



400
RECORD

**TENANT
MANUAL**



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INTRODUCTION



Welcome

400 Record is a 17-story, 220,000 square-foot property epitomizing luxury in an office setting. Located in the heart of downtown Dallas, the building thrives on the energy of the city's bustling Central Business District while surrounded by picturesque parks and greenery. Tenants enjoy a wide array of shops within walking distance, and the building is only minutes from the Dallas Arts District, the West End Historic District, and Dallas Love Field Airport. 400 Record features unparalleled amenities ranging from a private fitness center to first-class dining, striking views, stylish conference rooms, and on-site security.

BUILDING OPERATION

Building Management:

Lincoln Property Company
400 S. Record Street, Suite 209
Dallas, Texas 75202

Hours: 8:30 AM–5:30 PM, Monday–Friday

Office Phone: (214) 744-9790

Office Fax: (214) 747-3730

Christi Davis, Property Manager, cldavis@lpc.com

Paula Andrews, Property Administrator, pandrews@lpc.com

Holidays

400 Record and the Management Office will be closed in observance of the following holidays:

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

Leasing

For 400 Record leasing information, contact Christi Davis in the Management Office:

Phone: (214) 744-9790

Email: cldavis@lpc.com

400 S. Record Street, Suite 209
Dallas, TX 75202

Rental Remittance

Monthly rental payments are due on or before the first day of each month.

Payment should be hand delivered or mailed to:

400 Record
c/o Lincoln Property Management
400 S. Record Street, Suite 209
Dallas, TX 75202

Wiring instructions are available upon request.

BUILDING SECURITY & ACCESS

Hours of Operation

The building is open 8:00 AM to 6:00 PM Monday through Friday. An access card is needed to enter the building after hours, on weekends, and holidays.

Keys, Access Cards, & Locks

Keys and access cards will be issued to tenants upon moving into the building. Tenants will be issued one access card per employee. Entry will be limited to the building and to the specific floor(s) on which the tenant is located. It is the responsibility of the tenant to notify the Management Office of the loss, termination, or reassignment of access cards to ensure proper security of the building. Tenants will be charged a replacement fee for lost or damaged cards.

To order a new or replacement access card, please complete the Building | Parking Access Card Form and send to the Management Office at pandrews@lpc.com.

No person will be let into an office or suite without a key or access card unless prior approval is given by the tenant to building security; this includes employees who may have forgotten their access cards.

If it should become necessary to change a lock cylinder due to employee turnover, a service charge will be assessed. For this reason, tenants should make every effort to see that terminated employees turn in their keys and access cards.

No outside locksmith is permitted to install, repair, or remove building locks.

After Hours Access

An access card is needed to enter the building and activate the elevators after hours.

To activate the elevators after hours:

- Swipe access card across the elevator's reader panel — a green light indicates access has been granted
- Select desired floor within five (5) seconds of swiping access card
- When leaving your floor, press the elevator's down button to summon a car
- Press the Lobby Level button

After hours, elevators will only stop on the Lobby Level unless an access card is used to go to another authorized floor.

Large/Bulk Deliveries

All large/bulk deliveries must be made to one of two loading docks located on Wood Street or in the parking garage (next to the trash compactor on level B2). Garage clearance is 12 feet. Semi-trucks and trailers are not permitted in the garage.

A Certificate of Insurance listing 400 Record and Lincoln Property Company as additional insureds must be provided to the Management Office prior to deliveries.

Deliveries can be coordinated through the Management Office at (214) 744-9790. Please refer to the Insurance Requirement Summary and the Tenant Delivery, Removal, and Moving Guidelines for detailed information.

Food Deliveries

Food delivery personnel may deliver food to the security desk; they are not allowed to enter the elevator unescorted. In the event that the delivery personnel must enter your suite, they must be escorted at all times while they are in the building.

Disabled Visitors

The Management Office of 400 Record makes every effort to accommodate tenants, employees, guests, vendors, and visitors requiring special assistance. The building complies with the requirements of the Americans with Disabilities Act.

Ramps are accessible on Record Street, Wood Street, Market Street, and Young Street.

For additional information or to discuss special requirements, please call the Management Office.

Lost and Found

Found items may be turned in to the Management Office in Suite 209 or to any Security Officer. To inquire about a lost item, please visit the Management Office or call (214) 744-9790.

Security Escort Service

Security Escort Services are available to all tenants and visitors. Please contact building security at (214) 797-2546 for assistance.

Solicitation

Solicitation of any kind is prohibited in the building. Anyone found soliciting will be asked to leave. If a solicitor comes to your office, please notify building security at (214) 797-2546.

Suspicious Persons

Tenants are asked to always be aware of any activities they may feel are out of the norm concerning the building. Doors left unlocked or propped open, as well as any person whose presence is unexpected could be considered suspicious. If at any time you witness anything suspicious please contact building security at (214) 797-2546.

If you feel threatened in any way, call 911 before contacting security.

Emergency Procedures

For any emergency situation, please call the appropriate party below:

- All emergencies: 911
- Management Office: (214) 744-9790
- Building Security: (214) 797-2546

All tenants are expected to review and understand the safety guidelines and procedures outlined in the Emergency Procedures Manual.

BUILDING SERVICES

Work Orders & Service Requests

400 Record has introduced the IMPAK technology platform for the property. IMPAK is a web-based platform that will allow you to request maintenance and services online. To gain access to IMPAK, please contact the Management Office.

Suite Signage

All suite signage is to be “building standard,” conform to ADA requirements, and be ordered through the Management Office by completing a Tenant Identification Plaque Form, unless specifically waived in writing by the landlord. There are to be no signs in any form on the exterior of the building or on tenant’s doors or windows without prior written approval of the landlord. Please allow three to four weeks for delivery of your tenant signage after all copy has been approved and the final order placed.

Electricity and Lighting

Electrical service to the building is provided by Oncor. Any loss of power should be reported to the Management Office. Management will purchase and install building standard ceiling bulbs as requested by tenant. Tenants are responsible for purchasing and storing all specialty ceiling lighting. Management will install specialty ceiling lighting for tenants. All other lighting, such as desk lamps and floor lamps, are the tenant’s responsibility.

HVAC

Building air conditioning and heating operate 24 hours a day, 7 days a week. Standard temperature is set at approximately 74 degrees. With normal operation, the thermostatic controls are designed to maintain actual room temperatures in the range of 72 to 76 degrees. Please do not change the thermostat settings in your suite. Should you experience an uncomfortable temperature in your suite, please call the Management Office to determine if the temperature is outside the standard range.

Janitorial Services

Janitorial services are performed in all tenant and public areas. Your office will be cleaned five (5) days each week. This service includes all normal cleaning such as dusting, emptying wastebaskets, vacuuming, etc. Should you have a special cleaning request, please contact the Management Office or submit your request through the IMPAK system. Tenants will be billed for any special cleaning.

Outside Vendors

If a tenant requires services or repairs outside the scope of regular building maintenance, the tenant may hire a vendor of their choice to perform the work. All outside vendors must provide the Management Office with a Certificate of Insurance before the work commences. Please refer to the Insurance Requirement Summary.

Any repairs that will affect the building structure or the fire alarm, electrical, plumbing, or mechanical systems require the prior written approval of the building owner and must be coordinated through the Management Office.

Mail Service

All tenants will be assigned a postal lock box to receive US mail upon completion of the Postal Lock Box Order Form. The mail facility is located on the 1st floor off the service corridor from the loading zone. Mail is delivered and picked up according to the posted schedule. FedEx and UPS drop boxes are also located in the mail room.

Trash & Recycling

Trash is disposed Sunday through Thursday by janitorial services. For special circumstances, please contact the Management Office or submit a request through the IMPAK system.

400 Record has a recycling program and bins are provided upon request. For additional information, contact the Management Office at (214) 744-9790.

BUILDING AMENITIES

400 Record Website & App

Building news and events can be located on our website at 400record.com. The 400 Record App is available to tenants and their employees only. This app can be used to access the building amenities, contact security, management, and Bullion, as well as schedule Record Spinners. Access to the 400 Record App is available by invitation only. Contact the Management Office to gain access to the 400 Record App.

Bullion Restaurant

Elevated above the ground floor of 400 Record's lobby, Bullion is the latest culinary excursion of Michelin Star-awarded chef, Bruno Davaillon. The restaurant boasts a range of classic and contemporary French dishes, full bar, and an exceptional selection of French wines, charcuterie, and cheeses.

Hours of Operation:

Lunch: 11:30 AM–2:00 PM (Mon–Fri)

Lounge: 2:00 PM–5:00 PM (Mon–Fri)

Dinner: 5:30 PM–10:00 PM (Mon–Thu)

Dinner: 5:00 PM–10:30 PM (Fri–Sat)

Closed Sundays

Bullion-To-Go (Coming Soon)

Bullion-To-Go is a convenient café and coffee bar located on the 1st floor of the building offering grab & go breakfast and lunch items. Daily specials include soup, sandwiches, salads, and pastries.

Hours of Operation:

7:00 AM–5:00 PM (Mon–Fri)

Car Wash & Detail Services

(Coming Soon)

Tenant Socials

Tenant appreciation events are scheduled throughout the year to allow our tenants to get to know the Management Staff and each other. We look forward to ice cream socials, coffee and donuts, and holiday events at 400 Record.

Fitness Center – 2nd Floor

A complimentary full-service gym and locker room with towel service is available for use by all tenants on the 2nd floor. The gym features an extensive collection of cutting edge equipment, flat-screen TVs, and breathtaking views of downtown. Each locker room is equipped with three marble showers and spa-grade amenities. For fitness center access, please complete and sign the Fitness Center Registration Form and Fitness Center Rules & Regulations.

Parking

The parking garage has three levels available to tenants. Six (6) handicap spaces are also available; two (2) on each level. Above ground parking is also available on the Lubben Lot.

The parking garage can be entered by access card or TollTag. Access into the garage and Lubben Lot is by management approval and card activation only. For parking access, please complete the Building | Parking Access Card Form.

Guest Valet Service

Valet service for visitors is located at the Record Street entrance, Mon–Fri, 8:00 AM–6:00 PM. Tenants will be able to validate visitor parking online through Flash Parking. To gain access to Flash Parking, contact the Management Office.

2nd Floor Conference Center

The conference center is made up of four (4) large conference rooms and a central lounge area. The rooms can host up to 336 people at one time by raising the movable walls for unique meeting spaces. Flat screen TVs are available in every conference room for viewing and presentation capabilities. Catering is permitted from vendors on the Approved Catering Vendor List. To reserve conference center space, complete the Conference Center Reservation Authorization Form and the Conference Center Policies and Procedures Document.

Record Spinners

As a tenant of 400 Record, you have access to our Record Spinners, private shuttles that provide transportation anywhere within the Dallas Central Business District. You can request a Record Spinner directly through the 400 Record App. Please allow 15 minutes for your Spinner to arrive after ordering through the app. Spinners are available from 9:00 AM–5:00 PM Monday–Friday.

OTHER AMENITIES

DART (Dallas Area Rapid Transit)

400 Record is situated at the intersection of I-30, 75, Woodall Rogers Freeway, and Dallas North Tollway, and is conveniently located within walking distance of Union Station, the Dallas Streetcar, the D-Link, and other transit options.

OMNI Hotel

Across the street from 400 Record, the Omni Hotel has become an iconic part of the Dallas skyline. The hotel boasts an award-winning pool deck with stunning views of downtown, the world-class Mokara Spa, and Texas Spice Restaurant, which captures the true flavor of Texas with an emphasis on local ingredients and southern style.

BUILDING RULES & REGULATIONS

The following rules and regulations shall apply to the premises, the building, any parking garage or other parking lot or facility associated therewith, and the appurtenances thereto:

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by tenants or used by any tenant for purposes other than ingress and egress to and from their respective leased premises and for going from one to another part of the building. The halls, passages, exits, entrances, elevators, stairways, balconies and roof are not for the use of the general public, and landlord shall, in all cases, retain the right to control and prevent access there-to by all persons whose presence in the judgment of landlord, reasonably exercised, shall be prejudicial to the safety, character, reputation and interests of the project. No tenant party shall access the roof of the project.
2. Landlord reserves the right to exclude from the project at all times other than normal business hours all persons who do not present a pass to the project on a form or card approved by landlord. Tenant shall be responsible for all of its employees, agents, invitees and guests who have been issued a pass at the request of tenant and shall be liable to landlord for all acts of such persons.
3. Plumbing, fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or deposited therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or its agents, employees or invitees, shall be paid by such tenant.
4. No signs, advertisements or notices (other than those that are not visible outside the premises) shall be painted or affixed on or to any windows or doors or other part of the building without the prior written consent of landlord. No nails, hooks or screws (other than those which are necessary to hang paintings, prints, pictures, or other similar items on the premises' interior walls) shall be driven or inserted in any part of the building except by building maintenance personnel. No curtains or other window treatments shall be placed between the glass and the building standard window treatments.
5. Landlord shall provide all door locks at the entry of each tenant's leased premises, at the cost of such tenant, and no tenant shall place any additional door locks in its leased premises without landlord's prior written consent which shall not be unreasonably withheld, delayed, conditioned, or denied. Landlord shall furnish to each tenant a reasonable number of keys and/or access cards to such tenant's leased premises, at such tenant's cost, and no tenant shall make a duplicate thereof. Replacement keys and/or access cards shall be provided on a reasonable basis and at tenant's cost. Landlord's current charge for replacement keys and/or access cards is \$[_____]; however, landlord and tenant agree such figure shall not be interpreted as the maximum amount which may be charged in the future to tenants for a replacement key or access card.
6. Movement in or out of the building of furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which require use of elevators or stairways, or movement through the building entrances or lobby shall be conducted under landlord's supervision at such times and in such a manner as landlord may reasonably require. Each tenant assumes all risks of and shall be liable for all damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of landlord if damaged or injured as a result of acts in connection with carrying out this service for such tenant.

7. Landlord may prescribe weight limitations and determine the locations for safes and other heavy equipment or items, which shall in all cases be placed in the building so as to distribute weight in a manner acceptable to landlord which may include the use of such supporting devices as landlord may require. All damages to the building caused by the installation or removal of any property of a tenant, or done by a tenant's property while in the building, shall be repaired at the expense of such tenant.
8. Corridor doors, when not in use, shall be kept closed. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No bicycles, birds or animals (other than those that are medically necessary) shall be brought into or kept in, on or about any tenant's leased premises. No portion of any tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters or for any immoral, disreputable or illegal purposes.
9. Tenant shall cooperate with landlord's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purpose of such cleaning other than the building's cleaning and maintenance personnel; provided, however, customary deliverers of such items may obtain authorization from landlord's property manager upon presentation of information, such as insurance, reasonably satisfactory to landlord and landlord's property manager.
10. To ensure orderly operation of the building, no ice, mineral or other water, towels, newspapers, etc. shall be delivered to any leased area except by persons approved by landlord, whose approval shall not be unreasonably withheld or delayed.
11. Tenant shall not make or permit any vibration or improper, objectionable or unpleasant noises or odors in the building or otherwise interfere in any way with other tenants or persons having business with them.
12. No machinery or appliances of any kind (other than normal office equipment and normal break room appliances) shall be operated by any tenant on its leased area without landlord's prior written consent, nor shall any tenant use or keep in the project any flammable or explosive fluid or substance (other than typical office supplies [e.g., photocopier toner] used in compliance with all laws).
13. Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.
14. No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of landlord, unless such vending machines (a) are not visible from the common area corridors, (b) do not draw electrical usage in excess of a standard vending machine for food or beverages or consume more than building standard electricity, and (c) are for the sole use of tenant and its employees and are not used for vending to others.
15. Tenant shall use best efforts to not conduct any activity on or about the premises or building which will draw pickets, demonstrators, or the like.
16. All vehicles are to be currently licensed, in good operating condition, parked for business purposes having to do with tenant's business operated in the premises, parked within designated parking spaces, one vehicle to each space. No vehicle shall be parked as a "billboard" vehicle in the parking lot. Any vehicle parked improperly may be towed away. Tenant, tenant's agents, employees, vendors and customers who do not operate or park their vehicles as required shall subject the vehicle to being towed at the expense of the owner or driver.

17. No tenant may enter into phone rooms, electrical rooms, mechanical rooms, or other service areas of the building unless accompanied by landlord or the building manager.
18. Tenant will not permit any tenant party to bring onto the project any handgun, firearm or other weapons of any kind, marijuana, cannabis-based products, illegal drugs or, unless expressly permitted by landlord in writing, alcoholic beverages.
19. Tenant shall not permit any tenant party to smoke (including the use of any form of tobacco, marijuana, cannabis-based products, e-cigarette, electronic cigarette, personal vaporizer or electronic nicotine delivery system) in the premises or anywhere else on the project, except for tobacco products in any landlord-designated smoking area outside the building. Tenant shall cooperate with landlord in enforcing this prohibition and use its best efforts in supervising each tenant party in this regard.
20. Tenant shall not allow any tenant party to use any type of portable space heater in the premises or the building.
21. Only artificial holiday decorations may be placed in the premises, no live or cut trees or other real holiday greenery may be maintained in the premises or the building.
22. Tenant shall not park or operate any semi-trucks or semi-trailers in the parking areas associated with the building.
23. Tenant shall cooperate fully with landlord to assure the most effective operation of the premises or the project's heating and air conditioning, and shall refrain from attempting to adjust any controls, other than room thermostats installed for tenant's use. Tenant shall keep corridor doors closed and shall turn off all lights before leaving the project at the end of the day.
24. Without the prior written consent of landlord, which shall not be unreasonably withheld, delayed, conditioned or denied, tenant shall not use the name of the project or any picture of the project in connection with, or in promoting or advertising the business of, tenant, except tenant may use the address of the project as the address of its business.
25. Canvassing, soliciting and peddling within the project is prohibited, and tenant shall cooperate in preventing such activities.
26. Tenant shall comply with any recycling programs implemented by landlord from time to time with respect to the project.
27. Tenant shall not exhibit, sell or offer for sale, rent or exchange in the premises or at the project any article, thing or service to the general public or anyone other than tenant's employees without the prior written consent of landlord.



