

# 750 First Street Tenant Handbook APA Buildings



750 First Street, NE  
Washington, DC 20002  
T 202.408.0750

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# Emergency Contacts

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Building Management Office 202-408-0750 immediately after contacting the appropriate emergency service.

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Address</b>
Hospital	Washington Hospital Center	911-Emergency 202-877-7000(non-emergency)	110 Irvine Street, NW
Police	First District Station	911-Emergency 202-673-3203 (non-emergency)	415 4th Street, NW
Fire	Engine Company 3	911-Emergency 202-673-3203 (non-emergency)	439 New Jersey Ave., NW
Poison Control	National Capital Poison Control	911-Emergency 202-625-3333(Administration)	3201 New Mexico Ave NW. Suite 310
Building Management	DTZ	202-408-0750	750 First Street NE Suite 250 Washington, DC

In a medical emergency, call the appropriate number above, and then alert the Building Management Office 202-408-0750. We will dispatch building personnel who have been trained in CPR and the use of an AED device (Automated External Defibrillator). The building will also hold an elevator ready and expedite the response of the EMS team to your floor.

## Fire Provisions and Evacuation

The Fire Prevention Division of the District of Columbia Fire Department has provided Building Management with recommendations concerning fire and other emergency procedures and evacuation plans which we have listed with Building Management recommendations. In addition, each Tenant is required by OSHA to have their own emergency response and evacuation procedures.

In the event of a fire or other emergency, it is critical that all occupants be familiar with the following evacuation procedures:

**BE PREPARED.** Familiarize yourself with the building before the emergency. Walk around your tenant space and the public corridors on the floor. Know which way to move toward a fire exit. Fire exit doors can be found by following the FIRE EXIT signs on the floor.

The FIRE EXIT signs are part of a complete package of fire equipment found in the building. There are sprinkler heads located throughout the building. When activated the sprinklers provide a shower of water to help extinguish a fire. Next to the fire door is a MANUAL FIRE ALARM BOX. To activate the MANUAL FIRE ALARM BOX, move the button or lever switch to sound the building alarm. The stairwell door is itself a very important part of the life safety equipment of the building. Each door is rated at a level to withstand burning for one hour or longer. Each stairwell door has a self-closer on it to make sure the door closes behind a person entering the stairwell. **DO NOT HOLD or BLOCK OPEN A FIRE DOOR.** An open stairwell door may allow smoke or fire to enter the stairwell and prevent the orderly evacuation of the building. Please take the time to locate all the stairwell exits on your floor. Notice also the location of the MANUAL FIRE ALARM BOXES and the fire extinguisher cabinets.

The Building Management and its staff are partners with the building tenants during a fire emergency. By working as a team we can properly execute an evacuation plan. Some important things to remember when you respond to a fire threat are:

1. Do not panic. Your example may help others to gain assurance.
2. Immediately upon discovery of a fire threat (smoke, flame, smell of something burning) **PULL THE ALARM**. Activate the alarm from the nearest fire Manual Fire Alarm Box on the floor.
3. Learn to recognize the sound of the fire alarm, and **treat ALL alarms as if the fire threat is real.**
4. Telephone the Fire Department: 911. Every fire, regardless of size, **MUST** be reported. If the fire threat is immediately near you, make the notification from a safe location outside the building.
5. When a fire alarm sounds, employees should walk to the nearest stairwell and proceed to exit the Building.
6. A responsible person should be designated on each floor as "Emergency Response Assistant" and should:
  - o Be sure all employees are out.
  - o Close all doors and windows.
  - o Check stairwell and other exits to make sure they are unlocked and not obstructed.
  - o Provide assistance to persons for safe exit from the Building.Tenants may wish to identify several "Emergency Response Assistants" if they occupy more than one floor. Select individuals who want to participate, and who have the initiative to act, and the competency to fulfill the Emergency Response Assistant's responsibilities. Remember to assign alternate persons for each Emergency Response Assistant position. We recommend that each Tenant develop an individual fire evacuation plan for their particular space. We also request that Building Management be advised of all physically challenged persons employed in your office who may require special assistance in the event of fire.
7. Exit routes terminate outside the building. Quickly move away from the building to a predetermined assembly area. Tenants should follow the direction of building when evacuating the building.
8. Elevators are not to be used for evacuation. Proceed to the stairwells to exit.
9. Fire extinguishers are located on all floors of the Building; however, untrained

individuals should not attempt to extinguish a fire.

10. In all instances, follow the directions of the identified fire and security personnel.

11. Any fire hazard should be reported to the Building Management Office immediately

# What to do if your exit route is blocked by smoke

1. Stay calm and crawl low beneath the smoke. The air is easier to breathe near the floor.
2. If trapped in a room, close all doors between you and the smoke. Seal the crack around the doors and vents.
3. Signal at the window to rescuers. If there is a phone in the room, give the fire department your exact location, even if they are on the scene.

Distribute the Project Fire Evacuation Brochure as provided by Building Management to all of your employees. Building Management will provide you with sufficient copies for your employees. Please take the time to instruct employees to familiarize themselves with the content of this section.

Periodic fire drills will be conducted by Building Management to familiarize employees with proper evacuation procedures.

As a reminder, please note that the Building Management Office should also be notified immediately in case of any emergency. Please be ready to give your location and/or suite number, Tenant's name, person calling and the nature of the emergency so that we may be able to provide assistance.

## **Basic Instructions Fire Emergency**

If You Hear an Alarm:

- Emergency Response Assistants should instruct all personnel to evacuate the building immediately.
- Evacuate the building through the nearest stairwell. The elevators cannot be used as they automatically are recalled to the lobby.

If You See Fire or Smell Smoke:

- Pull down the handle on the nearest Manual Fire Alarm Box. These alarm boxes are located adjacent to each stairwell door.
- Evacuate the building using the stairwell. Do not use elevators for evacuation purposes.
- Close all suite and office doors behind you.
- If time permits, Emergency Response Assistants should secure all valuables and ensure all suite and office doors are closed

## **EVACUATION GUIDELINES**

- DO NOT attempt to use the elevators. During a fire, all elevators will automatically

return to the lobby.

- WALK down the stairs. Stay calm and orderly.
- DO NOT open any door if it is too hot/warm to the touch.
- Crawl if smoke becomes heavy. Stay close to the floor where air quality is better and take short breaths to conserve oxygen and to minimize the inhalation of smoke.
- Emergency lighting in stairwell should remain on.

## Physically Challenged Persons

Evacuation of physically challenged persons and/or impaired persons is the responsibility of each tenant. Prior to an evacuation, Emergency Response Assistants should identify those individuals who will require assistance during an emergency and establish an action plan for evacuating these employees. Each tenant should assign a "buddy" to each individual who needs assistance. If any problem arises in evacuating physically challenged individuals, contact the Fire Department personnel and/or Building Management. Although each tenant is responsible for assisting physically challenged individuals during an emergency, please provide the Management Office with a list of such individuals.

## Emergency Response Assistants Responsibilities

- Each Emergency Response Assistant should be fully trained for fire emergencies, bomb threats, medical emergencies and any other potential emergency situation. Each Emergency Response Assistant's name should be posted in your suite.
- Each Emergency Response Assistant should formulate emergency procedures for safe evacuation of all personnel. These procedures should be accessible to all personnel.
- Emergency Response Assistants should periodically review evacuation procedures and update them as changes occur.
- Each Emergency Response Assistant should assign key personnel to assume responsibility for securities, cash, and records during an emergency.
- If you see a fire and the fire alarm has not yet sounded, pull down the lever on the manual fire alarm box located at each stairwell door.
- Upon hearing the evacuation public address announcement, one Emergency Response Assistant should lead all the employees down the stairwell and away from the building. The other Emergency Response Assistants should make a final check of the entire tenant space and the restrooms to ensure all personnel have been evacuated, and also to ensure that all doors have been closed.
- Set up a plan for all your employees to meet at a designated location outside the building. By following this procedure you should be able to discern if anyone is missing.
- Daily inspections should be made to ensure that the stairwell doors are closed, fire extinguishers are in their cabinets, and that exit signs are illuminated.
- Be sure to assign a back-up Emergency Response Assistant in your absence.

# 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 designated gathering location on the respective floor.
3. Know the route to the nearest fire rated stairwell and the other fire rated stairwell from wherever you may be in the tenant suite or on the floor.
4. **REMAIN CALM.**
5. Think first before acting.
6. Follow emergency procedures immediately.
7. **NEVER** use an elevator.
8. Building Staff and Emergency Response Assistants to monitor instructions from external agencies on their battery operated radio.

The Emergency Response Assistant has the following responsibilities for preparedness in case of a biological or chemical release:

1. Maintain a current employee roster.
2. Determine those persons requiring special efforts and assistance in an emergency; establish plans for their evacuation or relocation including assignment of helpers.
3. Identify and advise co-workers of the single meeting point inside of the building where they will assemble.
4. Tenants may wish to stock designated assembled area with essentials such as:

- Two Way Radio
- Battery Powered Radio
- Flash Light
- Batteries
- First Aid Kit
- Signage that reads (BIOLOGICAL EMERGENCY)
- Duct Tape
- Can opener
- Bottled Water
- Container and plastic bags
- Hand Sanitizer
- Any food items deemed necessary (especially canned goods)
- Disseminate emergency procedures to all co-workers in the tenant suite.
- Confirm that all co-workers understand the emergency procedures in particular the evacuation steps and routes to the nearest and alternate stairwells.
- Advise co-workers 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.
- Wait for rescue or instructions. **REMAIN CALM.**
- Review the building's existing emergency plan, especially as it relates to you and your own office. Discuss the plan with managers and staff in your office.
- Establish and review alternate transportation and communication plans with family members. This should include plans for a situation in which you cannot get home for several hours.

- Put together your own emergency supply kit and store it in your office or at your desk. (The CDC and FEMA provide complete lists on their web sites.)
- Let a co-worker or supervisor know if you have a chronic, potentially, life threatening illness or disability that would need to be considered in an emergency situation. (i.e., asthma, allergies to certain medicines).

## Power Failure

If the Building power supply is interrupted, the emergency electric generator will activate within a matter of seconds. The generator will generate sufficient electricity for limited elevator operation and emergency lighting. The Management Office will keep you apprised of any information from Potomac Electric Power Company (PEPCO) regarding the status of the power failure.

## Elevator Failure

Each elevator is equipped with a "hands free" telephone for use in the event of an emergency. When the telephone button is pressed, the phone rings automatically at the Monitoring Center. The Monitoring Center will contact the parties necessary to correct the problem. Please remain calm, as building personnel will respond promptly. Should an elevator fail:

- Remain calm.
- Press the red "alarm" button.
- Do not force the elevator doors.
- Use the emergency phone located below the elevator controls. A monitor will answer the phone and summon help.
- Assistance will come as quickly as possible.

Special Note:

The Building staff has been instructed to refrain, under any circumstances, from attempting to release a passenger or passengers from a malfunctioning elevator. Serious injuries could result from tampering with an elevator system. For this reason, it is our firm policy that only a qualified elevator mechanic may manipulate an elevator for the purpose of freeing persons detained in the elevator.

## Medical Emergency

IN THE EVENT OF A MEDICAL EMERGENCY:

1. Do not move the person. If necessary, administer first aid.



2. Call Paramedics. Dial 911. Tell them your floor and suite number and a

concise, accurate description on the emergency.

3. Call Building Management. 202-408-0750. We will hold an elevator ready for the paramedic team. After normal business hours call the Building Management Office. Your call will be directly routed to the Tenant Assistant Desk.

4. If a private physician has been called, let us know, and we will escort the doctor to your office.

5. Post one person at the elevator to lead the medical team to the person in distress.

## Bomb Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion.
- Description of the device.
- Reason the caller has placed the bomb.
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 202-408-0750.

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or officer. It is up to the manager or officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, move away from the Building to allow for the clear passage of emergency personnel. Do not re-enter the Building until the Management Office, Police or Fire Department has given clearance.

## Chemical Biological Radiological Event Overview

This section is designed to outline the policies, procedures and security measures in place at 750 First Street, NE in case of a biological, chemical or radiological event in or around the Building. Please review the information in this section carefully as it contains important life safety information. The links listed below are designed to help you find specific information quickly and easily.

## Suspicious Substances

Unknown substance can take a variety of forms- from powder on the carpet, to oily liquids, to suspicious packages or envelopes left at the reception desk or in the mailroom. Office managers and tenant contacts, as well as property management staff, should become aware of the different kinds of cleaning substances, and other materials used in the office environment. Early recognition of harmless substances is an imperative step in limiting disruptions. When confronted with an unknown substance it should first be determined if the substance can be identified. Examples of easily identifiable non-hazardous substances include cleaning residue, such as cleaning powders; food residue, such as powdered sugar; concrete dust left by employees working in the loading dock or built-out space; spilled soda or other liquid on a tile floor or delivery area. The following general rules and observations can be adopted as needed to minimize the number of incidents that require Hazmat responses:

1. Take a good look at the "powder" being investigated. If it is coarser than very fine sand, it may not become airborne and may not pose an inhalation risk.
2. Any substance found in conjunction with received credible threats, potential release devices, or other observed suspicious activities or items should be taken seriously.
3. Reception of collective information regarding observations of unusual health difficulties, surprising behavior and suspicious activities focused in and about the building requires investigation.

**Response to an unknown substance found at the facility will follow these rules.**

It may be harmful if:

- An unexplained odor, human health signs or symptoms are present.
- It is a solid; granules are much finer than sand (and the material is a consistency or a size that could be easily inhaled, i.e. has the appearance of flour or confectioners sugar).
- A specific threat has been made; a possible dissemination device has been found that coincides with the discovery of the unknown substance, or both.
- There is colored residue, dead foliage, dead insects and / or animal life in the vicinity.

**Responsive actions if the substance appears to be a threat:**

Follow the procedures of:

- Notify your supervisor immediately. Call 911. Call Building Management Office.
- Isolate the substance.

**Do not touch, sniff, taste or handle the substance. Stay back.**

If it is small enough in size, and it is possible to cover the envelope, package, or substance without disturbing it, do so carefully (Use protective gloves from a first aid kit if available) Use whatever is nearby (e.g., clothing, paper, trash can, copy paper box) and **DO NOT REMOVE** this cover.

If you make physical contact with the suspicious substance, wash the area (usually your hands) thoroughly. If the substance is found on your clothing or shoes, remove the clothing and put into a trash container or plastic bag. Knot or twist the bag to close it. Do not squeeze the bag. This will force air out of the bag. Cover the container with some kind of lid, or turn it upside down. Leave the contaminated items; do not carry them around in your possession.

- Close off the area.
- Close the door.
- Restrict access to the immediate area.
- Reduce the air circulation for that particular location. Don't keep walking in and out of the room.
- Contact the building management staff from another location and request the building ventilation system be turned off for that location.
- Direct others away from the area.
- Evacuate outside of isolation radius.
- Move people out of the adjacent desks, offices, and cubicles, that is, in close approximation to the substance. Clear the entire room. Persons who may have come in contact with the unknown substance should be evaluated by emergency medical services (EMS).
- Execute evacuation plan.

**Building Staff will:**

- Advise Emergency Response Assistants of availability of building facilities.
- Advise Emergency Response Assistants of instructions from external agencies.

**Emergency Response Assistants will:**

- Bring a current employee roster.
- List and identify all occupants on their respective floor. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place.
- Inventory supplies.
- Assess situation and determine movement on floor.
- Provide calm, intelligent leadership to co-workers.
- Confirm persons requiring assistance.
- Communicate information and instructions from Property Management staff and Public Safety officials to co-workers.
- Cooperate in documentation of event circumstances and review conduct of evacuation with the Property Management staff and Public Safety officials if appropriate after the emergency is over.

## Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determinations as to whether an attack has occurred may be made by either detection or symptoms of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent incident requires quick reaction because rapid response has a direct impact on the number of lives saved.

**Response to a chemical agent incident will follow these general rules:**

1. Recognition of a potential chemical agent incident.
2. You observe two or more people suddenly in physical distress with no obvious cause. For example:
  - Breathing difficulty or uncontrollable coughing.
  - Collapse.

- Complaints of nausea.
- Seizures.
- Blurred vision.
- Complaints of an unusual odor.

**Actions to be taken:**

- Notify 911.
- Stop people from entering the area. Do Not Enter the contaminated area.
- Do not evacuate people into the contaminated area/ chemical cloud. Direct them to evacuate in the opposite direction of the incident or release.
- Make notification to building engineering staff to shut off ventilation to area.
- Ensure people who need assistance receive help from emergency personnel.

## Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation itself. In an explosion, the fact that the radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. As well as utilizing explosive devices to disperse radiological material, a “carrier” could spread radiological matter (particles of radiological waste, etc.) throughout an area. The effects of this type of attack would not become evident for several days or weeks. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain. The following are some indicators of a radiological release:

- A stated threat to deploy a radiological device.
- The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles).
- Nuclear placards or warning materials along with the otherwise unexplained casualties.
- Unexplained casualties with symptoms of radiation sickness.

**Response**

- If the results of the investigation indicate that a radiological terrorism incident is a realistic possibility, the responsive actions will depend on the evidence discovered.
- If a suspected material or a dispersal device is found and if the threat is deemed credible, the general steps outlined for responding to an unknown substance should be taken.

## Earthquake

When an earthquake happens – keep calm, **DO NOT** run or panic. **REMAIN WHERE YOU ARE** and take shelter. If you are indoors, stay there, take immediate shelter under your desk, a table, in public lobbies or exit stairwells. Stay away from windows, outside doors, large bookshelves or fixtures, etc.

If you are outdoors, remain there, but keep away from buildings, as glass or other objects could loosen and fall. Do not attempt to enter any building until advised it is safe to do so.

**Be prepared for AFTER SHOCKS.**

#### **AFTER THE EARTHQUAKE**

- Use extreme caution in entering buildings or work areas; DON'T use lighted matches, lanterns or torches until you are advised there are no gas leaks, etc.
- Stay away from damaged areas.
- If there is a fire or power failure, refer to that section in this manual.
- Inspect your offices for damage and provide an itemized report to the Management Office.
- Advise local utilities of power outages or potential gas leaks.
- **DO NOT PASS ON RUMORS OR EXAGGERATED REPORTS**

## Flood

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant managers will be contacted by Building Management personnel, including after business hours.

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

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

## Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

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

- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## General Rules & Regulations

The following Building Rules and Regulations are a part of your Lease Agreement and can be found in Exhibit B of your Lease. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.

### **Access Cards**

The Landlord reserves the right to exclude from the Building during non-Business Hours any person unless that person has a Building access card and/or key issued by Landlord at Tenant's written request. Tenant shall be responsible for all persons whom it requests cards and/or keys and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.

### **Antenna/TV Broadcasting**

Except as otherwise provided, Tenant shall not install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the Building. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere.

### **Building Admittance**

No animals (other than those providing assistance to the blind), vehicles or bicycles shall be admitted to the Building, except those vehicles or bicycles reasonably permitted in the garage.

### **Building Name**

Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address or in any way impair the Building's reputation.

### **Cleaning**

Subject to your lease, all cleaning services for the Premises shall be arranged exclusively through the Landlord. Tenant shall not cause any unnecessary labor or service by carelessness or indifference to the good order and cleanliness of the premises.

**Cooking**

No cooking (except in microwave ovens or other cooking facilities provided by Landlord) shall be done or permitted by any Tenant in the Premises, except that use of Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages shall be permitted, provided that such equipment and use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations.

**Deliveries**

No equipment, materials, furniture, packages, supplies or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be reasonably designated by the Landlord. Furniture, equipment or supplies shall be moved in and out of the Building only during such hours, and in such manner, and by vendors reasonably designated or approved by Landlord.

**Directory Listings**

The directory of the Building will be provided exclusively for the display of the name and location of Tenants only and Landlord reserves the right to exclude any other names therefrom.

**Floor Load**

Tenant shall not place a load upon any floor which exceeds the load per square foot for which the floor was designed to carry and which is allowed by law. Landlord, through Landlord's structural engineer whose fee shall be paid for by Tenant, shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall stand on such platforms as determined by Landlord to be necessary to properly distribute weight. Business machines and mechanical equipment belonging to Tenant which cause noise or vibration that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Landlord or to any Tenants shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Tenant will be responsible for loss or damage done to the Building by maintaining or moving such equipment or other property.

**Hazardous Material**

The use of oil, gas or other flammable liquids for any purpose is expressly prohibited. Explosives or other articles deemed hazardous should not be brought into the Building.

**Ingress/Egress**

Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators or stairways of the Building. The halls, passages, exits, entrances, and stairways are not for the general public, and Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its Tenants. However, nothing contained herein shall be construed to prevent such access to persons with whom any Tenant normally deals with in the ordinary course of its business, unless such persons are engaged in illegal activities. No Tenant and no employee or invitee of any Tenant shall go upon the roof of the Building except as may be reasonably permitted by the Landlord.

**Heating & Air-Conditioning**

Tenant shall not use any method of heating (such as space heaters), fans or air conditioning other than that supplied by Landlord. Tenant shall not waste electricity, water or air conditioning. Tenant shall keep corridor doors closed.

**Keys & Locks**

Landlord will furnish the Tenant, free of charge, with two keys to each door lock initially installed in the Premises. Landlord may make a reasonable charge for any additional keys. Tenant shall not make or have made any additional keys and Tenant shall not alter any lock or install a new or additional lock or bolt on any door of their Premises, without consent of the Landlord. Such consent shall not be unreasonably withheld. Tenant shall advise Landlord of restricted areas and shall deliver access cards or keys to the Building Management Office in order to access such areas in the event of an emergency, and at other times subject to the provisions of your Lease Agreement. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys of all doors which have been furnished to Tenant, and in the event of loss of any keys so furnished, shall pay Landlord therefore.

### **Office Use**

Tenant shall not permit any portion of the Premises to be used as an office for a public stenographer or typist, or as a barber or manicure shop, or as an employment bureau. Tenant shall not advertise for laborers giving an address at the Building.

### **Restrooms**

The restrooms, toilets, urinals, washbowls and other apparatus shall not be used for any purpose other than for which they were constructed. No foreign substance or any kind whatsoever shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees, have caused it.

### **Rubbish Removal**

The Tenant shall store all its trash and garbage from within its Premises. The Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage and refuse disposal shall be made in accordance with reasonable directions issued from time to time by Landlord.

### **Seasonal Decorations**

Christmas trees set up in any place of public assembly, lobbies of multi-family occupancies or hotels, and institutional Buildings shall be in conformance with the following specifications:

1. No live trees are to be used in the Building.
2. Artificial trees shall not be set up before Thanksgiving and must be removed by January 2.
3. Trees must be placed so they do not in any way block an exit door, nor obscure an exit sign.
4. Only decorations of non-flammable material are to be used.
5. Electric wiring shall not be used on metallic Christmas trees. Metallic trees may be illuminated by use of spotlights placed a safe distance away.
6. Any electric lights used on trees must conform to local electric code and be U.L. approved.
7. All artificial trees must be flame-proofed to the satisfaction of the fire marshal.
8. Use of any candle or flame decorations is prohibited.

### **Signage**

No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside of the Building, if visible from a public area, without the prior written consent of the Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering in public corridors shall be inscribed or affixed at the expense of Tenant by a person or vendor chosen by Landlord and in conformance with the Building's standard signage program. In addition, Landlord reserves the right at Landlord's expense to change from time to time the format of the signs or lettering and to require previously approved signs or lettering be appropriately altered.

### **Security Systems**



If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with, Landlord's instructions for their installation.

### **Soliciting**

Canvassing, soliciting and peddling in or about the Building is expressly prohibited.

### **Tenant Construction**

Except as approved by Landlord, Tenant shall not unreasonably mark, drive nails, screw or drill into partitions, woodwork or plaster or in any way deface the Premises. Tenant shall not cut nor bore holes for wires without Landlord consent, such consent not to be unreasonably withheld. Tenant shall not affix any floor coverings to the floor of the Premises in any manner except as approved by Landlord. Tenant shall repair any damage resulting from noncompliance with this rule.

### **Tenant Suite**

Tenant shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus, gas or air outlets before Tenant and its employees leave the Premises. Tenant shall be responsible for any damage or injuries sustained by other Tenants or occupants of the Building or by Landlord for noncompliance with this rule.

### **Vehicles**

Tenant shall not use, in the Building, any hand trucks, including mail carts, except those equipped with rubber tires and side guards or such other material-handling equipment as Landlord may approve. Tenant shall not bring other vehicles of any kind into the Building without approval of the Landlord.

### **Vending**

Tenant shall not install, maintain nor operate upon the Premises any video game machines. Tenant shall not install, maintain nor operate upon the Premises any vending machines except those on a list provided by the Tenant and approved by Landlord, which approval shall not be unreasonably withheld.

### **Vendors**

Tenant shall not purchase nor permit the purchase of spring water, ice, food, cleaning towels or other like service, from any person not approved by Landlord from a list provided by Tenant; approval shall not be unreasonably withheld. No space shall be used for lodging, manufacturing, storage of or sale of merchandise, goods or property of any other kind of business that involves patronage from the general public.

### **Waiver**

Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other Tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations.

### **Windows**

Tenant shall be held responsible for the replacement cost of any glass doors or windows broken in or on the interior of the Premises during the continuance of the Lease, unless the glass shall be broken by Landlord, its employees or agents. Tenant shall also be responsible for replacement cost of perimeter doors or windows if broken by Tenant, its employees or agents.

### **Window Treatment**

Tenant shall use and keep in place the Building's standard window covering. Tenant shall not place anything or allow anything to be placed against or near any doors or windows which may

appear unsightly from outside the Premises, in the reasonable opinion of the Landlord.

### **Work Requests**

The work requirements of Tenant will be attended to only upon appropriate application to the Building Management Office by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under instructions from the Landlord.

### **SUMMARY**

These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.