AKRIDGE


# All the Right Moves

## A Guide for Tenant Improvements or Capital Improvements

UPDATED FEBRUARY 2024

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## Purpose of All The Right Moves

It is our goal to clearly outline responsibilities of all individuals providing services in buildings managed by Akridge to coordinate related responsibilities, and to ensure that our Clients' best interests are always protected. To help minimize any inconvenience to our Clients we have prepared the following project rules and guidelines. These guidelines are intended to assist all parties involved in the construction process. However, should any procedure in any way conflict with the terms of the Agreement of Lease, the Lease terms shall prevail.

Our personnel are always available to assist you and are willing to do everything they can to accommodate everyone's needs; however, we must be kept properly advised of construction activities to protect the components of the building, and, more importantly, the people who use it. Should you have any specific questions that are not addressed in this booklet, please contact your Property Manager.

Thank you for your cooperation.

## Hiring a Construction Manager

Most Clients elect to have Akridge act as Construction Manager for all build-outs. However, should your firm decide to hire and supervise its own contractor, we will require a copy of the following items:

- Executed Waiver of Lien Rights
- Contractor's Insurance Certificate
- Contractor's License as required by jurisdiction
- Sub-Contractor's License as required by jurisdiction

It is both the Client's and the Client's architect's responsibility to ensure that all work performed meets base building specifications and local building, plumbing, electrical and mechanical codes. Work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**.

The General Contractor is responsible for following and enforcing all the regulations in this booklet, and it is their responsibility to ensure that all subcontractors, vendors and installers also observe these rules. We ask that construction workers remain in their designated area. Throughout the job, any construction workers found in any area other than their construction area may be dismissed from the building.

## Appointing Contacts

The Construction Manager, General Contractor, and an Akridge representative will meet prior to commencement of work, and each will appoint contacts for scheduling and coordinating special job requests. The contact for Akridge will be the Property Manager. See **Exhibit B** for specific contacts and phone/cell numbers and email addresses.

Please coordinate any special requests (e.g., scheduling riser draining, core drilling, fire alarm testing, deliveries, after-hours work, etc.) with the Property Manager.

## Plans and Drawings

Three (3) sets of full size construction plans should be submitted to Akridge for review and approval prior to submittal for permit and contract pricing. It is recommended that a pre-construction meeting and pre-installation meetings are scheduled and conducted between the client, contractor and Akridge to review work prior to commencement. All submittals should be processed and reviewed by the design team before the GC orders and installs finishes (i.e., to avoid possible reinstallation of finishes, it is encouraged to submit shop drawings of all finishes (ceramic tile, marble, stone, carpet seaming, wall covering, etc.) prior to installation). Akridge approval of these drawings shall not relieve the Client or the architect from responsibility for any cost incurred due to changes required to comply with current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys.

We strongly recommend site surveys be performed by the architects and engineers to identify any existing conditions that may affect the design of your suite to limit increased construction costs. Due to differing site conditions, Akridge reserves the right to approve all project architects and engineers.

## Permitting

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

## Voice/Data, Security and Television Cabling Installation

Please remember that it is the responsibility of the Client to contact and contract with the voice/data, security and cabling installation contractors. The installation of the work should be completed prior to the close in of the interior partitions and coordinated with the general contractor.

Please refer to **Exhibit A** for information specific to your building.

Please ensure the voice/data cabling and security contractors obtain the required low voltage permit prior to commencing work.

## Inspections

Part of the permitting process of construction involves several inspections during different times in the construction process. For the Fire Marshall Inspection, both the District Fire Department and Akridge require a pretest. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours in advance. Pretests are to be scheduled prior to 8:00 am to ensure the least amount of disruption to CSIS staff in the building.

## Fire Pretests

Please use the following guidelines while executing a pretest:

- Test all strobes by activating the pull station. Be sure that the building annunciator panel has labeled the specific location of the pull station.
- Test the audible system to be sure that the bells/speakers can be heard from each office in the space with the door closed.
- Test the visual location of all strobes in operation to be sure that strobes can be seen from the door of each office/room and each room to be used by more than one person, i.e. copy room, work room, pantry, reception area, library, and conference room.
- Check all fire exit signs to be sure they do not present a conflict of egress and can be seen from the door of each office/room. Also be sure exit signs are of the same design/color, i.e. red on white or white on red (check with jurisdiction).
- Check all sprinkler heads to make sure that all escutcheon plates are installed and are tight to the ceiling.
- Make sure that all shelves and/or storage are at least 18" from the ceiling.
- If there is an electronic access system installed, be sure that door(s), (such as suite entry and stairway) open(s) automatically during the test.
- Be sure to have approved sprinkler drawings on site as well as all up-to-date permit drawings, the construction permit, low voltage permit (for telephone/data installation), cut sheets for all devices including smoke detectors, heat detectors, pull stations, strobes, exit signs, speakers, water flow and tamper switches and the pre-occupancy data (POD) sheet.
- Be sure that a qualified representative of the electrical subcontractor as well as the superintendent/foreman for the General Contractor is on site for both the pre-test and for the Inspection by the Fire Marshall.
- Contractor is required to notify Akridge at least 48 hours in advance.
- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

## Elevator Use and Cleaning

- Elevators may not be used to haul materials without the express prior consent of Akridge. All freight elevators are 3000 lbs. capacity.
- Construction materials and tools are to be hauled on the freight elevator only. Violation of this regulation may result in immediate removal of the contractor from the building. Entry to the freight elevators is from the rear doors only.
- Akridge may request the contractor make special alterations to the freight elevator during construction to protect the elevator finishes. When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. To assist in damage prevention, Akridge will provide

protective elevator pads for use by the contractor. The contractor shall be responsible for the installation and removal of these pads and for any damages that may occur. Any damage to the elevator, mechanically or aesthetically, will be billed to the contractor.

- Elevator handrails are not to be used as a chair or to hold supplies.
- Use of freight elevators for construction and movement of materials/debris is to be scheduled with the Property Manager in advance, this includes weekend use, as well. Arrangements must be made with Akridge and copy CSIS Director of Conferencing and Building Operations at least 48 hours in advance to have the elevators put on independent service. Simply call the security desk at 202.738.0692 or Building Engineer at 202.369.3170 and they will be happy to help you lock off the freight elevator.
- Elevators are to be locked on independent service for the hauling of materials. Please do not hold doors open by propping or by wedging materials in their tracks, this will cause serious damage to the system. Any such damage incurred, the repair will be billed to the contractor.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels.

## Suite Security

**New Security**

The Client should contact the security company providing service to the building to discuss security needs at least 45 days prior to the end of construction. See **Exhibit A** for the name and telephone number of the individual with whom you should schedule security work.

**Existing Security**

Any areas that contractor needs access should be planned in advance and coordinated with property manager or chief engineer. A contractor access badge will be provided and/or an engineer will provide escort.

## Deliveries

Major deliveries of construction materials are to be coordinated with the Property Manager at least 48 hours in advance. Certain daytime deliveries may be scheduled during the hours of 6:00 am to 3:00 pm, Monday through Friday and all day Saturday and Sunday at the discretion of property manager and copy CSIS Director of Conferencing and Building Operations.

Deliveries must be made through the service entrance. Because the building has security on the perimeter doors, Akridge must be notified so we may deactivate the security prior to delivery. The contractor may be required to provide protective materials such as masonite to cover floors. It is also required that Akridge personnel be present if the delivery occurs after normal business hours. Please note that the Akridge personnel time will be billed directly to the Client.

## Parking

Unfortunately parking cannot be provided for contractor personnel at any of our buildings. Illegally parked cars may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with the Property Manager. Dormant vehicles may be towed at owner's expense.

## Restrooms

**Restroom sinks may not be used to clean tools, paintbrushes, etc.** Accessibility to slop sinks should be coordinated with the Property Manager. All paints, varnishes, thinners, etc. should be disposed of properly and not in the sink.

Designated restrooms are to be used as indicated. Restrooms on occupied office ($4^{th}$ – $9^{th}$) floors may not be used.

Contractor needs to make special alterations to the designated restrooms during construction to protect the restroom finishes and must return restrooms in original condition post-construction. If restrooms are damaged during construction, then the contractor will be responsible for the repair(s) and/or cleaning and all associated costs.

## Work Involving Excessive Noise

**Office building hours are from 8:00 am to 6:00 pm, Monday through Friday.** Any work involving excessive noise (e.g. hammering, core drilling, shooting of metal track or similar, etc.), or interruption of service (e.g. HVAC or electrical shut-downs), or disruption to CSIS staff due to any type of noise is not allowed during normal building hours and must be scheduled with Akridge at least 48 hours in advance. All noisy work must be scheduled **8:00 pm and 7:00 am**. All noisy work on a weekend, please coordinate and schedule with the Property Manager with a minimum of 72 hours in advance. Please note: Any concrete to be core drilled must be scanned and reviewed by Rathgeber/Goss Associates prior to drilling. See **Exhibit A** for contact information. Client is responsible for all costs associated with the structural review and any remedial work that results from the review.

## Hot Work Policy

**"Hot Work" is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.**

All hot work must be scheduled and approved 24 hours in advance with the building's Senior Chief/Chief Engineer. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work until they have 1) received a copy of the Akridge Hot Work Policy and been issued a hot work permit; and 2) executed and returned the permit to the building's Senior Chief/Chief Engineer. The lead time may be reduced in emergency situations. A copy of the Akridge Hot Work Policy and the Hot Work Permit are attached as **Exhibit F**. Copies may also be obtained from the building's Senior Chief/Chief Engineer.

## Mechanical, Electrical, and Plumbing Safety

Office building hours are from **8:00 am to 6:00 pm, Monday through Friday**. Any work performed during non-working hours is to be coordinated with Akridge at least 48 hours in advance. For work to be performed outside of the existing construction scope Premises, we recommend a plan be submitted at least five (5) business days in advance describing: (1) location of work required, (2) estimated start date and duration of work and (3) proposed temporary measures/protection. This information will be helpful in coordinating the work with CSIS staff. Please note that if an Akridge employee and/or an additional Security personnel are required to be present for work performed during non-operating hours, the contractor may be billed accordingly.

Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the contractor must make proper notification to the Property Manager and copy CSIS Director of Conferencing and Building Operations and Chief Engineer.

## Mechanical, Electrical, and Plumbing

Akridge will review the mechanical, electrical, and plumbing drawings to ensure conformance with the base building specifications. If new construction or renovations to existing space alters the airflow, mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required. Client's contractor should take this into account and be prepared to have an air balance performed and make any necessary mechanical changes.

In all Akridge buildings, we require the contractor uses the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A.**

**Supplemental HVAC System**

- All piping installations in public areas must be pre-approved by Akridge.
- All duct heaters must be reviewed and approved by Akridge.
- Flexible hoses, unions and balancing valves must be provided.
- Condensate drain lines must be insulated copper pipe.
- Condensate pumps are not permitted.
- Provide drip pan under unit with drain line.
- If any supplemental air conditioning unit is tied to the base building chilled water system, the unit must be interfaced with the building energy management system. This is to be coordinated with the Chief Engineer.

## Building Standard Conformance

Light Fixtures

- Clean fixtures and lenses.

- Re-lamp all new and existing fixtures.
- Re-ballast with energy efficient ballasts. Coordinate with the Chief Engineer.

Window Blinds

- All blinds must conform to building standard in size and color. See **Exhibit A** for the correct specifications. Any desired variations need to be submitted to Akridge for review and approval.

Ceiling Tiles

- New ceiling tiles must conform to building standard tiles in size and color. See **Exhibit A** for the correct specifications.

Hardware

- So that we can effectively handle emergencies, we require that all locks be keyed to the building master, floor master and keying system. See **Exhibit A** for hardware specifications.

Interior Partitions

- Interior partitions, which end on either interior or exterior glass, must end at a window mullion.

## Fire Annunciation System

To prevent false fire alarms, all smoke detectors in areas under construction must be "bagged" daily. They must be un-bagged at the end of the day to maintain fire safety and comply with jurisdictional codes.

> **IMPORTANT NOTE --** ANY WORK TO BE PERFORMED WHICH INVOLVES ANY COMPONENT OF THE FIRE ANNUNCIATION SYSTEM MUST BE COORDINATED WITH AKRIDGE PRIOR TO AND UPON COMPLETION OF THE WORK BEING DONE. IN NO CASE IS THE FIRE SYSTEM TO BE DE-ENERGIZED (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF) BY THE CONTRACTOR OR SUBCONTRACTOR. IT MAY BE NECESSARY TO ESTABLISH A FIRE WATCH WHILE THE BUILDING'S SYSTEM IS DE-ENERGIZED. THERE WILL NOT BE ASSOCIATED COSTS WITH A FIRE WATCH, SINCE CSIS HAS 24/7 SECURITY GUARD SERVICES IN PLACE AT THE BUILDING AND THE SECURITY GUARD CAN PERFORM THIS FUNCTION AFTER HOURS.

Any modification to the fire annunciation system must be coordinated and approved by Akridge and performed by the building's designated contractor (See **Exhibit A**). Akridge and the building's designated fire alarm contractor must be contacted prior to beginning any on-site fire alarm related work. The designated contractor will contract directly with the Client's contractor. Akridge must be notified at least 48 hours before commencement of work.

## Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled in advance with the Property Manager. Electrostatic painting, polymyx painting and any staining and varnishing must be done during

evening hours after 8:00 pm and completed prior to 1:00 am or on weekends beginning after 2:00 pm on Saturday and ending prior to 1:00 am Monday morning. This work must be scheduled with the Property Manager in order that arrangements can be made to run the HVAC system during and after the work is being performed.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes and Lacquers
- Wood Preservatives, Stains and other Wood Finishing products
- Waterproofing Products
- Caulking
- Glazing Compounds
- Joint Fillers
- Duct Sealants
- Carpet Seam Sealants

These materials shall be applied according to manufacturer's specifications. Preferably, the contractor should provide evidence that these products do not emit VOCs or that they have been tested to emit less than 0.5 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) to the Property Manager is required for all such products prior to application.

The General Contractor is responsible for the following:

- Performing work with the above materials during non-business hours
- Scheduling work through the Property Management Department
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Client areas. Contractor must comply with building engineers ventilation requirements.
- Properly disposing of these materials and any materials associated with their cleanup

## Sustainable Purchasing

The designer shall make every attempt to select materials with recycled content, salvaged material or rapidly renewable material that reduces the environmental impacts associated with extracting, harvesting and manufacturing virgin materials. In addition, indoor environmental quality will be protected by the purchase of low VOC materials and products.

Items such as non-affixed furniture, equipment, fixtures, mechanical, electrical, plumbing components and specialty items are excluded from this policy. However, millwork is included.

The Architect and General Contractor are responsible for the following:

Achievable sustainable purchases of 50% of the total purchases (by cost) for facility alterations and additions must meet at least one of the following criteria:

- Contains at least 10% post-consumer and/or 20% postindustrial material.
- Contains at least 70% material salvaged from off-site or outside the organization
- Contains at least 70% material salvaged from on-site through an internal organization materials and equipment reuse program.
- Contains at least 50% rapidly renewable materials.
- Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- Adhesives and sealants have VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- Paints and coatings have VOC emissions that do not exceed the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products contain no added urea-formaldehyde resins.

## Solid Waste Management

The General Contractor shall oversee waste disposal and ensure that appropriate documentation is obtained from the contracted vendor. The vendor is responsible for tracking recycling during the facility alteration or addition.

- Before the project starts, a construction waste recycling plan designed to achieve the maximum practical level of recycling will be developed.

- Examples of materials that will be addressed by the plan include, but are not limited to, building components and structures, panels, attached finishings, carpet and floor material, adhesives, sealants, paints and coatings.
- During each construction project, the recycling plan will be implemented.
- The total amount of construction waste and the total amount of recycled construction waste will be documented.

## Indoor Air Quality Best Management Practices – Indoor Air Quality Management for Facility Alterations and Additions

The intent is to prevent indoor air quality (IAQ) problems resulting from any construction or renovation projects to help sustain the comfort and well-being of the construction workers and building occupants. The Client's General Contractor shall develop and implement an IAQ Management Plan that includes the following:

- During construction, meet or exceed the recommended control measures of the SMACNA IAQ Guidelines for occupied buildings under construction.
- Protect all existing HVAC equipment and ductwork from dust and odors during demolition and construction.
- During construction, isolate occupied work spaces to prevent contamination.
- Institute cleaning procedures to control contaminants in the building during construction and prior to occupancy.
- Coordinate construction activities to minimize or eliminate disruption of operations in the occupied portions of the building.
- Perform a flush-out procedure of the HVAC system to evacuate airborne contaminants after all construction work is completed.

## In Case of Emergency

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

## Certificate of Insurance – Limits and Language

Reference **Exhibit D.**

## Plan of Action

Reference **Exhibit E** for a blank Plan of Action Request Form. This must be filled out for all work occurring outside of the existing construction scope Premises. Please complete the form and return to the Tenant Construction engineer 48 hours prior to the work being performed for review and approval.

## Important Notes for Contractors

- If any mechanical, electrical, or plumbing system is already off when you go to turn it off, please contact the building engineer to determine if other work is being performed on that system.
- When draining condenser water systems, drain slowly to avoid flooding. During this procedure, an Akridge engineer must be present to observe.
- Any work involving draining of condenser or domestic water risers, slab x-raying, shut down of electrical panels or any other disruptive activities must be performed after normal building hours and coordinated at least 48 hours in advance with Akridge. Electrical work requiring a total shut down of the building electrical supply must be scheduled and coordinated with the Property Manager with a minimum two week advance notice.
- Under no circumstances enter an area outside of the existing construction scope Premises to perform work without making prior arrangements with the Property Manager and copy CSIS Director of Conferencing and Building Operations.
- All staging materials must be coordinated with the Property Manager and copy CSIS Director of Conferencing and Building Operations and Chief Engineer.

## Acknowledgement

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

_____
Client Representative Signature

_____
Title

_____
Company

_____
General Contractor Signature

_____
Title

_____
Company

# Exhibit A – Building Standards and Specifications

| | |
|---|---|
| Building Security Company: | Datawatch Systems: 1-800-899-9872 |
| Window Blinds Specifications: | TBD |
| Common Area Ceiling Grid: | TBD |
| Common Area Ceiling Tile Specification: | Armstrong – Optima 9/16” Sq. Tegular 3285BP (Open Plan, Square Tegular Humiguard Plus 30” x 60” x 1") |
| Keying Specifications: | Assa Abloy Corbin Russwin |
| Common Area Doors & Frames & Hardware: | 2” HM frames. 3’0”x7’0” Solid core paint grade slab.<br>Assa Abloy Corbin Russwin |
| Building Life Safety Contractor: | ArchKey (formerly DBA Mona Electric Group, Inc.): 301-868-8400 |
| Air Quality Testing & Balancing | Testing - UL Verification Services Inc. – Main Office:703-323-4400 or Sam Greninger Cell: 301-884-1909<br>Balancing – Arian Tab Services - Hossein Askari: 703-319-1000 |
| Building Energy Management System: | Boland Trane Services – Office: 240-306-3316 or Cell: 240-372-6527 |
| Core Drill Review: | Rathgeber/ Goss Associates, P.C.: 301-590-0071 |
| Common Corridor Carpet and Paint: | TBD<br>TBD |
| Interior Window Mullion and Stool Trim Color: | TBD |
| Roofing Contractor: | Steelwater Construction (Active Roof Warranty) – Office: 703-759-0555 or Cell: 703-431-4450 |
| Phone and Cable TV Provider: | Verizon (Several POTS Lines, Elevator & Fire) and Comcast (TV & Internet) |
| | |

## Exhibit B – Akridge Contact List

| Title | Name | Telephone Numbers/Email Addresses | |
|---|---|---|---|
| V.P. Director of Property Management and Asset Services | Joe Reilly | Office | 202.207.3922 |
| | | Cell | 202.577.3276 |
| Portfolio Manager | Emily Rowland | Office | 202.756.3087 |
| | | Cell | 202.487.9861 |
| | | Email | erowland@akridge.com |
| Property Manager | Caroline Gieseler | Office | 202.207.3903 |
| | | Cell | 703.303.1892 |
| | | Email | cgieseler@akridge.com |
| Client Services Coordinator | Kathryn White | Office | 202.624.8658 |
| | | Cell | 214.907.0480 |
| | | Email | klwhite@akridge.com |
| V.P. Construction Management | Patrick Murray | Office | 202.207.3954 |
| Senior Chief Engineer | Arnold Cook | Cell | 202.345.3415 |
| Chief Engineer | Yemi Babatunde | Office | 202.207.3964 |
| | | Cell | 202.369.3170 |
| | | Email | ybabatunde@akridge.com |
| CSIS Director of Conferencing and Building Operations | Tara Young | Cell | 240.357.6710 |
| | | Email | tyoung@csis.org |
| 24-Hour Security | Guards Desk | Cell | 202.738.0692 |

## Exhibit C – Emergency Evacuation Plan

**FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION is located in the main lobby. Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)**

- 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, call the fire department at 911 after evacuating**. Give them the most specific information you can because Datawatch 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 annunciator panel will only confuse and slow down the fire department unless it is a multiple floor problem.
- Always use stairs in an emergency. Walk down them one time so you know where you will exit on the first floor. **Remember:** in the event of an emergency **do NOT use the elevators** – use the **stairs.**
- **Upon exiting onto the first floor, please move out of the building and at least 500 feet from the building** so others can safely evacuate, and the fire department can work quickly—and to avoid injury from window breakage.
- 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.**
- Fire extinguishers are installed in each common corridor. (There may be additional extinguishers installed on the office floors.) The extinguishers installed in common areas are Class ABC (Multi-Purpose) type extinguishers. There are different types in the building including a Class C (CO2)

extinguisher in the 3rd floor server room and a Class C (Halotron) extinguisher. Know what you have and how to use it. Smoke detectors are installed in the common corridor and mechanical rooms. Heat detectors are installed in the elevator machine rooms and electrical equipment rooms.

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

## Exhibit D – Certificate of Insurance Requirements

**Insurance Requirements**

Tenant Contractor shall provide evidence of required insurance coverage, as defined below, prior to construction commencing.

1. All policies shall name the following as additional insured: Tenant; Landlord; Landlord's lenders and/or mortgagors; and the employees and agents thereof.
    - **The Center for Strategic and International Studies**
    - **The John Akridge Management Company**
2. All policies shall provide 30 days written notification of non-renewal or cancellation to:

    The Center for Strategic and International Studies

    c/o Akridge

    601 13th Street, NW, Suite 300

    Washington, DC 20005

    Attention: Property Manager

## Exhibit E – Plan of Action Form


**Akridge**

601 13th Street, N.W., Suite 300, Washington, D.C. 20005

Phone 202.638.3000  Fax 202.628.6852


# CSIS - 1616 Rhode Island Avenue Plan of Action

Request Form

Date: _____  Date(s) requested: _____

(min. 48 hour notice)

Construction Company: _____

Contact Person and Numbers: _____

Project: _____

Requested Operation: (Start times, other spaces that may need to be entered, procedures, (plans for protection of finished space, finish times) number of people involved, plans for clean-up.

| Time & Dates | Tasks and Procedures (be as detailed as possible) |
|---|---|
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| | |

Email to Construction Management and Chief Engineer for final review, approval & final arrangements; Include sketch or floor plans for work outside of space, if needed.

Email tyoung@csis.org and ybabatunde@akridge.com  acook@akridge.com trusso@akridge.com

# Exhibit F – Hot Work Policy

Akridge

Fire Safety Program

**Hot Work Policy**

Updated 2022

**Policy**

Hot work is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work in the building unless a hot work permit is obtained, executed and returned to the building's Chief/Lead Engineer, 24 hours in advance of work commencing. This time may be reduced in emergency situations. An example of the Hot Work Permit can be found at the end of this document.

**Authority and Responsibility**

Akridge Chief/Lead Engineer, building staff, and Building Services Department, and contractors hired by Akridge or building Client shall be responsible for following the hot work program in accordance with this policy. All buildings managed by Akridge shall follow the procedures below to comply with this policy.

**Akridge Chief Engineer/Lead Engineers** are responsible for:

1. Notifying all Akridge employees involved with the project to the purpose and intent of the Hot Work Policy;
2. Issue of the hot work permit and making periodic inspections of areas where the hot work procedures are being used;
3. Notifying Building Services, Property Management and Project Management 24 hours in advance of a contractor's request of hot work permits; and
4. Renewing the permit as required until work is completed.

**Akridge Employees** are responsible for:

1. Understanding Akridge Hot Work Policy; and
2. Complying with the procedures defined within the policy.

**Akridge Project Management** is responsible for:

1. Notifying all contractors to the purpose and intent of the Hot Work Policy;
2. Making periodic inspections of areas where the hot work procedures are being used; and

3. Contacting Akridge Chief /Lead Engineer when a contractor has made a hot work permit request 24 hours in advance; and when a hot work permit requires renewal.

**Contractors and sub-contractors** hired by Akridge or building Client are responsible for:

1. Understanding the Hot Work Policy; and
2. Complying with the procedures defined within the policy.

**Procedure**

Prior to starting a project that requires a hot work permit; the supervisor of the Akridge employee performing the hot work or the Project Manager of the contractor/subcontractor shall obtain a hot work permit from the Akridge Chief/Lead Engineer.

**Notification**

Contractors shall notify the Akridge Project Manager, Akridge Chief/Lead Engineer to request a hot work permit at least 24 hours prior to the start of the project.

**Job Site Inspection**

Prior to the issuance of the hot work permit, the Akridge Chief/Lead Engineer shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, Akridge Chief/Lead Engineer shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job site review include, but are not limited to, the following:

1. Hot work operator(s)/fire watch are trained in the safe operation of their equipment; there must be two persons at the hot work area at all times, no exceptions. If they cannot have two persons on site, the work must be cancelled;
2. Apparatus used for the hot work must be in good condition;
3. Hot work operator(s)/fire watch understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; are confined space trained if required and PP equipment is in good condition;
6. The proposed work does not jeopardize the health and safety of the operator or others.
7. The Fire alarm system should only be disabled for the areas where work is in progress, the entire building should never be disabled;
8. Fire retard mats need to be placed on the roof in any location where soldering or welding is part of the work. Electric insulated mats are required when working on or around conductive materials; and

9. Ensure that fumes from the work area are not being drawn into the building by the fresh air fans.

If the aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system.

**Fire Watch**

Akridge requires a fire watch be set by the organization performing the work, when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 20 feet to the point of operation of the hot work;
2. Combustible materials are more than 15 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 15 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors;
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited; and
5. The fire alarm system for the affected area is disabled for any reason.

The assigned fire watch personnel shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the hot work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available and be trained on how to use it; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

**Permit Posting**

The hot work permit must be completed in duplicate. One copy shall be retained and filed by the Chief/Lead Engineer in the building construction files and the second copy shall be posted in a visible location within the hot work site near the hot work equipment.

**Prohibitions**

Propane gas shall be limited in use in any hot work in any occupied Akridge building. Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;
4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and
5. Confined spaces. Confined spaces are special circumstances that require specifically trained personnel. Akridge personnel are not qualified to perform this work. All work in confined spaces must be supervised by a qualified contractor and coordinated with the building Akridge Chief/Lead Engineer.

**Protective Equipment**

The welder shall be equipped with protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If local exhaust or general ventilation are not available and fume, dust and gas generation is high, respirators shall be used.
2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity.
3. Welders helmets equipped with proper filter plate and cover lenses.
4. Respiratory protection (NOTE: No employee or worker shall be issued or be required to use a respirator until that employee has been properly certified for the use of such equipment by the issuing authority. Proof of such certification may be required.
5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

**Storage of Equipment**

Personnel performing hot work will insure that equipment and supplies are stored in a manner that will prevent the creation of hazardous conditions. For example flammable fuels will be stored in appropriate containers and safety lockers.

**Injuries/Exposures**

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Akridge Lead/Chief Engineer and Akridge Construction Manager, who will then notify the Property Management team.

**Education/Training**

Akridge Employees shall be trained on all aspects of this policy.

Akridge Companies

# HOT WORK PERMIT

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?
IS THERE A SAFER WAY?

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, And Soldering, Thawing Pipe, Torch Applied Roofing, And Welding.

## INSTRUCTIONS

1. Fire safety supervisor:
   A. Verify precautions listed at right (or do not proceed with the work).
   B. Complete and retain this permit.

HOT WORK BEING DONE BY:
☐ EMPLOYEE
☐ CONTRACTOR: _____

| | |
|---|---|
| DATE: | JOB NO. |
| LOCATION/BUILDING & FLOOR: | |
| NATURE OF JOB: | |
| NAME OF PERSON DOING HOT WORK: | |
| I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work. | |
| SIGNED (FIRESAFETY SUPERVISOR/OPERATIONS SUPERVISOR): | |
| | |
| PERMIT EXPIRES | DATE / TIME A.M. P.M. |

NOTE EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.

THIS PERMIT IS GOOD FOR ONE DAY ONLY!

## REQUIRED PRECAUTIONS CHECKLIST

☐ Available sprinklers, hose streams and extinguishers are in service/operable.
☐ Hot Work equipment in good repair.

Requirements within 10 m (35 ft.) of work
☐ Flammable liquids, dust, lint and oily deposits removed.
☐ Explosive atmosphere in area eliminated.
☐ Floors swept clean.
☐ Combustible floors wet down, covered with damp sand or fire-resistive sheets.
☐ Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields.
☐ All wall and floor openings covered.
☐ Fire resistant tarpaulins suspended beneath work.

Work on walls or ceilings/enclosed equipment
☐ Construction is noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls moved away.
☐ Danger exist by conduction of heat into another area.
☐ Enclosed equipment cleaned of all combustibles.
☐ Containers purged of flammable liquids/vapors.
☐ Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire watch/hot work area monitoring
☐ Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
☐ Fire watch is supplied with suitable extinguishers.
☐ Fire watch is trained in use of this equipment and in sounding alarm.
☐ Fire watch may be required for adjoining areas above, and below.
☐ Monitor Hot Work area for 30 minutes after job is completed.

Other precautions taken
☐ Confined space entry permit required.
☐ Area protected with smoke or heat detection.
☐ Ample ventilation to remove smoke/vapor from work area.
☐ Lockout/tag-out required.



Note: When used in accordance with NFPA 51B, this permit is to be used for, but not limited to, the following: welding, cutting, grinding, open-flame soldering, thawing pipe, and torch-applied roofing. Copyright NFPA