

# General Information for Tenants

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## TENANT INFORMATION

**Charles E. Smith Commercial Realty Emergency Telephone Numbers**  
(703) 769-1250

In case of emergency the above telephone number is available twenty-four hours a day, seven days a week.

### **Access Control**

Kastle Systems

### **Rental Payments**

Rent is due on or before the first of each month. It is the tenant's responsibility to forward the rental payment in compliance with their lease.

Please include your building number and lease number on all payments.

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## **LEGAL PUBLIC HOLIDAYS 2002**

New Year's Day  
Martin Luther King, Jr. Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

If you need building services on any of the above dates, we require a 24-hour advance written notice be given to the Property Manager in order to plan for an engineer to work that day.

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## **SOLICITORS**

Charles E. Smith Commercial Realty does not allow canvassing, soliciting or peddling in the building, and Tenant shall cooperate to prevent such activities.

If uninvited solicitors should enter your suite or you see them elsewhere in the building, please call the Property Manager immediately and report the solicitor.

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## **CERTIFICATE OF INSURANCE**

A Certificate of Insurance from your insurance company is required verifying that you have obtained the coverage required under the terms of your lease. This certificate is to be renewed on an annual basis.

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## **DELIVERIES**

In order to ensure that all deliveries are dispatched quickly, efficiently, and safely to tenant floors, Charles E. Smith Commercial Realty requests that the following procedures be utilized:

- All deliveries must be made through the loading dock.
- Only the service elevator may be used for deliveries.
- Deliveries should only be made during the following hours:  
9:30 A.M. - 11:30 P.M.  
1:30 P.M. - 4:30 P.M.

If, at any time, a delivery cannot be made during the established hours, special arrangements may be made in advance with the Property Manager. However, no responsibility will be accepted by the building for loss of, or damage to, items being delivered.

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## **MOVE-IN/MOVE-OUT PROCEDURES**

In order that we may assist you in making your move as efficient as possible, we request the following:

The move-in/move-out must take place outside of normal business hours, i.e., before 8:00 A.M., after 6:00 P.M. or during weekends. To make arrangements for a move-in/move-out:

- Notify the Property Manager in writing, at least 5 working days prior to the date of the move.
- Give the name of the moving company that you employ, and the scheduled time of the move.
- Include the appropriate Certificate of Insurance, details of which are available from the Property Manager upon request.

Building personnel will be on hand to provide any needed building and/or elevator service. These procedures also apply to delivery of large items.

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## **CHRISTMAS TREES AND DECORATIONS**

Charles E. Smith Commercial Realty requests your cooperation to ensure the proper and safe usage of Christmas trees and other decorations.

Christmas trees and other decorations are to be displayed in compliance with the following specifications:

- Live trees are NOT permitted in tenant suites.
- Artificial trees must be flame-proofed to the satisfaction of the Fire Marshal.
- Artificial trees must be properly placed. Trees must NOT block an exit door or obscure an exit sign.
- Only decorations of non-flammable material are permitted.
- Candles or flame decorations are NOT permitted.
- Electric wiring may NOT be used on metallic trees. Metallic trees may be illuminated by use of spotlights placed at a safe distance.
- Electric lights used on trees must conform to the appropriate jurisdictional electric code and be U.L. approved.

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## **BUILDING RULES AND REGULATIONS**

### **Noise**

Tenant shall NOT obstruct or interfere with the rights of other tenants, or persons having business in the building, or in any way injure or harass such tenants or persons. Tenant will NOT conduct any activity within the demised premises which will create excessive traffic or noise anywhere in the building.

### **Animals, Vehicles**

Tenant shall NOT bring or keep within the building any animal, bicycle, motorcycle, or other types of vehicle except as required by law. Bicycles, motorcycles, and other types of vehicles are permitted in the garage when space is available.

### **Office Equipment**

All office equipment and any other device of any electrical or mechanical

nature shall be placed by Tenant in the demised premises in settings approved by Landlord, so as to absorb or prevent any vibration, noise or annoyance.

Tenant shall NOT construct, maintain, use or operate within the demised premises, or elsewhere in or outside the building any equipment or machinery which produces music, sound, noise, and which is audible beyond the demised premises.

In addition, Tenant shall not cause improper vibrations or odors within the building.

### **Trash**

Tenant shall exercise his best efforts to keep the sidewalks, elevators, escalators, stairways, vestibules, public corridors and halls in and about the building (hereinafter "Common Areas") clean and free from rubbish.

Tenant shall NOT deposit any trash, refuse, cigarettes, or other substances of any kind within or outside of the building, except in the refuse containers provided.

No material shall be placed in the trash boxes or receptacles if such material cannot be disposed of in the ordinary and customary manner without being in violation of any law or ordinance. Tenant shall be charged the cost of removal for any items left by Tenant that cannot be so removed.

All garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes and at such times as Landlord shall designate. Tenant shall NOT introduce into the building any substance which might add an undue burden to the cleaning or maintenance of the demised premises or the building. No tenant shall cause any unnecessary labor due to carelessness or indifference in the preservation of good order and cleanliness. Landlord shall not be responsible to any tenant for any loss of property on the demised premises, however occurring, or for any damage done to the effects of any tenant by the cleaning service or any other employee or any other person.

### **Hazardous Materials**

Tenant who uses or stores hazardous materials in the building must confine all use and storage to their leased space. Charles E. Smith Commercial

Realty must be kept advised of the nature, use and location of hazardous materials, and the Tenant must comply with all applicable government regulations including spill containment, ventilation, worker training and disposal.

Infectious waste must be contracted separately with a hauler to dispose of the waste in accordance with government requirements, and in a manner that protects the staff and other occupants of the building. *Infectious waste may not be combined with the building's normal waste stream.*

### **Common Areas**

Tenant shall use the common areas only as a means of entrance and exit, and Tenant shall permit no loitering by any persons in the common areas or elsewhere within the building. The common areas and roof of the building are not for the use of the general public, and Landlord shall in all cases retain the right to control or prevent access thereto by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation or interests of the building and its tenants.

Tenant shall NOT enter or install equipment in the mechanical rooms, air conditioning rooms, electrical closets, janitorial closets, or similar areas or go upon the roof of the building without the prior written consent of Landlord.

No tenants shall install any radio or television antenna, loudspeaker, or other device on the roof or exterior walls of the building.

### **Alterations**

Without limitation to any of the provisions of the Lease, Tenant shall NOT mark, paint, drill, cut, string wires within, or in any way deface any part of the building, without the prior written consent of Landlord, and as Landlord may direct. Upon removal of any wall decorations or floor coverings by Tenant, any damage to the walls or floors shall be repaired by Tenant at Tenant's expense.

Tenant shall NOT lay linoleum or similar floor coverings so that the same shall come into direct contact with the floor of the demised premises and, if linoleum or other similar floor covering is to be used, an interlining of builder's deadening felt shall be first affixed to the floor, by a paste or other

material soluble in water. The use of cement or other similar adhesive material is expressly prohibited.

Floor distribution boxes for electric and telephone wires must remain accessible at all times. Tenant shall not install or permit the installation of any awnings, shades, mylar films or sunfilters on windows. Tenant shall not cover induction units.

Tenant shall cooperate with Landlord in obtaining maximum effectiveness of the cooling system of the building by closing drapes and other window coverings when the sun's rays fall upon windows of the demised premises. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, ventilating, air conditioning, electrical, fire safety or lighting systems, nor shall Tenant tamper with or change the setting of any thermostat or temperature control valve in the building, except as provided to the Tenant for his use.

### **Electric Heaters/Fans**

Electric heaters and/or fans, aside from being in violation of jurisdictional regulations, present a fire hazard and are NOT permitted in any area of the building.

### **Plumbing Fixtures**

Tenant shall NOT use the restrooms or plumbing fixtures of the building, and appurtenances thereto, for any other purpose than the purpose for which they were contracted.

Tenant shall NOT deposit any sweepings, rubbish, rags, or toxic flammable products, or other improper substances therein.

Tenant shall NOT waste water by interfering or tampering with the faucets or otherwise.

If Tenant or Tenant's servants, employees, agents, contractors, jobbers, licensees, invitees, guests or visitors cause any damage to such restrooms or plumbing fixtures or appurtenances, such damage shall be repaired at Tenant's expense, and Landlord shall not be responsible thereto.

### **Fire and Safety Regulations**

Subject to applicable fire or other safety regulations, all doors opening onto common areas, and all doors upon the perimeter of the demised premises

shall be kept closed and, during non-business hours, locked, except when in use for entrance or exit.

If Tenant uses the demised premises after regular business hours or on non-business days, Tenant shall lock any entrance doors to the building or to the demised premises used by Tenant immediately after using such doors.

Tenant shall cooperate with energy conservation by limiting the use of lights to areas occupied during non-business hours.

### **Landlord/Employee Restrictions**

Employees of Landlord shall NOT receive or carry messages for or to Tenant or any other person, not contract with nor render free or paid services to Tenant or Tenant's servants, employees, contractors, jobbers, agents invitees, licensees, guests or visitors.

In the event that any of Landlord's employees perform any such services, such employees shall be deemed to be the agents of Tenant regardless of whether or how payment is arranged for such services, and Tenant hereby indemnifies and holds Landlord harmless from any and all liability in connection with any such services, and any associated injury or damage to property or injury or death to persons.

### **Keys**

The word "key" as used herein shall refer to keys, keycards, and all such means of obtaining access through restricted access systems.

All keys to exterior doors of the demised premises shall be obtained by Tenant from Landlord, and Tenant shall pay to Landlord a reasonable deposit determined by Landlord from time to time for such keys.

Tenant shall NOT make duplicate copies of such keys. Tenant shall, upon the termination of his tenancy, provide Landlord with the combinations to all combination locks, safe cabinets, and other key-controlled mechanisms therein, whether or not such keys were furnished to Tenant by Landlord.

In the event of the loss of any key furnished to Tenant by Landlord, Tenant shall pay to Landlord the cost of replacing the same, or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such a change.

### **Signage**

No signs, advertisements or notes shall be painted or affixed on or to any windows, doors, or other parts of the building visible from the exterior or any common area or public area in the building.

Landlord will provide and maintain a directory board for all tenants of the building in the main lobby; no other directories shall be allowed.

### **Contracting**

Tenant shall refer all contractors, contractor's representatives and installation technicians tending any service to them to Landlord for Landlord's supervision, approval and control before the performance of any contractual service.

This provision shall apply to all work performed in the building.

### **Freight Elevator Use**

After initial occupancy, movement in or out of the building of furniture, office equipment, or any bulky material, which requires use of elevators shall be restricted to the use of freight elevators. Absolutely no carts or dollies are allowed through the main entrances or on the passenger elevators. All non-hand carried items must be delivered through the appropriate loading dock and freight elevator.

### **Tenant Restrictions**

No portion of any Tenant's lease area shall, at any time, be used or occupied as sleeping or lodging quarters.

### **Lost/Stolen Item Policy**

Landlord will not be responsible for lost or stolen personal property, equipment, money or jewelry from Tenant's leased area or public areas regardless of whether such loss occurs when area is locked against entry or not.

### **Heavy Equipment**

Landlord shall have the power to designate the weight and position of safes and other heavy equipment, which shall in all cases, stand on supporting devices approved by the Landlord.

Prior to installation of any heavy equipment, Tenant must receive Landlord's approval.

All damages done to the building by taking in or putting out any property of

a Tenant, shall be repaired at the expense of the Tenant.

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## SMOKING POLICY

In consideration of the health, welfare, and morale of our tenants, the common areas (i.e. all lobbies, restrooms, stairwells, etc.) of our office buildings, including connecting arcades, shopping centers and walkways have been designated as "**No Smoking**" areas.

You may smoke **only** in designated smoking areas. Tenants are encouraged (but are not required) to provide properly ventilated designated smoking areas for their employees within their leased space.

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## EMERGENCY TELEPHONE NUMBERS

Fire.....911

Rescue and Ambulance.....911

Emergency.....911

Charles E. Smith Emergency Control Center.....(703) 769-1250

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## BOMB THREAT GUIDELINES

### Receiving Bomb Threats

Individual directly receiving a bomb threat call shall:

- Handle the call immediately. It is important that you keep a *CALM* voice.
- Note the telephone number or line the call is received on.
- Obtain as much information as possible from the caller. Ask the caller to repeat the message, particularly the location of the bomb, time of detonation, etc. NOTE: Complete the "Bomb Threat by Telephone Data Sheet" (Following Page).
- Write the message using the exact words of the caller.
- Listen for background noises which may provide a clue as to where the call is originating.
- Pay attention to the voice of the caller so that you may be able to

identify it should you hear it again. Listen for accents, dialects, speech impediments, etc.

- Upon receiving a bomb threat, immediately telephone 911 to report the threat.
- Report the threat also to the Charles E. Smith Emergency Center at (703) 769-1250.
- Advise your Office Manager or Supervisor of the threat.
- Meet emergency service personnel responding to your location.

## **Suspicious Object**

- Tenant notified of a bomb threat should determine if any suspicious or unusual objects exist within their premises.
- The importance of not touching any suspicious package or article cannot be stressed too much. Explosive devices may appear in a recognizable form, or they may be very sophisticated, disguised to not be easily discernible.
- Removal of any suspicious object should be left to local authorities.
- Do not assume that there is only one suspicious object.

## **Located Device**

Having located any of the above-mentioned items dictates the need to take immediate safeguards for the protection of life and property.

- Clear the immediate area. Position yourself in a manner that affords the best possible protection while keeping the area isolated until arrival of local authorities.
- Do NOT touch the suspicious items. Report the location immediately to the authorities.
- Open all doors in the immediate area.
- Suspicious objects must be left to coordination by local authorities for removal.
- Do NOT place any material over the suspicious items; this may only add to the destructive powers of an explosive device.

## **Evacuation**

Tenant should establish an internal policy regarding evacuation in the event

of a bomb threat. Charles E. Smith Commercial Realty does NOT make this decision. In some instances the police will order evacuation; otherwise, it is solely the Tenant's decision.

### **BOMB THREAT TELEPHONE DATA SHEET**

This questionnaire is provided so that the person receiving the bomb threat via telephone can collect as much information as possible to assist the law enforcement agency in identifying the caller and locating the alleged bomb. It is extremely important that the person receiving the bomb threat remain *CALM*.

A. **Sex of caller:** \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ Age \_\_\_\_\_  
Race: \_\_\_\_\_ Length of Call: \_\_\_\_\_ Minutes

Telephone Number at which call was received: \_\_\_\_\_ Time: \_\_\_\_\_

**B. Questions to Ask:**

1. Where is the bomb?
2. What does it look like?
3. When will it explode?
4. What will cause it to explode?
5. Why was the bomb placed?
6. Do you know who placed the bomb?
7. Where are you calling from?
8. What is your address?
9. What is your name?

C. **Did the caller indicate knowledge of the building or anyone associated with the building?**

D. **Voice of the Caller:**

Well Spoken	Loud	Prepared Message	Ragged
Incoherent	Laughter	Cursing	Deep
Calm	Deep Breathing	Irrational	Disguised
Angry	Cracking	Nasal	Accent
Pressured	Normal	Stutter	Crying
Rapid	Slow	Lisp	Familiar
Soft	Taped	Raspy	Distinct
Slurred	Whispered	Other	

**E. Background Sounds:**

Clear	Animal	Sounds	Local
Music	House	Sounds	Street Sounds
Voices	Factory/Machinery	Office Equipment	
Motor	Planes/Trains	Other	
P.A. System	Static		

**F. Call Immediately Reported To:**

1. Police Department (911) Person's Name:

Person's Identification Number:

2. Charles E. Smith Commercial Realty Official: Telephone  
(703) 769-1250 Time:

3. Others:

Time:

Remarks:

Name of Person Receiving Call:

Position:

Date:

Time:

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## **CRIME PREVENTION MESSAGE**

Charles E. Smith Commercial Realty is concerned about the safety and protection of our tenants, their employees and their property. We are conscious of the various criminal activities to which each of us is exposed daily. Conditions that encourage criminal activities prevail in densely populated places, such as the Washington metropolitan area.

To reduce crime, emphasis must be put on *preventive* rather than reactive measures. Preventive measures against office thefts, burglaries after hours, and crimes against persons can best be achieved through the individual efforts of tenants and their employees. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing. All employees must understand the importance of their part in helping to ensure a more safe and secure working environment. The enclosed guidelines may help prevent losses, and reduce criminal opportunities of selecting your business or employee as a victim.

Please note that Charles E. Smith Commercial Realty does not provide security services to any tenant of the leased facilities. Contracts for guard services are on behalf of the building owners and are for the protection of their interests in public (common) areas only. Security guards are generally powerless to assist or take police action in most criminal matters in tenant space, unless the guard personally witnesses a minor crime that constitutes a breach of the peace, or unless a serious crime (felony) is involved. All criminal activities should be reported immediately to the police.

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## **FIRE EMERGENCY REGULATIONS**

Each property has a Fire Department-approved Fire Emergency Evacuation Plan. Each tenant, in turn, is required to have an evacuation plan and to appoint wardens to assist in an evacuation. Please study the plan, and make sure your employees become familiar with the location of emergency exits and fire alarm pull stations. The local Fire Department will assist you in





















