

THE RETIREMENT  
SYSTEMS OF  
ALABAMA

RSA TOWER  
BUILDING



TENANT  
HANDBOOK

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# THE RETIREMENT SYSTEMS OF ALABAMA

DECEMBER 26, 2023

## Welcome

Dear Tenant:

Welcome to the RSA Tower Building! We at RSA look forward to a long and productive relationship. Let us know how we can make your stay in the building as pleasant as possible.

In addition to emergency procedures, this Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies and operating procedures. We have provided important building personnel names and phone numbers and emergency contact phone numbers.

At RSA Real Estate, we pride ourselves on quality service and responsive attention to our building tenants. We encourage you to work with us in upholding our service goals by sharing your concerns with us and offering suggestions on ways that we can continue to improve your office and surrounding environment.

Please keep this Handbook in a convenient location, perhaps at your reception area. We will be updating information as staff and policy changes occur and will circulate updated text for you to include in the Handbook. We hope you find this Handbook a useful guide to your new surroundings.

Sincerely,



Joseph Toole

RSA Real Estate Director



RJ Caldwell

RSA Properties  
Maintenance Director



Steven Majors

Building Manager



John Burnham

RSA Real Estate Manager



## Mission Statement

RSA Real Estate is committed to providing a level of service excellence that is unsurpassed by other management companies. We strive to reach the highest standards of performance at all times and are dedicated to maintaining that standard in our buildings.

Tenant inquiries and periodic quality control inspections ensure that we continually monitor our performance, document our strengths, and identify areas where improvement is needed. Our goal is efficient management through careful planning and budgeting, strict control of expenditures and daily attention to our tenants' needs. Exterior and interior building conditions, physical plant conditions, organization of service areas including maintenance of records, performance of the janitorial contractor, and status of budgeted building improvements are constantly monitored.

Above all, we listen to our tenants and strive to fulfill their service needs. Our goal is to maximize tenants' business performance so they can easily take advantage of new opportunities. We stand ready to serve and regard improvement as an ongoing process towards greater excellence in serving our tenants.





# THE RETIREMENT SYSTEMS OF ALABAMA

DECEMBER 26, 2023

## Key Personnel & Emergency Phone Numbers

**\*\*\*WHEN IN DOUBT, CALL EMERGENCY NUMBERS FIRST\*\*\***

### Emergency Numbers:

RSA Security Shift Supervisor	720-814-0069
Fire Department	911
Police Department	911
Capitol Police	334-242-0700

### **BUILDING ISSUES**

Steven Majors, Building Manager

✉ Steven.Majors@rsa-al.gov

☎ 334-517-7831 (office)

☎ 334-462-0676 (cell)

☎ 334-517-7001 (fax)

RJ Caldwell, RSA Properties Maintenance Director

✉ R.J.Caldwell@rsa-al.gov

☎ 334-517-7200 (office)

☎

☎ 334-517-7001 (fax)

### **PARKING / ACCESS CONTROL / SECURITY ISSUES**

Leland Smith, RSA Security Access Control

✉ RSA.SecurityAccessControl@rsa-al.gov

☎ 334-517-7660 (office)

### **LEASING ISSUES**

Joe Toole, Real Estate Director

✉ RSALeasing@rsa-al.gov

☎ 334-517-7200 (office)

☎ 334-517-7907 (fax)

John Burnham, Real Estate Manager

✉ RSALeasing@rsa-al.gov

☎ 334-517-7200 (office)

☎ 334-517-7907 (fax)

### **ACCOUNTING ISSUES**

Cliff Love, Accounts Receivable

✉ RSABEFAR@rsa-al.gov

☎ 334-517-7362 (office)



## Did You Know?

**RESTAURANTS** – Looking for a place to have lunch? There are restaurants in almost all RSA properties.

- Chick-fil-A is located in the RSA Tower Building, 201 Monroe Street
- The Commerce Café is located in the Alabama Center for Commerce, 401 Adams Avenue
- The Plaza Grill is located in the RSA Plaza Building, 770 Washington Avenue
- Subway is located in the RSA Union Building, 100 North Union Street
- Wingfingers is located in the RSA Systems Building, 201 South Union Street
- Wingers is located in the RSA Dexter Avenue Building, 445 Dexter Avenue

**CATERING** – Full-service catering provided by Montgomery Restaurant Services (Montgomery Catering / Johnny Sullivan) is available for large or small groups for luncheons, dinners, parties, or formal occasions. Contact Johnny and his staff at 334-269-0222 and they will be glad to accommodate your catering needs.

- RSA Activity Center, 201 Dexter Avenue
- The Alabama Center for Commerce, 401 Adams Avenue
- Plaza Terrace, 770 Washington Avenue

**GIFT SHOPS** – Shop for a wide variety of cards and gifts.

- Bits & Pieces – 334-269-0207
  - RSA Tower Building, 201 Monroe Street
- Gifts, Etc. – 334-293-4776
  - RSA Union Building, 100 North Union Street
- GG's Gift Shop – 334-593-0248
  - Dexter Avenue Building, 445 Dexter Avenue

**MEETING SPACE** – RSA has a few options available for meetings, conferences, etc.

- RSA Activity Center, 201 Dexter Avenue
  - Auditorium
  - Up to 1,000 people
  - Contact Johnny Sullivan at 334-269-0222 for more information
- Alabama Center for Commerce, 401 Adams Avenue
  - Multimedia Auditorium
  - Up to 120 people
  - Contact RSA Real Estate Division at 334-517-7200 for more information
- RSA Plaza Building, 770 Washington Avenue
  - Conference Room
  - Up to 42 people
  - Contact RSA Real Estate Division at 334-517-7200 for more information
- RSA Union Building, 100 North Union Street
  - Conference Room
  - Up to 30 people
  - Contact RSA Real Estate Division at 334-517-7200 for more information
- RSA Dexter Avenue Building, 445 Dexter Avenue
  - Conference Room
  - Up to 30 people
  - Contact RSA Real Estate Division at 334-517-7200 for more information



## BUILDING GUIDELINES

### Moving and Delivery Guidelines

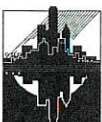
The following moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but are necessary to facilitate a safe and effective move. Please let us know how we can assist you with your move. We would be happy to answer any further questions you may have. Please call or send an email to the Building Manager (refer to Page 4 for contact information).

1. Notify us as soon as possible as to the date and time of your scheduled move. All moving arrangements must be approved and scheduled by the Building Manager. All moves will be scheduled on a first come, first served basis.
2. Tenants will provide a full time representative on the loading dock and on the floor during all moves.
3. Moves may occur at any time when scheduled with the Building Manager. Only one loading dock space may be utilized and large deliveries must be taken by the freight elevator only.
4. All moves must be handled through the service elevator. It is the tenant's or mover's responsibility to confirm all deliveries will fit into the service elevator. The moving contractor shall be responsible for supplying protection to the elevator cab interior and on the floors (walls, etc.). The Building Manager may require that a person be on the service elevator to work as the operator. The loading dock is the only building entrance permitted for moves. We strongly encourage you to reserve this area for all large moves and deliveries. The mover must protect floors and walls with acceptable material to prevent damage.
5. The moving contractor must provide a Certificate of Insurance ten (10) working days in advance of the scheduled move date. The mover must be bonded and shall maintain at least the following types and limits of insurance:

#### **Contractor Insurance Requirements**

Such insurance shall be in a form and from insurance companies, reasonably acceptable to the Retirement Systems of Alabama (RSA). All insurers will be rated at least A-VII by A.M. Best or must be otherwise acceptable to the RSA. The insurance limits may be provided through a combination of primary and excess policies, including Umbrella/Excess forms.

**Workers' Compensation and Employer's Liability:** The Contractor shall maintain Statutory Workers' Compensation insurance to cover obligations imposed by Federal and State statutes having jurisdiction over their employees while engaged in the performance of the work. The policy coverage must apply in the State of Alabama. The Employer's Liability limits shall be not less than:



\$1,000,000 Bodily Injury by Accident for Each Person

\$1,000,000 Bodily Injury by Disease for Each Person

\$1,000,000 Bodily Injury by Disease—Policy Limit

**Commercial General Liability:** The Contractor shall maintain General Liability insurance in a form as least as broad as ISO Form CG 0001 or its equivalent ("Occurrence Form"), for operations of the contractor covering claims arising out of their work, personal injury, contractual, bodily injury and property damage in a policy or policies of insurance providing limits of not less than:

\$1,000,000 Per Occurrence

\$1,000,000 Personal and Advertising Injury Aggregate

\$2,000,000 General Aggregate

\$2,000,000 Aggregate Products and Completed Operations

\$ 50,000 Damage to Rented Premises Any One Premises

\$ 5,000 Medical Expense Any One Person

**Commercial Automobile Liability:** The Contractor shall maintain Automobile Liability insurance to cover the ownership, maintenance, use, loading and unloading of all vehicles owned, non-owned, hired, borrowed, leased, or used by, or on behalf of, the Contractor. Such insurance shall be on a form at least as broad as ISO Form CA 0001, or its equivalent. Contractual liability, if not provided in the basic policy form, is to be provided by endorsement. The Commercial Automobile Liability limits shall be not less than:

\$1,000,000 Combined Single Limit Each Accident

The Employer's Liability, Commercial General Liability, and Commercial Automobile Liability limit requirement may be met by primary coverage or combination of primary and Umbrella/Excess policies.

**Umbrella/Excess Liability:** The Contractor shall maintain Umbrella/Excess Liability insurance, insuring against bodily injury, personal injury, advertising injury and property damage, is required to be evidenced on a following form basis and providing limits in excess of Employers' Liability, Commercial General Liability and Commercial Automobile Liability. Umbrella/Excess Liability shall be at least as broad as the underlying coverage, be concurrent with the effective dates of the underlying policies and shall include cross-liability and severability of interest clauses. The limits of liability shall be not less than:

\$5,000,000 Per Occurrence

\$5,000,000 Aggregate Limit

The Employer's Liability, Commercial General Liability, and Commercial Automobile Liability limit requirement may be met by primary coverage or combination of primary and Umbrella/Excess policies.





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**Other Coverages:** The RSA reserves the right to require higher limits of liability or other insurance coverage than listed above as the RSA deems appropriate with a thirty (30) day notice to the contractor.

**Additional Insureds:** Each policy required, including Excess and Umbrella (except Worker's Compensation) shall name as additional insured the Teachers' Retirement System of Alabama, Employees' Retirement System of Alabama, collectively the Retirement Systems of Alabama (RSA). The Retirement Systems of Alabama shall be deemed to include their respective officers, agents, partners, employees, parents, affiliates and subsidiaries. As additional insureds the policies shall show the coverage afforded for such parties is primary and does not require contribution by any other insurance available to them. The additional insured coverage shall apply to on-going and completed operations. The coverage shall not include any exclusions that limit the scope of coverage beyond that provided to the named insured.

**Waiver of Subrogation/Rights of Recovery:** The Contractor shall require all policies waive rights of subrogation against Teachers' Retirement System of Alabama, Employees' Retirement System of Alabama, collectively the Retirement Systems of Alabama (RSA). The Retirement Systems of Alabama shall be deemed to include their respective officers, agents, partners, employees, parents, affiliates and subsidiaries. The Contractor shall require all subcontractors to similarly waive their rights of subrogation and recovery.

The Contractor shall pay all insurance premiums for such insurance, including any charges for required waivers of subrogation or the endorsement of the additional insured.

**Notice of Cancellation:** The Contractor must provide at least thirty (30) days (ten (10) days in the event of cancellation due to non-payment of premium) prior notice of any cancellation, non-renewal or material change to any insurance policy covered by this agreement.

If any such notice is given, the RSA shall have the right to require that a substitute policy (ies) be obtained prior to cancellation and replacement Certificate(s) of Insurance shall be provided to the RSA. The Contractor shall immediately notify the RSA and will cease operations on the occurrence of any such cancellation and shall not resume operations until the required insurance is in force and replacement Certificates of Insurance have been provided to the RSA.

**Occurrence:** All policies shall be issued upon an "Occurrence" form.

**Contractor Responsibility for its Subcontractors:** The Contractor shall require that all subcontractors of every tier provide insurance with limits and terms not less than as noted herein.

**Duration:** Unless stated otherwise in this agreement, all required coverages shall be maintained without interruption for the entire term of this agreement.

**Other:** By requiring insurance herein, the RSA does not represent the coverage and limits will necessarily be adequate to protect Contractor. No provision or part of this or any other agreement between the RSA and the Contractor shall restrict or otherwise limit the liability assumed by the Contractor.

**Deductibles:** Any deductible or self-insured retention in place shall be the responsibility of the contractor.

**Survival:** The insurance requirements are an independent contract provision and shall survive the termination or expiration of this contract.



**Certificates of Insurance:** The Contractor shall provide Certificates of Insurance to the RSA evidencing that the policies specified in this section providing the required coverage, conditions, and limits are in full force and effect. Certificates must be provided ten (10) days in advance of the scheduled start work date. Certificates of Insurance shall be addressed as follows:

Retirement Systems of Alabama

201 South Union Street

Montgomery, AL 36104

6. You and your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
  - a. Pad or otherwise protect all entrances, doorways and walls affected by the move.
  - b. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite should be at minimum ¼" thick. All sections of masonite should be taped to prevent sliding. No duct tape or any tape that may leave a residue on the floors, walls, door jambs or doors will be permitted.
  - c. You must report any electrical problems or equipment breakdowns that occur during the move which may affect building operation. You are also responsible for removing all trash and bulky packing cartons.
7. No unbecoming conduct will be tolerated by anyone including moving contractor's employees. During a move all personnel must have some type of identification and moving personnel must be uniformed and have I.D. by some means (shirts, badges, hats).
8. Our building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
9. 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.
10. Please use the service elevator for all deliveries. Exterior access to this elevator is from the loading dock only. The loading dock doors are open from 6:00 am to 6:00 pm Any deliveries to be made outside of those hours must be scheduled and approved by the Building Manager.



## Building Hours of Operation and Holiday Schedule

Building hours of operation are from 7:00 am to 6:00 pm Monday through Friday.

Tenants will have access to the building 24 hours a day 7 days a week via the computerized access card system. Readers are located at most entrances into the building and parking areas.

The following is a list of those state and federal holidays currently followed\*:

New Year's Day

Martin Luther King, Jr./Robert E. Lee's Birthday

George Washington/Thomas Jefferson's Birthday (the third Monday in February)

Confederate Memorial Day (the last Monday in April)

National Memorial Day

Jefferson Davis' Birthday (the first Monday in June)

Independence Day (or day of observance)

Labor Day

Columbus Day (the second Monday in October)

Veteran's Day

Thanksgiving Day

Christmas Day

\*Janitorial service is not provided on these holidays





## Directory Listing and Suite Signage

Each tenant in the Building is allowed space in the lobby directory listing in accordance with its lease. Please use the order form included in this Handbook (see Forms) to specify the name you wish listed in the directory. Return the form to your Building Manager.

All tenants are entitled to basic building signage.

All signage must be approved by owner, no taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors or elevator walls will be allowed; any other signage must also be approved by owner, but will be at Lessor's expense.

## Maintenance Requests

Maintenance requests or requests for other service of any kind should be made through the Building Manager. If there is an emergency maintenance situation, contact a building staff person during or after regular business hours. Contact information is on Page 4 of this handbook.

Please use WorkSpeed when you need service and authorize any service work done by our staff. If a task requires outside vendor's services, RSA will solicit bids and choose the appropriate vendor.

In addition, small alterations tasks such as adding additional electrical or telephone outlets should also be processed by using WorkSpeed. You will be given an estimate of charges for the work, and it must be authorized before we can begin the work. You will be invoiced separately for these charges when the work is completed.

## WorkSpeed

RSA Real Estate utilizes a program called Workspeed to log and track maintenance requests. Workspeed will be used for maintenance issues such as lights out, spills on carpets or flooring, restroom issues that deal with cleanliness or lack of paper products, and other maintenance issues or repairs. This program will make sure that your request is received and taken care of.

If you have a time sensitive situation, such as an overflowing/plugged toilet or leaks, please report the issue in Workspeed but also contact the building manager immediately.

Using Workspeed will allow you to create a service request two different ways. Using the tenant portal (Chrome or Firefox are the recommended browsers) or email, the preferred way is through the tenant portal. Using the tenant portal allows you to report the issue in greater detail and will immediately notify a tech through their smartphone app. The second way to report an issue is through an email address. The email for this building is RSATowers@sr.workspeed.net. We want you to use either.

If you are a new tenant, please contact RSA Real Estate at 334-517-7200 and we will set up your tenant portal.





## Heating and Air Conditioning Services

Standard operating hours for the Building's heating and cooling system are 6:00 a.m. to 6:00 p.m. Monday through Friday or in accordance with the term of your Lease Agreement if different than above. We would be glad to arrange for HVAC service beyond these hours per your lease agreement. Requests for additional service should be placed at least 24 hours in advance by calling your Building Manager who will obtain written approval of your Director, Commissioner or Officer in charge.

If you need adjustments to the temperature of your office, please call your Building Manager. Individual temperature adjustments must be handled by a member of the building staff. We will make every effort to provide an even temperature and as comfortable an environment as possible.

## Elevator Service

Elevator service is available 24 hours a day. If an elevator fails to operate properly, please inform Building management immediately.

Our elevators are equipped, by use of special weight sensors, to not stop for calls from other floors if the elevator is full. Rather, it will proceed directly to the first floor selected by the passengers on board. Also our elevators are Americans with Disabilities compliant.

The emergency generator is designed to bring one elevator at a time to the lobby level. If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators. Passengers will be advised of the status and delay time over the elevator Voice Communication System.

If you are detained inside of the elevator cab due to a malfunction, REMAIN CALM. Use the 'push for help' button inside the elevator, which has a direct link to our elevator monitoring company, to signal your stalled status. Please advise them of your situation and elevator number found on the front panel of the elevator. Also, push the alarm button inside the elevator to signal your status to the security desk.

Building staff will make every effort to release you from the elevator as quickly as possible. However, due to safety regulations, they may be limited in the assistance they can provide. Our elevator maintenance company will be immediately dispatched to correct the problem. Building staff will remain in constant contact to let you know what is being done.

## Parking

All RSA properties offer some form of parking for our tenants. Like our buildings, our parking facilities are accessed only by use of access cards distributed to you by our Security Office. Should you have problems, please feel free to contact Access Control and Security (334) 517-7660 at any time.

Although we take every step possible to keep our buildings and parking facilities as safe as possible, please follow these simple safety tips.

- Always be aware of your surroundings.
- When leaving the Building after hours, travel with someone.
- There are phones by each elevator lobby on each level of our parking decks with direct links to the Capitol Police department should you need them.



Please remember to tell your employees, guests and clients to park in only designated areas. Each of our properties have reserved parking areas in which the violator's automobile will be booted; the boot will be removed, but only after a fee of \$50 in **cash** is paid.

## Mail & Package Service

### Regular and Express Mail

All drop boxes are located in the hallway between the Manager's office and loading dock. Times posted are subject to change at each carrier's discretion.

- United Parcel Service (UPS) Pick-up by 5:30 pm Monday through Friday
- Federal Express (FedEx) Pick-up by 5:30 pm. Monday through Friday
- United States Postal Service (USPS) Pick-up by 4:45 pm Monday through Friday

### State Handmail

The state central mail carrier has an area on the first floor in the shipping and receiving area. Delivery is by 8:45 a.m., and pick-up times are 1:15 pm and 3:00 pm, Monday through Friday.





## Rules and Regulations

1. Lessee shall make no alterations on the Leased Premises without the prior approval in writing of Lessor which shall not be unreasonably withheld or delayed, and any alterations or improvements of any kind whether or not it is in the Leased Premises shall be at the sole expense of Lessee. In no event shall Lessee make any structural alterations or alterations to the exterior windows to the Leased Premises.
2. The rights of each Lessee in the entrances, corridors, elevators and escalators servicing the Building are limited to ingress and egress from such Lessee's premises for the Lessee and its employees, licensees and invitees, and no Lessee shall use, or permit the use of, the entrances, corridors, escalators or elevators for any other purpose. No Lessee shall invite to the Lessee's premises, or permit the visit of, persons in such numbers or under such conditions as to unreasonably interfere with the use and enjoyment of any of the plazas, entrances, corridors, escalators, elevators and other facilities of the Building by other Lessees. Fire exits and stairways are for emergency use only, and they shall not be used for any other purpose by the Lessees, their employees, licensees or invitees. No Lessee shall encumber or obstruct, or permit the encumbrance or obstruction of, any of the sidewalks, plazas, entrances, corridors, escalators, elevators, fire exits or stairways of the Building and the public facilities, as well as facilities furnished for the common use of the Lessees, in such manner as it in its reasonable judgment, deems best for the benefit of the Lessees generally.
3. Lessor may refuse admission to the Building outside of Building Hours to any person without proper ID or not known to security in charge or not having a pass issued by Lessor or the Lessee whose premises are to be entered or not otherwise properly identified, and Lessor may require all persons admitted to or leaving the Building outside of Building Hours to provide appropriate identification. Lessee shall be responsible for all persons for whom it issues any such pass and shall be liable to Lessor for all acts or omissions of such persons. Any person, whose presence in the Building at any time shall, in the judgment of Lessor, be prejudicial to the safety, character or reputation of the Building or its Lessees may be ejected therefrom. During any invasion, riot, public excitement or other commotion, Lessor may prevent all access to the Building by closing the doors or otherwise for the safety of the Lessees and protection of property in the Building.
4. Only Lessor or persons approved by Lessor, which approval shall not be unreasonably withheld, conditioned or delayed, shall be permitted to furnish to the Premises ice, drinking water, food, beverage, linen, towel, barbering, boot blacking, floor polishing, cleaning or other similar services.
5. No awnings or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades or screens which are different from the standards adopted by Lessor for the Building shall be attached to or hung in, or used in connection with, any exterior window or door of the premises of any Lessee, without the prior written consent of Lessor. Such curtains, blinds, shades or screens must be of appropriate quality, type, design and color, and attached in the manner approved by Lessor.
6. No lettering, sign, advertisement, notice or object shall be displayed in or on the exterior windows or doors, or on the outside of any Lessee's premises, or at any point inside any Lessee's premises where the same might be visible outside of such premises, without the prior written consent of Lessor. In the event of the violation of the foregoing by any Lessee, Lessor may remove the same without any liability, and may charge the expense incurred in such removal to the Lessee violating this rule. Interior signs, elevator cab designations and lettering on doors shall, if and when



approved by Lessor, be inscribed, painted or affixed for each Lessee by Lessor at the expense of such Lessee, and shall be of a size, color and style reasonably acceptable to Lessor.

7. The sashes, sash doors, skylights, windows and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by any Lessee, nor shall any bottles, parcels or other articles be placed on the window sills or on the peripheral air conditioning enclosures, if any.
8. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the halls, corridors or vestibules.
9. No bicycles, vehicles, animals, fish or birds of any kind shall be brought into or kept in or about the premises of any Lessee or the Building.
10. No noise, including, without limitation, music or the playing of musical instruments, recordings, radios or television, which, in the reasonable judgment of Lessor, might disturb other Lessees in the Building, shall be made or permitted by any Lessee. Nothing shall be done or permitted in the premises of any Lessee which would impair or interfere with the use or enjoyment by any other Lessee of any space in the Building.
11. No Lessee, nor any Lessee's contractors, employees, agents, visitors or licensees, shall at any time be into or keep upon the premises or the Building any inflammable, combustible, explosive, or otherwise hazardous or dangerous fluid, chemical, substance or material.
12. Additional locks or bolts of any kind which shall not be operable by the Grand Master Key for the Building shall not be placed by Lessee, nor shall any changes be made in locks or the mechanism thereof which shall make such locks inoperable by said Grand Master Key. Additional keys for a Lessee's premises and toilet facilities shall be procured only from Lessor at Lessee's cost. Each Lessee shall, upon the termination of its tenancy, turn over to Lessor all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, such Lessee, and in the event of the loss of any keys furnished by Lessor, such Lessee shall pay to Lessor the cost thereof.
13. All removals, or the carrying in or out of any safes, freight, furniture, packages, boxes, crates or any other object or matter of any description must take place during such hours and in such elevators, and in such manner as Lessor or its agent may reasonably determine from time to time. The persons employed to move safes and other heavy objects shall be reasonably acceptable to Lessor and, if so required by law, shall hold a Master Rigger's license. Arrangements will be made by Lessor with any Lessee for moving large quantities of furniture and equipment into or out of the Building. All labor and engineering costs incurred by Lessor in connection with any moving specified in this rule, including a reasonable charge for overhead shall be paid by Lessee to Lessor, on demand.
14. Lessor reserves the right to inspect all objects and matter to be brought into the Building and to exclude from the Building all packages, objects and matter which violate any of these Rules and Regulations or the lease of which this Exhibit is a part. Lessor may require any person leaving the Building with any package or other object or matter to submit a pass, listing such package or object or matter, from the Lessee from whose premises the package or object or matter is being removed, but the establishment and enlargement of such requirement shall not impose any responsibility on Lessor for the protection of any Lessee against the removal of property from the premises of such Lessee. Lessor shall in no way be liable to any Lessee for damages or loss arising from the admission, exclusion or ejection of any person to or from the premises or the Building under the





provisions of this Rule or of Rule 1 hereof. That Lessee agrees to not bring into the building any packages, objects or matter inconsistent with a first class office building.

15. No Lessee shall occupy or permit any portion of its premises to be occupied as an office for a public stenographer or public typist, except that the foregoing shall not prevent or prohibit Lessee from offering copying, word-processing and similar services to its clients as part of Lessee's executive suites operation, or for the possession, storage, manufacture, or sale of liquor, narcotics, dope, tobacco in any form, or as a barber, beauty or manicure shop, or as a school. No Lessee shall use, or permit its premises or any part thereof to be used, for manufacturing, or the sale at retail or auction of merchandise, goods or property of any kind.
16. Lessor shall have the right to prohibit any advertising or identifying sign by any Lessee which, in Lessor's reasonable judgment, tends to impair the reputation of the Building or its desirability as a building for others, and upon written notice from Lessor, such Lessee shall refrain from and discontinue such advertising or identifying sign.
17. Lessor shall have the right to prescribe the weight and position of safes and other objects of excessive weight, and no safe or other object whose weight exceeds the lawful load for the area upon which it would stand shall be brought into or kept upon any Lessee's premises. If, in the reasonable judgment of Lessor, it is necessary to distribute the concentrated weight of any heavy object, the work involved in such distribution shall be done at the expense of the Lessee and in such manner as Lessor shall determine.
18. No machinery or mechanical equipment other than ordinary portable business machines may be installed or operated in any Lessee's premises without Lessor's prior written consent. In no case (even where the same are of a type so excepted or as so consented to by Lessor) shall any machines or mechanical equipment be so placed or operated as to disturb other Lessees; but machines and mechanical equipment which may be permitted to be installed and used in a Lessee's premises shall be so equipped, installed and maintained by such Lessee as to prevent any disturbing noise, vibration or electrical or other interference from being transmitted from such premises to any other area of the Building.
19. Lessor, its contractors, and their respective employees shall have the right to use, without charge thereof, all light, power and water in the premises of any Lessee while cleaning or making repairs or alterations (if required by the terms of the Lease) in the premises of such Lessee.
20. No premises of any Lessee shall be used for lodging of sleeping or for any immoral or illegal purpose.
21. The requirements of Lessees will be attended to only upon application at the office of the Building. Employees of Lessor shall not perform any work or do anything outside of their regular duties, unless under special instructions from Lessor.
22. Canvassing, soliciting and peddling in the Building are prohibited and each Lessee shall cooperate to prevent the same.
23. Lessee shall not cause or permit any unusual or objectionable fumes, vapors or odors to emanate from the Premises which would annoy other Lessees or create a public or private nuisance. No cooking shall be done in the Premises except as is expressly permitted in the Lease.
24. Nothing shall be done or permitted in any Lessee's premises, and nothing shall be brought into or kept in any Lessee's premises, which would impair or interfere with any of the Building's services or the proper and economic heating, ventilating, air conditioning, cleaning or other servicing of the



Building or the premises, or the use or enjoyment by any other Lessee of any other premises, nor shall there be installed by any Lessee any ventilating air conditioning, or electrical or other equipment of any kind which, in the reasonable judgment of Lessor, might cause any such impairment or interference.

25. No acids, vapors or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving any Lessee's premises shall not be used for any purpose other than the purposes for which they were designed or constructed; and no sweepings, rubbish, rags, acid or other foreign substances shall be deposited therein. No servants, employees, agents, visitors or licensees of Lessee shall cause the same. Any cuspidors or containers or receptacles used as such in the premises of any Lessee, or for garbage or similar refuse, shall be emptied, cared for and cleaned, by and at the expense of such Lessee. In addition, no illegal materials shall be discharged which may damage the building or the environment.
26. All entrance doors in each Lessee's premises shall be left locked and all windows shall be left closed by the Lessee when the Lessee's premises are not in use. Entrance doors shall not be left open at any time. Each Lessee, before closing and leaving its premises at any time, shall turn out all lights.
27. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building. In addition no hand truck, equipment, or deliveries will be allowed in the passenger elevators.
28. All windows in each Lessee's premises shall be kept closed, and all blinds therein above the ground floor shall be lowered as reasonably required because of the position of the sun, during the operation of the Building air-conditioning system to cool or ventilate the Lessee's premises. If Lessor shall elect to install any energy saving film on the windows of the Premises or to install energy saving windows in place of the present windows, Lessee shall cooperate with the reasonable requirements of Lessor in connection with such installation and thereafter the maintenance and replacement of the film and/or windows and permit Lessor to have access to the Lessee's premises at reasonable times during Building Hours to perform such work.
29. If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Lessee, its agents, employees, visitors or licensees, Lessee shall at Lessee's expense cause the same to be exterminated from time to time to the reasonable satisfaction of Lessor and shall employ such exterminators and such exterminating company or companies as shall be designated by Lessor, or if none is so designated as reasonably approved by Lessor, which approval shall not be unreasonably withheld, conditioned or delayed.
30. Pallet jacks are not to be used without prior approval of the Building Manager.
31. To the extent there is a conflict between the provisions contained in the Lease or these Rules and Regulations, the provisions of the Lease shall govern and control.

## Rental Remittance

Rent is due and payable in advance to the RSA Real Estate Division offices. As a courtesy, statements detailing rent and tenant charges are sent to each tenant during the middle of the month for the following month's Rent due. All checks should be made payable to the RSA Building Expense Fund and mailed to The Retirement Systems of Alabama, Attn: Heather Smith, P.O. Box 302150, Montgomery, AL 36130-2150. Rent not paid in a timely manner shall be subject to a late charge.



## Security Measures

A life safety system is provided in accordance with applicable federal, state and local laws. The system includes fire alarm, emergency generators for elevator and emergency light service, stair pressurization, etc.

## Vendor/Contractor Access

There may be circumstances in which a Lessee will require vendors or contractors to perform work in Lessee's suite during non-business hours. Written approval is required from the Building Manager. In such instances, Lessee must provide written notification to Building Management including:

- The company name
- Names of all people who will be doing the work
- Date(s) the work will be performed
- Time the contractor will arrive and depart
- Description of the work being done

Arrangements must be made by the Lessee to provide vendor with access to their premises.

## Solicitation

Solicitation is not allowed in the building or on the building premises. Lessee should notify building management immediately if Lessee notices a solicitor within the Building. The report should include as much specific information about the person's appearance and behavior as possible. Building staff will attempt to locate the person as quickly as possible and escort them off the premises.

## Theft

Lessee should report any suspected theft, no matter how small to Building Management immediately. Lessee may also notify the Police Department or the proper authorities. The building's insurance policy does not cover the theft of tenant's personal belongings. Personal property insurance is the responsibility of each tenant.

## Incident Reports

As a building policy Lessee is required to record the details of any accident, theft, or injury that occurs on the property, and incident reports must be filed. Lessee should notify the Building Manager's Office as soon as an incident occurs so the building staff can follow up with the appropriate record taking. Lessee's cooperation is critical to answering questions the building staff may have pertaining to the incident.



## Suite Security Measures

Security often involves common sense. Because any building system is only as effective as the people relying on it, the following security reminders help lessees avoid unnecessary loss and problems within their suite.

1. When Lessee's premises are secured at the end of the business day, all doors should be locked and then verified that they are properly locked. Lessor recommends securing your suite entry door after 5:00 p.m. even if people are working late.
2. Employees should not leave personal property in clear view.
3. Lessee should notify the Building Manager or security guard immediately if Lessee or its employees notice a suspicious person loitering in or about the premises. Lessee's employees should be suspicious of any person who enters or approaches Lessee's suite especially if when confronted the person makes excuses that they're lost or looking for another company.
4. Offices are most vulnerable during lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.
5. Lessees should occasionally examine their wastebasket contents at the end of the day to see if any equipment or valuables have been secreted for removal later.
6. Lessees should put serial numbers on all business equipment and records in a safe place to aid police in locating the equipment if it is stolen.
7. If an employee is terminated for any reason, Lessee should consider changing their cylinders on the lock, resetting any safe or vault combinations the employee may have been entrusted with and canceling any security access codes through building security.
8. Keys kept on a key ring should never have an identifying tag. If the keys are lost, they may easily be used by thieves to access the property.
9. If Lessee's premises will be closed when the rest of the building is normally open, Lessee should arrange for building personnel to have their mail and papers collected. A stack of newspapers outside a suite door is a clear signal that the premises are not occupied.
10. No deliveries shall be made on the sidewalk or corridors of the building.
11. Lessees should never leave their reception area unattended when their suite entry door is unlocked.
12. Lessees should consider having routine background checks done on prospective employees as an additional precaution.





## EMERGENCY GUIDELINES

### Emergency Evacuation Procedures

1. Safety or floor wardens should be appointed by each tenant to coordinate evacuations. This person should be someone who commands the respect of fellow employees, stays calm in emergencies and is familiar with appropriate exits, pull stations and fire extinguishers. A list of these personnel must be submitted to the Building Manager's office and updated accordingly.
2. When notice to evacuate is given, floor wardens should immediately gather their group together and walk, not run, to the closest emergency exit and follow instructions. Upon getting to a safe area stay clear of the emergency.
3. In the event of an emergency never attempt to use the elevator; use emergency exits and stairways.
4. Floor wardens should ensure their group stays together and should take a head count once evacuation is complete.
5. Tenants should stay away from the building and from any emergency equipment until instructed otherwise.
6. If there is a fire, make sure a 911 call has been placed and the Building Manager's Office has been notified.
7. Any disabled person should be assigned two people to assist them in an emergency. However in such situations, everyone must be prepared to assist the elderly, the pregnant and others in need.
8. Post a floor diagram within your suite so staff can clearly see designated exits.

From time to time your building management team will schedule fire drills. This allows us to practice and prepare for an emergency so we react in a calm and orderly fashion in the event of a real emergency. These practice evacuations are a coordinated effort between the Fire Department, our Floor Wardens and everyone in the Building. Your serious commitment to these practice evacuations is appreciated; they could save our lives.

### Fire Emergencies

In the event a fire is discovered in your office or you see smoke coming from another part of the Building, remain calm and follow these instructions:

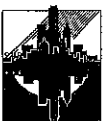
1. Call 911 and give the name and address of the property and the location of the fire.
2. Call the Building Manager and your fire emergency floor wardens.
3. Know where fire extinguishers, pull stations, stairwells and exits are located.
4. Never attempt to put out any sort of electrical fire with water. Only use fire extinguishers provided by the building.
5. Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
6. Know the location of the nearest fire exits; you should be able to find them in the dark.



7. Never use elevators in a fire emergency. Direct all evacuating traffic to the proper emergency exits.
8. Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit.
9. If you cannot exit your office, seal off the cracks around your office doors, go to a window and signal for help.
10. If the exit feels cool, prepare to evacuate. If there is smoke, stay low. Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area, and you should be able to move freely and quickly to evacuate.
11. Any disabled person should be assigned two people to assist them in an emergency. However in such situations, everyone must be prepared to assist the elderly, the pregnant and others in need. A record of people who are unable to exit the stairway should be given the building manager to be post in the life safety room for the fire department's use. This form should include the name of the person, what floor they are on, and what stairway landing they will most likely be on.
12. Choose a specific site outside the building that is far enough away from the Building to avoid injury from explosion or shattering glass to reconvene with your staff once the evacuation has been successfully completed.
13. Do not return to the Building until the Fire Department, your Building Manager and your floor warden have given the "All Clear."

## What You Can Do to Prevent Fires

1. Keep all trash or waste material in proper receptacles, and empty them frequently so waste does not accumulate.
2. Building has a no smoking policy.
3. Limit smoking to designated areas outside of the building equipped with appropriate receptacles in which to dispose of cigarette waste.
4. Keep all trash cans away from drapes or other flammable window coverings.
5. Turn off all electrical appliances in kitchen or break areas, and all computers, copying machines and other business machines at the close of each business day.
6. Do not overload electrical circuits.
7. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
8. No chemicals are to be stored in the building.
9. Do not store cardboard boxes, packing materials or other flammable items on your premises, in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
10. Burning of candles is prohibited.



## Reacting to a Bomb Threat

1. Whoever receives the call that a bomb has been placed in the Building or a suite should:
  - Remain calm and keep the caller on the line as long as possible so an attempt can be made to trace the call
  - Use the Bomb Threat Checklist (see Forms) to record what the caller said, identify as closely as possible the age, sex and accent of the caller, identify any background noise and assess the validity of the call (however this does not mean do not report a bomb threat because you feel it was not credible, just note this in the information when you pass it along). Report all calls to the proper authorities and the Building Management office.
  - Ask the caller where the bomb is located, when it is set to go off and what the bomb is contained in.
2. Call 911 and provide name, building address, floor and suite number. Repeat the information from the caller.
3. Call the Building Management Office. The decision to evacuate will be made by the proper authorities, not the Building Management Office. At this phase it will be up to those in charge of their suites to decide whether or not to evacuate.
4. If evacuation is ordered, follow floor warden's directions for evacuation.
5. Take purses and briefcases; these items are suspect and may be destroyed by the Bomb Squad if left in the building. Further, in evacuations, your suite will be left unprotected and security coverage could lapse.
6. Do not touch or handle any unusual items you might find. Report them to the authorities.
7. Be aware of suspicious persons entering your suite, or strange behavior exhibited by any staff person. Any abnormal activity should be reported to the Bomb Squad.

In the event of an actual emergency:

- Call 911.
- Call the Building Manager.
- Follow fire emergency instruction.
- Evacuate the premises in an orderly manner.
- Follow the established procedure for evacuating physically impaired persons and help injured people evacuate.
- If required to evacuate, evacuate speedily, but do not run.
- Use proper emergency exits.

## Power Failure

Should a power failure occur, it typically will affect either an isolated area of the Building or a large geographic area of which the Building is a part.



All public areas are equipped with exit signs and emergency lights in accordance with codes, which will remain lit in a general power failure.

In the event of an electrical failure, please observe the following guidelines:

1. Call the Building Manager.
2. Open all blinds and drapes to let in outside light. If there is adequate lighting from windows, continue to perform assigned tasks as well as possible.
3. If you are instructed to evacuate the Building, lock all areas of your premises and proceed immediately to the proper emergency exit.
4. Do not congregate in the lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will cease operation, but will not fail. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact the elevator monitoring company for information and to notify them of your location.
6. The emergency generator is designed to bring one elevator at a time to the lobby level. If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators. Passengers will be advised of the status and delay time over the elevator Voice Communication System.
7. Building Management will notify you as soon as possible when power will be restored.

## Medical Emergencies

1. In case of a medical emergency call 911 for an ambulance. Make sure to tell the dispatcher the street address of the building and also the floor number where medical help is needed.
2. Notify the Building Manager's Office and/or the security desk providing them with the floor and office location of the emergency so that they can assist medical staff to the location as quickly as possible and so that an elevator can be waiting for the ambulance crew. If a private physician has been called, let the Building Manager's Office know so the doctor can be escorted directly to the suite where the person in distress is located.
3. Post one person at the freight elevator on your floor to escort the medical team to the person in distress.
4. The freight elevator is designed to fit most equipment used by emergency crews.

## Inclement Weather: Including Tornadoes

RSA Buildings are designed to withstand many inclement weather conditions. However, we ask each tenant's floor warden to pay particular attention to the weather when conditions are favorable for severe weather.

The greatest weather threat in this region of the country is usually from tornadoes. However, following some simple common sense guidelines and knowing what the warnings mean can make a lot of difference in these situations.

Tornadoes are always preceded by heavy thunderstorm activity, so know these warnings:





## THE RETIREMENT SYSTEMS OF ALABAMA

DECEMBER 26, 2023

1. **THUNDERSTORM WARNING:** This means conditions are favorable for the development of severe thunderstorms with strong winds and even hail. Tenants should be prepared to go to a safe area like interior hallways that are away from windows and exterior doors because tornadoes arise from these types of storms, sometimes before **TORNADO WARNINGS OR WATCHES** can be issued.
2. **TORNADO WATCH:** Means tornadoes are expected to develop; go ahead and move to a safe area on your floor.
3. **TORNADO WARNING:** Means a tornado has been sighted or indicated on radar. If the Building is in the Warning area, move immediately to a safe area.
4. If the sound of "an approaching freight train" is heard, individuals should lie down next to the wall closest to hallways. Individuals should seek an area away from glass windows or doors.

The Building Manager's Office will do everything possible to inform all tenants of existing warnings and watches, but each tenant should be on alert when there is the possibility of severe weather in the area and take appropriate action for themselves by being aware of the safest places to go.



**Tenant Improvements & Alterations****RSA Construction Guidelines and Procedures**

1. Lessee shall make no structural alterations or structural additions of any kind in or to the Premises without first obtaining Lessor's written consent. Lessor reserves the right to approve plans and specifications for such alterations or additions;
  - (i) Lessee shall furnish to Lessor copies of "as-built" plans and specifications for such alterations or additions upon completion;
  - (ii) Lessee shall only use contractors who are first approved by Lessor and such contractor shall furnish to Lessor reasonable evidence that insurance coverage and worker's compensation coverage in proper amounts is maintained and in form satisfactory to Lessor;
  - (iii) Lessee shall cause such work to be diligently performed in a good and workmanlike manner using materials of a quality equal to or exceeding the quality of materials used by Lessor in construction;
  - (iv) Lessee shall cause such work to be performed in accordance with all applicable business codes and other governmental regulations;
  - (v) Lessee shall cause such work to be completed and paid and shall discharge any and all liens or claims of lien arising therefrom. If Lessee disputes any such lien or claim of lien, Lessee may post bond to remove the lien from the Premises in accordance with the laws of the State of Alabama. All such work, including additions, fixtures, and leasehold improvements (but excluding moveable office furniture and equipment and other personal property of Lessee) made or placed in or upon the Premises by either Lessee or Lessor shall be and become the Lessor's property at the termination of this Lease by lapse of time or otherwise, all without compensation or payment to Lessee, and shall remain upon and in the Premises.
  - (vi) All work performed shall be done in such a manner as not to disturb or disrupt the operations of the Building or of any other Lessees situated in the Building. Following completion of any changes, additions or improvements, Lessee shall furnish Lessor with current "as-built" drawings and specifications for the Premises reflecting such changes, additions or improvements made to the Premises. Any increase in real estate taxes or insurance premiums on the Building attributable to such change, addition or improvement shall be paid by Lessee as additional rent.
  - (vii) Lessor will make payments on alterations and additions based upon Lessee's request for progress payments made not more than monthly. Request for payment must include Lessee statement that work is complete and include any signoffs by architect including proper lien, waivers, etc.
  - (viii) At Lessor's election, Lessor may hire at Lessee's sole cost and expense, a qualified individual and/or firm to monitor Lessee's work to ensure quality and conformity to approved plans and specifications.
2. Lessee agrees to comply with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) Any alterations or additions to the premises or work that is required to bring the Premises into compliance are at the Lessee's sole cost and expense (but subject to Lessor's prior written approval, Lessor's approval however does not mean that the alterations or additions are in compliance with ADA). Lessee shall, make each and every alteration or addition to the Premises required to bring the Premises



into compliance with the requirements imposed by the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) and any regulations promulgated pursuant thereto effective from time to time during the term of this Lease, and any period of holding over by Lessee, if

(a) The requirement for such alteration or addition arises as a result of:

(1) Any alteration or addition by Lessee.

(2) Any violation by Lessee of any ADA Requirements.

(3) A special use of the Premises or any part thereof by Lessee or any assignee or sub-Lessee of Lessee (including but not limited to use for a facility which constitutes, or if open to the public generally would constitute, a "place of public accommodation" under the ADA Requirements).

(4) The special needs of the employee(s) of Lessee or any assignee or sub-Lessee of Lessee.

(b) The ADA requirements would otherwise make Lessee rather than Lessor primarily responsible for making such alteration or addition.

(c) Lessee is obligated to comply with any Federal, State and Local rules, laws, requirements, etc.





## Guidelines for Installing Communication & Computer Lines

1. Lessee should contact Building Manager and discuss proposed modification. Lessee must sign Tenant Improvement Request form (the "TIR form", to be provided by the manager) (see Forms for reference), which obligates them to pay any and all expenses (including architectural fees for providing an estimate) incurred in connection with the improvement, from obtaining an estimate through the completion of construction (if the work is completed).
2. If the Building Manager approves the modification, he/she will describe scope of work on the TIR form, sign approval, and submit all to RSA Real Estate for the remaining approval signatures.
3. The RSA Property Management Group will administer the project and inform Lessee in writing of the total cost of the project and architect's fee if they choose not to proceed with the project.
4. Prior to any work being performed, an estimate will be provided to Lessee for approval/disapproval signature by indication on Tenant Improvement Agreement form (the "TIA form", to be provided by RSA Property Management Group).
5. The RSA Property Manager and Building Manager of concern are responsible for contracting with the contractor and will oversee completion of Lessee's work at Lessee's expense. The construction contract follows the same procedure as all RSA Building Expense Fund contracts.
6. If scope of work is revised, adjusted estimate (or change order) from architects will be sent to RSA Property Manager. The approval process repeats (as in #4-6) until a final estimate and scope of work is agreed upon.
7. Final signatures of approval will be required on the TIA form before commencement of construction.

## Procedure for Using Outside Contractors

All contractors are required to provide a Certificate of Insurance with the following:

- a. Requires waiver of subrogation on all policies for companies working on site.
  - b. Requires the RSA be named as an additional insured on the certificate of insurance.
  - c. Requires thirty (30) days written notice prior to cancellation on vendors policies ("will attempt to provide to notice" clause is unacceptable).
  - d. Requires proof of transport vehicle liability coverage.
  - e. Certificate holder shall be the tenant or the Retirement Systems of Alabama.
1. Lessee shall ensure adequate protection to the building walls, floors, carpet, doors, and corners on the floor the work is scheduled. All protective material must be removed and area cleaned of all debris daily from all public areas.
  2. Lessee and Contractors will pay for all damages resulting from the work.
  3. No Saturday or Sunday work without approval.
  4. No unbecoming conduct will be tolerated by any contractor's employees.
  5. No trucks blocking or waiting in the street.



6. The building has a return air ceiling therefore plenum rated cable must be used.
7. All cables must be installed in conduit or the cable tray system.
8. Lessee and/or contractor shall be responsible for contractor's parking. Unauthorized vehicles will be towed at owner's expense.

### *Disclaimer*

The above may be changed at any time by the building management and/or ownership. While every effort has been made to ensure the exactness of the information contained herein, the RSA does not guarantee its accuracy.



## FORMS

- ❖ Directory Listing and Suite Signage Request Form *(example only)*
  - Contact Building Manager for a fillable form
- ❖ Bomb Threat Checklist
- ❖ Certificate of Insurance *(example only)*
  - Contact insurance carrier for official form
- ❖ Tenant Improvement Request Form *(example only)*
  - Contact Building Manager for a fillable form





## Directory Information

Tenant's Name as it should appear in the Building Directory

Tenant's Name as it should appear at the Suite entrance

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
Signing Authority's Name (Please Print)

Its: \_\_\_\_\_  
Signing Authority's Title

Date: \_\_\_\_\_

**PLEASE RETURN TO BUILDING MANAGER**





## Retirement Systems of Alabama

### Procedures: Bomb Threat Received by Phone

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

Date: \_\_\_\_\_ Time Began: \_\_\_\_\_

Caller ID: \_\_\_\_\_ Time Ended: \_\_\_\_\_

### Ask the Caller

- Where is the bomb located?  
☐
- When will it go off?  
☐
- What does it look like?  
☐
- What kind of bomb is it?  
☐
- What will make it explode?  
☐
- Did you place the bomb?  
☐
- Why?  
☐
- What is your name?  
☐

### In the Event of an Actual Emergency

- Call 911
- Contact the Building Manager
- Follow Emergency Instruction
- In an evacuation proceed to assigned exit route calmly and quickly

### Callers Voice

- |                                     |  |                                    |
|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Male       | <input type="checkbox"/> Female          | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Angry      | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Calm      |
| <input type="checkbox"/> Coughing   | <input type="checkbox"/> Cracking Voice  | <input type="checkbox"/> Crying    |
| <input type="checkbox"/> Deep Voice | <input type="checkbox"/> Heavy Breathing | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct   | <input type="checkbox"/> Excited         | <input type="checkbox"/> Laughter  |
| <input type="checkbox"/> Lisp       | <input type="checkbox"/> Loud            | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Normal     | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Raspy     |
| <input type="checkbox"/> Slow       | <input type="checkbox"/> Slurred         | <input type="checkbox"/> Soft      |
| <input type="checkbox"/> Stutter    |  |                                    |

### Background Noises

- |  |                                       |                                    |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Kitchen   |
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Booth        | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Conversation  | <input type="checkbox"/> Music        | <input type="checkbox"/> Motor     |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Static       | <input type="checkbox"/> Office    |
| <input type="checkbox"/> Machinery     | <input type="checkbox"/> Local        | <input type="checkbox"/> Long Dist |

### Threat Language

- |                                     |   |                                    |
|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Reading Threat | <input type="checkbox"/> Taped Msg |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Well Spoken    | <input type="checkbox"/> Profane   |

### Other Information

Can you identify where the caller might be?

Exact words of the threat

Estimated age

Other notes

Revision 1

Thursday, August 25, 2022



# THE RETIREMENT SYSTEMS OF ALABAMA

DECEMBER 26, 2023



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>					EACH OCCURRENCE \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					DAMAGE TO RENTED PREMISES (Per occurrence) \$
						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>					GENERAL AGGREGATE \$
	OTHER:					PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Per accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b>	OCCUR <input type="checkbox"/>				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	CLAIMS-MADE <input type="checkbox"/>				AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/> N/A				E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<b>RETIREMENT SYSTEMS OF ALABAMA</b> <b>201 SOUTH UNION STREET</b> <b>MONTGOMERY, ALABAMA 36104</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2014/01)

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The Retirement Systems of Alabama  
201 South Union Street  
Montgomery, AL 36104  
Phone: (334) 517-7000  
Fax: (334) 517-7001

## The Retirement Systems of Alabama

### Tenant Improvement Request

Date: \_\_\_\_\_ Building: \_\_\_\_\_

Tenant: \_\_\_\_\_ Suite # \_\_\_\_\_

#### Name, Title, Address & Contact Number of Tenant Authorized Signatory(s) for Construction

Name & Title: \_\_\_\_\_

ACCESS CONTROL: If AC is needed please  
fill in the blank below with - YES

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Briefly outline scope of work. Additional information such as photographs of the location, etc., and any rough sketches should be attached to this page. To be completed by RSA Building Manager.

The above description accurately details scope of work to the satisfaction of the tenant listed above. Tenant signature below indicates acceptance of RSA Construction Guidelines and Procedures as listed in the Tenant Handbook. Tenant signature further acknowledges the Tenants' obligation to pay all fees incurred by the Retirement Systems of Alabama (i.e., design professionals/consultants or any other contracted vendor) in the process of obtaining all estimates in connection with the improvement request, regardless of modification commencement. Fees incurred by the Tenant for the estimate are dependent upon the scope and magnitude of the project.

\_\_\_\_\_  
Signature of AUTHORIZED Tenant Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of RSA Properties Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AUTHORIZED RSA Real Estate Representative

\_\_\_\_\_  
Date



RETIREMENT SYSTEMS OF ALABAMA Real Estate Division.....

Revised 09/02/2022

