

**Eastside Centre/AGF Spring Creek Coit II, Ltd.
Electronic Tenant® Portal**

Created on January 30, 2023

Building Amenities: On-Site Amenities

Basement conference available for lease. You may reserve by using Tenanthandbook.

[Area Amenities](#)

Building Amenities: Parking

740 E. Campbell currently offers parking spaces for Tenants. These facilities are in proximity to the office complex.

General Information and Rules for Garage and Lot Parking

1. The garage and surface lots are operated for the convenience of Tenants in 740 E. Campbell.
2. Management provides visitor parking on the surface lots. Please reserve these spaces for visitors to the Building.
3. Please do not park in Handicap spaces.
4. The garage and surface parking is solely for the purpose of parking. The Landlord is not responsible for theft, loss or damage to vehicles or their contents. Parking is at the Tenant's own risk and Tenant assumes all responsibility.
5. All parking fees must be paid no later than the third of each month or parking privileges will be canceled.

Building Operations: Management Office

The building management office is located at 100 N Central Expressway, Suite 507. Our office hours are Monday through Friday 8:00 am until 5:00 pm.

Building Operations: Holidays

Listed below are the Building Holidays observed each year that will assist you in planning your operations during the year.

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

Certain services are not provided on weekends and the holidays listed above.

Security is on site Monday thru Friday 7 am – 6 pm.

Building Operations: Leasing

The leasing company for 740 E. Campbell Rd. is AGF Spring Creek/Coit II, Ltd. c/o Skyrise Properties and is located at 18111 Preston Ste. 1000, Dallas, TX 75252. The main phone number is 972-458-7585. Listed below is the contact information for the authorized representatives.

Name	Phone Number	E-Mail
Pat Hanahan	972-458-7585	phanahan@fobare.com

Building Operations: Rental Payments

Per your Lease Agreements are due on the 1st day of each month throughout your lease term. Payments should be made payable to: AGF Spring Creek/Coit II, Ltd. and remitted to the lock box: P.O. Box 678125, Dallas, TX 75267-8125.

Building Operations: Security

740 East Campbell security hours are 7am-6pm Monday through Friday.

Building Security: After Hours Access

Tenants and authorized employees are granted after-hours access to the building by using their access cards obtainable by an authorized request to the management office.

Building Security: Building Access

740 East Campbell security hours are 7am-6pm Monday through Friday. All Visitors should sign in and out at all times. Visitors are welcome in the building during business hours. If you are expecting a guest after hours, please advise management during business hours by calling in a list of name(s) of the guest and time (s) of visit to 972-690-0451. Management will prepare the authorization for security to grant access to your guest and escort them to your suite after they have signed in.

Tenants should always be in possession of their access card and suite key. If an access card or key is lost, you or the authorized representative from your company should contact the Management Office during business hours to obtain a replacement. Building Management nor Security is permitted to grant access to the building or office suites.

Building Security: General Office Security

Access to Offices

Anyone not having a key to your suite of offices must be listed on the Tenant Access List in order to gain admittance to your offices with assistance from Building Management. Building Management will examine the driver's license of anyone wishing to enter office suites.

Tenants must maintain a current access list, to be filed with Building Management. Key management personnel must be listed, with telephone numbers where they may be reached in the event of an emergency or the need to verify an employee's identification.

Office Security

Offices normally are unlocked during normal business hours when delivery people and visitors are in the building. There are several measures you can take to help prevent someone from stealing items in your office.

1. Lock all doors when you leave the office.
2. Instruct all employees to keep all valuables in locked desks when unattended.
3. Keep calculators and expensive items off desktops when unattended.
4. Do not leave articles of value - including handbags and coats in unguarded reception areas or on desks in offices, even for a few minutes.
5. Thoroughly mix your vault or safe combination when closing.
6. Do not leave your vault or safe combination in a desk.
7. Notify Security or Management when loiterers are observed in corridors or washrooms. Report peddlers and canvassers.
8. Take special care during times best suited for pilferage - 30 minutes just after opening, during lunch hours, and before closing - when there is a maximum movement of personnel and absence from work areas and offices.
9. Check wastebaskets at the end of the day to see if any equipment or other valuables may have been secreted for later removal. Collusion between employees and service personnel is a common method of theft.
10. Record serial numbers to aid police in recovering property in the event of loss or theft.

Building Security: Key and Lock Policy

Each tenant will be provided two keys to each lock set. A charge will be made for lost or additional keys. Only those persons shown as authorized with your company shall be able to obtain additional keys. All lock /key work done at The 740 E. Campbell must be performed by management or engineering authorized personnel. Outside locksmith vendors are not permitted to work on the premises.

A person registered with Building Management on the Tenant Access List may obtain additional keys by a formal request, which must be signed by an Operating Officer of the Tenant Company. Keys are tightly controlled for your security.

The Building Manager is responsible for key control. All keys must be returned to Building Management at time of lease termination or change-out of locksets.

Building Security: Lost and Found

Please contact the Building Management Office at 972-690-0451 to claim items that have been lost or found in the buildings.

Building Security: Solicitation

Soliciting is against the law in Richardson. If someone is soliciting your office suite, please notify the Management Office.

Building Services: Building Signage and Directory

Building signs and monument signs are to be prepared as outlined in the lease agreement.

Building Services: Cleaning

Cleaning service is provided five nights a week, Sunday through Thursday. 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 972-690-0451. Special cleaning services can be arranged at tenant expense.

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

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

Building Services: Deliveries

All deliveries of supplies, furniture or office equipment must be made on the west side of the building after 5:30 pm and/or on weekends.

Notify Building Management in advance of large deliveries that may require blocking off parking areas or lanes. Such assistance should be scheduled in advance to avoid inconveniences to you and other Tenants.

See [Moving Policy](#), this section, for additional information.

Building Services: 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.

[Click here to view Bomb Threat Checklist](#)

[Click here to view Certificate of Insurance form](#)

[Click here to view Tenant Emergency Information form](#)

[Click here to view Access Card and Update form](#)

Building Services: HVAC

If the temperature in your office needs adjustment, please contact the building management office. Your call will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00am to 5:00pm Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Building Services: Lights

Report burned-out lights to Building Management. Maintenance personnel will be sent to replace the burned-out bulbs. Please remember to turn out unused lights to conserve energy.

Building Services: Mail Service

The [United States Postal Service](#) delivers regular mail to individual office suites.

Outgoing stamped or metered mail should be placed in the designated mailboxes. Incoming mail should be addressed:

740 E. Campbell Rd.,
Suite #
Richardson, TX 75081

[U. S. Postal Service](#) personnel to contact for service or information: Area Supervisor, (972) 918-0692.

Drop Boxes:

[UPS](#)

(800) PICK-UPS

[DHL](#)

(800) 225-5345

Please feel free to call or stop by the management office any time. We are here to handle your problems, questions and requests in a responsive and timely manner. We value your tenancy and encourage you to call on us whenever we can be of assistance.

Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

1. Complete a Maintenance Request Form
2. Update User Information
3. View Electronic Maintenance Request Log
4. Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

[Click here to log into the Electronic Tenant Service Request System](#)

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

[Click here to log into the Electronic Tenant Service Request System](#)

Building Services: Telephone System

Contact A T & T Telephone Company or whatever other private telephones system company to arrange for and have installed the type of telephone system you will be using. Costs for special conduit, special electrical outlets, holes in floor slab, or other special work are to be paid by Tenant. Such work must be coordinated with Tenant construction and receive prior approval by Landlord. All phone cable must be Teflon-wrapped or installed in conduit to meet fire codes.

Building Services: Trash Removal

When a considerable amount of trash needs to be discarded, such as boxes from delivery of supplies, furniture or equipment, Tenant is responsible.

Emergency Procedures: Bomb Threat

1. Receptionist receiving call:
 - Signal quietly to another employee to pick up same line; toss a paper clip, if necessary, to attract co-worker's attention. Then, indicate (possibly by holding up fingers) which line you are on.
 - Use [Bomb Threat by Telephone Check List](#) (for building personnel use) to get as much information as possible.
2. Second employee on line:
 - Quietly get on line, cover mouthpiece of phone and take notes.
 - Signal another employee to call Police (Bomb Threat Squad, 911) and direct to east entrance (facing Greenville Ave.).
 - Alert Management
 - Alert Security
 - If only two employees are available, the second should take action as above and not monitor call. Stand by for instructions.

Basic Action

1. **Management:** Meet Police in front of Suite and give details from [Bomb Threat by Telephone Check List](#) (keep a copy).
2. Chief of Security directs personnel after course of action is determined by Police and Management. Assign Security and other Building personnel to notify people in lobby not to go up into the building. (Depends on nature of situation-if threat is questionable, do not detain people, only suggest. The decision is theirs).
3. Decision as to course of action, e.g. to evacuate, search, etc., made by Police and Management.

Basic Action (continued)

4. Notification of Tenants: Usually Building Management Office telephone lines will quickly become jammed as rumor spreads.
 - If location of bomb is known, notify Tenants on that suite first, then on suite above and below suspected suite.
 - Fire Brigade personnel will report to Command Post in building lobby and be assigned to suspected suite, the suite above and below that suite and calmly suggest evacuation.
 - Suggest to Tenants that doors not be locked so that Bomb Squad may have quick access.
5. Evacuated people should move outside building to an area 300 feet away to avoid flying glass.

Basic Search Procedure (Management and Fire Department Bomb Squad)

1. Decide if and where to search.
2. Members of Fire Brigade to stand by for search assignment.
 - No suspect item found is to be touched. Notify Command Post and let Police Bomb Squad handle.
 - The location of device does not preclude the existence of others.

Damage Control

1. Evacuation. Depending on the size and nature of the bomb, only the suites above and below (suspected suite) may have to be evacuated.
2. Venting. Doors should be opened to vent the blast if detonation should occur.
3. Flammables. Remove as much as possible from suspected area.
4. Suspect bombs must be handled only by the Police Bomb Disposal Unit.

Bomb Threats on Weekends and Holidays

1. Security: Take call calmly. Use [Bomb Threat by Telephone Check List](#) and notify Police (911) and Building Management (972-690-0451).
2. Tenants (use Tenant List by Suite with phone numbers).
 - If bomb location is known, check the Sign-In List for that elevator rise and use Tenant List to call suites that show occupancy.

- Tell of threat and suggest evacuation. Be calm, courteous and brief.
- Recruit Engineer's help.
- Await arrival of Police.

Emergency Procedures: 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.

Emergency Procedures: Elevator Malfunction

In the event that an elevator stops with passengers in it, remember to remain calm. Pressing any emergency button within the cab will alert Building Management that the cab is malfunctioning, what cab number it is, and what floor it is stuck on. The Guard will continue two-way communication with passengers until help arrives.

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 will temporarily stop. Each elevator will automatically return to the lobby where the doors will open and they will then be out of service.

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

Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	972-690-0451
After Hours Emergencies	972-690-0451
Building Security	214-663-4651
Fire Department (non Emergency)	972-744-5700
Police Department (non Emergency)	972-744-4800
Hospital (Baylor)	800-422-9567

Important notes

If you call 9-1-1 for a medical emergency, please be sure to notify building management with your name, callback number, and location so that security can guide the paramedics to the correct place.

In an alarm situation, unless you have something to report, please do not call the building office! Building management needs to attend to the situation, whether it is a false alarm or a true emergency, and telephone lines must be kept clear in the event of an emergency.

Emergency Procedures: Fire

- Should a fire occur, an immediate attempt to put the fire out (e.g., smothering a wastebasket fire) usually will prevent it from getting out of control.
- Notify the Fire Department by dialing 911 then Building Management Office at 972-690-0451.
- The Building Fire Safety Director immediately will alert and put into action the Fire Brigade Team. Fire Wardens will work with the Fire Brigade.
- If partial evacuation is deemed necessary, the Tenant Suite Wardens in the suite affected, as well as the suites immediately above and below, shall be alerted.
- Evacuation will be by two stairwells - NOT THE ELEVATORS. (if applicable)
- Elevators shall be used by the Fire Department only. Other elevators shall be on standby at ground-suite level.
- Each Suite Warden and Fire Brigade member so assigned shall ascertain by search that no one remains on a suite being evacuated.
- Handicapped persons should be helped down stairwells.
- If management and the Fire Department determine complete evacuation of the building is necessary, all Suite Wardens are to be notified. Direct all people to stairwells - DO NOT PANIC! Use stairwells in single file. Exit building upon reaching ground level. A typical suite plan for elevation is attached. Please learn the layout for your particular suite, and post the suite plan in a conspicuous place. Suites have diagrams of stairwells posted in each elevator lobby on each suite showing location of elevators, corridors and stairwells.

Emergency Procedures: Fire Safety Plan

Report all emergencies to Building Management by calling 972-690-0451. This number is answered 24-hours.

Give the suite number, Tenant's name, person calling, and the nature of the emergency.

Richardson Corporate Park is equipped to meet Richardson Building and fire codes. Fire extinguishers are located in the building in common areas. The Tenant may desire to provide extinguishers for such areas as kitchens and for use in a wastepaper basket fire.

[Click here to download a copy of the Fire Safety Plan](#)

Emergency Procedures: 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, including after business hours.

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.

Emergency Procedures: Homeland Security

Skyrise Properties 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.

- **Texas Department of Public Safety**
<http://www.txdps.state.tx.us/dem/pages/index.htm>
- **Dallas Office of Emergency Management**
http://www.dallascityhall.com/html/oem_about_us.html
- **Department of Homeland Security**
<http://www.dhs.gov/dhspublic>
- **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.

- **The Dallas Morning News:**
<http://www.dallasnews.com/>
- **KRLD 1080 AM:**
<https://krlr.radio.com/>
- **KDFW Fox 4:**
<http://www.fox4news.com/>
- **KTVT CBS 11:**
<http://dfw.cbslocal.com/>
- **KXAS NBC 5:**
<https://www.nbcdfw.com/>

Emergency Procedures: Medical Emergency

In the event that an accident or illness of an employee or visitor takes place in your office area:

1. Call Emergency at 911.
2. Give Emergency Dispatcher the following information:
 - a. Your name
 - b. Building name and address
 - c. Floor number and location of emergency on floor
 - d. Any details of accident or illness
3. Do not move injured/ill person. Try to make them as comfortable as possible.
4. Whenever possible, have someone meet the emergency unit in the lobby.
5. Call the Building Management Office at 972-690-0451.

Inform them you have called 911 and briefly describe the nature of the emergency.

6. The emergency unit will be with you shortly and will administer necessary medical assistance.
7. Determine, if possible:
 - a. Name, address and age of injured/ill person
 - b. Nature of problem
 - c. Allergies and if currently on any medication
 - d. Local doctor

The Management, Engineering and Security staff will do all we can to make the person comfortable while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid and how and when to contact emergency services.

Emergency Procedures: Power Failure

All Office Buildings and Common areas have an emergency generator, which will provide emergency power for certain basic building function in the event of power failure. The 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. Bringing all elevators down 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.

Please...DO NOT CALL the Office of the Building unless you need to notify us of the location of a disabled employee.

Emergency Procedures: 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 right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for 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, the following guidelines should be kept in mind:

- 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.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, immediately get to an area where you are not exposed and call 9-1-1. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Introduction: Welcome

The Skyrise Properties management team welcomes you to a diversified environment of quality, convenience and efficiency. Our mission is to provide you with superior, value-added service and management through a commitment to excellence in all that we do. Your investment in office space at 740 E. Campbell also known as Eastside Centre ensures for you a prestigious address in a business center backed by the expert management services of Skyrise Properties.

In support of your daily operations, Skyrise Properties is pleased to provide you with this Tenant Handbook especially designed to provide quick, useful information about your building's general policies, parking, emergency procedures, services and amenities.

The content in no way amends the terms of our lease or the rules and regulations of this building. In any question, your lease predominates. In the event of change or update in contents, supplemental pages will be provided.

Skyrise Properties believes you are an integral part of this quality development. We welcome you to our select circle and extend our pledge of continuing cooperation and service.

In order to make your move as smooth as possible, we have included some helpful phone numbers and information regarding [The Eastside Centre building](#).

Introduction: About Skyrise Properties

While we have properties across the United States and around the world, you'll always feel like we are right next door. Only Skyrise provides strength, stability and experience while infusing true personal dedication to each property. The result is the ideal environment for tenants to grow and succeed.

The Skyrise Philosophy

We provide strong walls while making sure you can grow without boundaries.

We provide strong ceilings while allowing you to reach unprecedented heights.

At the heart of Skyrise Properties is a core belief that each tenant should be given the power to achieve, thrive and prosper. We treat every property as if it were our crown jewel. We treat every tenant as if they were our largest. The result is an environment you want to be a part of. A special environment that you will only find from Skyrise Properties.

- All properties are continually maintained at pique levels.
- Service requests are always handled quickly, competently and professionally.
- Throughout the year, Skyrise hosts special events in many of our properties as an extra way of showing our appreciation to our tenants.
- Our flexibility and continually expanding property list ensures that your ideal space is always waiting no matter how large you grow.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as an [Electronic Service Request System](#) and [Search Engine](#). In order to be able to use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the property management office.

Introduction: Printable PDF

Use the link below to download a PDF version of 740 East Campbell'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 specially for the world wide web may not be available in the PDF version.

The PDF version of 740 East Campbell'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 740 East Campbell Electronic Tenant® Portal PDF](#)

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

Policies and Procedures: General Rules and Regulations

The following rules and regulations shall apply, where applicable, to the premises, the building, the parking garage located adjacent to the building and appurtenances thereto:

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Tenants or used by any Tenant for any purpose other than ingress and egress to and from the leased premises and for going from one to another part of the building.
2. Plumbing, fixtures and appliances shall be used only for purposes for which designed, and no sweepings, rubbish, rags, or other unsuitable material shall be thrown or placed herein. Damage resulting to any such fixtures or appliances from misuse by a Tenant or such Tenant's agents, employees or invitees, shall be paid by such Tenant, and Landlord shall not in any case be responsible thereof.
3. No signs, advertisement, or notices shall be painted or affixed on or to any windows or doors or other part of the building except of such color, size and style and in such places as shall be first approved in writing by Landlord. No nails, hooks or screws shall be driven or inserted into any part of the building except by Building Maintenance personnel, nor shall any part of the building be defaced by Tenants. No curtains or other window treatments shall be placed between the glass and the building standard window treatments.
4. Landlord shall provide all locks for doors in each Tenant's leased premises, at the cost to each Tenant, and no Tenant shall place any additional lock or locks on any door in its leased area without Landlord's prior written consent. A reasonable number of keys to the locks on the doors in each Tenant's leased premises shall be furnished by Landlord, at the cost to each Tenant, and Tenants shall not have any duplicate keys made.
5. With respect to work performed by Tenants in any leased premises with approval of Landlord, all Tenants will refer all contractors, contractors' representatives and installation technicians rendering any service to them to Landlord for Landlord's supervision, approval and control before performance of any contractual services. This provision shall apply to all work performed in the building, including, but not limited to, installations of telephones, telegraph equipment, electrical devices and attachments, and any and all installations of every nature affecting suites, walls, woodwork, trim, windows, ceiling, equipment, and any other physical portion of the building.
6. Movement in or out of the building of furniture or office equipment, or materials which require use of elevators or stairways, or movement through the building entrances or lobby shall be restricted to such hours, as Landlord shall designate. All such movement shall be under the dispatch or receipt by Tenants of any bulky material, merchandise or supervision of Landlord and in the manner agreed upon between the Tenant and Landlord by arrangement before performance. Such pre-arrangement initiated by a Tenant will include determination by Landlord, and subject to Landlord's decision and control, the time, method, and routing of movement, and safety limitations and other concerns which may prohibit any article, equipment or any other item from being brought into the building. Tenants 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 conducting this service for a Tenant from the time of entering the property to completion of work. Landlord shall have said property or persons resulting from any act connected with such service performed for a Tenant.
7. Landlord shall have the power to prescribe weight and position of safes and other heavy equipment or items that shall in all cases - to distribute weight - stand on supporting devices approved by Landlord. All damage done to the building by 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. Tenant shall notify the Building Manager when safes or other heavy equipment are to be taken in or out of the building. Moving shall be done under the supervision of the Building Manager, after written permission from Landlord. Persons employed to move such property must be acceptable to Landlord.
9. Corridor doors, when not in use, shall be kept closed.
10. Each Tenant shall cooperate with Landlord's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purpose of such cleaning other than the building's cleaning and maintenance personnel. Landlord shall in no way be responsible to the Tenants, their agents, employees, or invitees for any loss of property from the leased premises or public areas or for any damages to any property thereon from any cause whatsoever.
11. To ensure orderly operation of the building, no ice, mineral or other water, towels, newspapers, etc. shall be delivered to any leased area except by persons appointed or approved by Landlord in writing.

12. Should a Tenant require telegraphic, telephonic, enunciator, or other communication service, Landlord will direct the electrician regarding where and how wires are to be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without Landlord's prior written permission;
13. Tenants 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.
14. 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 Tenants leased premises.
15. No machinery of any kind shall be operated by any Tenant in its leased area without prior written consent of Landlord, nor shall any Tenant use or keep in building any flammable or explosive fluid or substance.
16. No portion of any Tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.
17. Landlord reserved the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its judgement shall from time to time be needed for the safety, protection, care and cleanliness of the building, operation thereof, preservation of good order therein, and protection and comfort of Tenants and their agents, employees and invitees. Rules and regulations, when made and written notice thereof is given to a Tenant, shall be binding upon Tenant in like manner as if originally prescribed in the Tenant Handbook.
18. 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 or not such loss occurs when the area is locked against entry.

Policies and Procedures: Insurance Protection

Your lease agreement requires that a Certificate of Insurance be forwarded to the management office prior to moving into the leased premises. Your certificate should read as follows:

AGF Spring Creek/Coit II, Ltd. and Fobare Commercial, L.P., as Managing Agent and

the Owner of its managed properties

1701 N. Greenville Ave. Suite 908

Richardson, TX 75081

Policies and Procedures: Moving Policy

- **IMPORTANT:** Please notify Landlord when moving bulky materials, office furniture or equipment into the building.
- Movement in or out of the building of furniture, office equipment or other materials, or movement through building entrances and lobby, shall be restricted to hours designated by Landlord.
- All such movement will be prearranged with Building Management and will be restricted to the following rules:
 1. Hour of delivery or movement subject to Landlord approval.
 2. Method of movement.
 3. Routing of movement.
- Tenant is to assume all risk as to:
 1. Damage of articles moved.
 2. Injury to persons engaged or not engaged in such movement.
 3. Damage to property of Landlord resulting from such movement.
- Tenant hereby agrees to indemnify and hold Landlord harmless from and against any such damage, injury, or loss, including attorney's fee.
- Landlord shall not be liable for acts of any person engaged in, or damage or loss to any of said property or persons resulting from any act in connection with such service performed for Tenant.
- Passenger elevators are for the purpose of transporting people. Two or four-wheel dollies, carts, or any other type conveyances, with the exception of baby buggies and wheelchairs, will not be pushed, pulled, or taken into passenger elevators at any time. Only packages, cartons, or other items that can be carried by hand will be transported on passenger elevators.

Materials such as open paint cans and other items that will cause discomfort, inconvenience, or get passengers' clothing soiled, or that will scratch or soil the elevators, will not be carried on passenger elevators even though they are being carried by hand.

- All dollies and conveyances of materials, supplies, or equipment will enter the building through the truck dock, if applicable and then use the designated freight elevator.

MOVING POLICY FOR ALL BUILDINGS

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO RETURN TO THE PREMISES:

1. The move must furnish Landlord's Managing agent with all required insurance per the minimum requirements exactly as shown on the following page.
2. Clean plywood or Masonite sections will be used as runners on all carpeted areas where heavy furniture or equipment is being moved with wheel or skid-type dollies. If plywood is being used, it must be ½" to 5/8" thick, 4' by 8' sheets in the elevator lobbies and corridors, and 32" wide sheets through doors and in Tenant space.
3. Protect pediments which are located at the entrances of the building.
4. Do not unreasonably encumber the site with materials or equipment.
5. All walls, door facings, elevator cabs and other areas along the route to be followed during the move will be inspected by the Landlord and moving company personnel before and after the move.
6. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company.
7. Only the freight or designated freight elevator will be used for movement of the items of furniture, etc., mentioned in the above paragraph. All areas of public view are to be kept clean at all times.
8. Applicable fines will be incurred for any violation of these rules and procedures until Landlord's Managing Agent is satisfied with Mover's housekeeping procedures.
9. Move-ins of large quantities of furniture, office equipment, or supplies will be accomplished after 5:30 p.m. on weekdays, or on weekends and holidays.
10. Safety equipment is to be worn at all times, Movers may be terminated at Landlord's Managing Agent's option, if there are any safety violations.
11. No loud music is to be played.
12. All Occupational Safety and Hazardous Association (OSHA) rules and regulations are to be posted.
13. The moving companies or movers must make arrangements with the Building Manager for use of the elevators for each move. A firm arrival time will be established. Any deviation from their scheduled arrival time will result in a charge of \$40 per hour waiting time to the moving company or movers.

Insurance

The moving company must carry the usual form of business insurance. Such insurance shall include, but not be less than the following:

1. Workman's Compensation in statutory limit for the State of Texas, with employee's liability limit of \$500,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form, and certificate evidencing same shall be furnished to Landlord before moving any items into building. In addition, the moving company must agree to protect, indemnify, and save Landlord harmless from and against all claims, demands and causes of action of every kind and character arising in favor of moving company's employees, Landlord's employees, or other third parties on account of bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employees, representatives, or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.
2. Comprehensive general liability insurance policy shall include coverage for hazards of premises - operation, elevators, products and completed operations, and including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$1,000,000 per person bodily injury and personal injury; \$1,000,000 per occurrence for bodily injury and personal injury; and \$1,000,000 per occurrence in aggregate for property damage. Property damage insurance shall be in broad form, including completed operations.
3. The limits set forth above are the minimum - if greater limits are carried, they will apply.
4. Each moving company moving supplies, furniture, and/or equipment into this building shall secure and present the Building Manager with a certificate reflecting these coverages.

[Click here for Insurance Requirement Form](#)

Policies and Procedures: Smoking

Smoking is permitted in designated areas only. Please have your employees dispose of ashes in the ash cans provided. Please do not throw the cigarette butts on the ground. Our Tenants are proud of our building and want to keep it clean for other Tenants and their clients.