

**301 Congress  
Electronic Tenant® Portal**

**Created on November 28, 2022**

## **Amenities: Bike Room**

The bike room is located on B1 of the parking garage and designated for the use of 301 Congress tenants only. It is a secure space that can only be accessed using a programmed access card. Changes to access levels must be submitted using an [access card request form](#) and signed off by the designated tenant representative for your office.

## Amenities: Conference Room

The conference room is located in suite 110 and designated for the use of 301 Congress tenants only. You may reserve the conference room free of charge by submitting a reservation using our [work order system](#).

Our state of the art conference center offers the following technology:

- 85" inch SmartTV
- 142" Projection screen
- Wireless presentation and conferencing capabilities
- Pan/Tilt camera with 4K resolution and touch panel camera control
- Ceiling mounted microphone with beamforming mic array technology



# Amenities: Fitness Center

The fitness center is located in Suite 102 and designated for the use of 301 Congress tenants only. The fitness center offers circuit equipment, cardio machines, locker rooms and showers. A waiver must be completed and signed before access can be granted.



## **Amenities: Miranda's Café**

Miranda's Café is open Monday - Friday from 8:00 AM to 2:00 PM. To view the menu or order online, [click here](#).

## **Amenities: Storage Space**

There are storage areas available for rent throughout the garage. These are available on a short- or long-term basis. Contact the [Management Office](#) for further information on rates, location and availability.

# Amenities: Tacodeli

Tacodeli is open Monday - Friday from 7:00 AM to 3:00 PM and Saturday - Sunday from 8:00 AM to 3:00 PM. To view the menu or order online, [click here](#).











## Forms: Access Card Request Form

\* Required

## **Forms: Bike Room Storage Agreement**

\* Required

# Forms: Fitness Center Waiver

\* Required

## Forms: Parking Access Request Form

\* Required

## Forms: Passdown Request Form

\* Required

## **Introduction: Welcome**

Welcome to 301 Congress; a premier HPI Real Estate Services and Investments Property!

The tenant information provided on this website is meant to provide you with an understanding of the building's operations. This information will become a valuable resource for you and your company and will help facilitate a smooth transition to the building. The [Management Office](#) is available to help, Monday – Friday from 8:00 AM to 5:00 PM. For afterhours needs, please dial 512.320.4141 and a staff member will be notified immediately.

Every attempt has been made to provide current and accurate information, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes.

**We look forward to serving you!**



## **Introduction: About HPI Real Estate Services & Investments**

Founded in 1992, [HPI Real Estate Services & Investments](#) is a full-service commercial real estate firm based in Austin, Texas. Today, HPI has offices in Austin, San Antonio, and Dallas. With unmatched knowledge and expertise in local markets, HPI strives to be the leading commercial real estate service provider in Central Texas. We bring together over 25 years of experience as owners, investors, and managers of commercial real estate. From this experience, we have developed an expert understanding on how to navigate through real estate challenges. Backed by the best staff in the industry, our mission is to provide our tenants and clients the highest standard of service possible. Our core services include, property management, leasing construction management, investment advisory, commercial development, residential development, and tenant representation.

## **Introduction: About 301 Congress**

301 Congress is located in the heart of downtown Austin only minutes away from the Texas Capitol and Lady Bird Lake, featuring over 430,000 square feet of best-in-class office space, including a state of the art conference center and a 24-hour fitness center.

## **Introduction: Important Phone Numbers**

<a href="#">Management Office</a>	512.320.4141
Security Desk	512.320.5043
Parking Office	512.320.4178

## **Introduction: Management**

The staff at 301 Congress is dedicated to providing excellent customer service and ensuring a safe and comfortable work environment.

We are located on the first floor of the building in suite 135. Our office hours are Monday – Friday from 8:00 AM – 5:00 PM.

*General Manager*  
**Ruth St. James**  
512.320.4184  
[rstjames@hpitx.com](mailto:rstjames@hpitx.com)

*Property Assistant*  
**Melissa Hernandez**  
512.320.4141  
[melissa.hernandez@hpitx.com](mailto:melissa.hernandez@hpitx.com)

*Chief Building Engineer*  
**Jose Delgado**  
512.320.4148  
[jdelgado@hpitx.com](mailto:jdelgado@hpitx.com)

*Senior Building Technician*  
**Omar Heras**  
512.320.4171  
[oheras@hpitx.com](mailto:oheras@hpitx.com)

*Building Technician*  
**Pablo Granado**  
512.320.4182  
[pgranado@hpitx.com](mailto:pgranado@hpitx.com)

*Building Technician*  
**Rick Melgosa**  
512.320.4187  
[rmelgosa@hpitx.com](mailto:rmelgosa@hpitx.com)

# Introduction: Tenant Center

## Tenant Center Registration Video

Tenant Center Access will allow you to:

- **Customize** notification options - receive information via email and/or text!
- **View and manage** your contact information.
- **Sign up for notifications** containing critical property information such as updated policies, security procedures, building closings, etc.!
- **Receive alerts** pertaining to the latest news about the surrounding area like weather and traffic conditions!
- **Stay current** and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns!
- **Learn more** and take better advantage of the available amenities and affinity programs at your property!

## [SIGN UP](#) [SIGN IN](#)

### Need Access?

1. Click on the "[Request Account](#)" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password, and review and update your contact information and notification preferences.

### Download the App!

## [Help Center](#)

\*Requires being logged into the Tenant Center.



## Leasing: Contact

*Office Project Partner*  
**Richard Paddock**  
512.538.0057  
[paddock@hpitx.com](mailto:paddock@hpitx.com)

*Senior Vice President, Office Leasing*  
**J.D. Lewis**  
512.538.0064  
[jdlewis@hpitx.com](mailto:jdlewis@hpitx.com)



## **Leasing: Availability**

# **Operations: Access**

## **Access Card Request**

At move-in, tenants are required to complete the [Access Card Request Form](#) and return it to the management office so cards can be programmed and issued. A \$25 fee will be charged for replacement cards and for additional employees not included at move-in. A new access card request form is required for additional and replacement cards.

## **Visitor Access**

Visitors are required to sign in or out when entering the building at the security desk in the first floor lobby. Visitors may park in the upper garage and can be provided a validation from the Tenant. Please contact the [Parking Office](#) for details on setting up a parking account & validations.

## Operations: Elevators

### The building is equipped with the following elevators:

- Low-Rise Shuttle – three elevators serve levels 1 through 2.
- Low Rise – four elevators serve levels 4-10.
- High Rise – four elevators serve 3-20
- High Rise Shuttle – four elevators serve levels 20 through 22 (transfer on 20th floor).
- Garage – three elevators serve above ground levels P2, P3, P4, P5 and P6; underground levels B1, B2, B3, and B4.
- Freight – one elevator serves levels B1 through 22. The freight elevator is accessible from the loading dock hallway and level B1.
- Freight elevator dimensions:
  - Doors – 48” wide and 6’11” high
  - Capacity – 4,500 lbs.
  - Inside clearance – 5’1” wide and 7’9” high
- Passenger elevator dimensions:
  - Doors – 42” wide and 108” high
  - Capacity – 3,500 lbs.
  - Inside clearance – 86” wide and 113” high

## **Operations: Freight Elevator**

The 301 Congress Freight Elevator is located in the service corridor off the main lobby and is accessible via the loading dock on the northeast corner of the building. Reservations for the elevator must be submitted through the [work order system](#) at least 48 hours in advance and are subject to approval by the [Management Office](#). Please review the [Building Rules & Regulations](#) prior to any move.

## Operations: General Safety Guidelines

**For your safety, your cooperation is asked in observing the following building safety guidelines:**

1. Notify the [Management Office](#) immediately of loiterers or suspicious persons in corridors or restrooms. Call 911 first if you feel there is an immediate danger.
2. Turn away all solicitors and report solicitors to the [Management Office](#). There is a strict no soliciting policy in the building.
3. Always lock your suite when there is no one in the office – even if you have just stepped out for a moment.
4. Always take your suite keys and building access card with you when you leave the premises.
5. Keep corridor doors & stairwells closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Notify the police and the [Management Office](#) immediately of any crimes.
8. Collect keys and building access cards from employees who have resigned or have been terminated from your firm and promptly notify the [Management Office](#).
9. Copy and distribute these general guidelines to your entire office staff.

## **Operations: Security**

The Management Office is committed to providing a safe and secure environment. The onsite security staff is here to patrol the building and provide service to the tenants. The security team should not be utilized as an emergency service; should an emergency arise, please call 911. Suspicious persons or events should also be reported to the [Management Office](#) and Security team after calling 911 when time allows or when appropriate. You may reach the security team by phone at 512.320.5043 or by email at [301security@hpitx.com](mailto:301security@hpitx.com).

## Operations: Stairwells

There are five stairwells in the building.

- **Stair "A"** is located on the south side of the building near the men's restroom (on most floors) and provides an emergency exit to the 1st Floor of the building next to the mailroom. Exit from the building can be gained by using the 3rd Street doors.
- **Stair "B"** is located on the north side of the building near the women's restroom (on most floors) and provides an emergency exit at the ground level on Brazos Street near the upper level garage exit.
- **Stair "C"** is located on the southwest corner of the building (accessible only from the 2nd and 3rd floors of the building down to Level B-4 of the parking garage) and provides an emergency exit at the ground level on 3rd Street.
- **Stair "D"** is located on the northwest corner of the parking garage near the elevators. This stairwell serves levels P6-B4 only. There is no access to this stairwell from the building. This stairwell exits into the 4th Street Plaza area.
- **Stair "E"** is located on the northeast corner of the parking garage. This stairwell serves levels P6- B4 only. There is no access to this stairwell from the building. This stairwell exits into the loading dock area.

## **Operations: Tobacco and Smoking Policy**

301 Congress is a tobacco and smoke free workplace. Please do not smoke or vape within 25 feet of the building.



# Preparedness: Active Shooter Video

**Response to Active shooter** - Quickly determine the most reasonable way to protect your own life.

Contacting authorities - When you are safe:

Call Security or 911, and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

**Run** - if there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Hide** - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**Fight** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her

- Throwing items and improvising weapons
- Yelling
- Committing to your actions

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# Preparedness: Bomb Threat

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

## Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should write out the message exactly as received from the caller.
2. Listen carefully. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb.
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the [Management Office](#) and provide the following information:
  - Your name
  - Your location (building and suite number)
  - Your phone number
  - Name of any other person who heard the threat
  - Name of any employee threatened by the caller and his/her work location
  - Time the bomb is to detonate if known
  - Location and description of the bomb if known
  - Any reason given for planting the bomb
  - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

## Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope 1 1/4" to 1 1/2" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles - Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25-foot radius around the package.
- Notify the police at 911 and Building Management.
- Do not handle it under any circumstances.
- Do not attempt to deactivate it yourself.

## **Preparedness: Civil Disturbance**

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

### **In the event that a civil disturbance initiates inside the building:**

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify the Management Office and provide the following information:
  - Exact location of the disturbance, demonstrators and/or rioters
  - Approximate number of demonstrators or rioters
  - Your name, company name and call back number

# Preparedness: COVID-19

## COVID-19

301 Congress continues to operate during normal business hours with certain operational adjustments made to ensure a safe environment for tenants and visitors.

### Our Response to the Pandemic

Hand sanitizing stations at every entrance to the building, elevator lobby on the first floor, and the fitness and conference centers.

Signage throughout all common areas of the building reminding you that masks and 6 feet of physical distancing continue to be strongly encouraged.

Social Distancing Service with traffic monitoring for all eight elevators servicing the tower. [Thyssenkrupp Social Distancing Software](#) is designed to help balance building congestion risk with physical distancing. In accordance with CDC guidance, we have limited each elevator cab to four passengers per destination. For this limit to be enforced, it is crucial that each passenger choose a destination regardless of if the destination has already been chosen by another waiting passenger. Without doing so, the software cannot work in practice to limit the number of passengers per destination.

### Cleaning Protocol

301 Congress employs two full-time Day Porters that work continuously throughout the day to disinfect high touch points in all common areas of the building. In addition to day porter service, the building is thoroughly cleaned and disinfected overnight Monday through Friday. Our janitorial team uses **Virex II 256**, a hospital grade cleaner providing broad spectrum disinfection. Virex II 256 is registered under [EPA's emerging viral pathogen program](#) **for use against SARS-CoV-2, the coronavirus that causes COVID-19**, as well as HIV-1, Influenza A, Rotavirus, MRSE.

To learn more about more our cleaning vendor's COVID-19 protocol see below.

If you are interested in extra disinfections services please contact the [Management Office](#).

### Building Access

All entrances to the building will remain open during normal business hours.

Updates to the building will be noted here, so please bookmark this page for quick reference.

### Fitwel Viral Response

301 Congress is Fitwel® Viral Response Module certified as of September 2021. Through innovative collaboration with global health experts and trusted industry advisors, the Fitwel® VRM identifies strategies that align with the best science available. It is the only standard on the market that established minimum requirements for mitigating viral transmission. 301 Congress attempted and earned 81.17% of the Fitwel® VRM strategies.

While the Fitwel® VRM was initially developed in response to COVID-19, its data-driven strategies support more resilient properties that are prepared for future contagious disease outbreaks ranging from a novel coronavirus, to viruses like influenza A and B, which cause seasonal flu.

[Click here \(opens in a new tab\)](#) to learn more about the Fitwel® Viral Response Module Certification and what it means for our tenants.

[Enhanced Indoor Air Quality Policy \(opens in a new tab\)](#)

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## Preparedness: Emergency Contacts

All Emergencies	911
<a href="#">Management Office</a>	512.320.4141 - answered 24/7
Police Department and Fire Department (non-emergency)	311 or 512.974.5750

## **Preparedness: Evacuation**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Tenant Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens and Stairwell Monitors.
- Do not exit via the elevators unless instructed to do so
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet
  - Remove high heeled shoes
  - Exit in a single file and keep to the right using hand rails
  - Move quickly, but do not run
  - Assist those who may have trouble on the stairs or who have been injured
  - Treat injuries in stairwells only and only when safe to do so

### **Evacuating the Injured**

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.



## **Preparedness: Fire and Life Safety**

The Ownership and Management of 301 Congress take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

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

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place at 301 Congress, please contact the Management Office.

### **Floor Response Team**

At the time of move-in, each tenant is asked designate a Tenant Emergency Response Team. This team consists of designated personnel that will be responsible for taking charge in the event of a fire or other emergency. It is up to each tenant to assure that this team is formed and educated on how to handle an emergency. It is important to keep track of your team and make changes when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Warden training meetings, the general responsibilities for the Tenant Emergency Response Team are outlined here. It is the responsibility of all Tenant Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

The number of Primary & Secondary Floor Response Team positions depends on the size of your company. Please use the guidelines below:

- Single suite tenant: Please designate TWO Floor Wardens; a primary and a backup
- Multi suite tenant: Please designate TWO Floor Wardens; a primary and a backup
- Full Floor Tenant: Please designate at least FOUR Floor Wardens; 2 primary and 2 backups, it is advisable to divide up your space and assign Floor Wardens to specific areas or groups.
- Multi-floor Tenant: Please designate at least FOUR Floor Wardens; 2 primary and 2 backups, it is advisable to divide up your space by floor and assign Floor Wardens to specific areas or groups

General Guidelines for each role are below, this should not be considered an exhaustive list; each tenant will need to define the needs of their suite.

- Floor Warden - Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an Alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- Stairwell Monitor - At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells. Assists any handicapped individuals to the stairwell during an emergency and/or building evacuation.

### **Floor Warden Responsibilities**

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

#### **Duties**

- Appoints personnel to the Tenant Emergency Response Team and fills all vacant positions
- Maintains an updated roster of Tenant Emergency Response Team personnel
- Alerts Tenant Emergency Response Team designees of potential emergencies
- Supervises the activities and training of Tenant Emergency Response Team

- Responsible for informing and training Tenant Emergency Response Team in emergency procedures
- Ensures that Tenant Emergency Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Tenant Emergency Response Team

### **Tenant Emergency Response Team/Stairwell Monitor Responsibilities**

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

#### **Duties**

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Maintains an up-to-date list of impaired employees.
- Moves all personnel needing assistance to the stairwell and waits with them until emergency personnel arrive.

#### **Fire**

##### **If a Fire is Discovered Inside Your Suite**

1. Advise others and move everyone away from the fire
2. Confine the fire if able by closing all doors in the area
3. Notify the Fire Department (911) and provide the following information:
  - 301 Congress Building
  - 301 Congress
  - Corner of 3rd Street & Congress, entrance on Congress
  - Suite Number or Exact Location of Fire
  - Your call back number

Note: Do not hang up until the Emergency Operator does so.

4. Notify the Management Office.
5. Attempt to extinguish the fire only under the following conditions:
  - If the fire is small and can easily be extinguished.
  - You are familiar with the operation of an extinguisher and it can be done safely.
  - You have someone with you.
  - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a designated assembly area away from the building and Fire Department operations.

Note: fires need fuel, heat and oxygen to survive. you can reduce or extinguish fire by removing any one of these elements. for example, close doors and use extinguisher to reduce oxygen, throw water on the fire to reduce heat, and eliminate fuel sources.

##### **If a Fire is Discovered Outside of our Suite:**

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
  - 301 Congress Building
  - 301 Congress

- Corner of 3rd Street & Congress, entrance on Congress
- Suite Number or Exact Location of Fire
- Your call back number

Note: Do not hang up until the Emergency Operator does so.

2. Call the Management Office
3. Feel the door. If it is hot or warm, do not open it!
4. Close as many doors as possible between you and the fire.
5. If smoke enters your suite from beneath the door, seal the area with a fire blanket, wet towel or other misted material.
6. If smoke in your suite becomes unbearable, break a window for additional oxygen.
7. If your telephone stops working, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. Do not jump!

### **Fire Safety Reminders**

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.
4. Never use the elevators unless instructed to do so; new methodology in fire fighting allows use of elevators in some situations.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

### **Fire Prevention Tips**

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chafed.
4. Leave space for air to circulate around heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers, at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

### **Fire Extinguisher Location & Basic Operation**

All extinguishers in the building may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Operating A Fire Extinguisher:

- To open the cabinet, pull on the handle.
- Remember the "P-A-S-S" method for effective fire extinguisher use:
  - P - Pull the safety pin. This is usually the pin with a string attached.
  - A - Aim the hose, nozzle or horn at the base of the fire.
  - S - Squeeze the trigger handle

- S - Sweep from side to side and watch for the re-flash of the fire.

Note: always maintain a three-foot clearance area around fire equipment. once the equipment has been used, do not try to re-hang it, even for a few seconds. used extinguishers should be serviced immediately!

### **Fire Prevention / Procedures**

- Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.
- Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.
- Keep electrical appliances in good repair. Report unsafe conditions to the building office.
- When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.
- Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

If you discover a fire, you should remain calm and:

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

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## **Preparedness: 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 commence. Tenants will need to contact their insurance carrier for any damage to their property.

## **Preparedness: Homeland Security**

Property Management 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](#)
- [Federal Emergency Management Agency](#)
- [American Red Cross](#)
- [Centers for Diseases Control and Prevention](#)

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

## Preparedness: Medical Emergency

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:
  - Nature of medical emergency
  - Building name and address
  - Exact location and name of sick or injured person
  - A number where you can be reached

Do not hang up until the emergency operator does so.

2. Call the Management Office & provide the following information:
  - Your name and company name
  - Nature of medical emergency
  - Exact location and name of sick or injured person
  - A number where you can be reached
3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable.
5. Designate a responsible person to do the following:
  - Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
  - Whenever possible, have an elevator standing for the rescue team.

CPR training and first aid courses are available through your local American Red Cross.

# Preparedness: 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.

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:

[Pandemicflu.gov](http://Pandemicflu.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).

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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## **Preparedness: Power Failure**

In the event of a power failure, the building is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- Emergency Lighting - flashlights, flares, light sticks.
- Batteries - keep a fresh supply
- Blankets - lightweight fire and shock retardant emergency blankets.
- Radios - portable transistor radios with extra batteries and two-way radios

# Preparedness: Security Overview

## See Something, Say Something

Suspicious activity is any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

- Unusual items or situations: A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.
- Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
- Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

Some of these activities could be innocent - it's up to law enforcement to determine whether the behavior warrants investigation. The activities above are not all-inclusive, but have been compiled based on studies of pre-operational aspects of both successful and thwarted terrorist events over several years.

## Tenant Responsibility

Tenants are responsible for locking/securing their suite and notifying the [Management Office](#) of any and all hardware malfunctions and/or personnel changes. Security guards are not authorized to grant suite access to tenants or their guests. It is recommended that tenants carry their Key Card at all times.

# Preparedness: Severe Weather

## Tornados

### Tornado Preparedness

The following SUPPLIES will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- Food - stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water - keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting - flashlights, flares, light sticks.
- Batteries - keep a fresh supply
- Medical - keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.
- Blankets - lightweight fire and shock retardant emergency blankets.
- Radios - portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher
- Medications - persons on medication should keep a 72-hour supply in their desk.

There are two designations placed on a Tornado: a WATCH and a WARNING. A Tornado WATCH indicates weather conditions are right for a tornado. A Tornado WARNING indicates that a tornado has been sighted in the immediate area.

### In the Event of a Tornado Watch

1. Whoever is made aware of the threatening weather should notify the office manager, Tenant Emergency Response Team and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office
  - Once this is accomplished, stay away from the windows
  - Tune in any battery operated radios to a station with weather updates
  - If possible, you should remain in the building until the weather has cleared

### In the Event of a Tornado Warning

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel should direct staff towards safe areas.
3. Do not exit these designated areas or use elevators until an all clear is given by emergency personnel /building management.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

## Hurricanes

### Hurricane Preparedness

The following SUPPLIES will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building:

- Food - stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water - keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting - flashlights, flares, light sticks.
- Batteries - keep a fresh supply
- Medical - keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.
- Blankets - lightweight fire and shock retardant emergency blankets.
- Radios - portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher
- Medications - persons on medication should keep a 72-hour supply in their desk.

There are two designations placed on a Hurricane: a WATCH and a WARNING. A Hurricane WATCH indicates weather conditions are right for a hurricane. A Hurricane WARNING indicates that a hurricane has been sighted in the immediate area.

### **In the Event of a Hurricane Watch**

1. Whoever is made aware of the threatening weather should notify the office manager, Tenant Emergency Response Team and the Management Office.
2. Tenant Emergency Response Team or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office
  - Once this is accomplished, stay away from the windows
  - Remain at your normal work station
  - Tune in any battery operated radios to a station with weather updates
  - If possible, you should remain in the building until the weather has cleared

### **In the Event of a Hurricane Warning**

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel should direct staff towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

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## **Preparedness: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

## **Services: After-Hours HVAC Requests**

After-hours HVAC may be set up by notifying the Management Office 48 hours in advance or by submitting your request directly to [enteliweb](#). When sending an email please detail the date and time you need the HVAC; charges for after-hours HVAC will be determined by your lease. A bill will be sent from HPI for all HVAC charges based on the fees outlined in your lease.

## **Services: Janitorial Services**

### **Day Porters**

There are two Day Porters on duty at 301 Congress during the work week. If you observe a janitorial problem in any area, please submit a [work order](#).

### **Janitorial Services**

Janitorial service is provided Monday - Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near, on top of or against trash receptacles if the material is not to be thrown away. Please place a paper sign with the words TRASH/BASURA on any item to be thrown away that will not fit in a regular receptacle. The janitorial crew will dispose of the item.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment. The janitorial crew will not dust around objects on a bookshelf. If you wish to have a bookshelf or other areas dusted, please clear the area and notify the Management Office.

You may request spot cleaning by submitting a [work order](#).



## **Services: Mail & Other Deliveries**

### **Incoming Mail**

All incoming mail should be addressed as follows:

Tenant Name  
301 Congress, Suite \_\_\_\_  
Austin, TX 78701

Please notify all client contacts and other business associates of your proper mailing address.

### **U.S. Mailbox Locations**

Mailboxes are located on the first floor hallway on the south side of the building. Management will assign you a mailbox and provide 2 keys.

### **Pick-Up/Delivery Hours**

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service.

### **Express Mail Service**

Drop Boxes for FedEx, Lone Star Overnight & UPS are located in the Loading Dock/Freight Elevator service hallway.

### **Oversized Deliveries**

All oversized deliveries should be made after-hours. An oversized delivery is defined as any delivery that will require 2 or more trips in the freight elevator or will require multiple trips via the stairs. It is necessary to make prior arrangements with the [Management Office](#) at least 48 hours in advance for all oversized deliveries.

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## **Services: Maintenance Requests**

Building Technicians are here to maintain building operations and to provide standard building maintenance. All Maintenance requests should be submitted using the [online work order system](#).

Login instructions are provided at move-in, if you need updated information please contact the [Management Office](#). Once a work order is entered into Angus, the system will automatically update with information regarding when an engineer or vendor will visit your suite to respond to the problem.

**When requesting Maintenance, please be prepared to provide the following information:**

- Your name, company name and suite number
- Contact phone number
- Clearly identify the nature and location of the problem

If you have an urgent request that should be addressed immediately, please submit a work order and notify the [Management Office](#) by calling 512.320.4141.

## **Services: Pest Control**

The Management Office contracts with a local vendor to provide pest control service to the building. If you have an area of concern please submit a [work order](#).

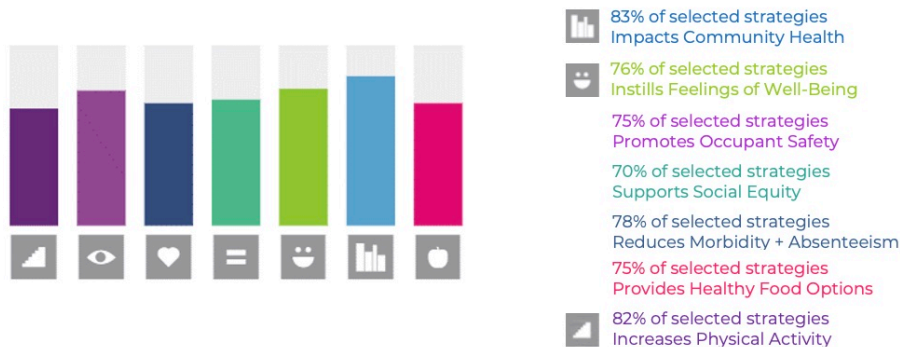
## Sustainability: Fitwel Certified

Located in Austin, TX, PGIM Real Estates' 301 Congress is a 477,839-square feet 22-story Class A office building. The building is managed by HPI Real Estate and owned by PGIM Real Estate. Both companies support the health and wellness of over 1,400 building occupants and 10 building staff.

With an impressive WalkScore of 99, 301 Congress is located within walking distance of several parks, walking trails, and natural water features, including Ann and Roy Butler Hike and Bike Trail, and Republic Square. Additionally, the office building is walking distance from transit stops, shops, dining spaces, hotels, public services, gyms, and more.

By achieving a Fitwel 2-Star Rating Certification using the Fitwel v2.1 Multi-Tenant Base-Building Scorecard, the property management team exhibits leadership in sustainability and the prioritization of employee health and wellness within the workplace. While undergoing the Fitwel and Fitwel Viral Response Module certification processes, the property management team, HPI Real Estate, in coordination with the property owner, PGIM Real Estate, invested in various strategies to enhance the workspaces, shared spaces, building-level policies, and outdoor spaces.

### Fitwel's Health Impact Categories at 301 Congress





## **Sustainability: Go Green Initiatives**

301 Congress has again been recognized as the one of the country's best Workplaces (Best Sites) for commuters for 2021!

Best Workplaces for Commuters (BWC) is an innovative membership program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits.

### **What we offer:**

- Onsite bicycle parking including lockers, racks, and maintenance tools.
- Onsite shower facilities and lockers for active commuters.
- A comprehensive parking management plan.
- Wayfinding signage for the garage and building.
- Shared parking arrangements for nearby businesses.
- Real time commuter information including promoting commuting changes on Ozone Action Days, weather emergencies, or other episodic events that can impact commutes.
- Membership with Movability Texas.

### **Benefits of being a Best Workplace for Commuters:**

- More commuting options for employees.
- Help minimize the number of cars on the road, and commuting times.
- Reduce environmental impacts and demonstrate environmental excellence by reducing gasoline demand, greenhouse gas emissions, and air pollution.
- Help reduce dependence on foreign sources of energy by helping commuters reduce fuel consumption.

### **Other Go Green Initiatives:**

- [Integrated Pest Management Plan \(opens in a new tab\)](#)
- [Enhanced Green Purchasing Policy \(opens in a new tab\)](#)

## **Sustainability: LEED**

301 Congress was awarded LEED Gold Certification from the US Green Building Counsel. The [LEED](#) rating system is the most widely used green building system in the world with 1.85 million square feet of construction space certifying every day. LEED certification provides independent verification of a building or neighborhood's green features, allowing for the design, construction, operations and maintenance of resource-efficient, high-performing, healthy, cost-effective buildings.

# Sustainability: Recycling

301 Congress participates in the Austin's single stream recycling system. Single stream recycling means that all recyclables are collected in one bin. These bins are blue and have the universal recycle symbol on either side. Bins are located throughout tenant spaces and emptied each night. If you have large items that you would like recycled, please place them in an easy to access location in your space and mark each item with the word RECYCLE. These items are collected each night by our janitorial team.

Please help us in our effort to Recycle Right by reviewing the recycling guidelines listed below:

## What Can Go In Your Recycling Bin

### Plastics:

- Plastics with recycling numbers #1 — #7 (you can't recycle plastic bottles with motor oil, pesticides, herbicides, adhesives, paints, or solvents)
- Liquid containers (please be sure to rinse)
- Jars and tubs (margarine tubs, yogurt containers, etc.)
- Detergent and all-purpose cleaner bottles
- Plastic disposable plates, cups, and utensils (check for recycling number on the bottom and make sure they are not full of grease and wash)
- Plastic takeout containers (make sure they are not styrofoam or full of grease)
- Plastic bottle caps (metal caps can be recycled with them as well)

### Glass

- Rinsed glass bottles and jars (labels can be left on containers)

### Metals

- Aluminum foil (cleaned and balled 2 inches or larger)
- Aluminum, tin, and steel cans (soda cans, food cans, etc.)
- Metal lids or caps from glass jars

### Paper

- Glossy and matte paper
- Envelopes
- Phone books
- Junk mail
- Greeting cards
- Catalogs
- Newspapers
- Coupons (no product samples)
- Posters
- Home office paper
- File folders
- Paper ream wrappers
- Sticky notes
- Paper bags (no gift bags)
- Wrapping paper (non-foil, no ribbons or bows)
- Magazines
- Shredded paper (placed in a paper bag)

### Cardboard and Boxboard

- Corrugated cardboard and boxboard boxes
- Gift boxes
- Soda/beverage boxes
- Food boxes (cereal boxes, microwave meals, boxes of rice, etc.)
- Paper towel and toilet paper rolls



For more resources on what you can and cannot recycle in Austin, check the City of Austin's [website](#) directory for recyclable items.

## Plastics Recycling Guidelines

- Remove metal components from plastic items
- Empty and rinse items before recycling them
- Make sure all items fit inside the blue recycling cart with the lid closed
- Only hard plastics are accepted; plastic foam, plastic bags, and plastic wrap are not allowed

## What Can't Go In Your Recycling Bin

### Unrecyclable Items

- Plastic bags, films, and packaging (can be recycled at the front of grocery stores like HEB, Central Market, Randalls, Whole Foods, and Wal-Mart)
- Ziplock baggies
- Trash bags
- Dry cleaning bags (can be recycled only at participating [dry cleaners](#))
- Plastic foam (cups, egg cartons, take-out containers)
- Styrofoam peanuts (can be taken to any [UPS](#) or [Pack Mail](#) shipping stores)
- PVC pipes
- CD/DVD cases (take them to the Resource Recovery Center or Recycled Reads)

### Unrecyclable Glass

- Broken glass (when throwing away broken glass, make sure it is properly packaged and labeled before being put in the garbage)
- Light bulbs
- Mirrors
- Window panes
- Dishes and cups
- Ornaments and decorations

### Unrecyclable Paper

- Pizza boxes
- Wet, soiled or food-stained paper of any kind (paper towels, toilet tissue, facial tissue, paper plates, and cups)

## What Do The Numbered Triangle Symbols on Plastics Mean?

- Polyethylene Terephthalate (PETE) or (PET): soft drink and water bottles, beer bottles, mouthwash bottles, peanut butter, and salad dressing containers. It can be recycled into polar fleece clothing, fiber, tote bags, bottles, clothing, furniture, and carpet.
- High-Density Polyethylene (HDPE): milk jugs, water, and juice containers, liquid detergent bottles, yogurt, and margarine tubs. It can be recycled into liquid laundry detergent containers, drainage pipe, oil bottles, recycling bins, benches, pens, doghouses, vitamin bottles, floor tile, picnic tables, lumber, mailbox posts, fencing.
- Vinyl (Polyvinyl Chloride or PVC): clear food packaging, shampoo bottles.
- Low-Density Polyethylene (LDPE): squeezable bottles (e.g. honey, mustard).
- Polypropylene (PP): ketchup bottles, yogurt containers, margarine tubs, and medicine bottles.
- Polystyrene (PS): aspirin bottles, cups, plates.
- Other: Use of this code indicates that the package in question is made with a resin other than the six listed above, or is made of more than one resin used in combination. Plastics such as three and five gallon reusable water bottles, some citrus juice and ketchup bottles, clear baby food containers.

## Frequently Asked Questions

### Can styrofoam be recycled?

Styrofoam is not recyclable because it would break into very small pieces in the collection truck before it reaches the sorting facility. Once it is broken into small pieces, it's nearly impossible to contain and sort into recycling. Drop-off locations are the best recycling option for this material.

### **Can you recycle pizza boxes, chip bags, pastry boxes, and meat trays?**

Pizza boxes cannot be recycled! What makes parts of them non-recyclable is the grease and cheese from the pizza. So, pizza boxes that are tarnished with food, or any paper product that is stained with grease or food, are not recyclable (unless you remove the tainted portions).

Chip bags cannot be recycled! They can't be recycled because most chip bags are made from aluminum laminated with polypropylene, which means it's a hot plastic and aluminum hybrid mess. But companies are taking notice and incorporating eco-friendly tactics at the end of their product's lives, like turning them into products such as clipboards, tote bag or trash cans.

Treat pastry boxes as if they were pizza boxes. Make sure that the boxes are clean of grease or tarnished food.

Meat trays can be recycled if it is completely clean of meat and has a recycling code on it. Do not put the meat tray in your recycling bin, drop it off at the Recycle & Reuse Drop- Off Center. But it's usually safest to throw the plastic in the trash to avoid contaminating the recycling stream.

### **How do I properly dispose of broken glass?**

The City of Austin wants broken glass to be wrapped in several layers of newspaper or sealed in a box and to label the package as "GLASS" before putting it in your trash cart. For more information, check out the [City of Austin's](#) page.

For more resources on what you can and cannot recycle in Austin, check the City of Austin's [website](#) directory for recyclable items.

### **E-Recycle**

301 Congress accepts electronics to recycle throughout the year. You may drop these items off in the Management Office anytime.

What can be E-Recycled?

#### **Computer Equipment:**

- Accessories (Keyboards, Mice, Cables, Speakers)
- Circuit Boards / Electronic Components
- Laptop and Desktop Computers
- Network / Communications Equipment
- (Routers, Switches, etc.)
- Peripherals (Ink / LaserJet Printers, Scanners)
- Plotters / Copiers
- Servers, Racks, and Server Peripherals

#### **Office Equipment:**

- Non Hazardous Medical Equipment
- Point of Sale Equipment
- Telephones and Telephone Equipment
- Toner Cartridges (new and used)
- Workgroup Printers
- Workstations, Servers

#### **Consumer Electronics:**

- Answering Machines
- CD, DVD, Magnetic Tapes
- Cell Phones, Telephones

- Game Devices (Xbox, Play Station, Nintendo, etc.)
- GPS Devices
- Modems
- Pagers
- PDA's
- Stereo Systems, Radios
- Video Devices (Camera, VHS / DVD Players, etc.)

### **Batteries**

Most household batteries - Lead, Nickel Cadmium, Nickel Metal Hydride, Lithium Ion and Lithium Polymer, can be dropped off at the Management Office to be recycled.

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## Tenant Directory: Drumroll

Drumroll is an engagement agency focused on turning often overlooked moments of a customer journey into meaningful connections, in memorable and measurable ways. Services include Growth Strategy, Experience Design, Content Creation and Data and Analytics.

[drumroll.com](http://drumroll.com)

Chris Mollo, COO  
[hello@drumroll.com](mailto:hello@drumroll.com)  
512.651.3532

## **Tenant Directory: Environmental Defense Fund**

**Environmental Defense Fund's mission is to preserve the natural systems on which all life depends.**

EDF is one of the world's leading environmental organizations. Guided by science and economics, we find practical and lasting solutions to the most serious environmental problems.

What distinguishes Environmental Defense Fund is the combination of what we protect and how we protect it.

We work to solve the most critical environmental problems facing the planet. This has drawn us to areas that span the biosphere: climate, oceans, ecosystems and health. Since these topics are intertwined, our solutions take a multidisciplinary approach. We work in concert with other organizations - as well as with business, government and communities - and avoid duplicating work already being done effectively by others.

Our Austin office is home to our Texas regional work as well as several experts in energy, climate and health.

[edf.org](http://edf.org)

512.478.5161

## Tenant Directory: Teza

Teza is a global quantitative investment firm based on talent, science, and innovation.

[teza.com](https://teza.com)

Contact information:

737.228.1200

[investorservices@tezacapital.com](mailto:investorservices@tezacapital.com)

# Tenant Procedures: General Procedures

## Move-In Hours

We request that your move be scheduled before 7:00 AM or after 7:00 PM Monday through Friday. If you plan to move in over the weekend, you may utilize the loading dock & freight elevator at anytime. Please note that all moves, regardless of the date or time, must be approved by the [Management Office](#) at least 48 hours in advance.

## Insurance Requirements

301 Congress utilizes [myCOI](#), a certificate of insurance tracking management system, to manage insurance compliance.

### How it works

- You will receive a separate email from myCOI with instructions on how to register as well as a request for your insurance agent's contact information.
- Once registered, myCOI will communicate directly with your agent to request an initial certificate, renewal certificates, and to resolve any deficiencies.
- To ensure you receive email communications from myCOI, please add the following addresses to your safe sender's list:

[Certificaterequest@myCOIsolution.com](mailto:Certificaterequest@myCOIsolution.com)  
[Alert@mycoitracking.com](mailto:Alert@mycoitracking.com)

## Tenant Vendors

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the [Management Office](#) of the work at least 48 hours in advance by submitting a [passdown](#) and a Certificate of Insurance that meets the current building guidelines.
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries/services to the specified suite.
- Tenant's outside vendors are allowed access to the building during normal business hours with valid insurance on file. Vendors requiring after-hours access will only be permitted if tenant has scheduled the work with the Management Office at least 48-hours in advance and all necessary paperwork has been completed.
- Vendors may not solicit work from other tenants in the building.

Vendor must provide a Certificate of Insurance covering General Liability, Worker's Compensation and Auto Liability in the amounts designated by the Management Office & additional items as outlined in the building requirements. Please contact the Management Office for current guidelines.

## General insurance requirements for Tenant Vendors

General requirements are outlined below but may differ depending on the service so please confirm with the Management Office when scheduling.

- **General Liability** (including contractual liability coverage): \$1 Million per occurrence, \$2 Million aggregate.
- **Automobile** (owned, non-owned & hired autos): \$1 Million
- **Worker's Compensation Insurance**: Statutory Limits - \$1 Million per occurrence
- **Excess Liability Policy**: \$2 Million
- **Additional Insured**: PR 301 Congress, LP, HPI Real Estate Management, Inc. by way of the following endorsements:
  - ISO CG2010 (Blanket AI - ongoing ops) AND
  - ISO CG2037 OR CG2033 (Blanket AI - completed ops)
- **Certificate Holder**:  
PR 301 Congress, LP  
HPI Real Estate Management, Inc.

301 Congress Ave., Ste 135  
Austin, Texas 78701

Once completed, the insurance information may be emailed to the [Management Office](#).

### **Rent Payment Information**

Rent payments are due according to the terms set forth in your lease agreement. Base Rental and Additional Rental charges are due and payable on the first day of each month. Annual statements detailing Base Rental and Additional Rental charges are sent to each tenant in December. A monthly statement will not be sent. Miscellaneous charges will be invoiced separately.

All rent payments should be made using one of the following methods:

#### **Lockbox mailing Address:**

PR LHC 301 Congress 458401  
PO Box 733165  
Congress 458401  
Dallas, Texas 75373-3165

Please make your checks payable to PR LHC 301 Congress.

Other important points of reference to ensure the proper processing of your check:

- Please include the Tenant name on your check.
- Notify the Management Office in writing of any billing address changes or any special handling requests.
- If you have any questions, please do not hesitate to call the [Management Office](#).

### **Signage**

All forms of exterior signage are to be approved in writing by the Landlord. Graphics policies have been developed for each facility to provide a fair means for each tenant to identify their place of business in a consistent manner with other tenants.

### **Telephone/Internet**

You are welcome to use the phone and internet provider of your choice. Currently AT&T and TW Telecom provide service in the building. Access to building systems (i.e.: the riser rooms) must be coordinated through the Management Office at least 48 hours in advance. Keep in mind that the [Management Office](#) will require a Certificate of Insurance for all vendors working in the building and that all riser work must be done by the building riser management company, [Datasavior](#).



# Tenant Procedures: Parking

## Parking Garage Information and Rules:

The 301 Congress parking garage is managed by Seven One Seven Parking Enterprises (Garage Manager) and serves the parking needs of Tenants of 301 Congress, including their employees and visitors. Seven One Seven Parking has an on-site office located in the garage on level P2, near the parking equipment; email: [301Congress@717parking.com](mailto:301Congress@717parking.com); phone 512.320.4178. To ensure equitable fulfillment of each Tenant's parking requirements, all Tenants are requested to cooperate in the enforcement of the garage rules and regulations.

All parking allocations for Tenants of the Building are defined in the Building Lease; therefore, all spaces outside provisions of the Building Lease are considered month-to-month and are cancelable upon thirty (30) days written notice by the Garage Manager or the Building Owner.

The parking garage is located adjacent to 301 Congress on the north side and below the building. There are three elevators in the garage providing service to all levels of the garage and the office tower main lobby.

All three contract parking areas (entrances/exits) are controlled via an access card. The lower level garage entrances/exits are located on 3rd and 4th Streets. The upper level garage entrance/exit is located on Brazos Street. Please direct all guests of your company to the upper level entrance. Visitor rates are posted at the entrance of the garage.

## Parking Area Assignments:

There are designated parking areas for reserved contract parkers. Non-Reserved Contract parking is on a first come, first served basis.

Contract parkers are allowed unlimited entrances/exits in the lower-level garage (entrances on 3rd and 4th Streets), or in the upper level of the garage (entrance at 4th Street).

For current parking rates and availability, please contact Seven One Seven Parking by email at [301Congress@717parking](mailto:301Congress@717parking), or by phone at 512.320.4178 during regular business hours.

## Client Validation Programs:

We are happy to announce the implementation of online validations with our new Amano McGann parking equipment. Tenants wishing to pay for their guest parking may do so by entering into a Validation Agreement with Seven One Seven Parking. Once your account is set up with the Garage Manager, visit [parking.301congress.com/olv](http://parking.301congress.com/olv) to access the validation system portal.

Contact Seven One Seven Parking via email at [301Congress@717parking.com](mailto:301Congress@717parking.com), or by phone at 512.320.4178 during regular business hours for further information.

[Click here](#) for the Online Validation User Guide.

## Parking Access System:

Access to the contract parking areas is controlled by a computerized card access system. The following are considerations when using the parking garage access system:

1. Each contract parker must register his/her vehicle (license plate #) with the Security Desk, and Parking Office.
2. A replacement charge of \$15.00 (plus tax) per access card is assessed for lost, damaged (i.e. warped, cracked) or stolen cards.
3. Should the access card not allow access to the parking facility, please contact Seven One Seven Parking. If the card is defective, it will be replaced without charge.
4. The access card must be used on each entry/exit to the parking facility. The card access system is operational 24 hours.
5. The following may cause damage to the access card:
  - direct exposure to sunlight and/or heat
  - paper clips/magnetic objects, including magnetic money clip, will de-magnetize card

- carrying in wallet in back pocket may warp card
  - eel skin wallets will de-magnetize card
6. Should parking-related problems exist, please advise Seven One Seven Parking via email at [301Congress@717parking.com](mailto:301Congress@717parking.com), or by phone at 512.320.4178.

### General Parking Rules:

1. An access card will be used to enter the 301 Congress Parking Facility (the "Parking Facility").
2. The access card is to be used at all times to operate the entrance and exit gates to the Parking Facility. If your access card does not work, contact Seven One Seven Parking. It is important to remember that your access card must be used in the entrance/exit sequence. Failure to execute this sequence causes the computer to automatically lockout your access card and prevents it from opening any gate until it is placed back in proper sequence.
3. Employees of Tenants of 301 Congress (the "Owner") are authorized to park in the Parking Facility, subject to Tenants' allotment of parking spaces and provisions of the Tenants' Lease. The Tenants' allocated space must be administered through the Office Manager or designated liaison. Garage Manager/Owner shall not be responsible for assigning Lease Allocated space in the Parking Facility.
4. Access cards shall be distributed by the Security Desk.
5. Access cards are not transferable to another person or vehicle. Failure to observe this rule may result in the termination of parking privileges in the parking facility.
6. The speed limit in the Parking Facility is five (5) miles per hour.
7. If you damage any personal property in the Parking Facility, or damage any Parking Facility equipment, in addition to the liability you may have for any claims, damages, losses or costs arising out of any such damage or violation, the Garage Manager/Owner may cancel your right to use the Parking Facility and void, and/or render your access card ineffective.
8. Please attempt to park in the center of each space. Vehicle operators/owners that continually neglect to park their vehicle between the lines shall be subject to having their vehicles removed from the Parking Facility at the expense of the vehicle operator/owner.
9. Garage Manager/Owner reserves the right to close the Parking Facility for repairs and maintenance. When closing the Parking Facility for repairs, maintenance, and/or modifications, the Garage Manager/Owner shall seek to avoid any inconvenience to you and your guests. No refunds shall be given when the parking facility is closed.
10. Only vehicles authorized by the Garage Manager/Owner may park in handicapped, reserved or visitor parking spaces, as designated by identifying signs. No other vehicles may be parked in parking spaces dedicated and identified by signs as handicapped, reserved or visitor parking spaces. Observe all handicapped, reserved and visitor parking spaces as handicapped, reserved and visitor parking spaces. Unauthorized vehicles parked in handicapped, reserved and visitor parking spaces may be towed at the vehicle owner/Operator's expense. A violation sticker may be placed on a Contract Parker's vehicle if parked in a traffic aisle, no parking zone, in two designated spaces, reserved space, visitor space or handicapped space and may be towed at the vehicle Owner/Operator's expense. If a contract parker continues thereafter to park in visitor, traffic aisle, no parking zone, two designated spaces, handicapped, or other contract holder's reserved space, then:
  - The Garage Manager/Owner has the right to have your vehicle towed away at the vehicle Owner's/Operator's expense, and/or,
  - Terminate your right to use the Parking Facility, void and render your access card ineffective.
11. Garage Manager/Owner reserves the right from time to time and at any time to change these rules and regulations or to void access cards. If you park or operate your vehicle in violation of these rules and regulations or fail to observe or perform your obligations under these Rules and Regulations, the Garage Manager/Owner may have:
  - The right to have your vehicle towed away at vehicle Owner/Operator's expense and/or,
  - May terminate your right to use the Parking Facility, void and render your access card ineffective.
12. New/terminated employees with garage access must be reported, in writing, to the Property Management Office immediately.
13. Payment is due on or before the 1st of each month. Payments not received by the 5th of the month shall be considered past due and are subject to late fees, or cancellation without notice.
14. All payments must be current before any contract can be issued or canceled.
15. Please do not dump ashtrays or other trash in the garage.
16. Please be sure to lock your car at all times. Garage Manager/Owner shall not be responsible for theft or vandalism in the Parking Facility, however caused.
17. Traffic loops on B2-B4 are one way. All other traffic aisles are two-way. Drive slowly and exercise extreme caution when rounding corners. Reckless driving may result in a revocation of parking privileges.



## Tenant Procedures: Rules & Regulations

Tenant shall faithfully observe and comply with the following Rules and Regulations (Landlord reserves the right to amend or changes the Rules and Regulations from time to time):

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or window of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant.
2. A designated number of keys will be issued when you move into your space. Any additional keys required by Tenant can be obtained by requesting copies from the Management Office. All costs associated with new keys will be billed to the tenant.
3. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the premises.
4. Landlord reserves the right to close and keep locked all entrance and exit doors during hours when the Building is closed. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the building. Access to the Building may be refused unless the person seeking access has proper identification or has previously arranged for access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. 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 same by any means it deems appropriate for the safety and protection of life and property.
5. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.
6. No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevator, except upon prior notice to the Management Office, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide the Management Office with no less than 48 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install padding or take other actions or prescribe procedures as are appropriate to protect against damage to the elevators or other parts of the Building. In no event shall Tenant's use of the elevator for any such purpose be permitted during the building's prescribed business hours.
7. Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary.
8. The requirements of Tenant will be attended to only upon application at the office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instruction from Landlord.
9. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.
10. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
11. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent.
12. Except for vending machines intended for the sole use of Tenant's employees and invitees (none at this time), no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
13. Tenant shall not allow any Tenant Party to use any type of portable space heater in the Premises of the Building.
14. Tenant shall not use or keep in or on the Premises of the Building any kerosene, gasoline or other flammable or combustible fluid or material.
15. Tenant shall not store items within 18 inches of the ceiling per City Fire Code.
16. Tenant shall not use any method of heating or air conditioning other than that which is supplied by Landlord, without the prior written consent of Landlord.

17. Tenant shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.
18. Tenant shall not bring into or keep within the Building or the Premises any animals, birds, or any vehicles. Bicycles can be stored in designated areas in the upper parking garage.
19. Tenant will not permit any Tenant Party to bring onto the Premises any handgun, firearm or other weapons of any kind, illegal drugs.
20. Cooking shall not be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, laboratory-approved equipment and microwave ovens may be used on the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other Tenants.
21. Landlord will approve where and how telephone and other wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.
22. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
23. Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.
24. Tenant shall store all trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes at such times as Landlord shall designate.
25. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
26. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed when the Premises are not occupied.
27. No awnings or other projects shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without prior written consent of Landlord. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building or visible from the common corridors must be of a quality, type, design and bulb color approved by Landlord.
28. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways and other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.
29. The washing and/or detailing of or the installation of windshields, radios, telephones in or general work on automobiles shall not be allowed on the Premises.
30. Food vendors/Caterers shall be allowed in the Building once approved by Management. The food vendor shall service only the tenants requesting the service. Under no circumstance shall the food vendor display their products in a public or common area including corridors and elevator lobbies without approval, in advance, from the Management office. Any failure to comply with this rule shall result in immediate and permanent withdrawal of the vendor from the Building.
31. Tenant must comply with requests by the Landlord concerning informing their employees of items of importance to the Landlord.
32. Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, Landlord reserves the right to designate, in Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.
33. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

In the event of a conflict between a Rule or Regulation listed above and a Lease provision, the Lease provision shall control.

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