

# **Terminus 100 Electronic Tenant® Portal**

**Created on September 23, 2020**

## Building Amenities: On-Site Amenities

### AES Executive Services Car Wash:

Phone: 404-467-1055

E-mail: [terminuscarwash@yahoo.com](mailto:terminuscarwash@yahoo.com)

### Art of Cosmetic Dentistry:

Phone: 404-816-8200

[www.raymorgandmd.com](http://www.raymorgandmd.com)

### Atlantic Capital Bank:

(404) 995-6050

[www.atlcapbank.com](http://www.atlcapbank.com)

### Bricktops:

Please visit [www.bricktops.com](http://www.bricktops.com) for more information.

Phone: 404-841-2212

[Lunch Menu](#)

[Dinner Menu](#)

### Brides By Demetrios:

Peachtree Street, please visit [www.demetriosbride.com](http://www.demetriosbride.com) for more information.

Phone: 404-846-2220

### Chick-Fil-A:

For online ordering [www.chick-fil-a.com/terminusinline](http://www.chick-fil-a.com/terminusinline)

Phone: 404-816-3113

[Menu](#)

### Collision on Wheels:

Mike Gravette

Phone: 404-633-3368

[www.collisiononwheels.com](http://www.collisiononwheels.com)

### The Flying Biscuit:

Cafe Street

Phone: 404-477-0013

[Menu](#)

[Catering Menu](#)

### Industry Tavern:

Please visit: [www.IndustryTavern.com](http://www.IndustryTavern.com)

404-254-4468

### Jack's New Yorker Deli:

404-869-7776

[www.jacksnyd.com](http://www.jacksnyd.com)

### Motion Stability Physical Therapy:

[www.motionstability.com](http://www.motionstability.com)

Phone: 404-382-8702

### Office Automotive:

Phone: 404-848-1463

[www.officeautomotive.com](http://www.officeautomotive.com)

[Services](#)

### Poggenpohl:

[www.poggenpohlusa.com](http://www.poggenpohlusa.com)

Phone: 404-816-7275

### Royal Design of Buckhead:

[www.royaldesignbuckhead.com](http://www.royaldesignbuckhead.com)

Phone: 404-659-4600

### Starbucks Coffee Company:

[www.starbucks.com/store/1013183](http://www.starbucks.com/store/1013183)

Phone: 407-599-0807

**Subway:**

[www.subway.com](http://www.subway.com)

Phone: 404-474-3382

**Sub-Zero and Wolf Showroom:**

[www.subzero-wolf.com](http://www.subzero-wolf.com)

Phone: 404-973-0660

**Fusion ATL:**

Please visit [www.fusionatlanta.com](http://www.fusionatlanta.com) for more information.

Phone: 404-254-4193

# Building Amenities: 2008 Photos

4th of July

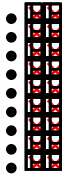


Sept 11th Remembrance



\*

Pumpkin Carving Contest



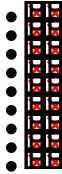
\*

Morris Brandon Elementary School Choir



\*

Holiday Toys for Tots



# Building Amenities: 2009 Photos

St. Patricks Day Scavenger Hunt Winners



Earth Day



\*

Chick-fil-A Cow Drop



\*

2009 Pumpkin Carving Contest



\*

2009 Holiday Social



## Building Amenities: 2010 Photos

Click Images to Enlarge

Electronics Recycling Drive



Pumpkin Carving Contest



1st place  
Blake  
Goodman



2nd  
place  
Beth  
Barrett



3rd  
place  
Bret  
White

## Building Amenities: 2011 Photos

Click Images to Enlarge

Freedom Ride



\*

Chick-fil-A Cow Drop



The grand prize winner... Mike Landsberg from Pathstone!

\*

Chick-fil-A Cow Drop



Tenant Appreciation Day



Tenant Appreciation Day



Tenant Appreciation Day



Our grand prize winner...  
John Holloway from Synovus

Terminus Holiday Social



Terminus Holiday Social



## Building Amenities: 2012 Photos

### Congratulations to our Earth Day raffle winners

**Patrick Brandt** - Cumulus

**Kathy Stephenson** - UBS

**David Copeland** - Fitzgerald & Co.

**Stephen McCanless** – Sony Mobile Communications



<b>Kathy Stephenson</b>	<b>Stephen McCanless</b>
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### Tenant Appreciation Tailgate





## Building Operations: Building Management

Cousins' Terminus 100 Management Office is located in 3280 Peachtree Road, NW, Suite 195, Atlanta, GA 30305. The hours of operation are from 8:30 a.m. to 5:30 p.m., Monday through Friday. However, the management phone line is manned 24 hours a day. The number is 404-407-2000.

<i>Senior Property Manager</i>	<b>Stacy Abbate</b>	<a href="mailto:stacyabbate@cousinsproperties.com">stacyabbate@cousinsproperties.com</a>
<i>Property Manager</i>	<b>Bernard Lee</b>	<a href="mailto:bernardlee@cousinsproperties.com">bernardlee@cousinsproperties.com</a>
<i>Property Manager</i>	<b>Amanda McCallum</b>	<a href="mailto:amandamccallum@cousinsproperties.com">amandamccallum@cousinsproperties.com</a>
<i>Administrative Assistant II</i>	<b>Adam Gibbs</b>	<a href="mailto:adamgibbs@cousinsproperties.com">adamgibbs@cousinsproperties.com</a>
<i>Customer Service Coordinator</i>	<b>Erica Hou</b>	<a href="mailto:ericahou@cousinsproperties.com">ericahou@cousinsproperties.com</a>
<i>Chief Engineer</i>	<b>Joe Armstrong</b>	<a href="mailto:joearmstrong@cousinsproperties.com">joearmstrong@cousinsproperties.com</a>
<i>Assistant Chief Engineer</i>	<b>Sammie Mays</b>	<a href="mailto:sammiemays@cousinsproperties.com">sammiemays@cousinsproperties.com</a>
<i>Level One Engineer</i>	<b>Dwayne Hudson</b>	<a href="mailto:dwaynehudson@cousinsproperties.com">dwaynehudson@cousinsproperties.com</a>
<i>Level Two Engineer</i>	<b>James Lewis</b>	<a href="mailto:jameslewis@cousinsproperties.com">jameslewis@cousinsproperties.com</a>
<i>Level Two Engineer</i>	<b>Richard Hayes</b>	<a href="mailto:richardhaynes@cousinsproperties.com">richardhaynes@cousinsproperties.com</a>
<i>Apprentice Engineer</i>	<b>Freddy Axel</b>	<a href="mailto:freddyaxel@cousinsproperties.com">freddyaxel@cousinsproperties.com</a>
<i>Apprentice Engineer</i>	<b>Zack Easley</b>	<a href="mailto:zackeasley@cousinsproperties.com">zackeasley@cousinsproperties.com</a>

## **Building Operations: Hours of Operation**

Terminus 100 is accessible 24 hours, seven days a week. These hours relate to building access only and not to other services. Standard services provided as per the Lease (i.e., air conditioning) are from 7:00 a.m. - 6:00 p.m. Monday through Friday and 8:00 a.m. - 1:00 p.m. on Saturdays. During these hours a badge is not needed to gain access; however, during after hours a badge is required.

### **Entrances/Exit Doors**

Corner of Peachtree Road and Piedmont Road  
Café Street canopy

## Building Operations: Leasing

The leasing company for Terminus 100 is Cousins Properties Incorporated, located at 191 Peachtree Street, NE Atlanta, GA 30303-1763. The main phone number is 404-407-1000. Listed below is the contact information for the authorized representatives.

Title	Name	E-Mail
Senior Vice President, Leasing	William Hollett	<a href="mailto:billhollett@cousinsproperties.com">billhollett@cousinsproperties.com</a>
Senior Vice President - Development	Thad Ellis	<a href="mailto:ThadEllis@cousinsproperties.com">ThadEllis@cousinsproperties.com</a>

## **Building Security: Overview**

The lobby security console serves as the main security location. A Terminus-100 Security Officer is on duty at the lobby console twenty-four (24) hours a day, seven (7) days a week.

## **Building Security: Walden Security**

[Please click here to obtain information regarding Walden Security services provided at Terminus](#)

[Please click here to view the Walden Security Safety Newsletter](#)

[Please click here to view the Back to School Safety Newsletter](#)

## **Building Security: Building Access**

### **Card access System**

Terminus 100 has a cards access control system to enhance perimeter and internal security. Card readers are located at the main entry doors and in each elevator cab within the building. Elevator card readers limit after-hours access to other offices by only allowing individuals access to their specific work floor. Each individual company is responsible for controlling access into their suite.

The building is open from 7:00am to 7:00pm, Monday – Friday and on Saturday from 8:00am – 1:00pm. Anytime outside of these hours, it will be necessary to access the building using your access card at either badge location - Peachtree and Piedmont or the Café Street canopy.

The management office will periodically provide you with a copy of the current employee access badge listing and request that you review and update the list against your own employee records. For security purposes, it is important that you maintain your own employee list.

All employees should be instructed not to swap or borrow another employee's access card.

If you arrive after hours and do not have your access card, the guard service has been instructed to deny access. Additionally, if someone arrives after-hours and the card is not operational, access will be denied unless security has advance notification from the appropriate facility contact.

In the event an employee is terminated or a card is lost or stolen, it is important that you notify the property management office. The card will be deleted from the badge reader system so access is denied. All replacement cards will be provided to you at a cost of \$15 each. For changes or deletions, please have you key contact put a request in the [work order system](#).

### **Special Access/After Hours Deliveries**

In the event your office requires after-hours access for special contract services such as; construction or carpet cleaners an After-Hours Work Notice form will be required for security to allow entry into the building or your specific suite. Please have your key contact request after hour access in the work order system so proper arrangements can be made. The management office must be notified of any special event or services to be performed.

## **Building Security: Escorts**

### **After Hours Escorts**

Should you desire an after hours escort to your vehicle, please call 404-841-9236 and security personnel will be glad to assist you. Please allow a reasonable amount of time for them to respond to your call.

## **Building Security: Loading Dock/Deliveries**

The entrance to the loading dock is located under the parking deck off of Highland Avenue. All deliveries must use the loading dock entrance. Dock hours are from 6:00 a.m. – 10:00 p.m. Monday – Friday and 7:00 a.m. – 5:00 p.m. on Saturday. After hours use or anything requiring exclusive use of an elevator must be scheduled in advance through the Property Management Office at 404-407-2000.



## **Building Security: Security Recommendations**

**The following information provides some suggested office safety guidelines you may find helpful:**

If you see a suspicious person in your office please call the management office at 404-407-2000 and we will have security investigate.

Question any unknown person in your suite by asking, "May I help you?"

If you maintain a petty cash fund, keep the dollar amount minimal and lock it up.

Purses should be out of sight from anyone entering your office area. Particular care should be taken in any entry or reception area.

Serial numbers of calculators, computers, and various office equipment should be recorded and kept in a safe place.

Restrict distribution of office keys and access cards.

Collect keys and access cards from terminated employees. Call the management office to deactivate card numbers of any cards you collect from terminated employees or any lost or stolen cards. If you reassign the card to a new employee, please provide us with the new employee's name and card number by completing the [Card Access Request/Deletion Form](#).

Keep filing cabinet keys accounted for and filing cabinets locked at night.

Deposit incoming checks and cash so that large amounts of money are not kept in the office overnight. Company checkbooks and check cutting equipment should be secured at all times.

Clear desktops of important working material that should be safeguarded when you leave work.

Lock the entrance and back door if the reception area is left unattended.

Office personnel working late at night or on weekends should keep their suite doors locked at all times.

If you plan to work late, move your car to a parking space close to the entrance of parking deck or walk to your car with another employee or request a security escort by calling 404-407-2000.

Whenever walking in any parking lot, be alert! Have your keys in your hand, and pay attention as you walk to your car for suspicious persons or activity.

## **Building Services: Elevators**

Five (5) High speed passenger elevators – Low Rise 3500 Pound Capacity

Five (5) High speed passenger elevators – High Rise 3500 Pound Capacity.

Terminus 100 has a total of 10 passenger elevators, 1 service elevator, and 6 parking deck elevators.

All elevators are equipped with direct dial telephones in the event of an emergency or entrapment. These phones will put you in touch with the elevator service contractor, who will contact the management office.

**If you become entrapped (elevator will not move and doors will not open) please remember the following:**

- Remain calm.
- Access the phone.
- Let the individual on the other line know your location (elevator cab # and floor).
- Again, Remain calm. Management and Security in conjunction with the elevator contractor will have you freed promptly.

**ELEVATORS SHOULD NOT BE USED FOR EMERGENCY OR FIRE EVACUATION. USE STAIRWELLS ONLY, UNLESS OTHERWISE INSTRUCTED.**

## **Building Services: Forms**

For your convenience, we have included downloadable and printable PDF document forms here and in the respective section that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

[After Hours Contact Person Form](#)

[Bomb Threat Telephone Report](#)

[Key Tenant Contact](#)

[Emergency Tenant Contacts](#)

[Property Removal Authorization](#)

[Property Removal Form](#)

[Warden Form](#)

[Signage Form](#)

[Parking Application](#)

**Building Services: Fusion ATL**

Please visit the Fusion ATL website for more information: [www.fusionatlanta.com](http://www.fusionatlanta.com).

## **Building Services: HVAC**

Hours of operation are adjusted according to extreme weather conditions, but normally, acceptable temperatures are maintained from 7:00 a.m. to 6:00 p.m., on weekdays, except for holidays. On Saturday, the building system operates from approximately 8:00 a.m. to 1:00 p.m.

Building thermostats are calibrated and set for the proper temperature when a tenant moves in. In the event your area needs to be adjusted, please contact Property Management and a service request will be generated.

For customers requesting air conditioning after normal operating hours, there is an hourly charge (please see your lease for specifics) based on a per floor basis. Please place your request via the [work order system](#).

**Building Services: Janitorial/Maintenance/Service Calls**

Please log on to: [Service and Maintenance Request System](#) to submit service requests.

## **Building Services: Mail Services**

The mailroom is located at the lobby level behind the high rise elevators through the double doors at the third door on the right. Mailbox and key assignment is arranged directly through the Northside Carrier Branch of the [U.S. Postal Service](#). They can be contacted at 404-233-7768.

Parcel Post delivery for large packages delivery and outgoing mail collection are also available in the mailroom. Of course, special mail services, such as registered, certified and C.O.D will be made directly to your suite.

[FedEx](#) and [UPS](#) drop boxes are located in the mail room for package pick- up services. Posted times are:

FedEx – 7:30 p.m.

UPS – 6:30 p.m.

### **The building address is as follows:**

3280 Peachtree Road, NE  
Atlanta, GA 30305

## **Building Services: Signs**

Building standard suite signs must be ordered from the management office. Additional signage may be ordered if necessary. Management will provide you with a quote on the cost. Please reference your lease for the physical address and suite number, to contact the Property Manager directly.

**The lead-time for signage is 3-4 weeks.**

Management asks that you refrain from posting paper signs within your suite if the signs are visible from a common area. It is our intent to maintain a class "A" facility for you and your patrons with only standard building signs.



# **Emergency Procedures: Emergency Plan**

## **Purpose**

This emergency plan is established as an integral part of the official building's response to emergencies. The contents of this plan are designed as an "operational guide" for the behavior, safety and protection of the tenants and visitors to the building.

## **Scope**

As outlined on the following pages, this emergency plan establishes a sequential "plan of response" for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening the building and/or its inhabitants; and then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the building's Property Manager or representatives, this plan becomes an "operational tool" for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

## **General Emergency Guidelines**

Listed below are steps that should be followed in almost every type of emergency:

1. Remain calm. Panic can cause more damage in many cases than the emergency itself.
2. Contact the appropriate emergency responder immediately and relate all pertinent information (address, office number, name, phone number) before calling property management at 404-407-2000.
3. Do not become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
4. Follow the directions of those in charge of the situation.

## **Emergency Procedures: Fire & Life Safety**

### **Emergency Personnel Responsibilities**

911 - City of Atlanta Fire Department

When an emergency arises, please call 911 and then contact the Terminus Property Management Office at 404-407-2000.

### **Safety Directors – Cousins Properties Incorporated – Property Manager and Chief Engineer.**

#### *Property Manager*

Primary responsibility is to coordinate and implement an effective evacuation of the building's customers in a situation that might require evacuation. Further responsibility stems from the preparation, monitoring and implementation (with the approval and assistance of the City of Atlanta Fire Department) of a training program for all members of the emergency team.

#### *Assistant Safety Director – Cousins Properties Incorporated - Security Supervisor*

Responsible for the effective implementation of "Evacuation Plan" and for actions taken by the building's Emergency Assistance Team prior to the arrival of the city of Atlanta Fire Department. Upon the arrival of the City of Atlanta Fire Department, the Assistant Safety Director should assist the responsible Fire Department Supervisor in briefing, as to seriousness, location and type of emergency while explaining actions taken prior to the arrival of the Fire Department.

#### *Key Tenant Contact – The liaison between Tenant population and Property Management*

#### *Wardens - Individuals appointed by the Key Tenant Contact*

The Warden's role and responsibilities include: following the directions of the Key Tenant Contact and/or the City of Atlanta's Fire Department Safety Director or Liaison, overseeing the creation of the individual's company approved evacuation plan, and the safe and orderly evacuation of the companies employees when given notification by Property Management and/or the City of Atlanta's Fire Department.

The Warden(s) is appointed by the Key Tenant contact representing each firm occupying each floor of the building. If your firm occupies more than one floor, a Warden should be designated for each floor. Those persons or their alternates (Deputy Wardens) must be present at all times while the building is occupied. These wardens must be familiar with the building evacuation plan, floor layout, and location and use of fire equipment.

[Click here to view the Terminus Floor Warden Life Safety Training Presentation](#)

#### *Deputy Wardens – Customer Representative*

The Deputy Wardens shall take direction from the Warden and shall perform as the Warden in his/her absence. It is recommended that you designate a Deputy Warden for every 6,000 square feet of space your company occupies.

#### *Emergency Assistance Team – Cousins Properties Incorporated*

The Emergency Assistance Team staff is comprised of all building Engineering and Security personnel. Their primary responsibility is the implementation of an emergency plan as directed by the Assistant or Safety Director in charge or the City of Atlanta Fire Department.

#### *Evacuation Supervisor – Security Supervisor*

(After normal hours)

Primary responsibility is to coordinate and implement an effective evacuation after normal business hours.

#### *Handicap Assistants – Appointed by Customer*

Handicap Assistants are responsible for the evacuation of any physically challenged persons in a suite. Two assistants should be assigned to one handicapped person.

### **Stairwells**

There are two stairwells in the building, stairwell 1 on the east side and stairwell 2 on the west side of the building. These stairwells are accessible from every floor. In case of fire or other emergency, use stairwells for exit. All stairwells provide exit from the building to the outside.

### **Emergency Fire/Life Safety Equipment**

The Building is equipped with a sophisticated, automated life safety system composed of smoke detection and alarm devices, sprinkler system, fire extinguisher cabinets on every floor, and a central fire command center.

# Emergency Procedures: Bomb Threat

## Standard Operating Procedure

In regards to bomb threats, it has been clearly proven that the vast majority of these calls are indeed false alarms, meant only to disturb the work environment of a person or company. However, at no time should any call be regarded as just another false alarm. The following guide will be useful if such an incident occurs. Keep the caller on the line as long as possible. Ask the caller to repeat the message.

Obtain as much information from the caller as possible:

1. Location of the bomb,
2. Time of detonation,
3. Outside appearance or description of the bomb,
4. Reason for planting the bomb.

Listen for background noises that might help in determining where the call was made.

At the conclusion of the call, do not hang up. It is essential that you keep this line open so that the police can trace the call. Go to another phone and immediately report the call to 911 and the Property Management Office 404-407-2000, giving as much of the following information as possible:

1. Your name,
2. Your location and phone number,
3. Name of the initial recipient of the threat,
4. Name of anyone listening in on the conversation and overheard the threat,
5. Name of any employee threatened by the caller,
6. Normal work location of any threatened employee,
7. TIME the bomb is supposed to explode,
8. Exact LOCATION where the bomb is supposed to be,
9. OUTSIDE APPEARANCE or DESCRIPTION of the bomb,
10. REASON given for the bomb,
11. Time.

Notify your supervisor about the bomb threat call.

Quickly and thoroughly search your company area for "suspicious, unusual or foreign items" ("Suspected Bombs") and report any findings. Do not touch, move, jar, disturb or cover any "suspicious items" that are found. Report any findings to the Property Management Office. If evacuation is necessary, the City of Atlanta Fire Department or the Property Management Office determines evacuation is necessary, your company will be advised of the route.

**IMPORTANT** - If you determine that your employees and visitors are in imminent danger and you cannot reach the City of Atlanta Fire Department and the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific route to follow!

**IMPORTANT** - Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or handicapped personnel.

**When evacuation is complete, assemble at a pre-determined location and account for all your personnel:**

- Total number of employees moved or evacuated:
- Total number of visitors moved or evacuated:
- Total number of personnel missing:
- Names of missing persons:

For future reference by the Property Management Office, write a brief report covering your actions in response to the emergency, including any special problems or incidents that you encountered, and submit it as soon as possible to the Property Management office.

## Suspected Bomb-Safety Precautions

The Safety precautions listed below are designated to acquaint you with the dangers inherent in the search, discovery and handling of suspected objects.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees, Tenants and the lives of the individual Tenants and visitors who frequent the building. In the event you run across a suspicious package please remember the following:

- Do not use radio equipment to transmit messages.
- Do not change the lighting conditions.
- Do not smoke.
- Do not accept the contents of any container as bona-fide simply because it was delivered in a routine manner.
- Do not accept container markings and/or appearances as sole evidence of their content, identification and legitimacy.
- Do not touch a suspected bomb.
- Do not carry a suspected bomb.
- Do not assume that a suspected bomb is of a specific (high explosive or incendiary) type.
- Do not open a suspicious container or object.
- Do not cut a string, cord or wire on a suspicious container or object.
- Do not cut or remove the wrapper on a suspicious container.
- Do not unscrew the cover of a suspicious container or object.
- Do not move the latch or hook on the cover of a suspicious container or object.
- Do not raise or remove the cover of a suspicious container.
- Do not change the position of a suspicious container or bottle.
- Do not place a suspicious container or object into water.

### **Identifying and Handling Suspicious Mail/Packages**

A suspicious letter or parcel might have some of the following indicators:

- Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage – Excessive or inadequate.
- Balance – The letter is lopsided or unusually thick.
- Weight – The letter or package seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components, feels like it contains powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.

### **Suggestions for Handling Suspicious Letter/Packages**

Do not excessively handle or open.

Immediately segregate it in an unused room or space.

Attempt to verify the sender and/or the legitimacy of the package.

If the letter or parcel remains suspect, call the police.

## **Emergency Procedures: Civil Disturbance**

### **Should a civil disturbance involve your company or work area:**

- Notify the Property Management office at 404-407-2000
- Lock your doors and secure any cash and sensitive records
- Report any suspicious objects or materials to the Property Management Office
- Evacuate the floor, if necessary, and move to a safe location
- Be alert for any suspicious persons in your area. Report them to the Property Management Office
- Do not leave the building if it is not safe to do so.

## **Emergency Procedures: Elevator Malfunction**

In the event you are in an elevator, which stops between floors, or if the doors will not open, do not attempt to force the doors to open. Use the labeled intercom. Follow the instructions to connect to the elevator company's central security office. Advise them of the nature of the problem, and elevator personnel will be called to assist you. The "Alarm" button may be pressed to make an audible noise and a security officer will immediately respond. Stay calm and be assured that help is on the way.

The elevators are equipped with numerous safety devices, which prohibit them from failing under emergency conditions. In the event of a power interruption to the building, the elevators will (one at a time) be automatically lowered to the lobby level, and the doors will open.

Do not try to climb out and jump to a floor below should the doors open between floors.

Should an elevator malfunction and stop between floors, DO NOT attempt to exit. Remain in the elevator cab. Help is on the way.

## **Emergency Procedures: Emergency Contact**

### **Office Emergency Contact**

Each Tenant should establish an internal procedure for handling emergency situations. An office representative should be appointed and given the responsibility of coordinating emergency procedures in cooperation with the City of Atlanta Fire Department and the Property Management Office.

The Tenant's representative should be familiar with the location of all emergency exits and the telephone numbers of all emergency services.

The Property Management Office should have the name and telephone number (both during and after office hours) of the Tenant's representative. If you have not provided this information to our office, please do so at your earliest convenience.



## **Emergency Procedures: Emergency Response**

### **Emergency Response Procedures**

An emergency response cart stocked with fire extinguishers, hose and nozzles, pry bars, safety clothing and the first aid equipment, is always ready to be taken to any part of the building. A dedicated phone line in the Fire Command Center allows immediate contact with outside emergency services.

Cousins has retained Blackmon-Mooring Steamatic ("BMS") Catastrophe, Inc. a company specializing in disaster recovery systems, to provide immediate cleanup service in the event of a catastrophic loss at any location of the building. BMS is available 24-hours-per-day, seven-days-per-week.

Additionally, the AT&T Crisis Link program provides an additional phone line should Property Management's telephone system become damaged during an emergency. Once activated, telephones are forwarded to an alternate site, providing uninterrupted Tenant service for the tenants of Terminus 100.

# Emergency Procedures: Evacuation

- [Fire Department Approved Evacuation Plan](#)
- [Terminus 100 & Condo Building Evacuation Route](#)
- [Terminus 100 & Terminus 200 Evacuation Route to point A & B](#)

## **Emergency Procedures: Explosions**

If an explosion occurs, report the explosion to 911 - City of Atlanta Fire Department and the Property Management Office.

### **Give the following information:**

- Your name, location, and phone number
- Your company's name
- Exact location of explosion
- Cause of explosion
- Extent of casualties and number and type of injuries
- Whether explosion caused fires and, if so, location of fire(s)

The Property Management Office will immediately contact the Fire and Police Departments to confirm they are dispatching emergency personnel to the scene.

## **Emergency Procedures: Fire**

### **Fires**

If you detect the odor of something burning, but see no smoke or flame, call the Management Office at 404.407.2000 or pull open one of the fire alarm pull stations located next to emergency stairwells.

Building Personnel will investigate immediately to determine if fire department assistance is necessary.

If a small blaze is discovered, use the fire extinguisher while someone calls the Management Office at 404.407.2000. If using the extinguisher, stand between the fire and an exit.

If the size and/or location of a fire is not immediately detectable, or if there is a visible flame, which is too much for a fire extinguisher to handle, pull the fire alarm. The alarm system will begin to sound.

The fire alarm system generates a varying whoop tone from speakers located throughout the building.

The alarm will also sound on adjacent floors above and below the alarm floor.

If you feel it is necessary to evacuate the building due to fire, smoke or any emergency condition you may do so without receiving further instructions from the Property Management Office.

### **How You Can Help Prevent Fires**

Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised. You can help prevent fire by following these precautions:

- Assign someone to make certain that all appliances are turned off at the end of the day.
- Be alert for strange odors or lights from electrical appliances. Have malfunctions check immediately.
- Store and use flammable liquids according to safety regulations. Clean up spills at once.
- Dispose of trash. Don't allow it to accumulate. Don't overload wall circuits.
- Smoke only where permitted. Smoking is permitted on the 2nd level of the parking garage.

## **Emergency Procedures: Homeland Security**

Terminus recommends that each Tenant have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **American Red Cross**

[www.redcross.org](http://www.redcross.org)

### **FEMA**

[www.fema.gov](http://www.fema.gov)

### **Department of Homeland Security**

[www.dhs.gov](http://www.dhs.gov)

### **Atlanta- Fulton County Emergency Management Agency**

[www.afcema.com](http://www.afcema.com)

### **Centers for Disease Control**

[www.cdc.gov](http://www.cdc.gov)

### **Active Shooter Booklet**

[http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

## **Emergency Procedures: Life Safety System**

Terminus is equipped with a state of the art life safety system. This system, in conjunction with 24 hour security coverage, 24 hour off site monitoring, and an emergency power generator, provides the tenants at Terminus with unparalleled life safety support. The emergency generator provides power for emergency lighting and exhaust fans in the event of a building evacuation. In addition the generator allows use of the passenger elevators, as authorized by Fulton County, during an emergency situation.

Terminus is fully equipped with a fire sprinkler system. Photoelectric smoke detectors, duct detectors, water flow switches and manual pull stations provide alarm information to the building staff and the monitoring company. Preventative maintenance includes inspection by engineering staff and contracted personnel.

Major structural components have been protected with fire proofing material to provide multi-hour compartmentalization of each floor into fire zones.

The stairwells have a fire protection rating of 2 hours and become pressurized to hold back smoke and fire during an emergency.

## Emergency Procedures: Medical Emergency

If there is a medical emergency within your office or observed by you, please call 911 first and then provide the following information to the Property Management Office:

- The type of medical emergency
- Exact location and name of the sick or injured person
- Has an ambulance or doctor been notified?

If the sick or injured person requests you call their doctor, please do, and notify the Property Management Office so assistance can be given to the doctor when entering the building.

If the sick or injured person is to be sent to a hospital, try to send a friend or fellow employee along to comfort the person until a relative arrives.

Fast response to medical emergencies can save lives. Never hesitate to call "911" for medical assistance if needed. Remember to contact the Property Management office with details so the building staff can assist.

**Note:** Please advise the emergency medical personnel if you have preference of hospital location. Most ambulances will transport patients to any local hospital.

Be advised, there is an AED, automatic external defibrillator, at the lobby console.

## **Emergency Procedures: Other Emergencies**

### **Electric Power Outage**

The building is equipped with an emergency generator, which will provide power to certain building systems during a power outage. These systems include all alarm and life safety equipment, limited egress lighting, and one elevator for each bank (one high-rise, one low-rise, and one within the parking deck). All elevators will (one at a time) be automatically lowered to the lobby level and the doors will open. If an outage is of short duration, it should cause little concern. If the power outage is of longer duration, you may desire to leave the building. If so, you can utilize one of the available elevators or stairwells.

### **Severe Weather**

In most cases, advance warning of severe weather is not likely. In the event of severe weather, move toward core area rooms, including restrooms, freight elevator lobbies and building stairwells. Close office doors as you exit.

The greatest danger will be that of flying glass and objects; therefore, attempt to locate where the maximum numbers of walls are between you and the exterior of the building.



## **Emergency Procedures: Toxic Hazards**

### **Biological/Chemical Substance Threat**

Response to and preparation against threats or actual attacks from biological or chemical agents is similar to bomb threats or attacks. By their nature, however, biological and chemical agents can be extremely difficult to detect until their physical symptoms can be observed in exposed persons. Symptoms can include breathing difficulty, watery eyes, nausea, dizziness, and difficulty in moving. These symptoms can occur suddenly, without any prior warnings. Medical attention should be summoned immediately with the onset of these symptoms.

Biological or chemical threats can be common agents (pepper spray or mace) or much more complex in nature (anthrax, nerve gas).

Routine security vigilance is the most important protective measure. Access to your work areas should be controlled and suspicious items should be reported. Containing any biological or chemically affected areas (close doors, shut down HVAC) and isolating any exposed persons is critical in responding to attacks.

Contact 911 so trained responders can be summoned. Then notify the Property Management Office.

### **Incident Response Protocol for Biological Release**

- Notify 911 immediately then contact the management office.
- Isolate impacted area.
- Contain/cover the material to minimize the impacted area.
- Contain the material to minimize the number of individuals exposed.
- Contain the potential impacted individuals to ensure that they receive proper medical attention.
- Remove non-impacted individuals from the area as quickly as possible and await further instructions from response team.
- Retain all impacted material for response team.
- Wash your hands with soap and water if you have made contact with the material.

# Emergency Procedures: Training

## Life Safety Training

While sophisticated alarm monitoring and detection are incorporated into the design of life-safety systems at Terminus 100, training is the key to life-safety preparation.

## Tenant Training

Training begins with Warden Seminars, conducted by the Terminus Property Management Team. An annual multimedia presentation, consisting of a custom video, as well as input from trained personnel, address the following situations:

- Fire Alarm Response
- Building Evacuation
- Medical Emergencies
- Bomb Threat Management
- Weather Related Threats
- Elevator Situations

Each firm is responsible for identifying Wardens who are required to participate in this training at least once a year. Tenant Wardens are the points of contact for all emergency-related issues. They are responsible for passing this training on to their co-workers. They must be familiar with:

- the layout of their work areas
- the population of their space
- the special needs of co-workers
- what is common or unusual for their space
- locations of fire exits and evacuation routes.

In addition to the formal Tenant Warden Training sessions, Property Management is always ready to assist tenant companies in developing their own plan for life-safety training.

## Staff Training

The Terminus 100 Management Staff receives continual training on life-safety related issues.

- CPR/First Aid Training
- Annual Life-Safety Staff Training Seminar
- Annual Fire Drills
- Daily, Weekly, Monthly, and Annual Inspections of life-safety systems and Equipment
- Bomb Threat Training

## Fire Drills

Fire Drills are usually conducted within days after the Fire Warden Training. They are designed to simulate an actual alarm response and evacuation. Tenant Wardens should use this time to educate their co-workers on life-safety equipment. Fire Drills also allow the building staff to inspect and evaluate the automated life-safety related issues, complete a detailed checklist on building systems and operation, and assisting tenants with evacuation. Post-drill meetings allow building staff to critique their response, share observations, and identify problems.

[Click here to download a complete power point presentation on Floor Warden and Life Safety Training](#)

[Click here to download Floor Warden Training Manual](#)

## **Emergency Procedures: Workplace Violence**

**If your company or an individual receives a threat, get as much information as possible such as:**

- What exactly was said?
- Was a date/time of the threatened action mentioned? (“I’ll be there this afternoon.”)
- Was a weapon mentioned or known to be in the threat maker’s possession?
- Is there prior history with the threat-maker; upset client, ex-employee, ex-boyfriend/girlfriend?
- Is there a restraining order in effect against this person?
- Is a photograph or physical description available?

Develop a plan for notifying office personnel, police, and building management should the individual come into your office.

Give the front desk receptionist a discreet way to signal for help.

Building Security Officers are not armed nor trained in physical intervention. They are trained to confront suspicious individuals, talk them into leaving the building and to report on incidents. Report threatening individuals immediately to 911 and then report the incident to the Management Office.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of Terminus 100 and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Property Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Property Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Property Management Office will promptly notify you of any such changes. Please feel free to contact the Property Management Office with any questions you may have.

**Welcome to Terminus 100.**

## Introduction: About Terminus 100

### Terminus - Where Buckhead Begins

#### Master Concept

Terminus is a mixed-use, multi-phased project set on 10 prime acres at the intersection of Buckhead's most prominent and recognizable thoroughfares – Peachtree and Piedmont. Developed by Cousins Properties Incorporated and designed by renowned Duda-Paine Architects, Terminus is an urban destination community that will transform this section of Buckhead into a truly metropolitan neighborhood. The Terminus community includes more than one million square feet of office space, more than 92,000 square feet of retail and restaurants and 137 residential units.

#### Terminus at a Glance

*Terminus 100* is a 27-story office building with 650,000 square feet of rentable space. The building is 100% occupied.

*Terminus 200* is a 22-story, 520,000-square-foot office building with ground-floor retail and restaurants.

*10 Terminus Place* is a high-rise residential building at Terminus will consists of a 19-story condominium development atop 14 levels of parking. The tower includes 137 homes.

State-of-the-art amenities include: spacious club room with indoor/outdoor fireplaces, a catering kitchen, two private guest suites with "summer kitchens" for outdoor entertaining, media and theater rooms, a fitness and massage center (designed to bring the look and feel of California, as well as the outdoor yoga stretching garden), rooftop garden, saltwater pool and whirlpool, and dedicated dog walk, 24/7 doorman, hotel-grade concierge service, valet parking and a dedicated amenity-deck service professional.

#### Terminus at a Glance (continued)

- **Retail** – a total of 92,000 square feet of boutique and anchor retail stores, amenity-based businesses situated along Café Street and the ground floors of all the Terminus towers.
- **Restaurants** – high-profile restaurants located in either a unique, two-story elliptical building facing Peachtree or along vibrant Café Street.
  - **BrickTop's** - A casual, upscale American eatery
  - **Industry Tavern** – Casual food and spirits
  - **Chik-fil-A** – Casual fast food eatery
  - **Flying Biscuit Cafe** - A casual southern café
  - **Jack's NY Deli** – NY style sandwiches and salads
  - **Subway** – Made to order artisan sandwiches

## **Introduction: Important Phone Numbers**

### **Emergency**

911

### **24/7 On-site security**

T100 404-841-9236

T200 404-841-1180

### **Police, Fire, EMS Non-Emergency**

404-658-6676

### **Property Management Office**

Phone: 404-407-2000

Fax: 404-949-0554

## **Introduction: Operating Instructions**

### **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents at any time by clicking the clearly labeled link on every page.

### **Special Features**

This Electronic Tenant® Handbook has special features, such as [Forms Section](#) and [Search Engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free, easy to use, and can be obtained by [clicking here](#).

### **Updates**

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here you will find information regarding scheduled maintenance and events taking place at the property. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

**Introduction: Recycling Program**

[Please click here to view the Recycling Program information](#)



## Newsletters and Memos: Newsletters

### [Environmental Impact Report](#)

### [Terminus Times](#)

#### Environmental Impact Report

[Click here to download the January 29, 2015 Environmental Impact Report](#)

[Click here to download the May 29, 2013 Environmental Impact Report](#)

[Click here to download the June 14, 2012 Environmental Impact Report](#)

[Click here to download the March 14, 2012 Environmental Impact Report](#)

[Click here to download the November 7, 2011 Environmental Impact Report](#)

[Click here to download the September 2, 2011 Environmental Impact Report](#)

[Click here to download the August 5, 2011 Environmental Impact Report](#)

[Click here to download the June 30, 2010 Environmental Impact Report](#)

[Click here to download the April 2010 Environmental Impact Report](#)

[Click here to download the January 2010 Environmental Impact Report](#)

[Click here to download the Year To Date 2009 Environmental Impact Report](#)

#### Environmental Impact Report (Continued)

[Click here to download the September 11 Environmental Impact Report](#)

[Click here to download the August 12 Environmental Impact Report](#)

[Click here to download the August 4 Environmental Impact Report](#)

[Click here to download the July 2 Environmental Impact Report](#)

[Click here to download the June 2nd Environmental Impact Report](#)

[Click here to download the May 6th Environmental Impact Report](#)

[Click here to download the Feb 26th Environmental Impact Report](#)

[Click here to download the Feb 19th Environmental Impact Report](#)

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**Newsletters and Memos: Radio**

[Brian Bullock Radio Interview](#)

**Newsletters and Memos: Video**

[Terminus Flower Tree Install Video](#)

**Policies and Procedures: Construction**

[Click here to download a complete copy of the Terminus Construction Procedures and the necessary forms needed to be signed prior to construction beginning.](#)



## **Policies and Procedures: Copier / Computer / Electrical Requirements**

A permit must be acquired through the appropriate City of Atlanta authority for low voltage cabling and electrical work, whether installed by your general contractor or another vendor. The permit or license is to be posted on the job site.

## **Policies and Procedures: Low Voltage Permit**

All telephone and/or computer cabling must be permitted (Low Voltage Permit) and inspected before the county will issue a Certificate of Occupancy, which must be received before you move in. Your telephone installer is responsible for getting this permit and it must be received before the electrical contractor schedules the electrical ceiling inspections, which are usually ten to fourteen days before construction is completed.

## **Policies and Procedures: Moving Rules and Regulations**

For the benefit of all Tenants, major moves/deliveries can only be accommodated on evenings and weekends. Please furnish the necessary information that is requested as soon as moving plans are finalized to avoid any conflicts of scheduling. It is recommended that the moving company supervisor visit the complex to become familiar with the elevator locations, clearances and finish conditions before the move is scheduled.

Two weeks prior to a Tenant's scheduled move-in/out date, the Landlord, the Tenant's move coordinator and the moving company will need to meet in order to coordinate times, establish methods of delivery and reserve use of the loading docks, service corridors, and freight elevators for the move.

A move-in letter and "Tenant Information Manual" providing site plans identifying building entrances and parking and loading dock facilities will be delivered to Tenant prior to a move-in. Please respond to the move-in letter as soon as possible providing the management office with the information requested.

A pre-move walk-through, including the property manager, the Tenant move coordinator and a representative from the moving company, will need to be conducted prior to the commencement of the move. The walk-through will serve to identify existing damage in common areas and corridors as well as identify areas to be protected and padded according to building regulations.

Move-ins/move-outs and deliveries of large quantities of furniture, equipment, or supplies must be accomplished after 6:00 p.m. on weekdays, or on weekends or holidays. Please contact the management office at 404-407-2000 to determine if your move/delivery applies to the after hours criteria.

Only the service elevators should be used for the movement of furniture, equipment, and supplies. All companies making deliveries in connection with the move are to adhere to the moving rules and regulations pertaining to the protection of the premises. All costs associated with adhering to such protection procedures are the responsibility of the Tenant and/or Tenant's freight, moving or delivery company. Any physical damage to base building finishes is the complete responsibility of the moving company.

Protection should be installed the evening prior to the move and removed immediately upon completion. Tenant (or its moving company) is responsible for leaving the area in as clean a condition as it was prior to the move.

The mover/delivery company must use clean masonite sections as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. All sections of masonite should be taped to prevent sliding.

The mover/delivery company must provide and install protective coverings such as Mat-A-Doors on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. In addition, the use of duct tape on the floors, walls, or doors is not allowed.

The premises will be cleaned in accordance with the cleaning specifications set forth in the Lease prior to the move, (exclusive of extraordinary cleaning required due to leasehold improvement construction work) and upon Tenant's request after the move is completed (exclusive of any extraordinary cleaning or the removal of moving boxes, etc.). Normal cleaning services will commence on the next scheduled business day. The movers should be instructed to remove all used and unpacked boxes from the building, making arrangements for disposal other than using the waste facilities of the building. No trash, boxes or other items are to be left in the loading dock, corridors or any other common area. The building standard janitorial services do not include the removal of such items.

Smoking is not permitted inside the building.

Please notify the property manager of items to be moved which are unusually large or heavy (in excess of 3,500 pounds) or which may require our review. Dimensions and weight may prohibit the safe transport and placement within acceptable structural guidelines. Any large items that cannot be placed in the service elevator will require special hoisting arrangements, which can be made by calling the management office at 404.407.2000. Your moving contractor should include in your bid price any additional charges required for extra services which may need to be provided by the elevator contractor to hoist large items.

Electricity, heating, ventilation and air conditioning will be provided at no charge during the initial move-in to a new space when requested at least twenty-four (24) hours prior to move-in. All other moves are subject to the overtime air charges defined in your lease. Please identify specific time requirements for said service. Property management should be notified of any changes from the confirmed air conditioning request.

**Please furnish the management office at 404.407.2000 with the move information outlined below:**

- Date(s) of the move.
- Time your moving/delivery company will arrive.
- Estimated duration of the move.
- Name of the moving/delivery company.
- Supervisor of the move and his/her phone number.
- Tenant Representative present for the move.
- Number of trucks expected/number of moving men.

Forwarding address (if you are moving out of the complex).

Security will be notified as to the move-in schedule and will monitor the progress of the move. Any changes in the move-in schedule should be immediately reported to the management office. An emergency phone number will be required by security for the moving contractor supervisor and the Tenant's move coordinator.

We reserve the right to modify these rules and regulations and to establish additional reasonable rules and regulations as in our judgment shall from time-to-time be required for the safety, protection, care and cleanliness of the building, the operation thereof, the preservation and good order therein or the protection and comfort of the other Tenants of the building and their agents, employees and guests.

As major moves/deliveries can only be accommodated on evenings and weekends, please furnish this information as soon as moving plans are finalized to avoid any conflicts of scheduling. It is recommended that the moving company supervisor visit the complex to become familiar with the elevator locations, clearances and finish conditions before the day of the move into the loading dock area.

## Policies and Procedures: Rules and Regulations

### The following rules and regulations are listed in your lease agreement:

1. No sign, picture, advertisement or notice visible from the exterior of the Demised Premises shall be installed, affixed, inscribed, painted or otherwise displayed by the Tenant on any part of the Demised Premises or the Building unless the same is first approved by Landlord. Any such sign, picture, advertisement or notice approved by Landlord shall be painted or installed for Tenant at Tenant's cost by Landlord or by a party approved by Landlord. No awnings, curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with any window or door of the Demised Premises without the prior consent of the Landlord, including approval by the Landlord of the quality, type, design, color and manner of attachment. In the event of any breach of the foregoing, Landlord may remove the applicable item, and Tenant agrees to pay the cost and expense of such removal.
2. Tenant agrees that its use of electrical current shall never exceed the capacity of existing feeders, risers or wiring installation.
3. The Demised Premises shall not be used for storage of merchandise held for sale to the general public. Tenant shall not do or permit to be done in or about the Demised Premises or Building anything which shall increase the rate of insurance on said Building or obstruct or interfere with the rights of other lessees of Landlord or annoy them in any way, including, but not limited to, using any musical instrument, making loud or unseemly noises, or singing, etc. The Demised Premises shall not be used for sleeping or lodging. No cooking or related activities shall be done or permitted by Tenant in the Demised Premises except with permission of Landlord. Tenant will be permitted to use for its own employees within the Demised Premises a small microwave oven and Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations, and provided that such use shall not result in the emission of odors from the Demised Premises into the common area of the Building. No vending machines of any kind will be installed, permitted or used on any part of the Demised Premises without the prior consent of Landlord. No part of said Building or Demised Premises shall be used for gambling, immoral or other unlawful purposes. No intoxicating beverage shall be sold in said Building or Demised Premises without prior written consent of the Landlord. No area outside of the Demised Premises shall be used for storage purposes at any time.
4. No birds or animals of any kind shall be brought into the Building (other than trained assist dogs required to be used by the visually impaired). No bicycles, motorcycles or other motorized vehicles shall be brought into the Building.
5. The sidewalks, entrances, passages, corridors, halls, elevators, and stairways in the Building shall not be obstructed by Tenant or used for any purposes other than those for which same were intended as ingress and egress. No windows, floors or skylights that reflect or admit light into the Building shall be covered or obstructed by Tenant, and no articles shall be placed on the windowsills of the Building. Toilets, wash basins and sinks shall not be used for any purpose other than those for which they were constructed, and no sweeping, rubbish, or other obstructing or improper substances shall be thrown therein. Any damage resulting to them, or to heating apparatus, from misuse by Tenant or its employees, shall be borne by Tenant.
6. Only one key for each office in the Demised Premises will be furnished Tenant without charge. Landlord may make a reasonable charge for any additional keys. No additional lock, latch or bolt of any kind shall be placed upon any door nor shall any changes be made in existing locks without written consent of Landlord and Tenant shall in each such case furnish Landlord with a key for any such lock. At the termination of the Lease, Tenant shall return to Landlord all keys furnished to Tenant by Landlord, or otherwise procured by Tenant, and in the event of loss of any keys so furnished, Tenant shall pay to Landlord the cost thereof.
7. Landlord shall have the right to prescribe the weight, position and manner of installation of heavy articles such as safes; machines and other equipment brought into the Building. Tenant shall not allow the building structure within the Demised Premises, nor shall Tenant cause the elevators of the Building, to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Demised Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord. Landlord must approve the persons employed to move said articles. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the Building and to exclude from entering the Building all freight which is in violation of any of these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts,

floats or dollies shall be used in passenger elevators. All hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires.

8. Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Demised Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building. Tenant shall prevent inadequate ventilation from and will assure proper operation of any HVAC systems and/or office equipment under Tenant's control, and Tenant will not allow any unsafe levels of chemical or biological contaminants in the Demised Premises and will take all steps necessary to prevent the release of such contaminants from adhesives, machinery, and cleaning agents. Tenant shall cooperate in all respects with Landlord regarding the management of the indoor air quality in the Building and in connection with the development and implementation of an indoor air quality management plan for the Building. Smoking shall not be permitted in any common areas of the Building or the Project or in any premises within the Building; provided, however, if permitted by applicable law, smoking shall be permitted in any premises of the Building where the Tenant of such premises makes arrangements with Landlord for the installation at such Tenant's cost of filtration or other equipment which in Landlord's judgment is adequate to prevent smoke from leaving such premises and entering the common areas or other premises of the Building. Until such approved equipment is installed, smoking shall not be permitted in a Tenant's premises.
9. If Tenant shall assert that the air quality in the Demised Premises is unsatisfactory or if Tenant shall request any air quality testing within the Demised Premises, Landlord may elect to cause its consultant to test the air quality within the Demised Premises and to issue a report regarding same. If the report from such tests indicates that the air quality within the Demised Premises is comparable to the air quality of other first-class office buildings in the market area of the Building, or if the report from such tests indicates that the air quality does not meet such standard as a result of the activities caused or permitted by Tenant in the Demised Premises, Tenant shall reimburse Landlord for all costs of the applicable tests and report. Additionally, in the event Tenant shall cause or permit any activity, which shall adversely affect the air quality in the Demised Premises, in the common area of the Building or in any premises within the Building, Tenant shall be responsible for all costs of remedying same.
10. Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours of 7:00 a.m. and 7:00 p.m., on all days except Saturdays, Sundays and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefore to any person, including Tenant.
11. Unless agreed to in writing by Landlord, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning and taking care of the Demised Premises. Cleaning service will not be furnished on nights when rooms are occupied after 6:30 p.m., unless, by agreement in writing, service is extended to a later hour for specifically designated rooms. Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring. Only persons authorized by the Landlord may furnish ice, drinking water, towels, and other similar services within the Building and only at hours and under regulations fixed by Landlord.
12. No connection shall be made to the electric wires or gas or electric fixtures, without the consent in writing on each occasion of Landlord. All glass, locks and trimmings in or upon the doors and windows of the Demised Premises shall be kept whole and in good repair. Tenant shall not injure, overload or deface the Building, the woodwork or the walls of the Demised Premises, nor permit upon the Demised Premises any noisome, noxious, noisy or offensive business.
13. If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord only, and no outside wiring men shall be allowed to do work of this kind unless by the written permission of Landlord or its representatives. If telegraph or telephonic service is desired, the wiring for same shall be approved by Landlord, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated. The electric current shall not be used for power or heating unless written permission to do so shall first have been obtained from Landlord or its representatives in writing, and at an agreed cost to Tenant.

**Preceding italic paragraphs are subject to change if security threat level is elevated.**

14. Tenant and its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. All vehicles shall be parked only in areas designated therefore by Landlord.

15. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.
16. Tenant agrees to use reasonable efforts to participate in the waste recycling programs implemented by Landlord for the Building, including any programs and procedures for recycling writing paper, computer paper, shipping paper, boxes, newspapers and magazines and aluminum cans. If Landlord elects to provide collection receptacles for recyclable paper and/or recyclable aluminum cans in the Demised Premises, Tenant shall designate an appropriate place within the Demised Premises for placement thereof, and Tenant shall cause its employees to place their recyclable papers and/or cans into the applicable such receptacles on a daily basis.
17. Any special work or services requested by Tenant to be provided by Landlord shall be provided by Landlord only upon request received at the Project management office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.
18. Landlord shall have the right to change the name of the Building and to change the street address of the Building, provided that in the case of a change in the street address, Landlord shall give Tenant not less than 180 days' prior notice of the change, unless governmental authority requires the change.
19. The directory of the Building will be provided for the display of the name and location of the Tenants. Landlord must first approve any additional name, which Tenant shall desire to place upon said directory, and if so approved, a reasonable charge will be made therefore.
20. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.
21. These Rules and Regulations are supplemental to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.
22. Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building, the Land and Terminus Office Park, and for the preservation of good order therein.

## **Policies and Procedures: Tenant Alterations**

In accordance with your lease agreement, whether or not a construction project is extensive or minimal, Landlord's approval is required prior to any work occurring within your space.

Should you desire construction of any magnitude, please contact your property manager and request the Construction Policies and Procedures Document.



# The Neighborhood: Driving Directions

[Click here to download detailed Atlanta Driving Directions](#)

## The Neighborhood: Interactive Directional Map

- INGRESS
- [Peachtree To Terminus](#)
- [400 To Terminus](#)
- [Piedmont To Terminus](#)
- [MARTA Walking \(5 mins\)](#)

- EGRESS
- [Terminus To Peachtree](#)
- [Terminus To 400](#)
- [Terminus To Piedmont](#)
- [MARTA Walking \(5 mins\)](#)

## **The Neighborhood: Georgia DOT**

### **Georgia DOT Launches New Service**

Georgia DOT urges travelers to call 511 for updated information about this lane closure. Georgia 511 is a free phone service providing real-time traffic and travel information 24 hours a day, seven days a week. Information includes statewide traffic conditions, route-specific information and anticipated delays caused by incidents, construction or weather. Callers can also request assistance or report incidents. Georgia 511 – we'll get you there.

Please forward this information to your customers, employees and/or guests. For more information on the Georgia DOT project, visit <http://www.dot.state.ga.us>.

## **The Neighborhood: 10 Terminus Condominiums**

[Click here to download 10 Terminus Condominiums Fact Sheet](#)

[Click here to view photos of 10 Terminus Condominiums](#)