

WELCOME TO OUR COMMUNITY

MOVING TO A NEW OFFICE CAN BE EXCITING BUT AT TIMES CAN ALSO BE OVERWHELMING. PWC PROPERTY SOLUTIONS, L.L.C. WOULD LIKE TO HELP MAKE YOUR TRANSITION TO PARKWAY CENTER AS SMOOTH AS POSSIBLE. THIS BOOKLET WILL HELP FAMILIARIZE YOU WITH THE PARKWAY CENTER COMPLEX AND THE SURROUNDING AREA AND ALSO ANSWER MANY OF YOUR INITIAL QUESTIONS.

OUR MISSION IS TO PROVIDE THE FINEST QUALITY SERVICES TO OUR TENANTS, AND TO DO THIS IN A MOST EFFICIENT AND ECONOMICAL MANNER.

WE ARE LOOKING FORWARD TO SERVING YOU OVER THE YEARS TO COME!

INTRODUCTION

Parkway Center Business Offices, a 900,000 square foot office park, was purchased in 1988 by The Rubenstein Company, a Philadelphia based real estate owner, developer and manager of A-class office properties and has since been sold individually to several different owners. PWC Property Solutions, LLC manages Buildings 3, 5 and 8 and maintains a leasing/marketing office and an operations/management office at Five Parkway Center to better serve you.

Your needs and services will be met by our on-site staff, as well as our service contractors. The following information will familiarize you with our management team. If there is any way we can be of assistance to you, all personnel can be reached through our Management/Operations office at (412) 937-1925.

MANAGEMENT/OPERATIONS

NICOLE STEIGERWALD – Property Manager -

nsteigerwald@pwcpropertysolutions.com

Nicole performs all necessary functions with the daily operations of Buildings 3, 5, and 8.

MATTHEW MONTGOMERY – Maintenance Systems Coordinator –

mmontgomery@pwcpropertysolutions.com

Matt manages all necessary functions for the daily security and related operational demands of the buildings.

TAMMY ROCK – Accounting Manager –

trock@pwcpropertysolutions.com

Tammy handles accounting and human resource responsibilities of the company.

DARLENE WADDINGHAM –Leasing/Marketing –

dwaddingham@pwcpropertysolutions.com

Darlene performs leasing and marketing functions for the company and supports the management team by handling various office projects.

IMPORTANT PHONE NUMBERS

PWC Property Solutions, LLC has on site security for the offices at Parkway Center, Buildings 3, 5, and 8 on a 24 hour a day, seven days a week program. To reach any PWC personnel in an emergency situation, just call (412) 937-1925 any time of the day or night and your emergency will be handled in the most expeditious manner as possible.

The Parkway Center **Management/Operations Office** address is:

PWC Property Solutions, L.L.C.
Five Parkway Center, Suite 215
Pittsburgh, PA 15220
Phone: (412) 937-1925 Fax: (412) 937-1927

OTHER EMERGENCY NUMBERS:

Green Tree Police Department(412) 922-3600

Green Tree Fire Department(412) 922-3500

Green Tree Ambulance - EMT Service(412) 922-3500

AMENITIES

Parkway Center is often referred to as “**a community within a community.**” This is because of the broad range of services and amenities available to our tenants, not to mention the additional businesses that can be of service in the immediate surrounding area. In this section, we highlight just a few of these conveniences.

RESTAURANTS & SUNDRIES

Parkway Center Eateries

East Wind Chinese Restaurant (412) 937-0554
Seven Parkway Center, First Floor

Area Fast Food: McDonalds, Wendy's, Einstein's Bagels, Boston Market, Arby's, etc.

There are many full service restaurants such as **Olive Garden** conveniently located on Green Tree Road, Noblestown Road, Poplar Street, and the West End area.

PORT AUTHORITY TRANSIT: several bus stops throughout the Parkway Center complex. Call (412) 442-2000 or go to www.portauthority.org for schedule information.

OVERNIGHT ACCOMMODATIONS:

Radisson Hotel Pittsburgh (412) 922-8400
101 Radisson Drive
Green Tree

Best Western - Parkway Center Inn (412) 922-7070
875 Greentree Road
Pittsburgh, PA 15220

Both feature room accommodations, banquet and/or conference rooms, and fine dining for lunch and dinner, and fitness center.

CARRIERS & U.S. POSTAL SERVICES

There is a full service United States Post Office in Four West Parkway Center. The mail is delivered to tenants at various times of the day.

For outgoing mail, there is a U.S. Mailbox located at each Building. The last pickup for mail is approximately 5:00 p.m. Monday through Friday in every Building.

U.S. Post Offices:

Four West Parkway Center, 412-922-6696

Green Tree Office on Trumbull Drive, 412-923-1191

EXPRESS CARRIERS:

Federal Express, 1-800-622-1147

UPS, 412-323-1500

There is "Overnight" drop boxes for Federal Express and United Parcel in Building Four West.

AREA BANKING

Allegheny Valley Bank, Four Parkway Center

Dollar Bank - Virginia Manor, 1790 Green Tree Road

PNC

Intersection of Poplar & Mansfield Avenues

Noblestown Road

National City Bank

West End, 22 Wabash Ave.

Virginia Manor, 1701 Cochran Road

Parkvale Savings & Loan

Intersection of Poplar & Noblestown Road

USAirways Federal Credit Union

ATM machine only inside Building 3, first floor

HVAC AND OTHER UPGRADES

Parkway Center has a commitment to providing ongoing upgrades that allow the buildings to keep pace with the rapidly changing technology of modern society. We are dedicated to the on-going major mechanical, maintenance and safety upgrades.

One of the major mechanical upgrades which has been used extensively throughout the complex to maintain an industry standard is the state-of-the-art DDC (Direct Digital Control) system which handles HVAC by computer monitoring systems controls to provide maximum comfort.

The most important commitment to our tenants is evident throughout the three buildings borne of our management style and experienced by our Tenants. Tenants are secure in the knowledge that we will provide top caliber property management services at all times.

CLEANING SPECIFICATIONS

PWC Property Solutions, LLC has contracted with Central Maintenance Supply, Inc. to handle the cleaning services in both common area and tenant spaces. Summarized below are the routine cleaning specifications you can expect. If you have any questions or comments about cleaning please call the Management/Operations office.

I. General Office Areas

A. Nightly (five [5] nights per week)

1. Empty and clean all waste receptacles and remove all waste and recyclables to proper designated area according to OWNER's recycling plan.
2. Damp wipe exterior of waste receptacles as required, place plastic liners in receptacles.
3. Empty, clean and screen all ash urns, empty and damp wipe ash trays.
4. Spot clean all interior glass (entrance windows, side lights, etc.).
5. Spot clean and remove hand marks and scuff or smudge marks from walls, doors, door frames, baseboards and around light switches as needed.
6. Hand dust and wipe clean all reception area furniture and readily accessible office furniture, equipment, filing cabinets, fixtures, chair bottoms, window sills and trim with treated cloth as needed. Clean all glass furniture tops.
7. Damp mop any area designated as a food area (kitchens, vending rooms) keep free from spillages. Spot mop all other hard surface floors.
8. Vacuum heavy traffic carpeted areas. Spot clean carpets as needed.
9. Remove all gum, litter and foreign matter.

B. Weekly Cleaning

1. Vacuum all carpet wall to wall that can be reached without heavy furniture moving.

C. Monthly Cleaning

1. Dust Venetian blinds, lamp shades, picture frames, doors, coat racks and other items not covered in nightly/weekly cleaning.

D. Quarterly Cleaning

1. Spray buff all vinyl floors.
2. Dust all HVAC diffusers and vacuum baseboard heaters.

E. Annual Cleaning

1. Strip and reseal all vinyl floors, applying a minimum of four (4) coats of a water based acrylic finish.

F. Exclusions

The following items are not included in general office cleaning but should be provided upon request at a specified rate.

1. Carpet cleaning (beyond spot cleaning)
2. Light fixture cleaning (interior and exterior)
3. Wall washing
4. Blind cleaning
5. Dish washing / Kitchen appliance cleaning

MOVING & DELIVERY GUIDELINES

Moving or delivery of large items should be carefully scheduled and coordinated to avoid inconveniencing building tenants during business hours. Tenants are asked to notify the PWC Management office in writing by mail or by fax at **412-937-1927** at least one week prior to any scheduled move-in, move-out or large equipment delivery.

Tenants should require a Certificate of Insurance from moving companies or equipment delivery companies, naming as additional insured the owner, Elman Pittsburgh Associates, III, and as additional insured the management company, PWC Property Solutions, LLC. As a consideration to other tenants in the building, move-outs are to be scheduled on weekends or after 6:00 p.m. daily and must be coordinated with our security staff. Office deliveries should be scheduled between 9:30 a.m. and 11:30 a.m. and between 1:30 p.m. and 3:30 p.m.

The specific Parkway Center moving policy is outlined below. Please review it carefully before scheduling any moves or deliveries.

1. Notify PWC as soon as possible in writing by mail or by fax at **412-937-1927** as to the date and time of your scheduled move. All moving arrangements must be cleared by the Building or Security Manager one week prior to the scheduled date. All moves will be scheduled on a first come, first served basis.
2. All moves or deliveries specified as "large" must be scheduled with PWC. Remember, large office moves may only occur on the weekends or after 6 p.m. Monday through Friday. Large deliveries must be scheduled for off-peak elevator hours. Consult PWC Security to determine what constitutes a "large" move or for off-peak elevator hours, as they vary for each building.
3. Large moves must be handled through the freight elevator, unless the Building Manager authorizes the use of other elevators. PWC will provide pads to protect the freight elevator. If other elevators are approved for use, the moving contractors shall be responsible for supplying pads to protect the elevator cab interior.

4. Moves will be restricted to the loading dock of any Building that has a loading dock. We strongly encourage you to reserve this area for all large moves and deliveries. Any exceptions to this entry point must be authorized by Building Management. If other areas of access are approved (as mentioned in #3 above), the mover must protect floors and walls with acceptable material to prevent damage.
5. The mover must be bonded and carry a minimum of \$1 million combined single limit, property damage, and public liability insurance. We suggest that you secure a Certificate of Insurance for your firm as well.
6. Your moving contractor will be responsible for any damage to the Building incurred during the move. To avoid unnecessary damage:
 - * Pad or otherwise protect all entrances, doorways, and walls affected by the move.
 - * Cover all floors traversed during the move with appropriate material.
7. Moving contractors must sign in at the Management Office located in Building 5, regardless of which building they are working in. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move which may affect Building operation. They are also responsible for removing all trash and bulky packing cartons.
8. Parkway Center Buildings have a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any common area of the Building.
9. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the Building itself. These guidelines are in no way meant to hamper or restrict your moving process but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have.

CARPET CLEANING

As our cleaning specification states, vacuuming and spot cleaning of your carpets will be done on a regular basis at no additional charge. However, should you require any interim carpet cleaning, shampooing, or hosting it can be handled by our janitorial service, Central Maintenance Service, for a nominal fee. Just call the Operations/Management office at 412-937-1925 and we will have the janitorial manager speak directly with you.

TRASH & RECYCLING

All trash removal and recycling will be done by PWC contract services. Tenants are not permitted to do recycling or trash removal other than by Landlord as this causes additional burden on security and loading dock usage. Most importantly it increases the cost of these services for other tenants as any recycling benefits received by PWC are passed along to all tenants.

FIRE CODE

It is against fire code to have any obstructions in the hallways and is the complex cleaning company's (Central Maintenance Service) policy that anything too large to fit in a trash container be marked "TRASH" and left next to a trash receptacle inside your office for the evening cleaning crew to pick up. If there are a large number of boxes or if a box is so large that it interferes with your daily routine, call PWC Property Solutions, LLC Management Office at 412-937-1925 to have it removed.

PWC Property Solutions, LLC

TENANT INFORMATION FORMS

Please type or print the information requested on the following 3 pages and return to the PWC Property Solutions Management/Operations Office at Suite 215 in Building Five. It can be faxed as well to at 412-937-1927 attention Matt Montgomery as soon as possible.

Thank you.

PARKWAY CENTER BUILDING 3 OFFICE DATA SHEET

(All information is confidential)

COMPANY NAME: _____

BUILDING #: _____ SUITE #: _____

PHONE: _____ FAX: _____

FACILITIES (MAINTENANCE) CONTACT:

NAME: _____

TITLE: _____

DIRECT PHONE / EXTENSION: _____

E-MAIL CONTACT: _____

EMERGENCY (AFTER HOURS) CONTACT:

1) NAME: _____

PHONE: _____

2) NAME: _____

PHONE: _____

LEASING CONTACT:

NAME : _____

TITLE: _____

COMPANY NAME (if different): _____

DIRECT PHONE / EXTENSION: _____

Please provide a brief description of your company and the services you provide.

PARKWAY CENTER CENSUS FORM

In an effort to improve the services offered to tenants we request the following information so we may gain a greater awareness of your needs.

Please provide the following information:

Total number of employees working in your office_____

Number of employees working during peak hours (9 a.m.-5 p.m.)_____

Number of employees who drive to work_____

Number of employees who car-pool_____

Number of employees who use public transportation_____

Number of employees who may need special assistance in any emergency_____

Please list below the names and exact locations of any of your employees who need assistance.

DATE :

NAME: _____

SPECIAL NEED:_____ LOCATION:_____

NAME: _____

SPECIAL NEEDS: _____ LOCATION:_____

Please use additional paper if necessary.