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Truist Place is located at 919 East Main Street in the heart of Downtown Richmond's central business district. Developed in 1982, the property consists of two interconnecting buildings as well as a parking garage. Truist Place covers a total of 458,229 square feet.

The Tower is a 26 story structure, which is occupied by Truist Bank's regional headquarters as well as multiple other tenants, including YMCA, Virginia Chamber of Commerce, and the ChamberRVA.

This building contains the Truist retail banking operations as well as a public cafeteria. The building is steel framed with premier polished granite exterior finish as well as ribbon style fenestration.

The adjoining parking deck contains 12 levels and offers 340 available spaces.

Parma Richmond, LLC
P.O. Box 947451
Atlanta, GA 30394-7451

The staff of Truist Place is dedicated to making your work environment as safe and pleasant as possible. The management office is located on the first floor in Suite 100. Please do not hesitate to contact the management office at:

Phone: 804-344-3600

Address:
919 East Main Street, Suite 100
Richmond, VA 23219

The management office hours are Monday-Friday, 8:00am-5:00pm.

The following personnel are available to address your needs:

Aubrey Moore, Property Manager

Jennifer Thatcher, Tenant Services Coordinator II

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.

All leasing inquiries can be directed to the following:

Commonwealth Commercial Partners

Jamie Galanti
804-433-1825
jgalanti@commonwealthcommercial.com

There are two security desks in the Truist Place. One is located on the Main Lobby Level adjacent to the retail corridor and the other is located on Lower Level 1. A trained, professional security officer is on duty 24 hours per day, 365 days a year. Periodically, officers will patrol the building. Their function is to enforce Truist Place Rules & Regulations, maintain order and be on alert for any unusual activity within the building. Security officers are not permitted to provide tenants or contractors access to suites without prior approval from Property Management. In addition, they are not permitted to accept deliveries from tenants under any circumstances.

Please note the following:

To maintain security within your suite, confirm that all entrances and exits to your suite are locked when you leave the building. If others are working late, it is important that they re-secure these doors. This is especially true on Saturday and Sunday evenings when the janitorial staff does not service your suite. Laptop computers, cellular phones, and other easily transported equipment should be kept in a secured location. During regular business hours, entrance areas should never be left unattended. In addition, valuables should always be secured and kept away from public means of entrance or exit.

The main security number is 804-344-8534.

Guests of tenants must check in at the security desk to gain admittance to the building after-hours or on weekends.

24-hour advance written notification to the Property Management Office is required if visitors/guests are to be permitted unaccompanied access to a tenant's suite. The visitor/guest must be able to access the suite. That is, the tenant must provide him/her with a key copy or meet him/her at the building to provide access. Security officers will not provide access to the suite unless otherwise arranged/confirmed with property management.

During regular business hours, five main entrances serve the building:

1. Revolving entrance door off of Main Street
2. Revolving entrance door on Lower Level 1
3. Revolving entrance door off of Cary Street
4. Automatic entrance door off of the corner of Main and 10th Streets (adjacent to security desk)
5. Parking garage elevator entrance

After hours, two main entrances serve the building:

1. Automatic entrance door (adjacent to security desk) off of the corner of Main and 10th Streets
2. Revolving entrance door on Lower Level 1 (person(s) utilizing this entrance are still expected to sign in with security on the main lobby level)
3. Parking garage elevator entrance

After normal building hours, tenants will need an access card to enter the building. Please fill out

the Access Card Form for each employee who needs an access card and return it to the Management Office as soon as possible.

Also, the tenant representative should notify the management office immediately regarding any employee that is terminated or is no longer working in the building. It is the tenant's responsibility to retrieve the access card from the former employee.

Located on the south side of the building, the loading dock is equipped with 3 bay areas to facilitate vehicles of any standard length. Normal hours of operation are 7:00 a.m. to 5:00 p.m, Monday through Friday. Small deliveries (such as [FedEx](#), [UPS](#), [DHL](#)) are permissible during normal business hours. However, movement in or out of the building of furniture or office equipment or any other bulky material must be executed after operating hours as stated above.

Please encourage your delivery personnel to abide by the following rules:

1. Bay areas are available on first come, first serve basis. Delivery vehicles should not occupy the bays for extended periods of time.
2. Courier parking spaces are provided adjacent to the loading dock. Courier vehicles must not use loading dock bays for parking.
3. Freight elevators must be used for all deliveries made via the loading dock. Carts and handtrucks are strictly prohibited in passenger elevators.
4. Mail bags and large package deliveries should be made via the loading dock entrance and freight elevator.
5. Delivery personnel must sign in at the loading dock entrance and present identification.
6. Delivery vehicle engines must be turned off while parked at the loading dock.

During daytime or evening hours, you or your guests may call the security desk at 804-344-8534 to arrange an escort to your vehicle. Please call at least 10 minutes in advance.

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.

Please contact the Management Office at Truist Place to claim items that have been lost or found in the building.

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at Truist Place and the appropriate personnel will be sent to escort the solicitors off of the premises.

The security and safety of tenants is a primary concern for the Management Staff at Truist Place. By informing tenants of the building's emergency plan, we hope to reduce the risk of threatening occurrences and coordinate quick, effective responses to emergency situations. This handbook provides information to ensure the maximum protection for all building occupants. It is essential that these procedures are fully understood and employed in the event of an emergency.

The primary goals of the emergency plan are:

- To provide building occupants with an environment which is as safe as possible.
- To comply with fire codes of the City of Richmond and the State of Virginia.
- To familiarize building occupants with the emergency procedures.

The scope of the emergency plan is:

Establish a sequential action plan for initially recognizing, identifying and reporting the existence of specific emergency situations and then providing response procedures for the protection of personnel and/or property.

Tenants are encouraged to incorporate specific emergency procedures applicable only to their individual operations in addition to the procedures outlined in the following emergency plan. These guidelines may include procedures to safeguard monies, negotiable instruments, original contracts etc.

General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

[Click here](#) to download a bomb threat checklist as well as bomb threat procedures.

In addition, it is important to relate the instructions below not only to Tenant Emergency Response Team members but also to all individuals answering the telephones at your company.

If a tenant receives a bomb threat, it is usually over the telephone by an anonymous caller. If you receive a bomb threat, attempt to do the following:

Ask the caller:

| | |
|----------------------------------|--------------------------------|
| When is it set to explode? | What type of explosive did you |
| Where is it located? | use? |
| What does it look like? | What will make it explode? |
| Is it in a package or briefcase? | Where are you now? |
| Why did you place the bomb | What is your address? |
| there? | What is your name? |

Note the following:

| | |
|------------------------------|--------------------------------------|
| Male or Female: | Approximate Age: |
| Any Accent: | Callers Voice (calm, excited, drunk, |
| Time of day: | angry, vulgar): |
| Exact Wording of the threat: | Background Sounds: |

Call the property management office at 804-344-3600.

Notify your supervisor and other floor occupants.

Since office personnel are the most familiar with their area, a quick check for suspicious packages, briefcases, etc., located in their area is the best search that can be made. Any person finding such items should immediately report it to the Floor Warden. The Floor Warden will give instructions to evacuate the floor should it become necessary. Evacuation routes and procedures should follow that of a fire evacuation.

LETTER & PACKAGE – BOMB RECOGNITION POINTS:

| | |
|--|---|
| Foreign Mail, Air Mail & Special Delivery | Misspelling of common words |
| Excessive postage | Oily Stains or discolorations |
| Hand written or poorly typed address | Partial or no return address |
| Incorrect titles | Excessive weight |
| Title but no names | Rigid envelope |
| Lopsided or uneven envelope | Visual distraction |
| Protruding wires or tinfoil Restrictive markings, such as Confidential, Personal, etc. | Excessive securing material (i.e. masking tape, string, etc.) |

A civil disorder serious enough to cause an evacuation of the building is very unlikely. However, should it become necessary to evacuate a certain floors, the procedure is the same as a fire evacuation. If a disorder takes place in your area, call the Police at 911 and the Property Management Office at 804-344-3600.

If the elevator should malfunction, please remain calm and use the emergency button in the elevator to report the problem. Identify which elevator you are in and its floor number. The elevator number appears on the inside of the emergency phone door. Qualified personnel will be promptly dispatched to remedy the situation. No attempt should be made to force open doors or climb out of a stalled elevator cab. If someone should become ill or panic while inside the elevator, use the phone again to advise emergency personnel of the situation.

| | |
|---|--------------|
| All Emergencies | 911 |
| Building Management Office | 804-344-3600 |
| Building Security / After Hours Emergencies | 804-344-8534 |
| Fire Department (Non-Emergency) | 804-646-4888 |
| Police Department (Non-Emergency) | 804-646-5100 |
| Hospital | 804-828-9849 |

Important Notes

If you call 911 as a result of a medical emergency, please be sure also to notify Property Management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

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

Tenant Evacuation Officers

Floor Warden- The Floor Warden has absolute authority over all personnel assigned to their floor. The Floor Warden oversees the orderly evacuation of all offices, seeing to it that everyone leaves the building in an orderly manner. The Floor Warden makes a check of restrooms, offices, ect. to make certain all areas are empty, then advises all Alternate Floor Wardens and Stairwell Monitors to leave their floor. The Floor Warden is to ensure that any persons requiring assistance are moved to a safe location on the floor such as the stairwells or aid them in navigating down the stairs. Upon arriving on Lobby Level, the Floor Warden will report to the Security Officer at the Main Security Desk. The Floor Warden will then advise the Security Officer that the floor is clear and alert them of any individuals requiring assistance that are still on the floor. If for some reason a Floor Warden has not been identified, it is the responsibility of the Alternate Floor Warden to check restroom, ect. and verify all areas are empty. All positions should direct employees to report to their designated meeting place.

Alternate Floor Warden- The Alternate Floor Warden will direct all personnel assigned to their floor to the nearest stairwell, making sure everyone is accounted for. After all personnel are evacuated from the floor, the Alternate Floor Warden will assist the Floor Warden to check all offices to ensure everyone has been evacuated. When relieved by the Floor Warden, the Alternate goes to the nearest stairway and evacuates the building.

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 management 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.

[Click here to view the Emergency Response for Tenants Presentation](#)

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 property management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as a 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 commence. Tenants will need to contact their insurance carrier for any damage to their property.

Parmenter Realty Partners 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 a terrorist attack. Click on the links below to access a variety of resources that aid in preparing for a regional emergency or terrorist attack.

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/>

In the event that an accident or illness befalls an employee of the building or a visitor to a tenant of the building, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:

- a. Name
 - b. Building's name and address
 - c. 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 Truist Place security at 804-344-8534. Inform the building staff that 911 has been called and briefly describe the nature of the emergency.
 6. The emergency unit will arrive 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 as can be surmised
 - c. All known allergies and current medications taken by the individual
 - d. A local doctor

All Truist Place office buildings and common areas are served by emergency generators. In the event of a power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

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

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

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

Fire Prevention Tips:

- Handle cigarettes and cigars responsibly. Make sure they are fully extinguished before disposal.
- Unplug electrical appliances such as coffee pots when not in use and at the close of business each day.
- Turn off power to office equipment such as computers and calculators at the close of business each day.
- Adhesives, cleaning fluids, and any other possible flammable liquids must be stored properly.
- Eliminate extension cords where possible.
- Adequately meet any ventilation requirements of specialized office equipment.
- Where applicable, keep electrical closets within your suite locked.
- Do not use space heaters or other portable electrical heating and cooling devices.

Terms to Know

- FLASH FLOOD WATCH – means a flash flood is possible in the area; stay alert.
- FLASH FLOOD WARNING – means a flash flood is imminent; take immediate action
- HURRICANE WATCH – issued for a coastal area when the storm is a threat of hurricane conditions within 24-36 hours.
- HURRICANE WARNING – issued when hurricane conditions are expected in a specific coastal area in 24 hours or less. Hurricane conditions include sustained winds of 74 miles per hour (64 knots) and/or dangerous high tides and waves. Actions to protect life and property should be rushed to completion after the warning is issued.
- HURRICANE EYE – the relatively calm area near the center of a hurricane, which takes from several minutes to an hour to pass, depending on how fast the hurricane is moving and the size of the eye. The calm ends suddenly as the winds return from the opposite direction, possibly with even greater force. The most intense winds blow closest to the eye and are the strongest Northeast of the eye.
- SMALL CRAFT ADVISORIES – when foul weather threatens a coastal area, small craft operators are advised to remain in port or not to venture into the open sea.
- STORM SURGE – a great dome of seawater, often 50 miles across, that seeps across the coastline inundating that land with up to 15 feet of water. The ocean level rises as a hurricane approaches; peaking where the hurricane eye strikes the land gradually subsiding after the hurricane passes.
- TROPICAL CYCLONES – are cyclone circulation originating over tropic waters, classified by form and intensity as follows:
 - TROPICAL DISTURBANCE – a moving area of thunderstorms in the tropics that maintains its identity for 24 hours or more, a common phenomenon in the tropics.
 - TROPICAL DEPRESSION – rotary circulation at surface, highest constant wind speed 38 miles per hour (33 knots).
 - TROPICAL STORM – distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots)
- HURRICANE – pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or greater.
 - CATEGORY 1 - wind speed 74-95 miles per hour, minor damage
 - CATEGORY 2 - wind speed 96-110 miles per hour, moderate damage
 - CATEGORY 3 - wind speed 111-130 miles per hour, extensive damage
 - CATEGORY 4 - wind speed 131-155 miles per hour, extreme damage
 - CATEGORY 5 - wind speed over 155 miles per hour, catastrophic damage
- TORNADOS – spawned by hurricanes, tornados sometimes produce sever damage and casualties. If a tornado is reported in your area, a warning will be issued.

TIPS

Hurricane Preparation

- The hurricane season is from June 1 to November 30.
- Businesses should be aware of measures they can take to protect their facilities and employees. The primary objective should be to ensure that the business can continue to function after a

hurricane has threatened the area. Without a complete plan to protect the business, a quick recovery from a hurricane will be difficult.

- All business-hurricane plans should include employee's responsibilities at work and home, an emergency management team, communication lines and insurance coverage.

Earthquake Preparation

- [Click here](#) for the FEMA recommended response during an earthquake.
- [Click here](#) for the FEMA recommended response for after an earthquake.

Business Protection

- Identify and protect vital records and electronic equipment. Back up all key files.
- Employees should be informed when they'll be released from work and when they should return. Give employees enough time to secure their homes and families.
- Develop a 24-hour Emergency Contact List with phone numbers of key employees.
- Review the company's insurance policy and make sure it provides adequate coverage.
- Establish a temporary location for business operations in case your facility is damaged.

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, 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 Property Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. The greatest danger in these situations will be flying glass and objects. Therefore, tenants are encouraged to locate refuge areas offering the least amount of exposure to exterior window glass. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Note: Public warning of severe weather will come over the radio, television, or five minute steady blasts of sirens by the Municipal Defense warning system.

The Building maintains a sign standard that must be observed by all occupants. Briefly stated, signs, advertisements and notices may not be displayed in any building common area without prior written approval of the Management Office. In an effort to maintain uniformity in color, size and style of building signs, any approved sign must be ordered through the Management Office unless otherwise arranged in writing, when needed. Paper signs of any kind are prohibited. Tenant cooperation in this is greatly appreciated.

Cleaning service is provided five nights a week, Monday through Friday. Carpets are vacuumed, unobstructed surfaces dusted, and trash is emptied. If trash that is to be disposed of is not in wastebaskets, 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. These may be misconstrued as garbage and thrown out. If you have special cleaning needs, such as carpet shampooing, please contact the Property Management office at 804-344-3600. Special cleaning services can be arranged at the tenant's expense.

If a small cleaning problem should arise during working hours, please place a service request online via the tenant request system.

If you have any questions or comments regarding the cleaning services, please contact the Property Management Office.

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

Freight Elevator

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

The Truist Place Engineering team is staffed with highly trained and reliable engineers. A web based work order system enables our engineers to provide effective daily service to tenants as well as ensure that building equipment is properly maintained.

The following are examples of services which are provided at no cost to tenants:

- Air conditioning or heating adjustments
- Replacement of "building-standard" lights/ballasts

The following are examples of services which are provided at additional costs to tenants:

- Lock & key work
- Replacement of "non-building-standard" lights/ballasts
- Electrical work

- Assembly / moving of furniture or hanging of pictures or white boards

The hourly rate for engineering services is currently \$35.00 and may be subject to change.

For your convenience, we have included downloadable and printable PDF document forms that will expedite various property management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[Access Card Form](#)

[Parking Access Request Form](#)

[2016 ERT Meeting Powerpoint](#)

[Emergency Response Team Information](#)

[Contact Information Form](#)

If the temperature in your office needs adjustment, please place a work order by accessing the Angus AnyWhere™ Tenant Service System directly through this website by clicking on the Tenant Services link on the navigation menu bar above, or by clicking on the link below:

[Tenant Services](#)

The standard hours of operation of the heating and air conditioning systems are 7 am to 7 pm Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

To submit a maintenance request, please access the Angus AnyWhere™ Tenant Service System directly through this website by clicking on the Tenant Services link on the navigation menu bar above, or by clicking on the link below:

[Tenant Services](#)

An important aspect of Truist Place is the array of amenities available to the employees. The following conveniences are available to tenants without having to leave the complex.

Professional on-site property management staff, first class engineers, and technicians.

On Site Gym

Truist Place offers an on site workout facility located on LL2. The gym has free weights and weight machines, as well as treadmills, ellipticals, etc. Additionally, there are both mens and womens locker rooms and showers. Please visit the management for gym access.

YMCA

Truist Place also has a YMCA located on LL1. The gym has a variety of classes even during lunch, including outside yoga classes during the summer. Additionally, there are treadmills, ellipticals, free weights, weight machines, etc. As well as, mens and womens locker rooms and complimentary coffee. Please, visit the YMCA for gym membership information and access.

Hours of Operation: Monday-Friday 7am-2pm.

Meeting and Event Space

4th Floor: The 4th floor of Truist Place is meeting and conference space. There are rooms that range from 20 person occupancy to an auditorium that holds 220 people. All of the rooms have full A/V capability and can be set up in multiple different ways, i.e. classroom style, boardroom style, etc.

Banking

Truist Place offers a full service bank open from 8 am to 5 pm Monday through Friday.

Restaurants

Meriwether's Coffee & Sundries, located in the 1st Floor Lobby.

Meriwether's has partnered with Lamplighter Coffee Roasters to provide handcrafted, specialty coffee drinks along with house baked pastries and sundries. It's a must have morning fix! Afternoons will feature the same great beverage selections along with savory bites to perk up your end of the day!

Hours of Operation: Monday – Friday; 7am – 4pm.

Meriwether's Market, located on the 3rd Floor

The Market is a full-service Café, highlighting the best of local, seasonal, & sustainable cuisine. The Market is open for both Breakfast & Lunch & will feature 8 Dining Stations, Beverages- including Lamplighter Coffee, Daily Specials, & a spacious dining room! The menus will be sure to please a variety of palates, offering global cuisine, vegan/vegetarian dishes, 'comfort' food, health conscious options, &

so much more! Like us on www.facebook.com or follow us on Instagram @meriwethersmarket to stay up to date on daily specials and promotions.

Hours of Operation: Monday – Friday; Breakfast 7am- 9:30am; Lunch 11:30am- 3pm.

Two parking facilities serve Truist Place tenants and guests. The Mutual Parking Deck is connected to both the Truist Place and Mutual Buildings. The Davenport Parking Deck/Garage is located at the corner of 10th and Cary Streets.

Customer Parking is located on the first three levels of the Mutual Parking Deck and can be accessed from Cary Street, between 9th and 10th Streets. The current rate for Customer Parking is \$5.00 per hour, or a maximum of \$21.00 per day. After hours, event parking is typically a flat rate fee of \$6.00 per vehicle. Pivot Parking manages both of the parking decks. For any questions, concerns, or to purchase parking and/or validation stickers you can contact Alyson Rosenthal. Her contact information is:

Alyson Rosenthal

Operations Manager

Pivot Parking

O- 1-833-GO-PIVOT

C- (804)-762-3538

alyson@pivotparking.com

Rules for Contracted Service Personnel

The following outlines the regulations and requirements that will be required of contracted service personnel working at or in Truist Place. No deviation or exception will be permitted without the express written approval of the Property Management Office. Questions or comments should be directed to Parmenter Realty Partners, Attention: Property Manager.

1. Subcontractor will perform all services in a workmanlike manner, and provide all materials required and necessary to perform services in the scope of work.
2. Subcontractor shall confine his/her use of the premises to the designated area so as to not interrupt Truist Place tenants. Any access to occupied areas must be coordinated with the Property Manager, and the work in these areas shall take place after normal business hours.
3. All construction materials, tools, and trash are to be transferred to and from the serviced area via the freight elevator. At no time shall the passenger elevators be used to move personnel, materials, equipment, tools, or trash. The use of the freight elevator shall be scheduled by the subcontractor with the Property Manager. Tenant deliveries will be given special preference over construction deliveries. No deliveries will be accepted at any time by building personnel. Freight elevator may only be reserved for exclusive use during the late night of weekdays and on weekends.

The contractor must provide and deliver a Certificate of Insurance to the Management Office at least 5 days prior to the move. The contractor must, at its sole cost and expense, obtain, maintain and keep in full force and effect insurance as described below. The Management Office will refuse to allow access if the limits on the certificate do not meet the following criteria:

Evidence of Coverage must include:

| | |
|------------------------|--|
| General Liability | \$2,000,000 (not less than \$1,000,000 per occurrence) |
| Automobile Liability | \$1,000,000 |
| Excess Liability | \$2,000,000 (each occurrence) |
| Workmen's Compensation | \$1,000,000 |

Certificate holder must name:

Parmenter Realty Partners

Additional insured must name:

Parmenter Realty & Investment Company
 Parmenter Realty Partners
 Parmenter 919 Main Street LP, LLLP

Please do not request exceptions to this insurance policy.

Please contact the management office at 804-344-3600 to schedule any office move. Coordination of the loading dock, freight elevator, etc. is imperative for a successful office move.

Truist Place 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.

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by tenants or used by a tenant for any purpose other than ingress and egress to and from the leased premises and for going from one part of the building to another.
2. Plumbing, fixtures and appliances shall be used only for the purposes for which designed. No sweepings, rubbish, rags, hazardous material as defined herein, or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or such tenant's agents, employees or invitees, shall be paid for by such tenant, and Property Management shall not in any case be responsible.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or to other part of the building except of such color, size and style and in such places as shall be first approved in writing by Property Management. No nails, hooks, or screws shall be driven or inserted in any part of the building except by the building maintenance personnel nor shall any part of the building be defaced by tenants. No curtains or other window treatments shall be placed between the glass and the building standard window treatments.
4. With respect to work being performed by tenants in any leased premises with the approval of Property Management, all tenants will refer all contractors, contractors' representatives and installation technicians rendering any service to them to Property Management for supervision, approval and control before the performance of any contractual services. This provision shall apply to all work performed in the building including, but not limited to, installations of telephones, telegraph equipment, electrical devices and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the building.

Any desired suite alteration, whether it involves remodeling or simply redecoration, requires the approval of the Management Office. These alterations may include (but are not limited to) drywall, paint, carpet, wall covering, electrical/circuitry, mechanical and plumbing work which must be performed by an Truist Place staff member or a Truist Place "approved outside contractor."

An approved outside contractor is registered with the Management Office to ensure that quality workmanship is obtained and building construction standards are properly communicated and understood. Depending on the scope of the project, the Management Office will provide working drawings and written specifications. Upon completion of the specifications, bids will be obtained and a formal proposal will be presented.

If you're planning a function (e.g. party, reception), please notify the Management Office in advance. The Management Office maintains certain policies and procedures, which limit the liability of the building while maintaining safety for all visitors and guests. The Management Office may ask for the following: date & time of the event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, janitorial needs, and verification of insurance for each vendor. No function may be held in any building common area or on the grounds unless otherwise approved by the Management Office. If there is alcohol involved, the catering company must provide the Management Office with an insurance certificate listing the building and management company as additional insured, with "Host Liquor Liability" coverage.