

TENANT HANDBOOK  
EMERGENCY PROCEDURE MANUAL  
*for*

**WELLINGTON  
CENTRE**



Managed By:



FIDELITY COMMERCIAL REALTY MANAGEMENT COMPANY, DALLAS, TEXAS

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Suite 520, LB-1  
Dallas, Texas 75254  
(972) 991-0990 **phone**  
(972)-991-1906 **fax**  
[www.dallasbuildings.com](http://www.dallasbuildings.com) **web**  
**After Hours Emergencies: Call 214-748-1900**

## IMPORTANT TELEPHONE NUMBERS

### Management Office Personnel:

Building Manager:	Brent Steward, CPM	<a href="mailto:bsteward@dallasbuildings.com">bsteward@dallasbuildings.com</a>
Accounting	Bess Martin	<a href="mailto:bessmartin@dallasbuildings.com">bessmartin@dallasbuildings.com</a>
Chief Engineer	Rick Mirmohammadi	<a href="mailto:grickm@dallasbuildings.com">grickm@dallasbuildings.com</a>
Lead Engineer	Jose Gutierrez	<a href="mailto:jgutierrez@dallasbuildings.com">jgutierrez@dallasbuildings.com</a>
Building Secretary	Denise Stamas	<a href="mailto:dstamas@dallasbuildings.com">dstamas@dallasbuildings.com</a>
Assistant Engineer	Alberto Munoz	

### Management Office Contact Information:

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14643 Dallas Parkway  
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**TABLE OF CONTENTS**

**SECTION I..... 5**

**TENANT INFORMATION..... 5**

**WELCOME TO WELLINGTON CENTRE..... 5**

**MAIN TENANT CONTACT ..... 6**

**AFTER HOURS PAGING PHONE ..... 6**

**AFTER HOURS OFFICE ACCESS ..... 6**

**COMMON AREAS ..... 6**

**DELIVERIES ..... 6**

**DOOR SIGNAGE / DIRECTORY INFORMATION..... 7**

**EMERGENCY CONTACT LIST ..... 7**

**EMERGENCY TELEPHONE NUMBERS..... 7**

**JANITORIAL SERVICE..... 7**

**KEYS/LOCKS ..... 8**

**MAIL AND EXPRESS MAIL SERVICE ..... 8**

**MAINTENANCE ..... 9**

**MOVING ..... 10**

**OPERATING SCHEDULE HVAC..... 10**

**PARKING FACILITIES ..... 10**

**PARKING FOR VISITORS ..... 11**

**HANDICAP PARKING..... 11**

**RECYCLING..... 11**

**REMODELING AND CONSTRUCTION..... 11**

**REMOVING ITEMS FROM THE BUILDING ..... 12**

**SECURITY..... 12**

**SOLICITING AND LOITERING..... 12**

**TENANT OFFICE SECURITY..... 13**

**HEAVY PAPERWORK OR FILES ..... 13**

**SECTION II..... 14**

**EMERGENCY AND LIFE SAFETY ..... 14**

<b>EMERGENCY PHONE NUMBERS.....</b>	<b>14</b>
<b>FIRE PREPAREDNESS.....</b>	<b>14</b>
<b>FIRE AND LIFE SAFETY CAPTAINS .....</b>	<b>14</b>
<b>FIRE PREVENTION .....</b>	<b>14</b>
<b>FIRE PROCEDURES .....</b>	<b>15</b>
<b>FIRE ALARMS AND "FALSE" ALARMS.....</b>	<b>15</b>
<b>FIRE ALARM SYSTEM SEQUENCE OF OPERATION .....</b>	<b>16</b>
<b>FIRE EVACUATION IN THE BUILDING.....</b>	<b>16</b>
<b>CENTRAL GATHERING PLACE .....</b>	<b>17</b>
<b>TORNADOES .....</b>	<b>17</b>
<b>BOMB THREATS .....</b>	<b>17</b>
<b>OBSCENE PHONE CALLS .....</b>	<b>17</b>
<b>THEFT PREVENTION .....</b>	<b>17</b>
<b>BURGLARY.....</b>	<b>17</b>
<b>ROBBERY.....</b>	<b>18</b>
<b>MEDICAL EMERGENCIES.....</b>	<b>18</b>
<b>BUILDING OWNED DEFIBRILATOR.....</b>	<b>18</b>
<b>CPR TRAINED STAFF .....</b>	<b>18</b>
<b>EMERGENCY PREPAREDNESS .....</b>	<b>19</b>
<b>SECTION III.....</b>	<b>20</b>
<b>BUILDING RULES AND REGULATIONS .....</b>	<b>20</b>
<b>FIRST FLOOR PLAN.....</b>	<b>22</b>
<b>SECOND FLOOR PLAN .....</b>	<b>23</b>
<b>THIRD FLOOR PLAN.....</b>	<b>24</b>
<b>FOURTH FLOOR PLAN.....</b>	<b>25</b>
<b>FIFTH FLOOR PLAN.....</b>	<b>26</b>
<b>SIXTH FLOOR PLAN.....</b>	<b>27</b>
<b>SEVENTH FLOOR PLAN.....</b>	<b>28</b>
<b>EIGHTH FLOOR PLAN.....</b>	<b>29</b>
<b>NINTH FLOOR PLAN.....</b>	<b>30</b>
<b>TENTH FLOOR PLAN.....</b>	<b>31</b>

## SECTION I TENANT INFORMATION

### WELCOME TO WELLINGTON CENTRE

Wellington Centre Management welcomes you to Wellington Centre; an exciting work environment of unparalleled quality, convenience and efficiency. Our goal is to provide you, our valued customer, with the best in services and Management.

This handbook has been prepared to help answer many questions concerning operating procedures and services available to tenants and their employees. We urge you to read it thoroughly and keep it at hand for reference.

If you have any additional questions, please call the Management Office at (972) 991-0990, Monday through Friday, 8:30 a.m. until 5:30 p.m.

## MAIN TENANT CONTACT

We ask each tenant to designate one management person as our main tenant contact. If you are reading this manual, you may be this person. We try and route all lease and tenant issues within your space to this central person. You will be added to our e-mail address list and whenever problems arise, notices are to be delivered, etc. we will first attempt to communicate with you, our main tenant contact, and let you distribute this information to your staff and employees.

## AFTER HOURS PAGING PHONE

The building provides an after hours paging phone located between the glass doors at the main building entrance. Each tenant who wants to use this phone should contact the management office so we can code your phone number into the phone, and update the printed directory of Tenants. When after hour visitors call your office on the phone, they can be met in the lobby and escorted to your office or can be allowed direct access into the building while connected via the phone. Specific instructions are available from the management office as needed.

## AFTER HOURS OFFICE ACCESS

The management office and the security guards keep an access list from each tenant that lists the names of people allowed after hour access to that tenant's space, even without a security card or office key. It is the responsibility of each tenant to assure that the management office has a current copy of this access list at all times. We are the ones responsible for providing security with the list they keep at their desks. Please make sure to update the list whenever there have been changes in the office staff.

## COMMON AREAS

Common areas - corridors, stairways, etc. - are shared by all Tenants; therefore, they should not be used for storage or for discarded trash. Boxes or other unwanted items should be clearly marked "TRASH" or "BASURA" (Spanish for trash) and placed near a wastebasket inside the tenant's office.

Doors connecting common areas with leased areas are to remain closed at all times to ensure that others in the building are not disturbed. Addison Fire Code requires corridor doors to remain closed.

**Smoking is not permitted in any area of the building. The designated smoking area is located on Level One of the attached parking garage.**

## DELIVERIES

All activity through the loading dock is monitored by video cameras. Deliveries of an unusual nature must be coordinated through the Property Management office, at (972) 991-0990. All deliveries of supplies, office equipment, furniture, or large inventories that require a handcart of any type must be made through the freight dock and freight elevator, during the hours of 9:00 AM to 5:00 PM.

Deliveries requiring use of the freight elevator for extended periods of time, i.e., move-ins, move-outs or major deliveries, must be scheduled through the Property Management office for Saturdays and/or Sundays, or for after 5:00 PM Monday through Friday.

Unless specifically approved by the Property Management office in advance, materials may not be transported by two or four wheel carts across the main lobby. Passenger elevators may not be used to transport large, heavy, or bulky items or construction materials.

#### DOOR SIGNAGE / DIRECTORY INFORMATION

The Management Office provides and maintains the tenant directory in the lobby by the main entrance to the Building. Tenants may not place individual directories in the lobby. The Management office will assist tenants with door signs and listing in the building lobby. Door signage must be approved and ordered through our office, and must be of the standardized type found throughout the building.

No graphic identifications, signs, advertisements or notices shall be painted or affixed on or to any windows or other parts of the building unless first approved in writing by the Landlord.

#### EMERGENCY CONTACT LIST

Tenants must provide the Management Office with a list of key personnel indicating phone numbers to be called in the event of any emergency. This list should be updated regularly, and you will receive periodic requests from us for updated information.

#### EMERGENCY TELEPHONE NUMBERS

Property Management Office (24 hr) *	(972) 991-0990
ADT Alarm Systems (24 hr)	1-888-238-7374
On site Guard (Portable Phone) **	(972) 386-6372
City of Addison- Fire/Police/Ambulance	(972) 233-1111 or <b>911</b>

For further information on emergency procedures, refer to the Tenant Security/Life Safety section of this handbook. If you have an emergency after normal hours, you can call the management office main number (972-991-0990) you will be connected to a voice mail, enter mailbox #600 and leave your message, it will page a member of the Management Staff immediately and we will return your call as soon as possible. You can also call security at Founders Square directly at (214) 748-1900 and they can contact us as needed. The on site guard at Wellington may be called (972-386-6372) by those needing an escort to the parking garage until 12:00 p.m. (Mon - Fri) and from 8:00 am to 6:00 pm on Sat. & Sun. Leave a message if the guard does not answer, and you should receive a call back promptly.

#### JANITORIAL SERVICE

A professional janitorial company (American Housekeeping Inc.) is employed to regularly clean all leased and common areas Monday through Thursday nights and on Sunday mornings. Additionally, we employ a professional carpet cleaning service to

regularly clean common area carpets. If you see a common area needing attention, or a restroom or other maintenance problem, please notify our office immediately of any concerns or problems related to janitorial service. Requests can be made by e-mail to [dstamas@dallasbuildings.com](mailto:dstamas@dallasbuildings.com).

## KEYS/LOCKS

Keys to locked doors are issued to tenants at move-in and must be signed out by our office, as we track the issuance of all keys. Tenants shall be provided with one mailbox key and one key per employee to the corridor door. Additional corridor key blanks will be issued to tenants at no additional charge per key, and these can be taken to Joe's Locksmith on Beltline Road for duplication, or our engineering staff can get duplicates made for a nominal charge. Only persons shown as authorized with your company will be able to obtain additional keys. After hour security keys/parking cards are available with a \$15.00 refundable deposit. Both HID type cards and key fobs are available. Tenants are normally issued cards, but can request key fobs by calling the management office. Deposits will be returned at the Lease expiration for those cards and keys returned in working condition.

Additional door keys must be requested by submitting, in writing, on company letterhead, the number of keys required and having it signed by an authorized individual. All requests must come through the Management office for processing. Problems with malfunctioning keys or locks should be called to the Property Management office at (972) 991-0990.

To protect tenants and their property, it is extremely important that the Management office be advised in writing of changes in personnel. Terminated employee security card/keys must be turned in, and management must know of any card/keys which are reassigned.

**ALL LOCK/KEY WORK DONE IN WELLINGTON CENTRE MUST BE DONE BY MANAGEMENT AUTHORIZED PERSONNEL. OUTSIDE LOCKSMITH VENDORS ARE NOT PERMITTED TO DO WORK ON THE PREMISES.**

## MAIL AND EXPRESS MAIL SERVICE

US Postal Service (our station is the Noel Road Station) delivers mail to the lock boxes located on the second floor behind the elevator lobby. We receive afternoon delivery of our mail. Should you need to pick up mail earlier in the day; arrangements can be made with the substation in the Princeton Building (the beige brick building behind us). Outgoing mail is picked up once daily from the mail boxes on the first floor behind the elevator lobby. The time of pick up is posted on the front of the boxes. Please do not put outgoing mail in the slots of the lock boxes on the second floor, as the postman doesn't look for mail to be there.

To promote efficient service, incoming mail should be addressed as follows:

Your Company Name  
14643 Dallas Parkway  
Suite #, L.B. #  
Dallas, Texas 75254

Several national express package company service boxes are located in the building. A UPS OVERNIGHT and LONE STAR box are on the second floor by the lock boxes. USPS Priority Mail and FEDERAL EXPRESS boxes are on the first floor by the mail drop.

## MAINTENANCE

All maintenance of tenant's offices should be coordinated through the Management Office. Outside contractors are not allowed in any part of this building without prior management approval.

The building provides air conditioning, heating, plumbing, and electrical systems, and restroom supply maintenance. Tenants can help curb energy costs by turning off lights and other electrical equipment when not in use. Report any burned out bulbs to the management office, and please give the location and type of bulb (fluorescent, incandescent, spot light, or other). The building does not replace light bulbs in tenant owned modular furniture fixtures or other special lighting in your office unless the fixture and/or lamp were part of construction of your lease space. Report any plumbing problem and especially any water leakage or blockage to the management office immediately so an engineer can be dispatched quickly.

The thermostats located throughout the building are locked and must only be adjusted by engineering staff. Occasionally, thermostats get "out of calibration" and must be recalibrated. If the temperature in your area is uncomfortable, please have your office manager call the management office and our engineering staff will work with you on achieving a more comfortable working temperature. Each floor has approximately 20 zones of roughly 1,000 SF each, with a single thermostat controlling each 1,000 SF zone. Our engineering staff is trained to determine what is the best course to achieve a temperature most comfortable to each person in a particular zone whether it be adjusting a thermostat or changing the amount of air flow to a particular area.

To report any maintenance problems, please call the Building Management Office at (972) 991-0990 so we can fill out a written work order. Give your name, your company's name, your suite number, and a clear explanation of the problem to the secretary. We welcome e-mails at [dstamas@dallasbuildings.com](mailto:dstamas@dallasbuildings.com).

## MOVING

We want your moves to run as smooth as possible, and we need to be mindful of the building's daily operations and other deliveries, so we have established move rules which tenant's are asked to abide by. All move-ins and move-outs must be scheduled in advance with the Property Management office. In all cases, moving companies must provide the Property Management office with a certificate of insurance reflecting current coverage prior to the move, and must adhere to the moving rules (a copy is available from our office).

Tenants may not move-in or out during normal business working hours on the weekdays. Moving in or out must be done after 5:00 p.m. if scheduled between Monday and Friday. Saturday and Sunday, daytime hours, are okay to move in or move out.

## OPERATING SCHEDULE HVAC

The heating, ventilating, and air conditioning (HVAC) system is operational from 7:00 a.m. to 7:00 p.m. Monday through Friday, and from 7:00 a.m. to 1:00 p.m. on Saturdays. The system is operable at any other time via an after hours activating device near the first floor restrooms. Tenants requiring after-hours HVAC may obtain it by using their properly coded security card. If you anticipate your company needing after hours HVAC service, call our office in advance to obtain special coding of your HID card or fob and instructions for the system. A fee of \$60.00 per hour, with a two hour minimum, is charged for after hours HVAC services, since the entire building HVAC system must be turned on to cool individual floors after hours. If you have a big weekend project or need after hours HVAC for an extended period of time, we can make prior arrangements for such service, so that it is not necessary to have to remember to swipe a card every two hours.

The systems are not normally operational on Sunday or on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

## PARKING FACILITIES

The attached parking garage contains nine levels of parking, and all parking in the garage is for tenants only. The south surface parking lot (in the spaces so marked) are for visitors. Additionally, there are other surface spaces on the South and West sides of the building where your employees may be assigned to park. Access to the parking garage is via a proximity card that is assigned to each person by the Management Office. Tenants must fill out a form which gives our office information on the person and each vehicle that might be parked at any time in the garage or on surface spaces, prior to receiving a card. Each proximity card requires a refundable deposit of \$15.00. This deposit is returned via credit to the tenant account when the card is returned to our office in proper working condition (normal wear and tear exempted). All garage parking is on a first

come, first serve basis (there are no reserved spaces), except for the five handicap spaces and one special permit space on level 7. Level 8 (the open area) is designated as “RED DOT” spaces, and are for those employees who receive red stickers instead of blue ones. Each tenant is given a proportional share of the available parking, based on the rentable square feet of the lease space. 65% of that share is covered or blue sticker, and the remaining 35% is assigned to the open area with a red sticker. Each tenant is responsible for the assigning of blue versus red spaces within their company. Our security staff monitors the parking areas and will give courtesy notices to those employees parked in the wrong area. If an employee gets more than two courtesy notices we typically send the office manager or tenant contact a letter and try and work out the situation in an amicable manner, but your employees should be apprised that due to the commitments we must maintain with our other parkers, that their vehicle is subject to being towed if improperly parked.

Tenants need to contact the Property Management Office for further information regarding parking permit stickers, card access, etc.

#### PARKING FOR VISITORS

Several parking spaces have been allotted for free visitor parking. The one hour restricted spaces are located immediately in front of the south building entrance and longer term spaces are located to the southwest of the building front entrance past the speed bump and on the west end of the property by the garage. **We ask that Tenants not to park in visitor spaces anywhere in the front of the building even for a short time, so as to maximize the availability of visitor parking for all tenants.**

#### HANDICAP PARKING

Handicap parking is provided on the west surface parking lot for visitors and in the garage for tenants. If you know you will be having a handicap visitor come to the building and wish additional assistance, please let us know in advance and security can assist.

#### RECYCLING

The building currently has a recycling program. We provide tenants with desk side and larger copy room containers for disposing of recyclable materials. Recyclable materials consist of all paper except tissues, napkins, and any food wrap. Each container has a printed list on its side as a reminder. The paper is picked up by our janitorial staff and deposited in the dumpsters located at the west end of the long term visitor parking.

#### REMODELING AND CONSTRUCTION

If you have some ideas or needs regarding remodeling once you have moved in, please contact us before commencing any plans or work. We need to assess whether the work you contemplate meets code, the ADA, fire department requirements, etc., and we want

to make sure that the workers entering the building have insurance that protects both you the tenant and the building owners. Thus, the Management office must approve, in advance all plans to remodel or customize leased office space. This is necessary in order to insure that structural, electrical, plumbing, heating, ventilation, and HVAC are not adversely affected and to prevent noise complaints from other tenants, as well as disruption with normal daily building operations. Additionally, we must insure that all building and ADA issues are in compliance.

**ALL IMPROVEMENTS TO LEASE SPACES WILL BE ADMINISTRATED EXCLUSIVELY THROUGH THE MANAGEMENT'S OFFICE**

**REMOVING ITEMS FROM THE BUILDING**

While we certainly do not wish to invade your staff's privacy, please be aware that in attempt to maintain a prudent post 9/11 building environment for all tenants, removal of items through the loading dock and lobbies is closely monitored. If you would like to move something, please call our office and file a written notice on company letterhead with the Property Management office before 5:00 p.m. on the weekday preceding removal. The notice must be signed by a person with authority to approve the action. Security will be notified upon receipt of the notice from you and will be given instructions so that the event is handled smoothly.

**SECURITY**

Wellington Centre has an electronic security monitoring (card access) system, and Patrol Guards in the building, as well as a CCTV camera system monitoring all entryways and exits. If you have a problem after hours, the first thing you should do is call ADT Alarm Systems at (888) 238-7374. They can contact a member of management through various ways. The on-site guard can also be called on cell phone at **(972) 386-6372**. The Management office phone is transferred to voicemail and you will want to enter mailbox #600 and your message will be received and the Management Staff will be paged.

**SOLICITING AND LOITERING**

While we do not wish to interfere with any visitors to the Building, please know that soliciting (by vendors, plant people, art dealers, etc.) and loitering of any is strictly prohibited and monitored throughout Wellington Centre. Please notify management at (972) 991-0990 immediately if you observe this type of activity.

Please do not rely on your own instincts to determine whether a suspicious person poses a potential threat. Your safety and that of other tenants may depend on prompt reporting even when incidents appear to be harmless. Be especially aware of visitors who state they are "lost", and attempt to send another accomplice into one of your back doors while the lost individual ties up your receptionist. Keep your alternate corridor access doors locked at all times, and do not leave corridor doors blocked open (a violation of fire code).

## TENANT OFFICE SECURITY

Although Wellington Centre is staffed with security officers for eighteen hours a day, some Tenants may require separate alarms or fire safety equipment in their offices. It is the Tenant's responsibility to operate and maintain this equipment and any security or fire safety systems approved in advance by Building Management and to provide detailed written instructions to Building Management on the operation of this equipment in an emergency.

## HEAVY PAPERWORK OR FILES

If you have a file room with multiple boxes of heavy papers, please let us know. It may be necessary to get structural engineers involved to determine if such heavy loads impose a structural risk to the floors.

## SECTION II EMERGENCY AND LIFE SAFETY

### EMERGENCY PHONE NUMBERS

Emergency telephone numbers are listed below. In case of a life safety or security crises, contact the appropriate Addison agency:

Police/Fire/Ambulance	(972) 233-1111 or <b>911</b>
Poison Control	(972) 233-1111
ADT Alarm Systems	(888) 238-7374

### FIRE PREPAREDNESS

Fire preparedness is the responsibility of each and every tenant and employee. Each tenant floor should appoint a Fire Warden, an Exit Monitor, and a Searcher who will direct and guide personnel and visitors in the event of a fire or other emergency. The Emergency Team should present an Emergency and Fire Prevention Orientation Program for employees so that they: (1) become familiar with the locations of the fire alarm pull stations, fire extinguishers, and fire exits; (2) know how to use the fire extinguishers safely. Finally, employees should understand the importance of obeying the instruction of Fire Wardens, Firemen, and Police Officers in all emergencies.

### FIRE AND LIFE SAFETY CAPTAINS

We hold regular and periodic meetings with key persons within your company designated by you to serve as Fire and Life Safety Captains for your office. You will be asked to appoint someone from your office for this duty, soon after your move in. While the meetings aren't mandatory, they are extremely helpful and well advised so that we may communicate important issues to you, and in turn, you can communicate these issues to your staff. In these meetings, we attempt to intimately familiarize you with the safety features of the building and we discuss safety issues; most importantly how to evacuate from the Building and where to go in the event of an emergency.

### FIRE PREVENTION

Fire prevention should also be supervised by the Fire Warden, after presenting these guidelines to all employees:

1. Be certain that all coffee pots, hot plates, extension cords, and other electrical appliances have the UL (Underwriters Laboratories) label.
2. be sure that coffee pots, hot plates space heaters, fans, and electrical equipment and other devices are turned off when leaving each day.

3. Avoid electrical overloading. Never use octopus plugs and exercise care in the use of extension cords. Contact the Addison Fire Department for further information.

4. If fluorescent light fixtures become overheated (characterized by a pungent, burning odor), report the problem to building management at once.

## FIRE PROCEDURES

Fire procedures have been established to inform you of your responsibilities and best opportunities for escaping without injuries in the event of a fire. Pull fire alarm for all fires that require leaving the area of the fire to obtain extinguishing equipment. Remember the acronym **RACE** for the correct priority of procedures to follow for a serious incident:

1. **Rescue:** or evacuate anyone in immediate danger.
2. **Alarm:** report the fire by pulling the fire alarm pull box nearest the fire, then if time permits, call the Addison Fire Department at 911, and give your name and the exact location of the fire, then notify Property Management at (972) 991-0990.
3. **Contain:** close all doors and windows, turn off fans and air conditioning units, and if possible, to confine the fire to its immediate area.
4. **Extinguish:** attempt to put out with proper use of fire extinguishing equipment.

## FIRE ALARMS AND "FALSE" ALARMS

In the event that the building's fire management system detects a problem, it goes into alarm and begins a "sequence of operation" described below. Building Management encourages you to treat all alarms as if they were real fire situations and to evacuate the area, in the manner described in this handbook, if your area is in alarm (or if you think there may be an alarm in the building). In all alarm situations at the building, the fire department is automatically and immediately called and instructed to respond to the building. When they get here, they investigate the cause of the alarm, and *they are the ones to determine if it is safe to stay where you are, evacuate, etc.* You will see and hear the building systems doing many things during this time and you may see the fire department's equipment arrive. Please do not contact our office, because all of our available personnel will be responding to the alarm and we probably will not know the cause of the alarm and whether or not you can or should remain in your office. Evacuate to the central gathering place first and ask questions later in the event of an alarm, do not loiter or wait in the lobby of the building. Know who the fire captain is for your office and when possible take guidance from them in alarm situations (if you do not know who your captain is, call us and we will tell you who is currently listed). Please do not interrupt or question fire department personnel or building management personnel during an alarm if at all possible; we are trying to determine the cause of the alarm to see whether or not there is a fire or emergency situation. Instead, again, please evacuate to the central gathering place. A public announcement will be made by management or the fire department **WHEN IT IS SAFE TO RETURN TO YOUR OFFICES.**

## FIRE ALARM SYSTEM SEQUENCE OF OPERATION

The Fire Management system monitors all alarm initiating devices, indicates an alarm at the Fire Command Center (in the building) and performs control functions as described below.

If an electrical/telephone room smoke detector or duct detector goes into alarm a LED will annunciate the floor in alarm at the panel. A slow whoop will sound on the floor of the incident, the floor above, the floor below, all stairways, and elevators, followed by a pre-recorded message. The stair pressurization fans will run and a signal will be sent to the HVAC contractor control panel for floor damper control. The elevators will be captured and returned to the 1st floor (unless alarm occurs on the 1st floor then they will be brought to the 2nd floor). A signal will be sent to the security monitoring contractor to dial the central fire station and all the exit lights will flash. If a flow switch goes into alarm (for a sprinkler head) the above sequence shall occur and the upper and lower atrium exhaust fans will run. If two smoke detectors in lower or upper atrium go into the alarm the above sequence shall occur and its respective smoke supply system will be energized. If an elevator lobby smoke detector goes into alarm the above sequence shall occur and the elevator doors will not open to the floor of incident. The slow whoop and pre-recorded message will continue until the Fire Department personnel clear the system and reset the panel to normal. This is done only after they are fully satisfied that it is safe to return to the building.

## FIRE EVACUATION IN THE BUILDING

The building has established a CENTRAL GATHERING PLACE where all persons being evacuated should go. Please do not linger in the lobby or outside of the north or south building entry doors. The purpose of this CENTRAL GATHERING PLACE is to be able to take a head count of personnel so as to be able to tell the Fire Department if there are still people in the building needing assistance in a fire. Adhering to an organized evacuation to this CENTRAL GATHERING PLACE could very well save the life of a fellow employee or friend in a major fire. Please cooperate with this request.

**IN A FIRE SITUATION, THE STAIRWELLS ARE THE SAFEST PLACE TO BE. PLEASE MEMORIZE THE LOCATION OF ALL STAIRWELL ENTRANCES ON YOUR FLOOR.** Fire evacuation in the building demands that you never attempt to use the elevators as an escape route; in accordance with accepted high-use emergency procedures, all elevators are programmed to return to the lobby as soon as the fire alarm system is activated. Remember, you should leave the area of the fire immediately unless you have assigned duties or are assisting in extinguishing procedures. The primary evacuation routes should be through the stairwells (if possible, closing all doors behind you). Stay in single file, walking on the right, to allow firemen access to the same stairwell. **Do not panic!** Walk, don't run. If at all possible, proceed down the stairs toward the street, rather than up toward the roof, as rescue from upper areas may prove much more difficult. **In a fire situation in a multiple-story building such as Wellington Centre, fire alarm warning sirens and verbal instructions will sound for the floor on which the fire is located and one floor above and below to evacuate. Evacuation of additional floors, if necessary, will be ordered by the Addison Fire Department officials at the scene.**

## CENTRAL GATHERING PLACE

The Central Gathering Place for all tenants evacuating their offices will be the open area on the north side of the building between the parking garage and the 2 story wing of the Building. Should you exit by way of the stairs into the first floor or out into the garage, please make your way as quickly as possible to the north side open area so your fire captain can begin a head count of your suite.

## TORNADOES

Tornadoes present an emergency situation that also requires Tenant Fire Wardens to effectively establish procedures. In the event of extremely high winds or a tornado warning, Wardens should move employees and visitors to areas of the building offering the greatest protection (i.e. inner hallways and stairwells). Under no circumstances should anyone be allowed to remain near outer walls containing windows.

## BOMB THREATS

Bomb threats demand proper responses on the part of the individual receiving the call. He or she must be prepared to deal with the caller, record accurate information and assist authorities in identifying the perpetrator. If you receive such a call, remain calm and listen without interruption, attempting to keep the caller on the line as long as possible. Record every word spoken by the person. Notify the Property Management Office and a supervisor in your company. You should never initiate a search of your premises, but should a suspicious object (package, briefcase, or bundle) be observed, do not touch it. If ownership can't be determined, notify the police department and security. All persons on the floor or within 300 feet of the suspected object will be evacuated immediately to minimize even the most unlikely risk to the safety of everyone in the building.

## OBSCENE PHONE CALLS

Obscene phone calls are best dealt with by (1) not speaking and hanging up immediately; (2) notifying the Management Office; and (3) completing a phone call report of what was said. The individuals may attempt to call again. If so, hang up the phone each time. Failing to respond to the caller will diminish the incentive to call again.

## THEFT PREVENTION

Theft prevention requires that all employees be instructed on precautionary measures to safeguard both company and personal property (such as petty cash boxes, stamps, purses, or wallets) by securing vulnerable items in a desk or suitable cabinet which may be locked when unattended. If you notice any suspicious or unauthorized persons loitering in the building without apparent reason, notify the Management Office immediately. Furthermore, the last employee to leave a work area should make certain that all doors are locked and the area is secure.

## BURGLARY

After a burglary, do not disturb anything at the scene. The chances of apprehension and recovery of property are greatest if the scene is left intact and all clues preserved.

Contact the Management Office immediately and then notify the Addison Police to dispatch an officer at once. Please be prepared to provide information on the items that are missing.

## ROBBERY

If a robbery occurs, remember that you shouldn't react forcible to an armed encounter. The risk of injury is simply too great. Stay calm. Don't panic. This will help you to think rationally so that you will not overreact, giving the robber(s) reason to believe that you present a threat. Make a mental note of the physical characteristics and clothing of the person(s) in order to assist the police with an accurate description. As soon as the perpetrators have left the premises, notify the Addison police and the Property Management Office.

## MEDICAL EMERGENCIES

In case of a medical emergency which cannot be dealt with internally:

1. Notify Addison Fire Department or EMS at 911.
2. Give the AFD or EMS your name, phone number, the location of the injured person(s), and describe the kind of problem that exists.
3. If possible, position someone to direct the responding emergency teams to the victim(s).
4. Attempt to give first aid if possible. If the victim has stopped breathing, or appears to be suffering from a heart attack or shock, summon people with CPR training at once, since it is imperative that the victim begin receiving oxygen within a very few minutes.
5. In providing first aid remember: Do not move an injured person except to protect the victim from a life-threatening situation; insure that the victim has an open airway and proceed with mouth-to-mouth, nose-to-mouth, or CPR respiration only if the person is not breathing at all; and attempt to control any severe bleeding at once.

## BUILDING OWNED DEFIBRILATOR

Wellington Centre owns an automatic defibrillator which can save the lives on one of your employees who may suffer heart attack; it is located in the Management Office. Please call us, immediately after calling 911, and come get the defibrillator if you suspect an employee is having a heart attack, sever chest pains, or breathing problems.

## CPR TRAINED STAFF

We maintain a list of individuals within the Building that are CPR trained. Please let us know who is your office is trained. Please call the Management Office for an updated list, so that you will have this information handy.

## EMERGENCY PREPAREDNESS

For optimum preparedness for medical emergencies, the Building Management Office recommends that each office keep files on every employee with complete chronic ailments, allergic reactions, doctor's name and phone number, and the hospital(s) their doctor works out of.

### SECTION III BUILDING RULES AND REGULATIONS

1. Sidewalks, doorways, vestibules, halls, stairways and similar areas shall not be obstructed by Tenants or used for any purpose other than ingress and egress to and from the Premises and for going from one to the other part of the Building.
2. Plumbing fixtures and appliances shall be used for purposes for which constructed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a Tenant shall be paid by such Tenant, and Landlord shall not in any case be responsible therefor.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or other part of the Building, except of such color, size and style and in such places as shall be first approved in writing by Landlord.
4. Directories will be placed by Landlord, at its own expense, in conspicuous places in the Building. No other directories shall be permitted unless previously consented to by Landlord in writing.
5. Tenants shall not do, or permit anything to be done in or about the Building, or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the Building, Land, or on property kept therein, or obstruct or interfere with the rights of, or otherwise injure or annoy, other Tenants, or do anything in conflict with the valid pertinent laws, rules or regulations of any governmental authority.
6. Landlord shall have the power to prescribe the weight and position of iron safes or other heavy equipment, which shall in all cases, to distribute weight, stand on plank strips at least two (2) inches thick. All damage done to the Building by taking in or putting out any property of a Tenant, or done by a Tenant's property while in the Building shall be repaired at the expense of such Tenant.
7. A Tenant shall notify the Building Manager when safes or other heavy equipment are to be taken in or out of the Building, and the moving shall be done under the supervision of the Building Manager, after written permit from the Landlord. Persons employed to move such property shall be acceptable to the Landlord.
8. Corridor doors, when not in use, shall be kept closed.
9. No furniture, packages, or bulky material of any kind will be received in the Building or carried up or down stairs or in the elevators except in the manner and at the times specified by Landlord.

10. Each Tenant shall cooperate with Landlord's employees in keeping leased premises neat and clean. Tenants shall not employ persons for the purpose of such cleaning.

11. To insure orderly operation of the Building, no ice, mineral or other water, towels, newspapers, etc., shall be delivered to the Premises, except by persons appointed or approved in writing by Landlord.

12. Should a Tenant require telegraphic, telephonic, annunciator or other communications service, Landlord will direct the electricians where and how wires are to be introduced and placed, and none shall be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without Landlord's prior written consent.

13. Landlord shall, at reasonable hours, have the right to enter premises leased to Tenants, to examine same or to make such alterations and repairs as may be deemed necessary, or to exhibit the same to prospective Tenants.

14. Tenants shall not make or permit any improper noises in the Building or otherwise interfere in any way with other Tenants, or persons having business with them.

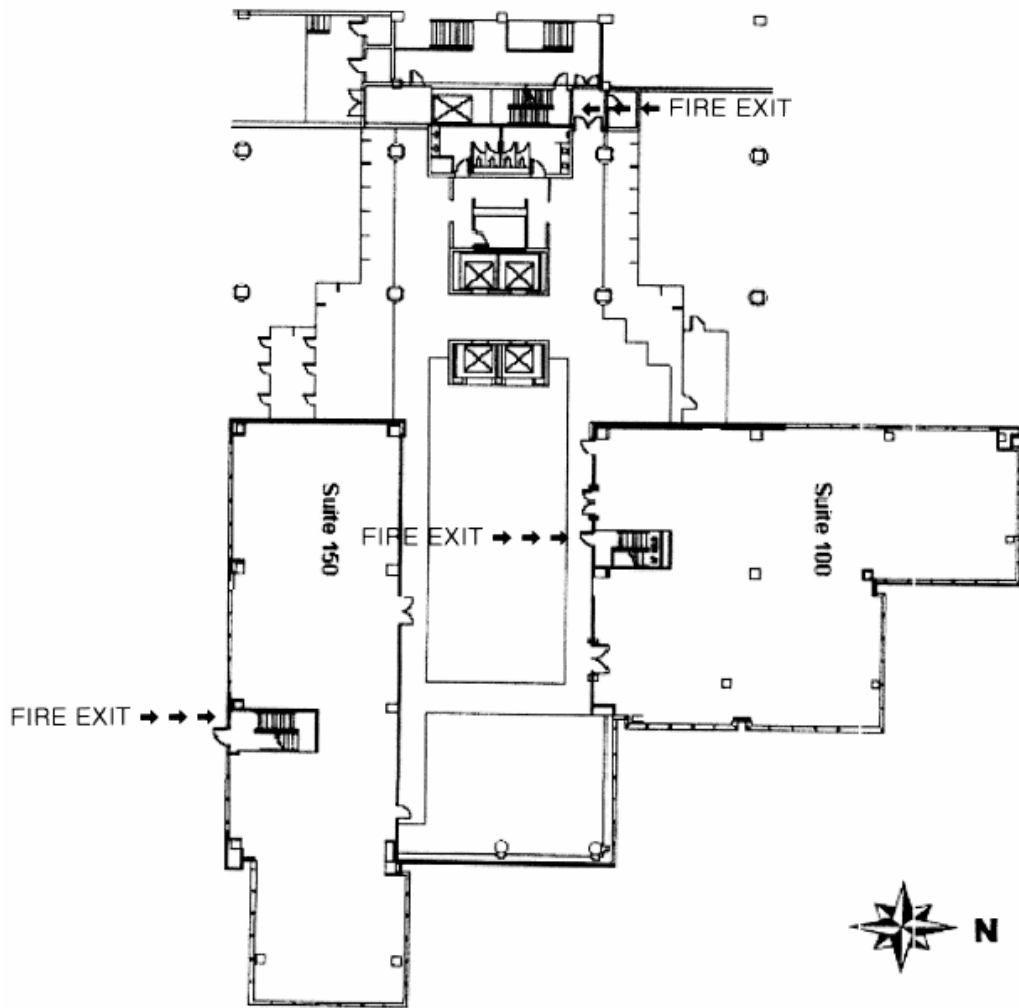
15. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds or animals shall be brought into or kept in or about the Building.

16. No machinery of any kind shall be operated on the Premises without the prior written consent of Landlord, nor shall a Tenant use or keep in the Building any inflammable or explosive fluid or substance, except for routine quantities of office supplies, or any illuminating materials, except candles.

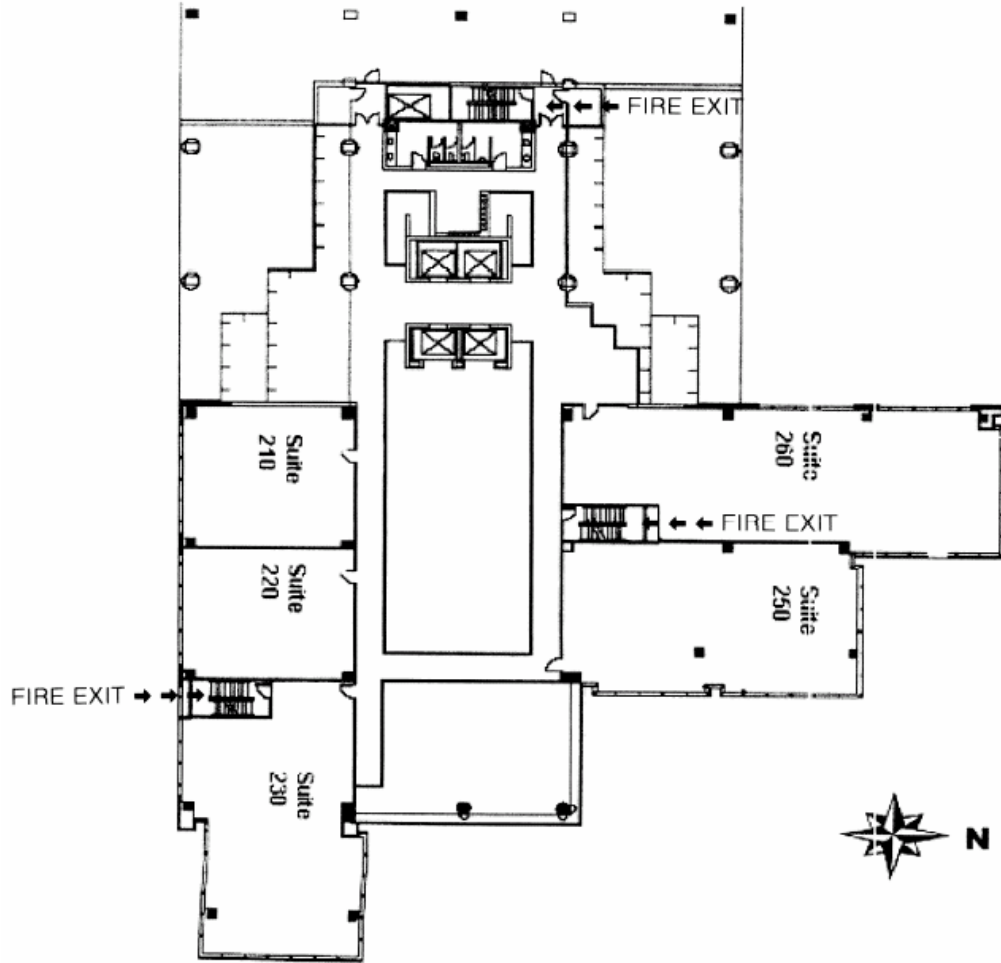
17. Landlord reserves the right to rescind any of these rules and make such other and further rules and regulations as in its judgment shall from time to time be needful for the safety protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of its Tenants, their agents, employees and invitees, which rules when made and notice thereof given to a Tenant shall be binding upon him in like manner as if originally herein prescribed.

18. Tenant will pay a one-time fully refundable \$15.00 security deposit for each proximity security card issued. This deposit will be refunded when the card is returned undamaged to the Management Office. Cards and keys must be requested in writing by an authorized employee of Tenant. Tenant will promptly return these items to Management upon termination or resignation of an employee.

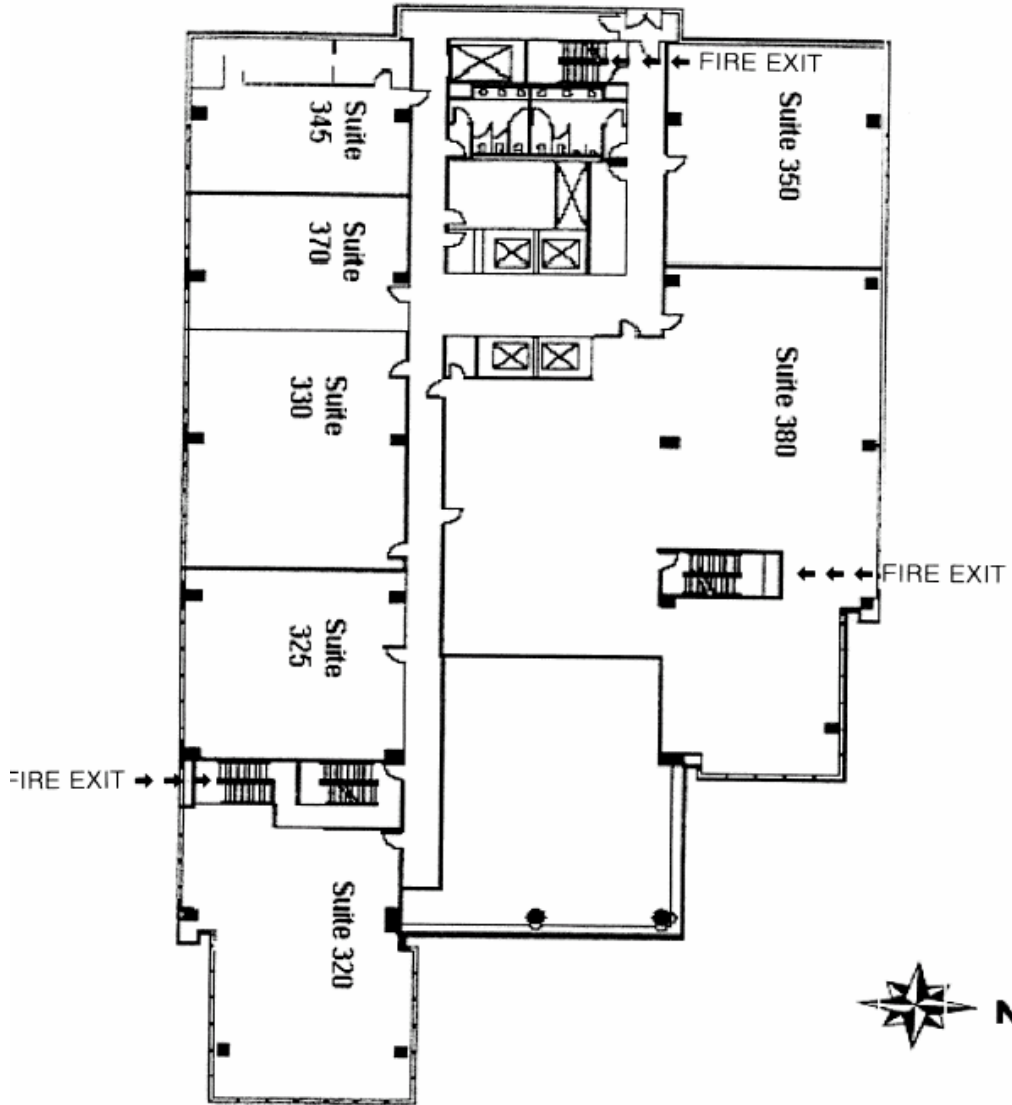
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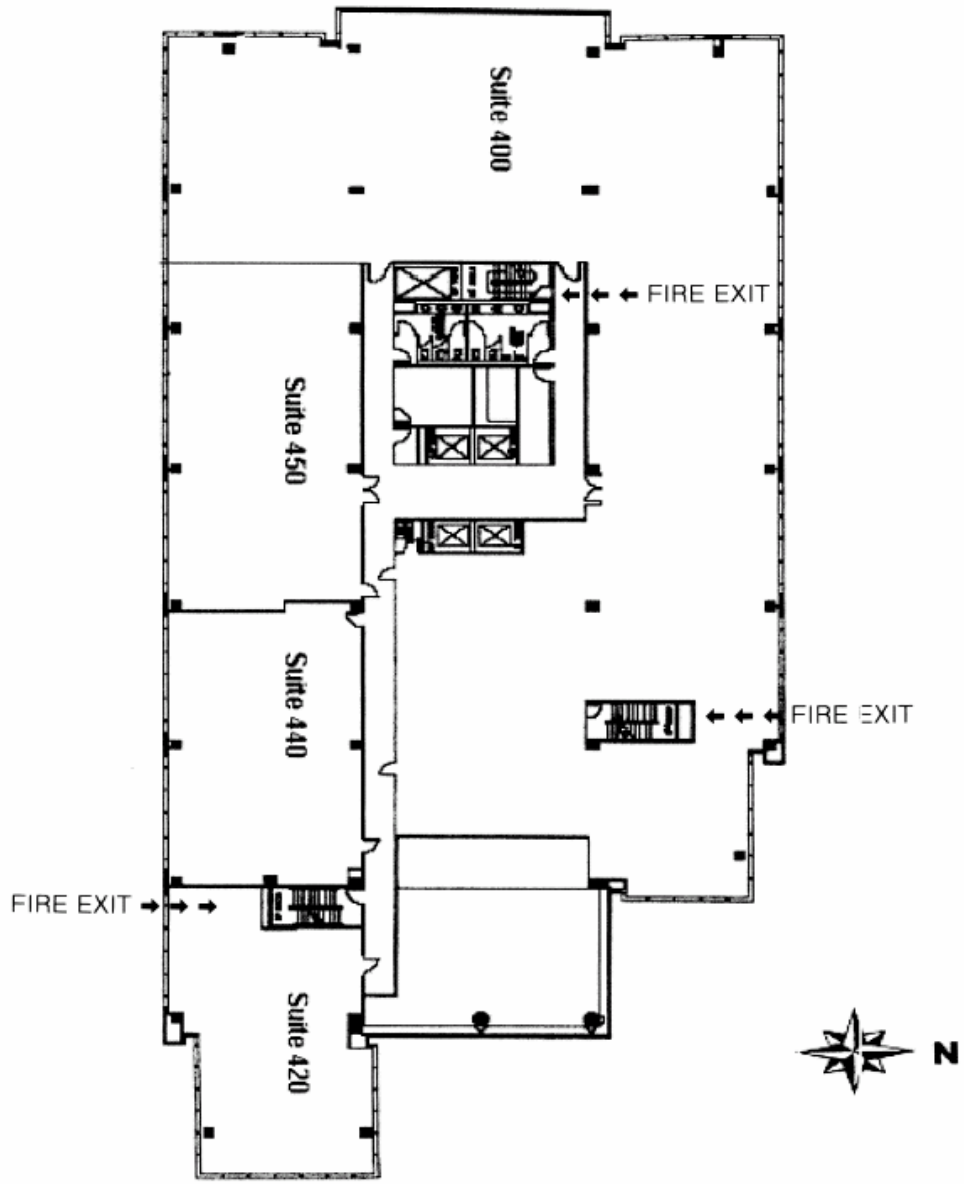
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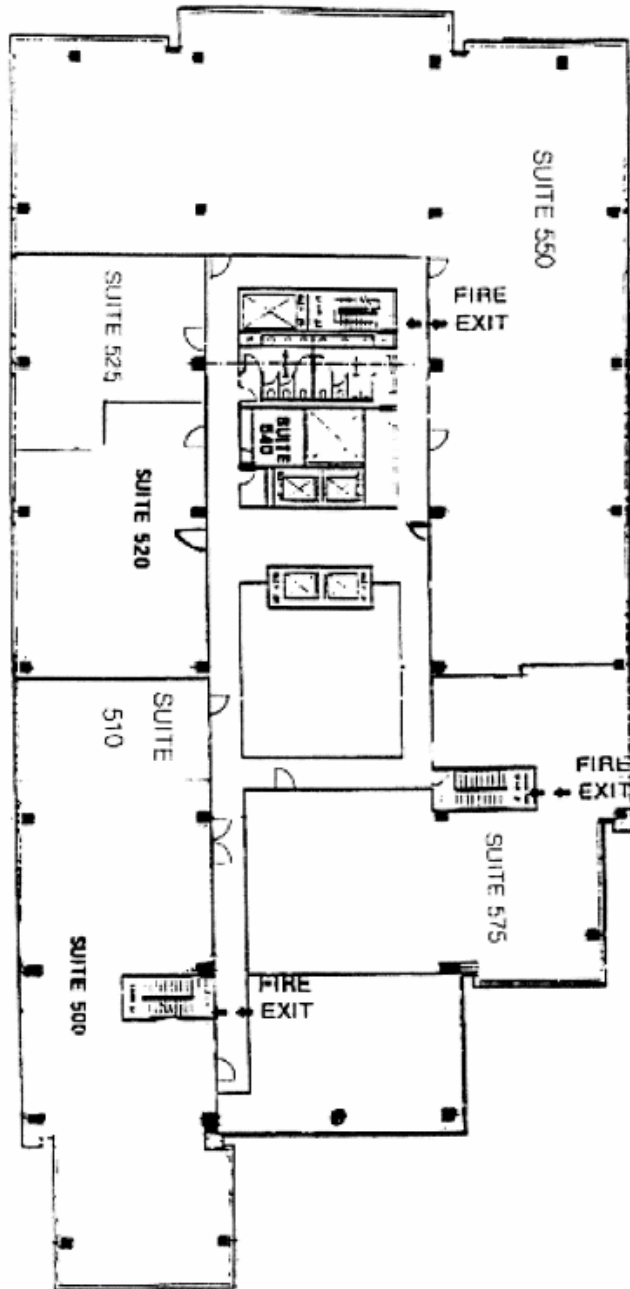
THIRD FLOOR PLAN



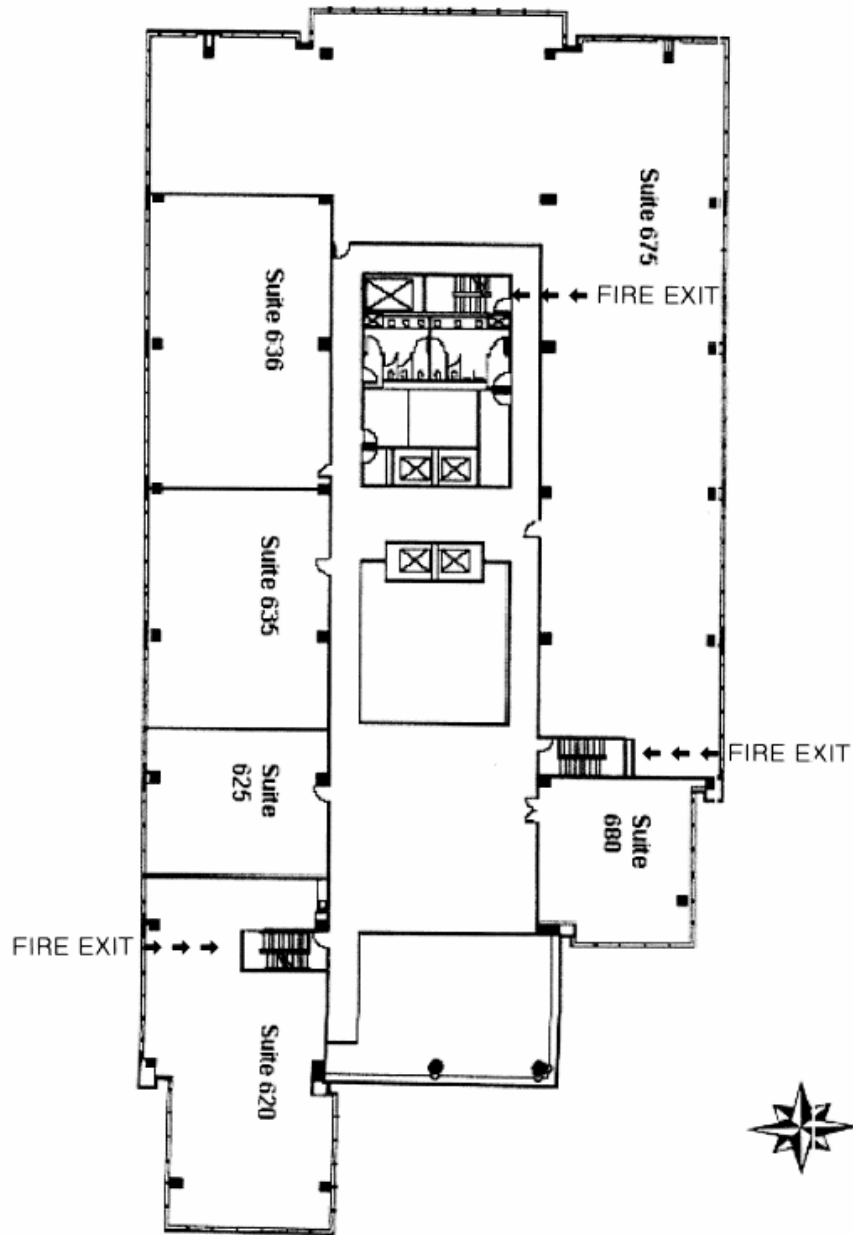
FOURTH FLOOR PLAN



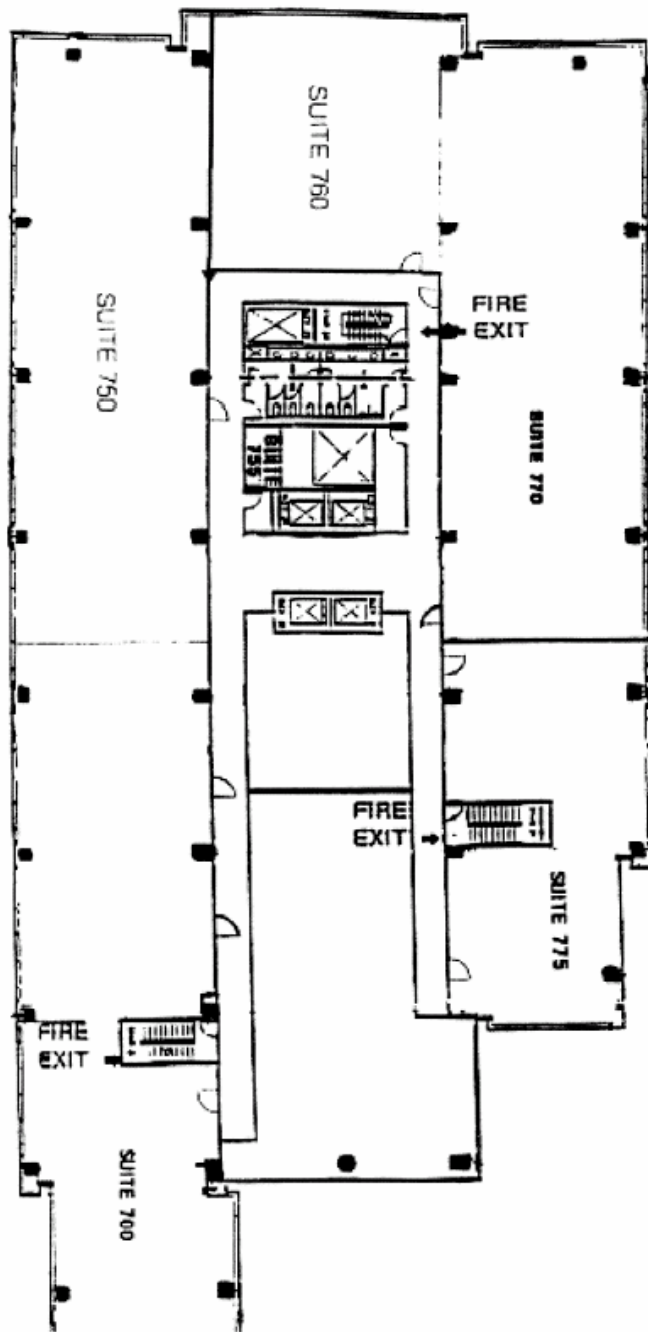
FIFTH FLOOR PLAN



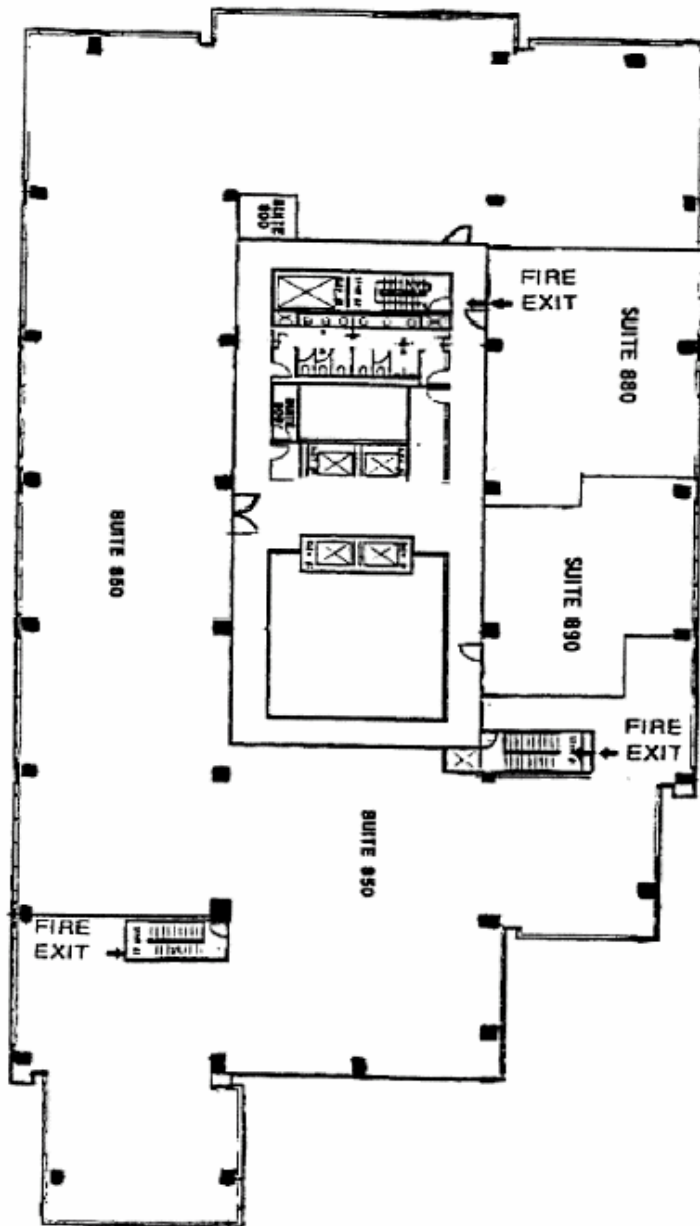
SIXTH FLOOR PLAN



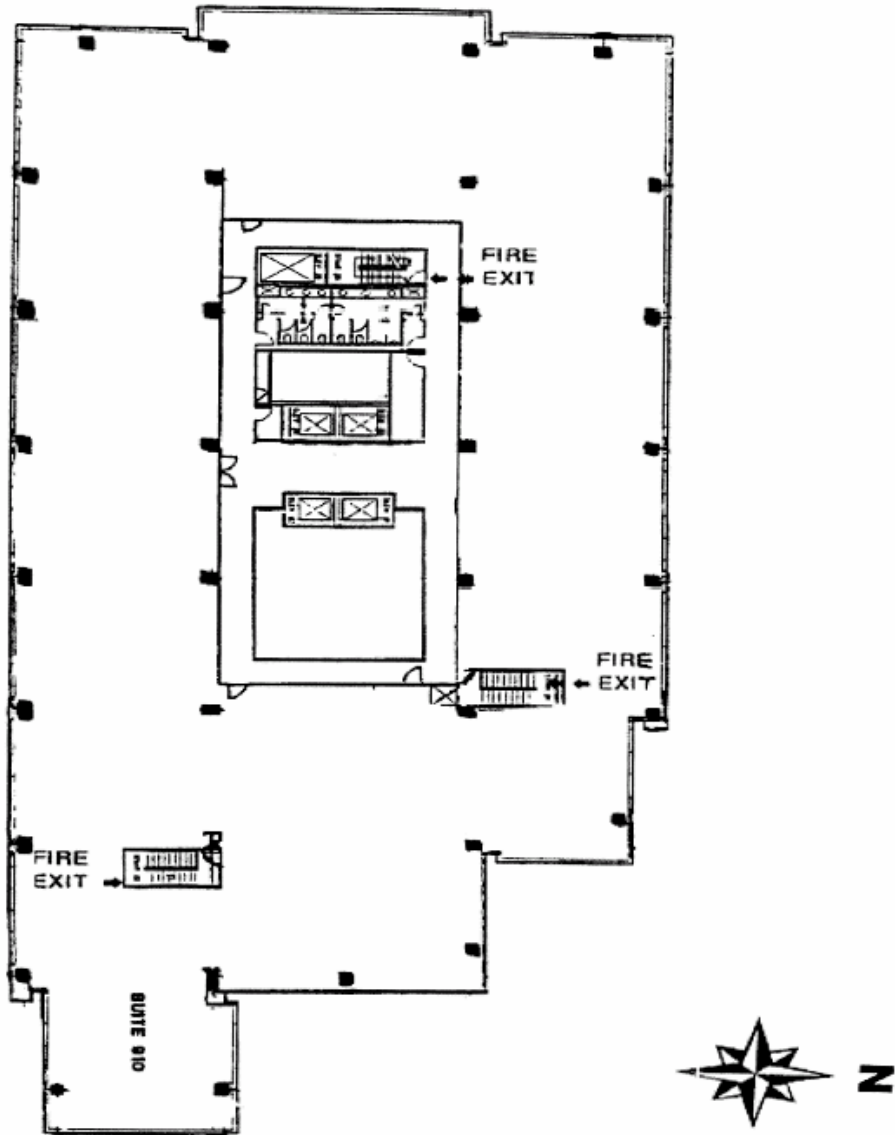
SEVENTH FLOOR PLAN



EIGHTH FLOOR PLAN



NINTH FLOOR PLAN



TENTH FLOOR PLAN

