

Tenant Handbook

4100 North Fairfax



4100 North Fairfax Drive
Arlington, VA 22203

<http://4100northfairfax.axisportal.com/>

Table Of Contents

MOVE-IN MOVE-OUT

- AN EXPLANATION OF FORMS FOR YOUR MOVE-IN
- MOVE-IN CHECKLIST

MANAGEMENT OFFICE

BUILDING OPERATIONS

- BUILDING SECURITY
- BUILDING MAINTENANCE
- PARKING
- VENDOR REGUALTIONS
- RENT PAYMENT INFORMATION
- MAIL & OTHER DELIVERIES
- CONSERVATION
- SMOKING
- SOLICITORS
- BUILDING MOVING & CONSTRUCTION RULES & REGULATIONS

BUILDING RULES & REGULATIONS

- MOLD PREVENTION LETTER

LEED POLICIES & PROCEDURES

LEED POLICIES & PROCEDURES LINKS

AMENITIES

EMERGENCY PROCEDURES

- FLOOR RESPONSE TEAM
- WHAT TO DO IF YOU DISCOVER A FIRE INSIDE-OUTSIDE YOUR SUITE
- FIRE SAFETY REMINDERS
- FIRE PREVENTION TIPS
- FIRE EXTINGUISHER LOCATION & BASIC OPERATION
- EARTHQUAKE
- TORNADO
- HURRICANE
- EXPLOSIONS
- EVACUATION
- CIVIL DISTURBANCES
- POWER FAILURE

MOVE-IN FORMS

DAILY OPERATIONS FORMS

MOVE-IN MOVE-OUT

It is of the utmost importance that the Building Personnel be notified of the exact date and time of your proposed move. Your Moving Coordinator or your Moving Contractor should contact the Management Office at 703-907-4100 to confirm all arrangements prior to the move. In order to provide the best possible support for moves or deliveries to the Building, we ask for your cooperation in observing the following guidelines.

- We request that your move be scheduled after 6:00 p.m. Monday through Friday, or anytime on Saturday and Sunday. Large office moves may occur only during these times.
- The building is equipped with (1) freight elevator with a 4,500 max capacity. This elevator will be made available for use during your move-in. Please contact the Management Office in advance to schedule use of the freight elevator. Unless otherwise authorized by the Management Office, only the freight elevator is to be used. The Fire Marshall will not allow any fire corridor or exit to be blocked at any time; this includes the elevators, lobbies and hallways.
- All moves and deliveries will be restricted to the use of the Loading Dock entrance unless otherwise authorized by the Management Office. If it is necessary to move through the Lobby, and if you have been authorized to do so, all entrance doors and Lobby floors and walls must be protected with masonite or other acceptable materials.
- Your Moving Contractors will be responsible for any damage to the Building incurred during the moving operation. They should be instructed to do the following:
 1. Pad or otherwise protect all entrances, doorways and walls affected by the move.
 2. Use masonite or comparable material on all floors over which the move takes place.
 3. Report immediately any problems or damages which will affect the Building, such as elevator breakdown, electrical disturbances, etc.
 4. Remove all bulky packing cartons from the Building after the move operation is completed
- The moving crew will not be permitted to smoke in any area of the Building

MOVING INSURANCE

Prior to moving into 4100 North Fairfax Drive, your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability. Certificate of Insurance requirements are as follows:

CONTRACTOR/VENDOR CERTIFICATE OF INSURANCE REQUIREMENTS

Please ensure that the information on the insurance certificate reads exactly as indicated on the Certificate of Insurance Requirements below:

Description of Operations:

James Campbell Company, LLC and CBRE, Inc. are named as Additional Insured As Regards to Premises located at 4100 North Fairfax Drive, Arlington, VA 22043.

Certificate Holder:

James Campbell Company, LLC
CBRE, Inc.
4100 North Fairfax Drive
Suite 720
Arlington, VA 22203

Also, please request a certificate waiver of subrogation endorsement which should read as follows:

"All rights of subrogation against James Campbell Company, LLC and CBRE, Inc. are hereby waived."

All Certificates must include the following coverage with the minimum required amount:

(a) Commercial General Liability Policy :

General Aggregate \$3,000,000

Products/Completed Operations \$2,000,000

Personal & Advertising Injury \$1,000,000

Each Occurrence \$1,000,000

(b) Worker's Compensation Policy:

Worker's Compensation Statutory to comply with applicable law

Employer's Liability Not less than \$500,000 each accident

Special Endorsements Waiver of Subrogation in favor of Owner

Once completed, the insurance information may be faxed to 703-907-4101 or emailed to jeannette.savoy@cbre.com. Please mail the original to:

CBRE, Inc.

**4100 N. Fairfax Drive, Suite 720
Arlington, VA 22203**

These guidelines have been designed to ensure a safe and efficient process which will facilitate a move or delivery while safeguarding the security of both the Building and of the items being transported. They are not meant to restrict any firm's operations. If you have questions, please call the Management Office.

In preparation for your move to 4100 North Fairfax, we have included the following checklist of forms and other information required by the Management Office. These forms, as well as other forms you will need over the life of your tenancy, can be found in the Forms section of this Tenant Handbook.

When using forms, please keep one copy for you and return the original to the Management Office.

It is required that you complete the following forms and return them to the Management Office at least two weeks prior to your scheduled move-in. If you have any questions, please contact the Management Office at 703-907-4100.

FORMS REQUIRED PRIOR TO MOVE-IN

- o Move-In Day Information
- o Access Card Request
- o Key Distribution
- o Tenant Sign Order Form
- o Authorized Individuals & After-Hours Emergency Contact List
- o Floor Response Team
- o Physically Impaired Individuals
- o Emergency Procedures Acknowledgement
- o Spotlight Questionnaire
- o CBRE TechNet Tenant Contact Information

AN EXPLANATION OF FORMS FOR YOUR MOVE-IN

MOVE-IN DAY INFORMATION

This form requests information regarding your move-in day. If there are any changes, please notify the management office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

ACCESS CARD REQUEST

At 4100 North Fairfax one card is issued for both garage and building access. The forms are used to maintain our building security system.

Additional access cards can be purchased for a **\$10.00** non-refundable fee. This fee applies to any access card purchased over the allotment prescribed in your lease agreement or for any replacements for keycards that experience normal wear and tear or have been lost or stolen.

Our card administrator is Kastle Systems. Please utilize the contact information below for access card orders, changes, cancellations, cards to revoke and or return to stock during your tenancy at 4100 North Fairfax Drive.

Kastle Team 6
703.524.7911 (direct)
703.247.0257 (facsimile)
E-mail: dc-cs-team6@kastle.com

KEY DISTRIBUTION

The Management Office keeps a list of all persons holding keys to your office suite. Please complete this form upon move-in and remember to alert the Management Office, as well as to retrieve suite keys, when employees holding keys leave or are terminated. You will be issued adequate suite entry keys upon move-in.

Additional keys may be obtained through the Management Office at a charge of \$6.00 per key. All doors must be keyed to the building master at the Tenant's expense if the space is not delivered with the keys properly keyed to the building master. If for any reason you wish to change the locks, the Management Office must be notified and the work must be supervised by building personnel.

In the event that your suite has its own internal security system, a description of that system as well as any special codes required for its use must be submitted in writing to the Management Office. This information will be kept in confidential files but is required in the event we or any member of the Police or Fire Department should need to gain access to your suite during an emergency.

MAIL BOX REQUEST FORM

The Management Office keeps a list of all persons holding mail box keys at *4100 North Fairfax Drive*. Please complete this form upon move-in and remember to alert the Management Office, as well as to retrieve mail box keys, when employees holding keys leave or are terminated. You will be issued adequate mail box keys upon move-in. Additional keys may be obtained through the Management Office at a charge of \$6.00 per key.

TENANT SIGN ORDER

Signage is prepared according to building specifications unless otherwise approved in writing by the Building Owner. Please fill out the enclosed form with the name of your company as you wish it to be displayed. Signs must be ordered at least three to six weeks prior to your move in order for installation to occur upon occupancy. Any additions or changes to signage will be at the Tenant's expense and always must be requested in writing to avoid any unnecessary errors.

PLEASE NOTE: No signs may be taped to the building corridor walls, suite entrance doors, building entrance doors, elevator walls, or Lobby walls at any time.

TENANT INFORMATION & AFTER HOURS EMERGENCY CONTACT LIST

These lists will be used by security and building personnel in the case of property removal questions, after-hours emergencies or after-hours access into the building. We will only allow the desired action to take place with the approval from an authorized individual. Please complete the attached Tenant Information and Emergency Contacts form for our records and submit it to the Management Office within one week of your move-in. It is important that we maintain current records of two or more individuals in your firm who can be contacted in case of any emergency. They will be kept in a confidential file and will be updated from time to time.

FLOOR RESPONSE TEAM

This form designates individuals from your staff who will serve as floor wardens in the event of a building emergency.

PHYSICALLY IMPAIRED INDIVIDUALS

Please list those individuals who may need assistance in case of fire, earthquake or other emergency.

We keep a copy of this record with our Building Fire/Life Safety information so that it is readily available to Emergency First Responders.

EMERGENCY PROCEDURES ACKNOWLEDGEMENT

Complete this form to acknowledge receipt of the Emergency Procedures information found in this manual.

SPOTLIGHT QUESTIONNAIRE (OPTIONAL)

From time to time, the Office of the Building may spotlight a tenant in a building newsletter or other communiqué. We keep this information in a file for such occasions.

MOVE-IN CHECKLIST

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- Order new stationery, envelopes and business cards with new address and contact numbers
- Contact the Telephone Company regarding installation of phone service to your suite.
- Notify the post office of your change of address
- Send a change of address card or note to clients, vendors and friends
- Complete required forms, keep a copy for yourself and return the original to the management office.
- Furnish your moving company with a copy of the Moving Rules and Regulations included in this manual.

MANAGEMENT OFFICE

IMPORTANT NUMBERS

Tenant Services Call Center (CBRE TechNet)

202-585-6580

Website: www.cbretenantrequests.com

Email Requests: cbritchardellis@ng1.angusanywhere.com

Management and Engineering Office:

CBRE, Inc.
4100 North Fairfax Drive, Suite 830
Arlington, VA 22203
703-907-4100
703-907-4101 fax

BUSINESS HOURS & HOLIDAYS

Office Hours:

Monday – Friday
8:00 a.m. to 4:30 p.m.

Management Office Holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after
Christmas Day and the day after

BUILDING HOURS

Building Standard Hours:

6:00 a.m. - 7:00 p.m. Monday - Friday
8:00 a.m. - 1:00 p.m. Saturday - access cards needed

MANAGEMENT STAFF

Management Office Staff:

Stacey Luparello- Real Estate Manager
stacey.luparello@cbre.com

Rachel Swartz- Real Estate Services Coordinator
rachel.swartz@cbre.com

Engineering Staff:

Joe Bechtel - Lead Engineer
Grant Sikon - Engineer

BUILDING OPERATIONS

BUILDING ACCESS

Access Card Request

At move-in, tenants are required to complete the Access Card Request Form so that identification cards for access to the building and after-hours access can be issued for each employee. Please note that this form includes an "Authorized Signature" block which must be signed and dated by your authorized representative in order for us to process your request. After your move-in, you will need to go through Datawatch.

After-Hours Access

All persons entering and leaving the building during non-business hours will have to use their authorized Datawatch Access Cards.

After-Hours HVAC

Persons seeking after-hours HVAC need to send written notification to CBRE Tech Net at tenantrequestdc@cbre.com. The current rate for OT HVAC is \$55.00 per hour or otherwise specified in your lease.

Visitor Access

It is required that all tenants notify the Office of the Building of any guests, vendors or other non-building employees requiring access to the building and your suite.

Please remind all guests that proper identification is required for admittance into the building. Without the authorization of the access request, the security team will not admit your visitors.

VISITOR CODE OF CONDUCT

4100 North Fairfax Drive has a responsibility to provide an environment that is both safe and acceptable for all tenants, vendors and visitors. The management at this property consistently maintains high standards and does not permit the following:

- *Intimidation of visitors by groups or individuals
- *Assembling for the purpose of disturbing the peace or committing unlawful acts
- * Posting or distributing leaflets, canvassing, third-party interviews or surveys, unless specifically approved by the management; soliciting money or other contributions or donations, or distributing advertising or promotional material of any kind
- *Photo taking, videotaping, or any other recording devices
- *Physically or verbally threatening any person, fighting, annoying others or in any way creating a disturbance
- *Vehicles within the property, excluding mobility-scooter and wheelchairs
- *Using obscene language, gestures, racial, religious or ethnic slurs
- *Creating litter by discarding any paper, plastic, glass or similar except in designated trash receptacles
- *Defacing, damaging or destroying any real or personal property at the site
- *Sitting anywhere other than designated chairs, benches or lawn areas
- *Possessing an open container of alcoholic beverages or any illegal substances
- *Smoking where prohibited by the property and/or municipal policy
- *Animals, except for qualified assistance dogs

This list is not all-inclusive. Visitors who do not act responsibly may be asked to leave and will be escorted from the property. In addition, management reserves the right to deny a person/persons entry to the site. Appropriate law enforcement agencies may be notified, as deemed necessary.

BUILDING SECURITY

BUILDING SECURITY

Security Hours

24 Hours/Day

Security Phone Number

703-907-0039

A security attendant is provided 24-hours, 7 days a week. During normal business hours, all security assistance calls or questions should be directed to the Management Office at 703-907-4100.

After-Hours Security

All after-hours security assistance calls should be directed to:

AFTER-HOURS SECURITY- 703-907-0039

GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons in corridors or restrooms.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your suite when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your suite keys and building access card with you when you leave the premises.
5. Keep corridor doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Refrain from using the stairways when alone except in emergency situations.
8. Request a security escort to your car if you leave the building after dark.
9. Notify the police and the Management Office of any crimes.
10. Collect keys and building access cards from employees who have resigned or have been terminated from your firm.
11. Copy and distribute these general guidelines to your entire office staff.

BUILDING MAINTENANCE

Building Engineers are on duty Monday through Friday during normal business hours. They are here to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests.

Urgent Requests

Please have your Office Manager notify the Management Office of any URGENT maintenance or repair requests, or requests requiring immediate attention (i.e. leaks, power outages, etc.) We will have a dayporter or a building engineer assist you as soon as possible.

MANAGEMENT OFFICE: 703-907-4100

When requesting Maintenance, please be prepared to provide the following information:

1. Your name, company name and suite number
2. Contact phone number
3. Clearly identify the nature and location of the problem

General Maintenance Requests

For general maintenance requests not requiring immediate attention, please send a work order to www.cbrichardellis@ng1.angusanywhere.com. The Engineering Staff will respond to your request as soon as possible.

JANITORIAL SERVICE

Janitorial service is provided weekday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. For your convenience, trash/basura signs are available in the Management Office to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Special Requests

If you have any special requests or require emergency janitorial assistance, please direct your request to our online work order system.

MANAGEMENT OFFICE: 703-907-4100

DAYPORTERS

Dayporters are on duty during normal business hours to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call our office so that we may immediately dispatch a dayporter.

MANAGEMENT OFFICE : 703-907-4100

PARKING

Park America manages our parking garage. If there are any questions or problems with regards to parking, please contact:

PARKING MANAGEMENT OFFICE : 703-907-0033

PARKING ATTENDANT BOOTH: 703-907-4100 ext.115

Handicap Spaces

Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license.

Loading Areas

Loading Areas are designated for delivery personnel such as couriers, vendors, mail carriers, etc. Tenants parking in loading areas are subject to towing. If towed, please call A-1 Towing at 703-416-0710.

Parking Guidelines & Reminders

To ensure the safety of our visitors and proper use of our parking garage; please adhere to the following general guidelines. In addition, our Parking Garage Usage, Terms, Conditions, Rules and Regulations can be found under the Daily Operations Forms.

1. Phone the Management Office if you observe any hazards in the parking areas.
2. Remember to always lock your vehicle and remove any valuables including cellular phones. CBRE, Inc. (building management), Park America (parking vendor) and James Campbell Company, LLC (building owner) are not responsible for any damages to or theft from your vehicle.
3. Please be considerate and ask your guests to be considerate of short term parking restrictions.
4. Please observe all directional, speed limit and stop signs throughout the parking area.
5. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing. If towed, please call A-1 Towing at 703-416-0710
6. Overnight parking is not normally permitted. Please notify the Management Office as well as the parking attendants if it is necessary to park your car overnight.
7. Trailers and towed vehicles are not permitted in the parking areas.
8. Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
9. All vehicles must be parked in designated stalls and may occupy only one space.

VENDOR REGULATIONS

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Management Office at 703-907-4100.
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of work to the specified suite.
- Tenant's outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has completed a Visitor Access Request Form (found in Section VII of this Manual).
- Vendors may not solicit work from other tenants in the building.
- Vendor must provide a Certificate of Insurance covering General Liability, Worker's Compensation and Auto Liability in the amount of three million dollars.

CBRE, Inc. and James Campbell Company, LLC must be named as Additional Insureds and Certificate Holder. An Additional Insured Endorsement Form (found in Section VII of this Manual) must be included as part of, but separate from, the Certificate of Insurance in order for it to be acceptable. A copy of the certificate may be faxed to the Management Office at 703-907-4101 or emailed to jeannette.savoy@cbre.com. Please mail the original copy to:

CBRE, Inc.
4100 North Fairfax Drive
Suite 830
Arlington, VA 22203

If you have any questions regarding the above requirements, please feel free to call the Management Office at 703-907-4100.

RENT PAYMENT INFORMATION

Rent payments are due according to the terms set forth in your lease agreement. Generally, however rent is due on or before the 1st of each month:

James Campbell Company, LLC
4100 North Fairfax Drive Depository Account
23340 Network Place
Chicago, IL 60673-3340

Please make your checks payable to James Campbell Company, LLC. The return address will appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account.

Other important points of reference to ensure the proper processing of your check:

- Please include the lease identification number on your check.
- Indicate the amount being paid and the check number on the remittance.
- Notify the Management Office in writing of any billing address changes.
- The remittance address is P.O Box. Only U.S. Mail deliveries will be accepted.

If you have any questions on rent, payments, or statements, please do not hesitate to call the Management Office at 703-907-4100.

MAIL & OTHER DELIVERIES

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name
4100 North Fairfax Drive, Suite #
Arlington, VA 22203

Please notify all client contacts and other business associates of your proper mailing address.

U.S. Mailbox Locations

US Post Office boxes are located in the building in the mail services area, on the 1st floor of the building, room B105.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service and are as follows:

Monday through Friday at 10:00 am
Saturday at 10:00am

It is recommended that all mail be placed inside of the boxes so that it is secured while awaiting pick-up.

Express Mail Service

Also available in the mail service area are supplies for the following next day mailing services:

UPS- 8:00 pm pickup- Monday through Friday
Federal Express- 6:30pm pickup- Monday through Friday

Oversized Deliveries (Loading Dock)

All oversized deliveries should be made via the building's loading dock.

It is necessary to make prior arrangements with the management office for all such large deliveries and these deliveries must generally occur outside of normal business hours unless previously approved. Large deliveries are defined as those containing more than 1 elevator load of materials. The Security Officer is required to have notification from the Management Office before allowing admittance of any vehicle.

CONSERVATION

Energy Conservation

This building is equipped with several energy conservation features. We utilize CO2 sensors, sophisticated building automation equipment, motion sensors and LED lighting among other things. Our faucets are equipped with aerators , our irrigation with rain

sensors and our water closets with dual-flush handles in order to conserve water resources. All these measures are important to our conservation goals and our success as a building is measured by our annual achievement of the Energy Star facility rating and our achievement in 2012 of the U.S. Green Building Council (USGBC) prestigious Leadership in Energy and Environmental Design (LEED) Gold Status in the Existing Buildings, Operations and Maintenance Category.

Recycling

4100 North Fairfax Drive is committed to meeting a building recycling rate of recycling over 50% of the building's total waste by weight. The building collects and recycles on a daily basis; mixed paper (including colored paper, envelopes, magazines, etc.), cardboard, glass (bottles & jars), plastic (bottles & jugs), metal (cans), all bulbs & ballasts, batteries, equipment, and food compost. Bulbs, batteries and computer equipment is picked up upon request by our engineering staff for recycling. We are happy to take our tenant's private computers, batteries and compact fluorescent bulbs from home. All other recyclables are commingled and collected by the janitorial staff. At 4100 North Fairfax Drive, we utilize a Single Stream Recycling solution; which means that paper, metal, cans and glass are placed in the same container for hauling by our provider and sorted at a nearby recycling facility. In addition, we require recycling of all construction and demolition waste.

For more information about our recycling policies, please call the Management Office at 703-907-4100.

SMOKING

In compliance with State Law, smoking is prohibited inside the building. Smoking is also not permitted in any common area, stairwell, or within 25 feet of ANY building entrances. For the convenience of building employees who smoke, we have a designated smoking area at the far side of our water feature, near the North Stafford garden entrance. Ash urns and benches are provided in this area to ensure a safe and clean environment for all Tenants and Visitors.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following building rules:

- Use designated smoking areas and refrain from smoking within 25 feet of building entryways.
- Use the smoking urns provide for disposal of ashes and cigarette butts.
- Do not discard of cigarette waste on walkways, planters or building landscaping as this presents a fire hazard.

SOLICITORS

4100 North Fairfax Drive has adopted a "No Solicitors" policy. Occasionally a Solicitor eludes the Building Staff and gains access to the premises. Please notify the Management Office at 703-907-4100 of any solicitors on the premises. Try to get the Solicitor's company name and any other information which would be helpful in allowing us to follow up with a telephone call and written letter.

BUILDING MOVING & CONSTRUCTION RULES & REGULATIONS

Tenants are responsible for ensuring their construction and moving contractors follow the Building Moving and Construction Rules and Regulations. These can be found in the Daily Operations Forms section of this handbook or upon request to any CBRE Management, Engineering, or Construction Management personnel. Please note the certain building work must be performed using building approved contractors (generally Fire Alarm, Air Flow, Lock or Energy Management System work). This is to ensure that all installations work properly with existing building systems and all building fire & life safety requirements are met. In addition, certain systems such as the Energy Management System and Fire Alarm System are proprietary. Should you choose to utilize another contractor for such work, the Owner reserves the right to review or redo it at your expense. These building rules and regulations are not meant to restrict and hamper your operations but rather to ensure the safety of all, integrity of the building systems, and minimal disruption to your neighboring tenants.

BUILDING RULES & REGULATIONS

Tenant shall faithfully observe and comply with the following Rules and Regulations in addition to the LEED Policies and Procedures set forth elsewhere in the Tenant Handbook:

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or window of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant.
2. Your lease outlines the number of keys furnished for each Tenant. Any additional keys required by Tenant must be obtained from the Management Office at a reasonable cost to be established by the Landlord.
3. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical holdbacks have been installed.
4. Landlord reserves the right to close and keep locked all entrance and exit doors during hours when the Building is closed. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the building. Any tenant, its employees, agents or any other person entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. Access to the Building may be refused unless the person seeking access has proper identification or has previously arranged a pass for access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property.
5. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.
6. No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to the Management Office, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide the Management Office with no less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install padding or take other actions or prescribe procedures as are appropriate to protect against damage to the elevators or other parts of the Building. In no event shall Tenant's use of the elevators for any such purpose be permitted during the building's prescribed business hours.
7. Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary for comparable buildings in the vicinity of the Building.
8. The requirements of Tenant will be attended to only upon application at the office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instruction from Landlord.
9. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.
10. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
11. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent.
12. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
13. Tenant shall not use or keep in or on the Premises of the Building any kerosene, gasoline or other flammable or combustible fluid or material.
14. Tenant shall not use any method of heating or air conditioning other than that which is supplied by Landlord, without the prior written consent of Landlord.

15. Tenant shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.

16. Tenant shall not bring into or keep within the Building or the Premises any animals, birds, or any vehicles including bicycles.

17. Cooking shall not be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, laboratory-approved equipment and microwave ovens may be used on the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other Tenants.

18. Landlord will approve where and how telephone and telegraph wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.

19. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.

20. Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.

21. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls. This includes the closing of interior blinds, disallowing the sunrays to shine directly into areas adjacent to exterior windows.

22. Tenant shall store all trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes at such times as Landlord shall designate.

23. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

24. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed when the Premises are not occupied.

25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants. This shall not prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all tenants of the Buildings.

26. No awnings or other projects shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without prior written consent of Landlord. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and bulb color approved by Landlord.

27. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways and other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.

28. The washing and/or detailing of or the installation of windshields, radios, telephones in or general work on automobiles shall not be allowed on the Premises.

29. Food vendors shall be allowed in the Building upon receipt of a written request from the Tenant. The food vendor shall service only the tenants that have a written request on file in the Management Office. Under no circumstance shall the food vendor display their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.

30. Tenant must comply with requests by the Landlord concerning informing their employees of items of importance to the Landlord.

31. Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, Landlord reserves the right to designate, in Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.

32. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as

for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

MOLD PREVENTION LETTER

[Mold Prevention Letter 1.dot](#)

LEED POLICIES & PROCEDURES

Dear 4100 North Fairfax Tenants,

Our building was LEED (Leadership in Energy & Design) Gold Certified in 2012. As part of that certification, we have committed to maintaining our building in a sustainable fashion. This page contains links to all the building policies and procedures in place to maintain LEED certification status for our building. Please note that your building management and engineering teams handle most of the requirements and reporting for you, however in the following two instances, you need to be aware of the policies and ensure compliance by your vendors. Should you have any questions or need any assistance on these items, please feel free to reach out to your property management team.

1. If you intend to perform any alterations that are going to affect more than 100sf of area and require multiple trades (i.e. HVAC, plumbing, electrical, flooring, painting, etc.), then please be advised that the following policies need to be reviewed by your design & construction teams in advance of your work. Please note that while these policies may seem cumbersome, with proper planning and materials selection, and through the use of a reputable GC (general contractor), there should be no cost to you to adhere to them and all required reporting will fall upon your GC.
 1. Construction IAQ Policy – entirely relating to alterations
 2. Waste Reduction Policy – Section 2 discusses policy relating to alterations, Appendix B & C provides format for construction waste plan & construction waste recycling reporting
 3. Sustainable Purchasing Policy – Section 3 if any appliances are being purchased, Section 4 & 5 discusses policy relating to sustainable materials use, Appendix C & D provides format for sustainable materials purchase reporting
2. If you intend to contract for any waste removal or recycling (including shredding, electronic waste, and furniture removals), then please be advised that the Waste Reduction Policy applies to you and we will need you to report to your building management team the relative weights of materials disposed and recycled.

Thank you for your cooperation as we strive to ensure our building remains a leader in sustainability.

[Waste_Reduction_Policy_04.02.12.pdf](#)

[ETS_Policy_3.8.2012.pdf](#)

[Green_Cleaning_Program_Rev1.pdf](#)

[Program_and_Policy_Use.pdf](#)

[4100 N Fairfax Competitive Set Flyer.pdf](#)

LEED POLICIES & PROCEDURES LINKS

[Waste_Reduction_Policy_04.02.12.pdf](#)

[Green_Cleaning_Program_Rev1.pdf](#)

[ETS_Policy_3.8.2012.pdf](#)

[Program_and_Policy_Use.pdf](#)

[4100 N Fairfax Competitive Set Flyer.pdf](#)

AMENITIES

AREA AMENITIES & SERVICES

There is a multitude of restaurants, hotels and business oriented vendors located in the Arlington area. The following directory/guide is a general introduction to area amenities and services. The following list was compiled by obtaining information from the Chamber of Commerce. This list is by no means exhaustive, just a few that we thought would be of interest!

Also included in this list are restaurants that members of our staff have personally visited and vendors we currently utilize and can recommend.

CAKES

Tivoli Gourmet-Pastry	703-528-5200
Castro's Bakery Inc	703-465-9401

CAR RENTAL

Hertz	1-800-654-3131
Budget Rent A Car	1-800-527-0700
Avis Car Rental	1-800-527-0770
Thrifty Car Rental	1-800-847-4389
Enterprise Rent-A-Car	1-800-736-8222

CATERERS

Doctor Delivery	703-524-0800
To Market To Market	703-522-5140
Edible Arrangements	703-841-0111
Ballroom Catering	703-469-2266
Whitlow's Catering	703-294-6916
Arlington Catering Co	703-243-9400

DELIVERY SERVICES

FedEx	1-800-463-7597
DHL	1-800-225-5345
Falcon Express	1-800-296-9696
Washington Express	703-698-4400

DRYCLEANERS

1800 Dryclean of Arlington County	703-243-8229
F&C Cleaners and Shoe Repair	703-522-8473
Festival Cleaners	703-812-9175
Lincoln Cleaners	703-528-5590
Palace Cleaners	703-525-9393
Pearls Custom Cleaners	703-522-2013

FLORISTS

MyFlorist	703-962-1463
FTD Florists	1-888-529-9738
Coast to Coast Flowers	1-800-308-2115
Flowers.Com	1-800-221-8675
ProFlowers	1-888-598-3502

HOTELS

Hyatt Hotels & Resorts	1-888-362-0088
Holiday Inn	1-888-654-0232
Best Western	1-877-574-2464
Hampton Inn	1-800-426-7866
Residence Inn by Marriott	703-310-1999

NEWSPAPERS

Washington Post	703-469-2500
-----------------	--------------

OFFICE SUPPLIES

Staples, 3804 Wilson Blvd	703-812-8410
Staples, 910 N Glebe Rd	703-528-8207
Office Depot, 1515 N Courthouse Road	703-387-0990

PARTY RENTALS

Brooke Rental Center	703-243-2122
Northern Virginia Party Rentals	703-717-8737

RESTAURANTS

1 Gen Thai, 4300 Wilson Blvd	703-243-9669
A la Belle Cuisine, 550 N Madison St	703-533-8177
Aladdin's Eatery, 4245 Fairfax Drive	703-528-0078
Arby's, 4238 Wilson Blvd #124	703-841-9337
Asahi Kaiten, 671 N Glebe Rd Unit 1248	703-248-0777
Bailey's Pub and Grille, 4238 Wilson Blvd	703-465-1300
Ballston Blooms Grill, 4238 Wilson Blvd Ste 106	703-276-8822
Ballston Café, 4601 Fairfax Drive Lobby 2	703-527-4431
Bangkok Siam, 307 N Glebe Rd	703-524-0711
Big Buns Gourmet Grill, 4301 Wilson Blvd	703-276-3032
Blimpie, 850 N Randolph St	703-527-8888
Blue River Café, 4238 Wilson Blvd	703-528-1136
Bricks Pizza, 4809 1st St N	703-243-6600
Buffalo D's Sports Bar and Grill	703-465-8888
Café Tirola, 4001 Fairfax Drive	703-528-7809
Caribbean Breeze, 4100 Fairfax Drive	703-812-7997
Carpool, 4000 Fairfax Drive	703-532-7665
Charley's Grilled Subs, 4238 Wilson Blvd Ste 158	703-516-9020
Chesapeake Bagel, 2453 N. Harrison Street	703-241-1950
Chevy's Fresh Mex, 4238 Wilson Blvd	703-516-9020
Chicken Out Rotisserie, 4238 Wilson Blvd Ste 1130	703-358-5678
Chick-fil-A, 4238 Wilson Blvd	703-358-9735
Chipotle Mexican Grill, 4300 Wilson Blvd	703-243-9488
Cosi, 4250 Fairfax Drive	703-527-9717
Daily Grind, 933 N Quincy St	703-312-1073
Eat N Run Delicatessen, 4215 Fairfax Drive	703-243-3433
El Paso Café, 4235 N Pershing Dr	703-243-9811
Fabian's, 4238 Wilson Blvd	703-243-5555
Food Factory, 4221 N. Fairfax Drive	703-527-2279
Hunan Gate, 4233 Fairfax Drive	703-243-5678
IHOP, 935 N. Stafford Street	703-522-3118
I Love Thai, 4238 Wilson Blvd	703-600-1298
Juice Zone, 4238 Wilson Blvd	703-469-1990
Kabuki Steak & Seafood	703-522-2464
Manchu Wok, 4238 Wilson Blvd	703-522-0854
Mary's, 4301 Wilson Blvd	703-243-2244
Matsutake Sushi & Steak, 4121 Wilson Blvd	703-351-8787
McDonalds, 4238 Wilson Blvd	703-525-2980
Noodles & Company, Ballston Common Mall	571-527-1232
One Stop News, 4238 Wilson Blvd	703-243-1163
P.F. Chang's China Bistro, 901 N. Glebe Rd	703-527-0955
Panera Bread, 4238 Wilson Blvd	703-527-8701
Pinzimini, Westin Arlington Gateway Hotel	703-537-4200
Pizza Roma, 4219 Fairfax Drive	703-243-4949
Potbelly's, 4250 N. Fairfax Drive	703-807-4100
Pike Grill, 3902 Wilson Blvd	703-243-0279
Rio Grande, 4301 N. Fairfax Drive	703-528-3131
Rock Bottom Brewery, 4238 Wilson Blvd	703-516-7688
Sbarro Italian Eatery, 4238 Wilson Blvd	703-243-0284
Sichuan Wok, 901 N Quincy Street	703-527-0660
Subway, 4238 Wilson Blvd	703-243-2002
Tara Thai, 4001 Fairfax Drive	703-908-4999
Texas Bar BQ, 4238 Wilson Blvd	703-812-8111

Thai Terrace, 801 N Quincy St	703-243-7701
The Front Page, 4201 Wilson Blvd	703-341-4701
To Market To Market, 4238 Wilson Blvd	703-522-5140
Vapiano, 4401 Wilson Blvd	703-528-3113
Willow Restaurant, 4301 N. Fairfax Drive	703-465-8800
Yenis Dim Sum Plus, 4238 Wilson Blvd	703-522-2388

SHOPPING MALLS & SPECIALTY RETAIL

Ballston Common Mall

The Fashion Centre at Pentagon City

TAXI SERVICE/SHUTTLES

Mclean Yellow Cab, 3251 Washington Blvd	703-356-3151
Red Top Cab, 1320 N Courthouse Rd	703-528-1100
Yellow Cab, 1000 N Irving St	703-522-2222
Yellow Cab, 3251 Washington Blvd	703-820-2626

TEMPORARY AGENCIES

Kelly Services	1-888-222-6495
Randstand Work Solutions	1-877-922-2468

MOVIE THEATERS

Regal Cinemas, 671 N Glebe Rd	703-527-9466
-------------------------------	--------------

WATER SERVICE

Joe Ragan's	1-800-368-0808
Deer Park	1-800-757-6399
Drink More Water	1-888-513-4113
Snow Valley	1-800-766-9426

EMERGENCY PROCEDURES

OVERVIEW

The Ownership and Management of 4100 North Fairfax Drive take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place in 4100 North Fairfax Drive, please contact the Management Office at 703-907-4100.

EMERGENCY CONTACTS

Emergency: 911

Fire Department: Arlington County Non-Emergency 703-558-2222

Police Department: Arlington County Non-Emergency 703-558-2222

Management Office: 703-907-4100

After-Hours Emergencies: Tenant Request Line 202-585-5680

Local Health Department: 703-228-1300

FLOOR RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the Floor Response Team Form (found in Move-In Forms Section of this Tenant Handbook) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons is no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are several primary Floor Response Team positions. They are:

- **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation.

FLOOR WARDEN RESPONSIBILITIES

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

Floor Warden

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains an updated roster of Floor Response Team personnel
- Keeps Management Office updated on any changes in Floor Response Team personnel
- Alerts Floor Response Team designees of potential emergencies
- Supervises the activities and training of Floor Response Team
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team
- Responsible for notifying Elevator Monitor to evacuate

STAIRWELL MONITOR RESPONSIBILITIES

Duties

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Remains at exit until Searchers have cleared all personnel for the floor

ELEVATOR MONITOR

Duties

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- Is positioned at the elevators and directs employees to the nearest stairway

- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

SEARCHER

Duties

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- Close, but do not lock, all doors after you have determined that the room has been evacuated.
- Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it.)
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.
- Must be familiar with the building's emergency procedures and the location of all stairwells

ASSISTANT TO THE PHYSICALLY IMPAIRED

Duties

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

WHAT TO DO IF YOU DISCOVER A FIRE INSIDE-OUTSIDE YOUR SUITE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire
2. Confine the fire by closing all doors in the area
3. Notify the Fire Department (911) and provide the following information:
 - Building Name
 - Building Address
 - Nearest Cross Street
 - Suite Number or Exact Location of Fire
 - Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

4. Notify the Management Office at 703-907-4100
5. Attempt to extinguish the fire only under the following conditions:
 - If the fire is small and can easily be extinguished.
 - You are familiar with the operation of an extinguisher and it can be done safely.

- You have someone with you.
- You have your back facing an exit.

6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.

7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

2. Call the Management Office at 703-907-4100

- Report your building number, floor and suite number.

3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!

4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.

5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other misted material.

6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.

7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.

8. DO NOT JUMP!

FIRE SAFETY REMINDERS

1. Post Emergency Phone Numbers for all employees.

2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.

3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.

4. Never use the elevators.

5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.

6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.

7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

FIRE PREVENTION TIPS

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chafed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Following is a list of fire extinguisher locations in the building:

Penthouse- Elevator Machine Room
13th-2th Floors- between Electrical, Telephone and Mechanical Rooms
1st Floor- Water Feature Pump Room
P1 (multiple)
P2- Switch Gear Room
P3- Dry Pipe Room
P4- Dry Pipe Room
P5- Elevator Mechanical Room & Dry Pipe Room
Generator Room
Fire Pump Room
Storage Room
Mechanical Room

All extinguishers in the building may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Operating A Fire Extinguisher:

- To open the cabinet, turn the handle and pull open.
- Remember the "P-A-S-S" method for effective fire extinguisher use:
 - P** – Pull the safety pin. This is usually the pin with a string attached.
 - A** – Aim the hose, nozzle or horn at the base of the fire.
 - S** – Squeeze the trigger handle
 - S** – Sweep from side to side and watch for the re-flash of the fire.

NOTE: ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS

BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHERS SHOULD BE SERVICED IMMEDIATELY!

EARTHQUAKE

Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting** – flashlights, flares, light sticks.
- **Batteries** – keep a fresh supply
- **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- **Blankets** – lightweight fire and shock retardant emergency blankets.
- **Radios** – portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher**
- **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- Heavy work gloves
- Hard Hats & Goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & Cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towelettes

During An Earthquake

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AND EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

If You Are Outside of the Building When An Earthquake Occurs

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

After an Earthquake

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Office of the Building or the Fire Department.
8. Listen to the radio for emergency reports.
9. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

Checklist for Business Survival following an Earthquake

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.
- Develop and maintain inventories for critical supplies, equipment and employee skills.
- Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- Store duplicates of vital company records and important documents off-site.
- Take steps to "quake proof" your computer facility and equipment.
- Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- Create post-earthquake financing and investment strategies to protect corporate assets.
- Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

TORNADO

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you

temporarily stranded in the office building:

- **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting** – flashlights, flares, light sticks.
- **Batteries** – keep a fresh supply
- **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.
- **Blankets** – lightweight fire and shock retardant emergency blankets.
- **Radios** – portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher**
- **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- Heavy work gloves
- Hard Hats & Goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & Cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towelettes

There are two designations placed on a Tornado: a WATCH and a WARNING. A Tornado WATCH indicates weather conditions are right for a tornado. A Tornado WARNING indicates that a tornado has been sighted in the immediate area.

IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office
 - Once this is accomplished, stay away from the windows
 - Remain at your normal work station
 - Tune in any battery operated radios to a station with weather updates
 - If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A TORNADO WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency

Procedures outlined in this Manual.

9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

HURRICANE

Hurricane Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building:

- **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting** – flashlights, flares, light sticks.
- **Batteries** – keep a fresh supply
- **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.
- **Blankets** – lightweight fire and shock retardant emergency blankets.
- **Radios** – portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher**
- **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- Heavy work gloves
- Hard Hats & Goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & Cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towelettes

There are two designations placed on a Hurricane: a **WATCH** and a **WARNING**. A Hurricane **WATCH** indicates weather conditions are right for a hurricane. A Hurricane **WARNING** indicates that a hurricane has been sighted in the immediate area.

IN THE EVENT OF A HURRICANE WATCH

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office
 - Once this is accomplished, stay away from the windows
 - Remain at your normal work station
 - Tune in any battery operated radios to a station with weather updates
 - If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A HURRICANE WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.

3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

EXPLOSIONS

If an explosion occurs, please adhere to the following procedures:

1. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:

- Your name, location (building and suite number) and phone number.
- Your company name.
- Exact location of explosion.
- Cause (if known) of explosion.
- Extent of casualties, and number and type of injuries.
- Whether explosion caused fire and if so, location of fire.

2. Evacuate all persons from the area if necessary.

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

MEDICAL EMERGENCIES

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address
- Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.

2. Call the Management Office at 703-907-4100.

Provide the following information:

- Your name and company name
- Nature of medical emergency
- Exact location and name of sick or injured person
- Whether or not you have called for trained assistance
- A number where you can be reached

3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.

4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

5. Designate a responsible person to do the following:

- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
- Whenever possible, have an elevator standing for the rescue team.

NOTE: CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Management Office. All occupants are encouraged to participate.

BOMB THREATS

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.
2. LISTEN CAREFULLY. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the Bomb Threat Questionnaire found in section VII of this manual).
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the Management Office at 703-907-4100 and provide the following information:
 - Your name
 - Your location (building and suite number)
 - Your phone number
 - Name of any other person who heard the threat
 - Name of any employee threatened by the caller and his/her work location
 - Time the bomb is to detonate if known
 - Location and description of the bomb if known
 - Any reason given for planting the bomb
 - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately notify the Management Office
2. Do not destroy the note
3. Do not let others handle the note
4. Turn the note over to building management or emergency personnel

Personal Receipt Of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.
- Methodically search from one end of your work area to the other.

Searching Your Suite For A Suspected Bomb

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.

- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

NOTE: If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

Suspicious Packages

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal".
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Oily stains or discoloration

Upon Receipt Of A Suspicious Package

1. Do not allow anyone to handle the package.
2. Immediately call the Management Office

SUSPECTED BOMB SAFETY PRECAUTIONS

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:

- Do not use radio equipment to transmit messages
- Do not change lighting conditions
- Remove all flammables

2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.

3. If a suspected bomb is identified:

- Do not touch it
- Do not attempt to move or carry it
- Remove all flammable material from the area

4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

EVACUATION

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:

- Remain calm and quiet
- Remove high heeled shoes
- Exit in a single file and keep to the right using hand rails
- Move quickly, but do not run
- Assist those who may have trouble on the stairs or who have been injured
- Treat injuries on stairwell landings only and only when safe to do so

Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a "blanket drag" will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the "blanket drag" may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

CIVIL DISTURBANCES

CIVIL DISTURBANCES

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.

- Immediately notify the Management Office and provide the following information:

- Exact location of the disturbance, demonstrators and/or rioters
- Approximate number of demonstrators or rioters
- Your name, company name and call back number

POWER FAILURE

In the event of a power failure, 4100 North Fairfax Drive is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems and water for the restrooms.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- **Emergency Lighting** – flashlights, flares, light sticks.
- **Batteries** – keep a fresh supply
- **Blankets** – lightweight fire and shock retardant emergency blankets.

- **Radios** – portable transistor radios with extra batteries and two-way radios

MOVE-IN FORMS

The following forms should be completed and returned to the Management Office two weeks prior to your scheduled move. Send an original, completed copy to the Management Office and retain one copy for your records. For replacement forms, please contact the Management Office at 703-907-4100.

- A. [Move-In Day Information.pdf](#)
- B. [Building Access Card Request.pdf](#)
- C. [Key Acceptance-Key Request Form.pdf](#)
- D. [Tenant Signage Order Form.pdf](#)
- E. [4100 N Fairfax-door sign.pdf](#)
- F. [Authorized Individuals & After-Hours Emergency Contacts](#)
- G. Floor Response Team
 - [Single- Tenant Floors.pdf](#)
 - [Multi-Tenant Floors.pdf](#)
- H. [4100 N Fairfax-physically impaired.pdf](#)
- I. [Tenant Handbook Emergency Procedures Acknowledgement](#)
- J. [4100 N Fairfax-spotlight questionnaire.pdf](#)
- K. [TechNet Tenant Contact Information](#)
- L. [Fitness Center Rules and Regulations](#)
- M. [Fitness Center Waiver of Liability](#)
- N. [Energy Star Program Form.pdf](#)

DAILY OPERATIONS FORMS

The following forms are for use throughout the life of your tenancy. To use a form, please make a copy from the original, returning the original to this Manual for future use. Send one copy of your completed form to the Management Office and retain one copy for your records. If you use or misplace an original form, please contact the Management Office at 703-907-4100 and we will send you a new one.

- A. [Certificate of Insurance Information and Requirements.pdf](#)
- B. [Bomb Threat Checklist.pdf](#)
- C. [Building Moving & Construction Rules & Regulations.pdf](#)
- D. [Mother's Room Facility Rules & Regulations.pdf](#)
- E. [Parking Garage- Usage Terms, Conditions, Rules and Regulations.pdf](#)

