



CONTRACTOR RULES & REGULATIONS

Please observe the following Rules and Regulations while working in Regions Center. We strive to provide a professional business environment for our tenants and visitors. These procedures have been developed in an effort to maintain cleanliness and order, to reduce disruptions to our tenants, and to protect elevators and floor/wall finishes from damage. Your cooperation in following these procedures is vital to achieving these goals.

1. **SIGN IN/OUT.** All construction personnel working in Regions Center must sign in at the security console located on the first floor of the Atrium. One person may be designated to sign out for the entire crew before leaving the building.
2. **ELEVATORS.** The following elevators and ONLY these elevators are to be used by construction personnel:

REGIONS BUILDING: Elevator #16 (this is the elevator that is nearest Texas Street) is a Passenger Elevator that doubles as a Service Elevator and is to be used for transporting material and workmen. For large deliveries, the maintenance staff may pad the elevator or remove the panels.

REGIONS TOWER: Service Elevator #13 is to be used for hauling material and workmen. The Freight Elevator is secured at all times and therefore operates by access card only. An access card can be obtained at the atrium security console. **Any access card checked out must be checked in before leaving the building.**

3. **ACCESS ROUTES.** Contractors should take these routes to the job site.

REGIONS BUILDING: Contractors must use the Service Corridor to transit between the Loading Dock or Regions Tower and Regions Building. To access the Service Corridor, contractors must use the Regions Tower Service Elevator to reach the Lower Level and then proceed to the Elevator #16 in Regions Building, which is the last elevator, and proceed to designated work areas.

REGIONS TOWER: All Regions Tower floors must be accessed using the Regions Tower Service Elevator. NEVER use the passenger elevators.

4. **NOISE/SMELLS/DUST.** All work which creates excessive dust, strong smells, or loud noise, such as continuous hammering, sawing, knocking down walls, drilling, etc., **must be performed after normal hours.**



5. PARKING. Construction personnel are to make their own parking arrangements. Note the following:

- There is limited parking available at the **closed motor bank** located at the west end of the first floor of the Parking Garage. **PLEASE DO NOT PARK IN THE DESIGNATED HANDICAP SPACES LOCATED IN THIS AREA.**
- There is limited **garage roof parking** available at a cost of \$55.00 per month.
- There is no authorized parking in the **alley** behind the building. Do not block the roll-up doors. Police will be called to ticket any vehicle left unattended or blocking normal traffic flow in the alley.

6. LOADING DOCK. The Regions Center loading dock is accessible to vendors making deliveries, for loading and unloading materials or equipment, and provides ready access to the Service Elevator.

- Please remove your vehicle with 15 minutes after your materials are unloaded or your delivery is made.
- Parking in the loading dock bays for any other purpose than deliveries of materials or equipment, loading or unloading is prohibited.
- The armored car roll-up doors must be kept clear at all times.

7. TRASH REMOVAL. When transporting trash from work area to disposal area. **DO NOT OVERFILL TRASH CART.** When cart is too full, trash (sheet rock, etc.) spills out on the walkways and:

- Dust will be tracked around the building.
- Clogs the elevator door tracks causing malfunction of the elevator.
- Could cause someone to trip and fall.

8. RESTROOM. Construction personnel should use the restrooms located on the Lower Level of Regions Tower and the Regions Building. (In the Regions Building, the restroom is located on the south end of the Lower Level corridor.)

NOTE: THESE CONTRACTOR RULES & REGULATIONS SHOULD BE POSTED AT THE JOB SITE IN A CONSPICUOUS PLACE, SUCH AS NEAR THE MAIN ENTRANCE.