

**1111 19th Street NW
Electronic Tenant® Portal**

Created on February 10, 2023

Amenities: Fitness Center

The Fitness Center located on the sixth floor of 1111 19th Street NW is a complimentary amenity provided to the tenants of the building. The operating hours are Monday – Friday, 5:30am-9:00pm and Saturdays, 6:00am-1:00pm.

The Fitness Center offers a variety of fitness equipment from treadmills, free weights, resistance equipment, ellipticals, a bicycle, balance balls and much more. It also includes locker room facilities equipped with individual showers and towel service. The Facility is also outfitted with two flat screen televisions for tenants to view the news and other current events and a water dispenser.

NOTE: Access to the Fitness Center will be granted after signing the [Fitness Center Waiver of Liability Release form and Fitness Rules & Regulations](#).

Amenities: Parking

UNDERGROUND PARKING

Underground parking is available at 1111 19th Street, NW. Your lease will specify the number of parking spaces to which you may be entitled. To activate those spaces please contact LAZ Parking at (202) 667-3030.

Tenants are responsible for informing all their employees that the parking garage enforces a ticket and tow policy for parking violators. All vehicles must display a valid parking tag. Tenants must observe "Reserved" parking space signs, which are located above the space and written in yellow in front of the space. Parking at the end of rows of designated spaces or in yellow lined spaces is a fire code violation and will subject violators to ticketing and towing at their expense and risk.

AFTER-HOURS PARKING

The doors to the elevator lobby lock at 6:00 PM Monday – Friday. Entrance to the garage levels must be accessed from the LAZ entrance at the front of the building.

PARKING POLICIES AND PROCEDURES

The parking garage for 1111 19th Street, NW is located on 19th Street, and is managed by LAZ Parking.

For additional information, please see contacts below:

Monthly Accounts	(202) 667-3030 Option 2	
LAZ Headquarters:	(202) 667-3030	Monday through Friday 8: 30 AM to 5:30 PM
LAZ 24-Hour Line:	(301) 421-4990	
Email Monthly Accounts:	accountchangesdc@lazparking.com	
LAZ Website:	Lazparking.com	

General Information:

1111 19th Street, NW provides monthly or daily self parking services.

Please make sure that your vehicle utilizes one parking space. Do not park incorrectly in a non-parking space, or attempt to utilize one or more spaces. Violators may be ticketed and booted at the owner's expense. For current parking rates, please contact LAZ's monthly accounts department at (202) 667-3030.

The parking garage provides two (2) types of parking services; Regular Monthly Contract and Reserved Monthly Contract parking:

Commercial/Retail Monthly Contract:

Regular Monthly Contract is a standard type of monthly contract, whereas, you are guaranteed a parking space, however the space is non-reserved. Please do not leave your ignition key in your vehicle under any circumstances.

Reserved Monthly Contract:

A reserved monthly contract provides the monthly parker with an assigned space. The space will be marked, reserved and exclusively used by the customer assigned to the space that holds the reserved monthly permit. Please contact LAZ's Monthly Accounts Department regarding reserved spaces.

24-Hour Access System:

Monthly permit holders are issued a \$ 25.00, non-refundable key card for entry and exit to the parking facility. Please utilize your access card properly (when entering and exiting so the system completes a full

cycle) for after hour entry. Please note that the fee to replace lost, stolen, misplaced, and/or destroyed access cards is \$25.00, non-refundable.

Emergency Procedures: Bomb Threat

While most bomb threats prove to be false alarms, safe practices dictate that they should always be taken seriously.

The following procedures should be followed when a threat is received:

- Call 911
- Notify the Security at (202) 439-3768
- Stay Calm
- Gather Information

If a bomb threat is by telephone, keep the threat maker on the line as long as possible. Ask him or her to repeat the message. Pay close attention to the voice and words used by the caller. Following this section is a list to describe the voice, background sounds, and the message.

Obtain as much information from the caller as possible, such as:

- Location of bomb.
- Time of detonation.
- Outside appearance or description of bomb.
- Reason for planting it.
- What will cause the device to explode?

Tell the caller the building is occupied and the bomb might cause the death of some innocent people.

Listen for background noises, i.e. trains, planes, intercom/ loudspeakers in that might help determine where the call took place.

Following any bomb threat do not:

- Use radio equipment to transmit messages.
- Turn building lights on or off.
- Smoke.
- Accept delivery of any package.
- Shake, shock or attempt to cover any suspected bomb.

After hanging up, immediately pick up the phone and listen for a dial tone. No matter how long the call lasted, it can still be traced. On a touch-tone phone, press 57. Listen for the operator to confirm the trace and hang up. The origin of the last call has been recorded (you will be charged \$1.00 for each trace). At the end of the trace, immediately report the threat to District of Columbia Police at 911 and to the building management office at (202) 457-7945, giving as much of the following information as possible:

- Your name.
- Your location and phone number.
- Time of bomb threat.
- Name of anyone listening in to the threat call.
- Name and work location of any employee threatened by the caller.
- Time bomb is supposedly set to explode.
- Exact location of alleged bomb.
- Description of alleged bomb.

DO NOT DISCUSS the call with anyone other than your office manager or supervisor, building management, and the District of Columbia Police.

If advised to do so by the police, evacuate the building. Announce a meeting place for roll call and re-entry information.

The building staff will coordinate and work with the District of Columbia Police Department to set up command post operations. The designated office manager for each Tenant will receive notification by telephone and/or personal contact. The decision to evacuate is then left up to the discretion of said office manager. Please note that the Landlord recommends evacuation unless and/or until the authorities give

notice that there is no threat to the building or personnel. However, during the building search, if a suspicious item is found, the fire alarm system will be activated by the police, and all occupants must evacuate immediately.

All Tenants will be notified when the building has been thoroughly searched by the District of Columbia Police Department. At this time, the decision to return to the building will be left to the discretion of the Tenant.

Prepare a written report of the incident. This report should be submitted to the Property Manager's office no later than 24 hours after the incident, if possible, while recollections are still clear.

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Emergency Procedures: Civil Disturbance

What to do in a civil disturbance, strike, riot, protest, physical commotion or boycott.

When a civil disturbance threatens the building, the following procedures are to be followed:

Contact the CUSHMAN & WAKEFIELD management office at (202) 457-7945 and give the following information:

- Your name, location and the time.
- Approximate number and location of demonstrators.
- Current activities of demonstrators.
- Notify your employees and visitors to lock all doors and secure all sensitive areas.
- Avoid walking through the lobby and stay away from windows.
- Do not leave, until it is determined that there is no further danger.
- Station a responsible employee at the main entrance door with a key to allow authorized personnel (ONLY) to enter and/or leave.
- Note all rooms invaded by the demonstrators to facilitate a later search for suspicious items.
- Do not touch any foreign or unusual items.

Emergency Procedures: Elevator Malfunction

Elevators located at 1111 19th Street, NW are equipped with a variety of safety features designed to ensure passenger safety during normal operation as well as in the event of a malfunction of the elevator equipment.

In the unlikely event of elevator entrapment, please use the following procedures:

Push the "Help" or "Call" button to call for assistance. The help button will connect you directly to Datawatch Systems monitoring center.

When Datawatch Systems' monitoring center answers, report your cab number, (located on the inside panel door or on the panel above the call buttons,) and floor location if known. Assistance will be dispatched immediately.

If no response, press the elevator alarm button. This will alert personnel throughout the building.

DO NOT ATTEMPT TO CLIMB OUT OF THE ELEVATOR CAB

DO NOT USE ELEVATORS DURING A FIRE ALARM

Emergency Procedures: Emergency Contacts

Fire/Police/Ambulance:	911
Police Department non-emergency:	(202) 737-4404 or 311
Third District Police Station:	(202) 673-6815
Building Management:	(202) 457-7945
CUSHMAN & WAKEFIELD Emergency Center:	(301) 681-2237
Datawatch Systems:	(301) 654-3282
Front Desk/Security Guard:	(202) 439-3768
Hospital Emergency Room:	(202) 994-3211
Washington Hospital Center:	(202) 877-6701
GWU Medical Center:	(202) 994-3211
Poison Control Center:	(202) 625-3333
Pepco	(877) 737-2662
DCWASA	(202) 787-2000

In case of a zone wide electrical service outage, updates on the restoration of service can be obtained by calling Pepco's customer service at (877) 737-2662. Follow the prompts to request an automated notification call from Pepco.

Emergency Procedures: Explosions

Upon receiving notification that an explosion has occurred, call the building management office at (202) 457-7945 or the emergency after hours call center at (301) 681-2237. In the event of injuries or fire, immediately call **911**.

Give the following information:

- Your name, location and phone number.
- Cause of explosion.
- Extent of casualties and number and type of injuries.
- Whether explosion caused fire, or other imminent danger, and if so, at what location.

Tenants should then immediately evacuate the building until the cause of the explosion and the extent of the damage can be determined.

Emergency Procedures: Fire Evacuation Plan

Pre Evacuation Procedures

All occupants shall:

- Familiarize themselves with the location of fire extinguisher and manual fire alarm stations.
- Know the location of the exits.
- Recognize the sound of the fire alarm.
- Know how to activate the fire alarm.
- Know how to notify the fire department.
- Familiarize themselves with the Building Fire Evacuation Procedures.
- Proceed directly to the exit whenever the fire alarm is heard.

Evacuation of Disabled Persons

Please be sure to provide the management office with a list of the names and locations of all persons who would require assistance should it become necessary to evacuate the building. This list should be updated on a regular basis.

General Guidelines

Fire: Discovering Fire, Smelling Smoke

As the emergency situation dictates, pull the nearest fire alarm located in lobbies, stairwells, and suite areas. **DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF.**

Immediately, call Fire Department (911). Tell them:

- What is on fire.
- Type of occupancy – 12-Story Office Building
- Address – 1111 19th Street, NW, Washington, DC 20036
- Floor number(s) – Where fire is, if known.
- Telephone number – Where you are available.
- Then Stop and Listen to Dispatcher instructions.

After you have spoken with the dispatcher:

- Call the management office number at (202) 457-7945 or Emergency Number at (301) 681-2237, 24 hours per day, seven days a week.
- Listen to instructions given by any member of the building staff.
- When an alarm sounds, all occupants should immediately begin evacuating the building.
- In the event of a false alarm, you will be advised to disregard the alarm.
- Close all doors behind you, especially the door to a burning or smoke-filled room - this will slow the spread of fire. Proceed directly to the stairwell exits - NEVER USE THE ELEVATORS DURING A FIRE EMERGENCY! Smoke could enter the elevator shaft and asphyxiate the occupants. Also, elevators could be “called” to the fire floor by heat of fire activating the call button.
- Go quickly and calmly to the ground floor and exit immediately.
- Assist those requiring help.
- Do not go to the roof unless absolutely necessary.
- In all instances, follow the directions of fire and security personnel.
- Assemble in a designated area away from the building that does not interfere with fire or police personnel or equipment.
- Do not return to the building until instructed to do so by authorities.:
- If your exit route is blocked by smoke:
- Stay calm and stay low to the floor; the air is easier to breathe near the floor. Take short breaths (through nose), until you reach an area of refuge.
- Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped in your office, keep the door closed, and seal off any cracks around the doors and vents. Use a phone to call the fire department by dialing 911.
- 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.

- If door feels cool, open it cautiously. Be braced to slam it shut if hall is full of smoke or if you feel heat pressure against door. If the hall is clear, proceed with the safety/evacuation plan.

The building staff will conduct an annual fire alarm drill to ensure that all personnel are familiar with these procedures. Participation is required by all Tenants.

THESE PROCEDURES ARE IN EFFECT 24 HOURS A DAY, 7 DAYS A WEEK.

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Emergency Procedures: Homeland Security

CUSHMAN & WAKEFIELD recommends that each tenant have an emergency action/evacuation plan in place to help their employees prepare for and react quickly to any emergency. This plan should include the appointment of trained floor wardens who know your organization's emergency procedures and can help respond to emergencies. Visit the links below to access a variety of resources that can aid your organization in preparing for an emergency.

Washington, DC - District of Columbia Emergency Education Center

<http://emergencycenter.dc.gov/eia/site/default.asp>

Department of Homeland Security

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

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

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

Center for Diseases Control and Prevention Emergency Preparedness and Response

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

The following local media outlets will provide important information during an emergency situation:

WTOP Radio – 103.5 FM

<http://www.wtop.com>

The Washington Post:

<http://www.washingtonpost.com>

NBC4 Channel 4

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

WJLA Channel 7

<http://www.wjla.com>

WUSATV Channel 9

<http://www.wusatv9.com>

Emergency Procedures: Hostage Situations

It is possible that you can encounter a hostage situation in your suite or building. All such events must be taken very seriously.

You must be sensitive to the following realities:

- The hostage takers are dangerous.
- People being held hostage may be hurt or killed.
- There may be more people involved than just the identified hostage takers.
- Some of the hostages may already be or may become sympathetic to the hostage takers' cause.
- Even when it looks as if the matter may be peacefully resolved, the problem can still erupt out of control at any time.
- The hostage takers may have the capability to hurt many people as well as seriously damage the building.
- The hostage takers may or may not be willing to leave without incident.
- The hostage takers may or may not be willing to commit suicide for their cause.
- The hostage takers may not be rational or reasonable in conversation.
- The hostage takers and/or their associates may not remain at one fixed location in the building.

You should try to get out of the area held and call **911** and the management office to report the hostage situation.

The building should be evacuated by all individuals not being held hostage, just as if this were a fire or bomb threat. Don't forget to pull the fire alarm. Such action reduces the number of other people that the hostage takers' actions can affect.

Try to report as much as possible of the following type of information to assist the police when they arrive:

- Describe the hostage takers.
- Advise how many hostages there are, and who the hostages are.
- Report the location where you believe the hostages and hostage takers are located and how they can be communicated with in that area (e.g., by telephone, loudspeaker, etc.).
- Report the type of threats you heard and what type of weapons the hostage takers may have with them.
- Try to describe the motivation of the hostage takers or identify their cause, complaint, demand, or mental state.

You must be sensitive to the following realities:

This kind of information is important to the police, as they frequently encounter hostage situations based on the following motivations:

ATTENTION - Hostage takers just crying for help on a specific problem.

POWER - Hostage takers want to take active or passive control over a specific situation.

REVENGE - Hostage takers want to get even for real or perceived past wrongs.

DESPAIR - Hostage takers have given up hope on the world or for help on their problem.

Identifying the motivation of the hostage takers helps the police decide which of their response options is likely to be required for the specific situation.

Their options are:

- Attempt to talk hostage takers out of the situation using trained negotiators, clergy, friends or relatives of the hostage takers.
- Force out hostage takers using SWAT team tactics, non-lethal, gas, or the like.
- Take out hostage takers by the use of deadly force such as snipers or direct attack.

REMEMBER, HOSTAGE SITUATIONS ARE DANGEROUS! PULL THE FIRE ALARM AND EVACUATE THE BUILDING! CALL THE POLICE, BUILDING ENGINEER, AND PROPERTY MANAGER FOR ASSISTANCE!

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Emergency Procedures: Life Safety Systems

STAIRWELL EXITS

The main building is served by two stairwells. Two that lead from the 12th floor to the lobby. There are also two garage stairwells. One stairwell leads from the lobby to parking level B3 and the other leads from B3 and exits only in the alley.

FIRE EQUIPMENT AND EMERGENCY POWER

There is a fire extinguisher cabinet located on each floor next to the stairwells. It is equipped with a fire extinguisher capable of extinguishing small fires. Also located next to the stairwells are pull stations.

A generator will automatically power emergency lighting, one elevator, and fire protection equipment in the event of power failure.

Fire Prevention

Case studies of office fires show that most could have been prevented if simple safety precautions had been exercised.

You can help prevent fire by following these precautions:

- Assign someone to make certain that all appliances are turned off at the end of the day.
- Be alert for strange odors or lights from electrical appliances. Have malfunctions checked immediately by calling your Tenant Services Coordinator.
- Do not overload wall circuits and do not use space heaters.
- Store and use flammable liquids according to safety regulations. Clean up spills at once.
- Do not place flammables on top of computer terminals.
- Insure that no obstructions exist within two feet of building sprinkler heads.

Emergency Procedures: Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

- Call Emergency Services at **911**.
- Provide the Emergency Dispatcher with the following information:
 - Your name.
 - Your Building's name and address.
 - Your specific floor and suite, and the exact location of the emergency.
 - Any pertinent details of the accident or illness.
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.
- If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
- Call the Management office at (202) 457-7945. Inform management that you have called 911 and briefly describe the nature of the emergency.
- The emergency unit will be with you shortly and will administer all necessary medical assistance.

Determine, if possible:

- Name, address and age of injured/ill person.
- The nature of the problem, as best you can surmise.
- All known allergies and current medications taken by the individual.
- Injured person has a local doctor.

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

Emergency Procedures: 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.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, immediately get to an area where you are not exposed and **call 911**. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Emergency Procedures: Flooding

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

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 commence. Tenants will need to contact their insurance carrier to assess any damage to their property.

Emergency Procedures: Power Failure

Interruption of electrical service may occur within the building for various reasons. If your suite encounters a power failure, please contact the Management office and relay your location and the type of equipment affected (lights, computers, telephones, etc.). Our staff will make every effort to restore power as soon as possible.

In the event that the entire building loses electrical service, the Building Engineer will contact [Pepco](#). The decision to close the building will be made by the property manager. That decision is impacted by factors such as, HVAC, temperatures, the anticipated length of the outage. Since most office phones are dependant upon electrical service, updates will be given in person.

Introduction: Welcome

The purpose of this Handbook is to familiarize our tenants with important procedures and services. We hope the following information will assist you in becoming quickly acclimated to your office space, allowing for a productive and pleasant work environment.

Thank you for choosing 1111 19th Street, NW. We look forward to a long and mutually rewarding relationship.

Introduction: About 1111 19th Street NW

1111 19th Street, NW is a 263,393 square foot, 12-story building, originally constructed in 1979.

The property is surrounded by an outstanding amenity base including numerous fine dining, lodging, entertainment and shopping choices in the District. Additionally, 1111 19th Street NW is situated in close proximity to Metrorail with the Farragut West and Farragut North stations respectively located three blocks southeast and two blocks southeast from the building.

Introduction: Operating Instructions

Navigation

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

Special Features

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

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Introduction: Mobile Property

Go Mobile...With Mobile Property!

Your Electronic Tenant Portal is now in the palm of your hand! By downloading / bookmarking the 1111 19th Street Mobile Property app to your Smartphone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant Portal wherever you go.

Simply follow these 2 steps to add Mobile Property to your Smartphone's home screen:

Step 1: Access the Mobile Site:

Type, or copy and paste, the below URL into your Smartphone's Web browser:

<http://111119thstreet.info/mobile.cfm>

Step 2: Add the App to your Mobile Device's home screen:

iPhone / iPad:

1. When you have the mobile property app displayed in your web browser, click on the share icon (bottom/center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is, and click "Add."

BlackBerry:

1. When you have the mobile property app displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "Add."

Android:

1. When you have mobile property app displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At this prompt - select shortcuts - Bookmarks - Mobile Site.

Operations: Property Management

Management of 1111 19th Street NW is provided by Cushman & Wakefield US, LLC. The management office is located on-site at 1111 19th Street NW, Suite 211, Washington, DC 20036.

Our in-house Engineering staff is available to perform routine maintenance requests during the following hours:

Monday - Friday: 5:00 AM - 6:00 PM

If you require assistance after hours, on holidays or on weekends, or in the event of a maintenance emergency, please call the Cushman & Wakefield after hours emergency call center at (301) 681-2237. This 24 hour answering service will page the appropriate personnel to respond to your call. It is important that you provide the answering service with the following information:

1. Your full name and phone number;
2. Company name and suite number;
3. Building name and address;
4. Brief description of the nature of the call.

The following personnel are available to address your needs:

Property Manager	Aida Arar	(301) 444-6173	Aida.Arar@cushwake.com
Property Administrator	Kirby Byrd	(202) 457-7945	Kirby.Byrd@cushwake.com

The mailing address for the management office is:

UNIZO Real Estate DC Nine, LLC
c/o Cushman & Wakefield, US, LLC
1111 19th Street NW, Suite 211
Washington, DC 20036

Phone: (202) 457-7945

Fax: (202) 457-7949

Please note that this **is not** the address to be used for mailing rent payments.

For after hours emergencies please contact the CUSHMAN & WAKEFIELD after hours call center at (301) 681-2237.

Operations: Engineering & Maintenance

Our engineering team is responsible for the overall operations of all mechanical and electrical systems for the building. They also supervise the day porters and are responsible for monitoring and completing all tenant service requests. [Building Engines](#) a web-based work order system, is utilized at the property, allowing tenants to place & monitor routine work orders from anywhere in the world.

Operations: Hours of Operation

The lobby entrance is open from 7:00 AM to 6:00 PM Monday through Friday. At all other times, access can be obtained by utilizing your Datawatch key access card. The card reader is located to the right of the main lobby entrance doors.

The building's HVAC Systems are in operation on the following schedule, with the exception of holidays:

Monday through Friday

8:00 AM - 8:00 PM

Saturday

9:00 AM - 1:00 PM

Sunday & Holidays

Not in Operation

The interior zone is maintained at 73°F for summer and 70°F for winter. In winter, freeze protection is automatic at night and on weekends.

Operations: Leasing

The leasing company for 1111 19th Street NW is CUSHMAN & WAKEFIELD and is located at 2101 L Street, NW, Suite 700, Washington, DC 20037.

Listed below is the contact information for the authorized representative.

Title	Name	Phone Number	E-Mail
Vice President, LEED® AP	Matthew M. Venos	(202) 266-1148 Cell: (202) 360-6918	Matthew.Venos@cushwake.com
Managing Director	Kerri Mulligan	202-463-1353 Cell: 202-441-9849	Kerri.Mulligan@cushwake.com
Associate	Paul Adkins	202-495-7001	Paul.Adkins@cushwake.com
Vice Chairman	Phillip Thomas	(202) 463-1119 Cell: (202) 262-1376	Phillip.Thomas@cushwake.com

Operations: Rent Payments

Under the terms of each lease, rental payments are due on or before the first of each month. Rent statements will be issued, however your rent is due without demand. Therefore, if a rent statement is not received, rent is still due. In addition, the monthly statements will include any additional building services that have been charged to your account. Please make checks payable to UNIZO Real Estate DC Nine, LLC.

All payments should be mailed directly to the lockbox address:

UNIZO Real Estate DC Nine, LLC
600 Washington Ave, Suite 1100
St. Louis, MO 63101

Policies and Procedures: Building Rules and Regulations

[Please click here for the Building Rules/Contractor Guidelines](#)

- No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside 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 standard signage program. In addition, Landlord reserves the right to change from time to time the format of the signs or lettering and to require previously approved signs or lettering to be appropriately altered.
- Tenant shall use and keep in place the building 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, in the opinion of Landlord, from outside the premises.
- Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators or stairways of the building. The halls, passages, exits, entrances, shopping malls, elevators, escalators 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 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.
- 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. One entry in the building directory shall be provided.
- 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, however occurring.
- Landlord will furnish Tenant, free of charge, with two keys to each door lock in the premises. Landlord may make a reasonable charge for any additional keys. Tenant shall not make or have made additional keys, and Tenant shall not alter any lock or install a new or additional lock or bolt on any door of its premises. 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.
- If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with, Landlord's instructions for their installation.
- 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 designated by Landlord. Furniture, equipment or supplies shall be moved in and out of the building only during such hours, and in such elevators as may be designated by Landlord.
- Tenant shall not place a load upon any floor, which exceeds the load per square foot, which such 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.
- Tenant shall not use any method of heating or air conditioning such as space heaters or fans other than that supplied by Landlord. Tenant shall not waste electricity, water or air conditioning. Tenant shall keep corridor doors closed.
- Landlord reserves the right to exclude from the building during non-business hours as defined by Landlord, any person unless that person has a building security system card and/or key issued by Landlord at Tenant's written request. Tenant shall be responsible for all persons for 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.
- Tenant shall close and lock the doors of its premises and entirely shut off all water faucets or other water apparatus, electricity, 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.

- The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of 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 shall have caused it.
- 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.
- Except as approved by Landlord, Tenant shall not mark, drive nails, screw or drill into partitions, woodwork or plaster or in any way deface the premises. Tenant shall not cut or bore holes for wires. Tenant shall not affix any floor covering 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 shall not install, maintain or operate upon the premises any vending machines or video game machines.
- Tenant shall store all its trash and garbage within its premises. 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 directions issued from time to time by Landlord.
- No cooking shall be done or permitted by any Tenant in the premises, except the use of Underwriters' Laboratory (www.ul.com) approved equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such equipment and use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations.
- Tenant shall not use in the building any hand trucks except those equipped with the rubber tires and side guards or such other material handling equipment as Landlord may approve. Tenant shall not bring any other vehicles of any kind into the building.
- 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.

RULES AND REGULATIONS - RETAIL TENANTS

- Tenant shall pay on demand the cost of replacement of any glass doors or windows broken in or on the perimeter of the premises during the continuance of the Lease, unless Landlord, its employees or agents break the glass.
- An authorized individual will attend to the requirements of Tenant only upon appropriate application to the office of the building. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under instructions from Landlord.
- 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.
- No animals, vehicles or bicycles shall be allowed in the building.
- The use of oil, gas or inflammable liquids for heating, lighting or cleaning or any other purpose is expressly prohibited. Explosive or other articles deemed hazardous shall not be brought into the building.
- Canvassing, soliciting and peddling in or about the building are expressly prohibited.
- 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.
- No space shall be used for lodging, manufacturing, storage of or sale of merchandise, goods or property of any kind or any other business that involves patronage from the general public.
- For the benefit of all tenants, Landlord shall have the right to reasonably limit elevator use during peak use hours.
- 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.

[Please click here for the Building Rules/Contractor Guidelines](#)

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Policies and Procedures: Contractors

The following instructions pertain to Tenants and their General and Sub-Contractors performing services at 1111 19th Street:

Prior to Commencement of Work

- Tenant and/or its contractor will supply CUSHMAN & WAKEFIELD with drawings for review prior to the start of any alterations.
- Waiver of Mechanic's Liens, when required, must be signed by the contractor and sent to CUSHMAN & WAKEFIELD prior to the start of any alterations.
- Tenant and/or its contractor will supply CUSHMAN & WAKEFIELD with a copy of the building permit covering the alterations to be done. Where applicable, a copy of the Certificate of Occupancy must be forwarded to the Landlord.
- Tenant and/or its contractor will post the building permit on a wall of the construction site while work is being performed.
- Contractor will supply Cassidy Turley with a certified copy of Casualty and Liability Insurance in an amount sufficient to insure that any personal injury or property damage claims resulting from or relating to the alterations will be taken care of, including worker's compensation coverage.
- Public area corridor and carpet are to be protected by plastic runners or a series of walk-off mats from the elevator to the suite under construction.
- Walk-off mats are to be provided at entrance doors. Prior to demolition, if carpet is to remain in suite, it is to be protected by heavy plastic cover or removed, stored and reinstalled upon completion of work.
- Protection of hallway carpets, wall coverings, and elevators from damage with masonite board, carpet, cardboard, or pads is required.
- Public spaces--corridors, elevators, bathrooms, lobbies, etc.--must be cleaned immediately after use. Construction debris or materials found in public areas will be removed at the Tenant's cost.
- Contractors will remove their trash and debris daily, or as often as necessary to maintain cleanliness in the building. Building trash containers are not to be used for construction debris. Installation of trash dumpsters will require the written approval of the Property Manager and will be at Tenant's expense. CUSHMAN & WAKEFIELD reserves the right to bill Tenant for any cost incurred to clean up debris left by the general contractor or any subcontractor. Further, the building staff is instructed to hold the driver's license of any employee of the contractor while using the freight elevator to ensure that all debris is removed from the elevator.
- All construction materials or debris must be stored within the project confines or in an approved lock-up.
- The general contractor and Tenant shall be responsible for all loss of their materials and tools and shall hold Landlord harmless for such loss and from any damages or claims resulting from the work.
- No utilities (e.g., electricity, water, gas, plumbing, fire sprinkler system) or services to Tenants are to be cut off or interrupted without first having requested in writing, 48 hours in advance, and secured, in writing, the permission of the Property Manager.
- No electrical services are to be put on the emergency circuit without specific written approval from the Property Manager.
- Flammable materials will be allowed in the building only in certified safety containers. All containers of flammable materials must be removed from the building at the end of each workday. MSDS sheets must also be provided to building management.
- The cutting of any holes in the floor slab must be located on a drawing and submitted to the Landlord for review and approval prior to installation. No core drilling will be allowed during "normal" building hours of operation. An independent structural engineering firm shall provide certification that any and all slab penetrations will not and/or have not affected the structural integrity of the slab.
- Return air openings will require pre-filter media to prevent drywall dust contamination of building HVAC system. All perimeter fan coil units will require filter change and cleaning at the completion of the work.
- Utility closets are kept locked and access must be secured through the Building Engineer. Contractors are responsible for problems to any building system, etc., as a result of their work.
- Keys will be issued to the contractor's superintendent and must be returned. If not returned, locks will be re-keyed at Tenant's expense.
- All key access, fire alarm work, or interruption of security hours must be arranged with the Building Engineer 48 hours in advance.
- When utility meters are installed, the contractor must provide the Property Manager with a copy of the operating instructions for those particular meters.

- The Property Manager shall be notified by Tenant or its contractor of all work schedules for all workmen on the job and will be notified, in writing, of the names of those who work in the building after “normal” business hours.
- No work shall be performed between the hours of 8:00 AM and 6:00 PM, Monday through Friday, and 9:00 AM and 1:00 PM on Saturday, **which will disturb or inconvenience other occupants of the building.**
- Normal business hours for the building are Monday through Friday from 8:00 AM to 8:00 PM and 9:00 AM to 1:00 PM. on Saturday. Any work scheduled after normal “business hours” or on weekends must be requested in writing and approved by Management or the Chief Engineer at last one (1) week before work is to be performed. No one will be allowed access after hours without prior consent and providing a list of those expected to be on-site.
- All work performed after business hours require building management supervision. The cost for engineer assistance will be charged to the tenant. There is a 4 hour minimum charge for weekend supervision.
- At all times, construction personnel will be supervised by a qualified superintendent.
- Passenger elevators shall not be used for moving building materials and shall not be used by construction personnel except in the event of an emergency. The designated freight elevator is the only elevator which may be used for moving materials and construction personnel. This elevator may be used only when it is completely protected as determined by the Building Engineer.
- The general contractor will ensure that the freight elevator and loading dock areas are kept clean after receiving materials and/or trash removal.
- All construction personnel will enter and exit the building from the loading dock only. Contractors and their personnel will use loading dock area for all deliveries and will not use the loading dock area for all-day parking of vehicles. Contractor’s vehicles are not to interfere in any way with Tenant parking, deliveries, or normal ingress/egress from any part of the property.
- No building materials may be brought into the building through the main lobby, and no materials may be stored in any lobbies at any time.
- Contractors will be responsible for removing waste foods, milk and soft drink containers, etc., to the trash room containers each day.
- Construction personnel shall not eat in the lobby or in front of the building, nor are they to congregate in the lobby or in front of the building.
- All construction personnel will use the restroom of the floor on which they are working only. No tool belts, hand tools, etc. will be allowed in the restrooms.
- There will be no radios allowed on the job site.
- There will be no smoking in the building. Eating or open food containers in the elevators, carpeted areas or public lobbies are not permitted.
- There will be no alcohol or controlled substances allowed or tolerated.
- All workers are required to wear a shirt, shoes, and full-length trousers, and are to conduct themselves professionally at all times. Failure to do so will result in expulsion from the building.
- At the completion of the work, contractor shall expeditiously remove all its waste materials and rubbish from and about the building, as well as all its tools, construction equipment, machinery and surplus materials, shall clean all glass and tile surfaces and plumbing and light fixtures, and shall leave the work “broom clean” or its equivalent, and ready for occupancy.
- The Tenant shall contact the Property Manager when work is completed so that an inspection may be conducted by the Landlord’s representative. All damage to the building will be determined at that time. Final approvals by the District of Columbia inspectors must be available for review at that time.
- Construction material storage rooms are not available, and items must be stored in the space being constructed.
- Parking is not available nor is provided by the building for General Contractors or sub-contractors completing a build-out or other services for tenants.

[Please click here for the Building Rules / Contractor Guidelines](#)

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Policies and Procedures: Insurance Protection

All tenants are required to provide and maintain current certificates of insurance with the management office throughout their lease term. Amounts of coverage may be found in your Lease Agreement. Please note that Landlord/ Owner, UNIZO Real Estate DC Nine, LLC, CUSHMAN & WAKEFIELD, and their reaspective partners, shareholders, agents and employees must be listed as additional insured. Please contact the management office for a copy of the insurance requirement document which details how additional insured parties are to be listed on the certificate of insurance.

In addition to the above, any person or company you employ to perform labor (moving companies, any type of construction, telephone vendors, computer cabling vendors, etc.) in your space must also provide proper proof of insurance to the Management office prior to commencement of work.

These types of insurance provide for repair to the building or tenant suite due to damage inadvertently caused by your vendor, or provide for medical care should your vendor become injured in performance of work for your company.

Policies and Procedures: Moving Policy

The following regulations are designed to ensure a safe and efficient move-in operation.

It is of the utmost importance that the building personnel be notified of the exact date and time of your proposed move. Your moving contractor should be instructed to contact the management office at (202) 457-7945 to confirm all arrangements prior to your move-in.

The business operating hours of the service elevator are from 8:00 AM to 6:00 PM, Monday through Friday. Moves may only be scheduled for evenings, after 6:00 PM, or weekends thus eliminating the elevator restrictions.

All moves and deliveries will be confined to the loading entrances.

You will be responsible for any damage to the building incurred during the move-in operation. As such, you are to provide CUSHMAN & WAKEFIELD with a [Certificate of Insurance](#) covering the move-in.

[Please click here for the Moving Policies and Procedures](#)

Your moving contractor should be instructed to do the following:

- Pad or otherwise protect all entrances affected by the move.
- Use masonite or comparable material on all floor surfaces over which the move takes place.
- Immediately report any problems, which may affect the building.
- Remove all packing cartons from the building after the move-in operation is completed. Building trash removal contractors are not equipped for handling such bulky debris.
- Elevator floors, walls and bucks must be protected.
- Homosote or padding should be placed around columns, corners and marble walls.

Please direct your staff to collapse all cartons and stack them in central collecting areas.

All afterhours moves including weekends will require a building engineer for oversight. The cost of supervision will be charged to the Tenant.

Policies and Procedures: Smoking

Smoking is prohibited in 1111 19th Street, NW at all times.

Policies and Procedures: Tenant Alterations

We recognize that, from time to time, your premises or service needs may change and require physical alterations to your premises. In order to ensure orderly operation of the building, your premises and those of other Tenants, your leases require prior written approval for all alterations. For all major alterations, it shall be your responsibility to prepare and submit plans and specification to the Landlord for approval. For minor alterations (i.e., additional electrical or telephone outlets, light fixtures, etc.), plans and specifications are not required. You may simply place in writing to the Property Manager a request for the alteration.

We will subsequently forward the request to the Landlord for approval. Also attached is a copy of the instructions for contractors ([Forms Section](#)).

Please retain this set as a master for reproduction of the required number of copies as renovation needs arise. Additional copies of these attachments can always be obtained by contacting the building management office.

The completed form should be forwarded to:

UNIZO Real Estate DC Nine, LLC
CUSHMAN & WAKEFIELD
1111 19th St NW
Suite 211
Washington, DC 20036
Attention: Liz Hale

All subtenants must obtain the approval of the prime Tenant prior to submitting the form for the Landlord's approval.

Security: Security

Security guard service is provided by Allied Security Services and is available 24 hours a day, 7 days a week. The security officer can be reached by calling (202) 439-3768.

Security: Access Control System

The building is equipped with an electronic access control system controlled by Datawatch Systems. The building perimeter access system limits entry into the building after normal business hours.

The buildings hours are Monday through Friday, 8:00 AM to 8:00 PM. The building is locked (requiring use of a key fob) at all other times, including evenings, Saturdays, Sundays and holidays.

ISSUING KEY FOBs AND MAINTAINING SECURITY

All authorized and current employees shall be issued a numbered and encoded access key fob, which shall be assigned to the individual. Key fobs will be provided by management and activated by your designated representative in your office. The access control system works only if it is kept up to date. Please maintain an active list of authorized fob holders and their numbers. In addition to limiting access to unauthorized personnel, the key readers make a permanent recording of the employee's activity when the access key is used. This may be useful to you in the event of loss or theft after-hours. For that reason alone, it is imperative that the name assigned to the access key corresponds to its user and that keys are not shared or loaned out. To ensure the safety and security of all employees in the building, it is important that all lost electronic fobs be reported immediately. Should an employee terminate his or her employment with your company, please be sure to collect the employee's electronic key fob together with keys issued to him or her. If for any reason the electronic fob is not collected, please contact the management office immediately at (202) 457-7945. You can report the same to Datawatch Sysytems at (301) 280-4310, or cardkey@datawatchsystems.com. It will be treated as a lost fob and deleted from the system.

It is extremely important that these procedures be followed to maintain optimum security.

INSTRUCTIONS FOR OPERATION OF ELECTRONIC FOB ACCESS CONTROL SYSTEM

The Access Control System for the building is computer-operated and remotely monitored by Datawatch Systems. It records all activity as to individually assigned keycard numbers, times and types of action. It allows for the prompt invalidation of lost or stolen electronic fobs.

Key readers and/or telephones are installed at the following locations:

- Front Lobby Door
- Elevators

AFTER HOURS:

The Access Control System is operational during the following hours:

Monday through Friday: 6:00 PM to 7:00 AM

Weekends and Holidays: 24 Hours

ENTRY PROCEDURE:

- Touch access fob to reader and remove.
- The red light on the reader indicates that the fob has been read.
- If card is authorized, the red light will turn green indicating access is granted.
- The door will close and lock automatically behind you.

EXIT PROCEDURE:

There are motion sensors located on the entry door; this controlled door will automatically unlock as you approach it.

REMEMBER:

Please report lost or stolen access fobs to the administrator of your firm. They will notify the management office of all changes. When you plan to enter the building after-hours, always carry your key fob.

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Security: Crime Prevention

GUIDELINES FOR PREVENTING LOSSES AND REDUCING OPPORTUNITY FOR CRIMINAL ACTS

It is important that all Tenants realize that they, alone, are responsible for their own security. To minimize incidents that may result from internal and/or external causes, it is important that you establish and periodically review policies, procedures, rules and regulations as a means of preventing losses and identifying wrongdoing. All employees must understand the importance of their part in helping to ensure a more safe and secure working environment. With these thoughts in mind, for you and your employees, we offer the attached guidelines for reducing the criminal's opportunity of selecting your business or employee as a victim.

LOSS PREVENTION GUIDELINES FOR TENANTS AND THEIR EMPLOYEES

- Check doors for proper working of locking mechanisms.
- All keys, including an access fob for access, should be issued on a need basis. Employees should sign for keys as a control measure and be instructed never to loan their key to another employee for any reason. Assign a person to be responsible for key control issuing (and recovery from a terminating employee) of keys and Datawatch fob for after-hours building or suite access. If an access fob was issued to a terminated employee, report to the respective access control company or management office for cancellation of that employee's fob number. If suite door key is lost or stolen, you may wish to replace the lock cylinder. Please report all lost or stolen keys and access fobs immediately.
- When entering the building or your individual suite before or after hours, do not allow anyone to enter behind you without using his own security fob.
- Restrict the number of persons regularly admitted to the building by the "special admit" procedure. Visitor special admit authorization should extend only as long as necessary.
- Receptionists are the first-line of control to recognize a potential intruder. Therefore, it is important that they be responsible and properly trained. Reception desks should never be left unattended while your office door is open for entry.
- Visitors, guests and applicants for employment should not be allowed beyond the reception desk without an escort. If the situation warrants, require I.D. tags for employees and visitors in your leased space. Arrange in advance with the respective access control company for after-hours visitors to the building, and give their names and expected times of arrival. Advise visitors of the correct procedure for building entry during these hours. Employees and visitors must be instructed that, when entering the building by use of access fob or access entry phone, not to admit unauthorized entry to other persons. Authorized persons should understand they must on each occasion follow the proper entry procedure in order to maintain the integrity and proper continuity of loss prevention procedures.
- Persons announcing a delivery, pick-up, repair or service of equipment should be identified and escorted on each occasion when responding to your suite. It may be advisable to appoint a person(s) as coordinator of these functions. If the repair or delivery person appears suspicious, obtain identification and phone his/her company for verification. As an added security measure, you may wish to institute a check-in or badge policy for all delivery and repair people.
- Never be fooled by a uniform. Demand identification. Uniforms are easily obtainable and are often used as a disguise.
- All members of the cleaning crew wear an apron and a badge. If you encounter anyone who claims to be with the cleaning crew and is not wearing an apron or badge, call the security desk immediately at (202) 439-3768.
- Immediately report any suspicious persons or activities to the local police. Also report persons loitering in a public corridor, elevator, garage, rest rooms, or stairway, unknown persons in your leased space, the tying of several doors to other spaces, etc. Do not attempt to detain these persons.
- Employees should report:
 - Building address
 - Floor
 - Specific description of individual
 - Clothing worn
- This may aid the police in locating a suspect being sought who has taken refuge inside your building immediately after committing a crime. It can also aid the police in apprehending a suspect whom they have earlier identified while investigating a crime reported in the vicinity.
- Do not accept bargains for sale by strangers. The merchandise may be stolen. Immediately notify the management office or the front desk when there are solicitors in the building, as this is in violation of building rules and regulations.

- All business equipment of value on the premises, whether large or small in size, should be registered in a master file by serial number or marked permanently in some identifiable fashion in the event of theft. Employees who use personal equipment for business should also personally mark or record serial numbers in the event items are stolen. With accurate description and identification, the police will be able to enter this information in the National Criminal Information Center Computer, accessible by all U.S. law enforcement agencies. In the event items are found or recovered in the course of any police investigation, they can be confiscated and returned to the legal owner.
- Employees should keep purses and small, yet easily concealed items of value under lock when not in their immediate control. Do not leave office equipment (calculators, recorders, laptops, etc.) visible on desks and tables in unoccupied offices. Also, it is important not to place purses under desks, on floors of restaurants, or on the restroom floor when using a stall in the restroom. Employees should be cautioned against hanging coats containing wallets or their valuables on doors of unattended restroom stalls. Employees should be especially alert on elevators, bus stops or public transportation facilities to pickpockets. Employees should be informed that a door routinely kept locked should be tested on each occasion to be certain it has latched closed and locked. This is also important for the safety of fellow employees using toilet facilities in public corridors.
- Never leave a rear or side entry door to your suite propped open. Immediately close any door you encounter which has been propped open and report this security violation to your office manager.
- Doors to street, corridors or exits must be kept latched at all times. This is a fire protection requirement and also helps maintain the integrity of the preventive precaution measures designed to restrict an intruder access to a certain limited area. Be conscious upon entering your suite prior to regular business hours (when a receptionist is not on duty) that your suite door handle is locked from outside and has latched securely when closed. This is also applicable for after-hours work and closing the office. If your office suite entrance door has a dead bolt lock, use it!
- Keep any unoccupied or seldom used offices locked.
- Never allow visitor traffic in storage areas. Do not make storage rooms easily accessible from the main business area.
- Keep desks, file cabinets, safes, etc. locked when not in use and especially in unoccupied offices. Never leave a combination safe on a day-lock position. Thieves will turn the dial back to zero if it is in a day-lock setting. Always spin the dial when locking the safe.
- Designate persons to be responsible for securing equipment and the office at close of business.
- When securing the office at the end of the business day, check to make sure unauthorized persons are not in the office area.
- Quietly leave if you are surprised by an unauthorized person in your suite. Call the police immediately.
- If credit cards are stolen, report immediately to the insuring company and to the police.
- In self-park garages, always remove keys from ignition, secure windows and lock doors. If key must be left with attendant, leave only required key.
- Avoid leaving valuable items in a parked vehicle, or at least keep such items out of sight locked in trunk.
- Avoid leaving registration card in a parked vehicle.
- Install smooth non-flared locking buttons on vehicle doors.
- Have your car keys in your hand when leaving the office so you may enter your vehicle quickly. As you approach your parked vehicle, be on the lookout for loiterers in the area. Stay clear of alleys, abutments, and other parked vehicles when walking to your car. Always look inside your vehicle before entering.
- Employees may wish to carry a small plastic police type whistle on a key ring when working, walking in a secluded area inside and outside the building, or while traveling at night.
- If you are the victim of a robbery, cooperate with the criminal by relinquishing your money. Your wallet can be replaced. Appeasing the thief with money may discourage him from physically harming you.
- You are law enforcement's strongest ally in reducing crime, so be alert (and remove the opportunity for crime).

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Security: Deliveries

LOADING DOCK

The entrance to the loading dock is in the alley behind 1111 19th St., NW. Access to the alley is from either 19th St. or 18th St., just north of the building. All deliveries must be received or unloaded at this location.

DELIVERIES WILL NOT BE PERMITTED AT ANY TIME THROUGH THE MAIN LOBBY. All delivery people are required to sign in at the lobby desk.

Deliveries are restricted to the freight elevator only. Use of freight elevator for regular deliveries may be accommodated during normal business hours with each delivery waiting their turn. Deliveries that require use of the freight elevator on independent service (such as office moves or office furniture delivery) must be scheduled in advance and may only occur in the evening or weekends. Please contact the management office to coordinate use of the elevator and loading dock for such moves.

The business operating hours of the service elevator are from 8:00 AM to 6:00 PM, Monday through Friday. **Moves & furniture delivery may only be scheduled for evenings, after 6:00 PM, or weekends thus eliminating the elevator restrictions.** All afterhours moves will require a building engineer for oversight. The cost of supervision will be charged to the Tenant.

Security: Keys

Keys to your suite will be given to you at the time of move-in, with additional keys available on request at a nominal charge. Please place orders for additional keys via the [Building Engines work order system](#).

Security: Lockouts

Our building staff is frequently asked to unlock suite doors for employees who advise us they left their keys at home. Please be aware that we are unable to comply with this request due to liability issues.

Security: Security Checklist

Good security starts with YOU!

By answering "yes" to each of these questions, you are following simple procedures that will help protect your property:

- Do you restrict office keys to those who actually need them, and keep a list of key distribution?
- Do you have adequate procedures for collecting keys from departing employees?
- Do you restrict duplication of keys except for those specifically ordered in writing through the Management office?
- Are filing cabinet keys accounted for and are filing cabinets locked at night?
- Do you record all office equipment serial numbers (i.e., computers, calculators, audiovisual equipment, etc.) to maintain correct identification in case of theft or fire?
- Do you immediately deposit incoming checks and cash so that you do not keep large sums of money in the office overnight?
- Do you have desktops clear of important working material that should be safeguarded when you leave work?
- Is your reception area attended at all times?
- Are handbags, cell phones, laptop computers, etc., in drawers or cabinets that can be locked when not in use?
- Do you promptly report solicitors or any suspicious persons?
- Do you challenge any unknown person in your suite by asking, "May I help you?"
- Is one person responsible for insuring that entrance doors to your space are secured at the end of each working day?

Respect your security system. If you do not follow the prescribed procedures, you cannot expect others to do so!

Security: Solicitation

The building has a strict "No Soliciting" policy. Please contact the security officer at (202) 439-3768 immediately if a solicitor comes to your suite or confronts you elsewhere in the building.

Services: Building Signage

For Prime Tenant, Landlord bears cost for first installation of the suite and updated directional signage. Any additional signs will be at tenant's expense, including the sign fabrication and installation cost plus 20% administrative fee.

Services: Elevators

There are five passenger elevators and one passenger/freight elevator that serve the building's twelve office floors. There are also two separate elevators that service all three garage levels. If an emergency occurs while you are in the elevator, please push the emergency "Help" button located in each elevator.

Services: Energy Conservation

- Venetian blinds/drapes should be closed both at the beginning of the day to limit heat gain in the early hours, as well as during those times when there is direct sunshine in the room.
- Lights should be turned off when not in use (lunchroom, empty office, conference room, etc.).
- Keep window units, if any, clear of obstruction for proper air flow (on top and in front).
- Keep decorative and task lighting off whenever possible and practical.
- Please report window weather stripping problems or other problems with air leakage.
- Consider the use of task lighting instead of overhead lights in some areas.
- Limit or eliminate the use of plant lights.
- Report all leaky faucets, especially hot water faucets.
- Employees should be reminded to turn off all lights, typewriters, calculators, computers, dictation equipment, copiers, etc., when not in use and before leaving for the day.
- Consider reduced wattage fixtures in appropriate areas (corridors, conference rooms, lunchrooms, copier area).

Services: Forms

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

The following forms are available from the property management office upon request.

- [Emergency Contact Information Form](#)
- [Vendor/Contractor Insurance Requirements](#)
- [Tenant Certificate of Insurance Requirements](#)
- [Building Rules/Contractor Guidelines](#)
- [Moving Policies and Procedures](#)
- [Fitness Center Waiver of Liability Release form and Fitness Rules & Regulations](#)
- [Pandemic Application](#)

Services: HVAC

The building's HVAC Systems are in operation on the following schedule, with the exception of holidays:

Monday through Friday

7:00 AM - 6:00 PM

Saturday

9:00 AM - 1:00 PM

Sunday & Holidays

Not in Operation

VAV boxes are located in the ceiling of the perimeter offices of the Tenant suites. The units are adjustable by using the temperature gauges to meet your individual needs.

OVERTIME HEATING AND AIR CONDITIONING (HVAC)

Requests for overtime HVAC should be made via email and submitted at least 24 hours in advance for extended HVAC service Monday through Saturday, and 48 hours in advance for Sunday HVAC service. This will enable us to schedule the necessary building equipment. Last-minute emergencies will be accommodated to the best of our ability but may result in additional charges being assessed.

Building management will advise the Tenant of the current HVAC charges for overtime service.

Services: Janitorial Service

Good housekeeping is a very important aspect of our building operation. We meet regularly with the cleaning contractor who services our building to discuss performance and areas where improvement may be required. Our staff also makes regular inspections in an effort to maintain satisfactory service.

Should there be a problem, please contact the management team.

MINIMUM CLEANING SERVICES

- Wastepaper - Daily
 - Wastebaskets shall be emptied daily. Trash generated by normal, daily office routine shall be emptied into trash containers.
- Dusting - Daily - Weekly
 - All unobstructed furniture, file cabinets, and horizontal surfaces which can be reached while standing on the floor shall be dusted daily with a microfiber cloth. Notwithstanding the foregoing, in the event Tenant requests such cleaning be done without chemicals, Landlord shall provide such cleaning without chemicals. Thorough dusting of unobstructed surfaces shall be accomplished weekly.
- Dust Mopping Floors - Daily
 - All non-carpeted floors shall be dust mopped daily, with special attention being given to areas under desks and furniture to prevent the accumulation of dust and dirt. Dust mopping shall be done after furniture has been dusted.
- Toilet Rooms - Daily
 - All mirrors shall be polished.
 - Hand basins and hardware shall be washed.
 - Urinals and hardware shall be washed.
 - Toilet seats shall be washed.
 - Toilet bowls shall be washed and sanitized.
 - Walls and partitions shall be kept free of handprints, smudges, and dust and properly washed.
 - Floors shall be damp mopped.
 - Hand soap, towels, tissues, and other expendable items shall be replenished. Toilet bowl brush and bowl cleaner shall be used on toilet bowls, and care shall be given to clean flush holes under rim of bowl and passage trap.
 - Sanitary napkin disposals shall be emptied, cleaned, disinfected and re-supplied.
- Stairways and Landings - Daily/Weekly - As Necessary
 - All stairways and landings shall be dust mopped weekly or, if carpeted, shall be vacuumed daily. Railings and ledges shall be dusted weekly.
 - Applicable waxing and stripping shall be accomplished as necessary.
- Vacuuming - Daily/Weekly - As Necessary
 - All public areas shall be vacuumed daily; private offices shall be vacuumed as needed. All hard-to-get spots and corners shall be cleaned with the necessary tools. Private offices shall be spot cleaned daily and thorough vacuuming accomplished once each week.
- Floor Waxing and Buffing - As Needed
 - All resilient floors shall be waxed with approved materials. The frequency of the waxing shall be determined by the amount of wear caused by weather and other conditions. The floors and traffic areas shall be waxed so as to maintain a uniform appearance throughout the building. All floors shall be buffed monthly.
- Wet Mopping - Daily - As Necessary
 - All waxed floors shall be damp mopped when dirt cannot be swept or dusted, and spots shall be removed daily.
- Stripping and Machine Scrubbing - As Necessary
 - This operation shall be accomplished as frequently as necessary, depending on the need to remove dirt-embedded finishes, stains, spillages, and wax buildup
- Spot Cleaning - Daily
 - Walls, doors, painted surfaces and light switches shall be kept free from handprints and smudges which can be removed with a cloth and neutral cleaner. The type of cleaner to be used shall be appropriate for the wall material. Variations in gloss or flat latex painted wall surfaces, resulting from normal cleaning procedures, shall not be the responsibility of the Landlord.
- Elevators - Daily
 - The interior surfaces, door interiors and exteriors, and fixtures of the elevators and the elevator lobby doors shall be dusted, damp wiped, and polished as necessary. The floors of the

elevators shall be vacuumed daily if carpeted or otherwise cleaned daily as appropriate if not carpeted, and shall be spot cleaned as necessary.

- High Dusting - Quarterly
 - Pipes, ledges, door tops, high files, moldings, etc., shall be dusted every three months.
- Carpet Spotting - As Necessary
 - Carpet spotting shall be done as necessary using accepted commercial methods to remove spots which safely respond to these procedures. Spots that cannot be removed by these methods shall be reported to the Owner/Agent representative.
- Vertical Blinds
 - A sufficient number of vertical blinds shall be dusted daily so that all blinds shall be dusted every ninety (90) days.
- Glass Partitions and Doors - Daily/Spot Cleaned As Necessary
 - All public glass partitions and doors shall be spot cleaned daily and washed monthly.
- Air Conditioning Grilles – As needed
- Kitchen Areas - Daily
 - All kitchen areas, except for coffee pots, dishes, utensils, etc., shall be cleaned daily.
- Metal Surfaces - Daily
 - All metal reachable surfaces shall be wiped down daily and polished as necessary.
- Chairs - Weekly
 - All chairs shall be dusted weekly.
- First Floor - As Necessary
 - The first floor, including all landscaping, exterior sidewalks, etc., shall be policed and swept and polished as necessary to maintain the premises and the building in a first-class condition.

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Services: Mail Service

The mailing address for the building is 1111 19th Street NW, Washington, DC, 20036. To ensure prompt delivery of your mail, please remind everyone sending mail or packages to always include the company name and suite number with the address. UPS and Fed Ex Drop Boxes, as well as a USPS mailbox, are located in the service corridor behind the elevators, (see [map](#)).

The mail pick-up schedule is as follows:

[USPS Mail Pick-up:](#)

Monday – Friday at 10:20 AM and 4:30 PM

[FedEx:](#)

Monday – Friday at 7:00 PM

[DHL:](#)

Monday – Friday at 7:00 PM

[UPS:](#)

Ground - Monday – Friday at 7:15 PM

Air- Monday – Friday at 8:45 PM

Please note: Mail service is not available on holidays.

Also, please note the building staff is not permitted to accept packages or deliveries on behalf of tenants.

Services: Maintenance Requests

All Routine Maintenance Requests are submitted electronically through the web-based work order system, [Building Engines](#). Requests may be submitted / monitored anywhere in the world at anytime: Building Engines web address is www.requestcom.com

Please enter a work order for any maintenance concerns including lights out, HVAC problems, plumbing problems, etc, through [Building Engines](#).

[Please click here to access Building Engines](#)

Services: Pest Control

A monthly preventative pest control contract has been established to control common office building pests such as roaches, rodents, and certain types of ants. Please report any pest control concerns to the management staff via the [Building Engines](#) work order system.

Services: Trash Removal

The regular building schedule calls for trash to be removed by the cleaning staff during the evening hours, Monday through Friday. If there is an abnormally heavy accumulation of trash during the day which interferes with office routine, please submit a request via the [Building Engines](#) for assistance. Services to remove excess trash during the day will be at the Tenant's cost. Otherwise, please place the trash in a visible location with a large sign designating it "TRASH/BASURA" and it will be removed by the evening cleaning staff.

Services: Recycling

The District of Columbia requires each business to recycle the Principal Recyclable Materials (PRMs) that it generates annually in the greatest quantities. 1111 19th Street, NW currently recycles paper, cardboard containers, aluminum cans, glass and bottles. All paper of any variety will be accepted.

The management staff will provide recycling containers to each Tenant to place in their common areas. The cleaning staff will pick up the contents from the central stations and transport it to the main building "recycling center" for collections. Cardboard boxes should be broken down, flattened and marked "Recycle".

We remind you that waste separation is the responsibility of each Tenant and we are requesting that your containers be labeled with proper signage and that you institute an employee awareness/training program if you have not already done so.

Other Important Telephone Numbers: District of Columbia General Information, 202-727-1000

Mailing & Web Address

District of Columbia Government
Department of Public Works
Franklin D. Reeves Center
2000 14th Street, NW, 6th Floor
Washington, DC 20009
www.dpw.dc.gov

Sustainability: Energy and Water Conservation

As an occupant, you have the greatest potential to save energy and water and reduce your building's operating costs. Following a few simple conservation measures and educating your fellow employees about the importance of using energy and water wisely can go a long way.

Here are some things you and your fellow employees can do right now to reduce resource use:

- Turn off equipment, computers, printers, TVs, power strips, and lights when leaving office
- Install occupancy sensors to automatically turn off lights when spaces are unoccupied
- Install smart power strips to eliminate vampire loads
- Install ENERGY STAR equipment

Sustainability: Recycling Programs

1111 19th Street's Solid Waste Management Policy aims to reduce the amount of waste and toxins hauled to and disposed of in landfills. It addresses material reuse, recycling, and composting as well as waste measurement and proper disposal of toxic waste.

1111 19th Street's recycling program has a goal of recycling over 75% of total waste generated at 1111 19th Street, and occupant participation is key to this effort. Please contact the Property Management Office to obtain recycling containers for your space.

Here are some easy-to-initiate strategies that can help reduce landfill disposal of waste:

- Donate office furniture and equipment
- Refill toner and printer cartridges rather than replacing entire cartridges every time ink/toner runs out
- Ensure that each desk, printer, and kitchen has both recycling and trash receptacles
- Cancel unwanted subscriptions and register for e-newsletters
- Replace paper towel use by utilizing or installing hand dryers

Electronic Waste

Annual e-waste events will be held typically during Earth Day week in April. Please contact your Property Management Office for information about the next scheduled e-waste event or to request a special pickup.

Sustainability: Indoor Air Quality

1111 19th Street has a comprehensive Indoor Air Quality (IAQ) Inspection Program which aims to maintain clean and healthy indoor air in our building. It requires periodic IAQ audits, including inspection of equipment, measurement of air and drinking water contaminants, and assessment of occupant comfort.

If you have an indoor air quality complaint, please contact your Office Manager (tenant representative). The Office Manager should submit an online work order and an on-site staff member will be dispatched to follow up on the matter. Property Management will ensure that appropriate action is taken to mitigate the issue. Resolution is reported to the Office Manager.

No-Smoking Policy

This policy aims to maintain clean and healthy indoor air in our building, preventing or minimizing exposure of building occupants, systems, and indoor surfaces to environmental tobacco smoke (ETS). It prohibits smoking within 25 feet of building entries, outdoor air intakes, and operable windows and addresses signage and designated smoking areas.

Sustainability: Alternative Transportation

Transportation programs that encourage carpooling, use of public transit, bicycling, walking, and reduction of unnecessary travel can lower employee costs and reduce air pollution.

Some strategies for alternative transportation and sustainable commuting include:

- Establish an alternative transportation commuting program
- Provide transit fare reimbursement for employee commutes
- Use teleconferences and videoconferences to reduce travel and enable telework