SAMPLE WORK



The Calloway Building

880 BRICKWORKS LANE NW · ATLANTA

TENANT WELCOME GUIDE

Your first month, answered.

Prepared for Tessaly Health Analytics · Suite 620

Managed by **Kesterfield Property Management** on behalf of **Calloway Building Owner LLC**

An illustrative welcome kit. No real property, company or person is depicted.

Security desk, 24 hours **404-555-0199**
Management office **404-555-0140**

SAMPLE WORK · The Calloway Building, its people and its figures are fictional, created to show how a well-run building welcomes a new tenant.

The three numbers

If you keep one page, keep this one.

01 **SECURITY DESK, 24 HOURS**

Every hour of every day

404-555-0199

For emergencies, after-hours problems, lost badges, and anything that cannot wait until morning.

02 **MANAGEMENT OFFICE**

Mon to Fri, 8:00 a.m. to 5:00 p.m.

404-555-0140

Suite 120, Level 1. Walk in; the door is open.

03 **TENANT PORTAL**

Online always

tenants.kesterfieldpm.com/calloway

Work orders, visitor passes, conference-room bookings, after-hours heating and cooling.

AND THE FOUR PEOPLE WHO RUN THE BUILDING

Danielle Pryor
General Manager
404-555-0141

Luis Andrade
Tenant Services, your move-in lead
404-555-0143

Terrence Boyd
Chief Engineer
404-555-0147

Keisha Moreland
Security Operations Manager
404-555-0150

IN AN EMERGENCY

911

In an emergency, call 911 first. Then call the security desk so an officer can meet the responders at the door and hold an elevator for them.

SAMPLE WORK

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THE BUILDING AT A GLANCE

220,000 rentable sq ft

9 office floors above grade

660 spaces in the attached deck

34 tenants in the building

Address	880 Brickworks Lane NW, Atlanta, GA 30318
Neighborhood	Upper Westside / West Midtown
Class	B+ office, modern mid-rise
Floorplate	About 24,400 sq ft, typical
Built	2001
Renovated	2022: lobby, restrooms on every floor, elevator modernization, fitness center, conference center
Level 1	Lobby and front desk, mailroom and package room, tenant lounge, conference center, fitness center, management office (Suite 120)
Parking	Attached 5-level deck, P1 to P5; 3.0 per 1,000 sq ft
Elevators	4 passenger cars; 1 freight car, 4,500 lb, serves P1 through 9
Telecom	Main telecom room P1-04; two fiber carriers already terminate there
Certified	ENERGY STAR (2025)
Owner	Calloway Building Owner LLC, the property entity of Larchmont Core Real Estate Fund II, L.P.
Manager	Kesterfield Property Management, LLC

YOUR SUITE

Tessaly Health Analytics

620 Suite, Floor 6

9,850 rentable sq ft

40 badges included

30 parking permits: 28 unreserved, 2 reserved

Priya Raman
Director of Operations, your move lead

SAMPLE WORK

01 A note from Danielle

From the General Manager, the day your lease is signed.

Welcome to Calloway.

For the next several weeks you will have a hundred small questions: where the movers park, how a visitor gets upstairs, what happens when the sixth floor runs warm on a Saturday. We have tried to answer every one of them in this guide before you have to ask.

A little about the building you have chosen. Calloway has stood on Brickworks Lane since 2001. In 2022 we rebuilt the lobby, every restroom, the elevators and the ground-floor shared spaces, and we have spent every year since getting the daily things right: the coffee in the lounge is hot at 7:00, the freight elevator is padded before your movers arrive, and a work order is answered by a person, with a name, inside thirty minutes.

Four of us run the building, and you will get to know us. Luis Andrade will walk your team through move-in from today until your first month is behind you. Terrence Boyd and his engineers keep the building comfortable and the systems sound. Keisha Moreland keeps it secure. I am responsible for all of it, including anything that is not going the way it should. My direct line is **404-555-0141**, and I would rather hear about a small problem in week one than a large one in month six.

We are glad Tessaly Health Analytics is here.

Danielle Pryor

General Manager, The Calloway Building
Kesterfield Property Management · **404-555-0141**

A work order is answered by a person, with a name, inside thirty minutes.

TESSALY'S DATES

Nov 12 Thu, 2026	Lease signed. Luis sends your portal invitation the same day.
Nov 20 Fri, 2026	Order your fiber circuit (30 to 45 days).
Jan 13 Wed, 2027	Your certificate of insurance is due.
Jan 25 Mon, 2027	Badge roster, mover's certificate, dock and freight reservation due.
Jan 28 Thu, 10:00 a.m.	Walkthrough and keys, Suite 620, with Luis and Terrence.
Jan 30 Sat, 2027	**Move day.**
Feb 1 Mon, 2027	**First business day.**
Mar 1 Mon, 2027	First-month check-in, 30 minutes, with Danielle and Luis.



The lobby, Level 1. Rebuilt in 2022. The front desk is staffed Mon to Fri, 7:00 a.m. to 7:00 p.m., and Sat, 8:00 a.m. to 1:00 p.m. 880 Brickworks Lane NW

SAMPLE WORK



02 Access and security

One badge, all day. An officer in the building every hour of every day.

YOUR BADGE DOES THREE THINGS

Your building badge opens the lobby and stair doors, calls the elevator to your floor, and lifts the parking gate. One card, all day.

- **Building access:** 24 hours a day, 365 days a year.
- **Lobby doors:** unlocked Monday to Friday, 7:00 a.m. to 6:30 p.m. Outside those hours, badge in at the Brickworks Lane entrance or from the parking deck.
- **Elevators after hours:** after 6:30 p.m. and on weekends, badge at the reader inside the car, then choose your floor. Your badge opens floor 6 and the shared floors only.
- **Security on site:** an officer is in the building every hour of every day. By day at the lobby desk; overnight at the loading-dock console, with patrols of every floor and every parking level.

GETTING BADGES

Your lease includes up to one free badge per 250 sq ft. For Suite 620, that is 40.

1. Send Luis your roster (name, email, and parking yes or no) through the tenant portal.
2. Each person stops at the front desk for a photo, which takes about two minutes.
3. Badges are ready in 2 business days.

Replacements cost $25. When someone leaves your company, deactivate their badge in the portal the same day, or call the security desk and it is done while you are on the phone.

SUITE KEYS

Your suite is on the building's master-key system. Six keys are cut for you at handover. More are $15 each, ordered through Luis. Locks are changed or rekeyed only by our chief engineer, at cost, so the building can still reach your suite in an emergency.

AFTER HOURS AND ON WEEKENDS, YOUR BADGE OPENS

Floor 6	Your own floor
Level 1	The shared ground floor
P1 to P5	The parking deck

At the front desk: Andre Simmons, Lobby Desk Lead, weekdays. He knows everyone's name by the second week.

SAMPLE WORK

BEFORE YOUR KEYS

Your certificate of insurance

We release keys and badges once your certificate of insurance is approved. It is due 10 business days before your walkthrough (for Tessaly, **Wednesday, January 13, 2027**) and renews every year, 15 days before it expires. Send it to Luis; he confirms within one business day and names anything missing.

COVERAGE	MINIMUM
Commercial general liability	$1,000,000 per occurrence / $2,000,000 aggregate
Umbrella / excess liability	$5,000,000
Property insurance on your furniture, equipment and improvements	Full replacement cost
Workers' compensation	Statutory; employer's liability $1,000,000

ADDITIONAL INSUREDS, EXACTLY AS WRITTEN

1. Calloway Building Owner LLC
2. Larchmont Core Real Estate Fund II, L.P.
3. Kesterfield Property Management, LLC

CERTIFICATE HOLDER

> Calloway Building Owner LLC
> c/o Kesterfield Property Management, LLC
> 880 Brickworks Lane NW, Suite 120
> Atlanta, GA 30318

LOST A BADGE?

Call the security desk at

404-555-0199

It is deactivated within 15 minutes, any hour. A temporary pass is issued at the front desk while the replacement is made.

Lost badge: deactivated within 15 minutes, any hour.

VISITORS

Getting a guest upstairs

EXPECTED GUESTS

Register them in the portal by 5:00 p.m. the day before. They receive a QR pass by email, scan it at the lobby turnstile, and go straight up.

WALK-IN GUESTS

They show photo ID at the front desk; we call your suite and wait for a yes.

GROUPS OF 10 OR MORE

Send the list to calloway@kesterfieldpm.com one business day ahead and we will have passes printed and waiting.

FOOD DELIVERY

Couriers wait at the front desk and the desk calls your suite. Couriers do not go upstairs.

ACCESS, IN NUMBERS

24/365	7:00–6:30	40	2	6	15 min
building access with your badge	lobby doors unlocked, Mon to Fri	free badges for Suite 620; replacements $25	business days to make a badge	suite keys cut free; more $15 each	to deactivate a lost badge, any hour

SAMPLE WORK

03 Parking

The deck is attached to the building: five levels, P1 to P5, 660 spaces. Walk in from any level through the elevator lobby; your badge works at every door.

YOUR ALLOCATION

Your lease provides **30 permits** for Tessaly: 28 unreserved and 2 reserved.

PERMIT	RATE	WHERE
Unreserved monthly	**$95** per month	Any unmarked space, P2 to P5
Reserved monthly	**$165** per month	Signed space on P1 or P2

Billing is monthly on your rent statement. Tell Luis which employees get permits and he links each one to that person's badge, so there is no hang tag and no sticker.

VISITORS

PAYING VISITORS

30 min free

Then $3 per hour, $15 daily maximum. Pay by card at the exit.

VALIDATIONS

3 hours free

Issue a QR validation from the portal and your visitor parks free for up to 3 hours. You are billed $4 per validation, monthly.

THE DECK, LEVEL BY LEVEL

P5	**Unreserved**
P4	**Unreserved**
P3	**Unreserved**
P2	**Unreserved** and **reserved** (signed spaces)
P1	**Reserved** (signed spaces) · **12 EV stations** · **bike room** · **motorcycles** near the ramp · AED in the elevator lobby

660 spaces · 3.0 per 1,000 sq ft Clearance 7 ft 0 in

GOOD TO KNOW

CLEARANCE

7 ft 0 in. Vans with roof racks should check before entering.

EV CHARGING

12 Level 2 stations on P1. $0.28 per kWh, paid at the charger. Four-hour limit from 7:00 a.m. to 6:00 p.m. on weekdays, so everyone gets a turn.

MOTORCYCLES

Marked spaces on P1 near the ramp.

BICYCLES

The bike room on P1 has 24 racks, a repair stand and a pump. Badge access.

OVERNIGHT

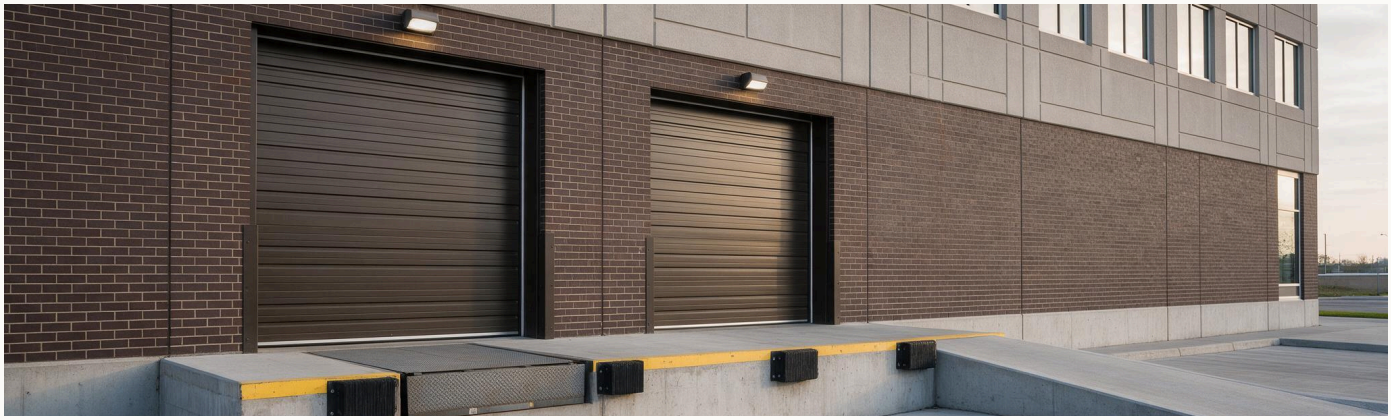
Permitted for monthly parkers. Let the security desk know if a car will stay more than 3 nights.

TRANSIT

A free building shuttle runs to Arts Center MARTA Station every 20 minutes, weekdays 7:00 to 9:30 a.m. and 4:00 to 6:30 p.m., from the Brickworks Lane entrance.

PARKING, IN NUMBERS

660	30	$95	$165	$0.28	7 ft 0 in
spaces on five levels, P1 to P5	permits for Tessaly: 28 unreserved, 2 reserved	unreserved permit, per month	reserved permit, per month	per kWh at 12 EV stations on P1	deck clearance



04 Deliveries and the loading dock

North side of the building, from the service drive off Brickworks Lane. Signed "Deliveries and Loading Dock" at the curb.

THE DOCK, IN SPECS

Bays	2, with one hydraulic leveler
Dock height	48 in
Drive clearance	13 ft 6 in
Largest vehicle	26 ft box truck. No tractor-trailers.
Dock hours	Mon to Fri, 7:00 a.m. to 5:00 p.m.
Freight elevator	4,500 lb capacity, 9 ft 6 in cab height, serves P1 through floor 9

We lay floor protection from the dock to your suite door before the truck arrives.

EVERYDAY DELIVERIES

- **Mail:** USPS delivers to your locked suite mailbox in the Level 1 mailroom. Two keys come with your suite keys.
- **Packages:** carriers bring packages to the front desk. We log each one and email the recipient (or your designated contact) within 15 minutes. Pick up by 7:00 p.m. Perishables and anything marked refrigerate cannot be held overnight; we call you instead.
- **Envelopes and small courier drops:** at the front desk, any time it is staffed.
- **Anything on a cart or dolly:** loading dock and freight elevator only. Passenger elevators carry people.

LARGE DELIVERIES AND MOVES

Anything larger than one hand-truck load, and any move, needs a reservation.

1. **Reserve** the dock and freight elevator in the portal at least 48 hours ahead, in 2-hour blocks.
2. **Schedule** move-scale work outside business hours: Monday to Friday after 6:00 p.m., or Saturday and Sunday, 7:00 a.m. to 7:00 p.m.
3. **Send your mover's insurance certificate** to Luis 5 business days before the move.
4. **We prepare the path:** elevator pads hung, floor protection laid from the dock to your suite door, a building escort on site.

After-hours moves and contractor work carry an escort charge of $55 per hour, 4-hour minimum for moves.

YOUR MOVER'S CERTIFICATE OF INSURANCE MUST SHOW

Most movers have a template for this. Forward them this page.

- General liability: $1,000,000 per occurrence / $2,000,000 aggregate
- Commercial auto: $1,000,000 combined single limit
- Workers' compensation: statutory

Additional insureds, exactly as written: Calloway Building Owner LLC; Larchmont Core Real Estate Fund II, L.P.; Kesterfield Property Management, LLC

05 Who to call

Four people run Calloway. Here is who handles what, so you only have to call once.

Danielle Pryor

GENERAL MANAGER

DIRECT LINE
404-555-0141
danielle.pryor@kesterfieldpm.com

CALL FOR
Your lease and your relationship with the building. Anything that is not going right, and anything nobody else has answered.

Luis Andrade

ASSISTANT PROPERTY MANAGER, TENANT SERVICES

DIRECT LINE
404-555-0143
luis.andrade@kesterfieldpm.com

CALL FOR
Your move-in from start to finish. Insurance certificates, badges, keys, parking permits, suite signage, the lobby directory, conference-room bookings.

Terrence Boyd

CHIEF ENGINEER

DIRECT LINE
404-555-0147
terrence.boyd@kesterfieldpm.com

CALL FOR
Heating and cooling, plumbing, electrical, after-hours HVAC, escorts for contractors and telecom carriers, riser access.

Keisha Moreland

SECURITY OPERATIONS MANAGER

DIRECT LINE
404-555-0150
keisha.moreland@kesterfieldpm.com

CALL FOR
Access control, visitor policy, lost badges, emergency planning, floor-warden training.

Andre Simmons

LOBBY DESK LEAD, WEEKDAYS

THROUGH THE SECURITY DESK
404-555-0199

AT THE FRONT DESK
He knows everyone's name by the second week.

SECURITY DESK, 24 HOURS
Every hour of every day

404-555-0199

After hours, this also reaches the on-call engineer. In an emergency, call 911 first, then this number.

THE SHARED LINES

LINE	NUMBER / ADDRESS	HOURS
Security desk, 24 hours	**404-555-0199**	Every hour of every day. After hours, this also reaches the on-call engineer.
Management office	**404-555-0140**	Mon to Fri, 8:00 a.m. to 5:00 p.m. · Suite 120, Level 1
Shared inbox	calloway@kesterfieldpm.com	Answered within 4 business hours
Tenant portal	tenants.kesterfieldpm.com/calloway	Work orders, visitors, bookings, after-hours HVAC

SERVICE COMMITMENTS

What happens when you put in a work order

Every request through the portal is acknowledged within 30 minutes during business hours, with the name of the person assigned. When it is done, you get a close-out email saying what was found and what was fixed.

Every work order is acknowledged within 30 minutes, with the name of the person assigned.

PRIORITY	FOR EXAMPLE	WE COMMIT TO
Emergency	Active water leak, power loss in the suite, smoke or a burning smell, someone stuck in an elevator, a suite door that will not lock	An engineer on site in **15 minutes** during business hours, **60 minutes** after hours. The elevator contractor on site within **45 minutes** for an entrapment. **Call, do not type: 404-555-0199**.
Urgent	No cooling or heat across the suite, a restroom out of service, a stuck entry door	On site within **2 hours**
Routine	A light out, a thermostat question, a noisy vent, a slow door closer, a stained ceiling tile	**Same business day** if in by noon; otherwise by end of the next business day

OUR OTHER CLOCKS

30 min	4 hrs	15 min	2 days	3 days	10 days
to acknowledge every work order, business hours	to answer the shared inbox, business hours	to deactivate a lost badge	to make a badge, business days	to update your directory listing, business days	to install your suite sign once wording is approved, business days

06 Building rules and policies

These are short on purpose. Each one exists because it keeps someone safe or keeps the building working for 30-some tenants at once.

SMOKING AND VAPING.
Not in the building, the deck, or within 25 ft of any entrance. The designated area is the bench at the east edge of the south courtyard.

ANIMALS.
Service animals only.

HEAT AND FLAME.
Space heaters, halogen lamps, candles and open flames are not permitted. If your suite runs cold, put in a work order; we would rather fix the cause.

THERMOSTATS.
Within standard hours, suites are held at 72 to 76 °F in cooling season and 68 to 72 °F in heating season. Need it adjusted? A routine work order, same day.

ELEVATORS.
Passenger elevators are for people. Carts, hand trucks and furniture go in the freight elevator, via the loading dock.

CHANGES TO YOUR SUITE.
Send drawings to management 10 business days before any work begins. Contractors must be licensed and insured, with a certificate on file. Welding, cutting or other hot work needs a permit from Terrence Boyd, 48 hours ahead.

SIGNAGE.
Your suite sign is building-standard and installed free. Please do not tape anything to glass that faces the corridor.

WINDOW BLINDS.
Blinds are building-standard and stay that way. On the west and south faces, please lower them to the marked height after 3:00 p.m. from May through September; it keeps your suite and your neighbors' cooler.

TRASH AND RECYCLING.
Janitorial staff empty desk-side bins and single-stream recycling every weeknight. Break boxes down and leave them by your suite door. For more than 10 boxes or any furniture, request a bulk pickup in the portal; it is scheduled within 2 business days.

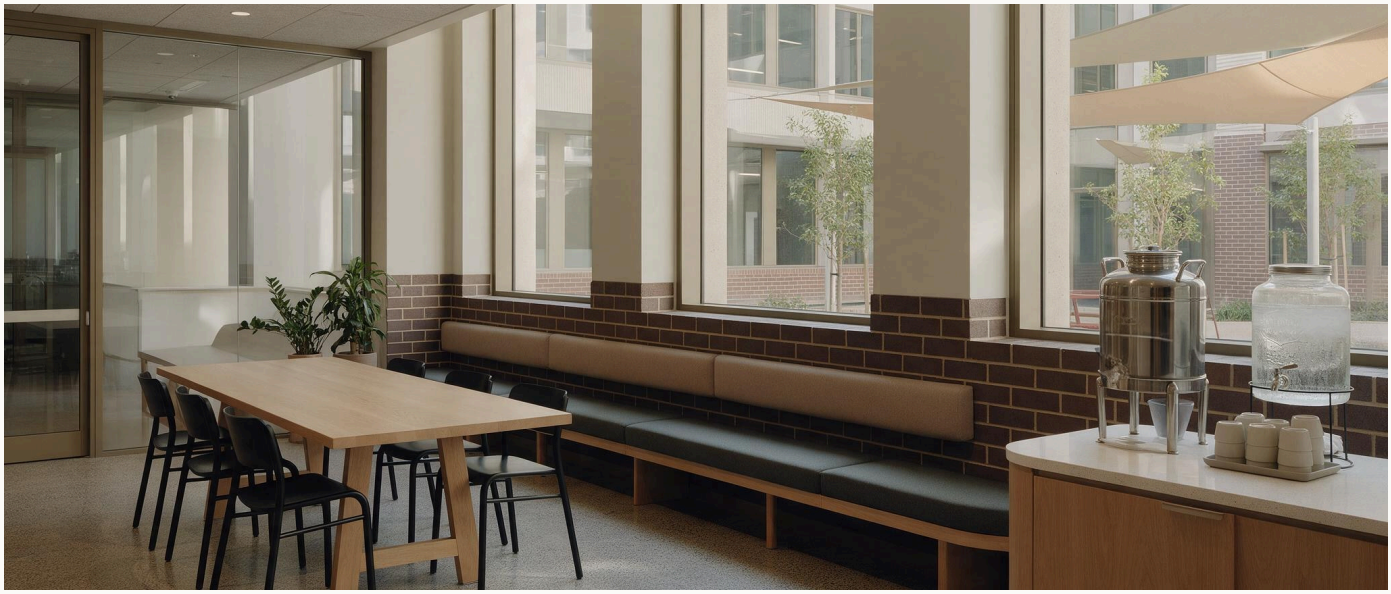
BICYCLES.
In the bike room on P1, not in suites or passenger elevators.

SOLICITATION.
Not permitted anywhere in the building. If someone is going door to door, call the security desk.

THE NUMBERS BEHIND THE RULES

25 ft	No smoking or vaping within this distance of any entrance
72–76 °F	Suite set point, cooling season
68–72 °F	Suite set point, heating season
10 days	Drawings to management before work begins, business days
48 hrs	Notice for a hot-work permit from the chief engineer
3:00 p.m.	Blinds lowered on the west and south faces, May to September
10 boxes	More than this, or any furniture, is a bulk pickup
2 days	To schedule a bulk pickup, business days

SAMPLE WORK



07 Amenities

Calloway keeps a short list of shared spaces and keeps them well. All of them are free to your team; only EV charging is metered.

Fitness center

LEVEL 1 · 24 HOURS WITH BADGE

Cardio and strength equipment, open 24 hours with your badge. Men's and women's locker rooms with showers, day-use lockers and towel service. Cleaned daily from 5:00 to 6:00 a.m.

Conference center

LEVEL 1 · MON TO FRI, 7:00 A.M. TO 7:00 P.M.

The Brickworks Room: training room, 40 people classroom-style or 60 theater-style. *The Westside Room:* boardroom for 12. Both have screens, a video-conference camera and microphones, and building Wi-Fi.

Booking a room

THROUGH THE PORTAL

Book up to 60 days ahead, up to 2 bookings a week per tenant. Need a setup changed? Note it on the booking and it will be ready when you arrive.

Tenant lounge

LEVEL 1 · MON TO FRI, 7:00 A.M. TO 7:00 P.M.

Seating for 30, coffee and filtered water, Wi-Fi. Open for your team and your guests.

South courtyard

OUTDOORS

Outdoor tables under shade sails, with Wi-Fi. The good spot for lunch from April through October.

Transit shuttle

FREE · EVERY 20 MINUTES

To Arts Center MARTA Station, weekdays 7:00 to 9:30 a.m. and 4:00 to 6:30 p.m.

Bike room

P1 · BADGE ACCESS

24 racks, a repair stand and a pump.

EV charging

P1 · METERED

12 Level 2 stations, $0.28 per kWh.

Mailroom and package room

LEVEL 1

Your locked suite mailbox, and the front desk's package log.

08 Hours of operation

The building's day, Monday to Friday, midnight to midnight. Saturday hours are in the middle column.



Building access with badge	24 hours, 365 days
Lobby doors unlocked	Mon to Fri, 7:00 a.m. to 6:30 p.m.
Front desk staffed	Mon to Fri, 7:00 a.m. to 7:00 p.m. · Sat, 8:00 a.m. to 1:00 p.m.
Security officer on site	24 hours, 365 days
Management office	Mon to Fri, 8:00 a.m. to 5:00 p.m.
Engineering on site	Mon to Fri, 6:30 a.m. to 6:30 p.m. · on call all other hours
Heating and cooling	Mon to Fri, 7:00 a.m. to 6:00 p.m. · Sat, 8:00 a.m. to 1:00 p.m.
Loading dock	Mon to Fri, 7:00 a.m. to 5:00 p.m.
Moves and large deliveries	Mon to Fri after 6:00 p.m. · Sat and Sun, 7:00 a.m. to 7:00 p.m.
Janitorial	Weeknights, 6:00 p.m. to 2:00 a.m.
Fitness center	24 hours with badge
Conference center and lounge	Mon to Fri, 7:00 a.m. to 7:00 p.m.
Transit shuttle	Mon to Fri, 7:00 to 9:30 a.m. and 4:00 to 6:30 p.m.

Open or staffed, weekdays · Security, every hour · On call · From 6:00 p.m.

WORKING LATE OR ON A WEEKEND?

Heating and cooling outside standard hours is available by the zone. Request it in the portal by 2:00 p.m. for the same evening, or by noon Friday for the weekend. **$65 per hour per floor zone, 2-hour minimum**, billed monthly.

BUILDING HOLIDAYS

On these nine days, standard heating and cooling is off and the front desk is closed. Security is on site and your badge works as normal.

New Year's Day	Martin Luther King Jr. Day	Memorial Day	Juneteenth	Independence Day
Labor Day	Thanksgiving Day	The Friday after Thanksgiving	Christmas Day	*The coming year's dates arrive by email every December 1.*

SAMPLE WORK

09 Emergency procedures

Read this page once now, with your floor wardens, so nobody reads it for the first time during an alarm.

ANY EMERGENCY

911

Call 911 first. Then the security desk, so an officer meets responders at the door and holds an elevator.

SECURITY DESK, 24 HOURS

404-555-0199

FIRE ALARM

1. Leave by the nearest stair. Never the elevator.
2. Close doors behind you.
3. Go to **Assembly Area A**, at the north end of the surface lot across the service drive.
4. Your floor warden takes a head count and reports to security.
5. Wait for the all-clear from security or the fire department before going back in.

SEVERE WEATHER AND TORNADO WARNINGS

When the building alert sounds or a warning is issued, move to the stair core or an interior restroom on your floor or the floor below. Stay away from glass. Wait for the all-clear text.

MEDICAL EMERGENCY

Call 911, then security. AEDs are at the lobby front desk, the fitness center, the P1 elevator lobby, and the elevator lobbies of floors 3, 5, 7 and 9. Every stair landing has a first-aid kit. Floor 6's nearest AEDs are one floor up or down, in the elevator lobby on 5 or 7.

POWER LOSS

The generator keeps life-safety systems, stair lighting and Elevator 2 running. Stay where you are unless told to move; security will update floor wardens within 10 minutes.

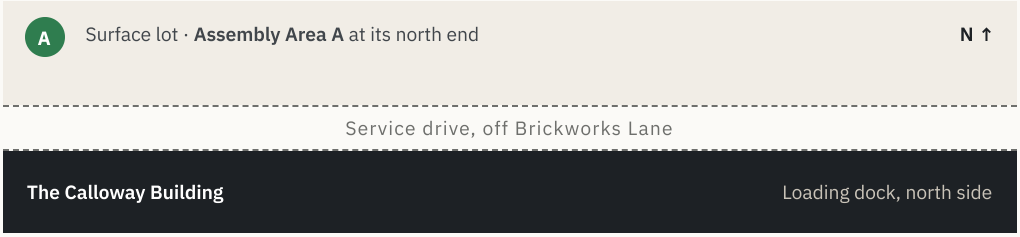
STUCK IN AN ELEVATOR

Press the call button in the car. It connects to a 24-hour monitoring line and alerts security at the same time. The elevator contractor is committed to arrive within 45 minutes; an officer will stay in voice contact with you until the door opens.

IF YOU HEAR THE ALARM

Where to go: Assembly Area A

Down the nearest stair, out of the building, across the service drive, to the north end of the surface lot.



WATER LEAK

Call security, not the portal.

Move anything you can away from the water. An engineer is on site within 15 minutes during business hours, 60 minutes after hours.

404-555-0199

SAMPLE WORK

WHERE THINGS ARE

The building, floor by floor

FLOOR	WHAT IS HERE	STAIR
9	● **AED** elevator lobby	+
8		+
7	● **AED** elevator lobby	+
6	**Tessaly · Suite 620** · nearest AEDs one floor up or down	+
5	● **AED** elevator lobby	+
4		+
3	● **AED** elevator lobby	+
2		+
1	● **AED** lobby front desk ● **AED** fitness center Security desk · Management office, Suite 120	+
P1	● **AED** elevator lobby, parking deck	+

Assembly Area A: north end of the surface lot, across the service drive →

● AED + First-aid kit at every stair landing Generator: life safety, stair lighting, Elevator 2

BUILDING ALERTS ON YOUR PHONE

Every person on your team can register a mobile number in the tenant portal for alert texts: fire, severe weather, power and closures. It takes a minute. Please ask everyone to do it in week one.

YOUR FLOOR WARDENS

Each tenant names one floor warden and one alternate per floor, plus one more for every 25 people. Tessaly's 38 people means three: a warden and two alternates. Training is 45 minutes, every March and September, led by Keisha Moreland. Fire drills run twice a year, and wardens hear about them two weeks ahead.

FLOOR-WARDEN TRAINING

Keisha Moreland

Security Operations Manager · **404-555-0150**

FOR SUITE 620

5 and 7	Your nearest AEDs, in the elevator lobbies one floor down and one floor up
Stair	Your way out in a fire alarm. Never the elevator.
Elev. 2	The car the generator keeps running in a power loss
Area A	North end of the surface lot, across the service drive

EMERGENCIES, IN NUMBERS

15 min	**60 min**	**45 min**	**10 min**	**3**	**2**
engineer on site for an emergency, business hours	engineer on site for an emergency, after hours	elevator contractor on site for an entrapment	for security to update floor wardens in a power loss	floor wardens for Tessaly's 38 people	fire drills a year, announced two weeks ahead

SAMPLE WORK

The Calloway Building

880 BRICKWORKS LANE NW, ATLANTA, GA 30318

SECURITY DESK, 24 HOURS

404-555-0199

MANAGEMENT OFFICE

404-555-0140

SHARED INBOX

calloway@kesterfieldpm.com

TENANT PORTAL

tenants.kesterfieldpm.com/calloway

Managed by Kesterfield Property Management, LLC, on behalf of Calloway Building Owner LLC.

SAMPLE WORK · The Calloway Building, its people and its figures are fictional, created to show how a well-run building welcomes a new tenant.