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Primera Towers I – V are class A mid-rise towers located in Lake Mary, Florida. Lake Mary is a suburban office market east of Orlando CBD. While it is not the largest suburban market for Orlando, it boasts the best occupancy rates. The high occupancy is due to the executive housing, ample retail and restaurant options in addition to the strong office market. It is a desirable work, live, play area with convenient access to most major highways.

The towers are in a park setting of 49.62 acres and were built from 1997 to 2000 by Crescent Resources. Four of the towers are six stories and the fifth tower is four stories. The total rentable square footage is 771,826 and current occupancy is 95%.

The tower's exterior consists of spandrel glass curtain walls with polished granite veneers and granite panels along the facade. Each building has an impressive two story atrium lobby with marble and granite finishes. Windows are sealed insulated glazing with reflective thermal panel solar glass. The roofs are flat single membrane. Building standard finishes include carpet tile, satin stainless steel hardware, and cherry wood doors.

Each building has three elevators with one that has both front and rear opening capabilities for freight. There is a designated delivery area with oversize doors to make deliveries convenient. All five buildings have ample surface parking for tenants and their guests.

The HVAC system for the building uses water cooled VAV units located on each floor. The systems are controlled by Trane energy management systems.

Life safety systems are state of the art in the towers and are connected to the emergency generator in the event of a power failure. Each building has common area cameras which records to a DVD in the engineer's office. After hours the buildings are controlled with an access control system and supplemented with a roving security guard.

Amenities include an online work order system, electronic directories, on-site café, outside seating areas for both smokers and non-smokers, fitness center, lockers and showers, a large conference room, on-site management, and numerous restaurants just minutes from the park.

Building hours are 7:00 a.m. to 6:00 p.m., Monday through Friday and 7:00 a.m. to 1:00 p.m. on Saturday. Closed on Sunday and holidays.

- Service elevator for deliveries and moves
- Loading/delivery area for large trucking vehicles
- Mailroom facility located on the first floor with postal boxes for daily mail delivery
- On-site Management Office
- Several hotels located in the Primera Park for business guests
- On-site Fitness Center
- On-site Café
- On-site car detailing, Finesse Car Wash Service
- Foodsby lunch delivery service

[Click here to download Primera Towers Onsite Amenities](#)

Primera Tower I-V is managed and owned by Parmenter Realty Partners. The property Management Office is located in Tower II, Suite 112. The office is open from 8:00am-5:00pm, Monday through Friday.

The telephone number is 404-878-0971. The telephone number may be used during normal business hours as well as after hours, weekends and holidays.

The correct mailing address for the Property Management Office is:

Parmenter
615 Crescent Executive Court
Suite 112
Lake Mary, FL 32746

Email Address: twalther@parmco.com

nsalemme@parmco.com

Hours of Operation:

Primera Tower I-V is open 8:00 am to 6:00 pm, Monday through Friday and Saturday 8:00 am – 1:00 pm.

The primary objective of Primera Tower I-V Property Management is to provide our tenants with consistent, high-quality services. To best facilitate this process we require that each tenant designate an individual to be the Tenant Coordinator for your office.

All requested services should be made directly to the Assistant Property Manager. The Assistant Property Manager will then pass these requests on to the Property Management team. This method of communication will eliminate duplicate and conflicting calls to the property Management Office. This will allow the management office to respond to your request in the most efficient and timely manner possible.

Property Management requests that each tenant provide all its employees with the Assistant Property Manager's name and phone number, along with instructions to make requests through the Assistant

Property Manager.

Twenty-four hour advance written notice is required for all moves at Primera Tower I-V. Tenants should contact the Management Office to coordinate the move. The service elevator will not be granted exclusively to the moving tenant.

Move-ins/outs must be accomplished either before 8:00am or after 5:00 pm, Monday through Friday or during your scheduled time on the weekends.

Parking

The parking lots are available for the use of all tenants and visitors of Primera Tower I-V. Each building has reserved parking for car/van pool parking as well as designated delivery parking spaces.

Handicap Spaces:

Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license.

Tenant moves should be scheduled before 8:00am or after 5:00pm, Monday through Friday or on the weekends. All large deliveries must be scheduled with the Management Office 48 hours in advance. Please notify your delivery company of our building and insurance requirements in advance to avoid any unnecessary delays.

The delivery area is located at the side of the building. All deliveries should utilize the delivery area deliveries and contractors must enter through the delivery area. Deliveries should never come through the main entrance to avoid damaging the granite flooring.

Directory

The building directory is located on the first floor in the lobby. All requests for directory signage must be made through the Management Office with the Assistant Property Manager, on the appropriate forms.

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.

Access

The Management Office will provide (2) keys for the entrance door to your space. All additional keys will be at the tenant's expense, which will be billed to them via invoice and addition to their rent statement. The Management Office will have the additional keys made at \$15.00 per key, upon written request. 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 nontransferable from person to person without prior

consent from the Management Office.

Mail Room

Located in the on the first floor near the lobby is a full service mail room.

Amenities include:

- Tenant mail boxes
- US Postal Service Mail Box
- Soft drink vending machine
- Bulletin board for notices

Heating, ventilating and air-conditioning (HVAC) service is provided for the comfort of building tenants and visitors during regular building hours of 8:00 a.m. to 6:00 p.m. on weekdays (holidays excluded). Service is also available Saturdays from 8:00 a.m. to 1:00 p.m. by request only.

After-Hours HVAC:

After-Hours HVAC service can be provided at a cost per hour. Requests for this additional service should be made by submitting written notification to the Management Office no later than 12:00p.m. two days prior (Thursday for weekend requests) to ensure adequate time for system programming. Billings for after-hours HVAC requests are generated on a monthly basis.

Supplemental HVAC:

Supplemental HVAC may be needed to accommodate heat generating machines, equipment or servers in your suite. In such instances, tenant may be required to install and maintain independent HVAC units to balance the additional heat load.

Janitorial Services

Office will be cleaned five nights each week, Monday through Friday. Should you have a special cleaning request, please contact the Management Office in advance.

Porter / Engineering Services

Additional services are available to tenants at a rate of \$30.00 per hour with a minimum charge of \$15.00 per ½ hour. Arrangements must be made a minimum of 24 hours in advance by contacting the Management Office.

Construction or Service Work

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.

Smoking Policy

In compliance with Federal Law, smoking is prohibited inside the building. For the convenience of building employees who smoke, we have a designated smoking area located at each building. Ash urns are provided in this area.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following guidelines:

- Please use designated smoking areas and refrain from smoking at building entryways or in stairwells.
- Please use the smoking urns provide for disposal of ashes and cigarettes.
- Do not discard of cigarette waste on walkways, planters or building landscaping.

Building Hours of Operation

Weekdays:

Monday - Friday	8:00am – 6:00pm All Doors
Lobby Elevators:	24 Hours a day
Freight Elevator	24 Hours a day
Air Conditioning / Heating	8:00am - 6:00pm

Weekends:

Saturday	8:00am - 1:00pm
Sunday	Restricted access all doors

Air Conditioning:

Saturday	8:00am - 1:00pm request only
Sunday	Off

The building will be closed on the holidays listed below. If air conditioning/heating is required for these days, please make prior arrangements with the Management office.

- New Years Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day

Rental Charges:

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

Send Remittance to:

Primera Towers (FL) Joint Venture LLC

PO Box 733501

Dallas, TX 75373-3501

Make checks payable to: Primera Towers (FL) Joint Venture LLC

The following Building Rules and Regulations have been adopted by the Landlord for the care, protection and benefit of the Premises and the Building and for the general comfort and welfare of all tenants.

1. Sidewalks, halls, passages, exits, entrances, elevators, and stairways shall not be obstructed by Tenants or used by them for any purpose other than for ingress and egress from their respective premises. The halls, passages, exits, entrances, elevators and stairways are not for the use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence, in judgment of Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building and its Tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of such Tenant's business unless such persons are engaged in illegal activities. No Tenant, and no employees or invitees of any Tenant, shall go upon the roof of the Building, except as authorized by Landlord.
2. No, sign, place card, picture, name, advertisement or notice, visible from the exterior of the leased premises shall be inscribed, painted, affixed, installed or otherwise displayed by any tenant either on its premises or any part of the Building without the prior written consent of Landlord, and Landlord shall have the right to remove any such sign, placard, picture, name, advertisement, or notice without notice to and at the expense of the Tenant. If Landlord shall have given such consent to any Tenant at any time, whether before or after the execution of the Lease, such consent shall in no way operate as a waiver or release of any of the provisions hereof or of such Lease and shall be deemed to relate only to the particular sign, placard, picture, name, advertisement or notice so consented to by Landlord and shall not be construed as dispensing with the necessity of obtaining the specific written consent of Landlord with respect to any other such sign, placard, picture, name, advertisement or notice. All approved signs or lettering on doors and walls shall be painted, affixed and inscribed at the expense of the Tenant by a person approved by Landlord.
3. The directory of the Building will be provided exclusively for the display of the name and location of Tenants only and Landlord reserves the right to exclude any other names there from.
4. No curtains, draperies, blinds, shutters, shades, screens or other wall coverings, awnings, hangings, or decorations shall be attached to, hung or placed in, or used in connection with, any window or door on any premises without the prior written consent of Landlord. In any event with the prior written consent of Landlord's standard window covering and such items shall in no way be placed or kept on the window sills so as to be visible from the exterior of the Building. No articles shall be placed against partitions or doors which might appear unsightly from outside Tenants premises.
5. Landlord reserves the right to exclude from the Building between the hours of 6:00pm and 8:00am at all hours on Saturday, Sundays and holidays all persons who are not Tenants or their accompanied guests in the Building. Each Tenant shall be responsible for all persons it allows to enter the Building and shall be liable to Landlord for all acts of such persons. Landlord shall in no case be liable for damages for error with regard to the admission to or exclusion from the Building of any person.
During the continuance of any invasion, mob, riot, public excitement or other circumstances rendering such action advisable in Landlord's opinion. Landlord reserves the right to prevent access to the Building by closing the doors, or otherwise for the safety of Tenants and protection of the Building and property in the Building.
6. No Tenant shall employ any person or persons other than the janitor of Landlord for the purpose

of cleaning premises unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness of the premises. Landlord shall in no way be responsible to any tenant for any loss of property on the premises, however occurring, or for any damage done to the effects of any Tenant by the janitor or any other person.

7. No Tenant shall obtain or maintain for use upon its premises coin-operated vending machines or receive barbering or shoe shine services in its premises except from persons authorized by landlord.
8. Each Tenant shall see that all doors of its premises are closed and securely locked and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before the Tenant or its employees leaves such premises, and that all utilities shall likewise be carefully shut off so as to prevent waste or damage, and for any default or carelessness the Tenant shall make good all injuries sustained by other Tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all Tenants shall keep the door or doors to the Building corridors closed at all times except for ingress and egress.
9. As more specifically provided in the Tenants Lease of the premises, Tenant shall not waste electricity, water or air-conditioning and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air-conditioning, and shall refrain from attempting to adjust any controls.
10. No Tenant shall alter any lock or access device or install a new or additional lock or access device or any bolt off any door of its premises without prior consent of Landlord. If Landlord shall give its consent, Tenant shall in each case furnish Landlord with a key for any such lock.
11. No Tenant shall make or have made additional copies of any keys or access devices provided by Landlord. Each Tenant upon termination of the Tenancy shall deliver to Landlord all the keys or access devices for the Building, offices, rooms and toilet rooms which shall have been furnished the Tenant or which the Tenant shall have made. In the event of the loss of any keys or access devices so furnished by Landlord, Tenant shall pay Landlord therefore.
12. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever, including, but not limited to, coffee grounds shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employee or invitees, shall have caused it.
13. No Tenant shall use or keep in its premises or the Building any kerosene, gasoline or inflammable or combustible fluid or material other than limited quantities necessary for the operation or maintenance of office equipment. No Tenant shall use any method of heating or air-conditioning other than that supplied by Landlord.
14. No Tenant shall use, keep or permit to be used or kept in its premises any foul or noxious gas or substance or permit or suffer such premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors and/or vibrations or interfere in any way with other Tenants or those having business therein, nor shall any animals or birds be brought in or kept in or about any premises of the Building.
15. No cooking shall be done or permitted by any Tenant on its premises (except microwave ovens or Underwriters' Laboratory approved equipment for the preparation of coffee, tea, hot chocolate and similar beverages for Tenants and their employees shall be permitted, provided that such equipment and use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations) nor shall premises be used for lodging. Except with the prior

consent of Landlord, no Tenant shall sell, permit the sale, at retail, of newspapers, magazines, periodicals, theatre tickets or any other goods or merchandise in or on any premises, nor shall Tenant carry on, or permit, or allow employees or other person to carry on, the business of stenography, typewriting or any similar business in or from any premises for the service or accommodation of occupants of any other portion of the Buildings, nor shall the premises of any Tenant be used for the storage of merchandise or for manufacturing of any kind, or the business of a public barber shop, beauty parlor, nor shall the premises of any Tenant be used for any improper, immoral or objectionable purpose or any business activity other than that specifically provided for in such Tenant's lease.

16. If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with, Landlord's instructions in their installation.
17. Landlord will direct electricians as to where and how telephone, telegraph and electrical wires are to be introduced or installed. No boring or cutting for wires will be allowed without the prior written consent of Landlord. The location of burglar alarms, telephones, call boxes or other office equipment affixed to all premises shall be subject to the written approval of Landlord.
18. No Tenant shall install any radio or television antenna, loudspeaker or any other device on the exterior walls or the roof of the Building. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building elsewhere.
19. No Tenant shall lay linoleum, tile, carpet, or any other floor covering so that the same shall be affixed to the floors of its premises in any manner except as approved in writing by Landlord. The expense of repairing any damage resulting from a violation of this rule or the removal of any floor covering shall be borne by the Tenant by whom, or by whose contractors, employees or invitees the damage shall have been caused.
20. No furniture, freight, equipment, materials, supplies, packages, merchandise or other property will be received in the Building or carried up or down the elevators except between such hours and in such elevators as shall be designated by Landlord. Landlord shall have the right to prescribe the weight, size and position of all sales, furniture, files, bookcases or other heavy equipment brought into the Building. Safes or other heavy objects shall, if considered necessary by Landlord to be necessary by Landlord, stand on wood strips of such thickness as determined the weight thereof. Landlord will not be responsible for loss of or damage to any such safe, equipment or property from any cause, and all damage done to the Building by moving or maintaining any such safe, equipment or other property shall be repaired at the expense of Tenant. Business machines and mechanical equipment belonging to Tenant which cause noise or vibration that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Landlord or to any Tenants in the Building shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord.
21. No Tenant shall place a load upon any floor of the premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. No Tenant shall mark, or drive nails, screws or drill into, the partitions, woodwork or plaster or in any way deface such premises or any part thereof.
22. There shall not be used in any space, or in the public areas of the Building, either by Tenant or others, and hand trucks except those equipped with rubber tires and side guards or such other material-handling equipment as Landlord may approve. No other vehicles of any kind shall be brought by any Tenant into or kept in or about the premises.
23. Each Tenant shall store all its trash and garbage within the interior of its premises. No materials shall be placed in the trash boxes or receptacles if such material is of nature that it may not be

disposed of in an ordinary and customary manner of removing and disposing of trash and garbage in this area without violation of any law or ordinance governing such disposal. All trash, garbage, and refuse disposal shall be made only through entry ways and elevators provided for such purposes and at such times as Landlord may designate.

24. Canvassing, soliciting, distributing of handbills or any other written material, and peddling in the Building are prohibited and each Tenant shall cooperate to prevent the same. No Tenant shall make room-to-room solicitation of business from other tenants in the Building.
25. Landlord reserves the right to exclude or expel from the Building any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the rules and regulations of the Building.
26. Without the prior written consent of Landlord, Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address.
27. Tenant shall comply with all energy conservation, safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
28. Tenant assumes any and all responsibility for protecting its premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the premises closed.
29. The requirements of Tenants will be attended to only upon application at the office of the Building by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless special instruction from the Landlord, and no employees will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.
30. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver if such Rules and Regulations in favor of any other Tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all Tenants of the Building.
31. Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for safety and security, for care and cleanliness of the Building and for the preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations hereinabove stated and any additional rules and regulations which are adopted.
32. All wallpaper or vinyl fabric materials which Tenant may install on painted walls shall be applied with a strippable adhesive. The use of non-strippable adhesives will cause damage to the walls when materials are removed, and repairs made necessary thereby shall be made by Landlord at Tenants expense.
33. Tenant will refer all contractors, contractors' representatives and installation technicians, rendering any service to Tenant to Landlord for Landlords supervision, approval, and control before performance of any contractual service. This provision shall apply to all work performed in the Building, including installations of telephones, telegraph equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building.
34. Tenant shall give prompt notice to Landlord of any accidents to or defects in plumbing, electrical fixtures, or heating apparatus so that such accidents or defects may be attended to properly.
35. No Tenant shall store items in any common areas, corridors, stairwells, or restrooms. This includes any mechanical, telephone or other rooms restricted to Landlord.
36. Tenant shall be responsible for the observance of all of the foregoing Rules and Regulations by Tenant's employees, agents, clients, customers, invitees and guests.
37. These Rules and Regulations are in addition to, and shall not be construed to in any way modify, after or amend, in whole or in part, the terms, covenants, agreements and conditions of any Lease

of premises in the Building.

38. No smoking is allowed within the Building, including any Tenant premises or Building common areas. Landlord may designate a specific smoking area in a suitable area outside of the Building.
39. Tenant shall not store nor bring into the Buildings, Fire Arms, ammunition or other devices generally considered to be a weapon.

1. The speed limit in the parking lot 5 miles per hour. Use extreme caution while driving in the parking lot.
2. The delivery area is reserved for contractors, vendors, and delivery personnel.
3. Building ownership and management assume no liability for vehicles parked in the garage. Appropriate insurance must be maintained by Tenant/Employer parkers at all times.

The following rules pertain to moving furniture, equipment and supplies in and out of Primera Tower I-V. There are three passenger elevators servicing all floors and a service elevator. The service elevator is the only elevator that may be used for deliveries of furniture, freight, etc. During normal business hours, the service elevator is used for mail and light deliveries. This explains why we cannot allow moving or large deliveries during the day.

The following rules pertain to moving furniture, equipment and supplies. Any delivery personnel or movers that do not adhere to these rules will not be allowed to enter the premises, or will be required to discontinue the move.

- The delivery area is the only building access allowed for moving.
- The service elevator is to be used only during moving and construction. Passenger elevator usage for moving purpose is prohibited.
- Clean Masonite sections will be used as runners on all carpeted floor areas where heavy furniture or equipment is being moved with wheel or skid-type dollies. All sections of Masonite must be taped to prohibit sliding.
- The moving company must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be utilized during the move. These areas will be inspected for damage after the move.
- The tenant will pay for any damage to the building or fixtures caused by the move. It will be the Tenant's responsibility to seek reimbursements from the moving company.
- Moving must be accomplished before 8:00am or after 5:00pm, Monday through Friday, and at scheduled times on the weekends. Please call the Management Office at (407)878-0971 to schedule your move. Failure to schedule your move will prohibit you from moving, as another Tenant may have scheduled the elevator.
- Moving or receiving furniture, i.e., desk, credenzas, etc., equipment or large quantities of supplies must be accomplished before 8:00am or after 5:00pm. Monday through Friday, and scheduled times on weekends.
- The moving company must carry insurance including, but not limited to the following:
- The moving company must provide building management with proof of insurance in the amount of \$1,000,000 and shall include the following:
 - Comprehensive Form
 - Premises- Operations
 - Contractual Insurance

- Broad Form Property Damage
- Personal Injury

The certificate of insurance must be emailed to bsantos@parmco.com, prior to your move.

Prior to moving; the Tenant shall provide Landlord with a certificate of insurance evidencing proof of Tenant's insurance coverage based on the limits outlined in your Lease. The Landlord's building insurance policies do not cover Tenant's furniture, fixtures and equipment.

The certificate of insurance must name Primera Towers (FL) Joint Venture LLC and Parmenter as additional insured on the certificate and the certificate holder is:

Primera Towers (FL) Joint Venture LLC
Parmenter
615 Crescent Executive Court
Suite 112
Lake Mary, FL 32746

An insurance certificate shall be furnished to the Management Office, 48 hours prior to moving any items into or out of the Building.

The moving company must agree to protect, indemnify and hold the Management Office harmless from and against all claims, demands and causes of action of any kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of the moving company and its agents, employees, representatives or subcontractors. The moving company shall be responsible for damages and losses sustained by them to their tools and equipment utilized in the performance of all work related to the move.

The following procedures are provided to be of assistance in an emergency situation. We have designed this manual 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.

Parmenter, Managing Agent for Primera Tower I-V

Telephone Emergency Numbers

Management Office 407-878-0971
Management Office Cell 407-496-9644

Fire Department 911
Police Department 911
Medical Emergency 911
Ambulance 911

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 Warden".

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.

1. One fire in five is caused by electricity...
2. Space heaters in particular can be very dangerous. Use of space heaters in an office building is prohibited because of its violation of fire and life safety codes, and they use more power than what is currently supplied by the circuit breaker.
3. Coffee pots and hot plates must be closely supervised because they are generally located in out-of-the-way places. They should not have combustible bases. They should also be installed using timers that will automatically turn off at 5:00pm.

4. Do not use a small lamp-type extension cord for a coffee pot, or a hot plate. The overload could result in a short circuit; or a fire.
5. Do not place more than one such appliance on a single circuit; otherwise, it may blow a fuse or worse.
6. Replace or repair frayed or worn extension cords. They can cause short circuits and start fires.
7. Extension cords across aisles are both a safety and fire hazard.

1. Good Housekeeping
2. Keep all mechanical, electrical, and/or phone rooms 100% free of inventory, supplies, furniture, or any storage materials. This is a fire regulation of the Atlanta Fire Department, and any company with such items stored in improper areas will be fined and closed by the Fire Marshall until rooms are emptied.
3. When waste paper, string or rubber bands are allowed to accumulate on the floor, they become a fire and safety hazard. Place wastepaper, string and rubber bands in containers.
4. Do not place objects or material on ledges, tops of files, and cabinets where they could fall on someone or furnish fuel for a fire.
5. Arrange office stock rooms neatly. Discard materials, forms, and non-essential fire hazards.
6. Investigate all "strange" smells- be sure they are no "fire" smells.
7. Do not block fire extinguishers; they should be readily accessible and visible.
8. Maintain clear and unobstructed aisles and exits at all times.

1. Keep stairwell doors closed. They prevent fire and smoke from spreading.
2. Please report any 'exit' lights that are out or in bad condition.

Detection / Suppression

If you should detect an odor that resembles something burning, but no smoke or flame is visible, please call 407-878-0971 so that the building staff can investigate the situation safely.

In case a small blaze is found, a fire extinguisher should be used while the fire alarm is pulled. The building management office must be notified. Fire alarm pull stations are located on each floor at each stairwell and at each entrance. Familiarize yourself with locations of extinguishers within your premises.

Evacuation – During Business Hours

When the alarm sounds, the floor warden should begin checking to make sure that everyone in your suite is exiting to the nearest stairwell. Touch the door with the back of your hand to make sure it is not hot before exiting. Each employee should be familiar with the shortest route from their desk to the stairwells. If there is smoke at head height do not breathe it, crawl below the smoke line to the stairwell.

Floor wardens need to close the doors after making sure that no one else is in the area. If there are handicapped/disabled individuals, pregnant women, or anyone that is immobile because of a medical

condition on your floor, assign someone to help them get inside the stairwell landing and report their location to Emergency Personnel or Security.

Fire or Smoke

1. IMMEDIATELY pull one of the fire alarms
2. CALL 911- Explain the emergency and request the fire department and/or any other necessary help (ambulance, police, etc.)
3. THEN notify the Management Office at 407-878-0971.
4. If possible, attempt to extinguish small controllable fires.
5. If necessary, relocate personnel from immediate area.
6. If necessary to leave the building, DO NOT USE ELEVATORS-use the emergency stairwells.
7. Follow instructions of Fire Department personnel.
8. Follow instructions of Building Security and Engineers.
9. Check for the following as soon as possible:

- a) Injured or handicapped persons
- b) Persons refusing to evacuate.

1. FIRST call 911- Tell the operator what the emergency is and request an ambulance. They will call additional help if necessary.
2. Keep the victim warm and comfortable.
3. Try to ascertain as much information about the injury as possible – something of value might be learned to relate to the paramedics.
4. THEN notify Management Office at 407-878-0971.
5. Remain calm under any circumstances

1. 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):

- a) Exact location of the device
- b) Time set up for detonation
- c) Description of the device
- d) Reason for the threat.
- e) Exact words used by the subject.
- f) Exact time of the call.

2. Notify the following in this order:

- a) Your office manager or supervisor
- b) The Management Office: 407-878-0971
- c) Lake Mary Police Department: Dial 911

3. Keep this threat confidential, notifying only those who have a need to know.
4. Visually search the immediate area for any strange or unusual objects lying around.
5. Follow instructions of the local authorities.

Note: Never disturb a suspicious device. Notify the police; if an explosion does occur, follow instructions given in Section A. If a suspicious device is located, evacuate the area immediately.

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.

FIRST call 911. Serious offenses or emergencies of any matter should be reported to the Lake Mary Police Department. Immediately thereafter, report the situation to the Management Office at 407-878-0971.

Minor security matters such as solicitors, suspicious persons or intoxicated persons should be reported to the Management Office at 407-878-0971.

To prevent thefts, do not leave reception areas unattended. Store purses, calculators, etc. in locked desk drawers-out of sight. After hours, lock entrance door while working.

[Click here to download Primera Towers Onsite Amenities](#)

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 Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [adobe.com](https://www.adobe.com).

- [Tenant Contact Form](#)
- [Bomb Threat Checklist](#)
- [Parmenter Access Card Request Form](#)
- [Parmenter Fitness Room Disclaimer](#)