



AKRIDGE
Invested.

410-412 First Street, SE

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 (See **Exhibit B**).

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 D**)
- Contractor's Insurance Certificate (**Exhibit E**)
- Contractor's License as required by jurisdiction
- Sub-Contractors' 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 Standards and Specifications are included in **Exhibit A**.

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 GC 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.

Akridge expects that its Vendors, as well as those working for building Clients, will embrace and uphold the commitment to integrity described in the Akridge Responsible Contractor Policy (See **Exhibit I**).

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 Contact List (**Exhibit B**) for specific contacts and phone, e-mail addresses 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.

See **Exhibit J**, Standards For Tenant Design and Construction, for specific items that need to be addressed in the Tenant Plans.

At the completion of the construction project, Akridge requires Contractor to submit a complete set of "As Built Drawings" to the building Engineer for the building files.

Permitting

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

Waiver of Lien Rights

Partial Lien Waivers from the General Contractor are required to be submitted with all payment applications. Unconditional Lien Waiver is required to be submitted with all final payment applications from the General Contractor and/or all subcontractors. **Exhibit D is an example of the standard Waiver of Lien Rights.**

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 Akridge IT Department is available to assist you in choosing a vendor or to review data, voice, or cabling proposals in regard to complying with building standards. You may contact Akridge IT at helpdesk@akridge.com.

The installation of all voice/data, security and cabling work should be completed prior to the close in of the interior partitions and coordinated with the General Contractor. Please refer to **Exhibit A** for information specific to your building.

Please ensure the voice/data, security and cabling contractors obtain the required low voltage permit and submit a current Certificate of Insurance prior to commencing work and submit a current certificate of insurance to Akridge.

Inspections

Part of the permitting process of construction involves several inspections during different times in the construction process. The Client has the option of using a third party inspector which can be arranged by the General Contractor.

For the Fire Marshall Inspection, both the District Fire Department and Akridge require a pretest. It is the General Contractor's responsibility to arrange and coordinate all required parties at least 48 hours (2 business days) in advance. Pretests are to be scheduled prior to 7:30 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. <http://dcra.dc.gov/service/zoning-certificates-occupancy> 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 build-out, 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. A copy of the COO must be provided to the Property Manager.

Fire Pretests

Fire pretests should include but are not limited to the following guidelines:

- 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 as building standard (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, ensure the door(s) (such as suite entry and stairway) unlock(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 (2 business days) in advance of test.
- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

Elevator Use and Cleaning

Please use the following guidelines while using the building elevators:

- Elevators may not be used to haul materials without the express prior consent of Akridge.
- Construction materials and tools are to be hauled on the elevator approved by Akridge management only. Violation of this regulation may result in immediate removal of the contractor from the building.
- When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. To assist in damage prevention, Akridge, at any time, may require contractor to provide protective elevator pads or may request the contractor make special alterations to the freight elevator to protect the elevator finishes during construction. Contractor to provide written plan for temporary protection and submit to Akridge for prior approval. The contractor shall be responsible for the installation and removal of pads or extra protection 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.
- 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 may cause serious damage to the system. Repairs for any damage incurred will be billed to contractor.
- Use of the elevator approved by Akridge management for construction and movement of materials is to be scheduled with the Property Manager and may be limited on weekdays to the hours of 5:00 AM through 7:30 AM; or after 6:30 PM. 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 (2

business days) in advance to have the elevators put on independent service, or by Thursday if scheduling weekend usage. Please call 202.638.3000 or your Property Manager and we will be happy to help you.

- Use of the elevator approved by management for construction and movement of debris is to be scheduled with the Property Manager and may be limited to hours up until 7:30 AM or after 6:30 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 (2 business days) in advance to have the elevators put on independent service or by Thursday if scheduling weekend usage. Please call 202.638.3000 or your Property Manager and we will be happy to help you.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels.

Suite Security

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 completion of construction. See **Exhibit A** for the name and telephone number of the security company. The Property Manager must be notified of any deviation from the building standard suite security.

Existing Security

We recommend that existing suite security be deactivated during the construction period or that the construction foreman is provided 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 issue citations for false alarms.

Deliveries

Major deliveries of construction materials are to be coordinated with the Property Manager at least 48 hours (2 business days) in advance. Certain daytime deliveries may be scheduled during the hours of 7:00 am to 4:00 pm, Monday through Friday.

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 Akridge personnel time will be billed directly to the Contractor or 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. Dormant vehicles may be towed at owner's expense.

Restrooms

Designated restrooms are to be used as indicated. Construction on multi-tenanted floors may require other arrangements.

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. Documentation of proper disposal of universal/hazardous waste must be provided to Property Manager.

Plan of Action

Reference **Exhibit F** for a blank Plan of Action Request Form. This form must be filled out for 1) all work occurring outside of the tenant's space, 2) work performed before or after normal work hours to include all weekend work, 3) any scheduled work deemed disruptive in nature, and 4) any type of x-raying and or core drilling. Please complete the form and return to both the Tenant Construction engineer and Property Manager, 48 hours (2 business days) prior to the work being performed, for review and approval. ***Please note that if an Akridge employee and/or a subcontractor of Akridge (such as security or janitorial personnel, etc.) are required to be present, as deemed necessary by Akridge, for work performed during non-operating hours, the Contractor or Client will be billed accordingly.***

Disruptive Work

Office building hours are from 8:00 am to 6:00 pm, Monday through Friday. Any disruptive work (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 (2 business days) in advance or by Thursday if scheduling for weekend work. Please note: Any concrete to be core drilled must be scanned and reviewed by Akridge prior to drilling. ***Please note that if an Akridge employee and/or a subcontractor of Akridge (such as security or janitorial personnel, etc.) are required to be present, as deemed necessary by Akridge, for work performed during non-operating hours, the Contractor or Client will be billed accordingly.***

Hot Work 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.

All hot work must be scheduled and approved 24 hours (1 business day) in advance with the building's Chief/Lead Engineer and Property Manager. 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. Please note, hot work permits must be renewed daily. The area will be inspected by building staff on a daily basis.

Mechanical, Electrical and Plumbing

Akridge will review the mechanical, electrical, and plumbing drawings to assess conformance with the base building specifications. 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 base building specifications, current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys. Please refer to **Exhibit A** for building standards and specifications.

New construction or renovations to existing space often alters the airflow and mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required. Client's contractor should be prepared to have an air balance performed and to make any necessary mechanical changes. All Akridge buildings require the contractor to use the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A**.

Office building hours are from 8:00 AM to 6:00 PM, Monday through Friday. Any work performed during non-building hours is to be coordinated with Akridge by submitting a Plan of Action (POA) form (**Exhibit F**), at least 48 hours (2 business days) in advance, or by Thursday for weekend work. For work to be performed outside of the Client's demised Premises, we require a POA be submitted at least three (3) 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 a subcontractor of Akridge (such as security or janitorial personnel, etc.) are required to be present, as deemed necessary by Akridge, for work performed during non-operating hours, the Contractor or Client will 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 Safety Notes for Mechanical, Electrical and Plumbing 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 (2 business days) in advance with Akridge, or by Thursday for weekend work, by submitting a POA form (**Exhibit F**). Electrical work requiring a total shut down of the building electrical supply must be scheduled and coordinated with the Property Manager with a minimum two week advance notice, by submitting a POA
- Akridge requires any additional or abandoned electrical outlets to be appropriately labeled with the panel and circuit numbers for future electrician reference.
- Under no circumstances may a contractor enter occupied Client space to perform work without making prior arrangements with the Property Manager and without an Akridge escort.
- All staging materials must be coordinated with the Property Manager.

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.
- All condenser water lines must be insulated
- 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.
- All retail and aux HVAC units that draw outside air independently into the building need to be tied into the EMS emergency shutdown system and linked to the building security company.
- If supplemental HVAC units are specified, those units may be required by lease obligations to be separately metered or may need to be metered separately to satisfy LEED requirements for the building. Please review Client's lease.

Building Standard Conformance

Light Fixtures

- Contractor should submit lighting plan for review. Confirm that specified bulbs and tubes are not on EPA phase out schedule.
- 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, contractor must arrange to have all smoke detectors in areas under construction "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 BY THE CONTRACTOR (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF). IT MAY BE NECESSARY TO ESTABLISH A FIRE WATCH WHILE THE BUILDING'S SYSTEM IS DE-ENERGIZED. ALL COSTS ASSOCIATED WITH A FIRE WATCH WILL BE BILLED DIRECTLY TO THE BUILDING CLIENT (Tenant).

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 (2 business days) before commencement of work using a **POA**.

Sustainability Acknowledgement

Akridge is committed to being a "green" leader and therefore, we consistently apply sustainable building principles to each and every property we develop or manage. Akridge-managed buildings efficiently use energy, water, and other resources; reduce waste, pollution and environmental degradation; and protect occupant health and improve employee productivity.

At a minimum, all contractors working in the building are required to follow the Sustainability Guidelines (**Exhibit H**). The guidelines will cover information pertaining to the following:

- Sustainable Purchasing: Electric-Powered Equipment
- Sustainable Purchasing: Furniture
- Sustainable Purchasing: Facility Alteration and Additions
- Sustainable Purchasing: Reduced Mercury in Lamps
- Solid Waste Management: Facility Alterations and Additions Recycling
- IAQ Management for Facility Additions and Alterations Policy

In the daily operation of NADA Corporation Services 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 waste generator 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 and 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.

Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Indoor environmental quality will be protected by the purchase of low VOC materials and products whenever possible. Any work involving the use of materials that emit VOCs must be scheduled in advance, a minimum of 48 hours (2 business days), with the Building Manager using a POA. Electrostatic painting, polymix 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, but are not limited to, 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, as per EPA standards. Documentation of proper disposal must be provided upon request.

In Case of Emergency

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

Certificate of Insurance – Limits and Language

Reference **Exhibit E**.

STANDARD DOCUMENT

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

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

General Contractor Signature

Title

Company

STANDARD DOCUMENT

Exhibit A – Building Standards, Specifications and Vendors

Internet, Television, and Phone Companies:	Verizon 202.954.6263 www.verizon.com Comcast Business 1.855.542.0054 www.business.att.com
Building Security Company:	Datawatch Security Systems 301.654.3282 Datawatch Security Contact: Kia Matthews kmatthews@datawatchsystems.com 301.280.4328
Window Blinds Specifications:	As approved by the Landlord per Client drawings
Ceiling Grid:	As approved by the Landlord per Client drawings
Ceiling Tile Specification:	As approved by the Landlord per Client drawings
Hardware Specifications*:	Schlage EF 6 pin
Building Life Safety Contractor:	Adcock's Systems LLC 301.843.3661
Air Quality (Testing & Balancing):	Arian Tab Hossain Askari hossainaskari@gmail.com Phone 703.319.1000 Pager 703.514.3557 Metro Testing and Balance Frank Battagline 301-808-3660
Building Technology:	Albireo Energy, LLC 410.721.6830
Lighting fixtures/lamps: (general lighting)	Atlantic Electric Supply 202.526.1300
Exit signs:	As approved by the Landlord per Client drawings

Common Area Finishes:
(paint, wallcover, polymix,
carpet, base)

As approved by the Landlord per Client drawings

Fire Alarm Devices
(manufacturer and color)

As approved by the Landlord per Client drawings

STANDARD DOCUMENT
Exhibit B – Akridge Contact List

Title	Name	Telephone Numbers	
Building Manager	Kathryn Brand	Office	202.207.3929
Senior Property Manager	Lavon Butler	Office	202.207.3959
Construction Manager	Patrick Murray	Office	202.207.3954
Senior Chief Engineer	Arnold Cook	Cell	202.345.3415
Engineer	Jeff Rieu	Cell	202.486.9415

STANDARD DOCUMENT

Exhibit C – Emergency Evacuation Plan

FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION for the commercial office building located at 412 First Street, SE, Washington, DC 20003. 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 the building security company 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 locate you as quickly as possible 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 typically 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.

STANDARD DOCUMENT
Exhibit D - Waiver of Lien Rights

State of: DISTRICT OF COLUMBIA

County/City of: WASHINGTON

To: [NADA Services Corporation](#)

Contractor or Supplier: _____

Original Contract Amount: \$ _____
Approved Change Orders: \$ _____
Adjusted Amount: \$ _____
Completed to Date: \$ _____
Retention: \$ _____
Total Earned: \$ _____
(Completed less retention)
Previous Payments: \$ _____
Current Payment: \$ _____
Contract Balance: \$ _____

Project Title: _____

The UNDERSIGNED being duly sworn states that he is the _____ (title) of [General Contractor, Inc.](#) who has a contract with [tenant or ownership](#) 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 [Building Partnership](#).

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, Company and Title](#)

Signed and sworn to before me this _____ day of _____, 20____.

Notary Public

STANDARD DOCUMENT

Exhibit E – 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.
 - NADA Services Corporation
 - **The John Akridge Management Company**
 - Client
2. Certificates of Insurance (COI) shall be submitted electronically to both the Akridge Construction Manager for this project and to the Akridge insurance consultant, HUB International, at AKRIDGECERT@hubinternational.com.
3. All policies shall provide 30 days written notification of non-renewal or cancellation to both the Akridge Construction Manager for this project and to HUB International, at AKRIDGECERT@hubinternational.com.

NADA Services Corporation
c/o Akridge
601 13th Street, NW, Suite 300N
Washington, DC 20005
Attention: VP Construction Management

STANDARD DOCUMENT
Exhibit F – Plan of Action Form

(next page)

STANDARD DOCUMENT

Exhibit G - Hot Work Policy



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 the hot 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

STANDARD DOCUMENT

Exhibit H – Sustainability Guidelines

1. Sustainable Purchasing: Electric-Powered Equipment (MRc2, Option 1)

Goal - Minimize environmental impacts of project purchases.

Performance Metrics - Performance will be measured by tracking the percentage by cost of purchases that meet the applicable sustainability criteria. At least 40% (by cost) of materials purchased for use in the project (including computers, office equipment and appliances) must meet one or more of the criteria listed below.

Criteria - Electric-powered equipment purchased for use in the project must meet one of the following criteria:

- + Equipment is ENERGY STAR labeled
- + Equipment replaces conventional gas-powered equipment

2. Sustainable Purchasing: Furniture (MRc2, Option 2)

Goal - Minimize environmental impacts of project purchases.

Performance Metrics - Performance will be measured by tracking the percentage (by cost) of purchases that meet the applicable sustainability criteria. At least 40% (by cost) of materials purchased for use in the project must meet one or more criteria listed below.

Criteria – Furniture purchased for the project must meet at least one of the following criteria:

- + Contains at least 10% post-consumer and/or 20% post-industrial material.
- + Contains at least 70% material salvaged from off-site or outside the organization.
- + Contains at least 70% material salvaged from on-site, through an internal organization materials & equipment reuse program.
- + Contains at least 50% rapidly renewable materials.
- + Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- + Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.

3. Sustainable Purchasing: Facility Alteration and Additions (MRc3)

Goal - Minimize environmental impacts of project purchases.

Performance Metrics - Performance for this guideline will be measured by tracking the percentage by cost of purchases that meet the applicable sustainability criteria. At least 50% (by cost) of materials purchased for use in the project must meet one or more of the criteria listed below.

Criteria – Material purchases for the project must meet at least one of the following criteria:

- + Contains at least 10% post-consumer and/or 20% post-industrial material.
- + Contains at least 70% material salvaged from off-site or outside the organization.
- + Contains at least 70% material salvaged from on-site through an internal organization materials and equipment reuse program.
- + Contains at least 50% rapidly renewable materials.
- + Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- + Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.

- + Adhesives and sealants have VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- + Paints and coatings have VOC emissions that do not exceed the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- + Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- + Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- + Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- + Composite panels and agrifiber products contain no added urea-formaldehyde resins.

4. Sustainable Purchasing: Reduced Mercury in Lamps (MRC4)

Goal - Minimize environmental impacts of project purchases.

Performance Metrics - Performance for this guideline will be measured by using the picogram per lumen-hour of the lamps purchased for the project. Of all the mercury containing lamps purchased for the project, at least 90% (as measured by the number of lamps) must meet the overall target for mercury content of less than 90 picograms per lumen-hour.

Criteria - Where practical, high efficiency rather than incandescent lamps will be used in the project.

- + A Lighting Purchasing Plan for mercury containing lamps will be prepared and updated as necessary. The plan must minimize the weighted average mercury content (in picograms per lumen-hour) of all mercury containing lamps used in the project. The weighted average mercury content (in picograms per lumen-hour) of all lamps included in the plan must be 90 picograms per lumen-hour or less.
- + Screw-based, integral compact fluorescent lamps (CFL's) will be excluded from the performance calculation if they comply with voluntary industry guidelines for maximum mercury content published by the National Electrical Manufacturers Association (NEMA).

5. Solid Waste Management: Facility Alterations and Additions Recycling (MRC9)

Goal - Divert construction and demolition waste from disposal to landfills and incineration facilities. Redirect recyclable recovered resources to the manufacturing process and reusable materials to appropriate sites. *

Performance Metric - Performance for this guideline will be measured by tracking the percentage of waste from the project that is diverted from the waste stream. At least 70% of waste generated from project will be diverted from the waste stream through reuse, recycling, or composting. Contractors and/or waste haulers are responsible for tracking the weight or volume of all recycled or reused waste generated from the project.

Criteria - 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 finishes, carpet and floor material, adhesives, sealants, paints and coatings.
- + During the construction performance period of the project, the recycling plan will be implemented.
- + The total amount of construction waste and the total amount of recycled construction waste will be documented.
- + **At least 70% of waste generated from project will be diverted from the waste stream through reuse, recycling, or composting.**
- + * See the attached *Solid Waste Management – Recycling Building Materials and Construction Waste* guide as part of Exhibit H.

6. IAQ Management for Facility Additions and Alterations Policy (IEQc1.5)

Goal - By adhering to this Indoor Air Quality (IAQ) Management Plan for construction and occupancy phases, contractors will strive to **limit indoor air quality problems in the building resulting from construction or renovation projects and to sustain the comfort and well-being of occupants and construction workers.**

Guidance For Resources and Implementation - The contractors will develop, implement and adhere to an Indoor Air Quality (IAQ) Management Plan for construction and occupancy phases of the building that meets or exceeds, during construction, the recommended Design Approaches of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guideline for Occupied Buildings under Construction, 2nd Edition 2007, ANSI/SMACNA 008-2008 (Chapter 3).

Criteria - Evaluation of the program is based on successful completion of the above procedures as well as occupant feedback and information.

- + Contractor prepares, submits, and observes IAQ Management Plan for Construction and Preoccupancy phases.
- + Protect all existing HVAC equipment from dust and odors generated by demolition and construction and isolate construction area from occupied spaces to prevent contamination. Close off or install and maintain temporary filter media (MERV 8 or better) at all air returns between construction area and occupied areas of the building
- + Implement cleaning procedures to control contaminants in building spaces and protect porous stored/installed materials from moisture.
- + Specify and install finish materials that have low or no toxicity.
- + Schedule construction activities to minimize or eliminate environmental impact and disruption of operations in the occupied areas of the building.

SOLID WASTE MANAGEMENT

Recycling Building Materials and Construction Waste

Akridge is a full-service, commercial real estate firm in Washington, DC that endeavors to lead the industry in innovative sustainability practices. Akridge has an established history with important contributions to the Washington, DC region – from the way the company develops its project portfolio, to the creative ways the management team operates and maintains buildings, to the organizations Akridge supports.

These efforts are a part of Akridge’s **BUILDING SUSTAINABILITY** initiative which is a comprehensive program to increase the sustainability of the company and the buildings we operate. This initiative ensures that we incorporate environmentally responsible practices that effectively reduce our footprint throughout all of our service offerings and operations.

To achieve our sustainability goals, we have focused our efforts on the core areas that contribute to our footprint. Akridge creates, implements, and measures sustainable strategies across these areas. The five core areas that drive our continuous improvements are:



Among other initiatives, responsible collection, removal, and recycling of building materials and construction waste falls within the third group, “Waste Management.” By coordinating construction waste hauling and recycling for tenant build-outs, major renovations, as well as minor maintenance projects, both building occupants and landlords can reduce the environmental impact of buildings and the associated waste.

Examples of materials that can be recycled include, but are not limited to: **building components and structures, panels, attached finishings, doors, cabinetry, trim, wood products, wallboard, framing, drywall, steel, concrete, glazing/windows, façade materials, toilet partitions, masonry, carpet and floor material/finishes, ceiling tiles and grid, cardboard, and insulation.**

POTENTIAL SERVICE PROVIDERS FOR DC, MD, and VA

Industrial Disposal Service (IDS)/Broad Run Recycling
9220 Developers Drive
Manassas, VA 20109
www.broadrunrecycling.com

Mobius Recycling Services LLC
1910 Grand Court
Vienna, VA 22182
<https://www.mobius-recycling.com/>
703.401.7172

Brandywine Disposal
**This is a different company than Brandywine Realty Trust*
5800 Sheriff Road
Fairmount Heights, MD 20743
<http://brandywineco.com/brandywine-disposal-inc/>

NoVa Waste
3730 Greentree Lane
Dumfries, VA 22026
www.novawaste.com

Con-Serv Industries
P.O. Box 650490
Sterling, VA
www.csidisposal.com

Rodger Brothers Corporation
2230 Lawrence Avenue, N.E.
Washington, D.C. 20018
www.rodgersbrothers.net

EAI – Environmental Alternatives, Inc.
24024 Frederick Road
Clarksburg, MD 20871
<http://eairolloff.com/recycling-services/index.html>

Selective Demolition and Hauling LLC
8340-A Beechcraft Avenue
Gaithersburg, MD 20879
<http://seldemo.com/>

ESI – EnviroSolutions (a.k.a. ETW LLC)
**This is a different company than IESI (a.k.a. Progressive)*
11220 Assett Loop, Suite 201
Manassas, VA 20109
www.esiwaste.com

Waste Management via Gaithersburg Hauling
8101 Beechcraft Avenue
Gaithersburg, MD 20879
www.wm.com

STANDARD DOCUMENT

Exhibit I - Akridge Responsible Contractor Policy

Akridge, for itself and on behalf of its affiliated entities, including those special purpose entities that own real estate projects (the Company), expects that its Vendors will embrace and uphold the commitment to integrity described in the Akridge Responsible Contractor Policy (the "Policy") and embodied by the Akridge company culture.

"Vendor" describes any firm or individual that provides a product or service to the Company or indirectly to any of its Clients. "Clients" include tenants in Company buildings, authorized guests of tenants in Company buildings, other Company Vendors, Company employees and authorized guests of the Company. The Company understands that Vendors are independent entities; however, the business practices and actions of a Vendor may significantly impact and/or reflect upon the Company, its reputation and its brand, which is one of the Company's most important assets. Because of this, the Company expects all Vendors and their employees, agents and subcontractors (Representatives) to adhere to the Akridge Responsible Contractor Policy. All Vendors should educate their Representatives to ensure they understand and comply with the Policy. The Policy will be accessible on the Company website at www.akridge.com and Vendors should periodically review the website to become familiar with any modifications the Company makes to the Policy, which modifications will become part of any renewal of the Vendor's contract with the Company (in the absence of an earlier amendment incorporating such modification).

Failure of a Vendor to comply with this Policy may be sufficient cause for the Company to exercise its right to revoke a Vendor's "approved" status. If the Company determines that a Vendor has violated the Policy, it may elect to terminate its relationship with the Vendor or require the Vendor implement corrective action. If corrective action is advised but not taken, the Company may suspend placement of future orders with Vendor and/or terminate current work.

LEGAL AND REGULATORY COMPLIANCE PRACTICES

All Vendors and their Representatives shall conduct their business activities in full compliance with applicable laws and regulations while conducting business with and/or on behalf of the Company. In addition to any specific obligations under the Vendor's agreement with the Company, all Vendors and their Representatives shall, without limitation:

- Conduct business in full compliance with antitrust and fair competition laws that govern the jurisdictions in which they conduct business.
- Recognize that the Company places a priority on sustainable business practices including using environmentally responsible materials, recycling practices, and energy conservation and, therefore, at a minimum, comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials, with the understanding that the Company may also require Vendors to adhere to certain other sustainable business practices that are established directly in the Vendor contract.
- Be honest, direct and truthful in discussions with regulatory agency representatives and government officials.

BUSINESS PRACTICES

Vendors and their Representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements with the Company. In addition to those obligations, all Company Vendors and their Representatives shall, without limitation:

- Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.
- Create, retain and dispose of business records in full compliance with all applicable legal and regulatory requirements.
- Protect and use responsibly any and all physical and intellectual assets of the Company, including its property, supplies and equipment, which Company assets shall not be used without permission from an authorized Akridge employee.
- Use Company-provided information technology and systems (including email) only for authorized Company business-related purposes.

- Not use Company-provided technology and/or systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, knowingly false, derogatory, malicious, abusive, sexually explicit or otherwise offensive or inappropriate.
- Comply with and be subject to all Company rules and requirements for maintenance of passwords, confidentiality, security and privacy procedures as a condition of receiving access to the Company's internal corporate network or any and all systems and buildings.
- Comply with the intellectual property ownership rights of the Company and others including but not limited to copyrights, patents, trademarks and trade secrets.
- Use software, hardware and content only in accordance with its associated license or terms of use.
- Not speak to the press on the Company's behalf, whether in a formal interview or otherwise.
- Use good judgment, discretion and moderation when offering gifts or entertainment to Akridge employees, including refraining from violating standard business ethics practices and prohibiting the offer of any bribe, kickback, bartering arrangement for goods or services and/or any other incentive to a Company employee for any reason.
- Not engage in any impropriety or create or suffer to exist any conflict of interest, whether actual, potential or perceived and whether such conflict of interest is of a personal or professional nature.

EMPLOYMENT PRACTICES

The Company expects its Vendors and their Representatives to share its commitment to human rights and equal opportunity in the workplace. Vendors and their Representatives shall engage in business practices that ensure the provision of a work place in full compliance with the letter and spirit of this standard. Vendors and their Representatives shall provide a safe and healthy work environment and conduct their employment practices in full compliance with all applicable laws and regulations, and shall, without limitation:

- Treat every employee with dignity and respect, including a strict prohibition on any physical, sexual, psychological or verbal harassment or abuse and a refusal to tolerate any form of corporal punishment or psychological or physical coercion.
- Strictly prohibit discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- Provide wages and benefits that are clearly defined and communicated to employees and that (1) comply with all applicable laws and regulations; and (2) constitute "fair wages and benefits" which shall depend on the wages and benefits paid on comparable projects, based upon local market factors including the nature of the project, comparable job or trade classification and the scope and complexity of services provided.
- Comply with all applicable safety and health laws, regulations and practices, including minimizing hazards inherent in the working environment and, when such Vendor or its Representatives is on Company owned, leased or managed property, the Vendor and its Representatives shall comply with all rules and regulations concerning the operation of the property and the interaction with Company Clients.
- Prohibit the use, possession, distribution and sale of illegal drugs.
- Allow Employees to freely terminate their employment after reasonable notice without penalty and without retribution.
- Support a position of neutrality with respect to the legal right of workers to freedom of association and collective bargaining, including the prevention of intimidation or harassment in connection with an employee's peaceful exercise of his or her right to join or refrain from joining any organization.
- Comply with all local minimum working age laws and requirements and not utilize child labor (the higher of the legal minimum working age of the respective region or 16 years of age); while supporting the development of legitimate workplace apprenticeship programs for the educational benefit of younger people.

- Not require workers to work more than the maximum hours of daily labor set by local laws, ensuring that overtime is voluntary and paid in accordance with local laws and regulations.
- Maintain employee records (including disciplinary records) in accordance with local and national regulations.

AKRIDGE POLICY ON MINORITY AND WOMEN OWNED BUSINESSES

The Company is committed to developing mutually beneficial business relationships with minority and a woman owned businesses that have the capability to meet or exceed our requirements for products and services and maintains a policy of notifying and actively seeking bids from minority and women owned business enterprises in competitive situations. The Company encourages its Vendors and their Representatives to seek out similar opportunities for minority and women owned businesses.

COMPLIANCE WITH AKRIDGE RESPONSIBLE CONTRACTOR POLICY

It is the responsibility of the Vendor to understand and comply with and ensure that its Representatives understand and comply with the Akridge Responsible Contractor Policy (as updated from time to time on the Company’s website at www.akridge.com), to self-monitor its compliance with the Policy, and to inform the Company’s Ethics Officer (either directly or through its Company contact) if any situation develops that causes the Vendor to operate in violation of the Policy. In addition to any other rights the Company may have under its agreement with Vendor, the Company may request the immediate removal of any Representative who behaves in a manner that is unlawful or in violation of or inconsistent with this Policy or any other Company policy.

NO CREATION OF THIRD-PARTY RIGHTS

This Policy does not confer, nor shall it be deemed to confer, any rights on the part of any third party. By way of example (and without limitation), no employee of any Vendor shall have any rights against the Company by virtue of this Policy, nor shall any such employees have any rights to cause the Company to enforce any provisions of this Policy, the decision with respect to any such actions being reserved by the Company in its sole discretion.

REPORTING OF QUESTIONABLE BEHAVIOR OR POSSIBLE VIOLATIONS

In the case of questionable behavior or possible violation of this Policy, the Vendor or its Representative is encouraged to work with its primary Company contact in resolving a business practice or compliance concern. However, the Company recognizes that there may be times when this is not possible or appropriate. In such instances, please: contact any of the following:

1. Contact the Company’s Ethics Officer at 202-638-3000.
2. Send an email to the Company’s Ethics Officer at: ethicsofficer@akridge.com or
3. Contact a confidential reporting company, to be designated in the contract with the vendor, who will provide anonymous assistance in connection with your concern either by phone or via email.

The Company will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behavior or a possible violation.

Every Vendor providing service on behalf of the Company, by execution of the contract to which this Policy is attached, is certifying that its labor practices meet or exceed the standards set forth in this Policy. By signing, the Vendor agrees that the Company may take corrective action deemed appropriate in the Company’s discretion, up to and including termination of the Vendor relationship, upon notice of any violation of these standards.

STANDARD DOCUMENT

Exhibit J – Standards For Tenant Design & Construction

Tenant shall be responsible for verifying Tenant's Plans against existing as-built field conditions of the Premises and Building including but not limited to: (1) demising wall locations, (2) floor slab condition, (3) overhead mechanical electrical & plumbing, (4) location of wet stack riser(s), (5) location of electrical room, (6) location of telephone riser and main telephone demarcation room, (7) availability of electrical panel board space, (8) requirement for fire alarm booster panel, (9) base building common area finishes, and (10) as-built conditions of area below Premises.

As part of the design development process, ensure the following items are adequately addressed/included in the Tenant Plans:

1. Required construction pre-requisite documentation includes:
 - a. Landlord approved plans
 - b. Building Rules acknowledgement statement signed by Client and GC
 - c. Copy of building permit
 - d. Project contact list
 - e. List of subcontractors
 - f. Copy of executed construction agreement
 - g. Copy of General Contractor's certificate of insurance
 - h. Approved project schedule
2. Tenant/GC is required to use approved Landlord Fire Alarm Contractor for all tie-ins and programming. Fire Alarm devices to be building standard devices (manufacturer, type & color). Tenant/GC to confirm with Building Engineer.
3. Tenant/GC required to use approved Landlord Building Automated Controls Contractor.
4. Tenant/GC required to use approved Landlord Roofing Contractor.
5. Tenant/GC required to use approved Landlord Security/Access Control Vendor.
6. Tenant/GC required to use approved Landlord HVAC Testing & Balancing Agency
7. Refer to "All the Right Moves" Exhibit A for building standards, specifications, and approved Landlord vendors/contractors.
8. Typical building standard sprinkler head in finished ceilings is concealed recessed type. Tenant/GC to confirm with Building Engineer.
9. Ensure Tenant Plans include note/detail for return air transfers at all full height partitions throughout space and from space to common areas and adjacent spaces. Transfer ducts in demising walls shall be hard ducted with 1" sound lining, and installed in a U or Z duct configuration to minimize noise transfer.
10. Include notes to comply with the following LEED® Green Building Operations & Maintenance guidelines:
 - a. Water Efficiency Credit 2 (WEc.2) – Additional Indoor Plumbing Fixture and Fitting Efficiency
 - b. Material & Resources Credit 2.1 (MRc.2.1) – Sustainable Purchasing – Electric Powered Equipment
 - c. Material & Resources Credit 2.2 (MRc.2.2) – Sustainable Purchasing – Furniture
 - d. Material & Resources Credit 3 (MRc.3) – Sustainable Purchasing – Facilities Alterations and Additions
 - e. Material & Resources Credit 9 (MRc.9) – Solid Waste Management – Facilities Alterations and Additions

f. Indoor Environmental Quality Credit 1.5 (IEQc.1.5) – Indoor Air Quality Best Management Practices – Indoor Air Quality Management for Facility Alterations and Additions.

11. Temporary construction filter media to be installed at returns, perimeter heat pumps/ fan coil units (where applicable) shall be protected to prevent particulate matter infiltration.
12. HVAC air distribution system shall be secured (when possible) during construction to prevent migration of dust through the premises/floor/building.
13. At conclusion of construction filters should be replaced and perimeter HVAC units cleaned of all dust & debris.
14. For tie-ins to building condenser water loops and/or domestic water, ensure Tenant Work includes installation of new valves for “future” connection points.
15. Supplemental HVAC units require separate electrical metering. Use EMON-DMON or building standard meter, installed in proximity to the electrical panel that powers the unit and its associated subsystems.
16. All exposed electrical wiring run in building common areas, mechanical rooms, & electrical closets shall be in rigid metal conduit.
17. All entrances/exits into the Tenant Premises to be building standard, frames & hardware. Confirm paint grade vs. stain grade, hardware finish, lock-set type, etc. with Property Manager.
18. All keying to be performed in accordance with Building Master Key System and coordinated with Building Management.
19. Access panels in non-rated drywall ceilings to be “mud-in” GFRG type. Basis of design; Stylemark or stealthpanel.
20. All after hours work and or work outside of constructed area is to proceed only after submission and approval of an “Action to Proceed” request form. Minimum of 2 full work days required for submission of written requests. Tenant/GC responsible for cost of direct building support for required off-hours work (i.e. building engineer and/or security guard).
21. Required closeout documentation includes:
 - a. Certificate of Substantial Completion
 - b. Copies of final jurisdictional inspections/approvals
 - c. Certificate of Occupancy (COO)
 - d. Operation & Maintenance Manual reviewed and approved by Tenant Design Consultants
 - e. Warranties (1 year general workmanship and others as specified)
 - f. As-built plans (minimum of one hard copy and one soft copy)
 - g. Certified HVAC Testing & Balancing Report by approved Landlord agency
 - h. Final Lien Waivers from GC, all subcontractors, materialmen, suppliers & vendors
 - i. One year service agreement between client and service provider for supplemental HVAC equipment (if applicable).

Landlord approval does not constitute an assurance by Landlord that Tenant’s Plans: (1) satisfy applicable code requirements, (2) are sufficient to obtain a building permit for the Tenant Work, or (3) do not conflict with any other requirements of the Lease and/or Building Rules and Regulations for which Tenant is required to comply. If the Tenant Plans must be revised or Tenant Work corrected for such reasons, such revisions and/or corrections shall be performed as part of the Tenant Work.