

ONE FINANCIAL PLAZA

TENANT INFORMATION HANDBOOK

This handbook has been prepared to provide helpful information about One Financial Plaza. If you have any questions regarding its contents, we welcome your call.

Parmenter Realty Partners

Building Office Phone: 314-588-7171

**ONE FINANCIAL PLAZA
TENANT EMERGENCY PROCEDURES MANUAL**

DISCLAIMER

This manual is intended solely for information and guidance and is not to be the only source used to compile an Emergency Procedures Manual. Information should be sought from and reliance placed upon life safety professionals when preparing and using any manual such as the one described herein. Any reliance on the contents of this manual is at the sole discretion of the user. Parmenter One Financial Plaza LP, LLLP, Parmenter Realty Partners along with any of its affiliates, assigns or successors, shall not be liable for any claims made against it by anyone in connection with the preparation or use of a manual based on these guidelines.

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OPERATIONS/MAINTENANCE DEPARTMENT

Property Management

Property Management is responsible for handling tenant calls and service requests of the following nature:

- Reports of temperature discomfort.
- Service and repair requests.
- Lock work and key requests.
- Light bulb/tube replacement.
- Requests for special cleaning or complaints regarding existing cleaning.
- Questions concerning monthly statement.
- Special work requests.
- Emergency situations.
- Security violations.

HOURS OF OPERATION

Parmenter Realty Partners - Management Office – 501 North Broadway, Suite 150

Building Services
Monday through Friday
Open - 8:00 a.m.
Close - 5:00 p.m.
Phone: 314-588-7171

Closed: Saturdays, Sundays, and Holidays

Building Holidays

Building observed holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Services are not provided on these days unless arranged in advance with the Management Office.

DELIVERIES

Packages, furniture and office machinery requiring the use of dollies or carts should be delivered via the freight elevator, between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Use of the freight elevator during this time is on a first come, first served basis.

Any large deliveries (i.e., more than one trip on an elevator) should be made after hours Monday through Friday, 6:00p.m. - 7:00 a.m., or anytime Saturday and Sunday. Contact the Management Office to reserve the freight elevator.

One Financial Plaza has a freight elevator located on the northwest side of the building near the loading dock.

Building personnel are not permitted to accept deliveries of any kind (furniture, supplies, computers, etc.) on your behalf. Parmenter Realty Partners cannot be held responsible for deliveries made to the building lobby.

DAY PORTERS

Daytime custodial personnel are employed for the purpose of stocking restroom supplies, policing the common areas and exterior of the building, and spillage clean up.

These custodians can be used to assist tenants *by request only* through the Management Office.

MAINTENANCE PERSONNEL

Daytime maintenance personnel are available for minor repairs, light bulb changes, and other related duties.

These maintenance personnel are available *by request only* through the Management Office. Requests for services may be submitted by e-mail if preferred. Contact the Management Office to establish e-mail correspondence.

Due to insurance requirements, maintenance personnel have been instructed that **under no circumstances will Tenants be allowed to use Building tools or equipment.**

SERVICE AND REPAIR REQUESTS

The Management Office is ready to accept your service requests. In order to assure proper communication, we recommend that each tenant appoint one person in the company to relay maintenance requests to us. This can minimize communication

breakdown and prevent mishandled requests. See Tenant Contact Person, Page 10.

The Management Office can accommodate most requests; however, particularly complex job requests may limit our ability to comply.

All service requests should be directed to the Management Office. They should not be relayed through a member of the Maintenance Department. Only requests registered in the Management Office will be acted upon.

Be as specific as possible when identifying the location of a problem (i.e.: the name of the person's office). This will help expedite service and keep expenses down.

There will be a minimum charge for any non-standard work performed by a maintenance person on tenant-responsible items such as requesting additional keys for the premises or lock changing. For billing purposes, time is calculated in 15-minute increments and charged at the then applicable hourly rate. Tenants will be asked to sign a Work Order authorizing the work to be performed.

GRATUITIES

Employees of Parmenter Realty Partners have been instructed by Management not to accept gratuities or gifts. Tenants are requested not to offer gratuities to maintenance, custodial, or office personnel of Parmenter Realty Partners. Your cooperation will help us ensure equal treatment and service for each tenant.

CLEANING SERVICES

A responsible cleaning contractor has been contracted by Parmenter Realty Partners on behalf of Parmenter One Financial Plaza LP, LLLP to commercially clean your office space and all public areas. This service is conducted after normal office hours Monday through Friday. No daytime or weekend cleaning of tenant suites is provided.

Nightly cleaning service includes the emptying of trash cans, dusting accessible areas, vacuuming carpets, sweeping hard surface floors, and spot cleaning as necessary.

A detailed cleaning schedule can be obtained by calling the Management Office. Arrangements can be made through the Management Office for special cleaning services not included in the regular nightly cleaning contract, such as carpet cleaning, ceiling cleaning, and blinds washing.

WINDOW WASHING

Building exterior windows are washed outside twice per year and inside once per year.

LOST AND FOUND

The Management Office will act as a clearinghouse for lost and/or found articles.

Please turn any article found into the Management Office, along with information pertaining to the location and time the item was found.

We will do our best to ensure that lost articles are recovered by their rightful owners.

VISITORS

Visitors will need to check in with security personnel and sign in at the security desk.

SOLICITORS

Out of respect for your privacy, we do not allow solicitation of any kind within our building. We would appreciate your help in this regard by notifying the Management Office of any solicitors within your office.

Phone: 314-588-7171

See Security Section, Pages 15-16.

ENERGY CONSERVATION

As all of us have become aware in the last few years, energy and water conservation are important. As tenants, you share with us, through rent escalation clauses, the increasing cost of water and energy. We ask you to turn off lights when leaving your office, and report any leaking faucets and/or other incidents in the building that indicate waste of energy.

DIRECTORY CHANGES

Any changes to the Building Directories must be requested in writing through the Management Office. Any change to the Building Directories will be chargeable to the tenant.

TENANT CONTACT PERSON

We ask each tenant to appoint one person to act as liaison with our staff. This will

minimize duplicate service requests from within the same office. Ideally, this contact person will be the only person authorized to make requests. Please designate a back-up contact person to fill in during vacation or illness.

Typical requests would be:

- ... Temperature adjustment.
- ... Replacement of burned out light bulbs.
- ... Requests for special cleaning or complaints regarding existing cleaning.
- ... Requests including changes in the physical space or changes with locks and keys.

It is important that we have the home phone number of the tenant contact person and the back-up contact person so that we can notify you of any after hour emergencies. These phone numbers are given to management only and are held in the strictest confidence.

We would appreciate your appointment of these individuals and due notification so we may acquaint him/her with our operations.

Please fill out and submit the form on Page 35.

INSURANCE

Parmenter One Financial Plaza LP, LLLP, and Parmenter Realty Partners cannot insure tenant's personal property against loss or damage.

It is the tenant's responsibility to obtain and pay for insurance covering office furniture, business machinery, etc.

We recommend that you check your insurance coverage to assure that you have sufficient coverage for all of your personal possessions housed in the building.

Parmenter One Financial Plaza LP, LLLP, Parmenter Realty Partners, and the Land Clearance for Redevelopment Authority of the City of St. Louis cannot insure cars or personal property left in cars in the parking garages. Please inform all personnel that they are responsible for their own belongings (i.e., stereos, radar detectors, packages, etc.).

RENTAL PAYMENTS

Checks should be made payable to Parmenter One Financial Plaza LP, LLLP and mailed

to:

Parmenter One Financial Plaza LP, LLLP
Dept. AT 952701
Atlanta, GA 31192-2701

Statements showing recurring monthly charges will be mailed to you on or before the first of each month. The statements are sent as a courtesy and rent payments are due by the first of each month or as specified in your lease.

Charges for any non-recurring items such as conference room rentals or non-standard requests will be included on the statement, with detail and back-up to follow.

Tenants should contact the Management Office immediately upon receipt of the monthly statement or miscellaneous invoice if there are any questions regarding the amount(s) due for the current period.

BUILDING RULES AND REGULATIONS

The following are the Landlord's Rules and Regulations which are referred to in the Lease, and the Tenant agrees that its employees and agents, or any others permitted by Tenant to occupy or enter The Leased Property, will at all times abide by them. VIOLATION OF THESE RULES CAN RESULT IN A DEFAULT OF THE LEASE.

Landlord shall not be liable for the non-observance of said rules and regulations by any other tenant. The following rules and regulations shall apply to the Premises, the Building, the parking garage associated therewith, and the appurtenances thereto:

1. Nothing shall be displayed, painted or affixed by Tenant on any part of the exterior or interior of the Building (except within the Premises) without the prior written consent of Landlord, and then only of such color, size, style and material as shall be approved by Landlord. Nothing shall be placed in the Premises which may be visible from the exterior of the Building (including window treatments) without the prior written consent of Landlord.
2. Landlord shall furnish Tenant with two (2) keys to each door lock for the Premises. Additional keys shall be procured from Landlord and paid for by Tenant. No additional or replacement locks shall be placed on any door of the Premises, and Tenant shall not permit duplicate keys to be made. Tenant shall be solely responsible for the security of all keys to the Premises. All keys furnished to Tenant shall be surrendered to Landlord at the termination of the Term.
3. If Tenant desires additional wiring connections, Landlord shall direct the electricians as to where the wires are to be introduced and without such directions no boring or cutting for wiring shall be permitted.
4. Tenant shall not install or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heat generating device or air conditioning apparatus in or about the Premises or carry on any mechanical business therein.
5. The common areas of the Building shall not be obstructed by Tenant or used in any way except for ingress and egress to and from the offices. Tenant shall place no objects outside Tenant's Premises.
6. The bathroom fixtures shall not be used for purposes other than those for which they were constructed. The cost of repairing any damage caused by Tenant resulting from misuse of such fixtures shall be borne by Tenant.
7. Tenant shall not permit littering of the common areas of the Building.
8. Tenant shall not make noises, cause disturbances or vibrations or use any

electrical or electronic devices or other devices that emit sound or other waves or disturbances or create odors, any of which may be offensive to other tenants of the Building or which would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any musical instrument or equipment or any similar device inside or outside the Premises without the prior written consent of Landlord. The use thereof, if permitted, shall be subject to control of Landlord to the end that others shall not be disturbed or annoyed.

9. Tenant shall not waste utility services and shall cooperate fully with Landlord to assure the most effective operation of the Building's HVAC system and shall not adjust any controls other than thermostats installed for Tenant's use. Tenant shall keep corridor door(s) closed.

10. Tenant assumes full responsibility for protecting Tenant's space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured.

11. No animals, birds, bicycles or other vehicles shall be allowed in any part of the Building without the prior consent of Landlord.

12. Any person or person (other than the janitor of Landlord) who shall be employed for the purpose of cleaning or maintaining the Premises shall be employed at Tenant's cost, subject to the terms of the Lease, and Landlord shall in no way be responsible for any loss of property on or from the Premises, however occurring, by such person.

13. Tenant shall not accumulate or store on the Premises any waste paper, discarded records, books and paper files, sweepings, rags, rubbish or other combustible matter. Tenant shall not place in any trash receptacle any material which cannot be disposed of in the ordinary course, and Tenant shall keep all trash within Tenant's Premises. All garbage and refuse disposal shall be made in accordance with Landlord's instructions as designated from time to time.

14. Tenant shall not make any room to room canvass to solicit business from other tenants in the Building and shall not exhibit, sell, or offer to sell, use, rent or exchange any item or service in or from the Premises unless within the Permitted Use.

15. Landlord reserves the right to exclude from the Building all disorderly persons, persons under the influence of alcohol or a controlled substance, idlers and peddlers, solicitors, and persons entering in crowds or in such unusual numbers as to cause inconvenience to the tenants of the Building.

16. Any parking spaces included in the Lease shall be used only for the personal

automobiles of Tenant and Tenant's employees and guests (no trucks, motor homes and the like). Landlord reserves the right to designate locations for one or more of such parking spaces. Upon Landlord's request, Tenant promptly shall furnish Landlord the names, vehicle descriptions and vehicle license numbers of each authorized user of Tenant's parking spaces. Tenant shall be liable for all costs and expenses suffered or incurred by Landlord in the towing of illegally parked vehicles of Tenant, Tenant's employees or guests. Landlord shall have no obligation to monitor the use of any such spaces.

17. Tenant shall comply with all Conditions (as defined in the Lease) in connection with Tenant's use and occupancy of the Premises.
18. All deliveries to the Premises shall be subject to the reasonable control of Landlord as to place and time of deliveries.
19. The common areas of the Building are a no smoking area in which no smoking of any kind, including but not limited to cigarettes, cigars, pipes, or any other device, is permitted except in an area specifically designated by Landlord as an area where smoking is permitted. Landlord shall not be responsible for violations of this provision by any Tenant of the Building, Tenant's employees, visitors, contractors, or subcontractors. In the event Landlord seeks to enforce this provision against Tenant, Tenant shall pay all costs and expenses of every kind including, without limitation, all court costs and attorneys fees and charges. In the event Landlord seeks any injunctive relief to prevent violations of this provision of the Lease, Tenant agrees that if a bond is required by the court, that the amount of such bond not exceed \$100.00. Landlord further reserves the absolute right to designate the entire areas of the Builders, grounds and Premises as non-smoking.
20. Tenant may not advertise the sale or issuance of securities from the first floor common areas of the Building or from first floor leased premises visible from the first floor common areas or exterior of the Building (provided that for purposes of this prohibition the term "securities" shall not be considered to include certificates of deposit and similar bank accounts customarily sold or issued in connection with retail and commercial banking operations). If the Premises are situated on the first floor of the Building, Tenant may not use the Premises for the sale or issuance of securities (subject to the same proviso set forth in the preceding sentence).

SECURITY

Good office security requires everyone's cooperation. For your protection, please help by observing the following:

- Never leave your reception area unattended.
- Corridor doors should be closed at all times. Be certain that all doors are locked when you close your office or leave the reception area unattended. Be particularly vigilant before or after normal working hours, and during lunch and coffee break periods.
- Advise employees never to leave purses or other valuable items on or under desks. Cash, stamps, blank checks, and portable dictating equipment should be secured in locked cabinets or desks.
- It is suggested that all items of value should be engraved where the engraving can be easily observed without dismantling the object. This greatly increases the risks burglars and thieves must take to steal your property.
- If an employee leaves your firm under adverse conditions without turning in his/her keys, notify the Management Office at once to request rekeying the locks. (This service would be a charge to your company.)
- Be suspicious of people who might enter your office area to ask for directions or to fill out job applications. Call the Management Office if you suspect someone of wrongdoing.
- Out of respect for your privacy and building security, Parmenter One Financial Plaz a LP, LLLP and Parmenter Realty Partners prohibit solicitation in its buildings. Please notify the Management Office whenever there are any solicitors in the building.
- Demand to see proper identification of anyone who represents himself as a public utility employee, cleaner, etc., before giving the person access to any areas of the building under your control. All members of the evening cleaning crew are required to display a photo I.D. badge on their person at all times. We solicit your help in reporting any incidents in which anyone has entered your office area without proper identification.
- Report any malfunctioning lock or door closer immediately to the Management Office.

SECURITY

One Financial Plaza offers 24 hour security services to the building 7 days a week. Guards are located at the entrance to the building on the first floor main entrance lobby and on the second floor at the entrance to the St. Louis Centre Parking Garage.

The building entrances are open at the following times:

<u>Entrance</u>	<u>Opens</u>	<u>Closes</u>
Broadway		
Monday-Friday	5:00 a.m.	8:00 p.m.
Saturday	7:00 a.m.	5:00 p.m.
Sunday & Holidays	closed	
Washington Avenue		
Monday-Thursday	6:45 a.m.	6:00 p.m.
Saturday	closed	
Sunday & Holidays	closed	
Second Floor		
Monday-Thursday	6:00 a.m.	7:00 p.m.
Friday	6:00 a.m.	7:00 p.m.
Saturday	7:00 a.m.	1:00 p.m.
Sunday & Holidays	closed	

Access can still be gained into the building when the entrances are secured by using the intercom at the Broadway entrance. This is located between the revolving doors. Please tell the security officer your name and show your company identification badge and they will allow you into the building. If your company does not have identification badges, you will be asked to sign in at the security desk before being allowed to proceed.

The management and security personnel have been instructed that under no circumstances shall they ever unlock a Tenant's door, or grant access to any Tenant, Tenant's contractor, or Tenant's vendor.

ELEVATOR SECURE MODE

Security is a concern for all occupants. To ensure that anyone entering or exiting the Building between Monday through Friday, 6:00p.m. - 7:00 a.m., and all day Saturday and Sunday each employee will be required to use our biometric access system to use the elevators. For more information on the system and to enter your fingerprint in the system please contact the management office.

Contractors

From time to time you may require the services of an outside contractor for work not performed under the Lease. If it is necessary that the contractor work in your space between Monday through Friday, 5:00 p.m. - 7:00 a.m., or on Saturday or Sunday, you must have approval from the Management Office. All contractors must have a certificate of insurance on file in the Management Office and must check in at the Property Management office upon arrival.

MOVE-IN PROCEDURES

Without pre-planning and proper coordination, moving can be a hectic experience. The

appointment of an in-house coordinator is a good idea. Matters requiring pre-move attention include the following:

- Arrange for telephone service. Please notify our office of any planned telephone installation that requires access to switching gear located outside of your space or for above-ceiling, through-wall, or through-floor installations.
- Obtain Occupancy Permit from the City of St. Louis and forward a copy to the Management Office.
- We do not allow a telephone company to run exposed wire around doorframes or throughout the leased property to the detriment of the appearance of your space and our building.
- Arrange for moving company services. ANY DAMAGE TO THE BUILDING DURING THE MOVE WILL BE THE RESPONSIBILITY OF THE TENANT. MAKE SURE THE MOVING COMPANY YOU USE IS ADEQUATELY INSURED.
- INFORM MOVING CONTRACTOR TO CONTACT THE MANAGEMENT OFFICE FOR SPECIFIC INSTRUCTIONS TO BE FOLLOWED DURING YOUR MOVE.
- Order stationery, business cards, etc.
- Notify the Post Office of your new address.
- Notify the Management Office of your confirmed move-in date so that use of the freight elevator can be arranged for the move. All moving trucks are to use the loading dock area.
- Order directory strips from the Management Office. All suite signage must have the Landlord's prior approval. The cost for suite signage is the tenant's responsibility.
- Order keys from the Management Office.
- Written notification of all those receiving parking cards should be sent to the Management Office.

TENANT MOVE-IN CHECKLIST

- ___ 1. Have moving company contact the Management Office about special requirements.
Phone: 314-588-7171
- ___ 2. Schedule, with the Management Office, the use of the freight elevator.
- ___ 3. Order door signage. Pre-submit to the Management Office for approval.
- ___ 4. Order floor lobby directory sign (in writing to the Management Office).
- ___ 5. Send letter requesting names for the Building Directory.
- ___ 6. Notify post office of change of address.
- ___ 7. Set up rental payments in the payable schedule for payment by the first of each month.
- ___ 8. Inform the Management Office of the contact person's name and home phone number.
- ___ 9. Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your lease to the Management Office.
- ___ 10. Distribute a copy of Rules and Regulations to each employee. (Pages 12-14)
- ___ 11. Obtain occupancy permit from the City of St. Louis and provide a copy to the Management Office.

DIRECTORY STRIPS AND SUITE SIGNAGE

Directory boards listing each tenant's name and the names of key individuals are located in the both the Broadway entrance lobby and the Washington Avenue entrance lobby.

To avoid mistakes in ordering directory strips and removing listings, we require that all requests to our Management Office for changes be in writing stating the specific suite, name, and quantity you are requesting. Prior to their installation, please inform clients and visitors of your exact location so that they can find your suite without difficulty. Do not tape anything on the directory board. Any changes to the directories during the lease term will be charged back to the tenant.

To ensure proper delivery of your mail, we suggest you notify the Post Office of your new address and suite number. Phone: St. Louis Post Office 800-275-8777.

Suite signage is the responsibility of each Tenant. No interior or exterior signs may be installed without prior written approval of the Landlord. Landlord retains the right to reject any design, or installation company, or method of installation submitted for approval.

KEYS AND LOCKWORK

You are prohibited by your lease agreement from altering any locks in your leased office space. Arrangements for combination changes, dead bolt installation, extra copies of keys, or any special locksmith work must be made through the Management Office. Any lock work that is not covered by the lease agreement will be billable to the tenant.

TENANT CONTACT FORM

For each Tenant in the building, the Management Office is requesting the names of three people for contact purposes. The first two would be the Tenant Contact and Backup Contact, who will be responsible for requesting any services available from the Management Office. The third name is that of the Principal Contact. This is usually an Officer of the Company or someone directly in charge of the Branch. We are also requesting home phone numbers from these individuals in case of an after hours emergency. These numbers will be kept confidential.

The Management Office prefers work orders or requests be submitted only from the Tenant Contact, Back-up Contact or Principal Contact.

Company Name: _____

Tenant Contact: _____

Title: _____

Home Phone Number: _____

Backup Contact: _____

Title: _____

Home Phone Number: _____

Principal Contact: _____

Title: _____

Home Phone Number: _____

KEYING SPECIFICATIONS

TENANT COMPANY NAME: _____
SUITE: _____
MOVE IN DATE: _____
CONTACT NAME: _____
PHONE: _____
(PERSON TO CONTACT IF MORE INFORMATION IS REQUIRED)

ENTRY DOOR(S)

QUANTITY: _____
KEYS NEEDED: _____
KEYING INSTRUCTIONS: _____

INTERIOR DOOR(S)

QUANTITY: _____
KEYS NEEDED: _____
KEYING INSTRUCTIONS: _____

Please return this request to:

Property Management
Parmenter Realty Partners
501 North Broadway, Suite 150
St. Louis, Missouri 63102
314-588-7171

THIS INFORMATION IS REQUIRED ONE WEEK PRIOR TO MOVE-IN TO AVOID ANY DELAYS.

Approved by: _____

Date: _____

MOVE-OUT PROCEDURES

At least one week prior to vacating your suite, please notify the Management Office to inform us of your exact moving date.

Typical information required for move-outs includes the following:

1. The exact date of moving.
2. Verification of parking spaces to be deleted.
3. Directory strips that are to be removed. (It is necessary to contact the Management Office whenever any person who is listed on the directory leaves your firm, so that person's name can be removed from the directory board in the lobby of the building).
4. Make arrangements to turn in all keys properly marked.
5. Forwarding address and phone number.
6. Other special information (i.e. Certificate of Insurance for the moving contractor).

Please refer to the section in this handbook on "Deliveries" for designated exits to use. Also, please note that the freight elevator is not available for move-outs between 7:00 a.m. and 5:00 p.m. on weekdays. The preferred move-out time is after 10:00 p.m. on weekdays or on Saturdays and Sundays.

ANY DAMAGE TO THE BUILDING DURING THE MOVE-OUT WILL BE THE RESPONSIBILITY OF THE TENANT. MAKE SURE THE MOVING COMPANY YOU USE IS ADEQUATELY INSURED.

INFORM MOVING CONTRACTOR TO CONTACT THE MANAGEMENT OFFICE FOR SPECIFIC INSTRUCTIONS TO BE FOLLOWED DURING YOUR MOVE.

CONCIERGE STAFF

Parmenter Realty Partners and Parmenter One Financial Plaza LP, LLLP are pleased to offer concierge services to the tenants at One Financial Plaza. Our staff is always happy to help make your life a little easier with services and information that can save you time, energy and money, including the sale of discounted movie and amusement park tickets. Please stop by the Management Office or call 314-588-7171 and ask for the Concierge for more information.

CONFERENCE FACILITIES

Conference facilities are located on the 2nd floor of One Financial Plaza. These are available to tenants for a fee of the then applicable rate. There are four separate conference rooms suitable for large gatherings, as well as smaller meeting rooms. To reserve a conference room or for additional details, please contact the Management Office at 314-588-7171.

FITNESS CENTER

The fitness center is also located on the 2nd floor of One Financial Plaza. It is equipped with a variety of cardiovascular and strength training equipment and lockers. Across the common area in the restrooms are private showers and additional lockers. This facility is complimentary and only offered to One Financial Plaza tenants. Please contact the Management Office at 314-588-7171 to complete the Indemnification Form and receive your fitness card. The Fitness Center is open 24 hours a day, 7 days a week. Please note that you must have a key card to access the Fitness Center.

VALET SERVICES

One Financial Plaza offers valet parking services at a current rate of \$3.00/hour with a maximum rate of \$12.00/day. Valet service is available during business hours at the Broadway entrance under the canopy. This service is convenience for tenant's guests. Tenants may purchase valet coupons to keep on hand for their guests at the Management Office.

FOOD/CONVENIENCE SHOP

Located in the Broadway lobby entrance on the 1st floor, Suite 100, is the Lobby Shop. The Lobby Shop offers a variety of breakfast, lunch, snack items and much more.

LEASING/MARKETING DEPARTMENT

Parmenter Realty Partners
7701 Forsyth Blvd., Suite 500
Clayton, MO 63105
Telephone # 314-862-7100

Please contact the Leasing/Marketing Office for any information related to leasing additional space or referring someone to us who may be interested in leasing office or industrial property in the St. Louis metropolitan area.

PARKING

Parmenter Realty Partners manages the underground parking facilities at One Financial Plaza. All parking charges are due on or before the first of each month and are to be remitted to Parmenter One Financial Plaza LP, LLLP.

Tenants may also utilize the parking facilities in the St. Louis Center Parking Garage located next to One Financial Plaza. There is a walkway that connects the building and the St. Louis Center Garage on the 2nd floor of One Financial Plaza. The walkway is open from 6 a.m. – 7 p.m. Monday through Friday and 7 a.m. – 1 p.m. on Saturdays.

For an escort to a car parked in the St. Louis Center Parking Garage, please call the garage office directly at 314-231-9108 or ask the security guard in the main entrance lobby. Although One Financial Plaza does not control this garage, St. Louis Parking, the management company, has offered their security officers as escorts to the tenants of One Financial Plaza. An escort will meet you at the entrance to the St. Louis Center Parking Garage and walk you to your car.

POSTAGE/EXPRESS MAIL

There is a mailroom located on the first floor of One Financial Plaza past the vending machines. A mailman is on duty each business day at this location for your convenience.

A U.S. Postal Service mailbox, Federal Express box along with supplies, DHL box and supplies, UPS box and supplies, and postage vending are available in this area as well.

REMODELING REQUESTS

Remodeling requests should be directed to the Management Office.

Remodeling work includes any additions, revisions, alterations, demolitions, partition installation, and/or general improvements to your space, including painting, carpeting, shelving installation, and any changes to the air conditioning and/or electrical systems. Plans for work to be performed must be reviewed and approved by the Building Manager before construction. Please allow 7-10 business days for approval.

Only approved contractors are permitted to work in the building and they must be supervised by an authorized representative from the Management Office.

No remodeling work of any kind is to commence without the prior knowledge and approval of Parmenter Realty Partners and Parmenter One Financial Plaza LP, LLLP.

RECYCLING PROGRAM

One Financial Plaza participates in a recycling program. Recycling containers are located in each tenant suite for your convenience. Building management checks this bin periodically and empties it when full. For a list of acceptable recyclable paper products please contact the Management Office.

SMOKING LOUNGE

A smoking lounge is located on the west side of the dock.

VENDING

Vending machines are located on the 1st floor near the restrooms as well as on floors 5, 10, and 12.