



1700 Pennsylvania Avenue

Beneath the Surface

A Client's Manual

UPDATED MAY 2025



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Please note that the information contained herein is subject to change



Welcome to The Mills Building

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

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

Requests/Emergencies

Customer Service Representative

202.638.3000 or submit a service request by visiting

<http://themillsbuilding.info/toc.cfm>

Vice President & Portfolio

Sharon Perera

Manager for Property

Office: 202.624.8634 or sperera@akridge.com

Management

Cell: 301-922-4373

Senior Property Manager

Caroline Gieseler

Office: 202.207.3903 or cgieseler@akridge.com

Cell: 703.303.1892

Corporate Events Coordinator

Brittany Agro

Office: 202.207.3921 or bagro@akridge.com

Cell: 202.549.4950

Project Accountant

Michele Slaney

Office: 202.624.8621 or mslaney@akridge.com



Senior Chief Engineer**Mike Reilly****Office: 202.207.3944 or mreilly@akridge.com****Cell: 202.439.0866**

Engineers**Adan Villatoro, Building Engineer****Cell: 202.253.4814****Miguel Benavides, Porter****Cell: 202.439.6512**

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

Our property managers are on call 24 hours a day, seven days a week. Monday through Friday, you can contact someone in property management between the hours of 8:00 am and 5:00 pm by calling 202.638.3000 to speak to a customer service representative. Should you need to place a service request; the most expedient way is through the Building Engines portal.

Visit <http://themillsbuilding.info/toc.cfm> and select new service request. Your request is distributed to the entire building team 24/7. If you need assistance after hours, you can either call **Kastle Systems** at 703.247.0411 or the building's security desk, **Allied Universal Security** at **202.207.3945** and request that they contact a property manager at home and you will be assisted as soon as possible.

Accounting

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



Rent Payment Procedures. Because we do not render monthly invoices, please keep in mind that your rent is due on the first day of every month. Inquiries regarding your account may be made to Joy Barney at jbarney@akridge.com or 202.638.3000.

All payments should be made payable to the:

The Mills Building Associates, LLC

If you would prefer to electronically process this payment, please contact Michele Slaney and she will be happy to assist you in providing specific banking instructions.

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

Depending upon the terms of your Lease, your rent will be based upon our estimate of your pro rata share of the increases in real estate taxes, operating expenses and/or a predetermined percentage increase amount. For additional information regarding these calculations, please contact the Project Accountant, Michele Slaney at 202.624.8621 or mslaney@akridge.com.

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

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

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

It is our objective to minimize annual rent settlements. Our professional staff is very conscientious in trying to provide estimates close to actual expenses. However, our estimates sometimes are too low and may result in an invoice for additional rent. Again, we understand that your organization may be sensitive to unanticipated expenses so we encourage you to contact Michele Slaney 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 during event load-ins and load-outs, move-outs, and when after-hours heating and air conditioning is required. Assistance in processing these invoices for payment within thirty days is greatly appreciated.



If you have any questions regarding an invoice or believe there is an error on an invoice, please contact any member of our accounting team at 202.638.3000, or your Portfolio Manager, Sharon Perera at 202.624.8634 or sperera@akridge.com.

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

Security

Access Control System. Your building is equipped with an access control system monitored by Kastle Systems. The main entrance doors are locked between the hours of **6:00 pm to 7:00 am** Monday through Friday and 24 hours on weekends and holidays. Your employees may gain access to the building during secure hours with their Kastle keys.

Elevators - once inside the elevator, you must use your Kastle key in order to proceed to your floor by scanning your cardkey to the card reader. Do this until the red light on the reader turns green, then press the elevator button to your floor until it lights and the elevator will take you to your floor. When traveling down to the lobby, it is not necessary to use the cardkey. However, the car will not stop at any floor except the main lobby.

Access to the Penthouse Lounge & Rooftop. Access to the Penthouse Lounge and Rooftop is secured 24/7. Building management will provide elevator access to your employees via your Kastle key fob to the Penthouse Lounge and Rooftop.

Kastle Cards. Kastle keys are issued to you prior to your move-in. It is very important that you keep track of those cards that are authorized for new employees and revoke any cards that are lost. Authorization and/or revocation of keys are performed by Kastle Systems. Contact Kastle Systems at 703.524.7911 and speak to the Card Administrator responsible for The Mills Building/1700 Pennsylvania Avenue. You may request a card listing for your firm at any time. Additional cards and suite alarm keys may be ordered from Kastle Systems by using the order forms provided or by visiting Kastle's website, www.kastle.com. You can also email Kastle Team at Kastle-DC-Team1@kastle.com for access, questions, or training on the myKastle website.

Visitors and Special Admits. All visitors to the building must check in at the security desk in the main lobby. The security guard will contact you upon arrival of your guest, at which time you may come down to the lobby and escort your guest upstairs.

Suite Daytime Security. Security of your suite is important to us and we ask for your cooperation in maintaining its integrity. Be mindful of the differences between the hours of your reception area coverage and the securing and unsecuring of the building front doors. Per the above, the building front doors are unsecured Monday through Friday from 7:00 am to 6:00 pm and secured all other hours including weekends and building holidays. If your reception area is monitored or occupied during times the main building doors are unsecured, we recommend you keep your suite entry doors secured. Secondary doors to your space should be kept locked at all times.



Visitor Management Access. In an effort to keep our Clients and visitors as safe as possible, the elevators are secure to all floors on a twenty-four hour basis, seven days a week. This means that all building Clients and their employees must carry their security key fob/card with them at all times to access their respective floors.

To minimize the impact to our Clients and their visitors, the following plan has been put in place:

- + All visitors to the building must check in at the Security Desk and present their ID to the security officer.
- + The security officer checks the ID, logs in the visitor, and will contact you for granting access on the elevator to your respective floor.
- + For all scheduled meetings where you will be expecting outside visitors, we ask that you provide a guest list to the security desk for check in, or enter the guest names via the MyKastle Visitor Management system.

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

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.

Each of the individual floors are supplied by a variable air volume (VAV) system that works in conjunction with an air-handling unit (AHU) to ensure precise control and comfort on each office floor.

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.

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

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



To conserve energy our normal heating, ventilating, and air conditioning (HVAC) system hours are Monday through Friday (except legal holidays) from 8:00 am until 8:00 pm. As our Client, you are entitled to heating or cooling Monday through Friday from 8:00 am to 8:00 pm and on Saturdays between the hours of 9:00am and 6:00 pm without any additional expense. If you wish to have your HVAC extended Monday through Friday from 8:00 pm to 8:00 am or scheduled on Saturday or Sunday, then please submit the overtime (OT) HVAC request via Building Engines to arrange these extended hours.

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

Off Hour, Weekend and Holiday Heating and Cooling Requests. All after hours HVAC requests must be requested 48 hours in advance via Building Engines.

Telecommunications

The following are the current service providers that are available for your telecommunication needs at the Mills Building. Should you have any questions regarding these services, please contact the Senior Property Manager, Caroline Gieseler at 202.207.3903 or at cgieseler@akridge.com or our Chief Technology Officer, Tommy Russo at 202.624.8608 or trusso@akridge.com.

Comcast

202-635-5627

www.xfinity.com

Energy Conservation

In an effort to mitigate escalating utility costs, the Mills Building is equipped with the following:

- + Motion sensors in restrooms.
- + LED light fixtures.
- + CO sensors on garage fans.
- + Installation of hands free faucets and soap dispensers.
- + Monitoring of all mechanical equipment start and stop times and adjust start up and shut down times on a quarterly basis based weather changes.

This effort is expected to increase long-term value and provide an environmentally responsible management plan.

Deliveries and Freight Elevator

The loading dock and freight elevator are available for daily small deliveries between the hours of 7:00am or after 5:00pm Monday through Friday. All large deliveries must be scheduled in advance with building management.



EVENTS IN CLIENT SPACE & USE OF LOADING DOCK & FREIGHT ELEVATOR

Reservation must be made on the ETS portal for the freight elevator and loading dock deliveries, load-in & load-outs associated with events held in a Client space. A building staff member will be scheduled to oversee all load-in & load-outs to include the operation of the freight elevator. The Client will be invoiced for a minimum of four (4) hours for all

Elevators

Elevator Malfunction Procedures. Each elevator is equipped with a telephone which rings directly into the Otis Elevators 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 below the elevator panel). The elevator company will contact us and we will dispatch an engineer and elevator company personnel immediately. Our engineer will stay with you until the elevator company arrives to assist you in evacuating the cab.

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

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

Fire Annunciation System and Emergency Evacuation

For the commercial office building located at 1700 Pennsylvania, NW.

- 1700 Pennsylvania Avenue is equipped with a state-of-the-art high rise fire system. **The alarm will sound on the floor above and below the floor that is in alarm. As the fire department arrives, they will determine if additional floors need to be evacuated.**
- Be familiar with exits and fire emergency phones on your floor.
- If you encounter a fire or other potential emergency in your suite, please use the fire emergency phone located in the elevator lobby. This alerts Kastle Security who will dispatch the fire department.
- Give Kastle specific information about your situation or emergency, as Kastle cannot receive or relay emergency information via the emergency phone, they can only receive alarms tied to the main fire alarm system and will dispatch the fire department. Please advise all your personnel that once one of these devices goes off, the bells will ring and evacuation should commence.
- Always use stairs in an emergency. Identify the nearest stairwell and walk down them one time so you know where you will exit on the first floor. **Remember:** in the event of an emergency **do NOT use the elevators, use the stairs**. All stairwells and exit doors are equipped with automatic unlocking and pressurization.



- **Upon exiting onto the first floor, please exit out of the building** 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 – inform them you are trapped.** If there is a window in the office, go to it and signal so fire personnel can see you. The fire department will quickly locate you and assist you in evacuating. The building is equipped with breakaway glass to further assist emergency personnel in any necessary rescue procedures.
- Fire extinguishers are installed in each common corridor. (There may be additional extinguishers installed in your space by your firm.) The extinguishers installed in common areas are a water-type extinguisher. You may have different types in your space. Know what you have and how to use it. Smoke detectors are installed in common corridors, as well as within your suite. Heat detectors are installed in mechanical and electrical equipment rooms. All sprinkler systems are heat activated as well.

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

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

Parking

Parking contracts may be arranged directly between your office and LAZ Parking Services. You may contact the Facility Manager, Wossen Tassera at 202.438.3749 or at wtassera@lazparking.com for parking arrangements at 1700. Daily and monthly parking is available in the garage for all building Clients.

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

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



Please report any problems you experience with the garage personnel to us so we may assist you in receiving prompt and courteous service from the garage at all times. If you have any difficulty gaining entrance or exiting the garage, during weekends or after hours, please call LAZ Parking at 202.667.3030 or the building's security desk at 202.207.3945. They will notify property management personnel so that we may promptly serve you.

Cleaning

Cleaning service in the building is provided by P&R Enterprises Monday through Friday between the hours of 5:30pm and 10pm (except legal holidays).

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.

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

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

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

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

Window Washing. The exterior and interior perimeter windows in the building are washed two times each year. You will receive advance notification of the dates the window washers arrive.

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



Smoking

Due to the Mills Building being a WELL Health & Safety & LEED building, smoking is prohibited in all public areas of the building, including the roof deck. This includes elevator lobbies, stairwells and all restrooms. Smoking at the front entrance to the building is also prohibited.

Indoor Air Quality

We contract with a professional firm to provide annual air quality inspections. Comprehensive analyses are made of representative samples of the indoor air in the building – together with an assessment of the ventilation rates, filtration status and hygiene standards of the complete air distribution systems. Routine sampling is conducted annually and you will be notified in advance of scheduling.

Client-Owned Mechanical Equipment

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

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

Contractor Services

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

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

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



Sample Waiver of Lien Rights

PROJECT _____

Contractor or Supplier _____

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

IN WITNESS WHEREOF, the undersigned has executed this Waiver on the ____ day of _____, 20____.

WITNESS OR ATTEST: _____

(Name of Subcontractor and/or Supplier)

By: _____ By: _____

Title: _____

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

Notary Public: _____

My Commission Expires: _____



Legal Holidays Observed

The building will be closed on the following legal holidays. The security access system will be activated, though regular heating, ventilating and air conditioning will not be on and cleaning services will not be performed. In the event that you need any of these services, please email your property manager 48 hours in advance for scheduling HVAC or cleaning 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
- Inauguration Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Amenities

The following describes the building amenities available to you:

Penthouse Lounge and Roof Deck. The Penthouse lounge and roof deck provides a beautiful view for Clients to enjoy a lunch time break or for the use for private Client functions, and can be accessed via any of the passenger elevators. All reservations for use of the Penthouse Lounge and Roof Deck for Client private events, can be made on the Akridge website via <http://themillsbuilding.info/toc.cfm> under Amenities/Request a Reservation, or you may contact the Corporate Events Coordinator, Brittany Agro at bagro@akridge.com for details. Reservations for Client events can be made six months in advance via the events calendar. Each Client is required to schedule a meeting with the caterer and building management 2 weeks in advance of each event to review load-in and set-up of the event. Catering load-in for all events can begin no earlier than 3pm. A license agreement for each event must be completed and signed by the Client at the time of making a reservation. Other event documents to include a condition acknowledgement form, event checklist, room set-up design, and any 3rd party vendor certificates of insurance (COI) must be completed, signed, and submitted to the Corporate Events Coordinator, Brittany Agro at bagro@akridge.com by the Client at least 48 hours in advance of the event. Clients must include Akridge's insurance auditor at akridgecert@hubinternational.com when submitting any certificates of insurance (COI).



The Conference Room. The Penthouse Lounge is also equipped with a private conference room for daytime meetings accommodating up to 20 people. The room provides wireless internet and a HDMI compatible flat screen monitor. Please inquire with your Corporate Events Coordinator, Brittany Agro at bagro@akridge.com for additional information for use of the conference room. Reservations for the use of the conference room can be made six months in advance via the events calendar.

Athletic Facility. For the enjoyment of your staff, we provide an athletic facility on the B-1 level for the exclusive use of our Clients at 1700 Pennsylvania and their employees.

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

Prior to facility use, we ask that you contact us for corporate waivers which must be signed by your company as well as individual waivers signed by each of your employees who intend to use the facility. Once waivers are signed, please email to our Building Kastle Team at Kastle-DC-Team1@kastle.com and copy Portfolio Manager, Sharon Perera at sperera@akridge.com and Senior Property Manager, Caroline Gieseler at cgieseler@akridge.com. The property management team will approve access to Kastle and Kastle will update access accordingly. The formal procedure is listed below.

Amenity Waiver Submission Building Procedure

1. Employee - Fill out the fitness center and/or bike room waiver(s).
2. Office Administrator - Remind employee to add their fob/key card number and select a gender to ensure the Kastle programmer can designate appropriate locker room access.
3. Employee or Office Administrator - Email the waivers (include all waiver pages) to our Building Kastle Team at Kastle-DC-Team1@kastle.com and copy
4. Property Management - We will approve access to Kastle via email.
5. Kastle – They will update access accordingly.

24/7 Security Officers. There is a security officer stationed at the main lobby 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.

Bike Room. A secured bike room on the B-1 level is provided for building Clients and can be accessed by using your building Kastle key. The bike room is equipped with lockers, bike racks and tire pump. Each individual is responsible for providing their own bicycle locks and locks for the lockers. Bikes are not allowed in the elevators and into Client suites.

Prior to bike room use, we ask that you contact us for corporate waivers which must be signed by your company as well as individual waivers signed by each of your employees who intend to use the facility. Once waivers are signed, please email to our Building Kastle Team at Kastle-DC-Team1@kastle.com and copy Portfolio Manager, Sharon Perera at sperera@akridge.com and Senior Property Manager,



Caroline Gieseler at cgieseler@akridge.com. The property management team will approve access to Kastle and Kastle will update access accordingly. The formal procedure is listed below.

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5. Kastle – They will update access accordingly.

As with all vehicles utilizing the garage, the building, owners and management will not be held responsible for loss or damage to an individual's bicycle. We ask that Clients use the bike racks, and not any other area, to secure their bicycles. Please be aware that the bike racks are intended for daily use, not long-term storage.