



212 South Tryon Street
Charlotte, North Carolina 28281

Tenant Guide

Corporate Communication and Information Guide

Managed & Leased By:

Trinity Partners
Corporate Office:
440 South Church Street, Suite 800
Charlotte, NC 28202
Phone: 704-295-0449

Onsite Management Office:

212 South Tryon, Suite 1500
Charlotte, NC 28281
Phone: 704-731-5592

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Please return this information to us as soon as possible.

Welcome to The Johnston Building!

As one of our new tenants you should feel confident that your decision to locate within our building is an excellent one. The property management is on-site to ensure the best quality of service for you! In order to let each tenant know what services are available, we have put together this information that will explain The Johnston Building and should answer any questions you may have.

If you have any questions about the information in this packet please call our office. Again, we are pleased to welcome you as a new member of our building community and we look forward to helping you with any future needs.

Sincerely,

Trinity Partners

Johnston Building Staff

Management Team:

Beth Beasley, Property Manager
bbb@trinity-partners.com
704-731-5593

Whitney Newman, Tenant Services Coordinator
wnewman@trinity-partners.com
704-731-5592

Kenny Kowaleski, Maintenance Engineer

Leasing Team:

Leah Bailey, Senior Leasing Agent
lbb@trinity-partners.com
704-294-0449

John Ball, Leasing Agent
jwb@trinity-partners.com
704-295-0404

RENTAL PAYMENTS

Please make rent checks payable to 212 South Tryon Limited Partnership. You may mail them to the following address or just drop it by our office on the 15th floor of the building.

212 South Tryon Limited Partnership
212 S. Tryon Street
Suite 1500
Charlotte, NC 28281

BUILDING HOURS / SECURITY PROCEDURES

The building is open from 7:00 AM to 7:00 PM weekdays. The building is closed on Saturday and Sunday. (All other hours are termed “after hours”). Building Holidays are based on Bank Holidays, excluding Dr. Martin Luther King's Day and President's Day. You may use your building electronic access fob to enter the building at anytime after hours or on holidays. However, to assure the security of the building after hours, we require all tenants and their guests to sign in at the concierge desk. No one is excluded from this policy. Our concierge is instructed not to allow access to the building to anyone who does not have a card/fob.

After hours, if a client is meeting you here, a courier is delivering a package to you, or movers are moving items in or out of the building for you, etc., please give notice to the management office 48 hours in advance to ensure his or her entrance to the building.

Please keep in mind that these policies are for the protection of all our tenants.

JANITORIAL

Your space will be cleaned each weekday night. This includes normal trash removal, dusting, and vacuuming. If you have special cleaning needs, such as a mass quantity of trash to be removed, spot cleaning of the carpet, or need service(s) provided on weekends or holidays, please let us know. There is a nominal charge for these services.

Empty boxes marked "trash" may be placed outside your suite door after 5:00 PM and will be removed. Please wait until 5:00 PM, so you and your clients can walk freely through the hallways.

Items for recycling will be picked up daily by the janitorial staff. Please place recyclable materials in bins/cans labeled with the recycling symbol within your suite. Recyclable materials include the following: plastic & glass bottles and containers, tin & aluminum cans, cardboard boxes, magazines, newspapers, books and office and notebook paper. All food and beverage containers should be rinsed prior to discarding into recycling bins. Please ensure all shredded paper is bagged.

KEYS

All suite keys for tenants will be provided by the management office. We make our own keys on-site. Keys are not to be duplicated by anyone other than the management office under any circumstance. Aside from the initial set of keys provided at move in, additional key copies are \$5.00 each.

If for any reason you need your suite re-keyed or a lock added on to an inner office, please call the management office. There is a nominal charge for these services.

KEY FOBS

Upon move in, key fobs will be provided for access to the building after hours. For proper programming, we will require the first and last name for each individual that you would like to be issued a fob. Should an employee leave your company, please advise the management office so the fob can be deactivated or reassigned accordingly. Aside from the initial set of fobs provided upon move in, additional fobs are \$15.00 each.

MANAGEMENT OFFICE HOURS

The Building Management office is open from 8:30 AM until 5:00 PM. Should any special need arise or should you have any questions, please call anytime during the above hours.

You may also dial our Concierge Desk direct after hours with any problems or questions.

Management Office 704-731-5592

Concierge Desk 704-333-9256

VENDOR/CONTRACTOR ACCESS

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Building Management Office including:

The company name

Names of all people who will be doing the work

Date (s) the work will be performed

Time the contractor will arrive and depart

Description of the work being done

Building staff will not admit your contractor into your suite. Please make arrangements to meet vendor or provide them with keys.

Depending on the scope of work being done, a certificate of insurance may be required.

FIRE ALARMS/EMERGENCY

In the event of a fire, the fire alarm will sound. If the audible fire alarm sounds or the strobes are activated, evacuate the building immediately. Do not call the management office or concierge desk to find out if it is a “real” alarm. Not evacuating the building is a violation of the City of Charlotte Fire Code!

When evacuating the building, please exit the building using the stairwell (A) at the West (Back) end of the building as the primary evacuation route. This stairwell is pressurized and is designed to remain smoke-free during a fire. If exit via the primary evacuation route (west end of the building) is not possible, use the other stairwell. Do not use the elevators under any circumstances during an emergency.

Please inform us of any special needs you may have, such as pregnant employees or employees that require special attention. These individuals should go to the “A” stairwell and remain until it is safe to return to their office. In the event of a real emergency, the fire department will assist in evacuating these people.

LIGHTING

The entire building lighting system is controlled by a central computer. Beginning at the 17th floor and continuing to the ground floor, the lights are lowered to 2/3rd's capacity at 6:00 PM on weekdays. By 10:00 PM on weekdays, all of the lights are turned off. You may return your lights to two-thirds capacity during off-hours by using the control panel located in the elevator lobby area of your floor across from the hallway leading to the restrooms. The panel is silver with white buttons that light up when “on”. The panel is designed to match the layout of the building with eight (8) numbers to control each section of your floor. If you use this panel to increase the lighting in your space, please remember to turn your lights off when you leave. Similarly, the lights will be off Saturday, Sundays and holidays.

HEATING, VENTILATION, AIR CONDITIONING (HVAC) OPERATION

The Johnston Building HVAC System is controlled by the central computer. Typically, there are 8 separate heating/cooling zones per floor with one thermostat per zone. Each thermostat is individually set and is monitored by our central computer 24 hours a day. The System shuts down at 6:00 PM Monday through Friday and at 1:00 PM on Saturday and is off all day on Sunday and holidays. The cost for after-hours service is \$75.00 for the first hour and \$55.00 per hour thereafter. Should you wish to receive after-hours HVAC, please call us 48 hours in advance.

MAIL DELIVERY

Generally, your mail will be delivered by 11:00 AM each weekday and on Saturday to an assigned box. These boxes may be contracted from the US Postal Clerk that is here between 10:45 AM – 11:00 AM. Mail pick-up is at 3:30 PM. The mail boxes are located on the first floor behind the elevators.

Your new address will be the address below. Please be sure your suite number is indicated on all mail to avoid any delays in delivery.

Company Name
212 South Tryon Street
Suite Number
Charlotte, North Carolina 28281

Our overnight services include Federal Express and UPS. Federal Express and UPS are located in the elevator lobby of the lower level. There is a charge for pick-up on Saturday. Access to the building will have to be arranged with the concierge prior to every Saturday pick-up.

- We have a loading dock located at the back of the building. The width of this alley is 9 feet.
- Loading Dock dimensions are:
 - Dock Height: 34 inches
 - Dock Width: 15 Feet
 - Platform: 16 Ft. 10 inches
- If a second elevator is needed, please schedule this with the Concierge at least 48 hours prior to your move. Special pads and mats will be provided to protect the interior of the elevator.
- Moving contractors or delivery personnel must check in at the concierge desk.
- Please do not prop open exterior doors.
- Only soft-wheeled equipment may be used inside the building.
- Your moving contractor must provide a Certificate of Insurance prior to the move. This certificate should be issued to:

212 South Tryon Street Limited Partnership

- You will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
 - Pad or otherwise protect all entrances, doorways and walls affected by the move.
 - Cover all floors traversed during the move with appropriated material.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway.
- After your moving contractor has completed the job, please have them remove all empty boxes and packing materials from the building. If not, the expense for removing these materials will be charged to your company.

PARKING

There are several adjacent monthly lots near The Johnston Building.

Central Parking - 704-377-3713

First Citizens Deck (managed by Central Parking) - 704-377-8980

Mass Mutual Deck (managed by 230 South Tryon Street Parking) - 704-373-2300

Preferred Parking (various locations in Uptown) - 704-375-6014

BUILDING AMENITIES

Fifth Third Bank - 1st floor - 704-373-0400

Johnston Building Executive Services - Suite 325 - 704-731-5592

Storage Facility - Lower Level -704-731-5592

Randolph L. Kixmiller, D.D.S. - 15th Floor - 704-342-4014

Management On-Site-Suite 1500 - 704-731-5592

Spring Cleaners & Sundries (Shoe Repair) - 1st floor - 704-578-0190

AMENITIES IN THE AREA

Within easy walking distance of the Overstreet Mall, Founders Hall, City Fair, Bank of America Stadium, EpiCentre, Romare Bearden Park, BB&T Ballpark and Federal Courthouse.

Easy access to all major highways, 15 minutes from Douglas International Airport. CATS, Lynx Light rail, and buses are easily accessible.

SOLICITATION

Solicitation is not allowed in the building or on the building premises. Please notify building management immediately if you notice a solicitor within the building. You should report as much specific information about the person's appearance and behavior as you can. Building staff will locate the person as quickly as possible and escort him/her off the premises.

THEFT

Report any suspected theft, no matter how small to building management immediately. The building's insurance policy does not cover the theft of tenant's personal belongings. Personal property insurance is the responsibility of each tenant.

INCIDENT REPORTS

To record the details of any incident, theft, or injury that occurs on the property, incident reports must be filed with building management. Please notify building management office as soon as it occurs so we can follow up with the appropriate record-taking. We appreciate your cooperation in answering any questions the building staff may have pertaining to the incident.

SUITE SAFETY MEASURES

Security often involves common sense. Because any building system is only as effective as the people relying on it, we encourage you to review these security reminders to help you avoid unnecessary loss and problems within your suite.

- When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend locking your suite entry door after 5 p.m. even if people are working late.
- Do not leave attaché cases or handbags in clear view. Coats should be hung in a coat closet since thieves often rifle through pockets looking for keys or money. Do not leave wallets in jackets hanging on chair backs and other articles of value unguarded even for a few minutes. Small articles, left in plain view, are easy targets for thieves.
- Keep all vault or safe combinations in a locked desk drawer. Remind personnel to keep copies of their credit card numbers and contact addresses in a safe place.
- Notify the property manager or concierge staff immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
- Offices are most vulnerable to thieves during lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.

- Record the serial numbers on all business equipment to aid police in locating the equipment if it is stolen.
- If an employee is terminated for any reason, consider changing cylinders on the lock, resetting any safe or vault combinations they may have been entrusted with, and canceling security access through the building.
- Keys kept on a key ring should never have an identifying tag. If they are lost, they may be easily used by thieves to access your property.
- If your firm will be closed when the rest of the building is normally open, please notify building management.
- If corridor deliveries of goods are made, do not leave items unattended.
- Never leave your reception area unattended when your suite entry door is unlocked.
- Consider having routine background checks done on prospective employees as an additional precaution.

EMERGENCY EVACUATION PLAN

I. GENERAL INFORMATION

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- B. Building and Equipment Information
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III. GENERAL INFORMATION

- A. Purpose and Objectives

Purpose:

To establish procedures for the safe, timely and orderly evacuation of affected areas of the building in case of a fire or other emergency. To instruct building staff in evacuation procedures and the safeguarding of human life.

Objectives:

1. To prevent and / or minimize injury and property damage in the building and the immediate outside area.
2. To provide proper education as part of a continuing training program for all occupants, to assure the prompt reporting of fire, the proper response to fire alarms and the immediate initiation of fire safety procedures to safeguard life and contain fire (if possible) until the arrival of the Fire Department.

This Emergency Evacuation Plan is applicable to each floor of the building and will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition within the building.

B. Building and Equipment Information

The design of The Johnston Building incorporates the following features to ensure maximum fire protection and life safety.

1. Type II Fire Resistive Construction
2. Fire Pump
Underwriters Laboratories approved fire pump is provided in order to supply the minimum required 65 psi water pressure flowing at the uppermost floor of the building. A jockey pump is provided for each zone to maintain pressure on the system. Should pressure drop occur, the fire pump will automatically start. Valves are located in Stairway B on each landing for the use of the Fire Department. Fire Department Connections are provided on the roof and at the ground level as required by code.

In addition to the fire standpipe a fully automatic wet sprinkler system is provided for each floor or zone of the building and is connected to the standpipe at each floor or zone with an approved, supervised shut-off valve and water flow device at each connection.

3. Fire Alarm

The fire alarm system is activated by heat and smoke detectors or manual pull stations on each floor. This system has a central panel housed at the Concierge Desk on the ground level.

4. **Emergency Electrical Service**
A separate emergency electrical service is incorporated into the building and this service is equipped with a diesel powered emergency generator. Emergency service will provide power to selectively run elevators in the building (one high-rise and freight elevator only), all stair lighting, exit lights, and stair pressurization fans.
5. **Emergency Exits**
Emergency Exits, all of which are conspicuously marked with lighted signs, are provided in the building as follows:
 - There are two emergency exit stairways in The Johnston Building. Stairway A (Primary Exit Stair) exits through the building's lower level to the "alley" side of the building. This is the smoke-proof tower.
 - Stairway B (Exit Stair) exits through the building's main lobby on the first floor of the building onto Tryon Street or to the rear of the building. It is ventilated to code requirements at the roof level of the building.
6. **Fire Extinguishers**
Fire extinguishers (5 lb. ABC, General Purpose, Dry Chemical) are provided on each floor of the building at each exit stairwell.
7. **The Fire Command Station**
The Fire Command Station for The Johnston Building is located at the Concierge Desk. At this location we are capable of monitoring the automatic sprinkler system, all fire alarms, and the smoke detection systems.

The Fire Command Station is equipped with emergency paging and one way voice communication to all areas of the building.

A key lock box (approved by the Charlotte Fire Department) is located at the front entrance (for Fire Department use only). This box contains a set of master keys ready for use. Five (5) additional sets of master keys are located at the Concierge Desk.

The audible fire alarm shall ring for a minimum of one minute. DO NOT RESET FIRE ALARM SYSTEM UNTIL TOLD TO DO SO BY THE FIRE DEPARTMENT.

(If the alarm is reset before the fire department informs us to do this, WE WILL BE FINED!!!)

Two way voice communication is available with the Building Management Office and Concierge Desk via two way radio.

This Fire Command Station also monitors and controls elevator operations and possesses the capability of two-way communication with all elevator cars.

The Concierge will bring down all elevators to the Ground Floor upon sounding the alarm. One elevator will be held for use of the Fire Department.

8. Representative Floor Plans
Representative floor plans for the basement and floors 1 – 17 will be maintained as part of the plan.

Floor plans showing the variations in floor design are essential for Fire Department reference under emergency conditions and shall be kept available at The Johnston Building's Concierge Desk.

The following items must always be located at the Command Station:

- a. Five (5) sets of Firemen's Keys.
- b. Representative floor plans for the basement and floors 1 – 17.
- c. Working flashlight.
- d. Working fire extinguisher.
- e. Updated fire safety organization list.
- f. Updated list of disabled occupants.
- g. Complete copy of the Emergency Evacuation Plan.

C. Occupants Instructions

Accurate, specific and prompt notification of an emergency is a recognized factor in life-safety in high-rise buildings. If you should discover a fire on your floor, or if you see or smell smoke which indicates the presence of fire, report it immediately.

DO NOT ATTEMPT TO EXTINGUISH A FIRE YOURSELF UNTIL AN ALARM HAS BEEN TURNED IN.

AN ALARM SHOULD BE TURNED IN BY THE FOLLOWING METHOD:

1. Activate the manual pull station closest to you. There are two on each floor in the main corridors in each stairwell.
2. A call is automatically made by the monitoring station when any alarm is activated.
3. Alert your supervisor and all other occupants on your floor.
4. Once an alarm has sounded, evacuate floors immediately. The first 5 minutes of a fire are critical.

DO NOT ATTEMPT TO USE THE ELEVATORS AS A MEANS OF EVACUATION. They will not be available and will likely be an unsafe method of exit. Fire Department personnel will advise if certain elevators may be used for the evacuation of disabled persons.

Proceed downward via the exit stairs and then to the designated assembly area in front or at the rear of the building. If you leave by the front entrance, move away from the doors; this is the entrance the Fire Department will use. The rear stairwell (Stairwell A) is a ventilated stairwell and should be used whenever possible. All disabled people or expectant mothers should go to the smoke free stairwell (A) lobby and remain at this point until the emergency is over. In the event of a true emergency, the Fire Department will assist in the evacuation of these individuals. Return to your normal work areas in an orderly fashion if conditions permit and when so instructed by Fire Department personnel.

D. Emergency Evacuation Drills

1. Unannounced fire drills will be conducted on a semi-annual basis. These drills will involve all personnel occupying the building.
2. All Fire Safety Personnel will be expected to attend an annual refresher seminar on fire safety and emergency evacuation procedures.
3. All fire drills shall be coordinated with the Charlotte Fire Department, Fire Alarm Communication Center at 704-336-2441 before and after each drill.

Details of drills and evaluation of their effectiveness will be maintained on record in the Building Management Office for a period of three (3) years.

These documents will be available for examination by Fire Department personnel and tenants, as requested.

IV. OCCUPANTS-TEAM DUTIES AND RESPONSIBILITIES

A. Fire Safety Team Structure

To effectively and efficiently implement the provisions of this Fire Safety and Emergency Evacuation Plan, a Fire Safety Organization for the Johnston Building shall be established and staffed as follows:

1. Fire Safety Director
2. Deputy Fire Safety Director
3. Fire Wardens
4. Assistant Fire Wardens
5. Searchers
6. Disabled Person's Aides (2 per disabled person)

**A current list of the above will be kept at the Concierge Desk.

Disabled persons include those with physical disabilities, heart conditions, visually impaired, audibly impaired, and expectant mothers. Also included in this would be those persons with broken limbs.

Upon request of the Building Management, tenants on each floor shall make responsible and dependable tenant employees available for designation by the Fire Safety Director as Fire Wardens, Assistant Fire Wardens, Searchers and Disabled Person's Aides.

B. Fire Safety Director

The Fire Safety Director shall be the Building Manager or the Building Engineer in the Building Manager's absence.

Routine Responsibilities:

1. The Director will be thoroughly versed with the Plan.

2. Periodically review the Plan to ensure that it is up to date and incorporates all administrative, technical and operational changes.
3. Ensure that Floor Wardens are assigned on each floor.
4. Be responsible for the availability and state of readiness of the Deputy Fire Safety Director and Fire Wardens.
5. Conduct fire drills as required by the Plan.
6. Upon the sounding of an alarm, the Director shall report to the Fire Command Station to assist the Fire Department Incident Commander and to receive reports from Fire Wardens of any missing persons or problems.

C. Deputy Fire Safety Director

The Deputy Fire Safety Director shall be the Concierge.

Routine Responsibilities:

1. The Deputy Fire Safety Director shall be an assistant to the Fire Director.
2. He/ she will perform the duties of the Fire Safety Director in his/her absence.
3. He/ she will call the Fire Department immediately when an alarm sounds.
4. Bring all the building elevators to the ground level when an alarm sounds.
5. Greet the Fire Department when they arrive.
6. Be responsible for providing the Fire Department with five (5) sets of “firemen’s keys”.
7. Prepare the elevator for the Fire Department’s use.
8. Be polite to the tenants but ask them to move to the designated safety area if they ask questions.
9. Check with each floor warden to ensure that his or her floor is completely vacated. If the Floor warden indicates that floor is

occupied, notify the Fire Department immediately.

10. Make the all-clear announcement to the tenants after the Fire Department instructs to do so. See Exhibit B.
11. Update the Floor Warden, Assistant Floor Warden and Searcher lists by the first of each month.
12. Maintain an up to date list of names of disabled persons and provide list to the Fire Department when they arrive. Update this list by the first day of the month.
13. Keep all materials and supplies inventoried and organized at the Fire Command Station. Checklist to be used by the Deputy Fire Safety Director can be found in Exhibit A.

D. Fire Wardens

Fire Wardens should be persons with a high level of authority over large portions of their particular floor. They also should be persons who are normally on their floor most of every working day.

Routine Responsibilities:

1. Floor Wardens will assign and oversee Assistant Fire Wardens, Searchers and Disabled Person's Aides and must ensure that up-to-date organization records are maintained.
2. Fire Wardens will be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
3. Fire Wardens will ensure that the location of fire extinguishers, exit stairs and manual fire alarms are known by all floor occupants.
4. Fire Wardens will examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed, inoperable or illegally locked.
5. Fire Wardens will ensure that all entrances, exits, lobbies, corridors and aisles are free from obstructions.
6. Building occupants will not be permitted to allow Accumulation of combustible debris or material within the

Building. The Fire Wardens will advise the Fire Safety Director of any infractions.

7. Fire Wardens will ensure that all fire safety deficiencies are reported to the Fire Safety Director.
8. Fire Wardens will have available a current list of disabled persons and their aides. This list shall include the work locations of both the disabled person and that of both aides. disabled persons include those who would have difficulty in maneuvering or finding the exit stairs unaided. This would include the physically handicapped, the visually or audibly impaired, those with heart conditions, broken bones, pregnancy, etc.
9. Fire Wardens will, upon the sounding of an alarm:
 - a. Take their designated position in the elevator lobby.
 - b. Encourage a prompt but orderly evacuation. Do not allow individuals to use the elevators and direct them to the stairwell.
 - c. Meet with Assistants and Searchers and leave as a group once searchers have indicated that their respective areas are clear.
 - d. Ensure that evacuees proceed quietly to the designated assembly area in front of the building.
 - e. After evacuation and assembly in the designated area, Fire Wardens, with the assistance of Deputies and Searchers, will perform a head count to verify that all regular occupants of their floors have been evacuated. Fire Wardens will notify the Safety Director of anyone not accounted for.

E. Assistant Fire Wardens

Assistant Fire Wardens, like the Fire Wardens, should also be person with relatively high level of authority. They also should be persons who are normally on their floor most of every working day.

Routine Responsibilities:

Assistant Fire Wardens should assist Fire Wardens in their normal responsibilities and will fill in for Fire Wardens in their absences.

Assistant Fire Wardens will upon sounding of an alarm:

1. Check to see that the Fire Warden is in position in the elevator lobby. If not, the Deputy Fire Warden should assume the duties of the Fire Warden
2. Report to designated stairwell to ensure that evacuees proceed down the exit stairway single file keeping to the right.
3. Immediately vacate the building when you reach the ground floor.

F. Searchers

Searchers shall be persons who are very familiar with their area and are normally in their area most of every working day.

Routine Responsibilities:

1. Searchers should be alert to any fire hazards in their area and should either correct them or report them to the Fire Warden.
2. Each Searcher is responsible for knowing the designated exit stairway for their area in the event of an emergency evacuation.

Searchers will upon sounding of alarm:

- a. Immediately search their assigned area and advise all occupants to proceed to the assigned exit stairwell. Should an individual refuse to evacuate the building, take note of their name and report this information to the Fire Warden.
- b. If upon searching the exit stairway, a Searcher finds the Fire Warden is not in position, he or she assumes the duties of the Deputy Fire Warden.

G. Disabled Persons' Aides

Disabled Persons' Aides should be persons located near their disabled person and should be someone who is normally in their area most of every working day.

Disabled Persons' Aides shall upon sounding of alarm:

1. Locate the disabled person to whom they are assigned and ensure that there is sufficient help available to evacuate them to safety.
2. Assist the individual to the designated location in the elevator lobby.
3. Determine if the person needs to be evacuated immediately or if the Fire Department can evacuate them in a few minutes.
4. Notify the Fire Warden as to the location of the person.
5. Upon completion of the evacuation of disabled persons, immediately contact the Fire Command Station to identify the location of the disabled person and to await further instructions.

EXHIBIT A
DEPUTY FIRE SAFETY DIRECTOR CHECKLIST

Steps to be taken when an alarm sounds or a fire is reported:

Call 911 and report: “A fire has been reported on the ____ floor of The Johnston Building.

1. Immediately call all elevators to the ground floor.
2. Prepare the five (5) sets of “Fireman’s Keys” for the use of the Fire Department.
3. Prepare building plan book for the Fire Chief.
4. Collect verbal reports from all Fire Wardens.
5. Notify the Fire Department of the locations of any individuals remaining in the building.
6. Once the Fire Department approves, silence the fire alarm.
7. Go to the designated waiting area and notify the tenants that the building is safe to enter. (See Exhibit B).
8. Make an all-clear announcement over the building’s P.A. system. (See Exhibit B).
9. Complete incident report and send copy to the Fire Director.

Once the Fire department arrives, they are in complete control of the building. Do not interfere with their operations.

EXHIBIT B
ALL CLEAR ANNOUNCEMENT

“May I have your attention. May I please have your attention. The Charlotte Fire Department has just informed us that the building is safe to occupy. We are sorry for any inconvenience that this alarm may have caused and thank you for your cooperation”.

This announcement should be spoken to the tenants in the waiting area and announced twice over the building’s P.A. system.

INFORMATION WE NEED FROM YOU:

So that we may better serve our new tenants, we ask that you provide the following information by filling out the attached forms. Please provide this information as soon as possible. You may fax these forms to 704-358-3196 or deliver them to our management office in Suite 1680.

A) General Information, Tenant Contact

Tenant Name: _____ Suite # _____

Tenant's Local Representative: _____

Phone Number: _____ Date: _____

Email Address: _____

All tenant correspondence and building notifications are via email.

B) Tenant's Corporate Office or Home Office Address (if different than Suite Address):

ATTN: _____

Phone: _____

C) Address for sending invoices/statements:

ATTN: _____

Phone: _____

D) Additional information:

Total # of employees: _____ Total # of computers: _____

E) Directory listing and suite door signage

Please provide us with your company name in writing so we can order signage for your space and add your company name to our Tenant Directory in the main lobby. We need this information as soon as you are able to provide it since there is a three to four week delivery time on these items.

Please print or type your sign information:

DOOR SIGN TO READ:

LOBBY DIRECTORY LISTING TO READ:

Keys / Security List

Keys:

Please provide us with the number of building and suite keys (sets) you will need for your company. Each company may request up to five (5) suite keys and five (5) building keys free. Each additional key is available for a nominal charge.

The management office will provide all keys that our tenants receive. Keys are not to be duplicated by anyone other than the management office under any circumstances.

Security List:

Please list each employee that will have a building and/or suite key. Please note if an employee will not be allowed after hours access. The doors will automatically unlock at 7:00 am, Monday through Friday, and automatically lock at 6:00 pm each evening. The building will remain locked on Saturday, Sunday and Holidays.

