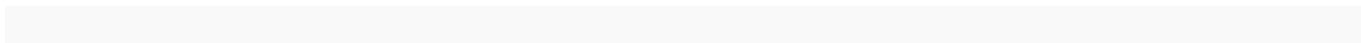




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Mandalay Towers 2 & 3, formally known as Las Colinas Towers was the first office development built in the Las Colinas Urban Center after the vision of founder and cattle ranching millionaire, Ben H. Carpenter came to life in 1972.

Built in 1979, Mandalay Towers is comprised of two Class A office buildings totaling 484,000 square feet. Tower 2 has 16 stories with 349,436 square feet of space and Tower 3 has 9 stories with 134,592 square feet.

Mandalay Towers 2 & 3 offers many amenities including a state of the art Fitness Center with strength equipment, aerobic machines, and free weights, men's and women's locker rooms with showers and flat-screen televisions with cable. There is a 70 person Conference Room with WIFI and a renovated Plaza with shaded seating and WIFI. The deli is open 5 days per week from 7:00 a.m. to 4:00 p.m. and serves a variety of food and drinks. The buildings are access card controlled with 24/7 on-site security and there are three garages for tenant parking. Concierge services include mobile car washes and dry cleaning pickup and dropoff.

Please be aware that your rent is due on or before the **first of every month**. Per your Lease Agreement, late charges **will** be assessed on delinquent payments.

Checks should be made payable to **Parma Las Colinas Towers, LLC** and all payments should be mailed to the following lockbox remittance address:

**Parma Las Colinas Towers, LLC**  
**PO Box 865453**  
**Orlando, FL 32886-5453**

Please mail your checks with enough time to reach the lock box by the first of the month

The Mandalay Towers Management Group is a team of professionals dedicated to maintaining a quality office building. Our goal is to be cost efficient and cost effective while providing quick response time to your needs. The property management office is located in Mandalay Tower 1, Suite 150. Please do not hesitate to contact the management office at:

Phone: 972-869-9399

Fax: 972-869-9397

Address:

Parmenter Realty Partners  
 220 East Las Colinas Blvd.  
 Suite 150  
 Irving, TX 75039

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Sr. Property Manager	Beth Parkhurst	972-869-9399	<a href="mailto:bparkhurst@parmco.com">bparkhurst@parmco.com</a>
Sr. Property Manager	Kelly K. Smith	972-869-9399	<a href="mailto:ksmith@parmco.com">ksmith@parmco.com</a>
Property Assistant	Adrina Gutierrez	972-869-9399	<a href="mailto:Mandalaytowers@parmco.com">Mandalaytowers@parmco.com</a>
Chief Engineer	Wade Reeves	972-869-9399	<a href="mailto:wreeves@parmco.com">wreeves@parmco.com</a>
Director of Security	Derrick Grant	214-697-8909	<a href="mailto:dgrant@guardtexas.net">dgrant@guardtexas.net</a>

Listed below are the Building Holidays observed each year to assist in planning your operations during the year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Certain services are not provided on weekends and the holidays listed above.

Office leasing services are provided by Cushman & Wakefield. For renewal or expansion information, please contact Chris Taylor or Rodney Helm.

**Chris Taylor**

972-692-1752

[chris.taylor@cushwake.com](mailto:chris.taylor@cushwake.com)

**Rodney Helm**

972-692-1747

[rodney.helm@cushwake.com](mailto:rodney.helm@cushwake.com)

## Building Hours/After Hours Procedures

- Mandalay Towers 2 & 3 office buildings are open from 7:00 a.m. to 6:00 p.m., Monday through Friday, (except on Holidays), and from 7:00 a.m. to 1:00 p.m. on Saturday. During all other hours, the buildings are closed to the general public. The revolving doors are locked.
- You will be able to enter the buildings after hours with your Access Card.
  - The Mandalay Tower 2 card readers are located at the sliding glass door in the Las Colinas Towers garage, the canal level door to the building and each entry door from the garage to the building.
  - The Mandalay Tower 3 card readers are located at the south entry door, the Plaza level entry door and each entry door from the garage to the building.

While the Mandalay Management Team and Security Personnel make a 100% effort to ensure your security on a daily basis, we encourage you to keep in mind the following guidelines for your protection:

- Never allow strangers to enter your office suite; the Management Office will provide you with advance notice of any vendors that may need access to your suite.
- Immediately report solicitors or other strangers to the Management Office.
- Keep purses, wallets, petty cash and other valuables locked up and out of sight.
- Make certain that each employee that should have a key or access card is issued one.
- Always lock your suite doors when you leave at night.
- If you are leaving your office after dark, walk to your car with a co-worker whenever possible or call Security for an escort.
- Take your suite key or access card with you when you leave your office after-hours, even if it's just for a quick moment. Building Security is instructed to lock all doors they find open after hours and are unable to provide access into the suite.
- Do not leave suite doors unlocked for building janitorial staff. Building janitorial staff unlocks suites for cleaning and re-locks the doors when they are through. Therefore, leaving your suite unlocked for their access is not necessary.

## Replacement Keys

Replacement keys for your suite doors are available. Please contact the Management Office to order replacement keys.

- Requirements concerning the keying of all locks within each office space should be submitted prior to your company's move in date so that the necessary arrangements can be made with the locksmith.
- All interior locksets must be keyed to the building's master key system. If security requirements necessitate other arrangements, please contact the Management Office.
- For your safety, the duplicating of keys and modification of locks is strictly prohibited. If a duplicate key is needed or it is necessary to change a lock, please notify the Building Management at (972) 556-0078.
- If you should happen to lock yourself out of your suite or office, please call the Building Management. Please do not attempt to pick the lock or open the door by force. For your

protection, Security Officers are not allowed to unlock tenant areas to permit entry without consent from an authorized tenant representative or Management.

- If an article has been lost or found, please call the Management Office at (972) 556-0078. A Security Officer will be dispatched to collect the found item(s) and gather information about the item(s). Each item is cataloged and retained in the Management Office.
- Always notify the Management Office if you have lost an item so that we may assist you in locating and/or claiming the item.
- No Solicitors!
- The building has a policy of no solicitors. Should a solicitor or any unknown (or suspicious) person enter your suite, please contact the Management Office at (972) 556-0078 immediately!
- Mandalay Towers 2 & 3 security encompasses complete monitoring of alarms, access control, closed circuit televisions, and crisis intervention capabilities.
- Tenant involvement in security and fire prevention throughout Mandalay Towers is crucial in making the system work. Good communication between your office and Security is vital. Never hesitate to call whenever you encounter a life safety or security problem, including suspicious and/or questionable visitors or occurrences.
- When it is necessary to terminate an employee, be sure to notify us immediately so we can terminate access privileges. Your help is an important part of operating a strong security network for Mandalay Towers.
- The security personnel at Mandalay Towers 2 & 3 provide all of the above referenced services under the direction of an on-duty supervisor, 24 hours per day, seven days per week. Office buildings, parking garages and grounds are also patrolled on a regular basis.



If you should receive a telephone bomb threat, please follow these guidelines:

- Be courteous. Pretend difficulty in hearing.
- Take notes using the Bomb Threat Checklist included here.
- After the caller hangs up, call the Management Office at (972) 556-0078.
- Most bomb threats are false alarms intended to create a disturbance at a specific location. For this reason, the decision of how to react must be carefully considered by the appropriate officials.
- Any threats will be evaluated by the police and/or fire department. All tenants will be notified and informed of the recommended course of action.
- DO NOT TOUCH any suspicious items. Some bombs are set to detonate upon movement.
- Immediately report any strange or suspicious items to life safety personnel.
- Do not use radios or cellular phones as the frequency could set off the device.

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the second floor and the police will be summoned.

#### Mandalay Tower 2:

In the event that an elevator stops with passengers in it, remember to remain calm. Push the red button with the Fireman's hat on it. This will automatically connect you with Las Colinas dispatch. Tell them your name and how many people are on the elevator. Stay calm until help arrives.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car will temporarily stop. Each elevator will automatically return to the lobby where the doors will automatically open and will then be out of service until building power is fully restored.

#### Mandalay Tower 3:

In the event that an elevator stops with passengers in it, remember to remain calm. Open the Emergency phone hatch and push the call button. This will automatically connect you with Las Colinas Dispatch. Tell them your name and how many people are on the elevator. Stay calm until help arrives.

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

All Emergencies	911
Building Management Office	(972) 556-0078
Building Security/After Hours	(214) 502-5800
Emergencies	
Fire Department (non-emergency)	(972) 721-2600

Police Department (non-emergency) (972) 721-2518  
Hospital - Baylor Irving Medical Center (972) 579-8100

## Important Notes

If you call 9 -1-1 for a medical emergency, please notify the Building Management with your name, callback number, and location. Security will guide the paramedics to the correct location.

In an alarm situation, unless you have something to report, please do not call the Management Office! Building Management is attending to the situation, whether it is a false alarm or a true emergency, and telephone lines must be kept clear in the event of an emergency.

Should an evacuation of the building due to a fire, bomb threat, or other emergency arise, the following procedures are to be observed. You will also receive instructions through the building emergency paging system.

- Evacuation will proceed down the stairway to the lobby level unless directed otherwise.
- Elevators are not to be used for evacuation. In the event of an emergency, elevators are programmed to go to the lobby level and will not respond to a call.
- If there are handicapped individuals on your floor, Police or Fire Department personnel will provide assistance by evacuating down the stairwell.
- Unless you have Fire Warden responsibilities, go immediately to the nearest stairway and evacuate the area.
- If evacuation of additional floors becomes necessary, the floors closest to the emergency will be evacuated next.
- Do not call the Management Office as they will be coordinating with the Fire Department and Engineering staff.

## Fire Preparedness

- Each tenant must appoint Fire Wardens to assist in evacuating your area if an emergency situation occurs.
- Based on the number of employees and the area occupied, Mandalay Towers Building Management will advise your company of the number of Fire Wardens necessary to insure adequate protection for employees.
- Instruction for the designated Fire Wardens concerning their responsibilities will be conducted at least annually by Building Management. There will also be periodic unannounced fire evacuation drills in each building.
- Please do not ignore fire evacuation drills. If an actual emergency occurs, it is vital that you know the nearest escape routes from your area.

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

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to

discover the cause and prevent or minimize additional flooding.

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

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

Texas Department of Public Safety

<http://www.txdps.state.tx.us/dem/pages/index.htm>

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

- If someone in your area experiences a medical emergency, please call 911 immediately to summon an ambulance. This will insure the fastest possible response.
- Once an ambulance has been requested, please call the Management Office at (972) 556-0078 to notify the Security Officers to expect the ambulance's arrival, reserve an elevator and direct paramedics to the emergency location.
- After these two important steps have been taken, try to obtain from the patient the nature of their illness, any medications they may have taken recently and their choice of hospital.

## What you Need to Know

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

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may

include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

All Office Buildings and Common areas have an emergency generator, which will provide emergency power for certain basic building function in the event of power failure.

The functions include:

- Activating emergency lights on each floor throughout the building including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Bringing all elevators down to the lobby level. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a winter storm condition, etc.

- A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon.
- A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

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

Building lobby and elevator lobby directory signs are ordered by the building prior to your occupancy. The cost for all signs and any additions or changes to the directories will be at the tenant's expense. Both forms can be found in the Forms section.

- Your assistance is requested in reviewing the building directories on occasion to be sure that all outdated signs have been removed and new signs are in the proper location.
  - A suite entry plaque is ordered by the building prior to your occupancy. The layout of the plaque is subject to management approval to maintain uniformity within the building. The cost for all plaques and any additions or changes to the plaque will be at the tenant's expense.
  - Specifications and location of your suite entry plaque are determined prior to your occupancy. No changes or additional signage is permitted without prior approval from the Management Office.
- 
- Cleaning is provided on a contract basis. Every attempt is made to provide quality service. In the event that a cleaning task is overlooked, please report it to the Building Management at (972) 556-0078 so that we may promptly correct the problem.
  - Please designate one person in your office to act as your company's representative to report any cleaning problems or requests. This will allow for problems to be reported and corrected in a more timely manner. Requests for restroom supplies, removal of carpet stains or special cleaning should also be directed to the Building Management at (972) 556-0078.
  - We utilize a method called the "Single Basket System" All deskside waste is collected in clear trash bags. Restroom and office break room trash are collected in black trash bags. Please make every effort to dispose of your trash in the appropriate trash receptacles.
  - Any trash to be removed by cleaning personnel, but not in the usual trash receptacles, should be clearly marked "TRASH". Cleaning personnel will remove office debris, however, they are not required, nor expected, to remove large packing cases or shipping boxes. Special arrangements must be made with the Building Management for such removal.
  - Coffee grounds must be placed in waste receptacles for disposal and not washed down any plumbing facility. Liquid in cups and cans should not be placed in wastebaskets, but should be disposed of properly.
  - For better cleaning service, we would suggest that desks and table tops be cleared nightly in order that they may be properly dusted and cleaned. Cleaning personnel are instructed not to disturb papers, personal items, etc. left on desktops.
- 
- The building will provide a comfortable temperature during business days from 7:00 a.m. to 6:00 p.m. and on Saturdays from 8:00 a.m. to 1:00 p.m.
  - Space heaters constitute a safety hazard due to circuit overloads and potential fires. Therefore, they are against building regulations and will not be permitted in the building.
  - If extended service is required on weekdays after 6:00 p.m., or on weekends and holidays, arrangements can be made by filling out an After Hours Air Request Form before 3:00 p.m. of the prior business day. All special requests for after hours needs will necessitate a charge per hour of operation in accordance with the Lease Agreement. There is a two hour minimum.
  - If the temperature of your suite is uncomfortable, please notify the Management Office, and we will dispatch an Engineer to address the problem. Please do not attempt to adjust the thermostats as this could increase discomfort.
  - You can assist in energy conservation and lowering your operating costs by keeping all mini-

blinds in the down position.

All elevators are covered by a full service maintenance agreement with Fujitec America. Every effort is made to insure that all elevators are operating at maximum efficiency. In the event that an elevator is not functioning properly, please contact the Management Office at (972) 556-0078 so a Schindler technician may be dispatched.

- Edit Block
- Copy to Clipboard
- Delete
- 
- Design & Custom Template
- Advanced

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

- Parking Building Card Request
- Conference Center Rules and Regulation Agreement
- Conference Center Information and Reservation Instructions
- MT 2 Conference Room Reservation Form
- MT 2 & 3 Fire and Emergency Plan
- Mandalay Towers 2 & 3 Site Plan

## After-Hours HVAC

After-hours heating and air conditioning is available for an extra charge and can be requested by notifying the Management Office with the [After Hour HVAC Request Form](#). You may fax your request to us at (972) 869-9397. Please include the date and time you wish the HVAC to be activated. There is a two-hour minimum.

## Tips for Keeping Cool

During summer months, our engineering staff responds to many tenant calls regarding hot temperatures in the building. Please help us help you. If your office faces morning sun exposure, simply close the blinds before leaving each day and keep them closed throughout the morning hours. If your office faces afternoon sun, close your blinds accordingly. The heat load produced by the sun will be significantly reduced as a result of this simple step. If you continue to experience hot temperatures or are experiencing hot temperatures in interior office areas, please contact the Building Management at (972) 556-0078, and an engineer will be dispatched.

- The [United States Postal Service](#) delivers and collects mail once per day, Monday through Saturday, except designated holidays:
- Tower 2 – mail station located at the entrance to the Mandalay Towers 2 & 3 garage
- Tower 3 - mail station located at the dock.
- Collection times change from time to time, and it may be necessary to check the mailbox for specific information on collection service.
- Overnight delivery – [Fed Ex](#) and [DHL](#) service boxes are located in by the mail station in the Las Colinas Towers garage. Each overnight service has varying pick up and delivery times. For the most accurate information, please check the box pertaining to the service your company uses.

If your company requires deliveries after regular business hours or on Saturday or Sunday, please contact the Management Office for information.

Mandalay Towers Security personnel cannot accept packages on behalf of a third party. If the delivery cannot be made, most services will return the next business morning for a second attempt.

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

[Tenant Services](#)

## **The Great Paper Chase**

Please note that the newspapers that you see in the lobbies in the mornings belong only to those who subscribe and are not for general use. Please do not remove the paper from the lobby unless your company has a subscription. Thank you for your cooperation.

## **Please Dust & Other Requests**

If you would like to have your desk or shelving dusted by the janitorial staff, please remove all items from the area and leave a note in the area that reads "Please Dust." If you have any special requests, concerns or comments for our evening janitorial staff, please call the Management Office at (972) 556-0078.

## **Pet Owners' Reminder**

Please be reminded that pets are not allowed on the property, in the building lobby or in your office suites. Owners found with pets on the property will be asked to remove the pet from the premises immediately. Please also remind visitors to your offices to refrain from bringing pets into the building. Thank you for your cooperation in adhering to this policy.

## **Waste Reduction TIPS**

We can all do our share to help the environment. Here are some "green" ideas to incorporate into your daily office routine:

- Rather than purchase new ones, refill empty toner cartridges from your printers and photocopiers.
- Buy re-usable supplies such as refillable pens and rechargeable batteries.
- Take a mug to work. It saves the cost of disposable cups and reduces waste.
- Try using both sides of the paper for lengthy documents.
- Put a recycling bin for office paper in a convenient location.
- Use an erasable laminated fax cover sheet to cut down on waste at the fax machine.

Arrangements for telephone installation and changes are the responsibility of each tenant. Please direct your telephone system provider to contact the Management Office for access to the building areas necessary for the installation.



- Professional on-site property management staff, first class engineers, and technicians.
- Garage parking for all employees and guests.
- Limited building access in effect after hours and on weekends.
- Building security 24 hours per day
- Security officers provide after hours escort to vehicles.
- State of the art Fitness Center with aerobic equipment, weight machines and free weights. The Fitness Center offers two LCD televisions with cable, a men's and women's locker room with showers, and is open 7 days a week from 5:30 am to 10:00 pm.
- Close proximity to the Toyato Music Factory, Water Street, Four Seasons Resort and Club, Las Colinas Country Club, Hackberry Creek Country Club and Cottonwood Valley Golf Course.
- Six hole putting green located on the Plaza.
- Onsite Executive Conference Room with seating for up to sixty attendees with Wi-Fi available and a kitchen.
- Mandalay Towers offers an unparalleled Tenant Relations program including seasonal tenant events, holiday gifts and special prize drawings.
- Clearfork Cafe located in Tower 2 open weekdays from 7am - 3:00 pm
- Onsite Dry Cleaning pickup/drop off
- Onsite car wash

There are three parking garages available for tenant use

#### MT 1 & MT2.3, 315 Parking Garages

- Access to the parking garage is controlled by the use of an access card. This card controls both garage and building access. To use your card, position it slowly in front of the proximity reader.
- There will be a short delay [about two (2) seconds] and the gate will open. It is important that you do not wave the card too fast in front of the reader as this may cause the reader to malfunction.
- It is also important that when entering or exiting, allow the gate to start down from the car in front of you before using your card. This allows the system to reset itself for each car.
- Visitor parking is \$5.00 after hours and on weekends.

Please note that cards are issued for your use only. Utilizing a card for more than one person will result in permanent termination of parking privileges. There may be a charge for replacement of broken or damaged cards. However, there will be a \$25 charge for replacement of lost cards.

If an access card is lost or an employee is terminated, immediately notify the Management Office so that use of the card can be terminated to prohibit unauthorized persons from gaining entry to the garage or building.

## Access

- Entrances, lobbies, passages, corridors, elevators, stairways and other common areas will not be obstructed or be used for any purpose other than for access, or for going from one part of the building to another part of the building.
  - Tenants shall not permit persons to visit the premises in such number or under such conditions as to interfere with the use of the common areas by other tenants.
  - Any person whose presence at Mandalay Towers might at any time adversely affect the safety, character, reputation or interests of Mandalay Towers or its tenants may be denied access to Mandalay Towers or may be ejected from the premises.
  - Mandalay Towers reserves the right to regulate the use of the common areas by tenants, their agents, employees and guests and by persons making deliveries to tenants (including the right to designate hours for deliveries, entrances and elevators for such use).
  - Written approval must be obtained for any delivery after normal business hours.
  - No showcases or other articles will be placed in the common areas without prior written consent.
  - Canvassing, soliciting and peddling in or upon Mandalay Towers property is prohibited.
  - Mandalay Towers has the right to evacuate the buildings in the event of an emergency or catastrophe.
- 
- Sidewalks, doorways, vestibules, halls, stairways, and similar areas shall not be obstructed nor shall refuse, furniture, boxes or other items be placed therein by Tenant or its officers, agents, servants, and employees, or used for any purpose other than ingress and egress to and from the leased premises, or for going from one part of the Building to another part of the Building. Canvassing, soliciting and peddling in the Building are prohibited.
  - Plumbing fixtures and appliances shall be used only for the purposes for which they are constructed, and no unsuitable material shall be placed therein.
  - No signs, directories, posters, advertisements, or notices shall be painted or affixed on or to any of the windows or doors, or in corridors or other parts of the Building, except in such color, size, and style, and in such places, as shall be first approved in writing by Landlord in its discretion. Building standard suite identification signs will be prepared by Landlord at Tenant's expense. Landlord shall have the right to remove all unapproved signs without notice to Tenant, at the expense of Tenant.
  - Tenants shall not do, or permit anything to be done in or about the Building, or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the Building, or on property kept therein or otherwise increase the possibility of fire or other casualty.

## Holiday Decor Safety & Clean-Up

Fires and accidents originating from holiday decorations and trees can be avoided by following these simple guidelines.

- Live Christmas trees are not allowed in the building
- Make sure your tree is secured in its stand to avoid tipping.
- Turn off all holiday lights and unplug extension cords before leaving your suite at the end of each business day or when leaving your suite for extended periods.

- At no time should holiday decorations be visible from outside the building
- All decorations should be in good taste and care should be taken to avoid pedestrian and fire hazards.

Thank you in advance for your cooperation and best wishes for a happy holiday season.

- Your lease agreement requires that each tenant maintain certain levels of liability insurance. Evidence of such coverage must be on file with the Management Office. Please refer to your lease agreement for this information. Insurance carried by the building does not include tenant's personal property.
- Insurance carried by the building does not include each tenant's personal property. It is each tenant's responsibility to obtain and pay for the insurance covering their office furniture, business machines, personal property, etc. The building can assume no liability for theft or damage to any tenant's belongings. All valuables, such as money, calculators, etc. should be kept in a locked place.

Prior to moving in or out of the Lease Premises, please contact the Management Office at (972) 556-0078 to coordinate the use of the loading dock and freight elevator.

Mandalay Towers 2 & 3 are non-smoking buildings. For the convenience of our tenants who smoke, we have designated a smoking areas and bench located under the bridge at Mandalay on the canal level. Urns are in this area for the disposal of ashes and cigarette butts. Please refrain from disposing of cigarettes in building planters, landscaping, walkways or the waterway.

Smoking is prohibited in all tenant suites, public areas, common areas, parking garage, building entrances, lobbies, restrooms, and stairwells. The City of Irving also prohibits smoking within 40 feet of a public entrance to a building and in the docks or dock entrances.

We appreciate your cooperation in adhering to these guidelines and in using the designated smoking areas.

- Any remodeling or alterations to your office suite must have prior approval from the Management Office. This would include revisions and/or alterations to your space including air conditioning, electrical and telephone outlets.
- Only approved contractors are permitted to make revisions and/or alterations in the building under the supervision of the Management Office.
- Please notify the Management Office of additional filing systems, computer equipment, etc., so we may verify that the floor load limit is not exceeded.
- Building management's knowledge and prior approval of revisions and/or alterations to your office suite is critical in maintaining the balance of heating and air conditioning, sprinkler and electrical systems in the building.

As a friendly reminder, tenants having work done in their suite or receiving any large deliveries must provide their vendor's Certificate of Insurance prior to the commencement of work. If you have any questions regarding this policy, please contact the Management Office.