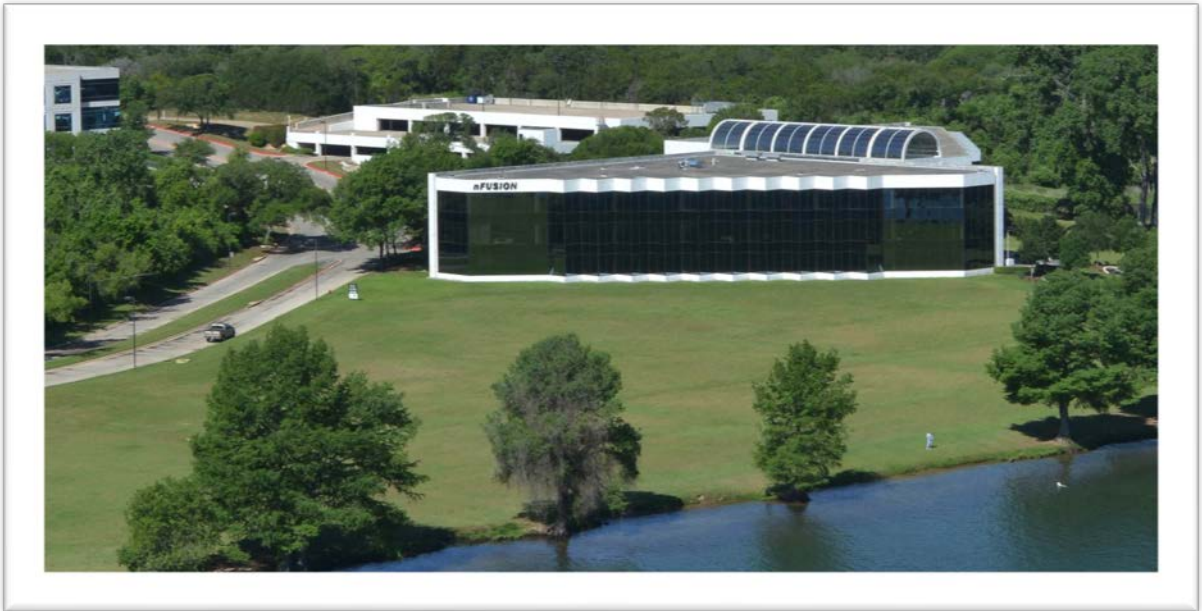


5000 PLAZA ON THE LAKE

TENANT HANDBOOK



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Introduction

Welcome

The tenant information provided in this Handbook is meant to provide you with a better understanding of 5000 Plaza on the Lake 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 this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available in Suite 105 to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office at 512-501-5915, 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. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 5000 Plaza on the Lake, a premier Clarion Partners property managed and leased by Endeavor Real Estate Group.

About Company

Endeavor Real Estate Group opened its doors in 1999 to focus on more meaningful, high-quality projects that will have a positive impact on the community.

We have been creating value ever since. Austin-based and privately owned, Endeavor is focused on the acquisition and development of retail, office, industrial, and multi-family/mixed use properties. We provide a breadth of services under one roof including property management, tenant representation and leasing. Our conscientious, innovative approach helps us earn client trust and ensure project success.

About Property

5000 Plaza on the Lake is the only class A office building located directly on the shores of scenic Lake Austin. This iconic building is nestled within 5 acres of lakeside property, with nearby restaurants/retail and close driving access to all parts of Austin.

Operations

Accounting – Rent Payments

Regular Mail

CP\IPERS Austin Lake, LLC
P.O. Box 732568
Dallas, TX 75373-2568

Overnight

JPMorgan Chase (TX1-0029)
CP\IPERS Austin Lake, LLC #732568
14800 Frye Road, 2nd Floor
Ft. Worth, TX 76155

Wire Transfer

Bank Name	JPMorgan Chase
ABA Number	021000021
Account Name	CP\IPERS Austin Lake, LLC
Account Number	607789257

Building Management

The staff of 5000 Plaza on the Lake is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 105. Please do not hesitate to contact the management office at:

Phone: 512-501-5915

Address:

5000 Plaza on the Lake, Suite 105
Austin, TX 78746

The following personnel are available to address your needs:

VP of Property Management Shawna Gross 512-501-5915 sgross@endeavor-re.com	Property Manager Ali Mevis 512-501-5915 amevis@endeavor-re.com
Lead Building Engineer Conner Smith 512-501-5915 csmith@endeavor-re.com	Property Assistant Durant Sellers 512-501-5915 dsellers@endeavor-re.com

FAQS

Q: How do I request a service call?

A: Place a work order in the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App

Q: How do I request additional space at 5000 Plaza on the Lake?

A: Contact the leasing agent for Plaza on the Lake by calling Endeavor Real Estate Group at 512-682-5500. You can speak with either Jonathan Tate or Anne Swift.

Q: What do I do if my office air temperature is not comfortable?

A: Place a work order in the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App or via the Angus Work Order App.

Q: Where can I park?

A: Parking is available in the 4 story parking garage located next to the building. Visitor parking is located in the front visitor lot near the front entrance.

Q: Where can I smoke?

A: Smoking areas are located on the first level of the parking garage on the far west side (benches and cigarette disposal located in this area) as well as the front patio of the building near the large planter.

Q: I am sensitive to the interior office lighting; how do I request an adjustment to my lighting?

A: Place a work order in the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App. Choose "Lighting" as your requested service.

Q: Can I bring in a space heater?

A: Due to fire hazard and electrical circuit limitations, space heaters are not permitted in the building.

Q: Can I bring in a coffee maker or other appliance?

A: Tenants may bring a coffee maker or other small appliance to service the entire staff in a break room area. All small appliances must have an auto shut off feature. Individual coffee makers and small appliances are not allowed.

Q: I work after the building's normal hours. How do I request lighting, heating and/or air conditioning?

A: When requesting overtime HVAC, please submit the request to Genea Energy Services Platform website <https://platform.geneaenergy.com/> or via the Genea App. This allows tenant representatives with access to request overtime air for a suite at a cost to tenant (which is referenced in the lease). Once we have the tenant information and it has been input into Genea, a "Welcome E-Mail" with all the instructions and information will be sent out. www.GeneaEnergy.com.

Holidays

The Building's observed holidays are listed below. Certain services are not provided on weekends and the listed holidays. The Building will be locked with no HVAC on the below mentioned dates. HVAC may be requested on the Genea website or phone app and will be charged at the hourly rate per individual tenant lease on www.GeneaEnergy.com. Normal Building business hours are from 7:00 a.m. to 7:00 p.m. Monday through Friday, and from 8:00 a.m. to 1:00 p.m. on Saturdays. The building will not have normal HVAC on Saturdays in an effort to conserve energy and maintenance costs for equipment, however, if scheduled through Genea, there will be no

charge for service during the hours of 8:00a.m. and 1:00p.m. on Saturdays. After hours and holiday HVAC will need to be requested through the Genea Energy website or phone app. www.GeneaEnergy.com

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

Leasing

The leasing company for 5000 Plaza on the Lake is Endeavor Real Estate Group, located at 500 West 5th Street, Suite 700, Austin, TX 78701. The main phone number is 512-682-5500. Listed below is the contact information for the authorized representatives.

SIOR Anne Swift Office and Industrial Leasing 512-682-5564 aswift@endeavor-re.com	Will Crawley Senior Leasing Associate 512-682-5551 wcrawley@endeavor-re.com
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Security

Overview

5000 Plaza on the Lake is equipped with an electronic access control system on two of the Building's exterior entrance doors. This system automatically locks and unlocks the entry doors on a set schedule for building hours. This system also controls authorized entry via access cards to employees who work for a tenant in the building. In addition, a security company patrols the building three times per night to note anything of concern and reports findings to building management.

After Hours Building Access

In order to access the building after hours, tenants will need to use the access card issued to them by building management. In order to receive an access card, please fill out the Access Card Form and return to building management via the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App or via the Angus Work Order App.

Building Access

The building is open from 7:00 a.m. until 7:00 p.m. Monday through Friday; 8:00 a.m. until 1:00 p.m. on Saturday and closed on Sunday. Access is available via access card readers on the front first level entry and the garage second level entry 24/7.

Deliveries

Large Items - 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. These items must be scheduled for delivery after normal business hours or on a weekend and proper insurance information for the vendor delivering must be provided to the Landlord. 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. Please contact the building management with specific requirements and detail prior to scheduling large item deliveries.

Normal Day to Day deliveries of mail, Federal Express, UPS, etc. will be conducted as normal except on holidays or weekends when the building is closed. The building mail center is located on the first floor east wing across from the restrooms.

General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double-check to see that all doors are securely locked before you leave your office space.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Management Office of the Building immediately.

Key and Lock Policy

Landlord shall provide all door locks in each tenant's leased premises, 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 or access cards to such tenant's leased premises, and no tenant shall make a duplicate thereof. Please contact building management should you have any key or lock requests.

Lost and Found

Please contact the Management Office at 512-501-5915 to claim items that have been lost or found in the building.

Property Removal

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. We should note the move in policies and requirements as well as the insurance requirements.

Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 512-501-5915 and we will send appropriate personnel to escort them off of the premises.

Emergency Procedures

Active Shooter

Response to Active shooter – Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES – When you are safe:

Call 9-1-1, and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run – If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have a planned escape route
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

Hide – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 512-501-5915

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope ¼" to ½" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be

especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. – rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25-foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.

- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert the 24/7 Elevator Monitoring company that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Monitoring Service will establish two-way communication with elevators occupants until help has arrived. The Elevator Vendor will be dispatched immediately to assist in safe assistance and Building Management will be notified.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Contacts

All Emergencies	911
Building Management Office	512-501-5915
Building Security/After Hours Emergencies	512-501-5915
Fire Department (non-Emergency)	512-974-0130
Police Department (non-Emergency)	512-974-2000

Important notes

If you call 911 because of a medical emergency, please be sure *also* to notify building management with your name, callback number, and location so that onsite staff may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible.

Evacuation

- 1) Stay calm.
- 2) Survey area during the evacuation to ensure everyone is exiting. Fire wardens should stay behind to make sure all personnel have left the area.
- 3) Gather only essential belongings with you. Close the doors behind you but **do not lock** them as the fire department will need easy access.
- 4) Go outside using the stairs. **Do not use elevators.** If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to its base level and open.
- 5) Be prepared to assist occupants with special needs.
- 6) Once outside please **report to the fire warden check-in post** (see map for reference) and give notice of a safe evacuation. Access will not be allowed until all tenants have checked in and confirmed a safe evacuation.
- 7) Once the Fire Department or Property Manager gives the "All Clear" you can return to the building.

Fire and Life Safety

Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Endeavor Real Estate Group recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security
<http://www.dhs.gov/>

Federal Emergency Management Association
<http://fema.gov/>

American Red Cross
<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response <http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - a. Your name
 - b. Your Building's name and address – 5000 Plaza on the Lake, 5000 Plaza on the Lake, Austin, TX 78746 near the major intersection of 2222 and Loop 360 next to the Pennybacker Bridge
 - c. Your specific floor number and exact location of the emergency
 - d. Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at 512-501-5915. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - a. Name, address and age of injured/ill person

- b. The nature of the problem, as best you can surmise
- c. All known allergies and current medications taken by the individual
- d. A local doctor

Power Failure

5000 Plaza on the Lake Office Building and Common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Services

Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked "TRASH." Please **DO NOT** leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Building Management office at 512-501-5915. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please contact the Building Management.

If you have any questions or comments regarding the cleaning services, please notify the Building Management's Office.

Elevators

There are two elevators located on the first floor at Plaza on the Lake. There are no freight elevators.

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.

Listed below are the forms we have in our possession.

- Access Card Form
- Fitness Center Form
- Tenant Information Request Form
- Fire Warden Responsibilities
- Evacuation Maps
- Check In Post Map

HVAC

If the temperature in your office needs adjustment, please put in a work order in the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App or via the Angus Work Order App

. It will be addressed as soon as possible by engineering personnel. Please let building management know the individuals authorized to have access and log in information to Angus so that management can set up their account.

The standard hours of operation of the heating and air conditioning systems are 7:00 a.m. until 6:00 p.m. Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Mail Service

Mailbox:

A mailbox will be assigned to each tenant. The boxes are located in the first floor East corridor.

Fed Ex/UPS/Lonestar box:

Located on the first floor of the parking garage stairwell.

Maintenance Requests

For all maintenance requests, place a work order in the Angus Online Work Order System at www.endeavor-re.com and click on the Tenant Services Login in the top right corner or via the Angus Work Order App or via the Angus Work Order App. It will be addressed by the building engineer as soon as possible.

Signage and Directory

Signage and directory information is address in the individual tenant leases prior to tenant moving into building.

Sustainability

Green Tips

At 5000 Plaza on the Lake, we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the Building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

Green Tips

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.

- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

Click on the links below for more Green Information:

<http://www.earthshare.org/green-tips.html>

<http://www.thegreenguide.com/green-living>

Recycling

At 5000 Plaza on the Lake we appreciate and support the positive effect that recycling can have on the environment and have provided access to recycling collectors throughout the Building. Please see below for a list of recyclable items vs. non-recyclable items.

Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers #1-7
- Aluminum/Tin/Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)
- Glass Bottles and Jars

Non-Recyclable Items:

- Anything in the above list that is soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Any Plastic w/out #1-7
- Tempered Glass

For More Information on Recyclable Materials go to <https://austintexas.gov/environment/recycling>

Amenities

On-Site Amenities

Panoramic views of Lake Austin and the Pennybacker Bridge. • On-site engineering staff. • New Fitness Center and Fitness Equipment • Paddle Board / Kayak Storage • Lakeside Patio Exterior Wi-Fi • Loop 360 location offers close access to major highways and arterials. • Wide array of vicinity retailers and restaurants, including food trucks—1.25 miles from Davenport Village retail.

Policies and Procedures

Contractors

1. PERMITS & INSURANCE

Permits and licenses necessary for the execution of the work shall be secured and paid for by the contractor.

Contractor shall provide proof of insurance. Additional Insured: CP/IPERS Austin Lake, LLC., Clarion Partners, and Endeavor Real Estate Group, Ltd.

2. BUILDING USE and OVERTIME COSTS

The Contractor shall confine his use of the premises to the designated construction area, so as not to disturb tenants.

Contractor/Subs must submit a roster of all persons under their employment who will be frequenting the building. All contractors and their employees must sign in and sign out whenever entering or leaving the building. **(See “Exhibit B”)**

The Property Management office must be notified 24 hours in advance or by 3:00 p.m. Thursday for weekend scheduling. Twenty-four (24) hours’ notice or more is required for such items as base building, HVAC, plumbing, utility outages and entering a tenant’s suite. Sufficient notice must be received in order for the management office to notify tenants in the building. **All overtime costs for after-hours work or utilities must be included in the contract price. Any afterhours work requiring an employee of the management office to be on site will be charged to the contractor. The costs will include employee’s overtime rate, plus 28% labor burden.**

Building hours are 7:00 a.m. till 7:00 p.m. Monday through Friday, and 8:00 a.m. till 1:00 p.m. on Saturday.

3. DOCUMENTS

The general contractor is responsible for providing management with the original Certificate of Occupancy following the final inspection.

The general contractor must provide Endeavor Real Estate Group with notarized lien releases for himself and all sub-contractors before final payments are released.

4. PLANS AND DRAWINGS

Endeavor Real Estate Group must approve all drawings, subcontractors and material prior to commencement of construction. The general contractor is responsible for at least three sets of as-builts to be submitted before final payment is released.

5. ELEVATORS

All construction materials, tools and trash are to be transferred to and from the construction floor before or after normal business hours. The Contractor shall notify Endeavor Real Estate Group to install elevator pads prior to construction and shall make arrangements to protect the floor against damage.

6. COMMON & OTHER TENANT AREAS

The Contractor shall carefully protect all doors (to elevators mechanical/electrical rooms, stairways, janitorial closets and restrooms) walls, carpets, floors, furniture and fixtures and shall repair or replace damaged property without cost to Endeavor Real Estate Group.

Contractor is to provide tacky/sticky mats at all construction entrances and exits. The floors will need to be protected with Masonite when moving equipment or machinery into / out of the building.

7. WATER & ELECTRICITY DURING CONSTRUCTION

Sources of water and electricity will be furnished to the Contractor without cost in reasonable quantities for use in lighting, portable power tools, drinking, testing and other such common usages during construction. The Contractor shall make all connections, furnish any necessary extensions and remove same upon completion of work. Extension cords may not be used in a manner which will restrict or endanger normal traffic flow in corridors and lobbies.

8. SANITARY FACILITIES

Sanitary facilities will be furnished to the Contractor by Endeavor Real Estate Group. The Contractor shall use only those facilities specifically designated by the Management Office. Damage caused to restroom facilities, as a result of use, or abuse will be repaired at contractor's expense. Restroom toilets, urinals, sinks and floor drains are not to be used for disposal of construction related materials.

9. PARKING

Contractor vehicles must be parked on the top level of the parking garage. Contractors may not park in the surface lot immediately adjacent to the ground level entrance to the building. Under no circumstances, are Contractors allowed to park in any Reserved or Restricted Parking areas, nor is Contractor allowed to utilize the parking facility after-hours or at any time they are not exclusively working at the site. Storage of vehicles and trailers is prohibited. Should Contractor require clarification on the designated parking areas for contractor personnel, they are to contact Property Management prior to the commencement of construction.

10. MECHANICAL ROOMS/AHU

Inspection of mechanical rooms and AHU equipment will be conducted by Endeavor Real Estate Group's Engineering Department, prior to contractor's work beginning. The condition of the AHU room, unit, coils, etc. will be documented, and prior to tenant occupancy, these rooms and equipment will be re-inspected. Any clean up or repair necessary to bring the equipment back to original condition shall be charged to the general contractor. Mechanical and electrical rooms shall not be used for storage of construction material or as work areas. Doors leading into the AHU room will remain closed at all times.

11. DUSTY WORK

Contractor shall notify Endeavor Real Estate Group prior to commencement of extremely dusty work (sheet rock cutting, sanding, extensive brooming with the use of floor sweep, etc.), in order to arrange for additional filtering capacity on the affected HVAC equipment. Air filters will be changed, as required, by Endeavor Real Estate Group. Contractors will be required to pay for all filters used. Contractor is responsible for appropriately protecting fire system devices and coordinating with Endeavor Real Estate Group to have the fire panel put on test if/when necessary.

12. DISPOSITION OF MATERIALS

Any and all existing materials removed and not reused in the construction, except as directed by Endeavor Real Estate Group, shall be disposed of by the Contractor as waste or unwanted materials. The removal of waste materials from the premises shall be done after normal business hours. Endeavor Real Estate Group shall approve in advance all "after-hours" hauling. Construction debris shall not be deposited in the building's trash containers. Contractor will be billed for any damage to the containers and/or additional hauls caused by the disposal of construction debris.

The General Contractor will be responsible for maintaining a separate trash dumpster to be located in area designated by Endeavor Real Estate Group. The dumpster area shall be kept clean and all materials contained in the dumpster. In the event the area is not kept in a clean and respectable condition, Endeavor Real Estate Group will cause the

area to be cleaned by building personnel without prior notice to contractor. The Contractor will subsequently be billed for those services.

13. CLEAN-UP

The contractor shall at all times on a day-to-day basis keep the site free from accumulations of waste material, debris or rubbish. The contractor shall remove from the site all tools, scaffolding, surplus materials, debris, and shall leave the site in "broom clean" condition. Floor Sweep shall be used prior to brooming.

14. AFTER HOURS WORK

- ◆ Drilling or cutting of the concrete floor slab. *Note, scanning/x-raying the affected areas is required prior to any drilling or cutting being done on a slab or structural member.
- ◆ Drilling or cutting any concrete structural member.
- ◆ Any work where noise or vibration may disrupt normal office procedures.
- ◆ Unload or loading of sheet rock or other materials should be performed before or after normal business hours.
- ◆ Demolition should be performed after normal business hours.

All work performed outside normal business hours (7:00 a.m. – 7:00 p.m.) must be scheduled and approved by Endeavor Real Estate Group.

15. WORKMAN CONDUCT

- No abusive language or actions on the part of the workers will be tolerated. It will be the responsibility of the General Contractor to enforce this regulation on a day-to-day basis. Shirts must be worn while on the premises, preferable those with a company logo or identification. **Radios are prohibited on the job site.**
- Under no circumstance are men allowed to use the ladies restrooms.

16. ELECTRICAL PANEL CHANGES

All additional electrical circuits added to existing electrical panels or any new circuits added to new electrical panels, will be appropriately marked as to the area and/or equipment serviced by the circuit(s) in question. Noncompliance with this regulation will result in possible barring of the Contractor from future activities in the building. All electrical panels, which have had additions or modifications, must have the panel doors replaced upon the completion of any electrical work.

17. HVAC MODIFICATIONS

All new or affected VAV boxes must be labeled on the ceiling grid. Labels must be visible from floor level (but not unreasonably oversized), neatly

printed, and easily legible. Coordinate with Building Engineer for approval. Graphics on the energy management system must be updated by the building approved vendor.

18. SPECIAL ELEVATOR SERVICES

Any work or repair which necessitates access to the top on an elevator cab, the utilization of the cab to perform special services, or special security device installation on any elevator servicing a floor, must be scheduled through Endeavor Real Estate Group. Sufficient time should be allowed for the Endeavor Real Estate Group to arrange with the elevator service contractor to provide personnel to perform the requested service. Under no circumstance should an individual Contractor or Tenant permit their personnel to utilize the elevator facilities for any purpose other than transport of materials and/or personnel.

The tenant and/or contractor will be responsible for any additional costs incurred in these arrangements.

19. WELDING/CUTTING TORCH USE

At no time is any welding or cutting torch to be used in the building without approval of Endeavor Real Estate Group. If approval is granted, the Contractor must have a fire extinguisher present in the work area while the welding equipment is being used, and an individual designated as Fire watch. Additionally, the Contractor may be required to perform the welding after hours, due to the fumes associated with the welding/cutting torch equipment.

20. APPLICATION OF VARNISHES/LACQUER IN THE BUILDING

No varnishes/lacquers are to be sprayed in the building without approval of Endeavor Real Estate Group. Because of their combustible nature, this type of work should be done outside the building.

Endeavor Real Estate Group must be notified 48 hours prior to use of any odor producing chemical. No odor producing chemical will be allowed during business hours. Contractors are required to provide MSDS sheets prior to application of any chemical product.

MSDS will be required on all materials prior to submitting final payment.

21. DRAINING OF SPRINKLER LINES

Endeavor Real Estate Group must approve any work that involves the draining of a sprinkler line or otherwise affect the building's sprinkler system. In all instances where this approval is granted, the system will not be left inoperable overnight.

22. FIRE ALARM SYSTEM

Contractors are required to tape up all smoke detectors on the floors under construction. This tape shall be removed on a daily basis. Failure to do so may result in a fire alarm being falsely activated and a charge will be billed back to the contractor at the rate of \$100.00 per alarm.

23. TELEPHONE

A telephone answering service, cell phone or pager will be maintained by the contractor's foreman to allow a maximum of 30 minutes reply time to Owner's/Management's call.

24. JOB SCHEDULE

A schedule of activities of contractors/subs is required by Endeavor Real Estate Group. Changes may be made verbally to the Management Office after the initial schedule has been submitted.

25. SMOKING

Smoke Free Building. Smoking allowed in designated smoking areas only. Smoking is prohibited inside the building.

26. BUILDING INVENTORY

Under no circumstances shall Building inventory be used by the general contractor or subcontractor without prior approval from Endeavor Real Estate Group.

27. COMPLIANCE

It is the responsibility of the contractor to provide each sub-contractor with a copy of the Contractor's Rules and Regulations and to have each sub-contractor listed on Exhibit B, List of Sub-Contractors, with a signature for each acknowledging receipt of the Contractor's Rules and Regulations. Failure to comply with standard safety precautions and with these policies may result in restriction and/or fines being imposed on the general contractor or his sub-contractor.

Sub-Contractors will be reviewed and approved by Management prior to construction. A recommended sub-contractor list has been provided. Any deviation requires prior approval by Endeavor Real Estate Group.

Failure to comply with standard and O.S.H.A safety precautions, may result in restriction and/or fines being imposed on the general contractor or his subs.

A Hazard Assessment Survey is to be conducted by the General Contractor and posted at the job site. We have provided a sample survey to be completed prior to construction. Should the enclosed survey not be posted, or failure to comply with personal equipment

and supplies standards such as: extension cords, ladders, etc., Management will have the right to request personnel leave the premises immediately.

28. FINAL PAYMENT

Upon completion, the Contractor will schedule and conduct a punch list inspection with the tenant and representative of Endeavor Real Estate Group. The final payment to the Contractor shall not be made until all such work is completed. A lien release, Certificate of Occupancy, As-builts for mechanical/plumbing and

MSDS sheets on all materials will be required prior to final payment.

The above policy and guidelines may be amended at any time by **ENDEAVOR REAL ESTATE GROUP** subject to reasonable notice to the **CONTRACTOR**.

The undersigned representative acknowledges these policies and guidelines for the **CP/IPERS Austin Lake, LLC** and **Endeavor Real Estate Group** and agrees to abide by these regulations.

General Rules and Regulations

BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply to the Premises, the Building, the Project, and the exterior walkways and parking area associated therewith ("Common Area"), the land and the appurtenances thereto:

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. To maintain correct balance of the Building's HVAC systems, the main entryway between the Premises and the common area hallways shall not be permanently left open.
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, shall be paid by such tenant.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows or exterior doors or other part of the Common Area without the prior written consent of Landlord. 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 for all buildings having an electronic directory. Landlord shall provide a building standard sign plaque with Tenant's name next

to the main door to the Premises. Tenant shall not erect any signs, plaques or names other than as provided for by Landlord.

5. Landlord shall provide all door locks in each tenant's leased premises, 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 or access cards to such tenant's leased premises, 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, filing cabinets, 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. Exterior 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 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.

10. Tenant shall not make or permit any 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.

11. 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 standard office and cleaning supplies,

12. 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.

13. Except for machines used exclusively by Tenant's employees, no vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of Landlord.

14. All mail chutes located in the Building shall be available for use by Landlord and all tenants of the Building according to the rules of the United States Postal Service.

15. Tenant shall turn off all lighting and equipment when Tenant is not using the Premises, except for such equipment that is normally operated on a full time basis such as fax machines, refrigerators, computer servers, etc.

16. Tenant shall not prepare any foodstuffs or operate any food equipment or stoves other than is typical in an office kitchenette such as coffee machines, microwave oven, and the like. In no event shall any cooking equipment having an open flame be operated in the Premises,

17. Tenant shall not use any electronic equipment that causes any electronic interference with standard office equipment used by Landlord or any other tenant. Tenant shall not install any electronic equipment such as antennas, reception dishes, telephone, microwave or other similar transmission dishes, or their progeny, outside of the Premises or on the sides or top of the Building, without Landlord's consent in its sole and absolute discretion.

These rules may be amended or supplemented as reasonably determined by Landlord and as long as such amendment or supplement is equally applied to all similarly situated tenants in the Building and in the Project.

Insurance Protection

The property manager is required to maintain a file of certificates of insurance and should request renewal certificates prior to the expiration date of the coverages evidenced on the certificates. The basic coverages that should be evidenced on the certificate are as follows:

1. Commercial general liability insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 from the aggregate of all occurrences within the policy year on a per location basis, including but not limited to premises-operations, products/completed operations and contractual coverage.
2. Business automobile liability insurance covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit per occurrence.
3. Workers' compensation insurance in accordance with the laws of the state in which the premises are located with employer's liability insurance in an amount not less than \$1,000,000.
4. Excess liability (umbrella) insurance in the amount of \$5,000,000 each occurrence that applies excess of the required commercial general liability, business automobile liability, and employer's liability.
5. "All Risk" property insurance covering personal property of tenant including trade fixtures, furniture, inventory and any alterations, additions, or

improvements made by tenant upon the premises all for the full replacement cost. Any deductible on covered losses shall be borne by tenant.

6. Business income and extra expense insurance with limits not less than one hundred percent (100%) of all income and charges payable by tenant under the lease for a period of (12) months.

CP/IPERS Austin Lake, LLC, Clarion Partners, and Endeavor Real Estate Group, Ltd. are to be included as additional insureds as respects the liability coverages. In addition to the certificates of insurance which should name these entities as additional insureds, please also request an endorsement issued by the insurance company which lists these entities as such. Landlord should be named as loss payee on tenant's all risk property policy with respect to alterations, additions or improvements of the premises. Certificates should reflect 30 days' prior written notice of cancellation to the additional insureds.

If tenant is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages or intoxicating liquors, the certificate should also include liquor liability coverage in the amount of \$10,000,000 naming landlord, Clarion Partners, property manager and as mortgagee, if applicable, additional insureds.

Please note that these are standard coverages required. However, each lease must be reviewed for other negotiated limits and/or coverages specific to that tenant.

A sample completed certificate follows to assist you in the review.

Moving Procedures

To assist you with a smooth transition as you move in/out to Plaza on the Lake the following moving guidelines have been established by building management. The General Moving and Delivery Procedures shall be adhered to at all times.

- 1) Please contact building management within two to three weeks prior to your scheduled move-in to arrange for a pre-move-in meeting.
- 2) Complete the Move-In/Out Information Form and return it to the Management Office.
- 3) Move-In/Out must follow all General Moving and Delivery Procedures.

General Moving and Delivery Procedures

PLEASE NOTE THAT 18-WHEEL VEHICLES ARE NOT PERMITTED ON THE PROPERTY. ANY MOVERS WHO FAIL TO COMPLY WITH THE FOLLOWING RULES WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY AND MAY BE SUBJECT TO PERMANENT RESTRICTION FROM PLAZA ON THE LAKE.

Tenant's moving contractor is responsible for contacting building management three (3) days prior to move-in/out to confirm details and procedures. Contractor

is to provide building management with a certificate of insurance evidencing employer's liability in the minimum amount of One Million and No/100 Dollars (\$1,000,000.00); commercial general liability insurance in the minimum amount of One Million and No/100 Dollars (\$1,000,000.00); and worker's compensation in accordance with statutory requirements to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this contract. Contractor further agrees to hold Owner free and harmless from any and all claims arising from any such negligent act or omission of Contractor, its employees or agents. Contractor shall provide Owner proof of insurance, satisfactory to Client and naming Clarion Partners, Endeavor Real Estate Group and CP/IPERS Austin Lake, LLC as agent as additional insured.

Certificate Holder:

CP/IPERS Austin Lake, LLC
c/o Endeavor Real Estate Group, Ltd.
5000 Plaza on the Lake, Suite 105
Austin, TX 78746

Additional Insured:

Clarion Partners, Endeavor Real Estate Group, Ltd. and CP/IPERS Austin Lake, LLC are named as Additional Insureds on a primary & non-contributory basis and subrogation is Waived on General Liability. Additional Insured, Primary Non-Contributory and Waiver of Subrogation endorsements are attached.

- 1) All moves must be accomplished on weekdays after 7:00 P.M. and before 7:00 A.M., or at any time on Saturday or Sunday.
- 2) Proper protection for building property must be provided by the moving company and will include the following:
 - Clean 4'x 8' masonite sections of at least one-fourth inch thick should be used as runners over all finished floor areas where furniture or equipment will be moved by wheel or skid type dollies. Masonite sections must be taped together to prevent slipping or sliding.
 - Suitable protection for walls, doors and elevator lobbies.
- 3) Tenant's moving contractor is responsible for moving all plywood, masonite, tape, pads, corner boards, cartons, trash, etc. and for leaving the premises clean. Removal of all such materials must be accomplished prior to the following business day. Moving debris left in or around the building by tenant's moving contractor will be removed at tenant's expense.
- 4) The property manager or designate will inspect the premises prior to and after move-in/out to determine if damages were caused by moving contractor. Damage to the building, fixtures or landscaping resulting from the move will be invoiced to the tenant.

- 5) It shall be the responsibility of the mover and the tenant to perform the move in/out the safest manner possible, avoiding blocking of building corridors, entrances and exits, and avoiding the accumulation of large amounts of combustible materials.

Smoking

5000 Plaza on the Lake maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Smoking areas are located on the first level of the parking garage in the far west corner and on the front patio area near the large planter. Smoking is not allowed on the back patio or any other location on the property. Please do not smoke at building entrances.