

**Cushman and Wakefield**  
**First National Bank Building**  
**Electronic Tenant Handbook**

Created on February 7, 2012

## Building Amenities: Parking

First National Bank Building installed state of the art automated parking equipment in 2008 eliminating the need for ramp attendants.

First National Bank Building features 468 covered, tempered parking spaces. Please contact the management office for availability and rates. License Agreement terms:

1. Licensee will pay the monthly fee in advance on the first day of each month. No deduction is to be allowed for days when the license to park is not used. This license cannot be used by any other car other than the one designated by Licensee designated above. If more than one car is designated only one car may be parked at any one time. For an additional fee, Licensor will designate a parking stall for Licensee's sole use.
2. Licensor will supply licensee with two stickers and one magnetically encoded pass card which are non-transferable. Licensee agrees to return both the stickers and the pass card to Licensor upon termination of this license. To gain entrance to the ramp and to facilitate Licensor's supervision of the ramp, one sticker must be permanently affixed to the exterior lower left hand (driver's side) corner of the windshield and one to the exterior lower left hand (driver's side) corner of the rear window of the designated car(s). The magnetically encoded pass card must be used by Licensee to activate a gate each time Licensee enters or exits the ramp. There will be a charge of \$12.00 for replacing a pass card; however, there is no charge for replacing a sticker.
3. The prevailing daily rate will be charged for any car parked without having stickers properly affixed. Licensee agrees to notify ramp attendant upon vehicle change of ownership or sticker illegibility.
4. Licensee shall park in designated contract parking area so indicated on the Monthly License Agreement. Should Licensee's car be found on a level other than designated, Licensor shall have the right to charge the prevailing daily rate without notice to Licensee.
5. This license may be terminated by either party effective the last day of any month by giving at least 30 days prior written notice. Unless so terminated, the license shall be automatically renewed from month to month.
6. Licensee must lock ignition (if possible) and all doors to the car after parking in the designated area.
7. By the terms hereof, Licensee is given a license to park at his own risk. No bailment is created. Licensor is not responsible for loss or of damage to the car or its contents. Licensee shall abide by all the rules and regulations imposed by Licensor.
8. Licensee may adjust the monthly fee either up or down upon Thirty (30) days notice to Licensee.



## **CUSHMAI WAKEFIE** Building Amenities: Retail Tenants

<b>Name</b>	<b>Phone</b>
<a href="#">Anchor Bank</a>	(651) 222-5551
Pete's Grub	(651) 222-3883
First Hair Design	(651) 227-2377
Real Meal Delicatessen	(651) 493-9704
Speedy Print	(651) 228-9148



## Building Amenities: Conference Center

This section provides information and forms pertaining to usage of the First National Bank Building conference center.

The conference center is comprised of a training room, two board rooms, and two small meeting rooms. The training room, which is the largest facility with a seating capacity of 48 people, can be set up in multiple configurations—conference, classroom, and lecture. The training room and board rooms are equipped with audio-visual equipment and Wi-Fi is available throughout the conference center. A small open seating area can also be found within the conference center for making phone calls, etc., and there is a counter area suitable for catering purposes. The “counter area” of the conference center is available upon request & pending other room usage to prevent disruption of other tenants’ meeting.

Tenants can check the availability or reserve any of the above-mentioned conference rooms by emailing or faxing a completed reservation form to (651) 222-4158 or [info@fnbbuilding.com](mailto:info@fnbbuilding.com). Conference rooms will be available free of charge during normal business hours on a first come, first serve basis.

Below are downloadable rules and regulations as well as forms pertinent to reserving a conference room within the First National Bank Building conference center.

[Conference Center Information – Guidelines](#)

[Conference Room Reservation Form](#)

[Conference Room Equipment Check Out Form](#)



## Building Amenities: Fitness Center

The fitness center features a full array of cardio equipment, strength training machines, free weights, and a workout studio. Men's and women's locker rooms and showers are also available for members, with individual lockers intended for daily usage. Long-term storage lockers are also available for rent. Tenants that register to become a member of the fitness center will be issued an access card, which grants them free use of the fitness center. All tenants must sign a waiver of liability to become members of the fitness center.

Fee-based fitness classes are scheduled in the workout studio. In addition to health and wellness classes, program manager Fit to Live offers a variety of fitness classes including yoga, Tae Bo, low impact aerobics, flexibility, etc. The Fit to Live class offering and schedule at First National Bank Building will be posted in the fitness center and adjusted based on interest and participation.

Below are downloadable rules and regulations as well as forms pertinent to membership in the First National Bank Building fitness center.

[Fitness Center General Information](#)

[Fitness Center Access Card Waiver](#)

[Lost Access Card Form](#)

[Fitness Center Storage Locker Agreement](#)

[About Fit-to-Live Classes](#)

[Fit-to-Live Registration Form](#)

### Bike Parking

In conjunction with the fitness center, an interior heated facility has been designated for bike storage to accommodate individuals biking to work. The facility, equipped with wall and center island racks, offers a card access system for access from outside the building and will be under 24-hour surveillance. A rental fee of \$84.00 will be charged per year per individual. The bike storage facility is offered to tenants only.

Below is a downloadable form for bicycle storage.

[Bicycle Storage License Agreement](#)

## **Building Operations: Billing Procedures**

### **Payments**

Rent and tenant charges are due and payable on the first day of each month. Base Rent is due without demand, however as a courtesy, Tenant billing invoices are sent to each tenant at the end of each month preceding the due date. All checks should be made payable to: **First National Building Holdings, Inc., P.O. Box 809278, Chicago, IL 60680-9278** and forwarded in the return envelope provided with the invoice, which goes directly to the bank. Please **do not hand** deliver or mail your check to the management office.

### **Billing Address**

Each tenant's billing address should be established prior to move-in. Any changes in your address should be communicated to the building management office at the earliest possible date so we may keep your records current.

### **Late Fees**

If rent and other charges due are not received in our office by the 1st of each month, late charges will be assessed as provided in your lease agreement.

### **Insurance**

First National Bank Building standard leases include a provision requiring tenants to have public liability, fire, and extended coverage insurance for all tenant property located on the tenant's premises. Current certificates of insurance must be forwarded to the Cushman & Wakefield Management Office at the time of policy renewal. The certificate of insurance should indicate minimum coverage:

- Workers Compensation \$1,000,000
- Employers Liability - \$1,000,000
- Commercial General Liability - \$1,000,000
- Business Auto Liability including hired and non-owned auto coverage - \$1,000,000 combined single limit
- Umbrella/Excess Liability - \$2,000,000

**Please Note:** In the special endorsement block, **First National Building Holdings, Inc. , Owner and Cushman & Wakefield of MN, Inc., Agent must be named as “Additionally Insured” parties on the certificate.**



## Building Operations: Building Hours

General building hours for First National Bank Building are 8:00 a.m. to 6:00 p.m., Monday through Friday. Weekend hours are Saturday, 8:00 a.m. to 1:00 p.m. At any other time, including Sundays and major holidays, access to the building is restricted to tenants and their guests. At those times, the First National Bank Building can only be accessed from the Minnesota Street lobby entrance or at the 5th Street entrance in the parking garage. First National Bank Building is closed on the following holidays:

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

While the building office will be closed on these days, our Tenant Services Coordinator can make prior arrangements with you to have your business cleaned at a specific time. However, service on the above holidays will require an additional charge.



## Building Operations: Building Management

Cushman & Wakefield provides expert leasing and management operations. The company relies upon a responsive staff and state-of-the-art computer systems to provide its tenants the most efficient service. Your Cushman & Wakefield team is dedicated to maintaining long-term tenant satisfaction with quick responses to your comments and service requests.

The Management Office at First National Bank Building is located at 332 Minnesota Street, Suite W-120, Saint Paul, MN 55101. This office is available to service all your tenant needs and offers a wide range of services. Questions and comments regarding any of the services should be directed to the Management Office. The Management Office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. During non-business hours, the First National Bank Building security officer on duty will answer your calls. Your inquiry will then be directed to the appropriate building representative. **The Management Office phone number is (651) 225-3666 and is answered 24 hours 7 days a week.**

The following personnel are available to address your needs:

Name	Title	E-Mail
Richard Rossi	Senior Property Manager	<a href="mailto:rrossi@fnbbuilding.com">rrossi@fnbbuilding.com</a>
Timothy Kleiman	Assistant Property Manager	<a href="mailto:tkleiman@fnbbuilding.com">tkleiman@fnbbuilding.com</a>
Sue Rollinger	Lease Administrator	<a href="mailto:srollinger@fnbbuilding.com">srollinger@fnbbuilding.com</a>
Mary Tonn	Property Accountant	<a href="mailto:mtonn@fnbbuilding.com">mtonn@fnbbuilding.com</a>
Meghan Nadeau	Tenant Services Coordinator	<a href="mailto:mnadeau@fnbbuilding.com">mnadeau@fnbbuilding.com</a>



## **Building Operations: Proven Management Expertise**

[Click here for information on Cushman & Wakefield's Proven Management Expertise](#)



## **Building Operations: Security**

At Cushman & Wakefield, we believe our tenants' safety is paramount and our top priority. We have contracted with Whelan Security to implement an extensive security team to monitor the First National Bank Building and its surrounding grounds 24 hours a day. Overseen by Cushman & Wakefield, the staff includes shift supervisors, control room operators, security officers, and freight elevator operators. Visible by their dark business suits with name badges, they patrol and monitor the building, responding to tenant and visitor questions, conducting tenant emergency fire drills, assisting with tenant moves and above all, maximizing personal safety. All security personnel carry radios and can be reached through the management office phone or at the security station directly at (651) 225-3655.



## Building Operations: Tenant Contact Information

In order to maximize our effectiveness in responding to your needs, and to improve our response time in emergency situations, we ask that all new tenants fill out the Tenant Emergency Contact Sheet, and forward immediately to the management office. Please retain a blank copy of this sheet to send to us anytime there are changes in personnel or responsibilities.

This information will allow us to contact the appropriate people in your organization in emergency situations. All after-hours (home, cell) phone numbers will be kept strictly confidential and will be used only if an emergency situation arises in your suite after hours or on the weekend. Please submit updated form and/or inform Building Office of any changes in emergency contact information ASAP.

[Click here to download the Tenant Emergency Contact Sheet](#)

For more information regarding tenant emergencies and designation of a tenant safety coordinator, see [Emergency Procedures](#) section of this site for First National Bank Building Tenant Emergency Action Plan.

[Click here to download the Tenant Emergency Procedures Handout](#)

## **Building Security: Overview**

The safety and security of the tenants of the First National Bank Building is our highest priority.

First National Bank Building contracts with a security service provider employing fifteen security personnel. Security personnel are here to serve you around the clock, twenty-four hours a day seven days a week.

### **Security Training and Fire Drills**

Our security department maintains a solid safety and security awareness program. These programs involve training in the areas of life safety through the Emergency Action Plan and the Security Awareness Program. The Emergency Action Plan focuses on fire training, fire drills, medical emergencies, etc. The Security Awareness Program utilizes professionals in law enforcement and community service to inform you of safety measures for the business.



## **Building Security: After Hours Emergency Telephone Numbers**

In case of any emergency such as theft, fire, or other incident after business hours, we will notify one of the designated emergency contacts from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

[Click here to download a Tenant Emergency Contact Sheet](#)



## Building Security: Building Access

### Building Hours

Monday through Friday 8:00 a.m. to 6:00 p.m.  
Saturday 8:00 a.m. to 1:00 p.m.  
Sunday & Building Holidays Closed

### After-Hours Access

Access to the building after normal business hours (as noted above) is controlled and limited to the doors located on 5th and Minnesota Street corner. A security officer is located on the skyway 24 hours a day. Tenants and visitors who desire access to the building must sign-in and out after business hours as they enter and leave the building. The same applies for those who depart the building during these hours.

### Skyway Hours

Monday through Friday 6:00 a.m. to 2:00 a.m.

### Elevators:

Skyway elevators must be used during secured hours to reach all floors.

#### Entrance/Exits – 5th Street:

The 5th Street doors will be electronically unlocked by Security from the skyway level, after communication via intercom.

#### Parking Garage:

At the parking garage, use your ramp card or pull an hourly parking ticket to open gate. Upon exiting the ramp, use contract card or the paid ticket from the skyway pay station or use an approved credit card at the exit gate.

Ground level elevator access to parking ramp is available in the auto bank area 6:00 a.m. to 6:00 p.m. Monday through Friday.



## **Building Security: Deliveries**

### **Sign-In/Out Desk**

A sign-in/out desk is located at the skyway entrance during non-business hours. All persons who enter or leave during non-business hours must sign the register. Please advise all your employees of this mandatory policy.

### **Drop-Off & Pick-Up Arrangements**

All deliveries must be made at the building loading dock located on Robert Street or the commercial loading zone on Minnesota Street.

### **Dock & Freight Elevator Use**

Deliveries requiring extended use of either the dock or freight elevators must be scheduled in advance with the management office at (651) 225-3666. Building personnel must be present during such time. A minimum of 24 hours notice and preferably 48 hours notice is needed on all extended deliveries.

In addition, tenant's trucking companies should be informed that they need to schedule any delivery into the loading dock of the building. This will expedite the shipment and allows more efficient use of the loading dock.

### **Dock Parking**

Only vehicles under 12' 6" in height and under 35' in length may enter at the dock. No small vehicles or courier cars are allowed to park at the dock. Acceptable vehicles may only park at the dock for a maximum of one (1) hour. Truck deliveries which will block access to the inside dock should be scheduled in advance to avoid congestion. Large deliveries, which require more than twenty (20) minutes, need to be scheduled for loading dock use after regular business hours by calling the Tenant Services Coordinator at (651) 225-3666. No eighteen-wheeled vehicles are allowed in the dock area. Contractors may not park any vehicles or trash containers on the dock during the day.



## **Building Security: Incident Reporting**

To provide an accurate record of every incident, the First National Bank Building Security staff is required to write an incident report for any accident, theft, or other incident occurring on the property. We would appreciate your cooperation in answering any questions the investigating security staff officer may have.



## **Building Security: Key and Lock Policy**

All locks at the First National Bank Building are keyed to a Building Master Key system. This key system is necessary so that members of the building staff have access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts be added to any door within your suite without coordinating this request with the management office. We employ and staff a locksmith at the First National Bank Building who is available to meet with you to discuss your needs. Our locksmith, at modest rates can handle any re-keying or special area keying. In any case, if additional lock work for your suite is necessary, prior written consent must be obtained from the management office. All simplex locks and keypad systems must have key override capabilities, compatible with the master key system.



## **Building Security: Lost and Found**

Please contact the Skyway Security Desk at (651) 225-3655 to claim items that have been lost or found in the buildings. DEED employees should call DEED receptionist.



## **Building Security: Solicitation**

The First National Bank Building does not permit solicitation. If a solicitor confronts you or an employee, please contact security immediately. Solicitors will be escorted from the property.



## Building Security: Tenant Precautions

While Cushman & Wakefield implements measures to maximize personal safety of First National Bank Building tenants, individuals must remember that they, too, must take an active role to protect themselves. We want to offer a few recommendations:

- During the business day, do not leave purses, wallets, or loose change unattended.
- At the end of the business day, make sure all entrances and exits to your suite are locked. In addition, enforce a company policy stating the last person to leave for the day locks all the doors.
- Lock desks at night and over the weekend.
- Don't leave the office unattended during your regular business hours. Always have a company representative at the reception desk. If the entire office leaves for a function, lock the doors on your way out.
- Lock-up all laptop computers.
- Notice someone suspicious? Call building security and someone will be dispatched to the scene.
- Request an escort if you are walking to your car after-hours.
- Do not walk too close to parked vehicles. Stay clear and walk "out in the open."
- If you drive to work, lock your car and conceal all valuables.
- Request identification from repairmen and vendors.
- If threatened, call 911. Be sure to give the dispatcher your exact location, including building (North, East or West), company name and suite number.



## **Building Security: Theft**

Any suspected theft, no matter how small, should be reported to the security department at (651) 225-3655 immediately. The St. Paul Police should also be notified immediately by calling them and filing a report. Police need to be kept informed of any thefts in the building to effectively complete the investigation.

## **Building Services: Building Signage**

**The First National Bank Building maintains a building standard signage program.**

All signage including temporary signs and/or event notices must be approved by management prior to installation. Paper or any sign taped to a common area surface will not be allowed and removed without warning.

With the installation of the Electronic Directory, your company designee has the ability to request directory signage additions or deletions that are sent to the building management office for approval. If you do not have access to a computer or would like to have building management make any changes, please fill out the form below.

[Click here for the Electronic Directory Request Form](#)

[Click here for the Building Standard Suite Signage Form](#)

All tenant office suite signs must comply with the building standard and are to be ordered through the Management Office. Any questions, please contact the Management Office at (651) 225-3666 with all of your building standard signage needs.



## Building Services: Cleaning

All offices and common areas in First National Bank Building are cleaned each weekday evening. Professional cleaners with well-trained staff clean each evening Monday through Friday beginning at approximately 5:00p.m

Normal cleaning procedures include nightly cleaning of each tenant's space. The cleaning tasks include but are not limited to the following: empty all trash containers, vacuum and clean carpeted surfaces, and lightly dust all open surfaces: however areas that have personal property or items on them will not be dusted. In addition to the nightly cleaning, there are also scheduled weekly and monthly cleaning tasks as part of the comprehensive cleaning package for the entire property.

If you have special cleaning requirements, please submit a service request through the online service request system and we will make the necessary arrangements.

[Click here for the Tenant Handbook Service Request System](#)

The day cleaning maintenance staff at First National Bank Building undertakes the continuous cleaning of the building's common areas Monday through Friday, 6:30 a.m. to 5:00 p.m. The cleaning supervisor receives tenant janitorial requests from the Tenant Services Coordinator.

### **Miscellaneous**

Other areas in your space might also have special cleaning needs. Private bathrooms, computer rooms, interior glass walls, hard surface floors and wood furniture all have special cleaning and care needs to keep them in top condition. Cushman & Wakefield can recommend a program to provide the specialized care that will maintain your investment without involving your time and energy.

### **Frequently Requested Cleaning Services**

The following is a list of frequently requested services and prices. After defining the scope of the work, we will present a plan and a price for your consideration and approval. . The following items are charged on a time and material basis. Please submit a request for pricing of any specialty cleaning through the online service request system.

Specialty Cleaning Labor  
Trash Removal  
Wall hangings/furniture moves  
Carpet Cleaning  
Reconditioning/Waxing Floors  
Interior Window Washing  
Exterior building windows are washed at least twice annually  
Kitchen Cleaning (dishes, refrigerator, or microwave)  
Retrieve, load, and start dishwasher  
Charged by time unless included in lease.  
Keys: \$5 plus labor



## Building Services: Contract Services

First National Bank Building maintenance, cleaning and security staff are available to assist tenants with miscellaneous task services. Charges for these services are as follows:

Day Porter/Matron	\$25.00/hr.
Security Officer	\$30.00/hr.
Engineer	\$40.00/hr.
Electrician	\$82.50/hr



## Building Services: Elevators

First National Bank Building features 24 passenger elevators grouped into two (2) East & West main banks along with locations in the North building. These elevators are designated high rise and low rise express to maximize speed and efficiency. There are other smaller banks of elevators in the East and North buildings.

### **Capacity and Speed**

Passenger elevators have a load limit of 2,500 lbs./cab.

### **Freight Elevators**

The First National Bank Building is also served by three (3) passenger cars, designated to haul freight, which provide access from the service loading area, off the loading dock and first floor and then from 1st floor to all floors within the building. There are three (3) freight elevator cabs that have an 8'-10' height capacity. East building car #26, West building car #1 and the North building has a separate freight car servicing the loading dock and the floor above and below. In the North building, this elevator has a 5,000 lbs. capacity. For anything more than two pieces of furniture, these cabs must be reserved at least 24 hours in advance through the Tenant Services Coordinator by completing the Tenant Activity Request Form and faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com).

### [Tenant Activity Request Form](#)

### **Elevator Maintenance**

In 2007 a multi-year elevator modernization plan began. When the project is complete, all elevators will be retrofitted with modern controls and cab finishes.



## Building Services: Floor Load & Electricity

### **Floor Covering**

We request that water-soluble adhesives ONLY be used for any glue down applications. Tenants will be held accountable for all costs to remove non-soluble adhesives.

### **Floor Load**

Code requirements restrict placing loads on floors, which exceed its load per square foot. The First National Bank Building has a floor load of 50 pounds per square foot in office areas. Should you find it necessary to utilize equipment which exceeds this rating, you must receive prior written approval from the management office. We do require adequate documentation from a licensed structural engineer verifying that such an installation at a specific location is safe. The General Manager or Senior Property Manager will review your request and accompanying documentation. When we receive confirmation the installation is safe, we will send the tenant written approval. Any costs associated with the investigation of the floor loading will be billed to the tenant, regardless of whether or not the installation takes place.

### **Electrical Power**

There is an emergency power system, which ensures the continued operation of all critical building services in the event of a power disruption.

Prior to any alterations of the electrical wiring, specifications must be submitted to the management office for review by the Building Manager, and if required, an electrical engineer.



## Building Services: HVAC

### General Service

Seasonal heating and air conditioning are provided Monday through Friday from 8:00 a.m. to 5:00 p.m., and on Saturday from 8:00 a.m. to 1:00 p.m. Temperature is centrally controlled by the building's engineers.

Should the temperature level change abruptly or exceed a reasonable level in your office, please submit a service request through the online service request system. and an engineer will be immediately dispatched to correct the problem. HVAC services are not regularly provided after normal business hours, Sundays and holidays. If you need HVAC service after normal hours, individuals authorized by each tenant may contact the Tenant Services Coordinator by submitting a service request through the online service request system.. Please fill out and return to us by 4:00 p.m. (Monday through Friday) "Individuals Authorized To Request After-Hours HVAC." The charge for after- hours HVAC varies with location and timing. Only those persons listed on the form will be authorized to order after hours HVAC.

The First National Bank Building's cooling system for the East and West building utilizes 2 -1,000 ton centrifugal chillers to provide chilled water for cooling, which is then pumped to the 39 air handling units throughout the building for air distribution. Window units along exterior of building also provide cooling in summer and heat in winter with a thermostat control on each window unit. North building 5th & 6th floor utilizes a 337 ton centrifugal chiller to provide chilled water to 14 air handling units for those areas for heating and cooling with radiation along exterior and reheat coils in duct work for heating.

[Click here to download an Individuals Authorized To Request After-Hours HVAC Form](#)



## **Building Services: Mail Service**

Building Management is not responsible for mail services. For questions or concerns relating to the mail service, please contact the post office at 1-800-275-8777. All incoming mail is delivered to the mailroom on the first floor level, at the base of the escalators. Mailroom delivery options are: window call pick up, available from 10:00 a.m. to 10:30 a.m. Monday through Friday, or Tenant suite delivery. Tenants may arrange for suite delivery the postal letter carrier during the window call pick up between 10:00 a.m. -10:30 a.m. Monday-Fridays. Outgoing mail (including Express Mail) receptacles are located in the same area. The weekday collection time is 4:30 p.m.



## Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the Tenant Services Coordinator; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

1. Simply click on the link below,
2. Enter your username and password
3. Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

### Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

Step One- Confirm or complete all contact information.

Step Two- Choose the nature or type of request being submitted.

Step Three- If applicable, provide details of the contractor to be used.

Step Four - Review all information thoroughly. Click submit.

You will receive confirmation via e-mail that your request was submitted to the management office.

### Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

### Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

### Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).



## **Building Services: Public Area Service**

Security Officer escorts are provided upon request at any time throughout the day or night within the First National Bank Building complex and adjoining skyways. Please call 651-225-3655 in advance to assure guard availability.

### **Special Services**

In addition to standard building services, Cushman & Wakefield also coordinates requests for many other special needs. In most cases your requests can be handled the same day by one of the building staff. When more extensive work is needed, such as remodeling or redecorating, our staff has the capability to coordinate the work from beginning to end at a reasonable cost.

For special service requests, we thoroughly review your objectives with you and develop a written set of guidelines that fulfill those objectives. We may obtain bids from several outside contractors, choose the best bid, and submit a proposal for completing the work. Upon your approval of the proposal we coordinate and supervise the contractor's work to its completion.

### **Special Services (continued)**

This procedure allows you and your employees to concentrate on your business with the assurance that your workspace has been serviced by Cushman & Wakefield and our standards are met involving:

- Close supervision
- Lowest possible cost
- Quality contractors
- Thorough follow-up

We do our best to ensure you receive the highest quality service. Prior to commencing any chargeable work, a First National Bank Building staff member will confirm the request by presenting a Tenant Work Authorization form to the requesting tenant for approval. A discussion of the estimated labor time, materials cost, or contract cost may occur at that time. When the work is finished, the requesting tenant is asked to sign the request form and retain a copy for their records. Charges of this nature will be reflected on the tenant's next rent invoice as a separate line item. In some cases, a partial payment may be due prior to work commencing.

# Emergency Procedures: Emergency Procedures Handbook

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The Ownership and Management of First National Bank Building take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Tenant Emergency Response Team Guide was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Primary responsibility for the safety of building tenants and compliance with fire codes rests with each tenant. The material that follows is general information to help you meet the Fire/Life Safety requirements. It is not management's intent to direct the tenant to adopt or use all or part of the given information, nor does management or ownership assume any liability in connection with all or part of the information, which may be used or adopted by the tenant.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place in First National Bank Building, please contact the Cushman & Wakefield Management Office at (651) 225-3666.

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## Emergency Phone Numbers

Emergency:	911
Fire Department (non-emergency):	(651) 224-7811
Police Department (non-emergency):	(651) 291-1111
Management Office:	(651) 225-3666
After-Hours Emergencies:	911 - then call (651) 225-3666

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## Emergency Response Teams

Emergency Response Teams are made up of tenant employees who are responsible for taking charge in

the event of an emergency to move co-workers out of harms way. It is up to each tenant to create and maintain an emergency response team.

While Cushman & Wakefield may periodically host Emergency Response Team training, the general responsibilities are outlined here. It is the responsibility of all Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

### **Emergency Response Team positions:**

Floor Warden (Suite Monitor) - Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.

Stairwell Monitor - At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.

Elevator Monitor - Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.

Searcher - After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.

Assistant to the Mobility Impaired - Assists any mobility impaired individuals during an emergency and/or building evacuation.

Smaller tenant suites - May assign a Floor Warden and Alternate to handle all above responsibilities.

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## **EMERGENCY RESPONSE TEAM RESPONSIBILITIES**

Each member of the building's Emergency Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

### **FLOOR WARDEN Duties**

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains and updates Emergency Response Team Forms, submits copies to Cushman & Wakefield
- Keeps Cushman & Wakefield Management Office updated on any changes in Emergency Response Team personnel
- Alerts Emergency Response Team designees of potential emergencies
- Supervises the activities and training of Emergency Response Team
- Responsible for informing and training Emergency Response Team in emergency procedures
- Ensures that Emergency Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of mobility impaired personnel during evacuation
- Responsible for the evacuation of Emergency Response Team
- Responsible for notifying Elevator Monitor to evacuate
- Reports complete evacuation or locations of persons not evacuating to the Building Safety Coordinator or Lead Fire Department responder after evacuation.
- Notifies Building Management of persons in need of evacuation assistance.

### **STAIRWELL MONITOR Duties**

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Ensure that no one is carrying any items into the stairwell that could create a hazard
- Remains at exit until Searchers have cleared all personnel from the floor

### **ELEVATOR MONITOR Duties**

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency
- Is positioned at the elevators and directs employees to the nearest stairway
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

### **SEARCHER Duties**

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas
- Close, but do not lock, all doors after you have determined that the room has been evacuated
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation
- Evacuates non-employees found on the floor
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Reports to Floor Warden names/locations of any persons not evacuating as directed

### **ASSISTANT TO THE MOBILITY IMPAIRED Duties**

- Under the supervision of the Floor Warden, the Assistant to the Mobility impaired is responsible for the safe evacuation of any mobility impaired personnel
- Maintains an up-to-date list of impaired employees and provides copy to Floor Warden, Alternate and Building Management
- Moves all wheelchair bound personnel to the elevator lobby and wait with them until emergency personnel arrive
- Each mobility impaired individual should be assigned a buddy and a back-up buddy. The buddy is responsible for getting the mobility impaired individual to their "Shelter in Place" area and inform their Floor Warden of their location. In the case where the Fire Department evacuates the mobility impaired individual, once outside, the buddy will be responsible for getting the mobility impaired individual to their congregation area

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### **Fire and Life Safety**

Total evacuation of the building is rarely necessary. Should evacuation become necessary, the authority and responsibility rests with the St. Paul Fire Department, St. Paul Police Department, local government officials, or in an extraordinary situation, building management. An announcement will be made from the Fire Control Center directing tenants on the route to evacuate the building. Neither the management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

### **Fire Prevention**

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Do not overload electrical power strips or use portable heaters. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

### **Fire Emergency**

IF YOU DISCOVER A FIRE, you should remain calm and:

- Call 911 from a safe location.
- If available pull the nearest fire alarm
- Evacuate or relocate and assist all others in the immediate area.
- Close doors behind you to isolate fire.
- Proceed to stairwells and follow your evacuation plan. NEVER use the elevators.
- Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
- If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

## **Tenant Evacuation**

In the event the alarm systems and/or Emergency Responders/Building Personnel notify tenants to evacuate a floor, please follow the steps below.

Everyone should proceed quickly, but calmly, to the nearest stairwell exits. **DO NOT RUN! DO NOT USE ELEVATORS!** Stay to your right, in single file, as you descend the stairs. Fire fighters will be coming up the other side of the stairwell.

The Emergency Response Team should walk the suite to assist employees and make sure everyone is aware of the evacuation order. An after hours response team should exist for companies who frequently have after hours work activity.

Evacuation, depending upon the size and type, is normally three (3) floors, the floor above and below as well as the floor of incident. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe or "ALL CLEAR" by the emergency responders or building personnel.

The Floor Warden should proceed to take a head count to determine if anyone is missing from his/her office. If someone is missing, this information should be relayed to building personnel immediately.

The Floor Warden is to check in with the Building Safety Coordinator at their assigned rally point (In Front of 101 E. 5th Street, US Bank Building or your employer's designated rally point) and inform of any employees still remaining in the building.

## **FIRE ALARM SYSTEMS**

- Primary 20/20 panel in Control Center
- Phone or intercom speakers in elevators
- Pull stations are located in some areas of the building
- Smoke detectors in all elevator lobbies
- New speaker/strobe appliances are being installed as areas are renovated

Fire's are detected through smoke, waterflow and heat detectors. When detected an automatic audible alarm announcement is activated on fire floor, floor above and below. You will hear: "Your attention please, Your attention please. A fire alarm has been activated in your area. Please evacuate your floor and follow the instructions of your floor warden. Use the stairwells. Do not use the elevators.

### **Important notes**

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

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## **Medical Emergency**

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

- Call 911 Emergency Services

- Provide the Emergency Dispatcher with the following information:
  - Your name
  - The Building Tower in which the emergency situation is located (East, West, or North).
  - Your Company's name, specific floor number and the exact location of the emergency.
  - Any pertinent details of the accident or illness.
- Notify Building Security (651-225-3655) after and/or if possible at the same time of the situation and that 911 Emergency Service has been called. (It is imperative that you notify building security so that they can meet/direct the responders and take over an elevator).
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.

The emergency unit will be with you shortly and will administer all necessary medical assistance. The St. Paul Fire Department Ambulance Service - 911 - will automatically take the patient to the nearest medical facility unless requested to do otherwise.

It is a good idea to have designated employees' and/or response team members trained in first aid and CPR. Properly trained personnel can assist in first aid response and can contribute to an effective response plan. Building Security staff are trained in First Aid/CPR and an Automatic External Defibrillator (AED) is located at security desk on the skyway.

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## **Power Failure**

Building Fire/Life Safety is served by emergency power systems. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Recalling all elevators to the ground floor lobby. (If necessary, building staff will be able to operate one elevator to assist with the evacuation of disabled persons.)

It is advised that Floor Wardens maintain a fully charged flashlight at their work stations.

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, do not evacuate.

The First National Bank Building is designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the surrounding geographic area. If an electrical failure does occur, the following guidelines should be observed:

- Inform the Building Management (651) 225-3666. After hours inform the Security Personnel (651) 225-3655.
- Place light switches in the off position.
- Unplug electrical equipment (Computer, Printer, Fax, Copier, etc.)
- Open the draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.

If you are instructed to evacuate:

- Lock all areas.
- Do not congregate in lobby areas or in the street.
- Building personnel will escort you to your vehicle.
- Do NOT exit parking ramp until given OK from building personnel.

In the event of a power outage, elevators will temporarily cease moving but will be brought to the first floor via emergency generator power. Should an outage occur, elevator back up lighting will turn on. Each elevator will be manually returned to the first floor, one at a time and the doors will open for your safe exit. The elevators will then remain inoperable until the power has been restored by building staff. The elevators will then remain in operation for emergency response personnel use only.

Building Management will attempt to advise you regarding the length and cause of the power failure, as soon as possible.

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## **Gas, Smoke, Fumes**

Report any of these to the Management Office immediately. Sometimes we are aware of activity that is causing the problem, and thus can solve it quickly. If, in your judgment, the problem is an immediate fire hazard, notify the Management Office first, and the Fire Department directly.

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## **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.

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## **Bomb Threat**

The most common threats are made by direct telephone calls to a company or the Security Team. However, some threatening calls are made to third parties such as television studios, radio stations, merchants, and newspaper offices.

Typically there are two reasons for a caller to report that a bomb is to go off at a particular location; the caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury, or the caller wants to create an atmosphere that spreads panic and disrupts normal business activity. In either case, it is extremely important that the appropriate precautions be taken when dealing with any suspicious items.

SUSPICIOUS Items:

- Letters that are unusually bulky or weighty.
- Parcels or envelopes with chemical or oily stains.
- Parcels or envelopes without a return address.
- Parcels or envelopes with foreign postmarks.
- Parcels or envelopes that simply do not look or feel ordinary.

PRECAUTIONS for Suspicious Items:

- DO NOT handle the item.
- DO NOT attempt to open the parcel.
- DO NOT place the parcel in water.
- DO NOT remove any binding material.
- DO NOT pull or cut any protruding material.
- DO NOT use radios or other electronic devices (i.e. cell phones)
- Notify building security and 911 immediately.

Bomb Threat Procedures - Use the [Bomb Threat Checklist](#) to record the following:

- Who is calling and their phone number.
- Where the bomb is supposed to be and when it is supposed to go off.
- Who received the actual notification or threat.

Try to get the exact words of the person who made the threat. Immediately call 911 and Building Security (651) 225-3655 from a land line if possible. The Security Officer will also call the police. If possible, have a second individual call Building Security while the bomb threat call is still in progress. Attempt to keep the caller on the line as long as possible. Security will dispatch an officer to the threat area to monitor the area and to give assistance as needed. The police department will be notified immediately. The Floor Warden in the affected area will be informed of the situation. Tenants should be alert for any unfamiliar people or objects, which will need to be pointed out to the police or building staff upon their arrival. DO NOT touch or

handle any suspected objects.

The Floor Warden, accompanied by the police and building staff, will make a complete search of the suspected area. The Floor Warden will be responsible for identifying any suspicious items or packages, which do not belong in their area.

If the bomb threat is received against the building and not for a specific floor, all public access areas, beginning with the most accessible will be searched. An order to evacuate or the "ALL CLEAR" may be given by building management or the bomb squad unit. This responsibility rests solely with these personnel and their decision will be based on information given to them by emergency search party teams. The Floor Warden will only make evacuation decisions for their respective company.

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### **Severe Weather (Tornado and Severe Thunderstorm Activity)**

A Tornado Warning is an alert issued by the National Weather Service confirming a tornado sighting. The Weather Service will announce the approximate time of detection, location of sighting and the direction of movement. During inclement weather, the building personnel will monitor the National Weather Service. Should the Office of Emergency Preparedness, in conjunction with the National Weather Service, issue a Tornado Warning, building management will relay the emergency message via the public address system and provide appropriate action to take.

Action to Take:

- Get away from the perimeter of the building and the exterior glass.
- Leave exterior offices and close doors behind you.
- Go to the center corridor of the building.
- Sit down in the corridor and cover your head. Make every effort to remain calm and encourage those around you to do likewise.

DO NOT ATTEMPT TO LEAVE THE BUILDING, unless you are instructed to do so by the Emergency Building Communications System.

If you are in transit in the building go into a stairwell and/or floor without windows for shelter â DO NOT USE THE ELEVATORS; DO NOT GO TO STREET LEVEL OR LEAVE THE BUILDING.

If you are caught in an outside office, seek protection under a desk as far away from the windows as possible. Following the passage of the storm, building personnel staff will issue an "All Clear".

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### **Pandemic Preparedness**

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.

Should a local pandemic ever hit down town St. Paul. Tenants can receive current information on the tenant handbook at [www.firstnationalbankbuilding.com](http://www.firstnationalbankbuilding.com). For any further direction on how to prepare for pandemic, please speak with your Human Resource representative.

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## **Civil Disturbance**

Should a riot or civil disturbance start outside the First National Bank 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 ground floor and lower level floors and the police will be summoned.

For you and your associate's safety it may be recommended that you not exit the building. Should you insist on doing so building management/security will select the route that is least likely to result in a breach in the building's security.

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## **Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Press the emergency intercom button and/or pick up the phone within the cab, this will alert building security 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 temporarily cease moving but will be brought to the first floor via emergency generator power. Should an outage occur, elevator back up lighting will turn on. Each elevator will be manually returned to the first floor, one at a time and the doors will open for your safe exit. The elevators will then remain inoperable until the power has been restored by building staff. The elevators will then remain in operation for emergency response personnel use only.

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## **Toxic Hazards**

If there is a toxic spill or exposure, take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials. Then proceed immediately to an area where you are no longer exposed.

- Call 911 Emergency Services
  - Provide the Emergency Dispatcher with the following information:
    - Your name
    - The Building Tower in which the spill is located (East, West, or North).
    - The type of spill that has occurred.
- Notify Building Security (651-225-3655) after and/or if possible at the same time of the situation and that 911 Emergency Service has been called.

Should a chemical spill occur outside the building that can be harmful to breath in the building will be locked down, and building management will ask that all tenants move to higher floors.

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## **Homeland Security**

Cushman & Wakefield 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/dhspublic>

Federal Emergency Management Association - <http://fema.gov/>

American Red Cross - <http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response - <http://www.bt.cdc.gov/>

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

KARE NBC 11 - <http://www.kare11.com/>

KSTP ABC 11 - <http://www.kstp.com/>

WCCO CBS 4 - <http://wcco.com/>

KMSP Fox 9 - <http://www.myfoxtwincities.com/myfox/>

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## **Introduction: Welcome**

### **Welcome to the First National Bank Building**

This Electronic Tenant® Handbook provides general information about management and operations and outlines the building's long list of services available to you. A supplement to this handbook will brief you on the emergency and life/safety procedures.

We are pleased you have chosen First National Bank Building as your new or continued business address. If you have questions or need additional building information, contact the Cushman & Wakefield management office at (651) 225-3666.



## Introduction: About Cushman and Wakefield

For more information, visit: [www.cushmanwakefield.com](http://www.cushmanwakefield.com)

In 2007 Cushman & Wakefield was hired to bring the First National Bank Building up to a “new gold standard” in both services and amenities demanded by today’s business. Cushman & Wakefield, a world class property management and leasing firm, has extensive experience repositioning, managing and marketing iconic properties and knows the adaptability of this age building as well. The rich, traditional architectural elements are a testament to its durability and quality and are of kind not found in newer structures.



## Introduction: About First National Bank Building

In 1931, in Minnesota's capital city, the First National Bank Building tower was constructed to house the most influential business of its time, the banking business. The First National Bank Building, built in Art Deco Style, has 32 stories and is capped by the prominent 50 foot towering red flashing "1st" sign that has become the prominent feature of the St. Paul skyline.

Today the First National Bank Building stands as one of St. Paul's most recognizable and iconic office towers; reflecting the city's integrity, character and charm. The building has become home to some of the city's most notable companies and individuals.

Rising majestically from an entire city block between 4th and 5th Streets, Minnesota Street and Robert Street, First National Bank Building is a superior location for conducting business.

The building is a destination location with easy access to transportation links, entertainment and cultural venues. The building is easily accessible from all area freeways and is serviced by all modes of public transportation. Just 4 blocks from the city's entertainment and cultural center; the First National Bank Building is adjacent to the recently renovated parks and housing along the Mississippi river Skyway connections to all adjacent buildings brings all the Central Business District's amenities to the First National Bank Building tenant's doorstep.

Cushman & Wakefield is pleased you have chosen the First National Bank Building as your new or continued address. If you have questions or need additional building information contact the building office at (651) 225-3666.



## Introduction: Operating Instructions

### Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents 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. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

### Special Features

This Electronic Tenant® Handbook has special features, such as the [Electronic Tenant Service Request System](#), [Building Calendar](#), [Forms Section](#) and [Search](#) feature. 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® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here you will find information regarding scheduled maintenance and events taking place at the property. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please call the Management Office at (651) 225-3666

## Leasing: Driving Directions

### Freeway Directions:

- I-94 Eastbound (from Minneapolis): Take 5th street exit to Minnesota Street. The 1st National Bank Building's parking ramp is half a block past Minnesota Street on 5th Street.
- I-35E Southbound (from the North): Take 10th and Wacouta exit; right on 10th Street; left on Robert Street. The 1st National Bank Building is six blocks south on the right. To park in the 1st Parking Ramp, take Robert Street to 4th Street, turn right on 4th. Go up 1 block to Minnesota Street, turn right on Minnesota Street. Go 1 block to 5th Street, turn right on 5th Street. Parking ramp entrance is  $\frac{1}{2}$  block up on right hand side of the street.
- I-35E Northbound (from the South): Take Kellogg Boulevard exit and turn right; left on Minnesota Street. To park in the 1st parking ramp, go 2 blocks to 5th Street, turn right on 5th. Parking ramp entrance is  $\frac{1}{2}$  block up on right hand side of the street.
- I-94 Westbound (from the East): Take 6th Street exit to Robert Street and turn left To park in the 1st parking ramp, take Robert Street to 4th Street, turn right on 4th. Go up 1 block to Minnesota Street, turn right on Minnesota Street. Go 1 block to 5th Street, turn right on 5th Street. Parking ramp entrance is  $\frac{1}{2}$  block up on right hand side of the street.

**The parking ramp entrance is located on 5th Street -  $\frac{1}{2}$  block past the Minnesota Street & 5th Street intersection.**

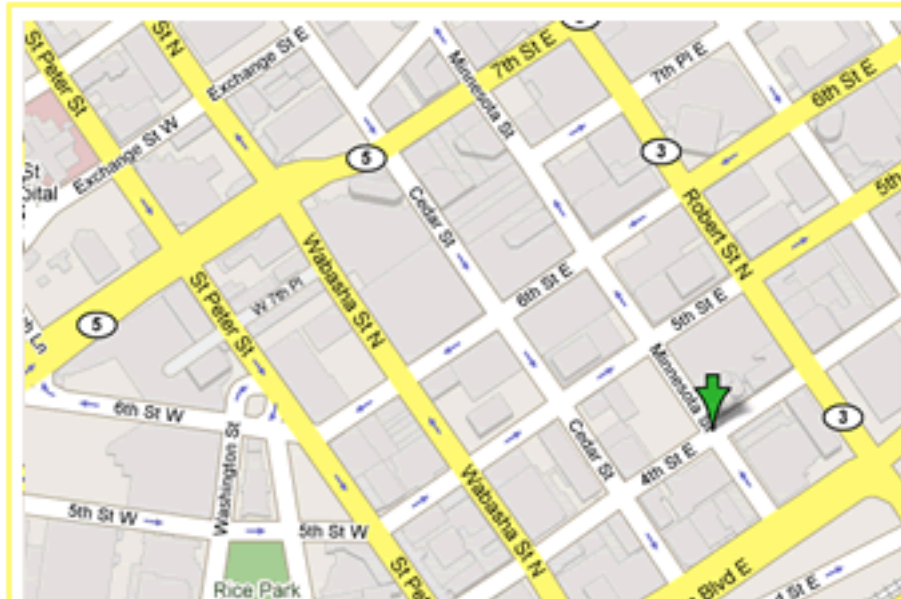


## Leasing: Floor Plans

For current vacancies, please visit our website [firstnationalbankbuilding.com](http://firstnationalbankbuilding.com).



# CUSHMAI WAKEFIELD Leasing: Location Map





## Leasing: Leasing

Cushman & Wakefield, the leasing company for First National Bank Building has an on site leasing office in Suite W120. The main phone numbers is (651) 225-3652. Listed below is the contact information for the authorized representative.

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>
Leasing Agent	Aaron Barnard	(651) 225-3652	<a href="mailto:Aaron.barnard@cushwake.com">Aaron.barnard@cushwake.com</a>



**CUSHMAI** Leasing: Photo Gallery  
**WAKEFIELD**



## **Policies and Procedures: Office Building Rules & Regulations**

To the extent that there is any inconsistency between the provisions of the Lease and these Rules and Regulations, the provisions of the Lease shall control. For purposes of these Rules and Regulations, the term Tenant means Tenant and the employees, agents, visitors, or licensees of Tenant. Tenant shall observe the following rules, regulations, and standards:

1. Except as expressly permitted in the Lease, Tenant shall not use the Premises, the Building or any other part of the Property to sell any items or services at retail price or cost to the general public without prior written approval of Landlord. The sale of services for typing, blueprinting, duplicating and similar businesses shall not be conducted from or within the Premises, the Building or any other part of the Property for the service or accommodation of occupants of the Building or users of any other part of the Property without prior written consent of Landlord. Tenant shall not conduct any auction on the Premises or any other part of the Property or store goods, wares or merchandise on the Premises (except for Tenant's own personal use).
2. Sidewalks, halls, doorways, vestibules, passageways, stairwells, and other similar areas shall not be obstructed or used by Tenant for a purpose other than normal ingress and egress to and from the Premises and Building.
3. Fire arms, weapons, flammable, explosive or other hazardous liquids and materials shall not be brought on the Premises or into the Building or on the Property without the prior written consent of Landlord.
4. Except as expressly permitted in the Lease, Tenant shall not make any alterations or improvements to the Premises without the prior written consent of Landlord. Landlord must approve all improvements and the methods of installing and constructing such improvements in writing prior to commencement of installation and/or construction. Should Tenant require telephonic, announcement or other communication service, Landlord will direct the electrician as to where and how wires are to be introduced and placed, and none shall be introduced or placed except as Landlord shall direct. All contractors and technicians performing work for Tenant within the Building shall be referred to Landlord for approval before performing such work.
5. All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.
6. Movement into or out of the Building of freight, furniture, office-equipment or other material for dispatch or receipt by or on behalf of Tenant that requires movement through public corridors or lobbies or entrances to the Building shall be done at hours and in a manner approved in writing by Landlord for such purposes from time to time. Only licensed commercial movers shall be used for the purpose of moving freight, furniture, or office equipment to and from the Premises and Building. All hand trucks shall be equipped with rubber tires and rubber side bumpers. Tenant shall be responsible for all damage to the Building inflicted by Tenant's agents and employees in moving equipment or furniture into or out of the Building.
7. Requests by Tenant for building services, maintenance or repair shall be made in writing to the Management Office or for your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests.
8. Tenant shall not change locks or install additional locks on doors without the prior written consent of Landlord. Tenant shall not make or cause to be made duplicates of keys procured from Landlord. All locks and security hardware will be Yale brand and compatible with building master key system. All keys to the Premises and combinations to vaults shall be surrendered to Landlord upon termination of tenancy.
9. Tenant shall give prompt notice to the Management Office of any damage to or defects in plumbing, electrical fixtures or heating and cooling equipment. Liquids, or other materials or substances which may cause injury to the plumbing, shall not be put into the lavatories, water closets or other plumbing fixtures by Tenant, its agents, employees or invitee's, and damages resulting to such fixtures or appliances from misuse by Tenant or Tenant's agents, employees or invitee's shall be paid by Tenant, and Landlord shall not in any case be liable therefore. The water closets and other water fixtures shall not be used for any purpose other than those for which they were constructed and any damage resulting to them from misuse shall be borne by the Tenant. Tenant shall not waste water by interfering with the faucets or otherwise.
10. Except as expressly permitted in the Lease, no food shall be prepared in or distributed from the Premises without the prior written approval of the Building Manager. Tenant will not place vending

machines or dispensing machines of any kind in the Premises unless prior written approval has been obtained from Landlord.

11. Landlord shall have the power to prescribe the weight and position of safes, filing cabinets, or other heavy equipment, which may over stress any portion of the floor. Any damage done to the Building by the improper placement of heavy items, which over stress the floor, will be repaired at the sole expense of Tenant. Tenant shall notify the Building Manager when safes or other heavy equipment are taken in or out of the Building, and the moving shall be done under the supervision of the Building Manager, after prior written permission from Landlord. Persons employed to move such property must be pre-approved by Landlord. Any costs associated with the investigation of floor loading will be borne by the Tenant.
12. Tenant shall cooperate with Building employees in keeping the Premises neat and clean.
13. Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways. Trash shall only be disposed of in appropriate receptacles approved by Landlord.
14. Tenant, its employees, or agents, or anyone else who desires to enter the Building after normal working hours, will be required to identify themselves and to sign in upon entry and sign out upon leaving, giving their location during their stay and their time of arrival and departure. The Building will normally be open for business from 7:00 a.m. until 6:00 p.m., Monday through Friday and 7:00 a.m. until 3:00 p.m. on Saturdays, the following holidays excepted: January 1st (New Year's Day); Last Monday in May (Memorial Day); July 4th (Independence Day); First Monday in September (Labor Day); Fourth Thursday in November (Thanksgiving Day); December 25th (Christmas Day) and any other day on which tenants in other buildings comparable to the Building are generally closed.
15. Tenant shall not install any solar screen material, window shades, blinds, drapes, awnings, window ventilators, or other similar equipment and any window treatment of any kind whatsoever, without Landlord's prior written consent. Landlord will control all internal lighting, signage and furnishings that may be visible from the exterior of the Building or Common Areas and shall have the right to change any unapproved item, without notice to Tenant, at Tenant's expense.
16. No sign, advertisement, notice or handbill shall be exhibited, distributed, painted or affixed by Tenant, its employees or agents, on, about or from any part of the Premises or from any other part of the Property without the prior written consent of Landlord. All tenant identification and suite numbers at the entrance of the Premises shall be installed by Landlord, at the Tenant's cost and expense, using the Building standard signae. Landlord will provide and maintain a directory in the Building and no other directory shall be permitted.
17. Tenant shall not permit any improper, objectionable or unpleasant noises or odors in (or to be emitted from) the Premises or the Building, nor shall Tenant permit the operation of any machinery or equipment in the Premises that could in any way annoy any other tenant in the Building, nor shall Tenant otherwise interfere in any way with other tenants in the Building or adjoining landowners or persons having business with such other tenants or adjoining landowners.
18. Tenant shall keep all corridor doors, when not in use, closed.
19. Tenant shall not use, or permit the use of, the Premises or any portion thereof as sleeping or lodging quarters.
20. Tenant shall place solid pads under all rolling chairs.
21. Tenant agrees to assist Landlord in the prevention of canvassing, soliciting, and peddling within the Building and on the Property and shall not canvas, solicit, and/or peddle themselves.
22. Tenant shall not sell lottery tickets or conduct any other form of gambling from or within the Premises or any other part of the Property.
23. Except for Service dogs assisting the disabled, Tenant shall not keep any animals or birds in or about the Premises or the Building.
24. Tenant shall comply with parking rules and regulations as may be posted and distributed from time to time.
25. Landlord will not be responsible for personal property, equipment, money, or jewelry lost or stolen from the Premises.
26. Smoking is not permitted in the Building. This includes, but is not limited to, the building corridors, restrooms, elevators, elevator lobbies, stairwells, ground level lobby, lower level lobby, concourse level, garages, and within 25 feet of any building entrance or exit.
27. Bicycles are not permitted in the First National Bank Building except in the bike locker room and the entrance immediately adjacent.
28. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operations as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electronic or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportional share of telephone

lines and other telecommunication facilities available to service the Building.

Landlord reserves the right to rescind any of these rules and regulations and to make such other further rules and regulations as in its reasonable judgment shall from time to time be needed for the safety, protection, care and cleanliness of the Building or any other portion of the Property, the orderly management of the Building and/or the protection and comfort of the tenants and their agents, employees and invitee's, which rules and regulations need not be uniform for each tenant and, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed. These Building Rules and Regulations and no amendments hereto shall ever be construed to create any obligations on Landlord. In the event of any conflict between these Building Rules and Regulations and the Lease of which they are a part, the Lease shall control.



## Policies and Procedures: Elevator Scheduling

Elevators West 1 and East 6 are supervised and operated by Property Management and are to be utilized for deliveries and/or construction activities. Both elevators must have Building Operators at all times when in freight service, and will be turned to automatic passenger service all other times.

Elevators must be reserved and freight hauling must occur prior to 7:00 a.m. and after 5:00 p.m.

During a reservation period, Property Management will make every effort to provide Operator controlled independent service for the exclusive use of the requesting contractor.

### Elevator Capacities

#### Service elevators at Tower:

Cab width:	6' 0"
Cab depth:	5' 10"
Cab height:	10' 0"
Maximum weight load:	2,500 pounds (including occupants)
Rated speed:	800 feet per minute at maximum weight
Door opening:	3' 6" x 7' 6"

#### Freight Elevators at Loading Dock

Maximum weight load:	5,000 pounds (including occupant)
Door opening:	5' 10" x 7' 10"

### Access to Dock & Freight Elevators

To be arranged by Tenant Services Coordinator by completing the Tenant Activity Request Form and faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com).

[Click here for the Tenant Activity Request Form](#)

Available times: 6:30 a.m. – 6:30 p.m. Monday through Friday

#### Materials:

All deliveries will be made at the loading dock. Materials may not be temporarily or permanently stored in any building common area.

No deliveries will be made through the ground level lobby without prior written approval from the Tenant Services Coordinator.



## Policies and Procedures: Moving Procedures

The coordination and scheduling of reservations for dock space and freight elevator use is handled through the Tenant Services Coordinator. For reservations complete the Tenant Activity Request Form and fax to (651) 222-4158 or email to [info@fnbbuilding.com](mailto:info@fnbbuilding.com). Moving companies must provide Certificates of Insurance prior to move-in, and follow all move-in procedures.

[Click here for the Tenant Activity Request Form](#)

### Policies

The following rules pertain to delivering and removing furniture, equipment, and supplies at First National Bank Building located at 332 Minnesota Street, St. Paul, Minnesota 55101.

Any mover that does not adhere to the following rules or acts in an unprofessional manner, will not be allowed to enter the premises, or will be required to discontinue the move.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

1. A Tenant may deliver or remove two (2) pieces or less per day (furniture equipment, or supplies) during normal business hours (Monday - Friday) using the dock and the service elevator on a first come - first serve basis. Any move larger than this requires completing the Dock/Elevator Activity Request Form and faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com). Also, construction materials and supplies must be moved in the freight elevator. Three (3) or more pieces must be moved after hours using West car #1 or East car #26 elevators, which will be padded by Property Management. Freight elevators must be reserved in advance with the Tenant Services Coordinator by completing the Dock/Elevator Activity Request Form and faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com). The service elevator may also be reserved through the Tenant Services Coordinator, for a fee (\$21.00 per hour with a four (4) hour minimum).
2. The Tenant must make arrangements with the Tenant Services Coordinator by completing the Dock/Elevator Activity Request Form and faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com), to reserve the freight elevator(s) for their move (Note: we recommend reservations be made well in advance to ensure elevator availability). The Tenant must send the Dock/Elevator Activity Request Form by faxing to (651) 222-4158 or emailing to [info@fnbbuilding.com](mailto:info@fnbbuilding.com) (prior to the move) stating the date, time of the move, the floor(s) to which the product will be delivered or removed, the mover's name and elevators requested. Tenant must arrange for someone with their company to open the doors to their suite and allow the moving company to enter and then secure the space. Building security will NOT unlock the doors to a Tenants suite.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

2. (continued) A definite arrival time must be established for each move. If the mover is one hour late, it will be assumed the move is canceled, unless the mover phones (651) 225-3666 and advises Building Management of a delay.
3. The moving company's truck may be parked on Minnesota Street outside the building or in the loading dock off of Robert Street. Clean masonite sheets (at least 4' x 8' and 1/4" thick) are to be utilized as runners when dollies are being used to transport product from the curb to the elevators. Plywood may only be used on stone surfaces on street level and may not be used on any common area carpeted surfaces. On a multi-tenant floor, masonite sheets must also be used from the elevator lobby through the corridor to the tenant's entrance. Doorways into the tenant's space may require 34" wide sheets. All sheets of masonite must be taped end-to-end, in such a manner as to prevent any trips and falls, and not taped to any walls or flooring.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

4. The moving company must provide and install protective coverings on all door and elevator facings, walls, and other areas along the route to be followed during the move. These areas will be inspected for damage prior to and after the move.
5. Any damage to the building or fixtures caused by the move will be the financial responsibility of the

moving company. The Property Manager shall unilaterally decide to what extent the repairs will be made and who shall perform the services.

6. The moving company will be required to remove all boxes, trash and etc. when leaving the building. Any materials left behind will be disposed of and charges for such will be the responsibility of the Tenant.
7. Service elevators will not be used during a tenant move unless prior arrangements have been made with the Tenant Services Coordinator.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

8. The moving company must carry Occurrence insurance including, but not to be less than, the following:

- Workers Compensation of statutory limit for the State of Minnesota.
- Employers Liability - \$1,000,000.
- Auto Liability - \$1,000,000.
- Commercial General Liability - \$1,000,000.
- Umbrella/Excess - \$2,000,000.
- The limits set forth above are minimums.
- The moving company shall secure and present a current valid Certificate of Insurance reflecting these coverage's to the Property Management office and show both Cushman & Wakefield of Minnesota, Inc. as Agent, as "Additionally Insured" parties, at least 24 hours before the move takes place at the First National Bank Building.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

9. The capacity and dimensions of the elevators (when padded) are:

- Width: 7" x 4'6"
- Height: 7'10"
- Depth: 4'8" (padded)
- Door width: 4'0"
- Weight Capacity: 2,500 pounds

Note: Any article too large to fit inside the service elevator may be transported on top of a service elevator cab. A Schindlerelevator technician(s) is required and there is a minimum charge of approximately \$300.00 per hour, one (1) hour minimum. The Tenant and the moving company are required to sign a "Release" holding Schindler and Landlord harmless. This is a special service and requires advanced scheduling.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)

10. All moving company employees must have proper identification, i.e. company hats, shirts, armbands, or other visible identification. No one else will be allowed in the building or to assist with the move without the above identification.
11. Any violation to or breach of this policy may be cause for terminating the right of the mover/supplier to do business in the building.
12. Any inappropriate behavior, gestures, or actions by the moving company personnel will result in the individual(s) being removed from the property, the move being suspended, or both.
13. Concealed weapons, knives and explosives are not permitted on the property.

[Click here to obtain to view the Tenant Move-in & Move-out Instructions](#)



## Policies and Procedures: Contractors

All general contractors, subcontractors and service groups performing work in First National Bank Building must, prior to beginning a job, register with the Tenant Services Coordinator in the Management Office. Additionally, contractor supervisors must check in and out daily with Security Control at the Second Floor Security Desk.

All work is to be performed in accordance with the [Rules of Construction](#).



## **Policies and Procedures: Vendor & Contractor Building Access**

There are special instances when vendors or contractors need to perform work in a tenant's suite during non-business hours. In such instances, tenants must provide written notification to the management office, which states the name(s) of the individual(s) and the company to be performing the work, along with the date they will be coming and the approximate time of arrival. A brief description of the work to be done should be included in the written notification to our office. This notification will be used to generate a building permit for use by our security personnel, and to explain and issue a copy of [Building Rules and Regulations](#) for performing work. If you have any questions regarding retail [Building Rules and Regulations](#), please contact the Property Manager in the management office. Building security is authorized to stop any work without a Tenant Activity Notice on file.



## **Policies and Procedures: Smoking**

The First National bank Building maintains a no smoking policy throughout the building, including the lobby, concourse, rest rooms, stairwells, elevators, vestibules, Parking Ramp and ground floor of the Autobank area. By state law, smoking is not allowed within 25' of the building entrances



## Policies and Procedures: Forms

[Electronic Directory Request Form](#)

[Building Standard Suite Signage Form](#)

[Conference Center Information & Guidelines](#)

[Conference Room Reservation Form](#)

[Conference Room Equipment Check Out Form](#)

[Fitness Center General Information](#)

[Fitness Center Access Card Waiver Form](#)

[Fitness Center Storage Locker Agreement](#)

[Bicycle Storage License Agreement](#)