

# 80 M Street

## Tenant Handbook



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to WELLS REIT II – 80 M STREET, LLC. 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 80 M Street SE. 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, we have included a complete set of these forms at the end of this Handbook. You may also access this Handbook, as well as pertinent electronic forms, digitally by visiting the tenant website at <https://tenants.80mstreet.com/tenant-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) 454-5860. Your tenancy makes our jobs possible, and it is our pleasure to assist you.

|              |                                                                                                                                                    |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Updated | November 2025                                                                                                                                      |
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# 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) 454-5860

The Property Management Office is open Monday through Friday, 8:30 AM to 5:30 PM, excluding holidays, and is located at 80 M Street SE, Washington, DC 20003 on the 6<sup>th</sup> floor in Suite 605.

### Property Management Team Members

**Stacy McMahon**, Director

P (202) 454-5881 E [Stacy.mcmahon@columbia.reit](mailto:Stacy.mcmahon@columbia.reit)

**Benita Bhatt**, Property Manager

P (202) 640-1316 E [Benita.Bhatt@columbia.reit](mailto:Benita.Bhatt@columbia.reit)

**Lakechia Jackson**, Property Administrator

P (202) 454-5860 E [Lakechia.jackson@columbia.reit](mailto:Lakechia.jackson@columbia.reit)

## Security

P (202) 454 5884 Ext. 1

M (202) 748-3956

## Engineering

P (202) 454-5860

**Jorge Dumenigo**, Chief Engineer

**Carlous (CJ) Black**, Engineer

**Robyn Godwin**, Engineer

## Other Building Staff – Leasing Contacts

**Jeanette Ko**, Jones Lang LaSalle

P (202) 719-6131 E [Jeanette.Ko@am.jll.com](mailto:Jeanette.Ko@am.jll.com)

**Kristen Mathis**, Jones Lang LaSalle

P (202) 719-5623 E [Kristen.Mathis@am.jll.com](mailto:Kristen.Mathis@am.jll.com)

## EMERGENCY PHONE NUMBERS

### Fire Department

DC Fire & EMS Station

1101 Half Street SW

P (202) 673-3207 *non-Emergency*

### Police Department/Precinct

Washington DC Metropolitan Police Department

P (202) 698-0555 *non-Emergency*

### Paramedics

Closest major medical facility:

George Washington University Hospital

900 23rd Street NW

Washington DC 20037

P (202) 865-1141

### Poison Control

P 1 (800) 222-1222

## Building Security

P (202) 454-5884 Ext. 1  
Directory Assistance 411

United States Post Office 1 (800) 275-8777

## HOURS OF OPERATION

### Building Hours

80 M Street SE provides access to tenants and their employees 24-hours per day, 7-days per week via keycard access. Regular building hours are 8:00 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 72-hours' notice or entering a request through our Building Engines work order system. Additional charges will be incurred by the tenant for any holiday or after-hours services.

### **HOLIDAYS for the Building Operations**

- New Year's Day (January 1<sup>st</sup>)
- Memorial Day (Last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1st Monday in September)
- Thanksgiving (4<sup>th</sup> Thursday)
- Christmas Day (December 24<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 80 M Street SE is: <https://80mstreet.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

A card access-controlled bicycle storage room with a capacity for up to 43 bicycles is located in the garage P1 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 are required to register their bicycle with the Property Management Office and complete the Bicycle Parking Agreement and Release of Liability form before card access will be granted.

Bicyclists are directed to enter and exit the garage through the parking ramp located on L 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.

80 M Street SE is Wired Certified Silver.

**Wired Certified Silver** guarantees that fiber connectivity is available in the building, as well as a choice of internet service providers to support diverse connections. The technology infrastructure in place will ensure connectivity is protected and secure, and your building is equipped to deliver the connectivity you need.

You can find an overview fact sheet of the connectivity and digital infrastructure features of the building on our website at <https://tenants.80mstreet.com/tenant-resources/>. Available carriers are listed in case you are looking for a new or secondary internet connection.

Because your building is Wired Score 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 Wired Score's highly knowledgeable team, call (646) 869-6000 or email [wsconnect@wiredscore.com](mailto:wsconnect@wiredscore.com), or visit [wiredscore.com/wiredscore-connect/](https://wiredscore.com/wiredscore-connect/) to learn more.

## Telecom & Data Providers

Comcast and Verizon provide physical cable into the building. Both carriers provide (fiber optic or coaxial) connection into the building, and Cable TV Company 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.

More details about the available services can be found on our WiredScore Fact Sheet, available on our website or through the Property Management Office.

## Telephone Closets

If you or your service providers need access to the telephone closets and the MPOE, please contact the Property Management Office entering a work order into Building Engines System.

**A valid certificate of insurance is required before any contractor is given access.**

## CONFERENCE ROOM/CENTER

The conference center located on the first floor offers a flexible space plan, audio/visual, complimentary Wi-Fi, HDTV monitors for presentations and video conferencing. The room can accommodate up to 135 people in theater style. All reservations are on a first-come, first-serve basis between the hours of 8 AM - 5 PM, Monday through Friday. 48-hour advance reservation is required. An executed Rules and Regulations agreement must be submitted by the meeting host prior to the reservation date. There is no fee to reserve the conference room, but fees for engineering, janitorial, Overtime HVAC or security may be required.

## ELECTRIC VEHICLE CHARGING STATIONS

There are two (2) Electric Vehicle Charging Station (EVCS) located in the parking garage.

## FITNESS CENTER

The Fitness Center is located on the first floor and is open from 7AM - 7PM Monday through Friday and Saturdays from 9AM – 1PM. Day use lockers and showers are available only while using the facilities. The fitness center is equipped with everything needed for a full body workout, including peloton bikes, free weights, cardio and strength training machines, medicine balls, and free live classes.

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

## LOCKER ROOMS/SHOWERS

You will find the Locker Rooms/Showers for Tenant use only located in the fitness center on the 1<sup>st</sup> floor. These facilities can be accessed via key/fob access. Access to these facilities is included when you complete the waivers 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).

## LOUNGE

Located on the 10th floor is the penthouse lounge with outdoor terrace offering expansive views of the area available for building employee use during normal building hours. The Tenant Lounge offers Tenants an area to congregate and get work done.

The penthouse lounge will be available for after hour reservations on a first come first serve basis Monday through Friday only. The lounge may only be used for tenant business meetings and events.

To reserve the penthouse lounge, submit a request using Building Engines via your primary facilities contact. Reservations can only be made 90 days in advance. Any reservations requiring audio and/or visual equipment or serving food and/or refreshments must be made at least 72 hours prior to use and include vendor contact information and certificates of insurance.

The Tenant Lounge is intended exclusively for Tenants and their Visitors.

If you would like to reserve the Tenant Lounge for a private event, please contact the Property Management Office for additional information/cost.

## MAIL SERVICES & DELIVERIES

### **Incoming Mail**

Regular U.S. mail is delivered directly to your assigned mailbox. The mailroom is located on the first floor, near the loading dock. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area are 1 (800) 275-8777 or 1-800-ASK-USPS.

All incoming mail should be addressed as follows:

{Tenant Name}  
80M Street  
80 M Street, SE, {Tenant Suite Number}  
Washington, DC 20003

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 mailroom or tenant suite, please reach out to the freight company the parcel was shipped through.

### **Outgoing Mail**

An outgoing mail depository is located in the Mail Room on the first floor. The Post Office projects one morning pick up and one afternoon pickup, based on route scheduling of the postal service.

The nearest Post Office is located at 1222 9th St SE, Washington, DC 20003.

### **Express Mail Services**

There is one FedEx drop box located in the Mail Room on the first floor, serviced Monday through Friday at 5:30 PM.

## 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 D and Elevators E and F and following signs for the Rooftop Terrace. These same entrances can be used to exit the Rooftop Terrace.

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 sent to all Tenants.

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 reach out to the Property Management Office.

## PARKING LOT/GARAGE

The Parking Garage is managed by LAZ Parking Mid-Atlantic, LLC and the entrance is located on L Street. The Parking Garage is available to permitted Tenant employees and transient parkers 24/7. Access is granted by card key.

Please reach out to LAZ Parking Mid-Atlantic, LLC directly at (202) 802-5115 for current availability and pricing.

Please keep in mind when using the Parking Lot/Garage:

- Speed limit is 5 miles per hour
- Be conscious of other Tenants and Visitors
- Obey all posted signs
- There is no smoking of any kind throughout the parking facility

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

80M Street features an electronic perimeter access control system monitored by a third-party monitoring system. 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 7:00 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. There will be a \$20.00 fee for any replaced access cards.
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.

Your building may be 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 Building Engines 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.

## BUILDING SECURITY

### Hours & Contacts

Security services at 80 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. Building entrances are secured after business hours and unlocked between 7:00 AM to 7:00 PM Monday through Friday.

You may call the lobby security console directly at (202) 454-5884. You may also contact the Property Management Office at (202) 454-5860 to provide a radio dispatch.

### Good Security Practices

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

### Property Removal Procedures

A Property Removal Pass is required for the removal of any large boxes or office equipment from the building (including but not limited to computers, printers, furniture, phones). The Property Removal Pass must be signed by an authorized Tenant representative, and Property Management, and left with the Lobby Desk Attendants. Please contact the Property Management Office to request a Property Removal Pass.

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

80 M Street uses the Building Engines work order system, which allows tenants to submit work orders, make reservations for the Conference Center, Lounge, Penthouse terrace, HVAC, Cleaning and notify the security console of expected visitors. 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 our website at <https://tenants.80mstreet.com/tenant-resources/>.

You may enter all requests directly from your desktop, track the request history, and receive notifications via email when they are completed.

The website address is <http://www.requestcom.com>. Please contact the Property Management Office to have an account created for you and your co-workers.

Important information regarding building policies is also accessible in the Building Documents section of your Building Engines account.

Please let the Property Management Office know if you have trouble logging on, or if you have questions about the website. A Building Engines user guide is included in the Building Documents section of your Building Engines account.

## 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) 454-5884. 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 Monday through Friday, from 8:00 AM to 6:00 PM and on Saturdays from 8:00 AM – 1:00 PM if requested, 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 rated 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 6:00 AM to 5:00 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 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.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives, or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

## Green Cleaning Policies & Products

80M 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

### **Local Rules & Regulations for Separating**

The building operates a centralized waste system for all tenant spaces. This means that waste bins can be found in common areas of the suite, such as breakrooms and kitchens, instead of under individual desks. This allows for trash to be picked up more efficiently, as well as monitoring of our waste diversion rates to ensure we are in accordance with city regulations.

### **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 quarterly. Tenants will be able to drop off e-waste at the garage during this event.

## PEST CONTROL SERVICE

80 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 five (5) passenger elevators and one (1) service elevator and two (2) elevators that access the parking garage from the lobby to P3. 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. Vendors arriving during business hours (9:00 AM – 4:00 PM) are limited to one trip in the service elevator. 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 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 two (2) emergency stairwells that service the building, Stair A and Stair B.

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.

## 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 6:30 PM, Monday through Friday. Weekend deliveries must be scheduled in advance. 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.

Any large deliveries (i.e. more than one trip on an elevator or deliveries requiring the use of elevator pads) should be made after hours Monday through Friday, 6:00 PM – 8:00 AM, or by appointment Saturday or Sunday. These deliveries should be coordinated through the Property Management Office.

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

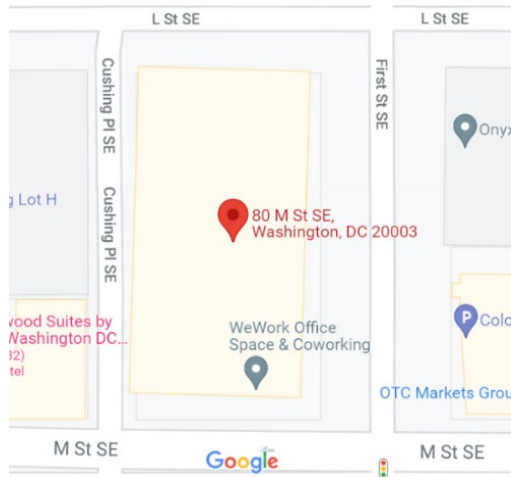
- Loading Dock 1: 10'1 W x 28' D x 13' H
- Loading Dock 2: 10'1 W x 28' D x 13' H

### Service Elevator Measurements

- Cab: 7.6" W x 5" D x 9" H
- Front Door (opens to Lobby): 4" W x 7.9" H
- Rear Door (opens to service hallway): 4" W x 7.9" H
- Capacity (lbs.) - 4000

#### Location:

The 80 M loading dock is located on L Street SE between Cushing Place and First Street. L street is two-way traffic. Once the vendor arrives, they will check-in with the security personnel located in the security guard booth directly on the Loading Dock who will provide any necessary access.



## SIGNAGE

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 Landlord's Rules and Regulations are reflected 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.

## GENERAL SAFETY GUIDELINES

The building has Security Officers positioned in main 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) 454-5884
- Cell Phone: (202) 748-3956

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

Please contact the Property Management Office to coordinate all move-ins or move-outs and to receive the full Moving Policy Procedures and Certificate of Insurance Requirements.

Columbia Property Trust be given no less than forty-eight (48) hours' notice prior to any move-in or move-out, regardless of the size or the duration of the move.

Building engineering and/or security supervision is required for the entire duration of the move. Acceptance and authorization of any overtime labor charge must be received (if applicable) by Building Management before the move can begin, along with a certificate of insurance for any outside contractors to be used (see below).

All tenant move-ins and move-outs must take place before 8 AM or after 6 PM, to minimize disruption and inconvenience to other tenants in the building. Furniture may not be stacked in the lobby, corridors or elevator lobbies, which would impede evacuation of the building in the event of an emergency, and which would be a violation of local fire code. No more than one elevator may be used for the move.

The building engineer will hang pads in the elevators, and the tenant's mover will be responsible for providing Masonite protection on all floors along the route of the move, along with foam core protection for all doors frames and corridor walls. A pre-move meeting must be scheduled between the tenant, the representative from the moving company and the building engineer to review procedures, to confirm the schedule, and to ensure that the building is adequately protected from any damage.

## TENANT ALTERATION & CONSTRUCTION GUIDELINES

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. Construction companies, electricians, plumbers, and personnel providing remodeling or repair services must be approved by the Property Management Office. It should be understood that the General Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The Property Management Office maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below. If you prefer to use a contractor who is not pre-qualified, please contact the Property Management Office.

All Contractors must be well-established with at least 5 years in business, be licensed in the jurisdiction of the property location to perform their trade work and provide references for comparable work in Class A commercial office space for the scope and quality of work tenant is proposing to complete.

The scope of these Rules and Regulations shall include, but not be limited to the following:

**General:** Work to be performed by any contractor within the property must be approved and scheduled in advance with the Property Management Office. All contractors must check in with the Property Management Office or Building Security and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be given for any work request that involves the Fire/Life Safety systems at the property.

All required permits must be obtained prior to the start of any work and copies provided to the Property Management Office.

Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to the Property Management Office as soon as they become available.

**Insurance:** All general contractors and subcontractors must provide a current certificate of insurance evidencing adequate workman's compensation, general liability, and property damage coverage.

**Site Condition and Protection:** Contractor will provide floor, wall, and ceiling protection from the freight elevator to the entrance of the suite where the work is to take place. The type of protection is to be Masonite, with ends taped together to prevent tripping hazards. Protection will be provided by contractor for the freight elevator doorframe on the floor where the work is to take place. All carpet and elevator protection should be installed prior to the start of demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place throughout the duration of the work. The construction area is to be broom swept and all trash removed at the end of each work shift. Public areas leading to construction areas will be thoroughly cleaned at the end of each work shift at the contractor's expense. Contractor shall correct and repair any damages at their own cost.

**Debris:** Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area with prior written approval from the Property Management Office as to the specific location. Debris must not spill or be left around the dumpster. Contractor is responsible for cleanliness of the area. The Property Management Office reserves the right to require Contractor to remove the dumpster with 24-hour notice.

Demolition debris can only be removed from the building. The freight elevator must be reserved in advance through the property's Work Order system. Paint and patching materials shall not be disposed of through the buildings plumbing.

**Noise and Noxious Odors:** Particularly noisy work such as core drilling (or fume producing work such as oil-based painting) must be approved by and coordinated with the Property Management Office and performed before 8:30am or after 6:00pm. Odor producing work, such as staining of doors, must be approved by and coordinated with the Property Management Office so action can be taken to dissipate fumes, protect/disable the smoke detectors, and arrange for additional security, if necessary. If security is necessary, contractor is to pay for said cost.

If contractors or subcontractors personnel use radios or other music playing devices, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property.

**Egress and Ingress:** All movement of contractors and subcontractor materials will be through the loading dock, service corridors and freight elevator. No passenger elevator(s) are to be used. The freight elevator may be used for small material movement during business hours with prior written approval from the Property Management Office. The loading dock is located on L Street SE between Cushing Place and First Street. L street is two-way traffic.

Large material deliveries or debris removal must be approved by and coordinated with the Property Management Office and be performed before 8:30AM or after 6:00PM. Access to the property outside of normal business hours must be requested at least 48-hours in advance and receive written approval from the Property Management Office. Delivery or removal of materials that are too large for the freight elevator must be coordinated with the Property Management Office.

A more detailed Building Work Rules and Regulations for Contractors will be distributed to contractors prior to the commencement of any work and acknowledgement of and agreement to Work Rules and Regulations must be received by the Property Management Office prior to commencement of any work.

**Sustainability Considerations:** All renovation and new construction projects of a scope that meets any of the following criteria shall also be required to comply with Columbia's Sustainable Design & Construction Guidelines, which are available from the Property Management Office.

For projects which do not meet any of the criteria below, tenants are encouraged to implement any sustainable design and construction practices described in the guideline document to the extent that it is practical to do so.

- New construction (including additions) 10,000 sf or greater.
- Alterations of 20,000 sf or greater.
- New, replaced, or relocated mechanical, electrical, or plumbing equipment that serves 20,000 sf or larger.

- Projects having a new, replaced, and/or relocated, HVAC system with heating equipment size of 480,000 BTU's or greater, or with a cooling equipment size of 600,000 BTUs or greater.
- Projects are pursuing LEED, WELL, or other sustainable building certification.

## VENDOR RULES & REGULATIONS

### Vendor Insurance Requirements

Please refer to your Lease for Vendor Insurance requirements and information or contact the Property Management Office.

| ACORD®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                        | CERTIFICATE OF LIABILITY INSURANCE                                                                                                  |                                                                                                                                                                                                                   | DATE (MM/DD/YYYY)<br>mm/dd/yyyy |                         |                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| PRODUCER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                        | CONTACT NAME: _____<br>PHONE (A/C, H/O, Ext): _____ FAX (A/C, H/O): _____<br>E-MAIL ADDRESS: _____<br>PRODUCER CUSTOMER ID #: _____ |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| INSURED<br>ABC Tenant<br>Applicable Notice Address<br>Anytown NJ 55555                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                        | INSURER(S) AFFORDING COVERAGE                                                                                                       |                                                                                                                                                                                                                   | NAIC #                          |                         |                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                        | INSURER A - A-, X or better by AM Best                                                                                              |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                        | INSURER B:                                                                                                                          |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
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| COVERAGES CERTIFICATE NUMBER: 1046227584 REVISION NUMBER:                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| INSTR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                      | ADOL INSR                                                                                                                           | POLICY NUMBER                                                                                                                                                                                                     | POLICY EFF (MM/DD/YYYY)         | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                   |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | GENERAL LIABILITY<br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> CONTRACTUAL LIAB<br><input checked="" type="checkbox"/> BOAT LIQUOR LIAB<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC |                                                                                                                                     | 012345678 Sample                                                                                                                                                                                                  | mm/dd/yyyy                      | mm/dd/yyyy              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$5,000,000<br>PRODUCTS - COMPOSP AGG \$2,000,000<br>\$ |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS                                                                                                           |                                                                                                                                     | 012345678 Sample                                                                                                                                                                                                  | mm/dd/yyyy                      | mm/dd/yyyy              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>\$                                                                     |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DEDUCTIBLE<br><input checked="" type="checkbox"/> RETENTION \$ [25K]                                                                                                                                                                                                                               |                                                                                                                                     | 012345678 Sample                                                                                                                                                                                                  | mm/dd/yyyy                      | mm/dd/yyyy              | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>Follow-Form \$<br>Excesses, CL, AL, EL \$                                                                                                                                        |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                                                  | Y/N<br><input type="checkbox"/> N/A                                                                                                 | 012345678 Sample                                                                                                                                                                                                  | mm/dd/yyyy                      | mm/dd/yyyy              | <input checked="" type="checkbox"/> NO STATUTORY LIMITS <input type="checkbox"/> OTHER<br>EL EACH ACCIDENT \$500,000<br>EL DISEASE - EA EMPLOYEE \$500,000<br>EL DISEASE - POLICY LIMIT \$500,000                                        |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Business Personal Prop Including TI's Business Income                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                     | 012345678 Sample                                                                                                                                                                                                  | mm/dd/yyyy                      | mm/dd/yyyy              | 100% Full RCV<br>[Limit = 12 months of rents]<br>(deductible) Agreed Amount                                                                                                                                                              |
| Wells REIT II - 80 M Street, LLC, Columbia Property Trust, Inc., and Columbia Real Estate Management, LLC; Columbia FundSub Management Co., LLC are including their affiliated and subsidiary companies, their officers, directors and employees are named as additional insured's.                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     |                                                                                                                                                                                                                   |                                 |                         |                                                                                                                                                                                                                                          |
| Wells REIT II - 80 M Street, LLC<br>Columbia Property Trust, Inc.<br>80 M Street SE, Suite 605<br>Washington, DC 20003                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                     | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br>Signature Here |                                 |                         |                                                                                                                                                                                                                                          |

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## 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 and WELL Health-Safety and/or Fitwell 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

The full Emergency Action Plan for 80 M Street is available in Building Engines and can be requested from the Property Management Team; sections of the plan are detailed below.

### Team Organization

The building emergency response team is composed of the fire department and other emergency response personnel, the Property Management team, the building engineers, and tenant-appointed personnel, known as Fire Wardens. Each team member has been designated to perform specific tasks in the event of an emergency. It is imperative that all building occupants be familiar with these key personnel and follow their directives in a timely, organized manner.

Fire Wardens and Alternate Fire Wardens are tenant-appointed representatives who act as liaisons between management and tenants during emergencies. A current Floor Warden form is required to be on file with the Property Management Office. Wardens also act as leaders and points of contact for office co-workers. Alternate Fire Wardens relieve Fire Wardens in their absence and assist when both are present. They have the following emergency and non-emergency responsibilities:

- Review the entire Life Safety Program handbook with other employees and make sure all functions and responsibilities are carried out during a fire drill, fire emergency or other building emergencies.
- Know the location of the nearest fire stairwell and alternate fire stairwells to exit the building.
- Know emergency telephone numbers and procedures.
- Know how to assume control.
- Meet with Property Management to designate a company meeting location outside of the building away from the immediate entrance-exit areas.
- Create a list of the names and work locations of personnel with physical disabilities and assign a specific employee to assist them during an emergency (a form is provided for this purpose in section 3 (C) of this handbook). Send a copy of this list to your Property Management Office.
- Communicate safety, fire prevention and any life safety issue or problems to the Property Management team.

## System Features

For your safety and well-being, 80 M Street is equipped with the following safety features:

### **Fire Alarm Pull Stations & Smoke Detectors**

Red fire alarm pull stations and smoke detectors are conveniently located throughout the building. In the event of a fire, pulling the fire alarm will activate the fire alarm and the fire department will be summoned. Please take a few minutes to locate the pull stations in your office. Fire alarm pull stations are in the common lobby area of each floor near each exit stairwell.

### **Exit Stairwells**

There are two exit stairwells accessible from each floor for protection during evacuation. Emergency stairwell exits leading to the street level are located on either side of the building. Tenants should familiarize themselves with the location of both exit stairwells and how to reach them from their normal working areas by following the exit signs.

### **Sprinkler System**

An automatic sprinkler system equipped with water flow detectors monitors building conditions for the presence of heat (fire).

### **Elevator Recall & Emergency Service**

The following system has been installed to protect people from using or attempting to use the elevators during a fire:

#### **Automatic Recall**

If any smoke detector senses smoke, the automatic recall system is activated and all elevator doors will close and the cars will return to the ground floor, or an alternate floor if smoke is detected on the ground floor. Here they will remain with doors open until they are released by the fire department.

#### **Fire Prevention**

Please observe the following precautions:

- Do not place furniture or other objects too close to sprinkler heads. There must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath.
- Keep all hallways and exits free of boxes and trash.
- Check all electrical equipment at the end of the day to make sure everything is turned off. This includes coffee pots, computers, and printers.
- Do not store discarded files and paper trash in office or storage areas including electric or phone closets.

- Keep appliances and cords in good repair and inspect them periodically.
- Smoking is not permitted in the building.
- Open flames are prohibited.
- Live trees or decorative plant material (i.e., Christmas trees or wreaths) cannot be placed in any area of the building; these items are also potential fire hazards. Artificial trees, wreaths, etc. are acceptable.
- Additional appliances, particularly space heaters, cannot be used without the authorization of Building Management.

The Property Management Office will schedule practice fire drills once a year, and additionally as needed. The Property Management team will conduct, document, and critique each drill held, and will notify tenant contacts at least one week prior to the drills.

## Evacuation/Fire Drills

It is imperative to implement and practice an evacuation or relocation plan before an emergency occurs. In the event a fire alarm identifies an emergency within the building requiring evacuation, please follow the below procedures:

Remain Calm.

- Fire Wardens: direct building occupants to the closest stairwell.
- Exit your office suite according to your pre-arranged evacuation procedure. Close all doors behind you as you exit.
- Carefully check for heat with the back of your hand by lightly touching the doorframe near the top. Then check the doorknob. If either is hot, go to an alternate exit. If the door is cool to touch, open it slowly, and shut it quickly if you encounter flames or smoke.
- Do not use elevators. Move in an orderly fashion toward the exit stairwell.
- Use the exit stairwell to move outside of the building to your company's prearranged meeting area, as verified by your Property Management Office.

If your exit route is blocked by smoke:

- Stay calm and crawl low beneath the smoke. The air is easier to breathe near the floor. Follow the wall to the nearest exit and leave the building.
- If trapped in a room/building, try to get to an outside window and stay there. Close all the doors between you and the smoke. Seal the crack around the doors and vents with wet towels, clothes, or other materials.
- If water is available, dampen a cloth and breathe through it to filter out smoke.
- Signal at the window to rescuers with something bright to attract their attention.
- If there is a telephone in the room, call 911 to give the fire department your exact location, even if they are on the scene. Wait for rescue or instructions. Be patient until help arrives.

#### If You Observe a Fire:

- Activate the fire alarm pull station.
- Begin Evacuation Procedures.

#### EXIT THE BUILDING AND CALL 911.

- Report the location and the nature of the fire. Do not hang up until the operator tells you to do so.
- Call the Property Management Office.
- Do not go back into the building after exiting until the building is cleared by the fire department.
- In all instances, follow the direction of the identified fire personnel.

#### Fire Wardens Should:

- Immediately initiate and ensure evacuation of your premises including conference rooms, all offices, restrooms, etc.,
- Be sure all employees are out of the building.
- Close all doors behind you.
- Leave the floor last.
- Confirm that all co-workers are present at the **pre-determined meeting location** outside of the building or are otherwise accounted for (e.g., not in the office due to illness, vacations, etc.).

#### Associated Forms (EAP Personnel, etc.)

Please contact the Property Management Office to obtain and complete the Tenant Emergency Contact Form, Life Safety and Floor Warden, and other associated forms. It is the responsibility of the tenant to notify management of any changes to this information. This information is kept strictly confidential and aids us in contacting an authorized tenant representative in the event of an emergency involving your premises.

## FIRE SAFETY REMINDERS/PREVENTION TIPS

### Fire Prevention

Please observe the following precautions:

- Do not place furniture or other objects too close to sprinkler heads. There must be at least an 18-inch clearance from the bottom of the sprinkler head to the top of any object underneath.
- Keep all hallways and exits free of boxes and trash.

- Check all electrical equipment at the end of the day to make sure everything is turned off. This includes coffee pots, computers, and printers.
- Do not store discarded files and paper trash in office or storage areas including electric or phone closets.
- Keep appliances and cords in good repair and inspect them periodically.
- Smoking is not permitted in the building.
- Open flames are prohibited.
- Live trees or decorative plant material (i.e., Christmas trees or wreaths) cannot be placed in any area of the building; these items are also potential fire hazards. Artificial trees, wreaths, etc. are acceptable.
- Additional appliances, particularly space heaters, cannot be used without the authorization of Building Management.

The Property Management Office will schedule practice fire drills once a year, and additionally as needed. The Property Management team will conduct, document, and critique each drill held, and will notify tenant contacts at least one week prior to the drills.

## MEDICAL EMERGENCY PROCEDURE

We recommend that all tenants have a First Aid Kit and basic first aid knowledge.

If someone in your office should have a medical emergency, do the following:

- STAY CALM AND CALL 911.
- Tell the operator that there is an emergency at 80 M Street SE, Washington, DC. Be sure to give the location of the emergency (floor number, suite number, company name).
- Describe the Emergency Situation.
- Notify the Property Management Office, so that personnel can hold an elevator in the lobby for the emergency medical team if needed and lead them to the appropriate location.
- Use the First Aid Kit and assist the victim to the degree that you are trained.

## BOMB THREATS/EXPLOSIONS/SUSPICIOUS PACKAGES

ALL BOMB THREATS MUST BE REPORTED TO THE POLICE AT 911 AND THE PROPERTY MANAGEMENT OFFICE.

Bomb threat callers send warnings of possible bombs for a variety of reasons: to make a statement, to create panic or disrupt normal business, or to evacuate the building out of concern for the safety of the people inside.

Bomb threat messages may be received in several ways; through the mail, by messenger, over the telephone, on a note left in a public place, or even on a computer screen. Although most of

all bomb threats are hoaxes, they do have one thing in common - **they must all be taken seriously.**

While safety is of paramount importance in any emergency, in the case of a bomb threat immediate notification of building occupants or a complete evacuation of the building is not always the safest way to proceed. The confusion and panic may pose greater exposure to danger than the threat itself. Follow the directions of the authorities, who will determine if an evacuation is necessary.

### **Telephone Bomb Threat**

- Be calm and courteous. Concentrate on the exact wording used in the message, focus all attention on the call and try to attain as many details as possible.
- If possible, WITHOUT letting the caller know, enlist the aid of fellow employees to first notify the police and then the Property Management Office, giving the following information:
  - a. Company Name
  - b. Suite Number/Floor
  - c. Name and telephone number of employee making this call.
- Obtain as much information as possible. Refer to the Bomb Threat Form at the end of this section. As a minimum, try to find out:
  - a. Exact location of the device
  - b. Time set for explosion
  - c. Description of the device
  - d. Reason the caller has placed the bomb
  - e. Write down the exact words spoken by the caller

Remain calm, do not scare, or notify fellow employees, and wait for instructions from the police department.

Once Building Management has been notified of a bomb threat, we will notify your firm's Manager. It is the decision of the Property Manager, and/or your firm's Manager as to whether it is appropriate to evacuate the office, except when specifically ordered by the police.

If you are asked to evacuate the building:

- Take your most critical personal belongings (such as purses, handbags, wallets, keys, briefcases), lock your own desk and files and exit your suite promptly.
- Do NOT use the elevator
- Exit the building and move away from the entrances to allow unimpeded passage of emergency personnel and meet at your company's predetermined assembly point.
- Do NOT re-enter the building until clearance has been given by the Police Department.

### **Suspicious Looking Package or Envelope**

- Do not move or touch the questionable package or envelope
- Remain Calm

- Clear the immediate area where the package or envelope has been discovered
- Notify the police department at 911 with the following key information:
  - Company Name
  - Suite Number/Floor and Building Address
  - Name and telephone number of employee making this call
  - Details of the suspicious looking package or envelope
  - Location of the suspicious looking package or envelope
  - Notify Building Management with the same information

Building Management will give the authorities and tenants all available information. It is our policy that it is the decision of the Property Manager, and/or your company's manager, to decide if it is appropriate to evacuate the office, except when specifically ordered by the police.

If you are asked to evacuate the building, follow the procedures above.

Contact the Property Management team for a Bomb Threat Checklist and/or further details on any of the Emergency plans outlined in this section.

## TERRORIST ATTACKS/HOMELAND SECURITY

Columbia Property Trust recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<https://emergency.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

WTOP Radio - 1500 AM, 820 AM and 107.7 FM:

<http://www.wtop.com>

The Washington Post: <http://www.washingtonpost.com/>

WJLA Channel 7: <http://www.wjla.com/>

WUSATV Channel 9: <http://www.wusatv9.com>

NBC4 Channel 4: <http://www.nbc4.com/index.html>

## Chemical, Biological and Radiological attack

### **What Background Information Do I Need to Know About a Hazardous Materials Release?**

Although the presence of Hazardous Material has become more of a concern in recent years due to terrorist activity, there has always been the potential for a release due to a non-antagonistic action, such as spillage from a tanker that has been in an accident. In either event, the types of outcomes can vary widely. In general, chemical releases frequently have more immediately noticeable consequences, while biological releases may not be immediately known. In both cases there is the potential for harm to individuals, and in both instances the government is in the best position to provide overview direction and make available the antibiotics or antidotes necessary. Nuclear, or radiological, contamination also tends to create a wide range of concerns, based upon whether the source is a nuclear blast or normal explosion designed to spread nuclear waste. Because of the wide range of different ways that hazardous materials affect people, it is difficult, if not impossible for employers to set up all the necessary protection needed for every possible circumstance.

### **How Do Building Systems and Columbia Property Trust Services Employees Respond to a Hazardous Material Release?**

The response to a Hazardous Material release varies based upon whether the release occurs outside or within the building. If the material were released inside, we would immediately shut down the air moving systems in the building so as to prevent the spread of the material. Based upon the scope of the release we would proceed with an evacuation of the affected premises, and notification to other building occupants. If the release were external and in the area of the building, we would shut down both the fans that bring fresh air into the building and the stairwell pressurization fans. We may also shut down elevator service in order to prevent their movement from drawing air into the building. Rather than evacuating the buildings, we would encourage occupants to remain inside, or “shelter in,” and would continue to monitor and make available the specific directives from government authorities.

### **What Should Our Firm’s Responses Be to a Hazardous Material Release?**

As referenced earlier, the wide range of potential circumstances make it very difficult for employers to plan for every potential release event to which their employees might be exposed. The best response will be based upon following the guidelines put in place by Property Management, and so it is essential that each employer have individuals who are familiar with their firm’s emergency response plans, and who are prepared to enact them.

## CIVIL UNREST/DISTURBANCES

Should a riot or civil disturbance start outside the building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed. Please follow the below instructions.

- Stay out of corridors.
- Stay away from outside windows where objects thrown from the street might cause injury.
- Lock all office doors leading from hallways if unauthorized persons have entered the building
- Immediately notify the Management Office if unauthorized persons have entered the building. Wait for
- further instructions.

## POWER FAILURES

Should there be a Power Failure, be prepared and remember:

- Remain calm.
- Stay where you are.
- Await further instructions.
- Keep flashlight with extra batteries in office.
- If an immediate danger or problem exists, use emergency stairwell exits or outer stairwell corridors.

Widespread Power Failure:

- Keep flashlight with you even if minimal lighting exists.
- Check telephone for service.
- Check lighting in hallways.
- Turn off/unplug equipment to prevent surge upon power restoration.
- Place absorbent materials around refrigerators, ice machines, etc.

Elevators:

- Service will be minimal during a power failure.
- If inside the elevator, lights will go out and car will stop.
- If car bounces or sways as lights go out, an earthquake may be involved.
- Attract attention/establish communication by depressing "Alarm" and "Intercom" button once every 2 minutes until communication is made.
- The emergency generator will automatically start and power one elevator at a time and bring it down to the lobby level. This process will continue until all of the elevators are brought down to the lobby.

If evacuation is ordered:

- Notify others in your vicinity.
- Exit calmly through nearest stairwell; keep to the right side, close to the wall.
- Do not use elevators.
- Notify appropriate party of any persons who may need assistance exiting the building.
- Move at least one block away from the building.
- Do not attempt to re-enter the building until instructed to do so.

## Emergency Generator

Emergency Power & Lighting:

During a power failure, an emergency generator operates automatically, powering all safety equipment and emergency lighting. This system brings one elevator at a time to the lobby, runs the fire pump, and provides emergency exit lighting every 15-20 feet in all hallways.

Monitoring Company:

The monitoring company monitors fire detection and alarm systems including the elevator emergency communication system 24 hours per day, 7 days per week. The monitoring company contacts the fire department and Property Management staff upon detection of an emergency.

## SEVERE WEATHER

Please follow your local weather service for updates and advisories regarding severe weather.

### DO'S

- Stock extra fuel, water and ready-to-eat foods.
- Have flashlights and battery-operated radio on hand.
- Fill gas tank. Protect car from blowing snow.
- Keep blankets, shovel and bag of sand in trunk of car.
- If stranded, stay in car. Run engine occasionally, but crack windows. Check exhaust for snow blockage.
- If out of gas, keep all windows closed. Turn on dome light at night. Stand watch and do not go to sleep.
- If on foot, follow deep ruts or fence row. Tie scarf on mouth and nose to protect lungs, ears and face.

### DON'TS

- Do not travel alone. Do not drive without snow tires or chains.
- Avoid night travel.

- Do not exert yourself pushing cars, shoveling snow or walking. Watch for icicles.

## Severe Thunderstorm

Please follow your local weather service for updates and advisories regarding severe weather.

### DO'S

- Immediately move away from exterior walls and windows.
- Exit into central corridors.
- Walk, don't run, to nearest exit.
- Grasp handrail and walk down stairway to area below ground level as directed.
- Move quickly away from stairway to door to avoid congestion.
- Stay calm.

### DON'TS

- Do not use elevators.
- Do not attempt to exit building or below ground area until instructed to do so

## Lightning

### DO'S

- Get into building or car.
- Drop to ground if hair stands up and skin begins to tingle.
- If out of doors, avoid highest point, metal fences, tall trees, etc. Do get in ditch.
- Give artificial respiration if a person is unconscious after being struck by lightning.

### DON'TS

- Do not use electric appliances or telephone. Remove plugs and antenna wires from television.
- Do not sit near windows, doors, sinks and pipes.
- Lie flat and do not touch metal objects.
- Do not fear a person who has been struck by lightning as you are in no danger of being shocked

## Tornadoes

### DO'S

- Listen to building security for instructions.
- Stay inside.
- Stay away from all windows

**TORNADO WATCHES** are issued by the National Weather Service for areas threatened by tornados and severe thunderstorms. These watches specify a time period and area where tornado probabilities are highest. During a watch, LOOK FOR THREATENING WEATHER and stay tuned to radio and television for more information.

**TORNADO WARNINGS** are issued by the local National Weather Service offices when a tornado has been sighted or indicated by radar. Warnings describe the area that could be affected. If a warning is issued, TAKE COVER IMMEDIATELY.

## Hurricanes

Please follow your local weather service for updates and advisories regarding Hurricanes.

### DO'S

- Listen to local radio and television for instructions.
- Fill auto with gas.
- Store ready-to-eat food and emergency medical supplies.
- Have handy battery-operated flashlights and radio.
- Stay indoors, away from windows.
- After storm, use phone for emergencies only. Avoid downed wires.

## FLOODS

Please follow your local weather service for updates and advisories regarding floods alerts.

### DO'S

- Listen to building security for instructions.
- Stock supply of ready-to-eat foods.
- Have battery powered radio and flashlights ready to use.
- While driving, watch for slides, fallen wires and flood water.

### DON'TS

- In the event of a flash flood, do not take the time to move anything. Leave immediately. If car stalls, abandon and seek higher ground.
- If walking, do not move into water over your knees.
- After flood, do not eat or drink anything touched by flood water.

# EARTHQUAKES

In a major earthquake, power, water and telephone lines may be down and emergency services may not be able to reach you for up to three days. For this reason, it is important to be prepared. The best way to prepare yourself for an earthquake is by creating:

- an earthquake plan for your office
- an earthquake survival kit

## Three Things You Need to Know

- How to turn off gas, water, and electricity.
- First aid.
- Plan for reuniting your family

## Survival Items to Keep on Hand

- Flashlight and portable radio with extra batteries, light bulbs
- Fire extinguisher
- Watch or clock - battery operated or spring wound
- Blankets and sleeping bags, heavy shoes
- Manual can opener
- Prescription medication and glasses

If You are in the building:

Note: Stay where you are! Wait for instructions through the Public Address System. Do not exit the building unless it is unsafe to remain inside.

1. Stay calm and encourage others to do the same.
2. Do not stand in office building doorways, instead “duck, cover and hold.” Take cover by ducking under a desk, table or the like. Hold on until the movement has stopped.
3. Move away from windows and glass partitions, bookshelves, file cabinets, wall hangings and suspended objects.
4. Do not use elevators.
5. Do not take cover in emergency stairwell exits.
6. Be prepared for aftershocks and power failures.

If You are in an Elevator:

1. Do not use the STOP button while elevator is moving.
2. Crouch down near the center or front of the elevator until movement ceases.
3. Do not lean against the walls or corners of the elevator.
4. Exit the elevator at the first opportunity. Do not use the elevators unless advised by the emergency team that it is safe.

If You are Outside (Open Area, Park, Plaza, etc.):

1. Move away from buildings, glass doors and windows, trees, power lines and brick walls.
2. Crouch down and cover your head with your arms.

## WHAT TO DO AFTER AN EARTHQUAKE

If safe, conduct a thorough inspection of your suite to locate any trapped or injured persons, dangerous or shorting electrical circuits, damaged and leaking water pipes, unstable walls and ceilings. Notify building management.

### If You Must Evacuate the Building:

- Post a message indicating where you can be found.
- If safe, gather whatever supplies possible from your desk and lunchroom.

### Articles to bring with you:

- your wallet or purse
- silverware or a drinking cup
- canned/dry foods
- blankets or clothing
- flashlight, radio and batteries
- important papers and cash
- pens, paper, etc.
- bottled water, soft drinks

### If You Locate an Injured Person:

- If you are qualified to administer first aid, do so. If you are not qualified, wait for qualified assistance to arrive.
- Write down the person's name and location.
- Do not remove identification (wallets, purses, etc.) from injured or unconscious persons.

### If you are Injured:

- Notify others in your area that you are injured, the extent of your injuries, and that you require medical assistance.
- Do not move from your location unless it is unsafe to remain in the area. If you move, try to leave a note in that area or in the stairwell to advise others of where you have gone.
- If you are alone and injured, you should try to activate a manual alarm and exit into the nearest stairwell. Once you are in the stairwell, wait on the nearest platform for assistance.

### Helpful Tips:

- Paper towels from the rest room used with office supply articles such as tape, can provide bandages for the wounded.

- Many offices use bottled water. If possible, carefully try to secure water bottles after an earthquake for future use.
- Emergency water may be obtained from a water heater, toilet tanks, melted ice cubes and canned vegetables.
- It is likely that the power will go out after a major earthquake. First eat refrigerated foods before cookies, candy bars and other non-perishables.
- If blankets are needed, consider pulling down drapes or even using carpeting for warmth.
- Fire hoses can be used should you need rope.
- If you have ice or ice packs, place them in doubled up plastic bags.

## IMPORTANT POINTS TO REMEMBER

### DO'S

- Check for injuries; give First Aid, if you are qualified.
- Check the water pipes. If they are broken, shut off the water valve.
- Turn on a portable radio for information.
- Open doors to closets and storage shelves carefully (watch for falling objects).
- Put on heavy shoes to avoid injury from glass and other debris.

### DON'Ts

- Turn on electrical switches if you smell gas.
- Touch downed power lines.
- Use the phone, except for emergencies.
- Eat or drink anything from open containers near shattered glass.
- Cook indoors; use outdoor charcoal broilers.
- Go sightseeing; streets should be clear for emergency vehicles

## SUSPICIOUS/UNWANTED PERSONS

### THEFT PREVENTION

Immediately report suspicious persons to Security by calling (202) 454-5884 and 911.

Report unknown persons who:

- Loiter in elevator lobbies, hallways or rest rooms.
- Solicit, take written notes, photographs or videos.
- Change clothes in restroom.
- Appear lost, out of place or act in a suspicious manner

Inform Security of:

- Your name, company affiliation, floor, phone number and, if applicable, your extension.

- Description of person.
- What person said and did.
- Where person has gone (up or down in elevators, etc.)

Check for and report all thefts to Security:

- Purse or Wallet If missing, check rest room trash receptacles.
- Checkbook Check numerical sequence or checks missing from middle or end of pad.  
Call bank to stop payment.
- ATM/Credit Cards Never give ATM access code numbers on telephone to any caller claiming to be a bank employee. Tell caller you will call back. If stolen, call bank at listed telephone number to report theft
- House Keys If missing, you may need to change locks at residence.

Take immediate action:

- Secure rear doors of office.
- Regardless of where theft occurred, have everyone check wallets, purses or valuables.
- Notify people returning from lunch or who were away from the office at the time of the problem.

## ACTIVE SHOOTER

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is a close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 WHEN IT IS SAFE TO DO SO!**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible

- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

2. Hide out – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your action

# 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.

80 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 policies, maintenance protocols, stakeholder engagement and emergency plans. To learn more about the WELL Building Standard, visit [wellcertified.com](http://wellcertified.com).

#### **LEED (Gold 1<sup>st</sup> – 7<sup>th</sup> floor / Silver 8<sup>th</sup> – 10<sup>th</sup> floor) 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 at <https://80mstreet.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 80 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 and recycled content paper towels and toilet paper

## 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).

### Community Outreach

At 80 M Street we hold annual drives to benefit local groups/shelters such as food drive, toy for toddler, winter coats during the year-end holidays.

# IMPORTANT FORMS

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## BUILDING AMENITIES FORMS

All forms are available through Building Engines (<http://www.requestcom.com>) and can be requested from the Property Management Office.

### Fitness Center Waiver Form

A completed Fitness Center Waiver of Liability form is required in order to obtain access to the facilities.

### Bicycle Agreement

The Bicycle Room Waiver is required prior to using the facilities.

### Conference Center Packet Reservations / Room Set-Ups

The Conference Center Packet is a comprehensive guide to the facilities available at 80 M Street, including, general Rules & Regulations, access and reservations, room configurations and occupancy limits and more.

## EAP PERSONNEL FORM

### Special Assistance Registration Form

This form should be completed and returned to the Property Management Office in the event of an emergency.

## MOVE-IN/MOVE-OUT FORMS/CHECKLISTS

### Moving Policy and Procedures

Please contact the Property Management Office to coordinate all move-ins or move-outs, as well as to confirm Certificate of Insurance Requirements.

## TENANT HOLIDAY SCHEDULE FORM

Please complete the Holiday Schedule form to alert the Property Management Team of holiday observances and associated services required.

## TENANT SERVICES CHARGE SCHEDULE

The Fee Schedule includes Cleaning, HVAC, and Security services.

Cleaning services required for after-hour events will be charged at a flat rate of \$300.

OT HVAC may be provided for the amenity space at a rate of \$75/hour with a 4-hour minimum.

Should additional security be required for any after-hours events, at the discretion of Landlord or request of the Tenant, the rate is \$35/hour.

Rates reflected are subject to change at Landlord's discretion.