

# **BUILDING OPERATIONS**

## **PROPERTY MANAGEMENT OFFICE**

Wright Runstad & Company's property management staff is pleased to have you as a tenant in 1201THIRD. We are committed to providing you with professional, responsive, and efficient service.

The property management office is located in Suite 1600 and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The office telephone is answered 24 hours a day, 7 days a week. Outside of office hours, the phone is automatically forwarded to our security desk. Please feel free to call, email, or visit with any questions regarding the building operations of 1201THIRD.

Wright Runstad & Company  
1201 Third Avenue, Suite 1600  
Seattle WA 98101  
Phone: (206) 224-1201  
Email: [1201mgmt@wrihtrunstad.com](mailto:1201mgmt@wrihtrunstad.com)

## **PROPERTY MANAGEMENT STAFF**

Jeff Myrter, General Manager

Crystal Gamon, Property Manager

Dee Bowey, Financial Accountant

Sarah Hickey, Staff Accountant

Georgia Congleton, Property Administrator

Ivonne Reyes, Tenant Service Coordinator

Jeff Kasowski, Chief Engineer

Bryce Jacobson, Assistant Chief Engineer

Jeff Hendrickson, TI Engineer

Denise Kolb, Special Projects Engineer

Mark Sanderson, Senior Engineer

Mario Wright, Engineer

Rob Coan, Engineer

Nate Ortiz, Junior Engineer

Tim Karlan, Junior Engineer

## **TENANT CONTACTS**

Communication is the most crucial element in implementing policies and procedures in the Tenant Handbook. To ensure effective communication, the Wright Runstad & Company property management staff asks you to designate a “tenant representative” as the contact person between your company and the property management staff. Your representative will be responsible for making requests or reporting problems, as well as conveying important information received from property management.

## **RENT**

In accordance with your lease agreement, rent is due on or before the first of each month.

Please remit payment prior to the first of the month to the following address:

1201 TAB Owner, LLC  
c/o Wright Runstad & Company  
1201 Third Avenue, Suite 1600  
Seattle WA 98101

For information regarding your account or instructions for sending rent via wire services, please contact the property management office.

## **INSURANCE**

All tenants are required to furnish Wright Runstad & Company with a copy of their company’s Certificate of Insurance (COI) prior to occupancy and annually thereafter, prior to each policy expiration date. Please refer to your lease for specific insurance requirements. For efficiency, ask your insurance carrier to automatically copy Wright Runstad & Company on all renewals or updates.

## AMENITIES

1201 THIRD offers the following shops and services to its tenants:

### RESTAURANTS

- THE BROOKLYN SEAFOOD, STEAK & OYSTER HOUSE - (206-224-7000)

The Brooklyn Seafood, Steak & Oyster House is the cornerstone of the restaurant selections at 1201 Third. The menu emphasizes special preparations of Northwest products. Portions vary to appeal to a variety of appetites. Daily lunch and dinner specials complement the set menu.

The prime attraction upon entering the restaurant from Second Avenue is a shellfish bar backed up to a beverage bar. Beyond the shellfish bar is an exhibition kitchen surrounded by a bar, where guests can sit comfortably in high-backed chairs and witness culinary displays. Also available in this area is Pullman booth seating and open table arrangements.

Weekday lunches cater primarily to downtown business people. Later in the day, the atmosphere is more casual and conducive to non-business attire. The Brooklyn is located at the corner of Second Avenue and University Street.

- STARBUCKS COFFEE COMPANY - (206-318-1575)

The famous Seattle coffee company is located in the main lobby near the exit to the transit tunnel escalators.

- MELANGE MARKET - (206-224-7007)

Mélange Market may best be described as a take-out supermarket. The variety of foods available includes freshly made sandwiches and deli salads, coffee, beverages, and daily specials.

There is seasonal outdoor seating on the plaza adjacent to Mélange's entry on Level 2.

## RETAIL

- TREASURES - (206-223-8908)  
A convenient combination of small gifts, greeting cards, candy, snacks and other goods to 1201 THIRD.
- CHASES DOWNTOWN FLORIST - (206-625-9500)  
Tenants are able to get fresh-cut flowers by the stem and in arrangements. Office delivery is available.

## SERVICES AND AMENITIES

- ABMEYER + WOOD - (206-628-9501)  
Abmeyer + Wood features original contemporary fine art. Prestigious nationally and internationally acclaimed artists are represented at this exciting gallery located on the 2<sup>nd</sup> Avenue Plaza.
- PETER LOPEZ SALON - (206-623-8968)  
A men's and women's styling salon is located in the Plaza on Level 2, next to Mélange. Early morning, evening and Saturday appointments are available. Walk-ins are welcome.
- SHOE EXPRESS - (206-340-6092)  
This convenient shoe repair shop offers fast, quality service for a range of accessories. Most of its services can be completed while customers wait or within 30 minutes. Shoe repair options include new heels, soles and patching, as well as dying. Shoe Express also repairs briefcases, purses and zippers. In addition, the shop will duplicate keys.
- CHASE BANK - (206-461-6475)  
A full-service bank is located in the main lobby on the Third Avenue level. An ATM is located just outside the main entrance to the bank.
- MUTUAL DETAIL - (206-652-4131)

You can drop your car off at Mutual Detail on B Level of the garage in the morning and return to a clean, sparkling car! Just give them a call to make an appointment for complete detailing services.

- SOLUTION CHIROPRACTIC – (Coming late September 2016.)

## **BUILDING CONFERENCE ROOMS**

The 1201 THIRD Conference Rooms are located on the 4<sup>th</sup> Floor and are available to all tenants free of charge, on a first-come, first-served basis. We encourage tenants to reserve far enough in advance to ensure availability. Please call to cancel a conference room reservation as soon as you know it will not be used. If we do not receive a cancellation call with at least 24 hours advance notice, a \$50 fee will be charged. The rooms are heavily booked. The rooms, when combined, seat up to 127 people, depending on the room configuration. We offer 4 different standard configurations. Non-standard seating configurations are possible; however a setup fee of \$30.00 will apply. The conference rooms offer the following amenities:

- Microphone
- Podium
- Whiteboard
- Wireless Conference Call Phone
- Projector

Tenants are responsible for setting up laptops and all other IT equipment in the conference rooms and can find the conference room training guide on our tenant website.

All other supplies needed for meetings are the responsibility of the tenant, as well as transporting equipment to and from the conference room. Tenant's equipment must be removed promptly after the meeting to allow for the next scheduled meeting. It is the tenant's responsibility to clean up any dishes, food and other garbage from the conference rooms when finished. Catered items must be picked up promptly by the provider or taken to your office for pick-up.

## **SECURITY DESK/CONCIERGE SERVICES**

The building security desk is located in the lobby. The security officer available during normal business hours can provide information about and assist with all building services, procedures, personnel, and policies. The security officer can also assist you in locating services that are not provided by the building directly, but are available within the surrounding community. Due to liability reasons, security is not allowed to hold packages, letters, or other items to be picked up by third parties. To contact the security desk, call (206) 224-1203.

## **COMMUTER INFORMATION**

The Transit Tunnel entrance is located at the corner of Third Avenue and Seneca Street and includes both bus service and light rail access from Pacific Place to the airport. A variety of surface street bus routes service the neighborhood.

Our parking garage also has three Zipcars for their members to use. Their website, [www.zipcar.com](http://www.zipcar.com), provides information on membership, prices and other locations of their vehicles. 1201 THIRD tenants are eligible for discounted Zipcar rates.

For further information on your transit options, please contact the Property Management Office at (206) 224-1201 or Metro at (206) 553-3000.

## TRANSPORTATION

### PARKING

The parking garage, available for tenant and visitor parking, is located beneath the building with access from Seneca Street between Second and Third Avenues. Visitors may exit only to Seneca Street. Monthly parkers may enter the garage at any time by using their card key. Monthly parkers may exit to Seneca Street or via the ramp from Level B to the loading dock area and then on to University Street from 4:00 p.m. to 7:30 p.m., Monday through Friday. The garage is managed by Diamond Parking who is responsible for issuing access cards for tenant monthly parkers and monitoring hourly tenant and visitor parkers. For more information contact Diamond Parking at (206) 805-6034 or [1201parking@wrighttrunstad.com](mailto:1201parking@wrighttrunstad.com).

### ELECTRIC VEHICLE CHARGING

Four electric vehicle charging stalls are available in the garage on Level B. These stalls are managed by Blink and limited to a four (4) hour charging period, at which time vehicles must be moved to another space in the garage to allow for other vehicles to charge.

### GARAGE HOURS

Monday through Friday	5:00 a.m. to 11:00 p.m.
Saturday	7:00 a.m. to 11:00 p.m.
Sunday	10:00 a.m. to 11:00 p.m.

Monthly parkers with parking access cards can enter/exit the garage at any time. The number of monthly parking spaces allotted to each tenant is pursuant to the terms of the tenant's lease. Tenants may purchase validation tickets from garage management to accommodate their client parking needs.

Diamond Parking and Wright Runstad & Company are not responsible for vehicle theft or damage. Please lock your vehicle at all times and keep personal items out of view if left in the vehicle.

## PUBLIC TRANSPORTATION

There are several options available to tenants for public transportation:

**Bus:** Transportation to and from 1201 THIRD are available on the Metro bus system. The bus stop closest to the building is located in the Transit Tunnel. The entrance is located at the corner of Third Avenue and Seneca Street.

**Light Rail:** The Sound Transit light rail system currently provides service from Westlake Center to SeaTac Airport with expansion underway on the north link to Capitol Hill and the University of Washington. Future plans will expand the system east to downtown Bellevue, The Spring District development and the Redmond Microsoft campus. Visit [www.soundtransit.com](#) to plan your light rail trip.

## BICYCLE STORAGE

Bicycle cage storage is available on Level A for tenants only. Contact the property management office to fill out a waiver form and have your card key programmed for access. Please remember to lock your bike and take all valuables with you. Bicycles should not be left for extended periods of time. If your bike needs to remain overnight in the bicycle storage area, please let property management or building security know. Bicycles are not permitted inside the building common areas or elevators. Tenants wishing to store their bike in their suite must use the freight from AT level, as bicycle transport through the common areas and passenger elevators is not permitted.



## **BUILDING SERVICES**

### **JANITORIAL**

If you have questions regarding your suite's janitorial service or for janitorial services required during business hours, please contact the property management office. There is at least one Day Porter on site Monday through Friday from 8:00 a.m. to 5:00 p.m. who may be able to service your request, depending on the scope of the work.

Regular janitorial cleaning services are scheduled after business hours from Sunday evening through Thursday evening. If you have any special requests for the night cleaning crew (i.e., detail vacuuming, dusting, carpet cleaning), please contact the property management office.

We are eager to hear from you with regard to the service you are receiving. While we are constantly monitoring our janitorial service, we also rely on you for information. If you are unhappy with any aspect of your service or have a suggestion to improve it, please call the property management office to discuss your ideas and concerns.

### **TRASH REMOVAL**

The janitorial staff is instructed to empty and dispose of everything found in trash containers, without regard for their content. Please make certain that what you dispose of is actually waste.

When discarding cardboard boxes, please break them down and put them in an obvious spot with the word "trash" displayed on the item(s). This applies to all other items you need to dispose of that may be too large for the trash receptacle.

As a courtesy to other tenants and guests, please do not put items intended for trash in the hallway or by the freight elevator.

## RECYCLING

Wright Runstad & Company has instituted a building-wide recycling program for paper, cardboard, aluminum, plastic, glass, batteries, and Styrofoam. Property management provides the receptacles you will need to start recycling: small desk-side containers for paper, cardboard, plastic and aluminum and larger containers for glass.

These items are collected by the janitorial service providers, put in special bins located in the loading dock area and removed weekly by a waste disposal contractor. Please be careful not to mix recyclable materials with normal trash and other forms of waste. For more information about recycling, particularly removal of unusual items like office equipment and electronics, please contact the property management office.

## COMPOSTING

In order to remove as much material as possible from the normal refuse stream, Wright Runstad & Company offers composting options. Tenants may designate compost containers in their suite for food scraps, food-soiled paper, cardboard and other food waste items. Property management will provide compostable liners for such containers and empty these containers on the same schedule as regular trash pickup.

## ELECTRONIC WASTE

Electronic waste disposal services are available on a small scale – please contact the property management office for additional information.

## HVAC

Heating, ventilation and air conditioning (HVAC) systems in the building operate Monday through Friday from 7:00 a.m. to 6:00 p.m./Saturday from 8:00 a.m. to 1:00 p.m. However, the HVAC system is controlled suite-by-suite, so the hours may be adjusted to accommodate individual operating times. This may result in after-hours HVAC costs to you

After-hours HVAC charges are \$40.00/per hour. All after-hours HVAC requests must be made before 3:00 p.m. daily. Requests after that time will be subject to a \$30.00 charge in addition to the hourly HVAC rate to cover the overtime required to affect the request.

If at any time during working hours you experience problems with the temperature within your suite, contact the property management office for assistance. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please consider closing blinds/drapes when in direct sunlight or on exceptionally hot days to conserve energy as well.

## ROUTINE MAINTENANCE CALLS

The property management office takes pride in maintaining the highest possible standards for maintenance service at 1201 THIRD, but we also need your help. Please call us anytime you become aware of a situation that needs attention. The property management staff will address your work order as soon as possible by sending someone to assist you or by making other necessary arrangements to complete the task. If the item in need of repair or maintenance is not the landlord's responsibility, the tenant will be charged for such work at landlord's cost plus appropriate mark-up.

You may contact the Property Management Office by phone at (206) 224-1201, or via e-mail at [1201mgmt@wrihtrunstad.com](mailto:1201mgmt@wrihtrunstad.com).

### PEST CONTROL

The common areas of the building are on a regular maintenance inspection schedule and are treated only as necessary. Please call the property management office to arrange for pest control services within your suite, if necessary. Expenses incurred for this service may be invoiced to the tenant.

### COMMON BUILDING AREAS

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance at 1201 THIRD; however, we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burned-out light, or a janitorial issue. Please notify the property management office if you notice any of these concerns throughout the common building areas.

### BUILDING DIRECTORY/SIGNAGE

The building directory in the lobby displays your company name and suite number. If you require additional listings or wish to make changes to your current listing, please contact the property management office.

If you wish to display a sign or notice in any public area of the building, prior written approval from the property management office is required.

### LOST AND FOUND

Please report any lost or missing items to either the lobby security desk or the property management office. Items found are kept on the premises for 30 days, after which they are donated to charity.

If you find a suspicious package, DO NOT MOVE OR TOUCH IT. Inform security and the property management office and immediately leave the area.

## MAILING SERVICES

Post Office Boxes and outgoing mailboxes are located on Level AT. Oversized parcels and mail that requires a signature will be delivered to your suite by a USPS representative. A mailbox number will be assigned to you by the Property Management office prior to your moving day. For your mail delivery and pickup convenience, you are able to access the AT Level via a designated elevator on your floor between the hours of 11:00 a.m. and 12:00 p.m. and after 4:00 p.m., Monday through Friday. This designated elevator is distinguishable by its two call buttons located on the top left corner of the door jamb. For the high rise floors, the designated elevator only functions after 4:45 p.m., Monday through Friday.

Federal Express and United Parcel Service (UPS) overnight mail drop boxes are located on Level AT. These services are available Monday through Friday. For pick-up times and more information regarding their services, please call them directly at the following phone numbers:

Federal Express                      1-800-463-3339

United Parcel Services              1-800-742-5877

## ELEVATORS

*Passenger Elevators:* There are 25 elevators that service 1201 THIRD which serve the following floors:

<u>Elevators</u>	<u>Floors</u>
Low-Rise (Cars 19 – 23)	5 - 17
Mid-Rise (Cars 13 – 18)	17 - 30
Mid-High Rise (Cars 7 – 11)	31 - 40
High-Rise (Cars 1 – 6)	40 - 54
Garage (Cars 24 – 26)	A - F, AT, Lobby, 4

If you find yourself trapped in a stalled elevator please use the emergency phone located in the elevator which will put you in immediate contact with the elevator service provider's

Emergency Hotline. They will then be able to dispatch a technician to the site to assist you. If, while waiting in an elevator lobby, you become aware of a stalled elevator, please contact the property management office and report the approximate floor location and elevator cab number.

**After Hours Elevator Access:** At the request of your tenant representative, property management will provide access cards for the elevators to be used by your employees to access your floor after hours and on weekends. If you are having trouble with any of the elevator access cards, please contact the property management office.

**Freight Elevator:** The freight elevator is located in front of the garage elevators on the East side of Level AT. It is accessible from the loading dock entrance off University Street. The loading dock is available for deliveries that are 20 minutes or less between 7:00 a.m. and 7:00 p.m. The freight elevator must be used for all deliveries. Hand trucks and delivery carts are not permitted in the garage and passenger elevators. Please contact the property management office for scheduling any after-hours deliveries that require freight elevator access.

To help reduce maintenance costs, the freight elevator is closed each Thursday from 2:00 p.m. to 4:00 p.m. and from 1:30 p.m. to 4:30 p.m. on the second Thursday of each month.

The freight elevator dimensions:

Entrance: 5' x 4"	Depth: 8'
Width: 5' x 8"	Interior ceiling height: 10'
Rear ceiling height: long/tall objects)	12' x 6" (rear of the elevator has an extended ceiling for
Weight capacity:	4,500 lbs

**Garage Elevators:** There are three (3) garage elevators servicing the 1201 THIRD parking garage. The garage elevators operate 24 hours a day, seven days a week.

## STORAGE

Storage areas in the building are available for lease. If you are interested in storage space, please contact the property management office.

For the safety of all building occupants, gasoline or other flammable or combustible materials may not be stored within your premises or any storage areas unless special arrangements have been made with the property management office and the proper protective storage units are utilized.

Please do not store items so that they block exit doors or exit pathways. Storage (including pallets, machinery, product and disabled vehicles) is prohibited in the garage, at the loading dock or along the exterior of the building. If you have a special situation, please contact the property management office.

## **BUILDING POLICIES**

### **SMOKING**

Wright Runstad & Company strives to provide a smoke-free environment for its tenants and visitors. The property management staff strictly enforces Washington State Initiative 901 which prohibits smoking in all building spaces and an area of “twenty-five feet of minimum distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited” (Chapter 70.160 RCW, Section 6). NO SMOKING signs are posted throughout the building and surrounding areas. Any persons found in violation of this policy will be asked by security to move. If you have any questions regarding this policy please contact the property management office.

### **SOLICITORS AND LOITERING**

For the safety of our tenants and the building, property management prohibits soliciting on the premises. As it is difficult to identify solicitors when they enter the building, please encourage your staff to be aware of solicitors and report any they encounter to the property management office. Be sure to provide a description of the solicitor and their current or last known location in the building. Employees should be encouraged to question all strangers within their space and confirm with property management if someone claims to represent the property management office.

Canvassing, peddling, soliciting, posting, and distributing any written materials in the building is prohibited. We appreciate your cooperation in preventing these activities.



## SIGNS AND NOTICES

Each tenant will be included in the building directory located in the main lobby and the floor directories located on each floor in the elevator lobbies. If you require additional listings or wish to alter your current listing, please contact the property management office.

Signage, advertisements, graphics or notices visible in or from public corridors, lobby areas or the exterior of the building are subject to prior written approval from property management. If you have any questions regarding this policy, please contact the property management office.

## USE OF BUILDING NAME

Without the written consent of property management, tenants may not use the name of the building in connection with or in promoting or advertising their business, except to provide as their address.

## WINDOW SILLS AND LEDGES

To avoid potential damage and assist in the ease of cleaning, please do not attach anything to or place anything on window sills or ledges.

## SUSTAINABLE TENANT PRACTICES

Wright Runstad & Company strives to practice and promote sustainable operations. Below is a checklist of various ways to be sustainable in your office:

### **Energy**

- Turn off overhead lighting when offices are unoccupied.
- Install energy efficient lamps in proprietary fixtures.
- Minimize direct sunlight by closing blinds.
- Allow window induction units to breathe freely.
- Keep space heaters out of the building.
- Seasonally modify your internal "comfort zone".

- Position workstations to receive natural light.
- Program computers/copiers for low-powers “sleep mode”.
- Turn off computers/equipment when not in use.
- Purchase ENERGY STAR office equipment.

### **Administrative Operations**

- Replace fax machines with fax modem technology.
- Institute paperless record-keeping system.
- Default photocopiers/printers to double-sided printing.
- Reduce handouts at meetings; use projected presentation for agendas.
- Create a “reuse” area for lightly used office supplies.
- Minimize newspaper and magazine subscriptions.
- Remove your name from catalog or “junk mail” lists.
- Have a waste stream audit performed (at night).

### **Catering & Business Travel**

- Eliminate paper plates and plastic forks, spoons and knives.
- Stop purchasing bottled water.
- Purchase coffee maker and reusable mugs.
- Ask caterers to hold the condiment and sugar packets.
- Use bike courier for local deliveries.
- Establish a hybrid car policy for business travel.
- Plan air travel on large aircraft with few connections.

## PETS

No pets are allowed in the building or on the premises except for those that are used as service animals as defined by Title II and Title III of the ADA. The animal's owner will be liable for any damage or injury caused to the building, grounds or people.

## TENANT FUNCTION GUIDELINES

If planning a tenant function (i.e., party, reception or fund-raiser) please notify property management at least two days in advance. Property management maintains certain policies and procedures to assist with event coordination, limit liability for the building, and ensure the safety of all visitors and guests. No function may be held without prior approval from property management.

Property management may require the following information:

- Date and time of event
- Number of guests
- Presence of alcohol
- Parking requirements
- After-hours HVAC requirements
- Use of service elevator
- Electrical requirements (for sound systems, etc.)
- Janitorial needs
- Certificates of Insurance (COI) for vendors

## TENANT USE OF SMALL APPLIANCES IN WORK AREAS

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves and other small appliances is prohibited in individual offices or cubicles. These present both a fire hazard and a safety issue and are against building policy.

## MOVING INSTRUCTIONS

All tenant moves – into, out of, or within the building – must be coordinated with the property management office. Please notify the property management office of your proposed move date at least five (5) days in advance. Tenants should also contact the property management office so that the freight elevator can be scheduled, access cards can be issued and security can be notified.

All moves should take place after normal business hours to simplify access and minimize any inconvenience to other tenants. The property management office will make every attempt to accommodate your schedule if an after-hours move is not possible.

To facilitate orderly moves, property management requires the following:

- Clean, ¼" thick Masonite sections must be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or sled type dollies. If 32" sheets of Masonite are used, they must be taped together to prevent sliding.
- All walls, door facings, elevator cabs and other areas along the delivery route will be inspected by the moving contractor, accompanied by property management staff, before and after the move. The moving contractor will provide and install protective coverings, as deemed necessary by property management, along the route of the move. Property management reserves the right to be present at all moves.
- Any damage to the building or fixtures caused by the move will be repaired by property management and paid for by the moving contractor and/or tenant.
- Only the freight elevator will be used for moves unless prior approval is granted by the property management office to use designated passenger and/or garage elevators.
- The moving contractor will remove any trash or refuse generated by the move from the building on the same day of the move.

The moving contractor must provide the following proof of insurance coverage at least five (5) days prior to the move:

- Workmen's Compensation in statutory limits for the state, with employer's liability of \$1,000,000, and bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to property management before any items can be moved onto the premises.
- Comprehensive General Liability insurance that includes coverage of operation, elevators, and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$1,000,000 per occurrence and no less than \$2,000,000 per aggregate combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.
- Comprehensive Form Automobile Liability covering owned, hired and non-owned vehicles with limits if \$1,000,000 combined single limits each occurrence.
- Excess Liability (Umbrella) insurance on the above on a fellow form basis with a per occurrence and annual aggregate with a limit of \$5,000,000
- In addition, the moving contractor must agree to protect, indemnify, and hold the landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, tenant/owner and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or subcontractors. The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work.

### HAND TRUCKS AND CARTS

Limited use of hand trucks with pneumatic wheels is permitted in the main lobby, with prior approval. Use of hard wheeled dollies, carts or related equipment is not permitted in the main lobby due to potential damage to the floors.

Hand trucks, dollies and large parcels are not permitted on passenger elevators. Tenants and delivery personnel must use the freight elevator for transporting all large parcels. Delivery attempts through the main entry doors will be redirected to the loading dock.

### NOISE AND ODORS

Excessive noise, odors or other activities that may interfere with tenants and persons conducting business within the building are discouraged.

### FUTURE POLICIES

Property management reserves the right to revise these policies and to work in coordination with tenants to make future policies, as required, for the operation and maintenance of the building and the safety, protection and comfort of the tenants, their employees and visitors.

## **BUILDING ACCESS & SECURITY**

### **ACCESS – DURING AND AFTER BUSINESS HOURS**

Access to 1201 THIRD is possible through these locations:

#### **6:00 a.m. Monday – 6:00 p.m. Friday**

- Main building entrance on Third Avenue. The card key reader is located to the right of the center revolving door entrance. There is also a reader near the phone box for ADA access.

#### **7:00 a.m. Monday – 5:00 p.m. Friday**

- Off Seneca Street mid-block between Second and Third Avenues. The card key reader is located to the right of the entry door.
- Off Second Avenue past the Plaza fountain. The cardkey reader is located at the entrance to the garage access hallway.

#### **6:00 p.m. Friday – 4:00 a.m. Monday**

- Card keys will only allow access at the Third Avenue main building entrance. All other doors are locked.
- Elevators - card key readers are located inside the passenger and freight elevators to permit access to authorized floors only.
- Garage - a cardkey reader is located at the Seneca Street entrance to the garage for monthly and after-hours parkers.

### **KEYS AND ACCESS CARDS**

The property management office will provide entry door keys to your premises prior to your move in. Additional keys may be ordered through the property management office at a cost of \$8.50 per key. For optimum security control, duplicate keys cannot be made unless requested and purchased through the property management office.

Requests for general lock work/repairs should be made to the property management office. Approval from property management is required for installation of additional locks or deadbolts in your space.

Upon request from the tenant representative, access cards will be provided by property management to each incoming new employee. Lost or broken access cards must be reported to the property management office. For security purposes, access cards are not to be traded or swapped by employees. Access cards belonging to departing employees should be returned to property management for reprogramming.

Upon termination of your tenancy, all keys and access cards must be returned to the property management office.

### ACCESS CARD MALFUNCTIONS

If a valid access card fails to operate a door or elevator, notify property management as soon as possible. To report a problem, emergency phones are located in all elevators and outside the main entrance to the building. The emergency telephones automatically connect callers to the Emergency Control Center. A security guard will dispatch someone to assist you immediately. An access card's malfunction will be corrected as soon as possible.

### HOLIDAYS

The building observes and is closed for the following holidays:

- New Years Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day



- Thanksgiving
- Christmas Day

## SECURITY

The building provides security 24 hours a day, 7 days a week. The Emergency Control Center, located on Level AT, is staffed by security officers at all times. Security officers monitor the fire and life safety systems throughout the building and conduct regular patrols of the premises. To contact the security desk please call (206) 224-1203.

## SECURITY ESCORT

The security staff will escort tenants to any location within a two block radius of the building. To request an escort, please call (206)224-1203 or stop by the security desk.

## SECURITY – DURING BUSINESS HOURS

Although we do our best to maintain a secure working environment, we cannot guarantee complete safety. We ask that tenants take these preventative measures to keep their areas more secure:

- Keep all entrance doors other than the main entrance to your suite locked at all times.
- Reception areas should not be left open without someone monitoring the area. If that is not possible at all times, a door chime or other such alarm should be considered or all doors should be locked if your suite is unattended.
- Instruct employees to keep valuables in secured areas (locked desks, file cabinets, or closets) when leaving them unattended.
- Always keep safes, strongboxes, or similar devices locked, particularly when unattended. Do not leave combinations where they can be easily found.
- Record serial numbers of all valuable office equipment. If anything is stolen, a record of serial numbers can aid in the recovery of the items.
- Check wastebaskets at the end of the day to ensure that no items of value have been left there.

- Always check the identification of repair persons and confirm the repairs have actually been requested.
- Report all suspicious activity or persons to property management and security. Make note of suspect's description and their last known direction of travel.

## SECURITY – AFTER BUSINESS HOURS

After normal business hours, please make certain that all entry doors to your suite are locked. Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so with a programmed access card. If you encounter someone having difficulty gaining entry into the building, do not let them in. Instead, please notify security that they need assistance.

Property management recommends that you keep all personal valuables locked up during non-business hours. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables.

## LOADING DOCK

### LOADING DOCK HOURS AND ACCESS

The loading dock area and/or delivery entrance is located on University Street, between Second and Third Avenues.

#### **Loading Dock Business Hours:**

- Mon, Tues, Wed & Fri 7:00 a.m. - 7:00 p.m. (limited to 20 minute load time)

- \*\*Thursday 7:00 a.m. - 1:30 p.m. (freight down for weekly maintenance from 1:30 p.m. - 4:30 p.m.)

- After Hours 7:00 p.m. - 7:00 a.m. (may reserve a space for time needed, if available)

- Saturday/Sunday Please contact the Property Management office

**Passdowns:** For the safety of our building occupants, building security needs specific information prior to scheduling a delivery or move. Please download the Passdown Request Form and email a completed copy to the Property Management office. If you have any questions related to the Passdowns, please call property management at 206-224-1201.

**Delivery Hours:** A “Delivery” is any truck/van load that is deliverable to the tenant within 20 minutes (includes arriving at the dock, delivering the load and leaving the dock). This 20 minute time period includes elevator wait time and travel time within the building. If your load is not deliverable within 20 minutes, then you must schedule the delivery and reserve the freight elevator during the times listed below as “Move Hours”. Deliveries are accepted during the Loading Dock Business Hours noted above.

**Move Hours:** A “Move” is any truck/van load that is not deliverable within 20 minutes of arriving at the dock. Please review our Building Moving Procedures before planning a move. To schedule an after-hours or weekend move or to use the freight elevator during non-business hours, please contact the Property Management office at 206-224-1201.

*\*Start time means arrival time on-site. Vehicles will not be given parking/access to the loading dock until the published start time.*

*\*\*Although attempts are made to accommodate all deliveries, if the dock is full the loading dock staff reserves the right to refuse access and instruct a vehicle to return later.*

The loading dock bay height is 12' 6" and length is 24' (not including cab length). A pedestrian ramp to the loading dock is available.

**Truck Clearance:**

Max Truck Height Clearance: 12'-0" (144")

Two S.E. Parking Spaces: 12'-0" (144")

Max Truck Length: 20'-24" (240"-288")

**Freight Statistics:**

Width: 64" (5' 4")

Depth: 94" (7' 10")

Height: 120" (10')

Max Capacity: 4500

Before scheduling a delivery over 20 minutes, please complete a Passdown Request Form located on our tenant website: <http://www.1201thirddenants.com/tenant-services/tenant-resources/loading-dockfreight-elevators.aspx> and have your vendor provide a Certificate of Insurance (COI). Please email completed forms with COI to [1201mgmt@wrighttrunstad.com](mailto:1201mgmt@wrighttrunstad.com)

The loading dock is reserved for loading and unloading of trucks and vans. No personal vehicles are permitted to park in this area. Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing. Delivery parking in the loading dock after 4:00 p.m. is limited to twenty (20) minutes and restricted by the size of the delivery vehicle. Please obtain approval from the property management office for deliveries after 4:00 p.m.

All deliveries should be delivered to the customer immediately – do not leave deliveries in the loading dock area. Do not leave pallets or other packing products on the premises. The building is not responsible for any items left at the loading dock.

Persons with small carried parcels which do not require the use of a hand truck should use the passenger elevators, not the freight elevator.

*\*Please remember that pallets/pallet jacks are not allowed on multi-tenant floors. All pallets must be broken down on the loading dock prior to being transported to a tenant floor. Large pallet deliveries should be scheduled for after-hours delivery. Pallets must be disposed of by vendor or a \$10.00/per pallet disposal fee will be invoiced to the tenant.*

## PROPERTY REMOVAL

Tenants wishing to move bulky materials, office furniture or equipment, out of the building must first notify property management. Security will be informed of the name of the individual or vendor removing the property, proof of insurance, if applicable, and time of removal.

Security will prevent the removal of property without prior notification.

## ALTERATIONS & REMODELING

### TENANT ALTERATION PROJECTS

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from property management. This includes all installations affecting floors, walls, woodwork, windows, ceilings, data and electrical. Requests to make alterations should be sent in writing to property management by your tenant representative. **Alterations must be performed by Wright Runstad & Company staff or an approved contractor.** Property management can provide you with a list of approved contractors for the building.

All contractors and technicians rendering installation or service work of any kind must check in and out with the property management office any time they are performing work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the property management office. All contractors and technicians will be informed of building policies and standards for performing work in 1201 THIRD and provided necessary access to service areas, telephone closets, etc.

### COMMUNICATIONS INSTALLATIONS

When changes or additions to your communications network are necessary, your selected telephone installation contractor must contact the property management office prior to the day on which the work is due to start to ensure that house cabling lines are properly assigned and code requirements are met.

Please contact Property Management for a list of companies currently licensed to provide telecommunications services at 1201 THIRD.

To facilitate service from multiple Telecommunication Service Providers (TSP) in a building this size, we have installed a Cable Distribution System (CDS) that the TSPs utilize in deploying

service to you. You may engage any of the TSPs listed by Property Management to provide your service. They have signed License Agreements with us and will be allowed to use the CDS. Please call at any time to ask questions and discuss your plans for additional telecommunications services. Jeff Kasowski, Director of Engineering; Bryce Jacobson, Assistant Chief Engineer or Jeff Hendrickson, Tenant Improvements Engineer are available to meet with your technical staff and service provider.

**Important note:** With so many companies wanting access to the building communication spaces to add or delete services, we have adopted strict rules for access to those spaces by tenant's vendors. The vendor must contact the property management office for access.

We are able to access the vendor only on weekdays between 8:00 a.m. and 5:00 p.m. Admission can be arranged for the weekend also but must be scheduled ahead of time so that Security may be notified. Of course, these procedures are suspended in the case of an emergency such as loss of telecommunications service.

These procedures are in place to provide security for each tenant's communications system. It is imperative that we know who was in the building telecommunication rooms and when, in case a vendor inadvertently disrupts the service to another tenant.

### ATTACHMENTS TO BUILDING WALLS, DOORS, CEILINGS OR LIGHT FIXTURES

In order to avoid accidents, damage or disruption of building utility services, nails, screws or other attachments to the walls must be installed by property management staff. Only tack boards and bulletin boards will be used for posting notices. Nothing may be attached to or hung from the light fixtures, ceilings or doors. Push pins, staples or tape are not permitted on walls, doors or ceilings. Please reserve use of these items to tack boards and bulletin boards.

### INSTALLATION OF BURGLAR ALARM AND INFORMATIONAL SERVICES

If a tenant requires a burglar alarm or telegraphic, telephonic or similar services installed property management must be notified prior to installation so that correct procedures and instructions are followed.

### FLOOR LOADS

Tenants shall not place any loads anywhere in the building which exceed the load per square foot the floor was designed to carry and which is allowed by law. Property management has the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the building. If considered necessary by property management, heavy objects will stand on platforms to properly distribute the weight; such platforms will be provided at tenant's expense.

Business machines and mechanical equipment belonging to tenants which cause noise or vibration that may be transmitted to the structure of the building or to any space within the building, to such a degree as to be objectionable to property management or to any tenants in the building, must be placed and maintained, at the tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration.

Property management will not be responsible for loss of, or damage to, any such equipment or other property from any cause and all damage done to the building by maintaining or moving such equipment or other property shall be repaired at the expense of the tenant. The persons employed to move such equipment in or out of the building must be acceptable to property management.

### UNAPPROVED EQUIPMENT

Tenant shall not install, operate or maintain any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical

system beyond its capacity for proper, efficient and safe operation as determined by property management. Tenant shall not furnish any cooling or heating to the premises, including, without limitation, the use of any electronic or gas heating devices, fans or space heaters, without property management's prior written consent.

### FLOOR COVERING

The installation methods for linoleum, tile, carpet, or other similar floor coverings must be approved by property management. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering will be at the tenant's expense.



## **BUILDING RULES & REGULATIONS**

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking facilities (if any), the Property and the appurtenances. In the event of a conflict between the following rules and regulations and the remainder of the terms of the Lease, the remainder of the terms of the Lease shall control. Capitalized terms have the same meaning as defined in the Lease.

- Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
- Plumbing fixtures and appliances shall be used only for the purposes for which designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances. Damage resulting to fixtures or appliances due to the gross negligence or willful misconduct of Tenant, its agents, employees or invitees shall be paid for by Tenant and Landlord shall not be responsible for the damage.
- No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel without Landlord's prior approval, which approval shall not be unreasonably withheld.

- Landlord may provide and maintain in the first floor (main lobby) of the Building an alphabetical directory board or other directory device listing tenants and no other directory shall be permitted unless previously consented to by Landlord in writing.
- Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of the Lease.
- All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.
- Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity, which approval shall not be unreasonably withheld. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage, loss or injury.
- Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld. Damage to the Building by the installation, maintenance,

operation, existence or removal of Tenant's Property shall be repaired at Tenant's sole expense.

- Corridor doors, when not in use, shall be kept closed.
- Tenant shall not: (1) make or permit any improper, objectionable or unpleasant noises or odors in the Building, or otherwise interfere in any way with other tenants or persons having business with them; (2) solicit business or distribute or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
- No animals, except service animals as defined by Title II and Title III of the ADA, shall be brought into the Building or kept in or about the Premises.
- No inflammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property, except for those substances as are typically found in similar premises used for general office purposes and are being used by Tenant in a safe manner and in accordance with all applicable Laws. Tenant shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the Premises or any other portion of the Property, any asbestos-containing materials or any solid, liquid or gaseous material now or subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental Law which may now or later be in effect. Tenant shall comply with all Laws pertaining to and governing the use of these materials by Tenant and shall remain solely liable for the costs of abatement and removal.
- Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use, or permit any part of the Premises to be used for lodging, sleeping or for any illegal purpose.
- Tenant shall not take any action which would violate Landlord's labor contracts or which would cause a work stoppage, picketing, labor disruption or dispute or interfere

with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall not have claim for damages against Landlord or any of the Landlord Related Parties nor shall the Commencement Date of the Term be extended as a result of the above actions.

- Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electric or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
- Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees and invitees.
- Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.
- Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.

- Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in the Common Areas, nor shall the above parties allow smoke from the Premises to emanate into the Common Areas or any other part of the Building.  
Landlord shall have the right to designate the Building (including the Premises) as a non-smoking building.
- Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
- Deliveries to and from the Premises shall be made only at the times in the areas and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use which is inconsistent with good business practice.
- The work of cleaning personnel shall not be hindered by Tenant after 5:30 p.m. and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning services.