

Shorenstein

**Blanchard Plaza
Electronic Tenant Handbook**

Created on February 5, 2012

Building Amenities: On-Site Amenities

Amenities at Blanchard Plaza include:

Blanchard's Café, located on the mezzanine level, serves breakfast and lunch weekdays.

Blanchard Plaza Sundries, located on the first floor main elevator lobby, offers sundry items, greeting cards, small gifts, snacks and pre-packaged meals for individuals on the go.



Building Amenities: Parking

Parking for building occupants is accessible from Sixth Avenue. Parking space is allocated to tenants according to the terms of their lease. Building occupants may also lease parking on a month-to-month basis as available. Monthly parkers will be issued cardkeys which allow 24-hour access to the garage.

Visitor and daily parking is available on a first come, first service basis. A parking validation program is available. Contact the Management Office for more information.

Bicycle hooks are provided throughout the garage for securing bicycles.

Building Operations: Building Management

The staff of Blanchard Plaza is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 100. Please do not hesitate to contact the management office at:

Phone: (206) 728-2999

Fax: (206) 448-0657

Address:

2201 Sixth Avenue

Suite 100

Seattle, Washington 98121

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Property Manager	Linnea Hircko	(206) 728-2999	lhircko@shorenstein.com
Chief Engineer	Kevin Daniels	(206) 728-2999	kdaniels@shorenstein.com
Security Desk (after hours)		(206)441-8426	



Building Operations: Holidays

The Building Management Office is closed on the following Holidays:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day



Building Operations: Leasing

Shorenstein Realty oversees the leasing at Blanchard Plaza and handles all Tenant lease renewals and expansions. Washington Partners has been retained to recruit new tenants for Blanchard Plaza. For lease information, contact the Property Manager in the Building Management Office or telephone (206) 728-2999. Listed below is the contact information for the authorized representatives from Washington Partners..

Name	Phone Number
Urbis Partners	206-622-5560
Cleita Harvey	
Lisa Stewart	



Building Operations: Rent Payment

Since payment is due no later than the first day of each month, rent statements are mailed as a courtesy to each tenant in advance. Rent is due regardless of whether you receive a statement or not. Rent checks can be mailed or brought to the Building Management Office in Suite 100.

Building Security: Security

A Security Guard is present in the building, Monday through Friday, during the hours of 4:30 PM to 1:00 AM. Through direct inspection and/or the use of remote cameras, the Guard surveys the main elevator lobby, loading dock, parking garage and controls access from the main lobby outside of normal business hours.



Building Security: After Hours Access

After hours, which is Monday through Friday 6:00 pm to 6:00 am and weekends, tenants can use the cardkey access system to enter the building. There are cardkey readers located at the main entrance of the building, in the main floor elevator lobby and building garage. When visiting the building outside of normal office hours, guests are required to sign in and out at the Lobby Desk. Tenants can go directly to the elevator and use a cardkey to access their floor.

The building is accessible to tenants and their guests at all times. When visitors are expected after 6:00 PM, provide a list of names to the Guard and he/she will provide elevator access. After hours, visitors will be asked to sign in and note the time and their destination before entering the elevators. They will also be requested to sign out before leaving the building.

Outside of regular hours, the building is accessible through the use of cardkeys available from the Building Management Office. Card readers are located at the north main entry door, the elevator lobby and Garage entrance and exit. Tenant employees should be provided with an office key by the tenant. Additional keys and cardkeys are available from the Management Office.

The Building Management Office is located in Suite 100 located on the 1st floor. When away from the office, the office telephone is forwarded to an answering service.

[Click here to download a Card Access Application](#)



Building Security: Building Access

The building is open to the public:

Monday through	6:00 AM to 6:00 PM
Friday	
Saturday	Closed
Sunday and Holidays	Closed

Keys

Duplicate entry keys for your office are provided by the Management Office for a small fee.

In the interest of security, employees who are locked out must contact someone from their firm for access.



Building Security: Deliveries

Tenants should advise outside vendors that the Loading Dock is to be utilized for deliveries only. Parking is limited to thirty minutes maximum. We prefer all deliveries be made through the Freight Dock and not through the Main Lobby.



Building Security: General Security Tips

Security Checklist

For your own internal security and also for the security of the building, it is in your best interest to control the number of keys and/or key cards issued. Only people needing after hour access should be issued a key.

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Have adequate procedures for collecting keys prior to termination of employees.
- Establish a rule that keys must not be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- A responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or from a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Building Management Office immediately. If possible, make note of appearance, clothing, etc. to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" is enough to deter a potential thief. Suspicious encounters of this type should be reported to the Building Management Office immediately.



Building Security: Lost and Found

Please contact the Building Management Office at (206) 728-2999 to report or claim items that have been lost or found in the buildings.



Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Building Management Office at (206) 728-2999 and we will send appropriate personnel to have them escorted off the premises.

Building Services: Building Signage and Directory

A directory in the Main Lobby allows visitors to locate the names of tenant companies, and in some cases, individuals. All requests for directory listings should be submitted to the Management Office in writing. There is a fee for listings and changes.



Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com

[Bomb Threat Questionnaire](#)
[Card Access Application](#)



Building Services: Freight Elevator

Passenger Car #3 doubles as a freight elevator. To schedule use of the freight elevator, contact the Management Office.

The freight elevator is 7' 7" wide by 5' 4" deep. The ceiling height is 8' 10". The doors are 7' high by 4' wide. See "Deliveries" for additional information.



Building Services: HVAC

Heating, ventilation and air conditioning (HVAC) are provided during standard business hours. Any temperature adjustment requests should be directed to the Management Office.

After-hours Service

Heating, air conditioning or fans only service is available after hours. Contact the Management Office for current rates.

[Click here to access Workspeed](#)



Building Services: Janitorial Services

General office cleaning is provided Monday through Friday, except holidays. Although most services are scheduled for evening hours, a day person is available to maintain public areas and respond to calls.

Do not store over-sized rubbish in elevators, lobbies, corridors or stairwells for even short periods of time. Doing so is a violation of fire codes and building regulations and impedes access to exits.

The Property Manager, with the Cleaning Supervisor, regularly inspect the premises to ensure that the highest maintenance standards are met. If a problem arises advise the Management Office. We welcome your inquiries and suggestions.



Building Services: Lighting

Each floor is equipped with two master lighting switches which control all fluorescent lighting in each the north and south towers. In the event you are the first person to arrive on your floor, you may need to turn on the respective switch for the tower you occupy.



Building Services: Mail Service

Tenants may collect their mail from the Tenant Mail Room in the Main Lobby Monday through Friday from 9:00 AM to 9:30 AM. Mail is first scheduled to be picked up at 3:45 PM; the last pickup from the building is at 5:15 PM. There is no weekend or holiday mail service. The scheduled pickup times are subject to change by the US Postal Service.

Nearby [U.S. Post Office](#) 206-467-7289
2455 3rd South, Seattle 98134

Express Mail ([U.S. Postal Service](#))
Nearest drop box: Tenant Mail Room

[Federal Express](#)
Nearest drop box: Outside Tenant Mail Room

[DHL Drop Box](#)
Nearest drop box: Outside Tenant Mail Room



Building Services: Maintenance Requests

Maintenance requests may be submitted to Building Management either via the Shorenstein Workspeed program which is a service request management application that allows Tenants to easily initiate and track all service and maintenance requests using an Internet Browser, or, Tenants may call the Building Management Office.

[Click here to access Workspeed](#)



Building Services: Recycling

Because Shorenstein Realty is concerned about protecting our natural resources, Blanchard Plaza in conjunction with Allied Waste Services has implemented a waste-recycling program. Over 80% of the trash generated at Blanchard Plaza is recycled. Contact the Management Office for more information.



Building Services: Service Areas

Telephone, electrical and air-handling rooms are an integral part of the building's mechanical system. Access to these areas is available only to building personnel unless prior approval has been obtained from Building Management. To comply with the Seattle Fire Code, service areas are off limits for storage or other purposes.

Prior to commencing work, all telecommunications, electrical contractors, service and repair personnel must report to the Management Office. Major projects, especially those involving a contractor who has not previously performed work in the building or who requires access outside your premises, must be coordinated in advance with the Building Management Office. In all cases, Certificates of Insurance are required of the contractor engaged in repair, maintenance and/or installation work. Contact the Building Management Office for specific requirements.



Building Services: Storage

Additional storage within the parking garage core is provided on a space-available basis. To reserve space or for more information, call the Management Office at 728-2999.

Emergency Procedures: Bomb Threat

A bomb threat may be received by anyone in your company. Persons making such calls do not normally call anyone in particular and will deliver the message to the first person contacted. Consequently, it is important that a call be handled in accordance with an established plan. If you receive a bomb threat:

- STEP 1: Call 911 and follow whatever directions they issue.
- STEP 2: Notify Building Management at (206) 728-2999.
- STEP 3: STAY CALM! Complete the following questionnaire immediately after notifying the authorities.

[Click here to download a Bomb Threat Questionnaire.](#)



Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the management staff will immediately lock all entrances to the building. The police will be notified. We will keep you informed.



Emergency Procedures: Earthquake

In the event of an earthquake, move away from the windows and get under a heavy table or desk. **DO NOT** use the elevators or stairwells until you are advised over the Public Address System that it is safe to do so.



Emergency Procedures: Elevator Malfunction

Elevators are regularly inspected and professionally maintained by a specialized firm. If an elevator stops in transit, open the emergency telephone access door and push the call button which automatically dials the elevator maintenance contractor.

If normal electrical service is interrupted, the elevators will temporarily stop. The cars will then return to the lobby one by one and open their doors. One car will continue to operate on emergency power.

Should you experience irregularity or difficulty with elevator service at any time, note the elevator car number and report it immediately to the Management Office.



Emergency Procedures: Emergency Contacts

POLICE DEPARTMENT - Emergency	911
FIRE DEPARTMENT - Emergency	911
MEDICAL - Emergency/Ambulance	911
Harbor View Hospital, 325 9th Street Seattle, Washington	206-223-3000
Poison Control	206-526-2121

In a medical emergency, direct the ambulance, physician or paramedics to use the 6th Avenue main entry. Alert the Management Office and the freight elevator will be held ready to expedite the response team's arrival to your floor.



Emergency Procedures: Evacuation

In case there is a need to evacuate the building, the Fire Department will issue directions over the Public Address System.



Emergency Procedures: Fire

Actions to be taken in the immediate area of a fire:

- STEP 1: Call 911 - The Fire Department.
- STEP 2: Call Building Management - Dial 728-2999. Give the location, extent and type of fire.
- STEP 3: Notify your floor warden. Stay away from the area of the fire.

General Information on Fire Alarms:

Each tenant is responsible for appointing a representative who is trained by Building Management in fire emergency procedures. This information is to be submitted in writing to the Building Management Office. These delegated persons will train and rehearse, as needed, for orderly implementation of the plan in case of an emergency within the building. Note: It is extremely important for tenants to keep the Management Office advised of any changes in personnel or circumstances such as a floor warden moving to another floor, etc.

Building Management should also be informed in writing of any employee with a physical limitation that could impair that person's evacuation via a stairway.

The floor wardens will be responsible for maintaining a safe working environment.

They will:

- Attend training sessions as scheduled by Building Management.
- Inform and train new employees on emergency procedures.
- Keep an up-to-date list of all persons who for some medical reason cannot use the stairwells as an exit route.
- Need to be familiar with the fire alarm system.
- Know the location and proper use of all fire extinguishing equipment on their floors.
- Know the building emergency procedures thoroughly.
- Check their floors periodically for potential safety and fire hazards.

When an alarm sounds:

- Immediately relocate four floors down from your current location. DO NOT USE THE ELEVATORS. Should additional directions be required, they will be issued from the Central Command Station over the Public Address System.
- Stairwell doors on all floors will be unlocked electronically to provide a clear route for your relocation. Stairwells are located adjacent to both the Women's and Men's restrooms. Stay to the right on the stairs to avoid traffic congestion. As you leave, close but do not lock doors in your work area. The solid core doors used throughout the building provide a temporary fire block.

When an alarm sounds (continued):

- If you are physically disabled, move to the area near the stairs and await assistance. A floor warden or fire fighter will help you down. You may be asked by your floor warden to help assure that everyone has heard and understands the instructions. This is especially important if there are people present with hearing impairments or visitors who are not familiar with procedures. The Command Station will announce when it is safe to return to your office.

Personal Responsibilities:

- Know your floor warden.
- Learn proper procedure to follow when locating a fire or reporting a fire.
- Follow the building's policy of the action to take when the fire alarm sounds.
- Learn where all building exits are located.
- Learn the location of fire extinguishers and proper use of each.
- Report fire hazards to your supervisor and floor (fire) warden so that they can inform Building Management.
- Do not block fire doors or elevator doors in an open position.
- Obey no-smoking rules.
- Do not block corridors or passageways with chairs, desk, inventory, etc.
- Follow instructions from the floor warden quickly and efficiently and REMAIN CALM.
- Remember that complete cooperation by everyone is very important.



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, including after business hours.

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 be commenced. Tenants will need to contact their insurance carrier for any damage to their property.



Emergency Procedures: Life Safety Systems

In the event a smoke detector or sprinkler head is tripped, it sets off an alarm both in the building, and at an off-site monitoring station. The monitoring station notifies the Fire Department and Blanchard Plaza Building Management.

Upon alarm activation, an audible horn is sounded on the fire floor, the floor above and the floor below. In addition to sounding an alarm, a number of other systems in the building respond to the fire alarm. When an alarm sounds the following occurs:

- The stairwells and elevator shafts are automatically pressurized with air. This will help prevent smoke or flames from entering these areas.
- The building supply and return fans are stopped to help prevent fires or smoke from spreading from floor to floor.
- All stairway doors automatically unlock. Use them, but do not block any stairway doors open. Leaving stairway doors open increases the chance of smoke migration.
- The elevators are automatically returned to the first floor. Do not attempt to use the elevators if there is a fire alarm sounding. If you are in an elevator, it will stop (the doors will remain closed) and return to the first floor where the elevator doors will open and remain open for use by the firefighters.



Emergency Procedures: Medical Emergency

In case of a medical emergency:

- STEP 1: Call 911 and report the accident.
- STEP 2: Call Building Management at 728-2999. Management will hold the freight elevator in the main lobby for paramedics to speed their arrival.
- STEP 3: Assign one person to meet the paramedics at the elevator to guide them to the patient.



Emergency Procedures: Power Failure

In case of power failure:

- An emergency generator will automatically power lights in strategic locations and maintain key building systems.
- Elevators will stop momentarily before being returned to the lobby one-by-one.
- Thereafter, one elevator will remain in operation.

In the event it is necessary to evacuate the building, you will be advised over the Public Address System.



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 a winter storm condition. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in extremely 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 Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide 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.



Emergency Procedures: Stairwells

Stairwell doors on all multi-tenant floors are unlocked during business hours, then locked from 6:00 PM to 6:00 AM. Do not hold or block stairwell doors open. Holding the door open adversely effects the balance of the air cooling and heating systems, creates serious drafts, defeats a major fire protection system, and is prohibited under the Seattle Fire Code. During an emergency, stairwell doors will automatically unlock to provide an unobstructed exit path.



Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, immediately move to an area where you are not exposed and call 9-1-1. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Green: Introduction

GOING GREEN

Shorenstein is committed to creating and protecting green real estate environments. To research responsibly and thoughtfully, Shorenstein has formed a sustainability committee, known internally as the **G.R.E.E.N. Committee – Green Real Estate Environments Now!** The Mission Statement for the Committee is “Promote environmental stewardship through the implementation of sustainable ecological initiatives that benefit our assets, investors, customers, employees & planet.”

Why?

- According to the United States Green Building Council (“USGBC”), the commercial office buildings generate 18% of greenhouse gas emissions in the United States.
- Electricity is one of the largest expenses tenants incur.
- It is estimated that 50-55,000 species of life are going extinct every year due to a lack of resources left available to them resulting from humans’ use of resources.
- **Every** living system on the planet is in decline – none are stable.
- The reduction of emissions is not only crucial for the health of the planet but also for a company’s bottom line.

What are We Doing?

- Shorenstein signed up in 2008 to take the Building Owners and Managers Association (BOMA) 7 Point Challenge, which primarily involves a reduction in greenhouse gas emissions of 30% by the year 2012. See the following link for more information on the [BOMA 7 Point Challenge](#).
- Shorenstein has signed on to be an Energy Star Partner. See what’s involved. [Click here for more information on Energy Star.](#)
- Shorenstein has mandated that every building in its portfolio put energy consumption data in the Energy Star website and work to achieve an Energy Star certificate as soon as practically feasible. [Click here to see the Energy Star score link](#) for the most recent Energy Star score for your building. Please note that buildings must achieve a minimum rating of 75 to receive an Energy Star certification.
- Shorenstein implemented green cleaning and supply purchase across its portfolio in 2007 and 2008. See what’s involved in green cleaning by [clicking here](#).
- Shorenstein continues to roll out initiatives to further promote “Green Real Estate Environments Now”. [Click on the link here to see a full list of Green Building Initiatives implemented at this building.](#)

How Can You Help?

Shorenstein will send you a Green Tip of the Month each month to all of its tenants. A cumulative list of Green Tips will be housed on this site. To access, click on [Green Tip of the Month](#). We will also post other best practices and links to resource sites under [Green Suggestions & Resources for Tenants](#).

We hope you find this site a useful resource and that you will join us in our green practices so that together we can make a measurable difference in the world!



Green: Green Tip of the Month

[Please click here for all green tips.](#)



Green: Green Suggestions and Resources For Tenants

[Facts – Energy Star Qualified CFL's](#)

[Energy Star](#)

[ENERGY STAR – Bring Your Green to Work](#)



Green: Green Building Initiatives

[Please click here to view the Property Scorecard for Blanchard Plaza](#)

Introduction: Welcome

This handbook is designed as a quick reference of the procedures and tenant services of Blanchard Plaza. It contains phone numbers; addresses and brief information on subjects that will help orient you to the building and the surrounding area. It also outlines safety systems and the responsibilities of building staff and tenants during an emergency.

We want your working day at Blanchard Plaza to be pleasant, productive and safe. If you have questions about the information presented here or suggestions on how we can serve you better, contact the Management Office at 206-728-2999.

Welcome to Blanchard Plaza!



Introduction: About Shorenstein

[Shorenstein Company](#) is one of the country's largest and oldest real estate organizations active on a national scale in all aspects of ownership, management, leasing, and development of high-quality office properties. The company is privately owned and is headquartered in San Francisco and owns over 14 million square feet of premier office projects around the country.

Shorenstein Company provides leasing, management and construction services to all of its properties through its wholly owned property services affiliate, Shorenstein Realty Services.

It is the close coordination between the investment professionals within Shorenstein Company and the operating professionals within Shorenstein Realty Services that is the key to our ability to deliver exceptional services to our tenants and exceptional value to our clients and partners. With our extensive internal resources and shared commitment to excellence, we are able to address issues and to capitalize on opportunities that far exceed expectations in our industry.

Shorenstein Company operates based on the principle that our tenants are not only leasing space in our buildings, but additionally are seeking a broad range of services to support and enhance their core business operations. Delivery of a physical product that is maintained and operated to the highest industry standard is only the beginning. We strive to learn and remain abreast of our tenants' businesses in order to meet their current needs, anticipate their future requirements and be in a position to work cooperatively with them in responding to unanticipated developments.

[Shorenstein Realty Services'](#) experienced leasing, management; construction and financial professionals are trained to think as first-tier service providers. All of our employees understand that it is their job to ensure that each Shorenstein-managed property offers the highest quality business environment and occupancy services in its marketplace.

We believe that the consistently high occupancy levels in Shorenstein-managed properties are the strongest testament to the validity of our operating philosophy and the best evidence of our successful implementation of that philosophy.



Introduction: About Blanchard Plaza

Blanchard Plaza a fifteen story office tower, developed by Olympia & York, a prominent international developer, offers approximately 256,000 square feet of Class A office and retail space. Completed in 1982, this steel and concrete office tower exhibits contemporary architectural style and provides Seattle businesses with both an unique and highly visible address.



Introduction: Operating Instructions

Navigation

Browsing through the Electronic Tenant® Handbook is just as easy as surfing through a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon arriving at the desired Chapter, links to specific information are provided in Sub-Sections. You can return to the Table of Contents or Chapter Overview by clicking the appropriate link on each page.

Special Features

This Electronic Tenant® Handbook has special features, such as an [Interactive site map](#) and a [Forms section](#) that contain a number of downloadable and printable administrative forms. In order to be able use these features, you must have Adobe Acrobat Reader 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 Blanchard Plaza's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at Blanchard Plaza. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, just e-mail or call the property management office.

Policies and Procedures: Contractors

Construction firms and personnel providing remodeling services must be approved by the Management Office. Adequate insurance, evidenced by Certificates of Insurance reflecting public liability, property damage and workmen's compensation in amounts equal to those required under the applicable leases, must be provided to Building Management. These certificates must name "SRI Seven Blanchard Plaza LLC, Shorenstein Realty Services L.P. and Shorenstein Properties LLC as additional insureds, along with their partners, officers, employees and affiliates". All such work must comply with the applicable building municipal requirements.



Policies and Procedures: General Rules and Regulations

Shorenstein Realty is committed to providing quality office space managed with professionalism and an experienced eye for detail. Your help in meeting these standards is greatly appreciated. The following rules help protect you, your associates and guests; they are intended only as a general overview.

1. Smoking is prohibited in the Building.
2. Keep exit doors and access to exits clear at all times. Do not block corridors, elevators, stairwells or other public places, or use such areas for purposes other than traveling to or from your office. The storage of freight, merchandise, displays or showcases in the building's common areas is prohibited.
3. Do not alter the exterior appearance of the building by installing signs, advertisements, notices or other graphics on exterior walls, or interior surfaces visible from the outside, without prior permission.
4. Do not coat or sunscreen windows. Only standard window treatments are permitted on exterior windows. If other drapes or blinds are required, they must be approved in advance by Building Management. Do not place anything on the window sills, or obstruct the building's common air and light entryways.
5. Temporary signage is prohibited. Interior signs on doors and any directory tablet must be of a size, color and style approved by Building Management in writing.
6. Use plumbing fixtures only for their intended purposes. Depositing coffee grounds, sweepings, rubbish, rags, acids or other substances in sinks, toilets or other plumbing fixtures can result in mechanical damage and repair charges to the tenant.
7. Be considerate of others. This rule prohibits noise audible from the hallways or adjoining offices by musical instruments, radios, televisions, group activities, tenant machinery, equipment or other sources.
8. Be careful with flammable liquids. Do not store flammable fluids or any combustible, explosive or chemical substance in your office, except those which are incidental to usual office occupancy. Such materials are subject to applicable Fire Department regulations and must be properly stored and secured at all times.
9. Use the locks provided for your office. If doors require additional locks, bolts, or other mechanical security systems, Building Management will assist you in coordinating their installation. Building Management must be provided with keys or combinations to all such systems.
10. Bicycles, other vehicles and animals are strictly prohibited in the building. Exceptions may be made of Seeing Eye dogs or conveyances required by disabled persons.
11. Regular suppliers of outside services must be approved by Building Management. Such services include vendors of food, spring water, ice, janitorial, plant service, maintenance services, etc.
12. Canvassing and soliciting are prohibited. If you see anyone on the property conducting such activities, contact Building Management immediately. Your cooperation is appreciated.



Policies and Procedures: Moving Policy

Your moving company must contact the Building Management Office in advance of your scheduled move date to provide a Certificate of Insurance and determine the availability of the freight elevator.



Policies and Procedures: Smoking

Smoking is prohibited in the Building.



Policies and Procedures: Tenant Alterations

Office suites are ordinarily built to accommodate individual tenants prior to move-in. Should those needs change and alteration of your space be required, the following rules should be observed.

All remodeling, from such simple decorative changes as painting to more extensive remodeling involving alterations of permanent walls, mechanical and/or electrical systems, must comply with the provisions of your lease and all applicable building codes. Any and all remodeling must be reported in writing and approved in advance by the Management Office.

The Building Management Office will provide a list of contractors approved to work in the building. Whenever freight facilities are required for extended periods, their use should be scheduled in advance. If work will be done after regular hours, the tenant will also need to make arrangements with the Management Office.