

41 CENTERRA PARKWAY

TENANT HANDBOOK

(January 17, 2005)

Owner

Trustees of Dartmouth College
P.O. Box 5188
Hanover, NH 03755

Managing Agent

Dartmouth College Real Estate Office
7 Lebanon Street, Suite 303
P.O. Box 5188
Hanover, NH 03755
(603) 646-2446 (603) 646-3322 Fax

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WELCOME TO 41 CENTERRA PARKWAY

We at the Dartmouth College Real Estate Office welcome you to 41 Centerra Parkway. We are here to provide you with courteous, quality service. Our office is located at 7 Lebanon Street, Hanover, NH. Our mechanical/engineering staff is always available to help with any problems you may encounter in your new space. We will make every attempt to respond to your calls as quickly as possible, but please be reminded that repairs will be done according to priority. Below is a list of contact numbers for assistance:

During regular office hours (Monday - Friday 8 a.m. - 4:30 p.m.) - Contact Dartmouth Real Estate Office personnel in the following order:

Shelly Marquise..... 646-1276
Bob Christensen..... 646-0390
Maura Clarke..... 646-2446
Woody Simonds 646-9138
Facilities Operations & Management (FO&M)..... 646-2508

For Emergencies During Weekends and Evenings:

Dartmouth College FO&M Troubleshooters 646-2344

MISCELLANEOUS INFORMATION

U.S. Mail & Hinman Mail Services:



U.S. Mail and Hinman mail is delivered to the mailroom on the first floor and will be sorted by the Building Services Coordinator. Individuals and office representatives are responsible for checking their mailboxes and for dropping outgoing Hinman mail in to the appropriate bin in the mailroom.

Express Mail:



Express Mail is delivered to and picked up from the mailroom on the first floor. Employees should fill out the necessary forms and drop packages off in the Mail and Supply Center. The Building Services Coordinator will make sure that everything is organized and gets out on time.

Events/After-Hours Functions:



If you are planning any large events or after-hours functions (i.e., holiday parties, open house, etc.) in your tenant space, you must notify the Management Office to make arrangements. Management will assist you with any questions regarding building usage (special cleaning, security coverage, etc.) or additional insurance/liability agreements that may be necessary.

GENERAL BUILDING INFORMATION

The following general information is presented in an effort to make your transition to 41 Centerra Parkway a smooth one and your stay an enjoyable one. If you should have any questions regarding building operations, you are encouraged to call the Dartmouth College Real Estate Office at 646-2446.

GENERAL INFORMATION

<i>Owner:</i>	Trustees of Dartmouth College
<i>Manager:</i>	Dartmouth College Real Estate Office
<i>Designer:</i>	Truex Cullins & Partners, Architects
<i>Plottage:</i>	7.42 Acres
<i>Gross Building Area:</i>	Approximately 50,000 square feet
<i>Number of Stories:</i>	3
<i>Height:</i>	42' – 11"
<i>Ceiling Height:</i>	Approximately 9'-2"
<i>Elevators:</i>	One hydraulic passenger elevator

Deliveries

41 Centerra Parkway does not have a loading dock. Therefore, major deliveries should be arranged with the Dartmouth Real Estate office.

Tenant Building Directory & Signage

Tenant building directories are located in the 1st and 2nd floor lobbies, and a sub-directory is located on the 3rd floor. Arrangements for changes and/or additions to tenant directory strips can be made by contacting the Dartmouth Real Estate office. Signs at the entrance to your suite must conform to building standard and must be approved by the Dartmouth Real Estate Office.

Key Requests

Building access cards and office suite entrance keys are managed by the Dartmouth Real Estate Office. Once keys are issued to a particular tenant, keys are then managed and controlled by each individual office. Therefore, please make sure employees return keys to your office upon their departure. If you require additional access cards for the building, contact the Dartmouth Real Estate Office.

Proximity Card Access

41 Centerra Parkway will be equipped with proximity card readers at all of the building entrances. Employees, upon hiring, will be given a College ID card that will act as both a proximity card and identification. The proximity card, when placed or waved in front of a "reader" (this is not a swipe card--you need only to hold the card close to the reader) will unlock the entry door to allow access into the common areas of the building.

PLEASE NOTE: The proximity card system is an access system only. Cards are "keys" to the building and should be treated as such. The proximity card system is NOT a security system. The building is not alarmed for security (audible or otherwise), and it is currently not being monitored remotely for security purposes.

The building will be unlocked from 7 a.m. to 6 p.m., Monday through Friday. Anyone wishing to enter the building outside of these hours will need to use a proximity card. If necessary, proximity cards can be programmed to restrict hours of access.

Proximity cards should be carried at all times and presented upon request by an authorized representative of the College. This card is non-transferable (only you may use this card). Replacement cards are subject to a fee. Report lost or damaged cards to your tenant contact (office representative). Your office representative should then immediately notify the Dartmouth College Real Estate Office (603) 646-2446 during normal business hours. Be prepared to show picture ID in the event of a lost or damaged card.

After hours, please report lost or damaged cards to the Department of Safety and Security Office (DOSS), 5 Rope Ferry Road (603) 646-2234. If found, please return to Dartmouth College, Hinman Box 6172, Hanover, New Hampshire 03755.

After-Hours Access

Normal hours of operation for the office building are Monday – Friday, from 7 a.m. to 6 p.m., excluding holidays. The building will be automatically unlocked and locked each weekday at these times from a remote location.

If visitor access is required for after-hour functions, please make your request to the Dartmouth Real Estate Office, and we will adjust the "lock" time accordingly.

These strict procedures to control the after-hours traffic in this building have been implemented for the safety of our tenants. We ask for your cooperation in our efforts.

Parking

There are approximately 200 parking spaces available in the lots surrounding 41 Centerra Parkway. Parking is available to building employees and visitors on a first-come, first-served basis, unless otherwise stated in your lease agreement.

BUILDING MANAGEMENT SERVICES

The Dartmouth Real Estate Office is dedicated to providing the highest level of overall management services to the tenants of 41 Centerra Parkway. The building is staffed by a property management team, which includes a commercial property manager, a property coordinator, and licensed mechanical technicians. Cleaning services for all common areas are performed nightly. ***Please see the list on Page 2 for maintenance and emergency contact information.***

Maintenance Requests

Most maintenance related requests or information can be addressed by telephone or by email. Please contact Shelly Marquise in the Real Estate Office (646-1276) if your concern is in reference to any of the following:

- Temperature adjustment
- Light replacement requests
- Spills in hallways
- Restroom problems
- Renovations, damages, etc.
- Request keys or proximity cards
- Fire/Police – First call the Fire/Police Department (911) then call the Real Estate Office at 646-2446
- Building emergencies

However, some building services require written notification and advance notice. ***Please make the following requests in writing:***

- After-hours air conditioning or heating **(48-hour advance notice is required)**
- After-hours visitor/contractor access
- Lobby directory strips (double check all spellings for accuracy)

If you have any questions regarding the above or a request not included in the above, please feel free to contact the Dartmouth Real Estate office.

Tenant Renovations

Tenant remodeling/renovations must be approved by the Dartmouth Real Estate Office as building manager. Submit proposed renovation plan to Bob Christensen, Property Manager, for review and approval.

Heating, Ventilation and Air Conditioning (HVAC)

Heating, ventilation and air conditioning (HVAC) is provided during normal building hours of 8:00 AM to 6:00 PM, Monday through Friday, excluding holidays. If you require after-hours HVAC, please contact the Real Estate Office 48 hours prior to your requirement. After-hours HVAC services are provided at an additional cost.

DARTMOUTH COLLEGE REAL ESTATE OFFICE STAFF

Bob Christensen – Property Manager;

Bob has over twelve years' experience managing commercial and residential properties but is new to the Dartmouth Real Estate team. He is responsible for management of the Dartmouth investment portfolio. Bob is a graduate of St. Michael's College in Winooski, Vermont, and received his MBA from the Pennsylvania State University.

Shelly Marquise – Property Coordinator;

In her role as Property Coordinator, Shelly is active in a wide range of communication and liaison activities with tenants. Along with her administrative duties, she initiates, dispatches and monitors many of the mechanical service and troubleshooting inquiries. She also interfaces with the maintenance staff, vendors, tenants, and clients on a daily basis. Shelly has been with the Dartmouth Real Estate Office since 1995.

Gail Seaver – Real Estate Accounts Assistant;

Gail is responsible for overseeing the accounting operations of the Dartmouth Real Estate Office and its managed properties. This includes the financial reporting of Accounts Receivable, Accounts Payable, Balance Sheet, Budgeting, Cash Flow Analysis and Profit/Loss Statement for twenty properties and two corporations. Gail began her tenure at the Dartmouth Real Estate Office in 1992.

Andy Perkins – Maintenance Mechanic;

Andy is responsible for general building maintenance and light janitorial work for numerous Dartmouth properties, including 41 Centerra Parkway.

BUILDING SECURITY

Access To Building During Non-Business Hours

For security purposes, all exterior doors are automatically locked from 6:00 PM to 7:00 AM during the week and at all times on weekends.

It is imperative that building tenants/employees who access the building during non-business hours make sure the entrance doors remain closed and locked at all times so unauthorized persons do not gain access to the building.

If you see any unusual behavior in or around the building, or feel threatened in any way, please call 911 immediately.

Please be advised that building security includes involvement from building management as well as all tenants in the building. We must, therefore, work together to ensure a safe working environment.

TRASH REMOVAL/RECYCLING



DARTMOUTH RECYCLES! ***A GUIDE TO WHAT YOU CAN RECYCLE IN COLLEGE OFFICES***

The following commonly generated items may be collected in separate containers and will be picked up by your custodian at your central recycling area. If you need any containers, please blitz “Dartmouth Recycles”:

- **ALUMINUM CANS**
- **PETE #1 AND HDPE #2 PLASTIC**
- **WHITE PAPER**
- **MIXED PAPER:**
 - YES:** colored paper, window envelopes, low grade paper, post-its, manila folder & envelopes, newspaper, glossy magazines, Xerox drawings, and **telephone books**.
 - NO:** carbon paper, paper plates, cups, napkins, TYVEK, boxboard, **copy paper wrappers**, and blue prints
- ◆ **GLASS:** All colors of glass can be recycled together. We are collecting the mixed glass to crush for processed glass aggregate.

These materials can also be recycled.

- **GREEN BAR COMPUTER PAPER**
- **TIN/STEEL CANS**
- **LASER TONER:** Return the used cartridge to the original packaging and leave for the custodian. We get some money back for this item which helps the recycling program grow.
- ◆ **INKJET CARTRIDGES:** Send used cartridges to DARTMOUTH RECYCLES at HB 6111. We send them out to be recycled and get some money back for this item which helps the recycling program grow.
- **CARDBOARD:**
 - YES:** flatten and stack all brown **corrugated** cardboard.
 - NO:** boxboard or waxed cardboard
- **STYROFOAM PACKING PEANUTS:** Place peanuts in a large plastic bag and tie the top. They are stored and given away for re-use.
- **BATTERIES:** Dry cell batteries, Lead-acid, and Gel cell are collected and processed as universal waste. Please do not throw batteries in the regular trash.
- **TRANSPARENCIES:** Please send to DARTMOUTH RECYCLES at HB 6111.
- **CDs and DISKETTES:** Please send to DARTMOUTH RECYCLES at HB 6111.
- **SCRAP METAL AND WOOD:** Please blitz Work Control at FO&M to arrange pickup.
- **FLUORESCENT LIGHT TUBES:** These are considered universal waste and sent out to be recycled. Please put them back in the original box, and when you have a boxfull, put them out with regular recycling for pickup.
- **COMPUTERS/ELECTRONIC EQUIPMENT/APPLIANCES:** Please contact Purchasing to arrange pickup.
- **BICYCLES:** These are collected by FO&M and brought to Windsor Prison, where they are rebuilt and given to charities.

- **CLOTHING:** Clothing that is clean and in reasonable condition is collected and given to the Listen Center.
- **OFFICE FURNITURE:** Contact Purchasing for pickup.

OTHER WAYS TO REDUCE AND REUSE:

- ◆ Use a washable mug to cut down on paper cup usage.
- ◆ Send departmental information over Blitzmail to save paper.
- ◆ Reuse items like manila folders and binders.
- ◆ Save energy: Turn off lights and computers when not in use.
- ◆ Separate compostable items in dining areas.

Dartmouth Recycles recruits volunteer administrative recycling representatives to make sure their area has enough recycling bins and sufficient signage, and to encourage co-workers to recycle. If your department does not already have a Recycling Representative, and you would be interested in being one, or if you have any questions, please Blitz “Dartmouth Recycles.”

HOUSEKEEPING SERVICES

Every evening, Monday through Friday, housekeeping services are performed in the common areas. In general, these services include:

- Floor sweeping;
- Damp mop to remove spills;
- Vacuum carpeted areas and rugs;
- Clean & sanitize bathrooms & showers daily;
- Empty and clean wastepaper baskets, ash trays, receptacles;
- Damp dust as necessary;
- Spot clean interior glass partitions, doors directories and showcases;
- Remove cob webs from ceilings and walls;
- Remove finger marks from surfaces including paneling, painted and papered walls and doors.

Dartmouth tenants receive the following janitorial services within their space, Monday through Friday:

- Dust and wipe clean furniture, fixtures, desk equipment, telephones and window sills with specially treated cloths (weekly);
- Dust baseboards, chair rails, trim, louvers, pictures, charts, and doors within reach (weekly);
- Spot clean all furniture tops;
- Periodically remove finger marks from surfaces including desktops, bookcases, paneling, painted and papered walls, and doors. In those areas using fragile decorator wall coverings, such mark removal shall be done upon request and with specific instructions from the installer as to method and product to be used;
- Once a month, high dusting is done which includes: all pictures, frames, charts, graphs, lights, overhead pipes, window frames and vertical surfaces such as partitions which are not regularly cleaned. Window blinds are also dusted monthly;
- Removal of all trash and recyclable materials from each office nightly (M-F).

Tenants may use the trash and recycling containers located on the northeast side of the building.

Please contact Shelly Marquise in the Dartmouth Real Estate Office at 646-1276 for special requests. You are encouraged to call us with comments and questions.

RULES AND REGULATIONS
41 Centerra Parkway

1. Tenant shall not display, inscribe, print, paint, maintain or affix on any place or in or about the Project any sign, notice, legend, direction, figure or advertisement, except on the doors of the Premises and on the Directory Boards, and then only such name or names and matter, and in such color, size, style, place and materials, as shall first have been approved in writing by Landlord.

2. Tenant shall not advertise the business, profession or activities of Tenant conducted in the Project in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization pertaining to such business, profession or activities, and shall not use the name of the Building for any purpose other than as the business address of Tenant, and Tenant shall never use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence without Landlord's prior written consent.

3. Tenant shall not use the Premises for housing accommodations or lodging or sleeping purposes, or do any cooking therein, or use any illumination other than electric light, or use or permit to be brought into the Building any flammable oils or fluids such as gasoline, kerosene, naphtha, and benzene, or any explosives, radioactive materials or other articles deemed hazardous to life, limb or property.

4. Tenant shall not contract for any work or service which might involve the employment of labor incompatible with the Project employees or employees of contractors doing work or performing services by or on behalf of Landlord or with the terms and conditions of any collective bargaining agreement to which Landlord or Landlord's agents or contractors may be a party.

5. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall, which may appear unsightly from outside the Premises.

6. No Tenant shall have any property stored outside the Premises, except with the prior consent of Landlord.

7. All sidewalks, halls, passages, exits, entrances, elevators and stairways of the Building, if any, shall not be obstructed by any Tenant or used by him for any purpose other than for ingress to and egress from his respective Premises nor shall any door be locked during normal business hours. No Tenant and no employees or invitees of Tenant shall go upon the roof of the Building.

8. Tenant shall not alter any lock nor install any new or additional locks or any bolts on any door of the Premises, except with the prior consent of Landlord, which consent shall not be unreasonably withheld.

9. Tenant shall not overload the floor of the Premises or mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof.

10. Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors and/or vibrations, or interfere in any way with other tenants or those having business therein, nor shall any animals or birds be brought in or kept in or about the Premises or the Building.

11. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline or inflammable or combustible fluid or material, or use any method of heating or air-conditioning other than that supplied by Landlord.

12. Landlord will direct Tenant as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires will be allowed without the consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.

13. Each Tenant, upon the termination of his tenancy, shall deliver to Landlord the building keys, keys of offices, rooms and toilet rooms which shall have been furnished Tenant or which Tenant shall have had made, and in the event of loss of any keys so furnished, shall pay the Landlord therefor.

14. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the Rules and Regulations of the Project.

15. No vending machine or machines of any description shall be installed, maintained or operated outside the Premises without the written consent of Landlord.

16. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate to prevent the same.

17. Any permitted corrosive, flammable or other special wastes shall be handled for disposal as directed by Landlord.

18. Tenant's use of the Common Areas shall be limited to access and parking purposes and under no circumstances shall Tenant be permitted to store any goods or equipment, conduct any operations or construct or place any improvements, barriers or obstructions in the Common Areas, or otherwise adversely affect the appearance thereof, without the prior consent of Landlord.

19. Tenant shall keep the Premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures.

20. Tenant agrees to handle and dispose of all rubbish, garbage, and waste from Tenant's operations in accordance with regulations established by Landlord and not permit the accumulation (unless in concealed metal containers), or burning of any rubbish or garbage in, or about any part of the Project, and not permit any garbage or rubbish to be collected or disposed of from the Premises except by Landlord or its designee (but the prices to be charged therefor shall be reasonable).

21. Tenant shall not change (whether by alteration, replacement, rebuilding or otherwise) the exterior color and/or architectural treatment of the Premises or of the Building in which the same are located, or any part thereof.

22. Tenant shall not use the plumbing facilities for any purpose other than for which they were constructed, or dispose of any garbage or other foreign substance therein, whether through the utilization of so-called "disposal" or similar units, or otherwise.

23. Tenant shall not subject any fixtures, furnishings or equipment which are affixed or fastened to the walls, ceilings or floors of the Premises to any mortgages, liens, conditional sales agreements or encumbrances.

24. Tenant shall not install any awnings in or on the Premises, which are visible to public view outside the Premises.

25. Tenant shall not use any fork-lift truck, tow truck or any other machine for handling freight in the interior delivery system, if any, except the truck passageway portion thereof, or in the Premises, unless the same, if powered, be powered by electricity. Tenant shall be individually liable for any damages incurred by a violation of this provision.

26. Tenant shall not install, operate or maintain in the Premises any electrical equipment which will overload the electrical system therein, or any part thereof, beyond its reasonable capacity for proper and safe operation as determined by Landlord in light of the overall system and requirements therefore, in the Building, or which does not bear underwriters' approval.

27. Landlord reserves the right to make such other and further nondiscriminatory Rules and Regulations as in its judgment may be necessary or desirable for the safety, care and cleanliness of the Premises and the Project and for the preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations hereinabove stated and any additional Rules and Regulations, which are adopted.

28. 41 Centerra Parkway is a smoke-free building. No smoking is permitted in the lobbies, common areas or lavatories.

FIRE SAFETY, EMERGENCY AND BUILDING EVACUATION

GENERAL INFORMATION

Enclosed are floor plans of the 1st, 2nd and 3rd floors of the Building. Upon the activation of a fire alarm, everyone must evacuate the building via the stairwells. **DO NOT USE THE ELEVATOR.** Once outside, move away from the building for safety and to allow fire department personnel quick and easy access to the building. In the event of a false alarm, you will be allowed back into the building after the fire department has declared the building safe.

Responses to Other Emergencies

How to Respond in the Event of a Flood in the Building

1. If there is a flood in the building, all tenants will receive instructions on evacuating if necessary.
2. It is extremely important that all sources of electricity are eliminated from the flooded area. If power or light switches are readily accessible and are not anywhere near the water, they should be turned off.
3. If it is at all possible, remove any equipment or documents from the area or at least to a higher location. Close all file drawers. If time allows, move any valuables items to higher areas.
4. Evacuate the area if so instructed.
5. Building operations staff will turn off the water source and shut down all electrical and gas supply to the building.

How to Respond in the Event of a Power Outage in the Building

1. If the power goes out in the building, the battery-powered emergency lights will be operational.
2. Building staff will be informed of what actions need to be taken and update tenants as to the status of the power outage and instruct if evacuation is necessary.
3. If evacuation is necessary, the routine building evacuation plan should be followed.

How to Respond in the Event of a Hurricane

1. Listen carefully to any storm updates or evacuation instruction being announced.
2. All windows and doors should be closed and locked.
3. All curtains and blinds should be closed to avoid airborne glass due to possible breakage.
4. All small office equipment including calculators should be locked in cabinets or storage areas within the tenant space.
5. Store all loose items (i.e., paper) in drawers or cabinets.
6. Unplug all electrical appliances. Remove from window areas and if items are small, store in drawers or cabinets.
7. Remove all personal belongings.
8. If so instructed, evacuate the building per building evacuation plans.

How to Respond to a Bomb Threat

If a bomb threat call is received, a calm response is essential. Remember, a bomb threat caller is the best source of information regarding the bomb.

Keep the caller on the telephone line as long as possible. Ask them to repeat the message and document every word that is spoken.

If the caller does not indicate the exact location of the bomb or the time of detonation, ask him or her for that particular information. Get as many specifics as possible.

Let the caller know that the building is occupied and cannot be evacuated in time and could result in serious injury or death to many innocent people. If the caller wishes to avoid injury they may be willing to give more specific information regarding the bomb (i.e., locations, etc.).

Pay particular attention to the voice. Is it male or female? Listen for voice quality. Is he/she calm, excited, hysterical? Does he/she have an accent or any speech impediments?

Listen carefully for any background noises such as music, talking or any other noise, which may identify the caller's location.

After the caller hangs up, immediately notify the Dartmouth Real Estate Office. They will notify the police department and fire department. An immediate search will be conducted.

Evacuate the building.

Submit a written incident report to management regarding your conversation.

BOMB THREAT INCIDENT REPORT – 41 CENTERRA PARKWAY

CALLER'S VOICE:

- | | | | |
|---------------------------------|-----------------------------------|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disgusting |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Clearing throat |

If voice is familiar, whom did it sound like?

BACKGROUND SOUNDS:

- | | | |
|--|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Local | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth | |

Other _____

THREAT LANGUAGE:

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well spoken (educated) |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat maker |

Remarks: _____

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT: _____

Sex of caller: _____ Age: _____

Length of call: _____

Number at which call is received: _____

Time: _____ Date: ____ / ____ / ____

REPORT CALL IMMEDIATELY TO THE REAL ESTATE OFFICE AT 646-2446:

Date ____ / ____ / ____

Your Name _____

Position _____

Phone Number _____