

Georgia - Pacific Center Electronic Tenant® Portal

Created on April 14, 2020

Building Amenities: Auditorium

The auditorium at GP Center is a multi-functional space that will hold business meetings in the main auditorium and cocktail parties in the reception area. The main auditorium seats 254 people and every other seat has a fold down tablet arm that will turn the room into a classroom environment for up to 120 guests. Staff will provide all audio-visual assistance for this space. Please coordinate your audio-visual needs by emailing one of our technicians below.

Shannon Fitzgibbon: stfitzgi@gapac.com

Westley Evans: waevans@gapac.com



Building Amenities: Car Detailing and Auto Repair



Today's professionals are busier than ever. You know. You're one of them. That's why we're partnering with Spiffy Mobile Car Wash & Detailing to offer services at Georgia-Pacific Center every Monday, Wednesday & Friday.

You even receive preferred pricing at work. The promo code will automatically be applied when you book your service!

Get Started

Here are three ways to get started with Spiffy:

1. Download the app for iOS or Android
2. Click to explore the services menu
3. Call 844-438-7743 to learn more

AUTO REPAIR & MAINTENANCE OFFICE AUTOMOTIVE

Atlanta's largest onsite private vehicle servicer, with more than 60 locations and more than 150,000 vehicles serviced, has been around since 1994. Office Automotive performs many routine and factory schedule maintenance as well as minor repairs. Office Automotive can be reached at service@officeautomotive.com.

CONVENIENT COLLISION SOLUTIONS

The mobile paint and auto body repair experts repair bumpers, dents, glass, scratched and minor- collision damage on-site. CCS can be reached at 404-633-DENT or on the web at www.ccs2you.com.

Building Amenities: CVS/Pharmacy

Jacinta, Pharmacy Manager

Telephone (404) 522-6330

Website www.caremark.com

Hours of Operation:

Monday – Friday 7:30 am – 5:30 pm

Building Amenities: Dental Office

Thomas W. Kauffman, DDS, PC

Located on the 40th Floor
(404) 524-1981

Hours of Operation:

Monday - Wednesday 7:30am - 4:30pm

Thursday 7:00am - 1:00pm

Friday available for IV Sedation and Surgical Appointments

Our state-of-the-art office is committed to patient care and comfort and has been successfully blending art and science for more than thirty years.

www.atlantedentationdentistry.org



Building Amenities: Dry Cleaners

Pressed for Success - Lower Level
Dry Cleaners

Jaymini Patel and Girish Patel
404.588.0701

Building Amenities: Fifth Third Bank



Fifth Third Bank

www.53.com

Bank Contact Information:

- **Hours of Operation:**
 - Monday - Friday - 9:00 AM - 5:00 PM
 - Saturday & Sunday - Closed

Building Amenities: Georgia's Own Credit Union



Georgia's Own Credit Union

www.georgiasown.org

Contact Information:

(404) 874-1166 or 1 (800) 533-2062

Hours of Operation:

- Monday - Friday - 9:00 AM - 4:00 PM
- Saturday & Sunday - Closed

ATM Located on the 4th floor near the café.

Building Amenities: Health Club



Phoenix Athletic Club
133 Peachtree Street
Atlanta, GA 30303
General Manager: Carla Hardy
P: 404-652-4500
Fax 404-487-4056

Building Amenities: Minute Clinic

www.minuteclinic.com

Hours of Operation

Monday – Friday 8:30 am – 4:30 pm

Building Amenities: Watch Repair

Hour Watch Repair - Lower Level

Tom Haliburton
404-525-2469

Building Operations: Accounting

Rent checks should be made payable to:

GP Center Holdings LLC
P.O. Box 734464
Chicago, IL 60673-4464

WIRE INSTRUCTIONS:

Please contact the management office at 404-585-4500.

Building Operations: Building Management

The property management staff is dedicated to making your work environment as safe and pleasant as possible. The property management office is located at:

Transwestern Commercial Services
133 Peachtree Street, N.E. – Lobby Level
Atlanta, GA 30303

Phone: (404) 585-4500

Business Hours: 8:00 am – 5:00 pm (M-F)

The following personnel are available to address your needs:

Virginia Ferguson <i>General Manager</i> Virginia.Ferguson@transwestern.com	Danny Butler <i>Chief Engineer</i> Danny.Butler@transwestern.com
Kelly Johnson <i>Property Manager</i> Kelly.Johnson@transwestern.com	Jenny Lipscomb <i>Assistant Property Manager</i> Jenny.Lipscomb@transwestern.com
Greg Frankum <i>Leasing</i> Greg.Frankum@transwestern.com	Parks Brown <i>Leasing</i> Parks.Brown@transwestern.com

Building Operations: Holidays

Georgia-Pacific Center will be closed on the following holidays (access available with active access card):

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

HVAC is available to tenants by contacting the management office 24 hours prior to the holiday. There is a charge of \$40.00/hour/unit for afterhours use.

Building Security: Access/Deliveries/Visitors

Georgia-Pacific Center is equipped with an access card security system at all entrances.

- Access cards will be issued at a cost of \$15.00 per card to those submitting a request to the management office
- The request should be initiated by your office or facilities manager
- Turnaround time for card processing will be 24 hours upon receipt of the request. At the expiration of the lease, all cards must be returned.
- In the event an access card is lost, stolen or damaged, a \$15.00 fee will be required to issue a replacement card. Additional cards for new employees will also be subject to this fee.
- Building personnel are not authorized to open any locked area for tenants or guests
- Tenants, visitors, and guests must have a card or key to gain entry
- Outside normal business hours, all deliveries, visitors, contractors, vendors, or personnel without an access card must notify the management office at least 24 Business hours prior to arrival
- Please note that security is unable to allow access to personnel not approved in advance by management.

[Please click here to download an Access Card Request Form](#)

Keys

- Additional keys may be obtained by submitting a work order in Building Engines.
- Keys cannot be duplicated by outside locksmiths
- Tenants will be issued two keys per cylinder upon acceptance of leased space Requests for additional keys should be signed by your Facilities Manager
- The charge for keys is \$13.50

Visitors

Please notify the management office 24 business hours in advance of any and all visitors. This notification allows all visitors to gain access. Individual visitors will be asked upon arrival for the company name and corresponding employee with whom they are meeting. In the case of a large group (i.e. conference or meeting), security will need to be notified in advance in order to maintain even traffic flow. Should a visitor arrive without prior authorization, security will place a call to the primary and/or secondary tenant contact to request authorization. In the case that neither contact can be reached, nor prior authorization is not arranged, the visitor(s) will not be granted access. Please refer to the previous section regarding card access for more detailed information or you may call the management office.

Deliveries

Standard Deliveries

The loading dock is open Monday through Friday 7:00am – 6:00pm. Deliveries of items such as furniture, appliances, filing cabinets, etc. must be made after hours. Please see the section on "above standard deliveries" below for more information.

- Please notify all vendors, caterers, and delivery personnel that they must use the loading dock to access the building.
- Georgia-Pacific Center will not receive goods on behalf of a tenant
- There is a 15-minute parking limit for company vehicles at the loading dock during business hours
- No personal vehicles will be permitted to park in this area

Above Standard Deliveries

Delivery of items such as furniture, filings cabinets, and appliances are considered to be above standard deliveries. These deliveries can be made after 5:00pm or before 7:00am Monday through Friday or all-day Saturday or Sunday. A protective layer of material, such as plywood, must be installed on all common corridor and lobby floors. All door jambs must be protected by cardboard or padding. The building's recycling dumpsters are available for approved packing and moving materials. Please note any damage to the building caused by your moving company is your responsibility. Any required repairs to the building will be performed by our contractors and invoiced to you. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway.

[Please click here to see Moving Requirements](#)

Building Security: General Office Security

- Security plays an extremely important role in the overall operation of the building. Security helps protect the building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.
- During non-business hours, officers will patrol the building including its tenant floors. They are easily recognized as they are always dressed in uniform. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on alert for any unusual activities within the building.
- As a theft preventive measure, you will be required to notify the management office when furniture, boxes, or office machines are being removed from the Building either by a tenant or a vendor.
- There may be special instances when vendors or contractors (carpet cleaning, installation of computer equipment, etc.) need to perform work in your suite during non-business hours. In such instances, please provide notification to the management office which states the name(s) of the individual(s) and the company they work for, and the approximate time and nature of the work to be performed. Request that the individual(s) have some form of identification to present to the officer on duty.
- There may be occasions when we need to escort an unwanted visitor from the building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed.

Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant at Georgia-Pacific Center to take an active role. Here are some additional tips for your safety:

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to security or the management office. If necessary, security will escort them from the building.
3. Solicitation is not permitted in the building and any individual who enters the building for this purpose should be reported to the management office immediately. Be prepared to provide your name, company affiliation and suite number in addition to the location of the solicitor. They will be escorted from the building.
4. Inform the management office of any building keys which are lost. This includes keys to your suite, access cards and storeroom keys.
5. Keep Building Entry Key-Cards out of the hands of those who do not need them. Maintain up-to-date records of all your employees who have access cards. Inform the management office immediately when individuals have been removed from your employment for any reason.

Building Security: Lost and Found

Any individual finding lost item(s) should turn them into the management office or to security if it is found after normal business hours.

Building Services: Billable Services

Items which are considered extra services and charged to the tenant include:

- After hours HVAC
 - HVAC is provided from 7:00 AM to 6:00 PM Monday-Friday (excluding building holidays). Additional time will be charged to the tenant at \$35 per hour per unit.
- Installation of additional electrical outlets, light fixtures, and lock sets
- Replacement of non-standard light bulbs
- Additional building signage and directory listings
- Pest Control - The common areas around the buildings are inspected and treated for pests each month. Tenant suites are treated on "as needed" basis. Please report any pest control concerns to the management office immediately. A charge may be incurred for this service.

All in-house labor will be billed at \$35.00 per man-hour.

Building Services: Building Signage and Directory

All requests to change suite signs or lobby directories should be made through the management office.

Building Services: Mail Service

The public mail room is located on the Lower Level (LL) of the building. Mailboxes will be supplied for each tenant. Mail delivery and pick up occurs Monday through Friday.

The management office will coordinate the assigning of a mailbox and delivery of mailbox keys for new tenants. There is not a fee for the newly assigned mail box keys. There is a fee for mailbox key replacements. Contact the USPS customer care number for details.

USPS Customer Care:
1800-275-8777

Local Post Office Location:

CENTRAL CITY
400 PRYOR ST SW
ATLANTA, GA 30303-9998

Hours of operation:

Monday – Friday 9:00am – 6:00pm

Saturday – 9:00am – 1:00pm

Sunday – Closed

Emergency Procedures: Bomb Threat

Bomb Threat:

- Follow the [Bomb Threat checklist](#). Complete as much information as possible and be prepared to relay this information to police.
- Have someone call 911 while you have the caller on the phone. If possible, have someone contact the management office as well. The management office will work with Police/Fire officials.
- Fire/Police officials will give the order to evacuate if necessary.
- If a bomb is reported to be located in your premises, **DO NOT** handle any suspicious parcels or items.

If Ordered to Evacuate:

- At the sound of the alarm on your floor, evacuate the building.
- Follow the evacuation instructions precisely.
- **DO NOT** use the elevators. Use stairwells only. **WALK**; do not run down the stairs. Stay calm and orderly.

The most common bomb threats are made by direct telephone calls to a company or the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location:

- The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device or someone who is aware of such information.
- The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This may be the ultimate goal of the caller.

Bomb Threat Received By A Tenant

- Should a bomb threat be received by an employee of your firm, the following guidelines should be used:
- Follow the checklist on the first page of this section. Try to obtain as much information possible. Be prepared to relay this information to the police when they arrive.
- Immediately call the management office. Building management will call the police. If possible, have a second individual call the management office while the bomb threat is still in progress.
- The management office will give the order to evacuate if necessary.
- Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. **DO NOT** touch or handle any suspected object.
- The tenant representative, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Safety Coordinator to identify any suspicious items which do not belong in the space.
- The person receiving the call should remain on site and be available for an interview by building management and local authorities (i.e., police, fire, investigator).

Suspicious Items

- Letters that are unusually bulky, or weighty.
- Parcels or envelopes with oily stains or discoloration.
- Parcels or envelopes without a return address.
- Foreign mail, air mail, or special deliveries.
- Restrictive markings such as "confidential", "personal", etc.
- Use of titles but no names
- Excessive postage

Handling Instructions

- **DO NOT HANDLE SUSPICIOUS ITEMS.**

Emergency Procedures: Civil Disturbance

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.

Emergency Procedures: Earthquake

When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only a few seconds or for as much as a minute in a great earthquake.

Suggested Precautions to Take During the Earthquake:

- Try to remain calm and to reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk, table, or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- If you are outdoors, try to get into an open area away from buildings and power lines.
- Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Also, aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

Suggested Precautions to be Taken After The Earthquake:

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remain calm and begin the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

- Remain calm and take time to assess your situation.
- Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
- Check for fires and fire hazards. Put out fires immediately if you can.
- Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
- Shut off water valves if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
- Do not light matches, use any open flames, or turn on electrical switches and appliances until you are certain there are no combustible flames.
- Do not touch power lines, electric wiring, or objects in contact with them.
- Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
- Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from electrical wiring, broken glass, etc.

There are no rules which can eliminate all earthquake danger. However, damage and injury can be reduced by following these procedures.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops, remember to remain calm. Pressing the emergency button within the cab will alert security that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. Security will be dispatched to establish two-way communication with occupants in the elevators until the problem has been rectified.

Emergency Procedures: Evacuation Procedures

It is extremely important that all tenants evacuate in the precise manner and to the exact area as designated by the tenant safety coordinators.

The following evacuation procedures should be observed:

1. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and, if possible, caulk around the door seams using wet towels or "duct" tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
2. If both your door and doorknob are cool, and you leave your office:
 - Check for smoke in the corridor.
 - When smoke is present, stay low by crawling since clean air is closest to the floor.
 - Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
 - **DO NOT PANIC**, Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
 - Knowledge of procedures which must be followed.
 - Confidence in the responsible personnel's ability and guidance.
 - Calmness and self-confidence of responsible personnel.
 - **DO NOT ATTEMPT TO USE THE ELEVATORS**, Elevators report to the main lobby where the doors will open during building alarm and are not available for use.
 - Check stairwells for smoke.
 - Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
 - Evacuate to the exact area designated by the tenant safety coordinators
 - If your designated evacuation area is outside of the building, move to areas away from the building to insure you do not inhibit fire-fighting activities. The stairwells exit the building on the ground floor into corridors leading directly to outside exits.
3. A person should be designated to walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
5. Form a single-file line at the stairwell exit door and proceed calmly and carefully to the stairwell designated in your evacuation instructions. Do not open any door without first checking to see if it is hot. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials or Building Management.
6. During evacuation, handicapped persons should be helped into a stairwell. The tenant safety coordinators should notify the management office as to the location of handicapped employees so that security personnel may respond to assist their evacuation.
7. The tenant safety coordinators should proceed to take a head count to determine if everyone is accounted for. If someone is missing or physically impaired and cannot evacuate, this information should be relayed to the security personnel. If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke, the following procedures should be observed:
 - Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
 - If a phone is accessible, call the Fire Department (911) and then the management office at with your precise location.
 - Stuff clothing or other materials around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
 - **DO NOT BREAK THE WINDOW GLASS**. Under certain conditions, an open window may draw smoke into the area.

Emergency Procedures: Fire and Life Safety

If You Smell Smoke:

1. Call the Fire Department (911). Give the location if possible and any other available details. Contact the management office and building management will work with the Fire Department to determine the cause of the smoke.
2. If you hear the alarm in your area **YOU MUST EVACUATE**. Please use the stairwell. **DO NOT USE THE ELEVATORS**.

If You See Fire:

1. **DO NOT WAIT FOR THE FIRE ALARM, (YOU MUST EVACUATE.) IF IT IS SAFE TO DO SO, CALL 911.**
2. **CLOSE DOORS AS YOU LEAVE. DO NOT LOCK ANY DOORS.**
3. **IF THE ALARM IN YOUR SUITE HAS NOT BEEN ACTIVATED, PULL THE MANUAL PULL STATION AT THE STAIRWELL. THIS WILL ACTIVATE THE FIRE ALARM. DO NOT USE THE ELEVATORS.**

If Ordered to Evacuate:

1. At the sound of the alarm on your floor, evacuate the building.
2. Follow the evacuation instructions precisely.
 - **DO NOT** use the elevators
 - Use stairwells only
 - Walk – do not run down the stairs
 - Stay calm and orderly
 - Report to your tenant safety coordinator in your designated assembly location

Building Fire Safety Features

1. Multi-purpose "ABC" fire extinguishers are located in wall-mounted cabinets just outside the stairwells on each floor. Tenants should become familiar with the exact location and the proper use of these devices.
2. When an alarm on any floor is activated, the floor the alarm is being activated on and the floor above and below will go into alarm.
3. Each building exit has stairwells identified on evacuation maps in each lobby. Smoking is prohibited in the stairwells.
4. Stairwell doors must not be propped open as this may permit a fire or smoke to spread into the stairwells. Tenants should become familiar with the location of all stairwells on their floor.

Types of Fires

- **Class A:** Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles and many plastics.
- **Class B:** Fires in flammable liquids such as grease, oil, paint and gasoline.
- **Class C:** Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely.)
- **Class D:** Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose "ABC" extinguishers are located throughout your suite.

Fire Prevention Tips

- No smoking is allowed in any of the common areas, including stairwells and corridors.
- Space heaters are prohibited.
- Any flammable or combustible supplies should be stored in NFPA approved fire cabinets.
- Be sure all electrical appliances are turned off when not in use.
- Eliminate extension cords where possible by providing more power outlets or relocating some electrical equipment. 6 foot, UL approved extension cords are recommended. **NO LAMP EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED**. Extensions cords should **NEVER** be placed in walk paths as this can cause serious accidents as the result of tripping.
- Provide adequate ventilation for office equipment like copying machines, printers or computers.
- Do not use candles or exposed flames in the office. The building is equipped with emergency lighting so no additional lighting is necessary.
- Report any potential fire hazards in the building to the management office immediately.
- Only fire-proof artificial Christmas trees should be decorated with lights.

Emergency Procedures: Flooding

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.

Emergency Procedures: Helpful Links

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

Georgia Office of Homeland Security

<http://www.gema.state.ga.us/ohsgemaweb.nsf>

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.

WAGA TV 5(Fox):

<http://www.myfoxatlanta.com/myfox/>

WGCL TV 46 (CBS):

<http://www.cbs46.com/>

WSB TV 2 (ABC):

<http://www.wsbtv.com/index.html>

WXIA TV 11 (NBC):

<http://www.11alive.com/>

Atlanta Journal Constitution:

<http://www.ajc.com/>

Emergency Procedures: Medical Emergency

1. Call 911. Be prepared to provide:
2. The address of the building where you are located:
 - Georgia – Pacific Center / 133 Peachtree Street NE / Atlanta / 30303
3. Give them your name, the nature of the problem, the location of the person requiring medical attention, including the floor and suite number.
4. Immediately after calling 911, call the management office, so that building personnel can meet the emergency crew at the building entrance and direct them to your area.

Emergency Procedures: Power Failure

In case of a power failure, battery powered light fixtures will supply emergency lighting in offices, corridors and stairwells for a minimum amount of time. If an electrical failure does occur, the following guidelines should be observed.

1. Contact the management office. The management office will attempt to expedite the power restoration.
2. Raise blinds to let in outside light.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the roadways.
5. If you are trapped in an elevator during a power failure your elevator will cease operation. Press the emergency phone button. Do not force open the doors or try to escape through the roof hatch. If the power is restored while an escape is attempted, severe or fatal injuries could result. **DO NOT PANIC.** If an emergency rescue is required, it will be performed only by the Fire Department or the elevator service company.
6. The management office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Emergency Procedures: Severe Weather

In general, there are two (2) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- **SEVERE THUNDERSTORM** – Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity. We strongly recommend purchasing a weather radio for your office
 - **Severe Thunderstorm Watch:** Atmospheric conditions are favorable for the development of severe thunderstorms (i.e. – producing hail at least 1" in diameter and/or 58 mph or greater wind speeds)
 - **Severe Thunderstorm Warning:** A severe thunderstorm has developed, capable of producing hail greater than 1" diameter and/or 58mph wind speeds.
- **TORNADO WARNING:** By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time and detection and direction of movement. Winds will be 75 mph or greater.
 - **Tornado Watch:** Conditions are favorable for the development of severe thunderstorms capable of producing tornadoes.

If a Damaging Storm Occurs:

- Move away from the exterior of the Building to a central area near the corridor or elevator lobby. Stairwells are safe. **DO NOT USE THE ELEVATORS.**
- As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
- **KEEP CALM.** If you are trapped in a perimeter office, seek protection under a desk.
- Once the weather has subsided, report any damage or storm related leaks to the management office.

Emergency Procedures: Tenant Responsibilities

Tenant Safety Coordinator Responsibilities

Each tenant should appoint a Tenant Safety Coordinator and one alternate for every 50 employees. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office. One Safety Coordinator should be responsible for the development and implementation of the tenant's safety program.

This program should include:

- Development of evacuation plans.
 - Familiarize employees with the location of all stairwells.
 - Familiarize employees with the location and proper use of fire extinguishing equipment within the building.
 - Inform the management office of all handicapped people who might require assistance during evacuation.
- Train employees in emergency response procedures.
- Practice emergency procedures to assure familiarity with individual responsibilities.

The management team is available to assist you in organizing training sessions for your designated employees. Annual training is provided by building management.

Mobility Impaired Persons

The evacuation of mobility impaired persons will be the responsibility of each tenant. The Tenant Safety Coordinator should identify those people who will require assistance during an evacuation and establish an action plan for evacuating these employees. It is recommended that two (2) persons be assigned to assist each disabled person in the office. If any problem arises in the evacuation of disabled persons, contact the Fire Department for assistance immediately. A list of all disabled persons should be forwarded to the Management Office.

Evacuation of disabled persons can be accomplished by escorting the individual to a designated safe location. The Fire Department will be notified upon arrival and they will locate and remove the individual from the building.

- Notify the management team of the disabled persons location.
- Take down phone number and location of where person is located.

Introduction: Welcome

Welcome to www.georgia-pacificcenter.com your 24/7 portal to your office building. You will find many resources housed on this website so please take a minute to familiarize yourself with all that this site has to offer.

Welcome!

Parking: Parking

Jay Thurman

Facility Manager at Georgia-Pacific Center

Lanier Parking Solutions

60 John Wesley Dobbs Ave. NE

Atlanta, GA 30303

Office: 404.585.4513

Fax: 404.524.4354

Email: Georgia-pacific@lanierparking.com

For overnight parking, please complete the attached form and return to security.

[Please click here to download the Overnight Parking Security Form](#)

[*Please click here for more parking information!*](#)

Policies and Procedures: Building Rules and Regulations

[Click here to download a copy of the Building Rules and Regulations](#)

Policies and Procedures: Moving Policy

Policies And Procedures

1. The management office MUST be notified at least 48 business hours prior to move-in.
2. Freight elevators will only be available for move-in after 5:00 pm Monday – Friday. Please check with the management office for weekend hours.
3. All debris is the responsibility of the tenant and should be removed before regular business hours, Monday – Friday, 7:00 am to 6:00 pm.
4. The loading dock is the only building entrance permitted for large moves.
5. Please use the freight elevators ONLY for moving furniture and equipment from the ground floor to your suite floor.
6. A layer of material, such as plywood, MUST protect all common corridor and lobby floors.
7. All door jams must be protected by a material such as cardboard or cotton padding.
8. The entrance doors (building and suite) must be protected by furniture pads or cotton padding.
9. All walls and corners must be protected by a material such as plywood or cardboard.
10. Please note any damage to the building caused by your moving company is your responsibility. Please advise the management office of any damage. Any required repairs to the building will be performed by our contractors and invoiced to you.
11. For your protection, it is recommended that a walk-through of your suite with the assistant general manager and the moving company be done 24 hours prior to your move to observe existing conditions.
12. Our building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
13. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.

Protection for all Freight Elevators

1. Corner boards must be secured on elevator door jams.
2. The cab must be padded (pads supplied by building).
3. Walk-off mats must be provided to protect door thresholds.
4. Glass in elevators must be protected.

Damage to Elevators

Damaged safety edges, doors and controls are to be repaired by the building's designated contractor at tenant's expense.

Policies and Procedures: Smoking Policy

As a result of the Clean Indoor Air Ordinance passed April 21, 1993 in Fulton County, Georgia-Pacific Center has a no smoking policy in all indoor areas (including common areas) of the building. Common areas include lobbies, stairwells, hallways, elevators, and restrooms. Note that all smokers must stay a minimum of 25 feet from all entry doors and air intakes.

Policies and Procedures: Tenant Alterations

Remodeling or redecorating work must be approved by the management office prior to the commencement of work. Several examples include:

- Installing electrical or telephone outlets
- Installing or relocating light fixtures
- Relocating or installing doors
- Repairing or replacing carpet
- Adding or removing walls
- Painting or wall covering

Prior to beginning any projects including but not limited to those listed above, tenants are asked to do the following:

- Submit any drawings, plans, etc. to the management office for approval
- Coordinate with the management office to arrange access for the contractors
- Contact the engineering department with any questions regarding the building and the impact the improvements will have on an existing space, systems, etc.
- Provide the management office with a copy of the contractor's Certificate of Insurance

[Click here to download the Building Activity Form](#)

Policies and Procedures: Tenant Media Response Guidelines

MEDIA RESPONSE GUIDELINES Occupant Specific Procedures

In the event an incident occurs on the property that generates media attention we ask that the following procedures be used:

Property Related Incidents:

1. If an incident occurs that affects base building operations, please direct all media inquiries to Building Management.
2. Building Management is trained and prepared to field all media questions regarding base building operations.
3. Building Management will provide all relative and factual information in all media inquiries. This will reduce and/or eliminate any rumors from arising.

Occupant Specific Incidents:

1. If an incident or potential incident occurs all inquiries will be directed to that occupant's specified media relation's spokesperson. Tenants are asked not to discuss any issues with the media regarding any incident unless they are that tenant's representative. Other tenants not directly associated with that occupant are asked to refrain from discussing the incident.
2. Tenants are asked to designate a "spokesperson" for all media inquiries. Typically, this "spokesperson" is associated with the Legal Division of the firm or Human Resources representative. Please confirm this information and inform Building Management in letter format as to whom that person(s) is. Building Management will include this information in the emergency procedures, which will be used in the event of occupant specific incidents.
3. As a general rule, cooperating with the media may be unfavorable to your company if handled by those not directly held accountable to undertake this task.

Building Management will not divulge any information to the media regarding any tenant, unless so directed to do so by the tenant in a written request approved by our legal team.

The Neighborhood: Driving Directions

Directions to Georgia-Pacific Center

Directions: I-20 (Coming from East or West)

Take I-20 to I-75 North, to International Blvd. Exit. Turn left onto Courtland St., then turn right onto John Wesley Dobbs Ave. The parking garage will be on the right just before the traffic light at Peachtree Center Ave.

Directions: North on I-75 (From the Airport)

Take I-75 North to International Blvd. Exit. Turn left onto Courtland St., then turn right onto John Wesley Dobbs Ave. The parking garage will be on the right just before the traffic light at Peachtree Center Ave.

Directions: South on I-75 or I-85

Take I-75 or I-85 to I-75 South and exit onto Courtland St. Go straight on Courtland St. and turn right on John Wesley Dobbs Ave. The parking garage will be on the right just before the traffic light at Peachtree Center Ave.

Directions: I-285

Take I-285 to I-20 and follow above directions
OR I-285 and follow above directions North on I-75
OR I-285 and follow above directions South on I-75 or I-85.

Note: Loading dock is left on Peachtree Center Ave. going North.

Marta Transit: The Peachtree Center train station is next door to Georgia-Pacific Center.