

TENANT HANDBOOK

102 North College Avenue
Tyler, Texas 75702

February 24, 2016



Dear Valued PPB Tenant:

It is with great pleasure that I welcome you to People's Petroleum Building in Downtown Tyler! This building represents not only a precious piece of Tyler's rich history but also a dream come true for its current owners. In 2012, Andy Bergfeld, Tim Brookshire (my father) and I had a vision to restore this beautiful gem back to its original glory and to provide an unprecedented level of customer service to our tenants, office and retail alike. Today, we look back at our completed renovations with great joy and pride of ownership. We strive every day to provide a first-class, professional environment that will be a positive catalyst to each of your businesses.

Since 1932, our predecessors have built Tyler into the reputable, thriving city that it is today from the very offices that still occupy People's Petroleum Building. Mr. H.L. Hunt, Mr. D.K. Caldwell and Mr. A.W. "Dub" Riter, among many other influential Tylerites, have left indelible impressions on this great city from the offices which you read this letter now. They represent a past-time which valued honor, integrity and hard work. Today, we challenge you to carry on our ancestors' legacies by honoring their traditions and forging your own.

We wish you much success in your ventures and hope that you will continue to improve upon the already stellar heritage that our forefathers left behind from this building. Thank you, sincerely, for entrusting your business offices to us. We promise to make every important decision relating to People's Petroleum Building with your best interests in mind. It is our honor to provide you with a safe, reputable and honorable establishment from which you can conduct your business successfully!

Sincerely,

**B. Garnett Brookshire
Co-Owner/Manager**

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I. INTRODUCTION

Welcome

The tenant information provided in this Handbook is meant to provide you with a better understanding of People's Petroleum Building and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Building Office is available to help in any way possible. Your first call for any problem or question (other than a 911 emergency) should always be directed to the Building Office, and we will assist you from there.

The contact information for the Building Office is:

Contact Name: Garnett Brookshire or Deanna Oldham

Telephone: (903) 617-6579

Fax: (903) 617-6582

E-Mail: Garnett@peoplespetroleum.com or Deanna@peoplespetroleum.com

Address:

102 N. College Avenue

Suite 507

Tyler, Texas 75702

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Office will promptly notify you of any such changes. Please feel free to contact the Building Office with any questions you may have. We are here to serve you.

WELCOME TO PEOPLE'S PETROLEUM BUILDING!

About People's Petroleum Building

The People's Petroleum Building is the most prominent, historic landmark in Downtown Tyler. It is located in the heart of Downtown Tyler on College Avenue between Erwin and Ferguson Streets. Built in 1932 by Samuel A. Lindsey, the 15-story building was the tallest high-rise building in East Texas and one of the largest construction projects west of the Mississippi during the Great Depression. The construction consists of a strong steel frame surrounded by poured concrete and brick masonry. It is noted that the building materials used in construction and building equipment installed were of the finest available in its time.

Originally named for its first anchor tenant, the People's National Bank, this Art Deco showplace was designed to meet the growing needs of the East Texas oil boom and has been home to generations of Tylerites since. Many prominent businessmen officed here, including H. L. Hunt, D. K. Caldwell, Sam R. Greer and A. W. "Dub" Riter, Jr.

Current owners, Garnett Brookshire, Tim Brookshire and Andy Bergfeld purchased the building in 2012 and began a major revitalization, returning the timeworn structure to its earlier glory. The building is proudly listed on the National Register of Historic Places and was designated as a Tyler Historic Landmark in 2012. Much care has been taken during the renovation process to preserve the Art Deco essence and historical integrity of this magnificent landmark. The owners have employed local contractors and resources to incorporate all the conveniences of a modern, upscale office building while retaining its historical character.

Fitzpatrick Architects and Garrett & Associates General Contractors have led the restoration efforts to revert the building's interior and parts of its exterior back to the original appearance while incorporating modern materials and technologies. Energy efficiency has been achieved by upgrading the elevators to a new state-of-the-art control system, converting all lighting from fluorescent to LED and converting the building to a new Daikin VRV HVAC system allowing for zoned cooling and heating. Electrical, fire alarm and plumbing systems have also been modernized for improved safety measures and convenience. Modifications for ADA conformity, implementation of modern telephone, fiber and CATV cabling and additional computer infrastructure create an advanced, intuitive system.

The building has a fire rated stairwell to be used in the event of fire or other life-threatening emergencies. It also provides a comprehensive array of life safety systems for the protection of life and physical assets. These include a state-of-the-art Universal Fire Alarm system, elevator fire safety features, and a back-up emergency power supply. There are fire hose cabinets and ABC fire extinguishers located throughout the building.

Throughout the building, the owners have preserved and restored as much of the original marble, woodwork, terrazzo floors and Art Deco attributes as possible. All of these efforts and resources were expended to not only preserve a local historical treasure, but also to provide exceptional services and value to our tenants and clients. We operate based on the principle that our tenants are not only leasing space in our building, but additionally are seeking a broad range of occupancy services to support and enhance their core business operations. We strive to learn and remain abreast of our tenants' businesses in order to meet their current needs, anticipate their future requirements and be in a position to work cooperatively with them in responding to unanticipated events.

II. BUILDING OPERATIONS

Building Management Office

We at People's Petroleum Building take pride in our ability to provide first class office space and manage its physical and financial aspects efficiently and effectively. We believe that by managing the properties we ourselves own we can make certain our tenants and the space they occupy are both well cared for. We welcome your comments and suggestions and sincerely hope your tenancy here is productive and successful.

The Building Office is located on the 5th floor in Suite 507. You may visit or telephone the Building Office between the hours of 8:00am and 5:00pm Monday through Friday.

The following personnel are available to assist you:

Garnett Brookshire

Building Manager

T: (903) 617-6579

C: (903) 747-5011

E: Garnett@peoplespetroleum.com

Deanna Oldham

Executive Assistant

T: (903) 617-6579

E: Deanna@peoplespetroleum.com

Fred Winters

Maintenance Supervisor

C: (903) 330-2427

Stacy Byrd

Bergfeld Realty Property Manager

T: (903) 592-1032

E: SByrd@bergfeldrealty.com

Building Holidays

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

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

On these days the building will have no standard services. Additionally, building access will be programmed for the holiday schedule, which will require usage of your access fob both day and night on each scheduled holiday.

Emergency Contacts

DIAL 9-1-1 IN CASE OF EMERGENCY FOR FIRE, POLICE, MEDICAL, AMBULANCE

Building Office	(903) 617-6579
Bergfeld Realty Management Office	(903) 592-1032
Tyler Police Department Non-Emergency	(903) 531-1090
Tyler Fire Department Non-Emergency	(903) 535-0005
Poison Control	(800) 222-1222
Trinity Mother Frances	(903) 531-5678
East Texas Medical Center	(800) 648-8141

Rent Payments

All payments, rent or other, can be hand delivered to the Building Office on the 5th floor in Suite 507 during normal business hours, or may be mailed to the following address:

People's Petroleum Building, LLC
2001 S. Donnybrook Avenue
Tyler, Texas 75701

III. BUILDING SECURITY

Building Hours and After-Hours Access

Building Office hours are 8:00am-5:00pm Monday through Friday, except for holidays.

To accommodate customers and employees of Jack Ryan's Steak and Chophouse on the Second Floor, **access hours to People's Petroleum Building's east front entry doors do not coincide with Building Office hours.** The east entry doors are accessible to the public and tenants during the following times. (Outside of these hours are considered "after-hours")

Monday: 6:30am – 5:30pm

Tuesday through Friday: 6:30am – Midnight

Saturday: 3:00pm – Midnight

Sunday: Closed

The south and west entry doors to the building require an access fob for entry 24/7. The building elevators also have a security access system which requires an access fob for access to floors 3 through 14 outside of the following times.

Monday – Friday: 6:30am – 5:30pm

To operate the elevator outside of the above stated times, swipe your access fob on the black pad located above the floor numbers inside the elevator, then press your floor number. You will only have access to your designated office floor after-hours.

The building stairwell also has a security access system at the stairwell door separating the Mezzanine Level and the 3rd Floor. This door requires an access fob 24/7 to gain access to the stairwell above the Mezzanine Level. For emergencies, this stairwell door is always accessible to exit from the 3rd Floor side and should never be obstructed for any reason.

Access fobs are available through the Building Office. The first access fob for each employee is available to you at no charge. Replacements are \$25.00 each. Access fobs are not transferable! Do not trade or reissue access fobs without notifying the Building Office. It is imperative that you keep the Building Office informed of employee status changes for security purposes. Lost or stolen access fobs should be reported immediately. The Building Office can provide you with a list of active access fobs for your company. We need your cooperation in maintaining a safe environment for all People's Petroleum Building employees and tenants.

Deliveries

Handheld deliveries and those with small handcarts can be made through the east entry doors to the building without providing notice to the Building Office. Larger deliveries during the day, such as move-ins or move-outs of furniture and bulk items, must be coordinated with advance notice through the Building Office. Arrangements for after-hours deliveries can be made through the Building Office. Delivery companies will need to follow all after-hours procedures and provide proof of adequate insurance. Please inform your vendors of these restrictions.

Please note that the building staff cannot sign for packages or other deliveries to tenants. If you are expecting a delivery, please make alternate arrangements to have it delivered or picked up upon your return or rerouted to another address.

Lockouts

If you get locked out of your suite or office or forget your keys, you will be asked to present identification at the Building Office. Please note that multiple lockouts are subject to a \$10.00 fee.

Lost and Found

Any item that is found should be brought to the Building Office. Please indicate where and when the article was found. Every effort will be made to return property to the rightful owner. Should you lose something, please report it to the Building Office. Lost and found items will be held in the Building Office for 30 days, after which time they will be discarded or donated.

Security Precautions

- Be aware of everyone who enters your office. Don't be fooled by uniforms – they are easily attainable and make good disguises. If the person appears suspicious demand identification and telephone for verification.
- Never leave the reception area unattended. Do not allow visitors to enter past reception without an authorized escort.
- Wallets, purses, and other valuables should always be locked up and out of sight.
- Never leave rear or side entries propped open. Immediately close such doors you encounter and notify Building Office if suspicious.
- Immediately report any lost or stolen access fobs to the Building Office.
- Always lock your door when working before or after normal business hours.
- Report peddlers and solicitors (or any suspicious people or activity) immediately to the Building Office. Please be prepared to give a somewhat detailed description so security can easily identify the suspicious person.
- Do not enter an elevator if occupied by suspicious looking person(s). Walk away and notify Building Office. Be sure to communicate which elevator car and floor location of car.

IV. EMERGENCY PROCEDURES

Emergency Contacts

DIAL 9-1-1 IN CASE OF EMERGENCY FOR FIRE, POLICE, MEDICAL, AMBULANCE

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East Texas Medical Center	(800) 648-8141

Following an evacuation of the building, everyone should gather at a safe location to make sure all are out of the building and accounted for. Please proceed to the Building’s designated Emergency Assembly Area (“EAA”), the center of the Downtown Square across College Avenue.

Fire Evacuation: Evacuate via stairwell – DO NOT USE ELEVATORS!

People’s Petroleum Building is equipped with multiple components for the purposes of fire/life safety, including smoke detectors, pull stations, fire alarm system, water hoses, fire extinguishers and a fire sprinkler system located on the second and mezzanine floors. The fire alarm system is monitored via a panel located in the basement which provides fire department personnel and building management with the location of the alarm in the event of a fire. This system is monitored 24 hours a day by an offsite service.

Smoke detectors and pull stations serve as early warning devices. Smoke detector and sprinkler tests are usually performed with no interruption to tenants. When a smoke detector or pull station is activated, the fire alarm will sound throughout the entire building. We must periodically test the life safety system, as required by city code. A building occupant is required by law to evacuate the building when the fire alarm sounds. Posted evacuation diagrams are located on each elevator landing and halfway down the main corridor of each floor, marking emergency exit routes.

An annual fire drill will be held for the entire building. Drills may seem disruptive but this allows us to ensure that the system is working properly and repair any faults the system may have. It also allows you to practice what to do in the event of an emergency, without the panic of a true emergency. The Building Office will send out advanced notification of drill dates.

The Building Office should be aware of any physically challenged individuals who would require assistance exiting the building. A confidential list should be forwarded to the Building Office for the fire department’s use in case of emergency.

If fire or smoke is detected in the building:

1. First, notify the fire department by pulling the nearest fire alarm.
2. Call 9-1-1 to provide details of the situation.
3. If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire. Do not fight fire if you will breathe smoke or extinguish agent.
4. Evacuate the building via EXIT stairwell and proceed to the designated Emergency Assembly Area...do not use the elevators!
5. On your way out, warn others nearby.
6. Use the back of your hand to feel closed doors. Do not open them if they are hot.
7. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Fire Prevention Inspections

People's Petroleum Building undergoes annual inspections by the Tyler Fire Department. All tenants are urged to make every effort to comply with recommendations of the fire inspector. The following rules should be strictly adhered to:

- Provide 18" clearance below ceiling if your floor contains fire sprinklers, so as not to deflect sprinkler heads.
- Remove any obstruction or wedges restricting self-close action of fire doors. Only doors with magnetic hold-open devices may be held open.
- Remove materials obstructing exit passageways, aisles and stairways.
- All areas not approved for storage shall be kept free of combustible materials at all times. This includes building phone and electrical closets, as well as elevator lobbies.
- Provide adequate electrical outlets. Do not use multiple power strips and surge protectors. Keep all appliances and electronics in good repair.
- Never store large quantities of flammable solvents and the like.
- Absolutely no open flames are allowed in the building, including but not limited to candles of any kind, lighting of matches, kerosene lamps or incense burners.
- Absolutely no smoking is allowed inside the building at any time.

Severe Weather

Definitions of Tornado Watch and Tornado Warning:

A *tornado watch* is issued by the National Weather Service when tornadoes are possible in the area. A *tornado warning* is issued when a tornado has been sighted or indicated by weather radar in the area.

Safe Sheltering Area: Building basement via the stairwell in the building lobby.

Pre-storm:

- Identify and clearly post the location of the safe sheltering area (the building basement via the stairwell in the building lobby) throughout your office.
- Review and update telephone tree information for staff working in your building.
- Make sure all building or departmental NOAA severe weather radios are functioning and have back-up batteries.
- Conduct tornado drills each tornado season (spring and fall).
- Inform all your employees of actions to take in the event of a tornado warning.
- Subscribe to a weather related Internet site that sends email weather updates for your zip code (examples include: Weather.com, Breaking Weather.com, WeatherBug, etc.).

When a tornado watch is issued:

- Monitor your NOAA severe weather radio for emergency broadcasts or severe weather updates.
- Remind your employees of the safe location within your building (the building basement via the stairwell in building lobby).
- Listen to a local television news station or radio to obtain up-to-date weather information.

When a tornado warning is issued:

- Activate any emergency notification systems for your building (public announcements, telephone tree, etc.).
- Follow the instructions issued from the Outdoor Emergency Broadcast System – horns and sirens will sound if forewarning is provided due to a Tornado Warning in the local area.

Move to the safe sheltering areas in the building. If time permits, take a flashlight, first aid kit, and your NOAA weather radio so you can hear the all clear announcement.

Sheltering during a storm if inside a building:

- Go to the basement or to an inside hallway at the lowest level of the building.
- Take your personal belongings if time permits (laptops, purses, book bags, etc.).
- Secure your work computer if time permits (logoff and shut down to minimize damage and potential loss of data).
- Lock offices and secure sensitive or confidential items (financial records, etc.) when time permits.
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums.
- Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you.
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk, and hold on to it.
- Use your arms to protect your head and neck.

Sheltering during a storm if outdoors or in a vehicle:

- Get inside a building if possible.
- Follow the instructions of your bus driver if you are riding a city bus.
- Lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors.
- Be aware for the potential for flash flooding.
- Use your arms to protect your head and neck.

Post-storm suggestions:

- Help injured, trapped, or persons with disabilities or special needs.
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call 9-1-1 for help.
- Watch out for downed power lines and other damaged utilities when evacuating.
- Turn on a radio or television to get the latest emergency information.
- Stay out of damaged buildings. Return only when proper authorities deem the building to be safe.
- Use telephones for emergency calls only after severe weather.
- Avoid spilled medicines, bleaches, gasoline, or other flammable liquids. Do not attempt to clean up spills without proper equipment.
- Leave the building if you smell gas or chemical fumes and call 9-1-1.

Severe weather internet resource list:

www.weather.gov National Weather Service

www.fema.gov Federal Emergency Management Agency

www.ready.gov National Readiness Web Site

www.redcross.org American Red Cross

Civil Disturbance/Demonstration

Most demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call 9-1-1.

If a disturbance seems to threaten the occupants of the building, report it immediately by calling 9-1-1 and take the following actions:

- Alert Building Office and all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your business may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the location designated as the building's Emergency Assembly Area (EAA) and wait for additional instructions and information.

Criminal or Violent Behavior

Everyone is asked to assist in making the building a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Call 9-1-1 as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously in the building, immediately notify police by calling 9-1-1 and the Building Office at (903) 617-6579.

Assist law enforcement when they arrive by supplying them with any additional information requested; ask others to do the same.

Active Shooter

Good Practices for Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- CALL 9-1-1 WHEN IT IS SAFE TO DO SO!

How to Respond when an Active Shooter is in your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 9-1-1 when you are safe.

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 9-1-1, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take Action Against the Active Shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

How to Respond when Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four(4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide law enforcement or 9-1-1 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department and the Building Office, or the police, if you believe an employee or coworker exhibits potentially violent behavior.

Information of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism; vague physical complaints.
- Noticeable decrease in attention to appearance and hygiene.
- Depression/withdrawal.
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies.
- Increased severe mood swings.
- Noticeably unstable, emotional responses.
- Explosive outbursts of anger or rage without provocation.
- Suicidal; comments about “putting things in order.”
- Behavior which is suspect of paranoia, (“everybody is against me”).
- Increasingly talks of problems at home.
- Escalation of domestic problems into the workplace; talk of severe financial problems.
- Talk of previous incidents of violence.
- Empathy with individuals committing violence.
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes.

Earthquakes

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – minimum 3 day supply (7 day supply ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone
- Ensure that all bookcases and cabinets are properly braced to prevent them from falling during an earthquake.

During an Earthquake

Falling objects or debris dislodged by the quake causes most injuries resulting from an earthquake, observe the following:

- Remain calm, do not panic.
- Stay in office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Tenant Fire Wardens should check damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Following an Earthquake

- Be prepared for aftershocks. Generally, the aftershocks are smaller than the main quake, however, some may be large enough to cause additional damage.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared to go without emergency services and help yourself and others.
- Extinguish any fires; do not light matches or smoke.

- Listen for news or instructions on radio or television.
- Do not use the telephone except for dire emergencies; make certain that all telephone receivers are in the phone cradle.
- Ration food and water.

Medical Emergencies

If you, or someone in your area, need(s) immediate medical help, inform the nearest person to phone 9-1-1 for help; if no one is around, immediately dial 9-1-1 from the closest telephone. Be sure to give your name, the building name and address, your floor and location, and your telephone number. Inform the Building Office that you have called 9-1-1 and that an emergency team will be arriving; give them your name, phone number and location so they can recall an elevator and guide the response team to the correct place.

Power Failure

If the building should experience a power failure, the emergency generator will provide power for the emergency lighting. This generator also services the emergency communication and life safety systems in the building. If you are in an elevator, use your cell phone or the emergency elevator phone to call the Building Office at (903) 617-6579 or the Maintenance Supervisor at (903) 330-2427.

Bomb Threat

Should you receive a call advising that an incendiary device has been placed in the building, stay calm. Try to keep the caller on the line and ask the following questions:

- Where has the bomb been placed?
- When is it scheduled to explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Who placed the bomb?
- Is the caller part of a group?
- Why was the bomb placed?

Also note details such as the caller's voice, tone, accent, any background noise you hear, and anything else that may be helpful in investigations.

When the call is terminated:

1. If possible, "busy out" the phone line that the call came in on so that no other incoming calls can come into that line. This will assist authorities in tracing the call.
2. Notify your office manager or supervisor.
3. Call 9-1-1.
4. Call the Building Office at (903) 617-6579.
5. Do not discuss the call with anyone other than whom you notified above and the Police Department.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators!
- Call 9-1-1 if no one has called.

Utility Failure

In the event of a major utility failure, notify the Building Office at (903) 617-6579.

Evacuate the building if the fire alarm sounds and/or upon notification by first responders.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel meetings in progress or to evacuate the building.

Flooding/Plumbing Failure

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Notify the Building Office at (903) 617-6579 and evacuate the building.

Gas Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Call 9-1-1 and Building Office at (903) 617-6579, from a safe location.
- Evacuate as soon as possible.

Ventilation Problem

If odors come from the ventilation system:

- Immediately notify the Building Office at (903) 617-6579.
- If necessary, cease all operations and evacuate the area.
- If smoke is present, activate the fire alarm system by pulling the pull station and call 9-1-1 from a safe location.

Elevator Emergency

- If you are trapped in an elevator, use your cell phone or the emergency elevator telephone to call the Building Office at (903) 617-6579 or the Maintenance Supervisor at (903) 330-2427. If the phone does not work, push the alarm button to signal your need for help.
- Wait for assistance. During business hours, elevator repair technicians are close by and are able to respond within minutes. Your safety is our primary concern. Therefore, building management will not attempt to remove you from the elevator until licensed technicians arrive.
- If the doors should open between floors, DO NOT attempt to climb out. Let the Building Office know that the doors are open so they can send someone to help you out. Most elevator related injuries are caused by people climbing out of the elevator cabs. Be safe and stay in the cab until instructed otherwise.

Windows

In the event of a fire condition, windows should not be opened or broken except for emergency ventilation. An open window supplies oxygen or fuel to the fire and a fire will burn towards an oxygen supply. If time or situation permits, windows and doors should be closed to isolate and contain the fire. However, the most important recommended procedure is to vacate the fire area immediately.

Evacuation Policy for People with Disabilities

The following guidelines have been adopted to assist in planning for the evacuation of people with physical disabilities.

In all emergencies, after an evacuation has been ordered:

- Evacuate people with disabilities if possible.
- DO NOT use elevators, unless authorized to do so by fire personnel. Elevators could fail during a fire, severe weather or a major earthquake.
- If the situation is life threatening, call 9-1-1.
- Check on people with special needs during an evacuation. A "buddy system", where

people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.

- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Responses to Emergencies

Blindness or Visual Impairment:

Bomb Threat, Severe Weather, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Loss:

Bomb Threat, Severe Weather, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly communicate the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment:

Bomb Threat, Severe Weather Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out of or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - most enclosed stairwells
 - an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)If you do not know the safer areas in your building, call the Building Office at (903) 617-6579.
- Notify fire personnel immediately about any people remaining in the building and their locations.

- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 9-1-1 to request evacuation assistance from the Fire Department.

Emergency Evacuation of People with Disabilities

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation to the enclosed stairwell.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Firefighters will evacuate anyone needing assistance.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.

- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

V. EMERGENCY PREPAREDNESS

Supplies: (This is voluntary and is not a mandatory procedure)

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building. All or just some of the following items can be contained in this kit.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (Keep airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Building and area maps

Training and Documentation

Training is an integral part of the safety program for People's Petroleum Building and it is the responsibility of each tenant to ensure all their employees are trained on the Building Emergency Plan. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their landlord. As a supplement to the training, the Building Management Company posts information in the building to ensure all occupants and guests can safely exit during an emergency.

Other trainings recommended for building occupants are CPR, first aid, and fire extinguisher training. Tyler Junior College provides CPR and first aid training. Their phone number is (903) 510-2900. Tyler Fire Marshal's office provides fire extinguisher training. Their phone number is (903) 535-0007.

Drills

Building management strongly recommends that all tenants participate in evacuation drills for your safety. The Building Office is responsible for conducting the drill and documenting it.

Securing Building Contents

Experts claim that more than 90 percent of earthquake-related injuries do not come from collapsing buildings but from objects inside the building which fall on people (or from windows shattering and causing lacerations). Also, these objects will be damaged themselves, leading to expensive replacement costs after the quake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc. In most cases, as a part of your regular maintenance inspections, the following items are checked. However, you may conduct your own inspection of your work area.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall (even a 3-ring binder, if thrown with force, can cause significant injury)
- Freestanding objects that do not have a high enough base: height ratio to be "fallproof" (e.g., a tall filing cabinet)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy, breakable items not on the lowest possible shelves
- Water heaters which are not strapped to the wall
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact the Building Office.

Emergency Preparedness Guidelines for People with Disabilities

Follow the guidelines in the Evacuation Policy for People with Disabilities. In particular:

- Make your environment severe weather, earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
- Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
- Become familiar with alternate evacuation routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently.

If the "Emergency Info" guidelines do not apply to you, develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:

- Protect your head as much as possible.
- Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
- Engage the electronic brake or wheel locks on your wheelchair.

Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:

- In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
- Are there certain medications or support systems that you need?
- Do you have access to another wheelchair if yours cannot be evacuated?

Know your limitations and be aware of your needs in different emergencies.

If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you.

VI. BUILDING SERVICES

Tenant Service Requests

In order to facilitate communications, we ask that you appoint a tenant service representative (and an alternate), who is authorized to incur expenses for your company. To avoid confusion and multiple calls for the same request, please limit the number of people you delegate for making such calls. Only an “authorized tenant representative” should make requests for repairs or services.

All requests for service should be made via email to the Building Office at Deanna@peoplespetroleum.com or by calling the Building Office at (903) 617-6579. Please do not make requests with individual building staff members directly. You will be asked to state your name, company name and suite number. This information will be recorded and a service order will be issued to appropriate maintenance staff. If the request is beyond what is included per terms of your lease, issuance of a tenant proposal (an agreement to work and charges involved) may be necessary.

Response times will vary according to the number and complexity of service requests received. In the case of a building emergency or special project, which would delay response to your request, we will inform you as soon as possible. Similarly, should we need an outside contractor’s expertise or supplies, we will let you know. Please let us know if you are dissatisfied in any way with the response that you receive.

All proposed alterations, remodeling or repair work must be approved in writing by management. The Building Office must approve contractors performing work on the premises in advance. Contractors performing such work must be licensed and provide evidence of insurance in addition to necessary building permits. All work performed will be billed to the tenant by the Building Office.

Janitorial Services

People’s Petroleum Building is responsible for maintaining a clean environment for all tenants if dictated per lease terms. This includes patrolling and pick-up of restrooms and common areas during business hours, and nightly cleaning services on Mondays, Wednesdays and Fridays. Maintenance staff can also help out with emergency clean-ups of spills.

Mail Services

The Building address is:

People's Petroleum Building
102 North College Avenue
Tyler, Texas 75702

Individual tenant mailboxes are located on the ground floor across from the lobby restrooms. These boxes are for the delivery and distribution of mail from the U.S. Postal Service only. Courier and overnight delivery services should be directed to deliver packages directly to your office. If you need a key for your mailbox or the box itself is in need of repair, please contact the Building Office at (903) 617-6579. Mailbox keys are issued to tenants by the U.S. Postal Service. Building Office/Staff does not have a key to access tenant mailboxes. All other problems regarding postal deliveries, including misdeliveries, should be directed to the Postal Service supervisor for this area who can be contacted at (800) 275-8777.

Please note that the building staff cannot sign for packages or other deliveries to tenants. If you are expecting a delivery, please make alternate arrangements to have it delivered or picked up upon your return or rerouted to another address.

Building Signage

Signage arrangements for tenant spaces or directories in the main lobby must be made through the Building Office. Suite number plaques will be provided at no charge. Company signage for the lobby directory will be provided upon move-in, at no charge. No signs of any type are to be on the interior or exterior of the building without approval from the Building Office. Please help us to maintain a quality atmosphere by not hanging paper signs anywhere within the building.

Building Elevators

The building has two self-service elevators to service the ground floor up to the 14th floor and one freight elevator dedicated to restaurant operations serving the basement floor up to the 2nd floor.

During a power outage, tenants should use stairwell only.

The elevators are equipped with emergency alarm buttons in case of failure or emergency. In case of emergency or elevator failure, call the Maintenance Supervisor at (903) 330-2427 or use the emergency elevator telephone to call for assistance. If the phone does not work, depress the alarm button, or emergency stop switch, and hold until building personnel makes contact with you.

IN CASE OF FIRE EMERGENCY – DO NOT USE ELEVATORS!!!! USE STAIRWELLS!!!

In the event of a non-emergency elevator problem (such as passing requested floors, lights or bells out of order, or car not leveling properly) please contact the Building Office with information regarding the problem.

VI. BUILDING AMENITIES

Mezzanine Conference Room

People's Petroleum Building has a conference room available for tenant and guest use. The conference room has the following amenities available:

- Air Conditioning and Heating
- Seating for approximately 25 people
- 80" Sharp Whiteboard with 2 mirroring screens
- Teleconferencing and videoconferencing capabilities
- Small refrigerator and a commercial grade coffee maker
- Remote controlled lighting and window shades

The following information is established for use of the Mezzanine Floor Conference Room at People's Petroleum Building. All tenants and guests having cause to enter and use the Conference Room at People's Petroleum Building ("PPB") in the course of their business will read, understand and adhere to the following.

1. The Conference Room is available to all tenants in good standing with People's Petroleum Building. Groups using the Conference Room, especially those that will be distributing publicity for a meeting in the Conference Room, may not state nor imply that PPB is sponsoring their program/meeting/event unless such status is granted in writing. Only those activities sponsored by PPB will be advertised by PPB.
2. Reservations will be taken as equitably as possible on a first-come, first-serve basis. No standing reservations may be made. Reservations and showings can be scheduled through Deanna Oldham at the Building Office (see contact info below). Tenants and new users of the Conference Room are required to attend a brief training session on the room and its equipment features.

Deanna Oldham
Phone: (903) 617-6579
Email: Deanna@peoplespetroleum.com

3. The Conference Room is available during normal business hours, 8:00am – 5:00pm, Mon-Fri. Weekend and afterhours use is permitted with prior approval.
4. Conference Room may be reserved up to three months in advance. More than one meeting during this period may be reserved at one time at the discretion of the Building Office, but the Conference Room is not intended to be monopolized as a regular and/or frequent meeting place or base of operations by any user.

5. A representative of the tenant business must be present at all times in the Conference Room while it is in use. Tenants may not grant access to Conference Room to any other person, group or business.
6. All meeting room reservations must be submitted at least 3 working days in advance of the meeting by an authorized representative of the group who willingly assumes responsibility for the proper conduct of those attending the meeting, cleaning up the room at the conclusion of the meeting, and paying for the expense of any damage to PPB property.
 - a. PPB may authorize reservations receiving less than 3 working days' notice. Reservations are not official until confirmation is received from PPB.
7. The representative(s) who picks up the key is, jointly and severally, individually liable, for damage sustained due to the use of the Conference Room for which the reservations are made, or for any violation of the regulations contained herein.
8. Activities involving more than normal wear and tear in the Conference Room will not be permitted. Users may not affix any posters, banners, etc. to Conference Room walls. Care is requested in the setting up and putting back of Conference Room chairs and equipment to minimize wear and tear. Users are not permitted to move the conference table or the Sharp Whiteboard. Furniture items should not be placed where they can mar meeting room walls or block fire exits. In the event of damage to the Conference Room, furniture or media equipment, it is PPB's expectation that the user will be responsible for reimbursing, replacing, repairing and/or cleaning.
9. Please return chairs to original arrangement and turn off all equipment and lights after use according to the Closing and Locking checklist located in the Conference Room.
10. PPB is NOT responsible for items left in the Conference Room.
11. The HVAC for the Conference Room is on a constant setting and may only be adjusted by an authorized representative of PPB upon request.
12. Light refreshments, covered dish, and catered meal functions are permitted in the Conference Room. On-site cooking is prohibited except to warm already prepared food. This is essentially an "honor" system and any spills or accidents must be reported and a cleaning fee will be assessed if necessary.
13. Complimentary beverages in the Conference Room mini-fridge are made available for everyone. These are made available as a courtesy and will be replenished as long as this amenity is not abused. Coffee pots are available in the room; however, PPB does not provide coffee or paper products.

14. The Conference Room is in close proximity to other occupied spaces within the building so please be mindful of the noise level. Meetings in the Conference Room may not disrupt or interfere with other tenants in the building.
15. PPB is authorized to deny or terminate use of the Conference Room to any individuals or businesses that violate these policies and procedures described herein.
16. The maximum number of persons permitted in the Conference Room at any one time is 25. This number is based on a seating only furniture arrangement.
17. Fire exits are clearly identified and are to be used in case of emergency. Under no circumstances can furniture or other equipment items block the fire exits. Fire exits and routes are to be indicated at the beginning of each meeting.
18. PPB is a tobacco-free facility and is committed to providing a distraction free environment for our tenants, staff and visitors. For this reason, tobacco use is prohibited in the Conference Room.
19. The use or possession of narcotics, drugs or controlled substances while on PPB property is strictly prohibited.

NON-TENANT USE OF CONFERENCE ROOM

1. Non-tenants of PPB may utilize the Conference Room under the following conditions and must abide by the same rules and guidelines listed above.
 - a. PPB tenant reservations will take priority over non-tenant reservations, and will be limited so as not to interfere with the reasonable use and availability made to PPB tenants.
 - b. Non-tenants will be charged \$50.00 for every hour of use (one hour minimum). Pre-payment in the form of cash or check is required. Checks must be remitted to People's Petroleum Building, LLC at 102 North College Avenue, Suite 507, Tyler, TX 75702. A representative is required to attend a brief training session on room and its equipment features.
 - c. PPB reserves the right to deny reservations and use of the Conference Room for any reason.

The representative who signs for the Conference Room key must agree to all the above regulations. In addition, that person must agree to comply with all the closing and locking procedures (see Closing & Locking checklist in Conference Room) and be willing to receive instruction in these procedures from a member of the PPB staff. It is imperative that the keys not be passed to another group member who is not familiar with these stringent procedures. Failure to properly secure the Conference Room constitutes grounds for PPB to prevent future use of the facilities by those individuals or business. Duplication of the Conference Room key is strictly prohibited. Lost key will result in a \$100.00 re-key fee.

Failure to comply with the above guidelines can result in losing the privilege of Conference Room use.

Retail Services

We encourage you to patronize the fine retailers who make their home at People's Petroleum Building and those who have made special arrangement/discounts for the benefit of our tenants:

Computer/Internet Services

TI Solutions (903) 780-3160

Tyler Vault (903) 266-9228

Food Services

Jack Ryan's Steak and Chophouse (903) 630-7651

Banking

Texas Bank & Trust (903) 730-5900

Jewelry

Susan Robinson Fine Jewelry (903) 630-6160

Parking

People's Petroleum Building provides two tenant parking options based on current availability. Pricing is subject to change based on the providers' rates, as our cost is passed along to our tenants without any mark-up. Parking fees are payable to People's Petroleum Building and may be included in your rent payments.

An uncovered lot (containing unassigned parking spaces) is available 2 blocks west of People's Petroleum Building across the street from the Tyler Morning Telegraph offices. The current rate for a space in this lot is \$40.00 per month. This lot is gated and well lit.

The City of Tyler parking garage (containing assigned parking spaces) is located a block and a half to the south of People's Petroleum Building across the street from the Tyler Public Library. The special rate for a space in this parking garage, provided by the City for our building, is \$60.00 per month. The City garage is gated and well lit.

General Parking Tips:

- Be observant and look around carefully before entering parking lots/garages.
- Don't leave any valuables in your vehicle.
- As an extra security precaution, an escort to and from your vehicle is advisable.
- If you hear or witness suspicious activity around any parking area, please notify the Police and/or the Building Office

The City also provides metered parking on the Downtown Square directly in front of the Building. Please contact the Building Office for questions about parking or to make parking arrangements for you and your employees.

Building Guests:

Metered parking on the Downtown Square: 50 cents per hour

Fair Parking Garage: \$1/hour or maximum \$5/day (attendant on duty 7am-7pm)

Telecommunication

People's Petroleum Building has a riser system for telecommunication needs which runs from the main point of entry in the basement through telephone, fiber optics and equipment closets located on each floor. For security purposes, these doors are to remain locked at all times. In order to maintain the integrity of the building infrastructure, all telecommunication contractors used by tenants must first be approved by the Building Office prior to installation or service.

Storage Units

Secure storage units located in the basement are available for lease on a month-to-month basis. Units range from 5'x5' to 10'x18' and are priced from \$50/mo to \$125/mo. The storage space is secured by a key fob controlled entry door and pad locked at every individual unit. Please call the Building Office at (903) 617-6579 to inquire about availability.

Storage Rules

Building Owner is not responsible for acts of theft, vandalism, or other crimes of persons entering the storage facility. Please report any suspicious activity.

General:

- All persons must comply with posted signs that are plainly visible.
- Please do not ask Building Staff to help load, unload, or move anything.
- Building Staff is prohibited from doing manual labor for tenants because of risk of injury and insurance considerations.
- All persons must wear footwear to prevent injuries.
- Anything affixed to walls, ceiling, or other parts of the space without Building Office's consent becomes the property of Building, at tenant's option.
- Tenant will be liable to Building Owner for reasonable charges for removing unlawfully attached property, repairing any damage, and removing trash in common areas left by tenant, tenant's family, guests, or contractors.
- Urination or defecation by persons is not permitted except in restrooms, if any.
- Please conserve energy by turning off all lights prior to leaving.
- No bicycling, skateboarding, roller skating, or any other recreational activities are allowed in the facility.

Storage tenant MAY NOT STORE under any circumstances the following:

- any living creature or organism, or any dead animal or other carcass;
- gasoline, oil, fuel, grease, or flammable chemicals;
- explosives, fireworks, or ammunition;
- corrosive, toxic, or hazardous materials or waste;
- asbestos or asbestos-containing construction materials;
- lawn debris (grass clippings, brush, etc.);
- construction debris, tires, oil, or batteries, whether new or used;
- items having noxious smell in Building Office's sole judgment;
- marijuana and/or controlled substances; operating phones;
- prohibited weapons under State Statutes; or
- stolen property, and items illegal for self storage under any law.

WITHOUT Building Office's PRIOR WRITTEN CONSENT, storage tenant MAY NOT STORE any of the following;

- anything with a fuel tank;
- gasoline cans or similar containers for combustible fuel;
- liquid propane tanks, oxygen tanks, or similar containers; or
- food, fertilizers, pesticides, or items which are wet and could mildew.

WITHOUT Building Office's PRIOR WRITTEN CONSENT, storage tenant MAY NOT USE the space or any portions for:

- lodging, sleeping, cooking, or consumption of alcoholic beverages;
- garage sale, flea market, or direct sales from the space;

- parties, gatherings, meetings for any purpose, or building floats;
- business office or full-time work area;
- sanding, painting, welding, soldering, or operating power equipment;
- practicing or playing musical instruments (individual or group);
- any use that violates zoning, fire, or criminal codes or other laws; or
- activities classified as a nuisance in Building Office's sole judgement.

WITHOUT Building Office's PRIOR WRITTEN CONSENT, storage tenant MAY NOT DO any of the following:

- alter, paint, or deface any part of the space or facility;
- put weight on or attach anything to structural elements;
- put holes in floors or other parts of the leased space;
- have a sign visible to others or install an alarm system in the space; or
- modify electrical service or use electricity for other than lights.

Building Office MAY EXCLUDE (from tenant's storage space and the facility);

- any person without a key or combination to tenant's storage space and is not with a person who has such key or combination (if space is lockable);
- any person who has a key or combination to a storage space (if the space is lockable) but does not know the tenant's name; and
- any person who is damaging property of others, disturbing the peace, or otherwise violating criminal laws.

Conditions of Move-Out:

- Storage tenants must give Building Office 10 days written move-out notice;
- Storage tenants must give Building Office written notice of actual move-out within 24 hours after moving out;
- Storage tenant's lock (if any) must be removed on or before move-out date;
- Storage tenants must not leave trash in the space, halls, or driveways;
- Storage tenants must stay minimum term of one month;
- Storage tenants must be current in all obligations at time of move-out.
- Current month rent will not be prorated after the first five days of the period starting on the due date.
- Storage tenants will be liable for damages and for cleaning charges for failure to remove all contents and debris, failure to "broom clean" the space and other lease violations. Cleaning charges are set at \$25 per hour.

VII. POLICIES & PROCEDURES

Rules and Regulations

Your lease contains a list of Rules and Regulations. Please familiarize yourself and your employees with it.

Building Insurance Requirements

People's Petroleum Building requires all building tenants (as well as their contractors and vendors) to provide evidence of insurance. Insurance requirements are outlined in your lease. Please request your insurance carrier to provide the Building Office with a current certificate of insurance. People's Petroleum Building, LLC must be listed as additional insured on an additional insured endorsement page attached to your Certificate of Insurance.

Should you need any further information regarding insurance requirements, please contact the Building Office.

Moving Procedures

1. The Building Office must be notified in writing of the exact date and time of your move. Your mover should be instructed to contact the Building Office at (903) 617-6579 to confirm all arrangements prior to move.
2. Building moves are much more successful when completed after-hours but small moves consisting of no more than two elevator loads can be accommodated during normal business hours. All moves must be arranged through the Building Office.
3. All daytime moves and deliveries (except by hand or those with small carts) will take place through the designated west sidewalk entrance. No access through the east entry doors will be permitted without specific permission from the Building Office.
4. The tenant is responsible for any and all damage that occurs in the building as a result of its actions or negligence, or the actions or negligence of its guests or contractors. In order to protect you from damage caused by your mover, both the tenant as well as the moving contractor as a prerequisite to the move must submit a certificate of insurance to the Building Office. For further details, please refer to the "certificate of insurance" information elsewhere in this handbook.
5. The tenant is responsible for the removal of all moving boxes, pallets, and other debris from the building and building site. It is recommended that you arrange for the mover to dispose of all such debris. Under no circumstances is trash to be left in the corridors.
6. The mover is responsible for providing floor protection and other materials necessary to protect the building during the move. The mover shall pad and otherwise protect all entrances and common areas. Elevator pads can be provided by PPB upon request.

Tenant Alteration/Construction

All proposed alterations and construction to any part of the tenant's leased space must be submitted for consideration to the Building Office prior to any work being started.

Smoking

Smoking is not permitted anywhere inside People's Petroleum Building. This includes emergency stairwells, restrooms, and all common areas. Please help keep People's Petroleum Building a pleasant and smoke-free work environment for all employees.

Firearms

Pursuant to Section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter H, chapter 411, government code (handgun licensing law), may not enter this property with a handgun that is carried OPENLY.

Non-Solicitation Policy

People's Petroleum Building prohibits the solicitation, distribution and posting of materials on or at People's Petroleum Building property by any tenant or non-tenant, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by People's Petroleum Building, and any other solicitation expressly approved by the Building Office.

Report peddlers and solicitors (or any suspicious people or activity) immediately to the Building Office. Please be prepared to give a somewhat detailed description so security can easily identify the suspicious person.