

**TENANT
INFORMATION
HANDBOOK**



**Thirty East Seventh Street
SAINT PAUL, MINNESOTA 55101
(651) 229-2800**

Management by

UNILEV MANAGEMENT CORP. – TEXAS, NEW YORK, COLORADO, MINNESOTA

Leased by

CUSHMAN WAKEFIELD NORTHMARQ - MINNEAPOLIS

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SECTION I

**UNILEV MANAGEMENT CORP.
MANAGEMENT SERVICES**

WELCOME

Unilev Management Corp. welcomes you to Wells Fargo Place. It is our desire to make your tenancy here as pleasant as possible.

This handbook is designed to answer questions you may have on the building policies and procedures. We include basic facts about the building, the hours and descriptions of various services, emergency procedures and much more. Immediately following this page is a list indicating the direct dial phone numbers and email addresses for each of the building's staff. You can always reach us by dialing the general number for the Office of the Building at (651) 229-2800.

We suggest that you designate one person in your office to serve as the Facilities Contact Person. This designated person should be the primary contact for all day-to-day operating communications between your office and the Office of the Building.

We look forward to a long lasting relationship with you. Once again, welcome to Wells Fargo Place!

**WELLS FARGO PLACE
BUILDING STAFF
OFFICE OF THE BUILDING**

Thirty East Seventh Street
651-229-2800

General Manager	Pat Skinner
.....	(651) 229-2846
.....	pat.skinner@unilev.com
Senior Property Manager	Heide Kempf-Schwarze
.....	(651) 229-2841
.....	heide.schwarze@unilev.com
Operations Assistant	Steve Pemble
.....	(651) 229-2800
.....	steve.pemble@unilev.com
Director of Security.....	Alex Ocvirek
.....	(651) 291-5925
.....	alex.ocvirek@unilev.com
On-site Janitorial Account Manager	Angel Garcia
.....	ABM
.....	(651) 291-5924
.....	angel.garcia@abm.com
Senior Director.....	Eric King
.....	(952) 465-3345
.....	eric.king@cushwakemn.com
Chief Operating Officer	Matt Kent
.....	(713) 850-7878
.....	matt.kent@unilev.com
.....	One Riverway, Suite 100
.....	Houston, Texas 77056

ENGINEERING & REPAIR

Chief Engineer Jesse Conklin
..... (651) 291-5918
..... jesse.conklin@unilev.com

HVAC Engineer..... Paul Ketelhut

Maintenance Technician Dave LaPlante

Maintenance Technician Bernabe Carbajal

The Office of the Building is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Calls made to (651) 229-2800 after hours and on weekends are automatically answered by security, who will contact the appropriate staff in the event of an emergency. Service requests may be placed online 24 hours a day, 7 days a week through our online work order system.

UNILEV PROFILE

Unilev Capital Corp.

Unilev Capital Corporation is a privately held real estate investment organization formed to acquire well-located commercial income-producing properties through various affiliated entities with a long term investment horizon. Unilev Capital Corporation, founded in 1992, is headquartered in Beverly Hills, California with affiliate offices in Texas, New York, Colorado, and Minnesota.

Unilev Management Corp.

Unilev Management Corporation was founded in 1993 as the exclusive arm of Unilev Capital Corporation to ensure quality proactive management and leasing programs for Unilev Capital properties. Unilev Management Corporation is a full service real estate company providing due diligence, asset management, property management, leasing, accounting and engineering services.

Unilev's staff is well trained and highly experienced. Our employees are members of various professional organizations including the Institute of Real Estate Management, Building Owners and Managers Association, International Council of Shopping Centers, National Association of Industrial & Office Properties and the American Institute of Certified Public Accountants.

MANAGEMENT SERVICES

Unilev Management Corp. is dedicated to high quality and innovative real estate, management and tenant services. This handbook is your guide to using these services. Tenants are encouraged to inquire about services they would like to see in addition to those described in the following sections.

Our onsite staff is committed to serving your building needs. Please contact us whenever problems arise in your space or a common area of the building by calling the Office of the Building at (651) 229-2800. You will be asked to provide your name, company name, suite number and a description of your need to help us provide the most efficient response. Building personnel are equipped to address lighting, plumbing; electrical, cooling/heating issues as well as minor door and lock problems.

SECTION II

**BUILDING ENGINEERING
AND OPERATIONS**

BUILDING HOURS

Wells Fargo Place is accessible to Tenants and their employees seven days a week, 24 hours a day. However, access to Wells Fargo Place tower during certain “off hours” requires an access card. The specific hours of operations for the various components of Wells Fargo Place are as follows:

Office Tower

Monday through Friday	7:00 a.m. - 6:00 p.m.
Saturdays	Closed
Sundays and Holidays	Closed

Atrium Area/Skyway

The skyway system is accessible from 5:00 a.m. to midnight., 7 days a week including holidays.

Wells Fargo Place Tenants need to use their access card to enter secure areas, including the elevators, during hours the office tower is closed. For more detailed information, refer to the Security section of this manual.

Parking Garage

The Wells Fargo Place Parking Garage is open 7:00 a.m. to 7:00 p.m. Monday through Friday. The garage is closed to the public on Saturdays and Sundays. Contract parkers can always gain access to the ramp.

HEATING, VENTILATION, AIR CONDITIONING AND COOLING (HVAC)

Unilev Management Corp. is dedicated to providing you with the most appropriate and consistent temperature-controlled environment available. The HVAC system for the building is unlike your furnace and thermostat at home. If your area is too hot, too cold, or even too stuffy, our engineers can provide you with immediate professional and personalized service.

NORMAL HOURS OF COOLING/HEATING SERVICES

In general, the normal cooling/heating services are provided throughout the building per the following schedule:

Monday – Friday	7:00 a.m. – 6:00 p.m.
Saturday	None
Sunday	None

AFTER HOURS COOLING/HEATING CHARGES

After hours cooling/heating is available upon 24-hour notice request. Requests should be made by calling the Office of the Building at 651-229-2800 or online through Impak. The cost is \$50 per hour, per floor; however, this charge is subject to adjustment at any time.

MOVE IN/MOVE OUT REQUIREMENTS

Please notify the Office of the Building at least 72 hours prior to moving any furnishings or equipment in or out of the building. Upon notification, special arrangements will be made to provide any assistance that may be necessary.

Your moving company will be required to provide a Certificate of Insurance providing a \$2,000,000 General Liability coverage, as well as Workers' Compensation and Auto Liability coverage. Unilev Management Corp. is to be named as Additional Insured. The Additional Insured requirement must be included and supported by an attached Endorsement Page for the certificate to be accepted.

**WELLS FARGO PLACE
VENDOR STANDARD
INSURANCE REQUIREMENTS**

Movers and all other vendors, except General Contractors whose limits are higher, performing work in the building must provide evidence of insurance in accordance with the following:

1. Certificate should be made out in the name of:

**Unilev Management Corp.
110 Wells Fargo Place
Thirty East Seventh Street
St. Paul, MN 55101**

2. \$2,000,000 combined single limit for bodily injury and property damage per occurrence.
3. \$2,000,000 aggregate coverage
4. Minnesota Statutory Limit for Workers Compensation.
5. Additional insured wording for Certificate of Insurance (to be placed under heading of "Description of Operations / Locations / Vehicles / Special Items"):

**Re: Wells Fargo Place, 30 E. 7th Street, St. Paul, Minnesota
Unilev Management Corp. as agent for ST. PAUL TOWER,
L.P., OVERLAND W.F.P.-1, L.P., OVERLAND W.F.P.-2,
L.P., and W.F. TOWER HOLDINGS, L.P**

This language and requirements are available electronically upon request.

LOADING DOCK AND DELIVERIES

All deliveries of merchandise, equipment, supplies, etc., must arrive at the Loading Dock and be moved via the freight elevator. Deliveries are not permitted through any other Wells Fargo Place entrance, passenger elevators or escalators.

Each tenant should make arrangements with its own carrier for any shipments leaving the building.

All package deliveries should be taken directly to tenants' offices. Building personnel will not sign for shipments, nor can they accept shipping charges on behalf of tenants or tenant vendors.

The Wells Fargo Place loading dock is located on the basement or parking level. Trucks and cars making deliveries may enter the loading dock from Cedar Street just south of 7th Street. The maximum height for delivery trucks is **13' high**. Maximum trailer length is 28' for semi trailer-trucks. Maximum overall length is 36' for van type trucks.

The Wells Fargo Place freight elevators size and capacity are as follows:

<u>Tower Freight</u>		<u>Atrium Freight</u>	
Door Width	40"	Door Width	44"
Door Height	7'	Door Height	7'
Cab Width	5'	Cab Width	4'
Cab Depth	9'	Cab Depth	8'
Cab Capacity	5,000#	Cab Capacity	3,500#

1. Loading Dock hours are 6:00 a.m. to 4:00 p.m., Monday through Friday. The large entrance doors to the Loading Dock are controlled by Security at all times. Evening or weekend deliveries must be coordinated through the Office of the Building. **An AAR form must be submitted via email to heide.schwarze@unilev.com and alex.ocvirek@unilev.com by noon, at least 72 hours in advance, for weekend or evening deliveries.** No reservations are needed during the normal dock hours as trucks are served on a first come, first serve basis only. Access to the dock is controlled at all times. No trucks will be allowed to enter when the "full" sign is illuminated.
2. **PARKING OF ANY VEHICLES IN THE LOADING DOCK AREA IS NOT PERMITTED AT ANY TIME OTHER THAN DURING ACTUAL LOADING OR UNLOADING.** If deliveries are made to the Loading Dock in Tenant's own car, the delivery person can unload the vehicle in the dock area, and then must immediately move the vehicle to a parking space in the ramp or a facility of their choice. **Any vehicle left unattended for more than 15 minutes will be subject to towing at owner's expense.**

LOADING DOCK AND DELIVERIES

3. Large deliveries, such as furniture, must be scheduled after-hours between 6:00 p.m. and 6:00 a.m. during the week. These deliveries must be coordinated at least 72 hours in advance of any delivery by submitting an **AAR form via email to heide.schwarze@unilev.com and alex.ocvirek@unilev.com** to make these arrangements.
4. Labor and equipment for loading and unloading must be supplied by the shipper and/or Tenant. However, dock equipment such as four-wheel and two-wheel carts are available for Tenant use. Tenant must sign the logbook for use of such equipment with the Loading Dock Attendant. Please return the equipment to the Parking Ramp immediately after the move has been completed.
5. No materials or equipment of any kind can be stored on the Loading Dock for any amount of time.
6. No material may be stored in corridors or in any other area adjacent to the Loading Dock.
7. All shippers must clean the area immediately after delivery of goods and take all pallets with them when leaving. If the area is not cleaned, Unilev Management Corp. will provide labor for clean-up and Tenant will be billed at the rate of \$100.00 per hour with a minimum charge of one (1) hour.
8. Containers of any kind may not be washed on the dock area.
9. The Loading Dock is only 30' deep. Please review clearances and equipment needs with the Office of the Building before scheduling the delivery of any large, long or bulky items.
10. Loading and unloading of equipment, materials and/or inventory through the main entrance doors on the first and second levels is strictly prohibited.

JANITORIAL SERVICE

Janitorial service is provided Monday through Friday after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Do not place any object near or against trash receptacles if material is not to be thrown away. Trash from normal everyday office operations will be removed nightly by the janitorial staff. Furniture and equipment cartons or crates cannot be handled by the building or janitorial staff and must be removed by the tenant's supplier. Please be sure to make the necessary arrangements with your supplier prior to the delivery of the furniture and equipment.

Trash or recycling stickers should be used to designate all large items to be thrown away or recycled. If your office needs stickers, please contact the Office of the Building.

There may be an additional charge for excessive amounts of trash placed in the dumpster by a tenant.

Janitorial services are provided at a level consistent with Class "A" building cleaning in this market.

In the event services are not up to your standards, please call the Office of the Building so that we may respond to your needs in an efficient and effective manner.

Should you require any special cleaning or other services of this nature, please notify the Office of the Building at least one day in advance. Special services provided, other than normal cleaning, will be at the expense of Tenant.

Additional janitorial staff is on duty Monday through Friday, from 6:00 a.m. until 5:00 p.m. If you observe a janitorial problem in any part of the property such as the lobbies, corridors, or restrooms, please call the Office of the Building. We will immediately dispatch the day cleaner. In addition, the day cleaners are available during the day to address emergency cleaning items like spilled coffee, spilled toner, broken glass, etc. These items are best remedied if handled immediately.

MAINTENANCE

In the event maintenance problems arise within your space or in the building common area, please notify the Office of the Building. Give your name, company name, suite number and the nature of the problem. Maintenance personnel will be sent to assist you as soon as possible. Additionally, maintenance staff is also available to provide light maintenance on your furniture and equipment and some special requests. Special request work or “non-standard” maintenance work on furniture or equipment, etc., will be billed at an hourly rate determined by the level of service requested. Moving and furniture assembly is billed at a rate of \$75.00 - \$250 per hour. All bill rates are subject to change at any time, without prior notice.

RECYCLING PROGRAM

Wells Fargo Place currently has a single-sort recycling program for glass, aluminum, plastic, paper products and cardboard.

In addition, an organics recycling program is in place for hand towels and food waste. Each tenant suite has been provided with bins in centrally located collection areas.

All desks and workstations are provided containers for garbage and non-organic recyclable materials. Our recycling program requires everyone to bring recyclables from their work area to the collection point identified in their suite. Janitorial staff will empty the garbage containers at each individual work area daily, however, the recycling containers at each individual work area will not be emptied by the cleaning staff and should be emptied in the centrally located recycling container when needed.

ELECTRONICS & PRINTER CARTRIDGE RECYCLING PROGRAM

Wells Fargo Place has partnered with Minnesota Waste Wise to recycle inkjet and laser printer cartridges, cell phones, digital cameras and other small electronics. Minnesota Waste Wise is a member-supported, private nonprofit 501©3 corporation whose mission is to help businesses and organizations reduce waste. They are an affiliate of the Minnesota Chamber of Commerce. Items may be dropped off in the Office of the Building for recycling.

In addition, Wells Fargo Place partners with tech dump to recycle larger electronics such as, laptop and desktop computers; CPUs; flat panel monitors and TVs; and network switches, routers and other electronic items. This is a semi-annual event and items should be stored by each tenant within their suite or storage space. CRT monitors, TVs and other electronics may also be recycled at the tech dump event for a fee.

If you have recycling questions or want a complete list of acceptable recycling products, please call the Office of the Building at 651-229-2800.

SECTION III
BUILDING SECURITY

GENERAL SECURITY INFORMATION

Wells Fargo Place is staffed with a thoroughly trained contract security staff. Security personnel are provided to enforce building regulations, maintain order, investigate building alarms, screen personnel entering and exiting the building, and are on the alert for any unusual activity within the building on a 7 day a week, 24 hour per day basis.

Security within a tenant's space is the responsibility of the tenant, although security personnel will provide assistance when requested. During non-business hours, security officers conduct routine patrols at irregular intervals.

The following pages of this manual list the building rules, regulations, and procedures for various emergencies, which hopefully, will never occur in your suite or at Wells Fargo Place.

Please contact the Office of the Building should you have any questions or problems regarding security.

ESCORT SERVICE

If at any time someone wishes to be escorted, one of our security officers will meet you in the lobby and escort you or your guest to your vehicle using the security network in the downtown St. Paul skyway system. Call Security directly at (651) 291-5970 or stop by the security desk to make arrangements.

SAFETY TIPS

The following DOs and DON'Ts will help provide a safe working environment for all the occupants of Wells Fargo Place:

DOs

- Keep exits clean and unobstructed at all times.
- Maintain a minimum 18-inch clearance below all sprinkler heads.
- Check for frayed fixture wiring and proper grounding.
- Monitor emergency exit lights and notify the Office of the Building if they are not lit.
- Immediately report any situation that could cause a fire or accident.
- Post a list of emergency phone numbers for employees' use.
- Notify the Office of the Building or Security if loiterers are observed in corridors or restrooms.
- Report all solicitors and peddlers to the Office of the Building or Security.
- Notify the Office of the Building or Security if you notice any discharged fire extinguishers.

DON'Ts

- Don't store any items near electrical transformers or water heaters.
- Don't overload electrical circuits with extension cords and/or other non-standard type electrical work.

BUILDING AND ELEVATOR ACCESS

Access to Wells Fargo Place is restricted on weekday evenings, Saturdays, Sundays and holidays to those employees with a programmed access cards. There are proximity card readers at each of the building entrances and in all elevators. Access can be gained by presenting a valid access card within 2-3 inches of the surface of the reader.

Each office should designate one employee who will be responsible for controlling access cards. This person should also be responsible for collecting cards from any employees who are no longer allowed access privileges. An initial allotment of access cards will be given to each Tenant at the time of their move-in based on need.

All requests to order new and/or replacement cards, have cards activated or deleted, and to order additional or replacement keys should be submitted online through Impak.

If you have office guests arriving after hours, please make arrangements to meet them at the entrance.

The hours of access for the building floors in Wells Fargo Place varies per floor, based on full-floor or multi-tenant status of the floor. If you are a full floor tenant and need elevator access to your floor changed for a specific event such as a holiday, **please submit your request detailing your needs in Impak at least 48 hours in advance.** Access to the floors is provided during normal building hours, which are 7:00 a.m. to 6:00 p.m. Monday through Friday, or as otherwise defined by full-floor tenants.

If your access card is lost or stolen, please report this information immediately to the Office of the Building at (651) 229-2800. If you need to report this after hours, Security can be reached at (651) 291-5970.

The building reserves the right to charge a **\$25.00** fee for replacing lost, misplaced or mutilated cards. Please allow at least one working day to program and record new cards requests.

KEYS & LOCKS

Prior to move-in, you will be provided keys for your suite and interior locks, along with security access cards. Additional keys may be obtained at an additional charge by contacting the Office of the Building.

Should you require changes in the locks for your suite in the future, the Office of the Building must be notified in writing and the work performed to meet our requirements. This will ensure proper janitorial coverage and provide a uniform master key for emergency situations. This procedure must be followed to assure Fire Department access to all areas of the building. All changes will be made at the expense of Tenant.

If you have a reason to be concerned about the security of your entire space, we can install new lock cylinders and completely re-key your office. Please contact the Office of the Building at (651) 229-2800 for further information and cost. The cost for keys is as follows:

Keys	\$15.00 each
Re-pin Medeco Core (no keys)	\$55.00 each
New Medeco Core w/pinning and 2 keys	\$165.00 each
New lockset w/new Medeco Core w/pinning and 2 keys	\$365.00 each

* pricing is based on standard building finish only

** prices subject to change



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ACCESS CARD AND KEY REQUEST

DATE: _____

Company Name:	Suite Number:
Contact Person:	Telephone Number:

NEW CARD

Employee Name	Access	New Card	Level
	Floor Level	_____	_____
	Floor Level	_____	_____
	Floor Level	_____	_____

For Office Use Only/Do Not Mark In Shaded Area

DELETE CARD

Card Number	Employee Name

CHANGE OF STATUS

Card Number	From Employee Name	To Employee Name

KEYS

Key Number	Quantity	Date Needed

Office Phone Number (651) 229-2800

Office Fax Number (651) 229-2850

EMERGENCY SITUATIONS/EVACUATIONS

Unilev Management Corp. is responsible for the building and the common areas. Each Tenant is responsible for their space.

TELEPHONE NUMBERS

LOCAL AUTHORITIES

Saint Paul

FIRE	911
PARAMEDICS	911
POLICE	911
SHERIFF	911

WELLS FARGO PLACE

UNILEV MANAGEMENT CORP. OFFICE OF THE BUILDING	(651) 229-2800
BUILDING SECURITY	(651) 291-5970

Business Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

When placing a call, provide the following information:

- Name;
- Location;
- Telephone number and
- Type of Emergency.

Please notify the Office of the Building regarding all emergencies.

TENANT FACILITIES CONTACT

The function of the Tenant Facilities Contact is to coordinate evacuations and be responsible for the immediate reporting of any potential or actual emergency condition to the Fire or Police Department and the Office of the Building.

The Office of the Building will communicate the building's organized plan of evacuation to the Tenant Facility Contact. Each Tenant shall designate at least one employee as the Tenant Facilities Contact for each floor you occupy, and several employees as alternative contacts in case of illness or absence.

EMERGENCY COORDINATOR CONTACT

The Emergency Coordinator Contact is responsible for emergency operations in Tenant's space. This person should have a complete knowledge of the building's life safety systems and a thorough understanding of the emergency procedures.

The Emergency Coordinator Contact should relocate Tenant employees and determine when an evacuation is warranted. If the automatic fire alarm signal sounds on your floor, determine the cause of the alarm and, based on your own intuition, initiate an evacuation. This is definitely the most important decision you will be asked to make. When in doubt – **EVACUATE.**

If you make the decision to evacuate your Tenant space, notify all other Tenants on the floor, apprise them of the emergency and have them initiate their evacuation plans.

Identify any handicapped person who would require assistance in an evacuation or other emergency. Ensure the safe evacuation of such persons by assigning responsible persons to help.

Upon notification of an emergency, all non-office spaces, including restrooms, should be searched. If an evacuation has been ordered, direct all persons to the nearest stairwell. Cooperate with the building management and the Fire Department. The Fire Department has jurisdiction in training employees in the use of fire fighting equipment and during mandatory fire drills.

UNAUTHORIZED PERSONNEL

To prevent theft, please ensure that when your office is open someone is always stationed at the receptionist desk to greet people. Criminals do not want to be noticed. Greeting a suspicious person with a simple "Hello, can I help you?" may be enough to deter the individual.

Criminals are very familiar with office buildings and look for specific circumstances. For example, many people keep their purses in their lower left-hand desk drawer behind their files in an unlocked drawer. Also, these criminals are looking for checkbooks, keys, elevator cards and charge cards, so please keep all of these items secured both during the day and after hours to prevent thefts.

If you have an unauthorized, suspicious or disruptive person(s) on your floor or in your office, please notify the Office of the Building immediately by calling (651) 229-2800. A security officer will be dispatched immediately. You may also want to contact the police by dialing 911.

ANY SUSPICIOUS PERSON SHOULD BE REPORTED TO MINIMIZE THEFT AND OTHER PROBLEMS.

HANDICAPPED PERSONNEL

Handicapped personnel should be familiarized with the building's emergency procedures for evacuation, use of exits, fire stairwells and any special arrangements relative to their safe egress from the building.

The Office of the Building requests notification of all handicapped employees and your plan for their safe evacuation.

More than one person should be designated to aid all handicapped people in the immediate area during an emergency.

MEDICAL

PARAMEDICS	911
SAINT PAUL POLICE DEPARTMENT	911
SAINT PAUL FIRE DEPARTMENT	911
OFFICE OF THE BUILDING	651-229-2800

Accident or sudden illness may cause an emergency, which necessitates immediate first aid and subsequent medical attention. The Police and Fire Departments are equipped to handle breathing and other lifesaving problems. St. Paul Police and Fire Fighters have trained resuscitation teams for any emergency.

In case of a medical emergency:

DO

- Call for an ambulance.
- Determine extent of injury or nature of illness from the patient.
- Notify Office of the Building and Security.

THEN ARRANGE TO

- Meet emergency personnel in building lobby and direct them to injured person(s).
- Attend to handicapped personnel.
- Record information:

- Person(s) Injured
- Medical Problem
- Hospital

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Wells Fargo Place is equipped with an Automated External Defibrillator (AED). Key members of the building staff are certified in both CPR and AED training. Statistics show that when portable defibrillators are made widely available in a community, death rates from sudden cardiac arrest decline substantially. St. Paul Fire and Safety Services has an excellent response time to the downtown area; however, it could be between 5-10 minutes to actually get to a patient at Wells Fargo Place. This can make a difference between life and death or the quality of life the patient enjoys after surviving cardiac arrest. Please remember to contact the Office of the Building or Building Security, in addition to contacting 911, in the event of a medical emergency.

POWER FAILURE

Although infrequent, Wells Fargo Place can experience a power failure.

An interruption in the power supply will result in the following:

- The building's emergency generator will turn on automatically and generate power to various critical areas of the building.
- Certain lights will remain on in the corridors, offices and stairwells for the safety of Tenants.
- All elevators will return to the first floor, leaving only one elevator in each bank to operate.
- The power of the Life/Safety, Public Address system, and building telephone system will remain operational.

For your own safety:

- Keep at least one flashlight to use.
- Turn off electrical office machines and appliances.
- Take care when moving in dimly lit areas.
- Remain at ease.
- Tenants are strongly encouraged to utilize and maintain back-up power supply capabilities for their critical IT and communications equipment. Length of back-up time suggested is four hours.

PUBLIC RIOT AND DISTURBANCE

SAINT PAUL FIRE DEPARTMENT	911
SAINT PAUL POLICE DEPARTMENT	911
OFFICE OF THE BUILDING	(651) 229-2800

- Avoid the area of disturbance.
- Avoid windows.
- Lock doors and close draperies or blinds.
- Report any suspicious persons.
- Notify police.

EVACUATION INFORMATION

Wells Fargo Place has an evacuation plan for several anticipated scenarios. Evacuation will be by stairway from the floor on which the emergency situation has occurred. All Tenants are urged to become familiar with the location of the stairways and their exits. A decision on whether evacuation is necessary may be made by the Tenant Facilities Contact, or will be announced by security personnel via the Public Address speaker system. Unnecessary evacuations crowd corridors and stairs, which could prevent emergency crewmen from reaching the site of the emergency. However, if you are instructed to evacuate by Fire Department personnel or the Office of the Building:

DO

- Respond quickly, but calmly.
- Go to the designated stairway, keep to the right side of the stairs and use the handrail.
- Clear emergency stairwell doors.
- Assist handicapped personnel.
- Remember, usually only a small area is involved and only two or three floors may need to evacuate.
- Search office space and restrooms for all personnel.

EVACUATION INFORMATION

DON'T

- Don't use elevators.
- Don't re-enter area until cleared.
- Don't block stairwells, vestibules, or doors.
- Don't react in any manner that may cause undue alarm and panic.

All stairwell doors have an alarm contact and are self-locking. When the Life Safety system is in fire alarm mode, doors one floor above and one floor below the alarmed floor will be unsecured. Ground level stairwell doors will always allow you to exit from the stairway to the main lobby or street level, depending on your location in the building.

FIRE EXTINGUISHER

All tenant spaces are supplied with a fire extinguisher at the time of their move-in. The building maintenance staff will install each extinguisher as per Fire Marshal recommendations at no cost to the tenant. The building is also responsible for coordinating the annual fire extinguisher inspections. If additional extinguishers are requested above and beyond the Fire Marshal recommendations, building maintenance will install those as well. However, the cost associated with each additional fixture is billed back to the tenant.

SECTION IV
BUILDING SERVICES

10 MINUTE LIGHT BULB CHANGE

When a light bulb goes out in your suite, call the Office of the Building at 651-229-2800 or enter an online service request through Impak. We will send a maintenance person to change it.

MAIL SERVICE & EXPRESS MAIL DROP BOXES

The Mail Room is located in Suite 106 on the first level of the atrium at Wells Fargo Place for all Tenants. Mail pick-up is available from 10:00 a.m. until 10:30 a.m., Monday through Friday and closed on holidays. If you are unable to pick-up your mail during this time, Post Office boxes are available through the Post Office. The mail room also contains a mail drop bin that is picked up times at 10:30 a.m. and 4:30 p.m. Monday through Friday and Saturday.

Access to the mail room is secured by card reader and is limited to authorized Tenant employees and building personnel only.

Wells Fargo Place is walking distance from a satellite post office located in the U.S. Bank Building. The address is 101 5th Street East, Suite 150. The U.S. Bank Building can be accessed through the skyway system. The postal entrance is located on street level at the corner of 5th & Robert.

UPS and Federal Express drop boxes are located in the Mail Room. Evening pick-ups are scheduled and noted on each of the drop boxes.

BUILDING CONFERENCE ROOM

One of the many amenities at Wells Fargo Place includes the use of a building conference room located in the atrium, Suite 175. The conference room is for tenant use only at no cost.

It seats between from 25 to 66 people and is equipped with tables, chairs, a white board wall, a Polycom conference phone, and wireless internet connectivity. Microphones, a projector and screen available at no additional charge at this time.

FITNESS CENTER

A fully equipped fitness center is located in Suite 120 of the atrium and is available for exclusive use by Tenants, at no charge. Hours of operation are Monday through Friday from 5:00 a.m. – 9:00 p.m. and Saturdays from 7:00 a.m. – 2:00 p.m. The fitness center is closed on Sundays and Holidays observed by the Building.

The fitness center is secured at all times through the Building access control system. All tenants must sign a Use Agreement prior to having access added to their access card.

The fitness center boasts cardio and strength equipment, plus a small group fitness studio and showers. Lockers are also available for use while working out, but not for extended periods of time.

HOLIDAYS

The Office of the Building will be closed on legal Holidays and the following conditions will be in effect:

- The maintenance staff will be off duty.
- There will be no janitorial service.
- There will be no air conditioning, heating or ventilating unless prior arrangements have been made.
- The elevators will only operate by using an access card.

Requests for the above services on a Holiday must be in writing to the Office of the Building 48 hours prior to the requested service.

The Holidays normally observed are:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

RENTAL PAYMENT/STATEMENTS

You will receive a monthly invoice for all recurring monthly charges such as rent, storage rent, operating costs, real estate taxes plus any miscellaneous, one-time charges such as repair services, etc. In accordance with your lease, these charges are due and payable on the first day of each month. Payments for both miscellaneous charges and monthly repetitive charges should be remitted to:

Wells Fargo Place
110 Wells Fargo Place
30 East Seventh Street
Saint Paul, MN 55101

Payment can also be dropped off at the Office of the Building. If you are interested in making payments via ACH, contact the Office of the Building.

To ensure proper handling, please include remittance information and indicate the distribution of monies, as well as invoice number, name of company and suite number. If you have any questions regarding rent statement/payments, please call the Office of the Building at (651) 229-2800.

If you do not agree with the balance due on your account, please contact the Office of the Building. Any payment not received after five days will be considered past due. Whether or not a statement is received, rent is still due on the first of the month.

SIGNAGE

All signage must conform to building standard. Tenant requests must be submitted in writing to avoid any misunderstandings. The following information should be provided:

Suite Signage: Company or Firm Name
Suite Number

Tower Lobby Signage: Company or Firm Name
Suite Number
Additional Listings

Atrium Signage: Company or Firm Name
Suite Number

The above information should be submitted to the Office of the Building in the order you wish the listings to appear.

If you order a special sign, the information received will be approved by Landlord and a price confirmation will be forwarded to you for your review.

Signage orders take approximately two to three weeks for delivery. However, customize signage may take longer.

Subtenants are required to go through the sublessor for signage requests; we cannot respond to requests directly from subtenants.

SMOKING

Smoking is not permitted in any portion of the interior common area. This includes, but is not limited to, restrooms, hallways, elevators and stairwells. We ask that those who choose to smoke outside the building do so only in designated areas and well away from building entrance doors.

STORAGE

Storage space is available in the building on a first come first serviced basis at reasonable market rates. Contact the Office of the Building for information.

PARKING

Daily and hourly parking is available at the Wells Fargo Place ramp (valet only) and at the skyway-connected Town Square and World Trade Center ramps. Additional parking options and information can be found at www.smart-trips.org, a Saint Paul TMO and Transit TMO website.

PUBLIC TRANSPORTATION

Wells Fargo Place is centrally located within two blocks of all major bus routes and the Green Line Central & 4th Street stations. Route and stop information is available by visiting www.metrotransit.org.

TENANT IMPROVEMENT/CONSTRUCTION

Any tenant improvement/construction, remodeling, electrical or plumbing work performed after move-in must be approved and coordinated in advance to ensure that all work meets building safety, fire code requirements and maintains the architectural quality.

If you are contemplating any such work, please contact the Senior Property Manager as early as possible in the planning stages of your project. This will reduce time lost and ensure expeditious completion of your buildout or project.

Any work initiated without the approval of the Building Owner is subject to removal at Tenant's expense. This procedure will be strictly enforced, since both the Building Owner and Tenant may incur substantial risk if work does not meet all applicable legal requirements. All work must be permitted and inspected by applicable municipal inspectors.

ST. PAUL SKYWAY MAP

Please see inside pocket for map