



121 WEST TRADE

BUILDING REGULATIONS

121 West Trade regulations are not intended to unreasonably restrict your activity in any way. They are intended to provide the safest, most professional environment for all tenants, as well as to meet city and insurance company provisions.

1. In an effort to promote safety and a free traffic flow, the sidewalks, halls, elevators, and stairways are to be kept clear at all times and should not be used for any purpose other than for entrance to or exit from the building. For security purposes, we retain the right to control access to the building. However, this should not affect persons with whom tenants normally deal during ordinary hours of business. For obvious safety reasons, the tenant and its employees shall not go upon the roof of the building without written consent of management.
2. Clean, well maintained restrooms are a top priority on our housekeeping schedule. You as tenant can cooperate by using these facilities for no purpose other than those for which they are constructed.
3. The building standard Venetian blinds are a basic but important means of controlling solar heat. Therefore, all window treatments other than these blinds must be approved by management.
4. Even modern office buildings and their sophisticated elevators are subject to certain load restrictions. Consequently, no objects heavier than the life capacity of our freight elevator should be brought into the premises. City code also restricts placing loads upon any floor which exceed the load per square foot which the floor was designed to carry. The moving of safes or other unusually heavy items shall occur only through the supervision and coordination of the building management. All freight, furniture, and bulky matter shall be received into the building during specific hours of dock operation.
5. We share these premises with other businesses and other people. Building management cannot allow the premises to be occupied or used in a manner offensive or objectionable to occupants of the building by reason of noise, odors, and/or vibrations. We cannot allow animals (except seeing-eye dogs) or birds to be kept in or about the building.
6. Charlotte Fire Department rules prohibit the use of flammables and/or explosives within or about the building. Also prohibited on the premises are any other articles of intrinsically dangerous nature, as well as any method of heating other than that supplied by the building owner.
7. Phone vendors must be approved by building management, have proper insurance prior to commencement of any work, and must always sign in at the Security console in the lobby.
8. Floor covering shall also be subject to the approval of the Property Manager with respect to the method of applying such covering.
9. All building security provisions have been designed to accommodate you, the tenant. During normal working hours we check and monitor while also attempting to maintain an open, business-

as-usual atmosphere. Outside standard business hours we are intentionally more conspicuous. On Sundays and legal holidays, and on other days between the hours of 6:00 pm and 7:00 am, access to the building will be refused unless the person seeking access has the proper authorization and is properly identified. In case of emergency, management has the right to control building access by whatever legitimate means available for the safety of the tenants and the protection of the property in the building.

10. Building security is a cooperative venture. You, as a tenant, must assume full responsibility for protecting your space from theft and pilferage by keeping doors and desks locked as well as securing other means of entry to your space.
11. The Property Manager's written consent is necessary for the alteration or installation of a new or additional lock or bolt on any door within the premises. It is important that the building staff have access to all of the premises in case of emergency. Duplicate keys may be requested from the Management Office for a reasonable fee. Upon lease termination, all keys shall be returned to the Management Office (suite 3050).
12. In advertising or other publicity, the tenant should obtain management's consent for the use of the building name or pictures of the premises.
13. Your specific use of these premises is specified in the lease document. In order to maintain a businesslike atmosphere, we cannot allow room-to-room canvassing to solicit business from any of our tenants. In turn, we ask our tenants to refrain from exhibiting, selling, or renting in or from the premises. If someone attempts to solicit business from you, please notify the Management Office (704-332-7301) or the Security Desk (704-332-7301, ext. 228) immediately.
14. This is the age of energy conservation. Please do your part by saving electricity, water, and air-conditioning whenever possible. Your most effective contribution will be cooperation with our energy conscious management team. For example, we advise that corridor doors be kept closed at all times and that you correctly use the building Venetian blinds when the window is under direct sun light. We will contact you with more specifics as we continue to modify our energy needs.
15. **IMPORTANT:** Please remember to turn off your coffee makers before leaving at night. *This is the single largest cause of small fires in office buildings.*
16. As a simple but effective security measure, it is important that you submit a written list of any items to be removed from the building and those persons who may remove items. Our security personnel are trained to check anyone leaving with furniture, equipment, or large packages.
17. If you desire radio signal, communication, alarm, or other utility or service connection installed or changed, contact the Management Office) for written approval and direction prior to installation. Management reserves the right to disconnect any radio, signal, or alarm system when, in Management's opinion, the installation or apparatus interferes with the proper operation of the building or systems within the building.
18. Normal operating hours for HVAC for 121 West Trade are from 8:00 am to 6:00 pm, Monday through Friday.
19. Please keep all valuables in your space under lock and key. Management shall not be responsible for lost or stolen personal property, money, or jewelry from your leased space or public area regardless of whether such loss occurs when the area is locked against entry or not.
20. ALL gas-powered equipment is strictly forbidden at 121 West Trade.

Authorized Signatures

Soon after you move in, you will be asked to complete and return to the Management Office a list of signatures of those people in your office authorized for off-hours entrance and exit, the removal of company property, or an extraordinary activity, on your premises or anywhere in the building.

If there is a legitimate need for such procedure (for example, the removal of a laptop or any other piece of office equipment), simply type a brief letter of authorization on your firm's letterhead and have it signed by one of the staff members whose signature appears on the authorization list. Building management and security personnel will NOT grant access to tenants' employees, vendors or guests without such written authorization.

NOTE: It is important to notify building management EACH TIME the authorization list changes. It is also imperative that each tenant keep building Property Management informed of current/new employees, after-hours emergency telephone numbers, and your holiday schedule.

Building Security

In addition to security officers being posted at strategic locations twenty four hours a day, 121 West Trade maintains strict access control to elevators and tenant spaces through the use of card readers. Primary areas of concern are monitored via closed circuit television located at the Security console in the lobby.

Construction

Please refer to "Construction Rules and Regulations."

Electricity

While the Housekeeping staff extinguishes all lights after cleaning your suites, and the Security staff does as well, please remember that control of operating costs is a cooperative effort. There could be several hours between your evening departure and the arrival of the Janitorial staff, so please turn off all lights and equipment when you leave each evening.

Elevators

Normal operating hours for the passenger elevators are 7:00 am to 6:00 pm, Monday through Friday. You will need an after-hours access card in order to travel in an elevator at times other than these. Please contact Security or the Management Office to receive an access card.

Janitorial Services

Regular janitorial services at 121 West Trade consist of the cleaning of all tenant offices as well as the cleaning of halls, corridors, elevators, restrooms, stairwells, lobby, and the building exterior, excluding the park immediately adjacent to the building. (The park, water feature, and lighting are owned and maintained by the City of Charlotte.) Should you ever notice that these procedures are not being observed, please inform the Spectrum Management Office immediately at 704-332-7301.

A Day Porter is on duty Monday through Friday, from 7:00 am until 4:00 pm. If you observe a janitorial problem in the surrounding grounds, lobby, corridors, or restrooms, please call the Management Office so that we may immediately dispatch the Day Porter.

Exterior window washing will be performed during the year as weather permits.

Special janitorial services -- cleaning of the carpet, hauling of large amounts of refuse (crates, boxes, wrappings, etc.) -- or relatively minor repairs by Maintenance personnel can be arranged by telephoning

the Management Office. If extra charges for such services are incurred, you will be advised and then be invoiced upon completion of the work.

Current above standard janitorial supplies for offices/break rooms:

Paper towels:	\$19.50 per case
Hand cream:	\$23.86 per case
(Prices subject to change)	

Locking the Premises

Although routine security inspection will be provided during the off business hours of each day, tenants are primarily responsible for maintaining the security of their own offices. Safes, cash boxes, and confidential files should be locked when not in actual use; reception areas should be staffed at all times during the day. Otherwise, make sure the door is securely locked even if you expect to be out of the office for only a short time.

At the end of each working day, lock all outside doors upon leaving. Cleaning personnel have their own keys and will lock the premises after they have finished their work.

Mechanical Maintenance

At 121 West Trade, we think you will be pleased with the on-going schedule of routine maintenance and on-time service, whenever and wherever it is needed. 121 West Trade building personnel take pride in keeping the property attractive, cost-effective, and efficient.

In addition Spectrum Maintenance personnel routinely check for such inconveniences as burned out light bulbs, as well as for more serious safety hazards (loose or improper electrical connections, for example). Again, if any such items come to your attention – either in your suite or in a common (public) area – please contact the Management Office (704-332-7301). We will have the situation remedied immediately.

Currently, above standard Engineering labor costs are billed at \$60.00 per hour and \$90.00 per overtime hour. (Subject to change.)

Following are a few facts about how these systems operate for your year-round comfort and convenience:

Heating and Air Conditioning

Individual electric climate control at 121 West Trade is provided by the most up-to-date system available. The outdoor temperature and humidity are constantly monitored, and your inside environment is automatically maintained for optimum comfort.

While the thermostat is usually sufficient to provide total comfort even in extreme weather, any other adjustments to heating and air conditioning systems must be performed by authorized building personnel only. Attempting to alter individual units by unauthorized persons may result in damage or breakage, for which the tenant would be responsible.

All electrical equipment used by tenants shall be U.L. approved. Nothing shall be done or permitted in tenants' premises, and nothing shall be brought into or kept in the premises which would impair or interfere with any of the building services or the proper and economic heating, cooling, cleaning, or other servicing of the building or the premises. **Space heaters are forbidden.**

Tenants shall not install or operate any steam or gas engine or boiler, or carry on any mechanical business in the building. The use of oil, gas, or other inflammable liquids for heating, lighting, or any

other purpose is expressly prohibited. Explosives or other articles deemed extra hazardous shall not be brought into the building. Tenants shall not use any other method of heating than that supplied by Management.

There is an additional charge for after-hours air conditioning. The current rate for this service is \$50 per hour. (Cost is subject to change.)

Sign-In and Sign-Out

Persons entering and exiting the property outside normal business hours (7:00 am to 6:00 pm, Monday through Friday) will be asked to sign in or out by the Security personnel on duty. Along with the individual's name and signature, he will be asked to identify the name of the tenant and business he is visiting.

This procedure will apply to all persons, even though their identity and business may be familiar to the Security personnel.

The sign-in and sign-out procedure is in effect during the following hours:

- Monday through Friday, Before 7:00 am and after 6:00 pm
- Saturday and Sunday All day and night

The Building Access System includes a card access system to the elevators. After 6:00 pm, the system requires an access card to activate an elevator and travel to a floor. (To call an elevator to your floor to leave the building after 6:00 pm, the card is not required.) Access cards are issued for each tenant requiring access between 6:00 pm and 7:00 am and all hours on Saturday and Sunday.

Your Office Manager should submit a list of all personnel requiring access cards. Cards are to be returned when a person resigns or is terminated. Lost cards must be reported to Security immediately so the card can be deleted from the system. All access and parking cards require a \$15 non-refundable processing fee (fee subject to change.) Refer to Access Card Request for further details.

Special Situations

There may be circumstances which require special attention by Security personnel, such as after-hours business meetings in your office involving outside participants. Simply notify the Management Office at least a day in advance, if possible, so appropriate provisions can be made to assure continuing security.

Management reserves the right to exclude or expel from the building any person who, in the judgment of management, is intoxicated or under the influence of alcohol or drugs.