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900 Ashwood is an eight-story, Class A building located in the heart of the Central Perimeter submarket. The 208,674 square foot building is located near the intersection of Ashford Dunwoody Road and Perimeter Center East, offering easy access to GA 400 and I-285.

Building hours are 7:00 a.m. to 6:30 p.m., Monday through Friday and 7:00 a.m. to 1:00 p.m. on Saturday. Closed on Sunday and holidays.

Please click [here](#) to view the building's brochure.

Eastbound On I-285 North

Take the Ashford-Dunwoody exit (No. 29) and turn left at the light onto Ashford-Dunwoody. Angle toward the right lane. Go .4 miles (past the two entrances for the Ravinia building) and turn right at the light (Exxon station) onto Perimeter Center East. Go 1.2 miles and turn left onto Ashwood Pkwy. Take the left into the parking deck of 900 Ashwood Parkway building.

Westbound On I-285 North

Take the Ashford-Dunwoody exit (No. 29) and turn right at the light onto Ashford-Dunwoody. Go .3 miles (past the two entrances for the Ravinia building) and turn right at the light (Exxon station) onto Perimeter Center East. Go 1.2 miles and turn left onto Ashwood Pkwy. Take the left into the parking deck of 900 Ashwood Parkway building.

Checks

Mailing Address

Velocis Parmenter Ashwood JV, LP
P.O. Box 25277, Overland Park, KS 66225-5277

Overnight Address

Cross First Bank
ATTN: Lockbox
11440 Tomahawk Creek Pkwy Leawood, KS 66211

Velocis

Carla Neal
(214) 702-0220
carla.neal@velocis.com
300 Crescent Court, Suite 850, Dallas, TX 75201

The staff at 900 Ashwood is dedicated to making your work environment as safe and pleasant as possible.

Building Management Office is located in Suite 160.

Management Office Number: (770) 350-7990

Office Hours: 8:00 a.m.- 5:00 p.m. Monday through Friday

Monday - Friday 7:00am - 6:30pm
Saturday 7:00am - 1:00pm
Sunday & Holidays Closed

The buildings will be closed on the following holidays. Should you require HVAC services on these days, please notify the Property Management Office in writing by noon on the business day proceeding the holiday. You will be charged per the terms of your Lease Agreement.

- New Year's Day
- Martin Luther King Day (1/2 staffed)
- President's Day (1/2 staffed)
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day before New Year's Day

[Click here to view available space and find out more information about leasing.](#)

Building Security

Security Hours

24 hours a day, 7 days a week

Management Office Phone

770-350-7990

900 Ashwood provides a security officer on site 24-hours a day, 7 days a week.

After Hours/Weekend Access

To assist us in preventing unauthorized entry into the building, we ask that you immediately report to the Security Officer any attempt or actual occurrence of someone following you (tailgating) through secured areas. Any unusual activities or unauthorized person(s) should be reported to the Management Office at 770-350-7990. Please know that the console phone is forwarded to the security officer's mobile phone.

All after hours access by vendors or tenants moving items off property must have a security clearance form on file in order to access any part of 900 Ashwood.

Security will not grant individuals access to suites without property management's approval. Property management will seek approval from the tenant contact after hours.

Philosophy

To establish a program that utilizes a combination of equipment and manpower for the purpose of providing building information and assistance to our tenants and their guests while maintaining an environment that is perceived to be safe and convenient.

Procedure

- 900 Ashwood has developed a program which provides for an access control system, public monitoring system, life safety system, central control monitoring center and an in-house courtesy staff.
- The Access Control System consists of building entry control at the various perimeters of the buildings during non-business hours. During non-building hours, all perimeter doors will be secured and alarmed for egress or ingress.
- The Public Area Monitoring System consists of cameras strategically located throughout the public areas of the complex. These cameras are monitored by the Console 24 hours per day. At designated perimeter controlled access areas are card readers with intercoms to provide assistance.
- The Life Safety System consists of a fire command center for monitoring smoke detectors, automatic sprinkler system, smoke control system, standby power system and alarm system.

Each suite shall be issued the appropriate amount of keys per locked door upon occupancy of the premises. You may purchase additional keys from building management at any time after move-in.

If you wish to install an internal security system, appropriate security codes to grant access must be provided to the Property Management Office. This allows appropriate personnel entry into your suite in the event of an emergency. All internal security systems must meet fire and city codes.

If tenant wishes to re-key an office suite, contact the Property Management Office to coordinate. All costs of tenant desired re-key will be borne solely by the tenant.

[Click Here for a Key Request Form](#)

Please contact the Management Office at (770) 350-7990 to claim items that have been lost or found in the building.

Solicitation is not permitted at 900 Ashwood. Please contact the security personnel should a solicitor visit your office. It is our policy to escort these individuals from the premises.

Do

Call the Management Office at 770-350-7990

Don't

Don't call police. Management Office will do that.

Try to obtain the following information from the caller (the object is to keep the person talking while you calmly note voice characteristics and other valuable information):

- Exact location of the device
- Time set up for detonation
- Description of the device
- Reason for the threat.
- Exact words used by the subject.
- Exact time of the call.

Bomb Threat Checklist

We rely on the Police authorities to advise us of protective actions that shall be taken during a local civil disturbance in or around our premises.

Emergency procedures may include one or more of the following:

1. Partial building evacuation
2. Securing entry to the building.
3. Securing all stairways.
4. Locking off the elevators

House Security & Police Problems

FIRST call 911. Serious offenses or emergencies of any matter should be reported to the Dunwoody Police Department. Immediately thereafter, report the situation to the Management Office/Building Security.

Management Office: 770-350-7990

Building Security: 770-391-6094

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable

until the power has been restored.

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

All Emergencies	911
Building Management Office	770-350-7990
Security Desk	770-391-1094
Atlanta Fire Department (Non-Emergency)	678-406-7929
Atlanta Police Department (Non-Emergency)	404-294-2911
Emory Saint Joseph's Hospital	678-843-7001

Important Notes

If you call 9-1-1 as a result of a medical emergency, please be sure to also notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed. No furnishings can block exit doors.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

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

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

discover the cause and prevent or minimize additional flooding.

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

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

[Georgia Department of Public Safety](#)

[Atlanta Office of Emergency Management](#)

[Department of Homeland Security](#)

[Federal Emergency Management Association](#)

[American Red Cross](#)

[Center for Diseases Control and Prevention Emergency Preparedness and Response](#)

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at (770) 350-7990. Inform Management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor
 - Emergency contact person

900 Ashwood Office Building and common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

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

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

Please...**Do Not Call** the Management Office unless you need to notify us of the location of a disabled employee.

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

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

[Link To Fire Warden Presentation](#)

A building standard plaque will be provided at tenant's expense to identify your suite's entry. Additionally, an electronic directory is provided in the building lobby for your use.

All requests for signage must be approved through the Management Office. Please fill out and submit a tenant signage form with the name of your company as you wish it to be displayed outside your suite door and on the directory in the lobby. Door signs must be ordered at least three weeks prior to your move in order for installation to occur upon occupancy.

Janitorial service is provided Monday through Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. New tenants should expect service to commence on the first regular service day after move-in unless otherwise requested.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. If you have something that is trash but it will not fit in a trash receptacle, please label it as Trash or Basura.

Special Requests

If you have any special requests or require emergency janitorial assistance, please direct your request to the Management Office at 770-350-7990 or through the [ANGUS](#) System.

Passenger elevator service is provided for the common use of all tenants and visitors during regular building hours. For your safety and convenience, each elevator is equipped with a telephone providing direct communication to maintenance responders in the event of an emergency situation.

Freight Elevator

A freight elevator for deliveries is provided at the building's loading dock entry. The freight elevator is reserved for use of standard office and courier deliveries during regular building hours.

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.

- [Access Card Request Form](#)
- [Above Standard Request Form](#)
- [Key Request Form](#)
- [After-Hours HVAC Form](#)
- [After-Hours Access Form](#)
- [Fitness Center Agreement](#)
- [Fire Warden Form](#)
- [Overnight Parking Form](#)
- [Sample Certificate of Insurance for vendors](#)
- [Conference Room Reservation Form](#)

Hours

Monday - Friday	8:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 1:00 p.m.
Sunday	None
Holidays	None

Standard operating hours for the buildings' heating and cooling system are from 8:00 a.m. to 6:00 p.m. Monday through Friday and from 8:00 a.m. to 1:00 p.m. on Saturday. There are no HVAC services on Sunday. We would be glad to arrange HVAC service beyond these hours at an additional charge per the terms of your Lease Agreement. If there is not a rate listed in your lease, the charge is \$55 per hour minimum 2 hours. You will be billed for the service on a work order. Requests for additional service on weekdays, weekends and holidays should be placed by 12:00 p.m. on the last business day prior to the date HVAC is required. There is a form included here for your use.

If you need adjustments to the temperature of your office, please call the Property Management Office or enter a [work order](#). Individual temperature adjustments must be handled by a member of the building staff. We will make every effort to provide an even temperature and as comfortable an environment as possible.

[Click here to download an After Hours HVAC Request Form](#)

1. [U.S. Post Office](#) The Postal Center is located on the first floor of the building.
2. Mail is collected once a day anytime after 3:00pm.
3. There is no staging area for bulk mail at 900 Ashwood. There is a local branch of the [U.S. Post Office](#) near by (see #5).
4. In the Postal Center are the following:
 - [UPS](#) drop box - pick up Monday-Friday, 6:30 p.m.
 - [Federal Express](#) drop box - pick up Monday-Friday, 7:00 p.m.
5. The nearest U.S. Post Office is in [Perimeter Village](#) located at 4707 Ashford Dunwoody Rd, Atlanta, GA 30338. Phone number (800) 275-8777. Hours are Monday through Friday, 9:00 a.m. to 6:00 p.m., Saturday 9:00 a.m. to 1:00 p.m. The last collection is at 5:00 on the weekdays. Any USPS location located in Dunwoody will be able to help. There is another location located in [Dunwoody Village](#) at 1551 Dunwoody Village Pkwy, Atlanta, GA 30338. Phone number (770) 352-9070.

To gain access to your USPS Postal Box, tenants will need to go in-person to their local post office with a copy of their fully executed lease. The USPS will then assign you a postal box in the building and provide you with a set of keys. Property Management is not responsible for helping tenants gain access to a postal box.

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

[Tenant Services](#)

All trash is collected each night by the janitorial staff Monday - Friday. All trash that does not fit in your desk side trash can needs to be marked with a janitorial sticker stating Trash/Basura. These trash stickers have been provided to you from property management. Please know that we can not dispose of furniture, computer equipment or any other large items.

[Recycling Program Presentation](#)
[Single Stream Recycling Program](#)

Car Detailing Services

Services are provided by Spiffy. Go online at www.getspiffy.com to make your appointment.

Café

The recently renovated cafe has great breakfast and lunch options for tenants and visitors.

Conference Room

The conference room seats up to 30 people classroom style. Tenants have use of the 70 inch flat screen television for meetings.

Electric Charging Stations

Located on the 1st level of the parking garage, the GE charging stations are free to all tenants and visitors.

Fitness Center and Locker Rooms

The fitness center and locker rooms are free to tenants who have completed our required fitness center agreement waiver.

Mail Room

Federal Express and UPS drop boxes are located in the mail room and are serviced Monday through Friday.

On-Site Management Office

The management office is located in suite 150 on the first floor.

Outside Patio

Bring your lunch and laptop and enjoy the outside patio. This area is equipment with free Wi-Fi and umbrellas for shade.

Onsite Security 24/7

The security console is located in the main lobby on the first floor.

Tenant Lounge

Tenant may enjoy coffee, snacks and free Wi-Fi. Tenants can challenge their co-workers to a game of foosball and corn hole.

Tenant Storage

Tenant storage is located on the lower level of the building. Please contact the management office to learn more.

Amenity Video Tour

Please click the below link for virtual tour of our on-site amenities.

[Video Tour](#)

Reserved parking is available per the terms of your lease agreement.

All requests for parking including new access fobs, deleting access cards and signs will need to be sent to the Management Office.

[Click here to download Access Card Request Form](#)

Vendor Regulations

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Management Office 770-350-7990.
 - A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.
 - Tenant's outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has contacted the building management office.
 - Vendors may not solicit work from other tenants in the building.
 - Vendor must provide a Certificate of Insurance meeting certain requirements for General Liability, Worker's Compensation and Auto Liability.
1. The sidewalks, entrances, lobbies, passages, concourses, parking areas, ramps, courts, elevators, vestibules, stairways, corridors, loading areas or halls or other common areas of the Real Property shall not be obstructed or used by Tenant or the employees, agents, servants, visitors or business invitees of Tenant for any purpose other than ingress and egress to and from the Premises and for delivery of merchandise and equipment in prompt and efficient manner, using elevators and passageways designated for such delivery by Landlord.
 2. No awnings, air-conditioning units, vents, fans or other projections shall be attached to the Building. No curtains, blinds, shades, or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises or Building, without the prior written consent of Landlord. All curtains, blinds, shades, screens or other fixtures must be of a quality, type, design and color, and attached in the manner approved by Landlord and in compliance with all applicable fire and other codes and ordinances. All electrical fixtures hung in offices or spaces along the perimeter of the Premises must be fluorescent, of a quality, type, design and bulb color approved by Landlord (unless the prior consent of Landlord has been obtained for other lighting) and in compliance with all applicable fire and other codes and ordinances.
 3. Except as expressly provided for in the Lease to which this Rider A is attached, no sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any Tenant on any part of the outside of the Premises or Building or on the inside of the Premises if the same can be seen from the outside of the Premises without the prior written consent of Landlord. In the event of the violation of the foregoing by Tenant, Landlord may remove same without any liability, and may charge the expense incurred for such removal to the Tenant or Tenants violating this rule. Interior signs on doors and directory tablet shall be inscribed, painted or affixed for each tenant by Landlord at the expense of such tenant, and shall be of a size, color and style acceptable to Landlord.

All tenants and vendors are required to provide and maintain certificates of insurance with the Management Office. Endorsement pages must also be provided. Any person or company you employ to perform labor in your space must provide a certificate of insurance and necessary endorsements prior to commencement of work. The amounts of coverage may be found on the [Sample Certificate](#). Please note that the “certificate holder” should read:

Velocis Parmenter Ashwood JV LP, Parmenter, LLC d/b/a Parmenter Realty Partners must be listed as Additional Insured and the Certificate of Insurance must be accompanied by the Additional Insured Endorsement Forms in order for it to be acceptable.

Please contact the Management Office at 770-350-7990 with any questions regarding insurance coverage requirements.

Twenty-four hour advance written notice is required for all moves in and out of 900 Ashwood Parkway. This moving policy applies to all furniture and equipment deliveries. Tenants are required to contact the Management Office 24 hours in advance to coordinate the move, reserve the service elevator and loading dock as well as making sure the appropriate [insurance certificates](#) are on file. A completed [Authorized Activity Report](#) is to be completed and handed into the Management Office 24 hours prior to move. All requests are on a first come first serve basis. You must move within the time allotted for your move.

Move-ins/outs must be accomplished after 5:00pm, Monday through Friday, or during your scheduled time on the weekend. If you have any questions, please contact the Management Office at 770-350-7990.

Notice to Tenants

In accordance with the building’s policies, smoking is prohibited within the 900 Ashwood building and on its property grounds. In an effort to continue to provide a smoking area at 900 Ashwood, the designated smoking area is located on the first floor of the parking deck. E-Cigarettes are not permitted.

Smoking is prohibited anywhere else in the building or its associated grounds.

Further consideration of changing to a non-smoking campus will be taken into account if tenants and invitees do not utilize the designated areas and smoke in other areas of the property.

If you have any questions or concerns, please call the management office at (770) 350-7990.

Thank you in advance for your cooperation,

Parmenter Management Team

Prior to commencement of any alterations and/or remodeling work, drawings must be submitted to the Landlord for approval. In addition, the proper city authority must provide approval before any work can begin. Should your lease reference construction inducements, this must be coordinated and organized by the Landlord. Once approved, please refer to the [Construction Building Rules and Regulations](#) included in

this Handbook prior to commencement of work.