

**1200 New Hampshire Avenue
Electronic Tenant® Portal**

Created on May 13, 2025

Amenities: Fitness Facility

1200 New Hampshire offers access for all tenant employees (no guests to include personal trainers) to the self-use Fitness Facility located at the rear of the main lobby. The Fitness Facility provides an aerobics area complete with TV/DVD, as well as an exercise room that includes a multi-station Hoist weight machine, treadmills, stair climbers and stationary bikes.

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. 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 facility. 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 facility and for women access to women's locker room.

[Click here to download the Fitness Center Rules and Regulations](#)

Amenities: Parking

Parking at 1200 New Hampshire is provided by Colonial Parking, Inc. The garage entrance is located off of M Street.

Monthly parking passes can be obtained by visiting the [Colonial website](#), or call our Customer Care Department at 202-295-8080. 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 staffed:

- Monday through Thursday from 4:30 am to 10:00 pm
- Friday from 4:30 am to 12 midnight
- Saturday from 10:00 am to 12 midnight
- Sunday from 10:00 am until 10:00 pm

Tenants with monthly parking contracts will also be able to access the garage after hours and on weekends by using their Datawatch cards.

FIRE LANES

Please do not park in "Fire Lanes," which are identified by yellow paint on the curb. It is vitally important 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.

Amenities: Restaurants

[Eat Brgs](#)

[Planta](#)

[Potbelly](#)

[Tatte Bakery & Café](#)

Amenities: 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.

Emergency Procedures: Overview

1200 New Hampshire Avenue 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 Avenue will only provide the designed security benefit if people respond accordingly.

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 two individuals within their organization to serve as Fire Warden and Assistant Warden. Each should receive copies of the Building Emergency Systems and Procedure Manual. Each Tenant is responsible for their individual EAP.

[Click here to download a complete 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 the 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.

Please fill out the attached [Fire Warden Identification Form](#) and return it to the Property Management Office.

Emergency Procedures: Bomb Threat

ALL BOMB THREATS MUST BE TAKEN SERIOUSLY

TELEPHONE BOMB THREAT - [Click here to download a Bomb Threat Information Form](#)

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:
 - Company Name
 - Suite Number/Floor
 - Name and telephone number of employee making 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:
 - Exact location of the device
 - Time set for the explosion
 - Description of the device
 - Reason the caller has placed the bomb
 - 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), lock your own desk and files 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 Warden.

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

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:
 - Company Name
 - Suite Number/Floor and building address
 - Name and telephone number of employee making this call
 - Details of the suspicious looking package or envelope
 - 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.

WHAT NOT TO DO UPON RECEIVING A BOMB THREAT OR DISCOVERING A SUSPICIOUS LOOKING PACKAGE OR ENVELOPE: (from area 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!

[Click here to download a Bomb Threat Information Form](#)

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Emergency Procedures: Civil Disturbance

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.

Emergency Procedures: Elevator Malfunction

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 intercom 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. Please note that it may take a few moments for the connection to be established.
4. Provide the Datawatch operator with the following information:
 - You are in Elevator # ____ (the Cab number is on the RIGHT side above the Floor Selection and Control Panel)
 - 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)
 - 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.

Emergency Procedures: Emergency Contacts

All Emergencies

911

Building Management Office/Security Desk (202) 223-5912/5913

Building Security/After Hours Emergencies (202) 497-2535

Fire Department (non-Emergency)

(202) 673-3201

Police Department (non-Emergency)

**(202) 727-4326 or
311**

George Washington University Hospital

(202) 715-4000

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Emergency Procedures: Evacuation

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.

Emergency Procedures: Fire & Life Safety

[Click here to download a complete copy of the Emergency Procedures Manual](#)

[Click here to download a Fire Warden Info Form](#)

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

1200 New Hampshire recommends that each Tenant have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

WTOP Radio – 103.5 FM

<http://www.wtop.com>

The Washington Post:

<http://www.washingtonpost.com>

NBC4 Channel 4

<http://www.nbc4.com/index.html>

WJLA Channel 7

<http://www.wjla.com>

WUSATV Channel 9

<http://www.wusatv9.com>

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Emergency Procedures: Medical Emergency

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

1. Call 911 and tell the emergency operator to send an ambulance to 1200 New Hampshire Avenue 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.

Emergency Procedures: 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.

Emergency Procedures: Severe Weather

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 over the Building Communication System.

Emergency Procedures: Stairs

Stairwells are designed for emergency use and unlock for the purpose of egress in an emergency situation. 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 exit onto Ward Place. Stairwell 4 provides an access route between the lobby via a door behind the guard's desk to the C2 garage.

Emergency Procedures: 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:

1. Change of clothes
2. Pillow, blanket, etc
3. Food
4. Toiletries
5. Medications
6. 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.

Emergency Procedures: Tests and Inspections

Fire/Life Safety Systems will be tested on a regular 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.

Fire alarm drills will be conducted semi-annually between the hours of 8:00 a.m. and 5:00 p.m. Tenants will be notified of approximate testing dates and times in advance. All tenants are expected to participate in the fire 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.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 1200 New Hampshire Avenue and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

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

Welcome to 1200 New Hampshire Avenue, a premier JLL property.

Introduction: About 1200 New Hampshire Avenue

1200 New Hampshire Avenue is a freestanding, eight-story, 309,037 square foot (BOMA), Class A office building located in the CBD of Washington, DC. The building has frontage on M Street, Ward Place, and New Hampshire Avenue, permitting excellent vehicular access and making it a desirable law firm or corporate headquarters location. There are two below-grade levels of parking with 281 lined spaces.

1200 New Hampshire Avenue is part of the "Golden Triangle" Business District, equidistant from DuPont and Washington Circles. The building is also metro-accessible. The Foggy Bottom Metrorail station is 3 blocks, located at 22nd and Eye Streets on the Orange and Blue Metrorail lines and the DuPont Circle station is located three blocks northeast of the building on the Red line.

The building was built in 1979, renovated in 1995 and in 2011, and currently the new ownership of 1200 New Hampshire Avenue is committing considerable new investment to further enhance the aesthetics and tenant amenities at the building. The exterior of the building will include new and enhanced storefronts and improved landscape, and the main lobby will be upgraded with a new seating area. The new Tenant Amenity Center will include an upgraded fitness facility and new restroom and shower facilities, conference center and tenant lounge area.

[Click here to download the 1200 New Hampshire Brochure](#)

[Click here to download a 3-D view of 1200 New Hampshire Avenue](#)

[Click here to view additional 1200 New Hampshire Building Images](#)

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[Click here to view additional 1200 New Hampshire Building Images](#)

[Click here to view an Architectural plan of 1200 New Hampshire](#)

1200 NH has achieved the Wired Certification with a Certification Status level of Gold.

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Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Forms section](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is **free** and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at the property. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Introduction: Photo Gallery

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---> var data = [ { image: 'images/gallery/gallery1.jpg', thumb: 'images/gallery/gallery1.jpg' }, { image: 'images/gallery/gallery2.jpg', thumb: 'images/gallery/gallery2.jpg' }, { image: 'images/gallery/gallery3.jpg', thumb: 'images/gallery/gallery3.jpg' }, { image: 'images/gallery/gallery4.jpg', thumb: 'images/gallery/gallery4.jpg' }, { image: 'images/gallery/gallery5.jpg', thumb: 'images/gallery/gallery5.jpg' }, { image: 'images/gallery/gallery6.jpg', thumb: 'images/gallery/gallery6.jpg' }, { image: 'images/gallery/gallery7.jpg', thumb: 'images/gallery/gallery7.jpg' }, { image: 'images/gallery/gallery8.jpg', thumb: 'images/gallery/gallery8.jpg' }, { image: 'images/gallery/gallery9.jpg', thumb: 'images/gallery/gallery9.jpg' }, { image: 'images/gallery/gallery10.jpg', thumb: 'images/gallery/gallery10.jpg' } ];
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Operations: Accounting

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

New Hampshire Avenue Holdings, LLC

Payment for Rent, including Additional Rent, should be sent to:

Contact the Management office for instructions.

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 on or before the first day of each month.

Operations: Building Management

The staff of 1200 New Hampshire Avenue is dedicated to making your work environment as safe and pleasant as possible. The Property Management Office is located in Suite 150. Please do not hesitate to contact the management office at:

Phone: 202-223-5912

Address:

JLL
1200 New Hampshire Avenue NW
Suite 150
Washington, DC 20036

Operations: Holidays

The Building Holidays observed each year are listed below in order to aid your planning operations during the year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Certain services are not provided on weekends and the holidays listed above.

Operations: Leasing

Leasing Company:

JLL
2020 K Street, NW
Suite 1100
Washington, DC 20006
(202) 719-5000

Leasing Team:

Doug Mueller
Executive Managing Director

Operations: Tenant Contacts

One of our primary objectives at JLL 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 via ETS. 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, and will provide real time updates to the Tenant.

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.

Please fill out the enclosed [Tenant Contact Information form](#) and return to the Management Office.

Policies and Procedures: Contractors

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. Section A lists the items that we require from your firm prior to proceeding; the items in Section B are contractor insurance requirements.

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.

[Click here to download Building Work Rules](#)

Policies and Procedures: General Rules and Regulations

[Click here to download Building Rules and Regulations](#)

Policies and Procedures: Insurance Protection

No work can be performed without the prior approval of the Landlord, and submittal of a valid Certificate of Insurance.

[Click here to download a Sample Certificate of Insurance Form](#)

Policies and Procedures: Moving Procedures

Moving Day

The relocation of your firm is very important and sometimes 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. [Click here to download a Moving Policy Form.](#)

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 the 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 which 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 for the movement of furniture, equipment and supplies.
5. Large quantities of furniture, equipment or supplies must be moved before 8:00 AM and after 6:00 PM on weekdays or on weekends or holidays. Weekday morning moves must be completed by 8:00 AM.
6. The moving company must make arrangements with the Property Management Office for use of the elevators. A firm arrival time will be established. Any delays caused by late arrival will result in a charge to the moving company of \$50.00 per hour.
7. The moving company must carry insurance including the following minimum coverage. Please contact Property Management for a sample COI:
 1. 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 and Property Manager must be presented to the 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.

2. 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 insurance 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.
3. 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.

[Click here to download a Moving Policy Form](#)

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Policies and Procedures: Smoking

As a reminder, 1200 New Hampshire is a non-smoking building. Smoking is prohibited in all common areas of the building, included but not limited to: elevators, stairwells, restrooms, loading dock area, and main building entrance area.

Please refer to the Tenant Manual for additional information.

If you have any questions or concerns regarding this or any other matter, please do not hesitate to contact the management office at 202-223-5912.

Thank you for your cooperation in this matter.

Security: Overview

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 8:00 am - 4:00 pm, Monday through Friday to assist with access control.

The guard can be reached at the front desk by calling (202)223-5912. 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 coverages 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 management office of any unsolicited salespersons contacting your office.

A video monitor at the lobby desk allows the officer to monitor cameras installed at various points in the building.

Security: After Hours 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 7:00 A.M. and after 6:00 P.M. Monday through Friday, or at any time during the weekend, you must use an individually coded access card at the entry readers. The readers are located at the main entrance and the parking garage entrance on M Street. Datawatch cards are also required to operate the elevators after hours.

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.

[Click here to download a Datawatch Card/Key Order Form](#)

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 inform the Management Office in advance. Access will not be given to anyone without prior written notification. Please provide the following information via the Visitor Link System:

- Your name and company
- Name of your visitor
- Date and approximate time of visit
- Your direct phone number

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 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.

The Management Office will periodically distribute printouts of Datawatch card authorizations. Please review these lists to eliminate any authorizations that are no longer required. You may update any changes directly with Datawatch or return the list to the Management Office for processing.

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Security: Building Access

Access to the building is controlled by the Datawatch card key access system. Access cards for this system are coordinated through the Datawatch and your facilities 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.

[Click here to download a Datawatch Card/Key Order Form](#)

Security: 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. Use 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.

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.

Overnight Deliveries

There are [Federal Express](#) and [UPS](#) drop boxes located in the building. Should you need to use either carrier, you may also contact the carrier directly to schedule a pickup or delivery.

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Security: General Office 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. Park near a light if you are working late.
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.

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Security: Key & Lock Policy - Datawatch

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 in all readers
 - **AUTHORIZE** to an individual a previously unassigned card, thereby enabling it to operate in the appropriate readers.

[Click here to download a Datawatch Card/Key Order Form](#)

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) to the Management Office. 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 Home Telephone Number

Security: Lost and Found

Please contact the Management Office at 202-223-5912 to claim items that have been lost or found in the building.

Security: Property Removal

Personal Property is not to be removed from the building, without approval of Tenant Office Manager, and communication with Property Manager.

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 202-223-5912 and we will send appropriate personnel to escort them off of the premises.

Services: Building Signage and Directory

Building Directory

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

Services: Cleaning

Cleaning and other janitorial services at 1200 New Hampshire are provided by UG2. Current cleaning specifications are included as an exhibit in each lease.

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 coordinated the work for you. Costs of such services will be billed to each tenant directly.

Services: 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 C1 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; which 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.

Services: Forms

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

- [Click here to download a Tenant Emergency Contact Form](#)
- [Click here to download a Datawatch Card Key Form](#)
- [Click here to download a Bomb Threat Information Form](#)
- [Click here to download Fire Emergency Procedures](#)
- [Click here to download a Fire Warden Info Form](#)
- [Click here to download Building Work Rules](#)
- [Click here to download Building Rules and Regulations](#)
- [Click here to download a Sample Certificate of Insurance Form](#)
- [Click here to download Recycling Program Information and Flier](#)
- [Click here to download a Moving Policy Form](#)
- [Click here to download the Tenant Manual](#)

Services: HVAC

Heating, ventilation and air conditioning are provided Monday through Friday (except building holidays) from 8:00 a.m. through 8:00 p.m. and Saturday 8:00 a.m. through 4:00 p.m. For service outside of those 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 billed to using tenants, are applied as reimbursable electricity costs to offset the electricity operating expenses as set forth in your lease.

Services: Mail Service

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 UPS AND FedEx mailboxes ONLY. No USPS packages are to be left in service corridor

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.

Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents and to communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

1. Complete a Maintenance Request Form
2. Update User Information
3. View Electronic Maintenance Request Log
4. Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

Questions regarding the Electronic Tenant Services Request System should be directed to the Management Office.

[Click here to log into the Electronic Tenant Service Request System](#)

Services: 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 accepts all recyclable material. The item separation is performed at another location. Once each evening, the cleaning contractor will remove its contents. Only through your support can a program such as this be successful.

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

[Click here to download Recycling Program Information and Flier](#)