



# Cousins

## San Jacinto Center Renovation

**To:** Customer Contacts  
**From:** Management Office  
**Date:** January 25, 2018  
**Subject:** San Jacinto Center Renovation Update

Hello – we are reaching out a little earlier than usual this week with your construction-related updates with information that may substantially impact you and your office:

All parking garage elevators and garage elevator lobbies will be closed **beginning early Monday (1/29) morning** before the work day.

- Shuttle carts will begin operating through the duration of the garage elevators closure (currently projected to be through 2/21, subject to construction-related delays) during the following times:
  - o Monday – Friday 7am-7pm
  - o Saturday 8am-2:30pm
  - o Sunday 9am-3:30pm
- During these times, drivers will make every effort to transport people as quickly and as conveniently as possible; however, safety of riders, pedestrians and drivers remain paramount. **We strongly recommend exercising caution when both driving and walking through the garage during this time.**
- Shuttle riders must be picked-up and dropped off in designated areas only in order to accommodate assisting as many people as possible. Shuttle Stations will be clearly marked and designated with signage and a table.
  - o Stations in the parking garage for transport to the street-level East building entrance are located at the entrance of the parking garage elevator lobby on each underground level (G-1, G-2, and G-3).
  - o The Station inside the building for transport to the parking garage is located at the North side of the East building entrance, near the frosted glass (opposite Texas Capital Bank).

Please note Shuttle drivers cannot deviate from their routes servicing the garage levels and the East building entrance.

- Beginning early Monday all of the garage stairwells will be unlocked as an alternate way to enter the building from street-level. There are 3 stairwells located in the garages, and they will be clearly identified with large yellow signs.
  - o The San Jacinto Boulevard stairwell located in the South part of the garage, adjacent to the Four Seasons Hotel's elevator lobby area, exits onto the covered breeze-way between the Hotel and the San Jacinto Center's east entrance.
  - o The Cesar Chavez stairwell located in the North part of the garage exits adjacent to the sidewalk along Cesar Chavez.
  - o The Brazos Street stairwell located in the Southwest corner of the garage exits near the Loading Dock area; you are strongly encouraged to avoid this route as the Loading Dock is an active area and the West lobby entrance is currently closed.
- As always and as a reminder, a Security Officer is available to escort any person working late to his/her vehicle – this is also available during renovations to those leaving after the Shuttle Service each day. (Security Desk: 512-320-5680)

Parking Garage Maps are available at <http://sanjacintocenter.com/construction-updates>.

Please note additional handicap parking in the East surface lot has been temporarily allocated (with signage) during the parking garage elevator shut-down.

Kindly note that Forthright's exterior entrance on the West side of the building is for restaurant patrons only. Additionally, the temporary tunnel entrance to TechSpace on the first floor past the low-rise elevators is not a building exit.

Lastly, we would like to encourage [feedback](#) from our customers during this process. We have worked diligently to prepare as much as possible for this inconvenience, but realize that often our customers alert us to an unforeseen problems or present a helpful solutions and we are here to listen. Your patience and cooperation are greatly appreciated.

Construction updates can be found at <http://sanjacintocenter.com/construction-updates>.

Jess Brannan

ADMINISTRATIVE ASSISTANT | Cousins Properties Incorporated  
98 San Jacinto Blvd, Suite 530 | Austin, TX 78701 | [P: 512.279.2173](tel:5122792173)