AKRIDGE
Invested.

Watergate 600

All the Right Moves

A Guide for Office Construction

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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.
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 (**Exhibit E**)
- 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. Any work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**. Additional Construction Rules are identified in **Exhibit D**. Specific comments regarding 600 New Hampshire's (Watergate 600) HVAC and Post Tension requirements are identified in **Exhibit F**.

The General Contractor is responsible for following and enforcing all the regulations in this guide, and it is their responsibility to ensure that all subcontractors, vendors, and installers also observe these rules. ***A General Contactor's Supervisor is required on-site when their subcontractors are working.*** 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 Property 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, etc.) with the Property Manager.

Plans and Drawings

Three (3) sets of construction plans should be submitted for review and approval to Akridge prior to the 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, paint samples, and vct 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 companies. 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 cabling company to contract for service. Please refer to **Exhibit A** for information specific to your building.

Please ensure the voice/data cabling obtains 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 pre-test. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours in advance. Pre-tests are to be scheduled prior to 7:00 a.m. 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 secure 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 and Fire Tests

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, and 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, waterflow 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.
- The freight elevator may be used only between the hours of 5:00 a.m. through 8:30 a.m.; 9:30 a.m. through 11:30 a.m. and 1:30 p.m. through 4:30 p.m. or after 6 p.m. on weekdays and anytime on weekends, for the hauling of construction materials.
- Arrangements must be made with Akridge to have the elevators put on independent service. Simply call (202) 638-3000 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. If necessary, Akridge may request the contractor to clean pits and door jams due to dust from construction.

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 a.m. to 3:00 p.m., Monday through Friday.

NOTE: There is a ten foot (10') height restriction at the building's loading dock entrance!!

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 vehicles 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 such as 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 via ground penetrating radar (GPR). Akridge personnel must be present at the scanning. All excessive noise must be completed by 7:00am.

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 G.** Copies may also be obtained from the building's Chief/Lead Engineer.

Mechanical, Electrical and Plumbing Safety
Office building hours are from 8:00 a.m. to 6:00 p.m., Monday through Friday. Retail hours vary but are generally 10:00 a.m. to 10:00 p.m., Monday through Saturday. 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 the

other Building Clients. Please note that generally an Akridge employee is required to be present for work performed during non-operating hours and 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 Property 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.
- 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. Electrical work requiring a total shutdown of the building electrical supply must be scheduled and coordinated with the Building Manager with a minimum two week advance notice.
- 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 to these must be approved by Akridge.

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.

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.

Construction Indoor Air Quality Management Plan GENERAL

Construction Indoor Air Quality Goals

Akridge will strive to maintain a high standard of indoor air quality during the construction process by working together with all parties that may have a potential impact on the indoor air quality during construction will be referred to as 'the project' throughout this plan.

Green Building Concerns as sited by the LEED EBO&M Guide

Building construction processes invariably include activities that contaminate the building during construction. Often, these activities result in residual building contamination that continues to impact indoor air quality over the lifetime of the building. HVAC systems are especially prone to contamination from particulate matter generated during construction activities. This particulate matter can include dust, volatile organic components (VOCs), microorganisms, and other contaminants that remain in HVAC systems for years. Building occupants may experience reduced productivity and adverse health effects as a result.

Indoor Air Quality Management Personnel

Christopher Ashworth
Healthy Buildings, Inc.
703-323-4400

Mechanical Subcontractor IAQ Coordinator

Hossain Askari, TBE Arian
Tab Services, Inc.
703.319.1000

Communication Plan

During the appropriate stages of the Project, the IAQ coordinator will communicate all IAQ control measures to all project personnel during the morning stretch and flex session to assure that everyone understands the importance of the goals of the IAQ Management Plan. The project team will also conduct a pre-job meeting with key IAQ subcontractors, such as the mechanical subcontractor.

Indoor Air Quality Control Measures

The project team will implement the following IAQ control measures during construction, as recommended in the SMACNA IAQ Guidelines for Occupied Building Under Construction, Chapter 3:

- HVAC protection
- Reduce emissions
- Interrupt contamination pathways
- Intensify housekeeping
- Scheduling

HVAC Protection

GOAL: To protect HVAC during construction and to clean up contaminated components after construction is complete.

CONTROL MEASURES:

- Isolate the return side from the surrounding environment whenever possible. For instance, if the HVAC system is operating in an area of the building that is dirty and dusty, then the returns in that area will be protected with plastic.
- If the HVAC system needs to be operated during construction, it will be fitted with temporary filters that can be replaced with clean media prior to substantial completion. The temporary filters will have a MERV value of 8 or greater.
- The mechanical room will not be used to store construction or waste materials.
- The project team does not anticipate excessive build-up of dust or debris under the diffusers as this is new construction; however the mechanical IAQ coordinator will inspect the equipment prior to substantial completion.

Reduce Emissions (Source Control)

GOAL: To reduce emissions by controlling pollutants at their source.

CONTROL MEASURES:

- The project specifications have specified low-emitting materials for adhesives, sealants, paints and carpet.
- In situations where products are specified that do contain excess VOCs or where other chemical, dust or odor emitters are present, the team will employ tactics such as duct sealing, natural ventilation (if available) and negative air machines.
- Even with low-emitting products, practices will be implemented to limit exposure through covering and sealing of containers/products.
- The project team will recommend that the final clean subcontractor use cleaning supplies with low VOCs.

Interrupt Contamination Pathways

GOAL: To prevent contamination of clean spaces.

CONTROL MEASURES:

- If applicable, barriers may be erected to protect clean areas from neighboring contaminated areas. Pressure differentials may also be used to protect clean areas.
- Relocate pollutant sources from mechanical intakes (i.e. keep roofing material away from HVAC intakes).
- Special care will be taken to protect mechanical rooms with air handling equipment.
- Depending on the climate, the project will ventilate using 100% outside air, fans and hoses to exhaust contaminated air directly to the outside during installation of VOC emitting materials.
- If necessary, the project team will construct cutting rooms to contain airborne particles from cutting operations (i.e. sheetrock).
-

Housekeeping

GOAL: Institute cleaning activities concentrating on HVAC and building spaces to remove contaminants from the building prior to occupancy.

CONTROL MEASURES:

- Suppressing dust with wetting agents or sweeping compounds.
- Increasing the cleaning frequency for dust.
- Switching to a more efficient dust collection method (e.g. a damp rag, wet mop, or vacuum equipped with a high efficiency particulate filter or wet scrubber will discharge less material than conventional vacuuming, sweeping or dusting).
- Ensuring that all surfaces (including higher ledges, behind furniture, and inside mechanical equipment are kept clean.)
- Removing spills or excess applications of solvent-containing products as soon as possible.
- Remove accumulated water and keeping work areas as dry as possible.
- Protect porous materials such as insulation from exposure to moisture.
- Building material should be protected from weather and stored in a cleaned area prior to unpacking for installation. Ceiling tile and carpet typically will not be installed until the building is acclimatised, to avoid the absorption of moist air into the material.
- All coils, air filters, and fans should be cleaned before performing testing and balancing procedures and before conducting baseline air quality tests.
- Depending on the climate and construction stage, outside air and fans will be used to maintain a healthy indoor airflow.

Scheduling

GOAL: Sequence construction activities so that materials are kept dry and those that absorb contaminants are installed after other materials have had the opportunity to off-gas contaminants.

CONTROL MEASURES:

- Complete applications of wet and odorous materials such as:
    - Paint
    - Sealants
    - Coatings
- Before installing "sink" materials such as:

- Ceiling tiles

    - Carpets
    - Fabric covered furnishings
- Final (touch up) painting will most likely occur after the ceiling tiles and carpets have been installed. Low VOC paints will be used so this will cause minimal IAQ concerns.
- Materials directly exposed to moisture through precipitation, plumbing leaks, or condensation from the HVAC system, are susceptible to microbial contamination. Any material that has been wet will be thoroughly examined for contamination.
- Provide a building flush out consistent with the requirements of the USGBC Reference Guide prior to occupancy. There will be no applications of odor-producing material during the flush. After the flush, new MERV 13 filters will be installed.

Building Flush-Out

After construction ends, prior to occupancy and with all interior finishes installed, perform a flush-out of the affected building spaces by supplying a total outdoor air volume of 14,000 cubic feet of outdoor air per square foot of floor area while maintaining an internal temperature of at least 60°F and relative humidity no higher than 60% where cooling mechanisms are operated.

Documentation and Submittals

The following items will be submitted to the IAQ coordinator prior to final occupancy:

(1) A list of each air filter used during construction (MERV of 8 at a minimum). Each air filter shall include the MERV value, manufacturer name and model number.

(2) Photographs that document IAQ management methods employed including protection of ducts, on-site storage, and absorptive materials installed.

Questions / Comments

All questions and comments regarding this plan should be forwarded to Mary Lynch, Property Manager, at mlynch@akridge.com or (202) 624-8658.

Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled a minimum of five (5) days in advance with the Property Manager/Building Manager. Scheduling may require additional days to accommodate holidays and building operational days. This work must be scheduled with the Property Manager/Building Manager in order that arrangements can be made to run the HVAC system during and after the work being performed as well as to confirm other requirements pending the application of the material. Additionally, please reference **Exhibit H** for further indoor air quality control requirements for Chevy Chase Pavilion.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes, Lacquers and Epoxies
- 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 0.3 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) prior to scheduling work and physical inspection of the substance by the Property Manager/Building Manager is required for all such products prior to application. Electrostatic painting, polomyx painting, staining, varnishing sealant, epoxy or any other material with less than a .3 VOC must be done during evening hours after 7:00 pm on Friday and completed prior to 6:00 am on Sunday to provide for 24 hours ventilation. Material containing an excess of
.3 VOC may be refused due to the VOC levels and/or cure period.

The General Contractor is responsible for ensuring that all pricing includes preparation and completion of their tasks with no disruption to building occupants assuming the following criteria:

- Performing work with the above materials during non-business hours
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Client areas or adversely affect common areas. Forced venting to exhaust air outside should result in the replacement of air volume every two (2) hour within the affected space. This may included, but not be limited to, OT HVAC, fans/blowers, hepa-filters, and removal of window(s) if applicable.
- Properly disposing of these materials and any materials associated with their cleanup

Solid Waste Management

The General Contractor shall oversee waste disposal and ensure that appropriate documentation is obtained from the contracted vendor. The vendor is responsible for tracking recycling during the facility alteration or addition.

- Before the project starts, a construction waste recycling plan designed to achieve the maximum practical level of recycling will be developed.
- Examples of materials that will be addressed by the plan include, but are not limited to, building components and structures, panels, attached finishings, carpet and floor material, adhesives, sealants, paints and coatings.
- During each construction project, the recycling plan will be implemented.
- The total amount of construction waste and the total amount of recycled construction waste will be documented.
- In the daily operation of Watergate 600, Akridge contracts with vendors who track and dispose of the universal waste generated at this building. Universal waste includes, but is not limited to: waste fluorescent lamps, some batteries, some pesticides, and mercury containing devices such as mercury switches. This building has been registered with DC DDOE and has a unique EPA ID# as a Conditionally Exempt Small Quantity Generator (CESQG), the smallest hazardous generator waste category identified. As a CESQG the building may not generate more than 220 lbs of hazardous waste per calendar month. Currently, no hazardous waste is generated at this building. Any contractor/vendor working within the building is required to properly

document

and dispose of all recyclable or waste materials, and provide documentation to Akridge, by using a trash hauler that is equipped to provide such documentation. Under no circumstances will the building EPA ID# be associated with waste from a construction or demolition site.

Certificate of Insurance – Limits and Language

Reference **Exhibit C**

All the Right Moves
A Guide for Office Construction

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/Date

_____
Title

_____
Company

_____
General/Contractor Signature

_____
Title

_____
Company

600 NEW HAMPSHIRE AVE., NW

Exhibit A

All The Right Moves
Building Specifications

Local Television Cabling Company:	Comcast Sandy Harris 202-635-5667 sandye_harris@cable.comcast.com
Building Security Company:	Datawatch Systems System Contact: Rob Dike 301-654-3282
Window Blinds Specifications:	ThermoVeil Basket Weave 5% Dark Brown Mecho Shade type (Brand name not required)
Building Automation and Controls:	Advanced Power Control JR Elko 410-721-6830 x105 302-420-1930
Ceiling Tile Specification:	Armstrong 578
Hardware Specifications:	Schlage – C Keyway 6 pin
Building Life Safety Contractor:	Mona – Fire Alarm 301-599-7247
Air Quality (testing and balancing):	Arian Tab Mr. Hossein Askari Phone 703-319-1000 Pager 703-514-3557 Metro Testing and Balance Frank Battaglino 301-808-3660
Building Technology:	Cogent – Brett Sampson 202-295-4325

Access Panels: and vertical)	Stealth Panels (horizontal www.stealthpanels.com ISC – InterSource Specialties Company for Stylemark ceiling access doors 920-892-8822 sales@intersourceco.com, www.intersourceco.com

600 NEW HAMPSHIRE AVE., NW

Exhibit B

All the Right Moves

Contact List

Title	Name	Telephone Numbers	
Property Manager	Mary Lynch mlynch@akridge.com	Office Cell	202.624.8658 202.624.8658
Portfolio Manager	Mary Lynch MLynch@akridge.com	Office Cell	202.624.8658 202.345.7997
Chief Engineer	Kyle White KWhite@akridge.com or team600@akridge.com	Office Cell	202.756.3673 202.207.4352
Construction Manager	Patrick Murray pmurray@akridge.com	Office Cell	202.207.3954 202.367.8908
Senior Chief Engineer	Bill Payne BPayne@akridge.com	Office Cell	202.638.3000 202.409.8575
24-Hour Security	Allied Barton Security	Office	202.338.5428

600 NEW HAMPSHIRE AVE., NW

Exhibit C

All the Right Moves
Certificate of Insurance (COI) 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:

   Watergate Holdings I & II, LLC c/o
   Akridge
   601 13PthP Street, NW, Suite 300N
   Washington, DC 20005
   Attention: Building Services Administrator

3. Certificate shall include the following language as Additional Insured:

   - Watergate Holdings I & II, LLC
   - The John Akridge Management Company
   - *Client*

600 NEW HAMPSHIRE AVE., NW

Exhibit D

Construction Rules

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S. Tenant Contractor's Acknowledgement

A. Check-In

All Tenant Contractors are required to check in with Landlord. Contractors will not be permitted to start work until:

1. Contractor furnishes proper evidence of required insurance coverage;
2. Contractor furnishes copy of building permit and receipts for fee payment;
3. Contractor exhibits a Landlord-approved set of drawings to use as a working set;
4. Contractor provides a work schedule indicating the anticipated date of construction completion, featuring work, and date of projected opening;
5. Contractor signs for and takes possession of keys to service door of Demised Premises (if any), acknowledges proper installation and operation of said service door, and installs construction core in lock;
6. Contractor furnishes names and phone number (office and home) of Contractor's key supervisory personnel;
7. Contractor furnishes names and phone numbers of prime subcontractors;
8. Contractor acknowledges receipt of information concerning all concealed piping, conduit, etc., that installed below, within or above the Demised Premises;
9. Contractor acknowledges receipt of a copy of these Construction Rules; and
10. Contractor provides Landlord with a $2,000 security deposit, to be used in the event damage repair or clean up is necessary. Unused portion of deposit will be returned to Contractor at completion ofthe project.

Tenant or Tenant's Contractor must furnish Landlord with all required documentation prior to commencing construction. Failure to do so will entitle Landlord to stop the construction work until such documentation is furnished.

B. Insurance Requirements

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

All policies shall name the following as additional insured:

- Tenant;
- Landlord;
- Landlord's lenders and/or mortgagors;

- and the employees and agents thereof.

All policies shall provide 30 days written notification of non-renewal or cancellation to:Watergate

HoldingsI,LLC&WatergateHoldingsII,LLC

C/o The John Akridge Management Company

C. Bonding Requirements

Tenant shall employ only contractors licensed in the District of Columbia and shall require its contractor(s) to provide labor and material payment and performance bonds on all major contractor over $100,000.

D. Work Area

1. All of Contractor's work, storage and staging of materials, construction office, etc. must be confined to within the Demised Premises. The only exceptions are for tasks specifically required to be performed in the spaces below and above the Demised Premises. Landlord shall have no responsibility or liability whatsoever for any loss or damage to property belonging to Tenant or its contractors and left in the Demised Premises or anywhere else.

2. Tenant's Contractor is responsible for the regular, daily clean up of the Demised Premises (and any affected adjacent areas) for the duration of Tenant's Work. Debris shall not be allowed to accumulate anywhere in or near the Demised Premises. Should Tenant's Contractor not maintain the Demised Premises in a neat and orderly fashion, Landlord reserves the right to perform such cleaning at Tenant's or Tenant's Contractor's expense.

E. Deliveries

Deliveries shall be made only through entrances and routes designated by Landlord and at times scheduled with Landlord. All delivery traffic through the Common Areas must be completed before 9:30am. Landlord will establish delivery routes, which are subject to change.

F. Service Corridors

Service corridors shall, at all times, be kept clear of materials, equipment, debris and trash. Landlord will not hesitate to clear service corridors of such items and charge Tenant for the removal thereof.

G. Parking

There is no parking provided anywhere on the project for Tenant and/or Tenant's Contractor(s). Any vehicles using loading areas for anything other than immediate loading or unloading will be towed at the vehicleowner's risk and

expense.

H. Loading Zones

Loading zones will be kept open for deliveries when possible. Parking in loading zones is strictly prohibited. Delivery vehicles must be completely unloaded at curbside then moved out. Unattended parked vehicles in Loading Zones will be towed at the vehicle owner's risk and expense.

I. Utilities

1. Landlord shall provide, at Tenant's expense, the following services during construction:

   - Temporary power at a location determined by Landlord (Tenant will be required to convert to Tenant's permanent power at the earliest possible time);
   - A valved and capped water line stubbed into the Demised Premises, suitable for both temporary and permanent service; and
   - Dumpsters for construction trash removal, in accordance with Tenant's lease agreement, at a location determined by Landlord.

2. Landlord will provide temporary toilet facilities on the property, at a location determined by Landlord. Tenant's Contractor(s) shall have the right to use these facilities until such time as the facilities within the Demised Premises are available for use. Should a situation arise where Landlord's temporary facilities are abused, Landlord reserves the right to remove said facilities and require Tenant's Contractor(s) to provide their own temporary toilet facilities.

3. If necessary, Tenant will provide temporary heat for the Premises during construction. No open burners shall be used and use of any temporary heating fuel must be approved by Landlord.

J. Fire Protection

Tenant Contractor must provide appropriate type fire extinguishers in storage areas and elsewhere throughout the Demised Premises as required by all local authorities having jurisdiction. Fire extinguishers must be located as directed by the fire marshal and be easily accessible, and, as a matter of routine practice, serviced and inspected monthly.

K. Welding

Tenant must notify Landlord in writing at least 48 hours prior to any welding. Tenant's Contractor must provide a fire watch whenever welding is done within the Demised Premises. The person performing the fire watch must remain in the Demised Premises for at least one hour after the completion of welding. Akridge "Hot Work Policy" in effect.

L. Temporary Storefront Closures

1. If required, Tenant must install temporary storefront enclosures (for interior and exterior storefronts, if applicable) to protect the public from construction hazards.

2. Tenant or Tenant's Contractor must submit design for the temporary enclosures to Landlord for approval prior to construction.

M. Work Above or Below the Demised Premises

1. Tenant Contractor shall have the right to enter the space above or below to perform necessary work, provided work does not interfere with the business or work of the above or below Tenant or Contractor.

2. All such work shall be arranged through Landlord, with at least 48-hours notice and shall be at times as designated by Landlord.

3. Should such entrance into adjacent space require after-hours work and/or supplemental supervision, Tenant or Tenant's Contractor shall be responsible for the costs of additional supervision as required by Landlord or the adjacent Tenant.

N. Work Practices

1. All work must meet the requirements of Landlord, all applicable codes and jurisdictional authorities' requirements. Installation procedures must comply with the safety rules of OSHA and the District of Columbia. Contractor must take all necessary precautions to safeguard workers and the public from accident and to preserve all private and public property.

2. All work practices and personnel performing work in the Demised Premises must be compatible with the practices and personnel employed by Landlord's Contractor and its subcontractors. Upon notice that any work practices or personnel are not compatible, Tenant shall be responsible for the immediate cessation of said practices or removal of said personnel from the property.

O. Use of Property

1. Access to the property shall be subject to control at all times by Landlord, for the purposes of maintaining security during construction and for protecting the building finishes from damage.

2. At no time shall Tenants or Tenant Contractors or their employees or subcontractors be allowed to use the Common Areas of the property for lounging, eating, breaks, etc.

3. Tenant shall be responsible for the strict enforcement of this rule by its Contractor(s).

P. Escalators and Elevators

1. At no time shall Tenant Contractor or its employees or subcontractors use escalators for transporting materials, tools, orequipment.

2. Landlord shall control use of the common freight elevators.

Q. Protection of Work and Property

Tenant and Tenant Contractor(s) shall at all times protect their work and the work of others from damage by Tenant, Tenant Contractor(s) and their employees and subcontractors.

R. Strictly Prohibited Work Practices:

1. Any combustible materials above finished ceilings or in any other concealed, non-sprinklered space, or as otherwise dictated by code;

2. Imposing any structural load, temporary or permanent, on any part of Landlord's work or structure without prior written approval from Landlord; and

3. Cutting any holes in Landlord's floors, walls, or roof without prior written approval from Landlord.

S. Tenant Contractor's Acknowledgement

I have read, understand and agree to observe the above Construction Rules.

Contractor: _____

By: _____

Tenant Space: _____

Date: _____

600 NEW HAMPSHIRE AVE., NW

Exhibit E

All the Right Moves SAMPLE

Waiver of Lien Rights

State of: DISTRICT OF COLUMBIA

County/City of: WASHINGTON

To: Watergate Holdings I & II, LLC

Contractor or Supplier: _____

_____

_____

Project Title: _____

Original Contract Amount: $_____

Approved Change Orders: $_____

Adjusted Amount: $_____

Completed to Date: $_____

Retention: $_____

Total Earned: $_____

(Completed less retention)

Previous Payments: $_____

Current Payment: $_____

Contract Balance: $_____

The UNDERSIGNED being duly sworn states that he is the _____ (title) of General Contractor, Inc. who has a contract with Watergate Holdings I & II, LLC for providing improvements, Project Title, being constructed on real estate known and identified as Project Street Address located in Washington, District of Columbia, and owned Watergate Holdings I & II, LLC.

The UNDERSIGNED, upon the receipt and in consideration of the payment of Dollars ($----) in payment of invoice or application dated Month, DD, YYYY, and other good and valuable consideration, does hereby waive and release any and all liens or claims or right of lien on the aforementioned property and improvements now or hereafter assertable thereon, and on monies or other consideration due or to become due on account of labor or services, materials, fixtures or apparatus to the extent of amounts received.

The UNDERSIGNED, respectfully warrants that the contract status set forth above is an accurate statement, and no other sums are claimed, that all laborers, subcontractors, and suppliers employed by him have been past- paid all amounts previously due and will be paid all in full due out of this payment on receipt and that none of such laborers, subcontractors or suppliers is or will be entitled to claim or assert any claims against the above described real estate or the improvements thereon for labor or materials furnished to or for the account of the undersigned.

Signed this _____ day of _____, 20____.

_____

General Contractor, Inc.

BY: _____

Name and Title Signed

and sworn to before me this_____day of_____, 20____.

_____

Notary Public

600 NEW HAMPSHIRE AVE., NW

Exhibit F

All the Right Moves
Additional Specs for HVAC & Post Tensioning

Primary air ducts must be resealed and/or confirmed to be in good condition. It is also important to install adjustable air diffusers as a part of any ceiling work, as the exiting design is not effective in this property. As part of our review prior to construction, we will make these recommendations if not included already in the notes.

Demolition at 600 New Hampshire requires the removal and capping of all unused or abandoned piping, wiring and junction boxes.

600 New Hampshire is a post tensioned building and therefore any penetrations into the ceilings or slabs must avoid nicking or damaging in any way the post tensioned cables which carry a portion of the floor loading. Certain regulations must be enforced to preclude damage to the post tensioned cables. Any equipment that is to be moved or re-mounted to the ceilings or floors, or new equipment scheduled to be installed must comply with the following regulations:

1. Core drilling – Contractor must X-ray (or GPR) and clearly identify cable positions prior to cutting (first top as noted below, then bottom as noted below)
2. Cutting holes – Contractor must X-ray first (or GPR); Engineer must supply design for slab support.
3. Stair construction – Contractor must X-ray first (or GPR); Engineer must supply design for slab support and post-tensioning modifications
4. Attachment anchors – ceiling ducts, etc
    a. in the middle of the bay where cables approach the bottom edge of the ceiling slab anchor depth shall not exceed – the middle 1/3 of a ceiling bay, penetrations will not exceed ¼" deep.
    b. + 5'-0" either side of column, (T) maximum ¼" deep
    c. Railings – 4' + 5'-0" either side of column, (T) maximum ¼" deep
    d. Beams – no attachment
5. Akridge personnel must be present at all scanning.

Note: Understand that the slab post-tensioning cables are generally at the bottom of the slab, in the middle of the span, and raised over (in the middle third) to be at the top of the slab over the columns and are dropped to center again. At the dead end (…) and pulling ends (…) the cables flare out over the entire slab depth with steel anchors.

Upon completion of demolition, the building engineers will walk the space to ensure mechanical ductwork is intact and in good working condition. Mechanical contractor will make any needed repairs as noted by Akridge engineers or as identified.

Air balance reports must be provided upon completion of the mechanical installation.

Exhibit G

All the Right Moves
Akridge Fire Safety Program: Hot Work Policy
Updated January 2010

Policy

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. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work in the building unless a hot work permit is obtained, executed and returned to the building's Chief/Lead Engineer, 24 hours in advance of work commencing. This time may be reduced in emergency situations. An example of the Hot Work Permit can be found at the end of this document.

Authority and Responsibility

Akridge Chief/Lead Engineer, building staff, and Building Services Department, and contractors hired by Akridge or building Client shall be responsible for following the hot work program in accordance with this policy. All buildings managed by Akridge shall follow the procedures below to comply with this policy.

Akridge Chief Engineer/Lead Engineers are responsible for:

1. Notifying all Akridge employees involved with the project to the purpose and intent of the Hot Work Policy;
2. Issue of the hot work permit and making periodic inspections of areas where the hot work procedures are being used;
3. Notifying Building Services, Property Management and Project Management 24 hours in advance of a contractor's request of hot work permits; and
4. Renewing the permit as required until work is completed.

Akridge Employees are responsible for:

1. Understanding Akridge Hot Work Policy; and
2. Complying with the procedures defined within the policy.

Akridge Project Management is responsible for:

1. Notifying all contractors to the purpose and intent of the Hot Work Policy;
2. Making periodic inspections of areas where the hot work procedures are being used; and
3. Contacting Akridge Chief /Lead Engineer when a contractor has made a hot work permit request 24 hours in advance; and when a hot work permit requires renewal.

Contractors and sub-contractors hired by Akridge or building Client are responsible for:

1. Understanding the Hot Work Policy; and

2. Complying with the procedures defined within the policy.

Procedure

Prior to starting a project that requires a hot work permit; the supervisor of the Akridge employee performing the hot work or the Project Manager of the contractor/subcontractor shall obtain a hot work permit from the Akridge Chief/Lead Engineer.

Notification

Contractors shall notify the Akridge Project Manager, Akridge Chief/Lead Engineer to request a hot work permit at least 24 hours prior to the start of the project.

Job Site Inspection

Prior to the issuance of the hot work permit, the Akridge Chief/Lead Engineer shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, Akridge Chief/Lead Engineer shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job site review include, but are not limited to, the following:

1. Hot work operator(s)/fire watch are trained in the safe operation of their equipment; there must be two persons at the hot work area at all times, no exceptions. If they cannot have two persons on site, the work must be cancelled;
2. Apparatus used for the hot work must be in good condition;
3. Hot work operator(s)/fire watch understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; are confined space trained if required and PP equipment is in good condition;
6. The proposed work does not jeopardize the health and safety of the operator or others.
7. The Fire alarm system should only be disabled for the areas where work is in progress, the entire building should never be disabled;
8. Fire retard mats need to be placed on the roof in any location where soldering or welding is part of the work. Electric insulated mats are required when working on or around conductive materials; and
9. Ensure that fumes from the work area are not being drawn into the building by the fresh air fans. If the

aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system.

Fire Watch

Akridge requires a fire watch be set by the organization performing the work, when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 20 feet to the point of operation of the hot work;
2. Combustible materials are more than 15 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 15 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors;
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited;and
5. The fire alarm system for the affected area is disabled for any reason. The

assigned fire watch personnel shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the hot work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available and be trained on how to use it; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

Permit Posting

The hot work permit must be completed in duplicate. One copy shall be retained and filed by the Chief/Lead Engineer in the building construction files and the second copy shall be posted in a visible location within thehot work site near the hot work equipment.

Prohibitions

Propane gas shall be limited in use in any hot work in any occupied Akridge building. Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;
4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and
5. Confined spaces. Confined spaces are special circumstances that require specifically trained personnel. Akridge personnel are not qualified to perform this work. All work in confined spaces must be supervised by a qualified contractor and coordinated with the building Akridge Chief/Lead Engineer.

Protective Equipment

The welder shall be equipped with protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If local exhaust or general ventilation are not available and fume, dust and gas generation is high, respirators shall be used.

2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity.

3. Welders helmets equipped with proper filter plate and cover lenses.

4. Respiratory protection (NOTE: No employee or worker shall be issued or be required to use a respirator until that employee has been properly certified for the use of such equipment by the issuing authority. Proof of such certification may be required.

5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

Storage of Equipment

Personnel performing hot work will insure that equipment and supplies are stored in a manner that will prevent the creation of hazardous conditions. For example flammable fuels will be stored in appropriate containers and safety lockers.

Injuries/Exposures

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Akridge Lead/Chief Engineer and Akridge Construction Manager, who will then notify the Property Management team.

Education/Training

Akridge Employees shall be trained on all aspects of this policy.

Akridge Companies

HOT WORK PERMIT

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?
IS THERE A SAFER WAY?

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, And Soldering, Thawing Pipe, Torch Applied Roofing, And Welding.

INSTRUCTIONS

1. Fire safety supervisor:
   A. Verify precautions listed at right (or do not proceed with the work).
   B. Complete and retain this permit.

HOT WORK BEING DONE BY:
☐ EMPLOYEE
☐ CONTRACTOR: _____

DATE:	JOB NO.
LOCATION/BUILDING & FLOOR:	
NATURE OF JOB:	
NAME OF PERSON DOING HOT WORK:	
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.	
SIGNED (FIRESAFETY SUPERVISOR/OPERATIONS SUPERVISOR):	
PERMIT EXPIRES	DATE / TIME A.M. P.M.

NOTE EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.

THIS PERMIT IS GOOD FOR ONE DAY ONLY!

REQUIRED PRECAUTIONS CHECKLIST

☐ Available sprinklers, hose streams and extinguishers are in service/operable.
☐ Hot Work equipment in good repair.

Requirements within 10 m (35 ft.) of work
☐ Flammable liquids, dust, lint and oily deposits removed.
☐ Explosive atmosphere in area eliminated.
☐ Floors swept clean.
☐ Combustible floors wet down, covered with damp sand or fire-resistive sheets.
☐ Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields.
☐ All wall and floor openings covered.
☐ Fire resistant tarpaulins suspended beneath work.

Work on walls or ceilings/enclosed equipment
☐ Construction is noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls moved away.
☐ Danger exist by conduction of heat into another area.
☐ Enclosed equipment cleaned of all combustibles.
☐ Containers purged of flammable liquids/vapors.
☐ Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire watch/hot work area monitoring
☐ Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
☐ Fire watch is supplied with suitable extinguishers.
☐ Fire watch is trained in use of this equipment and in sounding alarm.
☐ Fire watch may be required for adjoining areas above, and below.
☐ Monitor Hot Work area for 30 minutes after job is completed.

Other precautions taken
☐ Confined space entry permit required.
☐ Area protected with smoke or heat detection.
☐ Ample ventilation to remove smoke/vapor from work area.
☐ Lockout/tag-out required.

Note: When used in accordance with NFPA 51B, this permit is to be used for, but not limited to, the following: welding, cutting, grinding, open-flame soldering, thawing pipe, and torch-applied roofing. Copyright NFPA