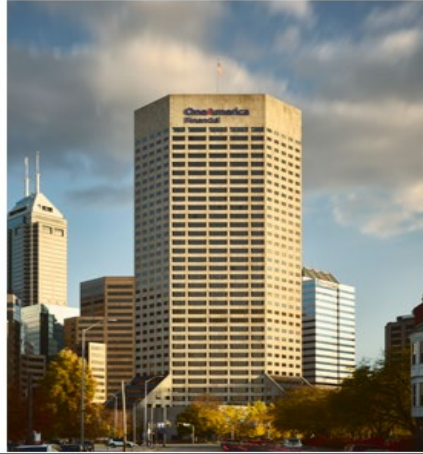


## OneAmerica Tower



# TENANT HANDBOOK

The OneAmerica Tower was completed in 1982 and is the Home Office for OneAmerica Financial Partners, Inc.. As one of the tallest buildings in downtown Indianapolis, travelers to the downtown area easily recognize it in the city skyline.

The OneAmerica Tower is a 38-story office building and is located at One American Square. The OneAmerica Tower is bordered by New York Street on the North, Ohio Street on the South, Capitol Avenue on the West and Illinois Street on the East. There are three levels of below-grade parking, various retail tenants, a luxurious club member restaurant and thirty-four floors of general office tenants.

The OneAmerica Tower has a striking three-story, glass covered atrium lobby accentuated with a warm-tone granite floor imported from Brazil and rich, dark green marble wall quarried in northern Italy. The building interior and exterior is clad in buff-colored limestone, a native product of Bedford, Indiana. The open courtyard at the core of One American Square resembles a tree-filled park with a fountain and seating.

For more details on the Tower, visit the Tower website at [www.oneamericatower.com](http://www.oneamericatower.com).

The OneAmerica Tower is managed and leased by Cushman & Wakefield. Cushman & Wakefield's relationship with OneAmerica Financial spans over 35 years, and the OneAmerica Tower is the flagship operation in Indianapolis. Cushman & Wakefield is a broadly based, full-service, real estate company designed to work with and for corporate and institutional real estate decision makers and owners of investment properties. The OneAmerica Tower is one of the premier buildings in the State of Indiana and is the headquarters for Cushman & Wakefield's Indianapolis operation. For more information on Cushman & Wakefield's services, visit the website at [www.cushmanwakefield.com](http://www.cushmanwakefield.com).

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# SECTION 1

## BUILDING OPERATIONS

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## BUILDING HOURS OF OPERATION

### Cushman & Wakefield Building Management Office

1<sup>st</sup> Floor, OneAmerica Tower, Suite 170

Monday thru Friday (except Holidays)

Open 8:00am

Close 5:00pm

Business Hours Phone Number (317) 285-1333

After-Hours Phone Number (317) 285-1384

Office e-mail address: [oneamericamgmt@cushwake.com](mailto:oneamericamgmt@cushwake.com)

Normal building hours of operation:

Monday thru Friday 8:00am to 6:00pm (except Holidays)

"After-Hours" is defined as any time not considered Normal Building Operating Hours (unless the tenant's lease specifies otherwise).

If your after-hours request is not urgent, you may leave a message on the regular business hours phone number (317) 285-1333 and your call will be answered on the next business day.

The building is closed on the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

### **Public Entry Doors to the Tower**

The main lobby of the OneAmerica Tower has two entrances: the Illinois Street entrance and the Ohio Street entrance. Both are located at the corner of Illinois and Ohio Street. In addition to these main lobby entrances, there are two other entrances. One is located on Capitol Avenue (West) and the other on New York Street (North). Hours of operation for these entrances are below; however, these hours may change due to the federal government threat levels for our country.

Illinois Street Entrance	Open Monday thru Friday from 6:00am to 6:00pm. Excludes Holidays. Closed Saturday and Sunday
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Ohio Street Entrance	Open Monday thru Friday from 6:00am to 6:00pm. Excludes Holidays. Closed Saturday and Sunday
----------------------	--

Capitol Avenue Entrance	Closed Monday thru Sunday. There is access Monday thru Friday 6am-6pm with an access card only.
-------------------------	--

New York Street Entrance Open Monday thru Saturday from 6:00am to 10:00pm  
Closed Sunday.

There is access 24/7 with an access card.

Additionally, you may access the building through the parking garage elevators. There are two sets of elevators in the garage. One elevator is located on the North side of the garage which will give you access to the New York Street entrance. The other elevators are on the West side of the garage which will bring you to the Capitol Avenue entrance.

## DELIVERIES

The OneAmerica Tower dock is located on the Northeast side of the building off of New York Street. Dock hours are Monday thru Friday 7:00am to 3:00pm. We can also accommodate tenants if they have deliveries outside of these operating hours. Any deliveries made after hours must have approval from the tenant and the security department. After hours delivery personnel should use the call box located on the side of the dock door to contact Security for their delivery.

Outside delivery personnel must always use the freight elevator. If tenants have any deliveries between their floors, the freight elevator needs to be used unless they have a building approved/modified cart as two wheel carts are not permitted. If you have any questions on a building approved/modified cart, please contact the Building Management Office.

There is also a delivery center next to the post office area at the New York Street entrance where smaller packages are delivered for tenants.

Building personnel are not permitted to accept deliveries of any kind on your behalf. Cushman & Wakefield cannot be held responsible for deliveries made to the building.

## CERTIFICATE OF INSURANCE

In order to insure against liability, tenants are required at all times during the term of their lease to carry insurance coverage, at their own expense. Please refer to your lease for specific details.

A current Certificate of Insurance Form (Acord 25-S) should be provided during the term of the lease with the following information:

Certificate Holder: American United Life Insurance Company  
and Cushman & Wakefield  
170 One American Square  
Indianapolis, IN 46282

Additional Insured: American United Life Insurance Company and Cushman & Wakefield, as agent for American United Life Insurance Company

Cancellation Clause on the Certificate of Insurance Form (Acord 25-S) should read: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

Cushman & Wakefield cannot insure tenant's personal property against loss or damage. It is the tenant's responsibility to obtain and pay for insurance covering office furniture, business machinery, etc. We recommend you check your insurance coverage to assure that you have sufficient coverage for all of your personal possessions housed in the building.

## RENTAL PAYMENTS

According to your lease agreement, rent shall be due and payable on the first day of each month. We ask your cooperation to insure rent is paid when due to avoid your receiving additional reminder notices.

Checks should be made payable to and mailed to the following:

American United Life Insurance Company  
c/o Cushman & Wakefield, Agent  
P.O. Box 6457  
Dept. # 257  
Indianapolis, IN 46206

Statements show recurring monthly charges as well as any non-recurring charges for keys, materials, repairs, remodeling or other services requested will be mailed to you on or before the first of each month.

Tenants should contact the Building Management Office immediately upon receipt of the monthly statement if there are any questions regarding the amount(s) due for the current period.

## BUILDING STANDARD SERVICES PROVIDED TO TENANTS

Cushman & Wakefield provides many services to ensure your comfort and safety in your leased premises. The typical services provided to our tenants are listed below; however, please refer to your lease for details on building services or contact the property manager if you have questions.

### JANITORIAL

A responsible cleaning contractor has been contracted by Cushman & Wakefield to commercially clean your office space, unless otherwise stated in your lease, and all public areas. This service is conducted after normal office hours Monday thru Friday. No weekend cleaning is provided. The carpets in tenant's spaces are only spot cleaned by the cleaning contractor. We can provide tenants with the name of our building carpet vendor for detailed carpet cleaning by calling the Building Management Office. Unless specified otherwise in your lease, the following are the duties that are to be performed by the cleaning contractor:

#### Daily for Office Areas

1. Empty all trash receptacles and replace liners as necessary.
2. Dust mop all hard surface floors with treated or electrostatic dust mop.
3. Clean glass top desk and tables.
4. Vacuum carpeted traffic areas.
5. Mop all stains and spills, especially coffee and drink spills.

#### Twice Per Week

1. Dust all horizontal surfaces that can be reached with duster.
2. Dust ledges and windowsills that can be reached with duster. Please note: The cleaners are not allowed to remove items from the ledges in order to dust.

#### Weekly

1. Dust all chairs and table legs and rungs, baseboards, ledges, moldings and other low reach areas. Dust/wipe off noticeable dust in corners of chair seats.



2. Dust all surfaces above normal reach including sills, ledges, moldings, shelves, doorframes and vents.
3. Using approved spotter, spot clean carpeted areas.
4. Damp mop hard surface floors in accessible areas.
5. Dust all exposed horizontal bookshelf surfaces.
6. Detail vacuum carpet in accessible areas.
7. Spot clean all walls, light switches and doors.

#### Monthly

1. Dust all venetian blinds
2. Dust all ceiling vents that can be reached with duster.
3. Using a standard floor machine, spray buff all VCT surface areas
4. Wet clean/dust baseboards.

#### Quarterly

1. Machine scrub VCT surface floors and apply one coat of polish, allow to dry and then buff.

#### OTHER BUILDING STANDARD SERVICES PROVIDED

- ◆ Heating and Air-Conditioning Maintenance and Repair (Building Equipment Only)
- ◆ Plumbing Maintenance and Repair
- ◆ General Repairs to Common Areas
- ◆ Pest Control
- ◆ Fire Protection System Maintenance and Repairs (Building Equipment Only)
- ◆ Elevator Maintenance and Repair
- ◆ Roof Maintenance and Repair
- ◆ Window Cleaning
- ◆ Mowing
- ◆ Landscaping
- ◆ Litter Clean Up
- ◆ Security
- ◆ Snow Removal

We also provide other services that are above building standard that are available on a fee basis.

## CONTRACTORS

Only approved contractors are permitted to work in the building, and the Building Management Office must be notified in advance of any contractor/vendor that will be working in your area. These contractors must check in with Security at the New York Street entrance upon their arrival and must wear a contractor/vendor badge during the time they are on the property. The building owner must approve all alterations to the leased premises in advance.

## REMODELING/TENANT SPACE CHANGES

The property manager and building owner must approve any remodeling or tenant space changes and must approve the contractor that will be performing the work. Please contact the property manager for approval.

Remodeling work includes any additions, revisions, alterations, demolitions, partition installation and/or general improvements to your space, including painting, carpeting, shelving installation and any changes to the air conditioning and/or electrical systems. Plans for work must be reviewed and approved by the property manager before construction. Please allow 7-10 working days for approval.

## LOST AND FOUND

Lost or found articles will be kept in the Building Management Office. Please turn any article found into the Building Management Office along with information pertaining to the location and time the item was found. We will do our best to ensure that the rightful owner recovers their lost articles.

## PARKING

Parking space allotments are specified in the lease agreement. The parking garages and parking lots at OneAmerica Tower are managed by Denison Parking, Inc. Please direct any questions you may have concerning parking rates or problems to the Garage Manager's office at (317) 636-0215.

OneAmerica Tower parking garage hours are:

Monday – Friday	6:00am – 12:00am
Saturday	5:30pm – 1:00am
Sunday	Closed

## SMOKING POLICY

The OneAmerica Tower is a smoke free facility. Smoking is not permitted within 20 feet of the building including any common area of the building. Those common areas include: building entrances, parking garage, stairwells, elevator lobbies, restrooms and ground floor. This includes electronic cigarettes. Deposit properly extinguished smoking items into the property receptacle and refrain from discarding them into the landscaping or onto the ground. There is an area on the west end of Kissing Lane that is designated as a Smoking Area. Ash receptacles are provided in this area.

## SECURITY

The OneAmerica Tower has a 24 hour - 7 day a week security staff. You may contact Security directly at (317) 285-1384. Good security requires everyone's cooperation—See something, say something.

## SECTION 2

### BUILDING AMENITIES

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## BUILDING AMENITIES & RETAIL

### BANKING SERVICES

The National Bank of Indianapolis is located on the lobby level of the OneAmerica Tower and is a full-service banking facility. Also, located outside the bank is an ATM machine. Hours of operations are Monday thru Friday from 8:30am to 5:00pm. You may contact the National Bank of Indianapolis directly by dialing (317) 261-3250.

### CAFETERIA

The OneAmerica Tower Cafeteria on the lobby level is open Monday thru Friday, serving breakfast from 8:00am to 10:00am and lunch from 11:00am to 2:00pm. Complete with stations for hot foods, made-to-order specialties, grill and salads. The cafeteria accommodates nearly 400 patrons. The food service provider also serves as a caterer for on-site meetings and functions throughout the building. For catering services information, please call (436) 224-6641. For more information, menu, and online ordering, visit their site: [www.theatriummarket.com](http://www.theatriummarket.com)

### ON-SITE CONCIERGE

Martha Sanders Corporate Concierge offers tickets to sporting events, upcoming musicals and other events around the city. Additional services include first floor meeting space availability and bookings, dry cleaning, jewelry repair, event planning, restaurant reservations, salon and spa reservations and more. For information or questions on services, Martha can be reached at (317) 285-1333 Monday thru Friday from 12:00pm to 5:00pm.

### CONFERENCE CENTER

The OneAmerica Tower Conference Center is a state-of-the-art, first-class meeting facility. The facility not only offers the latest in audiovisual and computer technology, it also features rich décor and furnishing. Tenants have a variety of space options to choose from, ranging from the large auditorium to more intimate meeting rooms. For information on costs and availability on the meeting rooms, please contact the Building Management Office.

### FITNESS CENTER

The OneAmerica Tower Fitness Center is located on the lobby level and is managed by exercise specialists from HealthFitness. The facility offers robust cardio and strength

training equipment, locker rooms, one-on-one training, expert nutritional counseling, and fitness classes. HealthFitness staff will help you design a safe and effective exercise program, tailored to your needs, goals, and capabilities.

For information on becoming a member of the OneAmerica Tower Fitness Center, please call (317) 266-9371 or stop by to set up a tour of the facility.

## MAIL SERVICES

The OneAmerica Tower has a mailroom area located at the New York Street entrance. Tenants may pick up their mail from their assigned unit box at any time. In this same area are drop boxes for outgoing mail, Federal Express and UPS drop for your convenience. There is also a delivery center next to the mailroom area at the New York Street entrance where packages are delivered for tenants.

## SKYLINE CLUB

The Skyline Club on the 36<sup>th</sup> floor affords club members and their guests with panoramic views of Indianapolis and a luxurious setting in which to entertain. The exclusive facility is operated by the Club Corporation of America, known for its fine service throughout the country. Members have reciprocal privileges with approximately 160 other city, country and athletic clubs. For membership information, please call (317) 263-5000.

## COFFEE SHOP

The OneAmerica Tower has a coffee shop located on the first floor. The café has a variety of prepackaged and oven ready meals along with drinks, treats, healthy snacks, and more. The hours of operation are Monday thru Friday from 7:00am to 5:00pm.

## PARKING

OneAmerica Tower provides three levels of underground garage parking for tenants and visitors. The OneAmerica Tower Parking Garage also welcomes visitors with new state-of-the-art pay systems to allow for contactless payment in the lobby or upon exit. The Employee Garage located north of the Tower offers parking for tenants only and is connected to the Tower by a Skybridge. The parking garages are managed by Denison Parking and can be contacted at (317) 636-0215. Hours of operation are Monday thru Friday from 6:00am to 12:00am, Saturday from 5:30pm to 1:00am. The Tower Garage is closed on Sunday. Monthly parkers have access available 24/7.

## COURTYARD

The Courtyard at OneAmerica Tower is an amenity like no other in the city. It is an urban sanctuary inside the Tower walls that offers seating, dining and a quiet reprieve in a park-like atmosphere. There is complimentary Wi-Fi available.

## PACERS BIKE SHARE

OneAmerica Tower has its own Pacers Bike Share station located by the Ohio Street entrance.

## BICYCLE PARKING AND MAINTENANCE STATION

Located on the P1 level of the Tower Garage, bicycle parking is available. It is located by the Denison Parking Office and Booth. In that same area, a bicycle maintenance station is available. There is also bicycle parking available on the first level of the Employee Garage located north of the Tower off New York St.

SECTION 3

MAINTENANCE & TENANT SERVICE REQUESTS

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# MAINTENANCE & TENANT SERVICE REQUESTS

## MAINTENANCE REQUESTS

A maintenance request is any question, concern or emergency situation relating to your suite, the lobby, hallways, stairwells, restrooms, elevators and sidewalks.

To place a maintenance request please use the Building Engines web program at [www.buildingengines.com/login](http://www.buildingengines.com/login) . Upon move-in, a sign on and web link will be sent to the individuals in your office that have been designated to submit work requests.

You can also submit a work request by contacting the Building Management Office at (317) 285-1333 or send a request via e-mail to [oneamericamgmt@cushwake.com](mailto:oneamericamgmt@cushwake.com).

If your request is an after-hours emergency please contact Security at (317) 285-1384.

Be prepared to give the following information:

- ◆ Name of company
- ◆ Person placing call
- ◆ Location
- ◆ Nature of problem
- ◆ Contact person to see regarding problem
- ◆ Phone number of contact person

Due to insurance requirements, maintenance personnel have been instructed that under no circumstances will Tenants or Contractors be allowed to use Building tools or equipment.

## TENANT SERVICE REQUESTS

Our maintenance staff is available on a fee basis to our tenants for services listed below. The authorized tenant contact should be the only person requesting tenant service requests and will be asked to sign the work order request. All charges will be billed directly to the tenant.

For all your maintenance needs, please contact the Building Management Office. We will investigate the problem and consult with you if work needs to be contracted to an outside vendor.

Maintenance Services provided on a fee basis are:

- ◆ Light bulb replacement

- ♦ Additional keys
- ♦ Lock changing (tenants cannot change or install their own locks)
- ♦ Furniture moves
- ♦ Picture hanging

#### HEATING AND AIR CONDITIONING OPERATIONS & AFTER HOURS REQUESTS

Normal heating and air conditioning is provided Monday thru Friday from 8:00am to 6:00pm and on Saturday from 8:00am to 1:00pm, excluding all generally recognized holidays. Should you require heating or air conditioning after these hours, you must contact the Building Management Office at (317) 285-1333 or after office hours at (317) 285-1384. There is a charge for after-hours usage.

#### ACCESS CARDS

Access cards are assigned to each individual. Your cooperation in not sharing cards, reporting lost or stolen cards and informing us of new or terminated employees will help protect the system's integrity. There will be a charge for the replacement of access cards. To request an access card please contact the Building Management Office at (317) 285-1333.

#### DIRECTORY CHANGES

Changes to the 1<sup>st</sup> Floor Lobby Directory must be requested in writing through the Building Management Office.

#### DAY PORTER/CLEANING TENANT SERVICE REQUESTS

On a fee basis, we have day porter staff that can assist you with clean-ups or spills that may occur during the day. Trash cans for clean-ups and the emptying of these trash cans can also be arranged on a fee basis. For these services, contact the Building Management Office at (317) 285-1333. If the request is an emergency or after hours, please call (317) 285-1384 and your call will be answered immediately.

If you are not satisfied with the service you received please contact the Property Manager.

#### AFTER HOURS LIGHTING REQUESTS

Lighting is programmed to stay on during the following time frames:

Monday – Friday	6:00am – 10:00pm
Saturday	8:00am – 1:00pm
Sunday	Off Entire Day/Evening

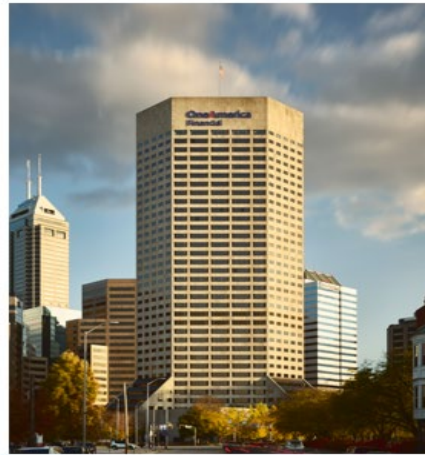
If you are in the building working past the ending times listed above and the lights turn off via the automated building system, please call Security at (317) 285-1384 to request additional lighting. Please indicate the length of time that you will need the lights to remain on. The security department will extend the lighting in that particular area for the time frame requested.

When you come into the building before or after the regularly scheduled hours listed above, please inform the guard at the check-in desk what floor you will be going to and how long you would like the lighting on and available to you. The security guard will then make the arrangements with our staff to have the lighting on in your area for you while you are in the building. If you work past the ending time that you gave the guard upon check-in and the lights turn off via the automated building system, please call Security at (317) 285-1384 and request additional lighting.

## SECTION 4 EMERGENCY GUIDELINES

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## OneAmerica Tower



## TENANT EMERGENCY INFORMATION

The OneAmerica Tower is committed to providing an environment that is safe for all tenants and their clients or visitors; however, in the area of fire and life safety, the landlord-tenant relationship is one of mutual dependence and responsibility. The Building Emergency Action Plan, which can be opened via the link below, will provide you with instructions regarding how to respond in the event of a fire, bomb threat, natural disaster, medical or other emergency. We depend on you to familiarize yourself and all of your employees with this information, and to cooperate and participate in evacuation drills and training sessions.

This Building Emergency Action Plan will help prepare you in the event of an emergency situation. It lists duties that employees within your company should be assigned in case an evacuation becomes necessary. We suggest you provide your employees with these guidelines. If you have any questions regarding this information or need a login to access it, please contact the Building Management Office.

[Log into WPS Evac - WPS Disaster Management](#)

## ONEAMERICA TOWER SAFETY FEATURES

The OneAmerica Tower consists of 38 floors and 2 basement floors with stairwells for evacuation located as follows:

- Floors 1-38 have two stairwells per floor for evacuation; the Southwest stairwell and the Northeast stairwell. Additionally, Floors 2-5 have two wing stairwells per floor for evacuation; the Southwest Wing stairwell evacuates directly to Ohio Street and the Northeast Wing stairwell evacuates directly to Illinois Street.
- There are several smoke detectors on each floor for early detection of a fire.
- There are manual FIRE PULL ALARMS on every floor; one by each stairwell door and one in each elevator lobby.
- Stairwell doors automatically unlock when an alarm occurs in the building. The doors are fire rated; however, it is extremely important to never prop open a stairwell door. This is a violation of Building Fire Code Regulations. These doors should remain closed at all times except during normal egress or evacuation.
- The OneAmerica Tower is equipped with ABC fire extinguishers that contain a dry chemical which can be used on paper, flammable liquids and electrical fires. These fire extinguishers are located on every floor at the stairwell doors.
- The OneAmerica Tower is equipped with a fire system that will change the ventilation system on a fire floor to 100% exhaust allowing smoke to be removed from the fire floor. The floor above and the floor below the fire floor are pressurized. Pressurization of a floor means that air is pumped into the floor through the ventilation system whereby smoke cannot enter the pressurized floor.
- The OneAmerica Tower is equipped with a fire system that will supply fresh air into the stairwells to pressurize and keep smoke from entering the stairwell. As mentioned above, it is extremely important to never prop open a stairwell door. Open stairwell doors will not allow the stairwells to remain pressurized.
- The OneAmerica Tower is equipped with a sprinkler system that is automatically activated when the temperature rises to 165° and is designed to discharge water to areas where temperatures reach 165° or greater.
- In case of a fire, please utilize the stairwells for emergency evacuation.

## ONEAMERICA TOWER SAFETY FEATURES CONTINUED

- A red fire phone is located in the Northeast and Southwest stairwells on the following floors: 3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, and Basement Level 1. A red fire phone is located in the Southwest wing and the Northeast wing stairwells on the third floor. When using these phones, you may experience a small delay; please do not hang up.
- In the common areas of the buildings, there are speakers, horns, and strobes in the following locations of the building: common area hallways, cafeteria and elevator lobbies. In the stairwells, there are speakers and horns.
- After normal business hours, there is a sign-in sheet located at the New York Street entrance and at the Rear Lobby desk that every tenant or visitor should complete at one of these locations. In the event of an emergency situation, the location of all employees and tenants within the building will be known which will aid the emergency personnel in the event of evacuation.

SECTION 5

RULES OF THE BUILDING

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## RULES OF THE BUILDING

These Rules of the Building are a part of each tenant lease and the tenants should advise their employees of these rules.

1. The sidewalks, entrances, driveways, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than for ingress to and egress from the Leased Premises and for delivery of merchandise and equipment in a prompt and efficient manner using only elevators and passageways designated for such delivery by Landlord. There shall not be used in any space, or in the public hall of the Building, either by any tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks other than those equipped with rubber tires and sideguards.
2. The wash basins, water closets and other plumbing fixtures shall not be used for any purposes other than those for which they were designed or constructed. No sweepings, rubbish, rags, hazardous materials, acids or other substances shall be deposited therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose agents, employees or visitors, shall have caused it.
3. No tenant shall sweep or throw or permit to be swept or thrown from the Leased Premises any dirt or other substances into any of the corridors, halls, elevators or stairways of the Building. Tenants shall not use, keep or permit to be used or kept any hazardous materials, foul or noxious gas or substance in the Leased Premises or permit or suffer the Leased Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors and/or vibrations or interfere in any way with other tenants or those having business therein, nor shall any animals or birds be kept in or about the Building with the exception of service animals.
4. Smoking or carrying lighted tobacco products including electronic nicotine delivery systems in the common areas, cafeteria, elevators and parking garage of the Building is prohibited. Building Management may or may not designate a smoking area on the exterior of the Building.
5. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any tenant on any part of the outside of the Leased Premises or the Building or on the inside of the Leased Premises if the same is visible from the outside of the Leased Premises without prior consent of Landlord. In the event of the violation of the foregoing by any tenant, Landlord may remove same without any liability and may charge the expense incurred by such removal to any tenant

violating this rule. Interior signs on doors and directory tablet shall be inscribed, printed or affixed for each tenant by Landlord at the expense of such tenant, and shall be of a size, color and style acceptable to Landlord.

6. No tenant shall mark, paint, drill into or in any way deface any part of the Leased Premises or the Building of which they form a part. No boring, cutting or stringing of wires shall be permitted, except with the prior consent of Landlord, and as Landlord may direct. No tenant shall lay linoleum or other similar floor covering so that the same shall come in direct contact with the floor of the Leased Premises. If linoleum or other similar floor covering is desired to be used, an interlining of builder's deadening felt shall be first affixed to the floor, by a paste or other material, soluble in water. The use of cement or other similar adhesive material being expressly prohibited.
7. Freight, furniture, business equipment, merchandise and bulky matter of any description shall be delivered to and removed from the Leased Premises only on the freight elevator and through the service entrances and corridors, and only during hours and in a manner approved by Landlord. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these Rules of the Building or the Lease of which these rules are a part. No bicycles, motorcycles, motor bikes, mopeds or other motorized or non-motorized vehicles (other than wheelchairs) are to be brought into or kept in the Building except in areas designated for such purpose by Landlord. Landlord reserves the right to totally prohibit all such vehicles from the Building other than in the parking garage.
8. Tenant's telephone system and equipment must be accommodated entirely within the Leased Premises.
9. Landlord reserves the right to exclude from the Building, between the hours of 6pm and 8am and at all hours on Saturdays, Sundays and legal holidays, all persons who do not present an access cards to the Building provided by Landlord. Landlord will furnish access cards to persons for whom only tenant requires same in writing. Each tenant shall be responsible for all persons for whom it requests such access cards and shall be liable to Landlord for all acts of such persons.
10. Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a Building for offices and upon written notice from Landlord, tenant shall refrain from or discontinue such advertising.
11. Tenant shall not bring or permit to be brought or kept in or on the Leased Premises any inflammable, combustible or explosive fluid, material, chemical or substance,

or cause or permit any odors of cooking or other processes, or any unusual or other objectionable odors to permeate in or emanate from the Leased Premises.

12. Landlord shall furnish two (2) keys for each corridor door entering the Leased Premises and one (1) key for the mailbox. Additional keys required by tenant shall be obtained from Landlord at a charge by Landlord to reimburse it for the cost of making and providing such keys. All such keys shall remain the property of Landlord. No additional locks shall be permitted on any doors of the Leased Premises without Landlord's prior permission and tenant shall not make or permit to be made, any duplicate keys except those furnished by Landlord. Upon termination of the Lease, tenant shall surrender all keys to the Leased Premises and shall give to Landlord the keys to and combination of all locks for safes, safe cabinets and vault doors, if any, in the Leased Premises.
13. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited and each tenant shall cooperate to prevent the same.
14. Tenants requiring work to be done in the Leased Premises should contact the Building Management Office by telephone, email or in person. Employees of Landlord shall not perform any work or do anything outside of their regular duties at the direction of any tenant unless under special instructions from Landlord.
15. Tenants shall not allow anything to be placed against the glass in the partitions between the Leased Premises and the halls or corridors of the Building which shall diminish the light in or prove unsightly from, the halls or corridors. If tenants desire blinds or window covering of any kind over any windows or the glass in the halls or corridors of the Building, the blinds or window coverings must be of such shape, color and material as may be prescribed by Landlord and shall be erected only with the Landlord's prior written consent, at the expense of such tenants.
16. Landlord may waive any one or more of these Rules for the benefit of any particular tenant or tenants but no such waiver by Landlord shall be constructed as a waiver of such Rules in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such rules against any and all of the tenants of the Building.
17. Tenant is solely responsible for ensuring that all Tenant mail is deposited directly into proper drop box receptacles that may be located in common areas of the Building. Any and all liability, loss and/or damages resulting from a violation of this rule by Tenant, Tenant's employees, agents, or visitors shall be borne exclusively by Tenant.

18. These Rules of the Building are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of premises in the Building.
19. Landlord reserves the right to make such other reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein.

SECTION 6

MOVE-IN & MOVE-OUT GUIDELINES

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## MOVE-IN PROCEDURES

After the lease for a space has been executed, the lease is forwarded to Cushman & Wakefield's Building Management Office. From that point forward until expiration of the lease, Cushman & Wakefield administers all aspects of the lease.

One of the first steps is working with the tenant to ensure proper coordination of the move-in to make the process a pleasant experience for both parties. If possible, the appointment of an in-house coordinator is a good idea. The coordinator should contact the Property Manager to begin the process for the move-in. The property manager's phone numbers and e-mail addresses are on Page 1, Section 1 Building Operations.

On Page 3 of this Section is a Tenant Information Sheet that includes a checklist and you can also use as your notification of move-in date. This sheet should be approved and signed by the person who signed the lease, which will give authorization to the tenant contact personnel to approve tenant services work.

Please note: Building Management requires notification in writing one week in advance of any scheduled moves and building management must approve your move time. It will be up to Management's discretion to determine, from your notification and the building elevator schedule, whether your move can be accommodated for the day and time requested. Preferably, your move should be scheduled on a weekend.

The freight elevator is on a first come first serve basis Monday thru Friday during regular business hours. The freight elevator is also in use Monday thru Friday until approximately 10:00 p.m. by the janitorial staff. The freight elevator CANNOT be locked off or held. At no time are passenger elevators to be used for moving.

If an independent moving service is used, you must notify the company to supply you with proof of insurance coverage and submit it with your notification letter to us. The moving service will not be permitted to operate on the premises without evidence of coverage. If your own employees will be participating in a move in or out of the building, we require a letter stating liability for them under your insurance coverage.

Our insurance requirements are as follows:

### Insured Parties

America United Life Insurance Company and Cushman & Wakefield as the Certificate Holder.

American United Life Insurance Company and Cushman & Wakefield as agent for American United Life Insurance Company as additional insured.

### Coverage

General Liability and Property Insurance - \$1,000,000 limit (minimum) per occurrence and not less than \$3,000,000 in the aggregate

Worker's Compensation - \$500,000 limit (minimum)

Auto Liability - \$1,000,000 limit (minimum)

### Cancellation Clause on Form (Acord 25-S)

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

It is advisable to have a representative from your moving company come in prior to the move to check our dock facilities to ensure their truck can fit into the dock with the doors shut. For security purposes, the dock doors need to be kept secure at all times after hours and on weekends. Extra security is required to stand on the dock throughout the entire time the truck is in the bay. The cost of extra security will be billed directly to the tenant.

## TENANT MOVE-IN INFORMATION FORM

Welcome to the OneAmerica Tower! In order to facilitate a smooth transition into the building, please complete the information on this form and email it to the Building Management Office at [oneamericamgmt@cushwake.com](mailto:oneamericamgmt@cushwake.com). You must follow-up with a phone call to the property manager to ensure the date for your move is approved. The Tenant Contact will be responsible for requesting any services available from the Building Management Office. We are also requesting home phone numbers and/or cell phone numbers from these individuals in case of an after-hours emergency. These numbers will be kept confidential.

Anticipated Date of Move-In: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Office Fax Number: \_\_\_\_\_

Decision Maker Name/Title: \_\_\_\_\_

Daily Contact Name/Title: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

Backup Contact Name/Title: \_\_\_\_\_

Home/Cell Phone Number: \_\_\_\_\_

Approximate Number of Employees: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Contact for Rent Billing Questions: \_\_\_\_\_

Phone Number for Rent Billing Questions: \_\_\_\_\_

Contact for all Correspondence:

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## TENANT MOVE-IN INFORMATION FORM

Signage: Building Standard Sign to read as follows: (PLEASE TYPE OR PRINT TO AVOID ERRORS)

Door/Wall Sign: \_\_\_\_\_

Floor Directional: \_\_\_\_\_

There is an electronic directory located in the front lobby. Your company name, logo and website link can be added as well as individuals who need to be listed. Please fill out the Directory Information form.

Access Cards/Keys:

Please attach list of employee names for which access cards will be required.

Number of keys required for offices: \_\_\_\_\_

Certificate of Insurance:

Enclosed: \_\_\_\_\_

To Be Forwarded: \_\_\_\_\_

Moving Company Information:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Security Deposit per Lease (if applicable):

Enclosed: \_\_\_\_\_

To expedite processing, prompt return of this form is requested. Please return this form and any attachments to:

Cushman & Wakefield  
One American Square - Suite 170  
Indianapolis, IN 46282  
Email: [oneamericamgmt@cushwake.com](mailto:oneamericamgmt@cushwake.com)

## DIRECTORY INFORMATION

[illegible]

## MOVE-OUT PROCEDURES

Building Management requires notification in writing one week in advance of any scheduled moves and building management must approve your move time. It will be up to Management's discretion to determine, from your notification and the building elevator schedule, whether your move can be accommodated for the day and time requested. Preferably, your move should be scheduled on a weekend.

The freight elevator is on a first come first serve basis Monday thru Friday during regular business hours. The freight elevator is also in use Monday thru Friday at 5:00pm until approximately 10:00pm by the janitorial staff. The freight elevator CANNOT be locked off or held. At no time are passenger elevators to be used for moving.

If an independent moving service is used, you must notify the company to supply you with proof of insurance coverage and submit it with your notification letter to us. The moving service will not be permitted to operate on the premises without evidence of coverage. If your own employees will be participating in a move in or out of the building, we require a letter stating liability for them under your insurance coverage. Our insurance requirements are as follows:

### Insured Parties

America United Life Insurance Company and Cushman & Wakefield as the Certificate Holder.  
American United Life Insurance Company and Cushman & Wakefield, as agent for American United Life Insurance Company as additional insured.

### Coverage

General Liability and Property Insurance - \$1,000,000 limit (minimum) per occurrence and not less than \$3,000,000 in the aggregate

Worker's Compensation - \$500,000 limit (minimum)

Auto Liability - \$1,000,000 limit (minimum)

### Cancellation Clause

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

It is advisable to have a representative from your moving company come in prior to the move to check our dock facilities to ensure their truck can fit into the dock with the doors shut. For security purposes, the dock doors need to be kept secure at all times after hours and on weekends. Extra security is required to stand on the dock throughout the entire time the truck is in the bay. The cost of extra security will be billed directly to the tenant.

After your move has been completed, a final walk through with the Property Manager should be scheduled. At that time, all employee's access cards and keys are to be returned to the Property Manager. Please use the Tenant Move-Out Form to help you facilitate your move out.

## TENANT MOVE-OUT INFORMATION FORM

Tenant Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Tenant Contact Person for Move-Out: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Tenant Final Walk Through Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

All keys and access cards to be returned at time of walk-through.

REQUESTED MOVE-OUT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### Moving Company Information:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Certificate of Insurance: Enclosed \_\_\_\_\_ To Be Forwarded \_\_\_\_\_

### FORWARDING ADDRESS, PHONE NUMBER & FUTURE CONTACT:

Future Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SECTION 7

TELECOMMUNICATIONS/RISER ACCESS PROCEDURES

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## TELECOMMUNICATIONS/RISER ACCESS PROCEDURES

The guidelines below are for the purpose of establishing procedures for the installation, maintenance, repair and removal of telecommunications wiring and equipment within the Building.

These procedures have been established for all phone and electrical closets, common areas and the penetrations through each floor within the property.

### PROCEDURES

1. The tenant must notify building management of any and all telecommunication cabling or wiring projects that will either entirely or partially take place outside of the tenant's leased premises. Please contact the building's chief engineer at (317) 285-1333.
2. Tenant must provide building management with copies of all contracts between service provider and tenant in the Building prior to execution of contract between service provider and tenant.
3. Upon notification of this desired work by the tenant, the chief engineer will issue a Riser Access Authorization Form to be completed by the tenant. Upon completion of the tenant's section, the tenant will forward the form to the cabling contractor who will be performing the work. There is a section on this form that will then need to be completed by the cabling contractor.
4. Contractor must provide a Certificate of Insurance satisfactory to building management prior to commencement of work in building. (Contractor to attach to Riser Access Authorization Form and mark appropriate box on form.)
5. After the contractor has completed their section of the Riser Access Authorization Form, the contractor is responsible for contacting the building's chief engineer to schedule a meeting where the scope of work, riser assignments, and specific details will be discussed. The Riser Access Authorization Form must be completed and signed by the tenant and contractor prior to the commencement of work.
6. Contractor must provide building management with appropriate documentation one (1) week prior to entering the building, listing all authorized personnel that will be accessing approved areas of the building for purposes of maintaining existing equipment, or installing any new cabling or equipment.
7. The chief engineer will complete the last section of this form. The information being completed by the chief engineer includes the location(s) of the building the contractor is permitted to work, whether or not core drilling will be required, and the tag number being issued to the contractor that the contractor will place on their equipment and/or wiring.
8. Contractor will receive a copy of the completed Riser Access Authorization Form from the chief engineer.

9. Contractor will sign in at the New York Street entrance of building and security will issue a badge to contractor. Name badge is to be worn by contractor at all times while working on the property. The contractor will show the completed Riser Access Authorization Form to security upon entering the building to complete work.
10. Contractor is responsible to ensure all subcontractors comply with all building rules and procedures.
11. All work by the contractor must meet all applicable building, electrical and fire codes.
12. The contractor is responsible for marking the identification information on every tag that they install. Horizontal runs are to be tagged at the beginning and end of every run. If the run exceeds 50 lineal feet, the run will be tagged in 50' increments. Vertical runs throughout the Building are to be tagged at each phone room as the telecommunications wiring or equipment passes through each floor. The following information is required:
  - Name of tenant being served.
  - Tenant's suite number.
  - Extent of cable run (floor \_\_\_\_ to floor \_\_\_\_).
  - Tag number as provided to contractor by building engineer.

THE FOLLOWING VIOLATIONS WILL RESULT IN A CHARGE BACK TO THE TENANT IF NOT PERFORMED AS STATED:

1. Failure to fire stop penetrations that the contractor used and/or created.
2. Failure to properly clean contractor's work areas.
3. Failure to remove cabling reels from the property.
4. Failure to remove cabling and equipment when tenant discontinues service with service provider, or when tenant vacates the leased premises.

EMERGENCY REPAIRS

In the event of emergency repairs to your telephone or telecommunication system, please contact our chief engineer at (317) 285-1333 during normal business hours in advance of the contractor reporting to the property. If repairs will be required after normal business hours, please contact building security at (317) 285-1384. Please be prepared to tell the chief engineer or building security the name of the contractor, areas of access and estimated time of arrival.

*NOTE: Telecommunication Riser Guidelines and Procedures subject to change at the sole discretion of the Building Owner or Cushman & Wakefield.*

## GENERAL BUILDING RULES

1. All contractors' supplies must be clearly marked with contractor's name.
2. Contractor shall only use and access the riser(s) assigned to them. The building's chief engineer must approve the location of all wall penetrations.
3. The tenant's equipment shall not be installed in the communication or electrical closets or in any other common area of the building.
4. Contractor shall not use other tenant's cabling or wiring as an anchor point or support.
5. If more than one cable or wire is installed, it shall be bundled together.
6. If cabling and wiring is installed in the riser and travels through multiple floors, each floor's wiring shall be tagged and identified by the contractor.
7. If contractor is providing service to more than one tenant on the same floor, the contractor will identify each tenant's cabling with a different tag number.
8. All penetrations that are used or created by the contractor must be fire stopped with UL approved fireproofing material regardless as to whether or not the penetration was previously fire stopped.
9. Fire dampers, sprinkler pipes and other fire controlling devices will not be used as a cable run or as anchor points or supports.
10. Contractor must remove all trash from their work areas. Cardboard boxes and trash may be disposed of in the trash compactor located at the loading dock. Wooden cable or wire reels shall be removed from the property and disposed of by the contractor. Failure to do so will result in a contractor not being permitted to work in the building.
11. If core drilling is required the hole shall accept a 4" diameter conduit and will be sleeved. The sleeve will extend two inches (2") above the floor. If a single conduit fills the entire space in the core drilled opening, then the sleeve is not required.
12. The contractor shall contact the chief engineer to schedule a walk-through of the area immediately after the work has been completed. Any items noted for correction by chief engineer will be addressed promptly by contractor.

*NOTE: General Building Riser Rules subject to change at the sole discretion of the Building Owner or Cushman & Wakefield*



SECTION 8  
CONTRACTORS RULES & REGULATIONS

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## CONTRACTOR RULES & REGULATIONS

Only approved contractors are permitted to work in the building and the Building Management Office must be notified in advance of any contractor/vendor that will be working in your area. Contractors must check in with security at the New York Street entrance upon their arrival and must wear a contractor/vendor badge during the time they are on the property. The property manager must approve all work.

The OneAmerica Tower is committed to providing an environment that is safe and secure for everyone. Therefore, our relationship with contractors is one of mutual dependence and responsibility. We depend on all contractors to familiarize their employees and sub-contractors with our rules and procedures. Below are guidelines and information for contractors working in the OneAmerica Tower:

- All Contractors' supervisors should check in with the Security Guard at the New York Street entrance and complete the Vendor/Contractor Check-In/Check-Out form. At the time the supervisor is completing the Check-In/Check-Out form, the Supervisor will receive numbered badges for all of their personnel working in the building. Badges must be worn and visible at all times. All Contractors will provide emergency contact phone numbers for a contact on site on the Contractor's sign in sheet. These badges must be returned at the end of the workday.
- All Contractors shall be responsible for employing skilled and competent personnel and suppliers who shall abide by the rules and regulations provided herein which may be amended at any time by the Building Manager.
- While in or about the Building, all Contractors shall perform in a dignified, quiet, courteous and professional manner at all times. Contractors shall wear clothing in good condition and suitable for their work. At no time are radios or the playing of music allowed in the Building by any Contractor or Subcontractor.
- Fire extinguishers are to be at all work areas regardless of the nature of the work being performed. If necessary, Security will have fire extinguishers available for you to use. When the supervisor checks in with the New York Street Security guard, he should request the fire extinguisher at that time.
- Smoke detectors in the construction area must be covered. They must be uncovered at the end of each day to ensure safety of the tenants. Example: cutting drywall causes excess dust, sweeping up after a workday causes excess dust, etc. Excess dust will set off smoke detectors and/or cause them to malfunction.
- Contractors must use the freight elevator for access to the construction space and are not permitted to use the passenger elevators at any time.

- Building Management must approve all contractors working in a tenant's leased premises and/or any other areas in the building. Notification and a copy of a contractor's certificate of insurance naming American United Life Insurance Company and Cushman & Wakefield as additional insured are required prior to the commencement of work.
- Lessee or Contractor shall provide the Building Manager with at least twenty-four (24) hours notice before proceeding with Special Work, as hereinafter defined, and such Special Work will be permitted only at times agreed to by the Building Manager during periods outside of regular business hours. "Special Work" shall be defined as the following operations:
  - a. All utility disruptions, shutoffs and turnovers
  - b. Activities involving high levels of noise including demolition, core drilling and ramsetting
  - c. Activities resulting in excessive dust or odors including demolition, painting and staining
- In the event a Contractor needs access to a tenant's leased premises that is above or below the construction floor, Building Management must have 24 hours advanced notification. Under no circumstances will a Contractor be allowed into another tenant's leased premises without prior consent from the tenant whose space will be accessed and Building Management. This requirement specifically includes ceiling spaces below the premises where any work required must be undertaken at the convenience of the affected Lessee and outside of regular business hours. Contractors undertaking such work shall ensure that all work, including work required to reinstate tenant's interior and cleaning, be completed prior to opening of the next business day.
- Call the Building Management Office if you have any concerns about the emergency systems, blocked exits, fire extinguishers, exit lights, etc. at (317) 285-1333 or Building Security at (317) 285-1384.
- The lane adjacent to the New York Street entrance of the building also known as Kissing Lane is for drop off and pick up of passengers only. Delivery vehicles are prohibited from parking any vehicles on this lane between the hours of 6:00am and 6:00pm Monday thru Friday.
- Deliveries of all equipment and materials should be made to the northeast loading dock. Deliveries should be off-loaded onto the dock and delivery vehicle must be moved from the dock before materials are delivered to the construction floor. Northeast loading dock hours are 7:00am to 3:00pm Monday thru Friday. For after-

hour deliveries, Building Security must be contacted at (317) 285-1384 or contractors should use the intercom provided outside the northeast loading dock door. There is a loading zone provided on New York Street between the entrance and exit of Kissing Lane. Loading zone hours are from 9:00am to 3:00pm.

- All construction personnel shall park off site. Contractors may park in the garage at their own expense.
- The delivery of construction materials in to the Building, their distribution within the Building and the removal of waste material shall be confined to after hours which is before 7:30 a.m. or after 10:00 p.m. Construction materials and tools are not permitted to be transported through the Building's first floor lobby. The Building freight elevator should be accessed on Basement Level 2 in order to move items from dock freight to the construction area.
- Contractors will provide adequate protection to all floor surfaces, wall surfaces, doors and trim in all public areas through which materials are transported. Contractors shall continuously clean all such areas. Protective measures shall include runners over carpet, padding in elevators, and any other measures deemed necessary by the Building Manager.
- Any damage caused to the Building through the movement of construction materials or otherwise shall be the responsibility of the Lessee who has engaged the Contractor involved. Charges for such damage will be submitted directly to the Lessee.
- All construction materials shall be stored only in the premises where they are to be installed. No storage of materials will be permitted in any public areas, vacant areas or corridors leading to the premises. Vacant areas, public areas including corridors leading to the premises shall not be used as staging areas for any Lessee work.
- All existing and/or new openings made through the floor slab for piping, cabling, etc. must be packed solid with code and Fire Marshal approved fire stop material to make openings smoke tight. All holes in the floor slab at abandoned floor outlets, etc. will be filled with solid concrete.
- Contractors shall supply their own trash carts for use on the construction site. All rubbish, waste and debris shall be neatly and cleanly removed from the Building by Contractors at the end of each work day unless otherwise approved by the Building Manager. The Building's trash compactor in the loading dock shall not be used for construction materials or other debris without written consent of the Building Manager.

- Contractors shall notify Building Manager prior to removing any items (including, without limitation, building standard doors, frames and hardware, light fixtures, ceiling diffusers, ceiling exhaust fans, sprinkler head, fire protection devices and ceiling speakers) that it intends to move such items. At the election of the Building Manager, Contractor shall deliver any such items to Building Manager. Such items will be delivered, without cost, to an area designated by the Building Manager which area shall be within the Building.
- During normal business hours, noise and fumes are factors that may affect tenants in the building. Use of equipment and materials causing noise and/or fumes that will disrupt a tenant's operations must be performed after hours. Normal business hours for the building are 6:00am to 6:00pm Monday thru Friday, and 8:00am to 1:00 pm on Saturday.
- Smoking is prohibited in all areas of the building. Smoking is allowed only at the designated smoking area outside the New York Street entrance near the entry to Kissing Lane. Ash receptacles are provided in this area.
- Do not store items in the electrical closets and phone rooms. This is a Building Fire Code violation. These rooms can become very hot and cause spontaneous combustion. Do not block exits or freight elevator lobbies with materials or debris. Freight elevator lobby doors should remain closed at all times.
- Rules and regulations for phone rooms or electrical closets during construction are listed in the Riser Access Procedures.
- Window blinds in construction space should be opened and pulled to the top of the window during the duration of construction.
- Any sidelights that face common areas corridors must be temporarily covered with Building Management approved material for the duration of construction.
- As a general rule, dumpsters are not permitted to remain on-site while construction is in progress. Approval must be obtained from Building Management prior to locating a dumpster on the property.
- All work by contractor and/or sub-contractor must meet all applicable building electrical and fire codes.