

# COLORADO TOWER



## ELECTRONIC TENANT HANDBOOK

<https://www.coloradotower.com/>

Below is an easy to use Table of Contents that acts as a site map, outlining the chapters and sections of the current handbook. Subsequent pages provide the detailed text for each section outlined in the Table of Contents.

Please review the Reverse Master Content Document thoroughly making any changes directly on the document. Please make any content changes directly on

this document. **We have activated the "track changes" feature on the attached documents so as soon as you begin to edit all changes will be clearly marked.**

Upon completion of review please return the Master Content Document and we will have your site updated to reflect the changes requested.

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## **Introduction**

### **Welcome**

The information presented in this Electronic Tenant® Handbook is meant to provide you with a better understanding of Colorado Tower and to facilitate your company’s operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with it and we are confident you will find it a valuable resource for you and your company. Please note that Property Management is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. Property Management will promptly notify you of any such changes. Please feel free to contact us with any questions you may have. We are here to serve you.

### **About Cousins Properties**

Cousins Properties Incorporated is a leading diversified real estate company with extensive experience in development, acquisition, financing, management and

leasing. Based in Atlanta, the Company actively invests in office and retail projects. Since its founding in 1958, Cousins has developed more than 20 million square feet of office space and 20 million square feet of retail space.

Cousins has built and maintained an industry-wide reputation for innovative and sustainable developments, premium management services and top quality leadership. The Company creates and maintains value in real estate assets for the benefit of shareholders, partners and clients. Cousins Properties is a fully integrated equity real estate investment trust (REIT) and trades on the New York Stock Exchange under the symbol CUZ.

## About Colorado Tower

Colorado Tower is downtown Austin's first Class A Hi-rise Office Building built in the last ten years. Cousins commenced development of Colorado Tower in 2012 and immediately elected to build the property to Level 2 Austin Energy Green Building standards. Colorado Tower is a 30-level, 373,343 square foot office building that sits atop a pedestal garage structure. The Tower opened in December, 2014 and was developed by Cousins Properties in conjunction with Duda Paine Architects. Colorado Tower is now the gateway to business in Austin's historic Warehouse District and offers direct access to some of Austin's finest dining, entertainment, theatrical & residential establishments.

As a proud participant in the Austin Energy Green Building Program, Colorado Tower promotes sustainable building concepts. It was designed & built in a manner that reduced the impact of construction on the environment and utilized materials sourced locally. Additionally, the building will be highly energy efficient while it provides a high quality workspace for the individual. Colorado Tower is truly Austin's gem of the Central Business District.

## Building Management Team

The staff at Colorado Tower is dedicated to making your work environment as safe and pleasant as possible.

The following personnel are available to address your needs:

Sr. Property Manager Lori Doyle Phone: 512.248.4000 <a href="mailto:ldoyle@cousins.com">ldoyle@cousins.com</a>
Property Manager Amy Newsom Phone: 512.248.4000 <a href="mailto:anewsom@cousins.com">anewsom@cousins.com</a>

Administrative Assistant Andrea Arredondo Phone: 512.248.4000 <a href="mailto:aarredondo@cousins.com">aarredondo@cousins.com</a>
Chief of Engineering Roman Hersztek Phone: 512.248-4000 <a href="mailto:rhersztek@cousins.com">rhersztek@cousins.com</a>
Engineer I Bryan Chamberlain Phone: 512.248.4000 <a href="mailto:bchamberlain@cousins.com">bchamberlain@cousins.com</a>
Engineer II Aaron Luther Phone: 512.248.4000 <a href="mailto:aluther@cousins.com">aluther@cousins.com</a>

### Important Phone Numbers

Property Management Office	512.248.4000
Building Security	512.420.5820

### Operating Instructions

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

#### Special Features

This Electronic Tenant® Handbook has special features, such as a Form Section and Search engine. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by clicking here.

#### Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office

### Printable PDF

Use the link below to download a PDF version of Colorado Tower's Electronic Tenant® Portal. The PDF version of the portal contains only the core content of

the web based portal you are currently using. Certain features designed especially for the world wide web may not be available in the PDF version.

The PDF version of Colorado Tower's Electronic Tenant® Portal requires Adobe Acrobat Reader software, version 5.0 or higher. If not pre-installed on your computer, you can download the free software from Adobe. [Click here to download the free Acrobat Reader software.](#)

[Download Colorado Tower Electronic Tenant® Portal PDF](#)

\*\*Please consider the environment before printing this document.

## **Building Procedures**

### **Building Management**

Colorado Tower is located at 303 Colorado Street, Austin, Texas 78701. The Property Management Office is located in Suite 2600. The office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday.

The telephone number for the Property Management Office is 512.248.4000. For an after-hours emergency, please contact Security at 512.420.5820

The mailing address for the Property Management Office is:

Cousins Properties Inc.  
303 Colorado Street, Suite 2600 Austin,  
TX 78701

### **Building Events**

Colorado Tower will host several events for tenant participation, including tenant appreciation events, blood drives, flu shot clinics, toy and food drives, fire warden emergency procedures meetings and fire drills. Information regarding these events will be posted on this website throughout the year.

### **Disabled Access**

Should an individual need assistance or directions to a disabled parking space, please contact Security or the Property Management Office at 512.248.4000.

## **Elevators**

Colorado Tower is equipped with a total of eleven (11) state of the art passenger elevators and one (1) service elevator designed to assure timely response and service.

### **Passenger Elevators**

Three (3) ThyssenKrupp passenger elevators serve the parking garage. You may take a garage elevator either to the Main Building Lobby or the Amenities Level 15 and transfer to either the low rise or the hi-rise elevator bank to reach your destination.

Four (4) ThyssenKrupp passenger elevators serve the low-rise portion of the Tower, Levels 15-22.

Four ThyssenKrupp passenger elevators serve the hi-rise portion of the Tower, Levels 23-30.

### **Service Elevator**

One (1) ThyssenKrupp service elevator:

Doors – 4' wide, 8' 10.5" high

Cab – 5'8" wide, 8'5" deep, x 10' high

Weight Capacity – 5,000 lbs, 500 fpm

## **Energy Efficiency Measures**

To reduce the electric bills and your operating expenses, you and your employees may personally assist by monitoring any unnecessary equipment usage. Actions such as ensuring that lights are turned off when leaving for the day and in offices/areas that are not in use; turning off coffee pots, turning off computers, monitors & copiers. Maintaining window blinds in a lowered position, with slats tilted against the sun at 45 degrees from horizontal may seem insignificant, however, when you consider the total office space within Colorado Tower, implementing these simple daily tasks can result in a significant reduction in electrical consumption. Not only does your company benefit from these energy conservation measures, it helps the overall energy and environmental condition of our community.

You too can make a difference!

## **Hours of Operations**

Colorado Tower is accessible 24 hours a day, seven days a week for building tenants. These hours relate to building access only and not to other services, such as air conditioning and maintenance. Generally, air conditioning operates between 7:00 a.m. - 7:00 p.m. Monday through Friday. Should you require extended air conditioning hours, please contact the property management office to obtain access to the on-line HVAC program.

## Entrances – Building and Parking

Colorado Tower is served by one project entrance on Colorado Street. A multilevel parking garage serves the building and is also accessed on Colorado Street.

### After Hours Access

Located next to the main entrance of the building is a proximity card access reader. Access cards should be utilized after building standard hours as well as all day on weekends and holidays to gain entry to the building.

Each tenant should insure that their employees who are permitted after-hours access have an access card. If guests, clients or delivery personnel arrive at the building (after-hours) without an access card or without prior written notification to Security (from the designated Tenant Contact), Security will contact the designated tenant representative to notify them of the person's arrival. Each tenant is responsible for greeting the person and taking them up to their suite. Security is not permitted to grant access to the building or to tenant suites.

Should you have a vendor or contractor who will need access to the building after hours, please contact the property management office at least one day in advance to make the necessary arrangements.

### **Loading Dock/ Deliveries**

All deliveries are required to utilize the Loading Dock and Service Elevator. Deliveries are never permitted through the Main Lobby or by utilizing passenger elevators. This includes all FedEx, UPS, US Mail deliveries, office supply companies and any other delivery services being used.

The Loading Dock is equipped with two (2) dock-high bay areas that can accommodate vehicles up to 30' in length. The dock ceiling height is approximately 25'. Standard 48' or 53" semi-trucks will be able to pull into the alley adjacent to the loading dock subject to City of Austin regulations. Please notify your delivery companies of these specifications and note that they are responsible for determining the appropriate size truck to make deliveries to the building and/or the City of Austin regulations concerning the alley.

Delivery vehicles are limited to thirty (30) minutes at the Loading Dock. Larger deliveries that take longer than thirty (30) minutes must be scheduled to occur after business hours or on weekends. You may make these reservations via the property portal which can be accessed on-line at [www.coloradotower.com](http://www.coloradotower.com).

A Dock Master will be stationed at the loading dock to assist delivery personnel with access to the service elevator during business hours. For after-hours deliveries please make reservations via the property portal which can be accessed on-line at [www.coloradotower.com](http://www.coloradotower.com).



For liability reasons, Security is never permitted to accept or sign for packages or deliveries.

## **Mail & Overnight Delivery Services**

U.S. mail is distributed by a postal employee to the Mail Room located off the Main Lobby. Mail delivery and pick-up times vary, so please check the posted schedule for exact times.

For more information about the mail service, contact the U.S. Postmaster at (800) 274-8777.

Colorado Tower is served by the main post office at the following address:

United States Post Office  
4516 Burleson Road  
Austin, TX 78744-9998  
Phone: 512 444.1083

There is a Post Office Service Counter located on Congress Avenue between 8<sup>th</sup> & 9<sup>th</sup> Streets:

823 Congress Avenue, Suite 150  
Austin, Texas 78701  
Drop boxes for FedEx, UPS and LSO are located in the Mail Room adjacent to the Main Lobby. The pick-up time is 6:00 p.m.

## **Building Security**

### **Overview**

Colorado Tower provides its customers and visitors with onsite security personnel. There is a security console located in the Main Lobby of the building and there is a Dock Master's office located adjacent to the loading dock. Security officers are onsite to assist with Customer's needs and to observe and report building conditions.

A security officer is available to escort tenants to their vehicles in the parking garage. We encourage all Customers to utilize this service, especially in the evenings and on weekends. Should you need assistance from security at any time, please call Security at 512.420.5820

As an added security precaution, we ask that you notify us of any employee terminations. We can then make certain the officers are aware of any potential problems that may be associated with a termination situation. It also allows us to update and keep your employee list current. If you use an access card system, it

is important to retrieve the card from the employee and delete the card from the system.

## **Access Cards**

Building access cards are distributed upon occupancy as requested by the designated Customer contact. Building access card readers are located at the front lobby entrance and in the parking garage elevators. Access cards should be utilized after building standard hours, on weekends and on all holidays to gain entry to the building. Since each building access card is directly linked to one individual, cards should not be passed to fellow employees.

Should a card become lost or stolen, employees should contact their designated tenant contact person so that a request can be submitted to property management to de-activate the card. These requests will be placed through the on-line portal for the building.

Replacement cards for those which are lost or damaged are available through the Property Management Office for a nominal fee.

For changes to existing access cards or to request more access cards please submit your request in writing via the work order tab on the property portal which can be found at [www.coloradotower.com](http://www.coloradotower.com) . Please allow 2 business days for all access card requests.

## **Key and Locks**

Keys are given to a designated tenant representative in advance of your move. Key and lock work is available upon request and must be coordinated through the Property Management Office. Customers may not re-key their spaces without coordinating with the Property Management Office. Please place your request through the on-line portal. Management will obtain a price estimate for your approval; upon receiving the approval, the work will be scheduled for you. Duplicate keys are available through the Property Management Office for a minimal charge. Please allow 2 business days for all keying requests.

## **Security Tips**

Property Management has implemented many procedures in an effort to prevent the theft of Customer's property, however; Customers, employees, visitors, and contractors are wholly responsible for the security of their items. By following a few simple guidelines, the incidents of thefts or intruders can be greatly reduced or eliminated.

1. Never leave a suite door unlocked while the reception area is unattended, even if it is momentary.
2. Rear doors or secondary entrances should be kept locked at all times. Doors should never be propped open.

3. When using your access card, make sure that only you enter on your card. Do not let someone else enter or “piggyback” on your card.
4. Hang coats and wraps away from the entrance to the office to reduce the possibility of these items being easily stolen while you are busy. Keep valuables out of sight at all times.
5. If you are keeping cash in your office, it should be the minimum necessary amount and should be kept in a locked location within your suite.
6. Any items of value, such as stamps, checks and cash, should be locked in an office.
7. Lock desks when not seated at them.
8. Keep purses and gift packages out of sight and locked inside a cabinet or desk at all times.
9. The building prohibits all solicitors and peddlers. While there are many legitimate solicitors, most Tenants do not desire to be bothered. Please call Security immediately to report all solicitors and peddlers, so they may be properly escorted from the building.
10. Do not let persons other than your employees and clients into building restrooms.
11. Building personnel are always ready to properly identify themselves. All contractors authorized to work in the building are required to sign-in with security and display a visitor badge while working at Colorado Tower. An unrecognizable person, posing as working for the building, should be reported to the Property Management Office or Security immediately. Every Tenant has the right to ask individuals who enter their suite for proper identification.
12. Legitimate messenger service personnel carry proper identification. If a messenger does not produce identification when asked for it, building security should be notified immediately.
13. Receptionist should be instructed to keep all visitors in the reception area and to ask the person being visited to come out and greet the visitor. This will reduce the possibility of unauthorized people entering a Tenant space.
14. Collect keys and access cards from terminated employees. Call the Property Management Office immediately to deactivate card numbers of all cards you collect from terminated employees or any lost or stolen cards.

## **Solicitation**

Solicitation is not permitted in Colorado Tower. If suspicious persons are seen loitering anywhere in the building or garage, please report them to Security at 512.420.5820 or the Property Management Office at 512.248.4000. A Security Officer will respond immediately.

# Emergency Procedures

## Overview

### Purpose

This emergency plan is established as an integral part of the official building's response to emergencies. The contents of this plan are designed as an "operational guide" for the behavior, safety and protection of the tenants and visitors to the building.

### Scope

As outlined on the following pages, this emergency plan establishes a sequential plan of response for initially recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or its inhabitants; and then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the building's Property Manager or representatives, this plan becomes an operational tool for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

### General Emergency Guidelines

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

- Remain calm. Panic can cause more damage in many cases than the emergency itself.
- Call 911 immediately to report the emergency. Relay all pertinent information:
  - Your Name
  - The type of emergency
  - The Building Address: 303 Colorado Street ○ The location in the building of the emergency such as Suite 1500

Please note, when calling 911 do not give them "Colorado Tower" as the address. This is a vanity address. The 911 operator needs the physical address of the building which is 303 Colorado Street.

- Ask someone else to contact the management office at 512.248.4000 to report the emergency.

Do not become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.

- Follow the directions of those in charge of the situation.

## Bomb Threat

It has been clearly proven that the vast majority of these calls are indeed false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guidelines will be useful. When a call is received, there are several things to do.

### Standard Operating Procedure

- Keep the caller on the line as long as possible. Ask the caller to repeat the message.
- Obtain as much information from the caller as possible and write it down:
  - Location of the bomb,
  - Time of detonation,
  - Outside appearance or description of the bomb,
  - Reason for planting the bomb.

Listen for background noises that might help in determining where the call was made.

At the conclusion of the call, do not hang up. It is essential that you keep this line open so that the police can trace the call.

Use another phone and immediately report the call to 911 and the Property Management Office at 512.248.4000, giving as much of the following information as possible:

- Your name
  - Your location and phone number
  - Name of the initial recipient of the threat
  - Name of anyone listening in to the threat
  - Name of any employee threatened by the caller
  - Normal work location of any threatened employee
  - TIME the bomb is supposed to explode
  - Exact LOCATION where the bomb is supposed to be
  - OUTSIDE APPEARANCE or DESCRIPTION of the bomb
  - REASON given for the bomb
  - Time
- Notify your supervisor and immediately notify Property Management and Security about the bomb threat call.

Quickly and thoroughly search your company area for suspicious, unusual or foreign items (Suspected Bombs) and report any findings.

- Do not touch, move, jar, disturb or cover any suspicious items that are found.
- Report any findings to 911 and the Property Management Office immediately.

- If evacuation is necessary, the Austin Fire Department or the Property Management Office will notify you regarding the evacuation plan to use.
- **IMPORTANT** - If you determine that your employees and visitors are in imminent danger and you cannot reach the Austin Fire Department and the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given a specific route to follow!

**IMPORTANT** - Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or handicapped personnel. If you evacuate, establish and announce a “rendezvous point” or employee meeting place for safety and control, “roll call”, communication and re-entry information.

When evacuation is complete, assemble and account for all of your personnel:

- Total number of employees moved or evacuated
- Total number of visitors moved or evacuated
- Total number of personnel missing
- Names of missing persons

For future reference by the Property Management Office, write a brief report covering your actions in response to the emergency, including any special problems or incidents that you encountered, and submit it as soon as possible to the Property Management office.

### Suspected Bomb-Safety Precautions

The safety precautions listed below are designated to acquaint you with the dangers inherent in the search, discovery and handling of suspected objects.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant, nor take them for granted. Adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and the lives of the other customers and visitors who frequent the building daily.

Do not use radio equipment to transmit messages.

- Do not change the lighting conditions.
- Do not smoke.
- Do not accept the contents of any container as bona-fide simply because it was delivered in a routine manner.
- Do not accept container markings and/or appearances as sole evidence of their content, identification and legitimacy.
- Do not touch a suspected bomb
- Do not carry a suspected bomb.

- Do not assume that a suspected bomb is of a specific (high explosive or incendiary) type.
- Do not open a suspicious container or object.
- Do not cut a string, cord or wire on a suspicious container or object.
- Do not cut or remove the wrapper on a suspicious container.
- Do not unscrew the cover of a suspicious container or object.
- Do not move the latch or hook on the cover of a suspicious container or object.
- Do not raise or remove the cover of a suspicious container.
- Do not change the position of a suspicious container or bottle.
- Do not place a suspicious container or object into water.

### Identifying and Handling Suspicious Mail/Packages

A suspicious letter or parcel might have some of the following indicators:

- Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage – Excessive or Inadequate.
- Balance – The letter is lopsided or unusually thick.
- Weight – The letter or package seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components, feels like it contains powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient.
- Common words or names are misspelled.

### Suggestions for Handling Suspicious Letter/Purchases

- Do not excessively handle or open.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package.
- If the letter or parcel remains suspect, call the police.

## Civil Disturbance

If you receive notification that a civil disturbance threatens the building or your office space, Call 911, and then contact the Property Management at (512) 2484000.

Give as much of the following information as possible:

- Exact LOCATION of the demonstrators
- Approximate number of demonstrators • Demonstrator's current activity
- Your name, company name and location

Notify your employees and visitors about the civil disturbance.

For the safety and protection of your personnel and company assets, assign specific duties to execute the following emergency procedures:

- Lock or have a Floor Warden stand by to lock all entrances and sensitive areas as appropriate; i.e., office doors, equipment rooms, storerooms, mail rooms, desks, file cabinets, vaults, etc., to protect company assets, employees and visitors.
- Notify all personnel of the disturbance and warn them to avoid personal contact with the demonstrators. Try not to make any comments or statements that further anger the demonstrators.
- Advise all personnel to avoid leaving the building & to Shelter In Place.
- Warn all personnel and visitors that elevator service will be reduced or cut-off during the emergency to prevent access by demonstrators.
- Advise all personnel to avoid walking through the lobby areas while the demonstrators present a threat.
- Important – Periodically update all employees and visitors of the situation.

If the demonstrators have invaded the building and are on your floor:

- Immediately Call 911, and then contact the Property Management at (512) 248-4000. Warn all employees and visitors of the emergency situation, and that movement within the building will be impeded because the elevators will most likely be turned off to prevent the demonstrators from involving other areas of the building.
- Advise all Floor Wardens and Assistant Wardens to execute the following additional emergency procedures for the safety and protection of your personnel and company assets:
  - Lock main entrance door(s). Note: Have a warden stand by at the entrance door with a key to allow authorized personnel only to enter and/or leave.
  - Lock all sensitive areas, as appropriate.
  - Make notes of all rooms and/or areas invaded by the demonstrators to facilitate a search for suspicious items.

When the demonstrators leave, or are removed from your office, and the civil disturbance is no longer threatening the building, advise Floor Wardens and Assistant Wardens to initiate a search for invaded floor(s) and office(s), for any items that are unusual or foreign to the normal environment.

**IMPORTANT:** Advise all wardens to be on alert for unattended and suspicious items that were carried by the demonstrators; e.g. clothing, knapsacks, bag. Suspicious items should not be touched, moved, jarred, disturbed or covered. Warn all employees and visitors accordingly.



Request that wardens advise you immediately upon completion of the search whether or not any suspicious items were found, and if so, immediately relay the information to 911 and the Emergency Response Team.

## **Elevator Malfunction**

In the event you are in an elevator which stops between floors or stops and the doors will not open, do not attempt to force the doors open. Push the “HELP” button located below the call buttons to obtain assistance. Advise operator of the nature of the problem and elevator personnel will be dispatched to assist you.

Stay calm and be assured that help is on the way. You are safest inside the elevator cab until the appropriate personnel arrive to extract you safely from the cab.

The elevators are equipped with numerous safety devices which prohibit them from failing under emergency conditions. Under no circumstance should you attempt to exit a car except through the doors, which have opened level with a floor.

Do not try to climb out and jump to a floor below should the doors open between floors.

In the event of a power interruption to the building, the elevators will be automatically lowered to the lobby level, and the doors will open.

Elevator technicians are available 24 hours a day, seven days a week for emergency response.

## **Emergency Contact**

Emergency	9-1-1
24/7 On-site Security	512.420.5820
Travis County Sheriff (non-emergency)	512.974.0845
Property Management Office	512.248.4000

All tenants will be asked to designate individuals to be contacted in the event of an emergency. Ideally, these tenant contacts will be officers or administrators who are authorized in making decisions in emergency situations. These same individuals designated as “Tenant Contacts” or “Authorized Representatives” usually fill the role of “Emergency Tenant Contact or Emergency Warden”. Property Management will maintain a confidential listing of “Emergency Tenant Contacts” along with their business and after hour’s telephone numbers. It is the responsibility of the tenant to update the information as changes occur.

Please reference the Fire section of this website for details of Emergency Personnel’s Responsibilities.

## Evacuation

### Evacuation Procedures:

When the order for evacuation is given, all persons must evacuate the building entirely. Due to the design of the building, it may not be necessary for all occupants to evacuate at once. The exact nature of a situation will guide emergency personnel in determining how an evacuation will be conducted.

Always use stairwells! They are the primary means of evacuation at all times. Elevators will not be used for evacuation unless ordered by the Safety Director or the Austin Fire Department.

### When evacuation is necessary:

- Instructions will be given at the time of evacuation as to which stairwell(s) to use.
- Follow safe evacuation procedures:
  - Remain calm. ○ Advise employees to proceed quietly and orderly. ○ Remove high-heel shoes.
  - Walk to the right of the stairwell in a single file line as the fire department may use the same stairwell to gain entry.
  - Take nothing with you. All briefcases, laptops and other items should remain in your office.
  - Do not take any drinks whatsoever into the stairwell.
  - If smoke is encountered during your evacuation, get on your hands and knees, and stay close to the wall.

Upon reaching the ground level of the building, exit the building. Be careful of traffic, falling glass or other hazards. Each person should proceed directly to their company's designated meeting place and check in with their representatives. Do not attempt to remove vehicles from the parking garage. This will interfere with emergency response personnel.

### Tenant Responsibilities During an Evacuation:

Property Management strongly encourages every tenant to create an internal, company specific, emergency procedures plan using the guidelines outlined in this manual. Areas of responsibilities include, but are not limited to, the following:

- Assign two-person teams (Assistant Wardens) to assist the disabled.
- Take emergency flashlights or other portable lights in case of an electrical power failure.
- Take company First Aid Kits, if it is readily available and not too heavy.
- If time permits, properly secure and safeguard special company records (i.e. documents, original contracts, negotiable

instruments, etc.) and lock the appropriate files, vaults, closets, desks, etc.

- Unplug appropriate electrical equipment and machines, computers, microwaves, coffee makers, etc.
- Check for employee and visitor stragglers, turn OFF lights and close office doors. DO NOT LOCK if your office is involved in the fire.

All company personnel should be educated on proper evacuation procedures, the location of your firm's Assembly Area and assembly instructions as determined by your Floor Warden. Give appropriate direction to visitors who may not be familiar with the building.

Once it is determined that it is safe to return to the building, an All Clear call will be given to the Assembly Areas by the building's Emergency Response Team.

**IMPORTANT:** If you determine that your employees or visitors are in danger, and you cannot reach the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific routes to follow.

#### Mobility Impaired Persons

Persons who cannot evacuate via the building's stairwells should make their way into the stairwell and await assistance from the fire department. Each mobilityimpaired person should have a fellow co-worker (Assistant Warden) assigned to them during an evacuation. The person assigned to assist should be fully capable physically to assist the mobility impaired person. The Property Management Office maintains listings of all mobility-impaired persons in the building. Impairments can be either temporary, (i.e. broken/injured leg) or permanent (i.e. wheelchair bound persons). In either event, please make sure the Property Management Office is advised of the identity and floor location of any mobility-impaired employees so accurate records can be maintained. This information will be given to the fire department upon their arrival.

**IMPORTANT:** The Floor Warden of a floor with a Mobility Impaired Person should give confirmation to a member of the Emergency Response Team (Yellow Vest) that the Mobility Impaired Person listed on our records is in the building. Provide them with the floor number and stairwell that the person is located.

## Fire

### Emergency Personnel Responsibilities during a Fire or Life Safety Situation

#### 911 – Austin Fire Department

When an emergency arises, please call 911 and then contact the Property Management Office at (512) 248-4000.

The parties below are involved as follows:

Cousins Person In Charge (CPIC) – The Cousins Properties Employee who is at the site and is the first responder to the emergency

Primary responsibility is to coordinate and implement an effective evacuation of the building's Customers in a serious fire or other situation that might require evacuation. Further responsibility stems from the preparation, monitoring and implementation (with the approval and assistance of the Austin Fire Department) of a training program for all members of the building emergency response team.

Safety Director – The Cousins Properties Employee who is at the site and is the second responder to the emergency

Responsible for the effective implementation of the Evacuation Plan and for actions taken by the building's Emergency Response Team prior to the arrival of the Austin Fire Department. Upon the arrival of the Austin Fire Department, the Assistant Building Emergency Marshal should assist the responsible Fire Department Supervisor in briefing as to seriousness, location and type of fire while explaining actions taken prior to the arrival of the Fire Department.

Emergency Wardens - Tenant Representatives

The Emergency Wardens are responsible for following strict orders of the Customer contact, the Safety Director or liaison, to implement in an orderly manner an approved evacuation plan upon fire alarm or notification from the CPIC or the Austin Fire Department.

The Emergency Warden is appointed by the Customer contact representing each firm occupying each floor of the building. If your firm occupies more than one floor, a minimum of four Emergency Wardens should be designated for each floor. Those persons or their alternates (Assistant Wardens) must be present at all times while the building is occupied. These wardens must be familiar with the building evacuation plan, floor layout and location and use of fire equipment.

Assistant Wardens – Tenant Representatives

The Assistant Wardens shall take direction from the Emergency Warden and shall perform as the Emergency Warden in his/her absence.

Emergency Response Team – Cousins Properties Staff

The Emergency Response Team staff is comprised of all building Engineering, Management and Security personnel. Their responsibilities are primarily to ensure the safe evacuation of the building and implementing emergency plans as directed by the Safety Director, CPIC or the Incident Commander from the Austin Fire Department.

Evacuation Supervisor – Security Supervisor

(After normal business hours)

Primary responsibility is to coordinate and implement an effective evacuation after normal business hours.

#### Handicapped Evacuation Assistants – Appointed by Tenant

Handicapped Evacuation Assistants are responsible for the evacuation of any physically challenged employees in suite.

#### Stairwells

There are two emergency stairwells in the building. One is located on the North end and the second is located on the South end of the building. These stairwells are accessible from every floor. In case of fire or other emergency, use stairwells for exit. All stairwells provide exit from the building to the outside.

#### Emergency Fire/Life Safety Equipment

The Building is equipped with a sophisticated, automated life safety system composed of smoke detection, alarm devices, sprinkler system, stair pressurization fans, smoke evacuation systems, smoke doors and fire extinguisher cabinets on every floor. There is a Central Fire Command Center located on the first floor of the building adjacent to the Main Lobby.

### FLOOR WARDENS AND ASSISTANT WARDENS

#### Criteria

Floor Wardens and Assistant Wardens are selected on the basis of two (2) principle criteria:

- They are intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.
- They work in the building, rather than having primary duties and responsibilities elsewhere.

Floor Wardens are the connecting links between Property Management and the employees of their firm. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Floor Wardens are responsible for selecting, identifying and training sufficient wardens to effectively perform their emergency duties and responsibilities, and to facilitate a safe and orderly response and/or evacuation in an emergency situation. A minimum of four (4) wardens is recommended for full floor tenants (approximately one per 5,000 square feet). Smaller tenants may elect to appoint only one.

Floor Wardens and their assistants are responsible for communicating appropriate pre-planned emergency procedures and/or date to all employees under their jurisdiction through personnel orientation and/or company bulletin boards. All wardens should be very familiar with the locations of stairwells, pull stations and fire extinguishers.

Floor Warden and Assistant Floor Warden participation in the annual Evacuation Drills and any other related training provided by the management office is essential.

#### Floor Wardens

Floor Wardens are responsible for following strict orders of the Cousins Person In Charge or Safety Director or liaison, and for implementing an orderly evacuation plan upon notification from the CPIC, Safety Director or the Austin Fire Department via the building's public address system.

#### Assistant Wardens

Assistant Wardens are appointed by and will take direction from the Floor Warden, and shall step in as the Floor Warden in his/her absence.

#### Floor Warden Training Program

To ensure all Floor Wardens and Assistant Wardens completely understand the emergency and evacuation procedures, annual Floor Warden Training is conducted by members of the Emergency Response Team. During this training, all emergency procedures are thoroughly reviewed.

Floor Wardens and Assistant Wardens are required to be proficient in the following:

- Evacuation plan and procedures
- The layouts of each floor, including the exits, pull stations and location of fire extinguishers.
- Personnel under his/her control, as to whether there are any occupants who are disabled requiring more than ordinary assistance during an evacuation.
- Building procedures set forth in the Emergency Procedures Manual.

#### Fire Emergencies

Colorado Tower is 100% covered by a fire sprinkler system and has numerous fire detection and alarm devices throughout the building. When heat, smoke or combustion activates one of these devices, the Fire Command Center immediately receives a visual and audible alarm indicating the location. This alert sets the following emergency procedures into motion:

1. The fire alarm panel dials out to the fire alarm monitoring company upon receiving an alarm.
2. If the alarm is a Fire alarm, the monitoring company immediately calls 911 and dispatches the Fire Department.

3. The alarm company then begins calling the Emergency Response Team.
4. If there is an audible alarm in the building, the Emergency Response Team (ERT) calls 911 to notify the Austin Fire Department again.
5. The ERT immediately responds to the FCC Room and implements emergency procedures.
  - If you detect the odor of something burning, but see no smoke or flame, call the Property Management Office at (512) 248-4000. Building Personnel will investigate immediately to determine if fire department assistance is necessary.
  - If a small fire is discovered, call 911. If you can safely confine the fire by closing surrounding doors, please do so. Contact the Management Office at (512) 248-4000. You may also pull open one of the fire alarm pull stations located next to fire exits to activate the fire alarm. Locate the fire extinguisher that is stored in each corridor or at a designated area inside your suite. If using the extinguisher, attempt to defuse the fire by following proper fire extinguisher procedures:
    - Pull out the pin.
    - Aim at the base of the fire.
    - Sweep from side to side until the fire is out.

If you discover a large fire during normal business hours that is too much for a fire extinguisher to handle, and have not heard or been notified by the building emergency system, call 911, and then immediately call the Property Management Office at (512) 248-4000. Provide the following information: ○ Exact location of the fire: floor, suite, and room number.

- What is burning: electrical equipment or wiring, liquids, paper, wood furnishings, etc.
- The severity of the fire.
- Your name, phone number and location.

If you still do not hear an audible alarm, activate the Pull Station located at the closest stairwell and alert all other Floor Wardens and Assistant Wardens of the situation.

Further instructions may be given by the Emergency Intercom System, the Austin Fire Department, or the Emergency Response Team.

If necessary, proceed with evacuation procedures. REMEMBER: the Fire Fighter's Recall will be activated and all elevators will inoperable.

**STAIRWELLS MUST BE USED DURING EVACUATION.**

If evacuation is not necessary, normal business operations may begin upon notification by the Emergency Intercom System, the Austin Fire Department or by the Emergency Response Team.

- If you discover a large fire after normal business hours call 911. If you have not been notified by the building emergency system, contact security at (512) 420-5820 and provide the following information:
  - Exact location of the fire: floor, suite, and room number.
  - What is burning: electrical equipment or wiring, liquids, paper, wood furnishings, etc.
  - The severity of the fire.
  - Your name, phone number and location.

Security will notify the Emergency Response Team and set into motion the building's official response to emergency situations.

- Notify all employees located on the floor and follow safe evacuation procedures.
- Security will notify the appropriate company contact at their afterhours phone number.

The fire alarm system generates a varying whoop tone from speakers located throughout the building. The alarm will also sound on adjacent floors above and below the alarm floor.

- If you feel it is necessary to evacuate the building due to fire, smoke or any emergency condition you may do so without receiving further instructions from the Property Management Office.

### How You Can Help Prevent Fires

Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised.

You can help prevent fire by following these precautions:

- Assign someone to make certain that all appliances are turned off at the end of the day.
- Be alert for strange odors or lights from electrical appliances. Have malfunctions checked immediately.
- Store and use flammable liquids according to safety regulations. Clean up spills at once.
- Dispose of trash. Don't allow it to accumulate. Don't overload wall circuits.
- Smoke only where permitted. Smoking is not permitted inside the Building or within 25' of building entrances.

### Evacuation Drills



Evacuation Drills are usually conducted within days after the Emergency Warden Training. They are designed to closely simulate an actual alarm response and evacuation. Tenant Wardens should use this time to educate their co-workers on life-safety equipment. Evacuation Drills also allow the building staff to inspect and evaluate the automated life-safety related issues, and complete a detailed checklist of building systems and operation, in addition to assisting tenants with evacuation. Post-drill meetings allow building staff to critique their response, share observations, and identify problems.

## Medical Emergency

If there is a medical emergency within your office or observed by you, please call 911 first and then contact the Property Management office at 512.248.4000. Provide the following information to 911 and management:

- Provide the type of medical emergency
- Exact location and name of the sick or injured person
- Has an ambulance been called?
  - If not, the Property Management Office will contact 911 to request an ambulance and the ERT will ready their entrance into the building.
  - If the sick or injured person requests you call their doctor, please do, and notify the Property Management Office so assistance can be given to the doctor when entering the building.
  - Assign at least one Floor Warden or Assistant Warden to stand by on the floor where the sick or injured person is located to meet the doctor and/or ambulance attendants, and guide them to the sick or injured person. If the sick or injured person is going to a hospital, try to send a friend or fellow employee along to assist them at the hospital until a spouse/relative arrives.

Fast response to medical emergencies can save lives. Never hesitate to Call 911 for medical assistance if needed. Remember to contact the Property Management Office with details so the building staff can assist when the emergency personnel arrive at the property.

Note: Please advise the emergency medical personnel if you have preference of hospital location. Most ambulances will transport patients to any local hospital. To should be noted that all trauma emergencies will be directed to Breckenridge Hospital.

## Other Emergencies

Explosions

If an explosion occurs, report the explosion to 911 - Austin Fire Department and the Property Management Office. Give the following information:

- Your name, location and phone number
- Your company's name
- Exact location of explosion
- Cause of explosion
- Extent of casualties and number and type of injuries
- Whether explosion caused fires and, if so, location of fire

The Property Management Office will immediately contact the Fire and Police Departments to confirm they are dispatching emergency personnel to the scene.

You should move or evacuate employees and visitors from your tenant area(s), if necessary or upon notification by the Building Emergency Marshall, or by intercom announcement.

### Electric Power Outage

Colorado Tower is equipped with an emergency generator which will power specific building systems during a power outage. These systems include all fire alarm and life safety systems, limited emergency lighting on each floor and one elevator in each elevator bank. All elevators will (one at a time) be automatically lowered to the lobby level, the doors will open and the cab will be out of service. If an outage is of short duration, it should cause little concern. If it is of longer duration, however, you may desire to leave the building. If so, you will need to utilize the stairwells.

Should Property Management need to make contact with you during such electric power outage we will call your tenant contact for after-hour emergencies. This individual's information needs to be given to the Property Management Office as soon as possible and updated as appropriate.

### Severe Weather

In most cases, advance warning of severe weather is not likely. In the event of severe weather, move toward core area rooms, including restrooms, freight elevator lobbies and building stairwells. Close window blinds and office doors as you exit.

The greatest danger will be that of flying glass and objects; therefore, attempt to locate where the maximum numbers of walls are between you and the exterior of the building. Stay away from glass atriums and lobbies.

### Work Place Violence

If your company or an individual receives a threat, obtain as much information as possible:

- What exactly was said?
- Was a date/time of the threatened action mentioned? (“I’ll be there this afternoon.”)
- Was a weapon mentioned or known to be in the threat – maker’s possession?
- Is there prior history with the threat-maker; upset client, exemployee, ex-boyfriend?
- Is there a restraining order in effect against this person?
- Is a photograph or physical description available?

Develop a plan for notifying office personnel, police and building management should the individual come into your office.

Give the front desk receptionist a discreet way to signal for help. Building Security Officers are not armed nor trained in physical intervention. They are trained to observe and report on incidents. They do not confront suspicious individuals, however, they will call 911 for law enforcement assistance. Physically threatening individuals should immediately be reported to 911, then report the incident to the Property Management Office at (512) 2484000.

## **Toxic Hazards**

Biological/Chemical Substance Threat:

Response to and preparation against threats or actual attacks from biological or chemical agents is similar to bomb threats or attacks. By their nature, however, biological and chemical agents can be extremely difficult to detect until their physical symptoms can be observed in exposed persons. Symptoms can include breathing difficulty, watery eyes, nausea, dizziness, and difficulty in moving. These symptoms can occur suddenly, without any prior warnings. Medical attention should be summoned immediately with the onset of these symptoms.

Biological or chemical threats can be common agents (pepper spray or mace) or much more complex in nature (anthrax, nerve gas).

Routine security vigilance is the most important protective measure. Access to your work areas should be controlled and suspicious items should be reported. Containing any biological or chemically affected areas (close doors, shut down HVAC) and isolating any exposed persons is critical in responding to attacks.

Contact 911 so trained responders can be summoned. Then notify the Property Management Office at (512) 248-4000.

## **Building Amenities**

### **Overview**

Colorado Tower is located in the heart of downtown Austin and is adjacent to the Lady Bird Lake Hike & Bike Trail. Colorado Tower is within blocks of the Austin Convention Center, Austin City Hall, multiple Class A Hotels and provides convenient access to major thoroughfares like IH-35 & Mopac Expressway. It is conveniently located near banking, coffee shops, great dining venues and many local and national retailers.

## **Policies and Procedures**

### **After-Hours Air Conditioning**

After-hours air conditioning is just a click away and super easy to use through our Web Smart Air. From any computer, at any time, go to the Colorado Tower HVAC web site ([www.coloradotower.com](http://www.coloradotower.com)), log in your user name and password and set-up after-hours air conditioning. Authorized users and passwords are established at move-in and can be updated with a written request to Property Management Office.

### **Cleaning/ Janitorial**

Cleaning services are provided between 6:00 p.m. and 11:00 p.m., Monday through Friday. Colorado Tower's cleaning contractor will perform general dusting of surfaces, removal of trash and recycle materials, general vacuuming, spot carpet cleaning, sweeping and mopping hard surfaces and cleaning of restrooms. Detailed vacuuming and dusting is performed on a periodic schedule.

The cleaning contractor provides base building cleaning services to our tenants. The cost of these base services is part of the services provided by the Landlord. Cleaning services over and above base building cleaning, such as microwave cleaning or dishwashing, can be performed by our cleaning contractor at the tenant's expense.

Special cleaning requests should be coordinated through the work order system located on the building's website portal.

Trash must be in a waste receptacle or clearly marked "Trash" or "Basura". Please do not leave items that are not trash on top of waste baskets. Should you have trash during the day that is in your way, please contact the Property Management Office. If possible, the day porter will remove it for you. Do not place trash in corridors, stairwells or freight elevator lobbies as this is a fire code violation and subject to fines.

Recycling - Colorado Tower offers single-stream recycling in accordance with the City of Austin's mandatory recycling ordinance. All mixed office paper, newspaper, plastic (# 1 and #2), glass and aluminum cans may be disposed of in

special blue recycling containers at your desk or throughout your office. Each evening, our janitors remove the recycle materials. Please be sure you have provided blue can collection containers in break rooms for your employees' use.

Window Cleaning: The exterior windows are cleaned two times per year.

## Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

Tenant Questionnaire Form  
After Hours Work Requests

## Moving Policy

### MOVERS GUIDELINES FOR COLORADO TOWER

The following guidelines are provided to assist movers and large furniture deliveries to Colorado Tower.

For a number of reasons, including commitments to other tenants and issues associated with liability, we will require movers to comply with these rules. If they do not, it is our duty to either deny them entry to the property or discontinue the move.

#### Before The Move

- **MOVE DATE:** Please schedule your move-in of large quantities of furniture, equipment or supplies after 6:00 PM on weekdays or anytime on weekends to avoid possible inconvenience to other tenants. Once your move-in date is established, please notify the Property Management Office of the date and approximate time of your intended move-in, in order to avoid any conflicts with any other tenants. You can reserve the freight elevator for after-hours use through the tenant portal at [www.coloradotower.com](http://www.coloradotower.com)
- **HVAC:** For your comfort, after-hours air conditioning can be provided during your move-in. You can arrange for air conditioning by selecting the appropriate tab on the homepage. We will waive all charges for reasonable use of after-hours HVAC during your move.
- **SECURITY:** Colorado Tower is open from 7:00 a.m. – 7:00 p.m., Monday – Friday and 8:00 a.m. – 1:00 p.m., Saturday. For access during the secured hours, contact Property Management Office prior to your arrival.

- MOVERS: Please provide the Property Management Office with the name of the moving company, including contact name and phone number.
- Once move-in date is selected, we will coordinate a meeting with the appointed Tenant Representative, a representative with the moving company, and the Property Manager to review the Rules of Building as well as walk the move-in route.
- The moving company must carry the insurance coverage listed below and provide a Certificate of Insurance to Property Management prior to the move:

1. Commercial General Liability  
 \$1,000,000 General Aggregate  
 \$1,000,000 Products/Completed Operations Aggregate  
 \$1,000,000 Each Occurrence  
 General Aggregate Limit *Per Project or Per Location Only*
2. Automobile Insurance  
 \$1,000,000 Combined Single Limit
3. Workers' Compensation – Should meet all state requirements  
  
 Employers' Liability  
 \$500,000 Each Accident  
 \$500,000 Disease Policy Limit  
 \$500,000 Disease Each Employee
4. Umbrella Liability  
 \$4,000,000 Each Occurrence
5. The full name of the manager of the building, Cousins Properties Incorporated, and the full name of the owner, Cousins 3<sup>rd</sup> & Colorado LLC, must be shown as Additional Insured. In regards to Commercial General Liability policy, ISO additional insured endorsements CG 20 10 and CG 20 37 or their equivalents may be required.
6. Issue the certificate to: Cousins Properties Incorporated Cousins 3<sup>rd</sup> & Colorado LLC.  
 RE: Colorado Tower  
 303 Colorado Street, Suite 2600  
 Austin, TX 78701

#### During Your Move

- Except as indicated above under “Before The Move”, small and individual items for the move-in will be permitted during normal business hours; however, no deliveries using dollies are permitted

through the lobby. You must use the loading dock and service elevator.

- The designated Tenant Representative must be present at all times during move-in and large deliveries.
- Upon arrival, the moving company must sign in with Property Management Office and management will advise Security of the number of movers and will release the service elevator for the moving company's use after sign-in.
- All trucks must unload at the loading dock.
- Moving company must use rubber matting and clean Masonite sections as runners on all finished floor areas and carpet where heavy furniture or equipment is being moved with wheel- or skidtype dollies. The Masonite must be at least ¼-inch thick and 4feet by 8-feet. Sheets in corridors must be taped together to inhibit sliding. The moving company must supply such protective coverings.
- Moving company must provide and install protective coverings on all walls, doors facing, elevator cabs, corridor corners, and other areas along the move-in route. Before and after the move, a representative of Property management Office will meet with the moving company foreman to inspect all walls, carpet, door facings, elevator cab, and other areas along the move-in route.
- The moving company or tenant must repair any damage to the property, building or fixtures caused by the move-in process. Otherwise, the tenant will be billed for necessary repairs or restoration.
- For your comfort, after-hours air conditioning can be provided during your move-in. Tenant can arrange for air conditioning by selecting the appropriate building HVAC tab on the homepage. Management will waive all charges for reasonable use of afterhours HVAC during the move.
- For reasons of liability, property employees are not permitted to assist in moves. We also cannot loan any tools, including ladders, power tools, or jumper cables. We do provide certain courtesy services for minor maintenance needs that may arise during your move.
- Moving company personnel may not smoke anywhere in the building.

## Elevator Operation

- The moving company must make prior arrangements with the Property Management Office for use of the service elevator for each move.
- Moving company personnel are not permitted to use the passenger elevators.

- The elevator must be key-operated to hold the doors open for prolonged periods. Doors must not be blocked open by furniture or objects.
- The service elevator has the following specifications:
  - One (1) ThyssenKrupp service elevator:
  - Doors – 4’ wide, 8’ 10.5” high
  - Cab – 5’8” wide, 8’5” deep, x 10’ high
  - Weight Capacity – 5,000 lbs, 500 fpm

Any items or combination of items that exceed these capacities will require special handling and documentation.

#### Clean-up and Repairs

- Moving company must remove all protective coverings from the glass, doors, elevator, corridors, floors, stairwells, and any other places where such coverings have been placed. Tape marks, if any, must be cleaned off completely.
- Moving company must vacuum, sweep, and/or damp-mop all common area floors wherever necessary to restore them to their original conditions of cleanliness and appearance.
- Restrooms must be left in clean condition.
- Moving company must remove from the property any and all trash or refuse generated as a result of the move-in by the end of the move-in date. Tenant will be billed for the removal of any materials not taken away by the moving company.

### Recycling

Colorado Tower participates in a comprehensive recycling program which includes recycling office paper, newspaper, aluminum cans, plastic and glass, as follows:

#### Office Paper:

- White and Colored Office Paper
- Notebook Paper, Legal & Steno Pads
- Newspaper and Magazines
- White and Colored Envelopes
- Brochures and Pamphlets
- Cardboard (Broken Down)
- Folders (Manila, Coated and Colored)
- Junk Mail, Posters, Manuals
- Self Adhesive Notes
- Metal:
  - Aluminum Cans (Soft Drinks)
  - Tin and Steel Vegetable Cans



Glass Bottles:

- Green, Clear and Brown Glass Bottles
- Glass jars

Plastic Bottles:

- #1 Plastic (Water & Drinking Bottles)
- #2 Plastic (Plastic Milk Jugs)
- #3-#7 Plastic (Tubs and Jars)

Please Do Not Include:

- Plastic Bags from Grocery Stores
- Styrofoam
- Wax Coated Items
- Carbon Paper, Paper Ream Wrappers
- Paper Towels/Tissues
- Food Contaminated Paper Products

Please help us to “RECYCLE RIGHT”

## **Remodeling/ Alterations Procedures**

Throughout your occupancy, certain modifications to your suite may become necessary. These modifications may simply be relocating an outlet or may be more involved, such as reconfiguring walls or doors. Provisions for alterations, additions and improvements to the suite are covered in your Lease.

The Property Management Office is available to assist with any construction projects. Our capabilities range from simple coordination of contractors to assistance with the preparation of contract documents, drawings, specifications and contractor bids. Through experience, we have developed relationships with many qualified contractors, which leads to competitive pricing, quality and courteous work. A fee is charged for the services depending on the level of involvement.

Any construction work, which is to take place in the building, must comply with the Rules of Site. A copy of the Rules of Site may be obtained by calling the Property Management Office. In order to ensure compliance with basic design criteria and that records are updated, the Property Management Office needs to review all construction prior to the start. Scheduling of work should be coordinated through the Property Management Office to insure the integrity of the base building. Prior to performing any work in the building, all contractors and their subcontractors must provide a certificate of insurance verifying compliance with the liability requirements established by the Property Management Office.

## **Rental Payments**

Base Rental and Additional Rental charges are due and payable on the first day of each month. Statements detailing Base Rental and Additional Rental charges for the next year are sent to each tenant in December of the preceding year. Miscellaneous charges will be invoiced separately.

All rental payments should be made payable to Cousins 3<sup>rd</sup> & Colorado, LLC, and sent to:

Wells Fargo Bank  
Cousins 3<sup>rd</sup> & Colorado LLC  
PO Box 204516  
Dallas, TX 75320-4516

Late fees will be applicable in accordance with the provisions of the Lease. If you have any questions concerning Base Rental, Additional Rental or other miscellaneous charges, please contact the Property Management Office at (512) 248-4000.

## Rules and Regulations

1. No sign, picture, advertisement or notice visible from the exterior of the Demised Premises shall be installed, affixed, inscribed, painted or otherwise displayed by Tenant on any part of the Demised Premises or the Building unless the same is first approved by Landlord. Any such sign, picture, advertisement or notice approved by Landlord shall be painted or installed for Tenant at Tenant's cost by Landlord or by a party approved by Landlord. No awnings, curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with any window or door of the Demised Premises without the prior written consent of the Landlord, including approval by the Landlord of the quality, type, design, color and manner of attachment. In the event of any breach of the foregoing, Landlord may remove the applicable item, and Tenant agrees to pay the cost and expense of such removal.
2. Tenant agrees that its use of electrical current shall never exceed the capacity of existing feeders, risers or wiring installation. Any wires and wiring installed by or on behalf of Tenant within any riser of the Buildings shall be bundled together within such riser and a tag shall be placed on such bundle at each floor of the Buildings identifying the floor(s) served by each bundle and the name and telephone number of a representative of Tenant to contact in the case of an emergency.

The Demised Premises shall not be used for storage of merchandise held for sale to the general public. Tenant shall not do or permit to be done in or about the Demised Premises or Building anything, which shall increase the rate of insurance on said Building or obstruct or interfere with the rights of other lessees of Landlord or annoy them in any way, including, but not limited to, using any musical instrument, making loud or unseemly noises, or singing, etc. The Demised Premises shall not be used for sleeping or lodging. No cooking or related activities shall be done or permitted by Tenant in the Demised Premises except with permission of Landlord. Tenant will be permitted to use for its own employees within the Demised Premises a small microwave oven and Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state, county, and city laws, codes, ordinances, rules and regulations, and provided that such use shall not result in the emission of odors from the Demised Premises into the common area of the Building. No vending machines of any kind will be installed, permitted or used on any part of the Demised Premises without the prior consent of Landlord. No part of said Building or Demised Premises shall be used for gambling, immoral or other unlawful purposes. No intoxicating beverages shall be sold in the Building or the Demised Premises without prior written consent of the Landlord. No area outside of the Demised Premises shall be used for storage purposes at any time.

No birds or animals of any kind shall be brought into the Building (other than trained assist dogs required to be used by the visually impaired). No bicycles, motorcycles or other motorized vehicles shall be brought into the Building.

3. The sidewalks, entrances, passages, corridors, halls, elevators, and stairways in the Building shall not be obstructed by Tenant or used for any purposes other than those for which same were intended as ingress and

egress. No windows, floors or skylights that reflect or admit light into the Building shall be covered or obstructed by Tenant, and no articles shall be placed on the window sill of the Building. Toilets, wash basins and sinks shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish or other obstructing or improper substances shall be thrown therein. Any damage resulting to them, or to heating apparatus, from misuse by Tenant or its employees, shall be borne by Tenant.

4. Two keys for each entry door to the Demised Premises will be furnished Tenant without charge. Landlord may make a reasonable charge for any additional keys. No additional lock, latch or bolt of any kind shall be placed upon any door nor shall any changes be made to existing locks without written consent of Landlord and Tenant shall in each such case furnish Landlord with a key for any such lock. At the termination of the Lease, Tenant shall return to Landlord all keys furnished to Tenant by Landlord, or otherwise procured by Tenant, and in the event of loss of any keys so furnished, Tenant shall pay to Landlord the cost thereof. Landlord shall also provide Tenant with four (4) access cards per 1,000 square feet of Rentable Floor Area in the Demised Premises to allow Tenant and its employees access to the lobby of the Buildings and Demised Premises.

Landlord shall have the right to prescribe the weight, position and manner of installation of heavy articles such as safes, machines and other equipment brought into the Building. Tenant shall not allow the building structure within the Demised Premises, nor shall Tenant cause the elevators of the Building, to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Demised Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord. The persons employed to move the same must be approved by Landlord. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the Building and to exclude from entering the Building all freight which is in violation of any of these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts, floats or dollies shall be used in passenger elevators. All hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires. Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Demised Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building. Tenant shall prevent inadequate ventilation from and will assure proper operation of any HVAC systems and/or office equipment under Tenant's control and Tenant will not allow any unsafe levels of chemical or biological contaminants in the Demised Premises and will take all steps necessary to prevent the release of such contaminants from adhesives, machinery, and cleaning agents. Tenant shall cooperate in all respects with Landlord regarding the management of the indoor air quality in the Building and in connection with the development and implementation of an indoor air quality management plan for the Building.

Smoking shall not be permitted in any areas of the Building or the Project or in any premises within the Building; provided, however, if permitted by applicable law, smoking shall be permitted in any premises of the Buildings where the tenant of such premises makes arrangements with Landlord for the installation at such tenant's cost of filtration or other equipment which in Landlord's judgment is adequate to prevent smoke from leaving such premises and entering the common areas or other premises of the Building. Until such approved equipment is installed, smoking shall not be permitted in a tenant's premises. If Tenant shall assert that the air quality in the Demised Premises is unsatisfactory or if Tenant shall request any air quality testing within the Demised Premises, Landlord may elect to cause its consultant to test the air quality within the Demised Premises and to issue a report regarding same. If the report from such tests indicates that the air quality within the Demised Premises is comparable to the air quality of other first-class office buildings in the market area of the Buildings, or if the report from such tests indicates that the air quality does not meet such standard as a result of the activities caused or permitted by Tenant in the Demised Premises, Tenant shall reimburse Landlord for all costs of the applicable tests and report. Additionally, in the event Tenant shall cause or permit any activity which shall adversely affect the air quality in the Demised Premises, in the common area of the Buildings or in any premises within the Buildings, Tenant shall be responsible for all costs of remedying same.

Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours of 7:00 a.m. and 7:00 p.m., on all days except Saturdays, Sundays, and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefrom to any person, including Tenant.

5. Unless agreed to in writing by Landlord, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning and taking care of the Demised Premises. Cleaning service will not be furnished on nights when rooms are occupied after 6:30 p.m., unless, by agreement in writing, service is extended to a later hour for specifically designated rooms. Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring. Only persons authorized by the Landlord may furnish ice, drinking water, towels, and other similar services within the Building and only at hours and under regulations fixed by Landlord.

No connection shall be made to the electric wires, or gas or electric fixtures, without the consent in writing on each occasion of Landlord. All glass, locks and trimmings in or upon the doors and windows of the Demised Premises shall be kept whole and in good repair. Tenant shall not injure, overload or deface the Building, the woodwork or the walls of the Demised Premises, nor permit upon the Demised Premises any noisome, noxious, noisy or offensive business.

6. If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord in its reasonable discretion. All wiring for telephone or any similar service shall be approved by Landlord in its reasonable discretion, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated. The electric current shall not be used for space heaters unless written permission to do so shall first have been obtained from Landlord or its representatives in writing, and at an agreed cost to tenant.
7. Tenant and its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. Landlord may charge an hourly rate (as determined by Landlord from time to time) for any visitor parking in the Parking Garage. All vehicles shall be parked only in areas designated therefor by Landlord. If vehicles are blocking driveways or passageways or parked in violation of Landlord's rules and regulations or are otherwise parked in unauthorized areas or spaces, Landlord may exercise vehicle removal remedies under Tex. Transp. Code Ann. § 684.011 et. Seq. (Vernon 2000), as the same may be amended from time to time.

Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.

8. Tenant agrees to participate in the waste recycling programs implemented by Landlord for the Building, including any programs and procedures for recycling writing paper, computer paper, shipping paper, boxes, newspapers, magazines and aluminum cans. If Landlord elects to provide collection receptacles for recyclable paper and/or recyclable aluminum cans in the Demised Premises, Tenant shall designate an appropriate place within the Demised Premises for placement thereof, and Tenant shall cause its employees to place their recyclable papers and/or cans into the applicable such receptacles on a daily basis.
9. Any special work or services requested by Tenant to be provided by Landlord shall be provided by Landlord only upon request received at the Project management office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.
10. Landlord shall have the right to change the name of the Building and to change the street address of the Building; provided that in the case of a change in the street address, Landlord shall give Tenant not less than 180 days' prior notice of the change, unless the change is required by governmental authority.
11. The directory of the Building will be provided for the display of the name and location of the tenants. Landlord must first approve any additional name that Tenant shall desire to place upon said directory, and if so approved, a reasonable charge will be made therefor.

Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.

12. These Rules and Regulations are supplemental to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.
  13. Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care, and cleanliness of the Project, and for the preservation of good order therein.
- In the event of a conflict as between a Rule or Regulation and a Lease provision, the Lease provision shall control.

## **Service Requests**

We are here to serve you. The situation is best remedied when you contact us immediately, no matter how insignificant the issue or circumstance may seem.

Routine service requests may include:

- Replacing building standard ceiling lights bulbs
- Adjusting the temperature
- Replenishing restroom supplies
- Reporting janitorial cleaning issues
- Opening telephone rooms for your service companies
- Troubleshooting and repairing building system problems such as leaking water, cracked windows, unusual smells or sounds.
- Providing additional keys at the customer's expense
- Repairing ceiling tiles

The following services are provided for an additional cost:

- After-hours air conditioning/heating
- Installation of door closers, coat hooks, electrical outlets, additional light fixtures, additional locksets, etc.
- Alterations or remodeling work
- Replacement of non-building standard light bulbs

Colorado Tower's staff will respond to service requests as quickly as possible.

Work order requests can be made in the following ways:

Service Request Link to Web-based System: [www.coloradotower.com](http://www.coloradotower.com)

Call: (512) 248-4000

We prefer that all service requests be made through the web-based work order system so we may track the work order. All that is needed to access the system is an internet connection and an email address. There is no software to purchase or install and no computer upgrades required. The web site address to access

the system is [www.coloradotower.com](http://www.coloradotower.com). Once you have returned the Tenant Questionnaire Form, we will create a user name and password for the main contact(s).

## **Smoking**

Colorado Tower is a completely smoke free environment. In accordance with the City of Austin smoking ordinance and the Austin Energy Green Building policies, use of tobacco products is strictly prohibited in all areas of the building, garage & grounds. City code prohibits smoking within 30' of any building entrance.

## **The Neighborhood**

### **Banks & ATMs**

### **Business Services**

### **Entertainment**

### **Hotels**

### **Maps**

Listed below are links to a number of interactive street maps and detailed driving directions from The Homer Building to major transportation hubs in the surrounding metropolitan area. If you would like to search for other driving directions please click here.

#### Interactive Maps

- [City Map](#)

#### Driving Directions

[Colorado Tower](#)  
[Austin-Bergstrom International Airport](#)

[Colorado Tower Amtrak Station](#)

[Colorado Tower Greyhound Station](#)

## **Restaurants**

## **Transportation**

[Taxis and Limos](#)



Longhorn Limousines: (512) 699-5466  
Capital Pedicab: (512) 448-2227  
CABS Agent: (512) 338-0017