGER, 12790 MERIT DR., SUITE 110, DALLAS, TX 75251

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.



Insurance
Requirements Movers

Security Officer Patrol Procedures

Philosophy

To establish a program that utilizes a combination of equipment and manpower for the purpose of providing building information and assistance to our tenants and their guests while maintaining an environment that is perceived to be safe and convenient.

Procedure

Park Central 7·8·9 has developed a program which provides for an access control system, public monitoring system, life safety system, central control monitoring center and an in-house courtesy staff.

- **Access Control System** consists of building entry control at the various perimeters of the buildings during non-business hours. During non-building hours, all perimeter doors will be secured and alarmed for egress or ingress.
- **Public Area Monitoring System** consists of cameras strategically located throughout the public areas of the complex. These cameras are monitored by the Console 24 hours per day. At designated perimeter controlled access areas are card readers with intercoms to provide assistance.
- **Life Safety System** consists of a fire command center for monitoring smoke detectors, automatic sprinkler system, smoke control system, standby power system, alarm system, PA system and the stairwell unlocking system. The individual systems are explained in detail in the Fire Safety Plan.
- **Courtesy Consoles** are located in the lobby of Park Central 7 and Park Central 9. The Console is the control point for courtesy officers, communications and life safety systems of the building. The common area cameras and access control terminals are monitored from this location.
- **Courtesy Staff** consists of contract personnel. The function of the Park Central courtesy staff is to provide assistance, not to enforce laws or apprehend criminals.

The following will explain the building's hours and procedures for after-hours access.

Building Hours

The building is open to the public Monday through Friday from 7:00 a.m. to 6:00 p.m. and on Saturday from 8:00 a.m. to 1:00 p.m., excluding holidays. During all other times, the building will be secured. Egress and ingress to the building during the secured hours is controlled and monitored. Security procedures and requirements effecting tenants and their visitors at this time are discussed in the following sections.

Entry and Exit

The DSS Security System is automatically activated when the building is closed. Tenant entry can be accomplished by using an access card. The Property Management Office will assign access cards as requested by tenants of Park Central. Each card will be programmed for entry into the building and garage access. Entry into Park Central can be obtained at the following areas with the access card.

- East entrance leading from the parking garage to Park Central 7, located in the covered breezeway on the south wall.
- East entrance leading from the parking garage to Park Central 8. The card reader is on a pedestal located on the right side as you enter the building.
- East entrance leading from the parking garage to Park Central 9. The card reader is on a pedestal located on the right side as you enter the building.
- Front lobby entrance to Park Central 9. The card reader is located between the glass doors.

Exiting from these doors can be achieved by pushing the exit button on either side of the doors.

Assistance at any one of the card readers is provided by the use of an intercom. To activate, simply press the button on the reader. The Console Operator will respond.

Visitor Access

Tenants expecting after-hours visitors should contact the Console in Park Central 7 at (972) 770-4040 and give the following information:

- Name of the guest and the company they wish to visit.
- Telephone number where the Console can reach the office after hours.
- When the visitor arrives, the Security Officer will contact tenant to meet guest in lobby.

Tenants expecting after-hours deliveries should contact the Console in Park Central 7 at (972) 770-4040 and give the following information:

- Name of the courier service and what type of package is expected.
- Telephone number where the Console can reach the office after hours.
- When the delivery arrives, the Security Officer will contact tenant to pick up the delivery in the lobby.

Items cannot be left at the Console by the tenant for pick up nor can Security accept tenant deliveries.

After Hours/Weekend Access

In order to assist the Property Management Office in case of an emergency after hours, please sign in at the Security Console located in Park Central 7, so that we will know where tenants are working after hours.

In order to contact the proper personnel in the event of after-hours access we ask that you keep an updated copy of the attached tenant contact form on file in the management office. Management or Security will only call those listed on this form.

Blank Tenant Contract Information



Blank Tenant
Contact Information.

To assist us in preventing unauthorized entry into the building, we ask that you immediately report to the Security Officer in the lobby of Park Central 7 any attempt or actual occurrence of someone following you (tailgating) through secured areas. Any unusual activities or unauthorized person(s) should be reported to the Console at (972) 770-4040.

Crime Prevention Recommendations

The Property Management Office takes many precautions to protect you and your property; however, some thefts do take place. You can protect your business and personal property by taking a few simple precautions.

- Always lock your door or doors when leaving the office, even if it is only momentarily.
- Hang wraps away from the entrance to the office where they cannot be easily stolen while you are busy.
- Always put your valuables out of sight. A minimum amount of cash should be kept in the office. Cash and stamps should be locked in the office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk, if possible.
- Lock desks when not seated at them.
- Be alert for solicitors, peddlers and strangers.
- If an unauthorized person comes to your office to do work, check identification with the Property Management Office. Building employees may be identified by uniform and/or identification.
- Do not let anyone into the building as you enter with your access card; advise the Console should someone attempt to do so.
- When working after hours, lock the doors to your suite.
- Do not leave your vehicle unlocked. Lock all valuables in the trunk.
- Lock your car before leaving the garage and secure convertible tops, T-tops and windows. Open vehicles are prime targets for thefts and vandalism.
- When going to your vehicle, get your door keys ready. Be alert for suspicious people in the garage; report such to Console.
- Look at your vehicle as you approach for missing hub caps, broken glass or other abnormal circumstances.
- Look inside your vehicle before entering.

****The Property Management Office and the Console can be reached at (972) 770-4000 (24) hours per day, (7) days per week.***

Amenities

An important aspect at Park Central 7·8·9 is the wide array of amenities available to the employees. The following conveniences are available to tenants without having to leave the Complex.

Fitness Center

Located in Park Central 9 on the first floor. The tenant only Fitness Center is open from 5:30 am until 8:00 pm, Monday through Friday. The Fitness Center is equipped with state of the art equipment and full shower facilities. The Fitness Center is free of charge for all tenants of Park Central 7·8·9. In order to gain access to the Fitness Center you must fill out a waiver.



Fitness Center
Waiver.pdf

Secured Bike Storage Room

Located in the northwest corner on the first floor of Parking Garage 9. The Bike Storage Rooms allows tenants the freedom to ride their bike to work and store them during the day in our secure storage facility. In order to gain access to the Bike Storage you must fill out a waiver.



Bike Storage
Waiver.pdf

Conference Center

Park Central 7·8·9 has an onsite Conference Center located in Suite 120 of Park Central 8. The Conference Center is available for reservation for all tenants of Park Central 7·8·9. The Conference Center can comfortably seat 55 people and has a full kitchen with ice maker, refrigerator and coffee maker. Also included are a projector screen, large presentation white board, podium and serving counter space within the meeting area for snacks or drinks. The fee to book the Conference Center is \$300 per a day or \$150 for half a day.

**Conference Room agreement must be in place prior to booking the conference room. Please contact the management office for more information.*



Conference Room
Reservation Form.pdf

Convenience Store

Gateway Newstands is located in the lobby level of Park Central 8. The store provides quick stop shopping for a wide range of items such as office supplies, balloons, lottery tickets, stamps, soft drinks, offers breakfast, lunch as well as items suiting more personal needs. (972) 980-2460

Shade Garden

Tenants can escape in our quiet, relaxing Shade Garden in the courtyard between Park Central 7 and Park Central 8. Free Wi-Fi is also available in the Shade Garden.

Shoe Shine

Every Wednesday from 9:00 am until 3:00 pm. A Brand New Shine is available in the walkway between Park Central 7 and Park Central 8, for shoe shine and repair service.

Umbrella Services

Management provides umbrellas for the tenants at Park Central 7·8·9 to check out if needed on a rainy day. Stop by either the Concierge Desk, Park Central 7 or Park Central 9 Security Consoles, fill out the checkout log and you can use the umbrella for the day. All we ask is that you please return the umbrella by the next business morning, so there are enough umbrellas for everyone.

Recycling Program

Park Central provides a paper recycling program which is available to all tenants free of charge. We have a single basket system in which most all office trash may be thrown into desk side trash containers and the Rubbish Removal Company separates the recyclable material at their disposal facility. This also includes electronic recycling.



Single Stream
Poster.jpg

Express Package Drop

Express Package Drop for overnight package delivery for Federal Express and Airborne located in the garage lobby of Park Central 7.

Deli

Murphy's Deli offers breakfast, lunch, and catering. (972) 770-5440

Hotel

The Westin Park Central is conveniently located within the Park Central complex and offers an array of services such as conference facilities, dining, meeting rooms, catering assistance, audio visual equipment rental and much more. (972) 385-3000

US Postal Mail Drops are conveniently located in the lobby levels of Park Central 7 and 8.

Concierge

The Concierge Service at Park Central is designed to provide our tenants with the highest level of services available. From the smallest request such as ordering flowers to the complete planning of a building party, the Concierge duties are limited only by imagination.

The Concierge Service may be reached Monday through Friday, from 9:00 a.m. to 1:00 p.m. at (972) 770-4045.

Some of the many services provided by the Concierge are as follows:

- Airline Information
- Airport Transportation
- Area Shopping Service
- Building Information Center
- Building Recycling Program
- Catering Assistance
- City Directory Service
- Community Service Events
- Concert Tickets
- Discount Movie Tickets
- Discount Tickets to Various Places of Entertainment
- Health Club Information
- Hotel Information
- Meeting Facilities Information
- Monthly Newsletter
- Postage Stamps
- Restaurant Guide and Reservations
- Sporting Event Tickets
- Taxi & Limousine Service
- Tenant Appreciation Gifts and Parties
- Tour Information

Tenant Service Request / Work Orders

In an effort to be more efficient, we urge all of our tenants to please send all work order requests through our online work order system by using the Park Central 7·8·9 property website.

To access all tenant services, go to <http://towersatparkcentral.com/>. We suggest that you bookmark or save the property web site as a "favorite" in your web browser as important information and activities are regularly updated. In order to set up an account to use our online work order system please call the management office and provide a valid email address to set up your account.

Should you have any questions relating to the web site, please do not hesitate to contact the management office at 972-770-4000. We are committed to making your tenancy in Park Central 789 a pleasant, productive and enjoyable experience.