

WHAT'S GOING ON AT

CORPORATE WOODS

TO: ALL TENANTS - 6 CORPORATE WOODS®

RE: CIGARETTE SMOKING

As a reminder, all buildings within Corporate Woods® are “No-Smoking” facilities in conjunction with Overland Park’s Municipal Code #11.52.100. This ordinance also prohibits smoking within 10 feet of any public entrance.

While all smoking must be conducted outside the building, please remind all employees that the northwest main entrance and west delivery entrance of the building are designated as “non-smoking” entrances in an effort to provide a smoke free path for both guests and employees entering and leaving the building. The attached site plan indicates the location of these “non-smoking” entrances.

Please ask your employees who do smoke to observe the non-smoking entrances. In addition, at the east building entrance, please ask that these employees maintain a sufficient 10’ distance from the doors when smoking in order to provide easy access for people entering and leaving the building. **At no time should smokers be blocking the entrances.** Individuals smoking in areas where smoking is prohibited by The City of Overland Park ordinance (i.e. within 10 feet of a building entrance) may be fined up to \$50 per occurrence.

Thank you in advance for forwarding this information to all employees and their courtesy and cooperation in observing the smoking policies established for the building.

Please feel free to contact your property manager at 913.451.4466 should you have any questions.

May 17, 2012

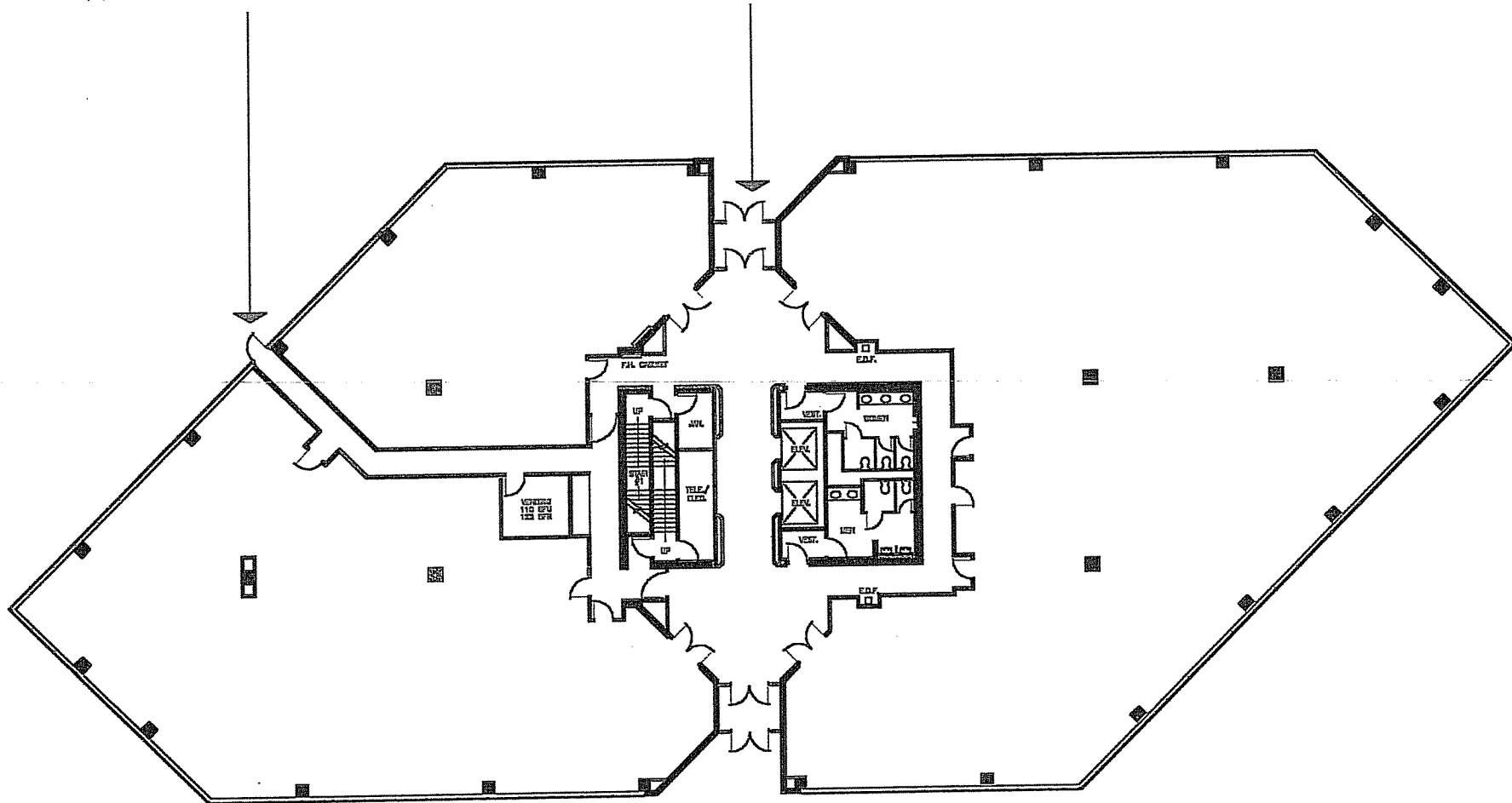
cc: Operations
Security

CORPORATE WOODS

BUILDING 6

ARCHITECTURAL PLAN
OVERLAND PARK, KANSAS
06-01-00

THIS IS A NON-SMOKING ENTRANCE



FLOOR

1

SCALE 0 5 10 20 30 40