



# U.S. Bancorp Tower Tenant Handbook

TENANT RESOURCE REFERENCE

# U.S. Bancorp Tower Tenant Handbook

Revised 04/2010

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© Unico Properties LLC  
111 SW 5<sup>th</sup> Avenue, Suite 975  
Phone 503.275.7461 • Fax 503.275.3449

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## About Unico

For nearly half a century, Unico Properties LLC has created neighborhoods of landmark office buildings and vibrant retail centers. Every day, Unico delivers value to our customers through our investment, management, leasing and construction expertise. We are committed to providing excellent service to our tenants, maintaining strong market leadership and contributing to the communities we serve.

As one of the largest fully integrated commercial real estate firms in the Northwest, Unico's development and management activities have shaped Seattle's skyline. More recently, we have diversified our Seattle portfolio by acquiring premium office buildings in major Western U.S. markets and smaller but growing Northwest urban centers. Since 1997, Unico's portfolio has grown from 3 million square feet to nearly 5.5 million square feet of office properties.

Unico is headquartered in Seattle, with offices in Bellevue, Renton, Spokane, and Tacoma, WA; Portland, OR; Boise, ID; Denver, CO; and San Francisco, CA.



# Chapter 1 Property Management

C O N T A C T   L I S T

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The U.S. Bancorp Tower property management team consists of seven real estate professionals, dedicated to maintaining a class “A” facility. Below is a list of individual team members available to assist you.

<b>Name</b>	<b>Title</b>	<b>Phone</b>
Brian Pearce	General Manager	(503) 425-6707
Ty Barker	Senior Property Manager	(503) 425-6705
Wendy Hinojosa	Assistant Property Manager	(503) 425-6701
Emily Fillis	Assistant Property Manager	(503) 425-6706
Krystal Newstrom	Assistant Property Manager	(503) 425-6703
Amy Delbrouck	Tenant Services Coordinator	(503) 275-7461
Kate Boyle	Concierge	(503) 275-6437

L O C A T I O N   A N D   O F F I C E   H O U R S

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Unico Properties’ office is located on the 9<sup>th</sup> floor, suite 975. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Below is our mailing address.

**Unico Properties LLC**  
**111 SW Fifth Avenue, Suite 975**  
**Portland, Oregon 97204**

#### CONCIERGE SERVICES

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Unico is committed to serving you, our customer. Our goal is to assist you with anything and everything! No task is too great or too small for Unico's trustworthy and professional staff. Unico would like to help you keep your employees motivated, stress-free and on the job by offering a wide range of services including:

- Entertainment and Recreation
- Meeting and Executive Retreats
- Notary Services
- Corporate Services
- Gifts and Shopping
- Travel Services

#### BILLING SERVICES

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##### Rent Payments

Rent is due and payable on the first day of each month. Make checks payable to 555 SW OAK LLC. Mail payments to:

**555 SW OAK LLC  
Unit 44  
P.O. Box 5000  
Portland, Oregon 97208-5000**

Rent delivered to the local management office **will not post** until it is received in the bank lock box address noted above. To ensure timely credit of rent payments, please mail your checks directly to the lockbox before the first of every month.

##### Property Accountant

Billing questions should be directed to the property accountant, John Rempe at

(206) 346-3038.

# Chapter 2 New Tenant Information

## MOVE PLAN AND PREPARATION

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Upon request, a copy of the complete moving instructions will be forwarded to each scheduled moving company. Acknowledgement and receipt of the instructions and authorization by Unico must be completed at least 48 hours prior to each scheduled move.

All moves must be scheduled to take place after normal business hours. Moving is allowed Monday-Friday, 6:00p.m. - 6:00a.m. Moves can be scheduled to take place anytime on Saturdays and Sundays.

Contact Unico at (503) 275-7461 with any questions.

## SIGNAGE

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Building standard signage is provided one time at no cost to new tenants. Signage includes a listing on the main lobby directory board, a listing in the floor elevator lobby, and a suite identification sign. Customized signs and alterations to signage must be approved by Unico and are at the tenant's expense.

## KEYS AND KEY CONTROL

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Unico will provide 2 keys per each lock set at no charge to new tenants. Additional keys can be ordered at a nominal additional cost by contacting Unico at (503) 275-7461. In order to preserve the integrity of our security system, keys and locks must be ordered through Unico. For safety and security, all tenant door locks must be keyed to the building key system. This is necessary to allow access for daily janitorial service and emergency response access.

Key Control Tips:

- Restrict keys to those who actually need them.
- Keep complete and updated records of the key holders.
- Maintain a strict policy of collecting keys from terminated employees.
- Require all keys be marked DO NOT DUPLICATE to prevent legitimate locksmiths from making copies of keys without authorization.
- Insist that keys be secure at all times. This includes keys left unguarded in desks and/or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets in the morning.

#### ELEVATOR ACCESS CARDS

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Unico issues elevator access cards for tenants to distribute to any employee that may require access to their floor during secured hours. There is no need to stop at the Security Desk if you have your elevator access card. When inside the car, card readers are located on the right-hand side. Swipe the card in front of the reader until it beeps, then select your floor. In the event a cardholder forgets to bring their card with them, Security will provide access to a requested secure area upon presentation of a valid picture identification card, verification of the cardholder's name on the current Tenant Roster maintained by Management, and approval from a Tenant after hours contact of the person's right to access secure area. In the event the person is not on the list or their identity cannot be verified, the request for access will be denied.

Tenants will be issued an initial allotment of elevator access cards based upon the actual number of employees at time of move-in. Any additional cards requested, or lost/stolen card replacements are subject to a reasonably determined fee. Existing cards held by Tenant may be re-programmed at no charge to Tenant.

It is the tenants' responsibility to keep and forward to Unico a copy of current and updated employees and elevator access card numbers. Tenants must notify Unico in writing of any changes, lost, stolen, and invalid or unreturned cards.

#### STORAGE

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Storage units are available for lease upon request. Units vary in size and location. For additional information contact the Unico Office at (503)275-7461.

#### INSURANCE REQUIREMENTS

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Each tenant is to provide Unico with a certificate of insurance upon move in, including but not limited to the coverage specified in your Lease. All policies are to name the following as additional insured parties:

Unico Properties LLC

**AND**

555 SW OAK LLC

In addition, all policies shall require at least ten days written notice to Unico of termination or material alteration and waive, to the extent available, any right of subrogation against Landlord.

# Chapter 3 Building Operations

## TENANT SERVICE HOTLINE

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The Tenant Service Hotline is available 24 hours a day, 7 days a week by calling (503) 275-5841. By dialing the corresponding number on your telephone key pad you will be connected to the following departments:

1. Security – Securitas Security Services USA, Inc.
2. ABM – On-site janitorial service for cleaning, recycling question or recycling bin requests.
3. Parking – beneath the building in Lot 64.
4. Parking – across the street in the parking structure Lot 65.
5. Unico Properties Management Office – On site building maintenance service for all plumbing, lighting, electrical, temperature control requests, leasing and all other requests.

## SERVICE REQUESTS

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All requests for needed maintenance and janitorial services are to be requested via the Tenant Service Hotline. Most requests will be handled within 24 hours.

Please contact the security guard on duty at the Tower Lobby Console, (503)275-4723, for any high priority work request that is made outside of normal business hours. The guard will radio or page the on-call building engineer for prompt response to the request.

## HVAC AND AFTER HOURS HVAC REQUESTS

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Heating, ventilation and air conditioning service (HVAC) is provided Monday through Friday from 7:00a.m. - 6:00 p.m. and Saturdays from 8:00a.m. - 1:00 p.m., except holidays listed on the Holiday schedule (Exhibit A). The building's HVAC system is designed to maintain 72 degrees F, +/- 2 degrees. During operational hours, on-site HVAC professionals are available to ensure that the building's systems are performing to this standard.

Additional hours of service may be requested for an additional cost by signing for service at the Tower Lobby Console or by using a Terminal Electronic Control (TEC), which may be located in your suite. To determine if you have a TEC look for a small white button on the top of your thermostat or the button on the front with a moon/sun symbol. When this button is pushed, you will receive two hours of HVAC service charged at current building rates.

Usage is currently billed at a rate of \$20 per hour with a two-hour minimum. If your lease space has TEC devices installed, the charge will apply to each device whenever it is activated. Additional HVAC service will be billed on a monthly basis as statements are sent..

#### JANITORIAL SERVICE

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Nightly janitorial service and trash removal is provided Monday-Friday from 5:30 p.m. to 2:00 a.m. Any items not in a trashcan that are marked "TRASH" (equipment and furniture are not included) will be removed. To remove larger than normal quantities of trash, please use the Tenant Service Hotline to request a trash bin.

In addition to nightly janitorial service, day porters service the facility throughout normal business hours. Day porters are responsible for stocking restrooms, responding to special requests, servicing common areas (elevator lobbies, common corridors, the 1<sup>st</sup> floor main lobby, etc.), building exterior and parking grounds and trash removal.

As part of Unico's commitment to sustainability, ABM uses only certified green cleaning solutions throughout the property and also uses EPA (recycled content) consumable stocking practices.

### *OFFICE AREAS*

#### Nightly Service

- Empty and clean all waste receptacles. Remove wastepaper and trash from premises.
- Vacuum all high traffic rugs and carpeted areas in office, lobbies and corridors.
- Clean desk tops, if able to without disturbing paper and other materials left on desks.
- Damp wipe and polish all glass furniture tops.
- Clean entryway glass doors.
- Remove all fingerprints and smudges from vertical entryway surfaces to space including doors and doorframes, private entrance glass and around lighting switches.
- Sweep private stairways, vacuum if carpeted.
- Sweep and damp mop all uncarpeted floors, with the exception of wood floors.
- Police stairways throughout the entire building and keep in clean condition.
- Dust telephones.
- Arrange furniture in lobbies, waiting rooms and conference rooms.
- Ensure all public areas give a positive impression.
- Lights are to be turned off in each section of the floor as work is completed (provided there are no occupants in the space.)

Weekly Service

- Vacuum carpet edges.
- Disinfect all telephones.
- Dust all office furniture, files, fixtures, paneling, windowsills, wall partitions and other horizontal surfaces.
- Perform all high dusting over 3 feet.

Monthly Service

- Finish and buff tile floors.
- Clean all door, wall and ceiling air grilles.
- Vacuum upholstered furniture.

Quarterly Service

- Strip and re-finish tile floors
- Dust lights
- Clean all baseboards.

As Needed Service

- Wash waste receptacles.
- Wash windowsills.
- Damp mop floors where spillage has occurred.
- Clean and buff floors to maintain scuff free high gloss.
- Dust all mini blinds.

## *RESTROOMS*

Nightly Service

- Empty all waste receptacles. Remove wastepaper and trash from premises.
- Mop, rinse and dry floor.
- Clean all mirrors and enameled surfaces.
- Wash and disinfect basins, urinals and toilets.
- Clean fixtures.
- Wash and disinfect bathroom interiors.
- Refill bathroom supplies as needed.
- Report leaks, clogs and burned out lights to maintenance department.

Weekly Service

- Wash all partitions, tile walls, dispensers and receptacles.
- Clean and wash all sanitary disposals.

Monthly Service

- Machine scrub floors.
- Vacuum all louvers and ventilation grilles.
- Dust light fixtures.

#### Note

It is Unico's intent to keep the restrooms clean and avoid using a disinfectant or deodorant to kill odor. An odorless disinfectant will be used.

## *LOBBIES*

#### Nightly Service

- Sweep and damp mop all granite; marble, resilient and/or ceramic tile floors.
- Vacuum all high traffic carpeted areas.
- Dust all paneling, elevator fronts, metal surfaces and walls.
- Clean trash urns
- Spot clean carpets.
- Remove any graffiti and writing on sight.
- Clean lobby signs.
- Remove gum from floors and carpet on sight.
- Sweep stairways.

#### Weekly Service

- Vacuum carpet edges.
- Wash all rubber mats and runners.
- Wipe down stairway handrails.

#### Monthly Service

- Refinish tile floors.
- Dust to ceiling height.
- Dust ceiling air grilles.
- Damp wipe baseboards.

## *WINDOW CLEANING*

#### Exterior Service

- All exterior window glass is cleaned in the Tower twice a year.
- All exterior window glass is cleaned in the Plaza twice a year.

#### Interior Service

- The interior of all exterior glass is cleaned in the Tower twice a year to coincide with the exterior window cleaning.

- The interior of all exterior glass is cleaned in the Plaza twice a year to coincide with the exterior window cleaning.
- Interior service includes the cleaning of all interior windowsills with the exception of relite glass.

#### RECYCLING SERVICE

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In Unico's efforts to be green and sustainable, we are always thinking of new ways to be green and to "Green Your Routine" on a daily basis. Our goal is to promote sustainable work life, share innovative ideas, and improve our individual impact on the environment. Because of our attention to these matters, the U.S. Bancorp Tower was awarded LEED EB (Existing Building) Silver in July of 2009.

#### **Recycling**

The U.S. Bancorp Tower generates an average of 30 tons of recyclable paper each month. Recyclables are collected, sorted and prepared for pickup by our janitorial staff for AGG Enterprises, Inc. and Environmental Fibers International.

Desk side and centrally located recycle boxes and containers are available upon request. You may request desk side boxes, large recycle bins, slim-jims for copy rooms, composting bins, and blue recycling bins by contacting the Tenant Service Hotline. Please be aware that the janitorial staff does not empty desk side recycling boxes. Tenants must empty desk side boxes into the recycling containers to ensure removal of recyclables.

#### **Floors 2 through 29**

A bin for collecting recyclable office waste paper and flattened cardboard is located on each floor in the freight elevator lobby. Please do not remove the recycle bin from the freight elevator lobby.

The freight elevator lobby is not a storage area and must be kept clean at all times. Items left in the freight elevator lobby will be picked up and recycled or discarded, at the tenant's expense.

#### **Floors 30 and above**

Recycle containers for collecting recyclable office waste paper may be provided upon request.

Flatten cardboard and leave near front entry for pick up. Glass, plastic, and aluminum recycling will be picked up nightly.

### Glass, Plastic and Aluminum

Glass, plastic and aluminum may also be recycled and can all be placed in the same recycling container. Look for the recycle bins located in freight elevator lobbies on floors 2-29. Floors 30 and above may request a bin for their lunchrooms or common area if interested.

For a list of acceptable recyclable items, please go to <http://www.portlandonline.com/index.cfm?c=42022&a=198365>. All items must be rinsed and flattened. If you have any questions regarding the U.S. Bancorp Tower, please contact the management office at (503) 275-7461.

### Composting

Unico now provides composting services to the building. If a tenant is interested, Unico will provide the composting bin and the tenant is responsible for the composting bags. We can provide contact information for vendors in the area. The janitorial staff collects composted trash every night and disposes of it properly. If you are interested in participating in this program, please contact the Unico office at (503) 275-7461.

## Chapter 4 Security Services

### EMERGENCY CONTACT LIST

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Unico maintains a confidential emergency contact list for each tenant. We request that you provide the name and home telephone number of two key employees. These people will be contacted in the event of an emergency. Periodically, Unico will request that you provide updated information.

### TOWER LOBBY CONSOLE (TLC)

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The Tower Lobby Console is located in the main lobby. This location is staffed 24 hours a day, 365 days a year by trained security personnel. They are responsible for monitoring automated building systems including fire life safety, heating-ventilation- and air conditioning (HVAC), elevator service, building access and surveillance. You may call (503) 275-4723 to contact security personnel at any time.

### SECURITY DUTIES AND RESPONSIBILITIES

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Unico contracts with Securitas to provide on-site security personnel to observe and report activities that are detrimental to the safety and security of the facility and its occupants. We encourage you to promptly report any suspicious activity, person or crime, which you consider to be a threat to your safety or security. Contact the Tower Lobby Console at (503) 275-4723 with your questions or concerns.

Security personnel are not police. They do not have police power and should not be regarded as such.

Security personnel **will provide** the following services upon request:

- Escort employees to and from parking areas anytime someone feels unsafe.
- Investigate, document and report any criminal activity.
- Assist in filing crime reports.
- Respond to any report of suspicious activity and/or person.
- Issue citations for criminal trespass to suspicious individuals and/or individuals identified as having no legitimate business on the property.

Security personnel are **not able** to provide the following services:

- Make an arrest. Only an eyewitness to criminal activity can make a citizens arrest. If a crime is committed on the property or against an employee, a report should be filed with the police.
- Request that an unwanted individual leave your business area. If someone is acting inappropriately, it is the responsibility of the tenant to tell the individual to leave. However, if there is any reason to fear violence from the individual, security personnel will respond and assist if the need arises.

#### PERSONAL SAFETY

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Tips to ensure your personal safety include:

- Lock all office doors when working alone after normal business hours.
- Be familiar with emergency escape routes.
- Project confidence through your body language. Those who communicate fear, carelessness or other signs of weakness by the way they walk, stand, sit, or talk may attract the opportunistic criminal.
- Prepare yourself in advance with a set of response options in a time of danger or stress. Too often, victims are overwhelmed by an unexpected situation and fail to respond properly.
- Keep windows rolled up and doors locked to reduce the opportunity of car prowling and theft.

- Do not leave valuables in your car and consider anti-theft devices.
- Limit the number of items or packages you carry at one time. Perpetrators often target people encumbered with a lot of packages or bags. Make several trips or enlist the help of security personnel.

#### THEFT PREVENTION

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Tips to deter theft include:

- Take note of strangers. Make eye contact and ask if you may assist them. Be particularly alert for loiterers during lunch hours.
- Verify the identification of service persons and do not release equipment without the authorization from management.
- Do not leave purses or other valuables on or near your desk. Keep these items locked inside a desk or cabinet.
- Keep blank checks and check protectors in a locking desk or filing cabinet.
- Immediately report all suspicious activity, persons and/or crimes to security at (503) 275-4723. Include your name, department, location, and a brief description of the situation. A site supervisor will respond and document as needed.
- If theft is of a significant value, notify and file a theft report with police. The police non-emergency number is (503) 823-3333.

#### HOW TO REPORT A CRIME

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To report incidents:

- Immediately contact security personnel at (503) 275-4723.
- Describe the incident and your location.
- Description of any suspicious individual in the area prior to the crime.
- Security will notify the police, if needed.

#### LOST AND FOUND

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Report lost and found items to security. Unclaimed items are donated to a charitable organization after 45 days.

## EMERGENCY PROCEDURES

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Emergency Procedures are building specific and provide key information in the event of an emergency. The following topics are covered: elevator malfunction, air quality, fire and life safety information, bomb threat procedures and checklist, injury/illness and CPR procedures, natural disaster/earthquake procedures, evacuation procedures, and assembly area procedures. Please see Exhibit B for an assembly area map and 1<sup>st</sup> floor Tower and Plaza emergency exits location. The assembly area for building evacuations is on Stark Street between 5<sup>th</sup> & 6<sup>th</sup> Avenues. An Emergency Procedures manual will be provided to all new tenants. Additional manuals are provided at your request.

## STAIRWELL ACCESS

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Stairwells are for emergency exiting only. For life safety reasons, we cannot grant non-emergency use of the stairwells.

## AFTER HOURS ACCESS REQUEST

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To authorize after hours access to your office space by outside vendors, contractors or visitors, a written request **must be received no later than 3:30 p.m. on the day of access or 3:30 p.m. Friday for weekend access**. Each request must either be on tenant's letterhead or on a completed Security Request Form, which can be found at the end of this handbook. Forms can be provided upon request. Completed forms can be faxed to security at (503) 275-5371 and Unico at (503) 275-3449.

## TELECOM ROOM ACCESS

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All telecommunications vendors are required to receive prior approval from building management to access telephone rooms and closets. A request can be made on a Security Request Form, which can be found at the end of this handbook or provided upon request. Each vendor will be required to follow building procedures when on site. Please contact building management with any questions.

## VISITORS

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Tenants are responsible for notifying any contractors, service personnel, or outside vendors working on your behalf of building rules and regulations. Visitors such as contractors, service personnel and outside vendors are required to check in with security at the Tower Lobby Console in the main lobby prior to going to the designated tenant floor. Security will request and verify personal identification information and issue a Visitor Badge. While in the building, the Visitor Badge must be worn at all times during all hours so that it is visible by others. The badge must be returned at the end of each workday. If you see someone without a Visitor Badge request that they return to the Tower Lobby Console to obtain one and notify security immediately of any suspicious activity.

Business customers and clients are **not required** to check in nor have Visitor Badges.

# Chapter 5 Parking

## LOCATIONS

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Lot 64 - The U.S. Bancorp parking garage is a one-level garage located beneath the Plaza and Tower buildings. The entrance is located at the intersection of 5<sup>th</sup> and Pine. Non-reserved monthly parking spaces are available, as well as self-park visitor parking, and valet service.

Lot 65 - The U.S. Bancorp parking structure is a 13-story parking structure located adjacent to the U.S. Bancorp Tower building. Equipped with two entrances, one located on Fourth Avenue between Pine and Ankeny and the second entrance located on Pine, between Fourth and Fifth Avenue.

Both garages are open and staffed with an attendant 24 hours a day, 365 days a year.

## MONTHLY

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Monthly parking spaces are available as negotiated in the Lease Agreement. Parking Management Company (PMC) will coordinate monthly parking needs for employees. Please contact the monthly parking department at (503) 221-1666 ext. 5 for rate information and parking agreements.

## VISITOR PARKING AND VALET SERVICES

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Visitor parking is available at both facilities. Valet services are only available at Lot 64, beneath the building. Please ask gate attendant for instructions.

# Chapter 6 Mail and Delivery Services

## U.S. POSTAL SERVICE

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The U.S. Postal Service does not provide door-to-door mail delivery in the U.S. Bancorp Tower, but does maintain a mailroom on the parking level of the Tower where tenants may pick up mail.

Unico will notify tenants when the mail has been delivered to the mailroom. The building management has **no control** over the delivery and pick up time of mail by the U.S. Postal Service.

Tenants may request a mailbox within the mailroom and may pick up daily mail at their leisure. Keys will be issued directly to the tenant and if both keys are misplaced a new lock will be installed at the tenant's expense.

U.S. Postal Service Contact Information:

<b>Title</b>	<b>Phone</b>
On Site Carrier	(503) 425-6764
Site Supervisor	(503) 522-3674
University Station Supervisor	(503) 221-0166

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DELIVERY SERVICES

Drop boxes for each national carrier are located on the parking level of the Tower. For information on pick-up please contact the carrier directly.

<b>Carrier</b>	<b>Phone</b>
DHL Worldwide	800-225-5345
Federal Express	800-463-3339
United Parcel Service (UPS)	800-742-5877

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LOCAL COURIER SERVICE

Local courier service providers servicing the U.S. Bancorp Tower include:

<b>Courier</b>	<b>Phone</b>
On-Time Messenger	(503) 262-0801
Rose City Delivery Service	(503) 232-6158
City Sprint	1-800-Deliver

# Chapter 7 Loading Dock

## SHIPPING AND RECEIVING

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The building is equipped with a loading dock to accommodate large shipping and receiving vehicles. All deliveries, including furniture, are to be made through the loading dock. There is a **13-foot height restriction**, and no semi-trailers or flatbeds are allowed to enter the loading dock. To coordinate use of the loading dock, please contact a member of the building management team at (503) 275-7461.

## LOCATION

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The entrance to the loading dock is located on the north side of the building at the corner of 6<sup>th</sup> Avenue and Burnside, and can only be accessed from Burnside eastbound.

## HOURS

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The loading dock is open from 5:30a.m. - 5:00 p.m. and monitored by security personnel during those hours Monday – Friday. There is a 30-minute loading and unloading time limit and keys must be left in unattended vehicles at all times.

If access to the loading dock is needed during non-business hours, follow the after hours request policy.

## PARKING

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Parking in the loading dock is limited to 30 minutes loading and unloading. Violators will be towed at the owner's expense.

## CONTRACTORS

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All contractors must coordinate use of the loading dock through a member of the building management team or through the tenant contracting a service. Please see the Visitors section in Chapter 4 Security Services for specific instructions for contractors.



## SECURITY REQUEST FORM

To request after hours building access complete form and fax to

503-275-3449

REQUESTS MUST BE RECEIVED PRIOR TO 3:30 PM ON THE DATE OF ENTRY.

### LOCATION

Business Name:	_____
Building:	_____
Floor #:	

### DATES AND HOURS OF ACCESS

Date(s):	Hours:
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### AUTHORIZATION FOR WHO

Name(s):
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### UNLOCK

Required:	Not Required:	Comments:
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### VISITOR PASS

Required:	Not Required:	See Comments:
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### LOADING DOCK ACCESS

Granted:	Denied:	Comments:
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### REQUESTED BY

Name:	Contact #:
_____	
Company:	

### APPROVED BY

Name:	Contact #:
_____	
Company: Unico Properties LLC <b>(This document must be signed by a Unico representative for approval.)</b>	

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# Exhibit A

## Building Holiday Schedule

The U.S. Bancorp Tower is closed on the following national holidays:

New Year's Day
Memorial Day
Independence Day (observed)
Labor Day
Thanksgiving
Christmas Day

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# Exhibit B

## Assembly Area Map & 1<sup>st</sup> Floor Exits

