

Welcome!

CB Richard Ellis would like to take this opportunity to welcome you to Northpark Town Center...one of Atlanta's premier office park developments. We extend our pledge to provide the finest professional management services through which we hope you will find a unique and exciting place in which to work within Atlanta's business community.

This tenant handbook has been especially designed to provide quick, useful information about the building's general policies, emergency procedures, services and amenities.

We feel privileged that your company has chosen Northpark. We look forward to a long and mutually rewarding relationship. Please feel free to call us if we can be of assistance to you.

CB Richard Ellis

TABLE OF CONTENTS

GENERAL BUILDING OPERATING INFORMATION	3 - 12
AMENITIES	13 - 17
BUILDING FACT SHEET	18 - 20
RULES & REGULATIONS SUMMARY	21 - 23
EMERGENCY & LIFE SAFETY INFORMATION	24 - 32



IMPORTANT NUMBERS TO KNOW

Northpark Management & Leasing Office
1000 Abernathy Road
Bldg. 400, Suite L2
Atlanta, Georgia 30328
Office hours are Monday – Friday, 8:30 am to 5:00 pm

770.668.8000
Fax 770.668.8045

24 hour Security, Lobby Desk 770.668.8010

Emergency Numbers:

Fire Department	911
Police Department	911
Ambulance/Fulton County Emergency	911
Poison Control Center	404.616.9000
Emergency Mental Health Services	404.730.1600
A Tow	404.577.8950



AFTER-HOURS ACCESS

After building hours,* a tenant visiting each Northpark building will be required to present an access card to gain entry into the lobby. **Failure to present an access card means failure to access the building. It is not necessary for access cards to be used when exiting the property.**

* After building hours defined as times other than Monday – Friday, 6:30 a.m. – 6:30 p.m. and Saturday 8:00 a.m. – 1:00 p.m.

Each tenant company will have an access card manager or managers who will provide approval for the issuance of a card to that company's employees and for changes in card status, i.e. new employee additions, removal of terminated employees, changing access times or access levels, etc. Northpark employees should contact their company's access card manager should they encounter a problem with their card or with the system.

Access for visitors and vendors must be arranged in advance via security clearance generated through the management office.

Card holders are responsible for the access cards and should not loan them to anyone at any time. **Replacement cost for lost or stolen cards is \$10.00.**

Locations of the access card readers are represented below:

Northpark 400	Northpark 500	Northpark 600
Loading Dock	Loading Dock	Loading Dock
Lobby Entrance	Lobby Entrance from Parking Deck	Lobby Entrance from Parking Deck
Third Floor to Roof Garden	Lobby Entrance from Motor Court	Lobby Entrance from Motor Court
Freight Elevator	Freight Elevator	Freight Elevator
Low Rise Passenger Elevator	Low Rise Passenger Elevator	Low Rise Passenger Elevator
High Rise Passenger Elevator	High Rise Passenger Elevator	High Rise Passenger Elevator
A Level Entry to Building 500	Fifth Floor to Roof Garden	

Two security officers are on duty 24 hours a day, 7 days a week to serve you and will help with any problems you may have. Between the hours of 6:30 pm and 6:30 am, Monday through Friday, and all day on weekends, the elevators in the office tower are secured. Tenants who enter the building after hours will be required to present their access card to gain lobby entry and to access floors via elevator. Tenants are encouraged to have picture ID available when visiting in these times should there be a malfunction in the access control system. Notify Management at least twenty-four (24) hours before any special events (such as open houses, meetings, etc.) occurring in your office after 6:30 p.m. so that Security may be alerted not to detain your guests.



HOLIDAYS OBSERVED

The following national holidays are observed and, as noted in your lease agreement, no engineering services or heating/air conditioning are provided by the building.

New Year's Day
Memorial Day
July 4

Labor Day
Thanksgiving Day
Christmas Day

You may contact the Northpark Management to request the HVAC system to operate. You will be invoiced at the hourly rate currently in effect.



GETTING AROUND “TOWN”

Northpark Town Center is comprised of three office buildings. Various amenities at the property are located in Buildings 400 and 500 as more specifically noted in the “Amenities” section of this manual.

To reach Building 500 and 600, exit the building on the third floor Garden Rooftop. Follow the covered walkway to the pedestrian bridge that crosses over Peachtree-Dunwoody Road and ends on the parking deck of Building 500. Enter the vestibule and walk up the circular staircase and follow the hallway to the foodcourt.

Northpark Town Center is ADA compliant and provides wheelchair accessibility. Please contact Northpark Management for details on accessible routes.



PARKING

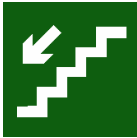
A five-level structure with 1,654 enclosed spaces provides ample parking. Visitor Parking is located on Level B for those clients spending one hour or less in the facility. Any illegally parked vehicles will be removed at the owner’s expense. At each stairway and elevator vestibule in the parking facility, there is an intercom. A blue light is mounted above each to help quickly identify their locations. These intercoms are placed strategically within the parking garage to enhance safety and also enable tenants to report any suspicious activity they may see.



ELEVATOR SERVICE

Seven high-speed elevators in the Tower and four in the Garden / Parking Garage provide passenger service. Two elevators serve the motorcourt and floors one and two of the retail bridge. There is one service elevator in the tower which serves basement through Level 18 and one service elevator in the garden which serves all two levels of garden offices and garden rooftop.

Elevators in Building 400 Parking Garage operate 24 hours per day, seven days per week. To access the main lobby, take these elevators to Level B. Elevators in the Tower are secured after hours. As previously mentioned, tenants must present a valid access card to use elevators during these times.



STAIRWELLS

Two stairwells are provided on each floor for emergency exiting. Tenants should note the location of the stairwell nearest their offices for emergency use.

For security reasons, all stairwell doors remain locked and will open only in case of an emergency. If you become trapped in the stairwell, you must walk down to the ground level to exit.



KEY SYSTEM

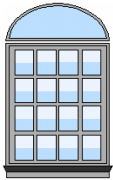
All keys issued for Northpark 400 are on a “restricted keyway”. This means that keys cannot be duplicated at a locksmith...only Northpark Management has the authority to purchase keys. Rekeying an office suite can be costly and inconvenient. For this reason, we encourage you to keep an accurate record of all keys issued and, in the event an employee leaves, have them return the key to you.

The security officer on duty has been instructed not to open tenant suite doors without prior approval from the tenant’s management staff. Anyone not possessing a key and requiring access to their suite after hours or on weekends should make prior arrangements with their office. Your understanding and cooperation is necessary in order to maintain an adequate security system.



HEATING AND AIR CONDITIONING

There are individual temperature sensors located in tenant suites. These sensors are calibrated and set for proper temperature when a tenant moves in. If any assistance or adjustment is needed, please contact Northpark Management at 770.668.8000. After-hours heating and air conditioning (HVAC), is available by contacting Northpark Management at least twenty-four (24) hours in advance, and by no later than 1:00 pm Friday for weekend requests. The current charge for after-hours HVAC is \$50.00 per hour per floor. As part of this service your firm will not be charged for pre-cooling or pre-heating of your space. The price per hour for HVAC is subject to change and written notice will be provided when this occurs.



WINDOW BLIND OPERATION

The window blinds are an integral part of the HVAC system. Blinds should be kept in the fully lowered position to maintain a comfortable temperature level. They are manufactured with a Top Lock feature that allows them to be in either the fully lowered or fully raised position. This provides a more uniform appearance on the outside of the building and within your office.

A Tilt Limiter is installed which prevents the slats from being fully closed or fully open. This is necessary to prevent heat build-up between the blind and the glass. Forcing the tilter rod to turn beyond this limiter will cause damage to the blind.



DELIVERIES

All deliveries must be made to the loading dock at the service level of the building. No delivery personnel, hand trucks or other equipment will be allowed on the passenger elevators. Couriers will go directly to your suite during regular business hours. We request that deliveries of a larger nature be pre-arranged by calling Northpark Management to ensure availability of the service elevator and loading dock. These deliveries will need to be made after 6:00 pm during weekdays or anytime on weekends. After hours, couriers or tenants who leave packages at the mail room or outside the tenant's suite door do so at their own risk. Northpark Security is not allowed to accept deliveries of any kind or hold any package for pickup at the security desk.



NO SMOKING POLICY

Northpark Town Center supports the Fulton County Clean Indoor Air Ordinance implemented on June 21, 1993. This ordinance, except as otherwise provided in the ordinance, prohibits smoking in public places and places of employment. A copy of this ordinance is available from the Northpark Management Office or the Fulton County Department of Health.



MAINTENANCE & BUILDING SERVICES

Northpark Management is dedicated to serving the needs of each Tenant. We encourage your questions, comments, concerns or complaints. Our office is open from 8:30 am to 5:00 pm, Monday through Friday, excluding Holidays.

Our phone number is 770.668.8000. After hours and on weekends, you may reach us through our 24 hour security department.

Northpark Town Center is responsible for the maintenance of all building standard items in tenant suites that, through normal wear and tear, must be replaced or repaired. The tenant, however, will be charged for additional services such as extra keys, non-standard light bulbs and maintenance or repair of tenant-owned fixtures such as breakroom equipment and kitchen plumbing.

The engineering staff is a team with complementary skills and diversified expertise that will provide not only superior general building repairs and maintenance but also a professional level of mechanical engineering to accommodate almost any service or support your firm could require. If your needs exceed our staff's expertise, we will recommend select vendors for you to contact.

Please contact Northpark Management if you need to report cleaning concerns, request heating and air conditioning adjustments or have light bulbs replaced.



INTERNAL MOVING

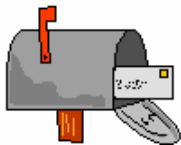
Occasionally Northpark Management receives a request to move a desk or other piece of office furniture. While we do not provide this service, we will be happy to provide the name of a reputable moving company.



CONSTRUCTION PROCEDURES

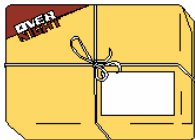
If a tenant desires any type of work that would be considered an alteration of space, such as electrical outlet additions or deletions, painting, minor or major remodeling, etc., contact the Northpark Management at 770.668.8000. A written request will be required before any work is initiated including preparation of design plans for alteration work.

If you need to have construction workers or visitors in your suite after hours, please contact Northpark Management and provide the name(s), time, date, how long they expect to be in your suite, and if they have the authority to return on a subsequent day without further notice.



MAIL SERVICE INFORMATION

Mail is delivered to the building by the U.S. Postal Service and is picked up from the Level One Postal Room by each tenant. The nearest full-service postal facility is the Perimeter Branch at 4400 Ashford-Dunwoody Road, NE. The mail is distributed out of the Sandy Springs Branch. If you have any questions, you may contact the postal service at 1.800.275.8777. For your convenience, you may purchase stamps at Northpark Newsstand located in Building 400 on Level One.



OVERNIGHT MAIL SERVICES

Overnight drop box for Federal Express, UPS and Airborne are located in Building 400 mail room located on Level One.



RECYCLING

Northpark Town Center is proud to offer a comprehensive program for office paper recycling. All items with the exception of cans, food waste, plastics, spiral bound notebooks and cardboard are accepted. Recycled products are collected frequently from central areas such as copy rooms and work rooms. To find out more about how you can participate, contact Northpark Management at 770.668.8000.



CLEANING SERVICES

Northpark Town Center provides daily (Monday through Friday) janitorial services to all tenants beginning no earlier than 6:00 pm. All janitorial personnel are required to wear identification badges and smocks. Normal nightly cleaning includes vacuuming carpet, sweeping/mopping tile floors, dusting, emptying trash containers and spot cleaning any glass partitions and doors. Periodic services (weekly, monthly or semi-annually) include waxing and buffing tile areas, washing of air diffusers, washing interior windows, spot cleaning carpet and dusting window blinds. Carpet shampooing can be provided for tenants by the cleaning contractor for a nominal cost. Northpark Town Center does not provide such services as drapery cleaning, cleaning of refrigerators or microwaves, or dish washing. Our janitorial company would be happy to provide a quote for any of these additional services.

To reduce the possibility of potential problems regarding trash removal, the janitorial service has asked that all boxes be labeled as such. The janitors will not remove any boxes unless they are labeled trash.

After 6:00 p.m. when offices are generally closed, the night janitorial staff has been instructed to lock all entrance doors during and after the completion of cleaning. Any questions or comments regarding janitorial service should be directed to Northpark Management at 770.668.8000.



PEST CONTROL SERVICES

Northpark Town Center provides complimentary pest control service for crawling insects. Flying insects are excluded since eradication is usually successfully accomplished by spraying the foliage of the plant material located in your office. Please call Northpark Management if you have any questions.



SECURITY PROCEDURES

In addition to the on-premises security personnel, remote cameras monitor strategic areas of the building from the security desk in the lobby. Basement doors are locked by use of an electro magnetic locking device. An intercom to the Lobby Security Desk, as well as cameras allow the officer to monitor and control traffic in and out of the service level.

The Closed Circuit TV system is made up of two 16-position switcher/multiplexers that receive inputs from 30 color cameras located throughout the facility. The switcher is capable of displaying all 30 camera views on two monitors and recording all cameras simultaneously.

As a security measure, exit stairwell doors cannot normally be opened from the stairwell side and are not intended to accommodate daily travel between floors. When a stairwell door is opened, a signal registers at the Lobby Security Desk. The monitoring security officer can pinpoint which door was opened and inform the tenant involved or dispatch a security officer.

Please do not hold or block stairwell doors open as this is prohibited by the fire code. Holding the door open creates serious drafts and defeats the security and fire protection system. During an emergency, all stairwell doors will be automatically unlocked to provide an unobstructed exit path. A security camera is located in each stairwell at the lowest level to monitor anyone leaving the stairwell.

At each stairway and elevator vestibule in the parking facility, there is an intercom. A blue light is mounted above each to help quickly identify their locations. These intercoms are placed strategically within the parking garage to enhance safety and also enable tenants to report any suspicious activity they may see.



SOLICITORS & UNINVITED PERSONS

Solicitation is not permitted in Northpark Town Center. If such persons enter your suite, please notify Northpark Security at 770.668.8010.

If suspicious or undesirable persons are seen loitering in the building or parking garage, please report them immediately to Northpark Management at 770.668.8000 or Northpark Security at 770.668.8010 if such persons are seen after hours. A security officer will respond immediately. Please identify yourself by giving your name, company name and suite location so that the appropriate officer can respond.

OFFICE SECURITY CHECKLIST

Good security starts with you. By answering *YES* to these questions, you are following simple procedures that will help protect your property.

- | | | |
|--|------------|-----------|
| 1. Do you consider yourself a potential victim? | <i>YES</i> | <i>NO</i> |
| 2. Are you alert, aware and cautious at all times? | <i>YES</i> | <i>NO</i> |
| 3. Do you restrict office keys to those who actually need them? | <i>YES</i> | <i>NO</i> |
| 4. Do you have adequate procedures for retrieving keys from terminated employees? | <i>YES</i> | <i>NO</i> |
| 5. Are filing cabinets locked at night? | <i>YES</i> | <i>NO</i> |
| 6. Do you record all office equipment serial numbers, particularly computer equipment? | <i>YES</i> | <i>NO</i> |
| 7. Do you deposit incoming checks and cash so large sums of money are not in the office overnight? | <i>YES</i> | <i>NO</i> |
| 8. Do you have desk tops clear of important working material that should be safe-guarded? | <i>YES</i> | <i>NO</i> |
| 9. Is the reception area attended at all times? | <i>YES</i> | <i>NO</i> |
| 10. Does your staff leave purses or wallets in drawers that can be locked rather than in open drawers? | <i>YES</i> | <i>NO</i> |
| 11. Do you report solicitors or any suspicious persons to the Management Office? | <i>YES</i> | <i>NO</i> |
| 12. Do you challenge unknown people in your suite by asking, "May I help you?" | <i>YES</i> | <i>NO</i> |
| 13. Is one person responsible for ensuring that entrance doors to your space are secured after the majority of employees have left at the end of the work day? | <i>YES</i> | <i>NO</i> |
| 14. Do you keep back and side doors to your office locked at all times? | <i>YES</i> | <i>NO</i> |
| 15. Do you keep entrance doors locked if you work after hours? | <i>YES</i> | <i>NO</i> |

AMENITIES



NORTHPARK HEALTH CLUB

The Northpark Health Club is located on the service level of Building 400. A broad selection of exercise equipment is available along with aerobic classes, massage, tanning bed, and steam room. Contact the Health Club at 770.668.2220 for additional information.



FOOD SERVICES

American's Cafe is a full-service cafeteria located in Building 400 on the 3rd floor Rooftop Garden. Hours of operation are 7:30 a.m. to 3:00 p.m., Monday through Friday. For information call 770.668.2202.

Chesterfield's is the full-service cafeteria located on the 3rd floor Garden Food Court, South Rotunda of Building 500. Hours of operation are 7:30 a.m. to 3:00 p.m., Monday through Friday. For information call 770.393.2536.

Carlyle's, the operator of Chesterfield's, offers catering services and is available for special events by calling 404.872.4231.



CONFERENCE CENTERS

Northpark offers two Conference Centers. The first is comprised of two meeting rooms and an auditorium that will accommodate up to 150 people. A large kitchen is available should you wish to have your event catered. Located in Building 400 on Level 3, Suite 335, the Conference Center provides a professional atmosphere especially designed to serve your meeting requirements.

The second Conference Center is located in Building 500, Garden Level 3. Three rooms are available for classroom style presentations. A catering kitchen is provided complete with microwave, refrigerator and oven.

Contact the Management Office at 770.668.8000 for reservations and rate information.

Northpark tenants, clients and visitors are afforded safe, covered access to the station via a pedestrian tunnel and covered walkway system.



BANKING / ATM MACHINE

A SunTrust ATM is located on the 1st Floor Bridge of Building 400 and in Building 500 on the 3rd floor next to the mailroom.



DRY CLEANING SERVICES

Classic Cleaners is located on the 1st floor of Building 400 in Suite 150. Classic Cleaners is a full service dry cleaning and laundry drop-off/pick-up location. The hours of operation are 7:15 a.m. to 5:15 p.m., Monday through Friday. Call 770.394.7030 for additional information.

Park Cleaners is located on the 3rd floor of Building 500 in Suite 337. Park Cleaners is a full service dry cleaning and laundry drop-off/pick-up location. The hours of operation are 7:00 a.m. to 5:00 p.m., Monday through Friday. Call 770.804.9010 for additional information.



CONCIERGE SERVICE / DISCOUNT TICKETS

Northpark Management offers discount entertainment passes to the tenants of Northpark. Tickets can be purchased for AMC, Regal Cinemas and United Artists Theatres, Six Flags, Stone Mountain and White Water and area concert venues. Purchases are on a cash only basis. Contact Northpark Management at 770.668.8000 for more information and ticket availability.



NORTHPARK AUTO DETAILING

Northpark Auto Detail Center is located on Level A of the Building 500 parking garage and offers a complete detailing service. The hours of operation are 7:30 a.m. to 6:00 p.m., Monday through Friday. Call 770.481.0991 for further information.



AUTOMOTIVE SERVICES

Office Automotive provides the convenience of on-site oil changes, tire rotations, radiator service and many other maintenance needs for your vehicle. They are located in the Building 500 Parking Deck, Level A every other Thursday beginning at 8:00 am. No appointments are necessary. For more information, call 404.310.9450.



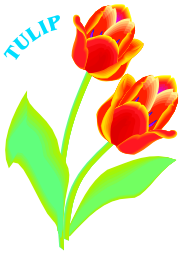
NEWSSTAND

The Northpark Newsstand is located on the 1st floor of Northpark 400 in suite 154. They offer a full line of magazines, newspapers, snacks, sundries and greeting cards. Hours of operation are 7:00 a.m. to 5:00 p.m., Monday through Friday. For information call 770.828.0448.



COFFEE HOUSE

Italia D'Oro is located on the 3rd floor Food Court of Building 500. Hours of operation are 7:30 a.m. to 4:00 p.m., Monday through Friday. Italia D'Oro also offers catering services. For information call 678.320.0626.



FLOWER SHOP

Northpark Flowers & Gifts, located in the 3rd floor Food Court of Building 500, offers specialty arrangements of fresh flowers for personal or business needs. For more information call 770.673.0625.



HAIR SALON

Hair Designs by Julie is located in the 3rd floor Food Court of Building 500. The full service salon is open from 9:30 am to 4:30 pm, Monday through Friday. For appointments, call 678-441-0888.



SHOE SHINE & SHOE REPAIR

Northpark 400 Shoe Shine is a full service shoeshine and repair service located on the 1st floor retail bridge of Building 400 in Suite 135. The hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday. Call 770.668.7955 for additional information.

Northpark 500 Shoe Shine provides a full service shoeshine and repair service located in the 3rd floor Food Court of Building 500. The hours of operation are 9:00 am to 4:30 pm, Monday through Friday. Call 770.668.8019 for additional information.



DENTAL OFFICES

Drs. Kuehn and Rifkin are located in Building 400, Level 3 of the office tower. Their phone number is 770.393.0800.

Drs. Watkins and Johnson are located in Building 500, Level 10 of the office tower. Their office number is 770.804.0616.



NORTHPARK 400 FACT SHEET

<u>Owner:</u>	Northpark Associates, L.L.L.P.
<u>Manager and Leasing Agent:</u>	CB Richard Ellis
<u>Location:</u>	1000 Abernathy Road, Atlanta, GA 30328, at the intersection of Abernathy Road and Peachtree-Dunwoody Road
<u>Building Nomenclature:</u>	<u>18 Tower</u> <u>17 Tower</u> <u>16 Tower</u> <u>15 Tower</u> <u>14 Tower</u> <u>12 Tower</u> <u>11 Tower</u> <u>10 Tower</u> <u>Crossover Floor High/Low Rise</u> <u>9 Tower</u> <u>8 Tower</u> <u>7 Tower</u> <u>6 Tower</u> <u>5 Tower</u> <u>4 Tower</u> <u>3 Tower</u> <u>3 Garden Rooftop</u> <u>2 Tower</u> <u>2 Garden Offices</u> <u>1 Tower</u> <u>1 Garden Offices</u> <u>Lobby</u> <u>A Parking</u> <u>B Parking</u> <u>C Parking</u> <u>D Parking</u> <u>E Parking</u>
<u>Gross Area:</u>	612,610 square feet
<u>Rentable Area:</u>	586,256 square feet
<u>Rentable Area Per Floor:</u>	Typical: is approximately 24,000 square feet
<u>Load Capacity:</u>	70 pounds per square foot
<u>Exterior Construction:</u>	Mullionless system of insulated vision glass, spandrel glass and granite.

**Heating, Ventilation
and Air Conditioning:**

Air distribution on a typical floor utilizes a loop primary air distribution main, serving cooling only variable volume terminal units on the interior zones, and heating/cooling intermittent fan powered terminal units at the perimeter. Heat in the fan powered terminal units is of the electric resistance type. A typical high rise floor provides:

14 perimeter zones (heating and cooling)
6 interior zones (cooling only)
1 core zone

A direct digital control system is used on all central equipment and a standard pneumatic control system is used for terminal units.

Bay Depths:

Tower varies from 25' to 36' wide and 30' deep. Garden is post tension long span joists with bay sizes of 28'x60'.

Parking:

5 level garage; 1,654 spaces

Lobby:

The lobby in the tower has a polished granite floor with flame cut granite walls and a gypsum ceiling. Stainless steel accent strips are incorporated as a detail in the granite walls. A plush wool carpet is used as a carpet insert in the elevator lobby. Two seating groups are incorporated in the lobby.

Ceilings:

A Donn Fineline grid is implemented with USG glacier Shadowline ceiling tiles.

Elevators:

A total of 15 elevators, manufactured and installed by Dover Elevator Company, service the building throughout the business day. Elevator cab floors are polished granite. Returns are stainless steel with leather panels used on the surrounding three walls.

Tower

Four (4) low rise elevators, 3,500 pounds capacity at 400 feet per minute (fpm) travel time serve Lobby and Floors 1 through 10. Three (3) high rise passenger elevators, 3,500 pounds capacity at 800 fpm travel time serve Basement, Lobby and Floors 10 through 18 with additional stops at floors 3, 2 and 1. One (1) freight elevator, 4,500 pounds capacity at 400 fpm travel time serves Basement Level through 18.

Garden / Parking Deck

Four (4) passenger elevators, 4,000 pounds capacity at 400 fpm travel time serve all parking deck levels, two levels of garden offices and garden rooftop. One (1) service elevator, 4,000 pounds capacity at 350 fpm travel time serves two levels of garden offices and garden rooftop.

Retail Bridge

Two (2) hydraulic passenger elevators, 4,000 pounds capacity, serve motorcourt and 1st and 2nd floor of retail bridge.

Lighting:

Light fixtures are provided on the basis of (1) fixture per 80 square feet of usable area. The building standard fixture is a three lamp, 2x4 parabolic fluorescent troffer.

Windows:

Tinted, double glazed reflective glass.

Doors:

Solid core African mahogany full-height doors are used throughout the building.

Hardware:

Polished chrome Sargent lever hardware is used throughout the building.

**RULES AND REGULATIONS
NORTHPARK TOWN CENTER
BUILDING 400**

The following is a summary of the Rules and Regulations at Building 400. Please consult your lease agreement for a complete listing.

1. The sidewalks, and public portions of the Building, such as entrances, elevator vestibules, stairways, corridors or halls not be obstructed, even temporarily, by Tenant or used for any purpose other than ingress and egress to and from the Premises.
2. No curtains, blinds, shades, tinted coating, or screens shall be attached to or hung in, any window, glass surface or door of the Premises, without the prior written consent of Landlord, unless installed by Landlord.
3. No sign, advertisement, notice or other lettering shall be exhibited, or affixed by Tenant on any part of the outside of the Premises or on corridor walls or windows (including without limitation glass storefronts). Sign at entrance door shall conform to building standard signs.
4. Tenant shall not place any bottles, parcels or other articles on the window sills.
5. No easels or other articles shall be put in front of or placed in the public halls, corridors or vestibules without the prior written consent of Landlord.
6. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed. All damages resulting from any misuse of the fixtures shall be borne by Tenant.
7. No bicycles, vehicles or animals of any kind shall be brought into or kept in or about the Premises. No cooking shall be done or permitted by Tenant on the Premises, except in conformity to law and then only in the utility kitchen, if any, as set forth in Tenant's layout, which is to be primarily used by Tenant's employees for heating beverages and light snacks. Tenant shall not cause or permit any unusual or objectionable odors to be produced upon or permeate from the Premises.
8. No space in the Building shall be used for manufacturing, distribution or for the storage of merchandise or for the sale of merchandise, goods or property of any kind at auction.
9. Tenant shall not make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with occupants of the Building or those having business with them, whether by the use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing or in any other way.
10. Neither Tenant, nor any of Tenant's servants, employees, visitors or licensees, shall bring or keep upon the Premises any inflammable, combustible or explosive substance, other than reasonable amounts of cleaning fluids or solvents required in the normal operation of Tenant's business offices.
11. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by Tenant without the prior written approval of Landlord.

12. Tenant shall not overload any floor. Tenant shall obtain Landlord's consent before bringing any safes, freight, furniture or bulky articles into the Building and Landlord can specify to Tenant the location for the placement of such articles. All removals, or the carrying in or out of any safes, freight, furniture or bulky matter of any description must take place during the hours which Landlord or its agent may determine from time to time. Landlord reserves the right to inspect all freight to be brought into the building and to exclude from the Building all freight which violates any of these rules and Regulations or the Lease of which these Rules and Regulations are a part.
13. Tenant agrees to employ such janitorial contractor as Landlord may from time to time designate, for any waxing, polishing and other maintenance work of the Premises and of the Tenant's furniture, fixtures and equipment. Tenant agrees that it shall not employ any other cleaning and maintenance contractor, nor any individual, firm or organization for such purpose without Landlord's prior written consent.
14. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability of a building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
15. Landlord reserves the right to exclude from the building between the hours of 6:00 pm and 7:00 am and at all hours on Sundays, legal holidays and after 1:00 pm on Saturdays all persons who do not sign in and out on a register in the lobby of the building showing the name of the person, the Premises visited and the time of arrival and departure.
16. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.
17. Canvassing, soliciting and peddling in the Building are prohibited and Tenant shall cooperate to prevent the same.
18. There shall not be used in any space, or in the public halls of any building, either by Tenant or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards. No hand trucks shall be used in passenger elevators.
19. Tenant, in order to obtain maximum effectiveness of the cooling system, shall lower and/or close the blinds or drapes when sun's rays fall directly on windows of the Premises. Tenant shall not remove the standard blinds installed in the Premises.
20. All paneling, rounds, or other wood products not considered furniture shall be of fire retardant materials. Before installation of any such materials, certification of the materials' fire retardant characteristics shall be submitted to Landlord or its agents, in a manner satisfactory to Landlord.
21. Tenant shall not install any vending machines in the Building or Premises without Landlord's consent.

22. All articles and the arrangement, style, color and general appearance thereof, in the interior of the Premises that will be visible from the exterior thereof, including, without limitation, window displays, advertising matter, signs, merchandise, furniture and store fixtures, shall be subject to Landlord's approval, and, in any case, shall be maintained in keeping with the character and standards of Northpark Town Center.
23. Landlord may waive any one or more of these Rules and Regulations for the benefits of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver of such rules and regulations in favor of any other tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the Tenants of the Building.
24. Tenant shall abide by no-smoking restrictions in all areas within the Building designated or posted by Landlord as no-smoking areas.
25. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or part, the terms, covenants, agreements and conditions of the main text (including Special Stipulations) of the Lease, which text shall control in the instance of conflict.
26. Landlord reserves the right to make such other and reasonable rules and regulations as in its judgement may from time to time be needed for safety, care and cleanliness of the building, and for the preservation of good order therein. such other rules and Regulations shall be effective upon written notification of Tenant.



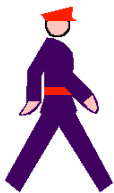
GENERAL EMERGENCY PROCEDURES

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

1. *Remain calm.* Panic can cause more damage in many cases than the emergency itself.
2. *Contact the appropriate party* immediately and relate all pertinent information (address, office number, name, etc.)
3. *Do not become a spectator.* Go away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
4. *Follow directions* of those in charge of the situation.

We strongly recommend that each tenant establish an internal procedure for handling emergency situations. An office representative should be appointed and given the responsibility of coordinating emergency procedures in cooperation with the Northpark Town Center Management. It will be his/her responsibility to remain by the telephone and relay instructions from authorities to your office staff.

The tenant's representative should be familiar with the location of all emergency exits and the telephone numbers of all emergency services as outlined in the manual. Northpark Management should have the name and telephone number (both during and after office hours) of the tenant's representative.



FLOOR WARDEN PROGRAM

We have established a Floor Warden program in which tenants participate in a safe and orderly evacuation of the premises in the event of an emergency. Each floor will have a floor warden and at least one assistant floor warden. Periodic training sessions are held to meet the required fire alarm system tests and fire drills. We strongly encourage you to participate in this program. Please call the Director of Security at 770.668.7959 for additional information.



LIFE SAFETY SYSTEMS

The building is fully sprinkled and equipped with two emergency ventilation systems in accordance with the Fulton County High Rise Safety Code.

The office building has a Life Safety System consisting of Fire Alarm, Voice Communication and Emergency Phone System. The Life Safety System receives normal power from the utility company. In the event of a power failure, the system automatically transfers to the building's standby emergency generator.

The activation of a fire alarm *initiating device* (manual fire alarm pull station, ceiling smoke detector, duct detector or sprinkler water flow switch) shall cause the following to occur.

- 1) Alarm will sound.
- 2) All exit lights will flash.
- 3) ADA strobes will flash.
- 4) Stairwell pressurization fans will turn on.
- 5) Stairwell doors will unlock.
- 6) Air handlers will shut down.
- 7) All magnetically held smoke doors will release.

If a smoke alarm is activated in the elevator vestibule, elevator machine room or elevator shaft, elevators will return to the pre-designated recall floors and lock down with doors open.

The piping system is equipped with valve position and water flow switches to assure readiness of the system and alarm upon activation of the water system. An emergency generator provides power to the fire pumps to assure operation if normal electric service is lost.

The emergency ventilation system is automatically started upon actuation of the fire alarm system. The ventilation system pressurizes the stairwells to allow emergency evacuation from the building.

Duct detectors and smoke detectors as required by Code shut down air handling units and fans.



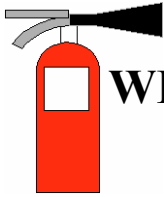
FIRE PREVENTION

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

1. Assign someone to make certain that all appliances are turned off at the end of the day.
2. Be alert for strange odors. The building does *NOT* utilize any natural gas. Sparks from electrical appliances should be checked immediately for malfunction.
3. Don't overload wall circuits.
4. Dispose of trash...don't allow it to accumulate.
5. Smoke only where permitted.
6. Avoid using extension cords. Never cover a cord with carpet or a chair mat and unplug them when not in use.

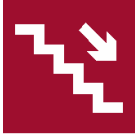
EVACUATION DRILLS

Under the guidelines of the Fulton County Fire Department, tenants of highrise office buildings are requested to participate in emergency response drills and make responsible and dependable employees available for designations such as Floor Wardens and Aides to the Physically Challenged. Evacuation drills will be conducted at least once per year during normal business hours. This is done to test the effectiveness of the floor alarm speaker system and to assist all tenants in understanding emergency procedures. These drills are very important and we recommend full participation.



WHAT YOU SHOULD DO IN CASE OF FIRE

1. *Call 911. Then call Northpark Management at 770.668.8000 immediately.* If after hours, call Northpark Security at 770.668.8010. Time is of the essence. Report the situation in detail. Security or Engineering will respond at once to investigate.
2. *Pull the fire alarm.* Each floor has a fire alarm pull station located by each stairwell. If the signal is pulled, loud horn blasts will be heard on the fire floor and the floor above and below. A pulled alarm activates the general alarm system. Security or Engineering will respond immediately.
3. *Unless you are in immediate danger, wait for the instructions to evacuate.* If common sense tells you that you are in immediate danger, evacuate quickly but calmly via the stairwells. Close the door behind you. Do not attempt to use the elevator.
4. *Remain in your office with the doors closed.* Close all the doors and block the threshold. If possible, look for a second exit from the room. Do not open the door without feeling it first to determine if it is hot.
5. *Never use a fire extinguisher alone.* Have a co-worker with you at all times. If the fire is not contained, do not attempt to extinguish it. Leave this for properly trained individuals.
6. *If you are told to evacuate, walk rapidly to the stairwell nearest your office.* You will be told to evacuate by either a representative from Northpark Management or by the Fulton County Fire Department. Do not run. Remove high-heeled shoes to lessen the danger of tripping. Northpark Management personnel will be stationed throughout the building to assist you.
7. *Once outside the building, move to the opposite side of the street.* Avoid interfering with the fire department.
8. *You will be notified when conditions are once again safe.* If you have stayed in your office, a representative from Northpark Management or the fire department will notify you that it is safe to move about again. If you have evacuated the building, you will be notified when it is safe to re-enter.



BUILDING EVACUATION

Few situations outlined in this handbook will be serious enough to warrant building evacuation. Unless common sense tells you that you are in immediate danger, **REMAIN WHERE YOU ARE** and **WAIT** for instructions to evacuate.

If you feel you are in danger or you are notified by Northpark Management or authorities to evacuate, follow these steps:

1. Follow the direction of your Floor Warden.
2. Move quickly and calmly to the stairwell.
3. Do not attempt to use the elevator.
4. Remain calm. Do not run. Remove high-heeled shoes to lessen the danger of tripping. Northpark Town Center personnel will be stationed throughout the building to assist you.
5. Once outside the building, move to the opposite side of the street. Do not become a spectator.
6. You will be notified when it is safe to re-enter the building.

Please study the sample evacuation plans included in this manual.



MEDICAL EMERGENCY

1. In case of an accident or sudden illness necessitating immediate first aid and subsequent medical attention, call 911.
2. Notify Northpark Management at 770.668.8000. We can often be of assistance and can prepare for arrival of emergency personnel.
3. If possible, determine the nature of the illness from the patient, what medication has been taken, and the doctor and hospital of the patient's choice. This can save valuable time in a serious emergency.



SEVERE WEATHER

Northpark Town Center is equipped with an alarm system through which the National Weather Service (770.486.8834) is monitored 24 hours a day. Should severe weather conditions exist, our security staff is alerted. In such an event, you will be notified by means of the Public Address System located throughout the building.

TORNADO WATCHES: Are issued for areas threatened by tornadoes and severe thunderstorms. These watches specify a time period and area where tornado probabilities are highest. Look for threatening weather and stay tuned to radio for more information.

TORNADO WARNINGS: Are issued when a tornado has been sighted or indicated by radar. Warnings describe the area that could be affected. Take cover immediately.

Stay away from windows, glass doorways and outside walls. Close the doors to exterior offices and go to interior small rooms or into inside hallways away from any glass. Protect your head and crouch down making yourself as small a target as possible.

We recommend your company formulate a plan to respond accordingly when an announcement of a tornado warning is made.



RIOT & PUBLIC DISTURBANCE

In case of riot or public disturbance, follow these steps:

1. Notify Northpark Management at 770.668.8000.
2. Do not become a spectator. Leave or avoid the area of disturbance to prevent injury or possible arrest.
3. Lock all doors and close all blinds. Avoid window areas.
4. Do not argue or enter into a debate with a participant.
5. If one or more of the participants enters your suite, keep calm, be courteous and do not provoke an incident. If you so elect, call the Fulton County Police (911) to have the individual removed.
6. Northpark Management may find it necessary to limit certain services or to restrict access to the building to protect the tenant and the property. Please cooperate.
7. Avoid unnecessary inquiries that will tie up communication systems.
8. Use common sense and keep calm.



BOMB THREATS

Most bomb threats prove to be false alarms, but for safety's sake the following procedures should be followed:

1. Keep calm.
2. Utilizing the enclosed "Bomb Threat Checklist", obtain as much information as possible and record it on the form.
3. Notify Northpark Management at 770.668.8000 immediately after the call is received. Follow directions given by Northpark Management.
4. Search your office. Today's explosive materials can be concealed in an infinite number of ways and in small, "normal" appearing packages.
 - Keep a lookout for strange or suspicious items. DO NOT TOUCH any suspicious items. Some bombs are set to detonate upon movement.
 - Report any suspicious item to Northpark Management.
 - Clear the immediate area if a suspect object is discovered.
 - Remember, outside personnel will not know your area as well as you do. What appears commonplace to the outsider may well be out of place to you.
5. Evacuate, if necessary.

In rare circumstances, the authorities will advise you to evacuate. More often, however, it becomes a judgement call on the part of each tenant as to how serious the situation and threat appears. **Evacuation is a decision that must be made by your company.** We strongly recommend that you establish guidelines and procedures well in advance so as to be prepared for a response on short notice in the event it becomes necessary to make such a decision.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is it right now?

3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

EXACT WORDING OF THE THREAT:

SEX OF CALLER: _____ RACE: _____ AGE: _____

LENGTH OF CALL: _____ DATE: _____ TIME: _____

NUMBER AT WHICH CALL WAS RECEIVED: _____

CALLERS VOICE:

_____ Calm	_____ Normal	_____ Deep
_____ Angry	_____ Distinct	_____ Ragged
_____ Excited	_____ Slurred	_____ Laughter
_____ Slow	_____ Accent	_____ Cracking Voice
_____ Rapid	_____ Nasal	_____ Disguised
_____ Soft	_____ Stutter	_____ Familiar
_____ Loud	_____ Lisp	_____ Deep Breathing
_____ Crying	_____ Raspy	_____ Clearing Throat

If voice is familiar, whom did it sound like? _____?

BOMB THREAT CHECKLIST

Page 2

BACKGROUND SOUNDS:

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Crockery
<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Voices
<input type="checkbox"/> PA System	<input type="checkbox"/> Motor
<input type="checkbox"/> Booth	<input type="checkbox"/> Clear
<input type="checkbox"/> Music	<input type="checkbox"/> Static
<input type="checkbox"/> House noises	<input type="checkbox"/> Local
<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Long Distance

Other _____

THREAT LANGUAGE:

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker

REMARKS: _____

Your Name: _____

Your Position: _____

Your Phone: _____ Date: ____/____/____

Report Call Immediately To Northpark Security At 770.668.8010