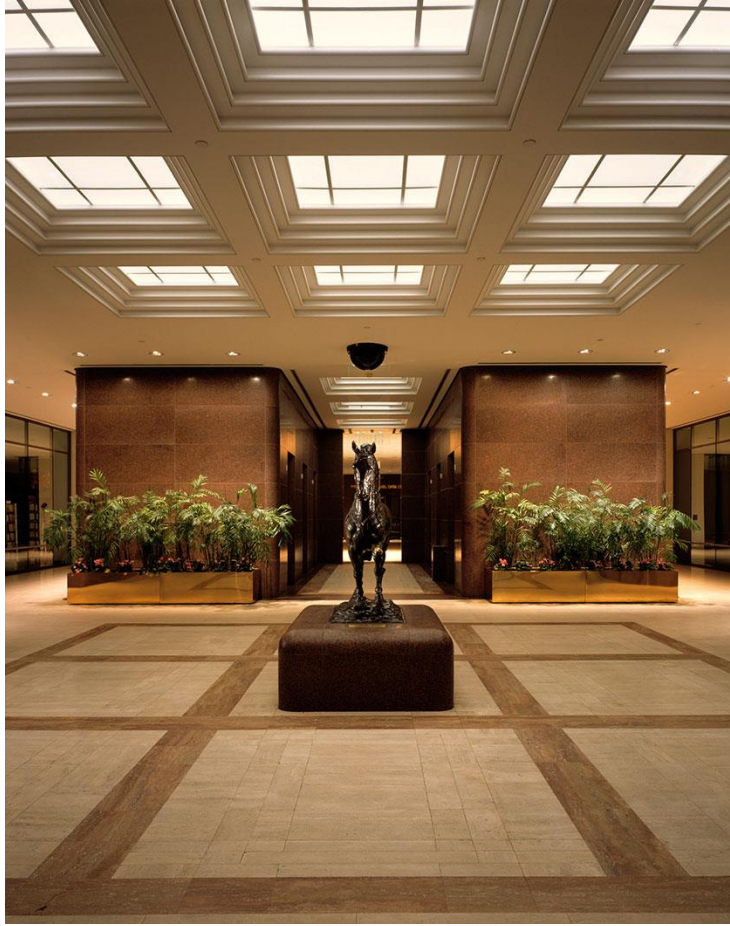


HUNTINGTON CENTER

TENANT MANUAL



WELCOME TO HUNTINGTON CENTER

We are delighted that you have made the decision to locate your business at Huntington Center.

Huntington Center is dedicated to maintaining our status as the most desirable office space in Columbus. Our team, a group of skilled and experienced professionals, insists on providing exemplary customer service. Our facilities are maintained to the highest standards of quality and we strive to achieve the greatest operating efficiencies possible.

We pledge an unwavering commitment to you, our tenant, and will always demonstrate our professional integrity, responsiveness and unparalleled industry expertise. This guide will answer general questions about building operations and highlight some of the amenities and services that we are pleased to provide to you and your staff.

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HINES PROPERTY MANAGEMENT OFFICE

A team of Hinesøexperienced professionals oversee the buildingø daily functions and ensure that all systems operate as intended. Property managers, engineers, and maintenance personnel dedicated to the highest standards of personal service are located on site. Ongoing maintenance programs ensure lasting quality and uninterrupted service. Response to tenant requests is prompt, courteous and efficient.

Our telephones are answered **24 hours a day, every day**, by a member of Hinesø Property Management Team. As a tenant of Huntington Center, you always have access to Hines managers or engineers, as conditions warrant.

Telephone: 614-461-5881

The Hines property management team at Huntington Center includes the following individuals, who are located in Suite 200 on the Gallery Level, Monday through Friday from 8:00 a.m. to 5:00 p.m.

General Property Manager	Tyler Steele	tyler.steele@hines.com
Property Manager	Justin Ledsome	justin.ledsome@hines.com
Assistant Property Manager	Peter Craig	peter.craig@hines.com
Project Accountant	Anand Patel	anand.patel@hines.com
Staff Accountant	Laurie Wickline	laurie.wickline@hines.com
Administrative Assistant	Natalie Horvath	natalie.horvath@hines.com
General Hines Reception		hc.reception@hines.com
Engineering Manager	Brian Smith	brian.smith@hines.com
Assistant Engineering Manager	Matt Dimond	matt.dimond@hines.com
Lead Engineer	Greg Earp	greg.earp@hines.com
Lead Engineer	Chris Bobst	chris.bobst@hines.com
Engineer	Mike Fisher	michael.fisher@hines.com
Engineer	Aaron Dunkelberger	aaron.dunkelberger@hines.com
Engineer	Malcolm King	malcolm.king@hines.com
Engineer	Vince Roberts	vince.roberts@hines.com

Courtesy staff associates are on site 24 hours a day, every day of the year for your assistance.

WEBSITE

All of the contact information listed above can also be found on the property website at **41southhigh.com**. The website contains general information about the building and the area, a property directory, tenant services, leasing information and much more. For your convenience, all of the tenant forms mentioned in this manual are also located on the website under the øTenant Servicesö tab.

HINES GREEN OFFICE (HINES GO)

Hines has been following sustainable operating practices since Huntington Center was constructed in 1984. Current sustainable operating practices at Huntington Center include various energy and water conservation techniques, ögreenö cleaning, and recycling.

To assist Huntington Center tenants interested in following sustainable practices, Hines has developed a proprietary program, Hines Green Office (HinesGO). Green Office complements the LEED® Green Building Rating System and the Energy Star® programs.

Green Office is promoted through a tenant guide and is distributed by building managers. HinesGO encourages tenants to identify and implement no-cost and low-cost alternatives to operating in a standard indoor office environment. Please contact the Property Management Office if you are interested in becoming a Hines Green Office.

Attached is your Green Office Tenant Guide, a voluntary initiative adapted for Hines tenant spaces, which measures and rewards the ögreeningö efforts in your lease space (*See Green Office Tenant Guide in Tab IV*).

The program will help you identify and implement no-cost and low-cost alternatives to operating in a standard indoor office environment. Scored on a scale of 100, you can evaluate your space in seven categories. When a specific strategy or improvement has been implemented from those categories, öLeaf Creditsö are earned, which are weighted differently according to their relative sustainable value. If your office achieves 70 Leaf Credits and submits the attached form, it is then designated as a Green Office.

We encourage you to establish a ögreen teamö to conduct cost-benefit analyses for opportunities that require nominal cost to achieve a credit. Then a plan can be created for implementing those opportunities and measuring the results with an over-riding goal of reducing our collective environmental footprint and energy consumption.

“Hines Green Office expresses the sustainable approach we have used in our development and management services for decades. Encouraging tenants to make greener choices is just as important as designing healthy, productive and environmentally friendly space. We are pleased to offer this service to our tenants.” - Hines President and CEO Jeffrey C. Hines

As always, feel free to contact Property Management or Engineering if we can assist you with anything, and we look forward to hear of your sustainability achievements.

CONTACTING THE MANAGEMENT OFFICE

The following lists some of the reasons your designated Tenant Contact may need to call the Property Management Office at 614-461-5881:

BUILDING SERVICES

- Cleaning
- Maintenance
- Leaking water or other liquid
- Spillage of any substance
- Elevator malfunction
- Air conditioning, desired outside of normal building operation hours
- To report missing or stolen personal or company property
- Moving furniture or equipment in, out, or within the building
- Receiving deliveries outside the normal building operation hours
- Work scheduled in your space outside the normal building operation hours
- Solicitors
- Suspicious persons
- Planning for tenant sponsored evacuation drill

EMERGENCIES

- Fire
- Medical emergency
- Civil disturbance
- Bomb threat
- Discovery of potential safety hazard
- Chemical smell or smoke
- Suspicious package(s)

No list can capture all the reasons you may need to contact the Property Management Office. We are here to provide service and support. Please do not hesitate to call with questions or to discuss conditions affecting the building or its operation.

BUILDING FACILITIES AND SERVICES

HOURS OF OPERATION

The building is open to the public during the following hours:

Monday ó Friday	6:00 a.m. ó 7:00 p.m.
Saturday	8:00 a.m. ó 12:00 p.m.
Sunday & Holidays	Closed

NORMAL BUILDING HOURS

During normal building hours, access to Huntington Center may be gained through all building entrances. After normal building hours, access to Huntington Center may be gained through the use of a building issued access card.

HOLIDAYS

Each year, Huntington Center observes several major holidays. Please note that Huntington Center will be closed along with the Hines Property Management Office and housekeeping services on the holidays listed below. These closings may or may not fall upon the actual calendar date. Please contact the property management office for additional information.

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

BUILDING ENTRANCES

The primary entrances are the revolving doors located at the East entrance off High Street (Ground Level) and the West entrance adjacent to Level 5 of the parking garage (Gallery Level). In addition to these entrances, you may also enter the building through Lower Level tunnels connecting to the State Capitol, Riffe Center, and the Huntington National Bank, as well as an elevated walkway which connects to the Huntington National Bank on the Gallery Level.

After-hours access may be gained using an access card at the High Street entrance (sliding door only), the handicap entrance from Level 5 of the parking garage, and the Riffe, State Capitol, and Huntington National Bank tunnels.

Building personnel are strictly forbidden to provide access into any tenant space for any tenant or contractor unless specifically directed by the Property Management Office.

ADA BUILDING FEATURES

ADA accessible entrances to Huntington Center are located on the Street Level on High Street (sliding door just north of the revolving doors), and on the west bridge of the Gallery Level, north of the revolving door at the entrance to Level 5 of Huntington Center Parking Garage. Disabled persons may utilize Elevator Car #10 in the midrise elevator bank that serves Floors 13-23 to reach the Gallery Level, Ground Level, or the Lower Level of the building. Both ADA entrances are unlocked during normal building operating hours and may be accessed after-hours with a building-

issued key card or by contacting the Courtesy Staff by using the intercom located at the ADA entrance when the building is closed.

Parking - Sixteen (16) standard ADA parking spaces and three (3) van accessible ADA parking spaces on Level 5 of Huntington Center Parking Garage.

ADA Public Restrooms - ADA accessible public restrooms are located on the Lower Level of the building near the building's mailroom. The Lower Level of Huntington Center can be reached from the Gallery Level or the Ground Level by using Elevator Car #10 in the midrise elevator bank that serves Floors 13-23.

COURTESY STAFF

The courtesy desk, which is located at the top of the escalators on the Gallery Level, is monitored 24 hours a day. Courtesy Staff can be reached by calling 614-461-5881.

The courtesy staff's role is to monitor and assist with access control of the main lobbies and all common areas. Individual tenants are responsible for the security of their respective areas. However, feel free to call the courtesy staff for assistance at any time. The courtesy staff is not armed and is only intended to provide information, assist with access control, and deter crime. The Columbus Police Department enforces local laws and should be contacted along with the Property Management Office if situations arise which exceed the responsibility of the courtesy staff.

Contractors and delivery personnel will be denied access if advance arrangements have not been made with the Property Management Office and courtesy staff. Please submit access authorization in writing to the Property Management Office. Be sure to include the vendor's company name, the type of work to be performed, date and time of arrival, and destination.

AFTER HOURS COURTESY STAFF ESCORT SERVICE

The courtesy staff also provides escort services to individuals who park in the building's garage. Those who prefer to be accompanied to their vehicle and the parking garage after normal building hours may simply call the courtesy desk at 614-461-5881, fifteen (15) minutes prior to their departure.

ACCESS CARDS

Please contact the Property Management Office if you have any building access issues, such as a lost access card, a new employee, or a change in an individual's permitted access. Please designate one person in your office to manage all building access issues for your personnel. (*See sample Card Key Request Form in Appendix A*).

ELEVATORS

The building's main tower is served by three (3) elevator bays consisting of a total of eighteen (18) elevators. Two (2) shuttle elevators on both the North and South provide access from Level 33 through Level 37. Four (4) additional elevators on the West provide transportation to levels of the attached parking garage, the DoubleTree Hotel and Capital Club. In addition, there are two freight elevators located on the North end of the building designated for the Huntington Center staff and service providers. Each of the three (3) main elevator bays includes two (2) elevators which operate only by card key outside of the normal hours. Normal hours of operation for the building's elevators are shown below.

<u>Type</u>	<u>Quantity</u>	<u>Floors Served</u>	<u>Hours</u>
Low Rise	6	3-13	6:00am-6:00pm, M-F
Mid Rise	6	13-23	7:30am-6:00pm, M-F 8:00am-12:00 Noon, Sat.
High Rise	6	24-33	7:30am-6:00pm, M-F 8:00am-12:00 Noon, Sat.
Shuttle	4	33-37	7:30am-6:00pm, M-F 8:00am-12:00 Noon, Sat.
Freight	2	LL-35	Access card required at all times
Garage	4	1-7 (Garage)	24 hours per day

JANITORIAL SERVICE

Your offices are cleaned each night, Monday through Friday between the hours of 5:00 p.m. and 11:30 p.m. Please refer to your lease for specific cleaning specifications. Please contact the Property Management Office to request additional cleaning.

PARKING

Huntington Center tenants, guests of the DoubleTree Hotel, and the general public, use the parking garage. (*See Parking Rules and Regulations in Appendix B*).

The cost for monthly contract parking is currently \$195.00 per month for an unreserved space and \$292.50 per month for a reserved space. For your convenience, the parking garage staff offers complimentary battery jump starts, tire inflations and lost car assistance. If you are interested in monthly parking, call the parking garage office at 614-461-5888. Please see the Parking Garage Office on Level 2 of the garage for appropriate parking applications and cancellation forms (*See Sample Monthly Parker Agreement in Appendix A*).

CONTRACTORS

Contractors must sign in at the dock on the Ground Level (located on Wall Street on the West side of the Huntington Center) and provide picture identification. The contractor will receive a card key providing access to the building. Prior to the contractor beginning service, the tenant must inform the Property Management Office that they are expecting workers. All contractors must provide a complete and *current* certificate of insurance prior to the commencement of work and be added to the building's calendar to allow admittance to the work area.

LOADING DOCK

The loading dock, located off Wall Street between the office tower and the parking garage, is for the use of all tenants. It is available on a first come, first serve basis during normal building hours (7:00am-4:00pm). Loading dock use is available for twenty minutes to load and unload only. Contractors may not park at the loading dock without permission from the Property Management Office. Loading dock users must leave their keys inside their vehicle and register with the loading dock attendant.

Please notify the dock attendant when you expect a delivery as all deliveries must be verified by the tenant before the delivery will be permitted. Useful information includes the expected date and time of delivery, who will be delivering the item(s), and the delivery destination. If prior arrangements have not been made and a delivery arrives, the dock attendant will make every attempt to contact the intended recipient, however, for the safety of all tenants, if we are unable to verify that the delivery is expected, the delivery will be refused.

A dock attendant is on duty to assist with deliveries Monday through Friday from 7:00 a.m. until 4:00 p.m. After hours deliveries must be scheduled in advance. If a dock attendant's presence is required after hours, a fee of \$25 per hour will be charged and may be subject to a two (2) hour minimum. All delivery personnel are required to register with the dock attendant to obtain an access card for the freight elevators and must be prepared to present the following information:

- Tenant
- Floor/suite number
- Approximate amount of time needed for delivery
- Vehicle keys
- Acceptable proof of identification.
- Appropriate Bill of Lading matching delivery

The dock attendant will make every attempt to accommodate delivery trucks. Space is limited; therefore, general deliveries are limited to twenty (20) minutes. There are certain procedures and requirements regarding the Loading Dock. (*See Loading Dock Requirements in Appendix B*). Please forward these requirements to your service provider(s) to ensure they are aware of them.

All materials must be taken directly from the loading dock to the delivery destination through the freight elevators. Each tenant must make the necessary arrangements to receive such items. No materials of any kind are permitted to be stored or piled in hallways or loading areas. Materials found in these areas will be removed and stored at owner's expense.

Illegally parked vehicles shall be subject to the rules and regulations of the Columbus Police Department. Under no circumstances shall the Property Management Office be responsible for improperly parked vehicles or space availability.

DELIVERIES

All deliveries must be made via the freight elevators. Two freight elevators serve the building Monday through Friday during normal building hours and by reservations on weekends and outside of normal building hours.

No deliveries shall be made through the main lobby doors, hallways, or passenger elevators.

During business hours, the freight elevators operate with access cards and are available on first come, first serve basis. For use after normal building hours, (supervised by the courtesy staff) freight reservations must be made by submitting a request in writing to the courtesy desk or by contacting the loading dock at 614-461-5881. The need for such reservations is determined by the size of a delivery or materials and the number of personnel. Please contact the Property Management Office at 614-461-5881 for additional information.

MOVES AND LARGE DELIVERIES

Movement of furniture, office equipment, construction materials, or any other items requiring more than 20 minutes of dock time is restricted to weekends, or weekdays between 6:00 p.m. and 6:00 a.m. The Property Management Office adheres to the following procedures to make tenant moves as efficient as possible to maintain the comfort and safety of the occupants (*See Moving Rules & Regulations in Appendix B*).

Since use of freight elevators is on a first-come, first-serve basis, it is advantageous to reserve an elevator as soon as a confirmed move date is available. Passenger elevators are not to be used for moving furniture or equipment under any circumstance.

Contact the Hines management office or send an email to hc.reception@hines.com to schedule an available time. A reservation request in writing should specify date and time of move or delivery, name of the moving or delivery company, estimated time of completion, and a brief description of items to be moved or delivered.

The Property Management Office can arrange for the courtesy staff to monitor the move and the housekeeping staff to provide cleaning services following the move at a charge to the tenant. Please contact the Property Management Office for current hourly rates.

The tenant is responsible for ensuring that the delivery company adheres to the prescribed rules and regulations regarding their move or delivery.

The tenant and/or moving company is responsible for protecting the corridors, doors, stairwells, elevator floor coverings, public areas, lobbies, and service areas (*Continued on page 11*).

Specifically:

- Protection of floors by covering with Masonite or plywood along the prescribed route of movement through the building.
- Protection of elevator lobbies, building corridors, and doors by using cardboard, plywood or other pre-approved materials by the property management office.
- Protection of elevator and entrance doorframes by using 2 x 4 boards at 90-degree angles taped to the doorframe.
- The movement of materials, furniture, etc. is limited only to those corridors, stairwells, elevators, and service areas designated by the Property Management Office.

POSTAL AND EXPRESS MAIL SERVICES

The U.S. Postal Service maintains a sub-station in the Huntington Center. The facility is located on Lower Level, just off the corridor leading to the Huntington National Bank tunnel. This sub-station provides locked mailboxes for each tenant. Two (2) mailbox keys will be provided at the same time keys and card keys are given to the tenant. Mail is delivered each weekday between approximately 10:00 a.m. and 1:00 p.m. and also on Saturdays. The U.S. Postal Service does not make deliveries on holidays. In addition, there are four (4) designated mailboxes for larger packages located in the mailroom. The postal carrier will leave a numbered key in a tenant's regular mailbox which coordinates with a numbered, large mailbox. The key will allow a tenant to retrieve the package. Once the mailbox has been opened and the package retrieved, simply close the box. The mailbox will then be locked with the key in the keyhole.

Two (2) mail drop boxes are located on Ground Level flanking the top of the escalators. *See schedule on drop boxes for pick-up times.* Drop boxes are provided on the Lower Level adjacent to the tenant mailroom for major private and express mail services.

		<u>Pick-up Time</u>
Federal Express	Monday ó Friday	7:00pm
UPS	Monday ó Friday	7:00pm

The closest post office to the Huntington Center is located in the Fifth Third Building at 401 North Front Street, Columbus, OH. 43215.

TELEPHONE/DATA LINE SERVICE

The Huntington Center provides a Landlord-managed telephone cable system (a "riser") that runs throughout the building. The Property Management Office coordinates the connection of tenant's telephone or data line service from the circuit provider to the riser as part of the overall phone service installation. This allows efficient management and maintenance of the cabling necessary for delivering voice and data service throughout the building.

CABLE TV

The cable provider at the Huntington Center is Time Warner Communications. The Property Management Office coordinates scheduling cable installation. This allows efficient management and maintenance of the cable system for delivering service to your space and throughout the building.

GENERAL SAFETY

The Property Management Office takes many precautions to protect tenant property; however, tenants are entirely responsible for the security of their areas. By following a few simple guidelines, much can be done to eliminate or reduce incidents of theft or intruders.

- Never leave the main door(s) of a suite unlocked while the reception area is unattended, even momentarily. This may be the single most important step in preventing thefts and intruders from entering your suite. They know it is not uncommon for reception areas to be left unattended, especially when a firm is at the opening of the business day, during lunch hours, and at the close of the business day.
- Never prop open the main entry or exit door of a suite. Rear doors or secondary entrances should remain locked.
- Hang coats away from the entrance to reduce the possibility of theft. Keep valuables out of sight at all times. Only minimal amounts of cash should be kept in the office. Stamps and cash should be locked in an office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible. Experts say the bottom left hand drawer is the first place a professional thief will look. Lock desks when unoccupied.
- The building prohibits all solicitors and peddlers. Please call the Property Management Office immediately to report any solicitors so that they may be properly escorted from the building.
- Do not let persons other than your employees and clients into building restrooms.
- Building personnel are always ready to properly identify themselves. **Persons posing as building personnel should be reported to the Property Management Office immediately.** Every tenant has the right and responsibility to question all those who enter their suite for proper identification.
- Legitimate messenger service personnel carry proper identification. If a messenger does not produce identification when asked, please call the Property Management Office immediately.
- Receptionists should be instructed to keep all visitors in the reception area, and ask the person being visited to greet the visitor. This will reduce the possibility of unauthorized people entering a tenant space.
- Valuables should be stored in a safe place. Doors should be locked after hours. The property management office and/or courtesy staff should be contacted if any suspicious persons are noticed in the office areas.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

For comfort and convenience, four (4) air handling units per floor provide conditioned air to two (2) interior zones and fourteen (14) perimeter zones.

Hours of Normal Operation:

Conditioned air (heating and cooling) is provided during the following hours:

Monday through Friday	7:00 a.m. to 6:30 p.m.
Saturday	8:00 a.m. to 12:00 p.m.

Requests for conditioned air outside of the hours of normal operation listed above are a billable building service. (*See 2017 Above Standard Services Rate Schedule in Tab II*).

REQUESTS FOR OVERTIME HVAC

If conditioned air is needed outside of normal business hours, please follow the procedure(s) below:

- Complete a **Tenant Function Form**. An authorized tenant representative registered with the property management office must sign the form.
- **The Property Management Office must receive overtime HVAC requests via a Tenant Function Form by 2:00 p.m. of the workday preceding the requested overtime HVAC.**

The following information is required on the **Tenant Function Form**:

- Requesting individual's name and/or authorized representative name (printed and signed, if different than requesting individual)
- Tenant name
- Floor number
- Date, start and ending times (Note: a.m. and p.m. must be used)

(See Tenant Function Form/Overtime HVAC Request in Appendix A)

Failure to complete any of the above steps may prevent the engineering staff from honoring this request. To conserve energy, please request only those hours necessary and turn off any unnecessary lighting and equipment. Invoices for overtime air will be sent at the end of every month.

LATE REQUESTS FOR OVERTIME HVAC

Realizing that it is not always possible to request overtime HVAC by the directed time, we have developed a means of requesting HVAC with little notice. However, with this alternative we **cannot ensure** HVAC operation as with the normal procedures.

Before your employees can make late requests for overtime HVAC, the property management office must have a current pre-authorized list from the registered tenant representative on file. If

an employee is included on the pre-authorized list, they can complete a *Tenant Function Form*. (See *Tenant Function Form/Overtime HVAC Request in Appendix A*).

Please note that if the engineering staff has left the property for the day, there may be additional costs and a delay in the response time. If the Property Management Office can comply with the late notice request, the tenant may be subject to a \$45.00 charge per request.

HVAC TEMPERATURE ADJUSTMENT

Contact the Property Management Office during business hours at 614-461-5881 to report a hot or cold area within your space. Please be prepared to give the following information:

- Your name
- Tenant name
- Individual requesting adjustment
- Specific area and required adjustment(s)

Please note that space heaters are unsafe, damaging to electrical systems, and are strictly forbidden in the building. They are also forbidden by the City of Columbus fire code. In addition, space heaters disturb the accuracy of the building thermostats. If there is a persistent problem with cold temperatures in your office, please contact the Property Management Office.

BUILDING MAINTENANCE SERVICES

Please designate one person in your office to report building maintenance issues to the property management office. The following services are provided at **NO additional cost** to you:

- Temperature comfort checks
- Resetting of thermostats during normal building hours
- Replacement of base building standard light bulbs
- Adjustment of window blinds
- Nightly cleaning of leased premises
- Evening removal of cardboard and boxes

ADDITIONAL BUILDING MAINTENANCE SERVICES

The following maintenance services may be performed at **an additional cost**. In order to keep operating expenses among the buildings tenants at a minimum, these services are billable to individual tenants. Please contact the Property Management Office for current pricing and additional information.

- Replacement of damaged ceiling tile
- Replacement of non-standard light bulbs or ballasts
- Key duplication services: *(See Key/ Lock Request Form in Appendix A)*
- Install door closer
- Install electrical (wall) outlet
- Install a light fixture in a ceiling
- Install a lock set (including two (2) keys): *(See Key/ Lock Request Form in Appendix A)*
- Install or change an existing door sign graphic
- Install lock cylinders: *(See Key/Lock Request Form in Appendix A)*
- Other engineering services
- Remove bulky or heavy trash such as packing boxes or crates
- Overtime Air: *(See Tenant Function Form/Overtime HVAC Request in Appendix A)*
- Housekeeping requests during normal building hours
- Building-wide recycling program

All charges for services are due within thirty (30) days of invoicing.

EMERGENCY AWARENESS & RESPONSIVENESS

TENANT FIRE WARDEN

Each tenant is required to designate one or more fire warden(s) to provide leadership should it become necessary to respond to an emergency situation. Fire warden training is conducted in the building twice each year.

ELEVATOR SAFETY

If you experience difficulties while in an elevator, open the telephone panel door and remove the handset from the hook. The phone will automatically connect you with a courtesy staff associate who is trained to assist you. Be prepared to report your elevator number and floor location, if known. The elevator number is located *on the back of the handset*.

Assistance will be immediately dispatched. Remember, the elevators are equipped with automatic safety devices.

If an elevator stops between floors and the doors open, do not try to climb out or jump to a floor. Serious injury or death may occur.

BOMB THREATS

If you receive a bomb threat, take the following steps:

1. **REMAIN CALM**
2. Notify the Columbus Police Department, by dialing 911.
3. Notify the Property Management Office at 461-5881.

For more information, please refer to the **Huntington Center Emergency Manual**.

Special Improvement District Escort Service

The Huntington Center is located within the Special Improvement District in downtown Columbus. A benefit of this location allows individuals to request escort service outside the building to any location within the district. Capital Crossroads Ambassadors are available during the following times:

7:00 a.m. ó 11:00 p.m.	Monday through Thursday
7:00 a.m. ó 12:00 a.m. midnight	Friday and Saturday
1:00 p.m. ó 7:00 p.m.	Sunday

Contact the Capital Crossroads Hotline at 614-228-5718 for escort service, assistance, or additional information (*See the Capital Crossroads Special Improvement District Map in Appendix C*).

BUILDING RULES & REGULATIONS

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be used for the disposal of trash, be obstructed by tenants, or be used by tenants for any purpose other than entering and exiting the leased premises.
2. Never prop open entry and/or exit doors of a suite.
3. Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweepings, rubbish, rags or other unsuitable materials shall be disposed into them. Damage resulting to any such fixtures from misuse by a tenant shall be the liability of the tenant.
4. Signs, advertisements, or notices visible in public corridors or from outside the building shall be subject to the property management's prior written approval.
5. Window coverings and lighting equipment shall be building standard or shall be subject to the property management's prior written approval, exercising its sole discretion.
6. The Property Management Office shall have the authority to prescribe the weight of heavy furniture and equipment as well the manner in which they are positioned.
7. Corridor doors, when not in use, shall remain closed.
8. Tenant space that is visible from public areas must remain neat and clean.
9. All freight elevator lobbies are to remain neat and clean. The disposal of trash or storage of materials in these areas is prohibited.
10. No animals, fish tanks or aquariums shall be brought into the building.
11. Tenant shall not tamper with or attempt to adjust temperature control thermostats. The engineering staff shall adjust thermostats as required to maintain the standard temperature.
12. Tenant will comply with all security procedures at all times.
13. Tenants are requested to lock all office doors leading to corridors and to turn off all lights at the close of their working day.
14. No flammable or explosive fluids or materials, to include paint, shall be kept or used within the building except in areas approved by the property management office, and tenant shall comply with all applicable building and fire codes relating thereto.
15. Neither tenant nor any other occupant shall use (including during occupancy, re-modeling or construction) any obnoxious gases or items which produce gases that would be hazardous, offensive or objectionable to any other tenants.
16. In accordance with the Smoke Free Indoor Air Act (City Code Title 8 Chapter 715), smoking is prohibited inside ALL areas of Huntington Center. Smoking is not permitted

on the loading dock or Levels 1 through 5 of the attached parking garage. The designated smoking area is located at the north end of Level 6 of the attached parking garage. Violations of the Smoke free Indoor Air Act can be reported to the Columbus Health Department at 614-724-4247.

17. The building shall not be punctured, penetrated or otherwise adversely affected by wall hangings, other improvements, or property located in, on or about the leased premises.
18. All contractors are required to sign in at the loading dock, and be prepared to indicate who they will be working for, describe the scope of services to be performed, provide an estimate of the amount of time required to perform the services, and deposit picture identification in exchange for an authorized contractor identification badge prior to commencing their work. Any contractor found without an identification badge will be escorted to the courtesy desk to complete the sign-in process. No contractor will be allowed to check out keys from the courtesy desk without presenting an authorized contractor identification badge. Prior to leaving, all contractors shall be required to sign out at the courtesy desk, indicate the status of their work, and return the authorized contractor identification badge in exchange for their identification. The property management office reserves the right to deny access to any contractor who does not comply with this rule.
19. All tenant modifications resulting from remodeling in or to the leased premises must conform to the City of Columbus building and fire codes. Tenant shall obtain approval from the property management office of any such modifications and shall deliver "as built" plans to the property management office upon completion, except as otherwise permitted in their lease.

BUILDING AMENITIES

This list will help to answer some of the most commonly asked questions about the services within and near Huntington Center.

SECURITY

- 24 Hour on site Courtesy Staff- Desk located on the Gallery Level
- Safety Escorts (upon request) to Parking Garage by Courtesy Staff
- Safety Escorts (upon request) within the Special Improvement District provided by SID Ambassadors.
- Complimentary jump starts and tire inflation (when parked in the Huntington Center Garage)
- Covered Walkways and Tunnels to the State House, Riffe Center, Huntington Building, DoubleTree Hotel and Capital Club.

ATM

- There is one (1) Huntington National Bank ATM in the building located on Ground Level.

COFFEE SHOPS/EATERIES

- Einstein Bros Bagels ó Ground Level
- The Juice Bar ó Ground Level
- One Line Coffee ó Ground Level
- Zoup! ó Ground Level

CONFERENCE ROOM AND OFFICE SPACE

- Office Evolution- Gallery Level

DIRECTORY

- Electronic Directory- Ground Level and Gallery Level

FLORIST

- Buffington's Flowers ó Lower Level

HAIR SALON

- Huntington Center Barber Salon ó Lower Level

MAILING SERVICES

- FedEx and UPS Drop Boxes- Lower Level
- USPS Mailboxes- Ground Level

MEDICAL

- Downtown Physicians Center ó Lower Level
- Capital City Periodontics- Gallery Level
- Trillium Dental- Gallery Level

PHARMACY

- There is one pharmacy nearby: CVS/Pharmacy, 109 S. High Street

RETAIL/SHOE SHINE

- The Bespoken Mogul- Lower Level

TAXI STAND

- The nearest taxi stand is in front of the DoubleTree Hotel located on Front Street, directly behind Huntington Center.

VARIETY STORE

- RSA Store - Lower Level

OTHER

- Send Word Now Emergency Contact Program
- Staples Corporate Discount for Tenants
- Tenant Aware Portal