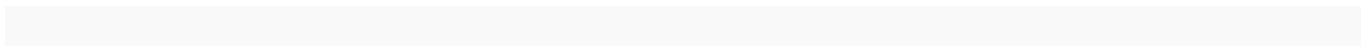




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The following procedures are provided to be of assistance in an emergency situation. We have designed this handbook to expedite the resolution of an emergency by directing those involved in a decisive manner.

By carefully reviewing this procedures guide, emergencies can be handled with decisive action and security can be improved.

It is recommended that all offices conduct emergency procedures and security meetings so all involved have an understanding of what to do when required to act quickly.

With your help, our property will continue to be an exceptional working environment. Thank you.

[Click here for printable Emergency Manual](#)

Parmenter Realty Partners

Rental payments are due and payables, without demand, on or before the first (1<sup>st</sup>) of each month. Please mail your remittance to the address indicated below. You will receive a rental statement each month detailing the current months' rent, as well as previous unpaid balances and sundry charges.

Send Remittance to:  
PGPC WATERFORD PLAZA, LLC  
P.O. Box: 733871  
Dallas, TX 75373-3871

Make Checks Payable to: PGPC Waterford Plaza LLC

You may contact Ashlee Perri at (813) 281-1110 or [aperri@parmco.com](mailto:aperri@parmco.com) with any questions.

Waterford Plaza is owned and managed by Parmenter. The property Management Office is located 2701 Rocky Point Drive Suite 625, Tampa, FL 33607. The office is open from 8:00am-5:00pm, Monday through Friday.

The telephone number is (813) 281-1110. The telephone number may be used during normal business hours, as well as after hours, weekends and holidays. The fax number to the Management Office is (813) 281-0069.

### **Waterford Plaza Administrative Staff:**

**Denise Rue**  
Senior Property Manager  
[drue@parmco.com](mailto:drue@parmco.com)

**Ashlee Perri**  
Assistant Property Manager  
[aperri@parmco.com](mailto:aperri@parmco.com)

1. Hallway doors to the Premises opening into common areas or public corridors shall have no signs, door hardware, kickplates or other fixtures attached thereto unless approved in writing by Landlord and shall be kept closed at all times except for those limited periods when actually used for entry to and exit from the Premises. No awnings, curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with any window or door of the Premises without the prior consent of the Landlord, including approval by the Landlord of the quality, type, design, color and manner of attachment. In the event of any breach of the foregoing, Landlord may remove the applicable item, and Tenant agrees to pay the cost and expense of such removal.
2. Tenant agrees that its use of electrical current shall never exceed Tenant's share of the capacity of existing feeders, risers or wiring installation. Any wires and wiring installed by or on behalf of Tenant within any riser of the Building shall be subject to compliance with the terms of the Lease and shall be bundled together within such riser and a tag shall be placed on such bundle at each floor of the Building identifying the floor(s) served by each bundle and the name and telephone number of a representative of Tenant to contact in the case of an emergency. Furthermore, all

wiring and cabling

work shall be done only by contractors approved in advance by Landlord and Landlord shall have the right to have all such work supervised by Building engineering/ maintenance personnel. The electric current shall not be used for power in excess of general office requirements or for heating unless written permission to do so shall first have been obtained from Landlord or its representatives in writing and at an agreed cost to Tenant. The use of space heaters is prohibited.

3. Tenant shall not do or permit to be done in or about the Premises or Building anything which shall increase the rate of insurance on said Building or obstruct or interfere with the rights of other lessees of Landlord or annoy them in any way, including, but not limited to, using any musical instrument, making loud or unseemly noises, or singing, etc. Tenant shall not do or permit to be done in the Premises anything, or bring or keep anything therein, which would conflict with the laws relating to fires, or with the regulations of the applicable Fire Department, or conflict with any of the rules and ordinances of the applicable Board of Health.
4. Wheeled vehicles are not permitted in the passenger elevators or the front glass lobby doors; all deliveries must use the service elevator. The service elevator is available for deliveries and moving. If you are having a large delivery or moving, please contact the management office to reserve the freight elevator. The service elevator is available for the movement of random deliveries that may be made during the working day (i.e.: Office Depot, FedEx, and UPS). The service elevator may not be taken out of service or utilized for large or lengthy deliveries (i.e.: furniture or large pieces of equipment) between the hours of 7:00AM and 6:00PM Monday through Friday. After hours use of the service elevator will only be scheduled for those who have reserved the freight elevator in advance.
5. The Premises shall not be used for storage of merchandise held for sale to the general public. The Premises shall not be used for sleeping or lodging. No cooking or related activities shall be done or permitted by Tenant in the Premises except with permission of Landlord. Tenant will be permitted to use for its own employees within the Premises a small microwave oven and Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations, and provided that such use shall not result in the emission of odors from the Premises. No vending machines of any kind will be installed, permitted or used on any part of the Premises without the prior consent of Landlord. No part of said Building or Premises shall be used for gambling, immoral or other unlawful purposes. No intoxicating beverage shall be sold in said Building or Premises. No area outside of the Premises shall be used for storage purposes at any time.
6. No painting shall be done, nor shall any alterations be made to any part of the Building or the Premises by putting up or changing any partitions, doors or windows, nor shall there be any nailing, boring or screwing into the woodwork or plastering, nor shall any connection be made in the electric wires or gas or electric fixtures, without the consent in writing on each occasion of Landlord and subject to compliance with the provisions of the Lease. All glass, locks and trimmings in or upon the doors and windows of the Building shall be kept whole and, when any part thereof shall be broken by Tenant or Tenant's agent, invitees, employees, affiliates, visitors or contractors, the same shall be immediately replaced or repaired by Tenant, subject to compliance with the provisions of the Lease, and put in order under the direction and to the satisfaction of Landlord, or its agents, and shall be kept whole and in good repair. Tenants shall not injure, overload, or deface the Building, the woodwork or the walls of the Premises, nor carry on or upon the Premises any anoxious, noisy or offensive business.
7. No birds or animals of any kind shall be brought into the Building (other than trained assist dogs required to be used by the visually impaired).

8. No bicycles, motorcycles or other motorized vehicles shall be brought into the Building other than motorized wheelchairs.
9. The parking garage, elevators, lobbies, restrooms, courts, vestibules, paths, walkways, sidewalks, entrances, stairways, landings, corridors, and halls of the Premises, the Building and the Property shall not be obstructed or used for any purpose other than ingress and egress and Landlord shall in all cases retain the right to control and prevent access to the Premises, the Building and the Property by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building; provided, however, that nothing herein contained shall be construed to prevent such access to persons with whom Tenant normally deals in the conduct of its business within the Premises (such as clients, customers, office suppliers and equipment vendors, and the like) unless such persons are engaged in illegal activities. Neither Tenant nor any employee of Tenant shall go upon the roof of the Building without the prior written consent of Landlord.
10. Toilets, wash basins and sinks shall not be used for any purpose other than those for which they were constructed, and no sweeping, rubbish, or other obstructing or improper substances shall be thrown therein. Any damage resulting to them, or to heating apparatus, from misuse by Tenant or its employees, shall be borne by Tenant.
11. Upon occupancy, tenant will be furnished keys to its Premises. Landlord may make a reasonable charge for any additional keys. No additional lock, latch or bolt of any kind shall be placed upon any door nor shall any changes be made in existing locks without written consent of Landlord and Tenant shall in each such case furnish Landlord with a key for any such lock. At the expiration or earlier termination of the Lease, Tenant shall return to Landlord all keys furnished to Tenant by Landlord, or otherwise procured by Tenant, and in the event of loss of any keys so furnished, Tenant shall pay to Landlord the cost thereof.
12. Landlord shall have the right to prescribe the weight, position and manner of installation of heavy articles such as safes, machines and other equipment brought into the Building. Tenant shall not allow the building structure within the Premises, nor shall Tenant cause the elevators of the Building, to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord and the persons employed to move the same must be approved by Landlord. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the Building and to exclude from entering the Building all freight which is in violation of any of these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts, floats or dollies shall be used in passenger elevators. All hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires. Supplies, goods and packages of any kind shall be delivered only through designated service areas or through the loading dock areas of the Building.
13. All deliveries (including the moving of Tenant's personal property in and out of the Building and the Premises) shall be made through freight elevators designated by Landlord and only during such hours as designated from time to time by Landlord. No deliveries shall be made through the main lobbies of the Building or which impede or interfere with the use of the Building by other tenants, the operation of the Building or which may in any way damage any of the common areas.

14. Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building. Tenant shall prevent inadequate ventilation from and will assure proper operation of any HVAC systems and/or office equipment under Tenant's control, and Tenant will not allow any unsafe levels of chemical or biological contaminants in the Premises and will take all steps necessary to prevent the release of such contaminants from adhesives, machinery, and cleaning agents. Tenant shall cooperate in all respects with Landlord regarding the management of the indoor air quality in the Building and in connection with the development and implementation of an indoor air quality management plan for the Building. Smoking shall not be permitted in any common areas of the Building or in any indoor space within the Building.
15. Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours of 7:00 a.m. and 6:00 p.m., on all days except Saturdays, Sundays and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefrom to any person, including Tenant. Landlord may take all reasonable measures it deems necessary for the safety and security of the Building or Property, including, without limitation, evacuation for cause, suspected cause, or temporary denial of Building access. There shall be no abatement of Rent and Landlord shall not be responsible for any damages resulting to Tenant from such action. Landlord reserves the right to exclude or expel from the Building any person who, in the Landlord's judgment, is intoxicated, under the influence of alcohol or drugs, commits any act in violation of these Rules and Regulations or constitutes a security risk to the Premises, the Building or the Property. Landlord shall have no liability with respect to breaches of the building's security, if any.
16. Unless agreed to in writing by Landlord, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning and taking care of the Premises. Cleaning service will not be furnished on nights when rooms are occupied after 6:00 p.m., unless, by agreement in writing, service is extended to a later hour for specifically designated rooms. Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring. Only persons authorized by the Landlord may furnish ice, drinking water, towels, and other similar services within the Building and only at hours and under regulations fixed by Landlord.
17. If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord only, and no outside wiring contractor shall be allowed to do work of this kind unless by the written permission of Landlord or its representatives. If telegraph or telephonic service is desired, the wiring for same shall be approved by Landlord, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated.
18. Tenant, its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. All vehicles shall be parked only in areas designated by Landlord. No RV's, motor homes, boats, delivery trucks, movable or non-movable trailers, buses or other commercial vehicles are allowed to be parked in the parking area overnight or for an extended



period of time; to include business and or personnel vehicles. No vehicle (including bicycles and motorcycles) belonging to Tenant or to Tenant's agents, employees, or invitees shall be parked so as to impede or prevent ready access to any loading dock or any entrance to or exit from the Building, the Property or the parking garage for the Building. Except as otherwise specifically provided in the Lease, all parking for the Building is provided on a nonexclusive basis. All vehicles of any nature shall be parked only in areas within the parking garage (or parking lots) designated by Landlord. No vehicles of any nature shall be parked or left unattended for more than seven (7) consecutive days, unless in the ordinary course of Tenant's business and approved in writing by Landlord. No bicycles or motorcycles shall be permitted inside the Building or the Premises nor shall bicycles or motorcycles be parked in a manner which would interfere with access to the Building or obstruct sidewalks or walkways on the Property.

19. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.
20. Tenant agrees to participate in the waste recycling programs implemented by Landlord for the Building, including any programs and procedures for recycling writing paper, computer paper, shipping paper, boxes, newspapers and magazines and aluminum cans. If Landlord elects to provide collection receptacles for recyclable paper and/or recyclable aluminum cans in the Premises, Tenant shall designate an appropriate place within the Premises for placement thereof, and Tenant shall cause its employees to place its recyclable papers and/or cans into the applicable such receptacles on a daily bases.
21. Any special work or services requested by Tenant to be provided by Landlord shall be provided by Landlord only upon request received at the Building management office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.
22. Tenant shall not install or attach any radio or television antenna, loudspeaker, or other devices or projections on or to any part of the Premises which would, in Landlord's opinion, interfere with the communication facilities utilized by other tenants of the Building or be unsightly, or on the roof or exterior walls of the Building.
23. Landlord shall have the right to change the name of the Building and to change the street address of the Building, provided that in the case of a change in the street address, Landlord shall give Tenant not less than 180 days prior notice of the change, unless the change is required by governmental authority.
24. Landlord shall have the right to prohibit advertising by Tenant which, in Landlord's discretion, tends to impair the reputation of the Building or its desirability as an office location.
25. The directory of the Building will be provided for the display of the name and location of the tenants. Any additional name, or replacements after the initial entry of tenant's name and location, which Tenant shall desire to place upon said directory must first be approved by Landlord, and if so approved, a reasonable charge will be made therefor.
26. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.
27. These Rules and Regulations are supplemental to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.

Tenants are required to have a current certificate of insurance on file with limits as outlined in the lease agreement listing the owner and manager as additional insured.

#### Certificate Holder & Additional Insured Information:

PGPC Waterford Plaza LLC and PGPC Rocky Point LLC (Property Owner) and Parmenter, LLC (Property Manager) will be named additional insured on General Liability per form CG2010 (11/85) or GC2037 (10/01). Please indicate form providing additional status and provide a copy of form). Waiver of subrogation applies to General Liability and Workers Compensation.

All vendors, i.e. snack machine supplier, telecom installers, movers, painters, etc. are required to have on file with the management office a current Certificate of Insurance.

[Click here for Certificate of Insurance Requirements](#)

You may direct all questions to the management team at (813) 281-1110.

The building will be closed on the holidays listed below. If air conditioning/heating is required for these days, please contact your office administrator.

- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

We know your deliveries are important to you, and we want to make sure you receive them promptly, safely and conveniently. If you are planning a significant move or delivery, such as furniture, large equipment, etc., in or out of the building, let us know well in advance in order to schedule the freight elevator, and to avoid conflicts with the other tenants. By communicating your schedule ahead of time, we can help you to accomplish your move with greater ease and with minimal inconvenience to other tenants.

When you plan a large delivery or move within the building, be sure to:

1. Schedule all major deliveries at least one (1) week in advance with the Management Office at 813-281-1110 or e-mail [dogren@parmco.com](mailto:dogren@parmco.com). The freight elevator can be utilized during the following times: Monday-Friday Completed Before 8:30 am or Start After 4:30 pm; Saturday & Sunday completed before 10 pm.
2. Notify your vendor to present a Certificate of Insurance to the Management Office **prior** to the delivery date. **(Very Important)** Without a Certificate of Insurance on file in the Management Office, **we cannot allow** the delivery to be completed. To avoid any inconveniences or delays, please comply with the above requirements for major deliveries. **Certificate Of Insurance** Requirements Your vendor must provide a Certificate of Insurance outlining the limits of General Liability and Worker Compensation to the Management office at least one week prior to

the move/delivery.

The Certificate Holder should be shown as: **(Exactly)**

Waterford Plaza LLC and Parmenter Realty Fund IV Investments LLC (Property Owner) and Parmenter Realty Partners (Property Manager) will be named as an additional insured on General Liability **Certificate Holder should be named additionally insured in regard to General Liability.**

\*\*\*This is very important; we will not let the movers on the property without proper insurance in our office PRIOR to the day of the move.\*\*\*

[Click here for limit requirements](#)

3. All outside contractors are required to adhere to the building rules and regulations.

[Click here for the Moving Rules and Regulations](#)

Should your vendor have any questions or concerns, please have them call the Management Office at (813) 281-1110..

### **Weekdays**

Monday-Friday 7:00am-6:00pm

### **Weekends**

Saturday Restricted Access to All Doors

Sunday Restricted Access to All Doors

In accordance with the Florida Clean Air Act, smoking is prohibited in all areas of the building. Smoking is not permitted in restrooms, stairwells, offices or any other areas within Waterford Plaza at any time. Smoking is also not permitted twenty-five feet within *any building entrance*.

The designated smoking area can be found, on Parking Level 5 of the garage ( all the way to the left of the garage next to the bench and ashtrays ) and also on Parking Level 6 of the garage.

The leasing company for Waterford Plaza is Cushman & Wakefield. Listed below is the contact information for the authorized representatives.

#### **Lara Sieder**

Leasing Agent

(813) 281-2329

[Lara.Sieder@cushwake.com](mailto:Lara.Sieder@cushwake.com)

#### **Jimmy Garvey**

Leasing Agent

(813) 349-8371

[james.garvey@cushwake.com](mailto:james.garvey@cushwake.com)

Parmenter Realty Partners is please to provide 24/7 onsite security service. They can be reached at (813) 927-0072. If for any reason your require emergency services afterhours, please call 911 immediately.

All vendors hired for construction, service work, carpet cleaning, extra window cleaning, or the like must be approved in advance by the Management Office prior to any work performed. A list of pre-approved contractors may be obtained upon request from the Management Office.

If you require access to the building, before 7:00 am and after 6:00 pm, please make sure you have your access card. No unauthorized persons are allowed in the building between those times without proper access. To obtain after-hours access for construction needs or employees, please contact Dan Ogren or Ashlee Perri at (813) 281-1110 during regular business hours.

The Management Office will provide you two (2) keys for the entrance door of your space and two access cards for after-hour building access. All additional keys and access cards will be at the tenant's expense, which will be billed to them via invoice and an addition to their rental statement. The Management Office will have the additional keys made at \$5.00 per key and access cards at \$15.00, upon written request for tenant. All cards must be returned to the Management Office at the end of the lease period. Each card is assigned to a specific person along with the card number and is non-transferable from person to person without prior consent from the Management Office.

[Click here for Access Card Request Form](#)

We know your deliveries are important to you, and we want to make sure you receive them promptly, safely and conveniently. If you are planning a significant move or delivery, such as furniture, large equipment, etc., in or out of the building, let us know well in advance in order to schedule the freight elevator, and to avoid conflicts with the other tenants. By communicating your schedule ahead of time, we can help you to accomplish your move with greater ease and with minimal inconvenience to other tenants.

When you plan a large delivery or move within the building, be sure to:

1. Schedule all major deliveries at least one (1) week in advance with the Management Office at 813-281-1110 or e-mail [dogren@parmco.com](mailto:dogren@parmco.com). The freight elevator can be utilized during the following times: Monday-Friday Completed Before 8:30 am or Start After 4:30 pm; Saturday & Sunday completed before 10 pm.
2. Notify your vendor to present a Certificate of Insurance to the Management Office **prior** to the delivery date. **(Very Important)** Without a Certificate of Insurance on file in the Management Office, **we cannot allow** the delivery to be completed. To avoid any inconveniences or delays, please comply with the above requirements for major deliveries. **Certificate Of Insurance Requirements** Your vendor must provide a Certificate of Insurance outlining the limits of General Liability and Worker Compensation to the Management office at least one week prior to the move/delivery.

The Certificate Holder should be shown as: **(Exactly)**

Waterford Plaza LLC and Parmenter Realty Fund IV Investments LLC (Property Owner) and Parmenter Realty Partners (Property Manager) will be named as an additional insured on General Liability **Certificate Holder should be named additionally insured in regard to General Liability.**

\*\*\*This is very important; we will not let the movers on the property without proper insurance in our office PRIOR to the day of the move.\*\*\*

[Click here for limit requirements](#)

3. All outside contractors are required to adhere to the building rules and regulations.

[Click here for the Moving Rules and Regulations](#)

Should your vendor have any questions or concerns, please have them call the Management Office at (813) 281-1110.

## Security Checklist

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

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

## Suspicious Persons

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

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

Please contact the Management Office at (813) 281-1110 to claim items that have been lost or found in the building.

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Management Office at (813) 281-1110 and we will send appropriate personnel to have them escorted off of property.

The purpose of the handbook is to give guidance and to help those having responsibility for the safety of their employees and visitors and response to emergency and safety situations. The primary goal is to protect individual health and well being and the integrity of the work environment. It is a working document that, when used with foresight and good judgment, will guide company officials and employees through appropriate actions for emergency and safety issues.

It should be noted that **this document is simply a guide**. Every emergency situation differs – based on individuals involved, environmental circumstances and resources available – and cannot be neatly defined by categories for which hard and fast guidelines can be drawn. Accordingly, each given situation calls for a customized response utilizing individual judgment. Common sense and rational thinking should dictate the response of company officials and employees to emergency and safety incidents.

Being prepared, remaining calm and orderly, and using sound judgment will greatly increase the effectiveness in reacting and responding to emergencies and safety incidents.

It is the responsibility of each tenant to make sure his or her employees are familiar with the building's evacuation program and procedures and to cooperate with building management in establishing procedures and carrying out occasional evacuation drills. It is recommended that all offices conduct emergency procedures and security meetings so all involved have an understanding of what to do when required to act quickly.

With your help, our property will continue to be an exceptional working environment. Thank you.

Parmenter Realty Partners, Managing Agent for Waterford Plaza.

Parmenter Realty Partners is cooperating with appropriate local and regional governmental authorities to inform all our tenants of correct preparation and procedures to follow in the event of a hurricane landfall in the Tampa Bay region.

We urge all our tenants to always be alert to changing weather conditions when any threatening storm is in the area.

It is the responsibility of each tenant and his employees to be familiar with this Hurricane Evacuation Program. It is extremely important for the safety of our Tenants and their property that these procedures be strictly followed.

Waterford Plaza is located in **Evacuation Level A** which means that the area is evacuated when wind velocity reaches 74-95mph and tide heights reach up to 8 feet. Evacuation level areas are vulnerable to storm surge. Storm surge is water that is pushed toward the shore by the force of the winds swirling around a storm. This advancing surge combines with normal tides which can increase the water height as the storm approaches shore. This surge can cause severe flooding in coastal areas.

## 1.Pre-Storm Preparedness

A. Update and maintain copies of insurance policies including business interruption insurance.



B. Prepare/update your company's business continuity plan. This should include scenarios for short and long term building closures. Internal employee contact network system and client contact procedures. A resource for creating such a plan is <http://www.floridadisaster.org/business/>.

C. You should be alert to any major storm in the Atlantic Ocean, Caribbean, or Gulf of Mexico. We recommend that each tenant have in his suite some type of radio (preferably battery-operated NOAA weather radio) so that he can keep informed of the status of approaching storms. The size, direction, and speed of a hurricane can change rapidly.

D. Be aware of National Hurricane Center advisories and bulletins, and local official advisories. As weather conditions develop, you should be aware of terms being used:

1. **Tropical Disturbance:** Slight or absent circulation and no strong winds, a common phenomenon in the tropics.
2. **Tropical Depression:** Closed circulation at surface, highest sustained winds less than 39 mph.
3. **Tropical Storm:** Stronger circulation, highest sustained wind speed 39-73 mph.
4. **Tropical Storm Watch:** Tropical storm conditions with sustained winds from 39 to 73 mph are possible in the watch area within the next 36 hours.
5. **Tropical Storm Warning:** Tropical storm conditions are expected in the warning area within the next 24 hours.
6. **Hurricane:** Very strong and pronounced circulation, wind speed of 74 mph or more.
7. **Hurricane Watch:** If the hurricane continues to threaten land, a hurricane watch is added to the advisory, covering a specified area and duration. A hurricane watch means that hurricane conditions are a real possibility. When a hurricane watch is issued, listen for further advisories, take steps to notify your employees, secure your office and be prepared to evacuate if necessary.
8. **Hurricane Warning:** When hurricane conditions are expected within twenty-four hours, a hurricane warning will be announced by the National Hurricane Center. All precautionary measures should be completed and you must evacuate the building and Rocky Point area if notified by civil authorities.

It is most important that you familiarize yourself with the Waterford Plaza Hurricane Evacuation Program prior to a tropical storm watch. Please contact building management now if you have any questions.

## 2. What to Do in the Event of a Tropical Storm or Hurricane Watch for the Area

A. Be prepared to protect offices that have exterior glass that could be broken by flying debris. Please use the following as a guide to give you an idea of what needs to be done.

- Back up all your data on your computer(s) and take the disk with you.
- Cover expensive/ computer equipment with heavy-duty trash bags and store away from any rooms with windows, or if able, take equipment with you.
- Lock or tape shut all filing cabinets
- Clear all debris, (files, paperwork, 'in' baskets, pictures, telephones, etc); off of any open area, i.e. desks, tables, bookshelves, etc. This will help eliminate floating and flying debris.
- Unplug everything and make sure all lights switches are off. We recommend that before you leave the building, all computers, telecommunication equipment, microwaves, etc. be unplugged so as to protect them from possible power surges.

- Personal belongs should be gathered so they can be removed easily when an evacuation order is given.
- Lower and close all blinds
- Close all doors (do not lock), especially those with windows.

**B. Supplies you will want to have on hand for business and/or home**

- Flashlight and extra batteries
- Portable, battery operated radio and extra batteries
- First aid kit and manual
- Heavy duty trash bags, heavy duct tape,
- Proper Identification- Including a photo ID
- Emergency food and water
- Non-electric can opener
- Cash and credit cards
- Sturdy shoes, long pants and long sleeved shirt

**C.** Be sure that the building management has home, cell and pager numbers for the appropriate contact person(s) in your office should we need to contact you. Likewise, we will provide you with telephone numbers to call for emergency information.

**D.** Official emergency bulletins can be heard on the radio or television. The building management will also keep in communication prior to the

### **3. Evacuation Procedures**

**A.** Under most all circumstances, you will have plenty of time to evacuate and will be able to exit the building and project as you would on any working day. In the unlikely event of an emergency evacuation, you will be instructed through the public address system to exit the building.

**B.** If there is a power outage, you will be instructed to exit via the stairwells, as shown in the attached drawings of this manual.

**C.** Secure or remove any valuables, lock file cabinets and desks, and turn off the lights in your office. Please reference list above.

**D.** Go to your home or designated emergency evacuation shelter. Do not attempt to return to your office until notified by the appropriate local governmental agency or by CLW Real Estate Services Group.

**E.** Building management recommends that all of our tenants talk to their insurance agents regarding their coverages to ensure you have adequate insurance including Business Interruption Insurance for your own security. You will also want to make sure your current Insurance includes hurricane and wind damage.

**F.** When you return to your office, notify the building management and your insurance carrier of any damage sustained to your suite.

**G.** Finally, do not leave any automobiles in the parking lot, as we do not assume liability if they are damaged.

The best preparation you can make is to familiarize yourself with these procedures now and notify us of any questions you may have.

## 4. Recovery Process

When the building management is permitted back on to the property, the management recovery team will survey the property to make sure the building is safe. Once all safety issues have been covered and repaired, the management recovery team will call tenants when it is safe to enter the building. Tenants are asked to come no more than four (4) people per company. There will be an assigned meeting area where the management recovery team will explain recovery procedures. All persons that are part of the recovery are required to wear long pants (Jeans), work boots, Long sleeve shirt. Without this proper attire, you will not be permitted back to the property. Please make sure that building management has all current contact information home, cell and pager numbers.

Below is a list of suggested supplies necessary for recovery.

*Please note: Tenants are responsible for the clean up and cost of the clean up of their personal belongings in their suite after a disaster. The items listed here are for tenant's "personal" use and are at the tenants cost. The building will not be able to provide these items.*

- Photo ID with business card showing the building's address
- Broom and dust pan
- Heavy duty trash bags
- Heavy gloves
- Water
- Cleaning supplies and materials, i.e. wash cloths, cleaning spray,
- Camera – to document damages
- Dolly cart

## Notification to Evacuate

- Should there be a need to evacuate your floor in an emergency situation, you will hear an alarm followed by a recorded voice message instructing you to use the nearest exit stairs. There will also be flashing alarm indicators in the corridors. You also may be instructed to evacuate by direct contact from building management.
- Please make note, that **the fire system is designed to activate the audible alarms on the floor in which the emergency exits, the stairwells, the next two floors above and one floor below the effected floor.** This is to allow individuals in the immediate danger to evacuate first. For this reason, individuals on floors not in an alarm condition may or may not hear an alarm sounding.

## Evacuation Procedures

1. During an emergency you must evacuate through the stairs; the elevators will not be in use. Any physically disabled persons that cannot go down the stairs should wait in the pressurized stairwells for the fire rescue to rescue them.
2. If there is smoke present in your office suite or corridor, crawl across the floor to the nearest exit. The smoke and gases will rise toward the ceiling; the air near the floor will be easier to breathe. If

you approach a closed door, touch it first to determine if it is hot before you open it.

If it is hot, there may be a fire on the other side of the door; you should use an alternate escape route.

3. When descending a stairwell, employees should walk single file, staying close to the outer walls. When approaching landings, watch for doors opening and additional people entering the stairwell.
4. The stairwells are pressurized to prevent the infiltration of smoke, but if while using the stairs you should encounter extreme heat or smoke, return to the nearest floor, check to see if it is safe, and proceed to the opposite stairwell.
5. The designated Floor Warden for the floor should check to see that all suites are empty and that no one is remaining in the restrooms or elevator lobbies.
6. If there is a small fire on your floor, alert 911 and building management. **Only those people who are certified in fire safety procedure can operate a fire extinguisher.** Never attempt to fight a fire by yourself.
7. In any situation, stay calm, walk through the corridors and down the stairs in an orderly manner, and be alert to instructions given by emergency personnel and the building management. Be sure to congregate in designated area assigned by your company's Fire Warden.
8. Do not re-enter the building until instructed to do so by building management personnel.
9. It is imperative that whenever there is an alarm you must follow the instructions to exit the building. An emergency situation may not always be obvious from your location in the building. Do not assume that it is "just a drill".
10. In compliance with the City of Tampa Fire Marshall, the preceding outline is provided for your safety.

## DO'S

Call the Management Office at (813) 281-1110.

## DON'T

Don't call police. Management Office will do that.

Try to obtain the following information from the caller (the object is to keep the person talking while you calmly note voice characteristics and other valuable information):

- Exact location of the device.
- Time set up for detonation.
- Description of the device.
- Reason for the threat.
- Exact words used by the subject.
- Exact time of the call.

We rely on the Police authorities to advise us of protective actions that shall be taken during a local civil disturbance in or around our premises.

Emergency procedures may include one or more of the following:

1. Partial building evacuation
2. Securing entry to the building.
3. Securing all stairways.
4. Locking off the elevators

## House Security & Police Problems

**FIRST** call 911. Serious offenses or emergencies of any matter should be reported to the Hillsborough County Sheriffs Department. Immediately thereafter, report the situation to the Management Office/Building Security.

**Management Office:** 813-281-1110

**Building Security:** 813-927-0072

**FIRST** call 911. Serious offenses or emergencies of any matter should be reported to the Hillsborough County Police Department. Immediately thereafter, report the situation to the Management Office/Building Security:

**Management Office:** (813) 281-1110

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.

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

**In the event of a fire, elevators must not be used for evacuation. Use the stairwells.**

Management Office	813-281-1110
Building Security	813-927-0072
Emergency Management	813-272-6900 (Hillsborough County) 727-464-3800 (Pinellas County)
American Red Cross	813-251-0921 (Hillsborough County)
Shelter Information	727-898-3111 (Pinellas County)

Fire Department	911
Medical	911
Police	911

## How to call 911

Dial 911; state the nature of the emergency- Fire (i.e.)

The fire alarm dispatcher will need to know the following information:

Your Name & Number:

Building Name & address: Waterford Plaza 7650 Courtney Campbell Causeway

Type of Occupancy: Multi-tenant office building

What is the nearest cross street: Rocky Point Drive; building left of 60

What part of the building is on fire: Roof, suite, floor, etc.

## Fire Safety

Note: We recommend that you consider appointing a specific person to communicate fire safety issues to all employees within your company. If you choose to assign a fire safety coordinator we recommend you choose an individual who does not travel or is not out of the office frequently. We also recommend a backup coordinator. In the following instructions we will refer to the designated person as the "Fire Safety Coordinator".

## Prevention

Fire prevention is an organized plan to protect the safety of personnel and reduce property loss. The best time to stop a fire is before it starts, and looking for and removing potential fire hazards can be the best to do this. Fire hazards are anything that can start a fire, or cause fire to spread.

## Duties of an established Fire Warden

Every tenant is to assign a Fire Warden. The Fire Warden must be someone who is organized and can keep themselves calm in an emergency situation.

## Tenant Preparation

1. The Fire Warden should be familiar with all employees with evacuation procedures.
2. The Fire Warden must notify building management of any employee who might need special assistance in evacuation the building, and assign an employee to assist him or her in the event of an emergency. The Fire Warden must keep this list and building management updated.
3. The Fire Warden may be asked to meet on occasion with building management to review the emergency procedures.
4. Be familiar with the Evacuation Plan as it applies to your suite, and have Evacuation Plans available too all employees.
5. Complete and post a diagram of the nearest exit visible to all employees.
6. Know where fire alarms and exits are located.

## Fire Prevention

Each Fire Warden must periodically review the following points and report shortcomings to the building management, where needed.

1. Make periodic checks to prevent the accumulation of combustible materials in your suite. Check monthly on the availability and conditions of all fire fighting appliances and hose, (if applicable) in the cabinets in your suite. Please note: Each tenant is responsible to assure that his or her fire extinguisher up to date and in working order.
2. Make periodic inspections of the work areas within your suite. This will eliminate any possible fires from occurring.
3. Prevent accumulation of items in the stairwells that could impede evacuation and make periodic checks to ensure that stairwells doors are never blocked, so they are fully able to close. During an alarm, the door must stay closed.
4. Eliminate tripping hazards from the suite i.e. extension cords, loose carpeting, etc.

## Fire Warden Duties during a Fire Evacuation

In case of fire, Fire Warden's leadership will receive one of its most severe tests. To Fire Warden will be looked to for direction and be expected to set an example for calmness and orderliness in the evacuation of personnel.

In case of fire, the floor on which the fire occurs, the two floors above and floor below the fire is to evacuate **immediately**. It will also be necessary in the event of a large fire to evacuate more floors so the firefighters will have a place from which to work from. The affected floors would be notified by the

sounding of the alarm on those floors.

The evacuation in case of fire should always be **downward**. In case of fire, it must be strongly stressed, that evacuation **must be via the stairwells** and not by the **elevators**. The stairwells are your safest haven, fire proof and safe from smoke, providing the doors are not blocked open.

Step 1. In case of fire in your area, remove anyone from immediate danger, and then go to the nearest fire alarm pull station on your floor.

Step 2. Pull handle. This will cause alarm to sound. **Notify the Tampa fire department by dialing 911**. Should you have a cell phone, please contact the building management at 281-1110.

Step 3 Only use fire extinguishers in case of a small fire. Remember only a trained and certified person can use the fire extinguisher. Do not waste time. **Sound the alarm first**.

Step 4 The designated Fire Warden should check to see that all personnel in their suite has evacuated. The Fire Wardens need to check the bathroom, closets, utility rooms, etc.

Step 5 The Fire Warden must have the list of people they are in charge of and make sure your people are accounted for, if any are missing let the Fire Department know. The Fire Warden will want to assign a meeting place for all of their employees to assure a faster and a more organize way of finding everyone.

Step 6 You are the last person to leave the floor, make sure all doors are closed. This slows the fire down.

**If caught in smoke, take short breaths, breath through your nose, and crawl to escape; air is better near the floor**

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

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

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

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

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

## Do

Call Ambulance at 911  
Call Management Office at (813) 281-1110. Security will escort the medical team to the appropriate floor.

## Don't

Do not move the injured person. Keep them comfortable until medical help arrives.

## Medical Emergencies

FIRST call 911- Tell the operator what the emergency is and request an ambulance. They will call additional help if necessary.

Keep the victim warm and comfortable.

Try to ascertain as much information about the injury as possible – something of value might be learned to relate to the paramedics.

Then notify Management Office/Building Security: (813) 281-1110 **Management Office**

## What you Need to Know

Influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins. Remain calm under any circumstances

## Do's

Call Management Office at (813) 281-1110

## Don't

Don't leave your floor.

Waterford Plaza is served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

Activating emergency lights on each floor throughout the building, including all Exit signs.

Activating all stairwell lighting.

Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.

Recalling all elevators to the ground floor lobby.

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 Management Office unless you need to notify us of the location of a disabled employee

## DO'S

- Listen for weather service announcements
- Move to central areas on your floor

## DON'T'S

- Don't stay near interior windows
- Don't go outside

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

## Notes

- Paramount in any situation that involves a live shooter is the safety of the building staff and the tenants in the building.
- Limiting the number of targets for the shooter is

## Key

- Evacuation is NOT recommended.
- Calling 911 is the most important step in this situation. The more calls that are made from the same location, the more likely that the Police will arrive quickly. All staff members should try to call.
- Once the Police enter the property they will take over.
- The Active Shooter procedures are to be reviewed annually and shared with the tenants.

## Active Shooter in the Building

1. If it is safe to do so, any member of the building staff or security should make an announcement over the fire system announcer or building "all call system" stating: "An armed intruder is in the building. Lock down your office with all your employees and visitors inside, move away from the interior windows and do not allow ANYONE to enter until notified by the Police that the situation is resolved."
2. All employees with knowledge of shooter location, description or any other information are to call 911 immediately, inform Police we have an incident occurring currently at the building and the information you have on the situation.
3. Management team, engineering, day staff & security should move to safety, and lock doors. If a building staff member happens to lock down within a tenant space, they should refrain from discussing radio traffic/the incident with tenants.
4. If able, continue to send email notices to tenants with updates or instructions to stay locked down.
5. Roll call (via 2-way radio) or text message of building staff, noting locations. Most senior staff person should conduct the roll call.
6. Once the incident is over, report in to Property Manager, assess the situation and begin the process to work together to resolve. (See below for further instructions.)

## Active Shooter in Tenant Suite

1. Tenant will need to call 911, if able.
2. If the tenant contacts the Property Management office, obtain description of suspect if able. Property Management personnel should ask reporting Tenant for details about the suspect: race, sex, clothing description, location on floor, whether there are one or more weapons present.
3. Should the situation turn to active shooter, follow steps above.

## When calling 911

When you call 911 identify your exact location. Remain calm and answer the operator's questions.

You will be asked questions such as:

1. What exactly is happening and how do you know? Is it still happening now?
2. Where is the suspect now? What was his/her last known direction? Is the suspect still at that location?
3. Is anyone injured? Are there wounded and how many?
4. Where did it happen? What's the specific location of occurrence?
5. What weapons were used if you know? Knowing the number and types of weapons will assist the police in their response. Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition.
6. Were any shots fired? Describe the sound and the number of shots fired.
7. Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any background knowledge you may have.
8. Stay on the phone only if it is safe to do so.

### When it is safe

1. Property Manager (or senior building staff person) is to contact Asset Manager to report the situation.
2. Ask Asset Manager to get you in touch with Parmenter's Communications department so that we can relay this to the media. DO NOT speak directly to the media other than to direct them to our in-house Director of Corporate Communications.
3. All building staff to report to the Property Manager with status.
4. As much as possible, work with Police and Medical personnel to determine what needs to be done and gather information.
5. Property Manager and team are to evaluate property for damage and begin to work through how to resolve.
6. Gather as much information as you can about injured persons, what caused shooter to target persons, tenant or building, and document any property damage.
7. As soon as possible, document as much as possible into an incident report. Provide photographs, detail factual accounts and status of the property and persons.

### Documentation

Document all incidents at your property using the Accident Claim Form available in the Procedures Manual. Include all factual information and detailed photographs. If there is an incident that you are not sure whether to report to insurance, contact your Asset Manager, VP of Finance or General Counsel, who will help you analyze the situation. For occurrences that you do not view as a claim, write "For Report Only" on the form prior to sending it in. File the Accident Claim Form with appropriate parties (AM, VP Finance, General Counsel, Regional COO, & Insurance Agent). Please refer to the Procedures Manual for

additional information.

## **Press Inquiries**

Never make statements to newspapers, radio or television news about any incident at the property. Only the Regional Managing Principal, the Communication Manager or the assigned media person for the region may speak to the press.

[Active Shooter PDF](#)

## Directory

The electronic building directory is located in the main lobby. All requests for directory signage must be made through the Management Office with Jessica Zuzak, on the appropriate forms (see below).

## Signage

All tenant entry signage must be building standard and must be ordered through the Management Office. There should be no signs in any form on the exterior of the building or on doors and windows in common areas without prior written approval from the Management Office.

[Click Here for the Signage Order Form](#)

These services are provided after building operating hours Monday through Friday.

- All common areas, including restrooms are kept neat and clean throughout the day by uniformed day porters.
- Nightly janitorial services for the building are provided Monday through Friday after building operating hours. These services include nightly trash removal, replacement of trash liners, vacuuming, dusting of furniture and window ledges, and cleaning of tile flooring surfaces.
- Trash generated during the workday will be removed by the building janitorial service. Trash items should be kept within the office. No items should be placed in the hallways, stairways or freight vestibules.

### **Some procedures not included in nightly cleaning are:**

- Cleaning personnel are instructed not to disturb paperwork or articles left on desks or furniture.
- Special wall fabrics will not be cleaned unless specifically requested.
- All trash not in trashcans should be clearly identified with trash stickers provided by the management office. Any questionable items will not be thrown away.
- Computer equipment will not be cleaned.
- The washing of dishes and the cleaning of refrigerators and microwaves in break rooms will not be done by the janitorial service.

### **Special cleaning requests should be made through the property management office.**

Your moving company should remove trash items generated by your move-in, such as boxes, wall protection, pallets and packing materials. Old records and files should be purged prior to the move to save your company time and money.

Movable trash bins are available for tenant use. A day porter may remove the trash from your suite during the day (as available) for a fee of \$25.00 per hour with a one-hour minimum requirement.

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

- [Access card request form](#)
- [Contact information form](#)
- [Emergency coordinator form](#)
- [Fitness center membership application](#)
- [Signage form](#)

After-hours air conditioning is provided via a computerized energy management system. Your company will be responsible for the cost associated with after hour air conditioning. No charges are billed for the following times Monday thru Friday 8:00 am -6:00 pm and Saturday 8:00am-1: 00 pm. All other times are chargeable. The current rate is \$35.00 per hour plus 15% admin fee and applicable sales tax; please note that this rate can change with written notice from the Landlord.

Please provide a list of individuals whom you want to have authority to activate after hour air conditioning. Once we program the names for access, we will return their personal access code and instruction sheet detailing the operation of after hour air conditioning.

#### [After hour air conditioning authorization form & instructions](#)

Mail is hand delivered to each suite by the US postal service Monday - Saturday. UPS and FedEx drop boxes for outgoing mail is located in the service dock vestibule on the first floor. US Post Office drop box is located outside by the building service entrance. Pick up times are indicated on the respective drop boxes.

You can access the Angus AnyWhere™ Tenant Service System directly through this website by clicking on the Tenant Services link on the navigation menu bar above, or by clicking on the link below

[Click here to go to the Tenant Services Page](#)

#### **Porter / Engineering Services**

Additional services are available to tenants at a rate of \$50.00 per hour per engineer. Arrangements must be made a minimum of 24 hours in advance by contacting the Management Office.

There is ample parking provided in the adjacent garage. Waterford Plaza LLC & Parmenter Realty Partners are not responsible for damages or theft to vehicles or personal belongings. However, there is a security service on duty to help detour such happenings. Arrangements can be made, through the management office, for reserved parking. Monthly fees are charged and spaces are allocated by availability and are based on the size of your suite.

Towing is enforced for those unauthorized vehicles parked in reserved parking in accordance with Florida Statutes 715.07. Tow signs have been posted at the entrances to the property. The vehicles will be towed at the vehicle owner's expense.

## **Parking Rules and Regulations**

1. Use of the Parking Facilities will be restricted to passenger cars and such other vehicles as Landlord, by special arrangements, will permit.
2. The Parking Facilities may not be used for storage purposes and Landlord shall have the right to engage a tow service for removal of any vehicle which remains in the Parking Facilities for a continuous period of 5 days. The vehicle owners and/or the Vehicle User will be responsible for all costs associated with such removal and shall indemnify building management & Landlord against all loss, expense or liability in connection therewith.
3. Vehicles shall be carefully parked within and parallel to the striped lines of each parking stall. No person shall be permitted to park a vehicle in any part of the Parking Facilities designated as "Restricted Area" by Landlord without authorization from Landlord as evidenced by appropriate identification.
4. User shall drive carefully while in the Parking Facilities and comply with all signs, instructions and directions posted therein. The Parking Facilities Entrance and the Parking Facilities Exit have been identified by the signage therein.
5. User shall assure that his/her vehicle is locked at all times while it is parked in the Parking Facilities, and shall be solely responsible for all contents therein.
6. Vehicles may not be left overnight without prior approval from management.
7. Those areas of the Parking Facilities reserved or slated for parking of compact cars/oversized vehicles shall be clearly identified by signage.
8. The Parking Facilities shall be open and operational 24 hours per day, seven days a week.
9. Landlord shall not be liable at any time or under any circumstances for any malfunction, failure or unavailability of any electrical, mechanical or other facilities or equipment in the Parking Facilities (if any), or for any loss, damage, expense or inconvenience of any nature (whether direct or indirect) resulting therefrom related thereto.
10. 2 hour Visitor parking is for VIISTORS – if you work in the building at no time are you permitted to park there. If you receive Visitors and they will be on site for more than 2 hours please ask them to park in an unreserved space throughout the parking garage.
11. Please do not park in a "RESERVED" space if it is not yours.
12. BE COURTEOUS.



Welcome to Waterford's Recycling Office Recycling Program! We have designed this program for its ease of administration and participation.

The program outline is as follows:

Each desk side trash container is an office waste paper recycling unit (notebook paper, brochures, envelopes, newspaper, receipts, message pads, even an occasional staple or paper clip is OK). Each break room area trash container is an "all other waste" non-recycling unit (food, Styrofoam, plastic, wood, and metal). An exception to this would be an aluminum can recycling unit within your break area. Each individual is urged to discard waste material in appropriate containers. If in doubt, throw it out in the "all other waste" container within your break area. Also, when eating at your desk, please remember to get up and discard the remains in the "all other waste" container (this includes Styrofoam cups). Empty cardboard boxes should be placed next to the "all other waste" container.

The advantages of participating in an office recycling program are:

1. Environmental issues e.g. reducing destruction of paper producing trees and lessening dumpsite areas
2. reduction of waste removal costs which savings are passed on to you, the tenant.

We appreciate your concern and participation in our program, and should you have further questions, please contact our office.

- Conference Room
- Fitness Center
- Cafe
- 6 story parking deck
- Rocky Point Auto Detail
- Attentive, on-site Management, Security and stable ownership
- Stunning Tampa Bay water views

## **Fitness Center Rules and Regulations**

### **General Notes**

- The Fitness Center hours are Monday - Sunday from 6:00 A.M. - 8:00 P.M. Air-conditioning is provided only during normal building operating hours, which is 7:30 A.M. - 6:00 P.M., Monday through Friday.
- Persons not presently on an exercise program should consult a physician prior to beginning any exercise activity.
- Anyone using the facility uses it at their own risk and assumes full and complete responsibility for any injury or loss that might be suffered as a result of such use.

### **Fitness Center Rules**

1. Only Waterford Plaza Tenants may use the facility. No visitors are allowed without the express permission of the Landlord.
2. Proper attire must be worn at all times.
3. Smoking is not allowed in the facility.
4. Alcoholic beverages are not allowed in the facility.
5. Equipment may not be removed from the facility.
6. No clothes, towels or personal articles are to be left in the facility. Parmenter Realty Partners & Waterford Plaza has no responsibility for personal items left in the Fitness Center.
7. All equipment and facilities must be used in accordance with the instructions posted in the fitness center; Landlord does not provide supervision in the use of the equipment. If you are not acquainted with proper usage, do not use the equipment until you understand its proper operation. Do not use more weights than you can comfortably and safely use.
8. Please report any malfunctioning equipment to the management office at (813) 281-1110.
9. Keep the area clean and neat at all times. Do not leave any equipment or personal articles in traffic areas where people could be injured.
10. Locks must be removed from the lockers at the end of each day. The management will remove locks left on overnight.

### **Fitness Center Application**

All employees wishing to use the Fitness Center must complete the fitness center membership application. Please be advised that a security access card is required for admittance to the Fitness

Center.

### Fitness Center Member Application

Waterford Plaza is proud to house The Cafe at Waterford. The Cafe at Waterford offers great menu choices like Gourmet Wraps and Paninis, Classic Sandwiches, Signature Salads and Flavorful Soups.

They are located on the second floor, Suite 285.

Business hours are from 7:00 am until 3:00 pm.

Telephone: (813) 636-9000

The building conference room is located on the second floor in Suite 201. It can host up to 20 people with tables that can be adjusted to suite your need. The room also has a projection screen, free Wi-Fi and sink with the counter area.

Please contact Dan Ogren at [dogren@parmco.com](mailto:dogren@parmco.com) or you may call 813-281-1110 for pricing and availability.