

1801 K Street Electronic Tenant® Portal

Created on October 16, 2021

Building Amenities: Fitness Center

The following rules and regulations are intended to make the 1801 K Street exercise facility ("Fitness Center") as safe, enjoyable, and pleasant as possible for all users. These rules are applicable to all users and may be changed from time to time by MAPS 1801 K Street LLC in order to provide for safe, orderly, and enjoyable use of the facility and equipment.

1. **Use:** Only those individuals who are employed by a company who has executed a lease agreement and have themselves executed a [Waiver of Liability](#) may use the facility; no guests are permitted. Users shall use the facilities and related equipment solely for aerobics, fitness, gymnastic, weight training, or other athletic use.
2. **Hours of Operation:** The facilities hours of operation are 7:00 am to 3:00 pm Monday through Friday. Card access to the fitness center and locker rooms shuts off PROMPTLY AT 3:00 pm. The fitness center is closed on all Building (Federal) Holidays. In addition, no engineering or janitorial services are provided on weekends and Holidays.
3. **Clothing:** The minimum attire at the facility shall be gym shorts, tee shirts, and tennis shoes. Any conventional exercise attire is permissible including leotards and tights, warm-up suits, etc. Sneakers, tennis shoes, dance slippers, or similar footwear must be worn at all times. Users of the facility must wear clean and appropriate attire when in transit to and from the facility, which may include, but not limited to, warm-up suits and sweat suits.
4. **Conduct:** Any conduct, which unreasonably interferes with the use or enjoyment of the facility or the equipment by other persons, or disrupts or interferes with the normal, safe, orderly, and efficient operation of the facility or the equipment, is strictly prohibited. Personal radios, tape recorders, or other similar equipment may not be used without headphones. Any persons in violation of this rule will be subject to immediate expulsion.
5. **Use of Tobacco Products:** Smoking of any kind or any other consumption tobacco products is strictly prohibited.
6. **Solicitations and Petitions:** Solicitations for the sale of any product, service, or charitable contributions, and petitions of any kind are strictly prohibited.
7. **Identification:** Users must present their magnetic access Kastle access cards upon request by Building Management for identification purposes. MAPS 1801 K Street LLC assumes no responsibility for lost or stolen access cards.
8. **Food and Beverages:** Food and beverages are prohibited and shall not be brought into the facility for consumption.
9. **Notices, Complaints, or Suggestions:** Users must immediately notify MAPS 1801 K Street LLC in the event that they discover any unsafe or hazardous defect or condition relating to the facility or the equipment, or any serious breakage, sickness, fire or disorder at the facility. Complaints or suggestions as to the operation, maintenance, services or equipment at the facility are welcome. Such notices, complaints, or suggestions should be sent to MAPS 1801 K Street LLC, c/o Jones Lang LaSalle, 1801 K Street, NW, Suite M108 Washington, DC 20006, Attention: Property Management.
10. **Other Facilities:** All rules and regulations also apply to the shower facilities. Lockers are provided for your use while using the facility. Locks may be used on the lockers, but do not leave locks on the lockers while not using the facility. **Any locks left on lockers will be removed.**
11. **Violation of Rules:** Failure or refusal to comply with these rules and regulations may result in the loss of individual privileges upon notice from MAPS 1801 K Street LLC c/o JLL.
12. **Classes and Group Activities:** MAPS 1801 K Street LLC expressly reserves the right from time to time, and at its sole discretion, to initiate, permit, change, cancel or discontinue classes or group activities. Whenever possible, MAPS 1801 K Street LLC will attempt to give adequate notice to users if classes or group activities are scheduled, changed, canceled, or discontinued.
13. **Maintenance:** No user shall leave any litter, trash, debris, or articles of clothing in the facility.

Building Amenities: Parking

Parking Management, Inc. leases and operates the parking garage at 1801 K Street. For monthly contract information, please call (202) 785-9465 X370.

Hours of Operation:

Monday-Friday 6:00am - 7:00pm

Saturday-Sunday Closed

24-hour access to monthly contract holders via Kastle access card.

Daily Parking Rates as of February 26, 2016:

Hourly: \$8.00

All Day: \$20.00

Building Amenities: Bike Rack

Bike rack is located on the B2 level of the parking garage. There is no security and you must park at your own risk. The bike cage is secured and requires your Kastle to gain access. A [bike rack waiver form](#) must be filled out to have access added to your card. Bikes cannot be left in the cage overnight.

Building Amenities: Bike Room

Bike room is located on the B3 level of the parking garage. There is no security and you must park at your own risk. The bike cage is secured and requires your Kastle to gain access. A [bike room waiver form](#) must be filled out to have access added to your card. Bikes cannot be left in the cage overnight.

Building Operations: Building Hours

Monday through Friday 7:00am – 8:00pm
Saturday 8:00am – 4:00pm

Building access is available twenty-four (24) hours a day seven (7) days a week by using your Kastle card.

Building Operations: Building Management

The staff of 1801 K Street is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located in Suite M108. Please do not hesitate to contact the management office at:

Phone: 202-496-9726

Fax: 202-496-9729

Address:

1801 K Street, NW
Suite M108
Washington, DC 20006

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Sr. Vice President / Group Manager	Eleanor M. Donnelly-Sakhri	202-496-9726	Eleanor.Sakhri@am.jll.com
Vice President, Senior General Manager	Dawn Stankos	202-496-9726	Dawn.Stankos@am.jll.com
Property Manager	Yumica Thompson	202-496-9726	Yumica.Thompson@am.jll.com
Senior Property Associate	Melanie Hill	202-496-9726	Melanie.Hill@am.jll.com

Title	Name	Phone Number	E-Mail
Chief Engineer	Chris Schroeder	202-496-9726 Fax: 202-496-9729	Chris.Schroeder@am.jll.com
Assistant Chief Engineer	Brian Shaffer	202-496-9726 Fax: 202-496-9729	Brian.Shaffer@am.jll.com
Building Engineers	Curtiss Fitzgerald William Perla Ron Robinson	202-496-9726 Fax: 202-496-9729	Curtiss.Fitzgerald@am.jll.com William.Perla@am.jll.com Ron.Robinson@am.jll.com

Building Operations: Holidays

The building observes all Federal Holidays. Including but not limited to the following:

New Year's Day
Inauguration Day (when applicable)
Martin Luther King
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Please be advised that, as a general rule, the building and management observes these holidays. On these specific days, the building will be closed and all building services (included but no limited to HVAC, janitorial and maintenance) will be suspended.

Building Operations: Leasing

For leasing information, please contact the Management office at (202) 496-9726.

Building Operations: Rental Payment

Address for Rent Checks:

MAPS 1801 K Street, LLC
1801 K Street, NW Suite M108
Washington, DC 20006

Account Information for Wire/ACH:

Bank Name: Wells Fargo, N.A.
ABA Number: 121 000 248
Account Number: 4943934752
Account Name: MAPS 1801 K Street LLC
fbo Mesa West Core Lending Fund, LLC (DACA)

Payment of rent in accordance with this letter shall constitute payment as required under your lease. To ensure proper credit, checks should be made payable to: MAPS 1801 K Street LLC and should be mailed to the address stated above, on or before the due dates provided in your lease. This payment direction is irrevocable except by notice from MESA WEST CORE LENDING FUND, LLC, or its successors and assigns.

Building Operations: Security

Security is located at the front desk in the K Street lobby 24 hours a day, 7 days a week and the L Street lobby from 7 a.m. - 7 p.m., 7 days a week. In addition, Security is provided at the loading dock Monday through Friday between the hours of 5:00 a.m. - 7:00 p.m. The security desk can be reached at 202-754-8905.

Building Security: Access Control System

Your building is equipped with an access control system monitored by Kastle. The perimeter doors of the building, main lobby doors, rear entrances, and elevators are locked at 7:00 pm Monday through Friday and remain secured all day Saturday and Sunday. Your employees may gain access to the building and to your floor after hours with their activated Kastle access card.

It is important not to let any individuals enter with you if you do not know them.

The lobby doors, as well as the elevators, will be unlocked at approximately 7:00am (depending on the building's needs) Monday through Friday. The lobby doors and all elevators will be locked twenty-four (24) hours a day on weekends and holidays.

www.kastle.com

Building Security: Keys

Upon moving in, each tenant will be provided with an appropriate number of keys. Any lost or additional keys requested after the initial move-in will be charged \$6.00 per key to the tenant. The building's Chief Engineer is responsible for key control. The Chief Engineer must handle any changes made to the locks to your suite entry door/doors. All keys must be returned to the Management Office at lease termination or change of lock sets. Additionally, all tenants will be provided with an initial photo card to attach to their Kastle access card. Any additional photo cards will be printed at a cost of \$10.00 per reprint.

Building Security: Lost and Found

Please contact the Management Office at 202-496-9726 to claim items that have been lost or found in the buildings.

Building Security: Office Access

The Engineers, Management and Security have a list of emergency phone numbers of key personnel in your company who will be contacted in emergency situations. The Security guards do not have keys to your suite, so they cannot grant access.

Tenants must maintain a current phone list, to be filed with the Management Office. Key management personnel must be listed, with telephone numbers where we may reach them in the event of an emergency.

After Hours:

Building security officers will now be given proximity and slide cards to assist tenants that are temporarily locked out of their office after hours. Officers may only assist those tenants with suite access readers. Before a guard can grant access, the following will occur:

- Tenant must present their photo I.D. to the security officer on duty.
- The security officer will contact an authorized tenant contact for permission to grant access.
- If permission is granted the officer will escort the tenant to their suite.
- If a tenant contact cannot be reached, the tenant under no circumstances will be granted access by the security personnel.

Building Security: Office Security

Offices are normally unlocked during normal business hours and hundreds of delivery people and visitors are in the building throughout the day. Outlined below are several measures you can take to prevent thefts in your office:

- Keep all doors locked after you leave the office.
- Instruct employees to keep valuables, including purses, in locked desks when unattended.
- Keep calculators and expensive items off desktops when not at the desk.
- Articles of value, including handbags and coats should not be left in unguarded reception areas, even for a few minutes, or on desks in offices.
- Thoroughly mix the combination when closing a vault or safe.
- Do not leave the vault or safe combination on or in a desk
- Notify Building Security when loiterers are observed in corridors or washrooms. Report peddlers and canvassers to the Management Office
- Special care should be taken during times best suited for pilferage (i.e. thirty minutes after opening), during absence from work areas and office.
- Check wastebaskets at the end of the day to see if any equipment or other valuables may have been stored for later removal.
- Serial numbers should be recorded to aid police in recovering property in the event of loss or theft.
- Do not leave articles of value in automobiles while parked in the garage.
- Lock suite entry door when entry is unattended.

Building Security: Security Guard

The security guard is located at the front desk in the L Street main lobby and the K Street main lobby entrances, twenty-four (24) hours a day, seven (7) days a week. His or her presence in the lobby may deter thefts and vandals in the building, but in the event of a problem he or she will notify the police. The security guard is not armed, and should not be expected to physically intervene under any circumstances. They are there to observe, monitor and report.

The security guards have been instructed not to allow anyone in the building after hours. The tenant desiring access to the property should use their Kastle access card. If they do not have their Kastle card or the person is not a tenant of the building, they should be instructed to contact Kastle via the security phone by the door to request admittance.

ANYONE NOT HAVING A KEY TO YOUR SUITE OR OFFICES WILL NOT BE ADMITTED BY MANAGEMENT PERSONNEL OR THE SECURITY GUARD. THIS INCLUDES YOUR EMPLOYEES.

Building Security: Solicitation

Soliciting is not permitted. If someone is soliciting in your suite, please notify the Management Office at 202-496-9726 or Security at 202-659-3860 and we will send the appropriate personnel to have them removed.

Building Security: Thefts

In the event that something is discovered missing from your office, please send a letter to Management stating the details so we have a record in our files. It is at the tenant's discretion as to whether or not the incident will be reported to the police.

Building Security: Visitors & Special Admits

If you are expecting a visitor after hours, you must make prior arrangements with management and or input the information into the visitor link system to ensure badges are available at the security desk for your visitors. If you are hosting a large event with (15+ guests) you must make arrangements with Property Management before 2:00 pm of the designated day or weekend. When you contact the Management Office at 202-496-9726, inform them that you want to arrange a special admit then forward the list detailing the attendee names, date and time via fax (202) 496.9729 or the service request system <http://1801kstreet.info>. Please keep in mind that if you will be arriving with or escorting the visitor, it is not necessary to contact Management. Simply have your guest sign in at the front desk to have the visit on record.

When visitors arrive at the building, they should use the phone outside the lobby doors to gain admittance. The telephone will automatically call Kastle. When Kastle answers, visitors should identify themselves and tell Kastle who they are visiting. If you have arranged for their admittance, their names will be on an admit list and Kastle will allow them immediate access into the building.

Building Services: Building Signage and Directory

The Electronic Directory is located in the K Street lobby.

To edit the Electronic Directory, please sign into www.kastle.com and click "Login to Web Link".

- Enter card number
- Select "Yes" or "No" under directory link drop down box

Building Services: Cleaning

Janitorial Services are provided between 6:00 a.m. and 10:00 p.m., Monday - Friday, except Holidays.

Nightly we:

- Vacuum and spot clean carpeting.
- Dry sweep resilient tile and wood floors.
- Wet mop tile floors.
- Dust unobstructed furniture and furniture surfaces.
- Remove accumulated recycled items.
- Empty wastebaskets.
- Remove trash.

Trash must be in a waste basket or clearly marked "TRASH," or "BASURA." Should you have trash during the day that is in your way, please call Management Office. If we can, we will remove it for you.

In private kitchens, we clean floors, remove trash and wipe sinks and counters. **Washing dishes are the tenant's responsibility.** We provide building standard supplies for private restrooms.

Trash Removal

As stated above, the cleaning personnel empty trash Monday through Friday. The tenant is responsible for removing a considerable amount of trash (i.e. boxes from delivery or supplies) and furniture or equipment. Broken down boxes will be removed by the Cleaning Staff. Should you require assistance or a special waste pick-up, please contact the Management office. Please use the freight elevator to remove all trash.

Window Cleaning

The interior and exterior window surfaces are cleaned a minimum of two (2) times per year. You will receive a memorandum before the scheduled date of each interior cleaning to allow sufficient time for your staff to move personal items (i.e., books, papers, artifacts) from the window sill. This enables the windows cleaner's easy access to the window surfaces to accomplish their tasks with minimum disruptions. The window cleaners are not to handle or relocate items placed on or near windowsills.

Building Services: Extermination Service

Extermination services are provided on a bi-monthly basis. If your office needs special attention, please submit your request via the Electronic Tenant Handbook. This information will be supplied to the exterminator and the problem will be handled accordingly.

Building Services: HVAC

After Hours Heating and Cooling

If you anticipate working during non-building hours and will require heating or cooling in your office, you must submit your request via the Electronic Tenant Handbook no less than 24 hours in advance. Please include your company name, suite number, date required and time frame. HVAC services will be billed at the appropriate rate per your lease and will be reflected on the next billing statement.

Building Services: Mail Service

Mail is delivered to tenant suites once a day.

Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the Management Office. All service requests will be addressed within 24 hours however in most cases service requests are addressed within 30 minutes.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Management Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive confirmation via e-mail that your request was submitted to the management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

[Click here to log into the Electronic Tenant Service Request System](#)

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by clicking here.

[Bike Rack Waiver](#)

[Bike Room Waiver](#)

[Fitness Waiver](#)

[Freight Elevator Form](#)

[Tenant Authorization and Emergency Contact Sheet](#)

Engineering Assistance

Any request that requires an Engineer escort or assistance will be billed at a rate of \$120.00 per hour.

Questions regarding the Electronic Tenant Services Request System should be directed to the Management

Office.

[Click here to log into the Electronic Tenant Service Request System](#)

Building Services: Recycling

JLL has made a firm commitment to provide recycling programs in all properties under our management.

The information outlined below details the recycling policy implemented at 1801 K Street, in accordance with the laws of the District of Columbia.

Occupants of office buildings shall separate for collection and provide for the recycling of office paper. Each tenant will be provided with a small recycling box for paper, and large recycling bins for central dumping of paper and central glass and can collection. Management will provide recycling boxes as needed. Please call the Management Office at 202-496-9726 to order your recycling boxes.

Each individual will be responsible for emptying the desk side recycling boxes into the larger recycling box located in the common area of your office. The cleaners will be responsible for emptying the larger recycling boxes, as needed, into designated receptacles in the building's Recycling Room.

There are scheduled pickups at the building for recyclable products. Please contact the Management office for further information regarding the recycling program.

Note: It is required that all cardboard boxes be broken down. Boxes that are not broken down will not be removed.

Emergency Procedures: Overview

Report all emergencies to the appropriate local authorities first, by calling 911 for fire, police and/or ambulance, then to the Building Management Office by calling 202-496-9726. When calling this number, please provide the following information: suite number, floor, tenant name, person calling, phone number and the nature of the emergency. After business hours, call Kastle at 703-524-7911. The number for the Poison Control Center is 202-625-3333.

1. Below are some procedures that should be followed in almost every type of emergency.
 - Remain calm. Panic can cause more damage and/or injury in many cases than the emergency itself.
 - Contact the appropriate party immediately and relate all pertinent information such as the exact location of the emergency, name and nature of emergency, etc.
 - Do not add to the situation by exaggerating or by relating irrelevant or unsubstantiated statements.
 - Do not become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
 - Follow the directions of those in charge.
 - Remember, if it is decided to evacuate, use the appropriate areas designated for this purpose, remain calm and be courteous to others.
2. We strongly recommend that each tenant establish an internal procedure for handling emergency situations. Appropriate representatives should be appointed and given the responsibility of coordinating emergency procedures in cooperation with the management office. All employees should understand what your emergency coordinator's role is during emergency situations. The management office should have the name and telephone numbers (both during and after-hours) of the emergency coordinator.

The emergency coordinator should be familiar with the location of all emergency exits, equipment and telephone numbers of all emergency services. The emergency coordinator for the building is the General Manager. The backup emergency coordinator is the Assistant Property Manager. The emergency control center is the Management Office, which initiates all evacuation, facility shut-down procedures, and layouts needed to effect emergency action plans. The Management Office should be aware of any special or unique situations within the tenant's leased premises such as:

- Mobility impaired personnel.
- Unusual working hours.
- Special equipment or materials which would be either helpful or harmful in the event of any emergency.
- Personnel with a history of health problems, such as heart conditions, diabetes, etc.

Emergency Procedures: Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 202-496-9726

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is then up to the manager or senior officer to decide whether it is appropriate to evacuate the office unless an authorized state, local or government office notifies you otherwise.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unobstructed access to emergency personnel. Do not re-enter the Building until Management, the Police, or Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope 1/4" to 1/2" thick and are fairly rigid.

The technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. -- rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Security at 202-659-3860.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Emergency Procedures: Elevator Malfunction

1. Push the Emergency Phone button and use the telephone. It will automatically ring to a Central Monitoring System.
2. Confirm with the person who answers the phone the building location as well as the specific cab number, located on the lower front panel of the elevator.
3. The elevator is secure - it will not fall. Do not attempt to escape by forcing the door open.
4. **Do Not Panic!** Building personnel will be alerted by Central Monitoring. The proper authorities will immediately be contacted to correct the elevator controls so that the doors may be opened.

Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	202-496-9726
Building Security/After Hours Emergencies	202-659-3860
Fire Department (non Emergency)	202-673-3201
Hospital (George Washington)	202-715-4050

Important notes

If you call 9-1-1 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the audible alarms, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Emergency Procedures: Evacuation

1. Upon hearing the bell alarm system, immediately evacuate the building in an orderly manner, using the designated evacuation routes and stairwell exits. When exiting, avoid crowding or undue haste. A fall might spell disaster for those who follow. Descend the stairs carefully. When you reach the ground floor, exit in an orderly fashion. **DO NOT RUN! DO NOT USE ELEVATORS! DO NOT CALL THE ENGINEERING OFFICE OR SECURITY DESK!** If the alarm is found to be false, you will be notified immediately.

Personnel in the lower levels should take the stairway up to the Lobby or Mall levels or walk up the garage ramp to the exit. **DO NOT USE ELEVATORS!** [Click here to view the Stairwell Locations Map.](#)

2. All handicapped personnel should be assigned an aide to help them evacuate the building or obtain assistance for them. Floor monitors should notify the Management Office at 202-496-9726 of all handicapped persons and person who may require assistance (e.g. pregnant employees, employees in casts, employees recovering from a recent illness, etc.) so that we can account for these employees after the building is evacuated or notify a fire fighter of their locations in the building.
3. When out of the building, employees should remain on sidewalk and stay clear of the building entrance to allow access by fire department personnel. Your organization should establish a predesignated meeting area.

What to do if Your Exit is Blocked by Smoke

1. Stay calm and crawl low in smoke. The air is easier to breathe near the floor.
2. If trapped in a room, then close all the doors between you and the smoke. Seal the cracks around the doors and vents.
3. Signal at the window to rescuers. If there is a phone in the room, then give the fire department your exact locations, even if they are on the scene.

All Clear Signal

The fire department will inform the Building Engineer when it is safe for employees to return. The Building Engineer will give an "all clear" signal and notify employees that they may return to the building. Please re-enter the building in an orderly fashion.

Emergency Procedures: Fire Emergency

1801 K Street is protected by a bell alarm system. When a manual fire alarm on a floor is pulled, the alarm bell will automatically ring on each floor throughout the building. The Engineering staff or on-site security will investigate the situation.

Smoke and heat detectors are located in areas that might be prone to fire – those areas with electrical equipment and wiring – such as mechanical rooms, electric rooms, telephone closets, elevator lobbies, and janitorial closets. When activated, these will also initiate the system into alarm.

When a pull station, smoke detector or heat detector is activated due to a fire conditions, then all elevators will be recalled to the lobby level and parked. **Use only the stairwells to evacuate the building in the event of a fire.** [Click here to view the Stairwell Locations Map.](#)

All tenants should familiarize themselves with the location of fire extinguishers and fire alarm manual stations. Tenants should also know the locations of the exits, recognize the sound of the fire alarm, know how to activate the fire alarm system and notify the fire department. Proceed directly to the exit whenever the fire alarm is heard. Prior to opening a door, feel the door front to determine if there is heat behind it. If the door is hot, then do not open and find another means of egress.

Upon Discovering a Fire

1. Alert personnel who may be immediately endangered and proceed to the nearest pull station to activate the alarm system, no matter how small the fire may seem.
2. Notify the Management Office at 202-496-9726 and/or Security at 202-659-3860.
3. Close all doors behind you, especially the door to the burning room.

Use of a Fire Extinguisher

In numerous locations throughout the building, you will find fire extinguisher cabinets adjacent to stairwell doors and near copy/pantry areas. Remember to pull fire alarms as you retrieve a fire extinguisher from the cabinet and before you begin your efforts to control a fire.

When retrieving a fire extinguisher, you are advised to remove the pin and spray the contents into the base of the fire. If for any reason you are unable to use the fire extinguisher, the Property Management Staff are trained in using fire extinguishers to contain fires.

Use of a Fire Extinguisher (continued)

1. Small Fires

If the fire is small involving paper, upholstered furniture, draperies, or carpet, usually, these small fires can be quenched by dousing with water or by using a fire extinguisher. Often fires in wastebaskets can be smothered by another wastebasket, desk blotter, or other flat object. If you are unable to act for any reason, the Property Management Staff will take action.

2. Electrical Fires

If there is smoke or a small fire involving electrical equipment, turn off and/or unplug the equipment if possible. Use a fire extinguisher or allow the Property Management Staff to take action. **Never use water on electrical fires.**

3. Larger Fires

If the fire cannot be controlled/extinguished by your efforts and becomes more intense, quickly close the door in attempt to contain the fire in that room (if possible) and evacuate the building. Property Management and the fire department personnel will take action.

Emergency Procedures: Fire Prevention

All employees shall observe the following fire prevention rules:

1. Keep stairwell doors closed at all times except during evacuation to minimize spreading of fire from the "chimney" effect.
2. Keep aisles clear of obstacles. Do not store equipment in aisles or block doorways.
3. Safeguard all flammable materials.
4. Do not plug in an excessive quantity of electrical equipment. Continuous overloading of electrical lines causes insulation to become brittle and fall away from the wires. The lack of adequate insulation may cause wires to become overheated, which can readily ignite, causing a fire. Overloaded plugs or power strips should be avoided. If fuses or circuit breakers repeatedly blow out, then the circuit is probably overloaded. Request an electrician through the Management Office to determine the possible deficiency.
5. Maintain good housekeeping in all areas of the building, since this is one of the most effective means of preventing fire.
6. Unauthorized installation and operation of coffee makers, heating plates, microwave ovens, personal fans, and similar items must be avoided. Electric space heaters are prohibited.
7. Smoking is prohibited in the building, garage and building entrances.
8. Do not use trash cans or paper disposal areas for cigarette ashes or butts. Smokers out posts are located on the loading dock which is the designated smoking area between the hours of 7:00am - 7:00pm.

Fire Prevention Tips

The Tenant Fire Monitor/Warden should appoint one person who will be responsible for ensuring that appliances such as coffee machines and copiers are shut off at the end of each business day. Additional preventative measures include:

1. Report all fire hazards such as blocked stairwells, inoperative exit signs, and storage flammable materials to your Tenant Fire Monitor/Warden and the Property Management Office. All corridors and passageways should be kept free of storage boxes or other flammables.

UL (Underwriters Laboratories) approved flammable or combustible supplies must be stored in special UL approved metal storage cabinets in designated areas only. Material Safety Data Sheets (MSDS) should be maintained in central locations where they are visible for all to see.
2. Ensure that all office equipment and appliances are approved by Underwriters Laboratories, Inc., or other appropriate testing firm. Extension cords should not be used in lieu of permanent wiring. Only three-prong surge protection devices are acceptable. Turn off all electrical appliances for coffee, cooking or heating before leaving the office.
3. Do not use space heaters. They can overload electrical circuits and pose a serious fire hazard.
4. Report and repair office equipment and appliances that are not in good working order. Short circuits or sparks from a frayed cord could start a fire. **Never use water on electrical, oil or grease fires. Disconnect all appliances that have frayed cords immediately.**
5. Some fires are set. If you smell flammable liquids, etc. contact the Tenant Fire Monitor/Warden and the Property Management Office. **Call 911 to report the fire and/or smell of flammable liquids immediately.** Forbid the use of candles or naked flames in the office.
6. Dispose of cigarettes and all other smoking materials in metal receptacles, **NEVER** wastepaper baskets.
7. Verify that you can hear the building's emergency communication system from your office as well as from all points on your floor. The building staff will conduct regular alarm tests on each floor.
8. Know how to use a simple fire extinguisher and how to report a fire by calling 911 and pulling the building fire alarm.
9. Do not use elevators. Upon activation of fire alarm throughout the building, start evacuation immediately, walk, don't run to the nearest stairwell. Unless otherwise instructed, your destination will be the street level. Make sure a place has been designated outside the building for your employees to meet and be accounted for. The doors on the stairwells are fire rated, and it is extremely important to keep these doors closed.

The fire department will be using the stairwells to go to the fire area. Occupants should stay to the right when going down a stairwell. Remember, always remain calm and alert. If you are exiting a stairwell and it becomes impassable you should go to any lower floor to reach the

other stairwell and continue down.

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will commence. Tenants will need to contact their insurance carrier for any damage to their property.

Water Interruption

A temporary interruption of the water supply may or may not result in the disruption of building services. Prolonged water interruption will result in the evacuation of the building following the fire emergency procedures. Without water we can neither maintain sanitary conditions nor building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires. You will be notified when the water is restored and when you may return to the building.

Emergency Procedures: Homeland Security

JLL recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

District of Columbia Emergency Information Center

<http://emergencycenter.dc.gov/eia/site/default.asp>

American Red Cross

<http://www.redcross.org/>

Federal Emergency Management Association

<http://fema.gov/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

WTOP Radio –1500 AM, 820 AM and 107.7 FM: <http://www.wtop.com>

The Washington Post: <http://www.washingtonpost.com/>

WJLA Channel 7: <http://www.wjla.com/>

WUSATV Channel 9: <http://www.wusatv9.com>

NBC4 Channel 4: <http://www.nbc4.com/index.html>

Emergency Procedures: Media Inquiries

Tenant to provide individual media relations contact information to the Management Office. Should a tenant receive a media inquiry regarding 1801 K Street, no comment should be made. Please direct all inquiries regarding 1801 K Street to; Gayle Kantro 1-312-228-2795, Craig Bloomfield 1-312-228-2774 or Brooke Filkins 1-312-228-2387.

Emergency Procedures: Medical Emergency

In the event that an accident or illness of any employee or visitor takes place in your office area:

1. Call Emergency at 911.
2. Give Emergency Dispatcher the following information:
 - Your name
 - Building name and address
 - Floor number and location of emergency
 - Any details of accident or illness
3. Do not move injured/ill person. Try to make them as comfortable as possible
4. Whenever possible, have someone meet the emergency unit in the lobby.
5. Call the Management Office at 202-496-9726 between the hours of 8:30 am and 5:00 pm. If the emergency occurs between the hours of 5:00 pm and 8:30 am, please call the security desk at (202) 659-3860. Inform them that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured/ill person
 - Nature of problem
 - Allergies and if currently on any medication
 - Local doctor

REMEMBER: AT ALL TIMES, TRY TO REMAIN AS CALM AS POSSIBLE!

Emergency Procedures: Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

- The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.
- When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.
- A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.
- As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/plan/checklists.html.
- The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

- Pandemicflu.gov
This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- Centers for Disease Control and Prevention (CDC)
The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.
- Department of Homeland Security (DHS)
DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.
- BOMA Resources
BOMA/Greater Toronto Pandemic Flu Report
The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials

Emergency Procedures: Power Failure

In case of a power failure:

- One elevator on both K Street and L Street will operate in the event of a power outage.
- If you are instructed to evacuate, then make sure to lock all areas.
- Remain in a group; it will be easier to notify you when the system is operational.
- Return to the building when instructed by the proper authority.
- Elevators: Do not force the doors open or try to escape through the room hatch. You may reach a Central Monitoring Center by using the phone inside each elevator cab. Inform them where you are and which elevator you are in; this information is located by each phone.

Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Suite. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide some protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Earthquake and Tornadoes

In the event of an earthquake, tremor, or tornado:

1. Remain Calm
2. Immediately take cover in a doorway or under a sturdy desk.
3. Remain inside the building and keep away from windows, overhead fixtures, tall bookcases, or any large object that may topple you.
4. Earthquakes, tremors and tornadoes are normally short-lived. You will be notified if you are to evacuate the building.
5. Following an earthquake, tremor or tornado, do not use the elevators until they have been certified as operable. Make absolutely certain the elevators are certified as operable before you attempt to use them.

Emergency Procedures: Shelter in Place

1. There are many reasons for tenants to consider and have a shelter in place plan for their employees. Reasons for shelter in place range from extreme weather, power outages, to hazardous material in the area.
2. If an alert is issued by federal or local authorities recommending shelter in place to those in the DC area, notification will be sent to the tenant contacts in the building. Upon receiving the notification, tenants may enact their designated shelter in place plans if they choose. At that time the building would notify tenants if the perimeter doors are secured and if any services in the building are limited.
3. Tenants should select an area in their space on the interior of the building away from the windows. Tenants should consult Shelter in Place experts for lists of emergency supplies in advance of a shelter in place event. You can find comprehensive lists at www.preparedness360.org or www.ready.gov/shelter
4. Building security can assist you with locating the optimal Shelter in Place areas for space. Please call security to set up a walk through.
5. Tenants should monitor local news sources on the status of the event. An all clear will be given when all systems are operational in the building.

Emergency Procedures: Telecommunications Outages

Initially, the most important issue to determine is whether the loss of telephone communications is within your individual suite or throughout the building. Immediately dispatch a Fire Monitor to the Property Management Office if it is a suspected building-wide event.

The Fire Monitor should be prepared with cell phones and critical numbers, such as phone installation and maintenance service numbers, corporate headquarters numbers and emergency contact names and numbers.

If the outage is regional or covering at least a large portion of the community, enact your emergency plans for telephone service immediately. Identify all individuals with mobile phones and plan on how best to use their phones.

Emergency Procedures: Tenant Responsibilities

Tenant Fire Monitor/Warden and Assistant Fire Monitor/Warden

We require that two persons from each tenant suite be designated to act as the Fire Monitor/Warden and Assistant Fire Monitor/Warden. Both of these individuals must thoroughly understand the Building's Emergency and Evacuation Plan and be prepared to assume their responsibilities promptly, CALMLY, and purposefully in an emergency for the welfare of their co-workers.

The Fire Monitor/Warden has the following responsibilities in preparation for a fire emergency:

1. Maintain a current employee roster on a monthly basis and provide the same roster to the Property Management Office
2. Determine the mobility impaired persons requiring assistance in an emergency; establish plans for their evacuation including assignment of Aides for those individuals if appropriate and identify these mobility impaired individuals on the monthly listing of employees provided to the Property Management Office.
3. Advise the Property Management Office immediately upon detection of any unsafe condition.
4. Provide location of high security areas and locations of storage of hazardous materials to the Property Management Office and thereafter changes in these locations.
5. Disseminate emergency procedures to all co-workers.

The Fire Monitor/Warden has the following responsibilities in preparation for a fire emergency (continued):

6. Confirm that all co-workers understand the emergency procedures, in particular the evacuation steps and routes to the nearest and alternate stairwells.
7. Advise co-workers of the meeting point outside of the building where they will assemble after an evacuation.
8. Represent the tenant suite at Building Safety and Security Meetings.
9. DURING A FIRE EMERGENCY, PROVIDE CALM, INTELLIGENT LEADERSHIP to co-workers.
10. Check to see that no co-workers are in the rest rooms.
11. Confirm that all mobility-impaired persons, in particular, those requiring assistance, have entered a fire rated stairwell and that wheelchairs are NOT brought into the stairwell.
12. Close all doors if possible to contain the fire.
13. Leave the floor last.
14. Bring a current employee roster when leaving.
15. Provide names and locations of mobility impaired individuals in stairwells to the Property Management Office.
16. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the designated meeting place OUTSIDE of the building or are otherwise accounted for (e.g., not at the office due to illness, travel, vacation, meetings.)

The Fire Monitor/Warden has the following responsibilities in preparation for a fire emergency (continued):

17. Communicate information and instruction from Property Management Staff and Public Safety officials to co-workers.
18. Cooperate in the documentation of fire circumstances and review conduct of evacuation with the Property Management Staff and Public Safety officials after the emergency is over.

The Assistant Fire Monitor/Warden has the following responsibilities:

1. In the absence of the Fire Monitor/Warden, discharge the responsibilities and provide the LEADERSHIP of the position of Fire Monitor/Warden.
2. Assist the Fire Warden to fulfill the requirements of that position before and during an emergency.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 9-1-1. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Introduction: Welcome

Providing service to you is our primary business. We are committed to responding to your needs promptly and courteously, and to operate the building in accordance with the highest standards in the DC Metropolitan area. In order to help us serve you better, please notify us immediately of any situation or condition which requires our attention and or correction.

In an effort to provide you with a greater understanding of building operations, JLL has compiled this Tenant Handbook. This handbook is designed to answer many of the questions you may have regarding services, policies and procedures at 1801 K Street. We are certain you will find this handbook helpful and recommend you keep it readily accessible to all of your employees.

If you have any questions or comments that are not addressed in this handbook then please call the Management Office at 202-496-9726.

Sincerely,

Dawn Stankos
Vice President, Senior General Manager
JLL

Introduction: About JLL

[JLL](#) is a leading international real estate firm representing public and private institutions, corporations and professional organizations. We are an organization with 700 million square feet of property under management, approximately \$21.5 billion in funds under management, and more than 7,000 employees operating across 100 key markets in 33 countries on five continents.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. The Home Page or Table of Contents provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

Special Features

This Electronic Tenant® Handbook has special features such as an [Electronic Service Request System](#) and [Search Engine](#). In order to be able to use these features, it is recommended that you have Adobe Acrobat Reader 5.0 or higher installed on your computer. This software is free and easy to use. [To obtain the software for free, click here.](#)

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about 1801 K Street, we have included a [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at 1801 K Street.

Policies and Procedures: Construction Rules & Regulations

1. All work shall be performed in accordance with all local and federal codes (including but limited to OSHA). Contractor is also responsible for using Lock out Tag procedures as stipulated by OSHA. Contractor to furnish its own Lock out Tag out supplies and equipment. Work that is performed without proper permits and/or construction methods will be reported to the City Building Department having jurisdiction of the project. If General Contractor, his subcontractors or vendors are found in violation, it will be their sole responsibility to correct said violations.
2. A copy of the building permit must be provided to correct said violations.
3. The constructor must submit a certificate of insurance, in the names and amounts specified by Management, prior to commencement of any work in the Building.
4. Employees of the General Contractor, his subcontractors and their vendors shall follow OSHA rules, regulations and guidelines while on-site, including all required manuals, notifications and placards.
5. Contractors must furnish sealed trash cans to be used for food related to trash to prevent insect and rodent infestation during construction. The management office will determine locations of trash containers. No trash may be left anywhere in the Building (including elevators and hallways) at any time. Contractor must provide one (1) trash can for every one thousand (1,000) square feet, and must empty each trash can and removed food, food containers, wrappers, bottles, cans, etc., from the job site and the end of each workday.
6. All construction debris must be removed from the Building by the contractor before 8:00 am and/or after 6:00 pm during the week or on the weekends.

7. No construction work is to take place in the Common Area of the Building. All work is to take place in the tenant suite only.
8. No loud noise, such as breaking concrete floors (air hammers), is to take place during normal business hours, 7:00 am to 6:30 pm, Monday-Friday. If construction project is deemed to be disruptive to existing Tenants and/or Landlord, General Contractor shall reschedule work to eliminate disruption to the satisfaction of Landlord at no additional cost to the Landlord.
9. All roof penetrations are to be done by the Landlord's roofing contractor, but paid for by General Contractor.
10. No fire exits or fire corridors are to be blocked or used for storage.

Policies and Procedures: Contractors

JLL is the Manager of 1801 K Street, N.W., in Washington, D.C. The property is owned by MAPS 1801 K Street LLC, (Owner). As the authorized Agent, JLL may enter into contracts for services and/or construction, effect change orders, and take corrective actions deemed necessary to enforce the contract terms and conditions. The Contractor shares the Owner's responsibility for the quality of services and construction at the property. All Contractor activity at the property must be approved by JLL and Owner.

[Click here to download a complete copy of the Contractor's Rules & Regulations.](#)

Policies and Procedures: General Rules and Regulations

[Click here to view the Building Rules and Regulations](#)

Quiet and Enjoyment

Tenant shall not obstruct or interfere with the rights of other tenants in the building, or of persons having business in the building, or in any way injure or harass such tenants and persons.

Canvassing

Canvassing, soliciting and peddling in the building is prohibited and tenants shall cooperate to prevent such activities.

Animals and Vehicles

Tenants shall not bring or keep within the building any animal, bicycle, motorcycle or other types of vehicle except as required by law. Bicycles, motorcycles and other types of vehicles are permitted in the garage when space is available.

Office Equipment

Tenant shall place all office equipment and any other device of any electrical or mechanical nature in the demised premises in settings approved by Landlord, so as to absorb or prevent any vibration, noise or annoyance. Unauthorized and uninspected installation and operation of coffee makers, heating plates, microwave ovens, personal fans and similar items must be avoided. Electric space heaters are prohibited.

Trash

The deposit of any trash, refuse or cigarettes or other substances of any kind should not occur except in the areas provided as refuse containers. No material shall be placed in trash boxes or receptacles if such material cannot be disposed of in an ordinary and customary manner without being in violation of any law or ordinance.

Delivery

The loading dock and freight elevators are available during the hours of (8:00 am – 6:00 pm) for a maximum of thirty (30) minutes per delivery.

Common Areas

Tenants shall use the common areas only as a means of ingress and egress and no loitering is permitted in the common areas or elsewhere in the building. The common areas and roof of the building are not for the use of the general public. No tenant shall install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the building.

Alterations

Tenant shall not mark, paint, drill, cut, string wires within or in any way deface any part of the building without the prior written consent of the landlord and as landlord may direct. Upon removal of any wall decoration or floor coverings by tenant, any damages to the walls or floors shall be repaired by tenant at tenant's expense.

Electric Heaters/Fans

Electric space heaters and/or fans present a serious fire hazard and are strictly prohibited.

Plumbing Fixtures

Tenants shall not use the restrooms or plumbing fixtures of the building for any other purpose than the purpose for which they were constructed.

Fire and Safety Regulation

Subjects to all fire or other safety regulations, all doors opening onto common areas, and all doors upon the perimeter of the demised premises shall be kept closed. During non-business hours, doors should be kept locked, except when in use for ingress or egress. Tenant's shall cooperate with energy conservation by

limiting the use of lights to areas occupied during non-business hours.

Policies and Procedures: Insurance Requirements

I. The Service Contractor shall provide the following minimum insurance coverage:

- **A. Commercial General Liability**

Combined Single Limit - \$3,000,000 per occurrence and annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

- **B. Worker's Compensation - Statutory Limits**

- **C. Employer's Liability**

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

- **D. Commercial Automobile Liability**

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

- **E. Property Insurance**

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Jones Lang LaSalle Americas, Inc.
2. MAPS 1801 K Street LLC
3. Spaulding & Slye Investments, an operating division of Jones Lang LaSalle Americas, Inc.

III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the District of Columbia and which have a rating by Best's Key Rating Guide not less than "A-/XII".

V. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

Policies and Procedures: Moving Policy

Move In / Move Out Instructions

1. **IMPORTANT** – Please provide forty-eight (48) hour notification to the Management Office at 202-496-9726 when moving bulky materials, office furniture or equipment in or out of the building.
2. All such moves must be pre-arranged with the Management Office. All of the following will be subject to Management's approval:
 - Time of delivery
 - Method of move
 - Routing of move
3. JLL shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or tenant move-in/move-outs.
4. Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators.
5. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even though they are carried by hand.
6. All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.
7. When moving furniture or equipment please provide Management with a letter stating the date and time of the move. Forty-eight (48) hour notice is required. If it involves the utilization of a professional moving company, then you must also provide Management with a Certificate of Insurance meeting the Landlord's insurance requirements from the moving company.
8. Elevators are available for moving furniture and equipment as follows:
 - Monday through Friday: Before 8:00am and after 6:00pm
 - Saturday and Sunday: There is no time restriction. To request the freight elevator and/or loading dock for a move, please fax the attached [form](#) to the Management Office at 202-496-9729.
9. The loading dock and freight elevators are available during the hours of 8:00am – 6:00pm for thirty (30) minute intervals.
10. The tenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move.
11. Any move-ins or outs after building hours, during holidays or on weekends **must** be attended by a building engineering staff member at the tenant's expense.

Moving Company Requirements

Please request from your moving company a Certificate of Insurance as evidence of:

- Workers Compensation Insurance – DC.
- General Liability Insurance.
- The property Ownership Entities must be listed as additional insureds:
 - Jones Lang LaSalle Americas, Inc.
 - MAPS 1801 K Street LLC
 - Spaulding & Slye Investments, an operating division of Jones Lang LaSalle Americas, Inc.

Certificate holder must be listed as:
MAPS 1801 K Street LLC
c/o Jones Lang LaSalle Americas, Inc.
1801 K Street, Suite M108
Washington, DC 20006

Building Management will inspect your move-in route to your suite before and after your move. We suggest that your move coordinator attend the walkthrough.

Tenants are responsible for their moving company by:

- Scheduling arrivals and departures.
- Supervising help.

- Providing access to restrooms.
- Making repairs to building damages and/or reimbursement for costs.
- Removing all packing materials.
- Requiring placement of rigid boarding over the pathway to and from the elevators and office.
- Protecting wall corners with shields.
- Keeping elevators padded.
- Using established service routes and access doors.
- Prohibiting the use of the main lobby without special approval and preparation.
- Notifying Building Management for answers to any questions related to the building.

Policies and Procedures: Smoking

In accordance with the Smoking Regulation Amendment Act of 1990, smoking will be regulated in the work place. Each tenant will be responsible for complying with the new regulations. In an effort for JLL to comply with the new regulations, smoking will be prohibited in the building, i.e.,

- Common area hallways.
- Men's and women's restrooms.
- The main lobby.
- Stairwells.
- Elevators and elevator lobbies.
- All garage levels.
- L & K Street building entrances.