

# TENANT HANDBOOK

# 2100 PENN



**2100 PENNSYLVANIA AVENUE NW  
WASHINGTON, DC 20037**

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# I. ABOUT

## WELCOME

In the heart of Washington's CBD, 2100 Penn boasts more than just a prestigious address. It is an extraordinary, feature-filled place to work.

Its unique shape allows for maximized street views and interior offices to be bathed in natural light. Tenants have options to for multiple, diverse restaurants as well as the option to utilize the modern fitness center. Boston Properties understands that today's in-demand workforce is looking for more than just an ideal company to work for. They are looking for an inspirational place to spend their working hours. 2100 Penn is that place.

We are pleased that you have made the decision to locate your offices here. The 2100 Penn Client Handbook has been designed to provide you and your employees with general information, procedures, and policies which will assist you in operating your business at 2100 Pennsylvania Avenue.

## OWNER, MANAGER, & LEASING AGENT

2100 Pennsylvania Avenue is owned and managed by Boston Properties, a self-administered and self-managed real estate investment trust (REIT). Founded in 1970, Boston Properties became a public company in 1997. Boston Properties' portfolio is primarily first-class office space, but also includes hotels and industrial buildings. Leasing for 2100 Penn is managed in-house.

## NEARBY HOTELS

**The Ritz-Carlton, Washington D.C.**- located 2 blocks south of 2100 Pennsylvania on 22nd Street. The Hotel offers 300 first-class rooms, two restaurants, executive meeting space, a club lounge, and a fitness center (memberships available to general public).

[Ritz-Carlton, Washington D.C.](#)

**The Ritz-Carlton, Georgetown, Washington D.C.**- located at Wisconsin Ave and K Street in the Georgetown. The Hotel offers 86 first-class rooms with premier views, a restaurant, a bar, and easy access to the Washington Harbor.

[Ritz-Carlton, Georgetown, Washington D.C.](#)

**Four Seasons Hotel Washington, DC** - located 6 blocks west of 2100 Pennsylvania on Pennsylvania Avenue. The Hotel offers 222 first-class rooms, a spa and fitness center, a restaurant and 2000 piece art gallery.

[Four Seasons Hotel, Washington D.C.](#)

**One Washington Circle Hotel** - is conveniently located one block north of 2100 Pennsylvania on Washington Circle. The Hotel offers 151 all-suite unique experience in the heart Washington, DC and 3,500 square feet of versatile meeting and event space perfect for groups of up to 130.

[One Washington Circle Hotel, Washington D.C.](#)

## **NEARBY ATTRACTIONS**

2100 Penn is situated in the heart of the District of Columbia, surrounded by restaurants, retail stores, hotels, and cultural landmarks within easy walking distance.

- The White House
- John F. Kennedy Center for the Performing Arts
- Lincoln Memorial
- Washington Monument
- Georgetown Gallery of Art

## II. COMMUTING INFORMATION

### OVERVIEW

2100 Pennsylvania is easily accessible from every direction by car or public transportation. This information is listed below.

### DRIVING DIRECTIONS

#### From Points South (I-95 North to 395 North):

- EXIT 8 B to Memorial Bridge, stay in left lane on Memorial Bridge
- Turn left onto 23rd Street
- Turn right onto I Street and then turn left onto 21st Street

#### From Points North (I-95 South to I-495 West toward Silver Spring):

- Exit 33- Connecticut Avenue South
- Proceed 7-8 miles and cross Taft Bridge
- Turn Right at Florida Avenue (second light)- becomes 23rd Street
- Stay on 23rd Street around Washington Circle (3rd exit)
- Turn Left on I Street and then turn left on 21st Street

#### From Points West (Route 66 East):

- Take Route 66 East across the Theodore Roosevelt Memorial Bridge
- Stay in the left lane for the E Street Expressway
- Stay to the right lane of the left exit ramp for E Street
- Turn left at the first light onto 20th Street
- Turn left onto G Street (2 blocks)
- Turn right onto 22nd Street and continue for 2 blocks
- Turn right onto I Street and turn left on 21<sup>st</sup> Street

#### From Ronald Reagan National Airport:

- From National Airport, start out going North on ramp
- Merge onto George Washington Memorial Parkway North
- Take the exit on the left towards US-50 West / Memorial Bridge / Arlington Cemetery
- Enter next roundabout and take 1st exit onto Arlington Memorial Bridge
- Keep left at the fork to continue on Arlington Memorial Bridge
- Turn slight Right onto Lincoln Memorial Circle SW
- Turn Left on 23rd Street Enter next roundabout and take 1st exit to Pennsylvania Avenue

### WMATA

METRO buses and the Orange and Blue Line subway are all within a three-minute walk from 2100 Pennsylvania Avenue.

Station: Foggy Bottom-GWU 2301 I Street WMATA Website

[WMATA Website](#)

## **BICYCLE ROOM**

A bicycle room with racks, locker rooms, and maintenance stand is provided for convenience inside the 2100 Penn Parking garage on the P-1 Level. The bicycle room is accessible via your building access card. However, Boston Properties Property Management and Colonial Parking are not responsible for theft or damage of bicycles or other personal property left in the bicycle room. Storage of bicycles in any common area lobby, service area, stairwell, or corridor is prohibited. Bicycles, skateboards, and gas-powered scooters are strictly prohibited from being brought into the 2100 Penn Office Building. The bike room locker rooms have showers with towel service for convenience.



## **III. 2100 PENN GARAGE**

### **OVERVIEW**

The 2100 Penn Garage accommodates approximately 330 vehicles. The garage is open Monday-Saturday 7am to 8pm, and Sunday 8am to 7pm.

2100 Penn Garage is managed by Colonial Parking, Inc. Colonial Parking refers to the 2100 Penn Garage as "Location #076". The Garage office can be reached at (202) 885-3753 or [2100PennParking@bxp.com](mailto:2100PennParking@bxp.com).

### **ENTRANCE**

There is one entrance to parking garage on I St. The garage address is 2131 I St., NW.

### **NO PARKING AREAS**

For security and safety reasons, certain areas of the 2100 Penn garage have been designated as "No Parking" areas. All unauthorized vehicles parked in these areas are subject to being towed at the owner's expense. All "standing vehicles" (parked vehicles with attending operators) in these areas will be requested by Security and/or parking attendants to move along.

### **FINDING YOUR WAY**

To facilitate finding your car when exiting 2100 Penn garage, all parking areas are identified by colors.

### **TAXI & HANDICAP DROP OFF/PICK-UP**

Taxi and handicap drop off and pick-up is available via the curbed area on the side of the building on 21st Street or in front of the building on Pennsylvania Avenue.

### **PARKING RATES**

Parking rates are subject to change from time to time. To inquire about current parking rates please call the 2100 Penn Garage Office at (202) 885-3753 or email [2100PennParking@bxp.com](mailto:2100PennParking@bxp.com).

For more Garage details and monthly account information please click [here](#).

### **MONTHLY PARKING PROGRAM**

A monthly parking program is available. For more information, 2100 Penn Garage Office at (202) 885-3753 or email [2100PennParking@bxp.com](mailto:2100PennParking@bxp.com).

For more Garage details and monthly account information please click [here](#).

## **TENANT CONTRACTOR PARKING**

Regular Business Hours: Contractors seeking access to the loading dock area during regular business hours (6:00 am to 3:00 pm, Monday through Friday) will be permitted to park company vehicles for a period not to exceed thirty (30) minutes for the purpose of loading or unloading tools, equipment, and materials essential to their contract services.

After thirty (30) minutes, or upon completion of unloading or loading (whichever occurs first), the contractor must either leave the site or relocate the company vehicle into the 2100 Penn garage if it is not an oversized vehicle.

Non-Business Hours/Emergency Repairs and Services: Contractors providing non-business hours emergency repairs or services must register with Security upon arrival and will be permitted to use the loading dock area for a period not to exceed thirty (30) minutes.

Repairs and/or emergency services requiring more than thirty (30) minutes may necessitate relocation of the contractor's company vehicles to the alternate paid parking facilities within the garage. Depending upon the time, day, and anticipated activity levels, Security may, at their discretion, allow the vehicle to stay in the loading dock area beyond the thirty (30) minute time limitation.

## **IV. BUILDING MANAGEMENT**

### **PROPERTY MANAGEMENT OFFICE**

Boston Properties is the exclusive management agent for 2100 Penn. The Management Office is located on the concourse level Suite100.

Business hours are 8:30 am to 5:00 pm Monday through Friday, legal holidays excepted. The office can be reached at (771)203-4120.

For emergency assistance on weekends, holidays, and evenings, please contact 2100 Penn Security at (771)203-4120.

### **IMPORTANT PHONE NUMBERS**

- Property Management: (771) 203-4120
- Engineering: 771-203-4125
- Colonial Garage Office: (202) 885-3753
- Main Lobby Security: (771) 203-4126 or [2100PennSecurity@contractor.bxp.com](mailto:2100PennSecurity@contractor.bxp.com)
- Loading Dock Office: (771) 203-4127 or [2100pennloadingdock@contractor.bxp.com](mailto:2100pennloadingdock@contractor.bxp.com)
- District of Columbia Police, Fire, and Emergency Medical Assistance: 911

### **RENT PAYMENTS**

In accordance with your lease, please note that rent payments are due in advance and payable by mail or wire transfer on or before the first day of each month. Boston Properties utilizes VersaPay, an online invoice presentment and payment system. With VersaPay, tenants can manage their account with Boston Properties 24/7 and pay invoices directly online in a safe and secure environment. If you have any questions regarding rent payments or VersaPay, please contact the Accounts Receivable Department at [ardept@bxp.com](mailto:ardept@bxp.com)

# V. BUILDING SERVICES

## BASE BUILDING SERVICES

### JANITORIAL

Professional janitorial services are performed within the building's common areas throughout the business day, as well as within your office space from 10:00 pm – 6:30 am Monday through Friday (recognized federal holidays excepted). The cleaning staff responds to the changing requirements of the buildings, as well as to specific tenant service needs throughout each day. Nightly janitorial services provided for in your lease include emptying wastebaskets and recycle bins, vacuuming, and cleaning bathrooms. The office area, including furniture, tops of files, and windowsills, are dusted weekly. Cleaning specifications are included in your lease agreement.

To help ensure that janitorial services are satisfactorily completed, please note the following:

- Any item to be disposed of that is not in a recognizable trash container should be clearly marked "TRASH". Stickers are available upon request.
- All waste and trash must be disposed of in accordance with applicable government regulations.
- Be aware that the disposal of plastic products, tea bags, cooking fats or oils, food scraps or cooking residue, petroleum products or paint products of any type in sinks or toilets could cause a shutdown of the plumbing systems serving your location and other tenant spaces in the building.
- Service elevator bays are not intended for storage unless temporary special arrangements have been made in advance with the building management. Any materials found in these areas will be discarded.

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We make every effort to recycle the maximum amount of materials possible including office paper, cardboard, and co-mingled materials (glass, plastic, aluminum, etc.) Central recycling containers will be supplied to your suite in a quantity proportionate with your rentable area. The janitorial staff will remove the materials from these central containers as needed or by request. Desk side containers may also be made available upon request and desk side recycling removal is included with the normal cleaning service. Additional recycling services may be provided upon request such as electronics equipment, batteries, etc.

Once you have moved in, a representative of the janitorial contractor and our Property Manager will visit your office to meet with you to determine your individual needs.

### MAINTENANCE

Professional building maintenance and repair services are performed in the building's common areas throughout the business day. Precautions are taken to minimize excessive noise or disruptions to your business operations. Maintenance services are also available to tenants for an additional charge.

## **SPECIAL SERVICES**

Other services are available to tenants at an additional charge. Such services include, but are not limited to the following:

### **Janitorial Services:**

- Lamp Cleaning Porter
- Window Washer
- Carpet Shampooing/Floor Wax
- Upholstery/Leather Cleaning
- Refrigerator and Microwave Cleaning

### **Maintenance Services:**

- Carpenter
- Electrician
- Mason
- Painter
- Plumber
- Fire Protection Technician
- Fire Alarm Technician
- HVAC Technician

Prices for these services will be quoted when requested by tenant representatives.

## **BUILDING SERVICE REQUESTS**

### **Service Request Procedures (Internet)**

“[bptenantservices.com](http://bptenantservices.com),” a service request database via the Internet, allows authorized tenant contacts to easily submit service requests to the Property Management office. In addition to providing our tenant contacts with the convenience of initiating service requests from their workstation, tenants can also track the status of their work request and its completion. The system can also be used to generate reports. Although this enhanced service is technology based, we assure our users that our property management team is directly on the other end of the system, receiving all requests and dispatching them to our contractors with accuracy and efficiency. To obtain login information or if you have questions about the system, please contact the Property Management Coordinator at (771) 203-4120.

### **Service Request Procedures (Telephone)**

Contact the Property Management Coordinator at (771) 203-4120 between 8:30 am and 5:00 pm Monday through Friday to arrange service requests.

For emergencies during both business and non-business hours, including weekends and holidays, call 2100 Penn Security at (771) 203-4126.

Please provide the following information:

- Tenant name;
- Tenant suite number and/or room number;
- Name of individual requesting the service;
- Nature of the request or problem (temperature, cleaning, electrical, etc.).

The Property Management Coordinator will notify the proper personnel to service the request. Response time to the request will vary, but the request can usually be categorized in the following manner:

- Emergency (water leak, blown fuse, etc.) – immediate response.
- Comfort call (suite temperature) – 20 to 30 minutes.
- Special cleaning requests –performed on the evening of the same business day by the night cleaning crew or, if critical, within 30 minutes by the day cleaning staff.
- Special services (hang pictures, assemble shelves, move furniture, etc.) – variable time of response depending upon availability of maintenance personnel or cleaning staff (typically the same day).

If the problem reoccurs or you are not satisfied with the service, please call the Property Management Coordinator who will record and investigate the problem. We pride ourselves on quality assurance and we want all of your employees to be truly satisfied with our service.

## **FITNESS CENTER**

Located on the first floor of the East Tower is a state-of-the-art fitness center with locker rooms and towel service.

### **HOURS OF OPERATION:**

Monday – Friday: 5:00 a.m. to 10:00 p.m.

Saturday - Sunday: 8:00 a.m. to 6:00 p.m.

### **Rules and Regulations**

Rules and regulations for the use of the 2100 Penn Fitness Center are established and enforced by Boston Properties Limited Partnership. Each tenant is asked to comply with the following rules and regulations. The 2100 Penn Fitness Center reserves the right to amend, delete or add to these policies and procedures as necessary for the proper operation of the facility.

**ALL TENANTS WHO WISH TO USE THE FITNESS CENTER MUST SIGN BOTH THE RULES AND REGULATIONS FORM AND THE LIABILITY WAIVER FORM AND RETURN THEM TO THE PROPERTY MANAGEMENT OFFICE.**

## **HVAC SYSTEMS**

Heating, ventilation, and air-conditioning (HVAC) services are provided from 8:00 am to 8:00 pm, Monday through Friday, legal holidays excepted, and from 9:00 am to 2:00 pm on Saturdays by request only. Should the temperature in your space change abruptly or reach an uncomfortable level, please submit a request for temperature adjustment via [bptenantsservices.com](http://bptenantsservices.com). If website access is not available, please call Property Management at (771) 203-4120. A technician will be dispatched to correct the problem.

The HVAC equipment requires special maintenance to assure its continued problem-free role. 2100 Penn provides an on-going preventative maintenance program designed to maximize the energy efficiency of the system. Such maintenance requires periodic visits through your space; all visits will be coordinated with the designated building contact to minimize disruption to your business.

HVAC services for non-business hours are available upon request and at an additional charge. Requests for after-hours HVAC should be submitted via [bptenantsservices.com](http://bptenantsservices.com) by 3 pm of the business day requiring the extra usage (or the previous day if such services are required on Saturday, Sunday, or holidays). If website access is not available, please call Property Management at (771) 203-4120.

## **ELECTRICAL SERVICES**

2100 Penn features modern electrical systems offering **5.0** watts per square foot capacity for tenant power and up to **1.5** watts per usable square foot for tenant lighting. An electrical closet is provided on each floor. Contact the Property Management Coordinator at (771) 203-4120 with questions.

## **COMMUNICATION SERVICES**

A wide range of high-capacity communication services is readily available through prominent telecommunication companies, sophisticated telephone lines, and other state of the art systems.

To set up telecommunications inside of your suite with your desired provider, you may need access to the 2100 Penn Riser or Main Telecommunication Equipment Room. In order to have access, please contact the 2100 Penn Property Management office at least 48 hours in advance for approval.

## **RECYCLING**

2100 Penn is proud to offer all office tenants a comprehensive single stream recycling program as part of our standard building services. In addition to paper and cardboard, all metal, plastic, styrofoam, or glass items with the recycling symbol 1-7 can be placed in the recycling bins. Recycling bins are placed beside each desk in the offices and emptied as needed by the janitorial staff.

**Acceptable** materials include:

- paper of any color
- paperboard (i.e. cereal boxes)
- all glossy paper
- newspaper, magazines
- catalogs
- inserts
- post- it - notes
- telephone books
- greeting cards
- envelopes, including those with windows and/or labels
- all folders those with metal hangers and/or hooks
- computer paper, NCR (carbonless) forms and checks
- paper that has been paper clipped, stapled, and/or taped
- notebooks or folders that have plastic tabs or are bound together with plastic or wire spirals
- cardboard (unwaxed)
- glass or aluminum bottles and cans marked with the recycling symbol 1-7
- plastic codes # 1-7

**Unacceptable** materials include:

- overnight mail packaging
- carbon papers
- paper towels, tissue paper, paper plates, any paper contaminated with food
- plastic, styrofoam or waxed cups (with the exception of those marked with the recycling symbol 1 - 7 and paper cups with a wax lining that has not been soaked through)
- waxed paper
- rubber
- wood
- plastic bags
- items that have to be dismantled into separate materials (staplers, pens, etc.)
- pizza boxes
- binder clips
- plastic report covers
- food wrappers
- broken glass
- light bulbs
- medicine bottles
- foam peanuts and plastic bubble wrap
- plastic air bags
- plastic bottles containing oil products

Each night, our cleaners collect the trash in one bin and the recycling in another. The trash is then removed and disposed of while the recycling is picked up and brought to a sorting facility to separate and recycle the various elements.



Tenants may choose to shred particularly sensitive documents before placing them in the recycling receptacles or use a private paper shredding company.

**By fully utilizing the desk side recycle bin, your occupants can:**

- contribute to the environment by recycling more waste
- reduce operating expenses at 2100 Pennsylvania Avenue

## **OFFICE KEYS**

2100 Penn implements an in-house master key system. Tenants are furnished with two keys per cylinder upon occupancy. Additional keys are available at a modest charge. To request additional keys for your suite:

- Submit a request via [bptenantservices.com](http://bptenantservices.com). If website access is not available, please call Property Management at (771) 203-4120.
- The request should specify the key number, location, and area identification/suite number.

## **TENANT COMMUNICATION CONTACTS**

On a quarterly basis all 2100 Penn tenant contacts will be requested by the Property Management Coordinator to confirm the names of individuals to be contacted in the event of an emergency. Information should be updated as needed. Please make sure to contact the Property Management Office with any changes to emergency contact information when needed.

## **HOLIDAYS**

2100 Penn Holidays are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Washington's Birthday (Presidents' Day)
- Memorial Day
- Juneteenth (Observed)
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

# VI. MOVING

## OVERVIEW

Boston Properties wants your move-in and occupancy at 2100 Penn to be as pleasant as possible. We have taken great care to create a functional work environment, which is compatible with the needs of your organization and is comfortable and convenient for your employees. One of the most important factors of achieving this objective is a timely and well-coordinated move into your space. Very often the move-in, if not handled properly, can be unnecessarily unsettling and inconvenient. The purpose of this section is to establish some guidelines that, if followed, will greatly reduce the likelihood of that happening at 2100 Penn.

It is also important that your moving contractor familiarize itself with this section thereby ensuring a timely, efficient, and safe move. 2100 Penn Property Management requests that both tenants and moving contractors adhere to these procedures.

## TENANT RELOCATION CHECKLIST

This checklist is to be used as a preparation guide for your move.

- Select move date.
- Hire a moving contractor and provide him/her with information regarding building procedures and requirements.
- Request a Certificate of Insurance from your moving company
- [Conditions of Insurance for 2100 Penn\(link\)](#)
- Obtain name of moving contractor and person to contact.
- Supply the Property Management Office with the moving contractor contact information.
- Schedule service elevator and loading dock space for the move with Property Management
- Loading Dock Manager phone number: (771) 203-4127

## MOVING PROCEDURES

### Move-In Contact Person

It has been our experience that effective communications between landlord and tenant will prevent the vast majority of move-in problems. Accordingly, we request that one person be appointed as your move-in coordinator with responsibility for transmitting all requests for services and inquiries and for receiving notices and replies from Boston Properties. We feel that this single contact person prevents duplication of effort and enables your organization to be sure your requests are being transmitted and acted upon. Ideally this would be someone who is readily accessible and who has an overall working knowledge of your organization.

We would appreciate notification in writing of the name of this person and the name of an alternate in case of illness, vacations, etc. Boston Properties requests that all communications

from the tenant be transmitted through that person, except in the event of emergencies, in which case we will respond to any call.

The Boston Properties' contact will be the Property Manager. All requests should be directed to their attention. In addition, they will be issuing all notices from the landlord regarding status reports, inspections, and move-in dates.

## **General**

The moving contractor will perform all services required to move the furniture contents, office machines, records, and supplies. These services will include pick-up, delivery, and placement of the equipment to the designated location on the appropriate floor in the building. Freight or furniture may not be hauled on passenger elevators without permission from the Boston Properties Property Management Office.

All moving contractors working at 2100 Penn must utilize labor that will work in harmony with other labor at 2100 Penn.

Each employee of the moving contractor must be bonded and uniformly attired in the same type and color uniforms plainly lettered with the moving contractor's name.

Reasonable care must be exercised at all times to prevent personal injuries and property damages.

## **Inspection of the Premises**

The moving contractor will be responsible for inspecting the assets to be moved and the facilities of the new location prior to the move. The moving contractor will acquaint itself with the conditions existing at the new location, so that it may furnish such equipment and labor necessary to provide for the orderly, timely, and efficient movement of the assets. The contractor will acquaint itself with all available information regarding difficulties, which may be encountered, and the conditions, including safety precautions, under which the work must be accomplished. Temporary staging of furniture and/or equipment in public areas is not permitted. Only furniture that can be put in place at the time of the move-in should be brought to the site.

## **Supervision, Labor, Materials, and Equipment**

The moving contractor will furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the service contemplated in an orderly, timely, and efficient manner. Such equipment includes, among other things, dollies, trucks, etc. as may be required. All materials and handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease, dirt or other materials that can soil and damage the flooring. These vehicles are not allowed on the escalators or in the passenger elevators. Masonite floor covering material, provided by the mover, must be laid down to protect finished floors or carpeting and corridor walls prior to moving any material and then removed at the completion of the move.

## **Crating, Padding, and Packing Material**

The moving contractor will take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover at the end of each day. They may not be left overnight. The moving contractor must also furnish, install, and remove protective materials wherever necessary to protect the building from damage.

## **Floor and Wall Protection**

The moving contractor must at all times protect and preserve all materials, supplies, and equipment. All reasonable requests to enclose or specially protect such property will be complied with. This means that:

1. All corners must be taped.
2. Masonite floor protection must be used on all floor surfaces.
3. Materials transported in elevators must not exceed weight restrictions.
4. Large, high-density items, such as safes, require special handling to ensure building and elevator floor loading limits are not exceeded. The Property Management Office must be notified at least one week in advance before a tenant move that includes this type of equipment.

## **Clean-up After Move**

The moving contractor must remove all Masonite, padding, and other trash after the move and ensure that no empty boxes are left behind. All areas are to be broom cleaned at the end of each workday. Caution must be exercised so debris does not drop in the elevator shafts. The Property Management staff will remove any leftover material and a charge will be made to the tenant for the post-move cleaning.

## **Permits, Franchises, Licenses or Other Lawful Authority**

The moving contractor, at its own expense, will obtain and maintain any necessary permits, franchises, licenses, insurance or other lawful authority required for effecting the movement, handling, and other services to be performed. Before the move is made, the moving contractor may be required to produce evidence of such authority to the Property Management Office.

## **Special Installations**

Associated with the construction of every new tenant space are installations that exceed or vary from building standards. Based on our experience we can anticipate the types of items that will require special attention, and by categorizing and discussing them here, we can help you avoid unnecessary delays and surprises. In general, the majority of the problems can be avoided if all the information on special installations or equipment has been obtained and included on the construction drawings. The following are some of the issues that may be associated with the construction of improvements in your offices:

1. Contact and coordinate with the telephone company representative early. Depending on the phone system selected, particularly if it is a private system, special conduit and/or electrical or location requirements, different from building standard, may exist. It is a good idea to review the telephone installation shown on the final working drawings with the telephone company representative as early as possible.
2. Copier machines usually have special electrical requirements. The size and type of electrical service must be placed on the electrical working drawings. In addition, these machines normally have special outlets that are furnished by the copier company. They should be delivered to the landlord early enough to be installed prior to the move-in.
3. Attention should be given to special equipment such as computers, word processors or telecopiers, which may require special electrical or mechanical installations to function properly. If electrical consumption of special equipment is greater than normal office equipment, a means of calculating or measuring the excess cost of such energy must be determined.
4. In some cases special equipment or concentrated files or bookcases may exceed the load limits of the floors and attention must be given to distribute the weight over a greater area.
5. Cabinets, bookcases, special finishes, "built-in" construction, glasswork, folding partitions, etc., are examples of above standard improvements. We will do our best to complete this type of work prior to move-in. However, often the delivery of materials or specialized labor will cause delays beyond our control. We cannot be responsible for any delays associated with this work. Later completion of these improvements will not delay the Lease Commencement Date.

## **SERVICE ELEVATOR RESERVATION**

In a building the size of 2100 Penn it is imperative that a move-in schedule be developed to avoid conflicts and overloading of facilities. Accordingly, tenants are requested to plan for a specific move-in time and date as soon as possible after receiving notification of when the space will be ready for occupancy. At a minimum, 48 hours notice is required prior to the arrival of the moving truck or van. To avoid disrupting the construction schedule and the operations of tenants who have previously occupied their premises, move-ins will be permitted only after 5:00 PM., Monday through Friday, and anytime on Saturday, Sunday and holidays.

Boston Properties will have a building engineer on duty to assist with any facility, elevator, and security concerns and to supervise the use of the loading dock, building entrances, lobbies, and elevators. His instructions on the use of these areas and facilities should be strictly followed. He is not authorized to assist your movers in carrying items, placing furniture, or trash removal.

Tenants should use the freight or other designated elevators to transport the furniture to their floor. Tenants should confirm that their movers will provide protective coverings for common area and tenant space carpeting. Repairs of any damage to the loading dock, common area, or

tenant spaces during the move shall be billed to the tenant. Tenants are encouraged to have their mover review the building with the Chief Engineer prior to moving.

Large deliveries of furniture or materials after occupancy will be permitted only after 4:00 PM. Monday through Friday, and anytime on Saturday, Sunday, and holidays. These must be scheduled in advance. Normal deliveries received during the course of business will be permitted during working hours. Delivery personnel shall check in with the loading dock attendant at his office adjacent to the loading dock.

## **LOADING DOCK LIMITATIONS**

- There is a truck load limit of 300lbs per square foot in the concourse and loading dock areas.
- Loading dock is limited to trucks no greater than 13'-9".
- No more than two trailers are allowed in the loading dock at the same time.
- All vehicles and trucks must drive in forward through the Loading dock entrance, please DO NOT back in.
- No engine idling is permitted in the dock and concourse areas. Truck engines must be shut off to prevent exhaust fumes from entering the building.
- No packing materials, pallets, trash, or any other delivery related debris is allowed to be left on the dock.

## **VII. DELIVERIES**

### **MAILING ADDRESS**

Company Name,  
2100 Pennsylvania Ave, NW  
Suite \_\_\_\_\_  
Washington D.C. 20037

### **DELIVERIES DIRECT TO OFFICE SPACE**

All deliveries should be made directly to your office space. No deliveries may be left at the loading dock or at the lobby security desk. Security and Property Management will not accept or sign for any tenant deliveries.

### **WHEELED DELIVERY EQUIPMENT**

Service elevators must be utilized for deliveries requiring equipment with wheels (i.e., hand trucks, flat-bed dollies, etc.) and must be accessed from the loading dock. Wheeled delivery equipment is prohibited in the office building's main lobby areas and passenger elevators.

All couriers enter the building via the loading dock, where they are processed at the dock master's office, authorizing them to use the freight elevator

Boston Properties Property Management is not responsible for any courier packages left in the passenger elevator lobbies and recommends scheduling courier pick-ups or deliveries while a tenant employee is still on site.

## **VIII. SERVICE ELEVATOR INFORMATION**

### **SERVICE ELEVATOR USAGE**

- Service elevators are shared on a first come-first served basis during business hours.
- All deliveries requiring exclusive use of the service elevators, or for longer than 30 minutes, should be arranged for non-business hours and must be scheduled via special reservations outlined in the next section.
- Exclusive use of elevators is subject to availability.
- In general, freight elevators are available for exclusive use from 5pm-6am Monday through Friday, and all day Saturdays and Sundays.
- Elevator hatches are not permitted to be opened for any reason. Oversized furniture and equipment may require an elevator mechanic's involvement, which must be arranged through the Property Management Office at least seventy-two (72) hours in advance. There will be an hourly fee charged to the tenant for the special services.

### **RESERVATIONS FOR SERVICE ELEVATORS**

Reservations for exclusive service elevator use can be made by submitting the request, including date, times, purpose, and any other special needs, at least twenty-four (48) hours in advance. All requests should be submitted by the Tenant Representative via the Property Management Coordinator by entering in a request at [www.bptenantservices.com](http://www.bptenantservices.com). If website access is not available, call the Property Management Coordinator at (771) 203-4120. An hourly fee will be charged to the tenant for an elevator operator. If a scheduling conflict precludes exclusive elevator use, an alternate time may be necessary.

### **SERVICE ELEVATOR DIMENSIONS**

Office Tower: Load limit is 4,500 pounds; 5'8" wide, 7'11-5/8" deep and 9'17" high (inside car dimensions).



# IX. SAFETY AND SECURITY

## INTRODUCTION

The combination of technology, people, procedures, and training provides the cornerstone of the Life Safety and Security Program at 2100 Penn.

However, our tenants, customers and visitors also play a major role in the success of the Program through their awareness, participation, and cooperation.

## TENANT MANAGEMENT RESPONSIBILITIES

**Safety and security issues within tenant space are the responsibility of tenant management.**

Tenants are required to comply with national, state and local building and fire codes.

Additionally, tenant management will conduct periodic training sessions and inform all their employees of the safety policies and emergency procedures of 2100 Pennsylvania Avenue. A representative of Boston Properties is available upon request to participate in tenant safety and security awareness sessions.

For the purpose of building and tenant security, we ask that all tenants provide and keep an updated Emergency Contact List at the Property Management office. This list should contain the name and phone number of at least one contact person authorized to grant access to repairman, contractors etc. as well as have a list of employees who should be given access to your suite in the event they would forget their key or entry card.

## EMERGENCY MANAGEMENT PLAN

The primary component to maintaining a safe and secure environment at 2100 Penn is awareness and prevention. 2100 Penn Management has developed a Tenant Emergency Management Plan detailing specific information regarding 2100 Pennsylvania Avenue's Life Safety and Security Programs.

### **SafetyNet Respond App**

Boston Properties makes safety and security paramount in our overall efforts to provide best in class customer service. With that mind, the SafetyNet Respond Web-based App, has been customized specifically for 2100 Penn. SafetyNet was created in partnership with AK Preparedness, an industry leader in property emergency preparedness plan development and training. The app contains recommended occupant responses to various emergency situations as well as key emergency contact numbers and other building specific information.

We strongly encourage all occupants of 2100 Penn, regardless of role or amount of time in the office, to register and save the app to the homescreen of their phone. One of the many benefits is the availability of information at all times, even without a connection to WIFI or cellular service.

# SECURITY

2100 Penn Security serves the building 24 hours a day, seven days a week. The 2100 Penn Security Lobby Desk can be contacted at (771) 203-4126 and [2100PennSecurity@contractor.bxp.com](mailto:2100PennSecurity@contractor.bxp.com).

## Security Staff

- 2100 Penn Property Management contracts with a security services firm to provide uniformed security officers.
- A uniformed security officer is posted at the 2100 Penn Lobby Desk 24/7.
- An additional uniformed security officer provides random foot patrols around the interior and exterior of the property and is available for response to incidents, emergencies or general requests for assistance.

## Security Systems

- Extensive closed circuit television cameras monitor various locations throughout the 2100 Penn Building.
- Radio communication systems provide continuous contact among all security staff.
- Public emergency assistance intercoms are located throughout the garage and provide direct voice communication to the 2100 Penn Security. A card access system provides office building access control (See Access Control Section for more information).

# EMERGENCY AND INCIDENT REPORTING

In the event of an emergency, immediately call notify the appropriate emergency agency directly by dialing **911** and then call **2100 Penn Security at (771) 203-4126**.

Even if the emergency agency is contacted directly, please also notify 2100 Penn Security at **(771) 203-4126**. Response to the specific location of the emergency will be more timely if 2100 Penn Security is prepared and can direct the emergency agency upon its arrival.

If any of the following incidents occur, they should be reported immediately to 2100 Penn Security at **(771) 203-4126**:

- Fire or smoke.
- Thefts or other criminal activity.
- Strangers or suspicious individuals.
- Solicitors on the property.
- Threats or harassment.
- Bomb threats or suspicious packages.
- Safety hazards.
- Flooding.
- Lost or found property.

The above list does not include all possible incidents or emergencies that should be reported. The important factor to remember is: "If in doubt...call!"

Because many emergencies may potentially impact other tenants, such as a bomb threat, it is required that each tenant notify 2100 Penn Security at **(771) 203-4126** of any emergencies impacting their area. After an initial impact assessment, 2100 Penn Property Management will forward information to other tenants as appropriate.

## **SECURITY AWARENESS**

- Laptops, PDAs, or other electronic equipment should be placed out of sight in a locked drawer or cabinet when not in use.
- Do not leave electronic devices or other high value items in plain view in your vehicle.
- Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or cabinet.
- Do not leave a purse under a desk or a wallet in a jacket that's left on a chair or behind an office door.
- Do not hang your purse, or your jacket with your wallet in the pocket, on the back of your chair in a restaurant. If you place your purse on the floor, keep it between your feet.
- Report to 2100 Penn Security any broken or flickering lights, dimly lit corridors, doors that do not lock properly, broken windows, or other safety hazards.
- Check the identification of any strangers, delivery or repair persons. Do not be afraid to call for verification.
- A simple "May I help you?" can go a long way in deterring a suspicious person. This question can be reasonably asked of anyone who is unknown to you.
- If the person is there legitimately, the question will appear courteous and helpful. If the person is there for some unlawful reason, the attention will provide undesired visibility - most often, enough to drive a suspicious person away. Even individuals claiming to be looking for Human Resources, or for a friend or relative could be intruders or potential thieves.

If you notice any suspicious or unusual activity, immediately notify 2100 Penn Security at **(771) 203-4126**.

# X. ACCESS CONTROL

## **Datawatch Systems**

Access into the office buildings is controlled through the use of a security key card access system called Datawatch Security Systems. This system is designed to enhance building security and works in great compliment with our security guard staff.

## **TENANT EMPOLYEES**

- All tenant employees are required to carry their Datawatch Card with them at all times while in the building.
- An access control card reader is provided at the base building doors. Anyone wishing to enter the building must place their electronically coded security card on the reader. The computer will check the card's code number and unlock the door if the card is valid.
- Any tenant employee who has forgotten their Datawatch Card, or presents an invalid Card, or is found to be in possession of a Card other than their own, will be treated as a visitor and will follow the procedures below for unscheduled visitors during business hours.
- During non-business hours, the tenant employee can use this card to access the building and elevators.
- All building elevators are also monitored by Datawatch. In the event of an emergency inside the elevator, the passenger may press the button located on the service panel that will connect to the 24-hour monitoring service. The security monitor will respond to your needs.

## **ACCESS CONTROL COORDINATOR**

Each tenant assigns an Access Control Coordinator to administer their employee cardholder database through Datawatch and to provide a liaison with Property Management and Security. Access Control Coordinator responsibilities are as follows:

- Educate new employees in the use of their Datawatch Card including proper use of the card readers and procedures for non-business hours' access.
- Administer their employee cardholder database.
- Authorize new card issuance.
- Notify Property Management of lost cards and employee terminations.

Occasionally, cards may malfunction. If an employee is experiencing a problem, the Access Control Coordinator should first ensure the employee is using the badge properly. If the problem persists, the Access Control Coordinator should contact Property Management for assistance. It may also be that a new access card needs to be prograded and offered as a replacement.

Upon termination of employment of a staff member at 2100 Pennsylvania Avenue, the Access Control Coordinator must notify Property Management Office to cancel his/her access.

Datawatch Access Cards can be purchased through Datawatch Systems directly or through the Property Management Office.

## **VISITORS**

- Access for scheduled visitors can be authorized by entering their information into BP Tenant Services - [BP Tenant Services](#)
- All visitors are required to check in at the Lobby Security Desk.
- Unscheduled visitors (any individuals not listed in the Visitor Security System) will be delayed in the lobby and provided with the use of a courtesy telephone at the Lobby Security Desk to obtain access authorization from a tenant representative. The main company telephone number for each tenant in the building will also be provided in the event the visitor does not know the direct telephone number of the tenant employee they wish to visit. The visitor will not be allowed access into the building until their information is entered into the Visitor Security System by a tenant employee or verified by the tenant contact.
- During non-business hours, the tenant employee also has the option of personally escorting the visitor from the Lobby Security Desk. Verbal approval may also be received from an authorized main tenant contact through 2100 Penn Security. The Security Officer will then make an entry into the Visitor Security System and allow access to the tenant floor.

## **LARGE MEETINGS, PARTIES, FUNCTIONS**

### **40 or Fewer Attendees**

Access and authorization into the building is the same as noted for Visitors. Specifically:

- Access for scheduled meeting attendees and party attendees is authorized by entering their information into the visitor form via [bptenantervices.com](http://bptenantervices.com) in advance.
- All attendees are required to check in at the Lobby Security Desk
- Unscheduled meeting attendees or party attendees (any individuals not listed in the Visitor Security System) will be delayed in the lobby and provided with the use of a courtesy telephone at the Lobby Security Desk to obtain access authorization from a tenant representative. The main company telephone number for each tenant in the building will also be provided in the event the person does not know the direct telephone number of the tenant employee contact. The person will not be allowed access into the building until their information is entered into the Visitor Security System by a tenant employee or verified by the tenant contact.
- During non-business hours, a tenant employee also has the option of personally escorting the visitor(s) from the Lobby Security Desk. The Security Officer will then make an entry into the Visitor Security System.

## **41 or More Attendees**

In an effort to efficiently process a high volume of people entering the building at relatively the same time, meetings, parties or other special functions with 41 or more attendees requires additional staffing assistance in the lobby, as well as a separate check-in location, away from the lobby security desk. Tenants have the option of providing their own receptionist/check-in attendant for the table, or a tenant may request additional staffing from 2100 Penn Security for a fee. A list of names of all attendees must be supplied by the tenant in advance to the lobby security desk and Property Management. In addition, notification for any meeting, party or other special function must be submitted via [bptenantsservices.com](http://bptenantsservices.com) using the work order system, and received in the 2100 Penn Property Management Office at least twenty-four (24) hours in advance. If access is not available, call 2100 Penn Property Management at (771) 203-4120. The notification should include the following:

- Request for a separate check-in table and chairs in the lobby.
- Request for Security to staff the check-in table if tenant not supplying staff.
- Request for any other special services (i.e. janitorial, electrical, elevator).
- Request overtime HVAC for non-business hours functions (If desired).
- Request elevator card access be deactivated on the function floor (If desired).

The tenant will be charged a fee for any of the above requested services.

**NOTE:** It is strongly recommended that the tenant supply a representative in the lobby to assist with check-in and distribution of the badges.

Additionally, tenants may also follow the process below for special functions with less than 40 attendees should they desire.

If desired, the 2100 Penn Roof Deck, Main Lobby, or Courtyard can be reserved for an event. Please contact the Property Management office for more information.

## **CONTRACTORS**

- All contractors who require access to the 2100 Penn Office Tower must be pre-authorized by the tenant, regardless of the time of day.
- Contractors who will be onsite for 5 days or less will have to be authorized through the Visitor Security System. Authorized contractor personnel will be required to check-in each day at the loading dock master's office. Unscheduled contractors will follow the same procedures as unscheduled visitors.

# **XI. TENANT “WORKPLACE VIOLENCE” ISSUES**

The generic term, “Workplace Violence”, is currently being utilized in society to describe a broad range of issues dealing with acts of violence, threats of violence, harassment, intimidation, and other disruptive behavior occurring at, or resulting from, an individual’s employment. It typically involves co-workers, but may involve non-employees against employees.

Tenants periodically report potential workplace violence concerns to 2100 Penn Property Management and request security assistance. The purpose of this section is to outline the roles, responsibilities and limitations of the security assistance that may be provided by 2100 Penn Property Management and to ensure that tenants have no other express or implied expectations. 2100 Penn Property Management has no responsibility or liability for workplace violence.

## **TENANT MANAGEMENT RESPONSIBILITIES**

Safety and security issues within tenant space are the responsibility of tenant management. Awareness, early intervention and prevention of workplace violence are tenant issues that are best dealt with by the tenant's human resources professionals, as well as managers and supervisors within the tenant’s organization. All tenants are encouraged to develop a workplace violence prevention program for their employees.

Tenants are advised to notify local authorities and to seek legal or other professional counsel regarding any threat of potential violence. Additionally, if the threat includes the potential for violence to occur on 2100 Penn Building property, the information should be provided to 2100 Penn Property Management for response assessment and evaluation.

2100 Penn Property Management also encourages tenants to utilize their own proprietary or contract security officers to provide security coverage within their leased space. Upon request, 2100 Penn Property Management can provide tenants with contact names and telephone numbers of local contract security firms. Tenants shall not deploy their own proprietary or contract security officers in the common areas of the property without express approval from 2100 Penn Property Management.

Any acts or imminent threats of violence on the 2100 Penn Building property should be reported directly to 2100 Penn Security at (771) 203-4126 for response from the Metropolitan Police Department.

## **PROPERTY MANAGEMENT RESPONSIBILITIES**

Upon notification of a specific act or threat of violence, 2100 Penn Property Management shall make an assessment and evaluation of the situation on an individual basis, considering the totality of the circumstances and facts of each case. Every situation is unique, fluid and unpredictable; therefore necessitating flexibility in response action.

2100 Penn Property Management may notify the police.

2100 Penn Management may notify other tenants and occupants, if there is reason to believe that they may be impacted by the threatened violence.

2100 Penn Property Management may provide reasonable assistance in the common areas of the 2100 Penn building, which is practical to expect and within the limitation of authority of its security services provider, to assist the tenant in its efforts to mitigate potential violence committed or threatened on the 2100 Penn Building property. The response and assistance provided by 2100 Penn Property Management may vary depending upon the specific information available. However, general guidelines and limitations are provided below.

## **UNIFORMED SECURITY SERVICES**

2100 Penn Property Management contracts with an independent security services firm to provide uniformed security services in the common areas of the property. The security staff are employed, trained and supervised by such independent security services firm. The general responsibilities of the security staff at 2100 Penn are as follows.

- Assist tenant employees, visitors and customers with directions and information.
- Perform access control services in the lobby.
- Patrol the common areas of the building.
- Document any observed or reported unusual, unfavorable, or criminal activities.
- Respond to emergencies and other requests for assistance.
- Notify public emergency agencies for assistance and response as appropriate.

2100 Penn security officers have limited training and authority in dealing with potentially violent situations and should not be considered an alternative to public law-enforcement agencies.

## **SECURITY RESPONSE TO ACTS OR THREATS OF VIOLENCE**

Upon notification by a tenant of an act or imminent threat of violence occurring on the property 2100 Penn Security will:

- Notify District of Columbia Police for response and assistance.
- Stand-by to assist District of Columbia Police as directed.
- Summon District of Columbia Emergency Medical Services (EMS), if appropriate.

2100 Penn security officers do not have the authority to restrain or arrest suspects.

## **SECURITY RESPONSE TO POTENTIAL THREATS**

### **Unauthorized Individuals**

Based upon information provided by the tenant regarding a specific unauthorized individual who poses a threat of violence, 2100 Penn security officers on patrol or stationed on post may be instructed to be vigilant for attempts at entry made by unauthorized individuals.



**However, there can be no assurance that unauthorized individuals will be noticed by 2100 Penn Security and/or prevented from gaining access to the property or tenant space.**

Furthermore, even if an unauthorized individual is observed on the property, the 2100 Penn Security staff does not have the legal right to detain or request the unauthorized individual to leave the property based solely on his/her presence on the property. Under these circumstances, the 2100 Penn Security staff's action would be limited to observing the individual's behavior, notifying tenant management of the observation and/or notification to District of Columbia Police, as determined in advance by tenant management.

If there is an outstanding court issued restraining order or arrest warrant in effect at the time of the unauthorized individual's observation, 2100 Penn Security can request immediate Metropolitan Police Department response to enforce the court order. However, it will be necessary for 2100 Penn Security to possess a copy of the court order to provide it to Metropolitan Police Department upon their arrival.

### **Security Escorts**

2100 Penn Security may provide security escorts within 2100 Penn building upon request. Any tenant employee can request this service by calling (771) 203-4126. However, since a security officer may not always be readily available, advance notification is encouraged to avoid any delays in waiting for an escort. It is important to note that the security escort cannot go beyond the 2100 Penn Building property and the sole purpose of the escort is to provide a uniformed security officer as a visual deterrent and to provide timely communication for requesting Metropolitan Police Department assistance if necessary during the escort. 2100 Penn Security officers do not have authority to restrain or arrest suspects.

## **XII. HOUSEKEEPING AND MATERIAL STORAGE**

These guidelines are intended to outline best practices for housekeeping and material storage in commercial office buildings. These guidelines do not relieve any party from their responsibilities of complying with federal, state or local ordinances and codes which may exceed these guidelines.

### **General**

- Smoking is prohibited in all areas of the 2100 Penn building and garage, including storage areas and roof top terraces.
- Trash shall not be staged in common areas.
- No materials shall be stored in electrical or telecommunications rooms or closets.
- Tenant storage shall only be allowed in designated areas.
- Storage of material and supplies shall not block walkways, access corridors, stairs, emergency equipment or exits.
- Storage of material shall be in stable piles or on racks or shelves designed for the weight of the material being stored.
- Tenants must coordinate any temporary storage or staging of materials in the common areas with 2100 Penn Property Management.
- All material must be stored so as to maintain at least 18 inches of clearance between the top of the stored material and the deflector of the sprinkler system.

### **Designated Storage Areas**

- Designated storage areas, where provided, shall be for general storage of materials typically found in office environments, such as office supplies, computer equipment, limited amounts of furniture and similar items.
- Hazardous/controlled materials shall not be stored in general tenant storage. See the Hazardous or Controlled Materials section below for more detailed information.
- Designated storage areas shall not be used for conduct of business or for process equipment operation.
- Designated storage areas shall be arranged as to provide visual access to the area by 2100 Penn Property Management.
- Tenants are responsible for maintaining designated storage areas neat and clean, including pest control where applicable.

## **HAZARDOUS OR CONTROLLED MATERIALS**

### **Definitions**

Hazardous or controlled materials are generally defined as those having properties that are a physical hazard such as toxicity, corrosiveness, flammability, reactivity, or are regulated because of environmental or health hazard concerns, or are classified as hazardous by the Federal OSHA Communication Standard, 29 CFR 1910 subpart "Z" or the ACGIH threshold limit values for chemical substances and physical agents in the work environment (latest edition).

## **Reporting Policy**

All tenants/contractors shall report all hazardous/controlled materials used or stored within tenant space to 2100 Penn Property Management at least annually, or whenever a change in the type and/or quantity of the materials change. The Hazardous/Controlled Material Storage Questionnaire shall be used for all reporting.

Prior to commencement of any work, contractors shall furnish 2100 Penn Property Management with a Hazardous/Controlled Material Storage Questionnaire, listing all chemicals intended for use or necessary to the completion of his/her contractual tasks. Additionally, the location of where the Material Safety Data Sheets will be maintained and copies of any permits and/or registrations shall be provided to 2100 Penn Property Management.

## **Existing Hazardous or Controlled Material**

All areas of the 2100 Penn Building have the potential for containing hazardous or controlled materials. Information regarding specific areas may be obtained by contacting 2100 Penn Property Management. 2100 Penn Property Management will furnish tenants or contractors with information applicable to their leased space and/or work areas, upon request.

## **Employee Training**

It is the responsibility of the tenant and contractor to provide their respective employees with information, training, and essential safety equipment relative to hazardous chemicals or materials in their work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.

## **Storage and Transfer of Hazardous or Controlled Materials**

2100 Penn Property Management must review and approve all proposed storage areas for hazardous or controlled materials. 2100 Penn Property Management reserves the right to require specific storage area arrangements including special containment, ventilation, fire protection, construction or other considerations.

Methods of storage, use and handling of hazardous or controlled materials shall be in accordance with applicable federal, state, and local regulations and/or with the manufacturer's instructions. Prior to storage, 2100 Penn Property Management shall conduct a survey of the proposed area to identify active or inactive floor drains or other passages through which spills could be transported.

2100 Penn Property Management must review and approve the transfer route of materials from the designated storage area to the point of use.

Dispensing of hazardous or controlled materials shall not be done in common areas or other areas not specifically approved or equipped for dispensing.

## Operating Procedures

Tenants/contractors owning or using the materials shall be responsible for compliance with applicable federal, state, and local laws, ordinances, and regulations applicable to the use, storage, and disposal of hazardous materials as defined in applicable federal, state, and local laws, ordinances, rules, and regulations. This includes any permits and/or other reporting requirements.

Tenants/contractors shall also ensure compliance with the following 2100 Penn chemical safety operating procedures:

- Flammable and combustible liquids are to be stored in approved, fire-rated flammable liquid cabinets inside the building. If approved, fire-rated flammable liquid storage cabinets are not available, tenant/contractor shall ensure that flammable and combustible liquids are removed from the building when not in use. All containers shall be clearly labeled.
- Tenant/contractor shall ensure that flammable and combustible materials are used with extreme caution when near possible ignition sources.
- Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of potential spills. Additionally, spill control kits and trained personnel to handle spills shall be provided by tenant/contractor owning or using the materials.
- All chemical containers utilized by the tenant/contractor shall be labeled in accordance with the state and federal regulations and have a sticker affixed identifying the tenant/contractor by name and emergency phone number, chemical name and hazards associated with the use of the material.
- All work performed with the following materials [(i) Toxic Chemicals, (ii) Glues, (iii) Urethanes, (iv) Epoxies, (v) Oil Paint, Lacquers, etc. (vi) Any other product containing petroleum distillates or which emits a strong or offensive odor must be scheduled and approved in advance with 2100 Penn Property Management. Depending upon the material, work location, time of day, outside temperature, etc., the appropriate ventilation precautions as listed below shall be implemented.
  - Proper ventilation shall be provided to minimize large concentrations of fumes generated from the materials.
  - Air handling equipment or other building ventilation systems may need to be arranged to minimize the transfer of fumes generated from the materials.
  - It may be necessary to complete the work during non-business hours.
  - It may also be necessary to implement a temporary ventilation system connected directly to outside air.
- Chemicals of any type are not to be discharged or released into any sewer drain, placed in trash containers, or emptied onto the ground or water.
- All unused chemicals and/or chemical containers and related waste products are to be removed by the tenant/contractor and disposed of in accordance with all the applicable local, state, and federal regulations.
- Tenant/contractor shall notify 2100 Penn Security at (771) 203-4126 in the event of any chemical spill or leak in order to initiate required emergency responses, proper notifications and clean-up procedures. Chemically contaminated debris resulting or arising from actions of the tenant/contractor (i.e., sand, gravel, dirt, concrete) are the

responsibility of the tenant/contractor and are not to be disposed of without notification to 2100 Penn Property Management.

- Tenant/contractor shall report the location of any/all observed unlabeled chemicals/materials to 2100 Penn Property Management.
- Consumption of food and beverage is prohibited in areas designated for the storage of hazardous/controlled substances.

## **XIII. MISCELLANEOUS BUILDING POLICIES**

### **NO SMOKING POLICY**

To promote a healthy environment for all who work, visit and dine at 2100 Pennsylvania Avenue, smoking tobacco of any kind is prohibited in all leased and common areas of the 2100 Penn Building including office areas, conference rooms, rest rooms, elevators, lobbies, stairwells, service corridors, and the garage.

Smoking is permitted outdoors in specially designated areas. However, smoking is prohibited within 25 feet of any entrance or air intake and on any roof top terrace.

### **SOLICITATION AND DISTRIBUTION**

Solicitation or distribution of any kind is prohibited in all areas of 2100 Penn without prior written permission from the 2100 Penn Property Management.

Please note the following definitions and guidelines:

- **Common Area** is any location within the 2100 Penn building that is not specifically leased and under the control of a tenant. It includes, but is not limited to, elevators and lobbies, service areas, retail areas, the garage, and exterior grounds.
- **Solicitation** is asking, encouraging or recommending that employees, customers, or visitors contribute money to, submit signatures for, or become members of any organization. Solicitation also includes the selling of goods, services, merchandise, or tickets.
- **Distribution** is delivering or dispensing non-work related literature, merchandise, or other materials.

### **ANIMALS**

No animals are allowed in 2100 Pennsylvania Avenue, with the exception of animals in the company of, and trained to assist, physically challenged persons.

### **BICYCLES, SKATEBOARDS, INLINE SKATES, SCOOTERS**

Bicycling, skating, or skateboarding is prohibited in all areas of the 2100 Pennsylvania Avenue. Bicycle cages and racks are provided in the 2100 Penn Garage. However, 2100 Penn Property Management and Colonial Parking are not responsible for theft or damage of bicycles or other personal property left within the bicycle room. Storage of bicycles in any common area lobby, service area, stairwell, or corridor is prohibited. Bicycles, skateboards and gas-powered scooters are strictly prohibited from being brought into 2100 Pennsylvania Avenue.

## **COMMON AREAS HOUSKEEPING**

All common area lobbies, freight bays, stairwells, and corridors must remain clear and free of debris at all times. Storage of furniture, boxes, or equipment in these areas is strictly prohibited. Any items found in these areas will be treated as abandoned and will be removed by 2100 Penn Property Management at the tenant's cost.

## **HOLIDAY DÉCOR**

All decorations must be made from artificial flame resistant materials. Decorations of a natural evergreen variety or other natural decoration (i.e. laurel, holly, wreaths, etc.) are not permitted. Decorations may be used in open areas only and are prohibited in elevators, stairwells, and confined areas.

## **HALOGEN LIGHTS, SPACE HEATERS, COFFEE MAKERS**

Use of halogen torch lights, space heaters, personal coffee makers or other sources of high heat are prohibited at 2100 Pennsylvania Avenue. Exceptions to this policy require expressed approval from both 2100 Penn Property Management and Tenant Management.

## **USE OF STAIRWELLS**

Use of the building core stairwells is generally limited to emergency exit only. Opening a stairwell door will cause an alarm at the 2100 Penn Lobby Security Desk. The stairwell doors are locked from the inside; therefore, once in the stairwell, an exit can only be made at the lobby level. In the event of a fire alarm, however, all the doors unlock automatically, permitting re-entry at any floor. Use of the stairwells for inter-floor travel requires express approval from both 2100 Penn Property Management and Tenant Management.

## **PHOTOGRAPHY, VIDEO FILMING**

All activities in the common areas of 2100 Penn Building involving photography, videotaping, or filming for media or commercial purposes requires the approval of 2100 Penn Property Management. Approvals should be coordinated through the Property Management Coordinator at (771) 203-4120.

## **XIV. BUILDING IMPROVEMENTS AND RENOVATIONS**

All building improvements and renovations must be planned and completed in compliance with the 2100 Penn Regulations for Building Improvements and Renovations.

All plans must be reviewed and approved in advance by 2100 Penn Property Management. A 2100 Penn Property Management Representative will be assigned to the project as a contact for building services coordination.

In addition, the General Contractor will be issued, and is required to sign for, a copy of the 2100 Penn Regulations for Building Improvements and Renovations. By signing, the contractor is acknowledging receipt of, and compliance with, all listed regulations, terms, and conditions.

### **ADDITIONAL CONSTRUCTION & ENGINEERING SERVICES**

If stipulated in the lease, 2100 Penn Property Management may provide space planning and architectural and engineering drawings for the construction of your tenant space.

Additional construction and engineering services for space expansion and renovations are available at the tenant's expense. Please call the 2100 Penn Property Management Office at (771) 203-4120 for more information.