

GEORGIA-PACIFIC CENTER TENANT WELCOME BOOK



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Welcome to Georgia-Pacific Center

Transwestern, the building's management team, has designed this Tenant Handbook to provide you with basic building information.

A separate Crisis Management Plan containing important safety information and emergency procedures will be provided by Transwestern.

Should any of the information in this Handbook differ from your office lease, the lease terms override the contents of this Handbook.

If you have any questions on the information in this Handbook or need additional information, please contact the management office at 404-585-4500.

The Transwestern management team looks forward to serving you at Georgia-Pacific Center.

Contact Information

Virginia Ferguson
General Manager
Virginia.Ferguson@transwestern.com

Danny Butler
Chief Engineer
Danny.Butler@transwestern.com

Jenny Lipscomb
Property Manager
Jenny.Lipscomb@transwestern.com

Harper Glass
Assistant Property Manager
Harper.Glass@transwestern.com

Greg Frankum
Leasing
Greg.Frankum@transwestern.com

Management Office:

(404) 585-4500

VMS Desk:

(404) 585-4521

24/7 Security Console:

(404) 585-4510

SP+ – Parking Garage Operator:

Valerie Wallace
(404) 234-1440
vwallace@spplus.com

GPC Building Alerts:

Please store the number **72029** as a contact for all building text notifications.

About Georgia-Pacific Center

Georgia-Pacific Center is an iconic Class A office building situated in the heart of Downtown Atlanta. Standing fifty-two stories tall, this 1.3 million sf. office building offers convenient amenities and is within walking distance of several restaurants, hotels and entertainment.

Built in 1982, Georgia-Pacific Center stands on what was once Lowe's Grand Theater where the world premiere of *Gone with the Wind* was featured in 1939. The building was originally built as Georgia-Pacific's downtown Atlanta headquarters and is now shared with other corporations making Georgia-Pacific Center a multi-tenant building. In 2017, the Georgia Historical Society dedicated a historical marker to the company for its contribution to the State of Georgia. The marker can be found mounted on the outside wall near the front entrance of the building.

About Transwestern

Transwestern is a privately held commercial real estate company of collaborative entrepreneurs specializing in Agency Leasing, Asset Services, Occupier Solutions, Capital Markets and Research. Our fully integrated global enterprise adds value for investors, owners and occupiers of all commercial property types. We leverage market insights and operational expertise from members of the Transwestern enterprise specializing in development, real estate investment management and research. Transwestern has 34 U.S. offices and assists clients from more than 219 offices in 37 countries through strategic alliances with France-based BNP Paribas Real Estate and Canada-based Devencore.

Transwestern's Asset Services teams deliver a higher level of service in commercial property management and return on investment for our clients. Our global reach and resources continue to grow, but our ownership approach to financing and investment services will always be people-driven and client-focused. We bring winning strategies to asset property management.

Our trained professionals take an ownership mentality with each of our clients' assets, acting as the CEO of the project and going above and beyond to deliver The Transwestern Experience.

Building Hours & Holidays

Hours of Operation:

Monday – Friday:	8:00AM – 6:00PM
Saturday:	8:00AM – 1:00PM

Georgia-Pacific Center is closed on Sundays and the following holidays:

Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	New Year's Day

And other days observed generally as holidays by a majority of the privately-owned businesses in Atlanta, Georgia.

Georgia-Pacific Center is open 24/7 to all tenants, with active access keycards.

Mailing Address & Service

For mail service, please use the following address format according to the appropriate building and suite number:

Company Name
133 Peachtree Street NE
Suite #
Atlanta, GA 30303

The building's mailroom can be found on the retail concourse, located down the escalator on the second floor. Mail delivery and pick up occurs Monday through Friday, with one outgoing mail drop off at 11:00AM and another at 2:00PM. Packages may be picked up from the mailroom between the hours of 12:00PM and 2:00PM.

The postmaster will coordinate mailbox assignments and provide mailbox keys to new tenants. There is no cost for newly assigned mailbox keys, but fees for replacements will be charged.

To contact the Georgia-Pacific Center mailroom, please call (404) 524-3597

All other inquiries regarding mail services should be directed to the local post office:

Central City
400 Pryor Street NE
Atlanta, GA 30303
1-800-275-8777

For your convenience, Federal Express (FedEx) mail services can be found on the Level 2 retail concourse, beside the mailboxes. FedEx pick up occurs Monday through Friday at 6:00PM. FedEx does not pick up on Saturday or Sunday.

Safety & Security Information

Our highest priority at Georgia-Pacific Center is the safety of all tenants. Security occupies the building 24 hours a day. Card access is required before 8:00AM and after 6:00PM Monday through Friday and all day on Saturday and Sunday.

Our security personnel monitor the lobbies, parking areas, and loading dock. During non-business hours, officers will patrol the building to include its tenant floors. They are easily recognized as they are always dressed in uniform. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on alert for any unusual activities within the building.

All persons entering the building without an access card after business hours will be required to show identification and check in with security at the loading dock or the lobby security desk. At all times, tenants should make sure they carry the correct key to their suite.

Fire drills and safety training will occur at least once per year and all tenants are asked to participate. A tenant safety team that includes at least one Safety Warden must be chosen by each tenant for each suite or floor that is occupied.

If a problem arises after hours, please call 404-585-4510 to reach security personnel at the 24-hour lobby security desk.

Visitors

All visitors must be registered in the visitor management system (VMS) prior to their arrival and present a valid photo identification to security upon check in at the lobby visitors' desk. Tenants must submit their guests' name and the date and time of their visit through the VMS web portal. Should a visitor arrive without prior authorization, security will place a call to the primary and/or secondary tenant contact to request authorization. In the case that neither contact can be reached, the visitor(s) will not be granted access.

In the case of a large group (e.g. conference or meeting), we ask that an open turnstile request is submitted via Building Engines. Please attach a list of attendee names to your Building Engines work order submission. A representative from your office should be present for the time period the turnstile is open to ensure only guests enter.

Smoking Policy

As a result of the Clean Indoor Air Ordinance passed April 21, 1993 in Fulton County, Georgia-Pacific Center has a no smoking policy in all indoor areas (including common areas) of the building. Common areas include lobbies, stairwells, hallways, elevators and restrooms. Note that all smokers must stay a minimum of 25 feet from all entry doors and air intakes.

Security Checklist

For your own internal security and for the security of the building, we strongly recommend controlling the number of access keys issued and maintaining up-to-date records of those employees with access to your office. The following is a list of general office security suggestions that are offered to you as an aid in establishing your internal security procedures:

1. Restrict office keys to those who need them.
2. Keep complete, up-to-date records of the disposition of all office keys and access cards.
3. Have adequate procedures for collecting keys and access cards prior to termination of employees.
4. Secure all laptops, computer peripherals, cameras, calculators, photocopiers, etc. with maximum security locks.
5. Establish a rule that keys must not be left unguarded on desks or cabinets. Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
6. Prevent unauthorized personnel from reporting a "lost key" and receiving a "replacement" by assigning a responsible person to issue all keys. Keep a record showing issuance and return of every key, including name of person, date, and time.
7. Provide at least one lockable area to protect purses and other personal belongings.
8. Insist on identification from contractors who come to work in your office and stop anyone walking about your suite that you do not recognize.
9. Deposit incoming checks and cash each day so that you do not keep large sums in the office overnight.
10. Clear all desks of important papers.
11. When working alone in the office at night, set the front door lock to prevent anyone else from entering.
12. Keep the police, fire department, and building security telephone numbers posted.
13. Double check to see that all doors are securely locked before you leave.
14. Have an inventory listing all office equipment in your space, including serial number and identification. Require written authorization before any office equipment is released for repair or maintenance.

Theft Reporting

Any property determined to have been taken or used by an unauthorized entity should be reported to the Atlanta Police Department and security immediately.

The security of your office is your responsibility. In your office, valuables, purses, etc. should not be left in plain view. We recommend that purses be locked in your desk and that valuables be put away and locked up at night. Should an incident or loss occur, contact security immediately and an officer will be dispatched to create a report. Each report carries critical information that could be used to deter future incidents.

Lost & Found

The security console serves as a lost and found area for any items found in the building. If you lose something, please call 404-585-4510. If you find something, please kindly drop it off at the security console.

Suspicious Persons

If you see a suspicious person in the building, please call security immediately. If possible, make note of the person's appearance and location, as this will assist our security personnel in locating the person(s). Please be aware of strangers in your areas and halls. Quite often a question such as, "May I help you locate someone?" is enough to deter a potential thief. Suspicious encounters of this type should be reported to security immediately.

Solicitations

If you see a person soliciting in the building, please call security immediately with a description of the person's appearance and location, if possible. Types of solicitation include unannounced vendors bringing "gifts" or stopping in your office to sell products, restaurant employees handing out menus, or any uninvited visitor in your suite. If any such person visits your suite, please inform them that we do not allow soliciting in the building. Security is available to escort them off the premises if needed.

Access Cards

Turnstiles are located at each elevator lobby entrance. Each employee working at Georgia-Pacific Center must carry a building standard access card in order to gain access through the building turnstiles. Only the representative(s) designated by the tenant will be authorized to request access cards.

Access cards are produced by request from the designated tenant representative(s). Request for new cards, replacement cards, or card reassignment must be placed in the online work order system, Building Engines, under the "Access Card" request. Any badges requested after the initial move-in period will be subject to a \$15.00 charge. This charge will appear on the monthly rent statement.

When an employee is terminated, please notify the management office immediately so the key card can be deactivated. The communication should include the full name of the employee, the effective date of the termination, and if there will be any special circumstances that must be followed (*example*: terminated employee will be back to pick up belongings and must be escorted). Contact the Security Director at 404-585-4511 to coordinate a security escort during terminations if needed.

Keys & Locks

All keys in the building are included in a Building Master Key system. This key system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks be changed, or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, this service must be requested through Building Engines. Additional fees may apply.

As standard building policy, we re-key each suite before new tenants move in. This ensures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, place a work order in Building Engines under the “key and locks” work order type. There is a \$15.00 charge per key (pricing subject to change).

In response to your internal security needs, we can provide additional services upon request, which include:

- Separately keying individual offices
- Re-keying the entire suite
- Installing security systems throughout the space

Additional services are available upon request. Please contact the management office at 404-585-4500.

Tenant Communication

Building management requests that each tenant please provide at least one tenant representative. The tenant representative will act as the main point of contact with building management. All general service requests should be submitted to Building Engines by the tenant representative.

- Access Card Requests
- Key and Lock Requests
- Maintenance Requests
- Janitorial Service Requests

All after-hours HVAC and lighting requests should be submitted to GENE. Please consult the “Energy Management” section for more information.

Since many of the above requests involve additional billing amounts, it is very important that the tenant representative is authorized to approve such charges.

In the event of an emergency, please have the tenant representative(s) contact the property management office immediately. Emergency situations include power outages, water leaks, and fire/life safety issues. Please refer to the Crisis Management Plan to learn building emergency procedures.

Tenant Portal

As an all-in-one reference, we encourage you to visit for our tenant portal where you will find:

- Information on all building amenities
- Details on building policies and procedures regarding visitor registration, access and deliveries, and emergency preparedness
- Important links
- Forms and resources including vendor insurance requirements, overnight parking requests, and our printable Tenant Welcome Book

Go to www.gpcenteratl.com/tenant-portal to access the portal.

For highlights of GP Center and a beautiful showcase of our Downtown Atlanta neighborhood, be sure to follow us on [Instagram](#) and [Twitter](#) at [@GPCenterATL](#).

Online Work Order System

To facilitate efficient service, we strongly recommend that tenants use our online work order system, Building Engines.

Building Engines Setup Instructions:

1. Provide your first name, last name, and email address to Building Engines
2. A welcome email will be sent to you directly from Building Engines, providing your log in information.
3. Once you are logged in, you will be directed to an introductory screen requesting you to change your password.

To Enter a Work Order:

1. Go to www.buildingengines.com/login
2. Click on 'Create a Request' in the top menu bar.
3. Enter all required information. Be sure to include a description, including the floor and suite number, that will direct our staff to the appropriate party regarding the request.
4. Click 'OK' to submit request.
5. Request will be sent to the designated staff member who will take care of the request as soon as possible.
6. To return to the main screen, which will show all previous requests, click on 'My Requests' in the top menu bar.

If you have any questions regarding this process or have trouble logging in, please do not hesitate to contact the management office.

Energy Management

Heating and air conditioning are provided Monday through Friday, 8:00AM to 6:00PM and Saturday, 8:00AM to 1:00PM. Your office temperature is maintained at a comfortable level and is centrally controlled. To ensure that proper settings for heating and cooling tenant spaces are maintained, the tenants should not attempt to reset the thermostats. If the systems do not seem to be functioning efficiently, please submit a service request in Building Engines. A trained building engineer will be dispatched to address the problem.

In order to conserve energy, HVAC and lights are not regularly provided on Saturdays after 1:00PM, Sundays, building holidays or after normal business hours. Use of these systems must be requested through our after-hours HVAC and lighting management system, GENE. All after-hours HVAC costs are subject to lease terms. There is no charge for after-hours lights.

Login information and instructions for GENE will be provided to the tenant representative. Other authorized users may be given access to GENE upon request.

Special air conditioning or ventilation may be needed for your computer rooms and conference rooms. We can aid you with the design and installation of additional vents or equipment to meet special needs. Please contact the management office for details concerning the requirements for this service.

Janitorial Services

The cleanliness of your office space is an important factor for your employees and clients. At Georgia-Pacific Center it is easy to keep and maintain a clean work environment. We are pleased to offer many cleaning services as building standard. In addition, we also offer specialized cleaning services at additional costs.

Georgia-Pacific Center operates on a nightly cleaning schedule. The janitorial staff arrive at 4:30PM and conduct a thorough clean of all office spaces. This is the best schedule for our tenants because it allows the staff to clean once most employees have left for the day, ensuring a more detailed clean. Daytime janitorial staff maintain building standard cleanliness of all common areas and restrooms.

Your offices represent a significant investment of corporate dollars. Even with the extensive cleaning program that we offer you, there may be additional cleaning needed to protect that investment. Please contact the Management Office at 404-585-4500 to discuss setting up a cleaning program specifically tailored to your business needs. Additional charges may occur.

Recycling Services

Single Stream

Georgia-Pacific Center utilizes a recycling system known as "single-stream" recycling. This means that all recyclable items may be comingled in the same bag, and there's no need to worry about separate bins for paper, plastic, metal, etc.

We encourage all Georgia-Pacific Center's tenants to participate in the single stream recycling program. To get started, contact property management. Recycling bins are not provided.

Your cleaner will place a green bag in the designated recycling bin to indicate that material placed in this bin will be recycled. Please discard any recyclable materials in this bin, including paper, paper clips, staples, magazines, newspapers, tissue paper, and plastic bottles. Please note that glass is not recyclable due to the hazard it presents to sorting facilities and low demand from buyers of recycled materials.

Trash bins can be stationed wherever you see fit and can be identified by the black trash bag. Please remember to discard food waste in these bins only. Any materials that have been in contact with food should be placed in the trash bin to avoid contamination. Examples include pizza boxes, used paper plates, and used microwavable meal packaging.

Electronic Recycling

Electronics can be recycled at the loading dock inside of the designated bin. The e-waste material is processed and dismantled in the same facility to assure quality. Below is a list of acceptable electronic recyclable items:

- Mainframes
- Typewriters
- Cell Phones
- Toner Cartridges
- Networking Equipment
- Fax Machine & Copiers
- Medical & Lab Equipment
- Telecommunications Equipment
- Backup Battery Systems
- Desktops
- Laptops
- Printers
- Monitors
- Television

Contact the management office if you are unsure if your electronic waste is acceptable.

Battery Recycling

Batteries can be dropped off in the Transwestern management office. Almost any battery can be recycled through our program. Here is a list of batteries accepted for recycling:

- Alkaline
- Nickel Cadmium (NiCd)
- Primary Lithium (Li)
- Nickel Metal Hydride (NiMH)
- Silver
- Lead Acid
- Magnesium (Mg)
- Lithium-Ion (Li-ion)
- Mercuric (Hg)

Composting

To help divert food residuals from the landfills, Georgia-Pacific Center utilizes a company that composts food waste produced by Ole Reliable. Food Waste is collected on a weekly basis and converted into nutrient rich compost.

Cardboard

All building corrugated cardboard is broken down, bailed and picked up by a recycling packaging company. If you have boxes that need to be recycled, please place a request in Building Engines. A member from the janitorial staff will contact you to coordinate pickup. Charges may apply depending on the amount.

Bulbs and Ballasts

All building bulbs and ballasts are recycled.

Pest Control

Georgia-Pacific Center employs an exterminator that services the building exterior and interior commons areas each month. Tenant suites are treated on an as needed basis, per request. If you need specific pest control services in your suite, please submit a work order in Building Engines. If there is a pest related emergency, please call the management office at 404-585-4500. Depending on the scope of the request, additional charges may be incurred.

Tenant Interiors & Alterations

Building Management will coordinate the remodeling or redecorating of your suite through every phase of construction. During the initial phases, we will meet with you to find out your exact requirements. Depending on the scope of work, we will have working drawing prepared and/or will make written specifications of work.

When the specifications are complete, we will obtain bids from outside contractors. A formal proposal will then be prepared for the project.

Please call Building Management to discuss the services you require. We will be happy to provide you with an estimate of the cost before the work begins.

Prior to beginning any projects, tenants are asked to do the following:

- Submit any drawings, plans, etc. to building management for approval
- Coordinate with the management office to arrange access for the contractors
- Arranging a walk-through of the area with the engineering department to determine any impact on building systems.
- Provide management with a copy of the contractor's Certificate of Insurance

All remodeling of tenant spaces must be coordinated through the building management. Frequently requested services include:

- Installing electrical or telephone outlets
- Installing or relocating light fixtures
- Relocating or installing doors
- Repairing or replacing carpet
- Adding or removing walls
- Painting or wall covering

Building Amenities

Phoenix Athletic Club

The building is equipped with a full-service fitness center located on the 9th floor of the Georgia-Pacific Center parking deck. The fitness center offers classes, personal training, a rooftop track, strength and cardio equipment, and so much more. For information, call the fitness center at 404-652-4500 or stop by their front desk.

Auditorium

Georgia-Pacific Center has an auditorium that can seat up to 300 people and is equipped with an LCD projector. The auditorium is conveniently located on the lobby level, making it accessible to outside guests. A reception area is located on the outside of the auditorium and can be rented on its own or packaged with the auditorium.

Auditorium specifications: 2,700 sq. ft., seats 254-300 people

Auditorium Equipment:

LCD Projectors (XGA) 1024x768

Flip Chart with Pad

Wireless Microphones

Podium Microphones

Video Projection System

For pricing and to make reservations, please email atlconfserv@gapac.com

Dry Cleaning

Pressed for Success is a quality dry cleaning and laundry service located on the second-floor retail concourse. Additional services include alterations and leather and suede cleaning. Stop by or call 404-588-0701 to inquire about special offers and pricing.

Hours of Operation:

Monday through Friday:

7:30AM to 6:00PM

CVS & MinuteClinic

CVS and MinuteClinic are located on the second-floor retail concourse. CVS has a full-service pharmacy and over the counter medication, available from 7:30AM to 5:30PM, Monday through Friday. CVS also carries snacks, drinks and daily necessities.

Located inside CVS, MinuteClinic accepts walk-ins and scheduled appointments. MinuteClinic can also administer vaccinations. If you have any questions, please visit the clinic or contact MinuteClinic patient support at 1-866-389-ASAP (2727).

MinuteClinic Hours:

Monday through Friday

8:30AM to 1:00PM and 1:30PM to 4:30PM

Practitioners take a daily required lunch break each day. Please note that lunch times shown are approximate and may vary.

Hour Watch

Tom Haliburton has delivered quality watch repair services to the Downtown Atlanta community and tenants of Georgia-Pacific Center for more than 20 years.

For services inquires, contact (404) 525-2469.

Car Detailing Service

Spiffy is a full-service car wash and detailing service provider located on Level 1 of the parking garage. Services offered include exterior car wash, protective hand wash, deep leather cleaning, truck vacuuming and more. Customers can also receive an oil change and headlight restoration services.

All services can be scheduled online at www.getspiffy.com or through the Spiffy mobile app. Visit the website for pricing and other details.

Moving & Deliveries

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization.

Building management must be notified at least 48 business hours prior to moves and large deliveries. Freight elevators are available for move-in before 8:00AM and after 6:00PM Monday through Friday. Please check with the management office for weekend hours. Tenants are responsible for removing any debris, which should be removed before regular business hours (8:00AM to 6:00PM, Monday through Friday).

Our security and engineering team will enforce these policies to ensure the main entrance to the building is accessible and passenger elevator service are not impeded.

The following requirements must be observed by all moving companies:

- A layer of material, such as plywood **MUST** protect all common corridor and lobby floors.
- All door jams must be protected by a material such as cardboard or cotton padding.
- The entrance doors (building and suite) must be protected by covering them with a material such as a furniture pad or cotton padding.
- All vulnerable walls and corners must be protected by a material such as plywood or cardboard.
- Please note that any damage to the building caused by the tenants' moving company will be the responsibility of the tenant. Please report damage(s) to the management office so that necessary repairs can be made. Costs associated with such repairs will be billed back accordingly.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator lobby, or hallway
- Remove boxes and packing materials from the tenant's suite and the building within 48 hours after completion of the move. The building dumpster cannot accommodate packing or moving materials.

At least 48 business hours prior to the actual move-in date, the moving company MUST provide evidence of insurance that matches the building requirements. The Insurance Certificate should be delivered to the management office, either in person or via email. The Certificate Holder should be named as follows:

GP Center Holdings, LLC and affiliates
Transwestern Commercial Services GA, LLC (d/b/a Transwestern)
133 Peachtree Street NE
Suite LL (aka Lobby Level)
Atlanta, GA 30303

Freight Elevator Information

There are two freight elevators that access tenant floors. Freight 24 can only access Floor A through 33. Freight 25 can access Floor A through 51.

Freight Elevators 24 & 25

Inside: Width 91.5"

Height 11'11"

Depth 98"

Door Opening: 54"

Capacity: 6,000 lbs.

Protection

- Corner board must be secured on elevator door jams
- The cab must be padded (pads supplied by building)
- Walk-off mats must be provided to protect door thresholds

Damage to Elevators

Damaged safety edges, doors, and controls are to be repaired by the building's designated contractor at tenant's expense.

Vendor Insurance Requirements

Please refer to the below standard insurance requirements for the correct wording required on the Certificate of Insurance, Endorsement, and Waiver of Subrogation for Georgia-Pacific Center.

- A. Commercial General Liability
\$1,000,000 Each occurrence
\$2,000,000 General Aggregate

- B. Automobile Insurance
\$1,000,000 Combined Single Limit
- C. Excess/Umbrella Liability
\$5,000,000 Each occurrence
\$2,000,000 Aggregate
- D. Worker's Compensation - Should meet all state requirements.
Employer's Liability
\$ 1,000,000 Each Accident
- E. Under the Description of Operations, please state the following: GP Center Holdings, LLC and affiliates, and Transwestern Commercial Services Georgia, LLC d/b/a Transwestern, are listed as Additional Insureds.
- F. Waiver of subrogation on all above-mentioned policies must be in favor of the Certificate Holder and evidenced on the Certificate of Insurance along with an endorsement.
- G. All insurance companies extending coverage must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
- H. All policies will not be canceled without thirty (30) days prior written notice to GP Center Holdings, LLC, Transwestern Commercial Services of Georgia, LLC d/b/a Transwestern
- I. The Certificate Holder should read:
GP Center Holdings, LLC
c/o Property Management - Transwestern
133 Peachtree Street NE
Suite LL (Lobby Level)
Atlanta, GA 30303

Please be advised that the above requirements are Standard Insurance Requirements for higher-risk activities. Please contact the property management office for insurance requirements pertaining to lower-risk work.

Approved Vendor List

Keys & Locks

Academy Lock & Key (Preferred) Contact building management for service

Glass/Windows

Action Glass Repair	Billy Brock	404-753-0810
Atlanta Contract Glazing	Bubba Norris	770-819-8686

Painting

Burke Painting	Russ Hazelwood	770-582-0847
Occupied Renovations	Craig Watson	770-326-9212
Goodman Decorating	Mike Schaffer	404-965-2583

Electrical

Miller Electric (Preferred)	Jerry Miller	404-766-5001
Allison Smith	Steve Vandiver	404-351-6430

Tile and Stone

Williams Tile & Marble Co.	Ken Williams Jr.	770-432-2201
Occupied Renovations	Craig Watson	770-326-9212

Carpet and Floor Covering

Occupied Renovations	Craig Watson	770-326-9212
Goodman Decorating	Mike Schaffer	404-965-2583

Approved Telecommunications Providers

<u>Service Provider</u>	<u>Contact</u>	<u>Phone Number</u>	<u>Email Address</u>
Birch (fka Cbeyond Communications)	Darrell Davis	678-214-2127	Darrell.davis@birch.com
Teleport Communications/AT&T	Waseem Sib0	916-716-1531	Ws443@att.com
CenturyLink (fka Level 3 Communications)	Ben McTier	404-526-4856	Ben.McTier@Level3.com
Cogent	Keith Gordon	404-215-3252	kgordon@cogentco.com
Verizon	N/A	N/A	verizoninquiry@one.verizon.com
Sirius XM Radio	N/A	N/A	www.siriusxm.com

Rental Payments & Billing Procedures

Rent checks should be made payable to:

GP Center Holdings LLC
P.O. Box 734464
Chicago, IL 60673-4464

WIRE INSTRUCTIONS

Please contact the management office at 404-585-4500.

Pursuant to your lease, monthly rents are due to the Landlord on or by the first day of each month, with or without prior written notification from the Landlord. Failure to pay rent and above-standard charges when due constitutes a monetary default.

Parking Policy

For tenant convenience, Georgia-Pacific Center maintains a multi-level parking deck with a covered passageway to the building on Level 4. The parking deck is managed by SP+. The parking office is located on Level 1 of the garage, near the John Wesley Dobbs entrance/exit. Stop by their office or contact 404-585-4513 for all additional information.

The parking access card is the same access card as your building access card / ID badge. Register this access card in the parking management office when signing up for parking. Monthly cardholders are required to use their parking access card when entering and exiting the parking facility. You must utilize your access card, in order to gain access to the deck and exit the deck. Access cards must be used in an "in- out" sequence. Failure to use the card in its proper sequence will disable the card. Should your card become lost or misplaced, please take a ticket upon entering the facility and proceed to the Parking Management Office for ticket validation and a card replacement.

Visitor Parking

Visitor parking is located on Level 1. These spaces are clearly marked and reserved for building visitors only. All-day visitors may park in any unreserved parking spot on Level 2 or above.

After-Hours Parking Deck Access

Parking deck business hours are 7:00AM to 7:00PM. After-hours entry to the parking deck can be made through the lobby or by swiping your access card at the pedestrian doors. Vehicles with valid access cards can enter and exit through the Courtland Street entrance/exit 24/7. Visitors may exit the parking deck after hours by paying at the pay station located on the Level 4 walkway or at the Courtland street exit.

Vehicle Clearance

The clearance level for Georgia-Pacific Center's garage is 6'7". Please be advised that any individual not adhering to these restrictions may risk serious damage to their vehicle if any attempt is made to either enter or exit the parking facility above the clearance mark. Neither the owner nor management of the parking garage

will be responsible for any vehicle damage. Oversized vehicle parking is available on 1-C, which can be accessed from the Courtland street entrance/exit.

Unauthorized Parking

Parking in reserved spaces or parking in a manner that occupies more than one space will result in your vehicle being ticketed.

The owners and management of the building are not responsible for any damage to any vehicle for any reason.

Vehicles should not be parked in areas that are not designated for parking.

Leaving Vehicles Overnight

Vehicles may be left overnight by completing the Overnight Parking Form and returning to property management in advance.

Illustrated Parking Map

See next page for an illustrated parking map.

KEY:

- STAIRS
- PEDESTRIAN EXITS
- BIKE RACKS
- ELEVATORS

