



AKRIDGE
Invested.

Watergate
600

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

Updated November 2015

600 New Hampshire Avenue

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

WELCOME TO 600 New Hampshire Avenue, NW

Your priorities are our priority – that’s why Akridge is ranked number one in the nation by BOMA/Kingsley Associates for customer service.

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

Requests/Emergencies

Customer Service Representative
202.638.3000 or service600@akridge.com

Property Manager

Shannon Nieman
202.624.8652 or snieman@akridge.com

Portfolio Manager

Mary Lynch
202.624.8658 or mlynch@akridge.com

Senior Project Accountant

Andrea McCahll
202.624.8636 or amarinelli@akridge.com

Chief Engineer

Kyle White
202.756.3673 or service600@akridge.com

Engineers

Rene Munoz & Yemi Babatunde

Porter

Santos Sanchez

Security Desk

Allied Barton Security
202.624.3664 Lobby Desk
240.876.7837 Cell Phone
or security600@akridge.com

24/7 Response. Communicating with our Clients is of utmost importance 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** or emailing service600@akridge.com. If you need assistance after hours, please call the building’s security

company, **Allied Barton**, at **202-338-5428** and request that they contact a property manager at home. You will be assisted quickly.

Should you need to place a service request, the most expedient way is to send an e-mail to service600@akridge.com. Your e-mail is distributed to the entire building team 24/7. Or, you may call our office during the hours of 8:00 am – 6:00 pm Monday through Friday at 202.638.3000 to speak to a customer service representative.

You may also use our **AWARE** system to place a service request, via our website, www.Akridge.com. Prior to using this system, please contact your building's Property Manager, to establish your user ID. This system allows each building Client to monitor the status of their service requests as they are processed by logging into our web-based Service Request Center and selecting either the "Open Work Orders" or "Closed Work Orders" tabs. From the tool bar located at the top of each page of the site, please select "Service Request" to log into the Service Request Center. Enter your user name and select each drop down to enter all information pertinent to the service request in the space provided and submit the request. The entire building team is then notified of your request immediately.

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 your rent **is due on or before the first day of every month**. Please refer to your Agreement of Lease, as to how checks should be made payable. Inquiries regarding your account may be made to Zachary Golladay at 202.756.3674 or zgolladay@akridge.com.

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

**Watergate Holdings I, LLC and Watergate
Holdings II, LLC Deposit Account
Collectively as Mortgagor, for the benefit of
German Mortgage American Corporation, as
Mortgagee
P.O. Box 758623
Baltimore, MD 21275-8623**

Estimated Annual Rent Increases. Each November, after completing our operating budget 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 our budget, we consider the Washington Metropolitan market place and 600 New Hampshire Avenue's position within it, the general building conditions, as well as the overall satisfaction of our Clients. We make every possible effort to keep expenses as low as possible while maintaining quality building services.

Depending on the terms of your Lease, your rent will be based upon the estimate of your pro rata share of the increases in real estate taxes, operating expenses, and/or predetermined percentage increase amount. For additional information regarding these calculations, please contact Andrea McCahill at 202.624.8636, or amccahill@akridge.com.

Many of you may require this information prior to November for your own budget preparation. Please feel free to contact Andrea McCahill. She will be happy to assist you.

Annual Rent Settlements. Each April, our Accounting Department forwards information or a “settlement”, regarding expenses from the previous calendar year and its impact on your rental amount. Every effort is made to maintain expenses within the year’s budget to avoid any further charges to you. In some cases, 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 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 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. Your assistance in processing these invoices for payment within thirty (30) days is appreciated.

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. 600 New Hampshire Avenue is equipped with an access control system monitored by Datawatch Systems. **The main entrance doors, located on New Hampshire Avenue, are locked from 7:00 pm to 7:00 am Monday through Friday and 24 hours on weekends and holidays. The elevators are locked from 6:30 pm to 8:00 am Monday through Friday and 24 hours on weekends and holidays. The B2 and B3 garage access doors are locked 24/7.** Your employees may gain access to the building during security hours with their Datawatch access key fobs.

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

Datawatch Access Keys. Datawatch access key fobs are issued to you prior to your move-in. It is very important that you keep track of those key fobs that are authorized for new employees and revoke any access key fobs that are lost. **Authorization and/or revocation of key fobs are administered by your designated employee or may also be performed by Datawatch Systems. Contact Datawatch System at 301.654.3282 and speak to the Card Administrator responsible for your building to arrange card administrator authorization.** You may request a key fob listing for your firm at any time. Additional key fob and suite alarm keys may be ordered directly from Datawatch Systems by visiting Datawatch's website, www.datawatchsystems.com.

Visitors and Special Admits. If you are expecting a visitor during security hours, you must make prior arrangements with building security to admit your visitor into the building. **To arrange weekday admittance, building security may be contacted at 202.624.8652 or 240.876.7837 or by email at security600@akridge.com before 8:00 am on the day the guest will arrive. Weekend visitation must be arranged on Friday before 5:00 pm of the designated weekend.**

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 Datawatch Systems directly. When Datawatch answers, visitors should identify themselves and tell Datawatch who they are visiting. If you have arranged for their admittance, their names will be on an "admit list" and Datawatch will allow them immediate access to the building. Once the visitor is in the building, a lobby attendant will escort them to the Client space.

Daytime Security. Security of your suite is important to us and we ask you for your cooperation in maintaining its integrity. 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 system is off, we recommend you keep your doors locked. Secondary doors to your space should be kept locked at all times.

Additional Security. Datawatch Systems has additional suite security systems available for a nominal cost if your firm requires additional security. If you need additional daytime security, please contact your property manager and they will be happy to discuss the security options available to you.

HEATING, VENTILATING AND AIR CONDITIONING

The heating, ventilating and air conditioning system (HVAC) in your building is designed to provide overall building comfort to the exterior (with windows) and interior zones. The HVAC system is automatically controlled by a computerized energy management system (EMS). The EMS is monitored by the building engineering staff.

The building is heated and cooled by individual air handler units (AHU), one per floor, that service the entire floor along with ceiling mounted fan powered Variable Air Volume (VAV) boxes throughout the space. The VAV boxes are supplied with chilled water from the building system and equipped with hot water coils to provide heating and cooling throughout the year.

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. 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 in advance.

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

- If you have an individual thermostat on your office wall, it controls HVAC for more than one office. The thermostats are programmed to be adjustable within a 4-5 degree range. You may use the controls on the thermostat to adjust the temperature.
- If after you have adjusted the thermostat, you find you are still not comfortable there may be a problem with the VAV box servicing your area. Please notify service600@akridge.com and an engineer will be dispatched to assist.
- Should you ever encounter loud noises, smoke or unit water leaks, immediately report it to your property manager; request service at service600@akridge.com or call 202.638.3000.

Normal HVAC system hours are Monday through Friday (except legal holidays) from 8:00 am until 8:00 pm. As our Client, you will receive heating or cooling Monday through Friday from 8:00 am to 6:00 pm and on Saturdays between the hours of 8:00 am and 4:00 pm as outlined in your lease. Use of the system during the time mentioned herein, or as indicated by your lease, will not result in an additional charge to you. If you find that your office regularly closes earlier than 8:00 PM or does not require Saturday operation, please notify our office so we may adjust the HVAC accordingly to achieve energy efficiency.

Off Hour, Weekend and Holiday Heating and Cooling Requests. When you require heating or cooling prior to 8:00 am or after 6:00 pm weekdays, or anytime during weekends and holidays, please contact your management team at service600@akridge.com to schedule overtime HVAC hours. You will be billed at an hourly rate for the overtime usage. If you have any questions concerning the HVAC system, please do not hesitate to contact your property manager.

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. In order to provide acceptable elevator service during the "peak" times of the day, please keep in mind that private use of the elevators is discouraged during the following hours:

Monday through Friday

8:00 am - 9:30 am

11:30 am - 1:30 pm

4:30 pm - 6:00 pm

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 voice communicator, which communicates directly with Datawatch Systems' Monitoring Center. In the event an elevator should malfunction while you are in the cab, open the emergency telephone door located at the bottom of the panel. Push the call button, which will provide voice communication to Datawatch Systems. Give the Datawatch operator the building location and the cab number you are in (this information is displayed on a sign on the elevator panel). Datawatch will contact the appropriate building and elevator personnel and we will dispatch an engineer and elevator personnel immediately. An Akridge engineer will stay in contact 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 its doors. This will occur one cab at a time. Please be patient.

FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION

**For the commercial office building located at 600 New Hampshire Avenue, NW.
Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)**

Be familiar with exits and fire apparatuses in your building.

This section has been developed to help familiarize you with your building, the various systems used in the building, and procedures 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.

Stairs. **The fire stairs are checked regularly 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.**

There are two fire stairwells. **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. There are fire pull stations and bells located in the typical floor elevator lobby. Often there will be additional pull stations and bells in Client premises.

There are fire extinguishers located in each elevator lobby. Additional extinguishers may be installed in your space by your firm. The extinguishers installed in common areas are the ABC extinguisher, which can be used on any type of fire. You may have different types of extinguishers in your space. Know what you have and how to use them. Do not put yourself or others in a dangerous situation while trying to put out a small fire with an extinguisher: have a co-worker simultaneously pull the fire alarm.

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. Smoke detectors are installed in mechanical and electrical equipment rooms. Heat detectors are installed in the elevator machine room.

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.)

To aid the fire department in locating a fire, there is an annunciator panel installed in the first floor lobby. When any of the devices described above are activated, the floor, location, and apparatus will light up on the panel. **Pull the pull station when a potential emergency is detected.** This will set off fire bells that can be heard through the building, alerting other occupants to evacuate.

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 Datawatch Systems and monitored twenty-four hours a day. The moment an annunciation is activated, Datawatch 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 feature into the building's fire alarm system. In the event of an 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 discussed previously, once a pull station is activated, Datawatch and Akridge will get an alarm and the fire department will be notified. All Clients should **EVACUATE immediately**. If you pull the pull station, you 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. This includes identifying any handicapped individuals, assigning someone to assist in their evacuation, and 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 or 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 outside the building and to at least a distance of 500 feet from the building. We recommend that your company, in advance of an emergency, establish a set meeting place to take attendance and to verify that everyone has evacuated.

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, floor, 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 a part of the emergency system and will be fully operational.)

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

Bomb Threats. Although many 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 at 202.638.3000 to 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 for the dogs to 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 own risk.

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

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

PARKING

Parking contracts may be arranged directly between your office and **Landmark Parking**. You may contact your Landmark Representative, at 202.628.1950.

Daily Parking. A daily parker is entitled to park in the garage if parking is permitted. In order to park in the garage, the daily parker must pull a ticket to park and will be charged per their length of time parked. Signage will be displayed stating parking garage is full.

Monthly Parking (Non-Reserved). A monthly contract entitles you to park in the garage, on a daily basis, 24 hours a day. Use your Landmark access card to enter after hours.

Monthly Parking (Reserved). A monthly reserved contract entitles you to park in an assigned space every day, twenty-four 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. Monthly reserved status also entitles you to the self-park option. Use your Landmark access card to enter after hours.

Please report any problems you may experience with the garage personnel to us so that 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 Datawatch Systems at 301.654.3282. They will notify garage and property management personnel so that we may serve you promptly.

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, TRASH, AND RECYCLING

Cleaning service in your building is provided by **Red Coat Services**, 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 10:30 pm - 11:00 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, unless notice is given, and is responsible to lock the door upon completion. 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" or "Basura" 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 windows in the building are washed inside and outside four 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, cardboard, glass, aluminum and mixed 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 on an as needed basis and store it in special containers provided by the recycling contractor. The building also offers battery recycling and periodic recycling of electronics. We will gladly accept both your office batteries and electronics as well as those you may bring from home.

Battery Recycling. All batteries are accepted, except for acid batteries which are not allowed. You will be provided a separate container within your suite to store used batteries. When the container is nearing capacity, please submit a service e-mail to service600@akridge.com to have the building staff empty your container. The recycling contractor will dispose of the batteries from the building's central storage area on an as needed basis.

Electronics Recycling. The building provides pick up and recycling of electronics at least twice a year. You will be notified in advance of the scheduled date and time as well as what is acceptable to be recycled. At the appropriate time you will be asked to notify the management team via an e-mail to service600@akridge.com to pick up e-recycle items from your office suite. The items are collected in a central location within the building and removed by the building's recycling contractor.

For further information, please go to www.greenakridge.com to review our sustainability initiatives.

Special Areas. There are certain tasks not covered in the cleaning contract for which your company is responsible. These include carpets, 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.

INDOOR AIR QUALITY

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.

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 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 who will be happy to assist you in contracting for these services.

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, 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 contact a member of your management team 48 hours in advance of the holiday using service600@akridge.com to request such services.

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
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

AMENITIES

The building is equipped with a **Roof Deck**, providing stunning views of Georgetown and the Potomac River. The roof deck is available during normal business hours and is accessed via a stairwell from the 12th floor. If you would like to host a private party after business hours you can schedule this with the property manager after filling out a Roof Deck Agreement.

Close Proximity to Metro with the Foggy Bottom Metro station just a few blocks away, Clients at 600 New Hampshire Avenue enjoy easy access to Metropolitan Washington attractions and businesses. Taxi service is also provided at the entrance of 600 New Hampshire Avenue.

Restaurants & Retail Shops The Watergate complex houses a variety of restaurants and retail attractions that are located both in the building on the G Level and conveniently within a short walk away within the complex. Clients can reach the retail section in the building by taking the elevator to the G level or via the exterior store entrances on the ground level of the building. For the Watergate Shops, Clients can follow the red painted path located on the B2 Level of the parking garage.