

**Siegel-Gallagher**  
**The Villager**  
**Electronic Tenant Handbook**

Created on February 3, 2012

## **Building Operations: Accounting**

**All rental payments and correspondence should be directed to:**

The Villager  
c/o Siegel-Gallagher Management Company  
700 N. Water St.  
Suite 400  
Milwaukee, WI 53202

Rental payment checks should be made out to: "CDA".

The staff of The Villager is dedicated to making your work environment as safe and pleasant as possible. Please do not hesitate to contact us through our web site ([www.sg-re.com](http://www.sg-re.com)) or by phone at the numbers below.

**24hr Tenant Services Hot Line:** 800-708-7462 (SGMC)

**Fax:** (414) 225-9070

**Address:**

Siegel-Gallagher Management Company

700 N. Water Street

Suite 400

Milwaukee, WI 53202

**The following personnel are available to address your needs:**

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>
Property Manager	Kevin Hannan	414-225-9700	<a href="mailto:kahannan@sg-re.com">kahannan@sg-re.com</a>
Maintenance Tech	Zach Newman	800-708-7462	

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

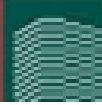
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

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

A Building Security Officer with JBM Patrol will be on duty every day (except some holidays) and may be contacted at 608-222-5156.

The leasing company for The Villager is Siegel-Gallagher Inc. located at 301 Broom Street, Madison, WI 53703. The main phone number is 608-441-9444. Listed below is the contact information for the Leasing representatives.

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>
Executive Vice President	Craig Stanley	608-441-9444	<a href="mailto:cstanley@sg-re.com">cstanley@sg-re.com</a>
Senior Vice President	John Bergh	608-441-9444	<a href="mailto:jbergh@sg-re.com">jbergh@sg-re.com</a>



For your safety, and to maintain the integrity of your property, The Villager features on-site security provided by JBM Patrol as well as electronic monitoring in the Atrium. JMB Security can be reached at 608-222-5156. JBM Patrol is on duty during most hours that tenants are open and until after closing. After hours, an access number will be required to enter the Atrium to disable the system. If you intend on staying late or entering the building outside of regular business hours (see below) than you must notify security.

## **Building Security: Atrium After Hours Access**

If your space is located inside the Atrium and you must access your space outside of regular business hours (see below), you must disarm the security system. Any time the security system is not armed outside of normal business hours, a JBM Patrol Officer must be stationed in the Atrium at the cost of the tenant using the Atrium. Please contact John Matheson or Jeff Griffith with Siegel-Gallagher to make arrangements. All tenants that occupy space in the Atrium should have a personal security code to arm and disarm the alarm system in the event that you would be using your space after regular hours. Please contact John Matheson for details on obtaining a security code.

### **Regular Business Hours:**

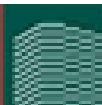
Monday – Friday	7:30 a.m. to 10:30 p.m.
Saturday	8:00 a.m. to 10:30 p.m.
Sunday	Closed

The logo for Siegel-Gallagher, featuring the name in a serif font on a dark red background, with a green and white geometric pattern to the right.

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## **Building Security: Deliveries**

Deliveries for retail should take place at the West (rear) of the property.

**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 the JBM Patrol 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 JBM or Siegel-Gallagher immediately.

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## **Building Security: Key and Lock Policy**

Keys to your space must be kept in a safe place at all times. If your keys become lost, immediately report this to Siegel-Gallagher. Lock changes and new keys can be provided at the cost of the tenant by contacting Siegel-Gallagher.

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## **Building Security: Lost and Found**

Please contact the Building Maintenance Technician at 800-708-7462 to claim items that have been lost or found in the buildings.

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## **Building Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite or on The Villager property, then please notify JBM Patrol at 608-222-5156 and they will send appropriate personnel to escort them off of the premises.

## **Building Services: Building Signage**

To improve wayfinding for visitors to The Villager, a new sign package was initiated in 2010. This included the addition of the Atrium sign and an interactive tenant directory to help visitors locate tenants, elevators and restrooms. In 2011, The Villager will also receive a new sign face for the main pylon sign on Park Street and a new logo.

Cleaning service is provided for the Atrium common areas 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 the Building Management office at 800-708-7462. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please contact the Building Manager at the above number.

If you have any questions or comments regarding the cleaning services, please notify Siegel-Gallagher Management Company.

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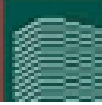
## **Building Services: Community Room**

The new Atrium Community Room is available for both tenant and public use!

Please [click here](#) to access the Community Room Reservation and Agreement Form.

Please fax the Community Room Reservation and Agreement Form to (608) 257-2660 when completed.

Reservations are granted on a first-come, first-served basis.



The Villager has one passenger elevator and one freight elevator, both located inside the Atrium.

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## **Building Services: Fee Schedule**

The attached link will provide a list of building services along with fees. Depending on your lease, some of these services might be provided at no additional charge.

[Please click here to view the Maintenance/HVAC Services and Pricing](#)

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 by contacting Siegel-Gallagher Management Company at 800-708-7462 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](http://www.adobe.com).

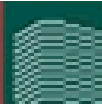
[Insurance Certificate Requirements](#)

[Emergency Contact Form](#)

[The Villager Policy and Procedures](#)

[Maintenance/HVAC Services and Pricing](#)

[The Atrium Community Room Reservation and Agreement Form](#)



If the temperature in your office needs adjustment, please contact the building management office. Your call will be referred immediately to engineering personnel. We have recently installed energy saving programmable thermostatic controls in most offices. Please make sure that you are programming the set-backs so that energy use is minimized during the hours your office is not occupied. If you need assistance with programming your thermostat, please contact Siegel-Gallagher at 800-708-7462.

Many tenants have their own thermostat to control their suite. For other tenants, the standard hours of operation of the heating and air conditioning systems are:

**Regular Business Hours:**

Monday – Friday	7:30 a.m. to 10:30 p.m.
Saturday	8:00 a.m. to 10:30 p.m.
Sunday	Closed

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## **Building Services: Mail Service**

The mail box for Atrium tenants is located in the break room of the Atrium. If you need a key or have questions please contact Siegel-Gallagher at 800-708-7462.

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## **Building Services: Maintenance Requests**

Maintenance requests may be made by contacting our 24hr tenant services line at 800-708-7462 (SGMC) or by our web site at <http://www.sg-re.com/maintenance.htm>. Requests for service in your space after normal business hours may be billed at a higher rate.

# Emergency Procedures: Bomb Threat

## Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 9-1-1.
- Notify JBM Patrol at 608-222-5156
- Notify Siegel-Gallagher at 800-708-7462

Once Management has been notified of a bomb threat all tenants will be informed of the situation. It is up to the manager of your office or store to decide whether it is appropriate to evacuate the building. A decision whether it is appropriate to call a mandatory evacuating of the building will be made by the Madison Police Department in consultation with the Management.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management, the Police, or the Fire Department have given clearance.

## Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope  $\frac{1}{4}$ " to  $\frac{1}{2}$ " thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. -- rather than directly to named individuals.

### **If you suspect a parcel contains a letter bomb:**

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Security at 608-222-5156.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

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 JBM Patrol Officer or Maintenance Tech will establish two-way communication with elevators occupants until help has arrived.

Should a power outage occur, 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 EVACUATION. USE THE STAIRWELLS.**

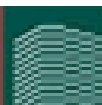
<b>All Emergencies</b>	<b>911</b>
<b>Siegel-Gallagher Management Office</b>	<b>800-708-7462</b>
<b>Building Security/After Hours Emergencies</b>	<b>608-222-5156</b>
<b>Fire Department (non Emergency)</b>	<b>608-266-4420</b>
<b>Police Department South District (non Emergency)</b>	<b>608-266-5938</b>

**Important notes**

If you call 9-1-1 as a result of a medical emergency, please be sure also to 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 evacuate the building. The alarm will automatically notify building management and there is no need to call unless you have something specific to report. Management and emergency services will respond as quickly as possible.

You should evacuate the building immediately upon an audible alarm until you are provided with an “all clear” notification from emergency services or building management.

**Fire Prevention**

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.

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

**Fire Emergency**

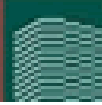
IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located throughout the common area. You should become familiar with the alarms nearest your space.
2. Call 9-1-1 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and exit the building. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

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.



The Villager 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.

**Department of Homeland Security**

<http://www.dhs.gov/dhspublic>

**Federal Emergency Management Association**

<http://fema.gov/>

**American Red Cross**

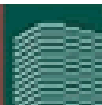
<http://www.redcross.org/>

**Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

- WIBA ([1310 AM](#) and [101.5 FM](#)) Radio in Madison.
- WOLX ([94.9 FM](#)) Radio in Madison.
- WXJ-87 ([162.55 MHz](#)) NOAA Weather Radio in Madison.
- Dane County 911 Center ([45.12 MHz](#))



**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 9-1-1.
2. Provide the Emergency Dispatcher with the following information:
  - a. Your name
  - b. Your Building's name and address
  - c. Your specific floor number, and the exact location of the emergency
  - d. 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 800-708-7462 (SGMC)

**Inform management that you have called 9-1-1 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:
  - a. Name, address and age of injured/ill person
  - b. The nature of the problem, as best you can surmise
  - c. All known allergies and current medications taken by the individual
  - d. A local doctor

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

## What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

## Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at [www.pandemicflu.gov/plan/checklists.html](http://www.pandemicflu.gov/plan/checklists.html).

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

## Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

### [Pandemicflu.gov](http://Pandemicflu.gov)

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

### Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).

### Department of Homeland Security (DHS)

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](http://Pandemicflu.gov) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—[DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).

## Pandemic Flu Resources (continued)

**BOMA Resources**

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

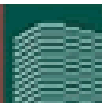
The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

The Villager is served by emergency battery operated lighting in key locations. In the event of power failure, these lights will provide emergency power to assist with evacuation from the building. These lights will remain on for 90 minutes maximum.

In the event of a power failure that lasts more than a few minutes, lock your space and evacuate the building. Emergency lights will activate on each floor throughout the building, including all Exit signs. Elevators will not be operable.

Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee. A power failure will cause an automatic notification to Management.



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. 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.
- In the case of a tornado, proceed to the Atrium basement or the Harambee basement shelter, whichever is closest.
- 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 9-1-1. 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.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of The Villager 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 Siegel-Gallagher Management Company is available to help in any way possible. Your first call for any problem or question can always be directed to Siegel-Gallagher, 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. Siegel-Gallagher Management Company will promptly notify you of any such changes. Please feel free to contact us with any questions you may have. We are here to serve you.

Welcome to The Villager, a Community Development Authority (CDA), City of Madison property, Managed by Siegel-Gallagher Management Company.

The Villager is a mixed-use property consisting of approximately 142,000 leasable square feet on 9.11 acres. The existing land uses include retail, offices and government services. The Villager has major frontage along South Park Street, which is the major gateway into South Madison, Downtown Madison, University of Wisconsin, and major health facilities in central Madison. It is a highly visible property, close to the Beltline and Badger Road intersections, and has the potential to transform the vitality of the area. The residents of the area would like to see the Villager transformed into a retail, office and service center.

In 2004, the City of Madison's Community Development Authority purchased the site as part of a master plan to redevelop the property into an attractive, vibrant mixed-use gateway to Downtown. For more information on the redevelopment plans, go to <http://www.ci.madison.wi.us/planning/villager/index.html>.

The logo for Siegel-Gallagher consists of the name "Siegel-Gallagher" in a white serif font on a dark red rectangular background. To the right of the text is a green square containing a white grid pattern that tapers to a point on the right side.

Siegel-Gallagher

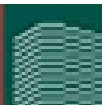
## **Introduction: About the Community Development Authority**

For more information on the CDA City of Madison, visit <http://www.cityofmadison.com/planning/index.html>.

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## **Introduction: About Siegel-Gallagher Management Company**

Siegel-Gallagher Management Company is a leading Wisconsin based Management Company representing public, private institutions, corporations and professional organizations. Currently, we are the property managers of over 3 million square feet of commercial, retail and residential space in the Metropolitan Milwaukee area and Madison. For more information about Siegel-Gallagher Management Company, please visit [www.sg-re.com](http://www.sg-re.com).

**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 a [Forms section](#) 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.

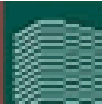
If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office

**Leasing: Security**

add text

## **Policies and Procedures: Contractors**

If you plan to make any changes to your space, prior authorization must be obtained from the Manager. This may require architectural drawings, schedules and lists of all contractors. In addition, all City of Madison permits must be obtained prior to any work taking place. A certificate of insurance from all contractors must be submitted to the Management prior to work as well.



1. Tenants, vendors and contractors are to abide by all building rules & regulations, including certificate of insurance requirements. See attached Certificate of Insurance Requirements form for details. They are to be kept current on file in the Siegel-Gallagher Office. They must have these requirements prior to commencing work on the property.
2. Office Tenants must use Landlord's window coverings in all exterior window offices. 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 incompatible with the exterior architecture of the Building. Retail tenants must properly merchandise exterior windows in a manner that promotes a quality visual appeal in the discretion of the Landlord.
3. Tenants are not permitted to post any signs, logos or any other material outside their premises without specific written permission from the Landlord. This includes any common area directional signs or other identifying signs other than the Landlord provided directory signs. Exterior signs must be approved in writing from the Landlord and the City of Madison. Please contact Siegel-Gallagher to discuss signage and wayfinding needs.
4. Tenant shall not obstruct any sidewalks, halls, passages, exits entrances, elevators, or stairways of the Project. The Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Project and its tenants; provided that nothing herein 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. Subject to the provisions of the Lease, no tenant and no employee or invitee of any tenant shall go up on the roof, vacant spaces, or other areas marked "Do Not Enter" without Landlord's consent.
5. Except as expressly provided in the Lease, the directories of the Building will be provided exclusively for the display of the name and location of tenants only, and Landlord reserves the right to exclude any other names therefrom.
6. All cleaning and janitorial services for the Atrium Tenants and shall be provided exclusively through Landlord, and except with the written consent of Landlord pursuant to the Lease, no person other than those approved by Landlord shall be employed by Tenant or permitted to enter the Building for the purpose of cleaning the same. Subject to Landlord's indemnification of Tenant in the Lease, Landlord shall not in any way be responsible to any Tenant for any loss of any property on the Premises, however occurring, or for any damage to any Tenant's property by the janitor or any other employee or any other person.
7. Landlord will furnish Tenants, free of charge, with two (2) keys to the main door lock for the Premises. Landlord may make a reasonable charge for any additional keys. Office Tenants shall not alter any lock or install a new additional lock or bolt on any door of its Premises without providing Landlord with additional keys. 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 for Landlord's out of pocket cost for replacing such keys.
8. If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with, Landlord's reasonable instructions in their installation, as provided in the Lease.
9. The elevator for freight shall be available for use by all tenants in the Building, subject to such reasonable scheduling as Landlord in its discretion shall deem appropriate. No equipment, furniture, or large merchandise or other similar property will be received in the Building or carried in the passenger elevators.
10. Except as may be approved by Landlord as part of the Final Plans for the initial Tenant Improvements, Tenant shall not place a load upon the Premises exceeding the average pounds of live load per square foot of floor area specified for the Building by the Building's Plans with the partitions to be considered a part of the live load, without first obtaining Landlord's prior written consent, which shall not be unreasonably withheld, conditioned or delayed.
11. Tenant shall not use or keep in the Premises any kerosene, gasoline, or inflammable or combustible fluid or material other than those limited quantities necessary for the operation or maintenance of office equipment. Tenant shall not use or permit to be used in the Premises any foul or noxious gas or substance, do or permit anything to be done in the Premises which materially obstructs, materially

interferes, or materially injures Landlord or other tenants, nor shall Tenant bring into or keep in or about the Premises any birds or animals, except seeing eye dogs when accompanied by their masters.

12. Except as specified in Tenant's Plans or the Lease, Tenant shall not use any method of heating or air conditioning other than that supplied or approved by Landlord.
13. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's cooling system by closing window coverings and to comply with any reasonable governmental energy saving rules, laws or regulation of which Tenant has actual notice and which does not adversely affect the conduct of Tenant's business. Tenant shall set back suite thermostats in a manner to reduce energy during times when the premises are not occupied. Please contact Siegel-Gallagher for instructions on use of your thermostat.
14. Landlord reserves the right to exclude from the Project between the hours of 9:00 p.m. and 7:00 a.m. (Monday - Friday), after 5:00 p.m. Saturdays, all day Sundays and on legal holidays, any person unless that person has a pass and/or furnishes proper identification to Landlord's security personnel. Landlord reserves the right to prevent access to the Project in case of invasion, riot, earthquake or other emergency by closing the doors or by other appropriate action.
15. All water faucets or other water apparatus, and except with regard to Tenant's computers and other equipment which requires utilities on a twenty-four hour basis, all electricity and gas outlets should be shut off before Tenant and its employees leave the premises.
16. The toilet rooms, toilets, urinals, wash bowls and other plumbing apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind shall be thrown therein.
17. 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 specifically provided for in the Lease.
18. Subject to the provisions of the Lease, Tenant shall not drill holes into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof, except to install normal wall hangings. Subject to the Lease, Landlord reserves the right to direct electricians as to where and how telephone, telegraph, telecommunication and computer wires are to be introduced to the premises. Tenant shall not cut or bore holes for wires. Tenant shall not affix any floor covering to the floor of the premises in any manner except as reasonably approved by Landlord. Tenant shall repair any damage resulting from noncompliance with this rule.
19. Tenant shall not install, maintain or operate upon the Premises any vending machine without the written consent of Landlord, except for the use of its employees and invitees only.
20. Canvassing, soliciting and distribution of handbills or any other written material, and peddling within the Project is prohibited, and each tenant shall cooperate to prevent same.
21. Landlord reserves the right to exclude or expel from the Project any person who, in Landlord's judgment is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Project.
22. Tenant shall not place in any trash receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All refuse disposal shall be made in accordance with directions issued by Landlord.
23. For office tenants, the premises shall not be used for the storage of merchandise held for sale to the general public, or for lodging or for manufacturing of any kind. No cooking shall be done or permitted by Tenant on the Premises, except that allowed specifically by lease or for the preparation of coffee, tea, hot chocolate and other beverages, and the use of a microwave oven shall be permitted, provided that such equipment and use is in accordance with all applicable federal, state and municipal laws, codes, ordinances, rules, and regulations.
24. Tenant shall not use in any space or in the public halls of the building any mail carts or hand trucks except those equipped with rubber tires and side guards or such other material handling equipment as Landlord may reasonably approve. Tenant shall not bring any other vehicles of any kind into the Building except as provided in the Parking Rules and Regulations.
25. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations reasonably established by Landlord and that are consistent with the Lease or any governmental agency.
26. Except as otherwise provided in the Lease, the requirements of Tenant will be attended to only upon appropriate application to Siegel-Gallagher Management Company. Except as required by the Lease, employees of Landlord shall not perform any work or do anything outside of the regular duties unless

under special instructions from Landlord and no employee of Landlord will admit any person (Tenant or otherwise) to any office (other than the Premises) without specific instructions from Landlord.

27. Landlord shall enforce the Rules and Regulations in a non-discriminatory manner. If Landlord agrees to less burdensome or more favorable rules and regulations for the benefit of any other tenant, these Rules and Regulations shall be automatically amended to include any such less burdensome or more favorable rules and regulations.
28. These Rules and Regulations are in addition to the terms, covenants, agreements and conditions of any lease of premises in the Building. In the event these Rules and Regulations conflict with any provision of the Lease, the Lease shall control.
29. Landlord reserves the right to make reasonable additions and modification to the Rules and Regulations.

Tenant shall notify Siegel-Gallagher Management Company at least ten (10) business days prior to the move and shall coordinate the move with the Manager of the Building. Tenant shall follow the directions of the Manager of the Building with respect to the move including the use of specific Building entrances and exits, and Tenant shall pay all out-of-pocket costs incurred by Landlord for supervision and security in connection with the move and any damage to the common areas as a result to the move. A valid certificate of insurance must be received by SGMC prior to the move.

The Villager 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.