



**A<sup>+</sup>kridge**  
*Real Estate at the Highest Grade™*

**1200 NEW YORK AVENUE**

*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 and/or Chief Engineer.

## **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 the 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 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 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 a.m.; 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 Property 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 202.638.3000 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.

### **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.

## **Mechanical, Electrical and Plumbing Safety**

Office building hours are from 8:00 am to 6:00 pm, Monday through Friday. Retail hours vary but are generally 6:30 am to 5:30 pm, Monday through Friday and 8:00 am to 3:00 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 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 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.
- 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 unbagged 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 Property Manager. Electrostatic painting, polomyx 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 Property 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 Property 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.

*All the Right Moves*

A Guide for Tenant Improvements

**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:	District Cable Chris Montgomery 202.635.5515
Building Security Company:	Datawatch Systems System Contact: Mack Wells, Jr. 301.280.4300
Venetian Blinds Specifications:	Mileham & King; Levelor 1” mini-blind monocot aluminum horizontal; color #870 un-gray
Ceiling Grid	Armstrong Silhouette XL 9/16” Bolt-Slot System 1/4” Reveal
Ceiling Tile Specification:	Armstrong Travertone P589 Cirrus Tegular, for Suprafine 9/16” T-Bar grid w/ vinyl latex finish 24” X 24” X 3/4”
Hardware Specifications:	Corbin Russwin 62A1 Keyway mortise lock solid stainless steel lever handle #LSA629
Building Life Safety Contractor:	Adcock’s Electric Life Safety Division Keith Rogers 301.843.3661
Air Quality (Testing & Balancing):	Arian Tab Hossein Askari Phone 703.319.1000 Pager 703.514.3557

**Exhibit B – Contact List**

<b>Title</b>	<b>Name</b>	<b>Telephone Numbers</b>	
VP Property Management	Mary Lynch	Office	202.624.8656
Senior Property Manager	Girin Shah	Office	202.207.3937
		Cell	202.409.2561
		Fax	202.347.8043
Director of Tenant Construction	John Otto	Office	202.624.8607
Tenant Construction Engineer	Bill Patterson	Cell	202.409.8603
Chief Engineer	Tim Hutchinson	Office	202.408.8384
		Cell	202.345.9633
24-Hour Security	Main Akridge Desk	Office	202.638.3000

**Exhibit C – Emergency Evacuation Plan**

(attached)

**Exhibit D – Certificate of Insurance Requirements**

(attached)

**Exhibit E – Plan of Action Form**

**Akridge**

601 13<sup>th</sup> 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, etc.)

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 sketches or floor plans for work outside of space if needed.



## Exhibit F – AFL-CIO UNION PARTICIPATION STATEMENT

With respect to tenant improvements at 1200 New York Avenue, Akridge requires each Tenant to use contractors and subcontractors who employ workers represented by Building and Construction Trades unions affiliated with the AFL-CIO to perform work.

For your consideration, be advised that:

- Union pension fund investors have played an important role in the development of the property and that the property is in substantial part owned by such investors.
- Contractors and subcontractors who have collective bargaining agreements with AFL-CIO Building and Construction Trades unions are performing all on-site construction work on the base building project. A special Project Labor Agreement has been developed to establish labor conditions for this project and to provide various beneficial terms to the owners and the Developer.
- It will serve the timely and harmonious completion of all aspects of the project by performing tenant improvement work through the use of contractors and subcontractors who have collective bargaining agreements with AFL-CIO Building and Construction Trades unions.
- Lists of contractors and subcontractors who have collective bargaining agreements with AFL-CIO Building and Construction Trades unions who may be able to fulfill the tenants' needs with respect to tenant improvements are being maintained by GPA, who is fully available to assist in identifying and facilitating the use of qualified union contractors and subcontractors for such work.
- The Project Labor Agreement can be opened for the participation of certain contractors performing tenant improvement work.
- GPA requests that each tenant keep it fully informed of how the tenant intends to proceed with the selection of contractors and subcontractors with respect to all phases of tenant improvement construction.
- GPA requires each tenant to use contractors and subcontractors who have collective bargaining agreements with AFL-CIO Building and Construction Trades unions for all tenant improvement work.

Please contact me at 202.624.8607 if you wish to schedule a meeting to discuss your Gallery Place fit-out needs and how such needs might be accomplished with union construction labor.

John Otto  
Tenant Coordinator

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### Client and General Contractor Acknowledgement

Client: \_\_\_\_\_ Date: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Date: \_\_\_\_\_