

TENANT HANDBOOK

2100 MCKINNEY



Visit www.2100mckinney.com for building information and access to the electronic version of the Tenant Handbook and all related forms.

CBRE

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I. MOVE-IN INFORMATION

In preparation for your move to 2100 McKinney we have included the following checklist of forms and other information required by the Management Office. These forms, as well as other forms you will need over the life of your tenancy, can be found in Section V of this manual.

When using forms, please keep one copy for you and return the original to the Management Office.

It is required that you complete the following forms and return them to the Management Office at least four (4) weeks prior to your scheduled move-in. If you have any questions, please contact the Management Office at (214) 758-6920.

FORMS REQUIRED PRIOR TO MOVE-IN (*forms located in Section V*)

- Move-In Day Information
- Parking and Access Code Request
- Fitness Center Forms: Rules & Regulations and Release & Waiver of Liability
- Suite Sign and Lobby Directory Form
- Keying Request Form
- Authorized Individuals & After-Hours Emergency Contact List
- Fire-Life Safety Floor Response Team
- Emergency Procedures Acknowledgement
- Spotlight Questionnaire
- Vendor Insurance – Moving Company
- Tenant Insurance – Per Lease Document

Pertinent Information For Your Move-In

MOVE-IN HOURS

We request that your move be scheduled after 6:00 p.m. Monday through Friday, or anytime on Saturday and Sunday.

FREIGHT ELEVATOR

The building is equipped with one freight elevator. This elevator will be made available for use during your move-in. Please contact the Management Office, in advance, to schedule use of the freight elevator.

The dimensions of the freight elevator are:

Outside- Door width 4.0 ft., Door height 8.0 ft., 10 in.

Inside- Width 5.0 ft., 4 in., Depth 7.0 ft., 3 in. Height 9.0 ft.

Slant depth- front to back- 12.0 ft., 6 in.

Weight Capacity- 4500 lbs.

MOVING INSURANCE

Prior to scheduling a move-in date at 2100 McKinney, your moving company will be required to provide a Certificate of Insurance as specified in the attached sample Certificate of Insurance with required Additional Insured Endorsement form in Section V of this handbook. **MCP 2100 McKinney, LLC and CBRE, Inc.** must be named as additional insureds with CBRE as the Certificate holder.

The required insurance information should be emailed to reena.rickman2@cbre.com.

CERTIFICATE OF OCCUPANCY

In conjunction with your move-in, a Certificate of Occupancy must be issued by the City of Dallas. Your contractor will generally handle application for the certificate for you, however it is a tenant responsibility to obtain a Certificate of Occupancy (CO) prior to move-in.

Please provide proof that such documentation was obtained in accordance with city code by sending such document to the Management Office via email to reena.rickman2@cbre.com.

A friendly reminder:

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ❑ Order new stationary, envelopes and business cards with new address and numbers.
- ❑ Contact the Telephone/Internet provider regarding installation of phone service to your suite.
- ❑ Notify the post office of your change of address.
- ❑ Send a change of address notification to clients, vendors and friends.
- ❑ Complete required forms, keep a copy for yourself and return the original to the Management Office three weeks prior to scheduled move-in date.
- ❑ Contact the Management Office for detailed information regarding scheduling of after hours HVAC
- ❑ Furnish your moving company with a copy of the Moving Company Guidelines included in this handbook.

II. BUILDING OPERATIONS

BUILDING WEBSITE

Please visit www.2100mckinney.com for up-to-date building information, forms and to access the web-based work order system.

BUILDING HOURS OF OPERATION

6:00 a.m. - 7:00 p.m. Monday – Friday

ONSITE MANAGEMENT OFFICE

2100 McKinney Avenue
Suite 850
(214) 758-6920 Telephone

Management Office Hours:

8:00 a.m. – 5:00 p.m. Monday – Friday

Management Office Holidays (Subject to Change):

New Year's Eve & Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day & Day After
Christmas Day & Day After

MANAGEMENT STAFF

Ann Spain	Senior Real Estate Manager
Reena Rickman	Assistant Real Estate Manager
Michelle Saxon	Senior Accountant
Jesus Mata	Chief Building Engineer
Leovardo Chavez	Building Engineer Lead
Jesse Daniel	Security Manager
Roberto Celis	Janitorial Supervisor
Raul Bernal	Building Engineer Assistant

ONSITE BUILDING SECURITY

Security officers are on duty 24-hours each day, 7 days a week stationed at building lobby console and patrolling throughout the property. All security assistance calls or questions should be directed to the Management Office at (214) 758-6920.

AFTER-HOURS BUILDING ACCESS

Upon move-in, tenants are required to complete the **Parking and Access Code Request Form** so that individual codes for access to the building and after-hours access may be issued for each



employee. This form may also be used anytime an employee is hired or the access status of an employee changes. Please note that this form includes an "Authorized Signature" block which must be signed and dated by the tenant's authorized representative to facilitate the processing of the request.

GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons in corridors or restrooms.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your suite when there is no one in the office—even if you have just stepped out for a moment.
4. Always remember to take your suite keys and remember your building access code when you leave the premises.
5. Keep corridor doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Refrain from using the stairways when alone except in emergency situations.
8. You may request a security escort to your car if you leave the building after dark.
9. Notify the police and the Management Office of any criminal activity observed on the premises.
10. Collect keys from employees who have resigned or been terminated from your firm.

BUILDING MAINTENANCE

Building Engineers are on duty Monday through Friday during normal business hours to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests.

When requesting Maintenance, please go to www.2100mckinney.com to log an electronic work order by providing the following information:

1. Your name, company name and suite number
2. Contact phone number
3. Clearly identify the nature and location of the problem

PARKING

Garage access for tenant's employees requires activation of NTA Toll Tag in conjunction with submission of Parking and Access Code Request form to Management Office (form included in Section V). If there are any questions or problems regarding parking, please contact Management Office at (214) 758-6920.

Visitor & Short Term Parking

Visitor parking is available in the parking garage via a separate visitor entrance monitored by a time-stamped ticket system. Tenants may validate visitor parking by signing, with company name, the back of parking ticket and directing visitor to security console in main lobby where an exit token will be exchanged for ticket. Tenants may directly purchase exit tokens in rolls of 25 by



contacting the Management Office or Security. Tenant's purchased exit tokens are **\$ 8.00 each**. Visitors paying their own parking or receiving tenant validation are charged as follows:

Visitor Parking Rates per minute:

000-090 = \$ 8.00

091-180 = \$ 12.00

Over 180 = \$ 15.00

\$ 15.00 is the maximum daily rate

Parking Guidelines & Reminders

To ensure the safety and proper use of our parking garage, please adhere to the following guidelines:

1. Phone the Management Office if you observe any hazards in the parking areas.
2. Remember to lock your vehicle and remove any valuables including cellular phones. Building management is not responsible for any damages to or theft from your vehicle.
3. Please observe all directional, speed limit and stop signs throughout the parking area. Please do not exceed 10 miles per hour in any area of the parking garage.
4. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
5. Overnight parking is not permitted.
6. Trailers and towed vehicles are not permitted in the parking areas.
7. Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
8. All vehicles must be parked in designated stalls and may occupy only one space.

RENTAL PAYMENT INFORMATION

Rental payments are due according to the terms set forth in your lease agreement. All rental payments should be mailed to the lockbox at:

**2100 McKinney
CBRE Building ID CP0201
PO Box 82554
Goleta, CA 93118-2554**

Please make your checks payable to [2100 McKinney](#). The return address will appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account.

Other important points of reference to ensure the proper processing of your check:

- Please include the lease identification number on your check.
- Indicate the amount being paid and the check number on the remittance.
- Notify the Management Office in writing of any billing address changes.



- The remittance address is a P.O Box. Only U.S. Mail deliveries will be accepted.

JANITORIAL SERVICE

Janitorial service is provided Sunday through Thursday after normal business hours. Routine office cleaning includes vacuuming, dusting, wiping all countertops and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. For your convenience, trash/basura signs are available in the Management Office to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Special Requests

If you have any special requests or require emergency janitorial assistance, please direct your request to Management Office.

Dayporter Service

Dayporters are on duty Monday through Friday 7:00 a.m. to 5 p.m. to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call the management office so that we may immediately dispatch a dayporter.

MAIL & OTHER DELIVERIES

The USPS maintains mailboxes located in the main lobby. You will be assigned a mailbox number upon move-in.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the USPS. Currently, the last mail pick-up is Monday – Friday at 1:00 p.m.

Express Mail Service

Federal Express – 7:30 p.m. pick up (main lobby)

UPS – 7:30 p.m. pick up (main lobby)

Oversized Deliveries (Loading Dock)

All oversized deliveries should be made via the building's loading dock.

It is necessary to make prior arrangements for all vehicles entering the loading dock for delivery. This is done by notifying the Management Office during normal business hours. Security Officers are required to have notification from the Management Office before allowing admittance of any vehicle.

RECYCLING

2100 McKinney has a fully integrated recycling program targeting all areas of facility and tenant operations. As a continued commitment to environmental responsibility, the Landlord has expanded its sustainable platform to incorporate all recycling opportunities.

- Single Stream Recycling – 2100 McKinney employs the Single Stream Recycling of desk side container in conjunction with our trash removal service whereby tenant refuse is deposited in containers with clear liners which are sorted by content at a recycling center for final disposal.
- Electronic Recycling – 2100 McKinney expanded the program to include electronic recycling in partnership with E-Waste in April 2008. The program has flourished since its inception.
- Lamp Disposal – 2100 McKinney disposes of lamps via E-Waste's Fluorescent Recycling Program. All lamps to be discarded are placed in a clearly marked recycling container. Once the container reaches capacity, it is transported to the recycling center then returned to the building for continued lamp recycling.

SMOKING

In compliance with State Law, smoking is prohibited inside the building. For the convenience of building employees who smoke, we have two designated smoking areas. One location is in the rear of the building at the loading dock. The second location is outside at bench areas situated in west courtyard on building's northwest side.

As a courtesy to non-smokers and all guests to our building, we ask that you please adhere to the following guidelines:

- Please use designated smoking areas and refrain from smoking at building entryways or in stairwells.
- Do not discard cigarette waste on walkways, planters or building landscaping.

WORK TO BE PERFORMED BY OUTSIDE VENDOR

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to comply with the following guidelines:

- Inform the Management Office at (214) 758-6920 so that proper insurance documents can be obtained and freight elevator access can be reserved.
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries or specific work in the specified suite.
- Tenant' outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has requested clearance through the Management Office and proper insurance has been provided by vendor.
- Vendors may not solicit work from other tenants in the building.

- Vendor must provide a Certificate of Insurance covering General Liability, Worker's Compensation and Auto Liability in accordance with the Vendor Insurance Certificate and Additional Insured Endorsement Form in Section V.

BUILDING STANDARD RULES AND REGULATIONS

Tenant shall observe and comply with the following Rules and Regulations which apply to the premises, the building and the parking garage:

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by tenants or used by any tenant for purposes other than ingress and egress to and from their respective leased premises and for going from one to another part of the Building.

2. Plumbing, fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or deposited therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or its agents, employees or invitees causing any needed repair, shall be paid by such tenant.

3. No signs, advertisements or notices (other than those that are not visible outside the Premises) shall be painted or affixed on or to any windows or doors or other part of the Building without the prior written consent of Landlord. No nails, hooks or screws (other than those which are necessary to hang paintings, prints, pictures, or other similar items on the Premises' interior walls) shall be driven or inserted in any part of the Building except by Building maintenance personnel. No curtains or other window treatments shall be placed between the glass and the Building standard window treatments.

4. Landlord shall provide and maintain an alphabetical directory for all tenants in the main lobby of the Building.

5. Landlord shall provide all door locks at the entry of each tenant's leased premises, at the cost of tenant, and no tenant shall place any additional door locks in its leased premises without Landlord's prior written consent. Landlord shall furnish to each tenant a reasonable number of keys to such tenant's leased premises, at such tenant's cost, and no tenant shall make a duplicate thereof.

6. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which require use of elevators or stairways, or movement through the Building entrances or lobby shall be conducted under Landlord's supervision at such times and in such a manner as Landlord may reasonably require. Each tenant assumes all risks of and shall be liable for all damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Landlord if damaged or injured as a result of acts in connection with carrying out this service for such tenant.

7. Landlord may prescribe weight limitations and determine the locations for safes and other heavy equipment or items, which shall in all cases be placed in the Building so as to distribute weight in a manner acceptable to Landlord which may include the use of such supporting devices as Landlord may require. All damages to the Building caused by the installation or

removal of 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.

8. Corridor doors, when not in use, shall be kept closed. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds or animals (other than service animals) shall be brought into or kept in, on or about any tenant's leased premises. No portion of any tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.

9. Tenant shall cooperate with Landlord's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purpose of such cleaning other than the Building's cleaning and maintenance personnel.

10. To ensure orderly operation of the Building, no ice, mineral or other water, towels, newspapers, etc. shall be delivered to any leased area except by persons approved by Landlord.

11. Tenant shall not make or permit any vibration or improper, objectionable or unpleasant noises or odors in the Building or otherwise interfere in any way with other tenants or persons having business with them.

12. No machinery of any kind (other than normal office equipment) shall be operated by any tenant on its leased area without Landlord's prior written consent, nor shall any tenant use or keep in the Building any flammable or explosive fluid or substance (other than typical office supplies [e.g., photocopier toner] used in compliance with all Laws).

13. Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.

14. No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of Landlord.

15. Tenant shall not conduct any activity on or about the Premises or Building which will draw pickets, demonstrators, or the like.

16. All vehicles are to be currently licensed, in good operating condition, parked for business purposes having to do with Tenant's business operated in the Premises, parked within designated parking spaces, one vehicle to each space. No vehicle shall be parked as a "billboard" vehicle in the parking lot. Any vehicle parked improperly may be towed away. Tenant, Tenant's agents, employees, vendors and customers who do not operate or park their vehicles as required shall subject the vehicle to being towed at the expense of the owner or driver. Landlord may place a parking ticket on the vehicle with a charge of \$50.00. Tenant shall indemnify, hold and save harmless Landlord of any liability arising from the towing of any vehicles belonging to a Tenant Party.

17. No tenant may enter into phone rooms, electrical rooms, mechanical rooms, or other service areas of the Building unless accompanied by Landlord or the Building Manager/Engineer.

18. Tenant will not permit any Party to bring onto the Project any handgun, firearm or other weapons of any kind.

19. Tenant shall not permit its employees, invitees or guests to smoke in the Premises or the lobbies, passages, corridors, elevators, vending rooms, restrooms, stairways or any other area shared in common with other tenants in the Building, or permit its employees, invitees, or guests to loiter at the Building entrances for the purposes of smoking. Landlord may, but shall not be required to, designate an area for smoking outside the Building.

III. BUILDING & AREA AMENITIES

Take a look at the building website at www.2100mckinney.com for more information on building amenities and contact information for all providers.

ONSITE AMENITIES & SERVICES

- On-site Management Office
- On-site Security (24/7)
- On-site Café – 2100 Deli
- On-site coffee – Staycation Coffee
- Outdoor courtyard with seating
- Fitness Center, fully equipped with cardio, weights and locker facilities with showers and towel service
- Complimentary Shoe Shine Service provided by “Grand Shoe Care”, Randy Green, every Thursday from 8:30 a.m. – 3:30 p.m.
- Flowers for sale in the lobby for Special Events
- Concierge Services available by calling 214-935-9700
- DirecTV service is available for subscription to your suite by contacting AVTV at 1-888-897-0222.

AREA AMENITIES & SERVICES

- Over 90 Restaurants in a ½ mile radius of building
- In Walking distance of:
 - Upscale dining including Fearing's, Ocean Prime, Palomino, Perry's, Capitol Grille, Morton's Steak House and more
 - Quick, cost effective dining options including Potbelly's, Pei-Wei, Carmine's Pizza, Smash Burger, Dickie's Bar-B-Q and more
 - Five major Branch Banks including **Benchmark Bank**, Texas Capital Bank, Chase Bank, Bank of America and Amegy Bank
 - Childcare Facilities
 - Walking distance to Klyde Warren Park, the Arts District's Nasher Sculpture Center, Meyerson Symphony Center, Winspear Opera House, Dallas Museum of Art, Trammell Crow Collection of Art, as well as to One Arts Plaza with multiple dining opportunities.
 - Hotels including the Hotel Crescent Court, The Ritz-Carlton, Hotel Za-Za, W Hotel and more
 - Shopping and Spa Services at The Crescent and The Ritz-Carlton
 - Klyde Warren Park just a block away
- DART Transit access
- McKinney Avenue Trolley operates 365 days a year offering free transportation from St. Paul/Ross to McKinney Avenue/Blackburn providing easy access to various dining and retail establishments including, Starbucks, West Village, The Quadrangle, West End and more. For routes and hours of operation, visit www.mata.org.

IV. EMERGENCY PROCEDURES

The Ownership and Management of 2100 McKinney take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe, secure and comfortable working environment. Please review this Fire and Life Safety Plan prepared for 2100 McKinney and favorably reviewed by the Dallas Fire Marshall.

Please take the time to familiarize your entire staff with the Fire and Life Safety Plan procedures. If you have any questions regarding these procedures or any of the Fire and Life Safety systems at 2100 McKinney, please contact the Management Office at (214) 758-6920.

EMERGENCY PHONE NUMBERS

Paramedics	911
Fire –Rescue	911
Police Department	911
F B I	(972) 559-5000
U.S. Secret Service	(972) 868-3200
Poison Control Center	(800) 222-1222
Management Office	(214) 758-6920
After-Hours Emergencies	(214) 758-6920

FIRE AND LIFE SAFETY BRIGADE MEMBERS AND RESPONSIBILITIES

Fire and Life Safety Director

Manages the Fire and Life Safety Program at 2100 McKinney through assignment of Fire Brigade personnel; tenant designated Fire Wardens; and continual interaction with Dallas Fire Department and relevant fire system vendors. The Fire and Life Safety Director at 2100 McKinney is the Security Manager supported by Assistant Fire and Life Safety Directors: Chief Engineer and Senior Real Estate Manager.



Tenant Fire Wardens

Fire Wardens are designated by each building tenant and through coordination with Fire and Life Safety Director are responsible for having a thorough knowledge of the building's emergency procedures. The Fire Warden will appoint alternate Fire Wardens and establish Searcher designates along with Assistants for any disabled person who will actively participate in Fire Drills and other emergency drills manifesting in evacuation(s) of the building. The Fire Warden will ensure that all new employees are trained in emergency procedures.

FIRE AND LIFE SAFETY EQUIPMENT

2100 McKinney is fully equipped with a state-of-the-art, Notifier 3030 Fire Alarm System supplemented by other fire suppression equipment providing a high level of protection for building visitors, tenants and employees. The primary fire detection tool, initiating the alarm system, is the smoke/heat detector. Smoke/heat detectors are located throughout the building in strategic locations governed by fire code and approved by the Dallas Fire Department (DFD). Additional emergency equipment and operating systems exist as follows:

Whooping Siren and Automated Voice Announcement

On receipt of a fire signal, the Notifier 3030 system activates a whooping siren which is purposely shrill and loud to command attention and is followed by an automated voice announcement giving evacuation instructions to effected areas of the building. The siren and voice announcement are broadcast via speakers located on each floor spaced to give maximum audio coverage.

Elevator Recall

Once the fire alarm system is activated, no elevator should be used by a visitor, tenant or employee. Building elevators will automatically recall to the ground floor allowing passengers to disembark and evacuate. Should the fire alarm originate on the ground floor, elevators will recall to floors away from the possible fire origin, allowing passengers to disembark and evacuate via stairwells on those floors. Once the elevators have reached their recall destination, they will not operate unless activated by or approved by DFD personnel.

Electronic Locks

When the fire alarm system activates, all electronic or magnetic locks will automatically release allowing unimpeded access and exit to visitors, tenants and employees.

Strobe Lights

On activation the fire alarm system will cause strobe lights to flash intermittently throughout the effected floors including restrooms. Hearing impaired visitors, tenants and employees on seeing the flashing strobes should immediately begin the evacuation process by proceeding to the nearest stairwell.

Lighted Exit Signs

The exit signs are always lighted throughout the building. Visitors, tenants and employees should follow these lighted exit signs to the nearest stairwell for evacuation.

Fire Extinguishers

Fire Extinguishers are located throughout the building on each floor housed in white cabinets clearly marked *Fire Extinguisher*. All building fire extinguishers are tested and certified annually.

Fire Rated Stairwells

Building stairwells are fire rated providing two (2) full hours of emergency protection, ample time for a full building evacuation.

Smoke / Heat Detectors

Smoke / Heat Detectors are located throughout the building in ceiling and in return air ducts. At recognition of smoke or increasing heat, the detectors send a signal to the fire alarm system creating an alarm condition.

Wet Sprinkler System

All building floors are fully sprinklered for one hundred percent (100 %) coverage in the event of a fire. The wet sprinkler system is water-filled, under pressure and will flow water from the sprinkler heads, as they are heat activated.

Dry Sprinkler System

All six (6) levels of the building's parking garage are sprinklered. The dry sprinkler system is not water-filled, as water is pumped into and through the system if heat activated.

Emergency Generator

The building is equipped with a 588 KVA Diesel Generator with 300 gallon storage tank. In the event of a power outage, the generator will activate and operate all fire and life safety systems for a minimum of ten (10) hours. During such a power outage, one (1) elevator in each elevator bank will remain operational.

Fire Pumps

The building is equipped with a 150 horsepower, electric pump and a 1000 gpm pump both located on Garage Level P1 supplemented by fire hydrants available to the Dallas Fire Department located on both Pearl and Olive Streets.

EVACUATION PROCEDURES



- **When to Evacuate**

Evacuate when the whooping siren begins to sound followed immediately and continually by the automated voice announcement. *The Siren and Announcement will sound throughout the floor where the emergency has originated, as well as the floor above; the floor below; and in the stairwells.*

- **Evacuation Route**

Primary evacuation routes are posted in the building's elevator lobbies. Always evacuate to the nearest stairwell as directed by the lighted Exit Signs. All tenants should familiarize themselves with evacuation routes for the floor they occupy.

- **Total Building Evacuation**

Should a situation warrant complete and total evacuation of the building, emergency notification will come via the automated announcement system supplemented by emergency information announcements through the public address system.

- **Evacuation Method and Reminders**

Building visitors, tenants and employees shall proceed to the nearest stairwell in an orderly manner; enter the stairwell; and descend the stairs, staying to the right, until reaching the ground floor and exiting the building as instructed. Evacuees should be mindful of the following:

1. Elevators may never be used during an evacuation
2. *DO NOT PANIC.* Corridor walls throughout the building are fire rated affording ample time to calmly walk to the nearest stairwell and enter. Building stairwells are fire rated for an additional two (2) hours of safety.
3. *DO NOT ENTER ANY LEVEL OF THE GARAGE DURING A BUILDING EVACUATION.* Should it ever be necessary to utilize any garage level during an evacuation, clear instructions will be communicated via emergency information announcements.
4. *NEVER BREAK OR ATTEMPT TO BREAK ANY WINDOW DURING AN EMERGENCY EVACUATION.* The breaking of any exterior window threatens severe injury to you; endangers those below; and creates an additional fuel source for any fire in the immediate area.
5. Any visitor, tenant or employee should follow the directions of his or her Fire Warden or any other Fire Brigade member as an evacuation develops.

- **Fire Warden Checklist**

1. Ensure that doors are closed and unlocked. Closed doors impede the progress of fire, while the door's unlocked state might assist firemen if access becomes necessary.
2. Keep all stairwell entry doors closed except as required for evacuating floor occupants. *NEVER ALLOW DOORS TO BE PROPPED OPEN.*
3. Advise all evacuating floor occupants to take only essential belongings. No one will be allowed to return for personal items during an emergency evacuation.

4. Remind all evacuating floor occupants to remain calm and quiet during evacuation in order to hear and understand emergency instructions.
 5. Remain in the stairwell to verify that all occupants have evacuated the floor making physical note of person(s) remaining in the stairwell and their physical status for communication to either the Fire and Life Safety Director or DFD personnel.
- **All Clear**

Visitors, tenants and employees may return to the evacuated building once the Dallas Fire Department has cleared the building for occupancy and notified building management. An *All Clear* message will be broadcast over the public address system or by bullhorn if necessary.

FIRE EMERGENCY PROCEDURES

Should you see or be reliably notified of a fire:

- **Call 911**

Phone or assign another person to phone the DFD from a safe location, providing the following information:

 1. Location of the fire including address, floor number and suite number
 2. Explain, to the best of your knowledge, what is burning, i.e., wood, paper, plastic, chemical, or wiring, etc.
 3. Estimate the severity and size of the fire
 4. Your name, current location and telephone contact number
 5. Unlock and close all doors in the immediate vicinity of the fire
 6. Call Building Management Office at (214) 758-6920
 7. NEVER attempt to extinguish a fire when:
 - a. The size of the fire is obviously too large for the type of suppression equipment available
 - b. The fire is physically blocking the path of safe escape from immediate area
 8. Proceed with the emergency evacuation plan taking the following precautions:
 - a. Should you be caught in a smoke filled area, drop to your hands and knees and crawl to safety, taking short breaths through your nose. Fire and associated smoke deplete oxygen in the air and as the heat rises, the air nearest the floor is the freshest.
 - b. As you approach doors during a fire emergency, touch the door knob or handle with the back of your hand. If the knob or handle is "hot," proceed to another exit; *DO NOT OPEN THE DOOR*. If the door knob or handle is "cool," open the door slowly while staying behind the door itself. If you encounter heat, slam the door and proceed to next available exit.

- **If you hear a Fire Alarm**
 1. Prepare for immediate evacuation pursuant to Evacuation Procedures
 2. Listen and react to emergency instructions from the automated voice announcement system
 3. Remain calm and follow the instructions of your Fire Warden

- **After a Fire Alarm has sounded, these procedures commence:**
 1. Assistant Fire and Life Safety Director will proceed to emergency location and evaluate source of Fire Alarm.
 2. Fire and Life Safety Director will proceed to Fire Control Room.
 3. Building Elevators will recall to ground or alternate floors in Fire Service Status for availability to DFD.
 4. As DFD personnel arrive on sight, a Security Officer will meet them and brief them on fire status, location and actions taken.

- **How to Use a Fire Extinguisher**
 1. Hold Fire Extinguisher Canister upright and pull ring pin
 2. Stand eight (8) to ten (10) feet from fire and aim Fire Extinguisher' nozzle at base of fire
 3. Squeeze lever and sweep nozzle from side-to-side

- **When to Use a Fire Extinguisher**
 1. Fire is small and confined to a single area
 2. DFD has been successfully summoned (911)
 3. Immediate area of fire has been evacuated
 4. There is a clear and safe path of exit

FIRE DRILL PROCEDURES

Fire Drills will be conducted annually for each tenant floor consistent with fire code requirements and as safety dictates. Tenants, employees and Fire and Life Safety Brigade members should be aware of and practice the guidelines set forth in the Fire and Life Safety Plan during any fire drill. Fire Drills are designed and organized to accomplish the following:

1. Acquaint tenant employees with the procedures employed in the event of an actual emergency;
2. Familiarize Fire and Life Safety Brigade members with duties and responsibilities in the event of an actual emergency; and
3. Assist in evaluation of Fire and Life Safety Plan pointing to possible modifications in structure or process to enhance effectiveness in better serving the tenant population.

Fire and Life Safety Director and Assistant Directors will analyze and report on each fire drill as to equipment function; procedures employed; and brigade member performance. Reporting will include date and time of drill; locations involved; tenant employee participation; evacuation timing, both exiting and returning; and any recommendations for modification and/or improvement.

MEDICAL EMERGENCIES

If you see or are reliably notified of a medical emergency, the following steps and actions should be employed:

1. Phone or assign another to phone DFD's EMS (911) providing the following information:
 - a. Your name and phone contact number
 - b. Building name, address, floor number and suite number if applicable
 - c. Type of emergency along with any details you have observed
 - d. Name (if available) of sick or injured person and approximate age
2. Phone the Building Management Office at (214) 758-6920
3. A Security Officer will ensure that available parking is ready for EMT vehicle and have a dedicated elevator, if applicable, ready to move emergency personnel quickly to the location of the sick or injured person.
4. Tenants are asked to have a representative meet the arriving emergency personnel in the elevator lobby on their floor.
5. Emergency personnel and sick or injured person will make any decisions as to treatment on site and need to transport to hospital for additional treatment.
6. On duty Security Officer will prepare an Incident Report relative to any emergency medical event.

SEVERE WEATHER EMERGENCIES

The National Weather Service is monitored around the clock at the Security Console in the building lobby. In the event severe or threatening weather conditions are imminent, such as a tornado warning for this specific location, an announcement will be made to all building occupants. If a severe weather warning announcement is made; tornado warning announcement is made; or you see a tornado approaching the building, take the following actions:

1. Phone Building Management Office at (214) 758-6920.
2. Physically move away from the building perimeter and all building exterior glass
3. Vacate all exterior facing offices; close the office doors; proceed calmly into the building's core, hallways and elevator lobbies; and sit down remaining ready to protect yourself, if necessary, by lowering your head as close to your lap as possible. Remember that stairwells are your best area of protection
4. Do not attempt to evacuate the building unless you hear specific instructions to do so via the public address system

Monitored 24 Hours each day:





Use of the logo does not imply an endorsement by NOAA/NWS

BOMB THREATS

The overwhelming majority of bomb threat phone calls are, in fact, false alarms meant to disrupt the work of individuals or companies; however, *NO BOMB THREAT CALL CAN BE ASSUMED A FALSE ALARM OR HOAX.*

- Should you receive a bomb threat call, do the following:
 1. Note the exact time of the call
 2. Write down the Caller ID number, if available
- Keep the caller on the line as long as possible, asking the following questions and noting his or her answers:
 1. Can you repeat the message ? Note exact wording of caller's answer if possible.
 2. When is the bomb going to explode ?
 3. Where is the bomb ?
 4. What does the bomb look like ?
 5. What kind of bomb is it ?
 6. What will cause the bomb to explode ?
 7. Did you place the bomb ? Why did you ? (if answer was yes)
 8. Where are you calling from ?
 9. What is your name ?
 10. What is your address ?
- Receipt of a bomb threat call is a stressful event at best, yet anything you can recognize and note could be invaluable to authorities in finding and punishing either a *real* or *fake* caller. Do your best to recognize and note any or all of the following:
 1. Type of accent ?
 2. Sex ?
 3. Age ?
 4. Familiar voice ?
 5. Was caller calm ? angry ? stressed ? amused ?
 6. Recognize any background sounds ?
- Once call is disconnected, immediately phone the Dallas Police Department (DPD), 911 using a land line telephone. *Do not use cellular phones or radios.* Prepare yourself to furnish as much information as you were able to gather to the 911 Operator.
- Phone the Building Management Office at (214) 758-6920 and report the incident. Building Management will notify Security.
- Security Officer(s) will make a cursory search of facility utilizing any information gathered by call recipient while awaiting the arrival of DPD Officers. Security Officers will not touch, move, jar or, in any manner, disturb a suspicious object(s) located during their search. Security Officers will communicate only via land line telephone or in person.
- Any decision to evacuate the building will be made by the Management Office in cooperation with the Dallas Police Department. If the building is to be evacuated, notification will come via the public address system.

- If the emergency situation is deemed to be “*all clear*” by the Dallas Police Department, an announcement will be made to that effect.

MAILED BOMBS AND BIO-TERRORISM

Mailed bombs, letters and packages have been and continue to be employed against individuals, organizations and associations for multiple purposes including revenge, extortion, political statement and terrorism. The physical appearance of a mailed bomb is not predictable, therefore any and everyone receiving or handling mailed items should be alert for the “*unusual*.”

- Some characteristics of known, mailed bombs are:
 1. Rigid, lopsided and bulky envelopes
 2. Excessive stamped postage; no postage; or non-canceled postage
 3. Package buzzes, ticks or sloshes when moved
 4. Addressee normally does not receive personal mail at office address
 5. Letter or package includes restrictive endorsements such as *Personal, Private, Rush: Do Not Delay, Fragile: Handle With Care, Air Mail* or *Special Delivery*.
 6. Outer container is irregular in size with soft spots; bulges; protruding wires; or tin foil present.
 7. Wrapping is excessive; oil stained; re-glued; or has odor.
 8. No Return Address exists or *cut and paste* letters are utilized for addressee.
- Any mailed item deemed suspicious by the recipient should be set aside, unopened and reported to the U.S. Postal Service, Inspection Division at **(877) 876-2455**.
- In the event, a foreign substance is found in a mailed item, immediately move away from the substance and contact the Building Management Office at (214) 758-6920. Building Management will notify Security. No substance will be moved, removed or transported, but the immediate area will be placed off-limits until proper authorities make disposition determination. Should any tenant employee be directly exposed to an unknown, foreign substance, DPD will be contacted to best determine how and where to transport the exposed person(s) for evaluation and treatment.

CIVIL DISTURBANCES

Any civil disturbance including, but not limited to, pickets, demonstrations or riots should be immediately reported if expected or taking place to Building Management Office at (214) 758-6920. If the disturbance is underway, please give the exact location, approximate number of participants and current activity status as part of the reporting process.

- Any tenant company having prior knowledge of a planned disturbance targeting the firm should immediately contact Building Management Office at (214) 758-6920 to report details thus affording time to plan and take safety precautions to minimize interference with regular business conducted in the building.

- Should a disturbance occur, planned or spontaneous, directly targeting a tenant company, employ the following actions:
 1. Lock all entrances to company suite, placing a responsible employee at primary entry to admit only authorized personnel.
 2. Lock all sensitive areas in the company suite to protect assets.
 3. Advise all employees and pending visitors of the disturbance directing them away from the event area and warning that elevator access to the company's floor and perhaps the entire building may be curtailed to deny access to event participants.
 4. If there is even a remote possibility that an event participant entered the company's suite, initiate a search for any suspicious items. If such item(s) is found, do not touch or move and proceed to the Bomb Threat Procedures included herein.

ELEVATOR EMERGENCY PROCEDURES

In the event of an elevator emergency or entrapment, the following applies:

- Remain calm remembering that help is on the way
- Press the Alarm Button accented with a bell icon on the elevator control panel. You will be connected with an emergency call center. Tell the responding operator where you are and the circumstances surrounding the call. The operator will dispatch an emergency technician who will solve the problem and extract you from the elevator if applicable.
- Do not attempt to force the elevator doors open. Forcing the doors could further damage the elevator cab and extend the time needed to get you out.
- If a malfunction is observed from outside an elevator cab, please notify the Building Management Office at (214) 758-6920.

GENERAL AREA POWER FAILURE

Should an electrical power failure occur, the building's Emergency Generator will activate supplying power sufficient to operate all fire and life safety systems for up to ten (10) consecutive hours including emergency lighting and one (1) elevator in the Garage Elevator Bank; one (1) elevator in the Low Rise Elevator Bank (7 to 9); and one (1) elevator in the High Rise Elevator Bank (10 to 19). Normal lighting and HVAC system will cease to function until full power is restored. In most cases, a power outage is temporary, lasting for a few minutes, however Building Management will be in immediate contact with local energy provider to ascertain type and estimated duration of outage. All pertinent information will be passed on to tenants via the public address system.

AIRCRAFT COLLISIONS

In the unlikely event this building is struck by an aircraft, all emergency procedures will become immediately operative. Aside from possible structural damage at impact, the greatest safety concern is fire fueled by the release of aviation fuel seeping into the building core and traveling

through the elevator shafts. Should such a collision occur, all Fire and Life Safety Brigade members should begin evacuation procedures without waiting on any formal notification utilizing stairwells most remote to the area of impact. Once outside, all visitors, tenants and employees should move as far away from the building structure as safe and practical.

ACTIVE SHOOTER RESPONSE

We hope it is never necessary to react to an Active Shooter situation but ongoing events dictate the need to be prepared. The following information comes from the Department of Homeland Security based on lessons learned from previous incidents. Quickly determine the most reasonable way to protect your own life. Remember that customers, visitors and clients are likely to follow the lead of employees, managers and Floor Wardens during an active shooter situation:

- **EVACUATE** if there is an accessible escape path. Make certain to, a) have an escape route in mind and proceed regardless if others agree to follow, leaving your belongings behind; b) help others escape, only if possible; c) prevent individuals from entering an area where the active shooter may be; d) keep your hands visible; e) follow instructions of any police officer; f) do not attempt to move wounded people; g) call 911 as soon as you are safe to do so.
- **HIDE OUT** if you cannot evacuate. Your hiding place should, a) be out of shooter's view; b) provide protection if shots are fired, i.e., an office with a closed, locked door; c) do not trap yourself or restrict movement options; d) if you know shooter is in your area, blockade office door with furniture, silence cell phone, turn off radios, televisions, etc., and remain quiet.
- **TAKE ACTION** if evacuation and hiding are not possible, remain calm and dial 911 if possible to alert police and leave line open. As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by acting as aggressively as possible against him or her; throwing items and improvising weapons; yelling and screaming at shooter; and committing fully to your actions.
- Arriving officers will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow initial officers. Rescue teams will treat and remove injured persons. They may also call on able-bodied individuals to assist in removing any wounded persons.
- Once you reach a safe location or assembly area, you will be held there by law enforcement until situation is controlled and all witnesses identified and questioned. Never leave your safe location or assembly area unless and until law enforcement officials have instructed you to do so.
- **BUILDING SECURITY**, once active shooter situation is reported, will recall all elevators to first floor and discontinue service; seal the building to prevent entry by shutting down access system; and will make a building wide announcement which will include. "We have a report of shots fired on Floor(s) ? , please activate your emergency plan. Police have been called."

- **RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE.** An active shooter may be a current or former employee. Alert your supervisor or Human Resources Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include, but are not limited to, a) increased use of alcohol and/or illegal drugs; b) unexplained increase in absenteeism and/or vague physical complaints; c) depression or withdrawal; d) increasing, severe mood swings and noticeably unstable or emotional responses; e) increased talking of problems at home; and f) increase in unsolicited comments about violence, firearms and other dangerous weapons and violent behavior.



V. REQUIRED FORMS

The following forms should be completed and returned to the Management Office four (4) weeks prior to your scheduled move. Please complete all forms, send the originals to the Management Office and retain a copy for your records.

MOVE-IN DAY INFORMATION

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

PARKING AND ACCESS CODE REQUEST

At 2100 McKinney, garage access is granted via registration of each employee's NTTA Toll Tag. The toll tag must be properly adhered to the vehicle's windshield. Additionally, each employee will be issued an access code to be used at keypads located at each entrance and elevator cab. Any employee requiring after hours access will need their access code to enter the building and operate the elevators.

FITNESS CENTER FORMS: RULES & REGULATIONS, WAIVER OF LIABILITY

The 2100 McKinney Fitness Center is located on the lobby level and will also require use of the access code to gain entrance. The Fitness Center is available for tenant's use at no charge. Prior to granting access to the facility, the attached forms must be signed and returned to the Management Office.

KEY DISTRIBUTION

The keying request form should be submitted to the Management Office to ensure that the suite is properly keyed and keys are available prior to your move-in. Please remember to alert the Management Office, as well as retrieve suite keys, when employees holding keys leave or are terminated.

SUITE SIGN AND LOBBY DIRECTORY FORM

Please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door and on the electronic directory in the lobby. Suite signs must be ordered at least three weeks prior to your move in order for installation to occur upon occupancy.

AUTHORIZED INDIVIDUALS: AFTER HOURS EMERGENCIES AND ACCESS TO WORK ORDER SYSTEM

After Hours Emergency Listings are used by security in the case of property removal questions, after-hours onsite emergencies or after-hours access into the building. Security will only allow the desired action to take place with approval from an authorized individual. The building work order system, www.2100mckinney.com, may be accessed only by designated, authorized individuals registered through the Management Office.

FIRE-LIFE SAFETY AND FLOOR RESPONSE TEAM

This form designates individuals from your staff who will serve as fire wardens in the event of a building emergency.

EMERGENCY PROCEDURES ACKNOWLEDGEMENT

Complete this form to acknowledge receipt of the Emergency Procedures information found in this manual.

SPOTLIGHT QUESTIONNAIRE (OPTIONAL)

From time to time, the Building may spotlight a tenant in a newsletter or other communiqué. We keep this information in a file for such occasions.

VENDOR INSURANCE REQUIREMENTS

Prior to performing work in the building, including moving services, all vendors must provide a certificate of insurance and additional insured endorsement in accordance with the attached sample insurance form.

TENANT INSURANCE REQUIREMENTS

Prior to moving into the suite, tenant must provide a certificate of insurance and additional insured endorsement in accordance with the attached sample insurance form in the amounts specified in the executed lease document.



TENANT MOVE-IN DAY INFORMATION

Tenant Name:		
Move In Coordinator:		
Current Address:		
Current Phone #:		
Moving Date:		
Moving Times:	START-	COMPLETE-
Moving Company:		
Moving Company Telephone:		
Moving Company Supervisor:		
Moving Company Contacted for Certificate of Insurance?	YES	NO
Special Move-In Cleaning Requirements:		
Additional Security Requirements:		
Emergency Contacts During Move:		
Name:	Telephone:	
Name:	Telephone:	



PARKING APPLICATION AND ACCESS CODE ISSUANCE

Access Codes afford building entry and exit during non-business hours including use of passenger elevators. In order that all records remain current, please report changes in employee status; vehicle changes; and license number changes to the Security Control Center at (214) 758-6920. All completed forms may be emailed to Building Management Office at reena.rickman2@cbre.com. Parking Garage Access is facilitated by North Texas Tollway Authority (NTTA) toll tags properly presented on vehicle windshield. **Please register toll tag numbers as indicated herein using DNT number.**

TENANT EMPLOYEE NAME:
TENANT EMPLOYEE SIGNATURE:
LICENSE PLATE # and STATE:
LICENSE PLATE # and STATE:
COMPANY / TENANT NAME and LOCATION:

Toll Tag: DNT Number	DNA Number	Facility Code	Card Number	Facility Code

EMPLOYEE APPROVED FOR 24 HR ACCESS:	YES	NO
RESERVED PARKING SPACE ASSIGNED:		
ADD FITNESS CENTER ACCESS:	FORMS:	YES NO
ADD TOLL TAG FOR EXISTING TENANT:		
TENANT MANAGER SIGNATURE:		
<i>Access Code Assigned:</i>	<i>Date:</i>	
<i>Status Change Officer</i>	<i>Date</i>	<i>Programming</i>
Activate New Employee:		
Deactivate Employee:		
Terminate Employee:		

** Gray Shaded Areas for Management Completion*





FITNESS CENTER RULES & REGULATIONS

2100 McKinney is pleased to offer this Fitness Center to its tenant population free of charge asking only that these rules and regulations be followed thus enhancing everyone's fitness experience.

OPERATING TIMES

- The Fitness Center will close only for routine cleaning and maintenance during low traffic, weekend hours.

ACCESS TO THE FITNESS CENTER

- Access will be granted only to those tenants who have signed and dated the Fitness Center Release and Waiver of Liability and the Fitness Center Rules & Regulations documents.
- Only tenants of 2100 McKinney are allowed in the Fitness Center. No family members, children, friends or unauthorized co-workers shall be admitted by a tenant member. Any tenant member providing unauthorized access to anyone will have his or her membership revoked.
- Authorized access shall be granted by and through 2100 McKinney Management Office.
- Access codes are not transferable.
- **No one under the age of eighteen (18) years will be granted access to the center**

DRESS CODE

- Suitable exercise clothing must be worn at all times.
- Appropriate athletic shoes must be worn at all times on the exercise floor. No bare feet; flip-flops; hiking shoes; high heels; cletes or any variation thereof will be allowed on the exercise floor.

TOWELS

- Towel service is provided for your convenience at the discretion of Landlord.
- Please limit usage to one (1) hand towel and one (1) bath towel per exercise visit and place used towels in hampers provided in restrooms and locker rooms.
- As a courtesy to fellow members, please use Gym Wipes provided to wipe down equipment after each use.

EQUIPMENT

- Equipment and machines are to be utilized in only the manner and purpose for which they were designed.
- During daily peak hours, tenant members utilizing cardio equipment (treadmills, ellipticals or bikes) are asked to limit their sessions to thirty (30) minutes.

SHOWERS / LOCKERS / VALUABLES

- Please keep the shower stalls in neat and clean condition after each use, remembering to remove all personal hygiene products as you exit.
- Complimentary lockers are to be used only during exercise sessions. When using a locker, please secure using the lanyard mounted key provided. Once you have



concluded your visit to the Fitness Center, please return the key to the locker and take all personal belongings with you.

- Any locker remaining in use for an extended period will be opened by security with any items in the locker discarded. Please, do not attempt to utilize locker as a storage vehicle.
- **2100 MCKINNEY WILL NOT BE RESPONSIBLE IN ANY MANNER OR CIRCUMSTANCE FOR ANY LOST, STOLEN OR DAMAGED ITEMS OF ANY TYPE OR KIND.**

REFRESHMENTS

- A filtered, drinking water system is provided inside the Fitness Center for use by tenant members.
- **NO FOOD OR DRINK FROM OUTSIDE SOURCES IS ALLOWED IN THE FITNESS CENTER.**

EXISTING BUILDING RULES & REGULATIONS

- **ANY AND ALL BUILDING RULES & REGULATIONS IN FORCE PRIOR TO OR AFTER THE OPENING OF THE FITNESS CENTER APPLY TO AND SHALL BE ENFORCED AS THEY MIGHT RELATE TO THE FITNESS CENTER.**

I hereby acknowledge that I have read and fully understand all Fitness Center Rules & Regulations stated herein and further understand that my failure to adhere to any and all said Rules & Regulations may cause my Fitness Center privileges to be revoked.

Tenant Employee Name (**please print**)

Signature

Date

Company

Suite Number





FITNESS CENTER RELEASE AND WAIVER OF LIABILITY

I, _____, have registered voluntarily to engage in exercise and fitness activities and use exercise equipment available in the building commonly known as 2100 McKinney (the "Fitness Center").

I understand that this Fitness Center, which is unsupervised, involves strenuous physical exertion and will require sound judgment at all times during my participation. I understand that by participating, I am at risk to suffer serious physical injury and possibly death. I understand and agree that I, alone, am responsible to determine my physical and mental fitness and my suitability to participate. I acknowledge that Landlord will not attempt to determine, nor will I hold Landlord liable to determine, my physical and mental fitness, suitability, or capability to participate either before I begin participation or at any time during my participation in the Fitness Center. I understand that Landlord makes no representation or warranty as to the condition of the Fitness Center or its equipment.

In consideration for the work performed by Landlord in making fitness equipment available, from which I receive value and benefit, I assume all risks of injury or death related to participation. I further RELEASE AND FOREVER DISCHARGE Landlord and all of its affiliated entities, and I waive any claim that I might make against Landlord and its affiliated entities, for any physical injury or death arising out of or relating to my participation in, or during travel related to this Fitness Activity, including those claims or causes of action that are known and unknown, foreseen and unforeseen, future and contingent.

I UNDERSTAND AND AGREE THAT THE EFFECT OF SIGNING THIS RELEASE AND WAIVER OF LIABILITY IS TO GIVE UP ALL OF MY LEGAL RIGHTS TO FILE ANY LAWSUIT OR TO RECOVER ANY MONEY DAMAGES AGAINST LANDLORD AND ITS AFFILIATED ENTITIES FOR ANY CLAIM RELATING TO THE FITNESS CENTER INCLUDING ANY CLAIM FOR NEGLIGENCE BY LANDLORD OR NEGLIGENCE BY ANY EMPLOYEE OF LANDLORD. I AGREE TO INDEMNIFY, DEFEND AND HOLD LANDLORD HARMLESS FROM ANY AND ALL DAMAGES, INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES AND OTHER FEES AND EXPENSES, ARISING FROM MY BREACH OF THIS AGREEMENT, EVEN IF CAUSED SOLELY OR IN PART BY THE NEGLIGENCE OF LANDLORD, BUT

FITNESS CENTER RELEASE AND WAIVER OF LIABILITY (continued)

NOT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD.

Because participation in the Fitness Center is voluntary, I have agreed to sign this Release and Waiver of Liability. I have been given the opportunity to read carefully all of the terms of this Release and Waiver of Liability and I understand fully the legal consequences of signing it. I understand that I will not be allowed to participate in the Fitness Center unless I sign this Release and Waiver of Liability. I agree to this because I choose to participate in the Fitness

Center at my own risk, knowing that I have no legal right to seek recovery of damages or otherwise to make any claim against Landlord for any harm or injury, including death that I may suffer as a result of my participation.

I specifically understand that I may not bring guests into the Fitness Center and that no one under the age of 18 is permitted to enter the Fitness Center.

I understand that use of the Fitness Center facility by me is a privilege, which may be terminated at any time at the sole discretion of Landlord, with or without cause. In addition, I understand that Landlord reserves the right to close the Fitness Center at its sole discretion.

As used herein, the term "**Landlord**" shall mean **MCP 2100 McKinney, LLC, CBRE, Inc. and** Landlord's representatives and agents.

Tenant Employee Name (please print)

Company Name (please print)

Signature

Suite Number

Date





TENANT KEYING REQUEST ORDER FORM

NAME OF COMPANY: _____

SUITE NUMBER: _____

TENANT CONTACT: _____ PHONE: _____
(person to contact if more information is needed)

ENTRY DOOR - *New tenants will receive 2 ENTRY keys @ no charge.*

QUANTITY OF KEYS NEEDED: _____ BY WHEN: _____

SPECIAL INSTRUCTIONS:

INTERIOR DOOR(s)

QUANTITY NEEDED: _____ BY WHEN: _____

SPECIFY DOOR(s): _____

SPECIAL INSTRUCTIONS:

This information is required at least one (1) week prior to move in to avoid delays.



SUITE SIGN & DIRECTORY LISTING FORM

Requested By: _____ **Date:** _____

Phone #: _____ **Suite #:** _____

SUITE SIGN

Please complete Tenant Name as you wish it to appear on your **suite sign**:

Company Name

Suite #

DIRECTORY LISTING

Please complete Tenant Name as you wish it to appear in the Electronic Tenant Directory in the lobby:

Company Name

Suite #

Form Completed By: _____

Name/Title

Note: Please attach camera-ready art layout if required and contact the Management Office for any additional cost.

Please return completed form as soon as possible, as there is an approximate 4-week turnaround on suite signage.





AUTHORIZED INDIVIDUALS: AFTER HOURS EMERGENCIES AND ACCESS TO WORK ORDER SYSTEM

For our files, please indicate the name and offsite phone number of three (3) individuals from your suite who will go on our records as authorized individuals. In the event of an after-hours emergency; need for security authorization; or work order placement, these individuals will be the authorized contacts.

Company: _____

Suite #: _____

In case of emergency or security authorization, please notify one (1) of these individuals and acknowledge them as authorized to place work orders in the building system:

- 1) **Name:** _____ Title: _____
Email Address: _____ Office # _____
Cellular # _____

- 2) **Name:** _____ Title: _____
Email Address: _____ Office # _____
Cellular # _____

- 3) **Name:** _____ Title: _____
Email Address: _____ Office # _____
Cellular # _____

Form Completed by: _____ **Date:** _____
Signature





FIRE AND LIFE SAFETY AND FLOOR RESPONSE TEAM

Tenant Name _____ Floor # _____

Phone# _____

Position Name

Fire Warden: _____

Alternate: _____

Alternate: _____

Alternate: _____

Physically Impaired Individual: _____

Assistant(s): _____

Physically Impaired Individual: _____

Assistant(s): _____

Physically Impaired Individual: _____

Assistant(s): _____

Physically Impaired Individual: _____

Assistant(s): _____

PLEASE KEEP YOUR FLOOR RESPONSE TEAM LISTING UP-TO-DATE TO ENSURE THE SAFETY OF YOUR EMPLOYEES AND ALL BUILDING TENANTS.





EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by Code to observe and positively engage in the Emergency Procedures at 2100 McKinney and to enforce occupant participation in all related training and drills. It is the tenant's responsibility to review all Emergency Procedures with employees ensuring that the manual is available for immediate reference in the event of an emergency.

In signing this form, tenant acknowledges the receipt of 2100 McKinney Emergency Manual; acknowledges that the information provided is clear; and acknowledges responsibility to share the contents of the manual with tenant's entire staff and any new employee(s) that joins the company.

Tenant Company Name _____

Authorized Individual _____

Authorized Signature _____

Date _____

Please return this form to the Management Office within 30 days of tenancy, retaining a copy for your records.





SPOTLIGHT QUESTIONNAIRE

Company Name:

Building Address/Suite:

Contact Name:

Phone Number:

Date Firm was Established:

Number of Employees:

Description of Business:

Company History:

Areas of Expertise:

--

Key Personnel (Please include name; title; years of experience; any professional background information you want to include):

PRODUCER

[Insurance Broker Name and Address]

CODE SUB-CODE

[THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.]

COMPANIES AFFORDING COVERAGE

COMPANY LETTER **A** *[Name of Insurance Carrier]*
COMPANY LETTER **B**
COMPANY LETTER **C**
COMPANY LETTER **D**
COMPANY LETTER **E**

INSURED

[Vendor's Name and Address]

COVERAGES

[THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECTS TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.]

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GENERAL LIABILITY	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENRL LIABILITY				PRODUCTS-COMP/OPS AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADVERTISING INJURY	\$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MEDICAL EXPENSE (Any one person)	\$ 5,000
A	AUTOMOBILE LIABILITY	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	COMBINED SINGLE LIMIT	1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (PER PERSON)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	<input type="checkbox"/> GARAGE LIABILITY					
	EXCESS LIABILITY				EACH OCCURRENCE	AGGREGATE
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$ 3,000,000	\$ 3,000,000
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	STATUTORY	
					\$ 1,000,000	(EACH ACCIDENT)
					\$	(DISEASE-POLICY LIMIT)
	OTHER				\$	(DISEASE-EACH EMPLOYEE)

Specimen

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL TERMS
MCP P 2100 McKinney, LLC and CBRE, Inc. are named as additional insured. (see endorsement attached)

CERTIFICATE HOLDER

CBRE, Inc.

2100 McKinney, Suite 850
Dallas, TX 75201

CANCELLATION
[SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.]

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY.
PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED --- OWNERS, LESSEES OR
CONTRACTORS SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modified insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

CBRE, INC. and MCPP 2100 McKinney, LLC

WHO IS AN INSURED (Section II) is amended to include, as an insured, the person or organization shown in the Schedule, but only with respects to liability arising out of "YOUR WORK" for that insured by or for you.

THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED(S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSRUED(S) IS NON-CONTRIBUTING."

PRODUCER

[Insurance Broker Name and Address]

CODE SUB-CODE

[THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.]

COMPANIES AFFORDING COVERAGE

COMPANY LETTER **A** *[Name of Insurance Carrier]*

COMPANY LETTER **B**

COMPANY LETTER **C**

COMPANY LETTER **D**

COMPANY LETTER **E**

INSURED

[Tenant's Name and Address]

COVERAGES

[THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECTS TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.]

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENRL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTR'S PROT.	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	GENERAL AGGREGATE	\$ Per Lease
					PRODUCTS-COMP/OPS AGGREGATE	\$ Per Lease
					PERSONAL & ADVERTISING INJURY	\$ Per Lease
					EACH OCCURRENCE	\$ Per Lease
					FIRE DAMAGE (Any one fire)	\$ Per Lease
					MEDICAL EXPENSE (Any one person)	\$ Per Lease
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	COMBINED SINGLE LIMIT	1,000,000
					BODILY INJURY (PER PERSON)	\$
					BODILY INJURY (PER ACCIDENT)	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	AGGREGATE
					\$ Per Lease	\$ Per Lease
A	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	<i>[Policy Number]</i>	<i>[xx/xx/xx]</i>	<i>[xx/xx/xx]</i>	STATUTORY	
					\$ Per Lease	(EACH ACCIDENT)
					\$	(DISEASE-POLICY LIMIT)
	OTHER				\$	(DISEASE-EACH EMPLOYEE)

Specimen

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL TERMS
 MCPP 2100 McKinney, LLC and CBRE, Inc. are named as additional insured.
 (see endorsement attached)

CERTIFICATE HOLDER

CBRE, Inc.

2100 McKinney, Suite 850
Dallas, TX 75201

CANCELLATION

[SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.]

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY.
PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED --- OWNERS, LESSEES OR
CONTRACTORS SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modified insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

CBRE, INC. and MCPP 2100 McKinney, LLC

WHO IS AN INSURED (Section II) is amended to include, as an insured, the person or organization shown in the Schedule, but only with respects to liability arising out of "YOUR WORK" for that insured by or for you.

THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED(S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSRUED(S) IS NON-CONTRIBUTING."

VI. Web-based Work Order System Training

The screenshot displays the website for 2100 McKinney. At the top left is the '2100 McKinney' logo. To its right are logos for 'City of Dallas', 'ENERGY STAR', and 'BOMA 360 PERFORMANCE BUILDING'. On the far right is a 'TENANT LOGIN' button. Below these is a navigation menu with links: HOME, PROPERTY INFO, AREA INFO, PHOTO GALLERY, TENANT INFORMATION, GOING GREEN, AVAILABLE SPACE, CONTACTS, and MY WORKSPACE. The main content area features a large aerial photograph of the building with left and right navigation arrows. To the right of the photo is the heading 'WELCOME TO 2100 MCKINNEY' followed by a paragraph: '2100 McKinney is a beautiful 19 story/351,859 SF building located in the heart of Uptown, the premier living/work/play locale in Dallas. Tenants enjoy easy access to walking paths, restaurant venues, high-end retail, multifamily and hotels, as well as close proximity to Klyde Warren Park and the Arts District.' Below this text are three smaller images: an interior lobby, an exterior view of the building, and an interior view of a modern lobby. At the bottom of the page, it states 'Owned By Metropolitan Life Insurance Company | Managed By CBRE, Inc.'

2100 MCKINNEY

Tenant Handout for Axis Portal

TENANT HANDOUT FOR AXIS PORTAL

HOW TO LOGIN

STEP 1: Enter the Property's URL in your Web Browser.

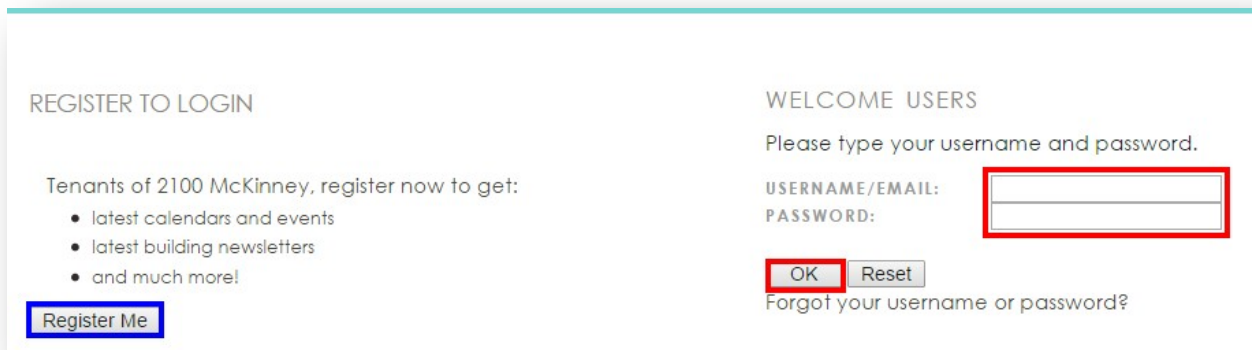


STEP 2: Select the "Login" link.



STEP 3: Enter Username/E-mail and Password.

By default, your username will be your e-mail address and your password will be your first initial + last name (all lowercase, no spaces or underscores). If you do not have an account, select the "Register Me" button.

A screenshot of the login/register form. On the left, under the heading 'REGISTER TO LOGIN', there is a list of benefits for tenants and a blue 'Register Me' button. On the right, under the heading 'WELCOME USERS', there is a prompt to enter a username and password. The 'USERNAME/EMAIL:' and 'PASSWORD:' labels are followed by input fields. The 'OK' button is highlighted with a red box. Below the input fields, there is a link for 'Forgot your username or password?'.

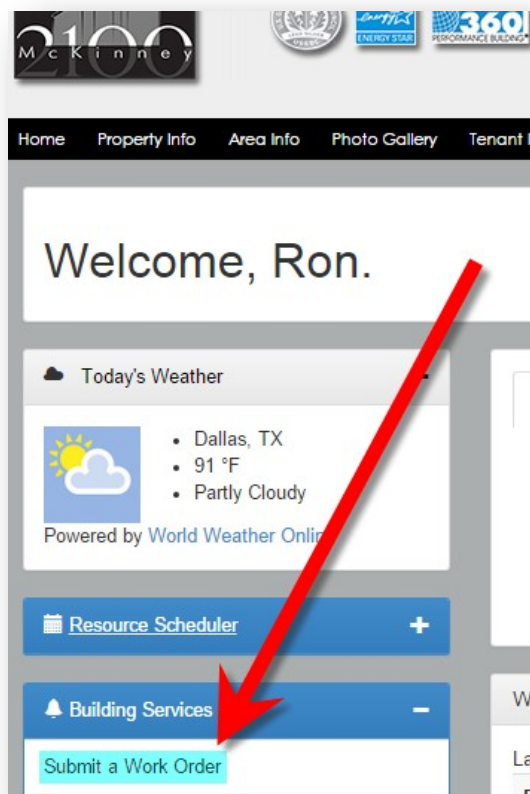
You have successfully logged in!

TENANT HANDOUT FOR AXIS PORTAL

HOW TO SUBMIT A WORK ORDER

STEP 1: Navigate to the “My Workspace” page.

First, check the Work Order Dashboard and view the last 5 work orders submitted by your Tenant to see if someone already sent a work order for the item you have in mind. If no requests have been sent for that particular item, click the “Submit a Work Order” link to get started.



STEP 2: Select “New Request”.

TENANT HANDOUT FOR AXIS PORTAL



STEP 3: Enter a new request.

Select your location, request type, and the details of your request and click “Submit”.

New Service Request

Home

Service Requests

My Requests

New Request

Property : 2100 McKinney

Floor : 07

Suite : 700

Request Type : Please Choose

Priority : Normal

Date Required : As Soon As Possible
 [] ... Time: [] [] []

Reference Number : []

Details : []

Estimate Required?

Attachments :
Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Submit Return To List