



AIRPORT
CORPORATE
CENTER

TENANT INFORMATION MANUAL

PREPARED FOR:

7200 and 7205 Corporate Center Drive
Miami, FL 33126

PREPARED BY:

Hines

7300 Corporate Center Drive
Suite 100
Miami, FL 33126
305.468.8200

WELCOME TO AIRPORT CORPORATE CENTER

We are very pleased that you have selected Airport Corporate Center for your business operations. Hines, a premier real estate firm in nearly 100 cities around the globe, is internationally recognized as a leader in development, management and leasing of office and mixed-use projects. As property managers, our first priority is to ensure that you are provided with tenant services of the highest quality.

The information presented in this manual will assist you in achieving a smooth transition into your new business space. It is also designed as a quick reference to policies and services which are more fully detailed in your lease.

Please take the time to familiarize yourself with the manual and then retain it in a convenient place for future reference.

We want your tenancy at Airport Corporate Center to be pleasant, productive and safe. If you have any requests or suggestions about how we can serve you better, please do not hesitate to contact the Property Management Office.

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SECTION I: GENERAL INFORMATION

A. Building Hours of Operation

Monday through Friday - 7:30 a.m. and 6:00 p.m.
Saturday - 8:00 a.m. to 1:00 p.m. (Access Card Required)
Sunday - Closed

After-hour access to premises will be controlled by electronic card readers located at the back entrance of the building.

B. Buildings are closed on the following holidays:

New Year's Day
Memorial Day (Monday)
Fourth of July
Labor Day (Monday)
Thanksgiving Day
Day After Thanksgiving
Christmas Day

C. Property Management Office

The Property Management Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The office is located at:

7300 Corporate Center Drive, Suite 100
Miami, Florida 33126
Phone: 305-468-8200
Fax: 305-468-8201

If you need to contact Property Management after business hours, please call 305-468-8200. The incoming call will be automatically transferred to building security at 305-468-9912.

D. Access

Upon your lease commencement, you will be given a specified number access cards, office and bathroom keys, as stated in your Lease.

Additional keys must be requested and paid for through the property management office. A fee of \$2.50 will be assessed for each key. The charge for replacement/additional access cards will be \$25.00 each.

E. Security

A roving security patrol is on duty 24-hours a day, every day of the year including holidays. The patrol monitors lobbies, elevators and grounds. The security patrol is in radio contact and trained to respond to emergencies. Please contact the Property Management Office if you notice suspicious activity around your office or your office building.

Visitor Access:

All visitors will be required to sign-in and show identification upon their arrival. In order for a visitor to gain access to an upper level of the building, it will be each tenant's responsibility to notify the security officer in advance in writing with the names of their visitor. The security officer will not allow the visitor access to an upper floor unless the tenant has provided advanced notification, with the visitor's name. The officers will not place calls to tenants for confirmation of a visitor. Notification may be made by a written memo to the Property Management office

Visitors wishing to enter the building during after-hours must have prior authorization and arrangements with the tenant they wish to visit.

Valuables:

Valuables should be stored and locked in a safe place and doors should be locked after hours. Only with the tenant's cooperation can a safer building environment be maintained.

The phone numbers for the Security Desks are:

7300 Building 8	(305) 468-9912
7600 Building 9	(305) 715-4297
7650 Building 10	(305) 468-1447
7665 Building 11	(305) 436-4444

SECTION II: PROPERTY AMENITIES

A. Amenities

Airport Corporate Center provides convenient and comprehensive amenities that include:

Runway Grille & Deli

7415 Corporate Center Drive, Bay A
(305) 436-3030

A cafeteria-style restaurant serving breakfast and lunch. Catering is available for meetings and functions to Airport Corporate Center tenants.

Carmen's Gift Shop

7205 Corporate Center Drive, Suite 10
(305) 436-9697
Coffee and gift shop.

U.S. Post Office

2200 NW 72nd Avenue
Miami, Florida 33126
(305) 591-0341
United States Post Office borders Airport Corporate Center on the north.

Super Shine Plus

Car wash services at Airport Corporate Center located in the visitors parking section of 7300 and 7650 property parking garage. Please call (305) 345-8392.

Presto Custom Dry Cleaners

Offers pick-up and delivery service on Monday, Wednesday and Friday. Please call (305) 262-3447 for further information.

Metrobus

Route 238 East West Connection stops at Airport Corporate Center approximately every 1/2 hour between 6:30 AM and 10:00 AM and between 5:00 PM and 8:00 PM; and every hour between 10:00 AM and 5:00 PM. This route offers east and west services extending from Dolphin Mall to Earlington Heights Station. Route 73 stops on Milam Dairy Road approximately every half hour between 5:00 AM and 11:00 PM and offers north and south services extending from Dadeland Metrorail Station to Miami Lakes.

Abundant dining and shopping options include 80 restaurants, 27 banks and 32 hotels within 2 mile radius.

SECTION III: SERVICES

A. Mail Services

U.S. Postal Service Located in the First Floor of Building 7200. Pick-up times are 2:30 p.m. and 5:00 p.m.	UPS Drop off location in Building 7205 1-800-742-5877
DHL Located in the First Floor of Building 7300	FedEx Located in the First Floor of Building 7200, 7205 and 7300. Last collection: 6:00 p.m.

To arrange for a new mailbox:

1. Shortly before move-in (1-2 weeks) file an address change with the U.S. Post Office.
2. The U.S. Post Office will deliver mail directly to the Tenant's offices, Monday through Saturday.

B. Messengers/Couriers

All messengers and courier must check in with the Security Desk. The Security Guard will then call the tenant and notify them of the delivery.

C. Deliveries

Passenger elevators are specifically designed for building tenants and should only be used for passengers and carried deliveries.

D. Parking

Contract Parking:

Parking within the 7300 Building garage is available to tenants in accordance with each individual Lease Agreement. The cost for reserved covered parking shall be at the current monthly rate per space, plus applicable sales tax. Employee names are programmed for each building elevator, and garage access including times, i.e. Monday through Fridays, weekend, 24 hours, 7:00 a.m. to 6:00 p.m. etc.

The visitor parking area is located in front of the building. There is no fee for visitor parking.

Parking Rules and Regulations:

Parking permits are issued and accepted by the holder subject to the following rules and regulations. Failure to abide by the rules and regulations may constitute cause for cancellation of the permit(s).

- § All contract vehicles must be registered with the Property Management office via receipt of a completed Vehicle Registration Form.
- § Parking cards are non-transferable except with the consent of the Property Management Office.
- § Areas within the parking facility are designated as Reserved Tenant, Unreserved Tenant or Visitor Parking. Unauthorized or improperly parked vehicles are subject to tow-away at the owner's expense.
- § All vehicles should be locked when left within the parking facility.
- § If payment is not received by the 5th of the month, permits are subject to cancellation without notice.
- § A replacement fee of \$25.00 is charged for lost or damaged cards.
- § Due to the limited parking space, please park only between the lines designating each parking space. Double-parked vehicles will be towed at vehicle owner's expense.
- § The area immediately adjacent to the building lobby is a No-Parking, Tow-Away Zone and is appropriately striped.
- § The direction of traffic flow is indicated by white arrows painted on the pavement and "one-way" signs throughout the garage.

The Property Management Office and the Garage Operator are not responsible for any losses due to theft, collision, or any other damage done to vehicles while parked in the facility.

NOTE: For vehicles exceeding the stated clearance in the garage, the vehicle owner will be responsible for damage done to the vehicle as well as damage done to the garage itself. For vehicles with large antennas or other attachments which may damage light fixtures, etc., the vehicle owner will be responsible for the cost and/or repair of any damage to the vehicle as well as damage to the garage.

Changes in Operating Policy - The methods of operation, hours of operation and Parking Rules and Regulations may be changed from time-to-time at the owner's or operator's discretion.

E. Loading Areas

The loading area for Buildings 7200 and 7205 is located at the northwest corner of the building. The entrance is located on the front of the building facing Corporate Center Drive. The dock area has a capacity for one (1) truck at any given time.

All delivery vehicles are limited to thirty (30) minutes at the loading docks unless special loading or unloading arrangements are made in advance with the Property Management Office. No passenger cars are allowed in the loading area. Violators will be promptly towed.

F. Service Elevator

7200 and 7205 Corporate Center Drive does not have a freight elevator. Prior to moving large amounts of supplies and furniture, please contact the Property Management office. We will install padded mats to protect the wall and finish of the elevator car.

No moving will be allowed in unprotected passenger elevators.

All deliveries except hand-carried packages must be transported on the service elevator. The service elevator services all floors.

Large deliveries should be scheduled after hours by contacting the Property Management Office at least forty-eight (48) hours prior to delivery. **Businesses involved in moving furniture and equipment must provide proof of insurance to Property Management**

All materials must be taken directly to the delivery destination. It is not permitted for materials of any kind to be stored or piled in hallways or loading areas. Materials found in these areas will be removed and disposed of at the Tenant's expense.

Movement of materials should be by rubber-wheeled carts where possible and handled in such a way as not to cause damage to painted surfaces, floors or walls. Cost of repairing damage caused by material movement will be the responsibility of the Tenant. All damage must be reported to the Property Management Office for evaluation and billing information.

Moving of furniture is prohibited during business hours and must be completed after 6:00 p.m., Monday through Friday, or all day on weekends. In order to schedule furniture deliveries and/or moves all tenants will need to call the Property Management office to reserve the freight elevator. Reservations will be recorded on a first come/first serve basis and at times it may be necessary to share the elevator with other contractors.

A security guard will periodically monitor freight activity on the elevator, however, the elevator is on automatic service.

G. Passenger Elevators

Building 7200 has three (3) elevators that serve Floors 1-6 and Building 7205 has three (3) elevators that serve Floor 1-5.

Elevator Malfunctions:

Passenger elevators are inspected and professionally maintained by a specialized elevator maintenance firm. Should the elevator stop while you are in it, be assured that you are safe. Use the emergency telephone to call for assistance.

A security guard is on-site 24-hours a day to respond to this situation. An elevator mechanic is on call and will quickly restore the car to service. Do not attempt to pry the doors open or to exit an elevator which has not completely leveled and stopped.

In the event of a power outage, elevators in the building will continue to operate using an emergency generator. Should an outage occur, elevator lights will remain on but the car will temporarily stop. One at a time, each elevator will automatically return to the lobby where the doors will open. Each car will then be out of service.

H. Maintenance Services

The following examples are services provided for building standard improvements at no additional cost to each tenant:

1. Temperature adjustment
2. Building mechanical systems maintenance
3. Building standard fluorescent light bulb replacement. Building standard lighting fixtures are maintained and cleaned periodically by the Property Management staff. In order to assure that quality and color of light remain consistent, only building staff members should change lighting elements. If bulbs or elements need replacement or other attention, contact the Property Management Office.

Examples of services which the Tenant will be charged for include:

1. After hours air conditioning.
2. Changes to directory board listing
3. Installation of door closures
4. Installation of electrical outlets
5. Installation of additional lock sets
6. Duplicate keys
7. Alterations or remodeling work
8. If a tenant's office has a large number of non-standard light bulbs, it may be necessary for the tenant to maintain a stock of bulbs.

To report the replacement of a light, please contact the Management Office and give your name, the location of the light that is out and the person controlling the light bulb stock (if applicable). A work order ticket will be issued to an engineer, who will proceed to the location of the light to replace it.

Please contact the Property Management Office at 305-468-8200 for any of the above services or information about other services that may be required.

I. Janitorial Services

Office, rest room, and public area cleaning is provided five (5) days a week (Monday through Friday). This includes dusting, emptying wastebaskets and vacuuming of carpet nightly. If additional services are required or if a problem should arise with cleaning, please contact the Property Management Office at 305-468-8200.

J. Tenant Alterations

Office suites are initially constructed according to the plans approved by Landlord. No additional, subsequent alterations should be made without the Landlord's prior written consent. Please check with your Lease or the Management Office if you have specific questions regarding alteration.

SECTION IV: EMERGENCY INFORMATION

A. Introduction

In order to maintain the safest possible work place for you and your employees, we request that you review the Emergency Information contained in this section and use it as a guide in the event of an emergency. A safe work environment can be assured only if you participate. Although unwelcome, emergencies remain part of our everyday lives. If we prepare ourselves, we can successfully confront, and more importantly, prevent such emergencies.

We welcome any comments or suggestions you may have regarding this information or any of our life safety procedures. Please feel free to call Property Management at 305-468-8200

B. Emergency Telephone List

Ambulance -	EMERGENCY	911
	Non-Emergency	305 -718-6400
Fire Department -	EMERGENCY	911
	Non-Emergency	305- 595-6263
Police Department -	EMERGENCY	911
	Non-Emergency	305 595-6263
Poison Control		800-282-3171
Property Management Office		305 468-8200
Security:		305-468-9912
Palmetto General Hospital		305- 823-5000
Baptist Heath Center		305 -591-3445
National Hurricane Center		305 -229-4470
Weather Report		305 229-4522

C. Medical Emergency

In case of a medical emergency, remain as calm as possible. This will help the victim relax. Notify Fire Rescue (911) as soon as possible. Relay any information you can regarding the person's condition and problem. Immediately thereafter, call the Building Management Office. Our staff will do everything to assist you until Emergency Rescue

arrives. We will also direct the ambulance crew to your area's exact location to avoid loss of time.

In the event of a medical emergency, follow these steps:

1. Try to evaluate as much information as possible about the injury and the injured person(s).
2. Keep the victim comfortable; do not move the victim unless the situation is life threatening. Remain with the victim until the ambulance crew arrives.
3. Notify Fire Rescue 911. Give your name, company name, building address and suite number.
4. Clear the area of crowds and remain calm.
5. Notify Security or Property Management at **305-468-8200**.

D. Fire During Business Hours

F - Find the fire.

I - Inform others (Fire Dept., Property Management).

R - Restrict the fire (close doors, evacuate immediate area).

E - Exit the area to a safe location.

1. Airport Corporate Center is fully sprinklered with numerous fire detection and alarm devices throughout the building. When one of these devices is activated by heat, smoke, or combustion, the Fire Command Center and any off-site security immediately receive a visual and audible alarm indicating the location. This sets into motion the emergency procedures described herein. If you discover a fire however, and have received no notification, you should immediately activate one of the building alarm pull stations (pull stations are located beside each stairwell and at the service elevator).
2. Call the Miami-Dade Fire Department at **911** and relay the following information:
 - a. Exact location of the fire.
 - b. What is burning - electrical equipment or wiring, liquids, paper or wood furnishings, etc.
 - c. The severity or size of the fire.
 - d. Your name.
 - e. Your telephone number.
 - f. Your location.
3. If safe to do so, attempt to extinguish small, controllable fires, NEVER fight a fire until you have first notified the Fire Department.
4. Evacuate personnel from the immediate floor. **DO NOT USE THE ELEVATORS**. Use the fire stairs to evacuate the building.

5. As soon as possible, check for injured/disabled people or people refusing to evacuate the area.
6. Contact the Property Management Office at **305-468-8200** and relay the above information.
7. A fire would be monitored from the Rally Point located on the ground floor adjacent to the parking areas. In the event of an emergency, you will receive instructions broadcast to the entire building or to individual floors from the Rally Point. If the situation warrants, instructions may be given by telephone to individual tenants.
8. The emergency assistance team will proceed to the scene with the supervisor to evaluate the fire and begin the extinguishing process.
9. If the fire is serious, the engineer will be notified to activate the firemen's return-bringing all the elevators to the pre-programmed levels. (This allows the fire department ready use of the elevators when they arrive).
10. Air handling units serving the affected floor will be automatically deactivated.
11. When the Miami-Dade County Fire Department arrives, they will be advised of the situation. The fire department will then determine the appropriate action to be taken.
12. Tenants will be advised to resume normal business operations when applicable. Additional instructions will be given over the emergency paging system.
10. Restore office equipment to normal operation when applicable.

E. Fire After-Business Hours

1. Upon discovery or notification of an after hours fire, activate an alarm pull station, if applicable, and call the Miami-Dade County Fire Department at **911**.

Upon placing this call, please report the following:

- a. Exact location of the fire, by suite number.
 - b. What is burning - electrical equipment or wiring, liquid, paper or wood furnishings, etc.
 - c. The severity or the size of the fire.
 - d. Your name.
 - e. Your telephone number.
 - f. Your location.
2. Call building security at **305-468-8200**.
 3. Notify other employees located on the floor and evacuate the building by means of the closest stairwell.

F. Bomb Threat

It has been clearly proven that the vast majority of these calls are indeed false alarms meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guidelines will be useful. When a call is received, there are several things to do:

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Obtain as much information from the caller as possible:
 - a. Location of the bomb
 - b. Time of detonation
 - c. Outside appearance or description of bomb
 - d. Reason for planting the bomb
3. Tell the caller the building is occupied and it might cause the death of innocent people.
4. Listen for background noises that might help in determining where the call was made.
5. At the conclusion of the call, during normal business hours, do not hang up the telephone line. Leaving the lines open may help law enforcement trace the call. Immediately report the call to the Property Management Office giving the secretary as much of the following information as possible:
 - a. Your name
 - b. Your location and telephone number
 - c. Name of the initial recipient of the threat
 - d. Name of anyone listening in to the threat
 - e. Name of any employee threatened by the caller
 - f. Normal work location of any threatened employee
 - g. Time the bomb is supposed to explode
 - h. Exact location where the bomb is supposed to be
 - i. Outside appearance of the suspected bomb package
 - j. Reason given for the bomb
 - k. Time of threat

After normal business hours, please contact the security guard at **305-468-8200**

He/she will then contact the Property Manager and other appropriate parties.

6. Notify your supervisor about the bomb threat call.
 - a. Have a copy of all written records or notes of the bomb threat call available for the Property Manager (or his/her representative).
 - b. **Important** - Open telephone lines are essential to effectively control this emergency so please make only necessary telephone calls.
7. Quickly and thoroughly search your company area for suspicious, unusual or foreign items (suspected bombs) and report any findings but do not touch, move,

jar, disturb or cover any suspicious items that are found. Report any findings to the Property Management Office.

8. If evacuation is necessary, the Property Management Office will notify you as to the evacuation plan to use in Section IV of this Manual.
 - b. If you determine that your employees and visitors are in imminent danger and you can not reach the Property Management Office by telephone in a reasonable length of time, you may determine it prudent to exercise your independent judgment and move or evacuate your personnel without being given specific routes to follow.
 - c. Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or handicapped personnel.
 - d. If you evacuate, establish and announce a rendezvous point or employees' meeting place for personnel safety and control, communication of emergency and re-entry information and roll call.
9. Following the conclusion of the bomb threat emergency:
 - a. Ask your employees if they encountered any special problems or incidents while performing their emergency duties. If so, tell them to prepare brief written reports as quickly as possible and give them to you for prompt submission to the Property Management Office.
 - b. As soon as possible, prepare a brief written report of your efforts and actions in response to the bomb threat call including any special problems or incidents that you experienced.
 - c. Promptly take all of the reports about the emergency to the Property Management Office.

NOTE: Retain necessary copies of these reports for future reference by you, your employers and/or any other company executives.

G. Suspected Bomb – Safety Precautions

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery, and handling of suspected bombs upon either notification of a bomb or if you have other reason to be suspect.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant because adequate knowledge of these precautionary provisions may save your life, the lives of your fellow employees and tenants and the lives of the individual customers and visitors who daily frequent the building.

1. Do not use radio equipment to transmit messages.
2. Do not change the lighting conditions (turn switches on/off).
3. Do not smoke.
4. Do not accept the contents of any container as bona fide simply because it was delivered by routine means.
5. Do not accept container markings and/or appearance as sole evidence of the contents, identification and legitimacy.
6. Do not touch a suspected bomb.
7. Do not shake, shock or jar a suspected bomb.
8. Do not cover a suspected bomb.
9. Do not carry a suspected bomb.

10. Do not assume that a suspected bomb is of a specific type (high explosive or incendiary).
11. Do not open any suspicious container or object.
12. Do not cut a string, cord or wire on a suspicious container or object.
13. Do not cut or remove the wrapper on a suspicious container.
14. Do not unscrew the cover of a suspicious container or object.
15. Do not move the latch or hook on the cover of a suspicious container or object.
16. Do not raise or remove the cover of a suspicious container.
17. Do not change the position of a suspicious container or bottle.
18. Do not place a suspicious container or object into water.

H. Explosions

If an explosion occurs, report the explosion to the Property Management Office at 305-468-8200. Give the manager the following information:

1. Your name, location and telephone number.
2. Your company name.
3. Exact location of explosion.
4. Cause of explosion.
5. Any reasons you have to believe explosion was caused by a bomb.
6. Extent of casualties and number and type of injuries.
7. Whether explosion caused a fire and if so, location of fire.

The Property Management Office will immediately contact the fire and police departments, as well as dispatching emergency personnel to the scene. Within twenty-four (24) hours, prepare a brief written report describing the emergency including any special problems or incidents experienced.

I. Hurricane

A Hurricane Warning is issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles an hour (64 knots) and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is issued.

Our maintenance staff will now be in 36-hour emergency management mode and will be making preliminary preparations to protect the building equipment. It is important that everyone cooperate with our staff during this process.

It is possible that if a Hurricane Warning is issued, we will determine whether or not to shutdown the power and water supply to the property, and to make certain that the building is evacuated and locked-down.

If it is deemed necessary to power down the building, you will be notified. We will try to give you as much warning as possible, but be prepared to evacuate the building with minimal notice. If you have special needs, please advise immediately so our staff will be able to keep you advised of our progress.

Please take the necessary precautions to protect your office and equipment. *If we are approaching a weekend, you should designate a team to be responsible for securing your*

personal property at the building before leaving your office on that day. Please remember that you are responsible for damage that might occur to personal property and equipment. Please also be advised that vehicles are not to be left or stored on the property during a hurricane.

In case of an emergency, please call our main office number at 305-468-8200. You will be transferred to our professional answering system, who will regularly update you with information about Airport Corporate Center. You can also leave a message and someone will call you back as soon as possible.

Please be advised that if the Hurricane brings heavy rains in advance of the storm, you may experience flooding of the streets in Dade County. Please take this into consideration and plan your evacuation accordingly.

Please take the necessary precautions now to protect your office and equipment.

1. Remove loose pictures, plaques, etc., from walls, desks, credenzas and bookshelves.
2. Obtain boxes and plastic wrap/bags to store books, desk materials and protect PC's and other equipment. **DO NOT** put electronic equipment on the floor.
3. Turn off and disconnect all office machines, computers, radios, calculators, etc., in accord with recommended equipment safeguards.
4. **DO NOT TAPE THE WINDOWS.** Close blinds on all windows.
5. Turn off all lights and close all doors.

For more information, you can request a copy of Airport Corporate Center's Hurricane Plan.

J. Hazardous Waste

Florida environmental protection laws establish minimum standards for the proper storage, handling and disposal of hazardous wastes:

- Companies and individuals are prohibited from generating hazardous effluents, unless adequate pretreatment facilities are constructed and receive approval from state and county environmental officials and the Dade County Waste and Sewer Authority.
- Open-air storage of hazardous materials is prohibited in all cases. Included in the rule are substances (whether ignitable, toxic, corrosive or reactive) defined as hazardous by the U.S. Environmental Protection Agency and/or the Florida Department of Environmental Regulations.

- All loading docks, storage areas or work areas in which hazardous materials are unloaded, stored, used or generated must be covered to exclude rainwater. They must be equipped with impervious floors sloped toward catch basins, with drains, which are adequate for retention and cleanup of spills.
- All hazardous materials must be disposed of via a hazardous waste disposal service meeting state and federal standards. One of the three following types of documentation of appropriate disposal of hazardous wastes must be kept on file for five years: a hazardous waste manifest; a bill of lading from a bonded hazardous substance transported showing shipment to a licensed hazardous waste facility; or a confirmation of receipt of materials from a recycler, a waste exchange operation, or other permitted hazardous waste management facility.

Tenant must allow reasonable access to their facilities for monitoring by county or state officials to assure compliance with Department of Environmental Regulations.

K. General Safety Information

The material in this booklet is supplied as general information **ONLY**.

Primary responsibility for safety of employees rests with each Tenant. In particular, Tenants should have an emergency plan, which includes inspection of restrooms; storage areas or other isolated areas when the alarm sounds to assure that everyone has heard and understands the message. This is particularly important in the case of people with hearing impairments. Provisions should be made for assisting disabled personnel to safety. The premises should be inspected to assure that everyone has left the area, and once reassembled, that everyone is accounted for.

Employees should be instructed to report all unusual odors indicating a possible fire to the Property Management Office at 468-8200. Do not pull the fire alarm box unless actual fire or smoke condition is detected. All fires, no matter how small or quickly extinguished, must be reported.

Smoking Policy

The Legislature of the State of Florida enacted the “Florida Clean Indoor Air Act,” which became effective October 1, 1985. The purpose of the act is to protect the public health, comfort and environment by creating areas in public places of employment that are reasonably free from tobacco smoke.

The State law requires employers to develop, implement and post a policy regarding a designation of smoking and nonsmoking areas.

SMOKING PROHIBITED AREAS

- Any area in which a fire or safety hazard exists.
- Common areas, including elevators, hallways, lobbies, waiting rooms, coffee rooms, copier rooms, mail rooms, reception areas, restrooms, and stairwells.
- All other areas - unless a “Smoking Permitted” sign is posted.

No one can guarantee that these efforts will satisfy every person. We ask both smokers and nonsmokers to be flexible, to respect each other’s needs and sensibilities and to cooperate to resolve conflicts.

DESIGNATED SMOKING AREA

The designated smoking area on each floor is located on the back of each building. Security will strictly enforce this measure.

