

# Tenant Handbook and Emergency Procedures Manual

Knowledge  
Perseverance  
Integrity

**Cambridge**

# 1. Introduction



## Property Management Team

Cambridge Asset Advisors LLC

8391 Old Courthouse Road, Suite 210

Vienna, VA 22182

(p) 703.608.8600

[Cambridge Asset Advisors | Property Management | DC, VA & MD](#)

Senior Property Manager

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703.928.1660

[Mfrey@cambridgeus.com](mailto:Mfrey@cambridgeus.com)

Assistant Property Manager

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Senior Vice President

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Principal

Benjamin R. Eldridge

703.608.3642

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After-Hour Emergency Number: 301.564.8487

Dear Tenant,

Cambridge Asset Advisors LLC has developed this Tenant Handbook and Emergency Procedures Manual as a reference for the building operations at **7400 and 7420 Fullerton Road, Springfield, VA 22153**. This resource provides clarification regarding the services, policies, and procedures currently in place.

Please be aware that this handbook serves as an informational guide and does not supersede any section of the Lease or Amendments. We encourage you to keep this handbook conveniently accessible for your employees, as it is designed to be a helpful reference.

If you have any comments or concerns that are not addressed within this handbook, please do not hesitate to reach out to your Property Management Team.

Sincerely,



## 2. Rental Payments

A faint, light blue geometric pattern is visible in the background of the slide. It consists of a grid of squares, with some squares rotated 45 degrees to form a diamond shape, creating a complex, interlocking geometric design.

## Rental Payments

Rental Payments are due on the first day of every month, without notice or demand. Late charges will be assessed for payments as permitted by your lease agreement. Rent is due without deduction, set off, or demand; no notice need be received for rent to be due.

All rent should be made payable to Fullerton AIP LLC Please refer to your lease for this information.

All rent should be paid via ACH or Wire:

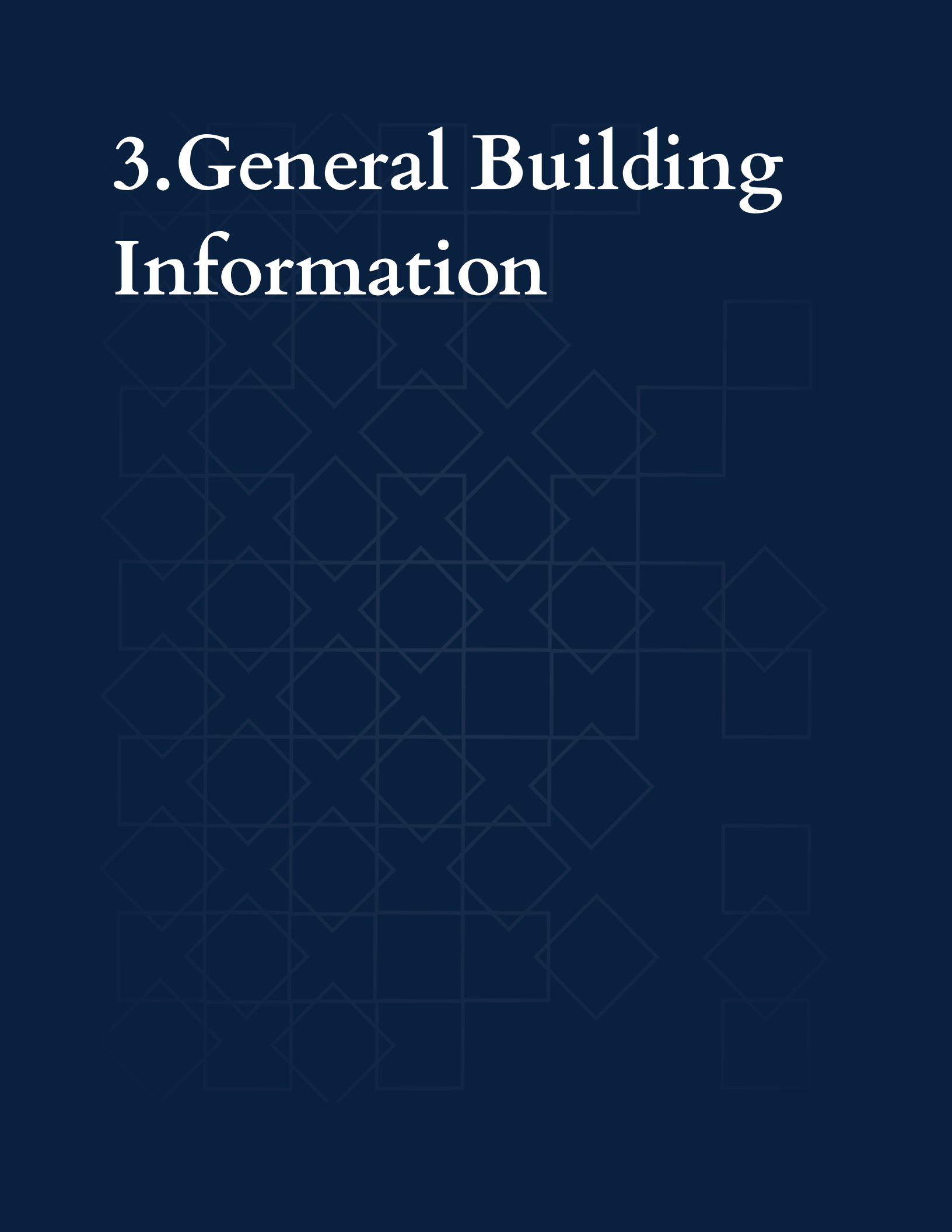
### ACH INSTRUCTIONS:

|                        |                      |
|------------------------|----------------------|
| Bank:                  | Burke & Herbert Bank |
| For further credit to: | Fullerton AIP LLC    |
| Account Number:        | 107117256            |
| ABA Number:            | 056001066            |

### WIRING INSTRUCTIONS:

|                        |                      |
|------------------------|----------------------|
| Bank:                  | Burke & Herbert Bank |
| For further credit to: | Fullerton AIP LLC    |
| Account Number:        | 107117256            |
| ABA Number:            | 056001066            |

# 3. General Building Information

The background of the slide features a repeating geometric pattern of overlapping squares and diamonds, creating a complex, interlocking design in a light blue-grey color against the dark blue background.

## **Building Rules and Regulations**

Please refer to the lease for the list of Building Rules and Regulations.

## **Building Hours**

[This section does not pertain to Flex/Industrial/Retail Tenants]

Please refer to the lease for the hours of operation for the building. As a reminder, Federal Holidays may impact the Building Hours.

The Tenant will have access to the building twenty-four (24) hours a day, seven (7) days a week by using the electronic Datawatch FOB.

## **Building Services and Systems: Security**

[This section does not pertain to Flex/Industrial/Retail Tenants]

- > The building is equipped with an access control system monitored by Datawatch.
- > The Tenant and its employees may gain access to the building after hours and on weekends with their activated Datawatch FOB.
- > The Tenant and its employees may gain access by swiping the FOB on the reader. Tenant and their employees can enter the building through the door closest to the reader. The doors will then automatically close and lock once the door shuts. It is important not to let any individuals enter the building who are not affiliated with the Tenant.
- > The determined initial allotment of FOBs for the suite will be provided at no charge and are based on the number of parking spaces noted in the lease.
- > All FOBs must be returned upon the expiration of the lease.
- > All non-returned FOBs are subject to a \$35.00 charge each.

## **Access to Offices**

- > For security and safety purposes, anyone not having a key or FOB to the Tenant's suite, or offices will not be admitted by building personnel. This is inclusive of the Tenant's employees.
- > Individuals needing access to the Tenant's space should be provided with a direct Tenant point of contact for all lockout / access related issues.

## **Visitors and Special Admits**

- > The Tenant is responsible for providing and admitting any visitor and special admits access. The Building Engineer and the Property Management Team will not provide access to the building / suite to anyone other than the lessee.
- > The Property Management Team does NOT provide access to Tenant's visitors on Federal Holidays or after hours. If the Tenant's firm is open on Federal Holidays or after standard building operating hours, the Tenant must coordinate access internally and not through the Property Management Team.

## After Hours Heating and Cooling

[This section does not pertain to Flex/Industrial/Retail Tenants]

If the Tenant anticipates working during non-building hours and will require after hours heating or cooling, then the Tenant must submit a work order through Electronic Services (ETS) software (please see below “Electronic Building Services” section) a minimum of 24 business hours in advance. Please include the start and end time for the request.

Please be advised after-hours HVAC is billable to the Tenant at a rate of \$85.00 - \$100.00 per hour and per floor [rate is subject to location and is subject to change without notice], as described in the lease.

## Holiday Schedule

[This section does not pertain to Flex/Industrial/Retail Tenants]

Please refer to the lease for all building recognized Federal Holidays, which may include, but are not limited to:

- > New Year’s Day
- > Martin Luther King Day
- > President’s Day
- > Memorial Day
- > Independence Day
- > Labor Day
- > Columbus Day
- > Veterans Day
- > Thanksgiving Day
- > Christmas Day

On building recognized Federal Holidays, the building will be closed and all building services [including but not limited to HVAC, janitorial and maintenance] will be suspended.

Overtime HVAC services will be provided if requested by the Tenant through the Property Management Team at least 24 business hours in advance of the Federal Holiday. Please be advised after-hours HVAC is billable to the Tenant at a rate of \$85.00 - \$100.00 per hour and per floor [rate is subject to location and is subject to change without notice], as described in the lease. Please confirm with the Property Management Team the current Overtime HVAC rates at the building.

The Tenant will need to utilize the Datawatch FOB on building Federal holidays to gain entry to the building.

## **Supplemental HVAC Units**

Supplemental HVAC units and electrical sub-meters whether installed by Landlord or Tenant, are the Tenant's responsibility to maintain, repair, or replace. The Tenant is also responsible for all electrical consumption as billed accordingly monthly by the Landlord.

## **Space Heaters and Personal Fans**

The use of space heaters and personal fans present a fire hazard and are strictly prohibited.

## **Office Security**

Below are several measures the Tenant can take to secure your office and prevent thefts:

- > Keep all doors locked after you leave the office.
- > Instruct employees to keep valuables, including purses, in locked desks when unattended.
- > Keep laptops, 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 a vault or safe combination on or in a desk.
- > Promptly notify the Property Management Team when loiterers, peddlers, and canvassers are observed in the building common corridors or restrooms.
- > 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 in the parking lot.
- > Lock suite entry door when entry area is unattended.
- > Subject to Landlord's prior approval, Tenant, at the Tenant's sole cost, may install security cameras within the Premises.

## **Thefts**

In the event of a theft, please notify the Property Management Team immediately and fill out an incident report provided by the Property Management Team. It is at the Tenant's discretion as to whether to report the incident to the police or file a claim with the Tenant's insurance carrier.

## **Soliciting**

Soliciting is strictly prohibited at the building. If someone is soliciting in the building or the Tenant's suite, please notify the Property Management Team immediately.

## **Smoking**

- > The building shall maintain a smoke-free environment.
- > A smoke-free environment means that there will be no smoking indoors, on rooftop terraces, exterior terraces, amenity spaces, garages, etc. This policy pertains to Tenants as well as visitors, contractors, building personnel, janitorial staff, etc.
- > Smoking will only be permitted outside the building and must be at least 35 feet from all entrances/exits or operable windows of the property. This smoking allowance shall be subject to change at the Landlord's discretion.
- > The Tenants are required to monitor and ensure the compliance of this policy with their visitors and clients during any classroom sessions, meetings, social events or any other assemblies so as not to disturb or serve as a nuisance to the other Tenants.

## **Lost and Found**

Any lost item(s) should be handed over to the Property Management Team. The Property Management Team will arrange to retrieve the lost item(s).

# 4. Building Services





## Electronic Tenant Services (ETS)

### [Tenant Work Order Platform]

- > Cambridge Asset Advisors LLC utilizes the online work order system, Electronic Tenant Services (ETS). ETS is a web-based program which allows the Tenant to create building related work order tickets. Additionally, ETS allows the Property Management Team to track the various work orders to ensure proper response time and resolution.
- > The Tenant will create a login with ETS through the Tenant Center.  
Link to Set Up Login Here: [fullertonsquareva.com](https://fullertonsquareva.com)
- > The Tenant will be provided with administrative rights for the suite, and thereafter, will have system rights to set up future users in ETS. The Property Management Team recommends minimizing the number of users to avoid duplicate work order requests from being created and submitted.
- > When a Tenant submits a work order ticket, it is automatically distributed to the Property Management Team and Building Engineer. This ensures that the request will be handled as quickly as possible. As such, it is important that all requests be submitted only through the work order system. Please do not call or e-mail the Property Management Team or the Building Engineer directly unless the request is an emergency. All non-emergency-related requests will not be fulfilled unless submitted into ETS.
- > Should the Tenant require training on the ETS platform, the system offers numerous online and streamed training tools. The Tenant can contact ETS directly for help through the [ETS Help Center](#).

## Tenant Amenity/Conference Center Reservations:

*[Not all buildings have a conference center or amenity center]*

- > Cambridge Asset Advisors LLC uses Electronic Tenant Services (ETS) as the platform for Tenants to book the Tenant Amenity/Conference Centers in the Building.
- > Bookings are first come, first serve, there being no guarantee of availability.
- > Most Tenant Amenity/Conference Centers are free to use for Tenants; however, Tenant's may be subject to a clean-up charge.
- > Tenants may also be subject to after-hours HVAC fees [as described above].

## Emergency Services

- > Fire: In the event of a fire, please leave the building immediately by way of the nearest exit and call 911 from a minimal safe distance of 200 feet from the building. Do NOT use the elevators and do not re-enter the building until instructed to do so by the Fire Department.
- > Water: In the event of water intrusion or leakage, please immediately call the Property Management Team.
- > Power Outage: In the event of a building wide power outage, the building is equipped with two-hour emergency lighting back up. If the outage is prolonged, the Tenant may

wish to vacate the building as lighting will diminish and extinguish within that time. Please report all outages to the Property Management Team.

- > After 6:00pm, the afterhours answering service will take all calls and notify the appropriate person for any building emergencies. Please be advised that there is a slight delay in transferring the phone line to the answering service so please remain on the line until connected.
- > For after-hours emergencies, please call 301.564.8487.

## **Janitorial/Char Services**

- > Janitorial/Char service is provided five (5) nights a week, Monday through Friday.
- > Carpets will be vacuumed, unobstructed surfaces [except for office desks] dusted, and trash will be emptied.
- > If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH / BASURA (Spanish for trash). Please **DO NOT** leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage.
- > If the Tenant has special cleaning needs, such as carpet shampooing, please submit a request through ETS. Special cleaning requests can be arranged by the Property Management Team at the Tenant's sole cost and expense.

## **Secure Areas**

- > Unless prior arrangements have been made by the Tenant, there will be no cleaning of secured areas or locked offices within the Tenant's suite.
- > If required, a U.S. Citizen can be arranged for all cleaning of secured areas at the Tenant's sole cost and expense. If required, all escorting services of cleaning personnel must be provided by the Tenant.

## **Bulk Trash Removal**

- > The Tenant is responsible for removing any large trash items such as boxes from delivery supplies, pallets, furniture or equipment from the suite and building.
- > Should the Tenant require assistance with such removal, please submit a ticket through ETS. This can be arranged by the Property Management Team at the Tenant's sole cost and expense.

## **Tenant Kitchens and Restrooms**

- > Any kitchen or restroom within the Tenant's suite and their respective fixtures and appliances is the Tenant's responsibility to maintain. Please refer to the lease for further information.
- > Cleaners do not supply paper products for these areas and do not clean appliances [including but not limited to refrigerators, ice makers, coffee makers/pots and microwaves] or dishes.
- > Additional cleaning services can be provided by the current on-site cleaning vendor; however, any additional cleaning will be at the Tenant's direct cost and expense. Please contact the Property Management Team for further information.

- > If the Tenant elects to contract directly with a third-party vendor for cleaning services, please ensure the Property Management Team receives a Certificate of Insurance from the vendor.

## **Medical Waste**

- > Any special handling of waste materials that are classified by government authorities to be hazardous are not to be included in the building's trash stream.
- > All medical waste is the responsibility of the Tenant. The Tenant must contract with a special contractor for disposal. A copy of the agreement should be forwarded to the Property Management Team for permanent record.

## **Extermination Services**

- > Extermination service is provided monthly.
- > If the Tenant's office needs special attention, please submit a request through ETS. Please ensure to include as much information as possible such as specific "pest" type and sighting locations such as office numbers or conference rooms. Please also provide an on-site point of contact. This information will be supplied to the exterminator and the problem will be handled accordingly.
- > As a reminder, to help discourage pests, food or open containers should NOT be left out

## **Mail**

- > Mail services should be coordinated directly by Tenant with the U.S. Post Office.
- > Mail is delivered to Tenant suites or mailboxes where applicable once per day.

## **Telephone Room Access**

- > Should the Tenant have telephone work scheduled, please notify the Property Management Team at least 48 business hours in advance so that arrangements can be made to admit the technician.
- > Please keep in mind building personnel may not always be on-site due to responsibilities elsewhere, so proper notice is imperative.
- > Any damage caused by the technician to the ceiling in the Tenant's suite, the public corridor, or the telephone room will need to be corrected by the vendor and/or the Tenant.

## **Roof Access**

- > Should the Tenant have supplemental units on the roof which require maintenance, please notify the Property Management Team at least 48 business hours in advance so that arrangements can be made to provide access.
- > Please keep in mind building personnel may not always be on-site due to responsibilities elsewhere, so proper notice is imperative.

# 5. Tenant Move-In and Move-Out Requirements

## Move-In Requirements

[Blue sections do not pertain to Flex/Industrial/Retail Tenants]

- > All moves must be coordinated, in advance, with the Property Management Team.
- > Moves must be after normal business hours and will require the use of a freight elevator. The move-in hours are restricted to before 7:00am and after 6:00pm, Monday through Friday. There are no move-in time restrictions on Saturday or Sunday. The Tenant must reserve the freight elevator in advance by contacting the Property Management team.
- > Please provide the Property Management Team with the name, contact person and phone number of the Moving Contractor.
- > For Certificate of Insurance requirements, please refer to the following section, "Moving Company Requirements".
- > All Movers are required to provide and use Masonite or another suitable material to protect all flooring and elevator door jams in the building and the exterior lobby entrance and textured concrete that will be traversed by moving carts and dollies. The Tenant and Movers are responsible for any damage to the Tenant suite and/or any other areas of the building that are impacted by the move.
- > Move-ins require the presence of a Building Engineer to coordinate elevator use. The Tenant is responsible for all costs involved in the provision of a Building Engineer, including travel time to and from the site. Building Engineers are billable to the Tenant at the rate of \$85.00 per hour (rate subject to change without notice).
- > Mover's vehicles and equipment will not be permitted to block fire lanes or, in any way, block the access of other Tenants into the building or parking areas during any hours.
- > Should Mover decide to park and load or unload from the street, they must first get the necessary permit from the local municipality (where applicable).
- > Upon completion of the move, all the Mover's materials are to be removed from the site and all building elevators and security returned to normal service by the Building Engineer. The Tenant is responsible for arranging for the Building Engineer to be present and shall be responsible for any costs involved, if outside moving hours listed above.
- > The building's staff and cleaning contractor are not responsible for removal and disposal of the Tenant's boxes and large trash items. Please arrange for the mover to dispose of the packing materials.
- > If the Tenant has a large amount of trash and/or packing materials, they must contact a representative of the building's trash contractor, at the Tenant's sole expense, to provide container service for their trash. Placement of said container must be coordinated and approved, in advance, by the Property Management Team. Any increase in the building's normal trash service resulting from the move and assessed as an extra charge to the building will be charged back to the Tenant.

## Move-Out Requirements

(Blue sections do not pertain to Flex/Industrial/Retail Tenants)

- > All moves must be coordinated, in advance, with the Property Management Team.
- > Moves must be after normal business hours and will require the use of a freight elevator. The move-in hours are restricted to before 7:00am and after 6:00pm, Monday through

Friday. There are no move-in time restrictions on Saturday or Sunday. The Tenant must reserve the freight elevator in advance by contacting the Property Management team.

- > Please provide the Property Management Team with the name, contact person and phone number of the Moving Contractor.
- > For Certificate of Insurance requirements, please refer to the following section, "Moving Company Requirements".
- > All Movers are required to provide and use Masonite or another suitable material to protect all flooring and elevator door jams in the building and the exterior lobby entrance and textured concrete that will be traversed by moving carts and dollies. The Tenant and Movers are responsible for any damage to the Tenant suite and/or any other areas of the building that are impacted by the move.
- > Move-ins require the presence of a Building Engineer to coordinate elevator use. The Tenant is responsible for all costs involved in the provision of a Building Engineer, including travel time to and from the site. Building Engineers are billable to the Tenant at the rate of \$85.00 per hour (rate subject to change without notice).
- > Mover's vehicles and equipment will not be permitted to block fire lanes or, in any way, block the access of other Tenants into the building or parking areas during normal business hours.
- > Should Mover decide to park and load or unload from the street, they must first get the necessary permit from the local municipality (where applicable).
- > Upon completion of the move, all the Mover's materials are to be removed from the site and all building elevators and security returned to normal service by the Building Engineer. The Tenant is responsible for arranging for the Building Engineer to be present and shall be responsible for any costs involved, if outside moving hours listed above.
- > The building's staff and cleaning contractor are not responsible for removal and disposal of the Tenant's boxes and large trash items. Please arrange for the mover to dispose of the packing materials.
- > If the Tenant has a large amount of trash and/or packing materials, they must contact a representative of the building's trash contractor, at the Tenant's sole expense, to provide container service for their trash. Placement of said container must be coordinated and approved, in advance, by the Property Management Team. Any increase in the building's normal trash service resulting from the move and assessed as an extra charge to the building will be charged back to the Tenant.
- > The Tenant must coordinate the return of all issued suite keys and all entry system FOBS that have been issued to the Property Management Team.
- > A final move-out walk through will be scheduled with the Tenant and a member of the Property Management Team prior to the Tenant vacating the suite.
- > Any items remaining in the suite, after the lease expiration and/ or return of suite keys will be considered abandoned after a 10 (ten) day notice and disposed of, at the discretion of the Landlord, at the Tenant's sole cost and expense. This includes leased office or telephone equipment, and/or vending machines. In addition, if leased office or telephone equipment and/or vending machines are not removed prior to lease expiration date, the Tenant will be considered in "holdover" and subject to holdover rent and penalties as prescribed in the lease.



- > The Security Deposit will be withheld until the suite is inspected and any damage, normal wear and tear excepted, by the Tenant is repaired. The Security Deposit will also be withheld until any outstanding charges on the Tenant's account are settled.

## **Moving Company Requirements/Insurance**

The Moving Contractor agrees to provide and maintain in effect during the term hereof, with an insurer or insurers acceptable to Cambridge Asset Advisors LLC workers' compensation insurance covering all its agents, servants or employees engaged in performing services hereunder and to likewise provide and maintain general liability insurance (with an employer's liability stop gap endorsement if not included in the worker's compensation insurance) with a combined single limit of at least one million dollars (\$1,000,000), which insurance policy or policies shall contain a contractual liability clause applicable to the contractual liability assumed herein by moving company.

Certificates of such insurance shall be delivered promptly to "The Building Entity" and **Cambridge Asset Advisors LLC** shall be named as an additional insured on the general liability policy.

The Property Management Team will inspect the move-in route to the suite before and after the move. The move coordinator and office manager need to attend the walkthrough.

Tenants are responsible for their moving company by:

- > Scheduling arrivals and departures
- > Supervising help
- > Providing access to restrooms
- > Requiring placement of rigid boarding over the walls and floors, from corner to corner from the point of entry
- > into the building to the Tenant's space, including interior and exteriors of elevators, no less than four feet high up walls
- > Making repairs to building damages and/or reimbursement for costs
- > Removing all packing materials
- > Keeping elevators padded
- > Using established service routes and access doors
- > Prohibiting the use of the main lobby without special approval and preparation
- > Notifying the Property Management Team for answers to any questions related to the building.

Tenants are required to provide a valid Certificate of Insurance (COI) from their moving company to the Property Management Team before the move is approved. Additional insured requirements apply. A sample COI can be provided upon written request.

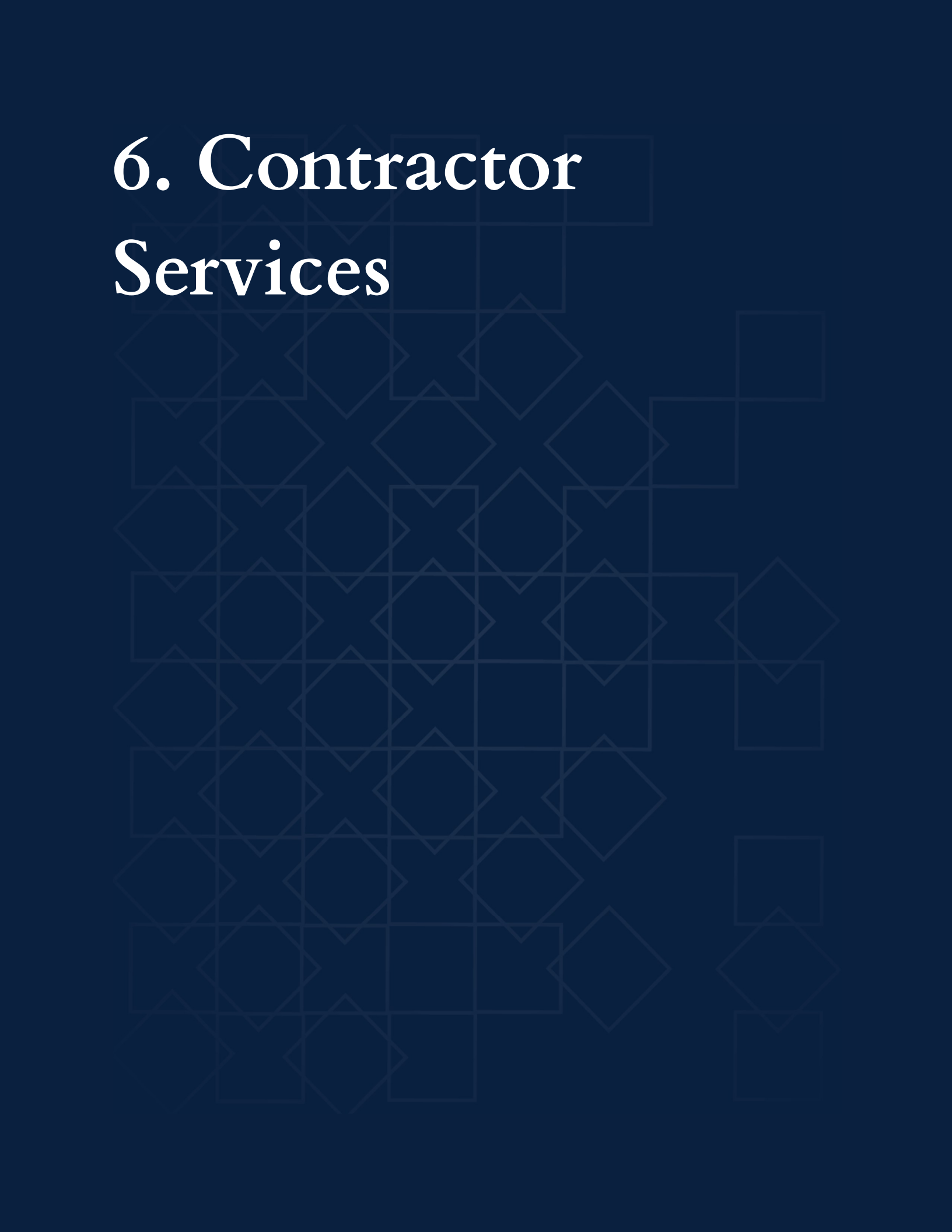
## **Forwarding Address Form**

Please complete the information below and return it to the Property Management Team.

|                    |         |
|--------------------|---------|
| Company            | Suite # |
| Forwarding Address | Suite # |
| New Phone Number   |         |
|                    |         |



# 6. Contractor Services

A background pattern of overlapping squares and diamonds, creating a geometric, grid-like effect. The pattern is composed of thin, light-colored lines on a dark blue background.

## **Contractor Services**

- > Cambridge Asset Advisors LLC has resources for a variety of contractual services.
- > Whether the Tenant is planning to install an additional electrical outlet or planning major renovations to the suite, please contact the Property Management Team to contract for these services.
- > If the Tenant prefers to contract with a different contractor, please remember that all construction, electrical work, etc., must be approved by the Property Management Team prior to any work commencing in the building.
- > The Tenant's contractor must execute a Release of Lien and provide copies of licenses and insurance to Cambridge Asset Advisors LLC (a sample Waiver of Lien is located at the end of Section 5).
- > Depending on the scope of the work, the Landlord may require permits and construction drawings to ensure the work is performed to code. Such documentation must be submitted to the Property Management Team prior to any construction.

## **Construction Rules and Regulations**

- > All work shall be performed in accordance with all local, state, and federal codes. Work that is performed without proper permits and/or construction methods will be reported to the City /County Building Department having jurisdiction over the project.
- > Employees of the General Contractor, subcontractors and their vendors shall follow OSHA rules, regulations, and guidelines while on-site, including all required manuals, notifications, and placards. If the General Contractor, subcontractors, or vendors are found in violation, it will be their sole responsibility to correct said violations.
- > The General Contractor provides trash containers for its work. The Property Management Team will determine the locations of trash containers. No trash may be left anywhere in the Building (including elevators and hallways) at any time. The General Contractor must provide one (1) trash can for every one thousand (1,000) square feet, and must empty each trash can and remove food, food containers, wrappers, bottles, cans, etc., from the job site at the end of each workday.
- > 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.
- > No loud noise, such as breaking concrete floors (air hammers), is to take place during normal business hours, 7:00am to 6:00pm, Monday – Friday and 9:00am to 1:00pm, Saturday. If the construction project is deemed to be disruptive to existing Tenants and/or Landlord, the General Contractor shall reschedule work to eliminate disruption to the satisfaction of Landlord at no additional cost to the Landlord.
- > All roof penetrations are to be done by the Landlord's roofing contractor but paid for by the General Contractor.
- > No fire exits or fire corridors are to be blocked or used for storage.
- > If any work needs to be done after business hours, the Property Management Team must be notified 48 business hours in advance. The Building Engineer will make arrangements for additional security and supervision. The cost of the Building Engineer's time will be borne by the General Contractor at a rate of \$85.00 per hour.
- > The General Contractor, subcontractors, or vendors shall give the Property Management Team at least twenty-four (24) business hours in advance notice of all deliveries.

- > Construction deliveries are NOT allowed Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m. and 9:00am to 1:00pm, Saturday. Special exceptions can be made with twenty-four (24) hours advance notice to the Property Management Team. Deliveries will be allowed on Saturday and Sunday with prior approval by the Property Management Team. The cost for the Building Engineer's time will be borne solely by the General Contractor during these non-business hours.
- > Carts with steel wheels are not allowed in the Building.
- > Protective covering must be placed over all traffic areas as well as elevator thresholds. The covering must be removed after the construction/delivery is completed. All areas affected must be cleaned of dirt and debris. The General Contractor will pay for any damage caused by the General Contractor and/or subcontractors/vendors.
- > The General Contractor, subcontractors, or vendors must keep work areas, including the loading area, in an orderly condition. All combustibles must be removed from the Building daily. No hazardous materials are permitted in the Building without prior written approval by the Property Management Team. All MSDS sheets must be submitted to Landlord prior to delivery of material on-site.
- > Activities, which create excessive dust or smoke (e.g. burning or welding), must be coordinated with the Property Management Team with twenty-four (24) hours prior written notice and must be performed between the hours of 6:30 p.m. and 6:30 a.m. The General Contractor must arrange with the Building Engineer to protect all smoke detectors during such work. The General Contractor shall provide financial compensation to Landlord for the Building Engineer's time during non-business hours. Fire blankets and fire extinguishers must be in place along with watchman any time open flames are in use.
- > No materials may be stored in the Building common areas at any time.
- > The General Contractor, subcontractors, or vendors must be respectful of Tenants and must not permit their employees to exhibit or use foul language, rude behavior, loud noise or vandalism. No radios will be allowed. Individuals violating this rule will be removed from the Building and will not be allowed to return.
- > The General Contractor, subcontractors, or vendors and its employees must wear protective clothing and equipment in accordance with OSHA guidelines.
- > The Premises must be secured and the doors to the work area, mechanical and electrical room, and stairwells must be closed, and lights turned off at the end of each day.
- > Cleaning of spackle knives, tools and buckets are permitted in the slop sink in the janitor's closet only.
- > The doors to the mechanical and electrical rooms are to be kept locked and will be opened for the General Contractor upon request from the Landlord.
- > Materials and tools found stored in common areas will be deemed to be property of the Building.
- > All alarm work must be coordinated with the Building Engineer with twenty-four (24) hours written notice. Care must be taken not to set off the alarm in the building. Should an alarm sound because of unauthorized work, the General Contractor must pay all associated fees issued by the local governing jurisdiction.
- > The General Contractor must give the Property Management Team three (3) business days' prior written notice before testing or inspection of the fire alarm system. This work

can only be performed between the hours of 6:30 p.m. and 6:30 a.m. The General Contractor will pay for time spent by the Building Engineer.

- > Any connections or "tie-ins" that are made to the Building systems (plumbing, alarm, mechanical, electrical, fire alarm, sprinkler, etc.) must be coordinated with the Building Engineer twenty-four (24) hours prior. The building's preferred fire alarm company must be used to complete tie-ins or to inspect the General Contractor's work. Written notice is required. The General Contractor will be responsible for paying Building Engineer's labor for off-hours work.
- > No contractor is permitted to use the Property Management Team's maintenance tools, vacuum cleaners, ladders, or materials.
- > The General Contractor, subcontractors or vendors and its employees must not litter or abuse the restrooms.
- > Loitering in the Building lobby, common areas, stairwells, or restrooms are prohibited. At the end of each workday, workers must leave in an orderly manner. The General Contractor, subcontractors, or vendors employees will be permitted to eat lunch on the job site, but eating is not allowed in the hallway or common areas.
- > Alcoholic beverages and illegal drugs are not permitted in the Building. Anyone suspected of being impaired or intoxicated will be removed from the Building and will not be allowed to return.
- > All contractors, subcontractors, vendors, workers of any sort shall park in the Building parking lot at the expense of the Tenant, or the General Contractor as worked out between them. At no time whatsoever shall there be any parking by said persons in front of the building, in the neighboring lot, or on the street. Towing is enforced, plus violators will be subject to a fine.
- > All equipment that shall become a permanent part of the building shall include a full one-year service agreement for repairs as part of the warranty.
- > All penetrations through the floor or roof slab must be x-rayed before proceeding. X-raying must be done after closing hours and preferably as late as possible. The Property Management Team must be notified at least 48 hours in advance before any x-raying as all Tenants must be given ample notice in order to properly vacate the building in time.
- > The General Contractor's superintendent must supervise all work being performed on the construction project.
- > The Property Management Team reserves the right at any time to rescind, alter, or waive (in whole or part) any of these Construction Rules and Regulations whenever the Property Management Team deems necessary, desirable, or proper in its sole and reasonable judgment.
- > This agreement must be signed by the Tenant and the General Contractor and returned to the Property Management Team before any work may commence.

We, the undersigned, agree to the aforementioned Rules and Regulations.

|                 |      |
|-----------------|------|
| Tenant Name     | Date |
| Contractor Name | Date |

## Partial Waiver and Release of Liens

The undersigned is a General Contractor or Subcontractor, material man or other person furnishing services or labor material in the construction or repair of improvements of real estate owned by and described as follows:

|                        |  |
|------------------------|--|
| Job Name:              |  |
| Job Address:           |  |
| City, State, Zip Code: |  |

In consideration of the sum of \$ \_\_\_\_\_ the undersigned in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing, the undersigned does hereby waive, release and quitclaim in favor of the owner or owners of said real estate and in favor of each and every party making a loan on said real estate, as improved and his or its successors and assigns, all right that the undersigned may have to lien upon the land and improvements above described.

**IT IS UNDERSTOOD AND AGREED THAT THIS WAIVER AND RELEASE IS FOR ALL SERVICES RENDERED, WORK DONE AND MATERIAL FURNISHED PRIOR TO THE DATE HEREOF** and is for all such services rendered, work done, and material furnished and not for the particular item indicated below.

Witness the following signature and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before the undersigned, a Notary Public for the County of \_\_\_\_\_

State of \_\_\_\_\_, in said County, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Comm. Expires: \_\_\_\_\_

## Final Waiver and Release of Liens

The undersigned is a General Contractor or Subcontractor, material man or other person furnishing services or labor material in the construction or repair of improvements of real estate owned by and described as follows:

|                                                           |  |
|-----------------------------------------------------------|--|
| Property Description:<br>[Building Address & Entity Name] |  |
| Project Description:<br>[Project Name]                    |  |
| Project Address:                                          |  |

In consideration of the sum of \$\_\_\_\_\_ the undersigned in hand paid, receipt whereof is hereby acknowledged, and other benefits accruing, the undersigned does hereby waive, release and quitclaim in favor of the owner or owners of said real estate and in favor of each and every party making a loan on said real estate, as improved and his or its successors and assigns, all right that the undersigned may have to lien upon the land and improvements above described.

**IT IS UNDERSTOOD AND AGREED THAT THIS WAIVER AND RELEASE IS FOR ALL SERVICES RENDERED, WORK DONE AND MATERIAL FURNISHED PRIOR TO THE DATE HEREOF** and is for all such services rendered, work done, and material furnished and not for the particular item indicated below.

Witness the following signature and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

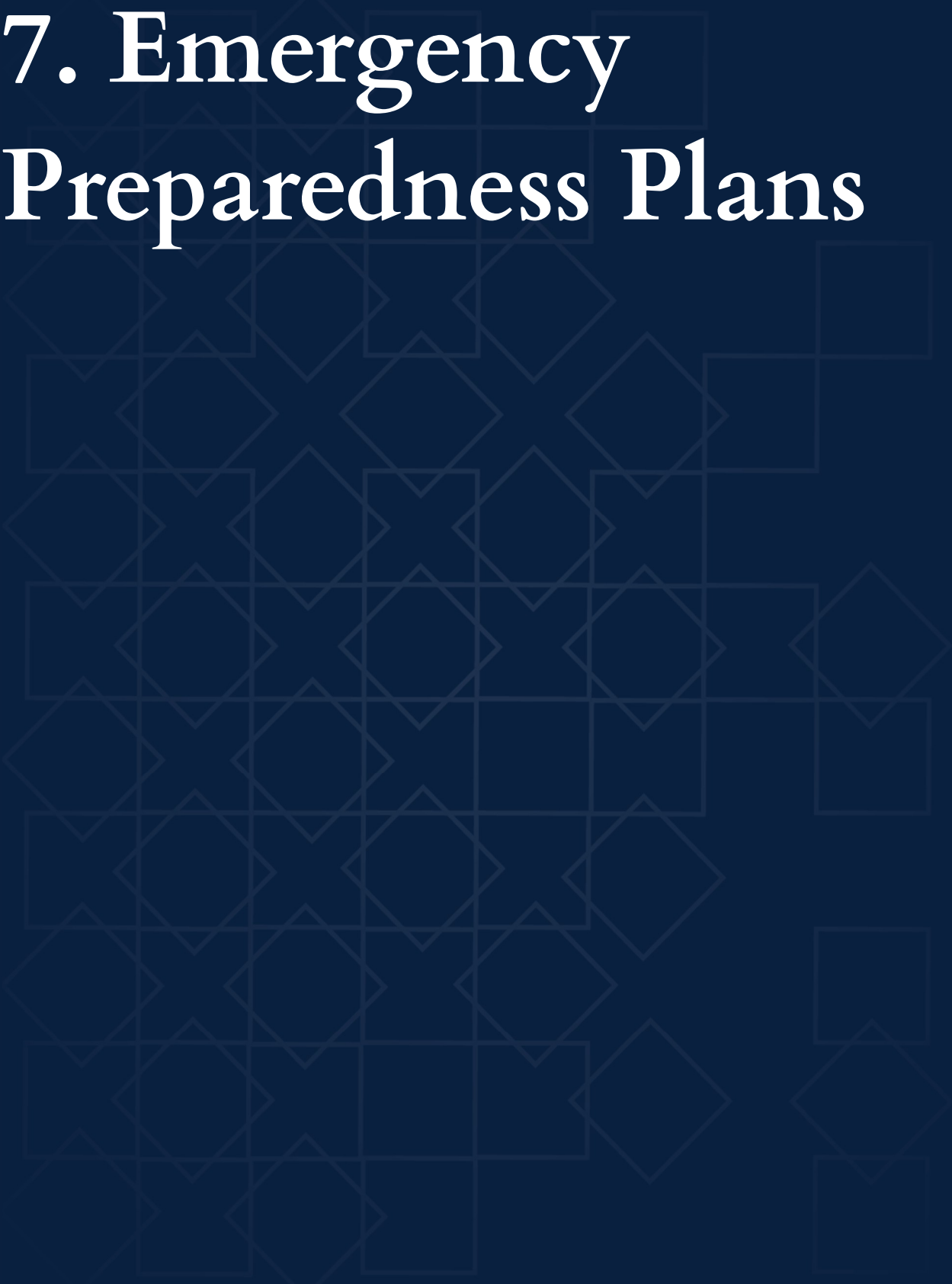
Subscribed and sworn to before the undersigned, a Notary Public for the County of \_\_\_\_\_

State of \_\_\_\_\_, in said County, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Comm. Expires: \_\_\_\_\_

# 7. Emergency Preparedness Plans





## Emergency General Information

Report all emergencies to the appropriate local authorities first, by calling 911 for fire, police and/or ambulance, then to the Property Management Team. 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 (301) 564-8487
- > The local non-emergency number for police, fire and rescue dispatch is 311
- > The number for the Poison Center is (800) 222-1222 or (804) 828-9123

### **Common-Sense 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 exaggeration 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.

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 Property Management Team. All employees should understand what your emergency coordinator's role is during emergency situations. The Property Management Team 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 Property Manager and Assistant Property Manager. The backup emergency coordinator is the Building Engineer. The emergency control center is the Property Engineer's Office, which initiates all evacuation, facility shutdown procedures, and layouts needed to effect emergency action plans. The Property Management Team should be made aware of any special or unique situations within the Tenant's area such as:

- > Handicapped personnel
- > Unusual working hours
- > Special equipment or materials, which would be either Helpful or
- > Harmful in the event of an emergency.
- > Personnel with a history of health problems, such as heart conditions, diabetes, etc.

## Fire Emergency

This Property is protected by an automated alarm system which is monitored 24 hours a day, 7 days a week by DataWatch. When a manual fire alarm on a floor is pulled, the alarm will automatically ring on the floor and on the floor above and below the floor in question. However, the pull stations should not be pulled unless there is a fire. The Building Engineer will immediately investigate the situation, and your staff should immediately evacuate the building. Note if we have to test the system, we will send you a notification in advance.

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 condition, 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. **DO NOT ATTEMPT TO USE THE ELEVATORS.** It is possible that the Fire Department may use the stairwells to go to the fire area. Occupants should **STAY TO THE RIGHT** when going down the stairwells.

All Tenants should familiarize themselves with the location of 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, 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 with the back of your hand to determine if there is heat behind it. If the door is hot, then do not open and find another means of egress.

## Duties and Responsibilities of Tenant Fire Wardens

- > Each Tenant should appoint a Tenant Fire Warden and an alternate.
- > Tenants which have employees located on multiple floors should appoint a Tenant Fire Warden for each floor. The activities of multiple Tenant Fire Wardens should be directed by one primary Tenant Fire Warden.
- > The Tenant Fire Wardens should determine the location of the fire or other emergency and direct the evacuation of the floor assigned in accordance with the directions received and the following guidelines:
  - The Tenant Fire Warden(s) should direct the occupants of the assigned areas to the designated stairway as planned. In the event the initial exit route is unsafe due to smoke or other hazards, the Tenant Fire Warden(s) should select the next best means for evacuation.
  - Tenant Fire Warden(s) should ensure that all occupants are notified of the emergency and that they proceed immediately to execute the fire and life safety plan.
  - Tenant Fire Warden(s) should designate at least 2 “Searchers” to confirm that all persons are alerted and have vacated the premises to the designated exit area. Tenant Fire Warden(s) will be responsible for giving the status of their

- organization to Management who will then provide this information to Emergency Personnel on site.
- Ensure that all employees/visitors are familiar with the evacuation procedure and route(s) for their suite.

### **Upon Discovering a Fire:**

- > Alert personnel who may be immediately endangered and proceed to the nearest pull station to activate the alarm system. Sound the fire alarm, no matter how small the fire seems to be. Do not try to fight the fire yourself.
- > Notify the Property Management Team [Contact information listed on page 3].
- > If the door feels cool, open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door.
- > Close all doors behind you, especially the door to the burning room.

### **Evacuation of the Building:**

- > It is important that the Tenant becomes familiar with the building's evacuation plan as soon as possible.
- > Upon hearing the 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 PROPERTY MANAGEMENT OFFICE! If the alarm is found to be false, you will be notified by the building staff after given the "all clear" by the fire department.
- > Personnel in the lower levels should take the stairway up to the Lobby levels to exit. DO NOT USE ELEVATORS!
- > All handicapped personnel should be assigned an aide to help them evacuate the building or proceed to the predetermined shelter in place location. Floor monitors aide should notify the Fire Department of all handicapped persons and persons who may require assistance (e.g. pregnant employees, employees in casts, employees recovering from a recent illness, etc.)
- > The handicapped employee or a person needing assistance is to remain in the stairwell if he/she requires a trained fire fighter to carry him/her down the stairs and out of the building. Again, the aide should notify the fire fighters of locations of all persons requiring assistance in stairwells.
- > When out of the building, employees should remain on sidewalk away from the building and stay clear from the building entrance to allow access by fire department personnel.
- > It is the responsibility of all building occupants to proceed to the predetermined assembly points for their organization and to not congregate around the building. Fire hoses, falling debris and smoke can cause injury. Gathering in front of the building can also impede the Fire Department's access in a true emergency. The suggested minimum distance away from the building is 200 feet or one building away. It is also recommended that each Tenant designate two (2) meeting points for their personnel

(primary and secondary) away from the building. Notification of the meeting places should be provided to Management.

### **What to Do if an Exit Route Is Covered by Fire:**

- > Stay calm and crawl low in smoke. The air is easier to breathe near the floor. Take short breaths (through your nose) until you reach an area of refuge.
- > If trapped in a room, then close all the doors between you and the smoke. Seal the cracks around the doors and vents.
- > Signal at the window to rescuers. If there is a phone in the room, then give the fire department your exact location, even if they are on the scene.
- > Remember, the most important thing is to STAY CALM and ALERT. If you are exiting a stairwell and it becomes impassable, you should reach the other stairwell and continue down. Only proceed to a higher floor if instructed to do so by emergency personnel on-site.

### **All Clear Signal:**

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

## **Fire Prevention Rules**

All employees shall observe the following fire prevention rules:

- > Keep stairwell doors closed at all times except during evacuation to minimize spreading of fire from the “chimney” effect.
- > Keep aisles clear of obstacles. Do not store equipment in aisles or block doorways. Do not block exits.
- > Flammable materials are prohibited in building.
- > 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 Property Management Office to determine the possible deficiency.
- > Maintain good housekeeping in all areas of the building, since this is one of the most effective means of preventing fire.
- > Unauthorized installation and operation of coffee makers, heating plates, microwave ovens, personal fans, and similar items must be avoided. Electric space heaters are prohibited.
- > Obey “No Smoking” signs. All areas in which smoking is prohibited will be clearly marked with “No Smoking” signs.

- > Do not use trashcans or paper disposal areas for cigarette ashes or butts.

## Types of Fire

- > **Class A:** Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.
- > **Class B:** Fires in flammable liquids such as grease, oil, paint, and gasoline.
- > **Class C:** Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely).
- > **Class D:** Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

There are three types of fire extinguishers located throughout the Building. ABC and CO2 extinguishers are located inside the stairwells on every floor. Extreme caution should be used when using a CO2 extinguisher. **DO NOT** use this type of extinguisher in a confined area. Fire extinguishers of pressurized water are also located in the Building. These extinguishers are used for Type “A” fires such as paper and wood.

Multi-purpose “ABC” extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will almost always require the use of an “ABC” rated fire extinguisher: “A” because there is likely to be paper nearby, “B” because there may be oil or grease involved, and “C” because it is electrical equipment.

Arrangements with the Property Management Team should be made to protect areas such as computer rooms, mailrooms and duplicating and storage areas with fire-rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems are recommended.

## Fire Extinguisher Operation

- > **TO OPERATE:** If you use a fire extinguisher, remember the word PASS.
- > **PULL:** Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.
- > **AIM:** Aim low, pointing at the extinguisher nozzle (or its horn or hose) at the base of the fire.
- > **SQUEEZE:** Squeeze the handle. This releases the extinguishing agent
- > **SWEEP:** Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case a fire breaks out again and repeat the use of the extinguisher if necessary.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

## **Bomb Threats**

In the event that a bomb threat is made to your office, there are certain procedures you can follow that will be helpful to the Property Management Team and the police in determining the appropriate cause of action.

Try to remain as calm as possible. Signal another employee, if possible, to get on the same line (another phone) quietly and take notes.

After receiving a threatening phone call, notify the Police Department by dialing 911; then notify the Property Management Team. An appropriate course of action will then be determined for searching and evacuating the building.

Below is the Department of Homeland's Bomb Threat Call Procedure if such an event should occur.



## In Case of Bomb Threat Procedures:

### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

#### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

#### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

#### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

### BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_ Phone Number Where Call Received: \_\_\_\_\_

#### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

| Caller's Voice                           | Background Sounds:                         | Threat Language:                      |
|------------------------------------------|--------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Incoherent   |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> House Noises      | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Kitchen Noises    | <input type="checkbox"/> Taped        |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises     | <input type="checkbox"/> Irrational   |
| <input type="checkbox"/> Coughing        | <input type="checkbox"/> Booth             | <input type="checkbox"/> Profane      |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> PA system         | <input type="checkbox"/> Well-spoken  |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Conversation      |                                       |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Music             |                                       |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Motor             |                                       |
| <input type="checkbox"/> Disguised       | <input type="checkbox"/> Clear             |                                       |
| <input type="checkbox"/> Distinct        | <input type="checkbox"/> Static            |                                       |
| <input type="checkbox"/> Excited         | <input type="checkbox"/> Office machinery  |                                       |
| <input type="checkbox"/> Female          | <input type="checkbox"/> Factory machinery |                                       |
| <input type="checkbox"/> Laughter        | <input type="checkbox"/> Local             |                                       |
| <input type="checkbox"/> Lisp            | <input type="checkbox"/> Long distance     |                                       |
| <input type="checkbox"/> Loud            |                                            |                                       |
| <input type="checkbox"/> Male            |                                            |                                       |
| <input type="checkbox"/> Nasal           |                                            |                                       |
| <input type="checkbox"/> Normal          |                                            |                                       |
| <input type="checkbox"/> Ragged          |                                            |                                       |
| <input type="checkbox"/> Rapid           |                                            |                                       |
| <input type="checkbox"/> Raspy           |                                            |                                       |
| <input type="checkbox"/> Slow            |                                            |                                       |
| <input type="checkbox"/> Slurred         |                                            |                                       |
| <input type="checkbox"/> Soft            |                                            |                                       |
| <input type="checkbox"/> Stutter         |                                            |                                       |

Other Information: \_\_\_\_\_



Homeland  
Security

## In Case of Medical Emergencies

- > In the event that an accident or illness of an employee or visitor takes place in the Tenant's office area: Call Emergency at **911**.
- > Give Emergency Dispatcher the following information:
  - your name
  - building name and address
  - floor number and location of emergency on floor
  - details of accident or illness
- > Do not move injured/ill person. Try to make them as comfortable as possible.
- > Whenever possible, have someone meet the emergency unit in the lobby.
- > The emergency unit will be with you shortly and will administer necessary medical assistance.
- > Determine, if possible:
  - name, address and age of injured/ill person
  - nature of problem
  - allergies and if currently on any medication
  - local doctor
- Call the **Property Management Team** [Contact information on page 2]. Inform management that you have called 911 and briefly describe the nature of the emergency.

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

## In Case of Power Failure

In the case of a power failure:

- > The elevators will not operate, and it will be necessary to use the stairs.
- > 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 open the doors or try to escape through the roof 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.
- > **CAUTION!** During a power failure, elevators are programmed to return to the lobby level and NOT OPEN.

## In Case of Elevator Malfunction

- > Push the Emergency Phone button and use the telephone. It will automatically ring to a Central Monitoring System.
- > Give the person who answers the phone your location and the number on the elevator cab panel.
- > **DO NOT PANIC.** There will only be a short delay until the elevator controls are corrected. The elevator is secure – it will not fall. If an elevator is going to do anything, it will go up, not down, but they are secure and will not move. Do not attempt to escape by forcing open the door.



# 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 <https://www.cdc.gov/flu/>.

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](mailto: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](mailto:DHSPandemic@dhs.gov).

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

## **Toxic or Biological Contaminants**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. 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.

## **Severe Weather**

**For more information visit the following websites:** FEMA website [www.fema.gov](http://www.fema.gov), DHS website [www.dhs.gov](http://www.dhs.gov)

Generally, there are four types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- > Severe thunderstorm activity
- > Tornado
- > Tropical Storm
- > Hurricane
- > Storm Related Flooding

Except in very rare circumstances, the decision to evacuate the building based on the weather reports will not be made by the Property Management Team, but rather by each Tenant Company.

#### Severe Thunderstorm Activity:

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

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.

#### Tornado Warning:

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. The wind will be 75 mph or greater.

Public warning will come over the radio and TV. Should a severe storm or tornado occur, the following safety guidelines are recommended:

- > Move away from the exterior of the Building to a corridor or elevator lobby.
- > As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly but not locked.
- > Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling to protect your head.
- > Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATORS.**
- > DO NOT go to the first-floor lobby or go outside the building.
- > Keep your radio or television set tuned to a local station for information.
- > **DO NOT** use the telephone to get information or advice.
- > **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.

Once the weather has subsided, report any damage or storm-related leaks to the Property Management Team.

#### **Tropical Storm Warning:**

A tropical storm warning is an alert by the National Weather Service indicating that a severe tropical storm is likely to move into and through the area. Wind gusts may reach 100 miles per hour. Flash flooding is also likely to occur.

Please follow all instructions as indicated within the tornado warning guidelines.

#### **Hurricane Warning:**

A hurricane warning is an alert by the National Weather Service indicating that a hurricane force storm is likely to move into and through the area. Hurricanes will generally carry winds from 80 to 140 miles per hour. Inland the severity of wind damage is generally reduced but can still be substantial. Flash flooding is also likely to occur.

Please follow all instructions as indicated within the tornado warning guidelines.

#### **Storm Related Flooding:**

Flooding can cause significant damage to the building and its contents, as well as pose a threat to building occupants. This section focuses on flooding that can result from severe heavy rain, melting snow, or water main breaks.

For weather-related flooding, be aware of severe weather warnings or major storms headed in the direction of downtown. The following terms are used by the National Weather Service to describe and predict various flood events:

- > **Flash Flood or Flood Statement:** This is follow-up information regarding a flash flood/flood event.
- > **Flash Flood or Flood Watch:** Flash flooding or flooding is possible within the designated WATCH area. Be alert. Heavy rains may cause sudden flash flooding in specific areas even without visual warning.
- > **Flash Flood or Flood Warning:** Flash flooding or flooding has been reported or is imminent. Immediate movement to high ground is imperative.

If a flood is predicted, the Property Management Team will monitor the weather situation and attempt to keep the Tenants informed. If conditions warrant, an evacuation may be necessary. However, once the flood begins, occupants will be urged to stay in the building, as it is much safer than the streets.

# Earthquakes

**For more information visit the following Websites:** FEMA website [www.fema.gov](http://www.fema.gov), DHS website [www.dhs.gov](http://www.dhs.gov)

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds, but great earthquakes can last up to a minute.

## Precautions to Take During an Earthquake:

- > Try to remain calm and reassure others.
- > If you are indoors, move immediately to a safe place. Get under a desk, table or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- > **DO NOT** dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- > **DO NOT** be surprised if the electricity goes out, or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- > If you are outdoors, try to get an open area away from buildings and power lines.
- > **DO NOT** be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake). Also, aftershocks may occur – these are separate quakes, which follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

## Precautions to Take After an Earthquake:

When the shaking stops, there may be considerable damage, and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed, and remedial measures begin. Here are some safety guidelines to follow:

- > Remain calm and take time to assess your situation.
- > Seek medical help for those who need it. Cover injured persons with blankets to keep them warm.
- > Check for fires and fire hazards. Put out fires immediately if you can.
- > Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.

- > Shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
- > **DO NOT** light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
- > **DO NOT** touch power lines, electric wiring, or objects in contact with them.
- > **DO NOT** use the telephone except to call for help or to report serious emergencies (medical, fire or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services and it is thoughtless to use the phone for personal reasons or to satisfy curiosity. (When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are).
- > Be certain that sewer lines are not broken before resuming regular use of the toilets.
- > Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
- > Listen to the radio for information about the earthquake and disaster procedures.
- > Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- > Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules to eliminate all earthquake danger. However, following the above precautions can reduce damage and injury.



# Key Earthquake Safety Accessibility Tips



## When You Feel Shaking or Get an Alert, Protect Yourself from Falling Objects

### If Possible

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down by shaking and reduces your chance of being hit by falling or flying objects.



**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter
- If no shelter is nearby, crawl next to an interior wall
- Stay on your knees; bend over to protect vital organs



**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.



### Or Adapt to Your Situation

If you have difficulty getting onto the ground, or cannot get back up again without help, then follow these recommendations:

- If you are in a recliner or bed: Cover your head and neck with your arms or a pillow until the shaking stops.
- If you use a cane: Drop, Cover, and Hold On or sit on a chair, bed, etc. and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.
- If you use a walker or wheelchair: **LOCK** your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and **COVER** your head/neck with your arms, a book, or a pillow. Then **HOLD ON** until the shaking stops.



Learn more at [EarthquakeCountry.org/step5](https://EarthquakeCountry.org/step5).



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### **People who are Deaf or Hard of Hearing**

Prior to an earthquake, identify and test multiple ways to receive warnings and evacuation information.

### **People who are Blind or have Low Vision**

Earthquakes can cause items to fall and furniture to shift. Regular sound clues may not be available afterwards. Move with caution.

### **People with Developmental/Cognitive/Intellectual Disabilities**

If you have difficulty understanding, remembering, or learning, keep a simple list of what to do and important information with you and in your kits. Practice your plan in advance. If you need help with your communication or use assistive technology, be sure to include this in your plan.

### **Additional Preparedness Recommendations**

- Develop or update your individual and family plans, including your communication plans and important contacts.
- Make emergency go kits – one that you take with you, and perhaps other kits at home and work. Be sure to include batteries, lighting, water, essential personal supplies, and items for service animals and pets too. Your home kit might have more items.
- Label adaptive equipment or other devices with your contact information, and how to handle each item, in case they are separated from you.
- Create safe spaces by securing heavy furniture and other items that could fall, injure you, or block your way out.
- Build a Personal Support Team (PST) to check on you in case you need assistance. Include them in all phases of your planning.
- Get involved! Volunteer with your local Community Emergency Response Team (CERT) or similar organizations in your area.
- If you live near or visit the beach, be aware of tsunami evacuation routes and learn what to do to protect yourself. Practice tsunami evacuations with your care provider or support team.
- Hold drills at home, work, and in your community regularly. Invite your PST and care providers to join you.

Learn more: [EarthquakeCountry.org/accessibility](https://EarthquakeCountry.org/accessibility)



# 7. Exhibits



## Exhibit A | Tenant Contact Information

It is essential for the Property Management Team to communicate with various stakeholders in the Tenant's organization throughout the term of the lease. Please complete the Emergency/Non-Emergency/Accounting contact list and return it to the Property Management Team as soon as possible. Should any of this information change, please notify the Property Management Team.

| CAMBRIDGE ASSET ADVISORS LLC   TENANT CONTACT FORM                             |                      |
|--------------------------------------------------------------------------------|----------------------|
| COMPANY NAME:                                                                  | PHONE NUMBER: _____  |
| EMPLOYEE HEADCOUNT: _____                                                      | FAX NUMBER: _____    |
|                                                                                | EMAIL ADDRESS: _____ |
| BUILDING ADDRESS/SUITE NUMBER:                                                 |                      |
| ON SITE CONTACT PERSON/PHONE NUMBER/E-MAIL ADDRESS:                            |                      |
| NAME: _____ PH: _____ E-MAIL: _____                                            |                      |
| BILLING CONTACT PERSON/PHONE NUMBER/E-MAIL ADDRESS:                            |                      |
| NAME: _____ PH: _____ E-MAIL: _____                                            |                      |
| PRIMARY EMERGENCY (AFTER HOURS) CONTACT PERSON/PHONE NUMBER/E-MAIL ADDRESS#:   |                      |
| NAME: _____ PH: _____ E-MAIL: _____                                            |                      |
| SECONDARY EMERGENCY (AFTER HOURS) CONTACT PERSON/PHONE NUMBER/E-MAIL ADDRESS#: |                      |
| NAME: _____ PH: _____ E-MAIL: _____                                            |                      |
| LEASE NOTICE ADDRESS (IF DIFFERENT THAN STATED IN YOUR LEASE): COMPANY:        |                      |
| ATTENTION:                                                                     |                      |
| ADDRESS:                                                                       |                      |
| PHONE:                                                                         |                      |

# Exhibit B | Lobby Directory and Suite Entrance Signage Form

Please fill out the following information:

## Lobby Directory Listing

Firm Name:

Suite Number:

## Door Letting or Suite Sign Wall Plaque (Building Standard)

Suite Number:

Firm Name:

Other:

There are no costs for door lettering at initial move-in, unless otherwise noted in your lease agreement. Any changes at a later date would generate a fee, again unless otherwise noted in your lease agreement. If you would like your company logo included on suite signage, please provide artwork in AI or EPS format, in vector line art.

## Non-Standard Building Signage:

Please submit all requests for non-standard building signage in writing to the Property Management Team for approval. (Non-standard signage is at the Tenant’s cost and must be approved by Landlord prior to installation).

|             |              |      |
|-------------|--------------|------|
| Tenant Name | Suite Number | Date |
|-------------|--------------|------|

## Exhibit C | Key Order Form

The Tenant will be provided with an appropriate number of keys per the lease. Any lost or additional keys requested after the initial move-in will be charged directly to the Tenant.

The Building Engineer is responsible for key control within the building. The Building Engineer must handle any changes made to the lock on the main suite entrance door. All interior private office locks may either be keyed to the building master, or a separate master key will be issued to the Building Engineer. All keys must be returned to the Property Management Team at the expiration of the lease.

|             |              |      |
|-------------|--------------|------|
| Tenant Name | Suite Number | Date |
|-------------|--------------|------|

**Please indicate the number of keys you will need below:**

|                          |          |
|--------------------------|----------|
| Main Suite Entrance Door | Quantity |
| Other (please describe)  | Quantity |
| Other (please describe)  | Quantity |

**Cost of Key/FOBS in Excess of Lease Allowance:**

Suite Keys: \$10.00

DataWatch FOBS: \$35.00

Tenant may elect to establish an account directly with DataWatch for the purpose of ordering replacement FOBS at Tenant's expense. Please contact DataWatch at 301.654.3282 for further information.

# Exhibit D | Security FOBs Inventory

Please fill out the FOBs Inventory sheet. One (1) copy should be saved in the Tenant's records. The original should be returned to the Property Management Team.

| Name | Suite | FOB # |
|------|-------|-------|
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