

**Shorenstein**

**The Commonwealth Building  
Electronic Tenant Handbook**

Created on February 4, 2012

## Building Operations: Accounting

### Rental Payments

Rent is due on or before the first of the month. You will not receive invoices for monthly rental obligations.

If you send rent **via check**, make rent checks payable to SRI SEVEN K STREET LLC and send such checks to SRI SEVEN K STREET LLC at the following address:

Lockbox Address\*:

SRI Seven K Street LLC  
P.O. Box 277735  
Atlanta, GA 30384-277735

Rental and other payments sent by **wire transfer** should be sent to:

Bank Name:	Bank of America
City:	New York, NY
Account Name:	SRI Seven K Street LLC
Account No.:	12339-01980
ABA No.:	0260-0959-3

### Rental Payments (continued)

Rental and other payments sent by **ACH transfer** should be sent to:

Bank Name:	Bank of America
City:	San Francisco, CA
Account Name:	SRI Seven K Street LLC
Account No.:	12339-01980
ABA No.:	1210-0035-8

### Accounts Payable

Miscellaneous invoices for extra services and after-hour HVAC are processed monthly by the Property Management Office. These accounts payable are due within thirty (30) days from the date of receipt. Please mail payment as noted above.



## Building Operations: Building Holidays

During those holidays identified in your lease, the Commonwealth Building operates with a limited staff and provides limited services. Those services are identified below:

- Scheduled and pre-arranged HVAC at an overtime rate.
- 24-hour building access, which is controlled by DataWatch Systems.
- Emergency Property Management Office Services are available by calling Lobby Security Desk at **202-223-3770** or **202-331-5881** and, of course, if the situation warrants, call "911".
- Requests for janitorial services can be arranged for an additional charge.

### Observed Holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas Day
- Any other day deemed a National Holiday by the President of the United States.



## **Building Operations: Building Hours**

### **Heating and Air Conditioning Services:**

Monday - Friday: 8:00 a.m. - 8:00 p.m.  
Saturday: 9:00 a.m. - 4:00 p.m.  
Sunday: By reservation, at overtime rate

### **Building Access Hours:**

Monday - Friday: 7:00 a.m. - 6:00 p.m.  
Saturday: Accessible via Security key only  
Sunday: Accessible via Security key only

### **Moving Hours:**

Reservations must be made 24 hours in advance.

Monday – Friday: 6:00 p.m. – Midnight  
Saturday: 9:00 a.m. – 9:00 p.m.  
Sunday: 9:00 a.m. – 9:00 p.m.



## Building Operations: Leasing

The leasing company for the Commonwealth Building is Cassidy Turley and is located at 2101 L Street, NW, Suite 700, Washington, DC 20037. Please contact any of the individual listed below regarding available space at the Commonwealth Building.

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
Vice President	Mark O. Sullivan	202-463-1126	<a href="mailto:Mark.Sullivan@cassidypinkard.com">Mark.Sullivan@cassidypinkard.com</a>
Senior Associate	Matthew Venos	202-266-1148	<a href="mailto:Matthew.Venos@cassidyturley.com">Matthew.Venos@cassidyturley.com</a>



## Building Operations: Property Management

The Management Office is located in the lower level at 1875 K Street, N.W. This office is available to service all your tenant needs. Questions and comments regarding any of the building services should be directed to the Management Office. The Management Office phone number is **202-331-1393 or 202-388-0110**.

The following personnel are available to address tenant needs:

<b>Title</b>	<b>Name</b>	<b>E-Mail</b>
General Manager	CeCe Brooks	<a href="mailto:cbrooks@shorenstein.com">cbrooks@shorenstein.com</a>
Property Manager	Yadira Weissend	<a href="mailto:yweissend@shorenstein.com">yweissend@shorenstein.com</a>
Chief Engineer	Charles Elston	<a href="mailto:celston@shorenstein.com">celston@shorenstein.com</a>
Engineer	DeLonie McCombs	<a href="mailto:dmccombs@shorenstein.com">dmccombs@shorenstein.com</a>

Shorenstein Realty Services, LP  
1875 K Street, NW  
Lower Level

**Phone:** 202-331-1393  
**Lobby/Security** 202-223-3770 or  
**Desk:** 202-331-5881



## Building Operations: Security

At the Commonwealth Building, we strive to maintain a safe and secure building. Uniformed Security Officers patrol the Commonwealth Building and are trained in emergency response and can contact Property Management at any time. Our current staff is listed below.

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>
Day Officer (8:00 a.m- 4:00 p.m.)		202-223-3770 or 202-223-3771
Evening Officer (4:00 p.m. – 12:00 a.m.)	TBD	202-223-3770 or 202-223-3771
Saturday Officer (9:00 a.m. – 3:00 p.m.)	TBD	202-223-3770 or 202-223-3771
24 Hour Emergency Number		1-888-239-1104 or 202-331-5881

Security Officers are not authorized to enter tenant suites after hours unless the tenant making the request has confirmed such arrangements with Property Management.

## Building Security: Access Control System

An electronic access system controls unauthorized entry from 6:00 p.m. to 8:00 a.m. weekdays and twenty-four (24) hours on weekends and Holidays. DataWatch Systems monitors and maintains this system.

An access control key is necessary to enter the building during non-business hours. The initial supply of DataWatch Keys will be provided to the tenant at no cost. Additional access control keys will be available by calling DataWatch Systems at 301-280-4312 or Property Management at 202-331-1393.

Please remember to contact DataWatch immediately if a DataWatch key is lost or stolen, or when an employee leaves, to deactivate the DataWatch key. You may contact DataWatch one of three ways:

- Via phone at 301-280-4312 (card/key representative) or 301-280-HELP(4357).  
Via e-mail at [cardkey@datawatchsystems.com](mailto:cardkey@datawatchsystems.com).  
Via DataWatch's Direct Access Webpage at [DataWatchSystems.com](http://DataWatchSystems.com). Please note that you will need to complete the **Direct Access Webpage Authorization form** before you will be able to use this service.

We suggest that you request an active DataWatch key report at least quarterly, to ensure that all activated DataWatch keys should be active.

[Click here to download a Direct Access Webpage Authorization form and a Card Key Order from](#)



## **Building Security: Access for Guests and Contractors**

**The following procedure, called a "Special Admit", will be helpful in ensuring that your guests and/or workmen are admitted expeditiously during non-business hours:**

- Email Datawatch Systems at [cardkey@datawatchsystems.com](mailto:cardkey@datawatchsystems.com), authorizing entry for a specific person or persons, including the date and time of such entry. You may also call 301-280-4312 (card/key representative) or 301-280-HELP(4357) with the same information.
- Instruct your visitor(s) to use the DataWatch Security telephone at the main entrance. They should identify themselves and the person with whom they are visiting and DataWatch Security will remotely unlock the door.
- Meet your visitors and guest in the lobby and escort to your suite. No visitor or guest, after hours, will be permitted to leave the lobby without an escort .

### **After Hour Visitors**

You can pre-arrange access for your guests to enter the building by calling DataWatch Systems at 301-280-4312 (card/key representative) or 301-280-HELP(4357)). Be certain to identify the building, the name of your visitor, and the approximate time of arrival. The elevators are in secure mode during non-business hours but if you provide your direct dial telephone number, our lobby Security Officer will be glad to call you to escort your guests upon their arrival.

### **Contractor Access**

**The Property Management Office must pre-approve any contractor who requires access to building equipment. Without proper notice of work and/or sufficient insurance coverage, Management will not provide access to building equipment. It is a tenant's responsibility to provide contractors with access to your suite after-hours. Remember, the Security Officer does not have access to tenant suites.**



## **Building Security: Building Security Officers**

Allied Barton Security provides licensed personnel each weekday from 8 am to 12 midnight (excluding Holidays) and Saturdays from 9 am to 3 pm. These officers help control access to the property. In addition to providing a Security presence in the lobby, these officers make routine inspections of the building. To contact the Commonwealth Building Security Officer(s) call **202-223-3770 or 202-331-5881.**



## Building Security: General Security Tips

- Never leave your reception area unattended when your suite entry door is unlocked.
- Report all suspicious persons to Property Management and/or Security. Call 911 if you feel that the suspicious person is dangerous in any way.
- Do not allow persons making deliveries to wander through your offices without an escort.
- Keep valuables (cash, wallets, purses, calculators, televisions, I-Pods, digital cameras, radios) in a safe place. Avoid putting purses under your desk or in the lower desk drawer.
- Never assume you may safely leave your desk with valuables in sight.
- Require strict compliance with the use of a visitor logbook to record names of persons entering and departing the office after regular business hours.
- Strangers should not be sent to an empty office to use a telephone. Instead offer to dial the number for them or escort them to a phone and stay with them while they make their call.
- Do not allow workmen free access to your suite. Property Management will inform you when we are sending repairmen or will escort repairmen. Call the Property Management Office and/or Building Security to verify. Notice if they are in a uniform and if the uniform name correctly identifies their business.
- Above all, be alert and question strangers. Ask for a business card or ID badge. Ask with whom they have an appointment and escort them to that person's office. If you are uncomfortable approaching someone unknown, call Property Management and/or Security.
- Call for assistance before confronting someone who cannot satisfactorily demonstrate his or her identity or purpose in your offices. Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
- When you secure your premises at the end of the business day, lock all doors. We recommend locking your corridor doors even if people are working late. Additionally, we recommend that you monitor and maintain security devices on all corridor doors.
- Offices are often most vulnerable to thieves during lunchtime and right before closing. At these times there is often a lot of movement, and people are frequently away from their desks.
- Put serial numbers on all business equipment to aid police in locating the equipment if stolen.
- If an employee is terminated for any reason, consider rekeying entrance locks, resetting combinations or access codes they may have been entrusted with and canceling building access cards with the building's access control provider. Be sure to return the employee's building-issued I.D. badge to the Property Management Office.
- If your firm will be closed when the rest of the building is normally open, arrange for building personnel to collect newspapers and mail.
- Keys kept on a ring should never have an identifying tag in case they are lost.
- If sidewalks or corridors are used for delivery of goods, never leave these items unattended.



## **Building Security: Prevent Office Creepers**

[Click here to download a copy of the "Prevent Office Creepers" document.](#)



## **Building Security: Property Removal**

To assist in the protection of your personal property, we have generated a Property Removal Pass for your use. This pass must accompany furniture, equipment, cartons, etc. being removed from the building. The property pass must be presented to Security at the time of removal and checked for appropriate authorization, which will assure them that the items being removed are being done so legitimately. The Property Pass should list all property to be removed. The individual signing the Property Pass must be listed on the Tenant Authorization Form as an individual who has the authority to issue Property Passes.



## **Building Security: Solicitation**

The building does not permit solicitations. If a solicitor comes to your suite we believe the best method to stop solicitors from going from customer to customer is to:

- Ask the solicitor for a business card;
- Have the solicitor wait a moment;
- Call the Security/Lobby Desk at 202-223-3770 or 202-223-3771; and
- Give your location and a description of the solicitor.

We will send a Security Officer or Property Management representative to your suite to escort the solicitor from the building.



## **Building Security: Thefts**

It is important to report any suspected theft, no matter how small. If you suspect a theft has occurred, please make the following calls immediately:

- Shorenstein Realty Services, L.P.  
Management Office  
202-331-1393 or 202-388-0110
- Police Department Emergency 911  
Non-Emergency 311
- Your insurance carrier

The Metropolitan Police Department will usually prepare a police report if the stolen items exceed \$100 in value. If your credit cards or personal ID information is stolen, please contact your credit card company immediately. Thieves usually initiate charges on stolen credit cards within 15 minutes of the event!!

## **Building Services: 24 Hour Emergency Service**

The 1625 K Street staff is on-call to respond to your emergency needs on a 24 hour basis. The lobby Security Officer is on-site Monday-Friday 8:00am until Midnight and Saturday 9:00am until 3:00pm and can be reached at 202-223-3770. At all other times, the phone number to reach the Security Officer is 202-331-5881. The officer is on patrol periodically during non-business hours. If you cannot reach the guard at the desk, please try Allied Barton Security Services' 24 x 7 number, which is 1-888-239-1104. If the emergency is life-threatening, please call "911".



## Building Services: HVAC

Our goal is to ensure that your working environment is as comfortable as possible. Given the fluctuations in weather conditions, we appreciate your assistance in notifying us when an adjustment in temperature is required. By contacting us through Workspeed, an engineer will be rapidly dispatched during business hours to make the appropriate adjustment.

### **Normal HVAC hours are identified in your lease, and are usually:**

Monday - Friday: 8:00 a.m. to 6:00 p.m.  
Saturday: 9:00 a.m. to 3:00 p.m.

### **For After Hours, Weekends, or Holiday HVAC:**

Initiate a request through [Workspeed](#) within the following deadlines:

Weekend Service:	12:00 noon on Friday preceding the date of request.
Weekday Evening Service:	1:00 p.m. the day of the service.
Holiday:	12:00 noon on the last working day before the Holiday.

**The building's standard overtime HVAC rate is \$35.00 per hour. However, a specific rate other than the building's standard overtime HVAC rate for this service may be stipulated in your lease. There may be an extra hour charge for a warm up/cool down period, if needed. All requests must be entered into Workspeed and must specify the exact hours and dates that services are needed.**

[Click here to login to Workspeed](#)



## **Building Services: Janitorial Services**

Janitorial services are provided between 6:00 p.m. and 11:00 p.m., Monday – Friday, except Holidays.

Nightly:

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

Trash must be in a wastebasket or clearly marked "TRASH," or "BASURA" ("trash" in Spanish). Should you have trash during the day that is in your way, please notify us through Workspeed. If we can, we will remove it for you.

[Click here to login to Workspeed](#)

In private kitchens, we clean floors, remove trash and wipe sinks and counters. We provide building standard supplies for private restrooms. Dishes are the customer's responsibility. Special arrangements can be made at the customer's request, for an additional fee, for other janitorial services.

The District of Columbia Government requires that electronics be recycled. The cleaning staff will not remove these items from your suite. If you have a special cleaning or recycling request, please notify us through [Workspeed](#).

### **Window Cleaning**

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



## Building Services: Mail and Deliveries

### Mail

#### Incoming & Outgoing Mail

The [U.S. Postal Service](#) currently delivers incoming mail between 12:00 noon and 4:00 p.m. and picks up outgoing mail between 3:00 p.m. and 4:00 p.m. The main mailroom is located at the top of the stairs at the back of the Lobby.

#### Post Office

The Post Office for the property's zip code, 20006, is at 1750 Pennsylvania Avenue, N.W. The telephone number is 800-ASK-USPS.

#### Postal Boxes

To obtain a postal box in the building please contact the Property Management Office at 202-331-1393. Overnight/Daily Couriers

[Federal Express](#) 800-463-3339

[UPS](#) 800-742-5877

### Courier Services

The Lobby Attendant or Security Officer at the Lobby/Security Desk will direct couriers to your suite for deliveries and pick-ups. No couriers will be permitted to make deliveries inside the building once the building doors are locked for the day. If you are expected a courier delivery outside of normal operating hours, please make arrangements for someone in your firm to meet the courier at the building's front entrance.

**Note:** To protect your business items, the Property Management Office and the Lobby Security Officer will not accept mail or packages for pick up or for delivery. Please make arrangements to have couriers pick up items at your suite.



## **Building Services: Recycling**

[Click here to download DC Recycling Requirements](#)



## Building Services: Service Requests

Your service requests are not considered “complaints”. These notifications are an integral part of our maintenance program.

### [Workspeed](#)

We have implemented an innovative, web-based, service call center known as **Workspeed**. A login and password will allow you to access the website 24 hours a day and 7 days a week. Registering work requests couldn't be easier!

1. Each request receives a work ticket reference number, so you can track the status of all your requests.
2. The front page reflects general building activities and links to reports and amenities.
3. Service requests are logged in a database so that you can retrieve the information for billing or other analyses.
4. Workspeed reports are available to the management and engineering staff to assist in identifying trends and patterns of repairs.
5. Workspeed requests are transmitted directly to the service provider, i.e., engineer, porter, Security Officer, or property manager.

[Click here to login to Workspeed](#)

[Workspeed](#) allows the Commonwealth Building team to expand the traditional customer services by responding more quickly and efficiently than ever before. It also allows us to maintain a record of that service call which can be accessed at any time by management or by you, the tenant. This tool has become a key component in our ability to provide you with quality customer service, excellent communications, and faster repair & maintenance service. A member of the Property Management Team will show you how to use Workspeed.

### **How to Place a Request for Service or Maintenance during working hours - Weekdays from 8:30 a.m. to 5:30 p.m:**

- Login to <https://shorenstein2.workspeed.com>
- Call the Property Management Office at 202-331-1393.
- Call the Lobby/Security Desk at 202-223-3770 or 202-223-3771.

### **For after-hours emergencies:**

- Call the Lobby/Security Desk at 202-223-3770 or 202-223-3771.
- If the situation warrants, call “911”.

[Click here to login to Workspeed](#)

### **Routine Maintenance Service Calls Include:**

- Replacing light bulbs or tubes
- Emptying trash
- Replenishing restroom supplies
- Adjusting temperature
- Installing nonstandard lighting provided by the customer
- Opening mechanical, telephone rooms for your service companies
- Troubleshooting and repairing building system problems you have observed, such as: leaking water, cracked windows, unusual smells or sounds, etc.
- Providing additional keys
- Repairing ceiling tiles

[Click here to login to Workspeed](#)

## Emergency Procedures: Emergency Contacts

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Property Management Office 202-331-1393 or 202-388-0110 immediately **after** contacting the appropriate emergency service.

In any emergency situation your first action should always be to call “911”!

Police Department - Third District Station – 1620 V Street, NW.	202-673-6815
Fire Department - Engine Company #16 - 1018 13th Street NW.	202-673-3216
George Washington - University Hospital- 901 23rd St., NW.	202-715-4000
Poison Control - 3201 New Mexico Avenue, NW.	202-625-3333
Property Management Office	202-331-1393 or 202-388-0110
Building Security	202-223-3770 or 202-223-3771

### Important notes

If you call “911” for a medical emergency, please be sure to notify Property Management with your name, callback number, and location so that Security can guide the paramedics to the correct place.

In an alarm situation, unless you have something to report, please do not call the Management Office! Property Management needs to attend to the situation, whether it is a false alarm or a true emergency, and telephone lines must be kept clear in the event of an emergency.

[Click here to download a list of contact information for a variety of emergency sources](#)



## Emergency Procedures: Emergency Training

As part of its commitment to safety and security, Shorenstein has prepared an on-line evacuation training site, which has been customized for the Commonwealth Building. This training site is available 24 hours per day, 7 days per week by logging onto [1625kstreet.bssnet.com](http://1625kstreet.bssnet.com). The training on this site will explain the life safety systems in the building as well as provide a visual of evacuation routes. We strongly encourage you to have all new employees view this site as part of their employee orientation. We also ask you to remind your employees about the site on a regular basis, so that they have the opportunity to revisit the life safety systems and evacuation routes.



## **Emergency Procedures: Emergency Preparedness**

This manual has been prepared in cooperation with the District of Columbia Fire Department in an attempt to provide an outline of responsibilities and action to take in the event of an emergency. However, you will be responsible for the implementation of your own emergency plan. It is important that all key management personnel and employees are aware of the procedures in this manual.

As part of an overall safety and emergency preparedness program, we strongly recommend that all of our customers participate in life safety evacuation drills conducted by Property Management and the District of Columbia Fire Department once per year. It is important to appoint Fire Wardens to be responsible for planning and communicating emergency procedures to each employee, and to oversee and evaluate everyone's response to an emergency. During an actual emergency, the Fire Wardens serve as liaisons between Fire Department personnel and employees, and provide invaluable assistance should an evacuation be necessary.

In cooperation with the local authorities, Property Management encourages the implementation of training and education programs on individual corporate policies and procedures for employees.

We recommend that each suite assign at least two Fire Wardens and Assistants each. Individuals chosen should be those who are available on a daily basis. Individuals selected as Wardens should be fully trained on procedures for emergencies.

[Click here to download the Life Safety Plan](#)



## Emergency Procedures: Evacuation

### Purpose

The purpose of this plan is to provide for the safe and orderly evacuation of personnel and visitors in the event of an emergency situation. This plan contains procedures on how to report an emergency, what to do and who will assist you. The procedures outlined in this plan are to be followed unless otherwise directed by police or fire department officials. In order to establish a safe and orderly plan of evacuation, employees should become familiar with the building emergency equipment and this emergency plan.

### Statement of Policy

This plan has been developed with the knowledge that there is no such thing as a “fire-proof” building and that education, preparation and rehearsal are essential to a successful emergency evacuation plan.

### Evacuation Procedures

If an individual smells smoke or sees a fire, a pull station box must be pulled. If there is time, ensure that the Fire Department is alerted by calling “911”\*. Then, call the Property Management Office at 202-223-3770 or 202-223-3771. Evacuation procedures shall begin upon hearing a fire alarm or as otherwise instructed by emergency personnel (i.e., Fire Wardens, Property Management or Fire Department officials).

#### During an Evacuation:

1. **REMAIN CALM.**
2. Close, but **DO NOT LOCK**, each door of your office as you leave, if you have time.
3. Walk quietly in an orderly manner to the nearest emergency exit.
4. If your primary exit is blocked by smoke, use your secondary exit.
5. Request assistance in evacuating impaired persons by implementing the Buddy System. ([Click here for more information](#))
6. Listen for instructions from the Fire Department and other Fire Wardens.
7. **DO NOT USE ELEVATORS** during an alarm. They will recall to the first floor with the doors locked open. The elevator will not operate during a fire alarm.
8. Feel the face of closed doors for heat before grabbing doorknobs and opening. If the door feels hot, **DO NOT OPEN**, but proceed to alternate exit route.
9. Go to the nearest accessible stairwell exit; walk quietly on one side of stairwell, holding on to handrails. **DO NOT RUN.**
10. Be prepared to merge with other people evacuating from other floors. Do not prop open stairwell doors.
11. Gather with co-workers in a predetermined assembly area once outside and away from the building. This will help facilitate head-count procedures.
12. Walk to the predetermined gathering places. **DO NOT** congregate in the fire lanes, near building entrances, or otherwise impede the arrival of emergency equipment and personnel.

#### During an Evacuation:

13. Do not get in your car and drive away, as this will give a distorted head-count and interfere with arriving emergency equipment.
14. Do not return to the building until the “all clear” is given by the Fire Department. Cessation of an audible alarm is not an “all clear.” Wait for specific instructions to re-enter the building.
15. Directives issued by the Fire Department or other emergency personnel will take precedence over this plan.

### Evacuation Procedure for Physically impaired individuals

The Fire Warden should maintain an up-to-date list of all physically impaired persons on their floor. Please note that impaired persons may not appear to be so. Such individuals may include those with a heart condition or other ailment(s), which are not immediately apparent. We recommend asking each individual if they would be able to evacuate without assistance in an emergency. Those individuals should be directed to a “safe room”. This room is a window office, preferably a corner office with a telephone. The Fire Warden should compile a list, which will include the following information about impaired persons:

1. Name
2. Suite number, location and telephone extension of the safe room
3. Type of impairment

4. Type of equipment needed to evacuate, if any  
**Evacuation Procedure for Physically impaired individuals (continued)**

A “buddy” system should be implemented wherein the Fire Warden will assign two assistants to the impaired person(s). Assistant #1 will remain with the impaired individual while the assistant #2 exits the building and provides information to the Fire Department personnel. The physically impaired individual should not be left alone.

**NOTE:** Physically impaired may include any of the following:

- Permanently physically impaired (i.e., permanent back problem, wheelchair bound, etc.);
- Temporarily physically impaired (i.e., broken leg, broken arm, sprained ankle, on crutches, etc.);
- Mentally impaired;
- Pregnant women;
- Any other person who requests assistance;

**Once the Fire Department arrives, their instructions should be followed immediately.**



## **Emergency Procedures: Fire Alarm**

A fire alarm will be activated if a smoke detector, sprinkler head or pull station is tripped. Upon the activation of a fire alarm, the following sequence of events will occur:

1. Bells will sound and strobes will flash throughout the building. Concurrently, a 24-hour monitoring center will automatically dispatch the Fire Department when the alarm is activated.
2. Occupants will quickly and quietly exit the building, via the enclosed stairways located near the restrooms and on the side of each floor which borders the back alley, and remain outside until Property Management, Security or the responding authorities announce the "all clear".
3. Building doors will automatically switch to an unlocked status if alarm occurs after normal building operating hours.
4. Fire Department will respond and investigate the source of the alarm.



## Emergency Procedures: Fire Safety

### Inspection Suggestions

While everyone needs to know how to respond in an emergency, it is more important to take steps to prevent emergencies from occurring. We recommend a monthly Fire Safety Inspection including, but not limited to, the following items:

1. Move flammable or combustible supplies off-site.
2. If your Lease provides that chemicals or materials be stored on-site in quantities requiring MSDS sheets to be posted, they must be posted in central locations where they are visible to all. Flammable liquids should be kept in a flammable cabinet.
3. Avoid using extension cords instead of permanent wiring. If used, extension cords need the three prong connections and no multiple outlets. Use breaker strips.
4. All UL Listed authorized appliances and electrical cords should be in good repair.
5. All electrical appliances for coffee, cooking or heating should be turned off every day before leaving the office.
6. No smoking.
7. Candles or open flames are not allowed in the building at any time.
8. Potential fire hazards including, but not limited to, blocked stairwells, faulty fire protection equipment, leaks, or damaged wiring should be reported to the Management Office 202-331-1393 or 202-223-3770 immediately.

### Inspection Suggestions (continued)

9. Property Management does not allow space heaters, as they are a fire hazard.
10. All emergency contact lists, physically impaired employee lists and other critical information lists should be kept current.
11. Evacuation procedures should be reviewed among Fire Wardens for appropriateness on a regular basis. Procedures should be communicated to occupants in your assigned area at least quarterly.

### Fire Safety with Christmas Trees

Christmas trees, whether artificial or natural, pose a major fire hazard if the proper precautions are not taken. Below are guidelines provided by the Fire Department.

This list does not represent all the precautions and requirements, so before displaying any Christmas tree or ornament with lighting, please request the complete set of guidelines from the District of Columbia Fire Department.

1. Property Management does not permit live (cut) Christmas trees in the building.
2. All artificial trees should be UL approved or labeled as flame-retardant/resistive by manufacturer.
3. Combustible decorations on trees must also be flame proofed.
4. Lights on Christmas trees must be UL listed. Small, low temperature bulbs are recommended. No candles or open flames are allowed on, or in the vicinity of, the tree, including portable heating devices.
5. All tree lights should be turned off nightly.

The following companies are familiar with materials used to flame-retard live Christmas trees:

Inspector R. Valentine  
D.C. Fire and Emergency Medical Services  
Medical Services Department  
441 4th Street, N.W.  
Washington, D.C. 20002  
202-727-1614

### Visitors

Please be aware that if visitors are present during an emergency, the Emergency Team needs to assist the visitor in evacuating the premises. If a visitor sign-in sheet is maintained at your front desk, we suggest someone be assigned to bring that information to the Fire Warden once outside after evacuation in order to help facilitate an accurate head-count.

**Above all, everyone involved needs to keep their own safety in mind, and allow the Fire Department**

**to take control.**



## Emergency Procedures: Life Safety Systems

The Commonwealth Building was designed in accordance with the District of Columbia's Building and Fire Department codes at the time of construction. Smoke detectors, speakers, and strobes are located throughout common areas of the building in accordance with applicable building codes.

1. The central fire alarm system is activated whenever a fire alarm condition exists. The Engineering staff is trained on the system and will take the proper action for such emergencies.
2. Manual fire alarm pull stations are located throughout the building, generally near exits from an area or floor.
3. Fire extinguishers are located next to the stairwell doors and strategically throughout tenant spaces. Please arrange for training of your staff on the proper use of fire extinguishers. Individuals who have not been trained how to use a fire extinguisher should not attempt to use one. The Fire Department and properly authorized fire extinguisher companies can assist you with training. Property Management can assist you in arranging for training.
4. In the event of a power outage, an emergency generator will power the elevators and emergency lighting, and enough illumination will be provided to guide you out of the building. Emergency power to the elevators is limited to one elevator at a time being automatically turned on, brought to the lobby, and then turned off. This is a safety system designed to free passengers trapped in the elevators at the time of the power outage.
5. A telephone is present inside each elevator that rings directly to DataWatch Systems. Persons trapped in an elevator can get assistance through this means of communication. In addition, a trapped occupant during business hours can push a button labeled, "**EMERGENCY ALARM**". An alarm bell can be heard to alert building occupants that someone is trapped inside.



## Emergency Procedures: Medical Emergency

### In the event of an accident or illness of an employee or visitor on your premises:

1. **DIAL 9-1-1** and ask for the Fire Department and an ambulance. Police, paramedics, and ambulance are automatically dispatched at the same time.
2. Give the operator the following information:
  - Building name – the Commonwealth Building
  - Building address – 1625 K Street NW, Washington DC 20006
  - Floor or location of emergency
  - Any details available on accident or illness
3. Call building management at 202-331-1393.
4. Do not move injured or ill person.
5. Do not attempt to administer medical attention.
6. Have someone (the Fire Warden(s), if possible) meet the emergency unit at the elevators and on the emergency floor.



## Emergency Procedures: Tenant Emergency Personnel

### Fire Warden Responsibilities

Fire Wardens will be assigned to a particular area and will be responsible for the evacuation of those occupants in the event of an emergency.

In preparation for emergencies, the Fire Warden will:

1. a) Be familiar with all the various layouts and exits of assigned areas.  
b) Plan for a safe, orderly evacuation.  
c) Determine location and operation of fire alarm pull stations.
2. Know the number of people assigned to their area.
3. Have available a current listing of all physically impaired personnel who cannot evacuate the building unaided with a brief description of the impairment for the Fire Department to aid in safe evacuation.
4. Know the location of, and routes to, exit doors and assembly areas.
5. Notify Emergency Team Members & Office Manager of any changes in the emergency team and of known scheduled time off.
6. Assign two people, in advance, to assist physically impaired personnel during emergency situations (Buddy System).
7. Perform monthly Fire Safety Inspections (see next page for examples and suggestions).
8. Formulate the traffic pattern to primary and secondary exits for the area occupants.

In the event of a fire alarm or other emergency, the Fire Warden will:

1. Enact and supervise appropriate emergency procedures.
2. Execute pre-planned evacuation procedures.
3. If the location of the fire or emergency is known, report data to the Fire Department.
4. Coordinate the activities of Searchers (those who ensure that their area is evacuated).

### Assistant Fire Warden

There should be two Assistant Fire Wardens assigned to each Fire Warden. The Assistants will be trained in the same manner as the Fire Warden and must be prepared to assume the responsibilities of the Fire Warden in his/her absence.

In the event of a fire alarm or emergency, the Assistant Fire Warden will:

1. Assist the Fire Warden with coordination of evacuation or emergency procedures.
2. Ensure that physically impaired personnel have relocated to predetermined refuge areas with one person while another informs the Fire Department of the exact location of that person (The Buddy System).

### Searchers

The Searchers, who may be Assistant Fire Wardens, are responsible for searching for personnel in restrooms, kitchen areas, computer rooms, etc. and assisting the Fire Wardens in evacuating the facility. Searchers are not responsible for individuals who refuse to evacuate the building.



## Emergency Procedures: Types of Emergencies

An emergency may be defined as any immediate threat to life or limb, or danger of serious property damage.

Following is a list of situations which may be considered an emergency; requiring immediate action:

### Fire-Related Emergencies:

1. [Evacuation](#)
2. [Fire & Smoke Emergency](#)
3. [Medical Emergency](#)

Click on the emergency situation for which you would like more information. In addition, for your convenience, [click here to download a printable version of the full set of Emergency Procedures.](#)

### Non-Fire Related Emergencies:

- |  |   |
|--|---|
| 1. <a href="#">Aircraft Disaster</a>                 | 13. <a href="#">Hurricane</a>                   |
| 2. <a href="#">Armed Intruder/Workplace Violence</a> | 14. <a href="#">Major Natural Disasters</a>     |
| 3. <a href="#">Biological/Chemical Attack</a>        | 15. <a href="#">Natural Gas Emergency</a>       |
| 4. <a href="#">Bloodborne Pathogens</a>              | 16. <a href="#">Power Outage</a>                |
| 5. <a href="#">Bomb Threat</a>                       | 17. <a href="#">Radiation Release</a>           |
| 6. <a href="#">Civil Disturbances</a>                | 18. <a href="#">State of Alert</a>              |
| 7. <a href="#">Earthquake</a>                        | 19. <a href="#">Suspicious Mail or Packages</a> |
| 8. <a href="#">Elevator Emergency</a>                | 20. <a href="#">Telecommunications Outage</a>   |
| 9. <a href="#">Environmental Emergency</a>           | 21. <a href="#">Tornado Emergency</a>           |
| 10. <a href="#">Explosion</a>                        | 22. <a href="#">Utility Outages</a>             |
| 11. <a href="#">Flood</a>                            | 23. <a href="#">Water Interruption</a>          |
| 12. <a href="#">Hostage Situation</a>                |   |

**Before reading further, please note that in a non-fire emergency, Property Management will NOT initiate a building evacuation unless directed to do so by emergency personnel or authorities. In many instances, it may be safer to stay in the building than to leave. Should a non-fire emergency occur, please consult with your floor warden, supervisor or office manager regarding your company's response plan. In the event that the non-fire related emergency is not isolated to this building, Property Management encourages you to stay tuned to local news for updates and directives from the authorities and to follow directives issued by the authorities.**

A list of Sources of Emergency Information is provided as a link. This list is not endorsed by Property Management, but, rather, was assembled to provide you with a list of sites or sources that have indicated that they will have timely information in the event of an emergency. We encourage you to rely on sources with which you may be comfortable and which you have found to be reliable and to regard the attached Sources of Emergency Information as supplemental to what you consider your primary and most reliable sources of information.

## 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 Suggestions and Resources For Tenants**

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

[Energy Star](#)

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



## **Green: Green Building Initiatives**

[Change a Light Pledge](#)

[Please click here to view the Property Scorecard for 1625 K Street](#)

## **Introduction: Welcome**

Welcome to **the Commonwealth Building!** We have prepared this Electronic Tenant Handbook to help you during your move-in and throughout your tenancy with us. We expect that this document will answer many of your questions, but most of your service requests will be channeled through our innovative, web-based, service request platform at <https://shorenstein2.workspeed.com>.

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of the Commonwealth Building and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

The contact information for the Management Office is:

**Telephone:** 202-331-1393 or 202-388-0110

**Fax:** 202-331-1395

**E-Mail:** [yweissend@shorenstein.com](mailto:yweissend@shorenstein.com)

**Address:**

1875 K Street, NW

Lower Level

Washington, DC 20006

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

**Welcome to the Commonwealth Building!**



## 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 1625 K Street**

The Commonwealth Building was originally constructed in 1943 and was renovated in 1996 and 2002. The original architect of record was Singletary Rueda Architects, P.C. and the original developer was Rose Associates, Inc. The 12-story building is 108,000 square feet and conveniently located on K and 16th Streets, N.W., just three (3) blocks from the White House and Old Executive Office Building. The building's K Street exterior structure is a combination of limestone with polished granite on the ground floor. The side and rear facades feature brick veneer and the main lobby features an elegant polished granite pattern. The Commonwealth Building is located in an area that is rich with amenities ranging from a variety of food options, public transportation, banks, shopping and retail.



## 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 the Commonwealth Building'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 the Commonwealth Building. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, just e-mail or call the Property Management Office at **202-331-1393** or **202-388-0110**.

## **Policies and Procedures: Construction Regulations**

The following regulations are to be strictly adhered to and enforced by all Contractors performing work in the Commonwealth Building.

1. Prior to commencement of the bid process the Contractor should become familiar with the Rules and Regulations herein. The Rules and Regulations make specific reference to the procedures to be followed with respect to all construction to be performed. The Contractor is responsible for compliance with the requirements of all governmental authorities having jurisdiction, procurement of all permits (Including Certificate of Occupancy) and permission and payment of all fees and charges relating thereto except for the initial Building Permit, which shall be the responsibility of the Owner. The Owner shall be provided with a Certificate of Insurance prior to any work starting.
2. All work shall be performed in accordance with working drawings and specifications as approved by the Owner in writing. No changes to such drawings and specifications including any changes required by the City or other governmental authorities having jurisdiction are permitted without the written approval of the Owner. All Contractors, their employees, and subcontractors are subject to the provisions contained herein. In addition, prior to customer's move-in, the Contractor shall have provided the Owner with a copy of all City and other governmental Permits required to be obtained prior to occupancy of the Leases Premises.

The following regulations are to be strictly adhered to and enforced by all Contractors performing work in the Commonwealth Building.

3. Subject to the terms of the Contract, Rules and Regulations contained herein and such other reasonable conditions as may be imposed by the Owner from time to time, customers and their designers, engineers, suppliers, Contractors and subcontractors shall be allowed reasonable access to and not-exclusive use of the Lease Premises for the purpose of performance and inspection of work. The Contractor and its subcontractors shall cooperate with the Owner and the Customer and their Contractors who require access to and use of the Leased Premises in order to undertake any work that is required to be undertaken contemporaneously with or subsequent to completion of Contractor's Work.
4. The Contractor and his subcontractors shall fully familiarize themselves with the actual site conditions of the area where work is to be performed prior to commencement of the bidding procedure as such site conditions may from time to time vary from the conditions shown in the drawings and other information supplied to Contractor by the Owner. The Owner shall not be responsible for any costs incurred by contractor as a result of any such variances.

The following regulations are to be strictly adhered to and enforced by all Contractors performing work in the Commonwealth Building.

5. The Contractor and subcontractors shall employ for the performance of the work, workmen who do not conflict with labor union affiliations of workmen employed by the Landlord and its Contractors and subcontractors (Meritshop). Should the performance of Customer's Work result in any conflict with any union to which any workmen employed by the Landlord or its Contractors and subcontractors belong, then notwithstanding responsibility for cause of such conflict, the Contractor shall immediately upon notice by the Landlord have removed from the building such of their subcontractors
6. All Contractor's work shall be of the highest quality, performed by persons trained and skilled in their respective trade and with materials which are new and the best of their respective kinds, and shall be performed in accordance with applicable Building Codes and Regulations.
7. On or about completion of the work, customers' designers shall perform a final inspection of the same and shall prepare a punchlist. The Contractor shall use due diligence to complete the punchlist as soon as possible.

### **Performance of the Work**

1. The Contractor shall ensure that their employees and subcontractors protect the Building against damage resulting from the performance of work and transportation of materials to Leased Premises. Transportation of all materials in or out of the Building shall be by means of rubber wheeled dollies, carts or like vehicles, so as not to cut, mark or otherwise damage the floors and carpet of the Building. Plastic wheels are not an acceptable substitute.
2. No wooden or metal pallets or skids permitted within the Building, except at designated loading docks.
3. The Contractor shall provide whatever protection is required (masonite boards taped at the seams) to adequately protect carpets and stone in and about Leased Premises, the corridors, and elevators from damage and marking.

4. The Contractor shall ensure that their employees and subcontractors adequately protect Owner's blinds during the performance of work by means of clean plastic cover sheets or such other means acceptable to the Owner. Cleaning or replacement of blinds marked or damaged during the performance of work shall be undertaken by the Owner to the extent it deems necessary all at the Contractor's expense.

#### **Performance of the Work**

5. The Contractor shall keep all work areas, both within and about the Leased Premises clean and tidy at all times, removing all rubbish and debris promptly as it occurs. No scrap piles shall be left to accumulate. All rubbish or debris found outside areas designated for the same shall be removed and disposed of at Contractor's cost. Upon completion of the work, the Contractor shall promptly remove all rubbish, tools, equipment and surplus materials from and about the Leased Premises and shall leave such premises clean and in good condition to the satisfaction of the Owner. Any cleaning of the Building, repairs of damage to the Building and Leased Premises, and removal of tools, equipment and surplus materials not undertaken by the Contractor upon completion of the work shall be undertaken by the Owner at the Contractor's expense.
6. Floors shall not be loaded beyond their designed capacity. Building design live loads can be found in the base building structural drawings. Drywall shall be stocked only over stub girders at column lines in piles not to exceed 12" in height. No stockpiling of any material is permitted on cantilevered floor bays. The Contractor shall immediately comply with any directions given by the Owner with respect to stockpiling and storage of materials and equipment.
7. No floors shall be drilled or cut without the Owner's written approval. Core drilling on all floors, subject always to the Owner's discretionary approval, shall be supervised by the Owner and shall require inspection by the Structural Engineer prior to drilling.

#### **Performance of the Work**

8. There shall be no alterations to or interference with any installations which have been made by the Owner or others, and no part of the Building, specifically including any load bearing members, and curtain wall shall be cut, sleeved, drilled, punctured or otherwise interfered with, without the prior written approval of the Owner.
9. All Contractor's work shall be performed only within Leased Premises. Storage of dangerous or flammable materials anywhere in the Building's is not permitted.
10. Only "Rawl Nailin Anchors" or low velocity "hilti" fasteners with a maximum penetration of 3/4" as provided by a "yellow" changer will be acceptable for anchorage to the Owner's floors.
11. Customer's interior doors and partitions shall be constructed and installed only in accordance with the design and specifications contained in Design Standards, unless approved otherwise by Owner.
12. The Contractor must install temporary filters over all return air duct inlets and over all perimeter conduction cabinets as required to facilitate proper functioning of all mechanical components. Filters must be removed and/or replaced prior to customer occupancy.

#### **Performance of the Work**

13. All ceiling tiles within Leased Premises shall be deemed to be in good condition at the commencement of the work. The Contractor at his expense shall replace any ceiling tiles requiring replacement.
14. No open flames for welding, cutting or other purposes are permitted without the prior written approval of the Owner. If pressurized gas cylinders are used, the Contractor shall insure that such use is in accordance with requisite safety provision and requirements. All welding shall be accomplished by a fire extinguisher.
15. All doors, ceiling tiles, light fixtures and other reusable materials which are the property of the Owner and that are authorized by the Owner to be removed from the Leased Premises shall not be turned over to the Owner.
16. Unnecessary noise resulting from the performance of the work is not permitted. All core drilling and resetting required for construction of partition and electrical or plumbing work that interferes with neighboring customers is restricted to off-business hours prior to 8:00 am and after 6:00 p.m. Monday through Friday and shall be undertaken only in accordance with directions of the Owner.

#### **Performance of the Work**

17. During the course of the work the Contractor shall be responsible, to the extent necessitated by such work, for the safety of the Building, its occupants, and their workman and shall protect the same as required by good construction practice and law. Contractor shall employ full time supervision at jobsite during the performance of any portion of the work.

18. Should customers require that certain interior doors be lockable, the keys of such doors shall be tied into the Building master key system and coordinated with the Owner. Contractor shall key locksets at all suite entry doors to building master at time of installation.
19. Contractor will be responsible for the behavior of its employees and subcontractors employees. Harassment and/or "teasing" of customers, occupants, guests and general public is specifically prohibited.

### **Use of Building Services:**

The Contractor shall make arrangements directly with the Owner for the use of Building Services, particularly with respect to the following:

#### Hours of Work

Work is generally only permitted during business hours (i.e. 7:00 a.m. to 5:00 p.m.), Monday through Friday, excluding public holidays. All work required to be undertaken during off-business hours shall be coordinated with the Owner at least 48 hours prior to the commencement of work and shall be subject to the reasonable rules and regulations of the Owner governing such off-business hours of work. Any additional building services and/or Security required as a result of off-business hours work shall be at the Contractor's costs. Any work done after 6:00 p.m., a Contractor's Access Form will need to be filled out and faxed the Management Office, 24 hours prior to work being done.



## **Policies and Procedures: Forms**

Listed below are a number of useful administrative forms available for download. Forms require Adobe Acrobat Reader 5.0 or higher. This software is free and can be obtained by visiting [www.adobe.com](http://www.adobe.com).

[Authorized Signature List](#)

[Datawatch Card/Key Order Form](#)

[Directory Strip and Door Lettering](#)

[Key Return Form](#)

[Life Safety Plan](#)

[Loading Dock and/or Freight Elevator](#)

[Reservation Form](#)

[Move In Checklist](#)

[Move Out Checklist](#)

[Moving Company Requirements](#)

[Physically Impaired Employee List](#)

[Tenant Contact Form](#)



## **Policies and Procedures: Insurance**

As noted in the Insurance provision of your Lease Agreement, Shorenstein Realty Services must have a copy of your Certificate of Insurance as verification of required coverages.

The certificate should reflect the following information:

1. Building Address - 1625 K Street, N.W., Washington, D.C. 20006
2. Additional Insureds:
  - SRI Seven K Street LLC
  - Shorenstein Properties, LLC
  - Shorenstein Company, LLC
  - Shorenstein Realty Services, L.P
  - Shorenstein Management Inc.
3. No cancellation of the policy without a 30 day written notice.
4. The Lessee and its insurer waive the right of subrogation against the Lessor, its Agent(s) and the Additional Insured.
5. Lessor's insurance is primary to any insurance provided by the Additional Insured's and is non-contributory.

Before taking possession of your premises and with any change of Certificate of Insurance, please forward your certificate to:

SRI Seven K Street LLC  
c/o Shorenstein Realty Services, L.P.  
The Commonwealth Building, N.W.  
Washington, D.C. 20006  
Attention: Yadira Weissend

### **With a copy to:**

SRI Seven K Street, LLC  
c/o Shorenstein Company LLC  
235 Montgomery Street, 14th Floor  
San Francisco, CA 94104  
Attention: Corporate Secretary  
Phone: (415) 772-7000  
Fax: (415) 772-7080

Each year, as you renew your insurance, we will need a new Certificate of Insurance sent to the addresses noted above.



## Policies and Procedures: Loading Dock Use

Please have all deliveries made through the loading dock. To avoid delays, we have found it helpful to notify vendors of loading dock procedures in advance. These include:

- All deliveries **must be scheduled** through the Property Management Office.
- Freight elevator access available with pre-scheduled request for large deliveries.
- 30-minute parking available with pre-scheduled request, as available.



## Policies and Procedures: Moving Procedures

[Click here for a Move-In Checklist, Customer Contact Form, Tenant Authorization Form, Directory strip and door lettering form, loading dock and freight elevator reservation form, and/or key and access card key request form.](#)

The Commonwealth Building Property Management Office can also help you with:

- Special lighting needs for your suite
- Janitorial assistance during your move-in
- Follow-through with punch list items from your build-out
- Repairing property damage
- Temporary telephone use
- Heating, air conditioning and ventilation adjustments

### Moving Company Guidelines

Please submit a Certificate of Insurance from your moving company evidencing:

Worker's Compensation Insurance:  
Statutory Limits

Employer's Liability:  
\$100,000 each accident  
\$500,000 policy limit-disease  
\$100,000 disease-each employee

### Moving Company Guidelines (continued)

General Liability Insurance:  
Limits Primary:  
\$100,000 each occurrence-BI & PD  
\$2,000,000 general aggregate per location  
\$1,000,000 agg. Prod. –comp. oper.  
\$1,000,000 personal injury & adv. Injury  
\$5,000 medical expense

Limit Excess: \$2,000,000

Please notify your moving company that the following parties must be listed as additional insureds under the insurance policy:

SRI Seven K Street LLC  
Shorenstein Properties, LLC  
Shorenstein Company, LLC  
Shorenstein Realty Services, L.P.  
Shorenstein Management Inc.

**Note:** The Certificate of Insurance may be faxed to the Property Management Office first at 202-331-1395 with an original to follow via regular mail. A scheduled move may be delayed if the Certificate of Insurance is incomplete or incorrect.

A member of the Property Management team will inspect the moving route before and after your move.

### Move Policies:

- Certificate of Insurance (COI) must be received in the Management Office prior to the move. Contact the Management Office at 202-331-1393 for a sample certificate. Fax to 202-331-1395.
- Loading dock access is available during non-business hours (M-F: 6:00 p.m. - Midnight, Sat.-Sun.: 9:00 a.m. – 9:00 p.m.) with advance reservations.
- Use of the freight elevator during business hours is not exclusive. Holding the elevator is prohibited.
- The Engineer or the Lobby Security Officer can activate the "independent service" access during non-business hours.
- Tenant and moving supervisor must be on duty at all times while move is in progress. The moving contractor and its employees are required to remain in the move area at all times. Security violations will be met with immediate dismissal.

- Tenant will provide access to restroom facilities.
- Tenant or moving supervisor must notify the Lobby Security Officer of damages immediately.
- Remove all packing materials from the premises. Do not discard boxes or debris in loading dock.
- Protect wall covering & corners with shields and carpet with masonite. Do not remove elevator pads.
- Use only established service routes and access doors.
- Contractors and movers are not allowed access to the main lobby and to passenger elevators.



## **Policies and Procedures: Rules and Regulations**

### **(Similar to those contained in your Lease)**

- 1.** The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls or other parts of the building not occupied by any Lessee shall not be obstructed or encumbered by any Lessee or used for any purpose other than ingress or egress to and from the demised premises and if the demised premises are situated on the ground floor of the building the Lessee therefore shall, at said Lessee's own expense, keep the sidewalks and curb directly in front of said demised premises clean and free from ice and snow. Lessor shall have the right to control and operate the public portions of the building, and the facilities furnished for the common use of the Lessees, in such manner as Lessor deems best for the benefit of the Lessees generally. No Lessee shall permit the visit to the demised premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment by other Lessees of the entrances, corridors, elevators and other public portions or facilities of the building.
- 2.** No awnings or other projections shall be attached to the outside walls of the building without the prior written consent of the Lessor. No drapes, blinds, shades, or screens shall be attached to or hung in, or used in connection with any window or door of the demised premises, without the prior written consent of the Lessor. Such awnings, projections, curtains, blinds, shades, screens or other fixtures must be of a quality, type, design and color, and attached in the manner approved by Lessor.
- 3.** No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Lessee on any part of the outside or inside of the demised premises or building without the prior written consent of the Lessor. In the event of the violation of the foregoing by any Lessee, Lessor may remove same without any liability, and may charge the expense incurred by such removal to the Lessee or Lessee violating this rule. Interior signs on doors and directory tablet shall be inscribed, painted or affixed for each Lessee by the Lessor at the expense of such Lessee, and shall be of a size, color and style acceptable to the Lessor.
- 4.** No showcases or other articles shall be put in front of or affixed to any part of the exterior of the building, nor placed in the halls, corridors or vestibules without the prior written consent of the Lessor.
- 5.** The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Lessee who, or whose servants, employees, agents, visitors or licensees, shall have caused the same.
- 6.** There shall be no marking, painting, drilling into or in any way defacing any part of the building. No bring, cutting or stringing of wires shall be permitted. Lessee shall not construct, maintain, use or operate within the demised premises or elsewhere within or on the outside of the building, any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system.
- 7.** No bicycles, vehicles or animals, birds or pets of any kind shall be brought into or kept in or about the premises, and no cooking shall be done or permitted by any Lessee on said premises. No Lessee shall cause or permit any unusual or objectionable odors to be produced upon or permeate from the demised premises.
- 8.** No space in the building shall be used for manufacturing, for the storage of merchandise, or for the sale of merchandise, goods or property of any kind at auction.
- 9.** No Lessee shall make, or permit to be made, any disturbing noises or disturb or interfere with occupants of this or neighboring buildings or premises of those having business with them whether by the use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way. No Lessee shall throw anything out of the doors or windows or down the corridors or stairs.
- 10.** No inflammable, combustible or explosive fluid, chemical or substance shall be brought or kept upon the demised premises.

- 11.** No additional locks or bolts of any kind shall be placed upon any of the doors, or windows by any Lessee, nor shall any changes be made in existing locks or the mechanism thereof. The doors leading to the corridors or main halls shall be kept closed during business hours except as they be used for ingress and egress. Each Lessee shall, upon the termination of his tenancy, restore to Lessor all keys to stores, offices, storage, and toilet rooms either furnished to, or otherwise procured by, such Lessee, and in the event of the loss of any keys, so furnished, such Lessee shall pay to the Lessor the cost thereof.
- 12.** Transport of safes, freight, furniture or bulky matter of any description must take place during the hours which the Lessor or its agent may determine from time to time. The Lessor reserves the right to inspect all freight to be brought into the building and to exclude all freight which violates any of these Rules and Regulations or the lease of which these Rules and Regulations are a part.
- 13.** Any person employed by any Lessee to do janitor work within the demised premises must obtain Lessor's consent, which consent shall not be unreasonable withheld, and such person shall, while in the building and outside of said demised premises, comply with all instructions issued by the Property Manager of the building.
- 14.** Lessor shall have the right to prohibit any advertising by any Lessee which, in Lessor's opinion, tends to impair the reputation of the building or its desirability as a building for offices, and upon written notice from Lessor, Lessee shall refrain from or discontinue such advertising.
- 15.** The Lessor reserves the right to exclude from the building at all times any person who is not known or does not properly identify himself to the Property Management or watchman/Security on duty. Lessor may at its option require all persons admitted to or leaving the building between the hours of 6:00 p.m. and 8:00 a.m., Monday through Saturday, Sundays and legal holidays to register. Each Lessee shall be responsible for all persons for whom he or she authorizes entry into or exit out of the building.
- 16.** The premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.
- 17.** Each Lessee, before closing and leaving the demised premises at any time, shall see that all windows are closed and all lights turned off.
- 18.** The requirements of the Lessee will be attended to only upon application at the office of the building. Employees of Lessor shall not perform any work or do anything outside of the regular duties, unless under special instruction from the management of the building.
- 19.** Canvassing, soliciting and peddling in the building is prohibiting and each Lessee shall cooperate to prevent the same.
- 20.** No water cooler, plumbing or electrical fixtures shall be installed by any Lessee without the prior written consent of Lessor.
- 21.** There shall not be used in any space, or in the public halls of the building, either by any Lessee or by jobbers or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
- 22.** Access plates to under floor conduits shall be left exposed. Where carpet is installed, carpet shall be cut around access plates. Where Lessee elects not to provide removable plates in their carpet for access into the under floor duct system, it shall be the Lessee's responsibility to pay for the removal and replacement of the carpet for any access needed into the duct system at any time in the future.
- 23.** Mats, trash or other objects shall not be placed in the public corridors.
- 24.** The Lessor does not maintain or clean suite finishes which are non-standard, such as kitchens, bathrooms, wallpaper, special lights, etc. However, should the need for repairs arise, the Lessor will arrange for the work to be done at the Lessee's expense.
- 25.** Drapes installed by the Lessee, which are visible from the exterior of the building, must be approved by Lessor in writing and be cleaned by the Lessee.
- 26.** The Lessor will furnish and install light bulbs for the building standard fluorescent and incandescent fixtures only. For special fixtures the Lessee will stock his own bulbs, which will be installed by the Lessor when so requested by the Lessee.
- 27.** Violations of these rules and regulations, or any amendments thereto, shall be sufficient cause for termination of this lease at the option of the Lessor.

**28.** The Lessor may, upon request by any Lessee, waive the compliance by such Lessee of any of the foregoing rules and regulations, provided that (I) no waiver shall be effective unless signed by Lessor or Lessor's authorized agent, (II) any such waiver shall not relieve such Lessee from the obligation to comply with such rule or regulation in the future unless expressly consented to by Lessor, and (III) no waiver granted to any Lessee shall relieve any other Lessee from the obligation of complying with the foregoing rules and regulations unless such other Lessee has received a similar waiver in writing from Lessor.



## **The Neighborhood: Business Services**

Business Services: For the most current information on area restaurants, please visit the Downtown Business Improvement District's website at <http://www.goldentriangledc.com/shopping>



## **The Neighborhood: Hotels**

Hotels: To find a great place to stay during your visit here in Washington, DC, please visit the Downtown Business Improvement District's website at <http://www.goldentriangledc.com/hotels>



## The Neighborhood: Register Your Bike

### Register Your Bike

For a small fee you can register your bicycle with the National Bike Registry. Many stolen bikes are recovered by police but there is no way to identify the owner. With the NBR service, you can register your bicycle by serial number in their national database and apply the special label you receive to your bike. If your bike is ever stolen, it can be identified and you can prove ownership. Law Enforcement anywhere can access their database, and if your bike has been recovered you can be notified immediately.

<http://www.nationalbikeregistry.com/>



## **The Neighborhood: Restaurants**

Restaurants: For the most current information on area restaurants, please visit the Downtown Business Improvement District's website at <http://www.goldentriangledc.com/dine-golden>



## **The Neighborhood: Retail**

For the most current information on businesses and events in this neighborhood, please visit the Downtown Business Improvement District's website at <http://www.goldentriangledc.com/shopping>