

SunTrust Plaza

Tenant Handbook

2015



Portman Management Company

303 Peachtree Street NE, Suite LL-120 Atlanta, GA 30308

404-614-5000

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Welcome

The staff of Portman Management Company would like to extend a warm welcome and present you with this Tenant Handbook, which is designed to provide you with valuable information regarding SunTrust Plaza. It is our goal to provide a useful guide that will keep you informed in respect to building operations and procedures. We would like to ensure that your tenancy at SunTrust Plaza is safe, comfortable and productive.

Information contained in the Tenant Handbook does not modify or amend the provisions of your lease in any way. In the event of any conflict, the provisions of your lease shall prevail.

Should you need additional information that is not listed in the Tenant Handbook, please contact us at 404-614-5000.

Sincerely,

Portman Management Company



Building Management/Hours

SunTrust Plaza is managed by Portman Management Company. Please visit the SunTrust Plaza website at [SunTrust Plaza](#) for leasing information and a calendar of building events.

SunTrust Plaza Building Hours of Operation:

Monday - Friday 7am-6pm

Authorized employees may enter the building at any time using their access card.

The building is closed on the following holidays:

New Year's Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.

Portman Management Company

303 Peachtree Street NE, Suite LL-120 Atlanta, Georgia 30308

Phone: 404-614-5000 **Fax:** 404-614-5409

Hours of operation: Monday-Friday 8:30am-5:30pm

If you need assistance after hours, please contact Security at 404-223-1070.

General Manager Nancy Dungan, CPM, RPA 404-614-5000 ndungan@portmanholdings.com

Property Manager Ali Streetman 404-614-5000 astreetman@portmanholdings.com

Assistant Property Manager Ann Wagner 404-614-5434 awagner@portmanholdings.com

Tenant Services Administrator 404-614-5000 STPCustomerService@portmanholdings.com

Director of Security Greg Wellborn, CPP 404-614-5432 gwellborn@portmanholdings.com

Leasing Information Travis Garland 404-614-5422 tgarland@portmanholdings.com

Corporate Concierge Kathleen Beamish 404-521-0850 kbeamish@csoa.com

Conference Center/Events Coordinator Sheila Hannah 404-614-5471
STPReservations@portmanholdings.com

Parking Garage Manager Barry Arnson 404-223-3215 SunTrustParking@lanierparking.com

24 Hour Lobby Security Desk 404-223-1070

Policy & Procedures

❖ Building Rules

- **Passenger elevators are not to be used for deliveries.** Metal handcarts and dollies are prohibited on passenger elevators.
- All entrances, exits, halls, service elevator lobbies, stairwells and public areas must remain clear for passage at all times, as noncompliance is also a violation of fire code.
- Only building standard window treatments are allowed. Any other requests may be submitted in writing to the Management Office for approval.
- **Signs are not to be placed** on suite doors, rotunda tables, wall coverings or in any other common area unless pre-approved by the Management Office.
- **Plumbing fixtures are not intended** to be used for the disposal of coffee grounds, sweepings, rubbish, rags, or any other substances that could potentially block or cause damage. Please be respectful. Tenant is accountable and responsible for the cost of any such repairs.
- Flammable liquids and other combustible materials are subject to applicable Fire Department regulations and must be properly stored and secured at all times.
- Use the locks provided. **If you need any additional locks, keys or equipment**, or if you need to change any that you currently have, **please notify the Management Office** for assistance.
- Bicycles, other vehicles and all animals are strictly prohibited from the building. Exceptions maybe made for those who require canine assistance or conveyances.
- Use of outside vendors for alterations or additions to your space is allowed only with written consent of the Management Office.
- **Canvassing, soliciting and peddling within the building are prohibited.** Please notify the Management Office if you witness any of these activities.
- Non-Fire-Proofed wreathes, trees and garland violate City of Atlanta Fire Codes and are forbidden.
- **Smoking in the building is strictly prohibited. Smoking outside is restricted to designated areas.**
- Please be considerate of others and keep working environments audibly tolerable.

Policy & Procedures

❖ Rent/Billing Information

Rent is due in advance on the first day each month. Your company will receive a monthly statement as a reminder of the rental amount due. Should you have any questions about rental calculations, contact **Accounting**.

Miscellaneous service requests, after-hours air conditioning and keys will also appear as billable line items on your rental statement. Should you have questions on billable items, please contact the **Assistant Property Manager**.

All remittances should be made payable to SunTrust Plaza Associates, LLC and mailed to the following address:

SunTrust Plaza Associates, LLC
P.O. Box 1023690 Atlanta, GA 30368-0494

This address is the lockbox at our bank. Sending remittance to any other location will delay the processing of your payment.

❖ Furniture/Equipment Moves

All furniture and equipment moves must be scheduled after building hours. **(Please see the Elevator section under Building Services for service elevator reservation information.)** All Requests for furniture or equipment delivery/removal into or out of your suite, must be made in writing on a **Security Access Request Form** by the Facility Coordinator to the Management Office by 4pm on weekdays. In addition, any vendor coming into the building must have a current **Certificate of Insurance** on file with the Management Office. Without this they will not be allowed in the building. Once we have received a Security Access Request Form and have a current Certificate of Insurance on file this information will be put on the Nightly Security Letter. This will enable our security officers to verify your vendor's arrival/departure. In order to preserve the common areas, vendors must cover all floor surfaces with masonite from the service elevator to your suite, prior to moving furniture or heavy equipment. Also, every corner must be covered appropriately to prevent nicks, dents and scratches.

❖ Tenant Insurance

All **Tenants** are required to keep an updated, original **Certificate of Insurance** on file with the Management Office. The certificate must be received within 30 days prior to Lease Commencement. The certificate should reflect the **Tenant's insurance coverage as per the Lease Agreement**. **The Certificate should list** SunTrust Plaza Associates, LLC as the **Certificate Holder** with the following listed as **Additional Insured's**:

SunTrust Plaza Associates, LLC, SunTrust Banks, Inc., Portman Holdings, LLC and Portman Management Company

Policy & Procedures

❖ Vendor/Contractor Insurance

All contractors performing work at SunTrust Plaza must carry the following minimum insurance coverage written by companies licensed to do business in the State of Georgia and which have a rating by Best's Key Rating Guide of not less than "A", "XII":

A. **Commercial general liability insurance policy** with a combined single limit of \$1,000,000 per occurrence and annual aggregate. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability.

B. **Worker's Compensation** – Statutory Limits

C. **Employer's Liability** – With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

D. **Commercial Automobile Liability** – Combined single limit - \$1 million per accident. Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of other equipment required to be licensed for road use.

E. **Property Insurance** – All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

F. **Umbrella Insurance** – Minimum of \$4,000,000 per occurrence.

G. **Misc.** – All liability policies shall be primary and non-contributory in respect to additional insured's. All aggregate limited shall apply on a "per project" basis.

H. Policies described above shall include the following as additional insured, including their officers, directors and employees:

SunTrust Plaza Associates, LLC, SunTrust Banks, Inc., Portman Management Company and Portman Holdings, LLC

Please mail original certificate of insurance to:

Property Manager
Portman Management Company
303 Peachtree St NE
Suite LL-120
Atlanta, GA 30308

Policy & Procedures

❖ Smoking Policy

SunTrust Plaza is a “no-smoking” facility. Smoking is **not permitted within 50 feet of the entrances** to the building. Smoking is **not permitted in the parking garage, except in the designated area on Bridge Level (BL)**, located approximately 50 feet away from the entry to the Food Court and SunTrust Plaza Garden Offices. Ashtrays are provided for all designated smoking areas. Please use the ashtrays provided, rather than putting cigarettes out in planters or on the floor.

Employees who violate our smoking policy will be reported to their employers. Each tenant has an obligation under its lease to abide by Rules and Regulations applicable to the building.

Thank you, in advance, for being considerate of the other non-smoking occupants of the SunTrust Plaza complex.

Please see the Forms/Maps Section for a Designated Smoking Area map.

❖ Walking Exercise Policy

Walking for physical exercise is **only permitted** in designated areas inside the SunTrust Plaza building and at times established by Property Management. **Walking for physical exercise inside the Garden Offices building is prohibited. Running or repeatedly climbing the stairs for exercise is prohibited in both buildings.**

Portman Management Company has designated the Lower Lobby of the SunTrust Plaza as the area in which walking exercise is permitted. Although the hours are subject to change without notice, walkers may exercise between 7am and 6pm, Monday through Friday. If an individual walks around the Lower Lobby on the route closest to the exterior of the building, it will take 10.8 laps to equal one mile.

We hope this information is helpful for those wishing to exercise on their breaks and appreciate your cooperation. As with any physical activity, please consult your physician prior to beginning any exercise program.

Please see the Forms/Maps Section for a Walking for Exercise map

Policy & Procedures

❖ Directions to the SunTrust Plaza Parking Garage

Southbound 75/85

Courtland St Exit #249A
Right at the 1st light onto Baker St.
Right at the 1st garage entrance into the garage

OR

Courtland St. Exit #249A
Right at the 1st light onto Baker St.
Right at the 1st light onto Peachtree Center Avenue
Right at the 1st garage entrance just beyond the building monument signage

Northbound 75/85

Andrew Young International Blvd Exit #248C
Left at the 2nd light onto Andrew Young International Blvd.
Right at the 1st light onto Piedmont Avenue
Cross John Portman Boulevard and turn left onto Baker St.
Cross Courtland St. and turn right into the 1st garage entrance

OR

Andrew Young International Blvd Exit #248C
Left at the 2nd light onto Andrew Young International Blvd.
Cross Piedmont Avenue and turn right at 1st light onto Peachtree Center Avenue
Right at the 1st garage entrance just beyond the building monument signage

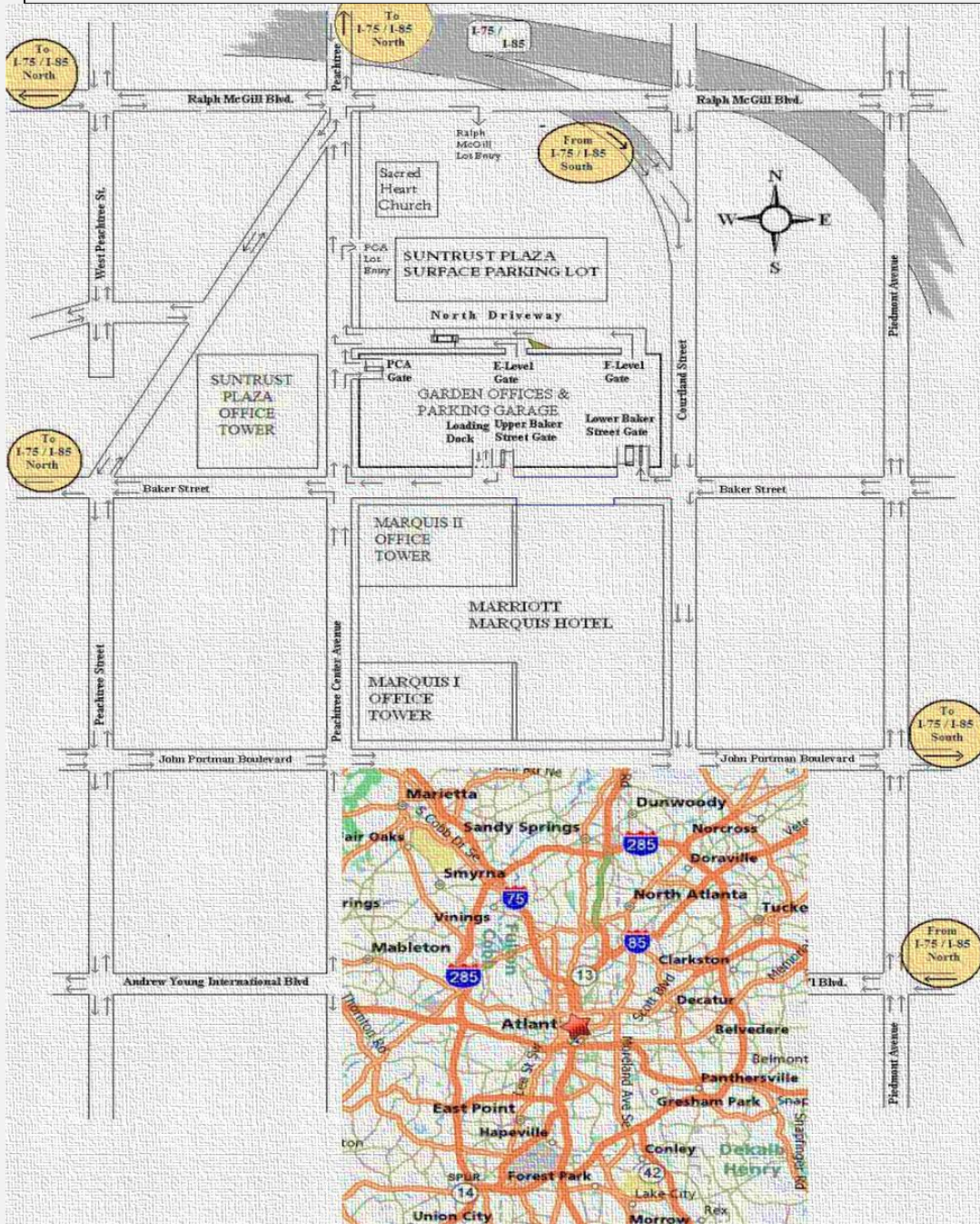
❖ Walking Directions to the SunTrust Plaza from MARTA

Peachtree Center MARTA Station

Follow signs from MARTA to John Portman Boulevard and Peachtree Center Food Court. Take escalators up to Peachtree St. and travel north 2 blocks Cross John Portman Boulevard and Baker St. to 303 Peachtree Street -SunTrust Plaza

Policy & Procedures

❖ SunTrust Plaza & Garden Offices Map



Building Services

❖ Work Order Reporting

Tenant Facility Coordinators may access Landport, our online work order system, via www.suntrustplaza.com or call the management office at 404-614-5000 to request services. **When making a maintenance/housekeeping request, please provide the specific location, giving a room number, a name, and north, south, east or west as a point of reference.**

Maintenance Requests

Routine Services - Provided at **NO** additional charge.

Adjustment of temperature controls	Building Standard
Light bulb replacement	Restroom repair and servicing
Minor ceiling tile replacement	

*there may be a fee to remove/replace tiles, depending on the scope of work

Additional Services - Provided for a **FEE**, per your request.

After-hours heating and air conditioning requests
Non-standard light bulb replacement
Duplicate keys and other locksmith services*
Coat Hooks
Remodeling and construction management services
Painting
Tenant break room plumbing repairs
Tenant electrical services and repairs
Bulk trash removal, i.e. furniture, file cabinets, etc.

***Additional keys and other locksmith services are available through the Management Office. Tenants are NOT PERMITTED to place locks on doors, per the lease agreement.** The building manager must have access to all tenant areas in the event of an emergency, therefore all locks must be ordered through the Management Office

Housekeeping

Trash/Recycle disposal	Cleaning up spills	Restocking restroom supplies
Dusting	Vacuuming	Spot cleaning carpeting
Repairing stopped up commodes		

“Green Recycling Bins” Large receptacles on wheels are primarily used by housekeeping for recycling. These bins may be borrowed by tenants when large amounts of paper/cardboard recycling is needed. Since they are used daily by our cleaning company, **availability cannot be guaranteed at all times.**

“Trash Stickers” When discarding items that will not fit inside the waste basket, tenants should label the refuse with a bright colored “trash” sticker. **Trash stickers are available in the Management Office.**

Building Services

❖ Recycling Made Easy

SunTrust Plaza and Waste Pro offer an innovative recycling program called “Recycling Made Easy”. With this program everything going into your desk-side receptacle is taken to Waste Pro's recycle sorting facility, American Recycling, and all break room wet waste is taken to the landfill.

The following is a list of items that can be recycled and commingled:

Office paper all colors	Envelopes windowed/labeled
Cardboard boxes	Junk mail
Magazines/newspapers	Phone books
Soft and hard back books	File folders
Brochures, reams	Wrapping paper
Greeting cards	Aluminum cans
Plastic bottles	Glass bottles

Food waste containers FREE of food waste

*Please note that staples and paperclips do NOT have to be removed to be recycled.

The following is a list of items that cannot be recycled:

Wet waste
Empty toner cartridges
Styrofoam

***We would greatly appreciate your cooperation in taking non-recyclable food waste containers to your breakroom.**

❖ Electronic Recycling

Atlanta Recycling Solutions, LLC complies with State and Federal Regulations affecting the recycling of electronic equipment. ARS provides a comprehensive range of services such as asset tag removal and data/hard disk destruction. ARS assures clients that over 95% of material received is recycled.

Any of the items below are accepted:

Personal Computers, Laptops, Servers, Network Equipment, AS/400, Monitors, LCD Monitors, Printers, Faxes, RISC/6000, Scanners, Business Telephones, Cell Phones, VCR/CD-Players/Stereos, Mainframe Equipment, Copiers, Rechargeable Batteries (No flash light batteries) and Wiring.

***If there are questions or if you have a large quantity of Electronic Waste you would like to have picked up, please contact the Management Office.**

Building Services

❖ Tenant Signage

Throughout the building, all tenant signage is a standardized square stainless steel back plate with a circular stainless steel etched plaque. While the sign itself is ADA compliant, its presence in the building outside of your suites is also in uniform with the visibility requirements established by the ADA.

There are no exceptions for signage other than building standard.

❖ Common Area Signage

Please do not tape or place signage on suite doors, wall covering, restrooms, or any other common area of the SunTrust Plaza without prior approval of the Management Office.

❖ Tenant Event Signage

All signage advertising any function or event in your suite must be pre-approved by the Management Office at least 24 hours in advance. All event signage must be professionally printed in keeping with the standards of a Class A building. **Handwritten signs are not allowed.**

On occasion, when it becomes necessary to advertise a large event, Portman Management Company may lend you the use of our **sign holders**. We have two types of sign holders. The first is a tripod style which will hold a sign of most sizes. The second is a sign holder which fits only 22" x 28" signs. **We advise that tenants give no less than one full week's notice when requesting to borrow sign holders. You may borrow up to three easels at any given time for up to two days.**

❖ Building Directory

The Electronic Building Directory, located on the **Lobby Level** at the Peachtree St. entrance and on the Lower Lobby at the Peachtree Center Avenue entrance, allows visitors to locate tenants by company as well as by individual name.

To make changes, additions or deletions to the EDC, please email or fax the **Building Directory Form** to the Assistant Property Manager. For a copy of your company's entire listing, please contact the Assistant Property Manager.

In addition to the Electronic Building Directory, we have an illuminated **Static Directory** located on the Lobby Level at the Security Desk which allows visitors to locate tenants by company name. All requests for directory listings should be submitted via email to the Assistant Property Manager.

Building Services

❖ Telecommunications

AT&T 1-800-945-6500

Verizon 1-800-436-4444

Comcast 770-559-2016

Level (3) Communications

Senior Account Director, Susan Hancock

404-526-6582 susan.hancock@level3.com www.level3.com

Cogent Communications (Ethernet Service Provider)

Regional Account Manager, Rosalie LaPia

404-591-5765 rlapia@cogentco.com www.cogentco.com

❖ Mail

Tenant mail is delivered to the Mailroom, located on the **Lower Lobby** level underneath the Baker St. stairs, Monday-Saturday between the hours of 12:00 Noon and 12:45pm.

Mail is collected Monday-Saturday at 12:45pm. Mail is also picked up at 1:30pm and 4:30pm in the SunTrust Plaza Garden Offices mailroom on the Atrium Level.

Each Tenant is responsible for their **mailbox keys**. If they are ever lost or stolen, please see the Post Office employee on duty during their hours of operation.

To ensure that your mail is delivered properly, it should be addressed as follows:

Tenant Name 303 Peachtree St. NE **Suite Number**, Atlanta, GA 30308

Post office bins are available, as needed, for large loads of mail. These bins are property of the US Postal Service. Therefore, we ask that you kindly return them when you are finished. In addition to post office bins, we also have **Parcel Lockers** for packages that are too big for your regular mailbox.

The Tenant Mailroom has **Drop Boxes** for Fed Ex, UPS & USPS Express Mail for your convenience.

Stamps may be purchased at the Post Office. The closest post office is located at 240 Peachtree St. NW Atlanta, GA 30303.

It is a federal offense to remove anything from the mail. Once it has been placed in the drop box, it becomes the property of the US Postal Service.

The US Postal Service and the Management Office are not responsible for packages left unattended in the Tenant Mailroom. For additional postal needs, questions or concerns please contact the USPS Civic Center Station at 404-874-8718.

Building Services

❖ Elevators

SunTrust Plaza has **two (2) service elevators** which serve as the primary mode of transportation for housekeeping and engineering during the day. They may also be used on a catch as catch can basis by your couriers, caterers and office suppliers. In order to serve you better we ask that **all large deliveries be made after-hours only.**

When a service elevator is reserved, it is put on independent, which means you have complete control over operation of the elevator. The elevator will not respond to hall calls when it is on independent service. **One person is responsible for staying with the service elevator at ALL times.** This person must leave his/her picture ID with Security before receiving the appropriate cardkey.

If you would like to reserve a service elevator after hours please complete a **Security Access Request Form.** In addition, any vendor coming into the building must have a current **Certificate of Insurance** on file with the Management Office. Once we have received a Security Access Request Form and have a current Certificate of Insurance on file, the vendor's information will be put on the Nightly Security Letter. This will enable our security officers to verify your vendor's permitted access areas. In order to preserve the common areas, vendors must cover all floor surfaces with masonite from the service elevator to your suite, prior to moving furniture or heavy equipment. Also, every corner must be covered appropriately to prevent nicks, dents & scratches.

For your reference the dimensions of the service elevators are as follows:

Service Elevator # 24

Height 143"

Depth 61½"

Width 80"

Door Opening 46 ½" x 107 ½"

Weight Capacity 3500 lbs.

Service Elevator # 25

Height 143"

Depth 102"

Width 67 ½"

Door Opening 47 ¾" x 107 ½"

Weight Capacity 5000 lbs.

***Passenger elevators** are not to be used for deliveries. Handcarts and dollies are prohibited on passenger elevators. Employees and their vendors who violate this rule will be reported to their employers. Each tenant has an obligation under its lease to abide by Rules and Regulations applicable to the building.

Amenities

❖ Food Court

The SunTrust Plaza Food Court features a delightful variety of eateries on the Bridge Level (BL), of the Garden Offices building. You may choose from American to International cuisine at the Food Court eateries listed below.

Burgers & Friends	404-422-6201 *
Canyon Grill	404-422-6201 *
Caribou Coffee	404-681-0208 *
Cafe Cubism	404-688-0008 *
Dunkin' Donuts	404-589-1122
Garden Deli & Yogurt Bar	404-223-3354 *
Papino's	404-614-0130 *
Taste of Asia	404-577-9707

***Catering Available**

❖ Restaurants

We have three (3) full service restaurants located on Peachtree Center Avenue.

Big Kahuna	404-343-0409 *
Morton's The Steakhouse	404-577-4366 *
Pacific Rim Bistro	404-893-0018 *

***Catering Available**

❖ Retail Shops and Services

At SunTrust Plaza, we know your work day is long and time is at a premium. Therefore, we are pleased to offer the convenience of having your errands taken care of while you work! You'll find the majority of the services listed below in the Food Court on the Bridge Level (BL) of the Garden Offices building.

Executive Auto Salon	404-586-9274 *
Rejuvenate Spas	404-577-4877 *
Dr. Bertrand Scannell, DDS	404-525-2741 *
Sun Dry Cleaners	404-658-9973
SunTrust Branch Bank	404-479-2344
Tower Lobby Shops	404-223-6060
Shoe Shine Parlor	Food Court on the Bridge Level (BL)

***Executive Auto Salon is located on "J" level of the SunTrust Plaza Parking Garage.**
***Dr. Bertrand Scannell's Dental office is located on "LL" level of the SunTrust Plaza.**
***Rejuvenate Spas is located on the "AL" level of the SunTrust Plaza Garden Offices.**

Amenities

❖ Spa and Relaxation Services

Rejuvenate Spas is [located on the Atrium Level of the SunTrust Plaza Garden Offices adjacent to the Fitness Center](#) and is a leading innovator among relaxation. Their philosophy is simple: To maintain a balance for the office worker, business traveler, and those just looking to unwind and rejuvenate from the hectic and sometimes stressful work week.

At Rejuvenate Spas, you'll be greeted with a multitude of possibilities for finding instant relaxation and rejuvenation. Their exclusive services include private power napping rooms, office-specific massages, yoga and meditation classes, amongst a full high-end line of women's and men's skin care products. As a cruelty free and eco-friendly company, they take pride in giving back to local animal shelters and using recycled products where possible; saving humanity, animals and the environment all at the same time.

Services include:

Massage, Nap Stations, Nails, Yoga, Sanctorum Soundspa, Facials, Waxing, Chiropractic Care and Wellness Seminars.

(p): (404) 577.4877(e): info@rejuvenatespas.com (w): www.rejuvenatespas.com

❖ SunTrust Plaza Fitness Center

SunTrust Plaza tenants may enjoy the convenience of working out in the SunTrust Plaza Fitness Center. **The Fitness Center is [located on the Atrium Level of the SunTrust Plaza Garden Offices adjacent to Rejuvenate Spa.](#)**

The hours of operation are:

Monday-Thursday 5:45 am - 9:00 pm
Friday 5:45 am - 8:00 pm
Saturday 8:00 am - 2:00 pm
Sunday Closed

Tenants of SunTrust Plaza and SunTrust Plaza Garden Offices can enjoy the use of treadmills, ellipticals, upright and recumbent bikes, as well as a large selection of weight machines. There are also mats and stability balls for tenant use in the stretching area. There are men's and women's locker rooms available for your convenience while using the Fitness Center.

In order to access the Fitness Center, building occupants must complete a Fitness Center License Agreement. **This form must be completed, signed and returned by email to Portman Management Company, STPCustomerService@portmanholdings.com.** Upon review and approval of the completed form, the tenant will be issued electronic access to the Fitness Center. Property Management encourages each tenant to keep a copy of his or her completed form. The Fitness Center Rules and Regulations accompany this form; please be sure to read and understand them prior to accessing the SunTrust Plaza Fitness Center.

Please see the forms/maps section for a Fitness Center License Agreement.

Amenities

❖ Corporate Concierge Services

The Concierge office is located on the Lower Lobby of the SunTrust Plaza, inside the SunTrust Plaza Conference Center.

The Concierge is available Monday- Friday from 9am to 5pm, with reception desk hours during which you may pick up tickets, from 11:30am-1pm.

Concierge Services: Gifts, flowers, cakes, travel arrangements, sporting event tickets, transportation arrangements, discounted movie & attraction tickets, personal shopping services, catering, theatre/concerts tickets and errand services.

Tickets & Special Services: Have you ever wondered how you can get premium seats to an exciting concert at Philips Arena, a Broadway show at the Fox Theatre, or a table at Chastain? Just call your concierge to get information on premium seats for nearly any sold out event in the country. In addition to selling tickets to concerts and the theater, your concierge also has access to discounted movie tickets and local attraction tickets.

Contact Kathleen Beamish, Corporate Concierge, at 404-521-0850 or kbeamish@cscoa.com

❖ Special Events

The building sponsors book fairs, jewelry shows, musical entertainment and tenant social events for all employees to enjoy. All building-sponsored events will be listed on signs located on the Atrium Level of the Garden Office Building, as well as, on the Lobby of the SunTrust Plaza Building.

❖ Notary Service

Should your company need to have a document notarized, we have notaries available in the Property Management Office. **Please call 404-614-5000 in advance to schedule a mutually beneficial time to notarize the document.**

❖ Ladders

Property Management provides ladders for tenants to borrow, upon request. Tenants are required to sign a Liability Waiver before borrowing a ladder. Waivers can be found in the Management Office, in Suite 120 on the Lower Lobby (LL) of the SunTrust Plaza. **As time and other variables permit, we will deliver a ladder to you.**

❖ Tool Box

In the Management Office, we keep a tool box which we allow our tenants to borrow. **Please visit us in the Lower Lobby, Suite 120, to sign out the tool box for your use.**

❖ Tenant Storage Areas

A **limited amount of additional storage** is available for lease on a space-available basis. To reserve space, or for more information, **please contact the Assistant Property Manager.**

Amenities

❖ Conference Facilities

SunTrust Plaza and Garden Offices have two conference facilities available. [Reservations for the conference rooms can be made through the SunTrust Plaza website www.suntrustplaza.com](#). The SunTrust Plaza Conference Center is a 7,500 SF facility located on the Lower Lobby (LL) of the SunTrust Plaza. The facility boasts five finely appointed meeting rooms, including one executive boardroom. The conference center features an impressive round table board room designed to accommodate up to 16 guests as well as a multipurpose room for up to 104 guests. Additionally, this conference center combines a flexible selection of meeting space options with audio/visual capabilities and wireless internet access.

The SunTrust Conference Center is located in the SunTrust Plaza Garden Offices on the Atrium Level (AL). This facility has two large multi-purpose rooms that can accommodate up to 200 guests in a variety of layouts. The multi-purpose rooms are equipped with audio/visual capabilities. There are also two breakout rooms available in this facility.

Catering is permitted in both of the conference facilities by any of our approved caterers. All users of the conference facilities must make their own catering arrangements.

For more information on the conference facilities please email the Conference Center Coordinator at STPReservations@portmanholdings.com.

❖ After-Hours Corporate Events

ALL events held in the common areas may be booked through these caterers only:

Big Kahuna	404-343-0409
Dennis Dean	404-475-1002
Morton's The Steakhouse	404-577-4366
Pacific Rim Bistro	404-893-0018

Event Venues:

SunTrust Plaza Lower Lobby, PCA Courtyard (Daytime/Tenant functions only) and the Garden Offices Atrium Lobby.

***All Tenants are entitled to 1 FREE venue fee per year. Please note this does not include cleaning, security or air conditioning.**

Rules:

- All events must be coordinated through Big Kahuna, Dennis Dean, Morton's or Pacific Rim. Outside vendors are not allowed on the premises.
- All events are considered "tentative" until a signed agreement, deposit and venue fee have been received.
- Events taking place Monday-Friday must not begin before 5:30pm.
- All events must conclude by 12 midnight.
- Events in the Lower Lobby and Atrium Lobby must not exceed 500 persons.

Amenities

❖ Parking

Parking Garage Management The SunTrust Plaza Parking Garage and adjacent surface lot are **managed by Lanier Parking**. Lanier Parking's **office is located on C Level** near the Peachtree Center Avenue entrance of the garage. Lanier Parking's **Office hours** are Monday - Friday from 7am-7pm.

For issues with card access to the garage, please contact Lanier Parking Solutions at 404-223-3215.

Parking Garage/Surface Lot Hours

The **SunTrust Plaza Parking Garage and adjacent surface lot** are open to contract parkers and visitors 24 hours a day, 7 days a week.

Upper Baker St. Entrance: Monday - Friday from 5am-8pm*

Lower Baker St. Entrance: 24 hours per day, 7 days a week

Peachtree Center Ave Entrance: Monday - Friday from 7am-10pm*

The North Ramp exit to Peachtree Center Avenue: Monday - Friday from 3pm-7pm**

*Closed on Building Holiday

**Closed on Building Holiday and Bank Holiday

Billing Inquiries may be directed to the Parking Garage Manager, Lanier Parking. **Monthly payments MUST be mailed** to the address shown on the invoice, or paid via recurring payments set up through **www.lanierparking.com**. **Please DO NOT mail parking payments to the building's rental address.** **Cashiers are NOT permitted to accept monthly payments.**

Validation Stickers are available for purchase through **Lanier Parking**, and are sold in books of 25 and 100 in increments of: 15 min, 1 hour, 3 hour, 12 hour, All Day and After Hours.

Monthly Parkers must scan at the card reader each time they enter the facility. Please be sure to scan your badge even if the gate is open. This ensures your badge will work when you exit the facility.

Reserved Parking, contingent upon your lease agreement, is located on both BL and A Levels.

Electric Vehicle Charging is available on the southeast corner of B Level as reserved monthly parking only. Please contact Lanier Parking regarding pricing and availability.

Visitor Parking is located on C Level of the parking garage.

Designated Handicap Parking is available on Levels G, H and J of the parking garage, near the elevator lobby. Automatic doors are located on the north side of each elevator vestibule.

Surface Lot Parking **MUST** **prepay for parking** through the automated pay station at the entrance on Ralph McGill Blvd. **Stairs** leading to and from the surface lot are located near the Garage's north exit ramp on Peachtree Center Avenue. **Designated Handicap Parking** is available on the upper section of the lot, adjacent to Ralph McGill.

Amenities

❖ Transportation Options

Transit

SunTrust Plaza and SunTrust Plaza Garden Offices are conveniently located in downtown Atlanta in close proximity to the Peachtree Center MARTA station (Station N1). [For more information about MARTA](#) rail and bus service visit www.itsmarta.com. In addition, three suburban transit agencies provide express bus services Downtown.

- The Georgia Regional Transportation Authority (GRTA) operates GRTA Xpress motor coach buses from 11 Georgia counties to Downtown Atlanta.
- Cobb Community Transit and Gwinnett County Transit also provide express bus service to Downtown from Cobb County and Gwinnett County, respectively. Many of these buses stop at Peachtree Center and directly in front of the SunTrust Plaza building at Peachtree and Baker Streets. For more information on these services please visit:

GRTA Xpress: www.expressga.com

Cobb Community Transit: www.cobbdot.org/cct.htm

Gwinnett County Transit: www.gwinnettcounty.com/ (Click on 'Services,' then 'Gwinnett County Transit')

Guaranteed Ride Home & Commuter Incentives

Central Atlanta Progress promotes numerous incentives for Downtown Commuters who “green” their commute by using alternative transportation including, carpools, vanpools, biking, walking, alternative work schedules and transit options.

For more information on commuting options, transportation incentives for Downtown employees, sustainable resource, and much more, please visit www.atlantadowntown.com.

Downtown commuters who take an alternative commute are also able to register for the Guaranteed Ride Home program through www.MyRideSmart.com. Please visit their website, or call 1-877-433-3463 for more information about signing up for this free service.

Bicycle & Motorcycle Parking

SunTrust Plaza and Garden Offices [tenants who ride their bikes to work, may park them on C Level](#) of the parking garage. Parking customers who choose to ride a motorcycle or scooter to work should enter the garage from Peachtree Center Avenue at C Level and use the designated parking area.

Visitor Parking

The SunTrust Plaza Parking Garage has designated [16 spaces on the north lane of C Level](#) for Visitor Parking. Visitors are defined as clients and guests doing business with companies leasing space in SunTrust Plaza and SunTrust Plaza Garden Offices.

Guests can be directed to “Visitor Parking” at the Peachtree Center Avenue entrance of the parking facility, located on C Level. After entering the parking garage, they simply drive straight ahead to locate the Visitor Parking spaces. Spaces are available on a “first come, first serve” basis. Spaces are identified by blue signage labeled “Visitor Parking”. Regular parking rates apply to anyone using the Visitor Parking spaces. Monthly parkers are not permitted to park in Visitor Parking. Violations will result in vehicles being booted or towed.

Security

❖ Tenant/Visitor After Hours Access

SunTrust Plaza is secured after regular business hours. **In order to obtain access** to the building, elevators and office suites after hours, employees will need a building access card. **Tenant Facility Coordinators may use Landport** <http://www.oxigen.com/SunTrustPlaza/> to request an access card.

How to create a new request for access control items in Landport:

- Click the “Create Request” Link
- Select the link for your suite
- Select “**Card Access**” from the Service Type drop-down menu
 - Type a brief description of the problem or service that is needed.
 - **To request a NEW access card**, please indicate the request is for a new card and provide the employee name and areas of access requested.
 - Example: Jane Smith needs a new access card for XYZ Company, to include passenger elevator access, freight elevator access.
 - **To request a REPLACEMENT card**, please indicate the card is a replacement and provide the employee name and card number (if known)
 - Example: Jane Smith, with XYZ Company has lost her access card, please issue a replacement.
 - **To report a card not working properly**, please provide the name, card number and a description of the problem.
 - Example: Jane Smith card number 12345, cannot access the 22nd floor via the passenger elevator.
 - **To report a problem with a card reader**, please note the location within your suite and provide a brief description of the problem.
 - Example: XYZ Company, the server room card reader is not reading cards. Indicator light stays red when card is presented.
 - **To request a change to your door time schedule** please enter the dates and times you will need the doors secure/unsecure.
 - Example: XYZ Company, Please secure our doors at 2:00pm on 12/22, and when we are closed on 12/24 and 12/25.
 - Example: XYZ Company is having an event on Saturday, 12/30. Please unsecure our suite and elevator floor access from 6:00pm – 11:00pm.
- Press the “Submit Service Request” button
- Click “Home” to return to the top page and review the list of open requests

Building access cards may also be programmed for the SunTrust Plaza Parking Garage (excluding the surface lot) for individuals with monthly parking contracts.

Security

❖ Tenant/Visitor After Hours Access continued

All SunTrust Bank employee access cards are approved/issued by the individual space owners through **SunTrust Bank Inc's Intranet Badge Card Approval System**.

If you are expecting visitors after-hours, please notify the Management Office **in writing by 4pm daily**, to authorize your guests. Requests should be emailed or faxed to the Assistant Property Manager.

When authorizing after-hours visitor access, please include the following:

- Names of expected visitors
- Visitor's firm/company name
- Date and expected time of arrival

Visitors may gain access to the building by using the intercom at the Peachtree St. or Peachtree Center Avenue entrance to notify Security of their arrival. Once in the building, visitors **MUST** sign-in at the Lobby Security Desk and present identification.

❖ SunTrust Bank Visitor Management

All **SunTrust Bank employees** are required to **pre-register** their visitors through SunTrust Bank Inc's **Visitor Management System**. All visitors are required to register at the Security Lobby desk. SunTrust Bank employees should adhere to their internal company policies with regard to visitor access to SunTrust floors.

❖ Vendor/Contractor Access

All vendors/contractors are required to have a valid Certificate of Insurance on file with the Management Office before the **Security Access Request Form** will be accepted. Please specify the type of work that will occur and specific date(s) and time(s) your vendor/contractor will need access. **For the security and safety of our Tenants we ask that all vendors/contractors follow the Building Rules at all times.**

Security

❖ Deliveries

If you are expecting **deliveries during business hours**, please remember the following:

- Deliveries that require a cart or dolly are **not** allowed in the passenger elevators nor through the lobby pedestrian doors.
- Deliveries should be made using **ONLY the loading dock and service elevators**.
- **Parking** on streets for deliveries is **strictly prohibited** by the City of Atlanta and enforced by Atlanta Police.
- **Only personnel from your office** may accept deliveries for your office.
- All delivery companies working in the building must have a contact name & phone number of the person within your company expecting the delivery.

If you are expecting a **delivery after-hours**, please see Vendor/Contractor Access Section above.

If you would like to establish **permanent access for a regular delivery schedule**, please see the Vendor/Contractor Access Section and submit a **Permanent Security Access Request Form**.

***Security/Management CANNOT sign for or accept any packages.**

❖ Loading Dock

The **SunTrust Plaza Loading Dock entrance** is located at the **3rd driveway** on Baker St. between Courtland and Peachtree Center Avenue.

ALL persons entering the Loading Dock must sign in with Security at the Dock Entrance.

Vehicles will be searched prior to entry. **NO EXCEPTIONS.**

The Loading Dock can accommodate up to a **40' trailer rig** and has a **maximum height allowance of 13'6"**.

The Loading Dock is for loading and unloading ONLY. There is a **20 minute maximum** allowance for loading and unloading. **NO PARKING** is allowed. Violators will be towed at violator's expense.

Smoking is strictly prohibited in the Loading Dock.

❖ Loading Dock Hours

Monday - Friday: 5am-7pm

If you arrive after 7pm, please use the intercom at one of the following locations to contact security:

- Baker Street Loading Dock Gate
- Peachtree Center Avenue Building Entrance
- Peachtree St. Building Entrance
- SunTrust Plaza Food Court (BL Level) Bridge

Please follow the after-hours access security procedures to minimize delays in delivery and/or building access.

Security

❖ **Property Removal**

A **Property Removal Form** must be filled out for any and all company property being removed from the SunTrust Plaza & Garden Offices.

❖ **Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, please contact the **Management Office** and we will send appropriate personnel to have them escorted off the property.

❖ **Lost and Found**

Please contact the **Lobby Security Desk** for items that have been lost or found in the building.

❖ **Flat Tires**

If you happen to suffer the misfortune of a flat tire while parked at the SunTrust Plaza Garage, please contact the **Lobby Security Desk, or ring the intercom** inside the parking elevator vestibules or by the blue security lights. **A security officer will contact an outside vendor to assist you.**

❖ **Jump Start**

In the event that your battery dies, please contact the **Lobby Security Desk, or ring the intercom** inside the parking elevator vestibules or by the blue security lights. Once you have signed a **liability waiver**, Security will provide assistance in giving your vehicle a jump start.

❖ **Escort To Your Vehicle**

If you are working late or if you desire an escort to your vehicle, **please contact the Lobby Security Desk 10-15 minutes before you are planning to leave.**

❖ **Escort Off Property**

The Ambassador Force of the Atlanta Downtown Improvement District (ADID) will provide an escort for employees and residents within the District to a parking lot, MARTA station or to any location within the ADID during the following hours:

Monday - Friday: 7am-11:30pm Saturday: 8am-11:30pm Sunday: 10am-8pm

You may contact the ADID Field Office at 404-215-9600 for an escort. Please allow a 15-20 minute notification time for best service.

Emergency Procedures

❖ Emergency Contacts

All Emergencies
Security

911
404-223-1070

Important Notes:

If you call 911 for a medical emergency, please also provide the Security Lobby Desk with your name, callback number and location so they may direct the paramedics accordingly upon arrival.

❖ Medical Emergency

If a medical emergency arises, first aid should be administered by a qualified individual. If outside emergency services are needed, call 911 and security. **Do not move** the victim unless he or she is in immediate danger. **Automated External Defibrillators (AED's)** are located on the Lobby Level, near the North Entrance to Peachtree Street. Cover the victim and post one person in the service elevator lobby to escort the emergency personnel to the victim.

❖ Life Safety & Fire Drills

Portman Management Company conducts an annual **Fire Drill** on your floor in addition to a Full Building Evacuation. Prior to the drill, we hold a **training** seminar and ask that all **Floor Wardens and Alternates** from your company attend. We use this forum as a chance to discuss fire evacuation, bomb threats, inclement weather watches and warnings, as well as other life safety and emergency information that is useful to your safety while at work or at home. **In the event of an emergency, the safety and wellbeing of your organization is dependent upon how well your Floor Warden and Alternate are informed.**

Floor Wardens and Alternates are chosen by each tenant for their abilities to lead and maintain order. They receive special training and oversee the safe evacuation of personnel under their supervision. Such individuals are responsible for determining emergency actions, instructing fellow employees in emergency procedures and carrying out directions of Security or those of the Fire Department.

In addition to being well versed in emergency procedures, it is also important that Floor Wardens are aware of any employees physical limitations. At various times, there may be people within your organization that may require assistance to evacuate the building in an emergency. Please notify your employees to contact the management office if they would like to have their location noted for the fire department.

Each company should have an **internal plan of action** in the event of an emergency requiring building evacuation. An essential part of your company's plan is that you have a designated off site assembly area, 500-2,000 feet from the perimeter of the SunTrust Plaza, Garden Offices, Food Court and Parking Garage. **Everyone in your organization should be aware of what your internal company plan is and what role they play in that plan.**

Emergency Procedures

❖ Fire

In the event of a fire, clear anyone from immediate danger and confine the area by closing all doors. **Call 911 and Security.** Be sure to provide the building address, floor, suite number, phone number and type of fire. Activate the manual alarm pull station at the nearest stairwell. Listen for instructions via the Emergency Public Address System and prepare to evacuate the floor to your safe refuge floors.

❖ Building Evacuation

In the event of an evacuation, direct employees to the stairs. Exit the building by following the exit signs. Maintain order and assist physically challenged employees. Verify that all personnel have relocated by checking restrooms and other isolated areas. Assemble and account for all personnel. In the event of a complete building evacuation, employees are to meet at their pre-selected off-site assembly area. This area must be a minimum of 1,500-2,000 feet from the building.

NOTE: In an alarm situation, unless you have something to report, please do not call the Security Lobby Desk. Officers will need to attend to the situation, whether or not it is a true emergency and telephone lines must be kept clear. Listen for announcements over the building's PA system and follow those instructions.

❖ Bomb Threats

If you receive a bomb threat: Most bomb threats prove to be a hoax, but for safety's sake they should be taken seriously. **The following procedures should be followed:**

- Keep Calm
- Gather information
- If possible, determine from the caller the location of the bomb and the time of detonation.
- Listen for background noises that may help in identifying the area from which the call is coming.
- **DO NOT HANG UP** the receiver, **EVEN AFTER** the caller has terminated the call.
- This may aid in investigating the source of the call.
- Write down all information.
- Notify SunTrust Plaza Security IMMEDIATELY at 404-223-1070.
- Keep a lookout for strange or suspicious items. **DO NOT TOUCH** any suspicious items. Some bombs are set to detonate upon movement.

❖ Civil Disturbance

Should a civil disturbance occur that is considered a threat to the SunTrust Plaza complex, Security will immediately lock all elevators and entrances to the building. The Police Department will be notified and we will keep you informed as any valid information is provided to us.

Emergency Procedures

❖ Water Leaks

If you discover a water leak, contact the **Management Office** immediately. Building personnel will turn off the water source and shut down electrical power if necessary.

❖ Power Failure

SunTrust Plaza has emergency generators, which provide emergency power for critical building equipment in the event of power failure. It is seldom necessary to evacuate during a power failure. **Unless you are directed to do so** via our Emergency Public Address System or by your Floor Warden(s), we ask that you please remain in your office. **Please DO NOT call the Security Lobby Desk unless** you need to notify us of the location of an employee requiring assistance.

❖ Elevator Malfunctions

In the event that an elevator stops with passengers in it, it is essential that you **remain calm**. Pressing the **Emergency Button** in the elevator cab will alert Security that the cab is malfunctioning, what cab number it is, and on which floor it is stuck. **The Security Officer** will continue two-way communication with the passengers until help arrives. **In the event of a power outage, each elevator will come to a stop and then automatically return to the Lobby. The doors will then open and the elevator will be placed out of service.**

❖ Toxic Hazards

In the event of a toxic spill or exposure, **immediately get to an area where you are not exposed**, call 911 and Security. Please be sure to provide the building address, floor, suite number, phone number and type of spill.

❖ Severe Weather Conditions

A “Weather Alert” radio is monitored by Security. In the event of a tornado warning or sighting in the downtown area, Security will make a public address announcement, if time permits. The building should **not** be evacuated. Tenants should **shelter in place** by moving away from windows and gather in an internal small room or in hallways of the building.

❖ Safety Is Everyone’s Concern

Material in this manual is prepared and supplied as general information to help tenants with security and safety issues. It is not Management’s intent to direct the tenant to adopt or use any or all of this information, except as required by law, nor does Management or Ownership assume any liability in connection with any or all of the information that may or may not be used or adopted by the tenant.

Portman Management Company welcomes your comments and suggestions to improve the material in this manual.

Company Name:

Building: **Floor:** **Suite:**

1. Last Name: **First Name:**

Title: **Department:** **Phone:**
(Leave Blank if none to be shown)

Start Date: **End Date:**

2. Last Name: **First Name:**

Title: **Department:** **Phone:**
(Leave Blank if none to be shown)

Start Date: **End Date:**

3. Last Name: **First Name:**

Title: **Department:** **Phone:**
(Leave Blank if none to be shown)

Start Date: **End Date:**

Auto License Plate No.: _____
Auto Type: _____

Card Number: _____
Reserved Space: _____

MONTHLY ELECTRIC VEHICLE CHARGING FACILITIES ADDENDUM SUNTRUST PLAZA PARKING GARAGE

This Monthly Electric Vehicle Charging Facilities Addendum to Monthly Parking Agreement ("Addendum") is made and entered into as of _____, 20____, by and between Lanier Parking Solutions ("Lessor") and _____ ("Lessee");

WHEREAS, Lessor and Lessee entered into that certain Monthly Parking Agreement ("Parking Agreement") dated _____, concerning the lease of one reserved parking space in the SunTrust Plaza parking facility ("Garage"), and Lessor and Lessee mutually desire to amend the Parking Agreement to enable Lessee the privilege of utilizing the electric vehicle charging facilities ("Electric Charging Facilities") in the Garage;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby agree as follows:

For the privilege of utilizing the Electric Charging Facilities in the Garage, Lessee agrees to reimburse Lessor for the cost of all electric service to the Electric Charging Facilities during each month ("Electric Service Charges"). The Electric Service Charges shall be measured by a separate sub-meter installed by Lessor for the parking space used by Lessee. Lessor shall notify Lessee of the amount of the Electric Service Charge each month and Lessee shall pay the amount thereof to Lessor no later than ten (10) days after receipt of such notice, in accordance with and subject to the terms and conditions of the Parking Agreement.

Lessee's use of the Electric Charging Facilities shall at all times be subject to all rules and regulations issued by Lessor for the Electric Charging Facilities. Lessee shall be responsible for any damage to the Electric Charging Facilities caused by Lessee's use.

The term of this Addendum shall be concurrent with the Parking Agreement; provided that Lessor reserves the right to cancel this Addendum and Lessee's right to use the Electric Charging Facilities in the Garage at any time upon written notice to Lessee. Lessee will be responsible for all Electric Service Charges incurred through the cancellation date.

Lessor assumes no responsibility whatsoever for loss or damage to any vehicle or its contents in connection with or as a result of Lessee's use of the Electric Charging Facilities. Lessee agrees that neither Lessor nor the owner of SunTrust Plaza ("Owner"), nor any of their owners, partners, officers, employees, agents or representatives, shall be liable, and Lessee hereby waives and releases any and all claims against any of such parties, for damage to any property, including any vehicle of Lessee, or injury or death of any person in, upon or about the Garage arising at any time from Lessee's use of the Electric Charging Facilities.

To the extent of any conflict between the terms and conditions of this Addendum and the terms and conditions of the Parking Agreement, the terms and conditions of the Parking Agreement shall control. The Parking Agreement (as amended and modified by this Addendum) shall continue in full force and effect and is hereby ratified and confirmed by the parties. This Addendum may be executed in two or more counterparts, any of which shall be deemed an original, and all of which shall be deemed to constitute a single instrument. This Addendum shall be binding upon and shall inure to the benefit of each party hereto and their respective successors and permitted assigns.

Lessee: _____ **Date:** _____

Lessor: _____ **Date:** _____

SunTrust Plaza Evacuation Assistance Required Employee Listing

Tenant Name: _____

Floor: _____

Suite: _____

Security Coordinator: _____

Date: _____

Occupant:

Nature of Assistance Required:

Location (Floor/Suite):

Phone:

Assigned Assistants:

Occupant:

Nature of Assistance Required:

Location (Floor/Suite):

Phone:

Assigned Assistants:

Occupant:

Nature of Assistance Required:

Location (Floor/Suite):

Phone:

Assigned Assistants:

**SUNTRUST PLAZA AND
SUNTRUST PLAZA GARDEN OFFICES**
Fitness Center -- Rules and Regulations

SunTrust Plaza Tenants Only

1. All Tenants must read and complete the Fitness Center Registration Form and agree to abide by these rules and regulations prior to gaining access to the Fitness Center.
2. The Fitness Center is for use by Tenants of SunTrust Plaza Tower and SunTrust Plaza Garden Offices ONLY. Visitors, contract employees, family members, relatives and guests are not permitted. Tenants may not permit access to other users or loan out access cards to another person for any reason. Violations of this rule will result in a termination of Fitness Center privileges.
3. Tenants who use the Fitness Center will be doing so at their own risk. SunTrust Plaza Associates, LLC ("Landlord") is not responsible for any injury that may occur to Tenants during or arising out of any exercise activity or use of the Fitness Center. Landlord will not provide any supervision for the use of the Fitness Center. Tenants are advised and encouraged to consult a physician before beginning any exercise program.
4. Any personal injuries, accidents, damaged equipment or wet/dangerous surfaces should be immediately reported to the SunTrust Plaza Garden Offices security desk.
5. Fitness Center operating hours will be set by Landlord and shall be adhered to by all Tenants. Initial operating hours will be: Monday through Thursday from 5:45AM to 9PM; Friday from 5:45AM to 8PM; and Saturday from 8AM to 2PM. Fitness Center shall be closed on Sundays.
6. Restrooms will not be equipped with towel service. Tenants should provide their own hand and/or bath towels. Any towels remaining in the Fitness Center overnight shall be removed and discarded.
7. Tenants shall not consume food or chew gum inside the Fitness Center. Water is provided; Tenants must provide their own spill-proof containers. Sports drinks are permitted provided they are kept in sealable, plastic containers at all times.
8. Smoking or use of tobacco products, consumption of alcoholic beverages and use of illegal drugs in the Fitness Center is strictly prohibited at all times.
9. Appropriate fitness attire and footwear is required at all times. Street clothes (jeans, khakis, etc), street shoes, sandals and flip flops are not allowed. Appropriate shirts and shoes must be worn at all times in the Fitness Center. Landlord reserves the right to determine appropriate fitness attire. For safety reasons, bags, jackets and coats are not allowed in the weight machine or cardio machine areas. Please store all items in the lockers provided in the Fitness Center. Changing into exercise attire must be done in the locker room.
10. Lockers with electronic locks are provided for use by Tenants in the locker rooms, based upon availability. Lockers may only be used during Tenants' use of the Fitness Center and must be emptied upon departure from the Fitness Center. Landlord is not responsible for personal items in the Fitness Center or the lockers or for any lost or stolen items. Any

personal items left in lockers after operating hours will be considered abandoned and will be disposed of immediately.

11. Keep hands and feet clear of moving parts while weight machines are in use. Never put hands or feet under the weight stacks. Place hands and feet firmly where indicated.
12. Outside equipment is not allowed in the Fitness Center. Due to the confines of the Fitness Center, jumping rope is not allowed.
13. Do not drop weight stacks. Gently lower the weight stacks.
14. Weight belts are not allowed on weight machines unless the belts do not make contact with the seat or any portion of the equipment.
15. Radios and other personal audio equipment are not permitted unless they are personal units (ipods or mp3 players) equipped with headphones. Please be respectful of others by refraining from cell phone use while in the Fitness Center. If you must take a call, please leave the work-out area.
16. Tenants must follow proper fitness etiquette at all times, including:
 - a. Returning all equipment to the proper location after each use.
 - b. Wiping down all pads and grips with wipes after use.
 - c. Sharing equipment. If you are doing multiple sets on a machine, please allow others to use equipment between sets.
 - d. Practicing appropriate personal hygiene by using deodorant and wearing clean workout clothes.
 - e. Avoiding the Fitness Center if you are feeling ill or believe you have a contagious illness.
 - f. Not using profanity or shouting.
 - g. Using all equipment properly.
 - h. Respecting posted regulated time limits for using the cardio machines. During periods of heavy use, limit time on cardio machine to 30 minutes.
 - i. Refraining from physical conduct that is sexual in nature, including unwelcome or consensual sexual advances, requests, comments or innuendoes, sexual jokes, gestures or statements.
17. All equipment should be used properly and left in good working condition for the next person. Do not operate equipment if it has damaged or loose parts.
18. Loitering is not permitted in the Fitness Center.
19. Tenants will be responsible for the cost of any damages arising from their misuse or abuse of the machines and equipment in the Fitness Center.
20. Tenants must comply with all rules and regulations, exercise equipment instructions and safety regulations. Rules and regulations are subject to change and will be posted in the Fitness Center. Abuse of the facility or equipment will not be tolerated. Landlord reserves the right to revoke any Tenant's use of the Fitness Center if such Tenant does not adhere to these rules and regulations.
21. Landlord reserves the right to close the Fitness Center at any time and from time to time without notice to Tenants.

Fitness Center -- Registration Form

SunTrust Plaza Tenants Only

Email completed form to STPCustomerService@portmanholdings.com.

Tenant Name:	_____	_____	_____
	(Last Name)	(First Name)	(Middle Initial)
E-Mail Address:	_____	Date of Birth:	_____
Company Name:	_____	Suite Number:	_____
Office Telephone:	(____)_____	Cell Phone:	(____)_____
*Building Access Card Number:	_____	Gender:	_____ Male
*(SunTrust employees provide first six # on back of access card.)			_____ Female
Emergency Contact:	_____	_____	_____
	(Last Name)	(First Name)	(Relationship)
Emergency Telephone:	(____)_____	Cell Phone:	(____)_____

The Fitness Center is provided for use by SunTrust Plaza Tenants ONLY. This form must be completed, signed, and returned by email to Portman Management Company, STPCustomerService@portmanholdings.com. Upon review and approval of the completed form, Tenant will be issued electronic access to the Fitness Center. Please keep a copy of the completed form for your records. The Fitness Center Rules and Regulations accompany this form; please be sure you read and understand them prior to accessing the Fitness Center.

Acknowledgment and Release

I intend to use the SunTrust Plaza Fitness Center and have read and agree to comply with the Fitness Center Rules and Regulations. I fully understand and acknowledge the element of physical risk and danger with use of exercise machines and equipment. I further understand and acknowledge use of such machines and equipment requires a degree of ability and physical fitness. I will be responsible for my activities. I understand that the use of the Fitness Center is limited solely to SunTrust Plaza Tenants, and I will not provide access to the Fitness Center (by access code or card) to any unauthorized person. Accordingly, I hereby agree that my use of the Fitness Center and all machines, equipment and other facilities are at my own risk and at all times shall be in accordance with the Fitness Center Rules and Regulations and any other instructions from Landlord or Portman Management Company.

In consideration for use of the Fitness Center, I unconditionally release, waive, hold harmless and discharge SunTrust Plaza Associates, LLC, Portman Holdings, LLC, Portman Management Company and their respective partners, members, affiliated companies, agents, tenants, employees, contractors, successors and assigns from any and all liability, cost, expense, losses, demands, causes of action, damages or claims for any injury (including death) and loss or damage to property I may sustain or incur as a result of or arising out of my use of the Fitness Center and the machines, equipment and other facilities located in the Fitness Center. I further acknowledge and agree that my use of the Fitness Center is voluntary, is not a condition of my employment by any Tenant, is not a part of my job responsibilities and is not considered as arising out of or in the course of my employment. This release may be delivered in an electronic format which shall be binding on the undersigned.

I acknowledge and agree that the permission granted to use the Fitness Center is non-transferable and may be revoked at any time. I have read and understood and agree to the terms of this release.

Date

Signature

Auto License Plate No.: _____ Card Number: _____

Auto Type: _____

MONTHLY NON-RESERVED PARKING AGREEMENT SUNTRUST PLAZA PARKING GARAGE

Lanier Parking Solutions (Lessor), hereby grants to:

_____ (Lessee)

Lessee's Name

Billing Address

City

Zip

Business Name and Address

City

Zip

Business Phone:

Home Phone:

E-mail Address:

The privilege of utilizing ___ non-reserved parking space(s) in the **SunTrust Plaza** parking facility. This Agreement shall become effective on _____, 20___. The term of the Agreement shall be one month, automatically renewable each month. This Agreement may be canceled by 30 days written notice from either party. Lessee will be responsible for all rental charges incurred until cancellation date.

Lessee agrees to pay Lessor \$_____ per month for each space as rental for said parking space(s) on or before the 5th day of each month during the term. A late fee of \$20.00 per access card will be assessed if payment is not received on or before the 5th day of the month. The access card will be deactivated if the payment is not received by the 10th day of the month. A fee of \$35.00 plus a \$20.00 late fee will be assessed for any check returned for insufficient funds. Lessor reserves the right to increase the rate of the monthly rental for said parking space(s) with 30 days written notice in advance of said change.

The Lessee will be issued a parking card. **This card is not transferable.** A non-refundable administrative fee of **\$15.00** per access card will be payable by Lessee to Lessor upon execution of this Agreement. If the parking card is damaged by other than routine and normal wear, or is lost or stolen, Lessee shall pay for a new card by remitting a non-refundable processing fee of **\$15.00** to Lessor.

Charges are for parking spaces only. Lessor assumes no responsibility whatsoever for loss or damage of any vehicle or its contents, however caused. **VEHICLES SHOULD BE LOCKED AND VALUABLES SHOULD NOT BE LEFT IN THE VEHICLE.**

Neither Lessor nor the owner of the SunTrust Plaza ("Owner") shall not be responsible for, and Lessee agree to hold Lessor and Owner harmless from all loss damage by fire, vandalism, misdelivery theft, or otherwise, except to the extent such loss is caused by the gross negligence or willful misconduct of Lessor or Owner. Any indemnity in favor of Lessor and Owner from any third party will not exonerate the Lessee from the forgoing indemnity provided; however, that Lessor and Owner cannot recover from either Lessee or such third party more than the actual loss or damage incurred by Lessor and/or Owner. Lessee shall defend, indemnify and hold Lessor and Owner harmless from and against any and all actions, costs, claims, losses, expenses (including attorneys' fees), and/or damages sustained by Lessor and Owner attributable to the recklessness, carelessness or negligence of Lessee or any of its agents, servants, or employees from any cause, including, without limitation by specification, property damage, and/or injury or death to any person or persons. Lessee agrees to abide by any and all regulations pertaining to the use of the facility as may from time to time be prescribed by Lessor, and further, agrees to park all vehicles in any area within the facility designed by Lessor. No refunds, credits, or allowances will be granted to Lessee for absence, vacation, or other non-use of the parking facility under this Agreement.

Lessee: _____ **Date:** _____

Lessor: _____ **Date:** _____

Auto License Plate No.: _____ Card Number: _____

Auto Type: _____

MONTHLY RESERVED PARKING AGREEMENT SUNTRUST PLAZA PARKING GARAGE

Lanier Parking Solutions (Lessor), hereby grants to:

_____ (Lessee)

Lessee's Name

Billing Address

City

Zip

Business Name and Address

City

Zip

Business Phone:

Home Phone:

E-mail Address:

The privilege of utilizing ___ reserved parking space(s) in the **SunTrust Plaza** parking facility. This Agreement shall become effective on _____, 20___. The term of the Agreement shall be one month, automatically renewable each month. This Agreement may be canceled by 30 days written notice from either party. Lessee will be responsible for all rental charges incurred until cancellation date.

Lessee agrees to pay Lessor \$_____ per month for each space as rental for said parking space(s) on or before the 5th day of each month during the term. A late fee of \$20.00 per access card will be assessed if payment is not received on or before the 5th day of the month. The access card will be deactivated if the payment is not received by the 10th day of the month. A fee of \$35.00 plus a \$20.00 late fee will be assessed for any check returned for insufficient funds. Lessor reserves the right to increase the rate of the monthly rental for said parking space(s) with 30 days written notice in advance of said change.

The Lessee will be issued a parking card. **This card is not transferable.** A non-refundable administrative fee of **\$15.00** per access card will be payable by Lessee to Lessor upon execution of this Agreement. If the parking card is damaged by other than routine and normal wear, or is lost or stolen, Lessee shall pay for a new card by remitting a non-refundable processing fee of **\$15.00** to Lessor.

Charges are for parking spaces only. Lessor assumes no responsibility whatsoever for loss or damage of any vehicle or its contents, however caused. **VEHICLES SHOULD BE LOCKED AND VALUABLES SHOULD NOT BE LEFT IN THE VEHICLE.**

Neither Lessor nor the owner of the SunTrust Plaza ("Owner") shall not be responsible for, and Lessee agree to hold Lessor and Owner harmless from all loss damage by fire, vandalism, misdelivery theft, or otherwise, except to the extent such loss is caused by the gross negligence or willful misconduct of Lessor or Owner. Any indemnity in favor of Lessor and Owner from any third party will not exonerate the Lessee from the forgoing indemnity provided; however, that Lessor and Owner cannot recover from either Lessee or such third party more than the actual loss or damage incurred by Lessor and/or Owner. Lessee shall defend, indemnify and hold Lessor and Owner harmless from and against any and all actions, costs, claims, losses, expenses (including attorneys' fees), and/or damages sustained by Lessor and Owner attributable to the recklessness, carelessness or negligence of Lessee or any of its agents, servants, or employees from any cause, including, without limitation by specification, property damage, and/or injury or death to any person or persons. Lessee agrees to abide by any and all regulations pertaining to the use of the facility as may from time to time be prescribed by Lessor, and further, agrees to park all vehicles in any area within the facility designed by Lessor. No refunds, credits, or allowances will be granted to Lessee for absence, vacation, or other non-use of the parking facility under this Agreement.

Lessee: _____ **Date:** _____

Lessor: _____ **Date:** _____

Motorcycle License Plate No.: _____ Card Number: _____
Motorcycle Type: _____

MONTHLY MOTORCYCLE PARKING ADDENDUM SUNTRUST PLAZA PARKING GARAGE

The Monthly Motorcycle Parking Addendum to Monthly Parking Agreement (“Addendum”) is made and entered into as of _____, 20____, by and between Lanier Parking Solutions (“Lessor”) and _____ (“Lessee”);

WHEREAS, Lessor and Lessee entered into that certain Monthly Parking Agreement (“Parking Agreement”) dated _____, concerning the lease of one non-reserved parking space in the SunTrust Plaza parking facility (“Garage”), and Lessor and Lessee mutually desire to amend the Parking Agreement to enable Lessee the privilege of parking a motorcycle in the Garage.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby agree as follows:

For the privilege of utilizing the motorcycle parking area in the Garage, Lessee agrees to use only the Peachtree Center Avenue entrance/exit of the Garage and to park only in the area of the Garage designated by Lessor from time to time for motorcycle parking (“Designated Motorcycle Parking Area”). **Motorcycles which are parked in the areas of the Garage other than the Designated Motorcycle Parking Area will be towed at Lessee’s expense. Lessee may not park both a vehicle and a motorcycle in the Garage at the same time.**

The term of this Addendum shall be concurrent with the Parking Agreement; provided that Lessor reserves the right to cancel this Addendum and Lessee’s right to park a motorcycle in the Garage at any time upon written notice to Lessee.

Lessee agrees that neither Lessor nor the owner of SunTrust Plaza (“Owner”), nor any of their owners, partners, officers, employees, agents or representatives, shall be liable, and Lessee hereby waives all claims against any of such parties, for damage to any property, including any motorcycle of Lessee, or injury or death of any person in, upon or about the Garage arising at any time and from any cause other than to the extent solely caused by the gross negligence or willful misconduct by Lessor or Owner.

Lessee understands that gate arms at the Peachtree Center Avenue entrance/exit of the Garage have been modified for motorcycle riders to drive around the end of the gate arm. **Lessee understands that when entering or exiting the Garage at such location on a motorcycle, Lessee shall not use the garage access card to lift the gate arm, but shall drive around the gate arm to avoid any potential injury from the gate arm.**

To the extent of any conflict between the terms and conditions of the Addendum and the terms and conditions of the Parking Agreement, the terms and conditions of the Parking Agreement shall control. The Parking Agreement (as amended and modified by this Addendum) shall continue in full force and effect and is hereby ratified and confirmed by the parties. This Addendum may be executed in two or more counterparts, and of which shall be deemed an original, and all of which shall be deemed to constitute a single instrument. This Addendum shall be binding upon and shall inure to the benefit of each party hereto and their respective successors and permitted assigns.

Lessee: _____ **Date:** _____

Lessor: _____ **Date:** _____



Lanier Parking Solutions

SunTrust Plaza

Office: (404) 223-3215

Fax: (404) 577-7585

Cancellation Letter

Today's Date: _____ Effective Date: _____

I _____ would like to cancel my parking agreement with Lanier Parking Solutions.

Signature: _____

Reason for Cancellation: _____

Parking Location: Garage / Surface Lot
(Circle One)

Automatic Draft from Bank Account or Credit Card: Yes / No
(Circle One)

For office use only:

Account Number: _____ Account Name: _____

Monthly Rate: _____ Card Number: _____

Billing Entry: _____ Access Entry: _____

Balance Adjustment: _____



SOLUTIONS

SunTrust Plaza
303 Peachtree St., N.E.
Suite BL 17
Atlanta, GA 30303
Phone: (404) 223-3215
Fax: (404) 577-7585
SunTrustParking@LanierParking.com

SUNTRUST PLAZA GARAGE VALIDATION COUPON ORDER

Date: _____

Company Number: _____ Cost Center Number: _____

BOOK #	DESCRIPTION	UNIT PRICE	TOTAL
_____	15 MIN. BOOKS	\$100.00/BK*	_____
_____	1 HOUR BOOKS	\$400.00/BK*	_____
_____	3 HOUR BOOKS	\$1200.00/BK*	_____
_____	12 HOUR BOOKS	\$1700.00/BK*	_____
_____	AFTER HOURS	\$400.00/BK*	_____

AFTER HOUR COUPONS **may not** be used in combination with other coupons. They may be used by a customer entering the garage **after 5:00 p.m.** weekdays and leaving **before 8:30 a.m.** the following morning. They may also be used all-day on Saturday and Sunday.

TOTAL: _____

PERSON RECEIVING BOOKS (please print)

Phone Number

*ALL BOOKS CONTAIN ONE HUNDRED STICKERS
*MINIMUM PURCHASE 25 STICKERS

ALL PAYMENTS ARE NON-REFUNDABLE

SunTrust Plaza

PERMANENT SECURITY ACCESS REQUEST FORM

TODAY'S DATE:

DATE(S) OF ACCESS:

ACCESS TIME: FROM UNTIL

**NOTE: All requests must have a NUMERICAL start time, end time and indicate a.m. or p.m.*

ACCESS FOR (Company Name):

SUITE NUMBER:

TENANT NAME:

**NOTE: All access into Tenant space must be approved by said Tenant*

REQUESTED BY:

**NOTE: Contractors MUST also state the company and contact person requesting service*

PHONE NUMBER(S):

TYPE OF WORK BEING PERFORMED:

ADDITIONAL COMMENTS:

SIGNATURE OF AUTHORIZED PERSONNEL:

For questions regarding the SunTrust Plaza, including security access, please contact Ann Wagner at 404-614-5434.

All of the requested information MUST be supplied for access to be granted. Please fax completed form to Portman Management Company at 404-614-5409 or email requests to STPCustomerService@portmanholdings.com.

SunTrust Plaza Property Removal Form

***All information below must be completed to remove property from SunTrust Plaza or SunTrust Plaza Garden Offices.**

Today's Date:

Date Item will be removed:

Person Removing Property:

Company Name:

Floor/Suite:

Drivers License Number:

Type of Property being removed:

Descriptions of Items:

Serial Number:

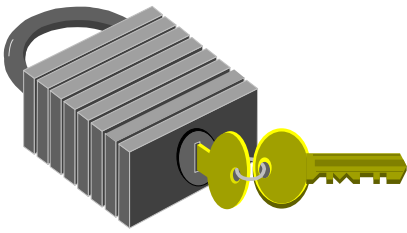
Quantity:

Signature of person removing Property:

Date/Time:

Signature of Security Officer:

Date/Time:



For questions regarding SunTrust Plaza,
including security access please call
Ann Wagner,
Assistant Property Manager
404-614-5434

SunTrust Plaza

SECURITY ACCESS REQUEST FORM

TODAY'S DATE:

DATE(S) OF ACCESS:

ACCESS TIME: FROM UNTIL

**NOTE: All requests must have a NUMERICAL start time, end time and indicate a.m. or p.m.*

ACCESS FOR (Vendor Name):

SUITE NUMBER:

TENANT NAME:

**NOTE: All access into Tenant space must be approved by said Tenant*

ACCESS TO OCCUPIED SPACE REQUIRED? YES NO (Check one)

**NOTE: If access to an occupied space is needed, 48 hours notice and Tenant approval is required*

FREIGHT RESERVED? YES NO (Check one)

**NOTE: Freight may be reserved after 6pm Monday-Friday and anytime Saturday-Sunday*

DOCK PARKING REQUESTED? YES NO (Check one)

TYPE OF VEHICLE(S) NUMBER OF VEHICLE(S)

**NOTE: Upon arrival, security officer on duty will determine whether or not it is permissible and necessary for you to park your vehicle(s) at the dock for an extended period of time. Requested permission does not automatically grant permission.*

REQUESTED BY:

**NOTE: Contractors MUST also state the company and contact person requesting service*

PHONE NUMBER(S):

TYPE OF WORK BEING PERFORMED:

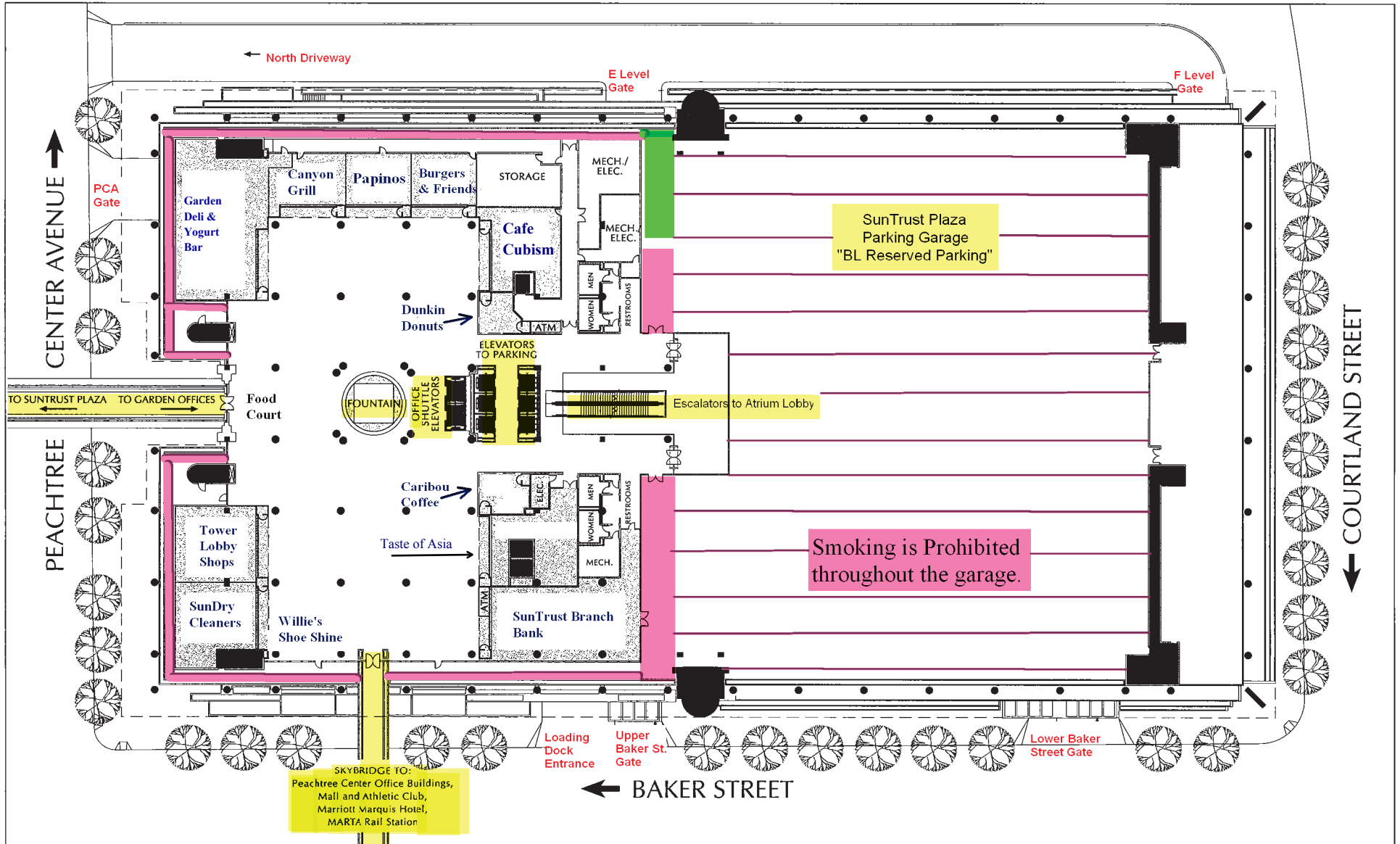
ADDITIONAL COMMENTS:

SIGNATURE OF AUTHORIZED PERSONNEL:

All of the requested information MUST be supplied for access to be granted. Please fax completed form to Portman Management Company at 404-614-5409 or send request via email to STPCustomerService@portmanholdings.com.

SUNTRUST PLAZA

GARDEN OFFICES

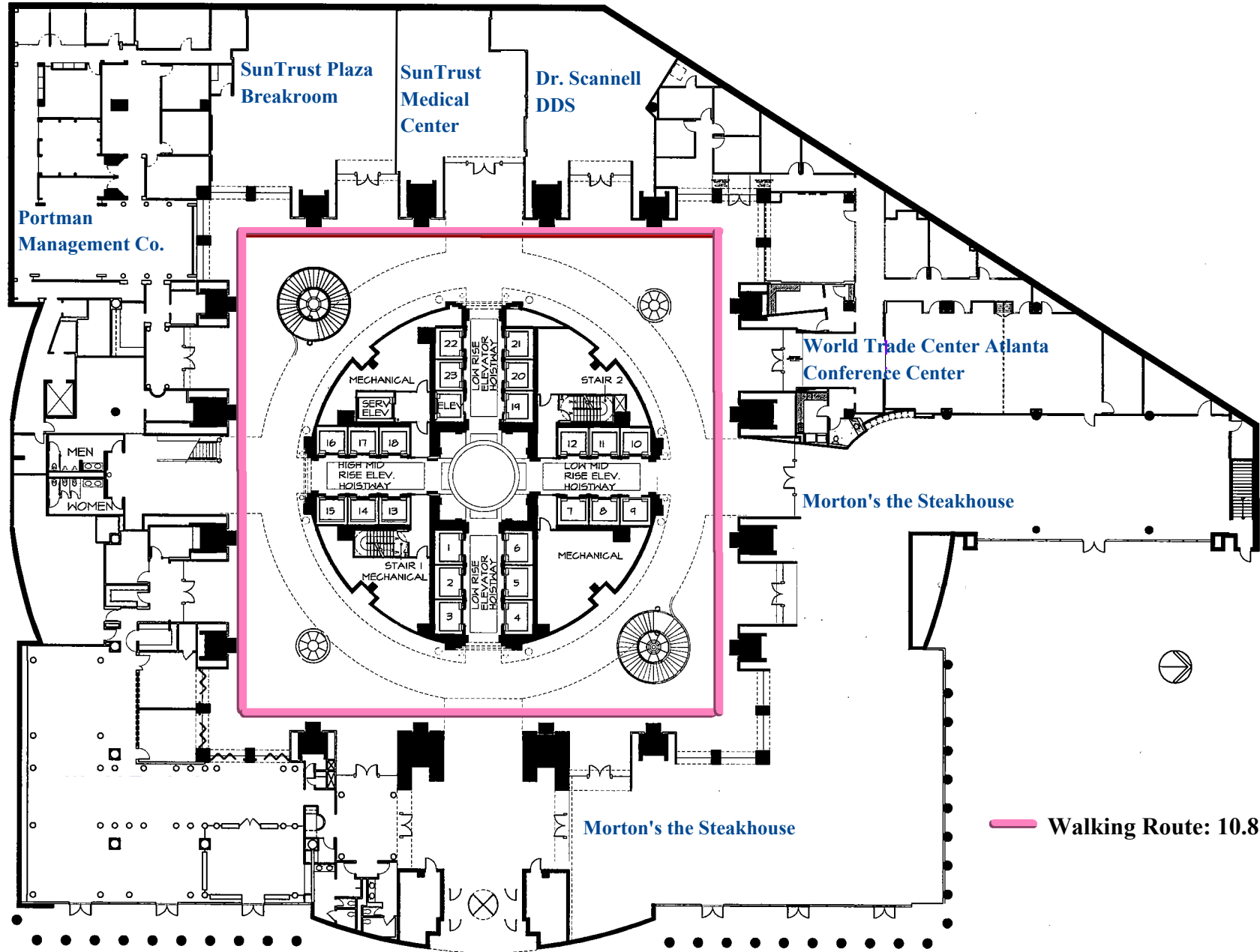


BRIDGE & FOOD COURT LEVEL

- No Smoking on balconies
- BL Smoking Area



SunTrust Plaza Walking Route - Lower Lobby



Auto License Plate No.: _____ Card Number: _____

Auto Type: _____

MONTHLY NON-RESERVED PARKING AGREEMENT SUNTRUST PLAZA SURFACE LOT

Lanier Parking Solutions (Lessor), hereby grants to:

_____ (Lessee)

Lessee's Name

Billing Address

City

Zip

Business Name and Address

City

Zip

Business Phone:

Home Phone:

E-mail Address:

The privilege of utilizing ___non-reserved parking space(s) in the **SunTrust Plaza Surface Lot** parking facility. This Agreement shall become effective on _____, 20____. The term of the Agreement shall be one month, automatically renewable each month. This Agreement may be canceled by 30 days written notice from either party. Lessee will be responsible for all rental charges incurred until cancellation date.

Lessee agrees to pay Lessor \$_____ per month for each space as rental for said parking space(s) on or before the 5th day of each month during the term. A late fee of \$20.00 per access card will be assessed if payment is not received on or before the 5th day of the month. The access card will be deactivated if the payment is not received by the 10th day of the month. A fee of \$35.00 plus a \$20.00 late fee will be assessed for any check returned for insufficient funds. Lessor reserves the right to increase the rate of the monthly rental for said parking space(s) with 30 days written notice in advance of said change.

The Lessee will be issued a parking card. **This card is not transferable.** A non-refundable administrative fee of **\$15.00** per access card will be payable by Lessee to Lessor upon execution of this Agreement. If the parking card is damaged by other than routine and normal wear, or is lost or stolen, Lessee shall pay for a new card by remitting a non-refundable processing fee of **\$15.00** to Lessor.

Charges are for parking spaces only. Lessor assumes no responsibility whatsoever for loss or damage of any vehicle or its contents, however caused. **VEHICLES SHOULD BE LOCKED AND VALUABLES SHOULD NOT BE LEFT IN THE VEHICLE.**

Neither Lessor nor the owner of the SunTrust Plaza ("Owner") shall not be responsible for, and Lessee agree to hold Lessor and Owner harmless from all loss damage by fire, vandalism, misdelivery theft, or otherwise, except to the extent such loss is caused by the gross negligence or willful misconduct of Lessor or Owner. Any indemnity in favor of Lessor and Owner from any third party will not exonerate the Lessee from the forgoing indemnity provided; however, that Lessor and Owner cannot recover from either Lessee or such third party more than the actual loss or damage incurred by Lessor and/or Owner. Lessee shall defend, indemnify and hold Lessor and Owner harmless from and against any and all actions, costs, claims, losses, expenses (including attorneys' fees), and/or damages sustained by Lessor and Owner attributable to the recklessness, carelessness or negligence of Lessee or any of its agents, servants, or employees from any cause, including, without limitation by specification, property damage, and/or injury or death to any person or persons. Lessee agrees to abide by any and all regulations pertaining to the use of the facility as may from time to time be prescribed by Lessor, and further, agrees to park all vehicles in any area within the facility designed by Lessor. No refunds, credits, or allowances will be granted to Lessee for absence, vacation, or other non-use of the parking facility under this Agreement.

Lessee: _____ **Date:** _____

Lessor: _____ **Date:** _____