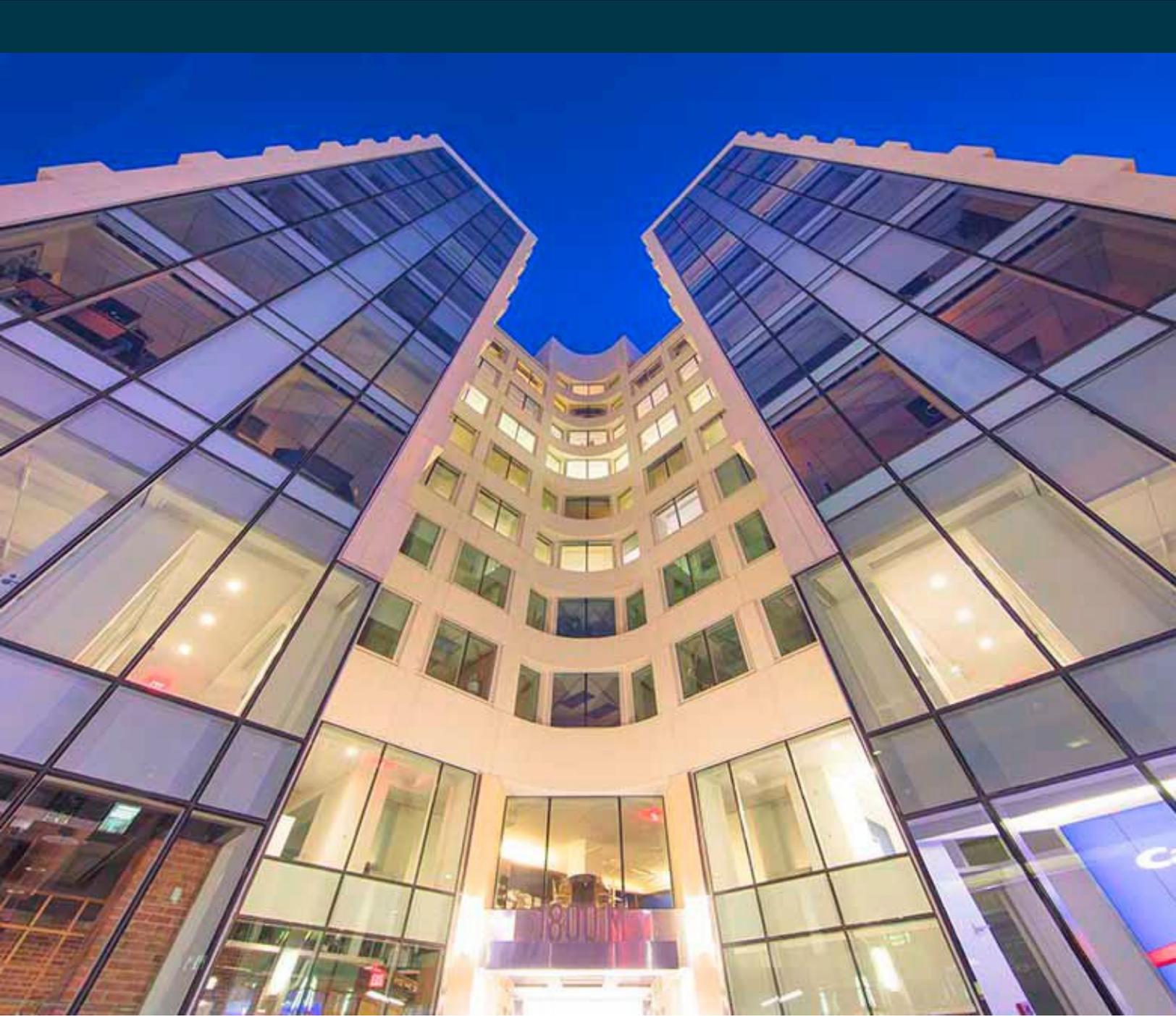


# 1800M<sub>ST</sub>

## Tenant Handbook

Columbia  
Property Trust



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to 1800 M Street. We are thrilled that you have chosen our property for your office workplace, and we look forward to a long-lasting and successful relationship.

This Tenant Handbook has been developed to provide you and your team with a convenient reference guide for commonly asked questions about the operations, procedures, and policies at 1800 M Street. From time to time, the Property Management Team may issue new or revised material for you to include with this information.

Many sections in this Handbook reference forms that should be completed by each tenant company and provided to the Property Management Office. For your easy reference, you may also access this Handbook, as well as pertinent electronic forms, digitally by visiting the property website at [1800mstreet.com/tenants-resources/](http://1800mstreet.com/tenants-resources/).

Additionally, we have included property emergency procedures in this Handbook for easy reference. Please note that the emergency procedures are of critical importance, so we encourage you to share this information with every employee in your office.

If you have additional questions or concerns, please feel free to contact the Property Management Office at 202.452.1800. Your tenancy makes our jobs possible, and it is our pleasure to assist you.

Last Updated	January 2026
Owner	Stacy McMahon P: 202.452.1800 E: <a href="mailto:stacy.mcmahon@columbia.reit">stacy.mcmahon@columbia.reit</a>

Introduction .....	2
Property Management Office Info & Digital Resources.....	5
Your Property Management Team .....	5
Emergency Phone Numbers .....	6
Hours of Operation .....	7
Property Website .....	8
Amenities .....	9
Bicycle Rooms/Racks .....	9
Building Technology .....	9
Fitness Center .....	10
Locker Rooms/Showers.....	11
Lost & Found .....	11
Mail Services & Deliveries.....	12
Parking Lot/Garage.....	12
Rooftop Terrace.....	13
Building Systems & Operations.....	14
Building Access .....	14
Building Security .....	15
Work Order System Overview / Service Requests .....	15
Heating, Ventilation, & Air Conditioning (HVAC) Systems .....	18
Indoor Air Quality (IAQ).....	18
Janitorial Services.....	19
Garbage & Recycling Policies & Procedures .....	20
Pest Control Service .....	20
Elevators (Freight/Passenger/Shuttle).....	21
Stairs .....	22
Loading Dock & Deliveries .....	22
Signage .....	22
Building Policies & Procedures .....	23
Building Rules & Regulations .....	23
Good Security Practices .....	27
Move-In & Move-Out Information .....	27
Tenant Alteration & Construction Guidelines .....	29

Vendor Rules & Regulations .....	39
Prohibited Items & Behavior.....	39
Emergency Preparedness & Procedures .....	41
Emergency Action Plan.....	41
Sustainability & Social Impact at your building .....	42
Sustainability, Energy Conservation & Green Services .....	42
Social Programs .....	45

# PROPERTY MANAGEMENT OFFICE INFO & DIGITAL RESOURCES

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## YOUR PROPERTY MANAGEMENT TEAM

At Columbia Property Trust, we strive to design every detail of our buildings to enhance your workday and foster productivity for you and your team, including our carefully cultivated onsite property management team. They provide both a familiar face to welcome you to your building each day and a highly competent operational team, prepared to respond to your engineering, accounting, and other needs, whether day-to-day or long-term.

We invite you to get to know your property management team listed below. Our goal is to anticipate your workplace needs and exceed your expectations, and please never hesitate to let us know how we can serve you better.

### Management Office

P 202.452.1800

The Property Management Office is open Monday through Friday, 8:30 AM to 5:30 PM, excluding weekends & holidays, and is located at 1800 M Street, NW on the lobby level in Suite GR11.

### Property Management Team

**Stacy McMahon**, Director – Property Management

P 202.452.1800 E [stacy.mcmahon@columbia.reit](mailto:stacy.mcmahon@columbia.reit)

**Benita Bhatt**, Property Manager

P 202.452.1800 E [benita.bhatt@columbia.reit](mailto:benita.bhatt@columbia.reit)

**Lakechia Jackson**, Assistant Property Manager

P 202.452.1800 E [lakechia.jackson@columbia.reit](mailto:lakechia.jackson@columbia.reit)

**General Property Management Office**

E [1800M@columbia.reit](mailto:1800M@columbia.reit)

## Building Security Team

### **Captain Pamela Thomas**

P 202.452.1800

South Tower Lobby Desk: 202.507.1233

North Tower Lobby Desk: 202.507.1289

## Engineering Team

**Shawn Smith**, Chief Operating Engineer

**Timothy Eagney**, Assistant Chief Operating Engineer

**Randi White**, Building Engineer

**Blake Jones**, Building Engineer

**Andrew Leung**, Maintenance Technician

## Janitorial Team

**Marc Rodriguez**, Lead Porter

**Manuel Rivera**, Day Porter

**Ana Chacon**, Day Cleaner

**Jose Gomez**, Day Cleaner

## EMERGENCY PHONE NUMBERS

### Fire, Police and/or Medical Emergency

911

### Non-Emergency Police

311

### 2nd District Police Station

202.715.7300

## Building Security

Kastle Systems: 703-524-7911

Main Number: 202.452.1800

South Tower Lobby Desk: 202.507.1233

North Tower Lobby Desk: 202.507.1289

## Poison Control

1.800.222.1222

## Humane Rescue Alliance

202.723.5730

## DC Mental Health Hotline

1.888.793.4357

## Disaster Distress Helpline

1.800.985.5990

## CDC Info Hotline

1.800.232.4636

## DC Water Emergency Line

202.612.3400

## Washington Gas Emergency Line

1.844.927.4427

## Pepco Emergency Line

1.877.737.2662

# HOURS OF OPERATION

## Building Hours

1800 M Street provides access to tenants and their employees 24-hours per day, 7-days per week via keycard access. Regular building hours are 7:00 AM – 6:00 PM Monday through Friday. All entrances to the building will be locked from 6:00 PM – 6:00 AM daily; however, the building lobby is staffed with security guards 24/7, should you need assistance with access.

## Building Holidays

The holidays listed below are recognized annually. On these dates, the Property Management Office will be closed, the building entrances will be locked (although access is still available via building access cards), and janitorial and engineering services will be unavailable. Heating and cooling are lowered to the after-hours levels.

Should you require HVAC, Security, Engineering or Janitorial services on any of the following holidays, after business hours, or on a weekend, please schedule with the Property Management Office with at least 48-hours' notice.

### HOLIDAYS

- New Year's Day (January 1<sup>st</sup>)
- Inauguration Day (January 20<sup>th</sup> every 4<sup>th</sup> year)
- MLK Jr. Day (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving Day (4<sup>th</sup> Thursday and Friday in November)
- Christmas Day (December 25<sup>th</sup>)

If your company or office recognizes any additional holiday(s) or planned closure(s) not listed above, please inform your Property Management Team of the specific date(s), so that we may ensure services are adjusted accordingly.

## PROPERTY WEBSITE

The website for 1800 M Street is: [www.1800mstreet.com](http://www.1800mstreet.com). Here you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the Work Order System, and a digital copy of this handbook.

# AMENITIES

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To complement your workday, we strive to provide a mix of convenient services, programs, and amenities that foster a thriving, connected community at your building, one that reflects the unique personality of your company and colleagues, as well as the surrounding neighborhood. We are pleased to provide you and your team with onsite services and amenities, which you can access and utilize as follows.

## BICYCLE ROOMS/RACKS

An access-controlled bicycle storage room is located in the parking garage on the 1B level. There is no charge for use of the bike racks, but bicycle parking is first-come, first-served.

All tenants using the bicycle room can request access to be added to their Kastle access from the Property Management Office.

Bicyclists are directed to enter and exit the garage through the parking ramp located on 18<sup>th</sup> Street. Please use caution and walk all bikes up and down the garage ramp.

***As a reminder, bicycles are not allowed into tenant spaces or in passenger elevators.***

## BUILDING TECHNOLOGY

### WiredScore Certification

At Columbia, we rate our buildings through WiredScore, an international digital connectivity rating platform for commercial real estate that champions cutting-edge technology in office buildings. Certification through the WiredScore program provides you with the reassurance that your building can meet your team's technology needs and gives you an easy resource to find the technology providers and points of access available at your building.

1800 M Street is Wired Certified Gold!

**Wired Certified Gold** means a building provides you with access to multiple high-quality internet service providers and a variety of cabling types, including fiber. The infrastructure measures in place ensure connectivity sources are protected, redundant, and prepared to meet your current and future connectivity needs.

On the Tenant Resources page of our website [www.1800mstreet.com](http://www.1800mstreet.com) you will find an overview fact sheet of the connectivity and digital infrastructure features of the building. Available carriers are listed in case you are looking for a new or secondary internet connection.

Because your building is WiredScore Certified, you also have access to WiredScore Connect. This complimentary concierge service is designed to help any tenant get quickly and easily set up with the internet service providers in their building, and compare service and pricing available to find the best alignment with your company's specific needs.

For direct assistance from WiredScore's highly knowledgeable team, call 646-869-6000 or email [wsconnect@wiredscore.com](mailto:wsconnect@wiredscore.com), or visit [wiredscore.com/wiredscore-connect/](http://wiredscore.com/wiredscore-connect/) to learn more.

## Telecom & Data Providers

Atlantech, Comcast, Verizon and Zayo Group all provide physical cable into the building. All carriers provide fiber optic connection and Verizon also offers copper connection into the building. Comcast provides a coaxial connection for cable television. Services are also available from other companies that can utilize connections from the main providers into the building.

Many other services may be brought into the building via one of the carriers with a physical presence. Tenants seeking additional or alternative services should contact the desired provider and notify the Property Management Office.

## Telephone Closets

If you or your service providers need access to the riser (telephone) closets on a specific floor, and the minimum point of entry (MPOE) located on the B2 level of the parking garage, please contact the Property Management Office. A valid certificate of insurance is required before any contractor is given access.

## FITNESS CENTER

The Fitness Center is located on the Concourse/B1 level and accessible from elevators in both North and South Towers. Daily use lockers and showers are available only while using the facilities. It is open 24/7 to employees of Tenants in the building, with Fitness Center access per their lease, who have completed the Fitness Center waivers.

Employees of Tenants in the building can access the Fitness Center by submitting a Fitness Center Application Form to the Property Management Office.

Please note:

- Each Tenant will be responsible for designating an individual(s) to administer the Agreements and new Kastle proximity fobs/cards to their employees
- All requests for access to the fitness center must come directly from the designated individual(s), accompanied by a fully completed Agreement

- When completing the Agreement, Members must sign both the Agreement and the Rules and Regulations (included in the Agreement)
- A designated individual must sign every Agreement acknowledging that that:
  - The Member is an employee of your firm
  - The Member is currently employed at 1800 M Street, N.W.
  - The Member is approved for membership in the Fitness Center
- The completed Agreement is to be emailed the Property Management Office.

## LOCKER ROOMS/SHOWERS

You will find the Locker Rooms/Showers for Tenant use located on the Concourse/B1 level and accessible from elevators in both North and South Towers. These facilities can be accessed via key/fob access. Access to these facilities is included when you complete the waiver for the Fitness Center.

Please ensure that all doors close behind you when entering/exiting the Locker Rooms/Showers for your and other Tenants' safety.

## LOST & FOUND

The Lost & Found is located in the Property Management Office and is available to visit during normal business hours. Please be prepared to have supporting documentation/evidence to claim your item(s).

If you believe you have found an item that may have been lost by another Tenant or Visitor, please bring it to the Lobby Desk or the Property Management Office for safe keeping. Please include the location of where the item was found, as well date/time if possible.

If you believe you have lost an item, please contact the Property Management Office to report the missing item, and we will try our best to help recover the missing item(s).

## MAIL SERVICES & DELIVERIES

### **Incoming Mail**

Regular U.S. mail is delivered directly to your suite. Delivery and collection time is Monday through Friday between 11:00 AM and 5:00 pm. Each tenant is responsible to notify the postal service of their change of address. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area are 202.636.1259 or 1-800-ASK-USPS.

All incoming mail should be addressed as follows:

Tenant Name

Street Address & Tenant Suite Number

City, State and Zip

Please notify all client and other business associates of your proper mailing address.

Security does not accept or sign for tenant packages. Additionally, Property Management does not keep track of inbound and outbound packages. If a package is marked as delivered and is not found in the tenant suite, please reach out to the freight company the parcel was shipped through.

### **Outgoing Mail**

An outgoing mail depository is located behind the south tower security desk on the lobby level. The Post Office projects one morning pickup and one afternoon pickup, based on route scheduling of the postal service.

The nearest Post Office is located at 1800 M Street, NW, Suite GR07.

### **Express Mail Services**

There is one FedEx drop box located in the hallway to the left of the north tower security desk on the lobby level. It is serviced Monday through Friday at 6:00 PM.

## PARKING LOT/GARAGE

The Parking Garage is managed by LAZ Parking Mid-Atlantic, LLC and the entrance is located on 18<sup>th</sup> Street. The Parking Garage is available to permitted Tenant employees and transient parkers 24/7. Access is granted by a separate access card.

Please reach out to LAZ Parking Mid-Atlantic, LLC directly at 202.223.4274 for current availability and pricing.

Please keep in mind when using the Parking Garage:

- Speed limit is 5 miles per hour
- Be conscious of other Tenants and Visitors
- Obey all posted signs, specifically Reserved Parking signs

## ROOFTOP TERRACE

The Rooftop Terrace is available to Tenant employees and their Visitors (when accompanied by a Tenant employee) and can be accessed via the freight elevator, Elevator #12 on the South Tower.

The Rooftop Terrace is to be shared by all Tenants unless it has been reserved for a special event by a Tenant through the Property Management Office – in which case, a notification will be posted.

If you would like to schedule a private event on the Rooftop Terrace, please reach out to the Property Management Office for additional information.

For a full list of the Rules and Regulations for the Rooftop Terrace, please see the Forms section following the handbook or reach out to the Property Management Office.

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

1800 M Street features an electronic perimeter access control system monitored by Kastle Systems. Outside business hours, tenants have access to the garage(s) and building entrances through the access control system.

### Building Hours & After Hours

The exterior doors to the building are open from 7:00 AM to 6:00 PM Monday through Friday, after which time the building is automatically locked by the computerized building access system. The building will also be locked during building-recognized holidays.

### Access Card System

Upon your move-in, access cards will be issued which provide building entry after hours.

The following guidelines and rules should be followed for building access cards:

1. Should you require additional or replacement cards, please submit a work order in Building Engines.
2. All employees should be instructed not to lend their card to others and to keep the card in a safe place.
3. Should an employee be terminated or leave the company and not return their card, please promptly complete a work order with the name of the person and the card number so that we may deactivate the card.
4. Although the system has a record of card numbers and holders, we strongly recommend that each tenant maintain a record of employee names and card numbers for your files.
5. Upon move-out, all access cards must be immediately turned in to the Management Office.
6. All access card requests must be accompanied by a photo. Employees who need an access card may see security in main lobby to take a picture or provide a picture of their own to attach to the work order request.

1800 M Street is equipped to allow mobile credentials at building access points. Please contact the Property Management Office to inquire about this feature.

## Visitor Access

Visitors must be entered into Kastle Visitor Management with their full name prior to arrival at the building. After a visitor has shown his or her photo ID to the lobby desk attendant(s), Security will notify the Tenant's main contact of their arrival, to confirm if the visitor can be sent up to the Tenant's premises at that time.

Please be sure to enter all dates/times that each visitor will be onsite, as this will help make the process as seamless as possible.

## BUILDING SECURITY

### Hours & Contacts

Security services at 1800 M Street are provided 24 hours a day, seven days a week. Security officers assist visitors, monitor access, and prevent solicitors from entering the building. The security desk is located in the main elevator lobby of each tower. Building entrances are secured after business hours and unlocked between 7:00 AM to 6:00 PM Monday through Friday.

You may call the lobby security desk directly at 202.507.1233 for the South Tower Lobby Desk and 202.507.1289 for the North Tower Lobby Desk. You may also contact the Property Management Office at 202.452.1800 to provide a radio dispatch.

### Good Security Practices

For your safety, we ask that you review and follow our recommended building safety guidelines available in the Building Policies & Procedures section of this handbook. While not exhaustive in scope, the list may be used as an aid in establishing adequate internal security procedures.

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

1800 M Street uses the Building Engines work order system, which allows tenants to submit work orders and make reservations for the loading dock and rooftop terrace. Building Engines immediately alerts the Property Management Office to an issue and is the preferred way to receive maintenance requests. Building Engines can also be conveniently accessed on the Tenant Resources page of our website [www.1800mstreet.com/tenant-resources/](http://www.1800mstreet.com/tenant-resources/).

## Tenant Administrator

Each Tenant is responsible for designating at least two Tenant Administrators to authorize certain types of activities on behalf of the Tenant, including work orders.

Your Tenant Administrators are empowered to determine the following for your firm:

- Persons who will be granted after-hours access to the Building
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Persons who should be notified in case of an emergency
- Persons who will comprise your emergency life-safety team

If your designated Tenant Administrator should change, please contact the Property Management Office immediately to ensure that we have up-to-date records.

All Tenant Administrators will have access to Building Engines, which will make it possible to track service requests; however, feel free to call the Property Management Office for any situations that require immediate attention.

## Service Requests

Your Property Management Team is dedicated to servicing the needs of each tenant. We encourage you to share your questions, comments, concerns, and complaints with our team, so that we can best respond to ensure we maintain our standard of exceptional service.

As a reminder, the Property Management Office is open 8:30 AM until 5:30 PM, Monday through Friday, excluding holidays. After hours and on weekends, on-site security can be reached at 202.452.1800. In the event of an emergency, a member of the Property Management or Engineering teams can be reached after hours through on-site security.

### **How to report a building problem/request (of any nature):**

1. Report the problem/request to your in-house Tenant Administrator
2. Tenant Administrator submits a request via Building Engines and follows up with a call to the Property Management Office
3. Identify the nature of problem/request, i.e., “office too hot/cold, light out, toilet overflow, needs special cleaning”
4. Identify location of problem/request, e.g., “18th Floor, Keith Hyde’s office, Northwest corner”, always report the name of the person experiencing the problem so that we can follow up with that person
5. Indicate the priority level of the request

The Property Management Team logs all calls and dispatches them to the appropriate party (engineering, cleaning, etc.).

## Maintenance Request Priority Levels

All problems/requests are handled on a priority basis and will be responded to as quickly as possible. For any situations that require our immediate attention, please also contact the Property Management Office.

### Priority Levels:

- **Priority 3:** Immediate concern for safety and integrity of staff and items in your area.
- **Priority 2:** Zero concern for safety of staff and some concern for integrity and items and your area.
- **Priority 1:** Zero concern for safety of staff or integrity of your area but would like attention of building staff as soon as someone becomes available.

Routine service requests include:

- Lock and key requests (must be coordinated by the building)
- Lighting requests (bulb out. ...)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)
- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups”
- Restroom supply requests
- Telephone Closet/Electrical Closet Access

Please note, building personnel are not authorized to repair any personal property items including furniture, equipment, etc. The response time for common requests will be responded to as soon as possible but may take up to 24 hours depending on building activities.

## Special Requests

From time-to-time, tenants may require additional services not provided for in their lease agreement. Should you require this type of service, our maintenance staff would be happy to assist you for a fee. Jobs scheduled after normal business hours will be charged at an overtime rate. Please contact the Property Management Office for current pricing for these services.

Tenants may also require special services including minor remodeling or other construction work. Such alterations require approval by the Property Management Team prior to work commencement. Should you require an outside contractor, the Property Management Team will be happy to provide you with a list of approved contractors. Tenants with specific questions regarding alteration work should consult their Lease to familiarize themselves with applicable terms and conditions and contact the Property Management Office for assistance.

# HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SYSTEMS

## Hours of Operation

HVAC services are provided to each Tenant per their lease specifications, typically Monday through Friday, from 8:00 AM to 8:00 PM and on Saturdays from 9:00 AM – 1:00 PM, excluding holidays.

## After-Hours Request

After-hours HVAC service can be made available at the Tenant's expense; however, please keep the following information in mind:

- To provide after-hours HVAC services, engineering labor must be scheduled in advance. To make sure that an engineer is available to provide requested services, please submit your request through the Columbia Tenant Work Order System at least 48 hours in advance.
- Invoices for after-hours HVAC service will be sent to your firm following the date of service based upon the rates defined within your Lease.

## Personal Heaters

As a reminder, personal heaters of any kind are not permitted anywhere in the building.

## INDOOR AIR QUALITY (IAQ)

Indoor environmental quality is a critical component of healthy buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

Your building's base systems, building common areas, and individual elevator cabs have been equipped with the latest bipolar ionization (BPI) technology. BPI is an air purification system that restores clean air to indoor space by safely emitting both positively and negatively charged particulates that attach to and deactivate harmful substances like bacteria, allergens, smoke, mold, and viruses.

We regularly test the IAQ of your building to ensure our efforts are achieving an optimal indoor environmental quality for you and your team. For more information on your building's IAQ, please contact your Property Management Team.

## JANITORIAL SERVICES

Common areas are maintained by the Building Janitorial team. Night cleaning is provided as per the scope of work defined in your company's Lease. Additional porter services are available on request. Invoices for additional service will be sent to your firm following the date of service based upon the current rates.

### Porter Hours & Services

Day porters are on duty Monday through Friday from 8:00 AM to 10:00 PM to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call our office so that we may immediately dispatch a day porter.

A tenant may request Day Porter assistance by submitting a request through Building Engines.

### Dumpster/Bin Request

For the removal of large amounts of paper, cardboard, and any other paper related recyclables, please request a plastic bin. All tenant requests for bins must be completed via Building Engines.

### Night Cleaning

Nightly janitorial services are provided Monday through Friday evenings. Routine cleaning includes but is not limited to dusting, vacuuming, emptying wastebaskets and damp-mopping your kitchen area. In addition, all restrooms and common areas are cleaned and stocked each night. Additional cleaning services are provided on a monthly, quarterly, and annual basis. If you discover that an area in your suite has been overlooked, please advise the Management Office so that we can ensure better service for you in the future.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. Labeling items not placed inside trash receptacles as trash and/or recycling is encouraged.

## Green Cleaning Policies & Products

1800 M Street has a green cleaning policy and plan in place focused on reducing the overall impact of cleaning on health and the environment through a variety of measures, including the use of low-environmental impact cleaning products. For details, please see “Our Green Cleaning Policy” in this Handbook under “Sustainability, Energy Conservation, and Green Services.”

## Window Cleaning

Exterior and Interior window cleaning is performed biannually. The Property Management Team will notify all Tenants in advance of the date(s) on which the window cleanings will occur. To protect your office and team’s belongings, we ask that all personal property, boxes, and equipment be moved away from the windows prior to when the window cleaning begins.

## GARBAGE & RECYCLING POLICIES & PROCEDURES

### Centralized Waste

#### **E-Waste**

The city does not permit any electronic waste in the regular trash flow. Electronic waste includes computers, printers, copiers, telephones, remote controls, etc. An outside vendor must be contacted to pick up e-waste. The Property Management Office can provide contact information for e-waste vendors. Property Management also hosts an e-waste pickup event for all tenants annually. The building will accept recyclable items from both the office and items brought from home. A full list of acceptable items will be provided with the Tenant Notification of the event.

## PEST CONTROL SERVICE

1800 M Street manages indoor pests in a way that protects human health and the surrounding environment by adhering to the principles of the Integrated Pest Management (IPM) system. IPM is a sustainable, science-based, decision-making process that considers the life cycles of pests and the environments in which they thrive to control pest damage with minimal harm to people and the environment. IPM includes preventative measures to avoid the need for extermination while using safe, environmentally friendly pest control practices. Below are a few tips to help do your part:

- Do not keep open, unsealed food in desks or file cabinets.
- Clean up crumbs or spilled drinks — even a few crumbs or a small spill can attract unwanted pests.
- Do not over-water plants.
- Rinse and dry recyclables before placing in bins.
- Keep work areas neat and organized.
- If you do see a pest, call the Property Management Office promptly.

## ELEVATORS (FREIGHT/PASSENGER/SHUTTLE)

The building is equipped with 10 passenger elevators and 2 service elevators. Passenger elevators are for the exclusive use of people. Carts, dollies, hand trucks, large packages, etc. are not permitted on passenger elevators and must be transported via the service elevators.

Delivery of all large materials and supplies must be done via the service elevators. Please note service elevators are restricted to building staff, contractors, delivery companies, and movers; if tenant employees need to move large items, please notify the Property Management Office. More information about the service elevator can be found under “Loading Dock and Deliveries” in this Handbook.

### Elevator Malfunction / Entrapment

All passenger and freight elevators are professionally maintained and are inspected regularly to ensure proper operation and safety. Should you encounter any irregularity or interruption in the operation of the elevators, please note the car number and notify building security or the property management office immediately.

If you become trapped in an elevator –

1. Remain calm.
2. Use the car emergency call button, intercom or telephone to contact building or emergency personnel.
3. Please be prepared to provide the car number and location of the car if it is known.
4. Never attempt to force the elevator doors or exit the elevator yourself and never accept the help of anyone except building personnel, elevator company personnel or emergency responders to exit the car. Doing so can be highly dangerous and may result in serious injury. Wait for help to arrive.

### **If Electrical Service Is Interrupted:**

If normal electrical service to the building is interrupted, elevator lights will blink, and elevators will stop temporarily. They will then automatically return to the lobby level one-by-one and open doors for you.

## STAIRS

There are four emergency stairwells that service the building. Stairwells are located near the elevator banks and common area restrooms.

Never prop stairwell doors open, as this may compromise the balance of the HVAC system and may create a serious breach to security and fire protection. The only way out of a stairwell is to go down to the ground floor and exit the building.

Stairwell doors are locked at all times to prevent entry onto a tenant floor. Stairwells are for emergency use only and should not be used under normal circumstances.

## LOADING DOCK & DELIVERIES

Deliveries of packages, supplies, or office equipment requiring the use of dollies or carts should be delivered via the Loading Dock, between the hours of 8:00 AM and 5:00 PM, Monday through Friday. Use of the service elevator(s) during this time is on a first-come, first-serve basis. Please note that no pallet jacks are allowed in the main lobby or the B1/Concourse level; they are not permitted beyond the loading dock.

Building personnel including Engineering and Security are not permitted to accept deliveries of any kind (furniture, supplies, etc.) on your behalf. The Property Management Team cannot be held responsible for deliveries made to the building lobby.

### Loading Dock Measurements

- South Loading Dock 1: 15' W x 60' D x 14' H
- North Loading Dock 2: 15' W x 51' D x 14' H

### Service Elevator Measurements

- Cab: 70" W x 63" D x 118" H
- Front Door (opens to Lobby): 41 ½" W x 96" H
- Rear Door (opens to service hallway): 42" W x 84" H

## SIGNAGE

1800 M Street has standard signage guidelines for the Main Lobby Building Directory, Floor Directory, and Suite entrance locations. Tenant Administrators should submit all signage requests and/or signage changes in writing to the Property Management Office.

Requests should include the exact spelling, punctuation, capitalization, line presentation and spacing requested. The request will be reviewed for compliance with building standards as well as conformance with individual lease criteria. A quote will be provided for approval prior to implementation.

# BUILDING POLICIES & PROCEDURES

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## BUILDING RULES & REGULATIONS

*The following are the Landlord's Rules and Regulations which are referred to in each Tenant's Lease, and the Tenant agrees that its employees and agents, or any others permitted by Lessee to occupy or enter Premises, will at all times abide by them.*

Tenant shall abide by the reasonable Rules and Regulations from time to time established by Landlord, it being agreed that such Rules and Regulations will be established and applied by Landlord in a non-discriminatory fashion, such that all Rules and Regulations shall be generally applicable to other tenants of the Building of similar nature to the Tenant named herein.

Landlord agrees to use reasonable efforts to insure that any such Rules and Regulations are uniformly enforced, but Landlord shall not be liable to Tenant for violation of the same by any other tenant or occupant of the Building, or persons having business with them. In the event that there shall be a conflict between such Rules and Regulations and the provisions of this Lease, the provisions of this Lease shall control.

The following regulations are generally applicable:

1. No awnings, curtains, blinds, shades, screens or other projections shall be attached to or hung in, or used in connection with, any window of the Premises or any outside wall of the Building. Such awnings, curtains, blinds, shades, screens or other projections must be of a quality, type, design and color, and attached in the manner, approved by Landlord.
2. No show cases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor, if the Building is occupied by more than one tenant, displayed through interior windows into the atrium of the Building, nor placed in the halls, corridors or vestibules, provided that show cases or articles may be displayed through interior windows into the atrium of the Building (if any) with Landlord's prior written approval, such approval not to be unreasonably withheld or delayed so long as such display does not adversely affect the aesthetic integrity of the Building.
3. Tenant shall not use the plumbing facilities of the Premises for any purpose other than that for which they were constructed. Tenant shall not dispose of any foreign or other substances which may clog, erode or damage the plumbing pipes, lines or conduits of the Building and further shall bear the expense of any breakage, stoppage or damage resulting from a violation of this provision by Tenant, its employees, agents or invitees.

4. Tenant shall not use the Premises or any part thereof or permit the Premises or any part thereof to be used as a public employment bureau or for the sale of property of any kind at auction, except in connection with Tenant's business.
5. Tenant, its employees and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.
6. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system. Tenant shall participate in recycling programs undertaken by Landlord.
7. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
8. Neither the interior nor exterior of any windows shall be coated or otherwise sun screened without the prior written consent of Landlord. Tenant shall be responsible for any damage to the window film on the exterior windows of the Premises and shall promptly repair any such damage at Tenant's sole cost and expense. Prior to leaving the Premises for the day, Tenant shall draw or lower window coverings and extinguish all lights. Tenant shall abide by Landlord's reasonable regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Building Common Areas.
9. Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.
10. Tenant must comply with all applicable "NO-SMOKING" and sorting of recyclable waste or similar ordinances. If Tenant is required under the ordinance to adopt a written smoking policy, a copy of said policy shall be on file in the office of the Building.
11. Tenant must, upon the termination of its tenancy, return to the Landlord all locks, cylinders and keys to offices and toilet rooms of the Premises.
12. The requirements of Tenant will be attended to only upon application at the management office for the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of the Landlord.
13. No tenant shall make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with occupants of this or any neighboring building or premises or those having business with them whether by use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way. No tenant shall throw anything out of the doors, windows or skylights onto any Common Areas.

14. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.
15. Landlord shall have the right, exercisable without notice and without liability to any tenant, to change the name and street address of the Building.
16. Tenant shall not dispose of any sweepings, rubbish, rags, acids, petroleum products, hazardous materials or any other foreign substances in the plumbing facilities which may clog, erode or damage the plumbing pipes, line or conduits of the Building and Tenant further agrees to indemnify Landlord for the cost of repair or cleaning the pipes, plumbing, septic system or other area of the plumbing facilities and any other consequence or cost which may be incurred as a result of the violation of this obligation.
17. In the event any glass contained in the interior portions of the windows or doors of the Premises becomes cracked or is broken, Tenant shall immediately board such broken glass area and replace the same within 48 hours.
18. Tenant shall keep the entrances, sidewalks, ramps and loading docks immediately adjoining the Premises clean and free from dirt and rubbish to the reasonable satisfaction of Landlord. Tenant further shall not place or put merchandise out for sale in such locations. This includes the willful discard of wooden or plastic pallets. All pallets shall be discarded by delivery personnel and is not the responsibility of 1800 M Street.
19. Tenant and Tenant's employees and agents shall not solicit business in the parking lot or other Common Areas, nor shall Tenant distribute any handbills or other advertising matter in the parking lot or other Common Areas. Tenant further shall not use any loudspeakers, televisions, phonographs, radios or other electronic devices in such a manner that they may be heard or seen outside the Premises.
20. Except use of the rooftop terrace subject to and in compliance with the terms of this Lease and any rules, regulations or procedures of Landlord from time to time in effect and governing use of such rooftop terrace, Tenant shall not use the roof of the Building for any purpose. Any antennae, aerials, satellite dishes or other electronic receiving or sending devices so installed without the written consent of Landlord will be subject to removal without notice at any time.
21. Tenant shall repair any damage to any loading platform, truck dock or other area utilized by Tenant and caused by the negligence or willful misconduct of Tenant or any of Tenant's agents, employees, contractors or invitees. Tenant further agrees that the loading and unloading of goods shall be done only during business hours in the areas and through the entrances reasonably designated by Landlord and shall be subject to such rules and regulations as in the judgment of Landlord are reasonably necessary for the proper operation of the Premises or Building.
22. Tenant shall keep the Premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures.

23. Tenant, at Tenant's expense, shall obtain and, where required, publicly display all licenses and permits necessary for the legal operation of its business, including without limiting the generality of the foregoing, any licenses or permits needed to operate on Sundays, legal holidays or other times for which governmental authorities require that such licenses or permits be obtained.
24. Tenant shall not place additional locks or bolts or any kind upon any of the doors and windows of the Premises, nor shall any changes be made in the locks or the mechanism thereof without the prior consent of Landlord, which consent shall not be unreasonably withheld or delayed. Tenant shall keep locked all entrance doors to the Premises when not in use.
25. Tenant shall place no load on any floor of the Premises in excess of the floor load per square foot that the floor was designed to carry which is currently 20 pounds per square foot live load and 80 pounds per square foot dead load.
26. Tenant and Tenant's employees, agents and invitees shall not at any time bring or keep upon the Premises for any purpose any firearms, explosives or any flammable, combustible or explosive fluid, chemical or substance (excluding typical cleaning products and alcohol).
27. No noise, other than that reasonably expected by the normal operation of Tenant's business, shall be made or permitted to be made by Tenant. Nothing shall be done or permitted to be done by Tenant which unreasonably impairs or interferes with the use or enjoyment by any other tenant of any other space in the Building.

Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord may reasonably waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project. Landlord shall not have any obligation to enforce the Rules and Regulations or the terms of any other lease against any other tenant, and Landlord shall not be liable to Tenant for violation thereof by any other tenant. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premise

## GOOD SECURITY PRACTICES

The Building has security officers positioned in both the North and South lobby seven days a week, twenty-four hours a day. The Security Officers can be reached during and after the building office hours at the following numbers:

- Main Number: 202.452.1800
- South Tower Lobby Desk: 202.507.1233
- North Tower Lobby Desk: 202.507.1289

Office security requires everyone's cooperation. For your protection, please help by observing the following:

- Never leave your reception area unattended.
- Corridor doors should be always closed. Be certain that all doors are locked when you close your office or leave the reception area unattended. Be particularly vigilant before or after normal working hours, and during lunch and coffee break periods.
- Advise employees never to leave purses or other valuable items on or under desks. Cash, stamps, blank checks, and portable dictating equipment should be secured in locked cabinets or desks.
- It is suggested that all items of value should be engraved where the engraving can be easily observed without dismantling the object. This greatly increases the risks burglars and thieves must take to steal your property.
- If an employee leaves your firm under adverse conditions without turning in his/her keys, notify the Property Management Office at once to request rekeying the locks. (This service would be a charge to your company.)
- Be suspicious of people who might enter your office area to ask for directions or to fill out job applications.
- Out of respect for your privacy and building security, Columbia Property Trust prohibits solicitation in its buildings. Please notify the Property Management Office whenever there are any solicitors in your suite.
- Demand to see proper identification of anyone who represents himself as a public utility employee, cleaner, etc., before giving the person access to any areas of the building under your control.
- Report any malfunctioning lock or door closer immediately to the Property Management Office.

## MOVE-IN & MOVE-OUT INFORMATION

We have listed information and procedures below which we hope will be helpful as you plan your move. The Management Team is available to meet with Tenant and Moving Contractor in

advance of the move to demonstrate loading dock and elevator access and to answer any questions.

1. Please notify the Management Office at least 48-72 hours in advance of the planned move date in writing. The following information must be provided to reserve the loading dock and freight elevator:
  - A. Date(s) of move.
  - B. Name of moving company.
  - C. Name of tenant representative who will be responsible for coordination of move.
  - D. Approximate time required to complete the move.
2. The building requires that moving be done weekdays after 6:00 PM, or anytime on weekends and holidays.
3. A Certificate of Insurance from the moving company must be provided prior to the move date. The building minimum requirements will be provided in a separate document. The insurance company can email the certificate of insurance directly to 1800M@columbia.reit.
4. Protection must be provided for the elevator door and frames, carpeting and corridor finishes. All floors must be protected by plywood or tempered masonite.
5. Movers shall use the entrances and elevators designated by the building staff. All furniture, equipment, and boxes of any type must be delivered through the loading dock entrance.

Loading Dock Dimensions:

South Loading Dock Measurements  
15'W x 60'D x 14'H

North Loading Dock Measurements  
15'W x 51'D x 14'H

Freight Elevator Dimensions (Elevators are located on the South and North Tower):

Front Door: 41 1/2" x 96"

Rear Door: 42" x 84"

Cab: 70" W x 63" D x 118"H

6. Your firm will be responsible for any damage to the premises because of your moving contractor's actions.
7. Your firm is responsible for the removal from the property of all boxes, trash, or debris in connection with the move. We suggest that you coordinate this with your moving contractor.
8. Building or management staff is not permitted to accept delivery of any material for you. Nor are they authorized to issue instructions to your contractor on placement of furnishings within the space.
9. Elevators are to be operated in the manual mode by building personnel only.
10. Security Guards are at the building 24/7 so an engineer does not need to be present to provide access to the loading dock and freight elevator. However, if an engineer is requested to be onsite during the delivery, the Tenant will be billed for the available engineer's overtime.

## TENANT ALTERATION & CONSTRUCTION GUIDELINES

These Building Work Rules and Regulations are access and construction rules to be followed by contractors, designers and vendors who require access to the Building and/or who will be designing, installing, or working in the Building.

Contractor means general contractor and/or its subcontractors and suppliers doing construction or related work in the Building either directly for the Building Owner or for the Property Manager or Tenant.

### General

1. All contractors and subcontractors must be licensed in the jurisdiction of the property location to perform their trade work. All contractors and subcontractors will be approved by Columbia Property Trust prior to work commencement.
2. All space plans, final drawings, engineering or design/build drawings, and materials must have the expressed written approval of Columbia Property Trust prior to demolition/construction commencement.
3. Architectural, mechanical, plumbing, sprinkler and electrical as-built drawings must be forwarded to the Property Manager at the completion of the project. As-builts shall be accompanied by an air balance report, confirming the HVAC system is balanced within (-5% to +10%) of design criteria by a NEBB (National Environmental Balancing Bureau) or AABC (Associated Air Balance Council) approved contractor, a copy of the re-labeled electrical panel schedule, and all other record documents required by the Contract Documents.
4. Existing as-builts, backgrounds or suite documentation issued by the Property Manager are intended to assist only and are not to be solely relied on without verification by the contractor, consultant or vendor. Architects must field verify.
5. All contractors must provide proof of financial security satisfactory to Landlord in order to ensure that the premises shall be kept free from Mechanic's or Material Man's Liens.
6. All contractors, subcontractors and suppliers must submit Releases of Liens using the unaltered, Columbia Property Trust standard form with each request for payment. Payments will not be made until all complete and accurate Releases of Liens are received, and retention will not be released until all contractors, subcontractors and suppliers have submitted Final Unconditional Releases of Liens to the Property Manager. Contractor shall defend and indemnify Owner against claims and costs arising out of a mechanic's lien or stop notice, except in the event of non-payment by Owner.
7. All activities and changes that may result in a cost to Columbia Property Trust must be approved in writing by Columbia Property Trust prior to the cost being incurred. Claims for additional costs for activities or changes not previously approved by Columbia Property Trust will be disqualified and rejected without payment.
8. The Contractor shall be held responsible for its subcontractors' actions in all cases. The

Property Manager or other Columbia Property Trust personnel will not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event some direction is given in the absence of the General Contractor.

9. Before any hazardous material are utilized or delivered into the Building, Contractor shall notify the Property Manager in writing and submit the required paperwork to be kept on file at the Building. Storage locations will be approved by the Property Manager in advance of delivery. Contractor is responsible for providing information (MSDS) to workers regarding all hazardous materials and substances used or introduced by the Contractors, including their potential hazards.
10. All contractors providing work in the Building must sign a work/construction Agreement, if working directly for Columbia Property Trust, or must be party to a construction agreement with a tenant in the Building on a form of contract acceptable to Columbia Property Trust. If a conflict exists or arise between these Building Work Rules and the Columbia Property Trust work/construction Agreement, the Agreement shall prevail.
11. All requests for after-hour authorizations that affect building systems and equipment will be sent in writing to the Building Management at least 5 business days in advance. (No-call in authorizations).
12. A copy of all permits, approvals and certificates required by governmental or quasi-governmental bodies, the construction schedule and a list of subcontractors shall be submitted to the Property Manager prior to construction. The permit set of drawings will be delivered to the Property Manager at the completion of the job. A copy of the tenant's Certificate of Occupancy shall be sent to the Property Manager's attention at job conclusion.
13. The Contractor shall submit a project schedule to Property Manager and shall coordinate the timing of the logistical installation of all materials and construction common area finishes with the Property Manager and due respect shall be given to the convenience of tenants on the floor.
14. The Contractor will submit to Property Manager an executed damage report prior to construction commencement in the event damage occurs during construction, the Contractor, as directed by Property Manager/Chief Engineer, will repair any damage caused to the Building by the Contractor, including but not limited to the doors and freight elevators. The Owner reserves the right to remedy the defects at the Contractors expense if the work is not acceptably corrected within two weeks of written notification.
15. The Contractor shall insure that all utility services (electrical, HVAC, etc.) to each separate Tenant suite will be provided specifically for each specific suite. No shared services will be accepted. When splitting an existing electrical service, the Contractor must restore the adjacent tenant's service to a condition acceptable to the Property Manager/Chief Engineer. Separate metering must be provided as required by the Working Drawings.
16. The Contractor shall notify the Property Manager/Chief Engineer at least 48 hours in advance of completion of construction. A walk-through and unified punch list shall be created on each project before final payment will be considered.

17. Contractors are not permitted to use any of the building maintenance equipment or supplies.
18. Contractors can check out keys for the mechanical and electrical rooms through the Chief Engineer. A valid driver's license must be left with the Property Manager as a deposit when borrowing keys.
19. Contractors must notify the Property Manager of all planned after-hours construction activity. A list of all after-hours workers must be submitted by 3:00 PM for weekday work and 11:00 AM Thurs. for weekend work.
20. The Contractor must provide the Property Manager/Chief Engineer with written notification 72 hours prior to needing access to an occupied area. The Property Manager/Chief Engineer will notify the Tenant and then provide direction to the Contractor. The Contractor will only be allowed access to the floors and/or suites on and in which they are working. Access to adjacent suites and to other floors in the Building is prohibited without the Property Manager/Chief Engineer's prior written approval.
21. The Contractor shall notify the Property Manager in writing and obtain Manager's written approval at least 48 hours prior to any interruption of building services. The Contractor will be responsible for damages arising out of loss of Building services, including power, due to its actions and the actions of its subcontractors.
22. When contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.
23. The Contractor is responsible for ensuring job site safety. This includes safety for the work force as well as anyone entering the construction area. The Contractor shall provide protection and barricades as required to ensure personnel safety and shall strictly comply with OSHA at a minimum.
24. All movement of materials in or out of the building will be through the loading dock and service corridors. Use of the loading dock will be limited to the building hours of operation and will be restricted by scheduling restraints of regular building operations (deliveries, cleaning, etc.) Contact the Property Manager/Chief Engineer 48 hours in advance to use the loading dock.

**South Loading Dock Measurements**

15'W x 60'D x 14'H

**North Loading Dock Measurements**

15'W x 51'D x 14'H

25. Use of the freight elevator will be limited to the building hours of operation and will be restricted by scheduling restraints of regular building operations (deliveries, cleaning, etc.) Contact the Property Manager/Chief Engineer 48 hours in advance to use the freight elevator.

**Freight Elevator Dimensions:**

Front Door: 41 1/2" x 96"

Rear Door: 42" x 84"

Cab: 70" W x 63" D x 118"H

26. Contractors shall not use passenger elevators.
27. Construction materials and equipment shall not be staged or stored in any area without prior written approval of the Property Manager.
28. Protection and clean-up of existing finishes in common areas and freight elevator shall be performed by the Contractor to the satisfaction of the Property Manager. The Contractor shall provide adequate matting/protection for all Building finishes. Walk-off mats shall also be provided and cleaned periodically by the Contractor. Methods and times of protection shall be submitted in writing to the Property Manager for approval.
29. Restroom use by Contractor personnel is restricted to the floor on which work is being performed or as designated by the Property Manager/Chief Engineer.
30. The clean-up of construction tools and equipment is prohibited. All janitorial, electrical and telephone closets utilized by construction should be cleaned and free from construction debris after the construction is complete. No paints, thinners, hazardous materials, or any materials of any kind will be poured down drains or stored in the space either during or after construction.
31. All areas the Contractor or its subcontractors work in must be kept clean. All suites that contractors work in shall have construction dirt, dust and debris removed prior to completion inspection. Walk-off mats or carpeting may be required to assist in dust prevention and/or migration into Building Core or Tenant spaces. Protective covering should be used to prevent dust migration into supply and return duct openings and possible new equipment installations. The final cleaning includes cleaning of all carpet, windowsills, inside of perimeter windows, light diffusers, HVAC grilles, cabinets, sinks, etc.
32. Food and related such debris shall not be left in the suite under construction or anywhere else in the Building at any time. All trash and food waste must be removed from the property at the end of each working day.
33. The Contractor shall maintain cleanliness throughout the Building, and no cluttering or blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is allowed. All carpets are to be kept clean at all times, **ESPECIALLY CARPET IN COMMON LOBBIES AND CORRIDORS**. Contractor will be required to reimburse the building management for a thorough carpet cleaning at the completion of the construction job, if such cleaning is deemed necessary in the sole judgment of the building management.
34. Doors to suite, equipment and electrical rooms shall not be left open when the Contractor is not present. On no door, can the door closer arm be propped open or detached. Any electrical closet left open with the panel exposed, must have qualified Contractor personnel present at all times.

35. The Contractor shall be responsible for the following expenses:

- Parking for Contractor's and Contractor's employees' vehicles, if required.
- "After-hours" elevator service.
- Extended guard and/or engineering services as may be required to perform work.
- Protection and restoration of all finished surfaces to remain (i.e. carpet, glass, aluminum, ceilings, wall covering, paint, hardware, etc.)

36. The following additional rules apply to all contractors and subcontractors:

Proper identification of the company and staff working on site is required. All contractors are required to check in at the management office prior to work commencing.

#### NO SMOKING

Professional behavior is required. Appearance and professionalism are important to our customers, visitors and tenants when you and your employees are within the building. Serious offenses which will result in immediate dismissal from the premises or closing down of the job include:

- Possessing or consuming drugs or illegal substances while on the property.
- Violating Local, State or Federal Statutes or Regulations while on the property.
- Physically or verbally abusing/harassing any individual who works in or visits the building.
- Duplicating of keys, disabling of locking mechanisms or illegal entrance into any restricted space within the property.
- Use of foul or vulgar language.

No eating or coffee breaks allowed in public areas or occupied tenant space, outside the building's main entrance on the corner of 18<sup>th</sup> Street and M Street, or the 18<sup>th</sup> Street side courtyard area and building entrance. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or space designated by the Property Manager.

No congregating in public areas within the building or the building's premises. Meetings, lunches and breaks are to be within the contracted work areas.

37. All Contractor activities must be conducted in a professional manner. All individuals must keep in mind that Building Management is responsible for providing quality service to all customers, tenants and visitors of the building.

### Disruptive Work – Odors & Noisy Work

1. No odor causing or construction activities that hinder or impede building or tenant operations, between **the hours of 8:00 AM – 8:00 PM Monday through Friday**, are allowed. Landlord reserves the right to constitute the definition of an offending odor and/or construction activity which may impede building or tenant operations and/or the quiet enjoyment of existing tenants.

2. The Contractor shall notify the Property Manager 5 business days prior to commencing any work which may cause objectionable noise or odors. To reduce the quantity of indoor air contaminants that are odorous or potentially irritating to provide installer and occupant health and comfort:

- Adhesives must meet or exceed the limits of the South Coast Air Quality Management District Rule #1168 as outlined by the U.S. Green Building Council and all sealants used as a filler must meet or exceed Bay Area Air Resources Board Regulation 8, Rule 51 as outlined by the Bay Area Air Quality Management District
- Paints and coatings must meet or exceed the VOC and chemical component limits of Green Seal requirements
- Carpet systems must meet or exceed the Carpet and Rug Institute Green Label Indoor Air Quality Test Program
- Composite wood and agrifiber products must contain no added urea-formaldehyde resins
- Sprinkler pipe threading, and any other sprinkler work in general constitutes an objectionable odor

Even though this work will be performed during non-business hours (before 8:00 AM and after 8:00 PM Monday – Friday, or on weekends), notice must be provided so that management can notify surrounding tenants. Activities include, and but not limited to the following:

- Demolition
- Core drilling
- Hammer Drilling
- Impact Drilling
- Shooting track/hangers
- Sprinkler pipe threading
- Use of pneumatic tools
- Pulling or mounting conduit or boxes
- Sheet metal fabrication
- No dropping metal framing materials, etc.

## HVAC

1. Contractor shall develop and implement an Indoor Air Quality Management Plan for the construction and occupancy phases of the building as follows:
  - During construction, meet or exceed the recommended Design Approaches for Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guideline for Occupied Buildings under construction, 2007 SMACNA 2nd Edition IAQ Guidelines.
  - Protect stored on-site or installed absorptive materials from moisture damage.
  - If air handlers must be used during construction, filtration media with a Minimum Efficiency Reporting Value (MERV) of 13 must be used at each return grill as determined by ASHRAE 52.2-1999.
  - Replace filtration media immediately prior to occupancy. When possible, conduct a

minimum 2-week flush out with new filtration media with 100% outside air after construction ends and prior to occupancy of the affected space.

2. All HVAC units within the construction site will be turned off during construction.
  - Contractors are not to sit or stand on building equipment.
  - Contractors shall cover the main HVAC return with filter material.
  - A preliminary inspection of the HVAC work in progress shall be scheduled through the Property Manager/Chief Engineer prior to the installation or re-installation of the ceiling grid.
  - A second inspection of the HVAC work in progress shall be scheduled through the Property Manager/Chief Engineer and shall take place with the attendance of the HVAC contractor's air balance engineer and the Chief Engineer. This inspection shall take place when the suite in question is ready to be air-balanced. All diffusers will be balanced within 10% of design criteria.
  - The Chief Engineer will inspect the all HVAC work on a periodic basis and upon completion.
3. The location of all thermostats and diffusers shall be verified with the Chief Engineer prior to their installation.
4. The Contractor shall verify furniture plans and be responsible for mounting thermostats away from file cabinets, shelves, etc. to allow good airflow.
5. Supply/return air shall be balanced by the Contractor and shall not affect entry or interior door operation.
6. Label all VAV temperature sensors and chilled beam temperature sensors with "clear labels" correctly identifying VAV of chilled beam to its temperature sensor.
7. TAB contractor should be familiar with Carrier I-View and/or contact Carrier to set-up minimums and maximums on all VAVs.
8. Contractor shall include EMS graphics of tenant space and conduct commissioning of all controls, which is to be completed by Landlord's preferred controls vendor, **McLean Controls**.

## Electrical

1. All electrical work, which requires electrical circuits be shut off temporarily must be coordinated with the Property Manager at least 48 hours in advance. Testing of electrical circuits CANNOT affect adjacent or nor above or below tenants' service. This type of work is required to be completed after 6:00 PM and before 7:00 AM, Monday – Friday or during weekend hours.
2. All new, existing and relocated equipment and devices shall be easily accessible (i.e., not blocked by new or existing construction).

3. No wiring of any kind shall penetrate fire dampers in demising partitions. No BX or AC (Armored Cable) will be allowed in the Base Building Electric Rooms.
4. The lamps in all fluorescent fixtures shall follow the Building Standard in color and wattage unless previously approved by Property Manager.
5. Electrical panel schedules must be completely replaced and dated, identifying all new circuits. All new panel schedules shall be typewritten and a final copy provided to the Building Manager/Chief Engineer. GC to ensure load is balanced in all affected panels.
6. All electrical outlets and lighting circuits shall be property identified. Outlets shall be labeled on the backside of the cover plate.
7. The Contractor must contact the Property Manager/Chief Engineer for identification of unused conduit which is to be removed as a part of the work.
8. No MC/BX/AC is allowed in the Electric/Mechanical Room. Recommend a conduit run for all homeruns and a ceiling/overhead slab mounted box installed inside new space and properly terminate needed circuits within the box.
9. All 1900 Junction Boxes located in the ceiling to be labeled identifying panel and circuit #'s.
10. Apply clear labels with black lettering to all outlets and disconnecting means identifying correct electric panel and breaker number.
11. Patch panel back-box as required by National Electrical Code when removing abandoned wiring back to the panel/source.
12. All conductors that carry 50 volts or more must be run in conduit from the panel board to a junction box located outside the Electrical and/or Mechanical room. Any conductors not run in conduit must be Teflon-coated and fire rated. All installations must be completed in accordance with National Electrical Code and base building specifications.

## Fire Life Safety & Hot Work

1. Welding and burning with an open flame will not be allowed without prior approval of the Property Manager/Chief Engineer. When welding or burning is allowed, it shall comply with all applicable codes. All necessary permits must be obtained, and a fire extinguisher must be provided with 75 feet of welding or burning that is allowed. It shall comply with all applicable codes. Daily "HOT WORK" Permits will be issued and signed by parties involved. And HOT WORK Rules and Regulations must be read and understood
2. All Building Fire/Life Safety System work, including demolition, smoke detectors, fire pull stations and fire panel tie-ins must be completed by building's preferred provider, **America's Best Service**. All work must be monitored by the Building Engineer. Prior to occupancy the Contractor will demonstrate to the Property Manager/Chief Engineer's satisfaction that the

Fire/Life Safety Systems are functioning properly.

3. Contractors shall not disconnect or alter any life safety equipment without prior authorization from the Chief Engineer. All work that may activate, deactivate or alter any smoke detector(s), fire door(s), sprinklers, electronics, fire protection or life safety systems shall require prior written notification to the Property Manager/Chief Engineer. **Covering smoke detectors is not permitted.** Any work altering any life safety equipment shall not commence until Property Manager's written approval has been obtained for both timing and scope of work.
4. Provide fire caulking for any/all penetrations into the building infrastructure including penetrations into electrical closets and mechanical facilities where applicable.
5. Provide "red" colored M/C, B/X or EMT for all wiring associated with the life safety system.
6. Fire/Smoke Damper Alarm Indicators shall be relocated to proper ceiling mounted elevations. Recommend Product is: (System Sensor RA100Z).

## Plumbing

1. The Contractor shall protect drains to prevent clogging and shall clear all drains which have become clogged during construction.
2. All tenant water lines are to be copper. Leak detection/cut-off on all water tie-ins on coffee, and water services are required. No plastic allowed.

## Structural

1. Contractor is not permitted to drill, cut or chase openings of any description in any part of the base building structure without prior written approval of the Property Manager/Chief Engineer and the Building's Structural Engineer, EFI Global. Once the proposed work is deemed necessary and acceptable, it will be carried out after regular working hours by the Contractor. The Contractor is responsible to ensure the slab opening is clearly marked with barricades at all times. Any floor penetrations shall be adequately fire stopped in accordance with applicable codes. Any work of this type will require an x-ray or GPR inspection of the slab prior to drilling. Any damage to cast-in electric wiring will have to be repaired by the Contractor at their expense. **All x-raying/GPR and coring must be completed between midnight and 6:00 AM.**
2. Building Management/Chief Engineer approval required prior to cutting and patching of building infrastructure systems and components, building operational systems and components, including but not limited to structural components, concrete, exterior curtain wall construction, piping, ductwork, vessels and equipment, primary operational systems and equipment, membranes, flashing.

## Interior Finishes

1. All lock changes shall require prior written notification by the Contractor to Building Management and must comply with established building standard specifications.
2. GC to coordinate keying/biting building standard Yale Y Series protected 6-pin keyway with Building Management (*note your locksmith will require permission from the building to purchase*)
3. Nothing will be applied to existing metal Building components.
4. No changes to the window coverings on the perimeter will be accepted.
5. Where applicable, building management must approve all access panel locations (all junction boxes, devices, valves, dampers, water heaters, and VAV's in drywall) of which may or may not be indicated on construction documents, drawings.

## Communication Wiring

1. No contractor shall lay wiring on ceiling grid. All wiring, including communications, shall be strapped or wire tied to the deck above in compliance with the applicable code. Under no circumstance may wire be strapped to sprinkler piping.
2. Cabling should be properly labeled within the main telephone closet and telephone closet serving tenant space.

## Trash Removal

1. Debris removal shall be accomplished through the loading dock only. No debris or construction materials shall be left in the loading dock. In addition, recycling of debris is required as is a copy of your plan for this. At a minimum, 60% of all project waste should be diverted from the landfill with a target of 85%. A blank Waste Management form is attached.
2. Debris boxes shall be identified with contractors name to eliminate contractor confusion.
3. The Contractor must provide for the daily removal of all trash and debris created during the course of construction. All contractors must schedule the delivery of trash containers with the Property Manager/Chief Engineer. At no time are the Building trash compactors and/or dumpsters to be used by the Contractor. The Property Manager/Chief Engineer assumes no responsibility for the Contractor's trash containers. Trash shall be contained within the Contractor's trash containers which should be emptied on a regular basis and never allowed to overflow or otherwise remain outside of the required container.

# VENDOR RULES & REGULATIONS

## Vendor Insurance Requirements

Please refer to your Lease for Vendor Insurance requirements and information. Questions should be directed to the Property Management's team email [1800M@columbia.reit](mailto:1800M@columbia.reit).

## Preferred Vendor Lists

At Columbia, we recognize the vital role our suppliers play in helping us meet the needs and expectations of our many stakeholders. We rely on our suppliers to deliver the level of quality, service, value, efficiency, integrity, and innovation that we ourselves strive to provide to our tenants, investors, partners, employees, and communities. Therefore, we seek to build and maintain a diverse, competitive, and highly capable network of suppliers in and across the regions in which we operate.

Our supplier selection process is stringent and helps us identify and build relationships with suppliers that meet our needs and expectations, align with our goals, and share our values. We actively manage our suppliers and monitor their ongoing performance to promote and build the best possible relationship between our organizations. We also seek to work with suppliers from a diverse range of backgrounds, in order to drive innovation and create a more resilient supplier network for Columbia.

We are committed to holding ourselves and our supplier community to the highest standards of business conduct and integrity, and we expect all suppliers with whom we engage to operate in accordance with our Vendor Code of Conduct. Visit our website at [www.columbia.reit/responsibility/overview/](http://www.columbia.reit/responsibility/overview/) for more details.

We encourage our tenants to follow these same guidelines when selecting suppliers and invite you to utilize our list of preferred vendors that meet these requirements for excellence, capability, competitiveness, and diversity. Please contact the Property Management Office for our current list of preferred vendors for this property.

# PROHIBITED ITEMS & BEHAVIOR

## Smoking

Columbia is committed to providing healthy buildings to all occupants. In compliance with local compliance/regulations WELL Health-Safety certification standards, smoking and the use of e-cigarettes and tobacco products is strictly prohibited in all areas of the building and anywhere

onsite, including within 25 feet of any building entrance, operable windows, doors, outdoor air intakes, or outdoor seating areas.

## Flammables

Flammable materials are not permitted anywhere on the premises. If, for any reason, you have any materials necessary for the operation of normal office equipment that require special care, they must be stored in safety containers, and the Property Management Team must be notified.

## Loitering & Solicitors

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, contact the Property Management Office immediately and we will make every attempt to escort the individual from the building.

## Non-Permitted Holiday Decoration

All holiday decoration must meet local and state authorities' requirements regarding the use of or restriction against live materials. In addition, decorations may not impede any means of egress, and nothing is to be hung from or cover exit signs or sprinklers.

If you are interested in adding holiday décor in your office space or the building, please contact the Property Management Office for specific guidelines and recommendations.

# EMERGENCY PREPAREDNESS & PROCEDURES

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## EMERGENCY ACTION PLAN

1800 M Street has a comprehensive Emergency Response Plan in place for the building. Emergency preparation is everyone's responsibility. You are encouraged to implement a plan that best addresses the needs of your company, employees, and visitors. The Emergency Response Plan for 1800 M includes details of the building emergency systems, disaster prevention and recovery, and procedures for evacuation, power failure, bomb threats, severe weather and natural disasters, hazardous materials. Full details of this plan are available at <https://www.1800mstreet.com/tenant-resources/> or can be requested from the Property Management Team.

# SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

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As a company, all of us at Columbia are committed to making a positive impact on all our stakeholders and the communities in which we operate. We work to engage all those who work in our buildings in this process, and believe that, by working together to achieve our shared goals, we can reduce our collective negative impacts on the environment, create positive change, and build a more sustainable and equitable future.

We also take a comprehensive approach to ensuring our buildings are equipped to provide healthy, efficient, productive, and sustainable experiences across our portfolio. Through sustainability focused programs, green/clean services, and community engagement, we partner with our tenants to achieve environmental goals, encourage efficient operations and conservation of resources, and promote sustainable, healthy communities.

## SUSTAINABILITY, ENERGY CONSERVATION & GREEN SERVICES

### Operating Healthy Buildings

Columbia Property Trust is committed to pursuing a comprehensive approach to health and wellness at our buildings and to providing our tenants and their employees confidence that their buildings offer safe and supportive work environments.

1800 M Street has earned the following third-party recognition for best-in-class health, wellness, and safety programs at the building.

#### **WELL Health-Safety Rating**

WELL Health-Safety Rating is an evidence-based, third-party verified rating for all new and existing building types focused on operational polices, maintenance protocols, stakeholder engagement and emergency plans. To learn more about the WELL Building Standard, visit [wellcertified.com](http://wellcertified.com).

#### **LEED Gold Certification**

Leadership in Energy and Environmental Design (LEED) is a green building certification program run by the U.S. Green Building Council (USGBC). LEED-certified buildings use less

energy and water, put out less waste, save on maintenance costs, offer improved indoor air quality, and focus on health and wellness. To learn more about LEED certification, visit [usgbc.org](http://usgbc.org).

## **ENERGY STAR Certification**

The U.S. Environmental Protection Agency's (EPA) ENERGY STAR® program certifies properties that implement superior energy efficiency practices, follow responsible water usage, and reduce greenhouse gas emissions. ENERGY STAR-certified buildings use 35% less energy and cause 35% fewer greenhouse emissions than their peers on average. To learn more about the EPA's ENERGY STAR certification program, visit [energystar.gov](http://energystar.gov).

## **ENERGY STAR for Tenants**

Columbia is proud to have been recognized the Environmental Protection Agency's (EPA) ENERGY STAR program as an ENERGY STAR Partner of the Year for Sustained Excellence. We invite all our tenant companies to join us in advancing the program's efforts to reduce energy and water usage and create more efficient operations at our buildings.

The best way you can join this effort is by participating in ENERGY STAR® Tenant Space, a new EPA recognition program for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

New Legislation will soon require that tenants in many major cities like New York and Washington, D.C., report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step to meeting this requirement. Your Property Management Team is here to partner with you, provide guidance and answer questions. To learn more about the program, criteria, and tips on how to prepare, visit [www.energystar.gov/buildings/tenants/about\\_tenant\\_space](http://www.energystar.gov/buildings/tenants/about_tenant_space).

## **Tenant Compliance for Resource Management and Reporting**

Your assistance toward our goal of conserving energy and water and increasing efficiency is important. In addition to the obvious environmental benefits of energy conservation, your efforts can help to lower building operating costs.

Please help us reduce our energy and water usage by complying with the following suggestions for resource management, as well as any additional requirements that may be included in your company's lease language:

- Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Please turn your

office lights off whenever you leave your office for a period of more than thirty minutes, and do not leave lighting turned on when departing your office for the evening.

- Turn off computer and printing equipment when not in use or set to the “sleep” setting.
- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use – grouping appliances onto power strips can make it easier to switch off those that aren’t needed.
- Control your window coverings to maintain your office temperature. Close draperies/blinds during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend, if you use your draperies/blinds to insulate/screen the window area.
- Use ENERGY STAR-rated appliances and LED lighting whenever possible.
- Report any water drip or leak immediately to the Property Management Office, to help us reduce water losses.

### **Energy and Water Use Data**

Tenants are asked to share their energy and water use data with the landlord for use in reporting whole building performance data to ENERGY STAR Portfolio Manager, for purposes of compliance with local laws and tracking progress toward Columbia’s energy efficiency goals.

In turn, Columbia provides all tenants access to the building’s ENERGY STAR score on our website [www.1800mstreet.com](http://www.1800mstreet.com). We also can provide additional select energy and water performance data to tenants upon request, for use in your company’s own environmental tracking and reporting programs. To make such a request on your company’s behalf, please contact the Property Management Office.

### **Our Green Cleaning Policy**

Columbia’s comprehensive Green Cleaning program includes sustainable cleaning systems and products to maintain a clean and healthy indoor environment for all occupants and foster longevity and efficient performance of our facilities and materials.

We strive to coordinate cleaning with other basic environmental management strategies in place, including controlling pollution and waste by reducing consumables, limiting indoor-polluting activities, ventilating buildings to reduce indoor contaminants, and designing buildings and ventilations systems to optimize indoor air quality.

Our protocols require the use of cleaning products, hygiene supplies, and hand soaps and sanitizers that meet the applicable standards for Green Seal, UL Ecologo, EPA Safer Choice, or similar programs, and we are committed to minimizing environmental impacts by ensuring procurement of products that have reduced toxicity, conserve natural resources, energy, and materials, and maximize recyclability and recycled content. Our cleaning products and materials are regularly logged and audited, and we also provide regular training for our team members and service providers to help ensure full compliance.

At 1800 M Street, we employ the following measures and products as part of our Green Cleaning program:

- Identifying and removing harmful contaminants such as particulates, mold spores, bacteria, and viruses from the environment
- Reducing exposure to cleaning processes and chemicals that themselves may cause adverse health impacts, either to the building occupants, including cleaning staff, or the environment at large
- Using low environmental impact cleaning products and equipment with dust/particulate control, including HEPA-filter vacuum cleaners and micro-fiber rags
- Procurement of eco-friendly, locally sourced products and cleaning agents
- Use of refillable, pre-diluted cleaning products and containers
- Microfiber rags

## SOCIAL PROGRAMS

### Diversity, Equity, & Inclusion (DEI)

At Columbia, we believe that valuing individual differences, maintaining equality, and creating an environment of inclusion across all facets of our business is essential to our success. We embrace our responsibility to have a positive impact on the communities in which we operate and weave that obligation into the fibers of our business. To better understand our commitment, we invite you to visit the Responsibility section on our website, [www.columbia.reit](http://www.columbia.reit).