



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

## THE HOMER BUILDING

### *Beneath the Surface* A Client's Manual

“The needs of our Clients are our highest priority.  
This idea translates into flexible, responsive  
service on a day-to-day basis.”

John E. Akridge, III Chairman

# 601 Thirteenth Street

## Beneath the Surface

### **Inside:**

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**\*Please note that the information contained herein is subject to change\***

## WELCOME TO THE HOMER BUILDING

Your priorities are our priority – that’s why Akridge has been ranked number one in the nation by Building Owners and Managers Association / Kingsley Associates for property management and investor services.

Your Akridge team of professionals make sure your needs are met every day.

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### Requests/Emergencies

Customer Service Representative  
202.638.3000 or [service601@akridge.com](mailto:service601@akridge.com)

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### Property Manager

Kaitlin Brokaw  
Office: 202.756.3087 or [kbrokaw@akridge.com](mailto:kbrokaw@akridge.com)  
Cell: 202.359.5164

### Portfolio Manager

Sharon Perera  
202.624.8634 or [sperera@akridge.com](mailto:sperera@akridge.com)  
Cell: 202.359.6801

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### Project Accountant

Andrea Marinelli  
202.624.8636 or [amarinelli@akridge.com](mailto:amarinelli@akridge.com)

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### Chief Engineer

Arnold Cook  
202.624.8624 or [acook@akridge.com](mailto:acook@akridge.com)

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### Engineers

Chris Weber and Edwards Tavarez  
202.624.8638 or [cweber@akridge.com](mailto:cweber@akridge.com) or [etavarez@akridge.com](mailto:etavarez@akridge.com)

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**24/7 Response.** Communicating with our Clients is what’s most important to us. Someone in the property management and building services department is always available to receive your requests and inquiries. Whether a light bulb needs replacement on Monday morning or an emergency situation arises Sunday afternoon, someone is going to take care of your needs quickly, professionally, and courteously – this is our guarantee.

**Our property managers are on call 24 hours a day, seven days a week.** Monday through Friday, you can contact someone in property management between the hours of 8:00 am and 6:00 pm by calling 202.638.3000 to speak to a customer service representative. Should you need to place a service request, the most expedient way is to send an e-mail to [service601@akridge.com](mailto:service601@akridge.com). Your e-mail is distributed to the entire building team 24/7. If you need assistance after hours, you can either call **Kastle Systems** at 703.524.7911 or the building’s security company, **Admiral Security**, at 202.393.1668 and request that they contact a property manager at home and you will be assisted as soon as possible.

## ACCOUNTING

The accounting department is an integral part of the management team: collecting rent income and paying service bills in a timely manner, reporting to our investors, and much more.

**Rent Payment Procedures.** Because we do not render monthly invoices, please keep in mind that your rent is due on the first day of every month. Inquiries regarding your account may be made to Zachary Golladay at [zgolladay@akridge.com](mailto:zgolladay@akridge.com) or 202.756.3675.

All payments should be made payable and sent to the following address:

601 13<sup>th</sup> Street, NW Associates Limited Partnership  
P.O. Box 890519  
Charlotte, North Carolina 28289-0519

If you would prefer to electronically process this payment, please contact Zachary and he will be happy to assist you in providing specific instructions.

**Estimated Annual Rent Increases.** Each November, after completing our operating plan for the upcoming year, our Accounting Department will forward information to your organization regarding your annual rent to become effective on January 1 of the upcoming year. As we prepare the annual operating plan, we consider the Washington Metropolitan market place and the building's position within it, the general building conditions, as well as the overall satisfaction of our Clients. We make every effort to keep expenses as low as possible while maintaining quality building services.

Depending upon the terms of your Lease, your rent will be based upon our estimate of your pro rata share of the increases in real estate taxes, operating expenses and/or a predetermined percentage increase amount. For additional information regarding these calculations, please contact Andrea Marinelli at 202.624.8636 or [amarinelli@akridge.com](mailto:amarinelli@akridge.com).

We understand that many organizations begin their annual budget preparations and require this information prior to November. If so, you can contact the Project Accountant Andrea Marinelli. She will be happy to assist you.

**Annual Rent Settlements.** Each April, our Accounting Department forwards information, also known as a settlement, regarding expenses from the previous calendar year and its impact on your rental amount. We put forth every effort to maintain expenses within the year's budget to avoid any further charges to you. Fortunately, in some cases with these efforts, expenses may be less than expected and you may receive a refund.

This settlement will be based upon your pro rata share of the actual increases in real estate taxes and operating expenses for the prior year.

It is our objective to minimize annual rent settlements. Our professional staff is very conscientious in trying to provide estimates close to actual expenses. However, our estimates sometimes are too low and may result in an invoice for additional rent. Again, we understand that your organization may be sensitive to unanticipated

expenses so we encourage you to contact Andrea Marinelli if you desire a “best guess” estimate of this settlement for your annual budget preparations.

**Other Charges.** From time to time you may receive invoices for additional services such as after hours heating and air conditioning. Assistance in processing these invoices for payment within thirty days is greatly appreciated.

If you have any questions regarding an invoice or believe there is an error on an invoice, please contact any member of our accounting team at 202.638.3000, or your Property Manager, Kaitlin Brokaw at 202.756.3087 or [kbrokaw@akridge.com](mailto:kbrokaw@akridge.com).

As you know, there are specifics that are outlined in your lease regarding the financial aspects of your tenancy. We invite you to review these and call one of these professionals if you have any questions. They will be happy to assist you.

## SECURITY

**Access Control System.** Your building is equipped with an access control system monitored by Kastle Systems. The main entrance doors, located on Thirteenth Street, are locked from 6:00 pm to 8:00 am Monday through Friday and 24 hours on weekends and holidays. Your employees may gain access to the building during security hours with their Kastle keys. The F and G Street entrances are locked 24 hours, seven days a week, as there is no lobby attendant to monitor those doors, a Kastle key is required for entrance at all times.

Once you are inside the elevator, during the hours of 6:00 pm to 8:00 am, you must use your Kastle key in order to proceed to your floor. Press your cardkey to the card reader. Do this until the red light on the reader turns green, then press the elevator button to your floor until it lights and the elevator will take you to your floor. When traveling down to the lobby, it is not necessary to use the cardkey. However, the car will not stop at any floor except the main lobby. Your Kastle card is not necessary to operate the elevators after 8:00 am or before 6:00 pm unless you occupy a floor that has requested to be locked off 24/7.

**Kastle Cards.** Kastle keys are issued to you prior to your move-in. It is very important that you keep track of those cards that are authorized for new employees and revoke any cards that are lost. Authorization and/or revocation of keys are performed by Kastle Systems. Contact Kastle Systems at 703.524.7911 and speak to the Card Administrator responsible for the Homer Building. You may request a card listing for your firm at any time. Additional cards and suite alarm keys may be ordered from Kastle Systems by using the order forms provided or by visiting Kastle’s website, [www.kastle.com](http://www.kastle.com).

**Visitors and Special Admits.** If you are expecting a visitor during security hours, you must make prior arrangements with Kastle to admit your visitor into the building. To arrange weekday admittance, Kastle may be contacted at 703.524.7911 before 5:00 pm on the day the guest will arrive. Weekend visitation must be arranged on Friday before 5:00 pm of the designated weekend. When you call, tell Kastle you are calling to arrange a "special admit" and they will connect you with the appropriate department. Provide them with the visitor's name, the day the visitor is expected, the approximate time of arrival, permission for admittance, and your Kastle card number (for authorization). Visitors can also be authorized via the Kastle website at [www.kastle.com](http://www.kastle.com).

If the visitor arrives at the building between the hours of 6:00 pm and 8:00 am, they should use the phone outside the main lobby's rotating doors to gain admittance: depressing the push plate inside the hand receiver rings Kastle Systems directly. When Kastle answers, visitors should identify themselves and tell Kastle who they are visiting. If you have arranged for their admittance, their names will be on an "admit list" and Kastle will allow them immediate access to the building. Once the visitors are in the elevator, they must call Kastle again on the elevator phone and repeat the procedure as for the front door.

**Daytime Security.** Security of your suite is important to us and we ask for your cooperation in maintaining its integrity. Be mindful of the differences between the hours of your reception area coverage and the securing and unsecuring of the building front doors. If your reception area is not going to be occupied during times the front door security is off, we recommend you to keep your doors locked. Secondary doors to your space should be kept locked at all times.

**Additional Security.** As a measure of additional security, we provide a lobby attendant from Admiral Security 24 hours a day, 7 days a week. The lobby attendant is there to assist you, and is mainly responsible for checking the building periodically and observing and reporting any suspicious people or activities; monitoring security cameras; and is even available to walk you to the garage. To further our security efforts, lobby attendants are not permitted to accept packages, unlock your suite door, or allow visitors into the offices (this should be done through Kastle Systems.)

Kastle Systems has additional suite security systems available for a nominal cost if your firm requires additional security. There are several devices available to enhance daytime safety such as doorbells, door chimes and electric lock releases. If you need additional daytime security, please contact your property manager and they will be happy to discuss the security options available to you. Options may vary according to suite configuration.

## **HEATING, VENTILATING AND AIR CONDITIONING**

The heating, ventilating and air conditioning system (HVAC) in your building is designed to control individual floors independent of the rest of the building.

The interior or "core" areas of individual floors are supplied by an air-handling unit. Perimeter offices have additional units called heat pumps. These perimeter units can be individually controlled on an office-by-office basis to provide heating or cooling throughout the year. We believe the heat pump system offers our Clients the most versatility in adjusting the air temperature to specific needs.

The HVAC system is automatically controlled by a computerized energy management system, which is interfaced with a central computer that is monitored and controlled by Akridge engineers. Besides monitoring normal hours of operation, certain integral functions such as condenser water temperature, condenser water flow, night set-back thermostats and cooling tower temperatures are monitored by our company during the day and Kastle Systems during off hours.

These safeguards have been incorporated into our management practice to ensure a comfortable workplace expected by our Clients in a superior office building.

The HVAC system is serviced regularly for preventive maintenance. To minimize distraction to our Clients, we schedule filter changing and maintenance at night and on weekends. But from time to time an emergency situation may require maintenance or repairs during normal working hours. We try to keep this work to a minimum and, in most instances, advise our Clients prior to commencing service. We appreciate your cooperation in the event we are unable to notify you.

To achieve maximum efficiency from the HVAC system, remember the following guidelines:

- + Do not set papers, books, files, etc., on the heat pump unit. This blocks the discharge air and greatly restricts the unit's ability to heat or cool. It will eventually cause a breakdown.
- + Do not push desks, bookcases, credenzas, etc., up against the unit. This blocks the return air, which will eventually cause the unit to malfunction.
- + If your unit is just blowing air without heating or cooling, the compressor may have had a momentary failure and needs to be reset. To reset simply turn your unit off, wait approximately 1-2 minutes, and turn the unit back on. You should be able to hear the compressor "kick in" and feel a temperature change immediately. If you do not, please call our office and we will immediately send an engineer.
- + Should you ever observe loud noises, smoke or unit water leaks, turn the unit off immediately and report it to our office.
- + When requesting air service, please indicate whether the problem is with interior space or an individual's heat pump. This saves our personnel considerable time in trouble-shooting problems.

To conserve energy our normal heating, ventilating, and air conditioning (HVAC) system hours are Monday through Friday (except legal holidays) from 8:00 am until 6:00 pm. As our Client, you are entitled to heating or cooling Monday through Friday from 8:00 am to 8:00 pm and on Saturdays between the hours of 8:00 am and 3:00 pm without any additional expense. If you wish to have your HVAC extended Monday through Friday from 6:00 pm to 8:00 pm or Saturdays between the hours of 8:00 am and 3:00 pm, please contact your property manager to arrange these extended hours.

If you elect additional off hour usage, you will receive a monthly invoice for any additional HVAC hours consumed. Please contact your Property Manager for the current rate per hour.

**Off Hour, Weekend and Holiday Heating and Cooling Requests.** When you require heating or cooling prior to 8:00 am or after 8:00 pm weekdays, or after 3:00 pm on Saturdays, dial 703.247.0247 to access the TONE System. (Note: a touch-tone phone must be used). First, please contact your property manager to ensure you have the access level on your key card to use the TONE System. The TONE System recorded message will instruct you as follows:

1. To turn your air conditioning on, press one (1). To turn it off, press zero (0) now.
2. Please press the number of the desired zone followed by pound (#). See building zones at the end of this section.
3. Please enter your Kastle card number. Use pound (#) where the dash appears and pound (#) at the end. For example: card number 428-1234 would be punched in as 428#1234#
4. The system will confirm your request with the following message:  
 Turn (on/off) the air conditioning.  
 The number you have entered is 428-1234.  
 If this is correct, press pound (#).  
 If this is incorrect, press star (\*) and begin again.

After you press pound (#) to confirm your request, hang up the phone. In approximately five minutes, heating or cooling will begin or end. The control center's computer will record your code number, the floor that was activated, and the time the system was activated.

**Air Conditioning Zone Assignments**

Floor	North/South	Zone #
2 <sup>nd</sup>	North	20
2 <sup>nd</sup>	South	21
3 <sup>rd</sup>	North	30
3 <sup>rd</sup>	South	31
4 <sup>th</sup>	North	40
4 <sup>th</sup>	South	41
5 <sup>th</sup>	North	50
5 <sup>th</sup>	South	51
6 <sup>th</sup>	North	60
6 <sup>th</sup>	South	61
7 <sup>th</sup>	North	70
7 <sup>th</sup>	South	71
8 <sup>th</sup>	North	80
8 <sup>th</sup>	South	81
9 <sup>th</sup>	North	90
9 <sup>th</sup>	South	91
10 <sup>th</sup>	North	10
10 <sup>th</sup>	South	13
11 <sup>th</sup>	North	11
11 <sup>th</sup>	South	14
12 <sup>th</sup>	North	12
12 <sup>th</sup>	South	15



## IN BUILDING WIRELESS

The Homer Building was one of the first multi Client office buildings in the Washington metropolitan area to be 100% wireless. The In Building Wireless (IBW) system allows for ubiquitous Cellular, PCS, and wireless coverage throughout the entire building. The IBW system will allow the installation of wireless cameras, building automation devices, i.e. lighting controls, HVAC controls, as well as enhancing our ability to broadcast emergency service radio coverage throughout the building. The new building wireless system creates a mobility/portability environment, reduces infrastructure costs, increases the service to Clients customers and visitors, and increases productivity.

## ENERGY CONSERVATION

In an effort to mitigate escalating utility costs, we have launched an initiative of “smart energy management” for The Homer Building. This effort is expected to increase long-term value and provide an environmentally responsible management plan. Some of our immediate energy management changes include the following:

- + Installation of motion sensors in restrooms.
- + Replace existing LED exit signs with a lower voltage sign.
- + Replace all common area lights to compact fluorescent.
- + Turn off large accent lights around the building between midnight and 6 a.m.
- + Install Co2 sensors on garage fans.
- + Perform infrared scan on roof to determine heat loss.
- + Phasing in the installation of hands free faucets, soap dispensers and paper towel dispensers.
- + Monitor all mechanical equipment start and stop times and adjust start up and shut down times on a quarterly basis based weather changes.
- + Phasing in motion sensors on all new Client build outs.

## ELEVATORS

**Independent Use Procedures.** As we are committed to providing excellent elevator service, we have established certain procedures for "private use," or taking an elevator out of service for independent use. When you are expecting a large delivery, please schedule it with property management. Please note, however, that we **do not** permit independent elevator usage during the following rush hours:

### Monday through Friday

8:00 am - 9:30 am

11:30 am - 1:30 pm

4:30 pm - 6:00 pm

To reserve an elevator for private use, please call your Property Manager, Kaitlin Brokaw at 202.756.3087 or [kbrokaw@akridge.com](mailto:kbrokaw@akridge.com), or Lobby Attendant, Officer Jordy Snyder, for scheduling at 202.393.1668.

**IMPORTANT** - Please do not allow your delivery people to wedge anything in the elevator doors or prop the doors because this will burn out the door motor and temporarily reduce the number of elevators servicing the building.

**Elevator Malfunction Procedures.** Each elevator is equipped with a telephone which rings directly into Kastle Systems' Monitoring Center. In the event an elevator should malfunction while you are in the cab, pick up the phone **IMMEDIATELY**. Give them the building location and the cab number you are in (this information is displayed on a sign on the elevator panel). The elevator company will contact us and we will dispatch an engineer and elevator company personnel immediately. Our engineer will stay with you until the elevator company arrives to assist you in evacuating the cab.

While being trapped in an elevator may be an inconvenience, you are in no danger as long as you remain in the cab. Never try to pry the elevator doors open to get out. It is extremely dangerous since the cab may not be properly aligned with the floor. Wait for a qualified elevator mechanic or fireman to assist you.

In an emergency fire situation, elevators should never be used. If you are traveling in an elevator when an alarm sounds, the elevators will automatically go to the first floor and open their doors. This occurs one cab at a time. Please be patient.

## **FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION**

**For the commercial office building located at 601 Thirteenth Street, NW.**

- Be familiar with exits and fire apparatuses in your 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, you also call the fire department at 911 after evacuating. Give them the most specific information you can because Kastle cannot receive or relay emergency information. Please advise all 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 enunciator 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. All stairwells and exit doors are equipped with automatic unlocking and pressurization.
- **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.
- Assign two individuals from your staff to monitor the evacuation. These individuals should be responsible for ensuring everyone evacuates by identifying any handicapped individuals and for securing your premises. Akridge personnel will assist in directing and giving specific instruction to your employees in the event of an actual emergency. The directions given by the fire department and management personnel should be followed at all times.

- **Should the exit route from your space become blocked by smoke, stay calm. Go to the nearest available office and close the door. Call the fire department and give them your floor and approximate location - tell them you are trapped.** If there is a window in the office, go to it and signal so fire personnel can see you. The fire department will quickly locate you and assist you in evacuating. The building is equipped with breakaway glass to further assist emergency personnel in any necessary rescue procedures.
- Fire extinguishers are installed in each common corridor. (There may be additional extinguishers installed in your space by your firm.) The extinguishers installed in common areas are a water-type extinguisher. You may have different types in your space. Know what you have and how to use it. Smoke detectors are installed in common corridors, as well as within your suite. Heat detectors are installed in mechanical and electrical equipment rooms. All sprinkler systems are heat activated as well.

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

**Electrical Power Outage.** Loss of electrical power in a building can cause inconvenience, but there is no need to panic. All Akridge buildings are equipped with emergency lighting systems that illuminate stairway lights, exit lights, and designated lights in elevator lobbies and your suite. If an electric outage occurs in your building, an automatic transfer will activate a generator and supply power for all emergency lighting. If necessary, please use stairs to exit.

**Bomb Threats.** Although many bomb threats are pranks, every bomb threat must be dealt with as if it were real. **While on the phone, signal to an available person in your office to call 911 immediately and then the property management department at 202.638.3000, and relay the information.** The receiver of the bomb threat should keep the caller on the phone as long as possible and be completing the Bomb Threat Form included herein.

In all cases, we will commence **building evacuation**. Everyone will be expected and required to evacuate the building. It is the policy of Akridge to require that the building be completely inspected by a bomb crew consisting of police personnel, and, if necessary, trained dogs. It is imperative that all occupants evacuate in order that the dogs can be set free to go through the building. **IMPORTANT- Until the building has been completely inspected by a bomb crew, NO ONE will be allowed to re-enter the building. Anyone refusing to leave or attempting to re-enter the building shall do so at his/her risk.**

**Bomb Threat Checklist Instructions:** Listen! Do not interrupt the caller! Keep the caller talking. Get as much information as possible.

<b>Name of Operator and Firm:</b>			
<b>Time</b>		<b>Date</b>	
<b>Caller's Identity:</b>			
<b>Male</b>	<b>Female</b>	<b>Approximate Age:</b>	
<b>Voice Characteristics:</b>			
<b>Loud</b>	<b>Deep</b>	<b>Pleasant</b>	<b>Raspy</b>
<b>Intoxicated</b>	<b>Soft</b>	<b>High Pitched</b>	<b>Other</b>
<b>Speech:</b>			
<b>Fast</b>	<b>Slow</b>	<b>Distinct</b>	<b>Distorted</b>
<b>Stutter</b>	<b>Slurred</b>	<b>Nasal</b>	<b>Other</b>
<b>Language:</b>			
<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>Foul</b>	<b>Other</b>		
<b>Accent:</b>			
<b>Local</b>	<b>Foreign</b>	<b>Region</b>	<b>Race</b>
<b>Other</b>			
<b>Nationality:</b>			
<b>Manner:</b>			
<b>Calm</b>	<b>Rational</b>	<b>Coherent</b>	<b>Deliberate</b>
<b>Righteous</b>	<b>Angry</b>	<b>Laughing</b>	<b>Emotional</b>
<b>Irrational</b>	<b>Incoherent</b>	<b>Other</b>	

## PARKING

Parking contracts may be arranged directly between your office and Atlantic Parking Services at 202.466.5050. If you need to call the valet booth directly, you can call Atlantic at 202.737.0426.

**Daily Parking.** A daily parker is entitled to park in the garage, provided space is available. However, in most cases the vehicle will be valet-parked by an attendant.

**Monthly Parking (Non-Reserved).** A monthly contract entitles you to park in the garage, on a daily basis, 24 hours a day. Monthly parkers may be able to choose the self-park option and park their own car, however, due to the configuration of the garage some monthly parkers will be valet-parked. Use your Kastle key to enter and exit after-hours.

**Monthly Parking (Reserved).** A monthly reserved contract entitles you to park in an assigned space every day, 24 hours a day. A sign will be installed designating a space reserved for you. Monthly reserved status also entitles you to the self-park option. Use your Kastle key to enter and exit after-hours.

Please report any problems you experience with the garage personnel to us so we may assist you in receiving prompt and courteous service from the garage at all times. If you have any difficulty gaining entrance or exiting the garage, during weekends or after hours, please call Kastle Systems at 703.524.7911. They will notify garage and property management personnel so that we may promptly serve you.

Because the garage is in use twenty-four hours a day, seven days a week for authorized monthly parkers, please remind your personnel and visitors not to block the garage entrance. Any vehicle blocking the garage entrance will be ticketed and towed at the vehicle owner's expense.

## CLEANING

Cleaning service in your building is provided by P&R Enterprises Monday through Friday (except legal holidays) in the evenings. The cleaners generally arrive between 5:30 pm - 6:00 pm and complete their duties between 10:00 pm - 10:30 pm.

All the employees of the cleaning contractor are uniformed and carry photo identification badges. The cleaners have been instructed to always clean behind locked doors for your suite security and their personal safety. If you witness an open, propped or unlocked door by a cleaner, please notify us immediately. Please remember to ensure that your door security access switch is turned on prior to leaving at night. The cleaners do not have keys to your switch.

**Vacuuuming.** Vacuuming is done on an as-needed basis relative to the purpose and frequency of area use.

**Dusting.** All unobstructed surfaces are dusted on a regular basis. The cleaning staff is instructed not to move or pick up objects on desks, bookcases, credenzas, etc., so only horizontal surfaces clear of objects will be dusted. If furniture needs to be polished, arrangements can be made with your cleaner.

**Trash Removal.** All wastebaskets are emptied nightly. Wastebasket liners are replaced as needed. It is not recommended that cups or cans containing liquid be placed in waste cans as this can result in spills on the carpet when the trash is being removed. Empty cartons should be marked "TRASH" or "BASURA" and left within the office. Please do not place in the elevator lobbies. Only trash that is considered "crushable" can be removed. Large items such as furniture or discarded equipment require special handling. If items of this size need to be removed, please call the property management office and we will be happy to make arrangements for a special pick-up.

**Non-Carpeted Floors.** All non-carpeted floors are dry mopped or swept nightly, damp mopped as needed, and periodically stripped and waxed. When the cleaning supervisor is scheduling floor waxing in your suite, you will be given advance notification to clear any boxes, furniture, etc. out of the area.

**Window Washing.** The perimeter windows in the building are washed inside and outside twice each year. You will receive advance notification of the dates the window washers arrive.

**Recycling.** As part of the daily housekeeping, recycling of newspapers, glass, aluminum and white paper is provided. We will provide you with the appropriate recycling containers. Please note that it is each individual's responsibility to deposit his/her individual recycling containers to the main container placed in your office (generally in copy rooms and kitchens). The nightly janitorial staff will then remove the recycling and store it in special containers provided by the recycling contractor. Recycling is generally picked up on a weekly basis.

**Special Areas.** There are certain tasks not covered in the cleaning contract that your company is responsible for. These include carpet cleaning, kitchens, private bathrooms or showers, and interior glass partitioning. Arrangements can be made through your property manager if you require special cleaning in these areas.

## SMOKING

As required by law, smoking is prohibited in public areas of the building. This includes elevator lobbies, stairwells and all restrooms. Smoking at the front entrance to the building is prohibited as it lends the outside entrance to looking untidy and presents additional work for the building staff. A designated smoking area is located on the roof at the penthouse level and is also allowed 25 feet away from any entrance of the building.

## INDOOR AIR QUALITY

We contract with a professional firm to provide annual air quality inspections. Comprehensive analyses are made of representative samples of the indoor air in the building – together with an assessment of the ventilation rates, filtration status and hygiene standards of the complete air distribution systems. Routine sampling is conducted annually and you will be notified in advance of scheduling. Copies of the report results are available upon request through Property Manager, Kaitlin Brokaw at 202.756.3087 or [kbrokaw@akridge.com](mailto:kbrokaw@akridge.com).

## CLIENT-OWNED MECHANICAL EQUIPMENT

All mechanical equipment requires preventive maintenance and will, occasionally, require miscellaneous repair. Our engineers will maintain the base building mechanical equipment, described in the HVAC section of this booklet. Some of our Clients, however, will have special/additional mechanical equipment, which are not routinely maintained by our engineers.

Special mechanical equipment is usually located in critical areas, such as computer rooms or telephone equipment rooms. It is quite important that this equipment is in proper working order at all times. If you have special mechanical equipment, please call us to recommend a contractor or discuss the possibility of putting the equipment under a separate maintenance contract with Akridge.

### CONTRACTOR SERVICES

After the initial construction of your space has been completed, you may find that you need additional items or specific requirements have changed. As you discover changes, notify us. We have resources for a variety of contractual services. Whether you are installing an additional electrical outlet or constructing major renovations, please contact your property manager to contract these services. They will be happy to assist you.

If you prefer to contract for work yourself, please remember that all construction, electrical work, etc. must be approved by us prior to any work starting in the building. All contractors should follow the guidelines set forth in the Client construction handbook, All the Right Moves.

In all instances we require that your contractor execute a Release of Lien and provide copies of licenses and insurance to Akridge (sample Waiver of Lien included herein). Depending on the scope of the work, we may require drawings for our files that show the changes made.

### SAMPLE WAIVER OF LIEN RIGHTS

PROJECT

Contractor or Supplier

The undersigned does hereby forever release and discharge the Owners, the Building and the land upon which the Building is located, from any and all causes of action, suits, debts, liens, damages, claims and demands whatsoever in law or equity which the undersigned and/or its assigns ever had, now have, or ever will have against the Owners, the Building, and or the land upon which the Building is located, by reason of delivery of materials and/or the performances of work relating to any construction in or of the Building.

IN WITNESS WHEREOF, the undersigned has executed this Waiver on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS OR ATTEST: \_\_\_\_\_  
(Name of Subcontractor and/or Supplier)

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## LEGAL HOLIDAYS OBSERVED

Your building will be closed on the following legal holidays. The security access system will be activated, though regular heating, ventilating and air conditioning will not be on and cleaning services will not be performed. In the event that you need some of these services, please refer to previous sections for activation.

Akridge will send you notification prior to the holiday reminding you the building will be closed, or of any changes to our normal holiday observance.

### Observed legal holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

## AMENITIES

The following describes some of the building and neighborhood amenities available to you. Should you have other corporate or personal needs, please do not hesitate to call your property manager. We will be happy to investigate the most convenient way for you to fulfill your needs.

**Concierge/Lobby Attendant.** In response to the changing needs of our Clients, we have placed a concierge in your building. The concierge service accommodates both corporate and personal needs throughout each day, running errands and performing tasks for which you do not have time. Available services range from pickup and drop off of dry cleaning and video rentals, to securing gifts for an upcoming birthday or tickets for area events. The attached list of services will give you a comprehensive look at what we offer. If you have a request for a product or service that is not shown, please let us know and we will work to incorporate it into our service.

Your concierge provides an array of services from restaurant reservation and catering to auto inspections and travel arrangements. When you have a request, simply call or stop by your building's concierge desk. All requests, pick-ups and deliveries are coordinated through the concierge from 8:30 am through 4:30 pm Monday through Friday. Concierge, Katrina Higgins, can be reached by calling 202.393.1675, or [khiggins@classicconcierge.com](mailto:khiggins@classicconcierge.com).

To compliment these services, there is a security officer stationed at the front desk twenty-four (24) hours a day on weekdays, weekends and holidays.

These security personnel are provided to ensure uninvited individuals do not loiter in the building. They also assist guests by directing them to your suites. Security personnel are also available to escort our Clients to the parking garage during the evening hours if so desired.

**Rooftop Terrace/Atrium.** The rooftop terrace provides a beautiful view for Clients during lunchtime break or private Client functions. The rooftop terrace can be accessed by using the freight elevators or by walking up the steps near the rest rooms from the twelfth (12th) floor. Both the terrace and the atrium are open for reservations of Client's and guests. To reserve the terrace or atrium for office functions, please contact your property manager for details.

**Athletic Facility.** For the enjoyment of your staff, we provide an athletic facility on the B-4 level for the exclusive use of our Clients at 601 Thirteenth Street and their employees.



This facility provides men's and women's showers and locker rooms, complete with towel service, exercise equipment and a racquetball court. The exercise equipment is available for your use at all times. For your convenience a signup sheet is available in the athletic facility to reserve time in the racquetball court.

Prior to facility use, we ask that you contact us for corporate waivers which must be signed by your company as well as individual waivers signed by each of your employees who intend to use the facility. Once waivers are signed, your Kastle card/cardkeys will be authorized for access to the facility.

For your comfort, HVAC operating hours for the exercise facility will be 7:00 am – 8:00 pm, Monday through Friday.

**Neighborhood Amenities.** 601 Thirteenth Street is located in the heart of Washington, DC's historic business district. Surrounded by museums, theatres, world-class hotels and restaurants, employees and guests will enjoy a myriad of entertainment and professional services.