



Akridge
Real Estate at the Highest Grade™

THE HOMER BUILDING

All the Right Moves

A Guide for Tenant Improvements

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Purpose of All The Right Moves

It is our goal to clearly outline responsibilities of all individuals providing services in buildings managed by Akridge to coordinate related responsibilities, and to ensure that our Clients' best interests are always protected. To help minimize any inconvenience to our Clients we have prepared the following project rules and guidelines. These guidelines are intended to assist all parties involved in the construction process. However, should any procedure in any way conflict with the terms of the Agreement of Lease, the Lease terms shall prevail.

Our personnel are always available to assist you and are willing to do everything they can to accommodate everyone's needs; however, we must be kept properly advised of construction activities to protect the components of the building, and, more importantly, the people who use it. Should you have any specific questions that are not addressed in this booklet, please contact your Property Manager.

Thank you for your cooperation.

Hiring a Construction Manager

Most Clients elect to have Akridge act as Construction Manager for all build-outs. However, should your firm decide to hire and supervise its own contractor, we will require a copy of the following items:

- Executed Waiver of Lien Rights
- Contractor's Insurance Certificate
- Contractor's License as required by jurisdiction
- Sub-Contractor's License as required by jurisdiction

It is both the Client's and the Client's architect's responsibility to ensure that all work performed meets base building specifications and local building, plumbing, electrical and mechanical codes. Work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**.

The General Contractor is responsible for following and enforcing all the regulations in this booklet, and it is their responsibility to ensure that all subcontractors, vendors and installers also observe these rules. We ask that construction workers remain in their designated area. Throughout the job, any construction workers found in any area other than their construction area may be dismissed from the building.

Appointing Contacts

The Construction Manager, General Contractor, and an Akridge representative will meet prior to commencement of work, and each will appoint contacts for scheduling and coordinating special job requests. The contact for Akridge will be the Building Manager. See **Exhibit B** for specific contacts and phone, pager and cell phone numbers.

Please coordinate any special requests (e.g., scheduling riser draining, core drilling, fire alarm testing, deliveries, after-hours work, etc.) with the Property Manager.

Plans and Drawings

Three (3) sets of construction plans should be submitted to Akridge for review and approval prior to submittal for permit and contract pricing. It is recommended that a pre-construction meeting and pre-installation meetings are scheduled and conducted between the client, contractor and Akridge to review work prior to commencement. Additionally, to avoid possible reinstallation of finishes, it is encouraged to submit shop drawings of all finishes (ceramic tile, marble, stone, carpet seaming, wall covering, etc.) prior to installation. Akridge approval of these drawings shall not relieve the Client or the architect from responsibility for any cost incurred due to changes required to comply with current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys.

We strongly recommend site surveys be performed by the architects and engineers to identify any existing conditions that may affect the design of your suite to limit increased construction costs. Due to differing site conditions, Akridge reserves the right to approve all project architects and engineers.

Permitting

Prior to commencement of construction, a construction permit is to be provided to Akridge, along with one copy of the approved permit drawings.

Voice/Data, Security and Television Cabling Installation

Please remember that it is the responsibility of the Client to contact and contract with the voice/data, security and cabling installation contractors. The installation of the work should be completed prior to the close in of the interior partitions and coordinated with the general contractor.

You may want to contact the local television cable company to contract for service. Please refer to **Exhibit A** for information specific to your building.

Please ensure the voice/data cabling and security contractors obtain the required low voltage permit prior to commencing work.

Inspections

Part of the permitting process of construction involves several inspections during different times in the construction process. For the Fire Marshall Inspection, both the District Fire Department and Akridge require a pretest. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours in advance. Pretests are to be scheduled prior to 8:00 am to ensure the least amount of disruption to the other Clients in the building.

The District of Columbia also requires all new tenants to acquire a Certificate of Occupancy (COO) inspection prior to moving in to their space. For those Clients who hire Akridge as their Construction Manager, we will ensure that the necessary paperwork is filed with the District when submitting the application for a building permit.

If a Client elects to use another firm to perform their buildout, be sure the construction manager schedules an inspection and secures a COO prior to the building final inspection. We are unable to allow Clients to move into their space until a COO is secured and a final building inspection has been performed.

Fire Pretests

Please use the following guidelines while executing a pretest:

- Test all strobes by activating the pull station. Be sure that the building annunciator panel has labeled the specific location of the pull station.
- Test the audible system to be sure that the bells/speakers can be heard from each office in the space with the door closed.
- Test the visual location of all strobes in operation to be sure that strobes can be seen from the door of each office/room and each room to be used by more than one person, i.e. copy room, work room, pantry, reception area, library and conference room.
- Check all fire exit signs to be sure they do not present a conflict of egress and can be seen from the door of each office/room. Also be sure exit signs are of the same design/color, i.e. red on white or white on red (check with jurisdiction).
- Check all sprinkler heads to make sure that all escutcheon plates are installed and are tight to the ceiling.
- Make sure that all shelves and/or storage are at least 18" from the ceiling.
- If there is an electronic access system installed, be sure that door(s), (such as suite entry and stairway) open(s) automatically during the test.
- Be sure to have approved sprinkler drawings on site as well as all up-to-date permit drawings, the construction permit, low voltage permit (for telephone/data installation), cut sheets for all devices including smoke detectors, heat detectors, pull stations, strobes, exit signs, speakers, water flow and tamper switches and the pre-occupancy data (POD) sheet.
- Be sure that a qualified representative of the electrical subcontractor as well as the superintendent/foreman for the General Contractor is on site for both the pre-test and for the Inspection by the Fire Marshall.
- Contractor is required to notify Akridge at least 48 hours in advance.

- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

Elevator Use and Cleaning

- Elevators may not be used to haul materials without the express prior consent of Akridge. All freight elevators are 3500 lbs. capacity.
- Construction materials and tools are to be hauled on the freight elevator only. Violation of this regulation may result in immediate removal of the contractor from the building.
- Akridge may request the contractor make special alterations to the freight elevator during construction to protect the elevator finishes. When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. To assist in damage prevention, Akridge will provide protective elevator pads for use by the contractor. The contractor shall be responsible for the installation and removal of these pads and for any damages that may occur. Any damage to the elevator, mechanically or aesthetically, will be billed to the contractor.
- Elevator handrails are not to be used as a chair or to hold supplies.
- Use of freight elevators for construction and movement of materials/debris is to be scheduled with the Property Manager and may be limited to the hours of 5:00 am through 8:30 am; 9:30 am through 11:30 am and 1:30 pm through 4:30 pm or after 6 pm on weekdays. For weekend use, please coordinate with the Building Manager for specific hours and durations desired. Arrangements must be made with Akridge at least 48 hours in advance to have the elevators put on independent service. Simply call 202.639.8200 and we will be happy to help you.
- Elevators are to be locked on independent service for the hauling of materials. Please do not hold doors open by propping or by wedging materials in their tracks, this causes serious damage to the system. Any such damage incurred, the repair will be billed to the contractor.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels.

New Security

The Client should contact the security company providing service to the building to discuss security needs at least 45 days prior to the end of construction. See **Exhibit A** for the name and telephone number of the individual with whom you should schedule security work.

Existing Security

We recommend that suite security is deactivated during the construction period or that you give your construction foreman a security key so that he may deactivate your system each morning before beginning construction. Akridge does not have keys to Client security systems and therefore are unable to reset false alarms. Please note police may now issue citations for false alarms.

Deliveries

Major deliveries of construction materials are to be coordinated with the Property Manager at least 48 hours in advance. Certain daytime deliveries may be scheduled during the hours of 6:00 am to 3:00 pm, Monday through Friday.

Deliveries must be made through the service entrances. Because the building has security on the perimeter doors, Akridge must be notified so we may deactivate the security prior to delivery. The contractor may be required to provide protective materials such as Masonite to cover floors. It is also required that Akridge personnel be present if the delivery occurs after normal business hours. Please note that the Akridge personnel time will be billed directly to the Client.

Parking

Unfortunately parking cannot be provided for contractor personnel at any of our buildings. Illegally parked cars may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with the Property Manager. Dormant vehicles may be towed at owner's expense.

Restrooms

Restroom sinks may not be used to clean tools, paintbrushes, etc. Accessibility to slop sinks should be coordinated with the Property Manager. All paints, varnishes, thinners, etc. should be disposed of properly.

Designated restrooms are to be used as indicated. Restrooms on occupied floors may not be used.

Work Involving Excessive Noise

Any work involving excessive noise (e.g. hammering, core drilling, etc.) or interruption of service to other Clients (e.g. HVAC or electrical shut-downs) is not allowed during normal building hours and must be scheduled with Akridge at least 48 hours in advance. Please note: Any concrete to be core drilled must be scanned and reviewed by Akridge prior to drilling.

Hot Work

“Hot work” is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.

All hot work must be scheduled and approved 24 hours in advance with the building's Chief/Lead Engineer. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work until they have 1) received a copy of the Akridge Hot Work Policy and been issued a hot work permit; and 2) executed and returned the permit to the building's Chief/Lead Engineer. The lead time may be reduced in emergency situations. A copy of the Akridge Hot Work Policy and the Hot Work Permit are attached as Exhibit F. Copies may also be obtained from the building's Chief/Lead Engineer.

Mechanical, Electrical and Plumbing Safety

Office building hours are from 8:30 am to 5:30 pm, Monday through Friday. Retail hours vary but are generally 10:00 am to 10:00 pm, Monday through Saturday and 10:00 a.m. to 6:00 pm on Sunday. Any work performed during non-working hours is to be coordinated with Akridge at least 48 hours in advance. For work to be performed outside of the Client's demised Premises, we recommend a plan be submitted at least five (5) business days in advance describing: (1) location of work required, (2) estimated start date and duration of work and (3) proposed temporary measures/protection. This information will be helpful in coordinating the Work with other Building Clients. Please note that if an Akridge employee and/or Security personnel are required to be present for work performed during non-operating hours, the contractor may be billed accordingly.

Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the contractor must make proper notification to the Building Manager.

Important Notes for Contractors:

- If any mechanical, electrical, or plumbing system is already off when you go to turn it off, please contact the building engineer to determine if other work is being performed on that system.
- When draining condenser water systems, drain slowly to avoid flooding. During this procedure, an Akridge engineer must be present to observe.
- Any work involving draining of condenser or domestic water risers, slab x-raying, shut down of electrical panels or any other disruptive activities must be performed after normal building hours and coordinated at least 48 hours in advance with Akridge.
- When the metal cabinets housing the heat pump units are to be painted, electrostatic paint is required. Please alert the Chief Engineer in advance of any planned millwork encasement for heat pump units.

- Under no circumstances enter Client's space to perform work without making prior arrangements with the Property Manager.
- All staging materials must be coordinated with the Property Manager.

Mechanical, Electrical and Plumbing

Akridge will review the mechanical, electrical, and plumbing drawings to ensure conformance with the base building specifications. If new construction or renovations to existing space alters the airflow, mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required. Client's contractor should take this into account and be prepared to have an air balance performed and make any necessary mechanical changes.

In all Akridge buildings, we require the contractor uses the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A**.

Supplemental HVAC System

- All piping installations in public areas must be pre-approved by Akridge.
- All duct heaters must be reviewed and approved by Akridge.
- Flexible hoses, unions and balancing valves must be provided.
- Condensate drain lines must be insulated copper pipe.
- Condensate pumps are not permitted.
- Provide drip pan under unit with drain line.
- If any supplemental air conditioning unit is tied to the base building chilled water system, the unit must be interfaced with the building energy management system. This is to be coordinated with the Chief Engineer.

Building Standard Conformance

Light Fixtures

- Clean fixtures and lenses.
- Re-lamp all new and existing fixtures.
- Re-ballast with energy efficient ballasts. Coordinate with the Chief Engineer.

Window Blinds

- All blinds must conform to building standard in size and color. See **Exhibit A** for the correct specifications. Any desired variations need to be submitted to Akridge for review and approval.

Ceiling Tiles

- New ceiling tiles must conform to building standard tiles in size and color. See **Exhibit A** for the correct specifications.

Hardware

- So that we can effectively handle emergencies, we require that all new hardware installed match the existing base building hardware, i.e. same manufacturer, material and color, and that all locks be keyed to the building master, floor master and keying system. See **Exhibit A** for hardware specifications.

Interior Partitions

- Interior partitions, which end on either interior or exterior glass, must end at a window mullion.

Fire Annunciation System

To prevent false fire alarms, all smoke detectors in areas under construction must be "bagged" daily. They must be un-bagged at the end of the day to maintain fire safety and comply with jurisdictional codes.

IMPORTANT NOTE -- ANY WORK TO BE PERFORMED WHICH INVOLVES ANY COMPONENT OF THE FIRE ANNUNCIATION SYSTEM MUST BE COORDINATED WITH AKRIDGE PRIOR TO AND UPON COMPLETION OF THE WORK BEING DONE. IN NO CASE IS THE FIRE SYSTEM TO BE DE-ENERGIZED (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF) BY THE CONTRACTOR.

Any modification to the fire annunciation system must be coordinated and approved by Akridge and performed by the building's designated contractor (See **Exhibit A**). Akridge and the building's designated fire alarm contractor must be contacted prior to beginning any on-site fire alarm related work. The designated contractor will contract directly with the Client's contractor. Akridge must be notified at least 48 hours before commencement of work.

Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled in advance with the Building Manager. Electrostatic painting, polomox painting and any staining and varnishing must be done during evening hours after 8:00 pm and completed prior to 1:00 am or on weekends beginning after 2:00 pm on Saturday and ending prior to 1:00 am Monday morning. This work must be scheduled with the Building Manager in order that arrangements can be made to run the HVAC system during and after the work is being performed.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes and Lacquers
- Wood Preservatives, Stains and other Wood Finishing products
- Waterproofing Products
- Caulking
- Glazing Compounds
- Joint Fillers
- Duct Sealants
- Carpet Seam Sealants

These materials shall be applied according to manufacturer's specifications. Preferably, the contractor should provide evidence that these products do not emit VOCs or that they have been tested to emit less than 0.5 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) to the Building Manager is required for all such products prior to application.

The General Contractor is responsible for the following:

- Performing work with the above materials during non-business hours
- Scheduling work through the Property Management Department
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Client areas
- Properly disposing of these materials and any materials associated with their cleanup

In Case of Emergency

Reference **Exhibit C** for an emergency evacuation plan.

Certificate of Insurance – Limits and Language

Reference **Exhibit D**

Plan of Action

Reference **Exhibit E** for a blank Plan of Action Request Form. This must be filled out for all work occurring outside of the tenant's space. Please complete the form and return to the Tenant Construction engineer 48 hours prior to the work being performed for review and approval.

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Acknowledgement

I, _____ hereby acknowledge that I have read and fully understand the rules and guidelines outlined in the **All the Right Moves** booklet.

Client Representative Signature

Title

Company

General Contractor Signature

Title

Company

Exhibit A – Building Standards & Specifications

Local Television Cabling Company:	Comcast Sandye Harris 202.635.5667 sandye_harris@cable.comcast.com
Access Panels: (horizontal and vertical)	Stealth Panels www.stealthpanels.com ISC – InterSource Specialties Company for Stylemark ceiling access doors 920.892.8822 sales@intersourceco.com www.intersourceco.com
Building Security Company:	Kastle Systems 703.524.7911 System Contact: Ari Grossman 703.284.0359
Window Blinds Specifications:	Levolor Riviera Classic Contract Dust Guard 1” horizontal aluminum blind in 820 squirrel gray
Ceiling Grid	Armstrong Silhouette XL 9/16” Bolt-Slot System ¼” Reveal
Ceiling Tile Specification:	Armstrong Dune Beveled Tegular (1775)
Hardware Specifications:	Key type is Schlage, EF keyway, 6 pin
Building Life Safety Contractor:	Adcock Electric Keith Rogers 301.843.3661 - office 210.882.3792 - cell
Air Quality (Testing & Balancing):	Arian Tab Hossein Askari Phone 703.319.1000 Pager 703.514.3557
Building Technology:	Advanced Power Controls, Inc. Tony Thomas 443.309.5789

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Exhibit B – Contact List

<u>Title</u>	<u>Name</u>	<u>Telephone Numbers</u>	
Sr. Property Manager	Sharon Perera	Office	202.624.8634
Property Manager	Kaitlin Brokaw	Office	202.756.3087
Director of Tenant Construction	John Otto	Office	202.624.8607
Tenant Construction Engineer	Bill Patterson	Cell	202.409.8603
Chief Engineer	Arnold Cook	Office	202.624.8624
24-Hour Security	Guards Desk	Office	202.393.1668

Exhibit C – Emergency Evacuation Plan

FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION for the commercial office building located at 601 13th Street, NW Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)

- Be familiar with exits and fire apparatuses in the building.
- If you encounter a fire or other potential emergency, **pull the fire pull station nearest to the potential emergency.** This alerts the fire department and will set off fire bells that can be heard through the building, alerting other occupants to evacuate.
- It is critical that **if you pull a fire pull station, call the fire department at 911 after evacuating.** Give them the most specific information you can because Kastle cannot receive or relay emergency information. Please advise your personnel **that once one of these devices goes off, the bells will ring and evacuation should commence. It is not necessary to pull additional pull stations** unless a fire is evident in that location. Indications of multiple floor pull stations activated on the annunciator panel will only confuse and slow down the fire department unless it is a multiple floor problem.
- Always use stairs in an emergency. Walk down them one time so you know where you will exit on the first floor. **Remember:** in the event of an emergency **do NOT use the elevators** – use the **stairs.**
- **Upon exiting onto the first floor, please move out of the building and at least 500 feet from the building** so others can safely evacuate, and the fire department can work quickly—and to avoid injury from window breakage.
- Akridge personnel will assist in directing and giving specific instruction to your employees in the event of an actual emergency. The directions given by the fire department and management personnel should be followed at all times
- **Should the exit route from your space become blocked by smoke, stay calm.**
- **Go to the nearest available office and close the door.**
- **Call the fire department and give them your floor and approximate location - tell them you are trapped.**
- **If there is a window in the office, go to it and signal so fire personnel can see you.**
- **The fire department will quickly locate you and assist you in evacuating.**
- Fire extinguishers are installed in each common corridor. (There may be additional extinguishers installed in your space by your firm.) The extinguishers installed in common areas are a water-type extinguisher. You may have different types in your space. Know what you have and how to use it. Smoke detectors are installed in common corridors, as well as within your suite. Heat detectors are installed in mechanical and electrical equipment rooms.

Remember: Never use a water type extinguisher on electrical fires.

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Exhibit D – Certificate of Insurance Requirements

Insurance Requirements

Tenant Contractor shall provide evidence of required insurance coverage, as defined in Tenant's lease agreement, prior to construction commencing.

1. All policies shall name the following as additional insured: Tenant; Landlord; Landlord's lenders and/or mortgagors; and the employees and agents thereof.
2. All policies shall provide 30 days written notification of non-renewal or cancellation to:
 1. 601 Thirteenth Street NW Associates LP
 2. 601 13th Street, NW, Suite 300N
 3. Washington, DC 20005
 4. Attention: Property Manager
 - 5.
3. Certificate shall include the following language as Additional Insured:

601 Thirteenth Street NW Associates LP
The John Akridge Management Company
Client

Exhibit E – Plan of Action Form

(attached)



601 13th Street, N.W., Suite 300N
Washington, D.C. 20005
Phone 202.638.3000 Fax 202.628.6852

Plan of Action Request Form

Date: _____ Date(s) requested: _____
(min. 48 hour notice)

Construction Company: _____

Contact Person and Numbers: _____

Project: _____, _____
(building address) (project)

Requested Operation: (Start times, other spaces that may need to be entered, procedures, (plans for protection of finished space, finish times) number of people involved, plans for clean-up.

Time & Dates	Tasks and Procedures (be as detailed as possible)

Fax or email to the Tenant Construction Engineer for final review, approval & final arrangements;
Include sketch or floor plans for work outside of space if needed
Fax 202.628.6852 or email bpatterson@akridge.com