

222 Main Electronic Tenant® Portal

Created on April 1, 2021

Building Amenities: Parking Garage

The 222 Main parking garage is located to the west of the building, and can be directly accessed from the west lobby entrance.

For information regarding monthly parking procedures, please see the [Monthly Pass Instructions](#), found in the [Forms section of this handbook](#). You can also find a [Parking Garage Map](#) there. Online parking payments may be made at <http://payments.abm.com/>.

For visitors, the 222 Main parking garage has two options available: City Metered Parking and General Parking.

If a guest will be visiting the building for two hours or less, we recommend they choose “Metered” parking when entering the garage and pulling a ticket stub. This option charges the same parking rates as any metered parking elsewhere in the city: \$2 per hour for the first two hours. “General” parking is a better choice for guests who will be in the building for longer than two hours.

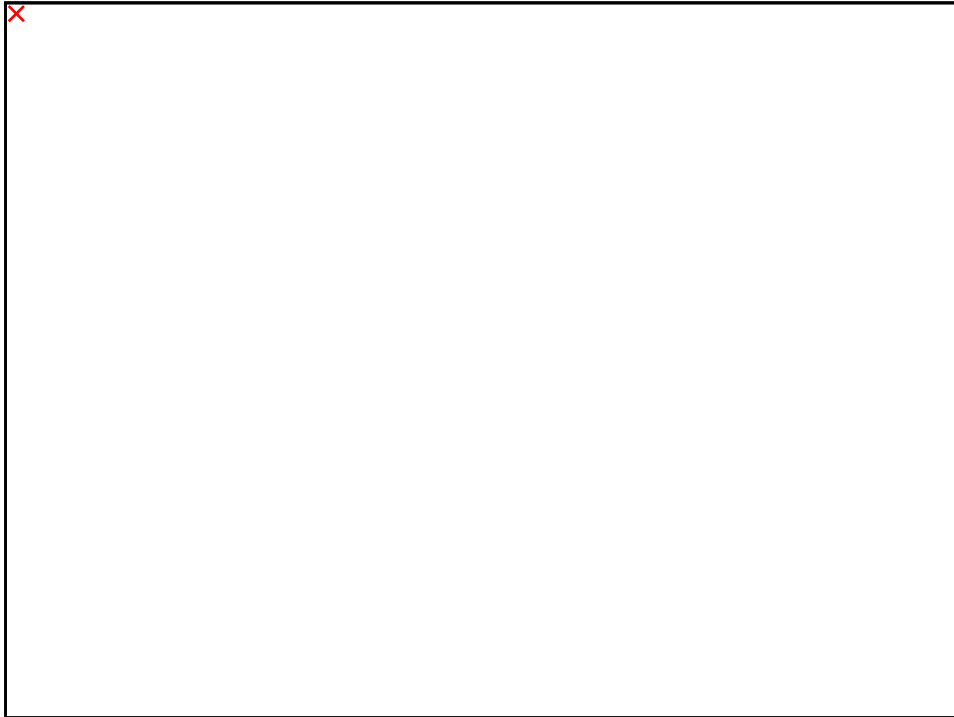
Validations will work with either a “Metered” or “General” parking ticket stub. To use a validation, feed the original parking ticket stub followed by the separate validation ticket. The machine will prompt drivers should there be a charge beyond what the validation covers.

Please be aware that the parking equipment accepts all major credit cards but does not accept cash payments.

Building Amenities: Lobby Artwork

The paintings in the lobby of 222 Main are the creations of California artist Kathleen Lipinski. They were commissioned by 222 Main and completed in November 2009. The painting in the elevator lobby is oil on canvas, eight feet tall by four feet wide, entitled "Emerald Pools Trail." The painting in the main lobby, east of the Security Desk is entitled "The Watchman and the Virgin River." It is also oil on canvas and measures eight feet tall by fourteen feet wide.

After viewing 222 Main under construction, Kathleen began her tour of Utah with a five-hour flight beginning at dawn over the Wasatch Mountains and continuing to Bryce Canyon and Zion. Kathleen hiked the Wasatch Mountains and explored southern Utah on foot. After taking hundreds of pictures of the gorgeous Utah landscape, she submitted six sets of landscape photos. A slot canyon at Emerald Pools and an image of the Virgin River, both in Zion National Park, were selected to become the subjects of the two paintings. The canvas was stretched on August 1, 2009; both works were finished and hung four months later in November.



Building Amenities: Locker Rooms & Showers

Locker rooms and showers are available to tenants and employees at 222 Main. They can be accessed via key card on Level B1 from the Parking Garage Elevator Lobby.

Lockers can be rented for \$5.00 per locker per month and will be billed quarterly. Lockers are available on a first-come, first-served basis. There is no fee to use the lockers labeled "Day Use Only", but items may not be stored in these lockers for more than twelve (12) hours.

For more information, please contact Building Management at (801) 456-6253 or via the [360 Work Management System](#).

Building Amenities: Bike Storage

Bike storage is available to tenants and employees at 222 Main. It can be accessed via building access card on Level B1 of the Parking Garage. The rental fee is \$5.00 per bike per month and will be billed quarterly.

For more information, please contact Building Management at (801) 456-6253 or via the [360 Work Management System](#).

Building Amenities: Vehicle Charging Stations

222 Main offers charging for electric vehicle drivers to plug in and power up. As part of our commitment to supporting sustainable programs. Charging stations are located on level P1 in the visitor parking area. Users that don't already have a ChargePoint account will need to setup a new account by logging into www.chargepoint.com and clicking "Sign Up". A ChargePoint card will be mailed to you at the address provide in your registration or you can download the mobile application (iPhone & Android) and begin using the ChargePoint stations immediately. Charging costs are \$0.50 / hour for the first 2 hours and then \$3/hour for every hour after that. If you have questions about the system, you can contact the ChargePoint Support Team at: 1 (888) 758-4389.

Building Amenities: Veil Lighting

The 20-foot translucent glass veil that sits atop 222 Main is normally backlit with bright white lights. On certain state and federal holidays, the veil is illuminated with an array of colors. Keep an eye out to see how the 222 Main veil colors change throughout the year.

Building Operations: Accounting

Payments should be mailed to:

Prime US 222 Main LLC
PO Box 741269
Los Angeles, CA 90074-741269

Building Operations: Building Management

The staff of 222 Main is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located onsite in Suite 1760. Please do not hesitate to contact Building Management at:

Phone: (801) 456-2222

Fax: (801) 456-4169

Address:

222 S. Main Street, Suite 1760
Salt Lake City, UT 84101

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Asset Manager	Ken Shields	(801) 931-5526	kshields@hpre.com
Property Manager	Cindy Vance	(801) 456-2222	cvance@hpre.com
Admin Assistant	Nicole Barrett	(801) 456-6253	nbarrett@hpre.com
Building Engineer	Dave Fair	(801) 746-2222	dfair@hpre.com
Building Engineer	Don Haley	(801) 746-2222	dhaley@hpre.com
Building Engineer	Travis Gregory	(801) 746-2222	tgregory@hpre.com
Security Supervisor	Jerry Anderson	(801) 819-9592	jerry.anderson@aus.com

Building Operations: Holidays

The Building Holidays observed each year are listed below in order to aid your planning operations during the year.

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

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

Building Operations: Leasing

The leasing company for 222 Main is CB Richard Ellis, located at 222 S. Main Street, Suite 400. The main phone number is (801) 869-8000. Listed below is the contact information for the authorized representatives.

Title	Name	Phone Number	E-Mail
Leasing Agent	Scott Wilmarth	801-869-8025	scott.wilmarth@cbre.com
Leasing Agent	Nadia Letey	801-869-8008	nadia.letey@cbre.com

Building Security: Overview

222 Main has a comprehensive card access and visitor management system to ensure a safe work environment for employees and guests. Access cards can be obtained through Building Management; all access card requests must go through the tenant's office manager.

Building Security: Building Access

The exterior doors are open between 7:00 am and 6:00 pm Monday through Friday (excluding holidays). Afterhour's access to the building is available at the main building entry from the parking garage, or on Main Street north of the revolving door, by using a building access card.

The building is equipped with turnstiles in the lobby to provide a secure, safe work environment. The following guidelines will help familiarize you with the system.

Entering the elevator lobby

- Your building access card must be presented each time you enter the elevator lobby through the turnstiles. No access card is required to exit the elevator lobby.
- Upon arrival at the turnstile please check the status display indicator located on the right hand pedestal of the lane you are approaching. The 'Ready' status is indicated by a white display, an 'Alarm' or 'Lane Closed' is a red indicator while green means 'Please Proceed'
- To gain access you must always present your building access card to the reader on the right-hand pedestal of the lane you are approaching
- Wait for the acknowledge beep and the status indicator to change to green, before you enter the lane. If you do not the glass panels will remain closed.
- If you approach the turnstile, and the glass panels are open, you must still present your building access card to the reader, and wait for the green status display indicator to appear before you enter the lane.
- If you enter the lane before presenting your building access card the glass panels will close in front of you and an audible alarm will sound, attracting the attention of the security staff.
- If you do accidentally alarm the system, step out of the lane completely and wait for the system to reset. Once the indicator light changes to white, start again by presenting your building access card and wait for the acknowledge beep and status indicator to change to green. If this still doesn't work, please contact the security staff for assistance.

User Guidance

- Always have your building access card ready before you arrive at the turnstiles.
- Follow the instructions on the turnstile status display.
 - White – Ready, present access card
 - Green – Please Proceed
 - Red – Lane Closed
- Do not rush the system; pass through at a regular walking pace.
- Do not attempt to 'tailgate' other people or enter without presenting your access card. This will cause an alarm, and the glass panels will close in front of you.
- Be careful with large objects, such as shopping bags and back-packs, as they may cause false activations of the barriers. Where possible use the center lane and try to hold them alongside you, as opposed to in front or behind you. The security staff is available to assist you.
- Report to security if you lose or forget your building access card. A temporary replacement access card will be issued at the security desk. For permanent replacement access card please contact your Tenant Office Manager. There is a fee for replacing lost access cards.
- Pay attention as you pass through the turnstiles. These are moving glass barriers, which are designed to deter unauthorized users. They may close to stop you if you are not using the system correctly.

If you have any questions please contact Building Management at (801) 456-2222

Building Security: Visitor Access

Any visitors to the building should be pre-registered using the Visitor Management link on [this website](#). A visitor only needs to be pre-registered once.

All visitors must check in at the desk, and show a government-issued ID to receive a pass to proceed through the turnstiles. The pass is good for the entire day but must be used each time a visitor enters the elevator lobby. No pass is required to exit the elevator lobby. Security guards are available to assist guests during business hours.

[Please click here to access the Visitor Management System](#)

Please contact Building Management to arrange visitor access for special events.

Building Security: Deliveries

All delivery trucks should enter through the center parking gate of the 200 South entrance to the 222 Main parking garage. All deliveries must be pre-registered. Delivery drivers will obtain an access card at the guard booth upon arrival. Delivery trucks need to be parked in designated areas. The card obtained at the guard booth will grant the delivery person access to the freight elevator and the tenant's floor. The card must be returned to the guard booth upon exiting the facility.

All deliveries must use the freight elevator. The freight elevator is reserved on a first-come, first-served basis. Large deliveries must be scheduled 24 hours in advance so other contractors can be notified. Please give Building Management as much advanced notice as possible when scheduling deliveries. If a vendor calls 24 hours in advance and another delivery is already scheduled, the first vendor gets priority.

Delivery companies must have certificates of insurance on file in the building office prior to arriving at the building. Insurance requirements are attached.

Please contact the contact Building Management at (801) 456-2222 for any other questions or concerns.

Please [click here](#) for a Delivery Map.

Building Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call Building Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as “May I help you locate someone?” will be enough to deter a potential thief. Suspicious encounters of this type should be reported to Building Management immediately.

Building Security: Key and Lock Policy

Please contact Building Management at (801) 456-6253 to request additional keys or to have a lock rekeyed. There may be a charge for these services.

Building Security: Lost and Found

Lost items will be kept at the Security Desk for thirty (30) days and then disposed of. Please contact Security if you have misplaced an item.

Building Security: Property Removal

If items are being removed, Security may take measures to ensure the removal is authorized. Persons removing items may be asked to sign out of the building. Please have the Tenant Office Manager contact Building Management with any plans to move items in or out of the building.

Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, please notify Building Management at (801) 869-3222 and we will send appropriate personnel to escort them off of the premises.

Building Services: Building Directory

222 Main features a touch screen directory at the Security desk. Visitors may look up both companies and individual employees using the directory. Please contact Building Management at (801) 456-6253 or via the [360 Work Order system](#) to change or update the information on the electronic directory.

Building Services: Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact Building Management at (801) 456-6253 or via the [360 Work Order system](#). Special cleaning services can be arranged at Tenant's expense.

If a small cleaning problem should arise during working hours, please contact Building Management.

If you have any questions or comments regarding the cleaning services, please notify Building Management.

Please [click here](#) to view our Recycling Policy.

Building Services: Elevators

222 Main has eight elevators in the main building, plus two elevators exclusive to the parking garage.

In the main elevator bank, the back four (Elevators 1-4) serve floors 1-14, while the front four (Elevators 5-8) serve floors 1 and 14-22.

The freight elevator (Elevator 7) serves all floors, and is accessible from the rear, near the dock on the ground floor or in a north hallway on all other floors. The freight elevator is reserved on a first-come, first-served basis. Large deliveries must be scheduled 24 hours in advance so other contractors can be notified. Please give Building Management as much advanced notice as possible when scheduling deliveries. If a vendor calls 24 hours in advance and another delivery is already scheduled, the first vendor gets priority.

The freight elevator must be used for all equipment or tools; all other elevators are reserved for passengers only.

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

Listed below are the forms we have in our possession. Please review this list and supply us with any additional forms for inclusion in the Handbook.

[Building Standards Manual](#)

[Bomb Threat Checklist](#)

[CDC Flu Poster](#)

[Delivery Map](#)

[Recycling Policy](#)

[Parking Garage Map](#)

[Parking Garage Monthly Pass instructions](#)

Building Services: HVAC

AFTER HOURS HVAC SERVICE

We have partnered with Genea to help reduce energy consumption and operating costs, while giving tenants an easy way to manage and track their afterhours usage. The system is web-based and will provide tenants an easy process to request overtime air conditioning (HVAC) after hours and on Saturdays. Tenants are able to access the service by smart phones, iPads, computers and telephone.

Once the Management Office alerts Genea of your new lease, you will receive a Welcome email. Follow the directions in this email and you will have access to the system.

To order After Hours services [click here](#) and you will be taken to Genea's ACS Cloud log in page.

Building Services: Mail Service

Mail is delivered to the Mail Room on the ground floor, located near the dock entrance and freight elevator. The UPS and FedEx drop-off location is just outside the dock entrance door. Pick-up times are determined by the carriers and are posted on each drop-off box.

Building Services: Maintenance Requests

The Building Engineer and Maintenance Staff is onsite to address maintenance issues as quickly as possible.

If you are contacting Engineering to report an emergency (water, smoke, etc) please contact Building Management at (801) 869-3222.

All other maintenance requests for 222 Main are handled through our 360 Work Order System.

[Please click here to access the 360 Work Order System](#)

Building Services: Telecommunication and Satellite Service

222 Main is equipped with state of the art communications infrastructure. The building features a fiber optic backbone to each floor, as well as coaxial and high-speed copper cabling. Demarcation points are extended into each suite as part of the communications infrastructure. The building's fiber optic backbone connects to a fully redundant fiber optic telephone/data network that links the building redundantly to an OC192 fiber ring throughout the Wasatch Front and to two separate central offices. The telecommunications facilities are managed by FirstDigital Telecom, a competitive local exchange carrier (CLEC) certificated within the state of Utah that can provide a full suite of local voice, Internet, long distance and private line services. Satellite service from DirecTV is available throughout the facility for an additional charge.

Tenants may contract with the telephone service provider of their choice. Coordination will need to be made with FirstDigital Telecom. For questions regarding any communications services in the building, contact First Digital at (801) 456-1000.

Emergency Procedures: Overview

The following sections of the Emergency Procedures Chapter contain information vital to the safety of all persons in this building. Please read it thoroughly and familiarize yourself with the basic procedures so that you are prepared in the event of an emergency. Periodically, we will arrange drills in conjunction with the local fire department so that everyone will have a chance to put these policies into practice. In an actual emergency situation, we will work with you to ensure your safety to the best of our ability. However, we need your help and full cooperation in order to do so.

Throughout this chapter of the Handbook, there will be several references to the following:

- Emergency Director
- Assistant Emergency Director
- Tenant/Floor Captain
- Assistant Tenant/Floor Captain
- Stairway Monitor
- Special Needs Monitor

The above people are assigned to perform specific duties in the event of an emergency. Tenant/Floor Captain, Assistant Tenant/Floor Captain, Stairway Monitor and Special Needs Monitor are selected by each tenant. The Emergency Director and Assistant Emergency Director are Building Management personnel. A full explanation of each position is provided in the "General Evacuation Procedures" and "Tenant Emergency Team" sections of this Chapter.

Regardless of our procedures or level of preparedness, we as Landlord and you as Tenant cannot guarantee absolute safety. However, with knowledge and working together as a building team, we can certainly increase the likelihood that each of us remains safe during an emergency situation. Experience dictates that a safe and successful evacuation during an emergency situation is dependent upon a thorough knowledge of emergency response and pre-planning of evacuation procedures.

To provide safe evacuation of this building in the event of a fire, bomb threat or other emergency, the procedures in this manual are to be followed unless otherwise directed by Police or Fire Department officials.

Safety Systems

Evacuation Routes

The main evacuation routes are the two stairways located on the north and south side of the elevator lobby. Please familiarize yourself with the location of BOTH stairwells on your floor.

Fire Extinguishers

Fire extinguishers are located around the central core of each floor. Become familiar with the locations of additional fire extinguishers in your area.

Emergency Procedures: AED (Automated External Defibrillator)

222 Main is equipped with an Automated External Defibrillator (AED). It is located in the Main Lobby at the Security Desk, in the cabinet labeled 'AED.' Clear directions are included with the AED unit. If you would like training on how to use the AED, please have the Tenant Office Manager contact Building Management.

Emergency Procedures: Bomb Threats

Bomb Threats and Searches

Anyone receiving a bomb threat or discovering a bomb should immediately call 911. Once you get to a safe location, call Building Management at (801) 869-3222.

Keep a copy of the Telephone Bomb Threat Checklist next to your telephone receptionist's desk.

If a bomb threat is received by telephone:

- Try to keep the caller on the telephone as long as possible.
- Use the [Tenant Bomb Threat Checklist](#) found in the Forms section of this handbook.
- Ask as many questions as possible.
- Write down as many details as possible about the call.

If a suspicious package is discovered or received by mail:

- Do not handle the letter, envelope, backpack or package.
- Call 911.
- Notify the Tenant/Floor Captain or Building Management.
- Evacuate the immediate area while following the Bomb Evacuation/Search Procedures (below).

Bomb Evacuation/Search Procedures

The safest method for handling a bomb threat is to institute a visual search of your area immediately after the receipt of a threat. Evacuation will begin after building personnel search the evacuation routes in order to assure a safe passage of occupants from the building.

While you are waiting for the evacuation order, you should conduct a visual search of the area around you. You are only looking for something that shouldn't be there, and if something is found, move away from the area and report the location of the suspicious object to the Tenant/Floor Captain. Continue to keep a look out for other suspicious objects.

As soon as the announcement is made that the evacuation routes have been searched and it is safe to evacuate, follow the General Evacuation Procedures.

What to look for in a visual bomb search:

Explosives can be packaged in a variety of containers. Most likely it would be camouflaged. The container is likely to be a common article such as a box, grocery bag, athletic bag, airline bag, suitcase, briefcase, etc.

Look for the unusual or something that appears to be out of place. Anything that does not belong or its presence cannot be adequately explained is a suspicious object and should be reported to the Tenant/Floor Captain.

If you locate a suspicious package:

- DO NOT TOUCH THE OBJECT!
- Notify people in the immediate area to move away.
- Obtain a description of the object: size, color, markings, etc.
- Determine the location of the object: floor, room location and location within the room.
- Report immediately to the Tenant/Floor Captain and await further instructions.

Emergency Procedures: Building Emergency Team

Emergency Director (appointed by Building Management)

- Ensure Fire Department/Police has been contacted.
- Supplies Tenant/Floor Captains with the Emergency Procedures Manual.
- Organizes, trains and supervises the Tenant/Floor Captains.
- Organizes and trains a Fire Brigade composed of building staff.
- Is responsible for the state of readiness of the building and its tenants.
- Coordinates all aspects of an evacuation and will be the main contact person at the Southeast Corner of the building (by Pier 49 Pizza) for Tenant/Floor Captains until the arrival of the Fire and/or Police Department.
- Knows the conditions of the fire floor, if possible, and the whereabouts of any persons trapped in the building, and reports to the Fire Marshal.

Assistant Emergency Director

- Assists Emergency Director in fulfillment of his/her duties.
- Assumes the Director's duties upon his/her absence.

Fire Brigade (in the event of a small fire)

- Consists of the Assistant Emergency Director and Building Engineer(s).
- Must be aware of all roles throughout the procedures.
- Extinguish fires using accessible equipment.
- If fire is inextinguishable, control its spread by closing doors.
- Direct firefighters and inform them of conditions.

Emergency Procedures: Emergency Contacts

Emergency Numbers

Police, Fire Department, Paramedics	911
Salt Lake City Dispatch (Non-emergency)	(801) 799-3000
Utah Poison Control	(801) 581-2151
Water Department	(801) 483-6700
Power Company	(877) 548-3768
Dominion Energy (Natural Gas)	(800) 767-1689

222 Main Personnel, Emergency Numbers

Security	(801) 381-9166
Cindy Vance – Property Manager	(801) 573-0533
Ken Shields – Asset Manager	(801) 230-7685
Dave Fair – Maintenance Engineer	(801) 623-7502
Don Haley – Maintenance Engineer	(801) 381-9476
Travis Gregory - Maintenance Engineer	(801) 381-9255
Nicole Barrett - Admin Assistant	(801) 201-8649

222 Main Address

222 S. Main Street
Salt Lake City, Utah 84101

Cross Streets

Main Street & 200 South
Gallivan Center Trax Station

Building Emergency Team

The management staff is trained in the responsibilities of each of the following positions: Emergency Director, Assistant Emergency Director, Stairwell Monitors, and Fire Brigade. These roles will be assigned at the time of the emergency based on the staff available.

Emergency Procedures: Emergency Protocols

First Aid

If you are certified in first aid, please contact Building Management. Your services may be needed in an emergency.

If you are NOT certified in first aid, do the following:

- Call 911 or notify the Tenant/Floor Captain depending on the level of injury.
- Never move an injured person unless there is immediate risk to their life.
- Never administer any medications unless directed by the patient.
- Loosen clothing around the neck and waist if it can be done easily.
- Do what you can to make the person comfortable without moving them.

Stay with the injured person and await instructions from the Tenant/Floor Captain, Fire Department or Building Management.

Elevator Emergency

If you are inside an elevator when it malfunctions:

- Do not panic; push the call button to be directly connected to the elevator emergency service. Tell the operator that you are at 222 Main and relay the car number inscribed in the elevator.
- There is also an alarm bell button you can push that will sound an alarm through the elevator lobbies. This does not open the doors.
- **DO NOT FORCE THE ELEVATOR DOOR OPEN.** It is very dangerous to try to get out of the elevator, or help someone get out of the elevator. Be patient; an elevator technician will usually arrive within 30 minutes.

If you are outside an elevator when it malfunctions:

- Notify Building Management or security.
- **DO NOT TRY TO OPEN THE DOORS**, nor try to help someone out of the elevator! You may be putting the person you are helping and your own life at risk.

Public Works Failure

Power Failure

- Contact Building Management.

Water Systems Failure

- Contact Building Management.

Gas Leak

- Contact Dominion Energy (Natural Gas) at 1-800-767-1689.
Contact Building Management.

Telecom / Data Failure

- Contact Building Management.
- Contact First Digital at 801-456-1000 or other provider.

Emergency Procedures: Evacuation

General Evacuation Procedures

The Emergency Director and Assistant Emergency Director are members of Building Management. Each Tenant should establish an emergency team consisting of a Tenant/Floor Captain and an Assistant Tenant/Floor Captain. Tenant/Floor Captains serve as the contact points between Building Management and the Tenant, ensuring that the Tenant is aware of emergency procedures and plans. Also, the Tenant/Floor Captain coordinates Tenant response in an emergency.

Things to know before an evacuation is necessary:

- Know who the Tenant/Floor Captain is and all emergency team members on your floor. Be familiar with what their responsibilities are.
- Know the location of both evacuation exits and where they exit the building.
- Know the location of all of the fire extinguishers on your floor.
- Be familiar with the location where your company will meet outside the building.
- If you usually wear high heel shoes, keep a pair of flat soled shoes next to your desk in case of emergencies.
- All disabled/injured people should know who comprises the Tenant Emergency Team and be familiar with the building evacuation plan.

If an evacuation becomes necessary:

- Keep calm.
- Follow all instructions given by the Building and Tenant Emergency Teams.
- Close your office door as you leave to contain smoke and fire.
- Before opening doors, check the doors for heat. If it is hot, find an alternate route. If no alternate route is available, block smoke coming into the office by using wet clothing.
- Slowly open doors leading to hallways. Check areas for safety.
- DO NOT USE ELEVATORS!
- Keep talking to a minimum.
- Use handrails in the stairway.
- Form a single file line down the stairway. There may be emergency personnel coming up the stairway.
- Disabled and injured personnel should follow the ["Special Needs Monitor"](#) portion of the evacuation plan.

If you cannot evacuate:

- Enter an office space where you can close a door between you and the fire/smoke.
- Call 911 and let them know your position:
- Floor number.
- Where you are on the floor (office name or number, North, South, East, West).
- Place a wet cloth at the bottom of the door to keep smoke out.

Emergency Procedures: Fire Control

Overview

Any time a fire is suspected or you receive a call from Building Management about a fire, evacuate the building immediately. Do not try to determine whether the situation is real, a false alarm, or a drill by calling the management office. EVACUATE UNDER ANY CIRCUMSTANCES. Taking this extra time to phone could cause injury or fatality if the fire is real.

Be aware of the location of both stairways on your floor(s). If access to both stairways is blocked, move to an office with a window, and block any smoke entering the room with wet clothing. Evacuate the building calmly and in a single-file line down the stairs. Proceed outside to your office's designated safety area. REMEMBER, DO NOT USE ELEVATORS. The Building Emergency Director will be in charge of the evacuation until the arrival of the Fire Department.

Protocol

If the fire is small and you feel comfortable extinguishing the fire, first have someone call 911, initiate a building evacuation by calling Building Management and then extinguish using the nearest fire extinguisher. To use a fire extinguisher:

- Pull
- Aim
- Squeeze
- Sweep

Remember to aim at the BASE of the fire.

If the fire is too large to extinguish, or if you don't feel comfortable extinguishing the fire, do what you can to contain the fire (shutting doors), get to a safe place, call 911 and give the following information:

- Building address: 222 S. Main Street
- Your name
- Your company's name
- Your suite number
- What is burning
- Where the fire is located
- Listen to the dispatcher for further instructions.

Tenant/Floor Captains should be notified and begin evacuating their floor immediately. Contact Building Management (801-456-2222) with further information. The Building Emergency Team will notify all tenants in the building of the fire.

- DO NOT USE ELEVATORS!
- Keep talking to a minimum.
- Use stairway handrails.
- Descend in single-file. There may be emergency personnel ascending.
- Disabled and injured people should follow the Special Needs Monitor section.

Emergency Procedures: Forms

Tenant Emergency Team Information

Persons with Disabilities Information

Emergency Tenant Information

[Bomb Threat Checklist](#)

Respective Floor Plan(s)

CDC Information

Emergency Procedures: Natural Disasters

Natural Disaster Protocols

Earthquake

Overview

In the event of an earthquake, do not attempt to leave the building where debris may fall on you. You are safer in the building until the initial tremors subside. Know the location of your designated safety area outside and away from the building in case evacuation is necessary. In most cases, however, it is safer to remain inside the building near the center core.

It is recommended that you have these items available in your tenant space:

- First Aid Kit.
- Transistor radio and flashlight with extra batteries and heavy gloves for broken glass.
- Rubber soled shoes to walk over broken glass if necessary.
- If on medication, a 72 hour supply.
- One gallon of water per person per day (rotate regularly).

Other recommendations:

- Have a plan for reuniting with your family.
- Have an out-of-state contact person with whom your family members will get in contact.
- Visit <http://www.fema.gov/preparedness/>

Procedures

In the event of an earthquake:

- Stay in the building.
- Get away from the perimeter of the building and any glass. If possible, leave your exterior office and close the door. If you cannot leave your exterior office, take shelter under your desk, table, or similar object..

Interior offices and corridors are the best place to be. Try to take cover under desks, tables and similar places. Sit down and put your head as close to your lap as possible, or kneel, protecting your head and neck. Be cautious taking shelter in an open doorway. The door may swing shut and cause injury. Stay away from shelving, overhead fixtures, windows, filing cabinets and bookcases.

After the earthquake is over:

- DO NOT USE THE ELEVATOR!
- Remain calm and encourage those around you to do the same.
- Don't be surprised if the electricity goes out.
- After the initial shock is over, leave all exterior offices and shut the doors. Be prepared for aftershocks.
- Locate an area of the floor that is safe, away from collapsing ceilings or fallen electrical wires and wait for further instruction.

If an evacuation is necessary:

- You will be notified by Building Management, Fire or the Police Department. Listen closely for special evacuation instructions.
- As you exit, be aware of falling debris or electrical wires.
- Follow the General Evacuation Procedures.
- When outside, move away from all tall structures and be aware of falling debris.

High Winds / Tornadoes

If a tornado warning is issued or a tornado is spotted:

- Immediately vacate all perimeter offices and close the doors behind you.
- Contact Building Management at (801) 456-2222.
- Seek shelter in the middle of the building. Floors with no interior offices may seek shelter in the elevator lobbies, restrooms and interior conference rooms.

If a tornado hits the building:

- Do not evacuate the building unless you are in immediate danger.
- Wait for the building evacuation announcement.
- When the announcement is given, follow the General Evacuation Procedures.
- Listen closely for special evacuation instructions.
- If debris is falling from the building, you may be directed to evacuate the building through another exit.
- When exiting the building, be very cautious of glass and other debris falling from this or other buildings.

Emergency Procedures: Pandemic Flu

In the event of occurrences of the Pandemic flu, the following are steps that the Building Management staff will implement to assist in safeguarding occupants in the building. Building staff has reviewed its operations and has made provisions for a number of steps to facilitate operations before, during, and after a pandemic occurrence.

Before the flu season, Tenants are asked to review internal plans and develop a pandemic response plan and business continuity plans. Attached is a guideline for employers to review to develop their plans for a pandemic flu from the Center for Disease Control (CDC).

Upon occurrence of flu outbreak in the area:

Tenants will be asked to implement their pandemic plans. Tenants will also be asked to notify the management office should an employee report an incidence of a pandemic flu in the employees or immediate family members. While we recognize privacy concerns, please report the floor and quadrant of any affected employees so that cleaning efforts can be directed, especially early in the process.

Management staff will monitor developments on the occurrence and spread of the flu in the area by utilizing resources such as the CDC website (www.cdc.gov).

Using this electronic handbook, tenants may subscribe to receive updates and notifications via email and/or text message. The notification system will be utilized to update tenant contacts of developments in the local area and how they affect the building. Tenant informational resources will also be distributed such as the attached CDC flyer.

Day cleaning staff will wipe down building entrance doors, elevator call buttons, washroom doors, countertops, restroom partition door handles and tenant entrance doors with anti-bacterial agents.

Night cleaning staff will wipe down hard surfaces in the building, including building entrance doors, elevator call buttons, washroom doors, countertops, restroom partition door handles and tenant entrance doors with anti-bacterial agents.

It is widely recognized that hand sanitation and hand washing may be one of the best preventative measures any individual can take to prevent the spread of flu viruses. Tenants are encouraged to frequently wash hands. Portable hand sanitizing stations will be set up in the elevator lobbies on the lower level and first floor for use by building visitors, occupants and employees.

Trash receptacles will be placed adjacent to washroom doors to accept hand towels which may be utilized to open washroom doors.

In washrooms where privacy walls are present, door stops may be utilized during occupancy periods to eliminate door knob contamination. Extra door stops are in storage at the building.

Posters will be displayed in the lobby and public spaces encouraging good hygiene habits, such as hand washing, coughing/sneezing etiquette, etc.

Unlike most disasters, a pandemic will affect people rather than buildings or infrastructure. Some buildings may see high incidences and require service reductions and closures while others may see less impact. A range of building services such as cleaning, trash removal and security may be compromised at the time we need them most.

Should absenteeism rates exceed 30% of the building population, service level impacts may be seen in areas such as night cleaning, trash removal, and security.

Tenants will be notified via the Tenant Notification System, which uses email and/or text message, of potential and actual service impacts as soon as absenteeism rates begin to climb.

Service response times for maintenance calls may increase, office cleaning frequencies may change, or security patrol service may be limited to perimeter door checks only.

Lobby posters will reflect when service levels noticeable to individual occupants will be affected. For example, if trash removal services will be limited to kitchen areas only, that information will be posted.

Should public health officials or absenteeism rates warrant closure of the building (either mandatory or voluntary) for a length of time, notification to tenants will be made via electronic means as well as signage at

the building entrances. Voluntary closure will be based on internal decisions by Building Management's executive level and building ownership input.

Flu Basics

Prior to the flu season approaching, Tenants should distribute the following information to their employees. Any flu virus is particularly life-threatening to the very young, elderly and those battling disease, infection, etc.

There are five flu-safety tips which will help you avoid swine flu (or any flu), plus will help ensure that the virus does not spread needlessly:

- Tip #1: Stay home if you are sick.
- Tip #2: Avoid close contact with people who are sick.
- Tip #3: Wash your hands often and avoid touching your eyes, nose and mouth. Utilize alcohol based hand sanitizers when water for hand washing is not available.
- Tip #4: Cover your mouth or nose with a tissue when coughing or sneezing.
- Tip #5: Keep up with health information in your community.
- Tip #6: Get a flu shot.

By practicing these flu-safety basics, you will lower your chances of getting a host of illnesses, including the swine flu.

The "Swine Flu", or the "H1N1" flu virus (a more technical name for the same virus), is a respiratory disease of pigs caused by type A influenza viruses that cause regular outbreaks in pigs. People don't usually get swine flu but infections can and do occur.

The "swine flu" virus can be spread the same way that "regular flu" viruses spread – person to person transmission through coughing, sneezing and touching infected people or surfaces: door knobs, shopping carts, countertops, etc. It is a good idea to carry your alcohol-based, disinfecting wipes, sprays and gels with you. The influenza-like symptoms include fever, body aches, runny nose, sore throat, nausea, vomiting or diarrhea.

What can employers do to protect employees:

- Encourage sick workers to stay home and away from the workplace, and provide flexible leave policies.
- Encourage infection control practices in the workplace by displaying posters that address and remind workers about proper hand washing, respiratory, hygiene, and cough etiquette.
- Provide sufficient facilities for hand washing and alcohol-based (at least 60%) hand sanitizers (or wipes) in common areas such as lobbies, corridors, and restrooms.
- Provide tissues, disinfectants, and disposable towels for employees to clean their work surfaces, as well as appropriate disposal receptacles for use by employees.
- Influenza virus can survive on environmental surfaces and can infect for up to 2-8 hours after being deposited on the surface; therefore, disinfect commonly-touched hard surfaces in the workplace such as work stations, counter tops, door knobs, and bathroom surfaces by wiping them down with a household disinfectant.

Resources

For further reliable information, the following are several local, state, federal and international resources.

Utah Department of Health

www.health.utah.gov

United States Centers for Disease Control

www.cdc.gov

World Health Organization

www.who.int

One-Stop Access to U.S. Government Information on Pandemic Influenza

www.flu.gov

Emergency Procedures: Panic Control

A major challenge for all members of the emergency team is to control the emotions of the other employees. Here are a few suggestions that may be useful:

Panic Deterrents

- Inform personnel what is expected of them in an emergency. Participate in drills.
- Exemplify strong, competent leadership.
- Demonstrate leadership by remaining calm yourself.

Antidotes for Panic

- Provide assurance.
- Exert positive leadership.
- Reassure the group by giving information and instructions calmly.
- Eliminate unrest.
- Dispel rumors.
- Identify troublemakers and prevent them from spreading discontent and fear.
- Demonstrate decisiveness.
- Suggest positive actions.
- Indicate what to do, rather than what not to do.

Emergency Procedures: Tenant Emergency Team

Tenant/Floor Captain

Tenant/Floor Captains are selected by tenant management. If the tenant is occupying more than one floor, a captain must be selected for each floor. The Tenant/Floor Captain acts as one of the Stairway Monitors upon evacuation. They are to assume the following responsibilities in the event of an emergency:

Before an Emergency:

- Be familiar with the building emergency plan and the location of all exits, fire extinguishers and emergency telephone numbers.
- If you are on a multi-tenant floor, be familiar with your entire floor plan as well as the other Tenant/Floor Captains.
- Be familiar with both evacuation routes:
 - North Stairway #1
 - South Stairway #2
- Assign an Assistant Tenant/Floor Captain, a Stairway Monitor, and a Special Needs Monitor.
- Know the jobs of everyone involved in emergency evacuation.
- Find a place that your office personnel can meet after the evacuation is complete, preferably across the street from the building.
- We highly recommend being CPR certified.

Tenant/Floor Captain

During an Emergency:

- Report, or confirm report of, any emergency to the Fire or Police Department (911) and Emergency Director (1-801-230-7685).
- Communicate with other members on the Building's Emergency Team, Fire, and Police Department during an emergency.

Tenant/Floor Captain

During an Evacuation:

- Act as the North Stairway Monitor.
- If your floor is initiating the evacuation, notify Building Management and the floor above and the floor below to also evacuate.
- Remain calm and remind people not to use the elevators during the evacuation.
- Direct Assistant Tenant/Floor Captain to make sure that everyone on your floor is notified and to clear everyone from the tenant space and restrooms.
- Contact the Special Needs Monitor about the status of people who are in need of assistance or cannot evacuate.
- If there are any disabled or injured people on the floor, the Tenant/Floor Captain will wait with the Special Needs Monitor for help from the Fire Department.
- If there are NO disabled or injured people on the floor, the Tenant/Floor Captain will remain with the Special Needs Monitor and evacuate together with Tenant Emergency Teams from the higher floors.
- Direct the Assistant Tenant/Floor Captain, along with the south Stairway Monitor, to follow the last people from your floor down the south stairway and meet with them at the predetermined meeting place. Relay any information about disabled/injured people in your tenant space to the Emergency Director at the Southeast corner of the building, by Pier 49 Pizza.
- After the evacuation is complete, the Tenant/Floor Captain should make certain everyone is accounted for and report their status to the Building Emergency Director.

Assistant Tenant/Floor Captain

Assistant Tenant/Floor Captains are to assume the duties of the Tenant/Floor Captain in his/her absence. They will act as the searchers for persons in tenant spaces and bathrooms in the event of an evacuation. They are to assume the following responsibilities in the event of an emergency:

Before an Emergency:

- Be familiar with the building evacuation plan.
- If you are on a multi-tenant floor, be familiar with your entire floor plan as well as the other Assistant

- Tenant/Floor Captains.
- Be familiar with both evacuation routes.
- We highly recommend being CPR certified.

During an Emergency:

- Under direct supervision of the Tenant/Floor Captain.
- Assist the Tenant/Floor Captain.

Assistant Tenant/Floor Captain

During an Evacuation:

- Quickly inform all employees on your floor that the building is being evacuated. Check storage areas, restrooms and other non-office areas for people who may not have heard the evacuation announcement, and notify Tenant/Floor Captain of those needing help.
- Remind people to remain calm and not to use the elevators during the evacuation.
- Meet the Tenant/Floor Captain at the north stairway for further instructions.
- Follow the employees down the south stairway together with the Stairwell Monitor and Tenant Emergency Teams from the higher floors.
- When at the predetermined meeting place, talk to all employees and try to determine if any people are not accounted for. Report any missing people from your floor to the Tenant/Floor Captain. If the Tenant/Floor Captain stayed with injured person, inform the Emergency Director at Southeast corner of the building, by Pier 49 Pizza.

Stairway Monitor

Stairway Monitor consists of the Tenant/Floor Captain and another designated Monitor. They are to assume the following responsibilities in the event of an emergency:

Before an Emergency:

- Be familiar with the building emergency plan and the location of all exits.
- If you are on a multi-tenant floor, be familiar with your entire floor plan as well as the other Stairway Monitors.
- Be familiar with both evacuation routes.
- We highly recommend being CPR certified.

Stairway Monitor

During an Evacuation:

- Under direct supervision of the Assistant Tenant/Floor Captains.
- If your floor is initiating the evacuation, you will notify Building Management, the floor above and the floor below to also evacuate.
- Monitor south stairway for heat, smoke, and flames.
- Direct employees to go downstairs quickly and quietly in a single file line while holding onto the handrail.
- When all personnel are evacuated, remain with the Assistant Tenant/Floor Captain and evacuate together with Tenant Emergency Teams from the higher floors.

Special Needs Monitor

They are to assume the following responsibilities in the event of an emergency:

Before an Emergency:

- Be familiar with the building emergency plan and the location of all exits and emergency telephone numbers.
- Be knowledgeable at all times of any disabled people or people who may need assistance if an evacuation becomes necessary.
- Be familiar with both evacuation routes.
- We highly recommend being CPR certified.

During an Emergency:

- Under the direct supervision of the Tenant/Floor Captain.

- Locate any disabled or injured persons and direct them toward the stairway.
- Talk to the other Stairway Monitor, or the Tenant/Floor Captain, to determine if the stairway is safe.
- If you are in immediate danger, then move to an office with a window, block any smoke entering the room with wet clothing and open/break the window for ventilation.

Special Needs Monitor

During an Evacuation:

- When the announcement is made to evacuate, the Special Needs Monitor will make the following decision.
- If the level of danger is low, the person in need of assistance should stay in the lobby next to the elevators and wait for the Fire Department.
- If the level of danger is medium, the person in need of assistance should move onto the north stairway landing and wait for the Fire Department.
- If the level of danger is extreme, the person in need of assistance should be evacuated with the assistance of the Tenant/Floor Captain, and other Tenant Emergency Teams from higher floors.
- The Assistant Tenant/Floor Captain will advise the Building Emergency Director that there is a person in need of assistance on their floor. The Fire Department will be sent directly to your floor to help with the evacuation.
- In most cases, the Fire Department will check the elevators for safety and use the elevator to evacuate people with special needs. DO NOT try to make that determination for yourself. The elevators can operate safely during emergencies, but only when the Firefighter's key has been inserted.
- If there is nobody with special needs, wait at the north stairwell until all personnel is evacuated, remain with the Tenant/Floor Captain and evacuate together with Tenant Emergency Teams from the higher floors.

Emergency Procedures: Workplace Violence

Overview

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However it manifests itself, workplace violence is a growing concern for employers and employees nationwide.

Examples of workplace violence include physical assault, stalking or continuous harassment of another causing terror, fear, worry or intimidation; actions aimed at disrupting or sabotaging business operations; or indirect threats such as "I know where you live."

If you are a victim or a witness of workplace violence, notify Building Management immediately.

Protocol

If confronted by a threatening person:

- leave the area / get out of harm's way.
- report the incident to Building Management immediately.

If unable to leave the area:

- try to stay at a safe distance.
- try to calm the threatening individual.
- try to get the attention of a co-worker so they can call Building Management.
- listen to the individual and let them do most of the talking.
- use delaying techniques to give the individual the opportunity to calm down.
- acknowledge the person's feelings.
- be respectful and empowering.
- be reassuring and point out choices.

When speaking to the individual, DO NOT:

- upset the individual with communication that generates hostility.
- reject all the person's demands from the start.
- use body language or speech that challenges the individual.
- make sudden movements.
- belittle, criticize or agitate the person.
- make false statements or promises.

If injuries occurred or there is imminent danger:

- Contact Building Management with responses to the questions below.
- Are there injuries, and if so, what is the extent of the injury?
- Is a weapon involved?
- Is the attacker still in the area?
- Does the threat still exist?
- A description of the attacker and direction of flight.

If no injuries occurred or there is no imminent danger:

- contact Building Management immediately.
- advise your supervisor of the incident.

Please be aware of the following examples of unsettling behavior:

- Irrational beliefs and ideas.
- Fascination with weapons and acts of violence.
- Expressions of a plan to hurt oneself or others.
- Incites fear among coworkers.
- Displays unwarranted anger.
- Inability to take criticism.
- Noted change in usual behavior.
- Feelings of being victimized.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 222 Main and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to Building Management, and we will assist you from there.

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

Welcome to 222 Main, a KBS Property.

Introduction: About KBS

Founded by Peter Bren and Charles J. Schreiber, Jr. in 1992, KBS is one of the nation's preeminent buyers of commercial real estate and structured debt investments, having completed approximately \$30 billion in transactional volume since its inception. In July 2013, KBS was ranked by National Real Estate Investor as among the Top 25 office owners globally. KBS has a strong reputation in the industry for efficient and timely closing on large and complex transactions in the office, industrial, multifamily and retail sectors. KBS also originates and acquires debt positions collateralized by stabilized and value-added properties.

KBS Realty Advisors has created six institutional commingled funds, fourteen separate accounts with public and corporate pension funds, and five sovereign wealth funds. KBS Capital Advisors was formed in 2006 as the exclusive advisor for KBS' publicly registered non-traded REITs, which are designed to give individual investors the ability to invest in a similar type of real estate as KBS pension fund and institutional partners. Since 2006, KBS has formed five non-traded REITs that have acquired over \$11.2 billion in real estate and real estate-related assets.

www.kbs.com

Introduction: About Hamilton Partners

Hamilton Partners is in the business of providing quality commercial space to meet the needs of its customers. As a privately owned real estate development and investment firm, we develop, lease and manage commercial projects throughout the Metropolitan Chicago and Salt Lake areas. Hamilton Partners has a portfolio of Industrial, Office, Retail and Residential properties in the Salt Lake vicinity.

Introduction: About 222 Main

222 Main is Salt Lake City's most exclusive office development centered in the heart of an emerging downtown. Combining landmark quality with 21st century vision, 222 Main sets a new standard in architectural design and construction. The building is composed of three main sections: the podium, the office tower, and the parking structure. Designed by the internationally renowned architectural firm Skidmore, Owings & Merrill LLP.

The ground-level podium section is clad with granite, aluminum, and high transparency glass with a size, dimension, and proportion that relates to the scale of neighboring historic buildings. The Lobby features an active fireplace and finishes of stone, Spanish cedar and "Venetian" art plaster, to provide a welcoming atmosphere for both 222 guests and tenants.

The office tower above the podium is designed as two slender towers placed front to back. It features floor-to-ceiling glass and view corridors. The building structural grid provides column-free floor spans, allowing for efficient and flexible space planning. The exterior has an articulated glass veil structure at the roofline. In the evening, night lighting emanates from behind the glass veil to give the building a glowing lantern effect.

Additionally, 222 Main is an intelligent building, with energy conserving and fully automated HVAC systems. Fiber optic capability is provided on all office floors. Voice/data communication and life safety/security systems are state-of-the-art and customizable. The building features high transparency, low reflectivity exterior glazing, and is seismically engineered to modern structural safety and efficiency standards.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as an Instant Alert System and Search Engine. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Policies and Procedures: Contractors

Please see the [Building Standards Manual](#) found in the [Forms section of this handbook](#).

Policies and Procedures: General Rules and Regulations

1. No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building or Land without the prior written consent of the Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of Tenant by a person chosen by Tenant and approved by Landlord.
2. If Landlord objects in writing to any curtains, blinds, shades, screens or hanging plants or other similar objects attached to or used in connection with any window or door of the Premises and visible from outside the Building (other than those installed and/or approved by Landlord), Tenant shall immediately discontinue such use. No awning shall be permitted on any part of the Premises. Tenant shall not place anything against or near glass partitions or doors or windows which may appear unsightly from outside the Premises.
3. Tenant shall not obstruct any sidewalk, halls, passages, exits, entrances, elevators, and stairways of the Building outside of the Premises. The halls, passages, exits, entrances, elevators, escalators and stairways are not open to the general public. Landlord shall in all cases retain the right to control and prevent access to such areas of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interest of the Land, Building and the Building's tenants; provided that, nothing in this Lease contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. Tenant shall not go upon the roof of the Building except as permitted under the Lease.
4. With respect to Tenant, if requested by Tenant, the directory of the Building will be provided exclusively for the display of the name and location of Tenant, the name of each of Tenant's professionals and other employees, and the name of any approved subtenants, and Landlord reserves the right to exclude any other names therefrom. Tenant shall be provided space on the Electronic Directory.
5. All cleaning and janitorial services for the Building and the Premises shall be provided exclusively by contractors approved by Landlord (subject to the terms of the Lease) and shall be an Operating Cost (Net of Property Taxes) unless otherwise agreed by Landlord and Tenant. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be employed by Tenant or permitted to enter the Building for the purpose of cleaning the same. Cleaning and janitorial services shall be provided as set forth in the Lease. Tenant shall not cause any unnecessary labor by carelessness or indifference to the good order and cleanliness of the Premises. Landlord shall not in any way be responsible to any Tenant for any loss of property on the Premises, however occurring, or for any damage to any Tenant's property by the janitor, any of Landlord's Agents or any other person.
6. Landlord will furnish Tenant, free of charge, two (2) keys to each door lock in the Premises. Landlord may make a reasonable charge for any additional keys. Tenant shall not make or have made additional keys, and Tenant shall not alter any lock or install a new additional lock or bolt on any door of its Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys of all doors which have been furnished to Tenant, and in the event of loss of any keys so furnished, shall pay Landlord therefor.
7. The Building is a non-smoking facility. Landlord shall have the right, from time to time in its sole discretion, to establish "smoke-free" perimeters surrounding the Building entrances and exits within which smoking shall not be permitted.
8. If Tenant requires Telecommunication Services, computer circuits, burglar alarm or similar services or other utility services, it shall first obtain Landlord's approval of the construction or installation of such services. Application for such services shall be made in accordance with the procedures prescribed by Landlord in the Lease.
9. Tenant shall not place a load upon any floor of the Premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by Governmental Requirements. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials,

furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on such platforms as reasonably determined by Landlord to be necessary to properly distribute the weight. Business machines and mechanical equipment belonging to Tenant, which cause noise or vibration that may be transmitted to the structure of the Building or to any space in the Building or to any other tenant in the Building, shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of Tenant.

10. Tenant shall not use or keep in the Premises any kerosene, gasoline or inflammable or combustible fluid or material other than those limited quantities permitted by the Lease. Tenant shall not use or permit to be used in the Premises any foul or noxious gas or substance, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors or vibrations nor shall Tenant bring into or keep in or about the Premises any birds or animals (other than service pets).
11. Tenant shall not use any method of heating or air conditioning other than that supplied by Landlord or as permitted under or approved pursuant to the Lease.
12. Tenant shall comply with any governmental energy-saving rules, laws or regulations of which Tenant has actual notice.
13. Subject to the limitations contained in the Lease, Landlord reserves the right, exercisable without notice and without liability to Tenant, to change the name and street address of the Building.
14. Landlord reserves the right to exclude from the Building between the hours of 6 p.m. and 7 a.m. the following day, or such other hours as may be established from time to time by Landlord, and on Sundays and Holidays, any person unless that person is known to the person or employee in charge of the Building and has a pass or is properly identified. Tenant shall be responsible for all persons for whom it requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. Landlord reserves the right to prevent access to the Building in case of invasion, mob, riot, public excitement or other commotion by closing the doors or by other appropriate action.
15. Tenant shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus, before Tenant and its employees leave the Premises. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Building or by Landlord for noncompliance with this rule.
Tenant shall not obtain for delivery and use on the Premises ice, drinking water, food, beverage, towel or other similar services, except under such reasonable regulations as may be fixed by Landlord.
16. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be deposited in them. The expenses of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by Tenant if it or its employees or invitees shall have caused the violation.
17. Tenant shall not sell, or permit the sale at retail, of newspapers, magazines, periodicals, theater tickets or any other goods or merchandise to the general public in or on the Premises. Tenant shall not make any room-to-room solicitation of business from other tenants in the Building. Tenant shall not use the Premises for any business or activity other than that permitted in the Lease.
18. Except as set forth in the Lease, Tenant shall not install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the Building. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere. Other than the usual and customary cellular telephones, Tenant shall not install or utilize any wireless Telecommunication Facilities, including antenna and satellite receiver dishes within the Premises or on, in, or about the Building without first obtaining Landlord's prior written consent and Landlord at its option may require the entry of a supplemental agreement with respect to such construction or installation. Tenant shall comply with all instructions for installation and shall pay or shall cause to be paid the entire cost of such installations. Application for such facilities shall be made in the same manner and shall be subject to the same requirements as specified for Telecommunication Services and

Telecommunication Facilities in the paragraph of the Lease entitled "Utilities." Supplemental rules and regulations may be promulgated by Landlord specifying the form of and information to be included with the application and establishing procedures, regulations and controls with respect to the installation and use of such wireless Telecommunication Facilities.

19. Tenant shall not mark, drive nails, screws or drill into the partitions, woodwork or plaster or in any way deface the Premises, except to hang or display artwork or similar decorations. Landlord reserves the right to direct electricians as to where and how telephone and telegraph wires are to be introduced to the Premises. Tenant shall not cut or bore holes for wires except as needed for Tenant's voice and data installations that are permitted under the terms of this Lease. Tenant shall not affix any floor covering to the floor of the Premises in any manner except as approved by Landlord. Tenant shall repair any damage resulting from noncompliance with this rule.
20. Canvassing, soliciting and distribution of handbills or any other written material, and peddling in the Building or Land are prohibited, and Tenant shall cooperate to prevent the same.
21. Landlord reserves the right to exclude or expel from the Building and Land any person who, in Landlord's judgment, is intoxicated, under the influence of liquor or drugs or in violation of any of these Rules and Regulations.
22. Tenant shall store all of its trash and garbage within the Premises. Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage and refuse disposal shall be made in accordance with directions issued from time to time by Landlord.
23. The Premises shall not be used for lodging or any illegal purpose. No cooking shall be done or permitted by Tenant, except that use by Tenant of Underwriters' Laboratory approved equipment for microwaving or heating food, brewing coffee, tea, hot chocolate and similar beverages and foods shall be permitted; provided that, such equipment and its use is in accordance with all Governmental Requirements.
24. Tenant shall not use in the Premises or in the public halls of the Building any hand truck except those equipped with rubber tires and side guards or such other material-handling equipment as Landlord may approve in writing. Tenant shall not bring any other vehicles of any kind into the Building.
25. Without the prior written consent of Landlord, Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address.
26. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
27. Tenant assumes any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.
28. The requirements of Tenant will be attended to only upon appropriate application to the Manager of the Building by an authorized individual. Employees of Landlord are not required to perform any work or do anything outside of their regular duties unless under special instructions from Landlord, and no employee of Landlord is required to admit Tenant to any space other than the Premises without specific instructions from Landlord.
29. Tenant shall not park its vehicles in any parking areas designated by Landlord as areas for parking by visitors to the Building or Land. Tenant shall not leave vehicles in the Parking Area overnight nor park any vehicles in the Parking Area other than automobiles, motorcycles, motor driven or non-motor driven bicycles or four-wheeled trucks.
30. The Landlord may, upon request by any tenant waive the compliance by such tenant of any of the foregoing rules and regulations, provided that (i) no waiver shall be effective unless signed by Landlord or Landlord's Agent, (ii) any such waiver shall not relieve such tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by Landlord, and (iii) no waiver granted to any tenant shall relieve any other tenant from the obligation of complying with the foregoing rules and regulations unless such other tenant has received a similar waiver in writing from Landlord. Notwithstanding the foregoing, Landlord shall enforce the Rules or Regulations in a uniform and non-discriminatory manner.
31. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the covenants and conditions of any lease of premises in the Building. If

any provision of these Rules and Regulations conflicts with any provision of the Lease, the terms of the Lease shall prevail.

32. Landlord reserves the right to make such other and reasonable Rules and Regulations as, in its judgment, may from time to time be needed for safety and security, the care and cleanliness of the Building and Land, the preservation of good order in the Building and the maintenance or enhancement of the value of the Building as a rental property. Tenant agrees to abide by all the Rules and Regulations stated in this exhibit and any additional rules and regulations which are so made by Landlord as long as they are reasonable.
33. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant and Tenant's Agents.

Policies and Procedures: Insurance Protection

For information regarding insurance requirements, please refer to each Tenant's lease.

Policies and Procedures: Moving Procedures

The freight elevator must be used for all furniture, tools and equipment. To schedule a move or to get information for a specific move, please contact Building Management at (801) 456-2222 or via the [360 Work Order System](#).

The elevator will be reserved on a first-come, first-served basis.

Policies and Procedures: Smoking

222 Main maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Please do not smoke at building entrances.

The designated smoking area is located in the Plaza area south of the building. Please remember that all smoking must occur twenty-five feet from any building entrance.

This includes E-cigarettes.

Sustainability: Sustainability

USGBC Website:

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

Sustainable Site

Site selection is an important step in all LEED buildings. 222 Main is located on a previously developed site reducing the impact on the environment. 222 Main used structural control measures for shoring walls and preventing construction related erosion.

222 promotes the use of public transportation, bicycle storage, changing rooms and promotes the use of fuel effective vehicles including preferred parking for Low Emitting Vehicles (LEV). Enhanced storm water design reduces the impact on the city's storm sewer system.

Tenant improvement construction guidelines - Base building standards promote the use of sustainable materials and energy reduction.

Water Efficiency

Water Use Reduction

- Interior - 40% reduction in water usage by utilizing low flow fixtures
- Exterior – 50% reduction in water usage by utilizing water efficient landscaping

Energy and Atmosphere

Fundamental Commissioning

- Minimum Energy Performance Optimize Energy Performance – High efficiency air conditioning equipment has been installed throughout the facility.
- Enhanced Commissioning – Strict standards have been invoked to ensure that the equipment has been properly installed and is being operated as per the design,
- Measurement and Verification – Energy usage of all equipment is monitored in real time to ensure its is operating within the design criteria.
- Tenant Sub Metering – Tenants may tie into the energy monitoring system giving the tenant access to trending and providing them with actual savings for conserving electricity.
- Green Power – The core and shell of the building is utilizing 30% power from renewable sources.
- Electrical consumption is further reduced by utilizing daylight harvesting controls in the exterior offices

Materials and Resources

222 Main has implemented a recycling program to reduce waste going to the land fill. The building was constructed using 20% recycled content and 20% regional materials.

Indoor Environmental Quality

Strict standards are enforced to maintain superior air quality. Policies are in place to monitor and regulate fresh air delivery to all occupants of the building. Indoor pollution is reduced by using low-emitting materials in construction and the use of environmentally friendly chemicals for cleaning.

Innovation and Design

- 30% Recycled Content Educational Building
- Green Housekeeping
- 40% Water Reduction

