

33 South Sixth Street / City Center Electronic Tenant® Portal

Created on May 12, 2020

Amenities: On-Site Amenities

- Fitness Center - Free to Office Tenants - More information can be found at <https://www.ahcitycenter.com/>
- On-site City Center retail shops and restaurants.
- Adjacent light rail station with direct airport access.
- ATM's
- Skyway connections to the Minneapolis skyway system linking over 64 square blocks.
- On-site Marriott Hotel.
- On-site 687 stall parking garage.
- On-site Conference Center.

Emergency Procedures: Online Safety Training Video

Please [click here](#) to view the Online Safety Training Video for 33 South Sixth Street / City Center.

BSSonline® Emergency Training Programs
TENANT ADMINISTRATOR USER GUIDE
33 South Sixth Street


LOG IN >> www.33southsixthcitycenter.com

Select "Emergency Procedures"
Select "Online Safety Training Video"

1 Select your company and enter the initial password: **besafe**.


NOTE: If you are the **FIRST** person to login, the system will prompt you to change it to a company-wide password that all employees will use. Change it and give the new password to your employees in your company. Also, read the "activation policy" and check the box to continue.

***If besafe does not work and you don't know the new password, contact BSS Support.**




2 For **Tenant Administrators**: You can track your employees participation in the Occupant Life Safety Presentation, setup annual reminders, upload employees, and other useful features.

Your username/password will be automatically emailed to you after you access the Occupant Training Program. You may also request it by calling BSS Support.




Click here to view the Life Safety Presentation



Click here to view a list of Floor Wardens

BSS Support
1-800-315-5675
support@bssnet.com



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Employees with impaired mobility can confidentially self-register here to request assistance during evacuation

Emergency Procedures: Bomb Threat

The purpose of having a bomb threat procedure is to have an orderly, safe and rapid procedure of conducting searches, providing prompt and necessary communications, rendering assistance, and evacuating and returning personnel to work in the event of a bomb threat.

Telephone Bomb Threat

In the event of a bomb threat either through a telephone call or by other means, the following procedure should be followed:

1. Remain calm.
2. Try to keep the caller talking as long as possible.
3. Ask the person to repeat part of his message.
4. Write down the message and obtain as much relevant information as possible. Below are some of the items that would aid in the investigation:
 - Time the call was received?
 - When is the bomb due to explode?
 - Identification of the caller?
 - Why was the bomb put there?
5. Try to recall every statement made by the caller and find out as much as possible about the caller. For example:
 - Sex
 - Age
 - Voice characteristics (educated, low, high-pitched, accent)
 - Speech (fast, slow, nervous, slurred throat drinks or drugs)
 - Manner (calm, angry, hysterical, humorous)
 - Background noises (road traffic, music, giggling, aircraft) After a bomb threat call has been received, immediately notify the Property Office. The Property Manager will coordinate the search activities and make necessary notifications.

Letter Bombs

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means

Some signs to look for:

- Size - Is the letter unusually thick?
- Weight - Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.
- Balance - Is it heavier on one end?
- Appearance - Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
- Odor - Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspicious, DO NOT OPEN IT. Immediately inform the Police Bomb Squad by calling 911 and then notify Security at 612-372-1220 and the Property Management Office (612) 372-1234.

Identifying a Suspicious Package

A suspicious letter or parcel might have some of the following indicators:

- Origin - Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or unusually thick.
- Weight - The letter or package seems heavy for its size.
- Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)
- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering.

Handling a Suspicious Package

- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)
- If the letter or parcel remains suspect, call the police.

Incident Response Protocol for Suspect Nuclear or Biological Release

- Contain the material to minimize the impacted area
- Contain the material to minimize the number of individuals exposed
- Contain the potential impacted individuals to ensure that they receive proper medical attention
- Remove non-impacted individuals from the area as quickly as possible
- Maintain control of all potentially impact materials.

Notification

- Notify your supervisor
- Notify local Emergency Response Authorities (Call 911)
- Notify Property Management Office at (612) 372-1234
- Notify coworkers in area

Containment

If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrives. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.

Non-impacted individuals on the impacted floor should be evacuated and await further instructions from response team.

The HVAC (heating and ventilation) system for impacted and adjacent areas, as well as for bathrooms/kitchens will be immediately turned off by the property engineers.

Isolate the impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.

Retain all impacted material for response team.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither the Property Management Office, Managing Agent nor Owner can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security officers will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Do not attempt to force the elevator doors open or leave the cab. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Officer will establish two-way communication with elevator occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Procedures: Emergency Communications

COMMUNICATION DURING AN EMERGENCY

In an emergency, Property Management will make every attempt to provide information to you as quickly as possible. Methods of communication available include postings on the Electronic Tenant Handbook site, e-mails, phone calls, announcements via the Public Address (P.A.) system and posting of information on a 1-800 number. Each method is explained in detail below:

Electronic Tenant Handbook

The Electronic Tenant Handbook site can send e-mail announcements to both work and personal e-mail addresses. If you have a personal e-mail address that you are comfortable sharing, please provide that to Property Management so that we may include that address, as well as your work e-mail address, in the Instant Alert e-mail addresses stored in the Electronic Tenant Handbook. Please note that e-mails from the Electronic Tenant Handbook are sent such that the recipient only sees his/her e-mail address.

Phone Calls

Property Management will call our primary tenant contacts in an emergency after-hours. It is very important to remember to advise Property Management when emergency contact information (such as home phone, cell phone, etc.) changes. It is also important to provide Property Management with an alternate contact in the event that the primary contact is not reachable, as well as with an alternate contact we should use when the primary contact is out of town or on vacation. Please be sure to update your Emergency Contact Form at least once per month to make sure that we have the latest emergency information on file for your company.

Please note that should an emergency occur during normal working hours, Property Management will first issue e-mails through regular channels and/or the Electronic Tenant Handbook, as these methods of communication distribute information more quickly than phone calls.

Public Address (P.A.) System

Property Management may use the P.A. system as a means of broadcasting information. We would typically only use this form of communication for situations which require immediate action from building occupants, but may need to use the system if we discover that phones and/or the internet are not functional.

Your Role in Staying Informed

In an emergency, Property Management may not have access to each of these lines of communication. We will, therefore, need each tenant to be active in gathering information as well, by doing the following:

1. Tune to local news for updates as this will be one of the information sources on which Property Management will rely. For other sources of information, please see the Sources of Emergency Information document located on the Electronic Tenant Handbook site.
2. Keep e-mail open and check regularly so that any updates sent by Property Management are seen in as timely a manner as possible. If you have provided Property Management with a personal and a work e-mail address, please check each frequently. As noted above, the Electronic Tenant Handbook will dispatch to both work and personal email addresses.
3. Log on to the Electronic Tenant Handbook for updated posting of information.

We cannot guarantee which line of communication will be most reliable in an emergency event, so ask each of you to be diligent about checking the various communication methods available. Your cooperation in seeking information will be integral to the implementation of your internal emergency preparedness and business continuity plans. And, as a reminder, please do not wait to hear from Property Management prior to implementation of your internal emergency response plans. We will do our best to share information with you in as timely a manner as possible; however, we encourage and ask each of you to take whatever measures you feel are necessary to ensure the safety of your office and employees, without waiting for specific direction or guidance from Property Management.

Emergency Procedures: Emergency Contacts

Property Management Office:	612-372-1234
Building Security Office (24 hours):	612-372-1220
General Emergency:	911
Fire:	911
Ambulance:	911
Poison Control Center:	800-222-1222
Xcel Energy (electric):	800-895-1999
CenterPoint Energy (gas):	800-296-9815

(Please note that there is no gas entering the building):

To be called in situations where an incident may inconvenience or disrupt business:

City of Minneapolis:	311 or 612-673-3000
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Emergency Procedures: Emergency Evacuation

DURING AN EMERGENCY

1. If a fire is reported to or discovered within your tenant premises, cautiously proceed to the area of the fire, investigate and determine the size of the fire. If the fire is contained in a wastebasket or a receptacle used for paper storage, use a portable fire extinguisher to extinguish the fire without exposing yourself or others to personal injury.
2. If the fire cannot be contained, activate the nearest pull station, close appropriate doors to contain the area of fire and evacuate tenant premises in accordance with your evacuation plan. Immediately NOTIFY the Property Management Office at (612) 372-1234 or the Security Desk at 612-372-1220 after the pull station has been pulled.
3. If a fire alarm is activated within the building, immediately proceed to the vicinity of an audio/visual unit and listen for instructions. It is important to realize that complete evacuation may not be necessary. Wide scale evacuation could overload the stairwells, causing unnecessary accidents.
4. Once the general evacuation signal is sounded for the floor (whooping alarm signal), personnel within the tenant premises should be directed to evacuate the premises via the nearest stairwell. **DO NOT USE THE ELEVATORS.**
5. Notify safety wardens and assistant safety wardens to search all rooms in the tenant premises and alert occupants of the emergency condition.
6. Notify the Property Management Office at (612) 372-1234 or the Security Desk at 612-372-1220 of the need to escort individuals encumbered by physical impairments.
7. Without placing yourself in danger, make a final search of the tenant premises and elevator lobby before proceeding out of the building. Notify the building's floor warden that tenant evacuation is complete on your way out.
8. Proceed to the common area of the building or the buildings across the street (as decided by tenant) and account for all personnel. Immediately alert Property Management Personnel of missing occupants.
9. Wait for Property Management Personnel to signal for re-entry to the building.

USE STAIRWAY EXIT - DO NOT USE ELEVATORS

Emergency Procedures: Fire and Life Safety

FIRE ALARM SYSTEM DESCRIPTION

1. Simplex Grinnell 2120 fire alarm control panel is located in the main lobby adjacent to the elevator bank. The system will activate in response to the detection of smoke or heat, and/or activation of a pull station or sprinkler head.
2. Smoke detectors are located in the elevator lobbies, the electric closets and the emergency stairwells. They are activated in response to the detection of smoke.
3. Pull stations are located on every floor outside the entry to stairwells, in some tenant areas, and at the security desk. The fire alarm system will be immediately activated after a pull station has been engaged.
4. Audio/visual units are located in the public corridors and tenant areas. In the event of emergency, instructions will be transmitted through the audio units on each floor.
5. Fire fighter phones are located on every floor in each stairwell and elevator lobby. These phones are for use by fire department personnel only.
6. Fire extinguishers are located on every floor in the public corridors (in the same cabinet as the fire hoses).

BUILDING FIRE ALARM PROCEDURE

Once a building fire alarm is received, a series of audible horns and visual strobe lights will be activated notifying occupants that a building fire alarm has been received. The horns will sound throughout the building for approximately 40 seconds after which a recorded message will be broadcast over the building public address system notifying the entire building of the following:

“MAY I HAVE YOUR ATTENTION PLEASE; A FIRE ALARM HAS BEEN RECEIVED FOR THE _____ FLOOR. PLEASE STAND BY FOR FURTHER ANNOUNCEMENTS WHILE WE INVESTIGATE THE ALARM.”

This message is repeated twice.

After the message the evacuation signal (a slow whooping alarm) will sound on the affected floor and the floor above the affected floor indicating evacuation should begin as per the Building Evacuation Plan. All other floors will receive a flashing strobe alerting people to stand by for further instructions. In the event of confirmed fire, a building general evacuation will be sounded, noted by the slow whooping alarm on your floor. At this time you are to immediately leave the building via the nearest exit stairwell.

FOR YOUR SAFETY, PLEASE DO NOT USE THE ELEVATORS!

Once you have reached the main lobby level, a security officer will direct you to the proper exit. Tenants should proceed to the gathering area that has been designated by their company.

PLEASE NOTE: PROPERTY MANAGEMENT PERSONNEL CANNOT RESET THE FIRE ALARM UNTIL THE MINNEAPOLIS FIRE DEPARTMENT ARRIVES AND DETERMINES THE CAUSE OF THE ALARM. PLEASE BE PATIENT DURING THIS TIME.

TENANT EVACUATION DIRECTOR FIRE AND EMERGENCY EVACUATION PROCEDURES

1. Complete a copy of the [Tenant Contact Information form](#) and return to the Property Management Office or fax it to 612-372-1237.
2. Become familiar with the layout of your tenant premises, public corridors and emergency stairwell routes including the location of fire alarm signal devices, pull stations, fire extinguishers and fire hose connections. It is recommended to include space plans in central locations so employees know which staircase to use during an emergency.
3. Establish an emergency fire evacuation plan for your premises incorporating the location of the above noted items. Include a typewritten script at the reception desk for use during an emergency and specify a location for employees to meet once outside the building. Review this plan with occupants of the premises on a regular basis.
4. Assign safety wardens and assistant safety wardens with responsibilities to search all rooms in the tenant premises and alert occupants of the premises in the event of an emergency. An Alternate Safety Warden should be designated in the event that the Safety Warden is out of the office in an emergency situation.
5. Identify individuals within the tenant premises encumbered by physical or communication impairments. Please include this information on the [Tenant Contact Information form](#).
6. Fire extinguisher locations should be clearly marked with visible signage throughout tenant premises.

7. Distribute copies of IMPORTANT PHONE NUMBERS and BUILDING FIRE ALARM PROCEDURES to all employees located within your premises. Post a copy at all public areas within the premises (i.e. copy rooms, lunch rooms, conference rooms, etc.).

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

33 South Sixth Street / City Center recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

Call Emergency Services at 911.

Provide the Emergency Dispatcher with the following information:

- Your Name
- Your Building's name and address
- Your specific floor number, and the exact location of the emergency
- Any pertinent details of the accident or illness
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.
- If feasible, send someone to meet the emergency unit upon its arrival in the lobby or at the freight elevator on your floor.
- Call the Management Office at (612) 372-1234.

Inform management that you have called 911 and briefly describe the nature of the emergency.

The emergency unit will be with you shortly and will administer all necessary medical assistance.

Determine, if possible:

- Name, address and age of injured/ill person
- The nature of the problem, as best you can surmise
- All known allergies and current medications taken by the individual
- A local doctor

The Building Management, Engineering, and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

Emergency Procedures: Pandemic Preparedness

What You Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/.

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

Department of Homeland Security (DHS)

DHS has prepared a "Business Planning Guide," which is posted on the DHS home page and on Pandemicflu.gov. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.

BOMA Resources

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information

- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials

Emergency Procedures: Power Failure

All City Center Office Buildings and Common areas are served by emergency generators. In the event of power failure, this generator will provide emergency power for certain basic building functions. Those functions include:

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

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

Please... **DO NOT CALL** the Management Office unless you need to notify us of the location of a disabled employee.

Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Emergency Procedures: Suspicious and/or Threatening Person

If you see suspicious or offensive persons in the building, please call Security. If possible, make note of appearance, clothing, etc. in order to assist building security in identifying and locating them immediately.

Report any situation involving a threatening person to the Police Department by calling 911 and then notify Security, **IMMEDIATELY**. Provide as much information as possible including a physical description of the person(s) and their location, whether or not they are armed, the number of hostages and their location (if any).

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 9-1-1. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Emergency Procedures: Unsafe Conditions

If an unsafe condition - a slippery floor, debris left in a common area, broken glass, etc. - is noticed, please notify a Security officer or the Property Management Office immediately. City Center staff inspects the property regularly; however, problems you might see sooner are addressed immediately.

Green: Introduction

33 South Sixth Street's management strategy focuses on continuous evaluation and improvement of building performance. Through industry-leading operating procedures and adoption of proven efficiency technologies, we embrace opportunities to improve building sustainability.

Why It's Important

Did you know that 95% of Global 250 companies issue sustainability reports?¹ Sustainable operation cuts costs, reduces risk, and enhances brand value. However, choosing to operate sustainably is more than a competitive edge - it's a collective obligation. Organizations of all types have recognized the importance of responsible business practices to customers, employees, investors, and the public.

33 South Sixth Street's Efforts

Building management procedures include:

- Green cleaning
- Integrated pest management
- Waste and e-waste recycling
- Energy efficiency standards
- Water efficiency standards
- Green construction standards
- Tenant outreach

We make sustainability a priority. We invite you to learn more about our program and [what you can do](#) in your own space.

¹Ernst and Young, [Value of Sustainability Reporting](#).

Green: Green Scorecard



33 SOUTH SIXTH STREET
MINNEAPOLIS, MN
GREEN SCORECARD

ACTIVE & NATURAL FEATURES		EFFICIENCY FEATURES		OPERATING FEATURES	
<ul style="list-style-type: none"> • Large windows and column-free spacing allow for abundant, natural light • Natural views • Close to amenities including public transportation, restaurants and retail • Bike parking provided • Walkability Score: 98 (www.walkscore.com) 		<ul style="list-style-type: none"> • Energy Management System • Variable frequency drives (VFD) on mechanical equipment • Advanced lighting control system with occupancy sensors • LED lighting in mall common area, office lobby, parking garage and the building exterior • Low mercury, high efficiency fluorescent lighting • Individual metering of tenant electricity consumption (retail) • Window film to reduce solar load • Low-flow restroom fixtures and faucet aerators • Automatic soap dispensers to reduce product consumption • Minneapolis Mayor's award for highest ENERGY STAR® score 		<ul style="list-style-type: none"> • Green cleaning program • Recycling program which includes paper, glass, aluminum, plastic and cardboard • Electronic waste recycling program • Annual waste audit to ensure effectiveness of the recycling program • Sustainable Purchasing Policy for Management Office • Green construction standards including low-VOC products & demolition waste recycling • Online Tenant Handbook and Tenant Service Request Program • Annual Earth Hour and Earth Day events 	
ENERGY CONSUMPTION			EDUCATION		AFFILIATIONS
	BASILINE (2008)	CURRENT	CHANGE		
EPH ENERGY STAR® Score	91	98	7	<ul style="list-style-type: none"> • LEED-accredited Property Manager • ENERGY STAR® training for all Property Managers • "Flip the Switch" tenant engagement program • "Green Tips" for tenants 	
Associated Annual Carbon Dioxide Reduction (in tons)			-1,2781	<ul style="list-style-type: none"> • Platinum Member of U.S. Green Building Council • EPA ENERGY STAR® Partner • U.S. Department of Energy's Better Buildings Challenge • Green Lease Leader™ 	



[Please click here to view the Property Scorecard for 33 South Sixth Street](#)

Green: ENERGY STAR

33 South Sixth Street is an EPA ENERGY STAR certified building! [ENERGY STAR](#) building certification is part of the U.S. Environmental Protection Agency's (EPA) broader program for rating the energy efficiency of a wide range of products. 33 South Sixth Street began voluntarily benchmarking building energy performance using the ENERGY STAR Portfolio Manager tool in 2008.

The ENERGY STAR program rates the energy efficiency of buildings on a 1 to 100 percentile scale. A score of 75 means that a building is more efficient than 75% of comparable buildings.

Green: LEED Certification

33 South Sixth Street is LEED Gold Certified!



The U.S. Green Building Council's [LEED](#) (Leadership in Energy and Environmental Design) certification program is an internationally-recognized performance rating system for the design, construction, and operation of real estate assets. 33 South Sixth Street operates to the LEED for Existing Buildings standard, including green cleaning practices, integrated pest management, waste and e-waste recycling, and energy and water efficiency standards. Our Green Building Construction Standards require all construction and tenant improvement projects to meet the LEED Interiors criteria for indoor environmental quality, energy and water efficiency, sustainable materials procurement, and waste management.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Portal is meant to provide you with a better understanding of 33 South Sixth Street / City Center and to facilitate your company's operations. There is a great deal of information contained within this portal; take the time to familiarize yourself with this portal and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this portal, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 33 South Sixth Street / City Center!

Introduction: About City Center

33 South Sixth Street is a 50 story 1.2 million square foot office building located in the heart of the Minneapolis 64 square block skyway system. Designed by world class architects Skidmore Owings and Merrill, the building was constructed and opened in 1983 and is presently the fourth tallest building in Minneapolis. Major tenants include Target, Meagher & Geer PLLP, Korn / Ferry International and many other prominent organizations.

The building's unique concrete core design provides nearly one-half acre of column-free space on each floor and affords maximum flexibility in tenant layouts.

In 2003, the building completed a renovation of the office tower entrance, lobby and retail areas of the building. This renovation included the refinishing of major common areas, dramatic lighting enhancements and prominent building signage.

Adjoining 33 South Sixth Street tower is a three-level retail mall known as City Center, or Minneapolis City Center, along with the Minneapolis Marriott, a 583-room first class hotel. This complex comprises nearly two city blocks in the center of downtown Minneapolis.

As a 33 South Sixth Street / City Center tenant, you are an important part of this vital and dynamic complex. We know that you will be as proud as we are to have 33 South Sixth Street Tower as your business address.

Introduction: Mobile Property

Go Mobile...With Mobile Property!

Your Electronic Tenant Portal is now in the palm of your hand! By downloading / bookmarking 33 South Sixth Street's Mobile Property app to your Smartphone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant Portal wherever you go. Simply follow these 2 steps to add Mobile Property to your Smartphone's home screen:

Step 1: Access the Mobile Site:

Type, or copy and paste, the Portal URL into your Smartphone's Web browser:

<http://33southsixthcitycenter.info>

The Portal will automatically redirect to the mobile site.

Step 2: Add the App to your Mobile Device's home screen:

iPhone / iPad:

1. When you have the mobile property app displayed in your web browser, click on the share icon (bottom / center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is, and click "Add."

BlackBerry:

1. When you have the mobile property app displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "Add."

Android:

1. When you have mobile property app displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At this prompt - select shortcuts - Bookmarks - Mobile Site.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Portal just as you would a traditional website. It's as simple as pointing and clicking. The main page features a navigation bar that provides links to each chapter. Upon entering a chapter, you will find links to the specific information provided in that chapter's sub-sections.

Special Features

This Electronic Tenant® Portal has special features, such as a [Forms section](#), [Property Calendar](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Portal is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Portal or need assistance, please e-mail or call the Management Office at (612) 372-1234.

Leasing: Contacts

The leasing representative for the office space at 33 South Sixth Street is [Jones Lang LaSalle](#). The leasing representative is listed below:

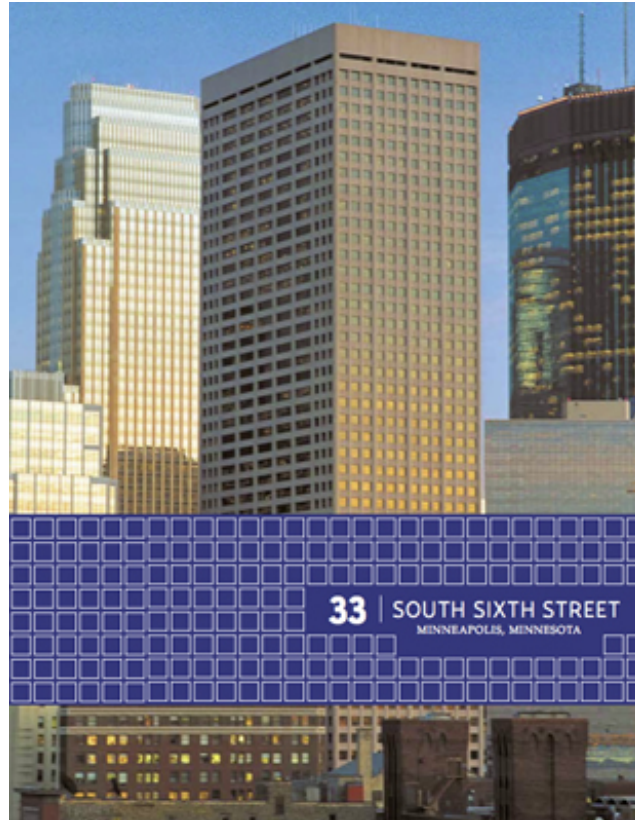
Senior Vice President **Jon Dahl**
612-217-5130
jon.dahl@am.jll.com

The leasing representative for the retail space at City Center is [Colliers International](#). The leasing representatives are listed below:

Senior Associate, Colliers International **Kris Schisel**
952-897-7715
kschisel@welshco.com

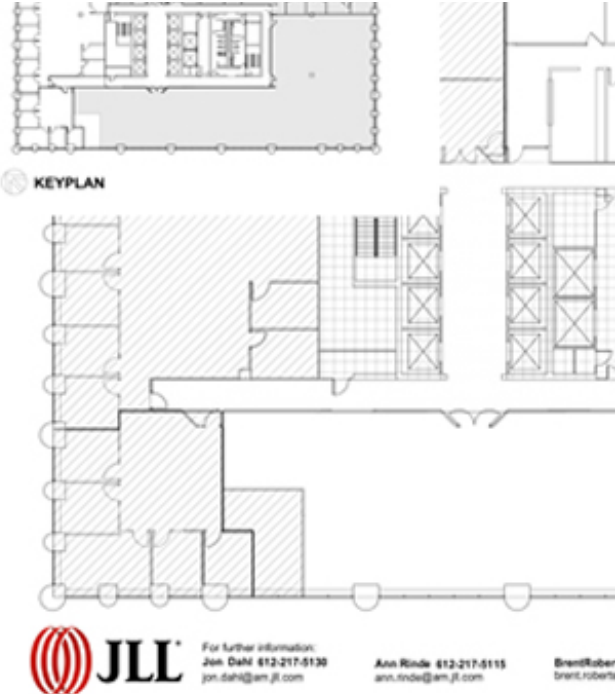
Senior Associate, Colliers International **Tony Strauss**
952-897-7882
anthony.strauss@colliers.com

Leasing: Brochure



[33 South Sixth Street / City Center - Office Leasing Brochure](#)

Leasing: Floor Plans



33 | SOUTH SIXTH STREET
MINNEAPOLIS, MINNESOTA

[Office Marketing Floor Plan - 38th Floor](#)

[Office Marketing Floor Plan - 41st Floor](#)

[Office Marketing Floor Plan - 45th Floor](#)

Neighborhood: City Center Retailers

AdvantageHealth	Suite 122	(612) 886-3535	www.ahcitycenter.com
Allen Edmonds	Suite 263	(612) 339-1070	www.allenedmonds.com
Brooks Brothers	Suite 261	(612) 338-1718	www.brooksbrothers.com
Cardigan Donuts	Suite 207	(612) 259-7804	www.cardigandonuts.com
The City Market	Suite 213	(612) 767-4344	
E-Nails	Suite 234	(612) 305-0088	
FHIMA'S	Suite 124	(612) 353-4792	www.bistro-373.com
Fogo de Chao	Suite 126	(612) 338-4344	www.fogodechao.com
General Nutrition Corporation	Suite 214	(612) 338-3098	www.gnc.com
Leeann Chin, Inc.	Suite 205	(612) 355-2222	www.leeannchin.com
Los Ocampo Express	Suite 203	(612) 384-9959	www.losocampo.com
Marriott Minneapolis City Center		(612) 349-4000	www.marriott.com
Marshalls	Lower Level	(612) 673-9174	www.marshallsonline.com
Naf Naf Grill	Suite 206	(612) 216-6264	www.nafnafgrill.com
Pacifier	Suite 260	(612) 767-6330	www.store.pacifieronline.com
Prime 6	Suite 101	(612) 540-3266	www.mplsprime6.com
Saks OFF 5TH	Suites 100/241	(612) 594-5962	www.saksoff5th.com
The Salad Bar	Skyway Kiosk	(612) 259-8214	www.saladbarmn.com
Starbucks Coffee Corporation	Suite 105	(612) 339-7084	www.starbucks.com
Union 73	Suite 202	(612) 208-1518	
UPS Store	Suite 212	(612) 332-4117	www.theupsstore.com
Veil Orthodontics	Suite 220	952-903-9484	www.veilorthodontics.com
Wells Fargo ATMs	First Level	(612) 341-0097	www.wellsfargo.com

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Operations: Accounting

Checks should be made payable to:
City Center 33 South Property, LLC

REGULAR U.S. MAIL:
City Center 33 South Property LLC
P.O. Box 809023
Chicago, IL 60680-9023

OVERNIGHT PACKAGES:
U.S. Bank
Attn: Lockbox 809023
5635 S. Archer Avenue Unit 1
Chicago, IL 60638

WIRING INSTRUCTIONS:
U.S. Bank
Minneapolis, MN
ABA 091000022
City Center 33 South Property LLC Depository Account
Account #1-047-9379-1328

Operations: Building Management

The staff of 33 South Sixth Street / City Center is dedicated to making your work environment as safe and pleasant as possible. The Building Management Office is located on the 3rd floor of City Center near the Law Center. Please do not hesitate to contact the Management Office at:

Phone: (612) 372-1234

Fax: (612) 372-1237

Address:

600 Nicollet Mall

Suite 312

Minneapolis, MN 55402

The following personnel are available to address your needs:



General Manager

Jim Durda

(612) 884-7815

Jim.Durda@RyanCompanies.com



Real Estate Manager

Ryan Strand

(612) 884-7822

Ryan.Strand@RyanCompanies.com

Senior Real Estate Coordinator

Julie Musselman

(612) 372-1234

Julie.Musselman@RyanCompanies.com



Senior Real Estate Coordinator

Karla Nold

(612) 372-1234

Karla.Nold@RyanCompanies.com



Senior Accountant

Ed Carlson

(612) 884-7817

Ed.Carlson@RyanCompanies.com



Director of Security

Chris Carr
(612) 884-7820
Christopher.Carr@usa.g4s.com



Director of Janitorial

Aidee Jones
(612) 884-7830



Chief Engineer

Tim Stefans
(612) 884-7826
Tim.Stefans@RyanCompanies.com



Engineer

Sonny Chineth



Engineer

Jose Galan



Engineer

Rob Johnson



Engineer

Bryan Olson



Engineer

Paul Schmitt



Engineer

John Wisniewski

Engineer

Chan Chhea

Operations: Holidays

The Building Holidays observed each year are listed below in order to aid your planning operations during the year:

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

Certain services are not provided on weekends and the holidays listed above. A Building Security Officer will be on duty 24 hours a day and may be contacted at 612-372-1220.

Policies and Procedures: Contractors

The following regulations are applicable to any additions, alterations or improvements being undertaken by or for Tenant in the Premises:

General

1. All Alterations to be made by Tenant in, to or about the Premises shall be made in accordance with the requirements of this Exhibit and by contractors, subcontractors and/or mechanics approved by Landlord, such approval not be unreasonably withheld or delayed.
2. Tenant shall, prior to the commencement of any work, submit for Landlord's written approval, complete plans for the Alterations. Drawings are to be complete with full details and specifications for all of the Alterations.
3. Alterations must comply with the Building Code applicable to the Property and the requirements, rules and regulations of any governmental agencies having jurisdiction over the Property.
4. No work shall be permitted to commence without the Landlord being furnished with a valid permit and all other necessary approvals from agencies having jurisdiction.
5. All demolition, removals or other categories of work that may inconvenience other tenants or disturb Building Operations, must be scheduled and performed before or after normal Business Hours and Tenant shall provide the Building Manager with at least 24 hours notice prior to proceeding with such work.
6. All inquiries, submissions, approvals and all other matters regarding Alterations to the Premises shall be processed through the Building Manager.

Prior to Commencement of Work

1. Tenant shall submit to the Building Manager a request to perform the work. The request shall include the following enclosures:
 - A list of Tenant's contractors and/or subcontractors for Landlord's approval.
 - Where plans are required by law, four complete sets of plans and specifications property stamped by a registered architect or professional engineer.
 - A property executed building permit application form, if a building permit is required by law.
 - Four executed copies of the Insurance Requirements agreement in the form attached to the Lease as Exhibit F from Tenant's contractor and if requested by Landlord from the contractor's subcontractors. Contractor's and subcontractor's insurance certificates including an indemnity in accordance with the Insurance Requirements agreement.
2. Landlord will return the following to Tenant:
 - Two sets of plans approved or a disapproval with specific comments as to the reasons therefore (such approval or comments shall not constitute a waiver of approval of governmental agencies) along with Landlord's response to Tenant's request for identification of Alterations that will be required to be removed at the expiration of the Term, as more fully provided in Section 5.2 of the Lease.
 - Two fully executed copies of the Insurance Requirements agreement.
3. If required by law, Tenant shall obtain a building permit from the Building Department and necessary permits from other governmental agencies. Tenant shall be responsible for keeping current all permits. Tenant shall submit copies of all approved plans and permits to Landlord and shall post the original permit on the Premises prior to the commencement of any work. All work, if performed by a contractor or subcontractor, shall be subject to reasonable supervision and inspection by Landlord's Construction Representative. Such supervision and inspection shall be at Tenant's sole expense and Tenant shall pay Landlord's reasonable charges for such supervision and inspection.

Requirements and Procedures

1. All structural and floor loading requirements shall be subject to the prior approval of Landlord's structural engineer.
2. All mechanical (HVAC, plumbing and sprinkler) and electrical requirements shall be subject to the approval of Landlord's mechanical and electrical engineers and all mechanical and electrical work shall be performed by contractors approved by Landlord, which approval shall not be unreasonably withheld or delayed. When necessary, Landlord will require engineering and shop drawings, which drawings must be approved by Landlord before work is started, not to be unreasonably withheld or delayed. Drawings are to be prepared by Tenant and all approvals shall be obtained by Tenant.
3. Elevator Service for construction work shall be without charge to Tenant. Prior arrangements for elevator use shall be made with Building Manager by Tenant. No material or equipment shall be carried under or on top of elevators. If an operating engineer is required by any union regulations, such engineer shall be paid for by Tenant.

4. If shutdown of risers and mains for electrical, HVAC, sprinkler and plumbing work is required, such work shall be supervised by Landlord's Construction Representative. No work will be performed in Building mechanical equipment rooms without Landlord's approval and under Landlord's supervision.
5. Tenant's contractor shall:
 - have a superintendent or foreman on the Premises at all times;
 - police the job at all times, continually keeping the Premises orderly;
 - maintain cleanliness and protection of all areas, including elevators and lobbies;
 - protect the front and top of all peripheral HVAC units and thoroughly clean them at the completion of work;
 - block off supply and return grills, diffusers and ducts to keep dust from entering into the Building air conditioning system; and
 - avoid the disturbance of other tenants.
6. If Tenant's contractor is negligent in any of its responsibilities, Tenant shall be charged for corrective work.
7. All equipment and installations must be equal to the standards generally in effect with respect to the remainder of the Building. Any deviation from such standards will be permitted only if indicated or specified on the plans and specifications and approved by Landlord.
8. A property executed air balancing report signed by a professional engineer shall be submitted to landlord upon the completion of all HVAC work.
9. Upon completion of the Alterations, Tenant shall submit to Landlord a permanent certificate of occupancy and final approval by the other governmental agencies having jurisdiction, where required.
10. Where appropriate, Tenant shall submit to Landlord a final "as-built" set of drawings showing all items of the Alterations in full detail.
11. Additional and differing provisions in the Lease, if any, will be applicable and will take precedence.

Whenever Tenant shall be required by the terms of the Lease to submit plans to Landlord in connection with any improvement or Alteration to the Premises, such plans shall include at least the following:

1. Floor plan indication location of partitions and doors (details required of partition and door types)
2. Location of standard electrical convenience outlets and telephone outlets.
3. Location and details of special electrical outlets: e.g.: photocopiers, etc.
4. Reflected ceiling plan showing layout of standard ceiling and lighting fixtures.
5. Locations and details of special ceiling conditions, lighting fixtures, speakers, etc.
6. Location and specifications of floor covering, paint, or paneling with paint colors referenced to standard color system.
7. Finish schedule plan indicating wall covering, paint, or paneling with paint colors referenced to standard color system.
8. Details and specifications of special millwork, glass partitions, rolling doors and grilles, blackboards, shelves, etc.
9. Hardware schedule indicating door number keyed to plan, size, hardware required including butts, latches or locksets, closures, stops and any special items such as thresholds, soundproofing, etc. Keying schedule is required.
10. Verified dimensions of all built-in equipment (file cabinets, lockers, plan files, etc)
11. Location and weights of storage files.
12. Location of any special soundproofing requirements.
13. Location and details of special floor areas exceeding 50 pounds of live load per square foot.
14. All structural, mechanical, plumbing and electrical drawings, to be prepared by the base building consulting engineers, necessary to complete the Premises in accordance with Tenant's plans.
15. All drawings to be uniform size (30" x 46") and shall incorporate the standard project electrical and plumbing symbols and be at a scale of 1/8" = 1' or larger.
16. All drawings shall be stamped by an architect (or, where applicable, an engineer) licensed in the jurisdiction in which the Property is located and without limiting the foregoing, shall be sufficient in all respects for submission to applicable governmental authorities in connection with a building permit application.
17. Landlord's approval of the plans, drawings, specifications or other submissions in respect of any work, addition, alteration or improvement to be undertaken by or on behalf of Tenant shall create no liability or responsibility on the part of Landlord for their completeness, design sufficiency or compliance with requirements of any applicable laws, rules or regulations of any governmental or quasi-governmental agency, board or authority.

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Policies and Procedures: General Rules and Regulations

The following regulations are generally applicable:

1. The public sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by Tenant (except as necessary for deliveries) or used for any purpose other than ingress and egress to and from the Premises.
2. No awnings, curtains, blinds, shades, screens or other projections shall be attached to or hung in, or used in connection with, any exterior window of the Premises or any outside wall of the Building. Such awnings, curtains, blinds, shades, screens or other projections must be of a quality, type, design and color, and attached in the manner, approved by Landlord.
3. No show cases 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.
4. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were designed and constructed, and no sweepings, rubbish, rags, acids or like substances shall be deposited therein. All damages resulting from any misuse of the fixtures by Tenant shall be borne by the Tenant.
5. Tenant shall not use the Premises or any part thereof, or permit the Premises or any part thereof to be used, for manufacturing. Tenant shall not use the Premises or any part thereof or permit the Premises or any part thereof to be used as a public employment bureau or for the sale of property of any kind at auction, except in connection with Tenant's business.
6. Tenant must upon the termination of its tenancy, restore to the landlord all locks, cylinders and keys to offices and toilet rooms of the Premises.
7. The Landlord reserves the right to exclude from the Building between the hours of 6:00 PM and 8:00 PM and at all hours on Sunday and holidays all persons connected with or calling upon the Tenant who do not present a pass to the Building signed by the Tenant. Tenant shall be responsible for all persons for whom it issues any such pass and shall be liable to the Landlord for all wrongful acts of such persons.
8. The requirements of Tenant will be attended to only upon application at the Building Superintendent's Office. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of the Landlord.
9. There shall not be used in any space, or in the public halls of the Building, either by Tenant or by jobbers or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
10. No bicycles, vehicles or animals of any kind shall be brought into or kept in or about the Premises, except guide dogs where necessary.
11. No Tenant shall make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with occupants of this or neighboring building or premises or those having business with them whether by use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way. No Tenant shall throw anything out of the doors, windows or skylights or down the passageways.
12. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.
13. No smoking shall be permitted in the Premises or the Building. Smoking shall only be permitted in smoking areas outside of the Building which have been designated by the Landlord.
14. Tenants shall reasonably cooperate with Landlord in obtaining maximum effectiveness of the cooling system by closing draperies when the sun's rays fall directly on the windows of the Premises.
15. Landlord shall have the right, exercisable without notice and without liability to any tenant, to change the name and street address of the Building. Landlord shall promptly notify Tenant after any such changes have been made.
16. In no event shall Tenant or its guests keep, use, or permit to be used in the Premises or the Building any guns, firearm, explosive devices or ammunition.

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Policies and Procedures: Moving Procedures

Tenants are requested to contact the Management Office as far in advance of the move date as possible, but no less than two (2) weeks prior to any move in to or out of the Building, to coordinate the move and reserve the freight elevator. All move-ins / outs must take place after 6:00 PM, Monday through Friday, or on weekends and are scheduled on a first come, first served basis.

As a brief checklist, please provide the following to the Management Office prior to your move in date:

- Certificate of Insurance
- Tenant business telephone and fax numbers. At least two (2) after-hours emergency contacts (home /cell telephone numbers)
- Directory designation (both corporate name and personnel)
- Four (4) Fire Warden designates and alternates per full floor occupancy
- Name of Tenant Administrative Liaison(s) and respective signature(s) of authorization

You should receive from the Management Office the following information:

- Emergency Information booklets for employees
- Current list of building service charges

Arrangements should also be made with the Management Office for:

- Access control cards
- Evacuation training for Floor Wardens and employees
- Keys for offices and restrooms

A list of union Building approved movers is available in the Management Office.

The following rules pertain to moving furniture, equipment and supplies in and out of the property:

- The loading dock is the only building entrance permitted to be used for moves
- Movers must carry insurance in accordance with the specifications in the Insurance Requirements section and provide a Certificate prior to the move
- Clean masonite sections must be used as runners on all finished floor areas where furniture or equipment is being moved with wheel or skid-type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant Space. All sections of masonite must be taped to prohibit sliding
- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be a protective barrier. These areas are inspected for damage after the move
- Restoring any damage to the building or fixtures in connection with the move is the financial responsibility of the Tenant
- The freight elevator is the only elevator used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is obtained from the Management Office
- Movers must make arrangements with the Management Office for use of the elevators for each move. A firm arrival time should be established for each day of a move
- Management Supervision is required during the move. Tenant will only be charged for those hours that extend the normal shift of staff and porter
- Movers are required to remove all boxes, trash, etc., when leaving the Building. Any materials left behind will be disposed of by building staff and charges for this disposal are billed to you with your next monthly rent.
- Our building has a strict "No Smoking" Policy. Moving crews are not permitted to smoke in any area of the building
- The Fire Department prohibits the blocking of any fire corridor, exit door, elevator lobby or of hallways. Moving vehicles should not be parked in marked "Fire Lanes"

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Policies and Procedures: Smoking

33 South Sixth Street / City Center maintains a no smoking policy throughout the building, including all common areas, the lobby, restrooms, stairwells and elevators. Please do not smoke at building entrances.

Security: After Hours Access

To gain access to the building after-hours and on non-business days, tenants must use the card readers located at the entrance to the building on Sixth Street and inside the retail mall.

Tenants should send a written request to the Management Office for after-hours and non-business day's access for temporary employees, contractors, telephone workers, etc. Access will not be granted without the written request being on file. Security will issue identification badges.

Security: Building Access

Building services including HVAC, security and building staff are provided during the following normal business hours:

Monday - Friday: 6:00am - 6:00pm
Saturday, Sunday and holidays Access card required

Services outside of these hours including HVAC may be arranged for by calling the Management Office by 4:45pm Monday through Friday.

Hours subject to change during the holiday season.

Skyway Hours:

	Monday - Friday	Saturday	Sunday
From City Center to:	Open - Close	Open - Close	Open - Close
Block E	6:00am - 12:30am	9:00am - 12:30am	11:00am - 12:30am
Gaviidae Common	6:00am - 10:00pm	9:30am - 8:00pm	11:00am - 6:00pm
Macy's	6:00am - 8:00pm	10:00am - 8:00pm	10:00am - 6:00pm
Plymouth Building	6:00am - 6:30pm	8:30am - 2:00pm	Closed
Plaza VII/Radisson	6:00am - 8:00pm	Closed	Closed
Hines Building	6:00am - 8:00pm	9:30am - 6:00pm	12:00pm - 6:00pm

Security: Deliveries

The loading dock is located at 37 South Sixth Street. This area may be used for deliveries and pick-ups only. Loading docks accommodate any size trucks up to 53-foot semi / tractor-trailer.

A dockmaster is on duty from 6:00 AM to 6:00 PM, Monday through Friday, to assist with deliveries. All deliveries are to be made via the loading dock and the freight elevator. Freight elevator service is provided from 6:00 AM to 6:00 PM for tenant deliveries. Deliveries and use of the freight elevators after business hours may be arranged by contacting the Management Office.

Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Security: Lost and Found

Please contact the Building Management Office at (612) 372-1234 to claim items that have been lost or found.

Security: Preventing Slips, Trips & Falls

Slips, trips and falls are a common cause of workplace injuries and can occur in any environment and in any industry. These incidents can occur on both elevated and flat surfaces, and can involve employees and visitors. Fortunately, many slips, trips and falls can be prevented.

Active employee participation is necessary in order to prevent hazardous conditions that could result in slips, trips or falls. Taking personal responsibility for your own actions and proactively creating a safe environment -- before a problem occurs -- can help reduce the possibility of slips, trips and falls. Though the responsibilities at each job site differ, the following are good general practices:

- Most importantly, watch where you are walking and exercise care given conditions.
- Wear shoes with skid-proof soles.
- Correct and/or report slip, trip and fall hazards.
- Make sure there is adequate lighting in all work areas

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Building Management Office at (612) 372-1234 and we will send appropriate personnel to escort them off of the premises.

Services: Building Signage

Each tenant is listed on the electronic building directory(s). A door plaque and/or elevator directional will be provided at the tenant's expense, unless otherwise stipulated in the lease as an owner expense. The door plaque will be placed at the entrance of the suite. All other signage must be approved by the Management Office.

Please provide the EXACT spelling and punctuation of your company name. Any replacements or changes to the signage will be charged to the customer. Also, note that it may take up to six (6) weeks to receive the signage.

Lobby directory and multi-tenant elevator lobby directory signage can be ordered through the Management Office prior to your initial move-in.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Updates to the directory listing and tenant signage are the responsibility of the tenant.

Services: Cleaning

Marsden Building Maintenance provides nightly janitorial services. Nightly staff is comprised of two night supervisors, one project manager and thirty cleaners.

The night supervisor and cleaning staff are responsible for the cleaning of tenant space and all common areas. They are on site from 6:00 PM until 10:00 PM, Monday through Friday.

If additional cleaning services are required for a scheduled holiday, please notify the Building Management Office at least 24 hours in advance so appropriate arrangements may be made.

Marsden Building Maintenance also provides the following additional services:

- Special services such as carpet shampooing
- Waxing of vinyl floors
- Spot removal
- Upholstered furniture cleaning and many more services.

To request additional services, please contact the Building Management Office. Should you require janitorial services on a building holiday, or request additional special services, a tenant authorization will be required.

Recycling and Waste Removal

33 South Sixth Street is committed to both preserving our environment and reducing operating costs.

33 South Sixth Street is proud to be a part of, and manage, an innovative and responsive recycling program. We are proud that our tenants participate in recycling paper, cardboard, glass, aluminum and clean plastic. In addition, 33 South Sixth Street / City Center provides e-waste recycling drives annually.

Each office should contain a central mixed fiber container in each copy room, a central mixed rigid container in each kitchen for bottles and cans, and individual mixed fiber desktop recycling containers at each employee's desk. The central mixed fiber container and central mixed rigid containers are emptied by the cleaning staff as required. To request recycling containers, please contact the Building Management Office.

The following products CANNOT be recycled and should be discarded into the regular trash receptacles: paper towels, carbon paper, waxed paper, blueprints, food plates, and Styrofoam.

Waste is removed from your space each night, Monday through Friday. Items for disposal, which will not fit in a waste receptacle should be clearly marked **"TRASH"** Labels are available through the Building Management Office for your convenience.

For more information on recycling, please contact the Management Office.

Window Cleaning

The interior and exterior window washing is done on a periodic basis. A memorandum is sent out in advance of the cleaners arriving. All tenants are responsible for removing items from their windowsills prior to their arrival.

Services: Data & Telecommunications

All voice and data work must be logged by the Management Office. If work is required in the risers, (cabling or wiring work) all work must go through the building's vendor, Egan. Please call the Management Office to have this arranged, allowing at least two days lead time.

Services: Elevators

Elevator service is available 24 hours a day.

The property is equipped with the latest in vertical transportation technology. The office levels are each served by high-speed, 3,500 pound gearless passenger elevators. [Click here](#) to view the elevator configuration.

Two garage shuttle elevators serve the below grade parking levels from the ground floor lobby. For all deliveries, a service elevator is available; deliveries shall not be made using passenger elevators.

After normal hours of building operation, each elevator bank is configured to operate four cabs. If an elevator fails to operate properly, please let Property Management know immediately.

Elevators chime at each floor indicating a floor change to persons with a visual disability.

If you are detained inside of the elevator cab due to a malfunction, remain calm. Use the alarm button inside the elevator to signal your stalled status to the Security Console. You may also use the intercom on the right panel of the elevator to speak directly to the Security Desk and receive instructions on what to do.

Our elevator maintenance company will be immediately dispatched to correct the problem. Property staff will remain in constant contact to let you know what is being done.

Freight elevator service is provided from 6:00 AM to 6:00 PM for tenant deliveries.

Deliveries and use of the freight elevators after business hours may be arranged by contacting the Management Office.

Services: Forms

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

[Construction AAR](#)

[Security/Loading Dock Pass](#)

[Tenant Contact Information Form](#)

Services: HVAC

Too hot or too cold?

If the temperature in your office needs adjustment, please enter a Tenant Service Request in [Angus](#) or contact the Management Office at (612) 372-1234.

Your request will be dispatched immediately to engineering personnel.

HVAC Standard Hours

The standard hours of operation of the heating and air conditioning systems are:

- **Mondays through Fridays:** 7:30 AM – 6:00 PM.
- **Sundays or Building Holidays:** No heating or cooling is provided.
If HVAC is required, please see the instructions for Overtime HVAC below.
- **Saturdays:** Standard hours are from 7:30am through to 1:00pm. However to reduce energy waste in unoccupied areas, HVAC no longer operates on Saturdays unless it is scheduled beforehand.
 - If you require HVAC on a Saturday, please schedule through [Angus](#) (see Angus instructions below).
 - Please give at least 24 hours notice so that the appropriate arrangements can be made.
 - No Overtime HVAC charges will apply for Saturday HVAC unless outside of the standard Saturday hours.

Overtime HVAC:

- Heating or cooling that is required after standard hours (ie: Overtime HVAC) must be scheduled in [Angus](#).
- Please give at least 24 hours notice in order for arrangements to be made.
- Hourly charges apply at the current HVAC Overtime rate.
- This service is billed with the monthly Tenant Service Requests (TSR's)

[Click here](#) to go to Angus

To request service:

Create request under one of the appropriate categories: "HVAC – Too Hot"; "HVAC – Too Cold"

To schedule HVAC: create the request under the category: "HVAC – Afterhours"; enter the date(s) and hour(s) HVAC is required and other required information.

Management Office

Please feel free to contact the Management Office for rates or any other inquiries at (612) 372-1234.

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Services: Insurance Certificates

Tenant Insurance

Tenants are required to keep on file with the Management Office a current Certificate of Insurance evidencing sufficient coverage to satisfy the terms of their lease naming the following as additional insureds:

City Center 33 South Property, LLC
Ryan Companies US, Inc.

All certificates shall name the Landlord as certificate holder as follows:

City Center 33 South Property, LLC c/o Ryan Companies US, Inc.
600 Nicollet Mall, Suite 312
Minneapolis, MN 55402

Vendor / Contractor Insurance

When tenant work is to be done by contractors in the building, the tenant authorizing such work shall be responsible for including in the contract for such work the following insurance and indemnity requirements to the extent that they are applicable. Insurance certificates must be received prior to construction / service.

All certificates shall include the following additional insured language:

City Center 33 South Property, LLC
Ryan Companies US, Inc.

All certificates shall name the Landlord as the certificate holder as follows:

City Center 33 South Property, LLC c/o Ryan Companies US, Inc.
600 Nicollet Mall, Suite 312
Minneapolis, MN 55402

The minimum amounts of insurance coverage should be:

- a. Worker's Compensation - Statutory amount in the state where the property is located;
- b. Employer's Liability - \$500,000 or such other higher limits imposed in accordance with the requirement, if any, of the laws of the state where the property is located;
- c. Commercial General Liability - \$1,00,000 per occurrence, \$2,000,000 general aggregate with Products/Completed Operations coverage (with evidence of Products/Completed Operations Coverage shown for a minimum of two years following completion of the work described in the contract);
- d. Business Auto Liability including hired and nonowned auto coverage \$1,000,000 combined single limit; and
- e. Umbrella/Excess - \$5,000,000.

Additionally, said insurance should include a waiver of subrogation against the above described parties and be primary and non-contributory with respect to any insurance of manager or owner.

Each contractor and each subcontractor shall, until the completion of the tenant work in question, procure and maintain at its expense, the insurance coverage with companies acceptable to landlord. Please contact the Management Office to obtain the insurance requirements for the vendor / contractor.

Note: Completed certificates must be received before work can commence.

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Services: Mail Services

The mailing address for 33 South Sixth Street / City Center is:

Company Name
33 South Sixth Street, Suite ____
Minneapolis, MN 55402

Mail is delivered to your suite on a daily basis. Delivery starts on the highest floors at 9:30 AM and proceeds down the Tower to the lower floors.

Mail may be collected by Tenants or their agents from the mailroom Monday between 9:30 AM and 9:45 AM and Tuesday through Friday between 8:30 AM and 9:00 AM. The mailroom is located on level C1 and can be accessed through the freight elevators.

The Postal Service will pick up outgoing mail from 33 South Sixth Street / City Center at 1:00 PM and 5:00 PM. Monday through Friday and at 12:00 PM on Saturday.

The nearest Post Office locations are the Loop at 110 South Eighth Street and at Butler Square - 100 North Sixth Street. For more information please call your local Post Office or www.usps.com.

For Fed Ex packages, the drop off location is on level C1 accessed via the freight elevators.

For UPS service, the drop off location is The UPS Store located on skyway level.

Services: Maintenance Requests

33 South Sixth Street / City Center's goal is to provide outstanding tenant service at all times. This means:

- Courteous, timely, efficient, high-quality responses to tenant requests.
- A follow-up review to confirm that the tenant is satisfied with the response.
- When there is a charge for the tenant service, clear and accurate invoicing.

Each lease contains specific information about services to be provided, including complimentary and chargeable services. If a tenant is unfamiliar with charges for services being requested, the cost of the service will be explained.

Tenant services may be provided by [Building Management](#) staff or by outside contractors hired by management. Authorized tenant representatives can submit requests for routine maintenance using the online [Service Request System](#).

[Angus](#) is a web based Work Order system which tenants can utilize for service requests eg. hot or cold calls, light bulb replacement, hanging pictures or white boards, and other similar tasks. In emergency situations i.e. flooding, power loss, etc., please call the Management Office directly at (612) 372-1234.

[To use Angus, click on this link.](#)

All new tenants will receive a username and password to allow access to Angus. Angus is a very easy-to-use web-based system which ensures your service request is directed to the appropriate personnel as quickly as possible. A handbook on its usage is available from property management as well as from a link on the Angus site. If you are in need of training or assistance in navigating Angus, please contact the Building Management Office.

The following services will be provided at an additional charge:

- Hanging up pictures or white boards
- Repairs of tenant space window blinds, furniture or fittings
- Keyboard installation
- Light furniture moves

Charges for repairs by our technicians are billed at our repair rate with a half-hour minimum.

If an outside vendor is needed, a proposal will be provided for the tenant's approval before the work is performed. The tenant will be billed the invoice cost plus a 15% management fee.

Please note that any work that is required on electrical, mechanical or plumbing systems or any changes to structural or architectural conditions within tenant spaces always requires the prior approval of property management.

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Services: Bicycle Parking

Free bicycle parking for tenants is available on the C1 level. A building access card is required to enter the bicycle parking room. Bike parking space is limited and will be provided on a first come first served basis. Additional bicycle parking is available in the City Center Garage. All bicycles parked in the designated areas must be locked. Bicycle parking is at the bicycle owner's risk. Building Management assumes no responsibility for the security or safety of bicycles parked at the property.