

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.

Electronic Directory Request Form –located in FORMS Link

Building Standard Suite Signage Form –located in FORMS Link

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.

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.

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

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

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.

Tenant Activity Request Form –located in FORMS Link

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.

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.

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.

Individuals Authorized To Request After-Hours HVAC Form –located in FORMS Link

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.

Maintenance Requests

For your convenience the NetFacilitiesService Request System is available to submit routine maintenance requests directly to the Tenant Services Coordinator; to track the status of previously submitted requests; to communicate with the property management office.

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

For detailed instructions for using the NetFacilities Service Request System please see the following steps or contact the Building Office.

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 NetFacilities 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.

Public Area Services

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, Nightingale Realty 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.

This procedure allows you and your employees to concentrate on your business with the assurance that your workspace has been serviced by Nightingale Realty 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.