



MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

CENTRAL PLAZA

337 SW Alder Street, Portland, OR 97204
BUILDING INFORMATION FOR TENANTS



111 Southwest Columbia | Portland, Oregon 97201 | P: 503.223.9203 | F: 503.223.4606 | www.melvinmark.com



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WELCOME TO CENTRAL PLAZA!

We are pleased you have selected Central Plaza as your business location.

In order to make you feel “at home” as quickly as possible, we are furnishing some information that may be of assistance. Melvin Mark Brokerage Company and building staff are dedicated to ensuring that you receive first-class service. We hope that this description of the building services and procedures will assist you in becoming acquainted with the building.

If you require any assistance; please contact us at 503.223.9203. Our office is open from 8:00 AM to 5:00 PM, Monday through Friday.

It is our intention to provide the best possible service for you and our other valued tenants in the building.

Please visit melvinmarkcompanies.com and click on Tenant Portal, for full building information, company contacts and to re-print this tenant handbook.



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KEY CONTACTS

ACCOUNTING

All accounting-related questions can be answered by calling our Accounting Department, 503.223.9203.

Melvin Mark Brokerage Company will mail a courtesy rent statement at the end of each month for the following month's rent. Along with your statement, you will receive a return envelope to send your payment in. Checks should be made payable to Mark Central Plaza LLC at the address listed below:

Mark Central Plaza LLC
C/O Melvin Mark Brokerage Company
Unit #105
PO Box 5153
Portland, OR 97208-5153

Certificates of Insurance: Please send Certificates of Insurance to insurance@melvinmark.com.

Accounts Receivable questions: Please call 503.223.9203 or email ar@melvinmark.com.

BUILDING PERSONNEL

The manager is available to advise you on any aspect of maintenance, remodeling or refurbishing your work space. Any proposed changes in the physical layout, electrical service, mechanical operation or locks in your space must be submitted to the manager for prior approval. The manager will coordinate the preparation of any required plans, permits, reviews and inspection by local officials to assure compliance with building codes.

Liz Hirst
Assistant Property Manager



Jason Guerraz
Maintenance Technician





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LEASING

Our team's knowledge and experience is available to help you make the best commercial real estate decisions for your business. Questions about lease agreements or additional space requirements should be directed to:

Scott Andrews
Phone: 503.223.9203
sandrews@melvinmark.com



MAINTENANCE REQUESTS

We request the Tenant designate a primary contact within their office to coordinate tenant maintenance requests.

Tenants are responsible for all maintenance issues inside their suite, as well as their doors, restrooms, HVAC and storefront.

For all other maintenance requests, Monday - Friday from 8:00 AM to 5:00 PM please call 503.223.9203 or Email: maintenance@melvinmark.com or send requests through the Tenant Portal at www.melvinmarkcompanies.com.

Space heaters are strongly discouraged. A typical space heater draws the load capacity of a 20 amp circuit breaker, this combined with whatever is on that circuit will usually cause the breaker to trip. Employees then do not have power to their work stations until a maintenance technician can get it reset. This can add up to many man-hours for a company.

Space heaters also present a fire danger and should the Fire Marshall inspect an office space, a "red tag" will be issued to the tenant. This "red tag" will require heaters to be removed within 30 days. If still present on re-inspection a citation will be issued.



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SIGNAGE

All tenant signage must be pre-approved by Melvin Mark Construction Company prior to installation.



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BUILDING INFORMATION

JANITORIAL SERVICES

It is the tenant's responsibility to contract and coordinate the janitorial service for their space, along with garbage service pickup. Please contact the manager with questions.

PARKING

Central Plaza is a 11-story, 542-space parking garage available to tenants and their guests.

Bicycle racks are located to the north and south sides of the building.

Monthly parking passes can be purchased through City Center Parking's Monthly Parking Department. For more information please contact the Monthly Parking Department at 503.221.1666. A validation program for hourly parking is available through City Center Parking.

PETS

Pets are not permitted inside of the building unless they are ADA defined service animals

SMOKING POLICY

The building is a designated non-smoking building by the Oregon Clean Air Act (OR 433.835 – 433.875.) Smoking is prohibited in all public areas of the building including lobbies, corridors, stairwells and restrooms. Please contact the manager for further information.

TELECOMMUNICATIONS

Prior to move in, tenants should contact the provider of their choice to set up phone service. Contact your manager for approval prior to your telecom installation. A pre-arranged time with building staff will need to be arranged for this service. We cannot guarantee we will be available to provide telecom access for unscheduled vendors. It is the tenant's responsibility to have the phone service hooked up from the basement to the suite. When hiring your voice/data installer, make sure that prior to installation you hire a licensed electrical low voltage installer to pull the cable for phone, data or TV.





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TENANT IMPROVEMENTS

Building personnel are available to advise on any aspect of remodeling or refurbishing of your office space. Any proposed changes in the physical layout, electrical service or mechanical operation in your space must be submitted to the manager for approval of working drawings or plans prior to any work being started. The manager will help coordinate all construction work. Construction cleanup is the responsibility of the workmen unless special arrangements are made through the manager. Questions regarding the design or construction of your new or existing space should be directed to the manager.

Melvin Mark Companies belongs to a permit program with the City of Portland called the Facilities Permit Program (FPP). Participating in this program simplifies and expedites the permitting process.

Under the FPP, all charges for permits or field inspections done in a participating building are billed directly to Melvin Mark Companies. Any charge for which Melvin Mark Companies is not the contractor is then billed back to the tenant.

UTILITIES

Tenants are responsible for contacting the utility companies and setting up service.

PGE 1.800.822.1077

NW Natural Gas 503.226.4210 or 1.800.422.4012

US Postal Service 1.800.275.8777



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EMERGENCY PROCEDURES

If for any reason emergency help is needed, please call 911 immediately. If it is not a life threatening emergency and is during normal business hours, one of our staff members can be reached by calling our main office at 503.223.9203.

If for any reason assistance is needed after hours, please call our answering service at 503.223.9203.

BOMB THREAT

In the event of a bomb threat, record as much information as you can, including:

- What the caller said and gender
- Identify any background noise and assess the validity of the call
- If possible, ask the caller where the bomb is located
- When is it set to go off
- What the bomb is contained in

After receiving the call, you should call 911 immediately and provide the dispatcher with complete details of the call. Be sure to identify the building address, your company name and suite number. Next, contact our main office at 503.223.9203 and inform them that you have received the threat and have called 911. The decision to evacuate will be made immediately.

CIVIL DISTURBANCE

Should a riot or civil disturbance start outside of the building, please call 911 and 503.223.9203. The police will be notified and building staff will keep tenants informed.

EARTHQUAKE PROCEDURES

In the case of an earthquake, keep away from windows and all other glass, free standing partitions or objects that may fall. Crouch under a desk, table or other heavily reinforced object. Be prepared for aftershocks. If it is necessary to evacuate the building, use the stairs and move to an open area away from high rise structures.

EMERGENCY EVACUATION

It is advised that tenants develop an Emergency Evacuation Plan on where staff is to meet in the event that the building needs to be evacuated.



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FIRE SAFETY

- In case of fire, please call 911 immediately and evacuate the building via the stairs (do not use the elevators) and move at least one block away from the building after exiting.
- If caught in smoke, take short breaths, breathe through your nose and keep low to the ground or crawl to escape. The air near the floor is cooler and easier to breathe.
- Touch all doors before opening. Do not open doors that feel hot; seek another exit.
- Do not break windows. This would allow fresh air to rush in and fuel the fire.
- Fire extinguishers are located on each floor.
- Pull nearest fire alarm if time permits.
- Notify others in your vicinity.
- Await further instructions. Do not attempt to re-enter the building until instructed to do so by the Fire Department.

FLOODING

In the event of flooding or a water leak, contact our main office immediately at 503.223.9203. If possible, remove all desktop items and close file drawers to limit damage. Move materials off the floor, if possible. The building staff will turn off the water source and shut down electrical power as needed.

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 immediately. Be prepared to give the dispatcher the building address and your floor and suite number.

After the 911 call is complete, contact the manager at 503.223.9203 to report the medical emergency; this will allow management to have an elevator held at the lobby for the EMS team when they arrive.

POWER FAILURE

It is rarely necessary to evacuate the building due to a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices. If ordered to evacuate, do not use the elevators. Exit calmly through the nearest stairwell. The manager will attempt to advise you regarding the length and cause of the power failure as soon as possible.

SEVERE WEATHER

When severe weather conditions become apparent, the U.S. Weather Bureau describes the conditions by two classifications: a watch or a warning. A watch becomes effective when atmospheric conditions are right to produce a particular weather phenomenon. A warning means that the weather condition has been spotted and prompt action must be taken for safety. Except in very rare circumstances, the decision to evacuate the building is based on the above weather reports.