



**Akridge**  
*Real Estate at the Highest Grade™*

900 STREET  
SEVENTH

**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

900 Seventh Street  
Beneath the Surface

**Inside:**

Welcome

Accounting

Security

Heating Ventilation and Air-conditioning

Elevators

Fire Annunciation and Emergency Evacuation

Parking

Cleaning

Client Owned Mechanical Equipment

Contractor Services

Sample Waiver of Lien Rights

Legal Holidays Observed

Amenities

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

## WELCOME TO 900 SEVENTH STREET, NW

Your priorities are our priority – Your Akridge team of professionals make sure your needs are met every day!

**Requests/  
Emergencies**      **Customer Service Representative**  
202.638.3000 or [www.service900@akridge.com](mailto:www.service900@akridge.com)

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**Bill Gatewood**  
**Doug Schemmel**  
**Paul Zell**

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**Porters**      **Jhonny Alvarado - Supervisor**  
**Antonio Zelaya**  
**Maria Rodriquez**

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**Security Desk**      **Securitas Security Guard**  
202.289.5263 (desk) and/or [security900@akridge.com](mailto:security900@akridge.com)

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**24/7 Response.** Communicating with our Clients is 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 – we guarantee this.

**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 8:30 a.m. and 5:30 p.m. by calling **(202) 638-3000**. In response to your call, our staff is fully uniformed with our company logo displayed on their uniform shirts, and each carries a photo identification card.

When you have a service request, we ask that you not communicate directly with our field staff. **Please communicate directly to property management by calling 202.638.3000 or emailing to [www.akridge.com](http://www.akridge.com) to ensure that your request is properly received, documented, and fulfilled.**

After hours, call **Kastle Systems** at **(703) 524-7911** and request they contact a property manager at home.

## **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. Each of our buildings is audited by a “Big 8” accounting firm to give additional assurance that record-keeping practices are proper and accurate.

### **Rent Payment Procedures**

**Please inform your accounting department that your** monthly rent is due on or before the first day of every month **because we do not render monthly invoices. We enforce this policy strictly.** Please refer to your Agreement of Lease, as to how checks should be made payable. Any questions regarding your monthly rent payments should be directed to the Project Accountant or Chief Financial Officer.

### **Estimated Annual Rent Increases**

Each November, our Accounting Department will forward a rent increase notice to your organization that states the annual monthly rent to become effective on January 1 of the upcoming year.

This increase will be based upon our estimate of your pro rata share of the increases in real estate taxes, operating expenses and an increase based upon the Consumer Price Index. These increases are further explained in Article 3 of the Agreement of Lease.

We understand that many organizations begin their annual budget preparations and require this information prior to November. Please contact the Project Accountant or Chief Financial Officer if you desire a “best guess” estimate of the increase prior to November.

### **Annual Rent Settlements**

Each April, our Accounting Department forwards either an invoice or a refund to your organization which states your rent settlement for the prior year.

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 and the final adjustment of your rent based upon the Consumer Price Index.

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 the Chief Financial Officer if you desire a “best guess” estimate of this settlement for your annual budget preparations.

### **Other Charges**

You will probably receive invoices during the term of your lease for leasehold improvement work performed by Akridge and after-hours usage of heating and air conditioning. We request that you remit payment for these charges within thirty (30) days of receiving the invoice.

Should you have any questions regarding an invoice or believe an invoice is in error, please contact either the property manager or Accounts Receivable promptly. 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 help you.

## **SECURITY**

### **Access Control System**

Your building is equipped with an access control system monitored by Kastle Systems. The main entrance doors, located on Seventh Street, are locked at 6:00 p.m. Monday through Friday and 24 hours on weekends and holidays. Your employees may gain access to the building during security hours with their Kastle fob.

Once you are inside the elevator, touch your Kastle fob to the card reader. Do this until the red light on the reader activates, then press the elevator button to your floor until it lights and the elevator will take you to your floor. When traveling in a down direction, it is not necessary to use the fob. However, the fob will not stop at any floor except the main lobby or floors below the lobby.

### **Kastle Fobs**

Kastle fobs 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 cards is performed by Kastle Systems. Contact Kastle System at (703) 524-7911 and speak to the Card Administrator responsible for your building. You may request a fob listing for your firm at any time. Additional fobs 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 p.m. on the day the guest will arrive. Weekend visitation must be arranged on Friday before 5:00 p.m. 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 fob number (for authorization). Visitors can also be authorized via the Kastle website at [www.kastle.com](http://www.kastle.com).

When the visitor arrives at the building, they should use the special phone outside the lobby 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**

The security of your suite during business hours is your responsibility. Be mindful of the differences, if any, 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 strongly urge you to keep your doors locked. Secondary doors to your space should be kept locked at all times.

#### **Additional Security**

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.

We invite you to log on to [www.akridge.com](http://www.akridge.com) for more information on the building access system and useful links to Kastle systems and card administration services.

## **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 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.

**Normal heating, ventilating, and air conditioning (HVAC) system hours are Monday through Friday (except legal holidays) from 8:00 a.m. until 8:00 p.m. As our Client, you are entitled to heating or cooling Monday through Friday from 8:00 a.m. to 8:00 p.m. and on Saturdays between the hours of 9:00 a.m. and 3:00 p.m by request only, without any additional expense. Use of the system during the time mentioned herein will not result in an additional charge to you.**

**Off Hour, Weekend and Holiday Heating and Cooling Requests** When you require heating or cooling prior to 8:00 a.m., after 8:00 p.m. weekdays, or on Saturdays and Sundays, please contact your Property Manager at [service975@akridge.com](mailto:service975@akridge.com). If you have any additional questions concerning the HVAC system, please call us.

## **ELEVATORS**

**Independent Use Procedures** Because 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 a.m. - 9:30 a.m.**

**11:30 a.m. - 1:30 p.m.**

**4:30 p.m. - 6:00 p.m.**

**IMPORTANT** - Please do not allow your delivery people to wedge anything in the elevator doors or prop the doors - 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). Kastle 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.

## **DELIVERIES**

With the exception of hand held items, all deliveries must be made through the loading dock serving 800 K Street. We do not allow deliveries through the main lobby to prevent damage to the lobby floor and doors, and to avoid inconvenience to other Clients in the building.

Barton Protective Services oversees the loading dock, which is located below grade at Eighth and Eye Streets. The dock will accommodate nearly all delivery trucks up to 18-wheelers. The dock is shared by three office buildings and the Renaissance Hotel, so it is busy! We ask all Clients to cooperate with the policies and procedures below, so that you may receive supplies and services promptly. Ask your vendors to cooperate with the Barton Dockmaster.

- A. **Routine deliveries** may occur between 6:00 AM and 6:00 PM on weekdays. A routine delivery is one made by a clearly marked delivery truck that consumes 15 – 30 minutes of time on the dock. Routine deliveries are handled by the Barton Dockmaster on a first-come first-served basis. Examples of routine deliveries include delivery of office supplies, bottled water, or kitchen supplies.

Your vendor will be checked in by the Dockmaster, and asked to leave a picture identification. Your vendor will receive a Contractor's pass to enter the building.

- B. A **scheduled delivery** is one that consumes more than 30 minutes, but less than two hours. Scheduled deliveries should be cleared by calling the on-site management office 24 hours in advance. Management will advise the Dockmaster of the time of delivery, and the Dockmaster will have a bay available at the time requested.

Your vendor will be checked in by the Dockmaster, and asked to leave a picture identification. Your vendor will receive a Contractor's pass to enter the building.

- C. **Moves or lengthy deliveries** (requiring more than two hours) need to be scheduled after 6:00 PM on weekdays, or on Saturday or Sunday. Please call the management office at least forty-eight hours in advance to coordinate your after hours delivery. Your mover or delivery company will be required to produce a Certificate of Insurance naming 900 Seventh Street, LLC, IBEW Headquarter Building, LLC and The John Akridge Management Company (JAMCo) as additional insured.

Moving of safes, loaded files or other heavy objects must be coordinated with the Management office in advance, to coordinate elevator usage, as well as the loading dock.

Please reference the section on "Building Insurance Requirements" for insurance requirements.

Remind your movers that they must provide masonite protection for floors and carpets and corner guards for the walls. We may require that a building engineer or porter be in attendance for large moves, at Client expense.

## General

Occasionally, we will be unable to accommodate your delivery at the time you request. We will work to find another time that works for you and your vendor.

Please remind your vendor that vehicle motors must be TURNED OFF while in the loading dock.

The loading dock is not available for parking contractor's or repairperson's vehicles. Please ask your repair people to use the garage.

Remind your delivery people to use hand trucks and rubber wheeled dollies, and to take care with the elevators. And advise them that we will expect payment for damage caused to our loading dock, elevators or carpets.

Your delivery people should take all boxes, packaging, and pallets away with them. Everyone benefits from clean loading dock.

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

**For the commercial office building located at 900 Seventh Street, NW  
Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)**

Being **prepared** for an emergency in an office building is the best defense.

This section has been developed to help familiarize you with your building, the various systems we use, and procedures we have developed in preparation of an emergency evacuation situation.

The first step towards a safe and expedient evacuation requires that you be familiar with exits and fire apparatuses in your building. The floor plan on the next page depicts a typical floor in your building.

### **Stairs**

The fire stairs are checked daily by Property Management to ensure the stair doors function properly and are not propped open, the lighting functions properly and that nothing on the stairs or landings can impede evacuation.

**The two fire stairwells are marked in red on the floor plan.** Every floor has egress to these stairs that lead to the first floor. Familiarize yourself with these stairs. 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.** Elevators may seem the fastest exit in an emergency, but they are a **major** cause of **loss of life** in a fire situation! The possibility of electrical failure and subsequent entrapment is great in such an emergency.

### **Fire Apparatuses**

Marked in green on the floor plan are the fire pull stations and bells located in the typical floor elevator lobby. Often there will be additional pull stations and bells in Client premises.

Marked in blue on the floor plan are fire extinguishers. There are additional extinguishers installed in your space by your firm. The extinguishers installed in common areas are the ABC extinguishers which, can be used on any type of fire. You may have different types in your space. Know what you have and how to use it.

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

## **Fire Detection**

Smoke detectors are installed in common corridors, as well as within your suite. Heat detectors are installed in mechanical and electrical equipment rooms.

Smoke and heat detectors should never be tampered with- they save lives.

## **Fire Annunciation**

If a smoke or heat detector is activated or a pull station is pulled, the fire bells will sound throughout the building. (NOTE: these bells are **not** connected to the fire department – they are local bells to alert the building occupants.)

900 7<sup>th</sup> Street is equipped with a state-of-the-art fire alarm system that will only evacuate sections of the building as necessary. If the firebells and announcement sound in your space, please evacuate the building immediately. (NOTE: These bells are not connected to the fire department – they are local bells to alert the building occupants).

To aid the fire department in locating a fire, there is an annunciate panel installed in the first floor lobby. When any of the devices described above are activated, the floor, location and apparatus will light on the panel.

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 annunciator panel will only result in the fire department responding to the wrong floor unless it is a multiple floor problem.

The fire annunciation system is wired to Kastle Systems and monitored twenty-four hours each day. The moment an annunciation is activated, Kastle gets a signal and alerts the fire department. This system assures Akridge that during off-hours the fire department and various members of the Akridge organization are going to be notified immediately of a potentially dangerous situation.

In addition to these detection/annunciation systems, we have incorporated a public address system into the building's fire alarm system. In the event of a real emergency, this system affords us the capability to announce exit instructions and other information through the speakers on each floor.

**Reporting Procedures** When a potential emergency is detected, time is of the essence. Go to the nearest pull station and **pull it**. This will set off fire bells that can be heard and will alert other occupants to evacuate. The fire bells cannot be turned off by pushing the pull station back. They can only be reset by the fire department or by one of our engineers.

As mentioned previously, once a pull station is activated, Kastle and Akridge will get an alarm and the fire department will be notified. All Clients should EVACUATE immediately. It is critical that if you pulled the pull station, call the fire department at **911** after evacuating. Give them the most specific information you can.

Remember:

1. Alert building occupants (pull a pull station)
2. **EVACUATE**
3. Call **911** and report the situation

## **Evacuation**

The single most important step in a safe evacuation is **Not To Panic**. Staying calm will enable you to accurately evaluate the situation, follow instructions, and safely evacuate the building.

If you hear the fire alarm sound, immediately begin to evacuate the building. Once again, we remind you **do not use the elevators.**

We recommend assigning two individuals from your staff to monitor the evacuation. These individuals should be responsible for ensuring everyone evacuates by identifying any handicapped individuals and assigning their evacuation to someone and for securing your premises. It is not uncommon for a thief to register an alarm and then do his work while the building is in a state of confusion and empty.

These individuals should also help keep people calm. More accidents are caused by people panicking to evacuate than by actual injury caused by fire and smoke. 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.

Upon exiting onto the first floor, please move out of the building and at least 500 feet from the building.

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. Alternatively, stay down low to the floor and repeatedly call out. Strike a hard object on the wall, floors, or whatever hard surface is available to make noise and stay calm.

### **Electrical Power Outage**

Loss of electrical power in a building can cause inconveniences 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.

Evacuation is usually not necessary. If restoration of electrical service cannot be accomplished quickly; however, Akridge personnel will be dispatched to assist in an evacuation. (The fire annunciation system is on the emergency system and will be fully operational.)

All elevators will return to the first floor and will be inoperable. As in the case of a fire, please use the stairs if necessary.

### **Bomb Threats**

Although most bomb threats are pranks, every bomb threat must be dealt with as if it were real. If you receive a bomb threat, keep the individual on the telephone as long as possible and get as much information as you can (see Bomb Threat Form included herein). While on the phone, signal to an available person in your office to call the Police (911) immediately and then the property management department (202 638-3000) and relay the information. The receiver of the bomb threat should be completing the Bomb Threat Form. The property manager will immediately dispatch Akridge personnel. Depending on the information provided to us, management would either instruct you to pull a fire pull station immediately or have our engineering personnel pull a station to initiate evacuation. 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 **InterPark**. The on-site garage manager can be reached at (202) 973-3933. You may also call InterPark's main office at (202) 466-4300.

### **Daily Parking**

A daily parker is entitled to park in the garage.

### **Monthly Parking (Non-Reserved)**

A monthly contract entitles you to park in the garage, on a daily basis, 24 hours a day. The garage entrance on I Street is open 24 hours a day.

### **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 either in your company name or an individual's name designating a space is reserved for you.

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.

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.

Please visit [www.akridge.com](http://www.akridge.com) for links to InterPark and monthly contract information.

## **CLEANING**

Cleaning service in your building is provided by **Palm Facility Services** Monday through Friday (except legal holidays) in the evenings. The cleaners generally arrive at 5:00 p.m. and complete their duties at approximately 10:00 p.m.

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.

### **Vacuuming**

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 are 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" and left within the office. No trash is to be placed in elevator lobbies or hallways.** 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 interior windows in the building are washed once per year and the exterior windows are washed three times 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 – 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 rest rooms. Smoking at the front entrance to the building is discouraged as it lends the outside entrance to looking untidy and presents additional work for the building staff.

## **INDOOR AIR QUALITY**

We contract with a professional firm to provide semi-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.

## **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 who 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. In addition, all contractors must be union members. All non-union contractors must be approved by management.

**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 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**

**Presidential Inauguration Day**

**Martin Luther King Day**

**Washington's Birthday**

**Memorial Day**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veteran's Day**

**Thanksgiving Day**

**Christmas Day**

## **AMENITIES**

### **Lobby Attendant**

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.

### **Exercise Facility**

For the enjoyment of your staff, we provide an exercise facility on the Mezzanine Level (ML) for the exclusive use of our Clients at 900 7th Street, NW.

This facility provides men's and women's showers and locker rooms, and exercise equipment. The exercise equipment is available for your use at all times.

Prior to facility use, we ask that corporate waivers 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 will be authorized for access to the facility. Simply call your Property Manager for waivers and we will be happy to assist you in preparing your office for use of the facility.

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

### **Roof Top Terrace**

The rooftop deck provides a beautiful view for Clients during lunchtime break or private Client functions. The roof top terrace can be accessed by using the freight elevator or by walking up the steps near the elevators. To reserve the terrace for office functions, please contact your Property Manager for details.

### **ML IBEW Auditorium**

The ML IBEW auditorium provides an alternative place to host a meeting or event for your company. Located next to the fitness center, this area can be reserved by contacting your Property Manager for details.

The Common Rooftop Deck and Meeting Room Access Agreement must be submitted and approved in advance of your scheduled function.

### **Neighborhood Amenities**

900 7<sup>th</sup> Street, NW 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.