



AMERICAN
TOBACCO

Tenant Guide

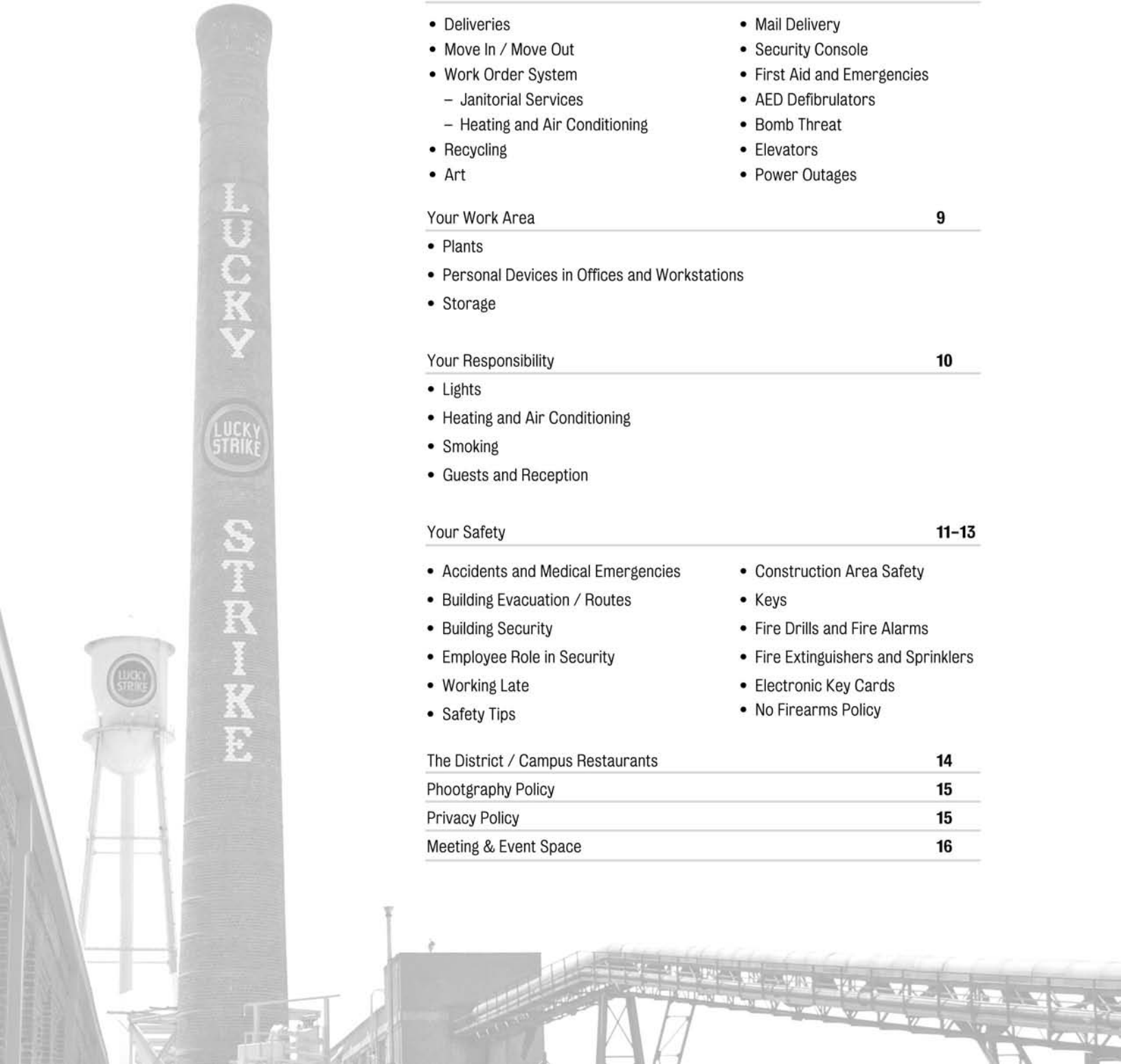
AmericanTobaccoCampus.com

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Index

Welcome to the American Tobacco Campus	3
Fast Facts	4-5
<ul style="list-style-type: none"> • Buildings • Directions • Google Map Address • Parking • Getting Around • History • Operating Hours • Holidays 	
Services	6-8
<ul style="list-style-type: none"> • Deliveries • Move In / Move Out • Work Order System <ul style="list-style-type: none"> – Janitorial Services – Heating and Air Conditioning • Recycling • Art • Mail Delivery • Security Console • First Aid and Emergencies • AED Defibrulators • Bomb Threat • Elevators • Power Outages 	
Your Work Area	9
<ul style="list-style-type: none"> • Plants • Personal Devices in Offices and Workstations • Storage 	
Your Responsibility	10
<ul style="list-style-type: none"> • Lights • Heating and Air Conditioning • Smoking • Guests and Reception 	
Your Safety	11-13
<ul style="list-style-type: none"> • Accidents and Medical Emergencies • Building Evacuation / Routes • Building Security • Employee Role in Security • Working Late • Safety Tips • Construction Area Safety • Keys • Fire Drills and Fire Alarms • Fire Extinguishers and Sprinklers • Electronic Key Cards • No Firearms Policy 	
The District / Campus Restaurants	14
Photography Policy	15
Privacy Policy	15
Meeting & Event Space	16



Welcome

Welcome to the American Tobacco Campus!

Located in the heart of Downtown Durham off of Highway 147, the American Tobacco Campus has an unmatched location. From within these walls, the entire Triangle region, and its diversity of choices, is easily accessible. Both Duke University, the largest employer in the southeast, and the Research Triangle Park, home to some of the most prolific innovation and technology companies in the world, are within 5 miles.

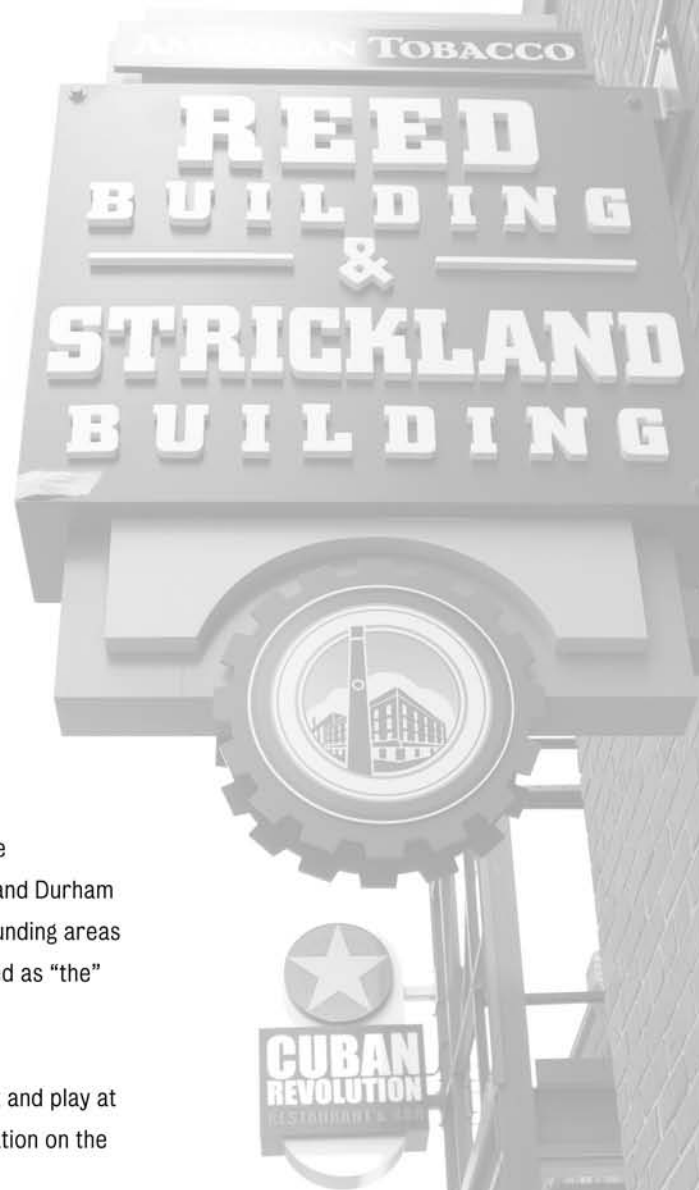
Throughout the three counties that comprise the Triangle Region, there is no real estate option as unique as the American Tobacco Campus. Within this Historic District, the 19th century meets the 21st century; academia works adjacent to the private sector; and one's office is a short walk from amenities such as restaurants and pubs, a YMCA fitness center, wireless internet spanning the entire courtyard and common areas, the American Tobacco Bike/Walking Trail, retail shops, the Durham Bulls Athletic Park, and the Durham Performing Arts Center.

This beautiful Campus is home to over 4,000 employees. It is a testament to the commitment and effort by Capitol Broadcasting Company, the City of Durham and Durham County to revitalize an important landmark for the community as well as surrounding areas in and around North Carolina. In fact, American Tobacco Campus has been cited as "the" historic redevelopment that sets the benchmark for other projects.

The Campus offers you a warm inviting environment where you can relax, work and play at your convenience. Please feel free to refer to our campus website for information on the campus and events: www.americantobaccocampus.com.

This Handbook will introduce you to the buildings as well as the Campus and provide you with information relating to its use. We've included information on hotels, shopping and restaurants that may prove helpful for your guests and employees. Please review the Handbook thoroughly. If you have any questions or comments, contact the American Tobacco Campus Management Office at 919-433-1566 or e-mail atchelp@cbc-raleigh.com.

American Tobacco Campus Management Office



American Tobacco Campus Fast Facts

BUILDINGS

The American Tobacco Campus includes the following buildings:

Crowe	Fowler	Reed
Diamond View I	Hill Building	Strickland
Diamond View II	Lucky Strike	Washington - Bays 4-6
Diamond View III	Old Bull	Washington - Bay 7
Durham Performing Arts Center	Noell	Washington - Bays 8-10
Durham Bulls Athletic Park	Power Plant	Washington - Bays 11-12

DIRECTIONS TO THE CAMPUS

From Interstate 40, exit onto Highway 147 North (Durham Freeway) to Exit 12B. Continue west along the service road through the stoplights at Roxboro St., Morgan St. and Blackwell St. The South Parking Deck is in the middle of the block past the Blackwell St. intersection. Turn right into the deck.

For turn-by-turn directions from any location to or from American Tobacco, visit <http://goo.gl/maps/Zg81Q>

GOOGLE MAP ADDRESS

Use these street addresses for exact directions in Google Maps:

North Parking Deck

305 West Pettigrew Street
Durham NC 27701

South Parking Deck

705 Willard Street
Durham NC 27701

East Parking Deck

250 South Magnum Street
Durham NC 27701



PARKING

In addition to various on-street parking spaces, American Tobacco has three parking decks with over 3,000 parking spaces. The first level of the decks has free parking for guests, daily service providers, and deliveries. There is a 2 hour limit for parking in these areas.

The upper levels of both decks are accessed by electronic key card. The Management Office does not allow overnight or extended stay parking.

Please note that Blackwell Street parking is managed by the City of Durham.

GETTING AROUND CAMPUS

Guests and employees may access the buildings on Blackwell and Carr Street, as well as each parking deck. Centrally located elevators are used to access the upper floors. Stairwells provide alternate means of entrance and exit to each floor.

HISTORY

The web site www.americantobaccocampus.com has lots of information and photographs about the history of American Tobacco. As well, you'll find links, maps and other info about the District and downtown Durham.

OPERATING HOURS

The regular operating hours for the Campus are:

Monday through Friday, 8 am to 6 pm; Saturday 8 am to Noon.

Employees entering the Campus before or after regular hours may access the buildings using their electronic key card.

HOLIDAYS

The Campus is closed on days collectively observed as holidays:

**New Year's Day
Memorial Day**

**Independence Day
Labor Day**

**Thanksgiving Day
Christmas Day**

NOTE: Normal building services will not be provided on these holidays.



Services

DELIVERIES

Deliveries to your suite can be directed to the loading areas marked along Blackwell Street or the first level of both parking decks (permission only). This includes delivery of FedEx, UPS, canteen services and freight. Please include your Company Name, Suite number, and a contact phone number when having packages sent to your company location or staff. The Management Office does not sign for packages on behalf of tenants.

MOVE IN / MOVE OUT

Move in/Move out's are managed by the American Tobacco Property Management Division. Contact: Steve Hill, Property Manager at shill@cbc-raleigh.com. To minimize the impact on other tenants and visitors, move in/out times are as follows:

- After 6 pm on weekdays and completed by 8 am the following day
- Any time on weekends, depending on Durham Bulls Schedule
- ATC to determine and provide parking instructions for moving vans
- ATC to provide instructions for moving company to protect floors, walls and elevators

WORK ORDER SYSTEM

JANITORIAL SERVICES

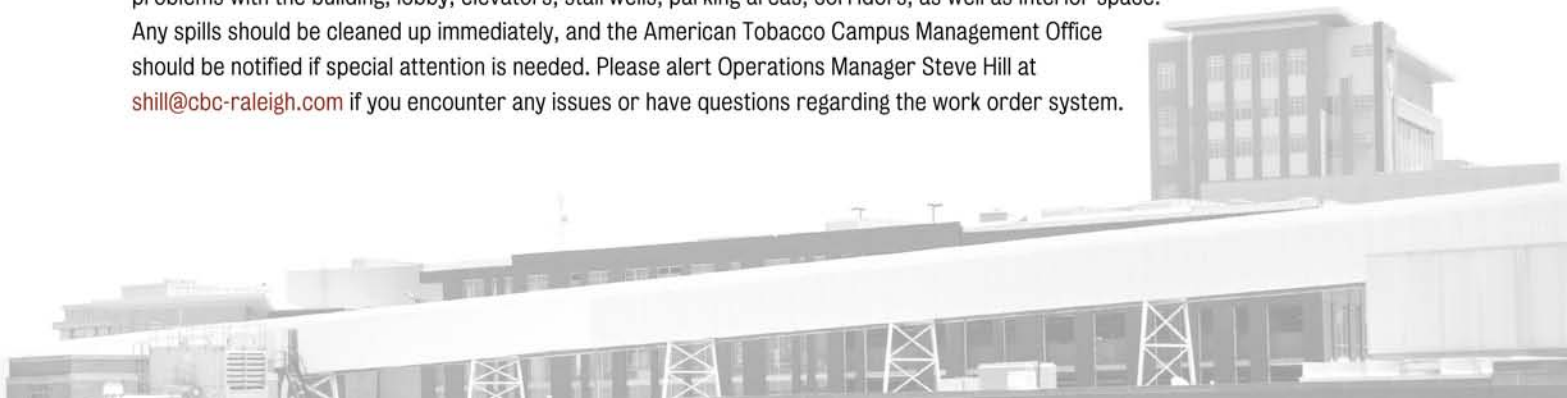
General building janitorial services are provided Monday-Friday evenings under contract to the American Tobacco Campus Management Office. However, all employees are responsible for ensuring that the offices, work stations, passage ways, and meeting rooms that they use are maintained in a clean, neat and orderly manner.

For trash removal, please make sure of the following:

- **All trash is kept in appropriate bins or garbage cans**
- **Trash and trash cans do not obstruct passageways**
- **Items too large to fit in trash cans or bins are clearly marked “trash”**

Trash will be removed each evening, Monday through Friday. Special requests for cleaning or janitorial services should be directed to your designated office administrator(s). Please notify the American Tobacco Campus Management Office if you note problems with the building, lobby, elevators, stairwells, parking areas, corridors, as well as interior space.

Any spills should be cleaned up immediately, and the American Tobacco Campus Management Office should be notified if special attention is needed. Please alert Operations Manager Steve Hill at shill@cbc-raleigh.com if you encounter any issues or have questions regarding the work order system.



HEATING AND AIR CONDITIONING

The standard hours for heating and air conditioning are 8 am to 6 pm Monday thru Friday and 8 am to Noon on Saturday. To request after hours heating or air conditioning, contact the American Tobacco Campus Management Office via the helpdesk at atchelp@cbc-raleigh.com. We strive to maintain building temperatures between 70-74 degrees through the use of a Building Automation System. Should you believe that the heating and cooling systems are not functioning properly, please put in a Work Order Request.

RECYCLING

Recycling is available through our waste removal contractor. Each Tenant is responsible for separating paper, aluminum, glass, and plastic from corrugated cardboard. The corrugated cardboard is to be flattened before pickup. Recycling is to be placed in a designated location within your tenant space. The service contractor will remove the items to the designated Campus recycling location.

ART

Art within the public areas and hallways is part of the overall design of the building and is placed there for the enjoyment of tenants and visitors. Please do not move, remove or otherwise change the artwork without the express permission of American Tobacco Campus Management Office.

MAIL DELIVERY AND PICKUP

Mail is to be delivered to, and picked up from, the locked mailboxes provided for each tenant. The Mail Center is located in the basement of the Strickland Building and the first floor of the Crowe Building and can be accessed by the building stairwell or elevator in the common areas by the Security console. Each business is responsible for sorting and distributing mail to employees. The US Postal Service has prescribed the following format to be used on all correspondence:

Company Name
_____ **Blackwell Street**
Suite _____
Durham, NC 27701

The mail system is designed to handle business mail only.

SECURITY

Our security operation is on duty seven (7) days a week, twenty-four (24) hours a day. The security console is located on the first floor of the Strickland Building. Their phone number is (919) 433-1563. We patrol the common areas of the buildings as well as the parking facilities and the grounds. We do not patrol tenant space. It is the responsibility of each tenant to deploy security and safety policies within their individual businesses.



FIRST AID AND EMERGENCIES

An emergency first aid kit is available at the Security Console of the Strickland Building or American Tobacco Campus Management Office. The Security Console should be notified of any serious illnesses or injuries requiring a call to 911, so that the emergency response team can be sent immediately to the location needing their service.

AED DEFIBRILLATORS

American Tobacco Campus has automated external defibrillators (AEDs) placed throughout the campus for use in case of emergency.

BOMB THREAT

Bomb threats or other threats should be taken seriously. Gather as much detailed information as possible from the caller, and record that information if possible. Immediately notify your supervisor and the Security Console at **(919) 433-1563**.

Advise your employees not to use their cell phones if there has been a bomb threat. Follow instructions provided by Security and the Durham Police Department.

Remember: Hallways are part of the emergency evacuation routes. Nothing shall be stored in the hallways to maintain safe passageways out of the building.

ELEVATORS

Elevator malfunctions occasionally occur. If you are in an elevator and it malfunctions, stay calm and push the emergency button. This will automatically open a direct voice link to the Security Console for immediate assistance.

POWER OUTAGES

Power outages may occur from time-to-time. When an outage happens, the phones and elevators will not work. There will be emergency lighting for your safety.



Your Work Area

PLANTS

Employees are permitted to have plants in their offices or workstations so long as the plants are:

- No higher than the top of the workstation
- Not protruding outside the workstation
- Placed on a shelf or desktop
- Protected by an over-flow reservoir to prevent water leaks
- Bug-free and disease-free
- Trimmed and in healthy condition

Plants must not be placed in a spot where they might obstruct walkways. Employees are responsible for the care of their own plants. Employees need to be considerate to remove plants that may cause allergic reactions for other employees.

PROHIBITED PERSONAL DEVICES IN OFFICES AND WORK STATIONS

Tenants and their Employees **may not** have the following types of devices in their suites.

- Heaters
- Hot plates
- Stoves or ovens
- Crock pots
- Grills
- Personal coffee pots or coffee makers – except in designated break rooms
- Mug warmers
- Personal microwaves
- Air conditioners
- Air filters and humidifiers
- Fans
- Hair Dryers
- Irons
- Heating blankets or pads
- Personal TV or video players
- Personal extension cords
- Refrigerators - except those in designated break rooms
- Other devices which may present a hazard

STORAGE

No items of any type may be stored in the hallways, stairwells, electrical or sprinkler rooms. This includes boxes, files, bags, equipment, carts, books, or stacks of paper. There is a limited amount of storage available for rent on the Campus if storage outside of your suite is needed. Please enquire with the management office for availability and cost.



Your Responsibility

LIGHTS

The American Tobacco Campus is very serious about energy conservation. Employees should turn off all lights in their work area if they are the last to leave. Employees who use personal desk lamps in their office or workstation must ensure that all lights are turned off when they leave work. Employees are also responsible for replacing burned out bulbs in personal desk lamps.

HEATING & AIR CONDITIONING

Temperature settings in the suites are set electronically and monitored by the American Tobacco Campus Management Office. Employees who are feeling uncomfortable due to temperature should contact their supervisor. If problems are encountered, please contact the American Tobacco Campus Management Office via a work order request. Heating and Cooling needed beyond normal building hours will need to be requested in writing, and given to the American Tobacco Campus Management staff. 48 hours notice in advance of the date would be very helpful to insure that the request is accommodated within the HVAC staff scheduled workflow.

SMOKING

ALL FACILITIES ARE SMOKE-FREE

Designated smoking areas have been established for employees who choose to smoke. The locations are as follows: in the North Parking Deck beside the Carr Street entrance; and in the East Deck first level on the Mangum Street side.

GUESTS & RECEPTION

The Security Console located in the Strickland Building can assist in directing visitors to the correct business or restaurant. There will also be security patrols walking the campus or on bike patrol that can assist when needed.



Your Safety

ACCIDENTS AND MEDICAL EMERGENCIES

In the event of an accident or medical emergency requiring first aid or treatment by emergency medical personnel, employees should call 911 for assistance, after which Security should be contacted. Please report all accidents in writing to the American Tobacco Campus Management Office.

BUILDING EVACUATION AND EVACUATION ROUTES

Maps of floor evacuation routes are posted in the elevator lobby on each floor. Employees are responsible for being familiar with these routes and following them in the event of an evacuation. Employees should never use elevators to evacuate the building. Always use designated stairwells and gather in the designated location upon exiting the building. Do not re-enter the building until directed to do so by Security or American Tobacco Management.

BUILDING SECURITY

Security for the Campus is provided through a combination of:

- Restricted building access through the use of electronic key cards
- Emergency call stations
- Silent and audible alarms
- Security cameras
- Area lighting
- Security Console and ongoing patrols of the grounds and parking decks
- No solicitation allowed by outside vendors

EMPLOYEES PLAY A KEY ROLE IN SECURITY

Employees play a key role in security by:

- Being on alert for dangerous or threatening situations
- Reporting suspicious persons and real or potential threats to the Security Officer, The American Tobacco Campus Management Staff, or a supervisor immediately
- Not allowing unauthorized persons to enter the Campus
- Ensuring that no one else can use their electronic key card
- Reporting lost electronic key cards immediately to the Security Console, The American Tobacco Campus staff, or a supervisor
- Using caution and common sense to prevent threats and attacks
- Locking all doors on vehicles parked in the parking lot
- Safeguarding confidential information

WORKING LATE

If working late, escorts are available by contacting the Security Console at **(919) 433-1563**.

SAFETY TIPS

The safety of every employee at American Tobacco Campus is very much our concern. The following general security tips are offered as a reminder:

- Security is Everyone's Business;
- It is important that all employees (no matter where they work) adopt a "security awareness" attitude to help ensure a safe and secure workplace; and
- Don't permit "tailgating" (allowing more than one person to enter per access card) when walking through a secure door. It is a nice gesture but can have serious repercussions if the person you let into the building is not affiliated with the American Tobacco Campus or an employee of the Campus.

If you see someone acting suspiciously, anywhere on campus, contact Security at **(919) 433-1563**.

CONSTRUCTION AREA SAFETY

Construction around the campus will happen from time to time. For your safety, and that of the construction workers, do not enter construction areas unless you are cleared to do so by an authorized individual.

KEYS

Keys are an important safety item. No additional locks may be added without the express permission of the American Tobacco Campus Management Office. Employees should safeguard their individual keys, and never allow anyone else to use them. Each tenant is responsible for assuring that employees return keys and electronic keycards upon termination.



FIRE DRILLS & FIRE ALARMS

Fire drills are conducted at the direction of the American Tobacco Campus Management Office. Drills may be announced or unannounced. When a drill is conducted, all employees are required to participate and cooperate fully. All employees are responsible for being familiar with fire drill procedures and building Evacuation routes.

When an alarm sounds, employees must react as if the alarm is real and represents a warning of an actual fire or threat to building safety. Upon hearing the alarm, employees should evacuate the building immediately in a calm and orderly fashion, following established evacuation routes. Guests in the building should be directed to evacuate immediately with employees. Employees and guests should remain outside and clear of the building until authorized to return by a Fire Department official or an authorized representative of the Campus.

FIRE EXTINGUISHERS AND SPRINKLERS

Fire extinguishers are located on each floor in clearly marked wall boxes. Directions for their use are attached to the extinguishers. In addition, the Campus has a system of automatic sprinklers that will activate in the event of a fire.

ELECTRONIC KEY CARDS

Employees are issued electronic key cards. These serve as proximity cards that allow employees to enter assigned buildings and office suites.

Employees must always safeguard their electronic key cards and never allow anyone else to use them. All lost cards should be reported immediately to security as lost cards could be a security risk. There is a \$20 replacement fee for lost cards. This fee is payable by cash or check. If making payment by check, please make check payable to: Blackwell Street Management Company.

NO FIREARMS POLICY

In July 2013, ATC implemented the following policy concerning Firearms:

- No Firearms are permitted on the ATC Campus, Parking Decks or in tenant spaces at any time
- No Firearms decals are present at all entry points and restaurants
- Being caught with Firearms on Campus carries a mandatory misdemeanor charge
- Being caught with a firearm on property under the control of the Art Institute of Raleigh Durham is a felony.



The District

HOTELS

Aloft Downtown Durham
345 Blackwell Street
Durham, NC
919-402-5656

21c Museum Hotel Durham
111 North Corcoran Street
Durham, NC
919-956-6700

The Durham Marriott at the City Center
201 Foster Street
Durham, NC
919-768-6000

FITNESS CENTER

There is a YMCA in the Fowler building. For rates and other information, contact the YMCA at 667-9622.

SHOPPING

- **Main Street** - North on Blackwell Street across the train tracks.
- **Brightleaf Square** – North on Blackwell Street, left on Pettigrew, right on Duke, Brightleaf Square is on left.
- **Ninth Street** – Take Swift Street exit off 147, take a left on Main, and right on 9th.
- **Northgate Mall** - North on Blackwell, left on Pettigrew, right on Duke Street, continue to Northgate Mall.
- **Streets at Southpoint** – South of I-40 at 6910 Fayetteville Road, Durham.

BARBER SHOP

The Barber Shop is located in the lobby of the Crowe Building.
www.americantobaccobarbershop.com || (919) 534-6575

EVENTS

Durham Bulls
www.durhambulls.com/schedule/

For Durham Things to See and Do
www.durham-nc.com/things

Durham Performing Arts Center (DPAC)
www.dpacnc.com

Center Stage / Back Porch Music
www.americantobaccocampus.com

AMERICAN TOBACCO CAMPUS RESTAURANTS

Tyler's Restaurant and Taproom
Washington Building
tylerstaproom.com

Saladelia
Crowe Building
saladelia.com

Ed Mitchell's Que
Diamond View III
edmitchellsque.com

Tobacco Road Sports Café
Diamond View II Building
tobaccoroadsportscafe.com

Cuban Revolution
Reed Building
thecubanrevolution.com

Only Burger
Diamond View III
onlyburger.com

The District at 410
410 Blackwell Street
districtat410.com

Basan
Diamond View III
basanrestaurant.com

Moe's Southwest Grill
Diamond View III
moes.com

Mellow Mushroom
Fowler Building
mellowmushroom.com

Which Which
Diamond View III
whichwich.com

DURHAM RESTAURANTS
durham-nc.com/dining



Photography Policy

Personal photography is always welcome at American Tobacco. For commercial shoots (photography or video), please read our [Photography Policy](#) under Press & Media at [AmericanTobaccoCampus.com](#). Commercial shoots must make prior arrangements with Valerie Ward at vward@cbc-raleigh.com.

Privacy Policy

We are committed to protecting your privacy. We know that you care about how Personal Information about you is used and shared, and we appreciate your trust that we will use that information carefully and sensibly in accordance with our Privacy Policy.

The American Tobacco Campus Privacy Policy covers the following topics:

1. Your California Privacy Rights
2. Types of information we collect and use
3. Monitoring Technologies
4. Disclosure of Personal Information to Third Parties
5. How we protect your Personal Information
6. Customized Content & Advertising
7. Safeguarding Children's Privacy
8. Your choices for the collection, use and sharing of your Personal Information
9. How to access, update, correct, or delete your Personal Information
10. Hyperlinks to third party websites
11. Notification of changes to the Privacy Policy
12. Contact Us/Report Misconduct

To read our Privacy Policy, visit [AmericanTobaccoCampus.com](#) and click on [Privacy](#) (located in the footer).



Meetings & Events

Indoor Venues/ Location	Capacity	Contact	Phone	Email			
Durham Bulls Athletic Park							
Triangle PNC Club	300	Erin Anderson	919-687-6573	eanderson@durhambulls.com			
Skybox Suites (9)	25 - 35	↓	↓	↓			
Entire Park	10,000						
Batters Box Meeting Room	30						
Batting Practice	50-100						
Budweiser Picnic Area	100-300						
Miller Lite Bullpen	45-75						
Bank of NC Party Deck	60-120						
SciQuest Party Deck	60-120						
Miller Lite Party Deck	60-120						
Hurricanes Homerun Patio	265						
Rightfield Rooftop Deck	60-120						
The Powerplant							
Boiler Room	99	Quadiriah McCullough	919-660-3357	Quadiriah.mccullough@duke.edu			
Full Frame Theater	99	Quadiriah McCullough	919-660-3357	Quadiriah.mccullough@duke.edu			
Flex Room	32	Quadiriah McCullough	919-660-3357	Quadiriah.mccullough@duke.edu			
Bay 7	100-400	Julie R	919-787-3505	julier@angusbarn.com			
American Underground							
Classroom	75	Shawn Olender	919-744-3575	solender@cbc-raleigh.com			
The Big Idea	20	Sarah Beck	919-302-2635	sbeck@americanunderground.com			
Fishbowl	12	Sarah Beck	919-302-2635	sbeck@americanunderground.com			
The Bat Cave	6	Sarah Beck	919-302-2635	sbeck@americanunderground.com			
Diamond View I Skybox	49	Shawn Olender	919-744-3575	solender@cbc-raleigh.com			
Durham Performing Arts Center							
Theater	2,712	Jen Rogers	919-281-0478	jrogers@dpacnc.com			
BCBS Atrium	250	↓	↓	↓			
Teer Stage	500						
Aloft Downtown Durham		Kay Hess	919-402-5656	Kay.hess@aloftdurhamdowntown.com			
Outdoor Venues/ Location							
The Cage	250	Shawn Olender	919-744-3575	solender@cbc-raleigh.com			
South Overlook	75	↓	↓	↓			
The Depot	75						
Ampitheater	2200						
The Stack	150						
The Down Under	150						
Diamond View Park	5000						
The Outdoor Classroom	8				n/a	n/a	n/a
Burt's Bees Patio	250				Shawn Olender	919-744-3575	solender@cbc-raleigh.com
Powerplant Patio	150				Shawn Olender	919-744-3575	solender@cbc-raleigh.com
Restaurant Rooms / Misc.							
Tyler's Taproom							
<i>Speak Easy</i>	200	Andrea Jacobson	919-539-5824	andrea@tylerstaproom.com			
<i>Private Room</i>	50	Andrea Jacobson	919-539-5824	andrea@tylerstaproom.com			
Tobacco Road Sports Café							
<i>Lounge</i>	18-25	Jess Stack	919-449-4899	durham@tobaccoroadsportscafe.com			
<i>Patio</i>	12-600	↓	↓	↓			
<i>Private Dining Room</i>	50-65						
Only Burger							
<i>Private Room</i>	12 to 18	Brian Bottinger	919-452-2554	onlyburgercrab@gmail.com			
Basan							
<i>Raised Tatami Room</i>	30	Rachel Haskins	919-272-3221	rachel@eschelonexperiences.com			
<i>Private Room</i>	55-100	Rachel Haskins	919-272-3221	rachel@eschelonexperiences.com			
Corporate Apartment		Courtney Coyle	919-744-3560	ccoyle@cbc-raleigh.com			