

Memo

IMPORTANT

To: Concourse Corporate Center Two Tenants

From: Property Management
Regent Partners

Date: July 16, 2015

Subject: Elevator Modernization Update

We would like to thank everyone again for your patience during the elevator modernization. Following is a schedule for the upcoming work and training.

- As the modernization progresses, one elevator in each elevator bank will be taken out of service for approximately three months at a time. Beginning, today, Thursday, July 16, 2015 Cab D will be taken out of service until mid-September, and is expected to go live on mid-September.
- The week of August 3, we will be contacting you to schedule training on the new equipment. The training dates are scheduled for Tuesday, August 11 at 10:00 a.m. and Wednesday, August 12 at 10:00 a.m. in the Concourse One Shared Conference Room, Suite 140.
- The week of August 17, we will be scheduling a time to work with each tenant contact to set up specific dates so that the new scanning stickers can be attached to each employee's card or fob (this should be the device you currently use on the existing access reader inside each elevator cab). These stickers will allow your existing device to work exactly as they are programmed now on the new PORTs.

We appreciate your patience as we upgrade the technology and mechanics of the elevators in order for them to better handle new technology and have better performance.

Should you have any questions, please contact the management office at (770) 677-0518.

cc: Allied Barton Security
ABM Janitorial Services
Tenant Service Center



REGENT
— PARTNERS —