

**Corporate Ridge Office Park  
Electronic Tenant® Portal**

**Created on May 4, 2024**

## **Amenities: Courier Service**

All couriers using carts or hand trucks will be directed by signs at the front of the building to enter through the delivery entrance. They may access upper levels by using the elevators. To expedite your deliveries, please supply your courier service with an on-site contact name, suite number and phone number.

### **Frequently used courier services are:**

[DHL](#)

1-800-225-  
5345

[Federal Express](#)

1-800-GO-  
FEDEX

[UPS](#)

1-800-PICK-  
UPS

[Post Office](#) - 110 N Chestnut St,  
Olathe, KS

913-782-3765

## **Amenities: Genesis Health Clubs**

### **Genesis Health Clubs – Olathe Ridgeview**

17800 West 106th Street  
Olathe, KS 66061  
(913) 888-0505

<https://www.genesishealthclubs.com/locations/olathe-ridgeview.html>

## **Amenities: Intrust Bank**

Intrust Bank is located in the park.

**INTRUST Bank:** Personal Banking (<https://www.intrustbank.com/Personal/PersonalHome.aspx>)

Olathe Branch	18225 W 106th Olathe, KS 66061 <a href="#">MAP</a>
Branch Phone	913-385-8330
24-hour Phone	800-895-2265
Lobby Hours	M-F 9 a.m. to 5 p.m. Sa 9 a.m. to 12 p.m.
Drive-up Hours	M-F 8 a.m. to 6 p.m. Sa 9 a.m. to 12 p.m.

## **Amenities: Parking**

These facilities have surface lot parking. Parking stalls marked for visitors, handicap, and reserved tenants are not for general tenant use. Please remind employees to park in stalls which are not marked.

## **Amenities: Restrooms**

### **CORPORATE RIDGE I & II RESTROOMS**

Building patron restrooms are located on the first floor in this facility. Please direct employees and visitors to use bathrooms located on appropriate floors.

### **CORPORATE RIDGE III RESTROOMS**

No public restrooms are located in this facility.

# Emergencies: Introduction

[Emergency Procedures Planning Letter](#)

## **Emergencies: Active Shooter**

Always be aware of your environment and take note of the two nearest exits in any facility you visit.

### **In the event of an active shooter inside the building:**

- If you are currently in an office, stay there and secure the door.
- If you are currently in a hallway, get to the nearest room and secure the door.
- As a last resort, attempt to take the active shooter down.
- Call 911 WHEN it is safe to do so.
- DO NOT leave your safe location until law enforcement authorities have instructed you to do so.

### **Emergency Response**

- Call 911 WHEN it is safe to do so and relay any information known such as location of shooter and number of victims if known.
- Call CBRE at (913) 599-8262 and reiterate the above information and that Emergency Squad (911) has been called.
- CBRE personnel will arrive on site and immediately implement our Emergency Response Procedures and assist law enforcement in any way needed.



## **Emergencies: Active Shooter Video**

# **Emergencies: Bomb Threat**

*The threat of a bombing is a possibility for which we all must be prepared.*

**If a bomb threat is received or a suspected bomb is discovered, immediate decisions must be made regarding:**

1. The protection of all occupants of the building.
2. The prevention of unnecessary disruptions to operations.

**IT IS CRITICAL THAT TELEPHONE RECEPTIONISTS BE FAMILIAR WITH THESE PROCEDURES**

## **RECEIVING A CALL**

When a bomb threat is received by telephone, you should endeavor to attract someone's attention in the office discreetly and quietly, while listening to the caller. If possible, have the other person pick up an extension, but don't have them talk on the line.

The second listener may identify and remember details of the call that you may miss. **DO NOT HANG UP YOUR TELEPHONE**, even after the caller has hung up. The caller may remain connected. Use another telephone, on a different phone line, to contact your local service provider and have the call traced.

1. Remain calm. Do not upset the caller. Do not hang up on the caller.
2. Keep the caller on the line as long as possible.
3. Use Caller ID if available to write down the caller's phone number.
4. Write down word for word what the caller says. If possible, have them repeat the message.
5. Ask:
  - When is the bomb going to explode?
  - Where is it located?
  - What size and type of bomb is it?
  - What does the bomb look like?
  - Why was the bomb planted?
6. Where is the caller calling from?
7. Note the time of call and extension it was received on, and if possible, telephone origin, i.e.: pay phone, cellular phone, and internal line, standard.
8. Make a note of the caller's voice, temperament, background noises, etc.

## **BOMB THREAT**

**After the caller has hung up:**

1. Immediately inform your supervisor or office manager. To avoid panic and disorder, **DO NOT TALK TO OTHER EMPLOYEES OR TENANTS!**
2. **CALL 911 AND GIVE THIS INFORMATION\***:
  1. State "I have received a bomb threat"
  2. Give building name
  3. Give building address
  4. Give your name, firm name and telephone number
3. Call CBRE at 913-599-8262 and reiterate the above information and that the Emergency Squad (911) has been called.
4. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS.**
5. Fill out the attached bomb threat information sheet to record pertinent information. Have this checklist available for the authorities.
6. Remember, all bomb threats must be considered real until proven otherwise.

## **Emergency Response**

1. Police will be dispatched by your call to 911.
2. CBRE will respond.
3. The police will question the person who took the call.
4. An evacuation may take place.

5. In conjunction with the appropriate authorities, an “All Clear” will be issued by CBRE when it has been determined safe.

\*DO NOT USE CELLULAR PHONES OR TWO-WAY RADIOS. THEY MAY INTERACT WITH RADIO-CONTROLLED DEVICES OR BOMBS.

[Click here to download a Bomb Threat Checklist](#)

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## **Emergencies: Civil Disturbance**

Should a riot or civil disturbance start outside the Building, please notify the police, then [Property Management](#). The Building Management will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

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

# Emergencies: Earthquake

## Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7-day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

## When an earthquake strikes:

1. Drop, Cover, and Hold On!
2. If possible, hide under a table or desk near you. If not, find an inside corner of the building and cover your head or neck.
3. Avoid windows and other hazards.
4. Do not be surprised if the sprinkler systems or fire alarms activate.
5. Once shaking has stopped, perform a general assessment of the structural condition of the building around you. Once determined to be safe, communicate to others that they may evacuate if necessary.
6. When evacuating, do NOT use the elevators. Proceed down the stairs unless otherwise directed by first responders.

## During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately.

## Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

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## **Emergencies: Elevator Malfunction**

**Should the elevator malfunction please follow the below instructions:**

1. Open the telephone box and press the call button on the hands-free speaker telephone. A monitoring service operator will answer your call and dispatch service personnel.
2. State the building name, address and floor level if known.
3. Remain calm, as help is on its way.
4. Do not attempt to force open the elevator doors.

### **Emergency Response**

1. The monitoring company will dispatch the necessary repair personnel.
2. You will be assisted from the elevator as soon as possible.

## **Emergencies: Emergency Contacts**

### **All Emergencies**

24/7 Emergency Hotline

### **Property Management Office**

Brad Bergeson

Fire Department (Non-Emergency)

Police Department (Non-Emergency)

Olathe Medical Center - 20333 W. 151st St.

Animal Control

Health Department

### **911**

913-599-8262

913-219-0577

913-971-6333

913-971-7455

913-791-4200

913-971-6362

816-513-6008

### Important Notes:

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, call-back number, and location so that security may swiftly guide the paramedics to your exact location.

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 noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Building Management may attend to the situation as quickly and efficiently as possible.

[Click here to download a CBRE 24/7 Emergency Hotline Memo](#)



## **Emergencies: Evacuation**

**It is the responsibility of each employee to familiarize themselves with evacuation routes from their individual workstations and with the locations of emergency exits and stairwells:**

1. DO NOT USE THE ELEVATORS!!!
2. Calmly secure your workstation and follow the evacuation route to an emergency exit. Do not take items such as briefcases, files, laptop computers, drinks or food, etc. into stairwells. Follow the instructions of any police, fire or other official who may be on the scene to take charge.
3. Close office doors as you leave.
4. Form a single-file evacuation line.
5. Use enclosed stairwells and grip handrails when descending stairs. Remove high heels before entering the stairwell. Keep to the right to allow firefighters access to individual floors.
6. Minimize talking.
7. No smoking.
8. Listen for voice communication instructions.
9. Assist in moving physically challenged persons to building stairwell landings, while someone goes to the ground level and informs emergency personnel of their location and the need for assistance.
10. All tenants should have a designated meeting area outside the building, located far enough from the building as not to interfere with emergency response vehicles and personnel. Account for all employees and report any missing persons to an emergency response individual.
11. Tenants should refrain from immediately leaving the parking lot in their vehicles. Automobile traffic will hinder emergency vehicles.

### **Emergency Response**

1. Emergency personnel will assist with evacuation of physically challenged persons.
2. In conjunction with the appropriate emergency authority, Building Management or the fire department will issue an "All Clear" by email or in person when it is safe to return to the building.

# **Emergencies: Fire & Life Safety**

## **FIRE LIFE SAFETY SYSTEM**

Corporate Ridge Office Park utilizes a sophisticated Fire Management Safety System in the event that a fire should occur. The buildings are fully sprinklered and fire extinguishers are located on each floor near the stairwells. All fire doors in the building, including the stairwell doors, have automatic door closers. All stairwells on each level have a standpipe connected to the city water supply for Fire Department use. An emergency power supply provides standby power for exit lighting, elevators for Fire Department use and the Fire Management System. Smoke detectors are located on all floors and will activate alarms. Also, if there is a water flow condition, a sprinkler flow switch in the stairwell will activate the alarms.

## **FIRE DRILLS**

The Fire Code mandates that high-rise building owners conduct fire drills at least every six months. Corporate Ridge Office Park is not a high-rise and safety drills are not required by the city. Fire Drills initiated through Property Management are not mandatory however CBRE strongly encourages all tenants to participate in building safety drills. To ensure the safety of all Corporate Ridge Office Park occupants, Property Management encourages tenants to go over their company fire plan and safety procedures.

## **FIRE PREVENTION**

At the direction of the Building Property Management, the Tenant is expected to eliminate or reduce the possibility of fire. This can be done by periodic inspections of each floor/area.

### **A plan should be developed to include the following:**

1. Development an evacuation plan and familiarize all employees. Include a designated meeting area outside the building.
2. At the beginning of each day, check to see that aisles, exits and corridors are free of obstruction.
3. Make sure work areas are neat and clean.
4. Report any faulty equipment that poses a potential fire or safety hazard to the building or office.
5. Make sure that access and exit doors are not blocked.
6. Keep organizational charts current for evacuating personnel.
7. Check to see that the lid is in place on all waste receptacles.
8. Make sure that all chemical, flammable and combustible liquids are in proper containers.
9. Maintain good housekeeping.

Prevent or lessen the possibility of arson by remaining alert to any condition that warrants investigation. For example foreign or suspicious objects items not normally found in your area etc. Be alert for strangers. Their presence in your area should be challenged and the building office should be notified immediately.

According to the Olathe Fire Department Ordinance, open flames such as candles or sterno cans are prohibited inside the building. Space heaters are also prohibited in the building. If a space heater is in use and is left unattended under desks, they can generate enough heat to combust wood furniture and paper products.

Never use a sprinkler head to hang decorations and never expose a sprinkler head to a heat source. To do so could activate sprinklers causing unnecessary and significant water damage.

## **FIRE PROCEDURE**

The building is fully protected by sprinklers and an automated fire detection and alarm system. In most cases the fire protection system will detect smoke or heat and activate an alarm. If an alarm is not sounding, use a Hand Pull Station to activate alarm.

### **In the event you discover a fire or heavy smoke within the building:**

1. Call the Fire Department by dialing 911.
1. Give your building name
2. Street address
3. Floor and suite number where you are located
4. Details of fire emergency

5. Your name and telephone number

- Call CBRE and reiterate above information. Confirm that the Fire Department (911) has been called.
- Use building stairwells to evacuate. **DO NOT USE ELEVATORS.**
- If caught in heavy smoke, take short breaths through a piece of clothing held to your nose and crouch low to the floor where the air is purest. Move to the exit by crawling.

## **EMERGENCY RESPONSE**

1. The Fire Department will respond.
2. CBRE will prepare for the arrival of the Fire Department.
3. Firefighters will handle the emergency.
4. An "All Clear" will be issued by email or in person when the fire is totally under control.

All tenants have a duty to familiarize themselves with the locations of exits, stairwells, fire extinguishers and alarm pull stations. If a fire cannot be easily extinguished using a hand fire extinguisher, evacuate! Leave firefighting to the professionals.

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## **Emergencies: 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.

## **Emergencies: Homeland Security**

CBRE 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 Agency**  
<http://fema.gov/>
- **American Red Cross**  
<http://www.redcross.org/>
- **Center for Diseases Control and Prevention Emergency Preparedness and Response**  
<https://emergency.cdc.gov>

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

## **Emergencies: Medical Emergency**

**In the event an accident or medical emergency takes place in your office area:**

1. Call 911 and give the following information:
  1. Building name
  2. Street address
  3. Floor and suite number
  4. Nature of injury, illness and symptoms

**DO NOT HANG UP UNLESS INSTRUCTED TO DO SO BY THE DISPATCHER!**

2. Call CBRE and reiterate the above information. Confirm that the Rescue Squad (911) has been called.
3. Do not move the injured/ill person. Try to make them comfortable.
4. If possible, have someone meet the emergency personnel on the first floor at the main entrance.

### **Emergency Response**

1. The 911 Center will dispatch paramedics.
2. CBRE personnel will prepare for the arrival of emergency units.
3. Paramedics will arrive to administer medical assistance.

# Emergencies: Pandemic Preparedness

## What You Need To Know

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

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

## Importance and Benefits of Being Prepared

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

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

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

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at [www.flu.gov/planning-preparedness/states/index.html](http://www.flu.gov/planning-preparedness/states/index.html).

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

## Pandemic Flu Resources

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

- [www.flu.gov](http://www.flu.gov)  
This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- Centers for Disease Control and Prevention (CDC)  
The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).
- Department of Homeland Security (DHS)  
DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](http://Pandemicflu.gov) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox - [DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).
- BOMA Resources  
BOMA/Greater Toronto Pandemic Flu Report  
The report addresses the threat to commercial buildings from an avian flu pandemic.

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

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

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## **Emergencies: Power Failure**

Some Office Buildings and Common areas are served by emergency power systems. In the event of power failure, there will be emergency power for certain basic building functions.

### **Those functions include:**

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

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so by the management company, please remain in your offices.

Please contact the 24/7 Emergency Hotline at 913-599-8262 to assure that they are aware of the power failure.

# Emergencies: Severe Weather

## TORNADO PROCEDURE

A tornado warning is an alert by the National Weather Service, confirming a tornado sighting and location. The public warning for a sighting of a tornado will be a steady tone from a tornado siren. The siren's will sound for three minutes, then "rest" for seven minutes. This will continue for the length of the warning. The Building Property Management Office monitors a National Weather Service Radio as recommended by the National Weather Service.

### If You Hear a Tornado Warning, Proceed as Follows:

1. Take shelter away from the perimeter of the building, skylights, doors and exterior/interior glass. Do not go to the first-floor lobby or outside the building.
2. Go to enclosed areas in the building (emergency stairwells, restrooms). Close office doors behind you.
3. If you are caught in a windowed office area, seek protection under a desk or table.

### Emergency Response

1. If your area sustains damage, building and medical assistance will arrive to assist you as soon as possible.
2. Please monitor the National Weather Service Radio or the JOCO Alert text messages to receive notification of the expiration of the tornado warning.

## SEVERE WEATHER/TORNADO INFORMATION

<b>Tornado Watch:</b>	Means tornadoes may develop in the area.
<b>Severe Thunderstorm Watch:</b>	Means severe thunderstorms may develop in the area
<b>Tornado Warning:</b>	Means a tornado has been sighted in the area.
<b>Severe Thunderstorm Warning:</b>	Means a severe thunderstorm has been sighted in the area.
<b>Sirens:</b>	When the sirens sound, turn on your radio or TV for Information

### TORNADO PREPAREDNESS:

- Turn your local radio or television stations for information on weather and tornado conditions. A NOAA hazards alert radio can be purchased. Call 9-1-1 only to request emergency assistance.
- Keep calm and help prevent public excitement and panic.
- Each Tenant should designate a safe location outside the building to meet in the event of an emergency. This meeting place will provide a safe location from which to count employees, assign tasks, and determine proper course of action in the event of an emergency.
- Refer to the following links for preparedness advice from the county:
  - [www.jocogov.org/dept/emergency-management/prepare-now/severe-weather-resources](http://www.jocogov.org/dept/emergency-management/prepare-now/severe-weather-resources)
  - [www.spc.noaa.gov](http://www.spc.noaa.gov)

### SAFETY ZONES IN CASE OF SEVERE WEATHER

Should severe weather sirens sound, should you become concerned for the safety of your employees in the event of severe storms:

- [www.spc.noaa.gov/faq/tornado/#safety](http://www.spc.noaa.gov/faq/tornado/#safety)
- The safest location within your building will always be on the ground floor. Calmly move to the ground floor (via the stairwells), and remain within the stairwells (preferred), common first floor hallway, or the first floor restrooms.
- Stay away from all glass such as windows and doors.
- Do not leave the building to seek shelter in other areas of the park. Flying debris in one of the largest causes of injury in tornado type storms.
- Vehicles are not the place to be. Exit your vehicle and run for shelter within a building on the first floor, or seek shelter in a low-lying ravine or ditch. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.
- Employees should not proceed to your company's pre-designated emergency meeting locations until after the tornado warning has expired. A count of all employees should be taken immediately after the

warning expiration and employees begin to arrive at their designated emergency meeting locations. Any and all missing or unaccounted for individuals should be reported to the emergency team. Do not begin searching for your missing employees inside the buildings or around the storm damage rubble and debris. The emergency teams are trained for this type of search and rescue. Having members or your groups scattered will create confusion for your office's management team, and may put your employees at risk.

- Contact 9-1-1 for immediate assistance to report any serious injury for which your staff member may require immediate treatment.

#### **OUTDOOR SEVERE WEATHER EMERGENCY SIREN LOCATIONS:**

It may be advisable to appoint a "spotter" to watch the skies from the building, and to contact the National Weather Forecast Center should the skies appear threatening. Keeping a radio tuned in to a local station will also assist in receiving up to the minute weather warning information. Also check in with [www.weather.com](http://www.weather.com) for current alerts and for a visual map of the storm progress.

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## **Emergencies: Suspicious Mail or Substance**

Review the attached notices from the federal government with regard to suspicious mail or packages.

### **In the event suspicious substance is discovered:**

1. CALL 911 AND GIVE THIS INFORMATION:
  1. State "I have discovered a suspicious substance"
  2. Your name, company name and telephone number
  3. Give building name
  4. Give building address
  5. Company floor and suite number
2. Call CBRE at 913-599-8262. Re-state the above information, and that the Emergency Squad (911) has been called.
3. Notify the Tenant Floor Captain and Floor Captain Alternate.
4. Do not touch any suspicious objects and do not disturb contents.
5. Keep all non-government/unauthorized personnel out of the area.

### **Emergency Response**

1. Police will be dispatched by your call to 911.
2. CBRE property management staff will respond.

[Click here to download the Suspicious Packages Fact Sheet](#)

## **Emergencies: Toxic Hazards**

If there is a toxic spill or exposure:

- Proceed immediately to an area where you are no longer exposed.
- CALL 911 AND GIVE THIS INFORMATION:
  - Give Building Name
  - Give Building Address
  - Give your Name, Floor and Phone Number
  - What Type of Spill has Occurred
  - Contact CBRE
- Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

## **Introduction: Welcome**

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

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

**Welcome to Corporate Ridge Office Park, premier CBRE properties.**

## **Introduction: About Corporate Ridge Office Park**

[Corporate Ridge I Fact Sheet](#)  
[Corporate Ridge II Fact Sheet](#)

## Introduction: About CBRE

CBRE's more than 70,000 professionals provide a full range of services for commercial real estate owners, investors, and occupiers. We service the unique needs of clients worldwide for industries across all office, industrial, and retail asset types. Our services for investors are designed to drive real estate performance and asset value. Our services for occupiers are designed to drive value and business advantage. We provide services through the following seven core business lines.

### Our Business Lines

**Advisory and Transaction Services:** We deliver customized solutions for occupiers - whether on a portfolio or one-off basis - and help investors to position their properties for success.

**Asset Services:** We help building owners enhance the value of their investments. With comprehensive management strategies and property management services across all property types, we streamline operations, reduce costs, minimize risk and drive quantifiable financial performance.

**Capital Markets:** We provide unparalleled knowledge and experience for better real estate performance. Through investment sales, debt and structured finance, entity level corporate finance and investment banking, we align deep insight of real estate assets with unrivaled access to global capital sources across all asset types.

**Global Workplace Solutions:** We deliver industry-leading facilities management, project management, transaction and portfolio, and consulting services that drive bottom-line impact and streamlined workplaces across all asset types.

**Valuation & Advisory Services:** Leveraging the industry's most powerful valuations platform, we offer clients uniquely informed perspectives on global real estate valuations and help them make the right decisions about their investment strategies.

**Investment Management (CBRE Global Investors):** As one of the world's largest real estate investment management firms, we provide a full range of solutions that reduce risk and optimize returns for global institutional investors.

**Development Services (Trammell Crow Company):** Among the largest premiere commercial real estate developers and investors in the U.S., we offer clients best-in-class properties for industrial, office, retail, healthcare, multi-family and mixed-use projects.

For a more in-depth look into our business lines please visit: <http://www.cbre.com/real-estate-services/directory>.



## **Operations: Overview**

### **BUILDING MANAGEMENT SYSTEM (BMS)**

The Building Management System (BMS) monitors the Fire Life Safety System, Heating, Air Conditioning and Access Systems 7-days-a-week, 24-hours-a-day. The BMS features computer-based monitoring of all building systems and provides our building engineers with an up-to-date view of all pertinent data.

### **BUILDING ACCESS CONTROL**

#### **Corporate Ridge I & II**

The building utilizes a fully automated access control system which will limit after-hours and weekend traffic to authorized visitors only. All after-hours access is through the main entrances, where a key card will be needed for building entry. Your access card will be programmed to allow access to the building.

## **Operations: Accounting**

### **Remittance for tenants of Corporate Ridge I**

Corporate Ridge I LLC  
PO Box 749518  
Atlanta, GA 30374-9518

### **Remittance for tenants of Corporate Ridge II**

Corporate Ridge II  
PO Box 306394  
Nashville, TN 37230-6394

### **Remittance for tenants of Corporate Ridge III**

Galaxy Properties I LP  
PO Box 67270  
Newark, NJ 07101-4004

## **Operations: After-Hours Access**

In the event you are locked out of the building and need access after hours please be aware that Property Management will need to be notified by the tenant facility contact and overtime engineer fees apply.

# Operations: Building Access

## HOURS OF OPERATION

- *Corporate Ridge I & II:*  
Buildings are open to the public Monday through Friday from 6:30 a.m. to 6 p.m. On [holidays](#), the building will be closed to the public.
- *Corporate Ridge III:*  
Building is closed to the public 24/7.

## BASE BUILDING CARD ACCESS SYSTEM:

All after-hours access is through the lobby entrance. This entrance is also handicapped accessible. Tenants wishing to access the building after hours are required to use their building access card for entry. Tenants should update [Property Management](#) with any changes to access cards through [Angus Anywhere](#).

## ACCESS CARDS

Please submit a service request for new access cards or modifications to access cards. In the event a new access card is required applicable fees may be applied.

## DELIVERY ENTRANCE

All deliveries should arrive at the location noted by signs at building entrances. Installing or removing office furniture should be coordinated with management office. If utilizing an outside vendor for moving, please see the [Forms section](#) for additional moving information and vendor certificate of insurance requirements.

## CORPORATE RIDGE I HANDICAPPED ACCESS

Access the main lobby from designated handicapped entrance on the north side. From this entrance, elevators will transport you to Levels 1-3.

## CORPORATE RIDGE II HANDICAPPED ACCESS

Access the main lobby from designated handicapped entrance on the north side. From this entrance, elevators will transport you to Levels 1-3.

## CORPORATE RIDGE III HANDICAPPED ACCESS

Handicapped entrances are located at the main east entrance as well as south entrance.

## Operations: Building Management

The staff of Corporate Ridge Office Park is dedicated to making your work environment as safe and pleasant as possible. The Building Management Office is located off-site.

**Please do not hesitate to contact the Management Office. The following personnel are available to address your needs:**

### CORPORATE RIDGE I, CORPORATE RIDGE II & CORPORATE RIDGE III

<i>Real Estate Manager</i>	Brad Bergeson	Office: 816-968-5828 Cell: 913-219-0577	<a href="mailto:Brad.Bergeson@cbre.com">Brad.Bergeson@cbre.com</a>
<i>Real Estate Services Coordinator</i>	Jake Desselle	Office: 816-968-5802 Cell: 816-585-7118	<a href="mailto:Jake.Desselle@cbre.com">Jake.Desselle@cbre.com</a>

### ENGINEERING STAFF & EMERGENCY HOTLINE

<i>Primary Building Engineers</i>	Russ Duncan – Corporate Ridge I Russ Duncan/Bill Walters – Corporate Ridge II Bill Walters – Corporate Ridge III	Please submit a service request through <a href="#">Angus Anywhere</a>
<i>Secondary Building Engineers</i>	Mark Toney Bing Kennison	Please submit a service request through <a href="#">Angus Anywhere</a>
<b>24/7 Emergency Hotline</b>		913-599-8262

## **Operations: Deliveries**

### **CORPORATE RIDGE I LOADING DOOR ENTRANCE**

The loading dock entrance is located on the west side of the building. The Corporate Ridge I loading dock entrance is for daily delivery drop-off, pick-up, and contractor use. Tenants parked here may be towed. Office moves are to be scheduled after hours to keep building entrances and the building lobby available for daily business function.

### **CORPORATE RIDGE II LOADING DOOR ENTRANCE**

The loading dock entrance is located on the east side of the building. The Corporate Ridge II loading dock entrance is for daily delivery drop-off, pick-up, and contractor use. Tenants parked here may be towed. Office moves are to be scheduled after hours to keep building entrances and the building lobby available for daily business function.

### **CORPORATE RIDGE III LOADING DOOR ENTRANCE**

The loading dock entrance is located on the south side of the building. The Corporate Ridge III loading dock entrance is for daily delivery drop-off, pick-up, and contractor use. Employees parked here may be towed.

Dock hours are Monday through Friday, from 7:00 a.m. to 6:00 p.m. Corporate Ridge I & Corporate Ridge II weekend and after-hours service may be arranged through the Property Manager. Please submit a service request at least 24 hours in advance. Overtime engineer fees apply.

# Operations: General Office Emergency Procedures

## In the event an accident or medical emergency takes place in your office area:

1. Call 911 and give the following information:
  1. Building name
  2. Street address
  3. Floor and suite number
  4. Nature of injury, illness and symptoms

## **DO NOT HANG UP UNLESS INSTRUCTED TO DO SO BY THE DISPATCHER!**

2. Call CBRE and reiterate the above information. Confirm that the Rescue Squad (911) has been called.
3. Do not move the injured/ill person. Try to make them comfortable.
4. If possible, have someone meet the emergency personnel on the first floor at the main entrance.

## Emergency Response

1. The 911 Center will dispatch paramedics.
2. CBRE personnel will prepare for the arrival of emergency units.
3. Paramedics will arrive to administer medical assistance.

## Non-Emergency Procedure

- To report or discuss a security matter, call the [CBRE Office](#).

## Office Security

### To reduce the possibility of office theft, we recommend the following:

1. Do not leave purses or wallets unattended (especially purses under desks and wallets in your suit coats).
2. Question all strangers in the office and ensure that they are escorted to and from their destinations.
3. Ensure that a receptionist is always at the office entrance while the office is open.
4. Be aware of times when the office may be particularly vulnerable (early morning, noon hour and rush hour).
5. Lock all office doors after business hours and report all suspicious activity to the CBRE Office.

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## **Operations: Holidays**

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

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

Certain services are not provided on weekends and the holidays listed above. Please call the Emergency Hotline number if you need emergency assistance during this time.

**Emergency Hotline Number: 913-599-8262**



# **Operations: Key & Lock Policy**

If you require additional keys, need a lock changed or are experiencing keying problems, please submit a service request. Additional keys and service work will be a direct charge to the tenant.

## **Operations: Leasing**

Leasing Information can be obtained by contacting:

### **Corporate Ridge I & II:**

RJ Trowbridge  
*Vice President*  
JLL  
7500 College Blvd., Suite 920  
Overland Park, KS 66210

913-469-4637 (direct)  
[rj.trowbridge@am.jll.com](mailto:rj.trowbridge@am.jll.com)

### **Property Listings**

[Corporate Ridge I](#)

[Corporate Ridge II](#)

## **Operations: Lost & Found**

Lost and found items may be turned in to [Property Management](#). To claim an item, please contact the Property Manager.

## **Operations: Property Removal**

If you have disposal needs that will require excess amounts of trash to be disposed of please contact [Property Management](#). If additional trash service is required the tenant will be responsible for any and all additional fees.

## **Operations: Solicitation**

Corporate Ridge Office Park enforces a strict "No Solicitation" rule throughout the buildings for the convenience and protection of our tenants.

If you notice a solicitor, please contact the [Property Manager](#).

## **Policies: Contractors**

[Please click here to download Contractor Rules & Regulations](#)

## Policies: General Rules & Regulations

1. Tenant, its agents, employees, contractors, licensees, customers and invitees must not obstruct sidewalks, entrances, passages, corridors, vestibules, halls, elevators, or stairways in and about the Property which are used in common with other tenants and their agents, employees, contractors, licensees, customers and invitees, and which are not a part of the Premises. Tenant must not place objects against glass partitions or doors or windows which would be unsightly from the Building corridors or from the exterior of the Building, or that would interfere with the operation of any device, equipment, radio, television broadcasting or reception from or within the Building or elsewhere and must not place or install any projections, antennas, aerials or similar devices inside or outside of the Premises or on the Building.
2. Unless expressly permitted by Landlord, Tenant must not attach any lock to any door or window or make or cause to be made any keys for any door other than those provided by Landlord. If Tenant desires more than two keys for one lock, Landlord may provide the same upon payment by Tenant. Upon termination of this Lease or of Tenant's right to possess the Premises, Tenant must provide Landlord with all combinations to safes, cabinets and vaults.
3. Tenant must install any carpeting cemented down by Tenant with a releasable adhesive. If Tenant violates the foregoing, Landlord may charge its costs to remove the carpet to Tenant.
4. Tenant must not allow any bicycle or other vehicle, or any dog, other than guide dogs for the visually impaired, or other animal in the offices, halls, corridors, or elsewhere in the Building.
5. Tenant must not throw anything out of the door or windows, or down any passageways or elevator shafts.
6. Canvassing, soliciting, and peddling in the Building is prohibited and each Tenant must cooperate to prevent the same.
7. Vending machines must not be installed without Landlord's permission.
8. Smoking and the use of any tobacco product is prohibited in the Building.
9. Tenant, its agents, employees, contractors, licensees, customers and invitees must, when using the common parking facilities, if any, in and around the Building, observe and obey all signs regarding fire lanes and no parking zones, and when parking always park between the designated lines. Landlord reserves the right to tow away, at the expense of the owner, any improperly parked vehicle. All vehicles are parked at the sole risk of the owner, and Landlord assumes no responsibility for any damage to or loss of vehicles. No vehicle may be parked overnight. Tenant, its servants, employees, customers, invitees and guests must not park any trailers, boats or tractors in the common parking facilities.
10. At all times, (a) persons may enter the Building only in accordance with Landlord's regulations, (b) persons entering or departing from the Building may be questioned as to their business in the Building, and (c) all entries into and departures from the Building must take place through such one or more entrances as Landlord from time to time designates; provided, however, anything herein to the contrary notwithstanding, Landlord is not liable for any lack of security in respect to the Building whatsoever. Landlord reserves the right to require Tenant to use an identification card or other access device to access the Building and the right to require persons entering the Building to register the hour of entry and departure, nature of visit and other information Landlord determines is necessary for security in the Building. Landlord will normally not enforce clauses (a), (b) and (c) above from 7:00 a.m. to 6:00 p.m., Monday through Friday, and from 8:00 a.m. to 1:00 p.m. on Saturdays, but it reserves the right to do so or not to do so at any time at its sole discretion. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same by closing the doors or otherwise, for the safety of the tenants or the protection of the Building and the property therein. In no case is Landlord liable for damages for any error or other action taken with regard to the admission to or exclusion from the Building of any person.
11. Grilling Common Area Guidelines: Corporate Ridge I & II Tenants Only
  1. Contact Building Management to reserve event date and time.
  2. Private use of the Grilling Common Area is prohibited. This area is a building amenity for tenants in Corporate Ridge I and II only.
  3. When the grilling common area is open, tenants are permitted to use the space for lunch breaks and shift breaks. The grills are not permitted for use under these circumstances. Smoking in the Grilling Common Area is prohibited. Designated smoking areas are located at the buildings.
  4. Tenant is responsible for cleaning up after their event. If the grills are used, cleaning the grills after use is also a tenant responsibility. Please notify Building Management if trash bins, trash liners, or additional janitorial services will be needed. If additional janitorial services are needed, Building Management will provide the cost to perform this service.
  5. Building Management will review Grilling Common Area Guidelines on an as needed basis.

[Contractor Rules and Regulations Memo](#)

[Contractor Rules & Regulations](#)

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## **Policies: Insurance Protection**

Please refer to your lease for insurance requirements and contact the Property Management Team should you have any questions.

Management will also need a certificate of insurance on file for any vendors completing work within your premises. Please see the [Forms section](#) for vendor COI requirements

## Policies: Moving Procedures

Tenants should call Property Management at least two weeks prior to a move. Tenants should indicate the name of the moving company, a contact name and telephone number, and the time of the move. All moves from the loading dock must be coordinated with building management.

### Move In/Move Out Procedures

1. A Certificate of Insurance listing the building owner, and, CBRE as additional insureds must be received before moving in. (Certificate Holder is not acceptable.) Please locate the vendor COI requirements document applicable for your space in the [Forms section](#).
2. Your moving company must also provide us with a Certificate of Insurance listing in accordance with the vendor COI requirements.
3. Please inform us of the date and time you will be moving into or out of the building. This will allow us to notify the janitorial company of its final cleaning date for your suite. This will also allow the building engineers to prepare the "freight elevator".
4. All moves will be staged and accomplished through the loading dock.
5. All door frames (office, hall and elevator) must be wrapped with cardboard or suitable material. We expect that if any damage is evident it will become the responsibility of the moving company and/or the tenant.
6. Marble, granite and tile floors must be covered with plywood or Masonite at all times and will be inspected before and after each move for damage.
7. The moving company shall be totally responsible for all people contracted by them for the move. All vendors working at the property are required to wear a uniform or shirt identifying the vendor they are working for.
8. All building rules and regulations with regard to smoking, etc. must be followed.
9. All moves need to be coordinated with building management. All moves must be accomplished in a manner as to not disturb any other tenants that may be working after hours.
10. If you accumulate a large amount of trash or recyclable material during the move, please dispose of the materials in the proper dumpster or contact CBRE for further assistance disposing of these materials. If new furniture is installed, the furniture installer should remove all cardboard and packing materials.
11. If you are moving out of the building, please contact CBRE to drop off keys, access cards, and to provide a forwarding address. It is very important to leave a forwarding address for clients inquiring about your new location, as well as to forward any credits/charges to you the next year for any operating expense adjustments.

[Corporate Ridge I Move Out Letter](#)  
[Corporate Ridge II Move Out Letter](#)  
[Corporate Ridge III Move Out Letter](#)  
[Move Out Checklist](#)  
[Move Out Information Sheet](#)

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## **Policies: Smoking**

To accommodate smokers, areas have been established outside each building for the purpose of smoking. Please refer to the signs in place at each building indicating the designated smoking area.

Please note that per Olathe Municipal Code, "Smoke or smoking" means possession of a lighted cigarette, cigar, pipe or any other lighted smoking equipment burning tobacco in any other form or device designed for the use of tobacco or use of an electronic or battery-powered vaporizer (such as e-cigarette/electronic cigarette) that simulates tobacco smoking by producing an aerosol that resembles smoke.

Anyone utilizing such products/devices are required to do so in the designated smoking areas.

For more information, please visit: <https://olathe.municipal.codes/Code/6.20>

## **Policies: Telephone Service-for Tenant Use**

Telecommunication Rules - Procedure for Ordering Telephone or Data Line Service. Tenants are responsible for coordinating their phone and cable lines. Please contact Property Management with time of installation as the phone closets will need to be unlocked. An hour advanced notice is preferred, to ensure that the closet is unlocked when needed. Engineers are not always on site and may need to rearrange scheduling.

### **EXPLANATION OF THE PROCESS**

Corporate Ridge Business Office Park supports tenant-responsible phone cable installations that run throughout the building. The Landlord provides the cross-connection of tenant's telephone or data line service to the riser as part of the overall phone service installation. In this way, Corporate Ridge Business Office Park can better manage and maintain the cabling necessary for phone installation in the building.

#### **This is a two-step process:**

1. The tenant's phone service provider (e.g. SBC or AT&T, etc.) brings service into the building via the main phone room located on Level 1.
2. The tenant's phone equipment is ordered through a traditional phone vendor (e.g. SBC or AT&T, etc.). The tenant's provider and vendor may or may not be the same. This vendor provides the cabling and phone installation in the tenant space. The vendor runs cable horizontally from tenant's phone equipment to the assigned cross-connection point within the riser closets located on each floor.

#### **Rules for Installation (Refer to building [CONTRACTOR RULES](#))**

1. Any installation of or changes to wire and/or cabling which are located in or otherwise affect the Base Building's equipment closet, inter-floor risers or any other common areas must be submitted to Landlord in blueprint form for approval prior to installation or change.
2. Plenum-rated wire or conduit must be used in all areas of the Building.
3. Any wire or conduit placed above the ceiling must not rest on the ceiling or ceiling grid system. It must be tied in bundles or be enclosed in conduit, and then suspended from beams and not from the ceiling supports, existing conduit, sprinkler system or sheet metal work.
4. All wiring or cabling must be a minimum of five inches from any mechanical, HVAC or electrical equipment placed in ceiling air plenum.
5. Tenant must provide a space for telephone or data equipment (wall or floor space) within its leased space. No tenant equipment may be located in the building's riser closet.
6. Tenant's vendor must provide any cable(s) necessary from the tenant's space to the assigned cross-connection point. The riser shaft is a vertical riser, which has one riser closet per floor. Access from floor to floor is via an egg crate type opening containing several cells depending on the specific floor.
  1. Tenant's vendor must provide cable to run from the telephone or data equipment using 66M1-50 terminating blocks in the riser closet.
  2. Any vertical cable distribution through the riser closet" will require removal or penetration of a fire-stopped access space. It is the vendor's responsibility to restore, at its own cost, any firestop removed or displaced during cable installation and to get approval from Landlord for the cell being utilized.
7. The vendor may access the riser closet by obtaining a key from the Service Coordinator. Please be sure to call 24 hrs in advance.
8. The vendor may use the riser closer only while work is being completed and may not allow access by any other person, unless such person is the vendor's direct subcontractor. Doors must be locked when not in direct use.
9. The vendor must coordinate with Landlord for installation of any blocks in the riser closet.
10. All debris from installation must be removed from the plenum and "riser closet" when work is complete. The vendor must keep the work area neat and clean while performing work.
11. Installation of wire or cabling may be performed only by providers and/or vendors approved by Landlord, which approval shall not be unreasonably withheld after receipt of acceptable installation blueprints.

### **Preferred Vendors**

**Corporate**            Century Link  
**Ridge I**

**Corporate  
Ridge II**

AT&T, Century Link, Consolidated  
Communications

[AT&T Business Fiber Flyer](#)

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## **Services: Signage & Directory**

### **DIRECTORY LISTINGS**

Corporate Ridge I & II

Building directories are located in the lobby. Please notify Property Management of any changes or additions.

# Services: Cleaning

## CUSTODIAL SERVICES

Tenant areas are provided with building standard janitorial services 5-days-a-week. Special cleaning services, such as furniture, appliance, or carpet cleaning, are available by calling or emailing Property Management. Please submit a service request for any special cleaning services needed, such as furniture, appliance, or carpet cleaning. Property Management will then contact you with pricing for these services. If you have any comments or questions regarding cleaning, please do not hesitate to reach out to us.

## COMPUTER TRASH

It is estimated that Kansans will generate 500,000 to 1,000,000 unwanted PCs each year, plus a whole array of other E-wastes.” — Kansas Department of Health and Environment.

The City of Olathe will accept computers and their related parts for recycling. This program is available to Olathe residents with City of Olathe sanitation service only.

Visit the Recycle Spot for other recycling options in the metro area.

### 1. Why Recycle Computers?

Computers and their accessories are not considered hazardous waste when generated from households and may be disposed of with regular trash. However, these items contain large amounts of lead and other non-renewable resources and recycling allows those resources to be reused. Television sets will not be accepted in this new program.

### 2. What Is Recyclable?

The computer recycling program will accept computer-related equipment. Please contact the City for information regarding fees.

### 3. What Will the City Do With These Items?

Surplus Exchange, a Kansas City, Mo. non-profit, collects these items from the City for reuse or recycling. Surplus Exchange, founded in 1984, has an established record of responsibly recycling computer equipment, office furniture, and related business equipment.

### 4. How Do I Schedule an Appointment?

Call the Olathe Customer Service Division, 913-971-9311, to schedule an appointment. Computers are accepted for recycling by appointment only.

### 5. What about the data on my hard drive?

You are responsible for the deletion of any data that may be contained with the computer hardware. Residents participating in the City's Computer Recycling Program will be asked to sign a waiver accepting the program requirements.

## For More Information

Olathe Customer Service Office, 913-971-9311

## Other recycling options?

Visit the Recycle Spot ([www.recyclespot.org/](http://www.recyclespot.org/)) for other recycling options in the metro area.

[Click here to download the Computer Trash Memo](#)

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## **Services: Elevators**

Please submit a service order if you need to use the freight elevator for a specific date and time. For additional information on how to place a service request, please see the [Maintenance Requests](#) section.



## Services: Forms

Please submit a service request if you need copies of the information found in this website.

For your convenience, we have included a list of helpful forms that will expedite various building management service requests.

- [AT&T Business Fiber Flyer](#)
- [Bomb Threat Checklist](#)
- [Certificate of Insurance Memo - Corporate Ridge I](#)
- [Certificate of Insurance Memo - Corporate Ridge II](#)
- [Certificate of Insurance Memo - Corporate Ridge III](#)
- [Computer Trash Memo](#)
- [Contractor Rules & Regulations](#)
- [Contractor Rules & Regulations Memo](#)
- [Corporate Ridge I Move Out Letter](#)
- [Corporate Ridge II Move Out Letter](#)
- [Emergency Procedures Planning Letter](#)
- [Move-Out Checklist](#)
- [Move-Out Information Sheet](#)
- [Suspicious Packages Fact Sheet](#)

## Services: HVAC

### **HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)**

Corporate Ridge Office Park buildings have state-of-the-art HVAC systems with constant volume fan power terminal units serving perimeter tenant zones and variable air volume units serving interior tenant zones. Typically, each floor has a central air-handling unit located within the core area, which is supplied with outside air to assure a high level of air quality. If you need assistance with adjusting office temperatures please submit a maintenance request.

Heating or cooling during times other than normal business hours will be provided based on the individual tenant lease. This charge represents our current estimated average costs inclusive of energy and engineering labor. Charges for additional HVAC might apply. These charges are reviewed annually and are subject to change. Please submit a service request for overtime HVAC at least 24 hours in advance from the time needed. For additional information on how to place a request, please see the [Maintenance Requests](#) section.

## **Services: Lighting**

Building standard light bulbs, i.e., base-building fluorescent tubes, will be replaced by request at no charge. Tenants requesting replacement of any special lights in tenant areas will be charged accordingly. Lighting found in system furniture is the sole responsibility of the tenant.

## **Services: Mail Service**

Please contact the local post office for any mail related items (i.e.: initial set-up, replacement keys, mail stoppage, change of address).

Please note that if you are obtaining keys to the mailbox, the post office will require proof of occupancy in the building. In the past, an excerpt from the Lease Agreement showing the building address has been sufficient proof.

# Services: Maintenance Requests

## REPAIRS

- Our Operations Staff is trained and equipped to handle a wide variety of issues. If you require assistance, please place a maintenance request and the appropriate person will be dispatched. If there is an emergency situation outside of normal business hours, which does not require dispatching 911 emergency services, call the 24/7 Emergency Hotline 913-599-8262.

### To place a service request:

- Requests may be submitted through [Angus Anywhere](#), an online service request program utilized by CBRE. Designated facility contacts can be assigned logins to access the program and enter service requests. If you need a login, please email the Property Management team to request a login. Once your request is received, you will be sent an email with the link and sign in information. For additional logins, please submit a service request.

### In case of an emergency or for after-hours service requests please contact:

**CBRE**  
***24/7 Emergency Hotline***  
913-599-8262

Please note that during business hours, it is preferred that non-emergency service requests be submitted through [Angus Anywhere](#).

To reach the local CBRE [Property Management Office](#) for items other than service requests, please call 816-968-5828.

## **Services: Stairwells**

### **STAIRWELLS**

Multi-tenant floor level stairwells are not locked and tenants are free to move between floors. Full floor tenants have key access to their floor stairwell entries.