



Tenant Manual

Franklin, Tennessee



FRANKLIN
P · A · R · K



Welcome

Welcome to Franklin Park. We at Hall Emery look forward to a long and productive relationship with you. Please let us know if we can help you as you settle into your new office space. We would be happy to provide any information or services you might require to make your move to Franklin Park progress smoothly and pleasantly.

This Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies, and operating procedures. We have provided important building personnel names and phone numbers as well as emergency contact information.

At Hall Emery, we pride ourselves on quality service and responsive attention to our tenants and our buildings. We encourage you to work with us in upholding our service goals -- by sharing your concerns with us and offering suggestions on ways in which we can continue to improve your office and surrounding environment.

Please keep this handbook in a convenient location, so your staff can use it as a guide to your new surroundings. In the back of the handbook are forms for replication. Please take a minute to fill out the Tenant Information and Emergency Contact form. In order to receive access cards for each employee, you will also need to fill out the Franklin Park Access Card form (one form per employee.) Thank you for your promptness in getting these documents to us.

HALL EMERY
MANAGEMENT TEAM

Table of Contents

I. Introduction

About Hall Emery.....	3
Management Office and Building Information	4
Building Hours of Operation.....	5
Emergency Contacts.....	6
Tenant Information.....	7

II. Rules and Regulations

Common Areas.....	8
Vendor & Contractor Access.....	8
Tenant Alterations.....	8
Signage.....	8
Locks, Keys, Key Fobs.....	9
Deliveries.....	9
Tenant Furniture & Equipment.....	9
Tenant Spaces.....	9
Operation of Premises... ..	10
Personal Property.....	10
Parking/Parking Garage.....	10
Tenant Access.....	10
Weaponry.....	11
Smoking.....	11
Electrical Appliances.....	11
Solicitation.....	11

III. Move In/Out Procedures

Procedures	12
Vendor Insurance.....	13
Tenant Contact	14
Emergency Contact	14
Safety Officer	14
Approved Contractors.....	15

IV. Building Services and Amenities

Elevator Service.....	16
Heating and Air Conditioning.....	16
Maintenance Requests.....	17
Janitorial and Recycling.....	17-19
U.S. Mail/Overnight Drop Boxes.....	19
POA Amenities.....	20
Fitness Center.....	20
24 Hour Emergency Service.....	20

Parking/Parking Garage.....	20
Smoking Area	21
Signage.....	21

V. Building Access and Security

Building Access Control and Security.....	22
Key Fobs.....	22
Tenant Suite Security Measures.....	23
Incident Reports.....	24
Thefts.....	24
Building Emergency Procedures.....	24
Recommended Precautions	25
Security Tips.....	26
Overview of Life Safety Systems	27
Tenant Emergency Floor Warden Guidelines.....	28
Emergency Evacuation Procedures.....	28-29
Evacuation of Persons with Disabilities.....	30
Fire Emergency Procedures.....	30-31
Fire Prevention.....	31-32
Earthquake.....	32-33
Power Failure.....	33
Tornado.....	34
Bomb Threat.....	34-35
Medical Emergencies.....	35
Active Shooter.....	35
Help Notes.....	35

VI. Forms for Reproduction

- Exhibit A: Franklin Park Property Map
- Exhibit B: Trail System Map
- Exhibit C: Fire Evacuation Maps
- Tenant Contact Information
- Signage Request
- Access Card Forms
- After-Hours HVAC Request
- Fitness Center Rules & Regulations



Vision & Principles

Hall Capital Commercial Real Estate and Spectrum | Emery have partnered to form Hall Emery, a full-service real estate development and investment firm.

Hall Emery combines the investment insight, experience and capabilities of Hall Capital Commercial Real Estate with the 30-year development experience and best in class operating platform that Pat Emery and team have built over the years, most recently with Spectrum | Emery.

Our leasing and management portfolio includes office and residential property in Tennessee, and we have development expertise in office, multifamily (both for rent and for sale), and mixed-use product types. All new projects are LEED certified, and we employ "smart growth" principles to all our projects.

We are going green as a company and are encouraging our team members, both employees and our vendors, to do the same on the corporate and personal levels.

Management Office and Building Information

6100 Tower Circle, Suite 150
Franklin, TN 37067

Phone: 615-468-7000

Fax: 615-468-7019

The Franklin Park Management Team

Management Team

Senior Property Manager
Assistant Property Manager
Administrative Assistant

Laurie Ayotte
Sarah Leedle
Micki Amrine

President
VP Construction

David Wells
Rick Sneed

Engineering Team

Senior Building Engineer
Lead Building Engineer
Building Engineer

Danny Shewmaker
Donald Soares
Michael Jackson



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Emergency Contact

In the event of an after-hours emergency please contact the Management Office (615-468-7000), and dial **9** for our On-Call Engineer.

IN THE EVENT OF A LIFE THREATENING SITUATION CALL 911 IMMEDIATELY!

Police Department (Non-Emergency)	615-794-2513
Fire Department (Non-Emergency)	615-794-3411
Paramedics (Fire Department)	911
Bomb Squad	911

Franklin Park Security	615-203-2719
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Security Services provided by: Securitas, Inc.
franklinpark.securitas@gmail.com

Security Patrol Hours:
Monday – Friday: 8:00am - 12:00am
Saturday and Sunday: 10:00am – 6:00pm

****Please don't hesitate to call if you need to be escorted to your vehicle****

Tenant Information

In order for us to provide you with the highest level of service possible, it is important that we have the information needed to communicate with you as needed. Please complete the Tenant Information and Emergency Contact form included with all pertinent information. Once completed, please return both to Management Office via email to the address: sleedle@hallemary.com. We ask you to take time to fill these out in their entirety and return to our office within 7 days of receipt. It is essential for us to know who we should contact in your office in the event it is needed.

Should you have changes during your tenancy, please update the information by sending us a new form.

See "Tenant Contact Information" form in the Forms for Reproduction section of this handbook.

Rules and Regulations

(These may be updated periodically and forwarded to you)

The following Building Rules are included in your Lease agreement, but for easy reference this document can be accessed on Building Engines under “Building Documents.” Building rules are written in an effort to provide a safe and peaceful work environment for our Tenants and their guests.

Common Areas

Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by tenants or used by any tenant for purposes other than ingress and egress to and from their respective leased premises and for going from one to another part of the Building. The halls, passages, exits, entrances, elevators, stairways, balconies and roof are not for the use of the general public and Landlord shall, in all cases, retain the right to control and prevent access thereto by all persons whose presence in the judgment of Landlord, reasonably exercised, shall be prejudicial to the safety, character, reputation and interests of the Project. No Tenant Party shall go upon the roof of the Project.

Corridor doors, when not in use, shall be kept closed. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No bicycles, birds or animals (other than those that are medically necessary) shall be brought into or kept in, on or about any tenant’s leased premises. No portion of any tenant’s leased premises shall at any time be used or occupied as sleeping or lodging quarters or for any immoral, disreputable or illegal purposes.

Vendor/Contractor Access

Landlord reserves the right to exclude from the Project at all times other than normal business hours all persons who do not present a pass to the Project on a form or card approved by Landlord. Tenant shall be responsible for all of its employees, agents, invitees and guests who have been issued a pass at the request of Tenant and shall be liable to Landlord for all acts of such persons.

Tenant Alterations

Plumbing, fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or deposited therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or its agents, employees or invitees, shall be paid by such tenant.

Signage

No signs, advertisements or notices (other than those that are not visible outside the Premises) shall be painted or affixed on or to any windows or doors or other part of the Building without the prior written consent of Landlord. No nails, hooks or screws (other than those which are necessary to hang paintings, prints, pictures, or other similar items on the Premises’ interior walls) shall be driven or inserted in any part of the Building except by Building maintenance personnel. No curtains or other window treatments shall be placed between the glass and the Building standard window treatments.

Locks, Keys, Key Fobs

Landlord shall provide all door locks at the entry of each tenant's leased premises, at the cost of such tenant, and no tenant shall place any additional door locks in its leased premises without Landlord's prior written consent. Landlord shall furnish to each tenant a reasonable number of keys and/or key fobs to such tenant's leased premises, at such tenant's cost, and no tenant shall make a duplicate thereof. Replacement keys and/or key fobs shall be provided on a reasonable basis and at Tenant's cost.

Deliveries

Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which require use of elevators or stairways, or movement through the Building entrances or lobby shall be conducted under Landlord's supervision at such times and in such a manner as Landlord may reasonably require. Each tenant assumes all risks of and shall be liable for all 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 such tenant.

To ensure orderly operation of the Building, no ice, mineral or other water, towels, newspapers, etc. shall be delivered to any leased area except by persons approved by Landlord.

Tenant Furniture and Equipment

Landlord may prescribe weight limitations and determine the locations for safes and other heavy equipment or items, which shall in all cases be placed in the Building so as to distribute weight in a manner acceptable to Landlord which may include the use of such supporting devices as Landlord may require. All damages to the Building caused by the installation or removal of any property of a tenant, or done by a tenant's property while in the Building, shall be repaired at the expense of such tenant.

No machinery or appliances of any kind (other than normal office equipment and normal break room appliances) shall be operated by any tenant on its leased area without Landlord's prior written consent, nor shall any tenant use or keep in the Building any flammable or explosive fluid or substance (other than typical office supplies [e.g., photocopier toner] used in compliance with all Laws).

No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of Landlord.

Only artificial holiday decorations may be placed in the Premises, no live or cut trees or other real holiday greenery may be maintained in the Premises or the Building.

Tenant Spaces

Tenant shall cooperate with Landlord's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purpose of such cleaning other than the Building's cleaning and maintenance personnel.

Operation of Premises

Tenant shall not make or permit any vibration or improper, objectionable or unpleasant noises or odors in the Building or otherwise interfere in any way with other tenants or persons having business with them.

Tenant shall not conduct any activity on or about the Premises or Building which will draw pickets, demonstrators, or the like.

Tenant shall cooperate fully with Landlord to assure the most effective operation of the Premises or the Project's heating and air conditioning, and shall refrain from attempting to adjust any controls, other than room thermostats installed for Tenant's use. Tenant shall keep corridor doors closed and shall turn off all lights before leaving the Project at the end of the day.

Tenant shall comply with any recycling programs implemented by Landlord from time to time with respect to the Project.

Tenant shall ensure that all portions of the leased premises visible from any interior Building common areas are lighted at all times during normal business hours regardless of whether the leased premises are occupied.

Personal Property

Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.

Parking/Parking Garage

All vehicles are to be currently licensed, in good operating condition, parked for business purposes having to do with Tenant's business operated in the Premises, parked within designated parking spaces, one vehicle to each space. No vehicle shall be parked as a "billboard" vehicle in the parking lot. Any vehicle parked improperly may be towed away. Tenant, Tenant's agents, employees, vendors and customers who do not operate or park their vehicles as required shall subject the vehicle to being towed at the expense of the owner or driver. Landlord may place a "boot" on the vehicle to immobilize it and may levy a charge of \$50.00 to remove the "boot." Tenant shall indemnify, hold and save harmless Landlord of any liability arising from the towing or booting of any vehicles belonging to a Tenant Party.

Tenant shall not park or operate any semi-trucks or semi-trailers in the parking areas associated with the Building.

Tenant Access

No tenant may enter into phone rooms, electrical rooms, mechanical rooms, or other service areas of the Building unless accompanied by Landlord or the Building manager.

Weaponry

Tenant will not permit any Tenant Party to bring onto the Project any handgun, firearm or other weapons of any kind, illegal drugs or, unless expressly permitted by Landlord in writing, alcoholic beverages.

Smoking

Tenant shall not permit any Tenant Party to smoke (including the use of any form of e-cigarette, electronic cigarette, personal vaporizer or electronic nicotine delivery system) in the Premises or anywhere else on the Project, except in any Landlord-designated smoking area outside the Building. Tenant shall cooperate with Landlord in enforcing this prohibition and use its best efforts in supervising each Tenant Party in this regard.

Electrical Appliances and Open Flames

Tenant shall not allow any Tenant Party to use any type of portable space heater, toaster oven, candle or open flame of any type in the Premises or the Building.

Solicitation

Canvassing, soliciting and peddling within the Project is prohibited, and Tenant shall cooperate in preventing such activities.

Without the prior written consent of Landlord, Tenant shall not use the name of the Project or any picture of the Project in connection with, or in promoting or advertising the business of, Tenant, except Tenant may use the address of the Project as the address of its business.

Tenant shall not exhibit, sell or offer for sale, rent or exchange in the Premises or at the Project any article, thing or service to the general public or anyone other than Tenant's employees without the prior written consent of Landlord.

Move In/Out Procedures

Moving in or out of a building can be a challenging experience. We have outlined below procedures to help make things go more smoothly.

- Notify Hall Emery Management Office with the dates, as soon as you have made a decision to move.
- Once you know the date of your move, it is important that your movers contact the office to schedule a preliminary inspection of the space.
- All moving contractors are required to carry insurance and must provide a copy of a certificate of insurance, naming Hall Emery and the building entity as certificate holder and additional insured.
- All moving and deliveries are to be handled from the service entrance and moved to floors via the service elevator. Large objects or anything on wheel carts are not allowed on the passenger elevators or on the lobby floors.
- Common area flooring such as marble, vinyl and carpeted areas plus corridor walls are to be protected by using masonite board. Damage to the building as a result of your move will be billed to the tenant.
- Moving in or out of the building is allowed ONLY after-hours (before 7:00 a.m. or after 5:30 p.m.).
- Be courteous to your neighbors and do not block hallways or doorways.
- In the evening movers will have to work with the night cleaning crew on use of the service elevator. Under NO circumstances are the passenger elevators to be used for moving.
- Please keep in mind, the services of a licensed electrician are needed for hookup and disconnect of electrical to system furniture.

Vendor Insurance:

Pursuant to your lease agreement all vendors are required to carry insurance as shown below.

General Liability Limit:

- Minimum of \$1,000,000 for General liability
- Automobile liability \$500,000 combined single limit
- Workers' compensation in accordance with State Statutory limits

Your insurance company must ensure the following items are included in the certificate of insurance:

- Hall Emery and the legal name of your building (contact our office for this information) must be listed as certificate holder and an additional insured on the general liability.
- The policy must provide a thirty-(30) day notice to Hall Emery in the event your insurance policy is cancelled, revoked or the coverage reduced.
- The policy should include the proper address identification of the properties to be covered under the policy.

Before taking possession of your premises and with any change of Certificate of Liability Insurance, please forward your certificate to:

Hall Emery
6100 Tower Circle, Suite 150
Franklin, TN 37067

Each year as you renew your insurance, we will need a new Certificate of Insurance sent to the address above.

Tenant Contact:

Please assign one person from your office as the contact person for Hall Emery. We will direct all information, correspondence and notices to your tenant contact. Your tenant contact can distribute information from Hall Emery throughout your office. All requests for non-routine service should come from the tenant contact to Hall Emery Management.

See "Tenant Contact Information" form in the Forms for Reproduction section of this handbook.

Emergency Contacts:

Please provide us with two after hours emergency telephone contacts.

See "Tenant Contact Information" form in the Forms for Reproduction section of this handbook.

Safety Officer:

Please appoint a Safety Officer to coordinate fire drills and emergency procedures with Building Management.

Approved Contractors for Tenant Improvements

In order to preserve the quality of systems in each building, Hall Emery has provided a short list of approved General Contractors and subcontractors for major CSI divisions. Please see below for a current list of approved vendors for tenant improvements.

General Contractors

- DWC Construction 800 6th Avenue South, Nashville, TN 615/690-3742
- Flow Construction 3628 Trousdale Drive, Suite E, Nashville, TN 615/515-8101
- Harvest Construction 630 Southgate Drive, Suite E, Nashville, TN 615/292-5700
- Solomon Builders 4539 Trousdale Drive, Nashville, TN 615/333-9369
- Thomas Constructors 4711 Trousdale Drive, Suite 120, Nashville, TN 615/475-7050

Electrical

- ABEC Electric 407 Spence Lane, Nashville, TN 615/255-1836
- CGI Electric 1125 Harpeth Industrial Court, Franklin, TN 615/370-0934
- Empower Electric 321 Homestead Road, Nashville, TN 615/889-1434
- Enterprise Electric 1300 Fort Negley Boulevard, Nashville, TN 615/350-7270

Mechanical

- Cornerstone Mech. 401 Maple Street, Nashville, TN 615/255-2407
- Interstate AC 1877 Air Lane Drive, Nashville, TN 615/832-8500
- Lee Company 331 Mallory Station Road, Franklin, TN 615/567-1000
- Merryman-Farr 305 Hill Avenue, Nashville, TN 615/254-8050

Low Voltage

- A 2 Z Datacom 1877 Air Lane Drive, Nashville, TN 615/752-2939
- BOE-TEL 2948 Foster Creighton Drive, Nashville, TN 615/791-8606
- Beacon Technologies 1441 Donelson Pike, Nashville, TN 615/301-5020
- Clearline Networks 5925 Clarksville Pike, Joelton, TN 615/440-1933
- Empower Electric 321 Homestead Road, Nashville, TN 615/889-1434
- Modern Electric 300 Hill Avenue, Nashville, TN 615/256/3200
- Wachter 1410 Donelson Pike, Suite B7, Nashville, TN 615/915-2159

Please review these lists carefully, as contractors are subject to change. To use a subcontractor not currently on this approved list, permission must be sought from Hall Emery. Please contact Rick Sneed with any questions: rsneed@hallemary.com (615) 468-7000.

Building Services and Amenities

Elevator Service:

An access card is required after hours to gain entry to your floor.

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 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. Please use the handicapped accessible phone on the lower right panel of the elevator and call for assistance to receive instructions about the procedures to follow.

Building staff will make every effort to secure your release as quickly as possible. However, due to safety regulations and considerations, they may be limited in the assistance they can provide. Under no circumstances are we allowed to forcibly remove a tenant from an elevator until we are assured it is working properly. 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.

Heating and Air Conditioning:

Standard operating hours for the building's heating and cooling system are from 7:00 A.M. to 6:00 P.M., Monday through Friday, and 8:00 A.M. to 1:00 P.M., on Saturday (*upon request), except specified or generally accepted holidays. HVAC service is available outside the normal hours.

*Due to our LEED Certifications and our Energy Efficient Practices, any After-Hours HVAC needs (including Saturdays 8:00 A.M. - 1:00 P.M.) are available upon request only. Submit your request via Building Engines 24 hours in advance to schedule the hours you will need HVAC service. There is a fee for outside normal hour's operation; please see your Lease Agreement for details on cost.

Our HVAC system is variable air volume. This state-of-the-art system is designed to provide our Tenants with superior indoor air quality as well as consistency in temperature control.

If you need adjustments to the temperature of your office, place a work order on Building Engines. We will make every effort to provide an even temperature and a comfortable environment.

See the "After-Hours HVAC Request" form in the Forms for Reproduction section of this handbook.

Maintenance Requests:

Normal maintenance requests or requests for service of any kind should be made through the Building Engines website: **www.requestcom.com**. Please designate one or two employees to be your company's contact to submit work order requests. Please provide Hall Emery with contact information so you can utilize Building Engines.

If there is an after-hours emergency maintenance situation, please call the Management Office (615-468-7000) and dial **9** to be connected with our On-Call Engineer.

Except as specified as Landlord's responsibility under the Lease, during the Term, Tenant at Tenant's expense but under the direction of Landlord, shall repair and maintain the Premises, including the interior walls, floor coverings, ceiling (ceiling tiles and grid), Tenant Improvements, alterations, fire extinguishers, outlets and fixtures, and any appliances (including dishwashers, hot water heaters, and garbage disposals) in the Premises, in a first class condition, and keep the Premises in a clean, safe, and orderly condition.

In the event there is an additional charge for services, Tenant will be sent an invoice for the cost of services rendered.

Janitorial:

Janitorial service is provided nightly, Monday through Friday. Any problems or requests should be directed to the Property Management Office either through Building Engines at **www.requestcom.com** or by phone at 615-468-7000.

Cleaning Specs are as follows:

Daily (Monday – Friday):

- Sweep dry mop or vacuum, as appropriate, all high traffic floor areas; remove material such as gum and tar which has adhered to the floor.
- Empty waste baskets and containers; remove all trash from the leased premises.
- Dust all cleared horizontal surfaces with treated dust cloth, including furniture, files, telephones, equipment that can be reached without a ladder.
- Clean water fountains, cafeteria tables and chairs.
- Damp mop all non-resilient floors such as terrazzo and ceramic tile.
- Clear freight and passenger elevator cabs and landing doors.
- Clean mirrors, soap dispensers, shelves, wash basins, exposed plumbing, dispenser and disposal container exteriors, damp wipe all ledges, toilet stalls and toilet doors.
- Clean toilets and urinals with detergent disinfectants.
- Furnish and refill all soap, toilet, sanitary napkin and towel dispensers in the restrooms.
- Spot clean carpet stains.
- Wash glass in Building directory, entrance doors and frames.
- Remove all litter from the parking lot and grounds.

Weekly:

- Dust vertical blinds and louvers.
- Corner to corner vacuum all carpets.
- Spot wash door glass to remove smudge marks.
- Sweep and dust all stair areas.
- Dust all baseboards.
- Vacuum or brush all fabric covered chairs.

Monthly:

- Scrub and reconditions resilient floor areas.
- Wash all stairwell landings and treads.

Quarterly:

- High dust all horizontal and vertical cleared surfaces not reached by nightly cleaning.
- Vacuum all ceiling and wall air supply and exhaust diffusers and grills.
- Wash and polish vertical terrazzo and marble surfaces.

Semi-Annually:

- Dust all storage areas and shelves and contents.
- Damp wash diffusers, vents and other such items.

Annually (or earlier as needed):

- Strip and polish all resilient floors.
- Clean light fixtures, reflectors, globes, diffusers and trim.
- Clean all vertical surfaces not attended to during nightly, weekly, quarterly or semi-annually cleaning.

Recycling:

Property Management has made the commitment to having a Recycling Program. We ask for everyone's help and cooperation. Please place all trash items (food, Styrofoam, glass, batteries, tissues, etc) in your desk side container. All recyclable materials should be placed in a centralized recycling can. All bins will be emptied nightly.

RECYCLABLE ITEMS:



Aluminum Cans

(Rinsed)

Latas de aluminio



Plastic Bottles

(Rinsed)

Botellas de plástico



Paper and Cardboard

(No pizza boxes)

Papel y Carton

U.S. Mail and Overnight Drop Boxes:

The mailroom is located on the first floor of the building. The Post Office Boxes are issued by Hall Emery in cooperation with the U.S. Postal Service. Property Management will contact new Tenants for assignment of the boxes. Two initial keys to the boxes are provided to each Tenant. In the event of the need for a replacement key, please call Property Management. There is a minimum charge for replacement of lost keys. Hall Emery does not have access to the US Postal drop boxes.

The nearest U. S. Post Office is located at 810 Oak Meadow Drive, south of the intersection of Royal Oaks and HWY 96. The direct telephone number for this location is:615-599-4840. The telephone number for all branches is 800-275-8777.

The Two Franklin Park loading dock area has a drop box for FedEx.

Park Owners Association Amenities

Several amenities are available for Franklin Park tenants. These include the Amphitheater, with seating capacity for 600 people for corporate events and entertainment, more than three miles of scenic walking paths and boardwalks, and the Great Lawn, an open space for corporate events and athletics. There is bocce ball and ping pong for everyone's use and tables for an outdoor lunch hour.

Fitness Center:

Franklin Park buildings are equipped with a Fitness Center. Access is limited to membership for Franklin Park employees only, and employee must sign a fitness center waiver.

See the "Key Fob Request" form in the Forms for Reproduction section of this handbook.

The Rules & Regulations for the Fitness Center are located in the Forms for Reproduction section of this handbook.

24 Hour Emergency Service:

Hall Emery provides twenty-four-hour emergency service. Our staff is on-call to respond to your needs. Our twenty-four-hour emergency service telephone number is 615-468-7000 and dial "9" for the on-call engineer after-hours. .

Parking/Parking Garage:

All parking at Franklin Park is located in the parking garage next to your building as well as the street parking spaces. Spaces for handicapped persons are located near elevators and are marked as required in local ordinances.

Parking in unauthorized areas such as a fire lane or a handicapped space, may be subject to ticketing by the Franklin Police Department and/or the Williamson County Sheriff's Department.

Parking is obtainable on an "as available" basis to all users, with the exception of reserved, compact, low emission, handicap and visitor spaces. Reserved spaces are assigned to specific tenants, compact parking is available for small vehicles, low emission parking is available for qualifying vehicles, handicap parking requires a current tag and visitor spaces are for those who do not work in the building. You may be subject to a fine if your vehicle is parked in an unauthorized space.

A Permit Parking sticker is required to be displayed in the lower left corner of the back window of every vehicle at all times. Any vehicles without the permit parking sticker are subject to a fine, boot or tow. Please let the property management office know if you will be driving an alternate car without a permit sticker on a temporary basis. Should an employee get a new car, the sticker is removable and can be moved to the new vehicle.

The charge for a replacement permit parking sticker is \$15.

If you should need to leave your vehicle overnight, please notify the Property Management Office.

Please observe the posted speed limit of 25 miles per hour and one-way roads throughout the park. Stop signs are posted at strategic intersections for your safety. Please stop and make sure pedestrians and vehicles are not approaching before proceeding.

Smoking Area

Franklin Park buildings are non-smoking facilities. This includes the use of any form of e-cigarette, electronic cigarette, personal vaporizer or electronic nicotine delivery system within the building or immediately outside the building. There is a designated smoking area in level 3 of each parking garage.

Signage:

The Landlord provides a ground floor lobby directory which will display tenant names and suite numbers. Building standard suite signs are a tenant expense and are required for tenants on multi-tenant floors.

Please do not place paper or other unapproved sign on your doors or wall covering in the lobby.

See the "Signage Request" form in the Forms for Reproduction section of this handbook.

Building Access and Security

Building Access Control and Security:

Franklin Park's normal hours of operation are from 7:00 A.M. to 6:00 P.M. Monday - Friday. Each building is secured by a key fob-access system providing after-hours access and audit control of the building.

Card readers are located at the front entrance, side entrance and loading dock entrance as well as in the elevators.

Key Fobs:

Each building is equipped with a locking system that utilizes programmable key fobs and proximity readers at the building entrances.

The Hall Emery Building Engineer's Office handles control of programming of the system, hours of permitted access, and other operational considerations. An enrollment form, containing basic information and Tenant authorization, is required for each key fob.

Each Tenant shall be issued key fobs (one per 250 rentable square feet of space) upon assumption of the premises. Additional fobs are \$20.00 each. There is a \$35.00 non-refundable replacement fee for lost cards. The charge for reprogramming existing cards for different levels of access or reassignment of cards to different individuals is \$5.00 each. The types and amounts of access card fees are subject to change or as specified in Tenant's lease document. Please allow 24 hours for processing.

If an individual leaves your company for any reason, please notify Hall Emery Property Management as soon as possible so the key fob can be deactivated. Please return the key fob to the Management Office to avoid any additional charges.

See the "Key Fob Request" and "Key Fob Return" form in the Forms for Reproduction section of this handbook.

Suite Security Measures:

Because any building security system is only as effective as the people relying on it, we encourage you to review the following reminders to help you avoid unnecessary loss and security problems within your suite:

- When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend locking your suite entry door after 5:00 P.M., even if people are working late.
- Do not leave attachés or handbags in clear view or in unsecured areas of your office. Coats should be hung in a coat closet or behind the door, since thieves often go through pockets looking for keys or money. Do not leave wallets in jackets hanging on chair backs or other articles of value unguarded even for a few minutes. Small articles, left in plain view, are easy targets for thieves.
- Keep all vault or safe combinations in a locked desk drawer. Remind personnel to keep copies of their credit card numbers and contact addresses in a safe place.
- Notify the Property Management Office immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters your suite and makes excuses that they are lost or looking for another company.
- Offices are most vulnerable to thieves when there is a lot of movement and people are frequently away from their desks (i.e. during lunch time and right before closing).
- Record serial numbers of all business equipment in order to aid police in locating the equipment if it is stolen.
- If an employee is terminated for any reason, consider resetting any safe or vault combinations they may have been entrusted with. Also notify the Management Office to de-activate the individual's access control card.
- If you have keys that are kept on a key ring, they should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property.
- Never leave your reception area unattended when your suite entry door is unlocked.
- Consider having routine background checks done on prospective employees as an additional security precaution.

Incident Reports:

Please notify the Management Office as soon as possible of any accident, theft, or injury that occurs on the property. We will need to record the details of the incident. We appreciate your cooperation in answering any questions the building staff may have pertaining to the incident.

Thefts:

It is important to report any suspected theft immediately, no matter how small. If you suspect a theft has occurred, please make the following calls immediately:

1. Police Department (911 for emergencies only, otherwise call 615-794-2513)
2. Hall Emery Property Management Office (615-468-7000)
3. Your insurance carrier

Help us and yourself by distributing the included Security Tips and Recommended Precautions to your staff

Building Emergency Procedures:

Franklin Park conducts periodic fire drills in cooperation with the Franklin Fire Department.

The safety and security of Tenants at Franklin Park is one of our highest management priorities. With this interest for your safety in mind, we have provided you with instructions on emergency procedures. Each tenant should make their own independent decision as to what action they will take in any emergency situation. We offer these guidelines to assist you in your decision making process. Please take a moment to review the following instructions so you will react quickly and appropriately in any emergency situation.

Remember: Being prepared and staying calm are the two most helpful aids to coping effectively during an emergency. In the event of any building emergency, call 911 and then call the Management Office or night emergency number 615-486-7000.

DO NOT LET THIS INTERFERE WITH YOUR SAFE EVACUATION OF THE BUILDING.

Recommended Precautions:

While everyone needs to know how to respond in an emergency, it is just as important that you take steps to prevent emergencies from occurring. We recommend the following precautions:

1. Store any flammable or combustible supplies properly in metal cans or safety containers.
2. Maintain Material Safety Data Sheets in central locations where they are visible for all to see.
3. Avoid using extension cords instead of permanent wiring. If used, extension cords need the three prong connections.
4. Keep all appliances and electrical cords in good repair.
5. Turn off all electrical appliances for coffee, cooking or heating before leaving the office.
6. Dispose of cigarettes, cigars, and pipe ashes carefully. Each parking garage is provided with an ash tray urn for proper disposal. Never empty ashes into trash containers.
7. Forbid the use of candles or naked flames in the office.
8. Assign a specific person or persons to aid anyone in the office who requires special assistance in an emergency.
9. Report any potential fire hazards in the building to the Management Office. (Examples: Blocked stairwells, faulty fire protection equipment, and leaks or damaged wiring.)
10. Store flammable materials in building only after approval of the building engineer.

Security Tips:

1. Never leave your reception area unattended.
2. Report all suspicious persons to Building Management at 615-468-7000 and/or the police at 911 in emergency situations, for non-emergencies please call 615-794-2513.
3. Do not allow persons making deliveries to wander through your offices without an escort.
4. Keep valuables (cash, wallets, purses, calculators, televisions, VCRs, radios) in a safe place. Avoid putting purses under your desk or in the lower desk drawer.
5. Never assume you may safely leave your desk with valuables in sight.
6. Require strict compliance with the use of a visitor log book to record names of persons entering and departing the office after regular business hours.
7. Strangers should not be sent to an empty office to use a telephone. Instead offer to dial the number for them or escort them to a phone and stay with them while they make their call.
8. Do not allow workmen free access to your suite. Management will inform you when we are sending repairmen. Call our office to verify. Notice if they are in a uniform and if the uniform name correctly identifies their business.
9. Above all, be alert and question strangers. Ask for a business card or ID badge. Ask with whom they have an appointment and **escort** them to that person's office.
10. Call the Management Office (615-468-7000) for assistance before confronting someone who cannot satisfactorily demonstrate his or her identity or purpose in your offices.
11. Please do not hesitate to contact our Franklin Park Roving Patrol if you would like to be escorted to your vehicle after hours (615-203-2719).

Overview of Life Safety Systems:

1. The central alarm system is located in the building and is activated whenever an alarm condition exists anywhere in the building. The remote panel will provide the immediate source of any problem. The building staff is trained on the system and knows the proper actions for any emergency.
2. Smoke detectors are located in the elevator lobbies, all common hallways, in the HVAC duct work, and in the building equipment rooms.
3. The smoke evacuation system consist of motorized dampers and fans at appropriate locations throughout the building and is activated when the fire alarm system has been activated by an alarm condition.
4. Manual fire alarm pull stations are located throughout the building, generally near exits to an area or floor.
5. Automatic sprinklers are located throughout the buildings. A sprinkler water flow condition registers an alarm in the Fire Control Room and notifies monitoring company whenever water begins to flow through any sprinkler head.
6. Fire extinguishers are located near each stairwell and at or near manual pull stations. Tenants are responsible for the installation and maintenance of fire extinguishers in their suites. Please train your staff to use fire extinguishers properly. The Building Engineers are available to assist you in this training.

Tenant Emergency Floor Warden Guidelines:

Hall Emery recommends that each Tenant appoint Emergency Floor Wardens to aid in evacuation of their space. These persons should command the respect of fellow employees and have the ability to stay calm in emergencies. Floor Wardens should be responsible for familiarizing each employee with the locations of appropriate exits, pull stations and fire extinguishers in and around their Premises.

When a notice to evacuate is given, Floor Wardens should:

- Check the hallways and stairwells closest to them for smoke and/or fire, and if detected, divert employees to the safest route.
- Immediately direct their group to the closest evacuation route away from the source of the fire, reminding them to walk DOWN, OUT, and AWAY from the building. All employees should go directly to the ground floor.
- One Franklin Park: DO NOT EXIT THE STAIRWELL ON ANY FLOOR OTHER THAN THE LOBBY LEVEL FROM THE SOUTH STAIRWELL OR THE BASEMENT LEVEL FROM THE NORTH STAIRWELL.
- Two Franklin Park: DO NOT EXIT THE STAIRWELL ON ANY FLOOR OTHER THAN THE LOBBY LEVEL.
- Ensure all employees have evacuated their section before leaving the floor.
- Ensure their group stays together and take a headcount once the evacuation is complete. If anyone is missing, their name and the floor on which they work should be reported to the fire officials.
- Follow established procedures for evacuating persons with disabilities.

Emergency Evacuation Procedures:

- When a smoke detector is activated, the alarm will sound only on the floor it is activated on, plus one floor above and one floor below. All fire rated doors throughout the building will close. This is per the City of Franklin Codes.
- If the alarm sounds on the floor you are on, you must evacuate the building. If it does not sound on the floor you are on, you are not required to evacuate. Each individual can still choose to evacuate even if the alarm is not sounding on your floor.
- Unless notified in advance, assume that all fire alarms indicate an emergency situation.
- Never attempt to use an elevator.

- Evacuate to the designated area noted in Exhibit C of the tenant manual.
- Once all of your employees are evacuated and accounted for, check-in with Property Management to confirm your company is entirely evacuated. A representative with Property Management will be located in the designated evacuation area noted in Exhibit C.
- After evacuation, Tenants should stay away from the building and any emergency equipment until notified by Property Management that they may return.
- In the event of a fire, make sure a 911 call has been placed and the Property Management Office has been notified, if possible.
- Follow established procedures for evacuating persons with disabilities.

Evacuation of Persons with Disabilities:

It is advised that Property Management and the local fire department are made aware of those employees with disabilities that prevent them from evacuating the building via the stairs. This will assist the team to respond quickly and correctly to an emergency situation.

In the event of a fire, a physically impaired person should be accompanied to the nearest safe stairwell door and the stairwell door should be closed. When the Fire Department arrives, they should be given the name and location of that person.

Fire Emergency Procedures:

In the event a fire is discovered in your office or you see smoke coming from another part of the building, remain calm and follow these instructions:

- If possible, step into the hallway and activate the fire alarm.
- Call 911, inform them it is a fire emergency and give the name and address of the property and the location of the fire.
- Call the Management Office (615-468-7000).
- Your company "Floor Warden" should implement your plan of action.
- Know where fire extinguishers, pull stations, stairwells, and exits are located. You should be able to locate the fire exits in the dark. Building emergency safety features.

EXITS: Each floor has access to two separate stairways that are fire rated. Use the stairs to evacuate the building. **DO NOT RUN.**

FIRE ALARM LOCATIONS: Floors 2 – 10 have manual pull stations at each stairwell. The first floor has manual pull stations located at each main entrance, the fitness center and the side door on the West side of the building. There is also one on the basement level by the fire command room.

FIRE EXTINGUISHERS: Each floor has fire extinguisher cabinets containing an ABC chemical fire extinguisher. Tenant premises also have fire extinguishers as required by local Fire Department code.

SMALL FIRE: In the event of a small fire you may use a fire extinguisher. The mnemonic to remember is PASS.

- **P**ull out the pin
- **A**im at the base of the fire
- **S**queeze the lever
- **S**weep back and forth

- Small fires, such as fires in a trash can, may be put out with a fire extinguisher.
- Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
- Never use the elevators in an emergency. All evacuating traffic should be directed to the stairs.
- Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit door. If the exit door feels cool, proceed to evacuate. If there is smoke, stay low.
- Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area and you should be able to move freely and quickly evacuate.
- Follow the emergency plan guidelines for evacuating any persons with disabilities on your floor.
- Proceed to the designated area away from the building to avoid injury from explosion or shattering glass and reconvene with your staff once evacuation has been successfully completed.
- Do not return to the building until the Fire Department and your Property Manager have given the "All Clear."
- Unless instructed otherwise, you must consider any alarm that you hear to be real.

Fire Prevention:

- Keep all trash, boxes or waste material away from electrical outlets.
- Franklin Park is a "No Smoking" facility and there are no waste receptacles for smoking within the building. Please limit smoking to the designated outside area and use the waste receptacles provided at that location.
- If a fire should ignite in a trash receptacle and no water is nearby, turn an empty trashcan over the fire. This should smother the fire. Please notify the Property Management Office of any such incidents.
- Turn off all electrical appliances in kitchen areas and all computers, copying machines, and other business machines at the close of each business day.
- Do not overload electrical circuits.
- Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.

- Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
- Space heaters are prohibited as potential fire hazards. If you are cold, please contact your office coordinator and have them contact the Property Management Office through Building Engines for an adjustment to the thermostat.

Earthquake:

Try to remain calm and reassure others. If you are indoors, move immediately to a safe place. Get under a desk, table or workbench if possible. Stand in the interior doorway or in the corner of a room.

- Watch for falling debris or tall furniture. Stay away from windows and heavy objects (such as machinery and refrigerators) that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken and jammed with people. Do not use the elevators; power for elevators may fail and cause them to stop operating.
- Seek safety where you are when the earthquake occurs, and then leave calmly if evacuation is necessary.
- Be prepared for the electricity to go out and emergency alarms to start ringing.
- Expect to hear glass breaking, walls cracking, and objects falling.
- If you are outdoors, try to get into an open area away from buildings and power lines.
- If the earthquake should be followed by fire, evacuate as outlined in the sections on fires.
- There may be more than one seismic wave to the earthquake. You may feel a strong first shock that subsides and is followed by another shock. Aftershocks may also occur. These are separate quakes following the main shock; they may occur minutes, hours, or even days after the original quake. Aftershocks sometimes cause further damage as structures that were weakened in the original quake succumb to further movement of the earth.
- When the shaking stops, there may be considerable structural damage and people may be injured.
- Remain calm. Assess the situation.
- If necessary, tend to the injured. Cover them, administer first aid, and call for medical assistance if there is a severe injury which needs immediate attention.
- Check for fires and fire hazards. Put out any fires immediately if possible.
- Turn off electricity; there is a potential danger from damaged wiring. Do not turn on electrical switches or appliances.
- Shut off water lines if breakage has occurred. In due time, report utility damage to the Property Management Office and follow their instructions.
- Do not touch power strips, electric wiring, or objects in contact with power strips or wiring.
- Do not use the telephone except:
 - To call for help.
 - To report serious medical, fire or criminal emergencies.

- To perform an essential service.
- Do not use toilets until you are certain sewer lines are not broken.
- Clean up spills from hazardous chemicals such as gasoline, toner fluid, etc.
- Listen to radio for information about the earthquake and disaster procedures.
- Be very cautious when entering or moving about a damaged building. Collapses can occur without warning. There is also danger from gas leaks, electric wiring, and broken glass.

Precautions to Take During a Power Failure:

While power failures rarely occur due to an internal building system problem, external occurrences can cause power loss. The Franklin Park buildings have been designed to minimize the risk of a general failure resulting from causes within the building. Should a power failure occur, it typically will affect either an isolated area of the building or a large geographic area of which this building is a part. The buildings have generator backup power systems intended only for life-safety purposes, power for emergency lights, and elevators to evacuate the building in the case of an emergency. Some lights are also equipped with battery power sources.

In the event of an electrical failure, please observe the following guidelines:

- Contact the Property Management Office.
- If there is adequate lighting from windows, continue to perform assigned tasks as well as possible until given further instructions.
- Turn off all electrical equipment such as computers, coffee makers, copy machines, etc. to lessen the electrical load on the circuits when power is restored.
- If you are instructed to evacuate the building, lock all areas of your premises and exit by the stairs. The elevators will be inoperative.
- Do not congregate in the lobby areas or in the street.
- If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will continue on to the ground floor, it will not fall. Do not attempt to force the doors open or escape through the roof hatch. Use the alarm button inside the elevator to signal your stalled status.
- Property Management will notify you as soon as possible when power will be restored.
- Property Management will make every effort to find out the problem and when service will be restored. Please remember we are a customer of the power company and information may not be readily available to us. We ask for your patience and cooperation.

Tornado:

If a Tornado Warning is issued or threatening weather approaches:

- Move to an interior room, stairwell, hallway or restroom on the lowest floor possible.
- Stay away from the windows.
- If you cannot get to an interior room, get under a desk or other furniture that could protect you from flying debris or glass.
- Do not leave the building.
- Remain in place, if possible, until it has been determined that the tornado has passed
- Stay out of automobiles.

Reacting to a Bomb Threat:

Response procedures will differ slightly if the threat comes in by telephone versus mail. Procedures follow for dealing with bomb threats received by telephone and those received by mail.

Whoever receives the call that a bomb has been placed in a building or suite should:

- Remain calm and keep the caller on the line as long as possible so an attempt can be made to trace the call. Have a prearranged signal with others in the office so that someone else can call 911 and possibly can listen in without the caller's knowledge.
- Record the conversation, if possible.
- Never transfer the call.
- Never assume the threat is only a hoax; report it.
- Never shrug off the threat as a "bomb scare" that can be ignored; report it.
- Never argue with or ridicule the caller.
- Let the caller know that the manager wants to save lives and urge him/her to help.
- Use a Bomb Threat Checklist as a guide for the questions to ask the caller. Record what the caller says; identify as closely as possible the age, sex, and accent of the caller, as well as the possible identity of any background noise.
- Call the Management Office immediately. The decision of whether to evacuate the office should be made by the Tenant. The decision whether to evacuate other tenants will be made by the Building Management Office in conjunction with the Police.
- Do not touch or handle any unusual items you might find. Report them to the authorities.
- Responding to a bomb threat via mail:
 - Save all material received: envelope, packaging material and contents.
 - Do not touch or handle any packaging after a threat has been realized in order to preserve fingerprints.

In the event of evacuation, personnel should take their purses, packages, briefcases or suitcases with them out of the building. Be aware of suspicious persons entering your

suite or strange behavior exhibited by any staff person. Any abnormal activity should be reported to the Bomb Squad.

Medical Emergencies:

If there is a medical emergency within your office or observed by you, please seek the appropriate medical attention or call 911 as soon as possible if needed. Please contact the Property Management Office at 615-468-7000 with the following information:

- Nature of the medical emergency
- Exact location and name of the individual as well as your name
- Has an ambulance or doctor been notified? If not, and one is needed, call 911.
- Assign someone in your office to stand by on the ground floor to direct emergency attendants to the sick or injured person.
- Someone with Property Management will be dispatched to assist if needed.
- An incident report will need to be written up for our records. Someone will be sent to take this information.

Active Shooter:

Property Management will notify your office if there is an active shooter on the Franklin Park campus. If your building will be locked down, you will also be notified. Property Management recommends that your office creates your own procedure to follow should an active shooter be found in the building.

Help Notes:

- Please keep the Management Office informed on any changes to emergency contacts. A Tenant Emergency Information form is in the back of your Tenant Handbook. We request updates annually but ask any changes during the year to be forwarded to our office as soon as possible.
- Keep a portable battery operated radio and flashlight on hand with extra batteries.
- Maintain a battery backup for your phone system.
- Provide emergency phone list information to all your colleagues.
- We suggest everyone have the opportunity to read the Emergency Handbook.

We hope you find this information helpful. If you have any questions, please call the Management Office (615-468-7000).

Please note: Building Management is not in a position to instruct/require Tenants to take protective action. These instructions are a guideline, but there may be occasions when one's best judgment must prevail. Each Tenant should designate an Emergency Coordinator to establish the best course of action for the employees, before an emergency arises.

Forms for Reproduction

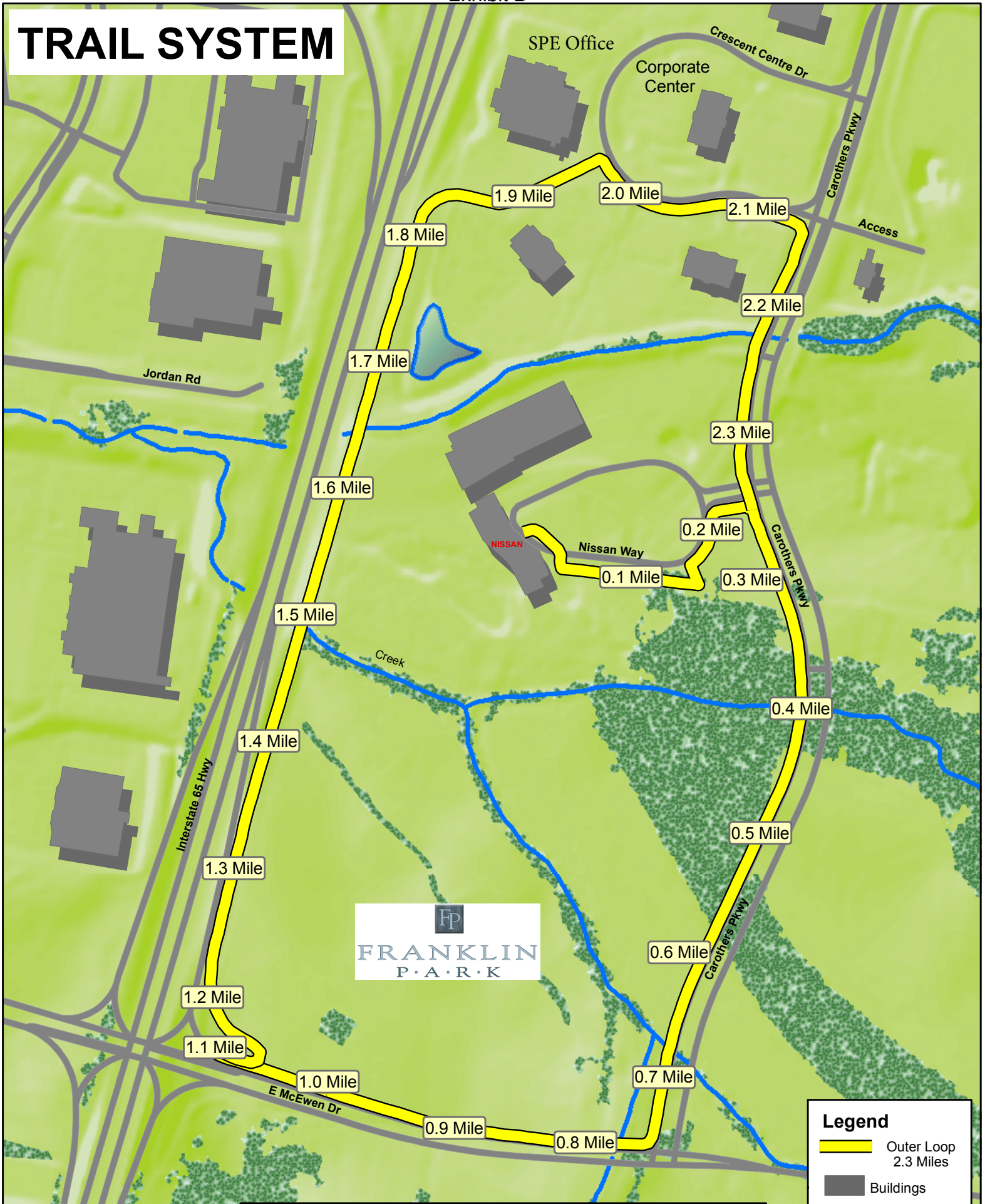
The forms on the following pages are for Tenant convenience. Please feel free to reproduce these forms as needed. These forms are also made available to you on our Building Engines website under “Building Documents.”

Exhibit A

Franklin Park Property Map



TRAIL SYSTEM



Legend

- Outer Loop
2.3 Miles
- Buildings



DISCLAIMER
 This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2008. All Rights Reserved.
 02/19/09

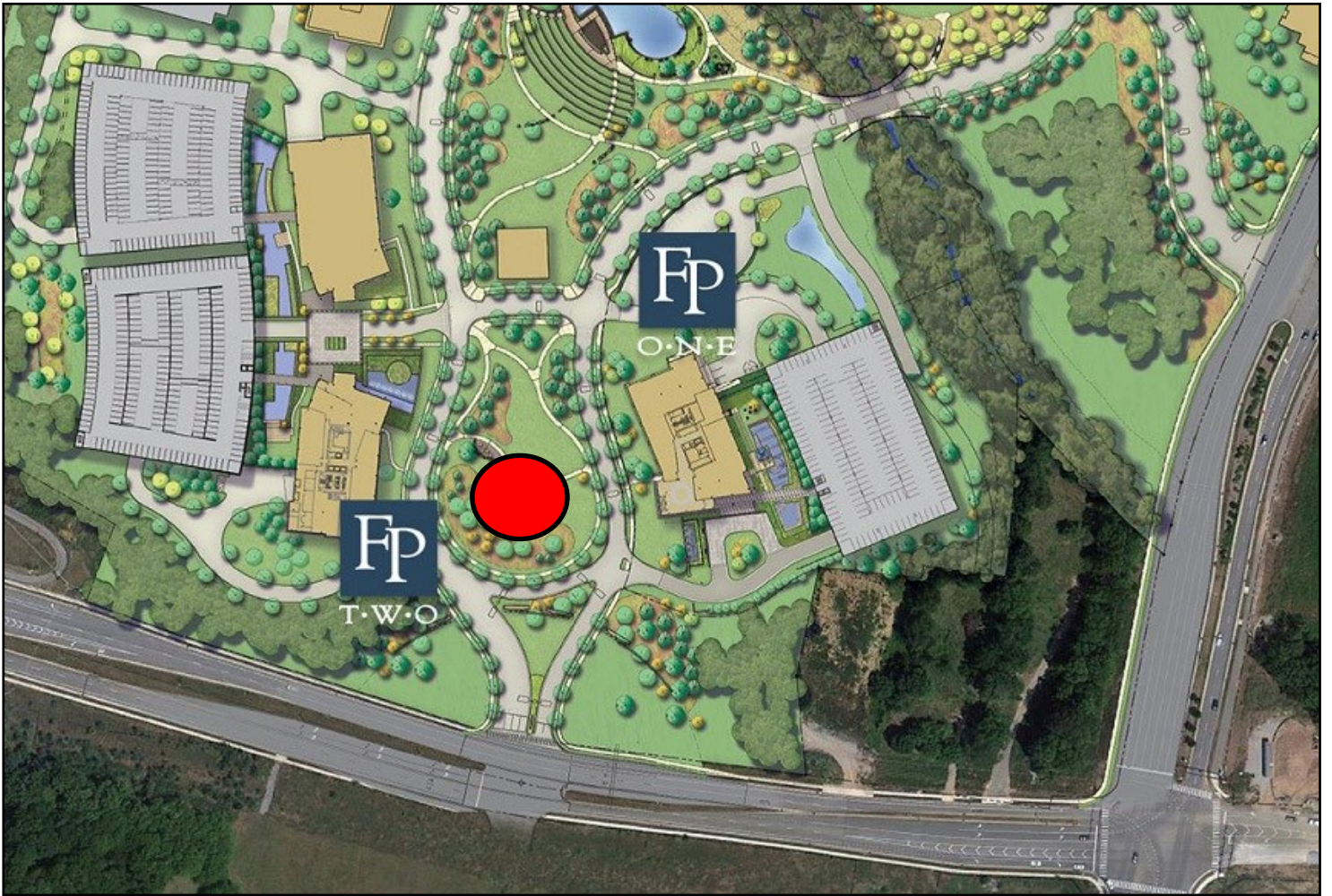
Physical Activity Guidelines for Americans
 "For substantial health benefits, adults should do at least 150 minutes (2 hours and 30 minutes) a week of moderate-intensity, or 75 minutes (1 hour and 15 minutes) a week of vigorous-intensity aerobic physical activity, or an equivalent combination of moderate- and vigorous-intensity aerobic activity. Aerobic activity should be performed in episodes of at least 10 minutes, and preferably, it should be spread throughout the week."

Exhibit C

Franklin Park

FIRE EVACUATION – SAFETY AREA

Employees should gather within the red shaded area for your building.





TENANT CONTACT INFORMATION

COMPANY INFORMATION	
Company:	
Address:	Phone:
Suite:	Fax:
City, State & Zip:	
ONSITE OFFICE CONTACTS	
1-Name:	2-Name:
Title:	Title:
Email:	Email:
Phone/Direct Dial:	Phone/Direct Dial:
ACCOUNTING CONTACT	
Name:	Email:
Title:	Phone/Direct Dial:
Mailing Address (if at a different location):	
24 HOUR EMERGENCY CONTACTS	
1-Name:	2-Name:
Home/Cell Phone:	Home/Cell Phone:
Title:	Title:
Secondary Phone: (if applicable)	Secondary Phone: (if applicable)
LOCAL COMPANY EXECUTIVE	
Name:	Email:
Title:	Phone/Direct Dial:
LEASING CONTACT / DECISION MAKER	
Name:	Email:
Title:	Phone/Direct Dial:



HOLIDAYS	
OTHER INFORMATION	
Security System:	
# of Employees:	
# of Office Computers:	
Office Hours:	
Type of Business:	
Other:	



FRANKLIN P · A · R · K

Hall Emery, LLC.

6100 Tower Circle, Suite 150- Franklin, TN 37067
Phone:(615) 468-7000 – Fax: (615) 468-7019

SIGNAGE REQUEST

TENANT NAME: _____

BUILDING NUMBER: _____

SUITE NUMBER: _____

MOVE-IN DATE: _____

LOBBY DIRECTORY STRIP *EXACTLY AS IT WILL APPEAR:*

(One line in the directory will be provided for each tenant)

TENANT DOOR SIGN *EXACTLY AS IT WILL APPEAR:*

(Building Standard= Start Case Style, Example: Spectrum Properties)

AUTHORIZED SIGNATURE: _____

(Signature must be provided before the order is placed)



Hall Emery, LLC.
6100 Tower Circle, Suite 150 Franklin, TN 37067
Phone: (615) 468-7000

For Office Use
Tenant Charge: _____
Landlord Charge: _____

KEY FOB ACCESS INFORMATION

(PLEASE PRINT CLEARLY)

COMPANY NAME: _____

OFFICE PHONE NUMBER: _____ CAR TAG NUMBER (Required): _____

LAST NAME: _____ FIRST NAME: _____

SEX: M F BUILDING: **1FP 2FP** FLOOR NUMBER(S) NEEDING ACCESS TO: _____
(Please circle)

AUTHORIZED SIGNATURE (Company Administrator): _____
(Access cards will not be issued without authorized signature and car tag numbers)

TIME PERIOD WILL BE 24 BUSINESS HOURS UNLESS OTHERWISE STATED

If the card is lost or stolen, please notify the management office as soon as possible.
There is a non-refundable replacement fee of \$35.00. ____ (Employee Initial)

FITNESS DISCLAIMER

It is my intention to utilize a fitness center located at the Franklin Park ("Fitness Center") for physical fitness and exercise training and conditioning. Through the use of the Fitness Center, I will have access to various exercise and fitness equipment. I acknowledge and agree that my use of the Fitness Center and any such equipment is strictly voluntary and not a condition or requirement of my employment or affiliation with my employer. I further acknowledge and agree that the use of any exercise and fitness equipment, such as weight strengthening machines and cardiovascular equipment, involves strenuous, physical activities and efforts with may pose health risk or personal injury. I understand that I should consult a physician prior to commencing any exercise routine. I also understand that a medical evaluation is not required for my use of the Fitness Center and that the determination of the health risks, if any remains my sole responsibility. I acknowledge that neither the landlord nor my employer warrant the condition of any fitness equipment. Knowing these risks, I agree that my use of the Fitness Center shall be undertaken by me solely at my own risk. I hereby indemnify, hold harmless and release (on my behalf and anyone entitled to act on my behalf) the landlord (including Spectrum Properties, LLC.) and my employer and their respective affiliates, officers, directors, employees and agents from any damages, expenses, claims, lawsuits and liabilities relating to any personal injuries or loss of property sustained by me in connection with my use of the Fitness Center or my participation in any exercise activities at the Fitness Center.

My signature below affirms that I have carefully read this Fitness Disclaimer and that I understand and accept the terms as described above.

Signature: _____ Date: _____

PROPERTY MANAGEMENT OFFICE Use

Card Number: _____ Original Issue Date: _____
(To be completed by Property Management)

Card Code (facility code): _____

Reissue Number: _____ Reissue Date: _____

Card Code: _____ Reissue Reason: **Lost Stolen Defective Broken**

Parking Permit Number: _____



FRANKLIN P · A · R · K

Hall Emery, LLC.

6100 Tower Circle, Suite 150 - Franklin, TN 37067

Phone: (615) 468-7000

For Office Use

Tenant Charge: _____

Landlord Charge: _____

RETURN FORM FOR KEY FOBS

(PLEASE PRINT)

COMPANY NAME: _____

LAST NAME: _____ FIRST NAME: _____

SEX: M F BUILDING: 1FP 2FP
(Please circle)

OFFICE PHONE NUMBER: _____

A Non-Refundable Charge of \$35/card will be billed to your company for any access cards that are not returned to us within 7 business days of the deactivation request.

Before an access card is deactivated, this form must be completed and the card being returned taped to this form. Please call 615-468-7000 if you have any questions. Thank you.

AUTHORIZED SIGNATURE: _____

DATE: _____

CARD NUMBER: _____

PLEASE TAPE THE ACCESS CARD TO THIS AREA. THANK YOU.

(Please use one strip of tape across the center of the card)



FRANKLIN P · A · R · K

Hall Emery, LLC.

6100 Tower Circle, Suite 150, Franklin, TN 37067

Phone: (615) 468-7000

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEM

An automated heating, ventilation and air conditioning system operates to ensure your comfort in the building. Strategically placed sensors control temperature. Occasionally, adjustments may be required. Any requests for temperature adjustments should be placed as a work order in Building Engines (www.requestcom.com) or in the Management Office, at 468-7000. Please do not adjust the sensors without the assistance of a building engineer.

Emergency HVAC buttons have been installed on each floor of the buildings for quick turn-off of the HVAC system in the event of an emergency (anthrax, etc). These buttons will immediately turn off the HVAC on that floor. Buttons are located outside of the mechanical rooms on each floor and are clearly marked. Please do not lean against or hit buttons except in the case of an emergency.

AFTER-HOURS HVAC REQUEST

If you require HVAC service outside of the normal HVAC operating hours, you must complete an HVAC After-Hours Request form and submit via Building Engines, our online work order system. We would like at least 24-hours notice prior to the requested date, but must have it no later than 1:00 PM on the day service is required. We also must have any weekend/holiday request by 1:00 PM the prior day. If we do not receive the request by 1:00 PM on the day service is required, we cannot guarantee that the HVAC will run. Billing for this service will be in accordance with the provisions of your lease.

Heating and Air Conditioning (HVAC) hours of operation are 7:00 AM - 6:00 PM, Monday through Friday, and 8:00 AM - 1:00 PM on Saturday. Please note: After-Hours HVAC request does need to be submitted for Saturday use; however there is no charge for the hours between 8:00 AM – 1:00 PM.

Holiday hours excluded.

Please refer to the Heating, Ventilation and Air Conditioning (HVAC) section of the Tenant Manual for additional information.



FRANKLIN P · A · R · K

For Office Use

Tenant Charge: _____

Landlord Charge: _____

Hall Emery, LLC.

6100 Tower Circe, Suite 150, Franklin, TN 37067

Phone: (615) 468-7000

PLEASE COMPLETE THIS FORM AND SUBMIT REQUEST VIA BUILDING ENGINES.

HVAC AFTER-HOURS REQUEST

COMPANY NAME: _____

BUILDING NUMBER: _____

SUITE NUMBER: _____

FLOOR: _____

HVAC DAY / DATE: _____

HVAC REQUESTED TIME: _____

AUTHORIZED SIGNATURE: _____

IF WE DO NOT RECEIVE THIS FORM AT LEAST 24 BUSINESS HOURS IN ADVANCE OF THE REQUESTED DATE, WE CANNOT GUARANTEE THAT THE HVAC WILL RUN.

**BY SIGNING THIS FORM, YOU AGREE TO THE \$35 / HOUR / FLOOR CHARGE FOR AFTER-HOURS HVAC.
THIS WILL BE BILLED ON YOUR NEXT STATEMENT.**

PLEASE CALL THE MANAGEMENT OFFICE AT 615-468-7000 IF YOU HAVE ANY QUESTIONS.

FITNESS CENTER / LOCKER ROOM RULES AND REGULATIONS

- NO EATING
- BE RESPECTFUL OF OTHERS WHEN UTILIZING THE FITNESS EQUIPMENT.
- KEEP NOISE TO A MINIMUM SO AS TO NOT DISTURB OTHERS WORKING IN THE BUILDING.
- DO NOT DROP WEIGHTS ON THE FLOOR AND REFRAIN FROM LOUD GRUNTING WHILE LIFTING WEIGHTS.
- SHOES MUST BE WORN AT ALL TIMES
- DISPOSE OF EMPTY WATER BOTTLES AND/OR CUPS
- THE FITNESS CENTER IS FOR THE USE OF FRANKLIN PARK TENANTS / EMPLOYEES ONLY
- NO LOANING OF ACCESS CARDS TO GRANT ACCESS TO THE FITNESS CENTER
- NO LOUD OR VULGAR MUSIC OR LANGUAGE ALLOWED
- HEADPHONES MUST BE USED FOR PERSONAL LISTENING DEVICES, SO THAT OTHERS ARE NOT DISTURBED OR DISTRACTED.
- BE COURTEOUS TO OTHERS WORKING OUT. *ANY RUDE OR INAPPROPRIATE BEHAVIOR CAN RESULT IN REVOCATION OF FITNESS ROOM PRIVILEGES.*

EQUIPMENT

- SHOULD BE USED RESPONSIBLY AND AT YOUR OWN RISK
- MATS AND WEIGHTS SHOULD BE RETURNED TO APPROPRIATE RACK.
- SHOULD ALWAYS BE WIPED DOWN EQUIPMENT AFTER USE.
- SHOULD NEVER BE REMOVED FROM FITNESS CENTER
- REPORT DAMAGED, MALFUNCTIONING OR MISSING EQUIPMENT TO PROPERTY MANAGEMENT OFFICE
- ALL PERSONAL ITEMS SHOULD BE REMOVED FROM LOCKERS BEFORE 5:00 PM EACH DAY. ANY PERSONAL ITEMS REMAINING IN THE LOCKERS/LOCKER ROOM WILL BE REMOVED NIGHTLY.



THE FITNESS CENTER IS FOR THE ENJOYMENT OF ALL FRANKLIN PARK TENANTS / EMPLOYEES. MANAGEMENT RESERVES THE RIGHT TO REVOKE ACCESS OF ANY INDIVIDUAL THAT DOES NOT COMPLY WITH THE ESTABLISHED RULES AND REGULATIONS.

ANY QUESTIONS SHOULD BE DIRECTED TO THE PROPERTY MANAGEMENT OFFICE.

THANK YOU,

**HALL EMERY PROPERTY MANAGEMENT
PHONE: 615-468-7000**