

The logo consists of the text "1200 NH" in a white, bold, serif font, centered within a solid black square.

1200 NH

1200 New Hampshire

Dear Tenant:

This Information Manual has been prepared to provide you with a general reference of information concerning the building, your tenancy, procedures and services. We have made every attempt to provide current information in this manual, but it is possible that some items may change over time. The Management Office will promptly notify you of any such changes.

If you have any questions or comments with respect to the material presented in this Information Manual, or on other subjects that bear on your tenancy in 1200 New Hampshire Avenue, please contact the Management Office at any time.

Sincerely,

Madison Marquette Real Estate Services LLC

Table of Contents

General Information and Telephone Numbers	3
Property Management Office	4
Hours of Operation	5
Moving Day	6-7
Moving Policy	8-9
Rental Remittance	10
Tenant Contacts	11
Website	12
Mail	13
Overnight Deliveries	14
Deliveries	15
Building Security	16
After Hour Building Access	17-20
Tenant's Role in Security	21-23
Stairs	24
Elevators	25
Tests and Inspections	26
Contract Cleaning	27
Heating Ventilation and Air Conditioning	28
Smoking	29
Recycling	30
Fitness Center	31
Bike Room	32
Parking	33
Graphics	34
Emergency Procedures	35-59
Building Work Rules	60-67
General Building Rules and Regulations	68-72

General Information

Management Company	Madison Marquette
Office Telephone	(202) 223-5912
Office Fax	(202) 223-6715
Maintenance and Service Requests	
Office Telephone	(202) 223-5912
Building Website	www.1200newhampshire.info
Engineer's Office	(202) 223-5912
Security Guard	(202) 223-5912
Security Guard Direct Line	(202) 223-5913
	(202) 497-2535
Parking Garage -	
Garage Booth	(202) 912-0760
Emergency Contact Telephone	(301) 922- 6794
Local DC Police Department	
Emergency	911
Second-District Office	(202) 715-7300
Non-Emergency City Services and Information	(202) 730-0524 or 311
Fire Rescue Ambulance	
Emergency	911

Property Management Office

1200 New Hampshire Avenue's Property Management Office is located in Suite 450. The office will be open to serve you from 8:00am until 5:00 pm Monday through Friday.

The telephone number is 202-223-5912. Should you call the Property Management Office after hours, or on a holiday or weekends, your call will automatically be transferred to the security office on duty, who will respond accordingly to your request.

The mailing address for the Property Management Office is:

Madison Marquette
1200 New Hampshire Avenue, NW
Suite 450
Washington, DC 20036
Telephone: 202-223-5912
Fax: 202-223-6715

Hours of Operation

1200 New Hampshire Building is open access Monday through Friday from 7:00am to 6:00pm. The elevators are operational with key card access only.

Access to the building outside of these hours is controlled by the Datawatch card key access system. Access cards for this system are coordinated through the Datawatch and your office manager.

The Security Guard is available 24 hours, 7 days a week via telephone (202) 223-5913 or by cell phone number (202) 497-2535.

1200 New Hampshire is closed on the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Moving Day

The relocation of your firm is very important and sometimes a difficult task. To assist you, we have established a few procedures that will eliminate some of the headaches that you are likely to encounter on moving day.

1. Elevator Use:

To ensure an efficient flow of furniture and material, proper scheduling of elevators is a necessity. Elevator reservations will be made through the Property Management Office with a minimum of 72 hours, i.e. 3 business days prior notice. All moves will take place before 8:00am and after 6:00pm during the week or at any time on weekends. A member of your staff must be present to direct the moving company.

Once you have established your office at 1200 New Hampshire Avenue, we request that you continue to give us 72 hours, i.e. 3 business day notice prior to any large deliveries.

2. Keys and After Hours Security Cards:

Keys to your office and security keys will be turned over to a designated representative of your firm on the day that you are scheduled to move into the building. The keys can be picked up at the Property Management Office. A member of the property management team will be on hand to answer any questions.

3. Moving Policy:

To facilitate your move-in and to eliminate any misunderstandings, we strongly urge that you review the attached Moving Policy with the moving company prior to the day of your arrival.

4. Loading Dock:

Please advise your movers that all shipments are to enter the building through the loading dock, accessed from the Ward Street side of the building. Once there, all furniture files and other items are to be moved through the rear service corridor to the freight elevator. Deliveries are not permitted through the lobby.

5. Additional Security:

Since the after-hours use of the loading dock makes unauthorized entry into the building possible, you may be required to provide a security officer to patrol this area at all times during the move. Arrangements for the service are to be made through the Property Management Office.

6. Air conditioning during the move:

The building's automated system may be used to access overtime HVAC. Instructions for operating this system are included in this manual. Individual access codes will be provided prior to your move. Your lease determines the current hourly rate.

7. Cleaning your new office before and after the move

Prior to the move-in, your new offices will be thoroughly cleaned. On the evening the move-in is completed, our janitorial crew will return to vacuum and pick up minor packing debris. Your moving company should be prepared to fold and remove all packing boxes and other materials. There will be an extra charge if building personnel have to perform this service.

Moving Policy

The following rules apply to moving furniture, equipment and supplies in or out of the building.

ANY MOVERS WHO DO NOT COMPLY WITH THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. Clean Masonite sections furnished by the mover will be used as runners on all finished floor areas along the move route. The Masonite must be at least one-quarter inch thick, 4' x 8' sheets in elevator lobbies and corridors, and 32" sheets through doors and in tenant space. All sections of Masonite must be taped together to prohibit sliding.
2. All walls, door facings, elevator cabs and other areas along the move route will be inspected by Building Management and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas that may be subject to damage. Protective coverings may not be taped directly to painted wall surfaces.
3. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company.
4. Only the freight elevator will be used to move furniture, equipment and supplies.
5. Large quantities of furniture, equipment or supplies must be moved before 8am and after 6:00pm on weekdays or on weekends or holidays. Weekday morning moves must be completed by 8am.
6. The moving company must make arrangements with the Property Management Office for use of the elevators. A firm arrival time will be established.
7. The moving company must carry insurance including the following minimum coverage. Please contact Property Management for a sample COI:
 - (a) Worker's compensation in statutory limits for the District of Columbia with employee's liability limit of \$1,000,000; bodily injury and property damage liability insurance comprehensive general liability form. A certificate evidencing same and naming Landlord (New Hampshire Avenue Owner LLC, Madison Marquette Real Estate Services LLC), Property Management Office before any items may be moved into the building. In addition, the moving company must indemnify and save Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts of omission or moving company, its agents, employees, representatives or subcontractors.

The certificate must indicate that a subrogation waiver is in effect for the workers

compensation coverage.

The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

(b) The Comprehensive General Liability insurance policy shall include coverage for hazards of premises, operation, elevators, products and completed operations. Furthermore, the policy shall also include personal injury and contractual liability coverage and designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits not less than \$1,000,000 per person bodily injury and personal injury:and \$2,000,000 per occurrence in aggregate for property damage. Property damage insurance shall be in broad form, including completed operations.

(c) Each moving company supplies, furniture and/or equipment through this building shall secure and present to the Property Management a certificate reflecting these coverage's no later than 72 hours, i.e. 3 business days, before the move takes place.

8. The moving company is responsible for removing from the property all packaging and protective materials used in the move including boxes, cartons, "picture/mirror" cartons, corrugate wrapping, plastic sheeting, paper sheets, Styrofoam "peanuts", etc.

Rental Remittance

Checks for Rent or Additional Rent Should be made payable to:

NH Street Partners Holdings LLC

For Rents paid by ACH or Wire Transfer, payments should be made to the following account:

Bank Name: SunTrust Bank
Account Name: NH Steet Partners Holdings LLC
Account Number: 1000195475628
ACH/Wire 061000104
Swift SNTRUS3A
8330 Boone Blvd Floor 7
Vienna, VA 22182

For Rents paid by check, money order, or other instrument and sent by US Mail, please mail such items to the following address:

NH Street Partners Holdings
Dept. 620
Washington, DC 20042-0620

For Rents paid by check, money order, or other instrument and sent by overnight delivery or courier, please send such items to the following address:

NH Street Partners Holdings
Attn: Box Number 620
1000 Stewart Avenue
Glen Burnie, MD 21061

You will receive a monthly statement for Rent and Additional Rent, including any above-standard tenant request from the previous month (i.e. overtime HVAC, keys, etc.)

All monthly payments for Rent are due on the first day of each month. Therefore, it will be necessary to make these payments on a regularly scheduled and timely basis so that they are **RECEIVED** at the above-designated location on or before the first day of each month.

Tenant Contacts

One of our primary objectives at Madison Marquette is to provide you with consistent, high quality services and a comfortable working environment. Providing timely service to all tenants requires a well-organized system of communication. This communication can best be accomplished through the use of a designated Tenant Contact. For this reason, we request that you assign a member of your staff to act in this important capacity.

All requests for services and complaints by individual employees should be made directly to the Tenant Contact. The Tenant Contact should then pass the information on to the Management Office. This process will eliminate duplicate and conflicting calls to the Management Office and will allow us to deal with your requests in the most efficient manner possible.

So that this system may function smoothly, please provide all of your employees with the Tenant Contact's name and phone number, along with instructions to make all requests through the Tenant Contact.

It is important that our records remain current. Please provide written notice to the Management Office of any Tenant Contact changes.

Website

The website for 1200 New Hampshire Avenue is <http://1200newhampshire.info/toc.cfm>. This professionally designed website allows tenants to interact and communicate with the Management Company. The website offers you the ability to submit and track work orders.

For security purposes, only Tenant Contacts will be granted access to the website. Tenant Contacts should provide written notice to the Management Office to obtain access to the website. Once received, a member of the Management staff will send an email directly to the person registering containing confidential login and password information as well as a guide on how to use the Electronic Tenant System.

MAIL

Mailboxes serviced by the U.S. Postal Service are located just off the main lobby. The mail carrier will distribute mail to individual tenant suites.

There is one collection per day during the week. Delivery and Pickup times are determined by the Postal Service and are subject to change.

Bulk Mailings and Packages may be left on the floor underneath the mailboxes.

To ensure prompt delivery of your mail, please be sure to instruct associates to include your firm's name and suite number in the mailing address.

Overnight Deliveries

There is a Federal Express and UPS drop box located in the lobby of the building located near the freight elevator. Pickup times are located on the boxes.

Deliveries

Furniture, equipment, office supplies, etc., **MUST** be delivered through the loading dock. **DELIVERIES WILL NOT BE PERMITTED THROUGH THE MAIN LOBBY ENTRANCE.**

The loading dock entrance is located on the north side of the building, and may be accessed from Ward Place off 22nd Street just beyond the entrance to The Washington Marriott (22nd and M Street). **Clearance at this point does not exceed 13'0" and tractor trailers cannot be accommodated.** Please advise your delivery company of these limitations. Any damage to the loading dock will be billed back to your delivery company.

Deliveries are restricted to the Service Elevator only. Uses of the Service Elevator for less than 30 minutes will be accommodated within normal operations on a first come, first use basis. Requirements for more than 30 minutes, and up to 2 hours, will require a reservation made through the Property Management Office 48 hours prior to the expected delivery. Large deliveries, such as furniture and equipment, requiring more than 2 hours, will need a reservation made through the Property Management Office a minimum of 72 hours, i.e., 3 business days, prior to the planned delivery date. A certificate of insurance for the vendor delivering, will need to be submitted to the property management office prior to the delivery.

Occasionally, regular deliveries will be made after normal business hours. If you are expecting an after-hours delivery, you must contact the Management Office to arrange for access to the building. Please direct delivery personnel to the security desk in the lobby to announce their arrival. After verifying identity, the security officer will allow access to the service elevator.

Building Security

Security for 1200 New Hampshire Avenue is provided by Admiral Security Services. The guard is on-site 24 hours a day, seven days a week to monitor building activity and assist with access control. A second guard is on duty from 8:00am- 4:00pm, Monday through Friday to assist with access control.

During normal business hours, the officer(s) will be stationed at the lobby desk. After hours, the officer makes a number of rounds throughout the property to monitor activity and to ensure that the building and individuals are secure.

The security officer is equipped with a combination radio/cellular handset, which also has voice mail capability, so that they may be reached at all times. The guard can be reached at the front desk by calling (202)223-5913. The officer is available to respond to after-hour emergencies to provide an escort to the parking garage, or simply to address your concerns.

Suspected theft of any size should be reported to the Management Office. A member of the building management team will respond and issue an incident report that you may pass on to your insurance company. A report should also be filed with the Metropolitan Police Department.

Please note that the building does not carry insurance to cover the loss of personal belongings. The lease requires tenants to maintain insurance coverage's for all leasehold improvements, trade fixtures and personal property at 100% of full replacement value.

Peddlers and canvassers are prohibited from entering 1200 New Hampshire. Notify the management office of any unsolicited salespersons contacting your office.

After Hours Building Access

The security system in the building is designed to be convenient to use while providing a high degree of security. We hope that you will encourage everyone in your firm to follow our after-hours security procedures.

Electronic Entry

To enter the building before 7:00am and after 6:00pm Monday through Friday, or at any time during the weekend, you must use an individually coded access card at either of the entry readers. The readers are located at the main entrance and the parking garage entrance on M Street.

The Datawatch central computer will verify your individual card code and will grant access by unlocking the electric lock. The door will close and lock automatically behind you. Politely discourage other persons from "tailgating."

Please note that only those who purchase a parking spot will be authorized to access the building via the garage. Please see the section titled "Parking" for additional information.

To leave the building, use either the Main entrance doors in the lobby or the garage. Your Datawatch card is not required to take the elevators to the lobby level to exit the building.

A Datawatch phone is located at the main entrance and at the garage entrance located on M Street. This phone is connected directly to Datawatch's main switchboard, which can contact the building security officer if necessary.

If you expect after hours visitors, couriers, deliveries or contractors, you must enter them into the VistorWatch system. Access will not be given to anyone without prior notification. VistorWatch is a software in our building lobby security booth that allows us to check and process approved visitors to the building in a more quickly and professional manner. This system, which is a datawatch module, allows each Tenant to quickly enter in the names of guests so the lobby guard can facilitate processing guests. If you do not have access to VisitorWatch please call the Property Management Office to get set up.

The officer will make every effort to be positioned in the lobby at your guest's expected arrival time. Should the officer be away from the desk, please instruct visitors to use the Datawatch phone upon arrival. Datawatch will contact the security officer on duty, who will grant access upon verification of proper identification.

If you forget your access card, you will be considered a visitor and must use the Datawatch phone to gain access. Security will require proper identification prior to granting access. This will include contacting your firm's designated contact to obtain permission to grant access into your suite and signing the Visitor's Log book located at the front desk. If your access card has been lost or stolen, please notify the Management Office immediately.

Additional Recommendations:

Issue Datawatch cards to consultants, painters and other contractors who will regularly require after-hours access. When the contracted work is completed, retrieve or revoke the Datawatch card.

Other Equipment

Camera Monitors

A video monitor at the lobby desk allows the officer to monitor fifteen cameras installed at various points in the building. The cameras are located in the following areas:

- The north side of C-1 elevator lobby
- The interior roll-up door/loading dock
- The parking garage entrance ramp
- The interior of the loading dock area
- The service corridor located off of the lobby
- The south side of C-1 elevator lobby
- The Marriott roll-up door located in the garage
- The front desk located in the lobby
- The main entrance to the building
- The Exterior loading dock entrance
- The double doors located at the end of the service corridor
- Overlooking the parking garage revenue equipment
- The parking garage exit ramp
- The freight elevator lobby
- Ward Street sidewalk

All cameras are connected to a DVD and are recorded continually in 24-hour intervals. The recordings are kept for three month. Please notify the Management Office as soon as possible if you would like for us to review the tapes for a particular incident.

Datawatch Cards

Business Hours Administration

For your protection, administration requests must be made by an authorized contact. Please provide the Management Office with the following information in writing:

- The number of the cards to be altered, the cardholder's name and the cardholder's company name

- The type of administration:

CHANGE the information on file for the card (for example, change the name; change the areas the holder is authorized to enter

REVOKE the card, thereby rendering it inoperable on all readers

AUTHORIZE to an individual a previously unassigned card, thereby enabling it to operate on the appropriate readers.

After-Hour Administration

Emergency after-hours requests to revoke lost or stolen cards may be processed by the security officer on duty. Such requests may be made by an authorized contact or the holder of the card. Requests to change or authorize cards must be forwarded in writing to the Management Office during business hours.

Ordering Cards

Submit an authorizing letter (on your company's letterhead) or via email to the Management Office. The Management Office will then provide you with a work order Form that will need to be signed and returned in order for your request to be processed. The Form indicates the quantity and costs for the fobs/cards requested. Once this form is returned, your request will be processed within 24 hours.

Additional Recommendations:

- Maintain an adequate inventory of unassigned spare cards
- Periodically review all card assignments for your firm
- Report lost or stolen cards immediately
- Make sure that cards are issued to all employees requiring after-hours access

Critical Data

The Management Office uses building and tenant information to respond to alarms, emergencies, and after-hours visitors. The effectiveness of our response is directly related to the accuracy of tenant information on file.

So that we may better serve your needs, please notify the Management Office immediately of any changes to the following:

- Authorized Contacts
- Emergency Contacts and Telephone Numbers

Tenant's Role in Security

Many thefts and crimes against persons occur during regular business hours. Such crimes are usually perpetrated under the pretext of legitimate business. Many of the offenses committed when buildings are closed to the public indicate laxity in control of pass keys, security cards, and alarm systems.

Many investigations indicate that the crimes would not have been committed had office personnel been alert to strangers or taken a few simple precautions.

Remember that security depends on the cooperation and interest of each individual. Protect yourself and your assets.

1. Never leave your reception area unattended. Do not allow visitors or deliverymen to pass beyond the reception area unless they are known to the receptionist or an employee who is aware of the nature of their business.
2. Beware of the repairman attempting to pick up a machine for repair. Question the person, obtain identification and check with his office for verification.
3. Never leave purses, wallets or other valuable items on or under desks. Keep these items out of sight.
4. Do not keep cash or stamps in an unlocked drawer. Valuables should be kept in a safe, if available.
5. Do not carry large sums of money. Do not leave your wallet in a jacket hung over your chair or behind your door.
6. Never leave a combination safe on a day-lock position. Thieves will always turn the dial back to zero if it is in a day-lock setting. Always spin the dial when locking the safe.
7. Never allow visitor traffic in storage areas. Do not make storage rooms easily accessible from the main business area.
8. Be alert to persons who enter an office under the pretext of seeking employment. Keep him in your sight at all times and ask him to begin filling out an application while you phone your personnel manager.
9. Immediately report all suspicious persons, peddlers, or persons purporting to be canvassing to the Management Office or call the Police at 911. Do not attempt to apprehend or detain these persons.

10. Ask to see the building visitor or courier badge of any suspicious person entering your suite.
11. Always secure your automobile by locking all windows and doors. Do not leave valuables in the car.
12. Have your car keys in your hand when leaving the office so you may enter your vehicle quickly. Be sure to lock your doors once inside. Stay clear of other parked vehicles when walking to your car.
13. Quietly leave if you are surprised by an unauthorized person in your suite. Call the Police or the on-duty security officer.
14. Ask unknown persons attempting to follow you into the building during security hours to use their access card at the reader or instruct them to use the Datawatch phone for assistance. Discourage "tailgating".
15. Be alert for strangers loitering in the hallways. Restrict issuance of restroom keys.
16. Do not enter an elevator if it is occupied by a suspicious looking person. Simply walk away.
17. Inspect the locking hardware on your suite doors and restroom doors on your floor. Notify the Management Office if repair or replacement is necessary.
18. Do not keep your more valuable or movable belongings near doors. Record serial numbers of merchandise and belongings.
19. Change door locks and security system cards if key or cards cannot be accounted for or are missing.
20. Engrave your firm's tax identification number on valuables. This will help speed their identification upon recovery and ensure their return to you. Photograph items that cannot be engraved.
21. Control the issuance of security cards. Contact the Management Office to update your card access list.
22. Report all lost cards to the Management Office immediately so that they cannot be used by unauthorized persons to gain entry.
23. Secure your suite alarm system at the end of the day.
24. Always lock your door and secure your suite alarm system from inside when working late or early.

25. Be certain that your employees who require after-hours access to the building are given Datawatch cards.
26. Visitor authorizations should extend only as long as necessary.
27. Cooperate with the criminal by relinquishing your money if you are the victim of a robbery. Your wallet can be replaced. Appeasing the thief with money may discourage him from physically harming you.

Presentations on burglary prevention, safety tips for women, and prevention of larcenies from office buildings are available from the Police Department.

Stairs

Stairwells are designed for emergency use. Access to floors from stairwells has been made available through card readers only by tenant direction. Please do not prop stairwell fire doors open; doing so defeats a major safety system and affects the Datawatch Security System. Access into the stairwells is always available; however, once inside, exit can only be made on the ground floor, except by limited key card access. Emergency phones are located in the stairwells on floors 3 and 6. There are 3 stairwells. Stairwell 1 exits in the Lobby and Stairwell 2 and 3 exits onto Ward Place. Stairwell 4 provides an access route between the Lobby via a door behind the guard's desk to the C2 garage.

Elevators

Elevators are restricted 24 hours a day, seven days a week. All floors require a Datawatch access card. Elevators may be used to return to the lobby from upper floors at any time, without a card. Access cards are required to access CI level (garage). There is no elevator access from lowest level of garage.

Should an elevator stop between floors while you are in it, DO NOT PANIC. All building elevators are equipped with mechanical brakes that are designed to operate under any condition, including power failure. **Do not attempt to leave the car;** Push the emergency button and use the elevator phone which automatically dials to an off-site monitoring center; the operator will follow written procedures to obtain emergency personnel to secure release of trapped passengers.

During a Fire Emergency, do not use the elevators.

If you, at any time, experience any irregularity or difficulty with elevator service, please report it immediately to the Management Office.

Tests and Inspections

Fire/Life Safety Systems will be tested on a regularly scheduled basis, as required by applicable legal requirements. Tenants will be notified in advance when their participation is required or when building services will be impacted.

Evacuation drills will be conducted semi-annually between the hours of 8:00am and 5:00pm. Tenants will be notified of approximate testing dates and times in advance. All tenants are expected to participate in the evacuation drills.

Inspections of office spaces for fire code violations will be performed on a random basis. The Engineering staff is available to all tenants with questions on fire code requirements.

Inspection of building fire extinguishers is performed on an annual basis and recharged when needed. Tenants that wish to have their suite fire extinguishers and fire safety systems inspected at the time of the buildings inspection may do so and be billed separately for the service. You will receive advance notification for scheduling this service. Tenants are required to have their own fire extinguishers and fire safety systems checked annually.

Contract Cleaning

Cleaning and other janitorial services at 1200 New Hampshire are provided by UG2.

Any comments regarding services or personnel should be directed to the Property Management Office.

Please contact the Property Management Office to schedule additional cleaning or other janitorial services that are not provided for in your lease. We will be glad to obtain quotations and coordinate the work for you. Costs of such services will be billed to each tenant directly.

Heating Ventilation and Air Conditioning

Heating, ventilation and air conditioning are provided Monday through Friday (except building holidays) from 8:00am to 8:00pm and Saturday from 8:00am to 4:00pm. For service outside of these hours, please arrange with the Management Office as soon as possible (24-hours in advance is requested) with a written follow up request or, if available, use the authorized HVAC call-in system. There is a per hour charge for each half floor of extended hours of services.

These additional electrical charges will be billed accordingly, and are applied as reimbursable electricity costs to offset the electricity operating expenses as set forth in your lease.

Smoking

1200 New Hampshire is a non-smoking building. Smoking is prohibited in elevators, stairwells, restrooms, within 25 feet of the main building entrance, or in any other common area.

Recycling

1200 New Hampshire participates in a recycling program. Recyclable items include glass, steel and aluminum cans, high-grade white office paper and corrugated cardboard. This program requires a commitment from the tenants, management, cleaning contractor and trash hauler. As part of your tenant move-in package you should have received recycling bins, which accept all recyclable material. Once each evening, the cleaning contractor will remove its contents. Only through your support can this recycling program be successful.

Additional or replacement bins can be purchased through the Management Office.

Fitness Center

1200 New Hampshire offers access for all tenant employees (no guests) to the self-use Fitness Center located at the rear of the main lobby. The Fitness Center provides an aerobics area complete with TV/DVD, as well as an exercise room that includes a multi-station Hoist weight machines, free weights, treadmills, ellipticals, stationary bike and a rowing machine.

Separate women's and men's locker rooms are provided, each containing lockers, showers and restrooms. Lockers are for temporary use only. Personal contents must be removed daily after use. Lockers will be emptied of items left over a 24 hour period. The electronic locks reset to "open" after 4 hours. All items left will be placed in lost and found, Contact the security guard regarding lost and found.

Each Employee is required to sign a waiver and turn it into the management office prior to using the fitness center. The original form may be obtained through the management office. The Management Office will then notify Datawatch to authorize the employee's access card for entry into the center and for women, access to the women's locker room. The Rules and Regulations of the Fitness Center must be followed at all times.

Bike Room

The secured bike room is offered as an amenity to all building tenants and is located on the C-1 level of the parking garage. The bike room has the capacity for 32+ bicycles and also has a bike station which features a tire pump and various tools for minor bicycle repair.

To gain access to the bike room, tenants must complete a bike room waiver form which will need to be signed by the tenant and the authorized tenant representative (office manager). The office manager will then submit the form to the property management office.

Once the property management office is in receipt of this form, a bike permit will be provided to the tenant to place on their bicycle, and 24/7 access will be added to their Datawatch card/fob.

Please note that bike permits need to remain visible at all times.

Parking

Parking at 1200 New Hampshire is provided by Park America. The garage entrance is located off of M Street.

Monthly parking passes must be obtained from contacting Park America directly at (202) 912-0706. Tenants with monthly parking contracts will have their Datawatch cards activated for the garage to allow access after normal business hours.

The garage is open and operated by parking attendants Monday through Thursday from 6am to 10pm, Friday and Saturday from 10am to 12am and Sunday from 10am to 10pm. Tenants with monthly parking contracts will also be able to access the garage after hours and on weekends by using their Datawatch cards.

HANDICAPPED

Handicapped parking spaces have been reserved close to the elevators. Please respect those with special needs by not using these spaces.

FIRE LANES

Please do not park in "Fire Lanes," which are identified by yellow paint on the curb. It is imperative that the Fire Department be able to reach the Building and a particular floor in the shortest time possible in the event of an emergency. Vehicles parked in "Fire Lanes" will be towed immediately and are also subject to substantial fines levied by either the Police or Fire Departments of the District of Columbia.

Graphics

Building Directory

There is an electronic directory in the building lobby. Requests should be placed in writing to Property Management and information will be programmed into the directory.

Requests are handled by the Property Management Office. Requests must be submitted in typed form on the firm's letterhead stationery or emailed, listing names exactly as they are to appear on the directory, and must be signed by an authorized representative of the firm.

Suite Sign

Suite entry signage must conform to building standards and be approved by Property Management prior to installation.

Requests for Tenant Suite Signs should be made to the Property Management Office as soon as practical after the Lease has been executed, and after the Tenant Space Plan and Build Out have been approved by the Tenant. They must be submitted in typed form on the firm's letterhead stationery / via email and must be signed by an authorized representative of the firm.

Emergency Procedures

1200 New Hampshire has been designed and constructed to meet or exceed applicable Building Code Requirements for the safety of tenants and visitors. Nevertheless, certain situations may occur which require the prompt response, complete cooperation and swift action of tenants for both their personal security and welfare and the protection of their premises.

It is important to note that the Life Safety and Property Protection Systems in place at 1200 New Hampshire will only provide the designed security benefit if people respond accordingly.

In this section of the Tenant Information Manual we will provide a summary of the Life Safety Systems in the building followed by action steps to be taken in the event of the following emergencies:

- A. Fire
- B. Bomb Threat
- C. Medical Emergency
- D. Sheltering in Place
- E. Severe Weather
 - 1. Tornadoes
 - 2. Hurricanes
 - 3. Earthquakes
- F. Power Failure
- G. Elevator Entrapment
- H. Civil Disturbance
- I. Terrorism / Suspicious Packages
- J. Active Shooter / Workplace Violence

1200 New Hampshire
BUILDING EMERGENCY SYSTEMS
AND PROCEDURES MANUAL

This manual should be read, understood, reviewed periodically and followed by everyone in the tenant's organization. The property management staff is always available to answer any questions regarding its content or any other life safety issues.

Each tenant is required to appoint a Fire Warden and an Assistant Warden. Each should receive one copy of the Building Emergency Systems and Procedure Manual. It will be their responsibility to:

1. Ensure that all employees thoroughly understand the procedures.
2. Personally execute certain procedures and direct action of the tenant's employees during an emergency.
3. Act as the communications contact between the tenant's employees and Public Security Organizations such as the Fire and Police Departments or the Property Management Office in the event of an emergency.

LIFE SAFETY SYSTEMS

The building's major systems are:

1. Fire detection and location systems for each floor
 - Smoke Detectors
 - Water flow alarms
 - Pull Stations
2. Emergency Alarm
 - A very audible alarm
 - Fire strobes
3. Communications
 - Emergency "hands free" phones in each elevator, which are tied directly to the Datawatch Systems monitoring center.
4. Fire Suppression

- Automatic Sprinklers
- Standpipe system (in each stairwell to provide a dedicated, high volume firefighting water source)
- Fire Pump System (specially designed pump to maintain water pressure for sprinklers and standpipe system)

5. Stairwell Enclosures

- Doors and walls have a 2 hour Fire Safety Rating

6. Elevator Recall

- Returns all elevators to Lobby or non-Fire Floor when smoke is detected in the building.

7. Emergency Power Generator

- Automatically starts when power failure occurs
- Provides over 6 hours of power for:
 - Life Safety System
 - Fire Pump
 - Stairwell and Exit Lights
 - Emergency Lighting
 - Security System
 - Limited Elevator Usage

8. Fire Command Room

- Strategically located in the main lobby
- Controls and monitors above mechanical and electrical systems
- Communications and command center for Fire Department during emergency

9. Electronic Security

- Monitors detection and alarm systems 24 hours per day, 7 days per week
- Contacts Fire Department or Police, as appropriate, and Property Management staff, immediately upon receipt of any emergency signal

- Monitors emergency phones in elevator cabs 24 hours per day, 7 days per week, and contacts elevator company and Property Management staff immediately upon notification of an entrapment or other emergency
- Releases locks on main entrance door immediately upon receipt of emergency signal and when power failure occurs to permit entry by Fire, Police and other emergency teams

SECTION A
FIRE EMERGENCY

There are 6 important groups of instructions for your safety:

- I. What to do if you observe a fire in progress
- II. What happens when an emergency alarm is activated
- III. Life Safety System Features
- IV. Tenant Safety Warden
- V. Fire Prevention
- VI. Survival Guidelines

I. WHAT TO DO IF YOU OBSERVE A FIRE IN PROGRESS

1. Alert those in the immediate area (room) of a fire to vacate that location.
2. If possible, close door(s) to contain the fire, but do NOT lock the door(s).
3. Activate building alarm by pulling the nearest PULL STATION (see Floor Plan). PULL STATIONS are located next to each Stairwell door on each tenant floor and next to the entrances on the lobby level.
4. Call 911 and then notify the Property Management staff of the floor, location and type and size of fire by calling 202-223-5912.
5. Secure your personal valuables, take your wallet or handbag, and bring your KEYS with you.
6. **GO DIRECTLY TO THE NEAREST STAIRWELL. In stairwell #1, walk to the ground floor lobby area, exit the building and assemble at the meeting point designated by your safety warden. In stairwell #2, go to the loading dock level, exit through the emergency exit hallway out to Ward Place and assemble at the meeting point designated by your safety warden.**
7. Remain outside the building until you have received an announcement from the Property Management Staff or the Fire Dept. that it is safe to enter the building and return to your suite.

VITAL EMERGENCY EVACUATION TIPS

ALWAYS

1. Keep CALM
2. Close doors
3. Walk to exit
4. Use stairs, not elevators
5. Stay to the right in stairs going down
6. Do not go back

SAFETY TIPS

1. If there is smoke, keep low to the floor where the air will be cleaner and cooler.
2. Feel doors before opening; if hot, do **NOT** open.
3. Close doors to contain the fire.

II. WHAT HAPPENS WHEN ALARM IS SOUNDED

1. The alarm is received simultaneously at the Fire Command Room and the Datawatch Systems monitoring station. The fire department will be summoned immediately.
2. An audible alarm will sound on the affected floor and the floors immediately above and below. A tape-recorded message will instruct you to evacuate the building.
3. All elevators will go directly to the ground floor upon activation of a smoke detector. **DO NOT USE THE ELEVATORS.** The HVAC system will immediately shut down on the fire floor only upon activation of a duct detector.
4. A member of the engineering staff will be sent to investigate the cause of the alarm.
5. When the fire department arrives the fire chief will go directly to the Fire Command Room where he will direct emergency operations.
6. In the event of a false alarm, a member of the Property Management Staff will make an announcement over the public address system only after the fire chief gives us an all clear.

III. LIFE SAFETY SYSTEM FEATURES

For your safety, 1200 New Hampshire is equipped with the following safety features:

Pull Stations - You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm, and upon hearing, all personnel should evacuate the building. The alarm is designed to be heard on the floor where the alarm originates, the floors above and below, elevator shafts, and stairwells. Should you hear this alarm, do not hesitate to evacuate the building.

Fire Extinguisher - Each floor is equipped with two (2) "ABC" fire extinguishers located near the stairwells. We also recommend that you purchase an extinguisher for your office as well.

Stairwells - Your evacuation route will lead you to a fire rated stairwell. There are two (2) fire rated Stairwells, accessible from each floor, for protection while you evacuate the building (see floor plan). The stairwell doors are normally locked from the stairwell side for your security. Take a few minutes to learn the location of the stairwell nearest to your normal working location, as well as the location of the second stairwell.

Sprinkler System - The sprinklers will automatically go off when the temperature rises above a safe limit. This will also initiate an emergency signal for additional action.

Smoke Detectors - A network of smoke detectors provides an early warning system for the core area of the building.

Fire Command Room - All alarms are displayed here. From this information, communications and control center, located on the P2 level of the garage, the Fire Chief can direct emergency operations.

IV. TENANT FIRE WARDEN AND ASSISTANT FIRE WARDEN

Each tenant is required to identify two persons from each tenant suite be designated to act as Fire Warden and Assistant Fire Warden. Both of these individuals must thoroughly understand the Building Emergency Systems and Procedures Manual and be prepared to assume their responsibilities promptly, CALMLY, and purposefully in an emergency for the welfare of their co-workers.

The Fire Warden has the following responsibilities:

In preparation for a fire emergency

Maintain a current employee roster and provide it to the Property Management Office on a quarterly basis or sooner if necessary.

Identify those handicapped persons requiring special efforts and assistance in an emergency; establish plans for their evacuation, including assignment of helpers for those individuals if appropriate and highlight these handicapped individuals on the quarterly listing of employees provided to the Property Management Office.

Advise the Property Management Office immediately upon detection of any unsafe condition.

Inform Property Management Office of high security areas or storage locations of hazardous materials and any changes in these locations as they occur.

Disseminate emergency procedures to all co-workers in the tenant suite.

Confirm that all co-workers understand the emergency procedures, in particular, evacuation procedures and routes to the nearest and alternate stairwells.

Ensure co-workers know the location of the meeting point outside of the building where they will assemble after an evacuation.

Represent the tenant suite at Building Safety and Security meetings.

PROVIDE CALM, INTELLIGENT LEADERSHIP to co-workers during an emergency.

Check to see that no co-workers are in the restrooms.

Confirm that all handicapped persons, particularly those requiring assistance, have entered a fire rated stairwell and that wheelchairs are NOT brought into the stairwell.

Close all doors to contain the fire, if possible

Leave the floor last.

Bring a current employee roster when leaving.

Provide names of handicapped individuals and their stairwell locations to Property Management personnel upon evacuation.

Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place OUTSIDE of the building or are otherwise accounted for (e.g., not at the office due to illness, travel, vacation, meetings).

Advise Property Management personnel of any missing or unaccounted for co-workers.

Communicate information and instructions from Property Management Staff and Public Safety officials to co-workers.

Cooperate in documenting fire circumstances and reviewing conduct of evacuation with the Property Management Staff and Public Safety officials after the emergency is over.

The Assistant Fire Warden has the following duties:

1. In the absence of the Fire Warden, discharge the responsibilities and provide the LEADERSHIP of the position of Fire Warden.
2. Assist the Fire Warden in fulfilling the requirements of that position before and during an emergency.

V. FIRE PREVENTION

Please follow the following precautionary steps:

1. Flammable or combustible supplies should be stored in metal cans or safety containers.
2. Extension cords in lieu of permanent wiring are NOT allowed. Only three-prong surge protection devices are acceptable.
3. Appliances and cords should be kept in good repair.
4. Use caution when disposing of cigarettes, cigars and pipe ashes. NEVER empty warm ashes into trash cans.
5. Additional appliances, particularly space heaters, are NOT to be used in the building. The building was designed to carry a normal electrical load. Overloading can result in an electrical fire.
6. NEVER use water on electrical, oil or grease fires.

VI. SURVIVAL GUIDELINES

In a life-threatening situation, your survival may depend on your knowledge of what to do. You should follow these tips:

1. Thoroughly review and understand the emergency procedures.
2. Know the route to the nearest fire-rated stairwell and the other fire-rated stairwells from wherever you may be in the tenant suite or on the floor.
3. REMAIN CALM.
4. Think first before acting.
5. Follow emergency procedures immediately.

6. NEVER use an elevator.
7. Open all doors carefully. A warm door should NOT be opened.
8. Stay low in smoke-filled areas.
9. If trapped, seek safety in a room with a window. Close all doors to slow the spread of fire. Seal cracks around doors and vent openings with wet towels, clothing or other materials. Telephone the Property Management Office at 202-223-5912 or 202-223-5913 to describe the situation and your location. Wait for rescue or instructions. REMAIN CALM.

SECTION B
BOMB THREAT

*****ALL BOMB THREATS MUST BE TAKEN SERIOUSLY*****

A. TELEPHONE BOMB THREAT

1. Be CALM and courteous.
2. If possible, **WITHOUT** letting the caller know, enlist the aid of fellow employees to notify the D.C. Police Department at 911 and then the Property Management Office at 202-223-5912, and supply the following initial information:
 - a. Company Name
 - b. Suite Number/Floor
 - c. Name and telephone number of employee on the call
3. Obtain as much information as possible; refer to the Bomb Threat Information Form at the end of this section. At a minimum, try to find out:
 - a. Exact location of the device
 - b. Time set for the explosion
 - c. Description of the device
 - d. Reason the caller has placed the bomb
 - e. Exact words used by the caller
4. After getting as much key information as possible from the caller, you should provide this information to: **FIRST**, D.C. Police Department at 911; and **SECOND**, the Property Management Office at 202-223-5912.
5. **REMAIN CALM, DO NOT SCARE FELLOW EMPLOYEES AND WAIT FOR INSTRUCTIONS FROM YOUR MANAGER, FIRE/SAFETY WARDEN OR POLICE OFFICER.**

Once the Property Management Office has been notified of a bomb threat, it is our policy to notify each tenant contact. The decision to vacate is made at the discretion of each individual tenant, except when specifically ordered to do so by the Police.

In the event that you are asked to evacuate the building: (a) take your most critical personal belongings (such as purses, handbags, wallets, keys, briefcases) and exit your suite promptly; (b) do **NOT** use the elevator; (c) when you emerge from the building, please move away from the entrances to allow access by emergency personnel. All employees should meet with the designated Fire/Safety Warden and/or Assistant Safety

6. Do **NOT** re-enter the building until clearance has been given by the Chief Engineer or the Property Manager.

B. IF YOU DISCOVER A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE

1. DO **NOT** MOVE OR TOUCH THE QUESTIONABLE PACKAGE OR ENVELOPE.
2. REMAIN **CALM**.
3. Clear the immediate area where the package or envelope has been discovered.
4. Notify the D.C. Police Department at 911 with the following key information:
 - a. Company Name
 - b. Suite Number/Floor and building address
 - c. Name and telephone number of employee making this call
 - d. Details of the suspicious looking package or envelope
 - e. Location of the suspicious looking package or envelope
5. Notify the Property Management Office at (202) 223-5912 with the same information.
6. REMAIN **CALM**, DO **NOT** SCARE FELLOW EMPLOYEES, AND WAIT FOR INSTRUCTIONS FROM YOUR MANAGER, FIRE/SAFETY WARDEN, OR POLICE OFFICER.

The Property Management Office will notify your firm's tenant contact in addition to taking other steps. It is our policy that each tenant make their own decision as to whether it is appropriate to evacuate the office, except when specifically ordered to do so by the Police.

In the event that you are asked to evacuate the building, follow the procedures above.

C. WHAT NOT TO DO UPON RECEIVING A BOMB THREAT OR DISCOVERING A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE: (from the Bomb Squad)

DON'T ignore bomb threats. DON'T touch suspected explosives.

DON'T move the object.

DON'T open the object.

DON'T place object in water.

DON'T shake the object.

DON'T cut wires.

DON'T pull wires.

DON'T cut string.

DON'T pull fuses.

DON'T stamp out fuses.

DON'T open glued packages.

DON'T pass metallic tools near suspected bomb.

DON'T move switches.

DON'T release hooks.

DON'T smoke near suspected bombs.

DON'T carry bomb outside.

DON'T carry bombs period.

DON'T place near heat.

DON'T place near vital equipment.

DON'T investigate too closely.

DON'T use insulating materials (bomb blankets or sandbags).

DON'T move the bomb away from the people -- move the people away from the bomb.

DON'T get near bomb.

STAY AWAY FROM BOMBS!

**REPORT BOMB THREAT TO D.C. POLICE DEPARTMENT AT 911 AND TO THE PROPERTY MANAGEMENT
OFFICE AT 202-223-5912.**

D. BOMB, CHEMICAL, BIOLOGICAL THREAT INFORMATION FORM

BOMB, CHEMICAL AND/OR BIOLOGICAL THREAT CHECKLIST

“Stay Calm”

TIME CALL RECEIVED _____

CALL ID

YES _____ NO _____ NUMBER _____

VOICE

SEX Male _____ Female _____ Unknown _____

AGE _____

RACE _____

ACCENT Yes _____ No _____ Describe _____

WAS VOICE DISGUISED? Yes _____ No _____

BACKGROUND NOISE

LAUGHTER _____ MUSIC _____ VOICES _____ NONE _____ OTHER _____

ACTUAL WORDS USED (as close as possible):

TIME THREAT BECAME PRESENT OR BOMB IS TO EXPLODE _____

LOCATION OF BOMB, CHEMICAL AND/OR BIOLOGICAL AGENT _____

REASON GIVEN FOR THREAT

❖ CALL PROPERTY MANAGEMENT OFFICE (202) 223-5912

SECTION C
HEART ATTACK/STROKE OR MEDICAL EMERGENCY

In the event that someone in your office should have a heart attack or stroke, do the following:

1. Call 911 and tell the emergency operator to send an ambulance to 1200 New Hampshire's main entrance.
2. Notify the Property Management Office at 202-223-5912.

A member of the building staff will meet the ambulance crew and direct them to a waiting elevator. From there the crew will be taken to the victim's location.

There is an AED machine with the building lobby desk security guard.

SECTION D
SHELTERING IN PLACE

Any number of situations may result in a need for a Sheltering in Place plan to be enacted. Some of the scenarios are discussed in more detail within these procedures, such as instances of Severe Weather, Tornadoes, Hurricanes, Earthquakes, or Civil Disturbances. Any number of other scenarios may also result in a need to enact a Sheltering in Place plan.

Each tenant is required to establish their own Sheltering in Place plan, based on their physical office space, number of employees and visitors on an average day, and the nature of the tenant's business.

At a minimum, individual Shelter in Place plans should include the following:

Shelter in a room with the fewest doors and/or windows possible. Ideally, choose a room that has just one door and at least 10 square feet per person.

Seal doors, windows, and any designated Safety Places.

If the emergency is airborne (such as a disease, chemical release, or radiation) turn off ventilation and hot air heating systems (radiator heat may remain on).

Keep at least one phone line open for emergency calls.

Stay tuned to your radio or television, or scan official websites for information and updates.

Important points to cover within individual tenant Sheltering in Place plans include the following:

1. Move away from your suite's exterior offices.
2. Close the door to all exterior offices.
3. Go to the center of the suite.
4. Sit down on the floor.
5. Do not evacuate the building.
6. Do not use the elevators.
7. Do not attempt to travel to other suites.
8. REMAIN CALM, and encourage those around you to do the same.
9. Wait for further instructions from the Property Management Office or Security Personnel.

SECTION E
SEVERE WEATHER

1). TORNADOES

Although the occurrence of tornadoes in the District of Columbia is rare, it can happen. Please follow the instructions given below:

1. Move away from the perimeter of the building.
2. Close the door to all exterior offices.
3. Go to the center of the building.
4. Sit down and protect your head with your arms.
5. Do not evacuate the building.
6. Do not use the elevators.
7. If you are caught in an outside office, seek protection under a desk, as far away from the glass as possible.
8. REMAIN CALM, and encourage those around you to do the same.
9. Wait for further instructions from the Property Management Office or Security Personnel.

2). HURRICANES

Before A Hurricane Happens

1. Have these basic emergency supplies on hand:
 - * Portable radio (with extra batteries)
 - * A few flashlights (with extra batteries)
 - * A well-stocked First Aid Kit (including shock/fire retardant blanket)
2. Secure, tie down or bring in and store any outside furniture, containers, etc. Although the occurrence of a hurricane in the District of Columbia is rare, it can happen. Please follow the instructions given below:
 1. Move away from the perimeter of the building.
 2. Close the door to all exterior offices.
 3. Go to the center of the building.
 4. Sit down and protect your head with your arms.
 5. Do not evacuate the building.
 6. Do not use the elevators.

7. If you are caught in an outside office, seek protection under a desk, as far away from the glass as possible.
8. REMAIN CALM, and encourage those around you to do the same.
9. Wait for further instructions from the Property Management Office or Security Personnel.

3). **EARTHQUAKES**

The potential for an earthquake exists in every part of the country. However, certain areas of the country are more seismically active and the state and local governments in these areas have enacted regulations requiring employers to develop emergency procedures for the protection of their employees should and earthquake occur.

Although the occurrence of a hurricane in the District of Columbia is rare, it can happen. Please follow the instructions given below:

Before An Earthquake Happens

1. Have these basic emergency supplies on hand:
 - * Portable radio (with extra batteries)
 - * A few flashlights (with extra batteries)
 - * A well-stocked First Aid Kit (including shock/fire retardant blanket)
 - * Temporary face masks

During An Earthquake (Tenant)

1. Take shelter away from windows and seek protection under tables, desks or other objects, which offer protection from flying glass and debris.
2. Do not leave the sheltered area until the quake is over. An earthquake usually lasts less than one minute. Stay clear of bookcases, file cabinets, windows and similar items.
3. Turn off electrical equipment (on tenant floors).
4. Don't use matches if power fails.
5. Wait for instructions from Fire/Life Safety Director.
6. Remain calm.
7. Be prepared for aftershocks.

After The Earthquake Is Over (Tenants)

1. Floor Team Leaders will assess the situation, checking for injuries, fire or other hazardous

conditions.

2. Turn on radio for emergency information; avoid use of telephones.
3. Institute a head count of your personnel & report to Floor Team Leader.
4. Check for injuries (call 911, if necessary):

If anyone has stopped breathing, give mouth-to-mouth rescue breathing

Stop any bleeding injury by applying direct pressure over the site of the wound.

Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Cover injured persons with blankets or overcoats to keep them warm.

Be reassuring and calm.

SECTION F
POWER FAILURE

If the building power supply is interrupted, the emergency generator will activate within a matter of seconds. The generator will provide sufficient electricity to operate the Life Safety Systems, including Fire and Smoke detection systems, the Building Emergency Communications system, limited elevator operation, and all emergency lighting.

You do NOT have to close your business for the day or evacuate the building unless you are instructed to do so by the Property Management Staff through your designated tenant contact, Fire/Safety Warden or the Building Emergency Communication system.

If a power interruption occurs AFTER Business Hours, the Property Management Staff will notify your designated Tenant Contact.

SECTION G
ELEVATOR MALFUNCTION OR ENTRAPMENT

Should an elevator malfunction prevent you from reaching the floor you have selected, please follow the following procedures:

1. REMAIN CALM.
2. Do NOT attempt to force the elevator doors.
3. Use the communication phone located in each cab to communicate with Datawatch Systems at any time, 24 hours per day, 7 days per week, including Holidays. When you are IN the elevator cab and facing the doors to exit, the phone button is located under the Floor Selection and Control Panel on the LEFT side, identified by a phone receiver symbol, and is activated by pushing the button. Press and release the button and wait for a Datawatch operator to respond.
4. Provide the Datawatch operator with the following information:
 - a. You are in Elevator #_(the Cab number is on the RIGHT side above the Floor Selection and Control Panel)
 - b. You are located at Floor #___(the Floor number is shown in the Floor Indicator display above the Floor Selector and Control Panel near the top of the Cab)
 - c. Your name and company
5. Datawatch will notify the Property Management office during normal hours and building security after hours. The Elevator Maintenance Company will be promptly contacted for an Emergency-Priority dispatch of a mechanic to the Building, regardless of the time of day.
6. Assistance will reach you as rapidly as possible.
7. You can communicate with the Datawatch personnel as frequently and as much as you need to during the time you are temporarily stopped by using the "EMERGENCY" intercom.

SECTION H
CIVIL DISTURBANCES

Should a riot or civil disturbance start outside the building, the Security staff will immediately secure all entrances to the building. The Police will be notified. We will keep you advised of the situation.

If a disturbance should occur in the Main Lobby, all elevators will be turned off at the First Floor and the Police will be summoned.

SECTION I TERRORISM

The response to a terrorism event will depend on the nature of the event. We will follow the direction of the authorities and will either evacuate or Shelter-in-Place.

Evacuation ~ in this situation, we will evacuate floor by floor to minimize congestion in the stairwells and expedite egress from the garage. Employees should be prepared for this option by keeping a comfortable pair of shoes and any other items they may need should they need to evacuate the District on foot.

Shelter-in-Place ~ in this situation, employees should exit exterior offices (closing window blinds and office doors behind them) and report to the suite's designated safe area. Employees should be prepared for this option by having an overnight bag with any items they may need to stay in place for an extended period of time. These would include:

Change of clothes

Pillow, blanket, etc.

Food

Toiletries

Medications

Flashlight

Please note that in a Shelter-in-Place scenario, the building will be locked down and no one will be permitted to enter the building! Those employees who wish to leave will have to leave on foot – the garage will remain closed for everyone's safety – through a designated exit on the lower lobby level.

We strongly recommend that each firm create an internal Shelter-in-Place program designating safe areas, a communication plan and other contingencies in the event we must stay on site for an extended period of time.

Suspicious Packages

- A suspicious package or object may be suspected for any of several reasons:
 - The package is labeled "Chemical and/or Biological Hazard", "Danger", "Do Not Open" etc.
 - The package resembles a chemical and/or biological agent, contains markings that indicate hazardous material or is located in a place to fit the circumstances.
 - The package does not belong to the particular premises or is out of place.
 - The origin of the package is questionable or cannot be readily determined.
 - The physical characteristics of the package are suspicious in size, shape, weight, or audibility.

SECTION J
ACTIVE SHOOTER AND WORKPLACE VIOLENCE

Information regarding response to Active Shooter scenarios can be found on several web sites:

The US Department of Homeland Security provides an excellent resource booklet at:

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

The US Department of Homeland Security also provides a very useful You Tube video at:

<https://www.youtube.com/watch?v=yz5P2wy4X4o>

The FBI also has an excellent document pertaining to active shooter scenarios in a health care setting that can be downloaded at:

https://www.fbi.gov/file-repository/active_shooter_planning_and_response_in_a_healthcare_setting_2015.pdf

Building Work Rules

We understand that, at some time during the term of your lease, you may wish to alter or make improvements to your office space. We encourage these changes because we want your office to be a pleasant and efficient work place.

The following sections detail established rules that govern such work in our building.

Planning and seeing alterations through to completion can be time consuming and disruptive to the normal output of your office. Many of our tenants have found a solution to this problem by engaging the Landlord to coordinate and supervise alterations. We are available to discuss both major and routine projects. The fee for our professional service is quite reasonable.

POLICY

All contractors, consultants and vendors working in the Building must comply with the Building Work Rules. These Rules establish a specific standard of performance for all contractors, consultants and vendors working in the Building. No additional enforcement notifications will be given. Any party deviating from the Building Work Rules will be subject to removal from the Building and termination of agreement.

BUILDING WORK RULES

These Building Work Rules are access and construction rules to be followed by contractors, designers and vendors who require access to the Building or who will be designing or installing work in the Building.

Any references to Building Management refer to the Property Manager.

Contractor means general contractor and/or its subcontractors and suppliers doing construction related work in the Building either directly for the Building Owner or for the Property Manager or Tenant.

Information concerning the Building's Operation (i.e. Building Manager, normal business hours, etc.) is listed on the attached Building Information Sheet.

1. All space plans, final drawings and engineering or design/build drawings must have the expressed written approval of The Property Manager prior to beginning construction.
2. Architectural, mechanical, plumbing, fire/life safety, and electrical as-built drawings must be forwarded in an electronic CADD format (.DXF) compatible with Intergraph. As-builts shall be accompanied by an air balance report, confirming the HVAC system balanced within 10% of design

criteria, a copy of the re-labeled electrical panel schedule and all other record documents required by the Contract Documents.

3. Existing as-builts, backgrounds or suite documentation issued by the Property Manager are intended to assist only and are not to be solely relied on without verification by the contractor, consultant or vendor.

4. All contractors, subcontractors and suppliers must submit Releases of Liens form with each request for payment. Payments will not be made until all complete and accurate Releases of Liens are received, and retention will not be released until all contractors, subcontractors and supplier have submitted Final Unconditional Releases of Liens to the Property Manager.

5. The Property Manager, prior to the cost being incurred must approve all activities and changes that may result in a cost to The Property Manager in writing. Claims for additional costs for activities or changes not previously approved by The Property Manager will be disqualified and rejected without payment.

6. The contractor shall be held responsible for its subcontractors' and suppliers' actions in all cases. The Property Manager or other personnel will not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event some direction is given in the absence of the General Contractor.

7. The Property Manager, prior to work commencement will approve all contractors and subcontractors.

8. Before any hazardous materials are utilized or delivered into the Building, Contractor shall notify the Property Manager in writing and submit the all MSDS sheets to building and other required paperwork to be kept on file at the Building. Storage locations will be approved by the Property Manager in advance of delivery. Contractor is responsible for providing information to workers regarding all hazardous materials and substances used or introduced by the Contractors, including their potential hazards.

9. All contractors providing work in the Building must sign a Work/Construction Agreement, if working directly for The Property Manager, or must be party to a construction agreement with a tenant in the Building on a firm of contract acceptable to The Property Manager. If a conflict exists or arises between Building Work Rules and The Property Manager Work/Construction Agreement, the Agreement shall prevail.

10. All requests for after-hour authorizations will be sent in writing to Building Management at least forty-eight (48) hours in advance. (No-call in authorizations)

11. A copy of the construction permit, the construction schedule and a list of subcontractors shall be submitted to the Property Manager prior to construction. A certificate of insurance showing general liability and worker's compensation for each subcontractor and for the General Contractor listing "the respective Owner, Madison Marquette (Manager), and their respective partners, agents and employees

as additional insured's. This certificate indicates that a waiver of subrogation is in effect." shall be delivered to the Property Manager prior to commencement of work.

12. Any damage caused to the Building by the Contractor, including but not limited to the doors and freight elevators, will be repaired by the Contractor as directed by Owner. Owner reserves the right to remedy the defects at the Contractor's expense if the work is not acceptably corrected with two (2) weeks of written notification.

13. The Contractor shall insure that all utility services (electrical, HVAC, etc.) to each separate tenant suite will be provided specifically for each specific suite. No shared services will be accepted. When splitting an existing electrical service, the Contractor must restore the adjacent tenant's service to a condition acceptable to the Property Manager. Separate metering must be provided as required by the Working Drawings.

14. The Contractor shall notify the Property Manager at least forty-eight (48) hours in advance of completion of construction. A walk-through and punch list shall be made on each project before final payment will be considered.

15. All new, existing and relocated equipment and devices shall be easily accessible (i.e., not blocked by new or existing construction).

16. The contractor shall arrange a pre-job walk-through with the Property Manager, and all on-site staging areas must be approved in writing by the Property Manager. Weekly progress meetings will be held. The Contractor shall conduct and issue minutes for weekly progress meetings which will be attended by Property Management representatives.

17. Welding and burning with an open flame will not be allowed without prior approval of the Property Manager. When welding or burning is allowed, it shall comply with all applicable codes. All necessary permits must be obtained, and a fire extinguisher must be provided within twenty-five (25) feet of welding or burning that is allowed. It shall comply with all applicable codes.

18. All lock changes shall require prior written notification by the Contractor to Building Management and must comply with established building specifications.

19. The Contractor shall coordinate the timing of installation of common area finishes with the Property Manager and due respect shall be given to the convenience of tenants on the floor.

20. Nothing will be screwed into existing metal Building components.

21. The lamps in all fluorescent fixtures shall follow the Building Standard in color and wattage unless previously approved by Property Manager.

22. No changes to the window coverings on the perimeter will be accepted.

23. No improvements will be accepted that would alter the Building's appearance from the exterior or from the Building common areas.
24. All Building Standards must be adhered to when shown or indicated on the Working Drawings.
25. The Contractor must provide the Property Manager with written notification forty-eight (48) hours prior to needing access to an occupied area. The Property Manager will notify the Tenant and then provide direction to the Contractor.
26. The Contractors will only be allowed access to the floors and/or suites on and in which they are working. Access to adjacent suits and to other floors in the Building is prohibited without the Property Manager's and tenants prior written approval.
27. No odor causing or noisy activities will be performed from 7 a.m. to 8 p.m. which could have an adverse effect on tenants (i.e., drilling, spray painting, any paint using an oil base or lacquer, etc.). After-hours work may be allowed with the Property Manager's consent and prior written notification. The Contractor shall verify in advance that after-hours work can be done.
28. The Contractor shall notify the Property Management forty-eight (48) hours prior to commencing any work which may cause objectionable noise or odors so that management can notify surrounding tenants in an appropriate amount of time even if work is performed after regular business hours.
29. The Contractor is responsible for controlling and for keeping noise levels to a minimum. Voices, machinery, tools and radios heard in the common areas or in adjacent occupied spaces will not be allowed, and all such activities will be suspended at the direction of the Property Manager at his/her sole discretion.
30. When Contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.
31. Debris removal shall proceed according to the attached Building Information Sheet.
32. Debris boxes shall be identified with Contractors name to eliminate contractor confusion.
33. The Contractor must provide for the daily removal of all trash and debris created during the course of construction. All Contractors must schedule the delivery of trash containers with the Property Manager. At no time are the Building trash compactors and/or dumpsters to be used by the Contractor. The Property Manager assumes no responsibility for the Contractor's trash containers. Trash shall be contained within the Contractor's trash containers which should be emptied on a regular basis and never allowed to overflow or otherwise remain outside of the required container.

34. All areas the Contractor or its subcontractors work in must be kept clean. All suites that contractors work in shall have construction dirt, dust and debris removed prior to completion inspection. This final cleaning includes cleaning of all window sills, inside of perimeter windows, light diffusers, HVAC grills, cabinets, sinks, etc.

35. The Contractor is responsible for ensuring job site safety. This includes safety for the work force as well as anyone entering the construction area. The Contractor shall provide protection and barricades as required to ensure personnel safety and shall strictly comply with OSHA at a minimum.

36. Use of the loading dock will be limited to the building hours of operation time periods on the Building Information Sheet.

37. Use of freight elevator will be limited to the building hours of operation and will be restricted by the scheduling restraints placed by the Building Management.

38. Contractors shall **not** use passenger elevators at any time.

39. Construction materials and equipment shall not be staged or stored in any area without prior written approval of the Property Manager.

40. Protection and clean-up of existing finishes in common areas and freight elevator shall be performed by the Contractor to the satisfaction of the Property Manager. The Contractor shall provide adequate matting/protection for all Building finishes. Walk off mats shall also be provided and cleaned periodically by the Contractor. Methods and times of protection shall be submitted in writing to the Property Manager for approval.

41. Restroom use by Contractor personnel is restricted to the floor on which work is being performed or as designated by the Property Manager. The Contractor must clean existing restrooms as part of the final clean-up. Restrooms on multi-tenant floors shall daily be kept clean and free of construction debris and dirt by the Contractor during construction.

42. The clean-up of construction tools and equipment will be confined only to the janitor closet. All janitorial, electrical and telephone closets utilized by construction should be cleaned and free from construction debris after the construction is complete. No paints, thinners, drywall compound, or hazardous material will be poured down the drain.

43. The Contractor must leave the constructed space completely clean, including but not limited to the cleaning of the inside of all exterior windows and sills, all interior windows and sills, all light fixture lenses, all HVAC grills, cabinets and sinks. The Contractor must also vacuum the floor, including edge vacuuming, as a part of its work.

44. Food and related such debris shall not be left in the suite under construction or anywhere else in the Building at any time.

45. The Contractor shall maintain cleanliness throughout the Building, and no cluttering or blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is allowed.

46. Contractor shall provide the following Contractor's expense:

- Parking for Contractor and Contractor's employees' vehicles, if required.
- "After-hours" elevator service.
- Security service as may be required to perform work.
- Protection and restoration of all finished surfaces to remain (i.e. carpet, glass aluminum, ceilings, wall covering, paint, hardware, etc.)
- Any after Hours HVAC Service.

47. The Contractor shall notify the Property Manager in writing and obtain Manager's written approval at least forty-eight (48) hours prior to any interruption of Building services. The Contractor will be responsible for damages arising out of loss of Building services, including power, due to its actions and the actions of its subcontractors.

48. All work on Building Life Safety Systems (smoke detectors, sprinklers, fire full stations, fire doors) will be monitored by the Building Engineer. Prior to occupancy, the Contractor will demonstrate to the Engineer's and/or Property Manager's satisfaction that the Life Safety Systems are functioning properly. Building Management to approve Fire/Life Safety Contractor

49. All work that may activate, deactivate or alter any smoke detector(s), sprinklers, electronics, fire protection or life safety systems shall require prior written notification to the Property Manager. Such work shall not commence until the Property Manager's written approval has been obtained for both timing and scope of work.

50. The Contractor shall protect drains to prevent clogging and shall clear all drains which have become clogged during construction.

51. The Property Manager and/or the Building Engineer will inspect all HVAC work. The following procedures shall be observed by the Contractor:

- A preliminary inspection of the HVAC work in progress shall be scheduled through the Property Manager prior to the installation or re-installation of the ceiling grid.
- A second inspection of the HVAC work in progress shall be scheduled through the Building Engineer and shall take place with the attendance of the HVAC contractor's air balance engineer and the Building Engineer. This inspection shall take place when the suite in question is ready to be air-balanced. All diffusers will be balanced within 10% of design criteria.
- The Building Engineer will inspect the construction on a periodic basis.

52. The location of all thermostats and diffusers shall be verified with Building Engineer prior to their installation.

53. The Contractor shall verify furniture plans and be responsible to mount thermostats away from file cabinets, shelves, etc. to allow good air flow.
54. Supply/return air shall be balanced by the Contractor and shall not affect entry or interior door operation.
55. Electrical panel schedules must be completely replaced and dated, identifying all new circuits. All new panel schedules shall be typewritten.
56. All electrical outlets and lighting circuits shall be properly identified. Outlets shall be labeled on the back side of the cover plate.
57. Doors to suite, equipment and electrical rooms shall not be left open when the Contractor is not present. On no door can the door closer arm be propped open or detached. Any electrical closet that is open with the panel exposed must have qualified Contractor personnel present at all times.
58. The Contractor must contact the Property Manager for identification of unused conduit which is to be removed as a part of the work.
59. All VAV's/Baseboard HVAC equipment to be wrapped/covered at all times during construction.
60. All Transfer ducts between Tenant Space and Common or any Breach of a Firewall shall have fire dampers with links not to exceed 160 degrees F.
61. X-ray all deck core drills; must be completed by 6:30am.
62. See Operational Acceptance following list:

Contractor to accept the following as operational prior to beginning construction:

- VAV's
- Baseboard Heaters
- Balcony Doors
- Windows
- Janitors closets
- Mecho Shades
- Electrical rooms
- Mechanical rooms
- No trouble on Fire panel
- Freight elevator area
- Bathrooms
- Duct Insulation

General Building Rules and Regulations

RULES AND REGULATIONS

1. The sidewalks, entrances, passages, elevators, vestibules, stairways, corridors or halls shall not be obstructed or used for any purpose other than ingress and egress. The halls, passages, entrances, elevator, stairways, balconies and roof are not for the use of the general public, and Landlord shall in all cases retain the right to control or prevent access thereto by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation or interests of Landlord and its tenants, provided that nothing herein contained shall be construed to prevent such access by persons with whom the tenant normally deals in the ordinary course of its business unless such persons are engaged in illegal activities. No tenant and no employees of any tenant shall go upon the roof of the Building without the written consent of Landlord.
2. No awnings or other projections shall be attached to the outside walls or surfaces of the Premises or the Building nor shall the interior or exterior of any windows be coated without the prior written consent of Landlord. Except as otherwise specifically approved by Landlord, all electrical ceiling fixtures along the perimeter of the Building must be fluorescent and of a quality, type, design and bulb color approved by Landlord. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which may appear unsightly from outside the Premises.
3. Tenant shall not affix or maintain outside the Premises, including the exterior of the glass panes and supports of the show windows (and within five (5) feet of any window), doors and the exterior walls of the Premises or any place within the Premises if intended to be seen from the exterior of the premises, any signs, advertising placecards, names, insignia, notices, trademarks, descriptive material or any other such like item or items, and Landlord shall have the right, without giving prior notice to Tenant and without any liability for damage reasonably caused thereby, to remove any of the same from the Premises, except such as shall have first received written approval of Landlord as to size, type, color, location, copy, nature and display qualities. No symbol, design, name, mark or insignia adopted by Landlord for the Building shall be used without the prior written consent of Landlord. No illuminated signs located in the interior of the Premises or the Building. Tenant shall not place on or permit to be suspended from the ceiling and interior walls of the Premises any pennants, banners or other advertising. Tenant shall not solicit business in the lobby or other common areas nor distribute any advertising matter to, in or upon the common areas or other tenants' premises nor use handbills, balloons or other giveaways or promotional items for advertising at or around the Building. In the event of a violation of the foregoing by any tenant, Landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violating this rule.

4. The toilets and wash basins and other plumbing fixtures shall not be used for any purpose other than those which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damage resulting from any misuse of the fixtures shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have caused the same.
5. No tenant or its officers, agents, employees or invitees shall mark, paint, drill into, or in any way deface any part of the Premises or the Building. No boring, cutting or stringing of wires or laying of linoleum or other similar floor coverings shall be permitted except with the prior written consent of Landlord and as Landlord may direct.
6. No bicycles, vehicles or animals of any kind shall be brought into or kept in or about the Premises. Tenant shall not cause or permit any unusual or objectionable odors to escape from the Premises.
7. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises for general office purposes. No tenant shall engage or pay any employees on the premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises. The Premises shall not be used for lodging or sleeping or for any immoral or illegal Purposes.
8. No tenant or its officers, agents, employees or invitees shall make, or permit to be made any unseemly or disturbing noises, sounds or vibrations or disturb or interfere with occupants of this or neighboring buildings or Premises or those having business with them whether by the use of any musical instrument, radio, phonograph, unusual noise, or in any other way.
9. No tenant or its officers, agents, employees or invitees shall throw anything out of doors, balconies or down the passageways.
10. Tenant shall not maintain armed security in or about the Premises nor possess any weapons, explosives, combustibles or hazardous devices in or about the Building and/or Premises.
11. No tenant or its officers, agents, employees or invitees shall at any time use, bring or keep upon the Premises any flammable, combustible, explosive, foul or noxious fluid, chemical or substance, or do or permit anything to be done in the leased Premises, or bring or keep anything therein, which shall in any way increase the rate of fire insurance on the Building, or on the property kept therein, or obstruct or interfere with the rights of other tenants, or in any way injure or annoy them, or conflict with the regulations of the Fire Department or the fire laws, or with any insurance policy upon the Building, or any part thereof, or with any rules and ordinances established by the Board of Health or other governmental authority.
12. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. Each tenant must, upon the termination of this tenancy, restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, such tenant, and in the event of the loss of any keys so furnished, such tenant shall pay to Landlord the cost of replacing the same or of

changing the lock or locks opened by such lost key if Landlord shall deem necessary to make such change.

13. All removals, or the carrying in or out of any safes, freight, furniture, or bulky matter of any description must take place during the hours which Landlord may determine from time to time. The moving of safes or other fixtures or bulky matter of any kind must be made upon previous notice to the manager of the Building and under his or her supervision. Landlord reserves the right to inspect all safes, freight or other bulky articles to be brought into the Building and to exclude from the Building all safes, freight or other bulky articles which violate any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Landlord reserves the right to prohibit or impose conditions upon the installation in the Premises of heavy objects which might overload the building floors. Landlord will not be responsible for loss of or damage to any safes, freight, bulky articles or other property from any cause, and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of the tenant.
14. Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as an office building and upon written notice from Landlord any tenant shall refrain from or discontinue such advertising.
15. Except for access to the Premises, Landlord reserves the right to exclude from the Building between the hours of 10:00 p.m. and 7:00 a.m. and all hours on Saturdays, Sundays and legal holidays all persons who do not present a pass signed by Landlord. Landlord shall furnish passes to persons from whom any tenant requests the same in writing. Each tenant shall be responsible for all persons for whom he requests passes and shall be liable to Landlord for all acts of such persons. Landlord 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 the case of invasion, mob, riot, public excitement or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same, by the closing of the gates and doors or otherwise, for the safety of the tenants and others and the protection of the Building and the property therein.
16. Any persons employed or engaged by the tenant to do janitorial work, shall, while in the Building, be subject to the prior written approval of the Landlord and subject to the Rules and Regulations of the Building. Tenant shall be responsible for all acts of such persons and Landlord shall not be responsible for any loss or damage to property in the Premises, however occurring.
17. Water line installations: All coffee machines, water filters and ice makers must be connected using copper lines – not plastic lines – and Tenants must contact the Property Management Office to request the Chief Engineer come to view this at the time of installation for proper documentation that copper wiring was used for such installations.
18. All doors opening onto service corridors shall be kept closed, except when in use for ingress and egress, and left locked when not in use.
19. The requirements of tenants will be attended to only upon application to the Office of the Building.

20. Canvassing, soliciting and peddling in the Building are prohibited and each tenant shall cooperate to prevent the same.
21. All equipment of any electrical or mechanical nature shall be placed by tenants in the premises in settings approved by Landlord, to absorb or prevent any vibration, noise or annoyance.
22. No air conditioning unit or similar apparatus shall be installed or used by any tenant without the written consent of Landlord.
23. There shall not be used in any space, or in the public halls of the Building either by any tenant or others, any hand trucks except those equipped with rubber and side guards.
24. Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires or stringing of wires will be allowed without written consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord. All such work shall be affected pursuant to permits issued by all applicable governmental authorities having jurisdiction.
25. No vendor with the intent of delivering goods shall be allowed to transport or carry beverages, food, food containers, etc., on any passenger elevators, or park illegally on the street. The transportation of such items shall be via the loading dock, service elevators in such manner as prescribed by Landlord.
26. Tenants shall cooperate with Landlord in the conservation of energy used in or about the Building, including without limitation, cooperating with Landlord in obtaining maximum effectiveness of the cooling system. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, lighting, ventilating and air conditioning system and shall not place bottles, machines, parcels or any other articles on the induction unit enclosure so as to interfere with air flow. Tenant shall not tamper with or change the setting of any thermostats or temperature control valves, and shall in general use heat, gas, electricity, air conditioning equipment and heating equipment in a manner compatible with sound energy conservation practices and standards.
27. All parking ramps and areas, pedestrian walkways, plazas, and other public areas forming a part of the Building shall be under the sole and absolute control of Landlord with the exclusive right to regulate and control these areas. Tenant agrees to confirm to the rules and regulations that may be established by Landlord for these areas from time to time.
28. 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 in any manner acts in violation of any of the rules and regulations of the Building.
29. Tenants and its employees, agents, subtenants, contractors and invitees shall comply with all applicable "no-smoking" ordinances and, irrespective of such ordinances, shall not smoke or permit smoking of cigarettes, cigars or pipes outside of Tenant's Premises (including plaza areas)

in any portions of the Building except areas specifically designated as smoking areas by Landlord.
If required by applicable ordinance, Tenant shall provide smoking areas within Tenant's Premises.

30. Parking arrangements for Tenant's restaurant business shall be the responsibility of the Tenant.

