



**1201 NORTH MARKET**  
Downtown Wilmington, Delaware  
Class A office. Amenities. State-of-the-art technology.



# TENANT HANDBOOK



JOHNSON  
COMMERCIAL  
REAL ESTATE

[WWW.JCOMRE.COM](http://WWW.JCOMRE.COM)

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## ABOUT THE BUILDING

Tenants are encouraged to discuss needs, problems, and complaints with the 1201 Management Team so that they can be quickly addressed. Our office is located on the first floor in Suite 101b.

### **Important Contacts:**

Name	Title	Responsibilities	Contact
Scott Johnson	Partner/Broker	Provides leasing services and assists with your space needs.	Ext. 102 Direct Dial: 302.437.4990 <a href="mailto:SJohnson@jcomre.com">SJohnson@jcomre.com</a>
Joe Antognoli	General Manager	Provides on-site management of services at 1201 North Market Street.	Ext. 117 Direct Dial: 302.225.7917 <a href="mailto:JAntognoli@jcomre.com">JAntognoli@jcomre.com</a>
Eileen Moran	Assistant Facilities Manager	Provides on-site management of services, oversees Security Guards, ensuring overall building safety, and cleaning staff.	Ext. 110 Direct Dial: 302.225.7893 <a href="mailto:EMoran@jcomre.com">EMoran@jcomre.com</a>
Jennifer "Jen" Rodriguez	Tenant Services Coordinator	Primary contact for tenant service requests	Ext. 201 Direct Dial: 302.421.2001 <a href="mailto:JRodriguez@jcomre.com">JRodriguez@jcomre.com</a>
Otis Hill	Chief Building Engineer	Operates the building's mechanical systems; supervises the engineering staff.	Ext. 136 Direct Dial: 302.225.7903 <a href="mailto:OHill@jcomre.com">OHill@jcomre.com</a>

### **Building Hours & Security:**

1201 N Market has a security guard on site 24/7/365.

**Normal hours of building entry for 1201 North Market Street are 6:00 am to 6:00 pm Monday through Friday.**

After hours the building is available with card access utilizing the card readers on both the 12<sup>th</sup> St and Market St entrances. Parking access is available 24/7 for anyone with a monthly parking pass for the 1201 N Market Street parking garage.

**It is the responsibility of each tenant to maintain a current list of occupants and authorized visitors to the building so the Security Desk to maximize the effectiveness of security procedures.**

#### During regular business hours:

- Tenants will need to use their access card to pass through the security turnstiles.
  - If a tenant does not have their access card, they will need to sign in with the Security Desk
- Visitors to your suite must check in at the lobby Security Desk and scan their photo ID.

#### After Business Hours & Weekends:

- If an employee does not have their access card to get through the turnstiles, they will be given access only if:
  - Their name is listed on the occupant roster supplied by each tenant.

- Produce a photo ID to verify identity
- A call is made for authorization to either the tenant representative, an employee currently in the suite, or the building manager if both items are not completed.
- If a visitor is pre-approved for access via authorization from tenant, Security will let them through the turnstile. The visitor must sign-out with the Security Desk before leaving the building.
- If a visitor is not pre-approved, they will be given access only if:
  - Produce a photo ID verifying their identity
  - A call is made to the tenant representative authorizing the visit

Other Security Procedures:

- Couriers (must use the freight elevator with large deliveries) will need to sign-in at the Security Desk and must be included on a list provided by the courier service (i.e., Parcels) and also be able to produce a photo ID verifying their identity.
- Ensure all doors to your suites are locked and secured at the close of your business day, especially on the weekends.
- Inform the Management Office of any building keys which are lost, including keys to your suite, mailbox or storage spaces.
- Provide the Management Office with a current employee list and inform us immediately when individuals are no longer employed by your company.

Vendor/Contractor Access

If vendors/contractors need to perform work in your suite during non-business hours, please do the following:

- Email the JCRE Tenant Services Coordinator with a brief description of work being done, names of those needing access, the company, the date, approximate time work will done and the contractor's certificate of insurance.
- If work will be performed without the tenant present, an access card, key, etc. will need to be left for the vendor. Security will not be able to give them access to your suite.

Special Keying

All keys at 1313 North Market Street are keyed to a Building Master Key System. This key system is necessary so that the building staff has access to all areas in the event of an emergency. **For this reason, we specifically prohibit in your lease any locks being changed or additional locks or bolts being added to any door within your suite.** If additional lock work for your suite is necessary, prior written consent must be obtained from the Management Office

**HVAC & Energy Management:**

Our HVAC system is a hybrid of several HVAC technologies which combine innovative and proven methods for maximum comfort and efficiency. Each floor is served by its own self-contained air handler and microprocessor. Distribution of conditioned air in each office is through zoned, pneumatically controlled/DDC controlled constant volume boxes, with electric heating capability along the perimeter, and variable air volume boxes throughout the interior.

- **HVAC is provided Monday through Friday from 8:00 am to 6:00 pm and Saturdays from 8:00 am to 1:00 pm.** Should the temperature level become too hot or too cold in a particular area during normal business hours, please contact the Management Office and we will send an engineer to adjust the temperature.

- **HVAC is not provided on Saturdays after 1:00pm, Sundays, holidays or after normal business hours.** If you need HVAC service at these times, please contact the Management Office in advance to schedule this service and inquire about the current charge.

Electricity in your suite is individually metered and directly billed each month.

In an effort to reduce building operating costs to all tenants, we have an ongoing program to identify and implement energy conservation projects.

- Building temperature will vary in the evenings and on weekends to conserve energy.
- Air handlers supplying air conditioning to each floor are computer controlled to activate based on an optimum start program.

To ensure the reliability of our systems, preventative maintenance is performed on a regular schedule and after building hours whenever possible.

### **Building Amenities:**

We are proud to offer our tenants the following amenities:

- Dining & Catering
  - **Urban Café** is located in the lobby level of the building, on the 13<sup>th</sup> St side.
    - Open Monday – Friday, 7:00 a.m. – 2:00 p.m.
    - Catering services are available. Call for additional information – 302.652.3663.
  - **Espresso Café** is located in the lobby level of the building by the 12<sup>th</sup> St entrance.
    - Open Monday – Friday, 7:00 a.m. – 2:00 p.m.
    - Catering services are available. Call for additional information – 302.985.6622
  - **The Chancery Market Food Hall** is located just across 13<sup>th</sup> St in 1313 North Market.
    - Open Monday – Friday, 7 a.m. – 9 p.m., Saturday, 9 a.m. – 10pm, Sunday, 9 a.m. – 7 p.m.
    - Many catering packages and options are available. Visit [www.thechancerymarket.com](http://www.thechancerymarket.com) or email [chanceryevents@hosphq.com](mailto:chanceryevents@hosphq.com) for information.
- Other
  - **FedExKinkos** – located in the lobby level by the 12<sup>th</sup> St entrance
    - Open Monday – Friday, 9:00 a.m. – 7:00 p.m. and Saturday, 10:00 a.m. – 6:00 p.m.
  - **Walgreens Community Pharmacy** – located on the corner of 12<sup>th</sup> & Market Sts.
    - Open Monday – Friday, 8:30 a.m. – 5:30 p.m.
- Parking
  - Daily and monthly parking is available in the parking garage below the building.
  - The garage is self-serve and managed by Colonial Parking.
  - For a hybrid parking solution, tenants are encouraged to sign up or the FlexPass program.
  - More information: [ColonialService@colonialparking.com](mailto:ColonialService@colonialparking.com) or 302.651.3600

## **TENANT SERVICES:**

Our offices will be officially closed on the following holidays (building access will still be available with card access):

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Memorial Day (last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

Any needed services that may be required on the holidays listed above or after normal business hours (cleaning, heating, ventilation, air conditioning or other special services) should be scheduled in advance by contacting the Management Office. As the building staff and contractors also observe these holidays and are in the building during normal business hours, there will be a charge for services on these holidays (we will be glad to provide you with an estimate).

### **Cleaning Services:**

Johnson Commercial Real Estate provides the following cleaning services as part of your lease:

- **Daily Cleaning**
  - Sweeping, Vacuuming, or dry mopping all floors.
  - Dusting all reachable horizontal surfaces
  - Cleaning, polishing and sanitizing all drinking fountains
  - Spot cleaning trim work
  - Washing glass doors and side lights; spot cleaning all other interior glass
  - Emptying all waste containers
  - Cleaning all public restrooms
  - Sweeping all steps, sidewalks and plazas
  - Special cleaning of all high touch points in common areas of the building.
- **Weekly Cleaning:**
  - Dusting all desktops
  - Spot cleaning doors and surrounding areas
  - Dusting the tops of file cabinets and counters
  - Sweeping the stairwells
  - Damp mopping and/or spray buffing all flooring
  - Wiping all waste containers
  - Washing all glass entrance door and side light
- **Additional Cleaning:**
  - Common area carpets shampooed every month
  - Resilient floor areas scrubbed quarterly

Specialized cleaning services for your suite can be provided at an additional charge. Please contact our Tenant Service Coordinator to discuss setting up a cleaning program tailored to your business needs.

### **Tenant Service Requests:**

The Tenant Representative will be the person primarily responsible for handling all service requests. To ensure your request is addressed in a timely manner, please follow the following procedure:

1. When you move into the building, your Tenant Representative will receive a link to Commercial Café, our Tenant Services system. You can use this system to:
  - a. Enjoy 24/7 Self-service account management
  - b. Check your balances
  - c. Submit maintenance requests
  - d. View leasing information...and more!
2. **Please submit all maintenance requests through this system only**
3. Once submitted, the proper personnel (building engineer or cleaning service) will be dispatched to address the service the service request as quickly as possible.
4. **If this is an emergency request, please call the security desk immediately.**
5. Any charges for service requests will be reflected on the tenant's monthly statement.

**All emergency requests should always be called in to guarantee an immediate response!**

You can login to your Commercial Café site here:

<https://commercialcafe.securecafe3.com/tenantportal/commercialleasing/userlogin.aspx>

### **Additional Services:**

The Management Office is pleased to arrange any special requests you may have from painting to cleaning, we also provide a wide variety of other services for your convenience. If you would like to request any of the services outlined below, please contact the Management Office at (302) 421-2000 x100. Special services are charged at our current rates. We would be happy to provide an estimate before beginning the work.

- **Cleaning Services**
  - Cleaning Labor
  - Regular Hours
  - After Hours
  - Trash Removal
  - Carpet Cleaning (Shampoo Extraction), Scotch guarding, Anti-Static Carpet Treatment
  - Special Window Washing
  - Furniture Polishing
  - Conference Room Cleanup (1/2 hour notice requested)
- **After Hours HVAC**
  - Normal Heating and Cooling
  - Bohm Unit – Water Condenser
- **Main Lobby Directory**
  - Company Name Listing (No charge for initial listing)
- **Suite Signage & Elevator Directional Signage**
- **Miscellaneous**
  - Office Keys
  - Security Guards
    - Regular Hours
    - After Hours
  - Labor Intensive Jobs (Special Repairs & Maintenance work, light fixture relocation, Etc.)

- Pest Control
- Tenant Suite Sign Revision
- Moving Furniture
- Hanging Pictures
- Small Painting or Woodwork repairs
- Changing Light bulb

## REMODELING/REDECORATING

The Management Office needs to be notified when any work is scheduled to be done in any of our tenant suites. Also, a certificate of insurance is needed for all contractors who will be working on the remodeling/redecorating project.

Examples of remodeling or redecorating projects can include any of the following:

- Installing electrical or phone outlets
- Installing or relocating light fixtures
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wallcovering

Johnson Commercial Real Estate has the capability to organize the work through every phase of construction no matter how large the job. Our expertise and familiarity with contractors and the building will minimize the time you need to spend on the project. Our team is happy to meet with you, talk about the changes you'd like to your suite, and how we can help you make those changes happen.

## DELIVERIES & MAIL SERVICE

### **Deliveries:**

All deliveries must be made to the loading dock. The loading dock area is located on Bassett Street (west) side of the building. Tenants must accept and sign for all deliveries and arrange for the immediate transport of those items to their suites. The freight elevator is to be used for all deliveries. **No deliveries are allowed through the lobby area or in the passenger elevators**, unless by prior approval, building personnel will not accept deliveries in the tenant's absence.

After-hour or weekend deliveries requiring extended use of the freight elevator need to be scheduled 48 hours in advance with the Management Office. Building personnel can be scheduled to assist, and such services will be charged to the tenant. In addition, movers should be informed that they are expected to protect the carpeting and wallpapering in the hallways.

The Management Office is more than happy to accommodate any special requests you may have for moving deliveries from the loading dock to your suite. We do require advance notice so that this work can be scheduled without disrupting the normal day-to-day maintenance routine of the building.

### **Regular Mail:**

USPS delivers incoming mail each Monday through Saturday to the mail boxes in the first floor, low rise side service area of 1201 North Market Street. Letters requiring a signature and Express Mail are delivered directly to the tenant suite. Outgoing mail may be dropped in the exterior mailboxes on 12th Street or at the corner of 13th & Market. Pick-ups are made by the U.S. Postal service at 5:15 pm for the 12th Street location and 4:45pm for the 13th & Market location, Monday through Friday.

**UPS:**

A UPS stand-up box is located in the service area upon entering the door from the low-rise elevator lobby, near the mailboxes.

**FEDEX**

FedEx is located on the first floor of 1201 N Market Street, 12th Street side. There is a drop box to the right inside the door.

**All Other Carriers**

If you need a pick-up from any other carrier please contact them directly for pick-up in your suite. Please remember that someone will need to be in your suite at the time of pick-up.

**BILLING & INSURANCE**

**Payments:**

Rent and tenant charges are due and payable on the first day of each month. Tenant rent statements are sent to each tenant at the end of the month preceding the due date. All payments should be made payable to 1201 North Market Street LLC, and mailed to the lockbox or via ACH or wire transfer.

**Billing Address**

Your billing address should be established prior to move-in as listed among the "Tenant Responsibilities Prior to Move In". We will gladly send copies of billings to another address, if desired.

**Billing Statement**

Monthly statements may include, in addition to base rent and operating costs, charges for special building services requested by the tenant, electricity and real estate taxes. Building services charges can be given in greater detail upon request. Recurring charges such as Index and Operating Rent (where applicable) are explained with the first such charge and whenever changed. Any questions regarding specific charges or general procedures can be answered by contacting the Management Office at (302) 421-2000 ext. 112.

**Insurance**

1201 North Market Street leases include a provision requiring tenants to have public liability, fire and extended coverage insurance for all tenant belongings located on the tenant premises. Tenant must maintain general liability and property damage insurance designating as additional insured "Johnson Commercial Real Estate and 1201 North Market Street LLC." The certificate of insurance must also contain agreements by each insurance company providing that such coverage will not be canceled with less than thirty (30) days prior written notice to Johnson Commercial Real Estate. The limits for these insurance requirements are provided in your lease.

## **MOVE IN/OUT PROCEDURES**

The relocation of your company's office begins with your ideas on how you would like your space to function and ends with the building's General Manager handing you the keys. In between, there is a tremendous amount of planning, estimating and decision making that must all be done within the time frame set forth in the lease, and by many different people. The Management Office wants to assist you in every way possible to ensure a smooth and efficient relocation.

### **Tenant Responsibilities Prior to Moving In:**

The best way to minimize the hassles of moving in is to stay in communication with our team in the Management Office. Be sure to tell us whenever you expect to have people working on or in your space, including all utility services.

Some of the items you'll need to take care of before moving in are listed below.

- Provide the post office and correspondents with your change of address and the date of the move. Your new address should read:  
Company Name  
Suite #####  
1201 North Market Street  
Wilmington, DE 19801-1147
- Fill out the Tenant Information Form, [found both on our website](#) and in the back of this handbook, as soon as possible. The form will help us get a head start on signage, directory listings, etc. Please ensure all information on the form is accurate so that can serve you to the best of our ability.
- Please share the information found under "Instructions to Movers" with your moving company.
  - Make sure the mover personally assesses the items to be moved and your new location at 1201 N Market St at least two weeks before the date of the move.
  - Provide Certificates of Insurance from the moving company to the Management Office as soon as possible. We must have that documentation no later than 10-days before the move.

### **Tenant Responsibilities Prior to Moving Out:**

All tenants, prior to moving, will be asked to complete and submit the Move Out form [found on our website](#) and in the back of this handbook. Things to remember include:

- Contact your telephone company to discontinue service at this building.
- Provide the Post Office and correspondents with your new address and the date of your move.
- Give your mover a copy of "Instructions to Movers".
- At least 10 days prior to move-out, submit the mover's Certificates of Insurance to the Management Office.
- Upon leaving the building, turn over your keys to the Management Office.

### **General Moving Rules**

Before engaging a moving or delivery company, please contact the Management Office at least ten days prior to any move and discuss your arrangements with us. Direct all correspondence to Johnson Commercial Real Estate, 1201 North Market Street, Suite 101B, Wilmington, DE 19801. In our effort to act in the best interests of all tenants and to protect the property, the following rules regarding movement of office furniture and equipment into or out of 1201 North Market Street must be adhered to:

- It is absolutely necessary that you notify our office in writing and receive approval at least 10 days in advance of your intended move.

- Please give us the name of the tenant contact person as well as a Certificate of Insurance at least 10 days in advance for the moving or delivery company.
- Weekday deliveries during business hours requiring use of the freight elevator are on a first come-first served basis (8:00 am-5:00 pm). Only small moves are permitted at these times. There is a 30-minute time limit at the loading dock during normal business hours.
  - The freight elevator MUST be used for ALL deliveries.
- Larger moves (requiring more than one hour) should be done **after 5:00 pm weekdays or on weekends**.
- **Any attempted moves without prior Management Office approval will not be permitted.** Moves cannot continue into peak elevator use time without specific approval from the Management Office. Two moves cannot occur simultaneously; therefore, careful coordination by the Management Office is essential.
- Moving or delivery companies and Tenant will be responsible for leaving the building and premises clean by removing all cartons and other trash generated during the move.
  - Building cleaning personnel can be provided at our regular rate. This service must be prearranged in advance through the Management Office.
  - Move-in and move-out trash is not allowed in the building dumpster but can be accommodated for a standard charge (advanced notice required).
- Any and all damage to the Building, elevator areas and grounds which the Tenant, moving company or their employees or agents cause will ultimately be the responsibility of the Tenant and Johnson Commercial Real Estate will have expenses billed to the Tenant responsible.

## **Instructions to Movers:**

### **General**

- The mover shall perform all services required to move all furniture, office equipment, files, supplies and other contents as designated by the tenant to the tenant's suite.
- All moves must be scheduled a minimum of ten days in advance with the Management Office. Subject to availability, moves are restricted to the hours of 5:00 pm to 7:00 am Monday through Friday, and anytime on Saturdays or Sundays.
- All employees of the mover must be bonded.
- All employees of the mover must be uniformed with the moving company's name plainly lettered. These requirements will be strictly adhered to in order to ensure the security of the premises.
- The mover will be responsible for any damage caused by the mover to the truck dock, doors, elevators, and public corridors.
- The freight elevator is to be used for all moves. Use of the Passenger elevators will not be permitted under any circumstances.
- The mover must park all vehicles in the loading dock while loading and/or unloading. Once a vehicle is loaded/unloaded, it should be moved from the loading dock area. Vehicles should be parked so as not to obstruct traffic flow in the service drive on Bassett Street.

### **Inspection of Premises**

- The mover shall be responsible for inspecting the building's facilities, the tenant's suite, and the property to be moved so that they can furnish all equipment and labor necessary to provide for the orderly, efficient and safe movement of the property.
- The mover shall acquaint himself/herself with all conditions and limitations of the facilities that might affect the move.

### **Services to be Provided by the Mover**

- Supervision, Labor, Materials & Equipment - The mover shall furnish all supervision, labor, materials, and equipment necessary to perform all the services contracted for and to adequately protect the

building from damage. All materials handling vehicles (dollies, carts, etc.) must be equipped with rubber-tired wheels in excellent condition and be free of any residual grease or dirt.

- Crate, padding & packing – The mover shall take every precaution by means of crating and padding to safeguard the contents and the building from damage. All padding and packing materials must be removed from the building by the mover. The mover shall also furnish, install and remove floor, carpet, wall and glass protective materials wherever necessary to protect the building from damage. Protection is also to be provided to the interior and exterior of the service elevator.
- Cleaning of the Premises & Trash Removal – The mover is responsible for removing all cartons, paper and other trash generated from the move. All trash must be hauled from the building by the mover unless prior arrangements with the tenant and the building have been made. Use of the building's trash container will not be permitted for moving materials.

### **Insurance Requirements**

The moving company must maintain the following minimum limits of insurance coverage:

- Worker's Compensation - Statutory Limits
- Employer's Liability - \$1 million each accident, \$1 million disease, policy limit; \$1 million disease, per employee.
- Commercial General Liability – Insurance, including premises and operations liability, independent mover's liability, broad form property damage liability, broad form mover's liability (insuring the indemnity portions of this contract) in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate. The aggregate limits shall apply on a **per project/per location** basis. Coverage shall apply on a primary and non-contributory basis.
- Comprehensive Dishonesty Bond - \$50,000 per employee
- Cargo Liability - \$1,000,000 per vehicle
- Automobile Liability – Insurance for any owned, leased, borrowed, or hired vehicles in an amount not less than \$1 million combined single limit. The policy will name the required parties, as stipulated on the next page, as additional insured.
- Umbrella – Coverage in an amount \$5,000,000 written on a following form basis over the Commercial General Liability, Automobile Liability and Employers Liability coverage.

Coverage will be on a primary and non-contributory basis. The policy will name the required parties, as stipulated below, as additional insured.

### **VERY IMPORTANT**

The Commercial General Liability, Automobile Liability and Umbrella Liability policies should include as additional insured (It is agreed that Mover will, upon written notice by Manager, add other entities, reasonable required, as additional insured's):

**Johnson Commercial Real Estate and 1201 North Market Street LLC**

**The additional insured language must name all parties above, with the names spelled exactly as they appear. In addition, the Certificate of Insurance must clearly state that these parties are additional insured for ongoing and completed operations. Simply naming them as certificate holder will not suffice. Any deviations from these rules will result in a delay of work commencement while the certificate is corrected. All Certificates of Insurance must all indicate that coverage is on a Primary and Non-Contributory basis where required and that all policies include a Waiver of Subrogation in favor of the Additional Insured.**

## **SAFETY PROCEDURES**

### **Building/Tenant Fire Safety**

#### **Smoke/Fire Emergency Procedures**

##### **If You Smell Smoke:**

- **DO NOT USE THE ELEVATORS**
- **Call 911** immediately and report exact location and nature of smoke.
- During normal business hours call the Management Office at (302) 421-2000 x100 immediately. At all other times contact the security desk at (302) 421-2000, press 3 immediately. Report your location and any other available details.
- Notify your designated Tenant Safety Warden and follow their instructions.

##### **If you see Fire:**

- **DO NOT USE THE ELEVATORS**
- Pull alarm if not already sounding.
- Call 911 immediately and report the fire giving exact location and nature.
- Call the building's Management office at (302) 421-2000 x100 and report the location of fire, and inform Management Office that you have called 911.
- Close all doors leading to the fire.
- Notify your designated Tenant Safety Wardens and evacuate the building using the stairs.

During Normal Business Hours, After Hours, Weekends and Holidays, the following Fire Alarm Procedure will take place:

- When an alarm is heard on your floor AND you automated message inside your suite to leave the building, please do so by heading to the nearest stairwell exit.
  - Please keep in mind that the automated message is played throughout the stairwell. **ONLY the floors that receive the automated message in the suite should evacuate immediately.**
- There are two exits, one on either side of the building core (beside either the men's room or the ladies' room on each floor).
- All other floors will see flashing strobes. Tenants on these floors should remain in their spaces unless otherwise directed by building personnel or by the Wilmington Fire Department.
- Individuals needing special assistance should proceed to the freight elevator vestibule (area of refuge) and remain in this area until firemen arrive.

#### **Fire Prevention Tips**

- 1201 N MARKET STREET IS A NO SMOKING FACILITY
- Turn off electrical appliances like coffee pots and water heaters when not in use.
- Eliminate extension cords, where possible, by providing more power outlets or relocating some electrical equipment.
  - The Management Office recommends 6 foot, UL approved extension cords. **NO LAMP EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED.**
  - Extension cords should **NEVER** be placed in walking paths, as this can cause serious accidents as the result of tripping.
- Make sure the power is shut off on all office equipment such as copiers, calculators, computers, etc., at the close of the business day.

- Provide adequate ventilation for office equipment like copying machines, printers or computers.

### **Building Fire Safety Features**

- 1201 North Market Street is constructed of structural steel and concrete to inhibit the spread and minimize the effects of fire on the building's structure.
- There are two Fire Exit Stairwells on each floor. One is East (near Women's Restroom) and one is West (near Men's Restroom)
- The building is equipped with smoke detectors located in each stairwell, electrical room, telephone room, fire alarm room, fan room, storage closet, AC duct, tenant space and in the elevator lobby on each floor. In the event smoke is detected, an alarm is transmitted to the lobby console and the Fire Control Panel on the first floor of the building. In addition, an automatic alarm is transmitted to an independent off-site monitoring service, which reports to the Management Office and the Wilmington Fire Department. At the lobby console and at the Fire Control Panel, a message display indicates the location of the alarm.
- The building has an internal intercom, which allows the lobby desk to communicate with the entire building.
- Each floor has fire suppression sprinkler heads, which are automatically activated by heat or flame, and will automatically transmit an alarm to the building Fire Control Panel and the Wilmington Fire Department.
- Manual fire pull boxes are located by all stairwell entrances. Once the manual pull boxes are activated, an alarm sounds and a message is automatically transmitted to the first floor Fire Control Panel and the Wilmington Fire Department.
- Emergency telephones are in the main elevator lobby, service elevator lobby and Fire Exit Stairwells on each floor. These allow communication with the lobby console.

### **Fire Protection Equipment**

The building is equipped with fire protection equipment, which is available to the Wilmington Fire Department, building personnel, and building occupants in the event an emergency arises.

- Fire extinguishers are on every floor, located just inside both of the fire exit stairwells and in the workrooms and/or kitchens of each tenant's space. If the fire is small and users are properly trained, these extinguishers can be used effectively by building occupants. To operate the extinguisher (Remember **P-A-S-S**):
  - **Lift extinguisher off of wall and stand eight feet (8') from fire**
  - **Pull ring pin**
  - **Aim hose of extinguisher at base of fire**
  - **Squeeze lever**
  - **Sweep hose from side to side**
- Fire Standpipes are found in all fire exit stairwells next to the extinguishers. These standpipes provide water to the sprinkler system and to the Wilmington Fire Department.
  - In addition, a standpipe is in the fire cabinet in the Northwest corner of the building core (by the service elevator lobby) on each floor.
- In the event power is lost, emergency lighting is available in the stairwells.
- Elevator emergency controls are activated in the event of a building alarm. Immediately upon receiving an alarm, all elevators return to the ground floor to discharge all passengers, unless the fire is on the ground floor.
  - **In this event, the high-rise elevators will stop on Floor 10 and the low-rise elevators will stop on Floor 2.**

- The elevator doors remain open for use by the Wilmington Fire Department. The Fire Department can use the elevators through a fire control key switch located within the elevator.
- The fire pump is located in the basement mechanical room on the P-2 level

### **Fire Communications**

Communications with building occupants is critical in a fire emergency. 1201 North Market Street is equipped with the following equipment:

- An automatic siren sounds and a recording play on the fire floor and one floor above and below; a flashing strobe will be seen on all other floors.
- A public address system broadcasts throughout the building for emergency use by the Wilmington Fire Department to issue instructions for evacuation procedures. This system may also be used by the Building Management in emergency situations.
- An evacuation plan is posted on each floor of the building in the elevator lobby.
- The Management Office telephone (302) 421-2000 is staffed 24-hours a day, seven days a week, to aid in any emergency situation.

### **Typical Floor Plan**

A typical floor plan showing the location of emergency exits, fire extinguishers and other emergency equipment is in the appendix of this binder.

### **Recommended Fire Safety Features for Tenant Spaces**

- Tenants should make arrangements with the Management Office to protect areas such as computer rooms, and mail rooms. It is also a good idea to have duplicating material storage areas with fire-rated enclosures and fire extinguishers. If the size or value of these areas is large, additional smoke detectors or automatic extinguishers systems should be considered.
- Tenants should take steps to safeguard their business from the effects of a fire by protecting vital documents and company records. This can be done by off-site storage of duplicated records or fire-resistant storage cabinets or areas. The specific method of protection will depend on the size and nature of the material involved.
- The National Fire Code requires that at least one Fire Extinguisher be within **75 feet** of each occupant of the suite. Make sure every occupant knows the location of these extinguishers.

### **Tenant Safety Warden**

A Tenant Safety Warden should be someone who is reliable, respected by other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Safety Warden.

The Tenant Safety Warden should meet with all new employees within several days of their hire to review the emergency procedures. We recommend at least three wardens per floor. An alternate will also need to be selected for each Tenant Safety Warden. The alternate will assist or act in place of the Safety Warden if there is an actual emergency.

The Safety Warden will also need to become familiar with all aspects of emergency procedures. It is important for all Wardens and alternates to attend the Safety Warden training sessions. The Tenant Warden, in conjunction with building management, will be responsible for the development and implementation of your Emergency Safety Program. This Program includes:

- Developing evacuation plans
- Training employees in emergency response procedures
- Practicing emergency procedures

In the event of a fire or other emergency, this individual is in charge of the situation until the fire department, police department or building security personnel arrive. The Tenant Safety Warden is responsible for making sure everyone is evacuated out of the space and into the exit stairwells or other designated refuge areas.

**NOTE: UNDER NO CIRCUMSTANCES SHOULD THE TENANT SAFETY WARDEN PUT HIS OR HER OWN PERSONAL SAFETY IN JEOPARDY.**

The following pages give specific information on items, which should be included in your Emergency Safety Program. It gives detailed instructions on what to do in the event of an emergency and demonstrates the important role the Safety Wardens and Alternates play. The Management Office will work with you individually to refine these programs to suit your particular needs.

### **Tenant Fire Emergency Responsibilities**

- Each tenant should appoint a Safety Warden and one alternate for every 25 employees. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office.
- If you have any physically challenged employees with medical conditions that will not allow him or her to walk down the stairs, we ask that each Safety Warden assign at least one person to be each person's "BUDDY." In this way, someone is always able to be with and stay with the person.
- One Safety Warden should be responsible for the development and implementation of the tenant's fire safety program. This program should include:
  - Developing evacuation plans.
    - Familiarize employees with the location of both exit stairwells
    - Inform employees as to who is responsible for the order to evacuate.
    - Inform the Management Office of all people who might require assistance during evacuation.
  - Training employees in emergency response procedures upon discovery of a fire in the tenant space.
  - Practicing emergency procedures to assure familiarity with individual responsibilities.
- In the event of a fire in the tenant's space, the Safety Warden is in charge until building security personnel or Fire Department arrives. The Safety Warden and other designated employees should initiate the following procedures:
  - Pull the fire alarm if the alarm is not already sounding. Immediately call 911 and report the exact location and nature of the fire.
  - Call the building Management Office at (302) 421-2000 x100 and report location of fire. Inform the Management Office that you have called 911.
  - Direct all employees to evacuate the building, when required, in accordance with the procedures outlined in the next section.
  - Close all doors after checking the space to be certain all employees have been evacuated.
  - The Safety Warden should coordinate his/her activities with those of other Tenant Safety Wardens on the floor.
  - **WHEN BUILDING OR FIRE DEPARTMENT PERSONNEL ARRIVE ON THE FIRE FLOOR, THEY ARE IN CHARGE; ALL TENANTS SHOULD FOLLOW THEIR INSTRUCTIONS.**

### **Tenant Evacuation Procedures**

In order to ensure a clear, uninhibited entry for the Fire Department into the Building and to the fire area, it is extremely important that all tenants evacuate in the precise manner and to exact area designated by the Fire

Department. When instructed to evacuate the building the following evacuation procedures should be observed:

- If possible, take only personal valuables if the order to evacuate is given. You will not be allowed back into the space until the Fire Department decides it is safe to re-enter.
- **DO NOT OPEN ANY CLOSED DOORS!** Before opening any door, first check the door and doorknob for heat. If either is warm, **DO NOT OPEN THE DOOR!** Seal around the door seams using non-flammable materials. Use the pre-planned alternative exit to the corridor.
- If both your door and doorknob are cool, and you leave your office:
  - Check for smoke in the corridor.
  - When smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since clean air is closest to the floor.
  - Everyone should proceed quickly but calmly to the nearest stairwell. **DO NOT RUN!** All the stairwells are constructed with fire-resistant materials and are pressurized with fresh air. This design will provide safe evacuation for building occupants.
  - The Tenant Safety Warden or an Alternate should be designated to walk the suite to assist employees and make sure everyone is aware of the evacuation order.
  - **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is not a problem when there is:
    - Knowledge of procedures which must be followed.
    - Confidence in the responsible person's ability and guidance.
    - Calmness and self-confidence of responsible personnel.
  - **DO NOT USE THE ELEVATORS!** The heat of the fire will sometimes cause the elevator to go to the fire floor.
  - Check stairwells for smoke.
  - If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE.**
  - Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to the other stairwell.
  - Evacuate to the exact area designated by building personnel, Tenant Safety Wardens, or Fire Department.
  - Once you are outside of the building, move to areas across the street to 1313 N Market Street lot or along 12<sup>th</sup> Street toward Rodney Square. This is to ensure that in case of shattered glass, you will be out of harm's way and to ensure you are not inhibiting fire-fighting activities.
- The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
- Form a single-file line at the stairwell exit door and proceed calmly and carefully to the floor designated in the evacuation instruction. This will be the ground floor unless directed otherwise. No one however should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor.
- Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase, leaving room for the fighters to use the stairs easily.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials.
- During evacuation, any physically challenged persons should be helped to the "Area of Refuge" which is clearly marked on all freight elevator doors. They should enter the freight elevator vestibule and wait for Fire Department or building personnel to retrieve them via the freight elevator. The Tenant Safety Warden should make sure their "Special Needs" list is kept current and forwarded to the management office. This list will be used by the fire department in the event of an emergency by helping firemen know the location of these people. If the freight elevator is out of service please proceed to the nearest stairwell for the firemen.

- Upon arrival at the area designated by the Safety Warden, everyone should remain in the prearranged area. No one should wander about unless directed to do so by the Fire Department.
- Tenant Safety Wardens or Alternates should proceed to take a head count to determine if anyone is missing from their office. This information should be relayed to the Fire Department at the rendezvous area.

If evacuation of an area is not possible because fire or thick smoke blocks all escape routes, the following procedures should be observed:

- Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
- If a phone is accessible, call 911 and the Management Office at (302) 421-2000 x100 – with your precise location.
- Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
- Hang a cloth or other signal in the window to attract the attention of firemen.
- **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

### **Bomb Threat Received By a Tenant:**

Should a tenant receive a bomb threat, the following guidelines should be used:

- Follow the checklist included in the following pages. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
- Immediately call 911. If possible, have a second individual call 911 and then the Management Office at (302) 421-2000 x100 while the bomb threat call is still in progress.
- Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
- Evacuation will in most cases be left up to the tenant. An Official Evacuation Order can only be given by the Fire Department though the management Office may recommend evacuation.

### **Bomb Threat Received By The Management Office:**

In the Event that the Management Office receives a bomb threat, the following procedures will be followed:

- The Police Department will be notified immediately.
- The Tenant Safety Wardens in the affected area will be informed of the situation. DO NOT RUN!
- Tenants should be alert for any unfamiliar people or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected objects.
- The police and building staff will make a complete search of the suspected area. If the bomb threat is received against the building, and not a specific floor, the police will be notified and building personnel will search all public areas.

### **Tenant Evacuation**

If you are ordered by the Police or Fire Department to evacuate, all the following steps should be followed:

- The order to evacuate will be given over the public address system.
- Everyone should proceed quickly, but calmly, to the nearest stairway exit.
- The Tenant Floor Safety Wardens and Alternates should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police or Fire Department.

- Everyone should remain in the pre-arranged area designated by the Fire Department. No one should wander about or leave the area unless directed to do so by the police or building personnel.
- The Tenant Safety Wardens and Alternates should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be relayed to the authorities on duty at the rendezvous area.

**BOMB THREAT CHECKLIST**

Exact time of call: \_\_\_\_\_

Exact words of caller:

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS TO ASK**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**CALLER VOICE**

[CIRCLE]

CALM	DISGUISED	NASAL	ANGRY	BROKEN	
STUTTER	SLOW	SINCERE	LISP		RAPID
GIGGLING	DEEP	CRYING	SQUEAKY		EXCITED
STRESSED	ACCENT	LOUD	SLURRED		NORMAL

If voice is familiar, whom did it sound like? \_\_\_\_\_

Where there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving the call? \_\_\_\_\_

Telephone number call received at? \_\_\_\_\_

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

Report call immediately to: \_\_\_\_\_

## Medical Emergency

### Tenants Requiring Medical Attention:

- Call 911. Be prepared to provide:
  - The address of the building – 1201 North Market Street
  - The floor and suite number.
- Call the Management Office – (302) 421-2000 x100. Upon notification, we will alert building security. Building security will:
  - Bring an elevator to the lobby level.
  - Meet the emergency crew and direct them to the appropriate area.

### Ambulance Services

The Wilmington Fire Department Ambulance Service, 911, will automatically take the patient to the nearest medical facility.

### Hospitals

#### Area Hospitals include:

#### Wilmington Hospital

501 W. 14th Street  
Wilmington, DE 19802  
Emergency Services: (302) 733-1000

#### St. Francis Hospital

7th & Clayton Street  
Wilmington, DE 19806  
Emergency Room: (302) 421-4335

#### Christiana Hospital

4755 Ogletown – Stanton Rd.  
Wilmington, DE 19808  
Emergency Services: (302) 733-1000

## Power Failure

1201 North Market Street is designed to minimize the risk of a general power failure. 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 a power failure does occur, the following guidelines should be observed:

- The Internal broadcast system will be used, if possible, to advise tenants on the situation. Otherwise, contact the Management Office – (302) 421-2000 x100.
- Open draperies and raise blinds to let outside light in.
- If you are instructed to evacuate, lock all areas.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation but **WILL NOT FALL**. Do not force open the doors. **DO NOT PANIC**. Use the emergency phone to contact building security.
- The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

## **Severe Weather**

In general, there are two (2) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- Severe Thunderstorm Activity
- Tornado

### **Severe Thunderstorm Activity**

The local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

### **Tornado Warning**

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and its location. The weather service will announce the approximate time of detection and direction of movement. Tornado winds are 75 mph or greater.

### **Tenant Evacuation Procedure (in the event of an actual tornado):**

An announcement is made by either the Management Office or Security over the Building PA System tenants should evacuate to the parking garage as follows:

From tenant suite:

- Exit down West stairwell (next to the common hallway men's room)
- At bottom of stairwell go across the lobby, enter the parking garage stairwell and go to the bottom level (P-4)

From lobby:

- From lobby take parking garage stairs to bottom level (P-4)
- Everyone should wait in the garage until emergency conditions have passed. Tenants should not start their cars while waiting in the garage as the garage exhaust fans may not be able to handle the increased carbon monoxide levels.

### **Public Warning**

Public warning will come over the radio, TV or five minutes steady blasts of sirens by the Municipal Defense System. Should a severe storm or tornado occur, the following guidelines should be observed:

- Move away from the exterior of the building to an interior area near the center of the building such as a stairwell or an elevator lobby.
- As you move, try to close the doors of rooms that have windows.
- Go to the center corridor and protect yourself by putting your head as close to your knees as possible or kneel protecting your head.
- Stairwells are safe. If crowded, move down to a lower level for shelter: **DO NOT USE THE ELEVATORS!**
- **DO NOT** go outside the building. If you are trapped in an outside office, seek protection under a desk.

### **Keep Calm**

- Keep your radio or television set turned to a local station for information.
- Do not use the telephone to get information or advice.
- Once the weather has subsided, report any damage or storm related leaks to the Management Office (302) 421-2000 x100

## MEETING FACILITIES/SPACE RENTALS



**EVERY GREAT MEETING & EVENT STARTS HERE!**

### **Open**

**Monday-Friday: 7:30 AM – 6:00 PM**  
**\*\* Weekends available upon request\*\***

### **Rate Schedule**

**Large Conference Room**  
**\$475–Half Day (5hrs)/\$875–Full Day**  
**(Additional charges for any clean up!)**



**Standard Size Boardroom**  
**\$350–Half Day (5hrs)/\$550–Full Day**  
**(Additional charges for any clean up!)**



### **Amenities:**

- **Free Wifi**
- **Spacious Rooms**
- **High Speed Internet**
- **Amazon Echo**
- **Google Chromecast**
- **(2) 75" Smart TV's**
- **Comcast Service**
- **Mobile App Projection**
- **USB & HDMI Connection**
- **Polycom Phone**
- **Whiteboard Wall**
- **Dining Set Up Area**
- **Automatic Blinds**
- **Projector**
- **Lighting Controls & More**





# THE DELIBERATION ROOM

## PRIVATE DINING & EVENT SPACE



The Deliberation Room at The Chancery Market provides an exceptional experience for every occasion.

From nonprofit board meetings, corporate private dining, to a private dinner party with friends, we have options to fit every budget and need.

### PLAN YOUR NEXT PRIVATE EVENT AT THE CHANCERY MARKET!

The Deliberation Room offers:

- Free Wi-Fi
- 2 65" TVs with HDMI inputs
- Personalized event planning
- Catering options from all vendors at The Chancery
- Seating for up to 30 people

**For booking information, catering menus and more:  
Yvette Murray, Event Coordinator  
ChanceryEvents@hosphq.com  
(302) 256-0790**

**[thechancerymarket.com/events](http://thechancerymarket.com/events)**

## COMMUNITY INFORMATION & RESOURCES

### Things To Do In Wilmington:

With new restaurants, bars and attractions opening often, Downtown Wilmington has a lot to offer residents and visitors alike!

- Websites with resources and event calendars:
  - [www.inwilmde.com](http://www.inwilmde.com) – area arts & entertainment event calendar and blog. We encourage you to sign up for their weekly newsletter which offers ideas of events and things to do every weekend #INWilm!
  - [www.visitwilmingtonde.com](http://www.visitwilmingtonde.com) – Greater Wilmington Visitors Bureau – directed at visitors, but extremely helpful for locals!
  - [www.outandaboutnow.com](http://www.outandaboutnow.com) – local free publication on the events, people, places and things to do in Wilmington. Publishes monthly.
  - [www.downtownwilmington.com](http://www.downtownwilmington.com) – Downtown Vision’s website. We also encourage you to sign up for their email list. They send wonderful newsletters filled with information on the happenings of the Central Business District.
- [Market Street is a Culinary Hotspot](#) – article from Delaware Today Magazine

### Area Hotels:

We are fortunate to have two hotels directly in our vicinity!

- Staybridge Suites: 1220 North Market St
  - <https://www.ihg.com/staybridge/hotels/us/en/wilmington/ilgst/hoteldetail>
  - Johnson Commercial Real Estate is happy to provide a **corporate rate of up to 15% off your room nights** at the Staybridge!
  - You may book using the link below or use **Corporate ID 787081708**
    - <https://www.staybridge.com/redirect?path=hd&brandCode=SB&localeCode=en&hotelCode=ILGST&PMID=99502056&corporateNumber=787081708&cn=no&viewfullsite=true>
- Residence Inn: 1300 North Market St
  - <https://www.marriott.com/en-us/hotels/ilgwd-residence-inn-wilmington-downtown/>
- HOTEL DUPONT: 42 W 11<sup>th</sup> St
  - [www.hoteldupont.com](http://www.hoteldupont.com)
- DoubleTree Legal District: 700 N King St
  - <https://www.hilton.com/en/hotels/ilgtdtd-doubletree-downtown-wilmington-legal-district/>
- Sheraton Suites Downtown: 422 Delaware Ave
  - <https://www.marriott.com/en-us/hotels/ilgsi-sheraton-suites-wilmington-downtown/overview/>

### Transportation:

- Delaware Express Shuttle – [www.delexpress.com](http://www.delexpress.com)
  - Services include airport shuttle, private cars, limos, motorcoach minibus
- Delaware Limo – [www.delaware.limo](http://www.delaware.limo)
  - Services include airport transportation, private cars, limo, corporate shuttle services
- King Transportation – [www.kinglimoinc.com](http://www.kinglimoinc.com)
  - Services include airport transportation, private cars, limo, corporate shuttle services
- Uber/Lyft

**APPENDIX: FORMS & ADDITIONAL INFORMATION**

Tenant Information Form: [jcomre.com/tenant-information](http://jcomre.com/tenant-information)

**TENANT INFORMATION FORM**

TENANT NAME: \_\_\_\_\_

SUITE #: \_\_\_\_\_

1. MOVE IN:

a. The date you desire to inspect your suite prior to occupancy \_\_\_\_\_

b. The move in date \_\_\_\_\_

c. Name of your moving company \_\_\_\_\_

d. The contact person and telephone number for your moving company \_\_\_\_\_

2. SIGNAGE:

Your company name will be displayed on your suite signage and on the lobby directory. Please state how you would like your company name printed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. BILLING:

a. The billing contact name and email address for rent and other tenant charges:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. The Tenant Representatives(s) who will have responsibility for approval of expenditures and be requesting services relating to your suite. \_\_\_\_\_

4. PHONE NUMBERS:

a. Current Office Phone \_\_\_\_\_

b. New Office Phone \_\_\_\_\_

5. OCCUPANTS OF SUITE:

a. Number of Occupants \_\_\_\_\_

b. Names of Occupants \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Names of Handicapped Individuals: \_\_\_\_\_

\_\_\_\_\_

6. BUILDING AND SUITE ACCESS:

a. Number of keys - the initial two keys are complimentary. Additional keys are charged to tenants.  
Indicate door numbers and quantity of keys required. \_\_\_\_\_

7. EMERGENCY:

a. Safety Wardens: (one Safety Warden and Alternate/25 employees)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

b. Emergency Contacts: (Non-Business Hours)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Move Out Form: [jcomre.com/tenant-move-out](http://jcomre.com/tenant-move-out)

**MOVE OUT ITEMS**

1. Name of Company

2. Date of Move

3. Moving Company

4. Certificate of Insurance identifying as additional insured's:

1) Johnson Commercial Real Estate

2) 1201 North Market Street LLC

This certificate should show evidence of insurance as contained in the Instructions to Movers section of this handbook.

Forwarding Address:

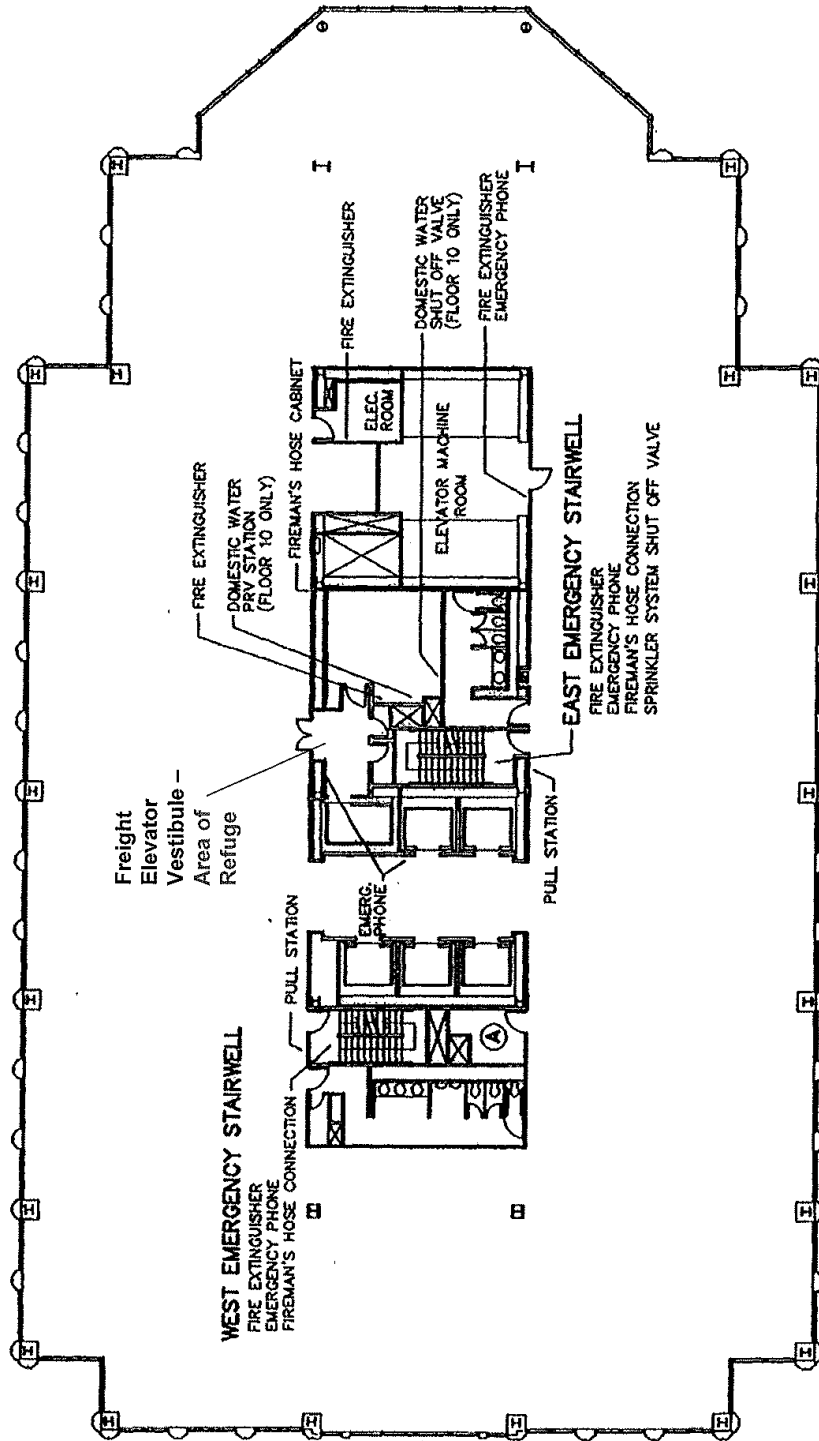
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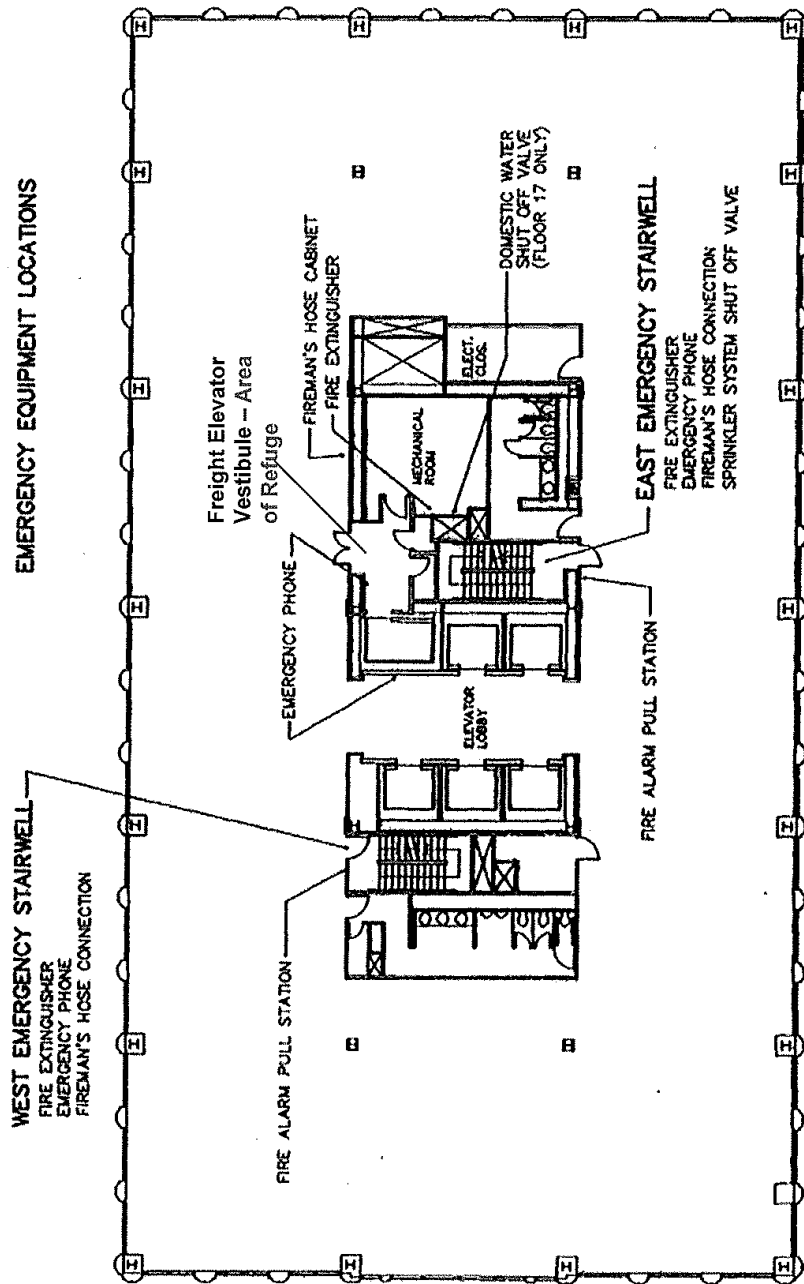


**EMERGENCY EQUIPMENT LOCATIONS**



**TYPICAL FLOOR LAYOUT FLOOR 2-12**





TYPICAL FLOOR LAYOUT FLOORS 14 - 23

# **HYBRID WORK NEEDS A HYBRID PARKING SOLUTION**

## **Colonial Parking Flex Pass**

Get the convenience of a  
monthly card, but pay only  
for what you use!



For more information,  
contact Colonial Parking:  
302.651.3600  
[colonialservice@colonialparking.com](mailto:colonialservice@colonialparking.com)