

# **TENANT HANDBOOK**

## **REDWOOD PLAZA**

10560, 10580 & 10600 Arrowhead Drive  
Fairfax, VA 22030



Welcome to **Redwood Plaza**. We have created this handbook for your use as a Tenant and hope it will answer any questions you may have regarding procedures and operations.

TRANSWESTERN is proud of **Redwood Plaza**, and we hope that you will share in our enthusiasm.

One of the most important elements contributing to a successful relationship between the Building Management team and the Tenants is an effective communication channel. Under Section II of this handbook we have included the names and numbers of all key personnel involved in the management of **Redwood Plaza**, and we encourage you to use those numbers should you ever have any questions or problems during the course of your tenancy.

Please circulate this handbook to your personnel and retain it in a safe place for future reference. As building policies and contacts change, we will send you updated information to insert in an effort to keep the handbook current.

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## **Section I - MOVE-IN / MOVE-OUT INFORMATION**

It is of the utmost importance that the Building Personnel be notified of the exact date and time of your proposed move. Your moving Coordinator or your Moving Contractor should contact the Building Manager at 703-698-1888 to confirm all arrangements prior to the move. In order to provide the best possible support for moves or deliveries to the Building, we ask for your cooperation in observing the following guidelines.

- We request that your move be scheduled after 6:00 p.m. Monday through Friday, or anytime on Saturday and Sunday. Large office moves may occur only during these times. An Engineer must be present during the entire move. Therefore, if you will be scheduling your move on a weekend or after 6:00 p.m. on a weekday, there will be an hourly overtime charge except at the time of your initial move-in. (This applies to prime Tenants; Subtenants will be charged for the Engineer's time during their initial move-in.)
- Each building is equipped with (1) freight elevator. This elevator will be made available for use during your move-in. Please contact the Management Office in advance to schedule use of the freight elevator. Unless otherwise authorized by the Building Management, only the freight elevator is to be used. The Fire Marshall will not allow any fire corridor or exit to be blocked at any time; this includes the elevators, lobbies and hallways.
- All moves and deliveries will be restricted to the use of the Loading Dock entrance unless otherwise authorized by the Building Management. If it is necessary to move through the Lobby, and if you have been authorized to do so, all entrance doors and Lobby floors and walls must be protected with Masonite or other acceptable materials.
- Your Moving Contractors will be responsible for any damage to the Building incurred during the moving operation. They should be instructed to do the following:
  - Pad or otherwise protect all entrances, doorways, walls and elevators affected by the move.
  - Use Masonite or comparable material on all floors over which the move takes place.
  - Report immediately any problems which will affect the Building, such as elevator breakdown, electrical disturbances, etc.
  - Remove all bulky packing cartons from the Building after the move operation is completed
- The moving crew will not be permitted to smoke in any area of the Building

### **Tenant and Vendor Insurance**

When moving into **Redwood Plaza** your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified below under "Insurance Requirements" prior to the move.

An Additional Insured Endorsement must be provided as part of but separate from the Certificate in order for it to be acceptable.

### **CONTRACTOR/VENDOR CERTIFICATE OF INSURANCE REQUIREMENTS**

For your convenience, a sample Certificate of Insurance with Endorsement form is below under "Insurance Requirements"

Once completed, the insurance information may be faxed to 703-698-5259. Please mail the original to:

Transwestern  
10560 Arrowhead Drive  
Suite 125  
Fairfax, VA 22030

## REQUEST FOR CERTIFICATE OF INSURANCE

***Redwood Plaza  
10560, 10580 & 10600  
Arrowhead Drive  
Fairfax, VA 22030***

- 1) Commercial General Liability insurance
  - a. Minimum \$1,000,000 per occurrence
  - b. \$3,000,000 in the aggregate, as applicable, combined single limit, bodily injury and property damage
- 2) Employers' Liability Insurance
  - a. Minimum \$1,000,000 per occurrence and in the Aggregate
  - b. Applicable to and covering all persons engaged in the performance of any work at the Property
- 3) Business Automobile Insurance
  - a. Minimum \$1,000,000 per occurrence and in the Aggregate
  - b. Covering any automotive vehicle whether owned or hired, which is used by a contractor or Subcontractor
- 4) Worker's Compensation Insurance
  - a. As required by law in the state in which the property is located
  - b. Must include a waiver of subrogation against Owner and Manager

### **Endorsements should read:**

SMII Redwood Plaza, LLC, KBS Capital Advisors, Inc., and Transwestern, Inc. are named as additionally insured as regards to premises located at *Redwood Plaza, 10560, 10580 & 10600 Arrowhead Drive, Fairfax, VA 22030*. "All rights of subrogation against SMII Redwood Plaza, LLC, KBS Capital Advisors, Inc. and Transwestern, Inc. are hereby waived."

### **Certificate Holder must read:**

**SMII Redwood Plaza, LLC  
KBS Capital Advisors, Inc.  
Transwestern Carey Winston, Inc.  
10560 Arrowhead Drive  
Suite 125  
Fairfax, VA 22030**

Additional insured to be listed as follows: (Form “B” CG 2010 107/04 or equivalent and CG 20 37 07/04)

1. SMII Redwood Plaza, LLC
2. KBS Capital Advisors, Inc.
3. Transwestern Carey Winston, Inc.

Building Address: *Redwood Plaza  
10560, 10580 & 10600 Arrowhead Drive  
Fairfax, VA 22030*

Mailing Address for COI: Transwestern Carey Winston, Inc.  
10560 Arrowhead Drive,  
Suite 125  
Fairfax, VA 22030

Please address the originals to: Transwestern, Inc.  
10560 Arrowhead Drive,  
Suite 125  
Fairfax, VA 22030  
[laura.rogers@transwestern.com](mailto:laura.rogers@transwestern.com)  
[stephanie.feustel@transwestern.com](mailto:stephanie.feustel@transwestern.com)

**Note:** We ask the additional insured endorsement provide coverage for “all completed operations” and “all on-going operations”.

Please forward a copy of these requirements to your Insurance Carrier so they have all the required information.

Policies will include a cancellation clause providing that such insurance may not be cancelled, or lapse, until their expiration, or upon at least 30-day prior written notice to the Building Owner and Manager.

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#### Professional Liability Insurance Coverage:

This coverage must include damages by reason of any act, error, or omission committed or alleged to have been committed by the consultant or anyone for whom the consultant is legally liable, including contractual liability coverage sufficient to cover the liability assumed as indicated:

- 1) Professional Liability Insurance
  - Minimum \$3,000,000 per claim
  - Minimum \$5,000,000 aggregate



COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

Policy Number: \_\_\_\_\_

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

Commercial Liability Coverage

Name of Person or Organization:

Schedule

SMII Redwood Plaza, LLC  
KBS Capital Advisors, Inc.  
Transwestern, Inc.  
10560, 10580 & 10600 Arrowhead Drive,  
Fairfax, VA 22030

(If no information appears above, information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement)

THE TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US –

(Condition Section VI – GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products – operations hazard”. This waiver only applies to the person(s) or organization(s) shown in the schedule above.



COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

Policy Number: \_\_\_\_\_

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED  
OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)	Location And Description Of Completed Operations
SMII Redwood Plaza, LLC KBS Capital Advisors, Inc. Transwestern, Inc.	Redwood Plaza 10560, 10580 & 10600 Arrowhead Drive Fairfax, VA 22030
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person (s) or organization (s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".



In preparation for your move to **Redwood Plaza**, we have included the following checklist of forms and other information required by the Management Office. These forms, as well as other forms you will need over the life of your tenancy, can be found in Section VII of this manual.

It is required that you complete the following forms and return them to the Management Office at least two weeks prior to your scheduled move-in. When using forms, please keep one copy for you and return the original to the Management Office. If you have any questions, please contact the Management Office at 703-698-1888.

## **FORMS REQUIRED PRIOR TO MOVE-IN**

- A. Move-In Day Information
- B. Access Card Request
- C. Key Distribution
- D. Suite Sign Order Form
- E. Lobby Directory Strip Order Form
- F. Lobby Digital Directory Setup Form
- G. Authorized Individuals and After-Hours Emergency Contact List
- H. Floor Response Team
- I. Physically Impaired Individuals
- J. Emergency Procedures Acknowledgement
- K. Spotlight Questionnaire

### ***An Explanation of Forms for Your Move-In***

#### **Move-In Day Information**

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

#### **Access Card Request**

At Redwood Plaza, one card is issued for building access. There is a \$20.00 non-refundable fee for each Redwood Plaza access card. This fee applies to any access card purchase over the allotment prescribed in your lease agreement or for any replacements for keycards that have been lost.

#### **Key Distribution**

The Management Office keeps a list of all persons holding keys to your office suite. Please complete this form upon move-in and remember to alert the Management Office, as well as retrieve suite keys, when employees holding keys leave or are terminated. You will be issued adequate suite entry keys upon move-in.

Additional keys may be obtained through Building Management at a charge of \$6.00 per key. All doors must be keyed to the building master. If the space is not delivered with the keys properly keyed to the building master, changes to rekey to the building master will be made at the Tenant's expense. If for any reason you wish to change the locks, Building Management must be notified.

**In the event that your suite has its own internal security system, a description of that system as well as any special codes required for its use must be submitted in writing to Building Management. This information will be kept in confidential files but is required in the event we or any member of the Police or Fire Department should need to gain access to your suite during an emergency.**

### **Suite Sign Order Form**

Suite signage is prepared according to building specifications unless otherwise approved in writing by the Building Owner. Please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door. Door signs must be ordered at least three to six weeks prior to your move in order for installation to occur upon occupancy. Any additions or changes to the suite signage will be at the Tenant's expense and always must be requested in writing to avoid any unnecessary errors.

**PLEASE NOTE:** No signs may be taped to the building corridor walls, suite entrance doors, building entrance doors, elevator walls, or Lobby walls at any time.

### **Lobby Directory Strip Order Form**

The directory strips are prepared according to building specifications. Any additions or changes to the directory strips or suite signage will be at the Tenant's expense and always must be requested in writing to avoid any unnecessary errors. Please indicate on the enclosed form exactly how you wish your lobby directory strip to read. Your directory strip must be ordered at least three to six weeks prior to your move in order for installation to occur upon occupancy.

### **Authorized Individuals and After-Hours Emergency Contact List**

These lists will be used in the case of property removal questions, after-hours HVAC request, after-hours emergencies or after-hours access into the building. We will only allow the desired action to take place with the approval from an authorized individual.

### **Floor Response Team**

This form designates individuals from your staff who will serve as floor wardens in the event of a building emergency.

### **Physically Impaired Individuals**

Please list those individuals who may need assistance in case of fire, earthquake or other emergency.

### **Emergency Procedures Acknowledgement**

Complete this form to acknowledge receipt of the Emergency Procedures information found in this manual.

### **Spotlight Questionnaire (Optional)**

From time to time, the Management Office may spotlight a tenant in a building newsletter or other communiqué. We keep this information in a file for such occasions.

## ***Pertinent Information for Your Move-In***

### **Move-In Hours**

We request that your move be scheduled after 6:00 p.m. Monday through Friday, or anytime on Saturday and Sunday.

### **Freight Elevator**

Each building is equipped with one freight elevator. This elevator will be made available for use during your move-in. Please contact the Management Office in advance to schedule use of the freight elevator.

The dimensions of the freight elevator are as follows:

10580 Arrowhead Dr.  
Cab Dimensions: 62.5" x 78" x 121"  
Door Opening: 49" x 111"

10600 Arrowhead Dr.  
Cab Dimensions: 63" x 80" x 120"  
Door Opening: 49" x 112"

### **Fairfax County Business Use and Occupancy Permit**

In addition to a business permit, each tenant is required to have a Use and Occupancy permit (Also known as Non-Residential Permit or Certificate of Occupancy). This permit may be obtained from the Fairfax County Department of Building and Safety. Once the permit is obtained, a copy must be sent to the Management Office and kept on file.

Fairfax County  
12000 Government Center Parkway  
Fairfax, VA 22035  
703-324-7329

***Move-In Checklist***

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ☐ Order new stationery, envelopes, and business cards with new address and contact numbers.
- ☐ Contact the Telephone Company regarding installation of phone service to your suite.
- ☐ Contact the Internet Service Provider regarding installation of internet service to your suite.
- ☐ Notify the post office of your change of address.
- ☐ Send a change of address card or note to clients, vendors, and friends.
- ☐ Complete required forms, keep a copy for yourself and return the original to the Transwestern Management Office.
- ☐ Furnish your moving company with a copy of the Moving Company Guidelines included in this manual.
- ☐ Contact Fairfax County to obtain a Business Use and Occupancy Permit
- ☐ Perform post move-in inspection with Building Management.

### ***Move-Out Checklist***

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ☐ Notify Leasing and Building Management of your upcoming move.
- ☐ Order new stationery, envelopes, and business cards with new address and contact numbers.
- ☐ Contact the Telephone Company regarding installation of phone service to your suite.
- ☐ Contact the Internet Service Provider regarding installation of internet service to your suite.
- ☐ Notify the post office of your change of address.
- ☐ Send a change of address card or note to clients, vendors, and friends.
- ☐ Complete required forms, keep a copy for yourself and return the original to the Transwestern Management Office.
- ☐ Furnish your moving company with a copy of the Moving Company Guidelines included in this manual.
- ☐ Contact Fairfax County to obtain a Business Use and Occupancy Permit.
- ☐ Insure all lease requirements have been met.
- ☐ Perform pre and post move out inspection with Building Management.
- ☐ Return all keys and access cards to Building Management.

## **Section II – Management Office Information**

### **Tenant Request Website**

Transwestern Angus Anywhere: [www.Redwoodplaza.com](http://www.Redwoodplaza.com)

### **Management Office**

10560 Arrowhead Drive  
Suite 125  
Fairfax, VA 22030  
Phone Number: 703-571-326-1601  
Fax Number: 703-698-5259  
After Hours Call Center: 301-236-6519

### **Management Office Hours**

Monday – Friday | 8:00 a.m. to 5:00 p.m.

### **Management Office Holidays**

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving	Christmas	

### **Building Standard Hours**

Monday – Friday | 6:00 a.m. – 6:00 p.m.

### **Management Office Staff**

Laura Rogers – General Manager  
[laura.rogers@transwestern.com](mailto:laura.rogers@transwestern.com)  
571-326-1601

Stephanie Feustal – Assistant Property Manager  
[Stephanie.feustal@transwestern.com](mailto:Stephanie.feustal@transwestern.com)  
703-698-1888

## **Section III – Building Operations**

### **Building Access**

#### **Access Card Request**

At move-in, tenants are required to complete the **Access Card Request Form** so that identification cards for access to the building and after-hours access can be issued for each employee. This form may be also be used any time a new employee is hired, a keycard is lost, or the access status of an employee changes. Please note that this form includes an "Authorized Signature" block which must be signed and dated by your authorized representative in order for us to process your request.

#### **After-Hours HVAC**

Please provide 24 hour notice through the online tenant work order system, Angus Anywhere. The self-service website is at: [www.redwoodplaza.com](http://www.redwoodplaza.com). Your company will be billed accordingly each month.

#### **General Safety Guidelines**

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons or packages in corridors or restrooms.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your suite when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your suite keys and building access card with you when you leave the premises.
5. Keep corridor doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Secure your vehicles and remove valuables from sight.
8. Refrain from using the stairways when alone except in emergency situations.
9. Notify the police and the Management Office of any crimes.
10. Collect keys and building access cards from employees who have resigned or have been terminated from your firm.
11. Copy and distribute these general guidelines to your entire office staff.

### **Building Maintenance**

Building Engineers are on duty Monday through Friday during normal business hours. They are here to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests through the Angus Anywhere system. [www.redwoodplaza.com](http://www.redwoodplaza.com)

All requests should be logged into this work order system (even those you request dispatched on an urgent basis from the Management Office) in order for us to track our progress on issues, identify recurring issues, escalate issues as necessary, and monitor our response times.

### **Urgent Requests**

Please have your Office Manager notify the Management Office at 703-698-1888 of any urgent maintenance or repair requests. We will have a building day porter or a building engineer assist you as soon as possible. For afterhours urgent requests or emergencies, call the Transwestern Call Center at 301-236-6519.

When requesting Maintenance, please be prepared to provide the following information:

1. Your name, company name, building address, and suite number.
2. Contact phone number.
3. Clearly identify the nature and location of the problem.

### **Janitorial Service**

Janitorial service is provided inside the suites weekday evenings from 6 p.m. to 10 p.m. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. For your convenience, trash / basura signs are available in the Management Office to designate boxes or other items for disposal.

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.

### **Special Requests**

If you have any day-to-day type cleaning requests (such as trash bin emptying, urgent floor cleanup, restroom concern, etc) please log in your requests using the online tenant work order system [www.redwoodplaza.com](http://www.redwoodplaza.com)

### **Day Porters**

Day porters are on duty during normal business hours 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 at 703-698-1888 so that we may immediately dispatch a day porter.



### **Parking**

Each building at Redwood Plaza provides tenants with free parking in the surface parking lots. If there are any questions or problems with regards to parking, please contact the Management Office at 703-698-1888

### **Handicap Spaces**

Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license. Cars parked illegally in these areas are subject to citation and/or towing.

### **Parking Guidelines and Reminders**

To ensure the safety of our visitors and proper use of our surface parking lots, please adhere to the following guidelines:

1. Phone the Management Office if you observe any hazards in the parking areas.
2. Remember to always lock your vehicle and remove any valuables including cellular phones. Transwestern and KBS are not responsible for any damages to or theft from your vehicle.
3. Please be considerate and ask your guests to be considerate of short term parking restrictions.
4. Please observe all directional, speed limit and stop signs throughout the parking area.
5. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
6. Overnight parking is not normally permitted. Please notify the Management Office if it is necessary to park your car overnight.
7. Trailers and towed vehicles are not permitted in the parking areas.
8. Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
9. All vehicles must be parked in designated stalls and may occupy only one space.
10. Parking in uniquely marked spots are allowed only to those with authorization and are subject to citation and/or towing. (Reserved, Contractor, Specific Tenant, etc.)

## **Vendor Regulations**

When arranging for services provided by an outside vendor for work in individual suites, tenants and their vendors are asked to please comply with the following guidelines:

1. Inform the Management Office at 703-698-1888
2. A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.
3. Tenant's outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has completed a Visitor Access Request Form (found in Section VII of this Manual).
4. Vendors may not solicit work from other tenants in the building.
5. Vendor must provide a Certificate of Insurance covering General Liability, Worker's Compensation, and Auto Liability in the amount as follows:
  - 1) Commercial General Liability insurance
    - a. Minimum \$1,000,000 per occurrence
    - b. \$3,000,000 in the aggregate, as applicable, combined single limit, bodily injury and property damage
  - 2) Employers' Liability Insurance
    - a. Minimum \$1,000,000 per occurrence and in the Aggregate
    - b. Applicable to and covering all persons engaged in the performance of any work at the Property
  - 3) Business Automobile Insurance
    - a. Minimum \$1,000,000 per occurrence and in the Aggregate
    - b. Covering any automotive vehicle whether owned or hired, which is used by a contractor or Subcontractor
  - 4) Worker's Compensation Insurance
    - a. As required by law in the state in which the property is located
    - b. Must include a waiver of subrogation against Owner and Manager

### **Endorsements should read:**

SMII Redwood Plaza, LLC, KBS Capital Advisors, Inc., and Transwestern, Inc. are named as additionally insured as regards to premises located at *Redwood Plaza, 8260, 8270 and 8280 Corporate Center Drive, Fairfax, VA 22031*. "All rights of subrogation against SMII Redwood Plaza, LLC, KBS Capital Advisors, Inc. and Transwestern, Inc. are hereby waived."

### **Certificate Holder must read:**

**SMII Redwood Plaza, LLC  
KBS Capital Advisors, Inc.  
Transwestern Carey Winston, LLC  
10560 Arrowhead Drive  
Suite 125  
Fairfax, VA 22030**

**Rent Payment Information**

Rent payments are due according to the terms set forth in your lease agreement. All rent payments should be mailed to:

**SMII Redwood Plaza, LLC  
PO Box 205862  
Dallas, TX 75320-5862**

Please make your checks payable to **SMII Redwood Plaza, LLC**. The return address will appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account.

Other important points of reference to ensure the proper processing of your check:

- Please include the lease identification number on your check.
- Indicate the amount being paid and the check number on the remittance.
- Notify the Management Office in writing of any billing address changes.
- The remittance address is P.O Box. Only U.S. Mail deliveries will be accepted.

If you have any questions, please do not hesitate to call the Management Office at 703-698-1888.

NOTE: We cannot accept payments directly in the Management Office.

**Mail and Other Deliveries****Incoming Mail**

All incoming mail should be addressed as follows:

Tenant Name  
Building Name  
Street Address and Tenant Suite Number  
City, State, and Zip

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

**US Mail Pick-Up / Delivery Hours**

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service.

**Express Mail Service**

Federal Express drop box is located in the 10600 common hallways.

**Oversized Deliveries (Loading Dock)**

All oversized deliveries should be made via the building's loading dock. It is necessary to make prior arrangements for all vehicles entering the loading dock for delivery.

**Heating, Ventilation, and Air Conditioning (HVAC)**

The building HVAC systems are maintained by the building's engineering team. All requests for temperature changes must be made through the Angus work order system. No adjustments to thermostats or tampering with any of the equipment should be performed by the Tenant.

After hours HVAC can be scheduled for any day and time desired through the Angus tenant work order system. Please give at least 24 hour notice to insure adequate time to complete the request. Also note that only requests from individuals listed on the authorization form will be processed.

## **Energy Conservation and Recycling**

### **Recycling**

Recycling is one of the most pressing issues of the new decade. The Management Office is eager to ensure that we and our building tenants do our part to help extend the life of current landfill areas. With that in mind, we have established a convenient single stream recycling program in the building.

The building collects and recycles on a daily basis; mixed paper (including colored paper, envelopes, magazines, etc.), cardboard (boxes should be broken down flat), glass (bottles & jars), plastic (bottles & jugs), and metal (cans). Electronic waste, including computer equipment, ink cartridges, all bulbs & ballasts, and batteries are recycled several times annually. Any bulbs and batteries should be given to Building Engineers for proper disposal on an ongoing basis. Janitorial staff remove trash, commingled recyclables (glass, metal, plastics), and mixed paper & cardboard on a nightly basis.

For more information about building recycling or to request a recycling container, please call the Management Office at 703-698-1888.

### **Smart Energy Practices**

Energy conservation helps both the Tenant and the Environment. The following steps should be taken to avoid excessive electrical usage.

- Set printers to energy save mode.
- Turn off lights in unoccupied rooms.
- Turn off coffee makers at night.
- Turn off computers and monitors before leaving.
- Turn off TV's during non-occupied hours.

### **Smoking**

In compliance with State Law, smoking is prohibited inside the building. Smoking is not permitted in any common area, stairwell, or within 25 feet of ANY building entrances. For the convenience of building employees who smoke, we have a designated smoking area outside the building and one in each garage. Ash urns are provided in this area to ensure a safe and clean environment for all Tenants and Visitors.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following guidelines:

- Please use designated smoking areas and refrain from smoking at building entryways or in stairwells.
- Please use the smoking urns provided for disposal of ashes and cigarette butts.
- Do not discard of cigarette waste on walkways, planters or building landscaping.

### **Solicitors**

Redwood Plaza has adopted a "No Solicitors" policy. Occasionally a Solicitor might elude the Building Staff and gains access to the premises. Please notify the Management Office at 703-698-1888 of any solicitors on the premises. Try to get the Solicitor's company name and any other information which would be helpful in allowing us to follow up with a telephone call and written letter.

## **Mold Prevention**

It is our goal to provide a quality environment for our tenants. As we are sure you're aware, the presence of mold may have adverse health effects for you and may impact building materials. Therefore, we have implemented a Water and Mold Prevention Response Program to reduce the likelihood and impact of mold growth within your premises and the building. While we are sure that this letter restates the practices, responsibilities, and guidelines that you already follow, we repeat them because under this Program, some of the responsibility for preventing mold growth lies with you.

The following are tenant responsibilities under this Program:

- Notify Building Management immediately in the event of any observed water intrusion (e.g., plumbing leaks, roof leaks, large volume liquid spills, excessive condensation, etc.) either within the premises or within the interior or exterior common areas of the building.
- Pursuant to your lease obligations and in consultation TRANSWESTERN, Inc., take appropriate action when a water intrusion or mold growth situation is identified including securing qualified remediation contractors and mold consultants.
- Provide TRANSWESTERN, Inc. with written confirmation that any related work that you undertake has been completed.

The following guidelines are provided to limit mold growth on the property:

- Clean and dry damp/wet areas as soon as possible.
- Keep indoor plants to a reasonable number.
- Dry out mops and cleaning supplies before storing indoors.
- Wipe condensate from interior windows and sills.
- Use bathroom exhaust fans at all times.
- Vent range hoods, and other moisture-generating appliances to the exterior of the building (if applicable).
- Operate the heating, ventilation and air-conditioning system (HVAC) system properly and fully serviced, which includes keeping condensate drain pans clean and unobstructed.

#### Section IV – Building Rules and Regulations

- 1) Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or window of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant.
- 2) Your lease outlines the number of keys furnished for each Tenant. Any additional keys required by Tenant must be obtained from Management Office at a reasonable cost to be established by Landlord.
- 3) All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical holdbacks have been installed.
- 4) Landlord reserves the right to close and keep locked all entrance and exit doors during hours when the Building is closed. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the building. Any tenant, its employees, agents or any other person entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. Access to the Building may be refused unless the person seeking access has proper identification or has previously arranged a pass for access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property.
- 5) Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property or equipment brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.
- 6) No furniture, freight, packages, supplies, equipment, or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to the Management Office, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide the Management Office with no less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install padding or take other actions or prescribe procedures as are appropriate to protect against damage to the elevators or other parts of the Building. In no event shall Tenant's use of the elevators for any such purpose be permitted during the building's prescribed business hours.
- 7) Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary for comparable buildings in the vicinity of the Building.
- 8) The requirements of Tenant will be attended to only upon application at the office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instruction from Landlord.
- 9) Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.

- 10) The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
- 11) Tenant shall use only copper water lines when installing or operating any kitchen appliance or equipment requiring water. No plastic or braided lines are allowed.
- 12) Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent.
- 13) Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
- 14) Tenant shall not use or keep in or on the Premises of the Building any kerosene, gasoline, propane or other flammable or combustible fluid or material.
- 15) Tenant shall not use any method of heating or air conditioning other than that which is supplied by Landlord, without the prior written consent of Landlord.
- 16) Tenant shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.
- 17) Tenant shall not bring into or keep within the Building or the Premises any animals, birds, or any vehicles including bicycles.
- 18) Cooking shall not be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, laboratory-approved equipment and microwave ovens may be used on the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause smoke or odors which are objectionable to Landlord and other Tenants.
- 19) Landlord will approve where and how communication wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.
- 20) Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
- 21) Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.
- 22) Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls or modify and systems. This includes covering ceiling air diffusers or blocking perimeter heat pumps.



- 23) Tenant shall store all trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage, refuse disposal, and recycling shall be made only through entryways and elevators provided for such purposes at such times as Landlord shall designate.
- 24) Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
- 25) Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed when the Premises are not occupied.
- 26) No awnings or other projects shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without prior written consent of Landlord. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and bulb color approved by Landlord.
- 27) No objects may be hung or otherwise attached to the ceiling or ceiling grid. Damage to ceiling tiles or grid may result and would be the responsibility of the tenant to have repaired. No modification of the ceiling for any reason is permitted.
- 28) Ceilings must have at least 18" of clearance under them to provide proper coverage for the sprinkler heads in the event of a fire. It is against local ordinance to have any object, furniture, or stacked items that enter this zone. Fines can be issued by the Fire Marshal for any tenant found not in compliance with this requirement.
- 29) The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways and other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.
- 30) The washing and/or detailing of or the installation of windshields, radios, telephones in or general work on automobiles shall not be allowed on the Premises.
- 31) Food vendors shall be allowed in the Building upon receipt of a written request from the Tenant. The food vendor shall service only the tenants that have a written request on file in the Management Office. Under no circumstance shall the food vendor display their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.
- 32) Tenant must comply with requests by the Landlord concerning informing their employees of items of importance to the Landlord.
- 33) Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, Landlord reserves the right to designate, in Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.
- 34) The parking garage and all other parking areas shall be used for their sole intended purpose of parking vehicles. Any tenant events or other activities may be allowed in the parking areas upon receipt of a written request from the Tenant and only after approval by Landlord. Additional insurance coverage and rules will be required.
- 35) Any tenant suite having a balcony must request and be given Landlord consent to install or place any items or patio furniture on the balcony. Any allowed items must be of sufficient weight and/or

secured properly to prevent items from being blown around or off of the balcony. Any damage caused by such event to the building, item, property, or persons will be the sole responsibility of the Tenant.

- 36) All non-Tenant personnel performing any work on the property for any reason must notify Building Management and have all insurance requirements met as outlined on pages 7 through 10 of this handbook.
- 37) All Tenant contractors or building contractors doing any work outside of the tenant space must first sign in with the Management Office. Any contractor requesting access to any tenant or service spaces will be turned away unless proof that the specific work was requested by the Tenant and the Tenant previously notified Management of the work being performed.
- 38) Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants. This shall not prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all tenants of the Buildings.
- 39) Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

**KBS Realty Advisors, LLC  
and TRANSWESTERN Carey Winston, Inc.  
for the properties located at  
10560, 10580 & 10600 Arrowhead Drive, Fairfax, VA 22031  
Management Office Phone: 703-698-1888 Fax: 703-698-5259**

**Redwood Plaza**  
**MOVING AND CONSTRUCTION RULES AND REGULATIONS**

1. **Building Insurance Requirements:** Prior to the commencement of any moves or construction work in the building, each moving company, General Contractor and/or independent contractor is required to submit a certificate of insurance. The Certificate of Insurance Requirements are provided separately. No work may begin without approved insurance documentation received by the Management Office.
2. **Building Hours:** Building hours are from 6:00 a.m. to 6:00 p.m., Monday through Friday.
3. **Elevator Hours:** A freight elevator is available for moves and large deliveries prior to 8:00 am and after 6:00 pm, Monday through Friday, and all day Saturday and Sunday. Use of the freight elevator must be scheduled in advance through the Management Office by calling 703-698-1888. Entrance and exit to the building by movers and contractors should be restricted to the loading dock area.
4. **Deliveries:** Any large deliveries, activities affecting the other Tenants of the building, or access to electrical or telephone closets, must be coordinated through the Chief Engineer or the Building Manager at 703-698-1888.
  - a. No furniture or equipment may be moved in through the lobby. All deliveries must be made through the loading dock.
  - b. An engineer must be present during any after-hours move or large delivery, and their time will be charged to the Tenant.
  - c. It is the Contractor's responsibility to provide Masonite to protect the elevator and common area floors when bringing in materials and is to be removed at the end of each work day. Carrying tools and equipment on the passenger elevators is strictly forbidden.
5. **Construction:** Management reserves the right to stop and reschedule any work creating noise that disturbs adjacent Tenants. In all cases noisy work must be performed on weekends or before 8:00 a.m. or after 6:00 p.m. Monday through Friday. For example, no concrete or Hilti drilling, concrete chipping, laying track, and core drilling or hammer-drilling is allowed during business hours. All core drills must be x-rayed and scheduled with building management at least 72hrs in advance. Any large projects require a construction supervisor on-hand at all times to be provided by the contractor. A building engineer must be available during all construction, and if necessary, his overtime will be billed at the actual billable rate (varies by engineer level).
6. **Smoke Detectors:** In areas where there will be a large amount of dust generated, it is the Contractor's responsibility to bag the smoke detector in the area before commencing work and remove the bag at the end of the day.

7. **Fire System:** Any work to the building's sprinkler or life safety systems must be arranged as far in advance as possible through the Chief Engineer, at 703-698-1888. All tie-ins to the existing systems must be performed by building approved contractor. Any systems taken offline must be placed back in service at the latest by the end of each workday.
8. **Welding:** The Chief Engineer must be contacted prior to any welding so that the fire alarm systems can be turned off and the owner's Hot Works procedure can be followed. A dedicated fire watch must be performed by the contractor for 1 hour after any hot works and intermittently for 3 hours after that. Responsibility for fire watches is to be borne by the Contractor.
9. **Damages:** The Contractor is completely responsible for protecting existing finishes, furniture, etc. for any work necessary in an occupied or unoccupied space adjacent to the Tenant space. Any damage done in these spaces will be the sole responsibility of the Contractor. Any damage done to the common areas or elevators will be the sole responsibility of the Contractor.
10. **Work in Other Tenant Spaces:** The Contractor must give at least 48 hour notice and get Management and Tenant approval before working in any tenant space. This must be arranged through the Management Office at 703-698-1888.
11. **Construction Clean-up:** All clean-up and trash removal from the building premises is the sole responsibility of the Contractor. No construction debris may be disposed of in the building trash containers.
  - a. All common areas used by the Contractor are to be cleaned and vacuumed/mopped at the end of each work day.
  - b. All trash, lunch, tools, equipment, etc. should be removed from the windowsills. Food trash should be disposed of daily.
  - c. The Contractor shall be responsible for cleaning the interior of the windows and sills, prior to substantial completion. Any damaged blinds are the responsibility of the contractor unless specifically called out during a pre-construction inspection.
  - d. Any building access cards issued to the Contractor shall be returned within 30 days of the Tenant's move-in or shall be billed to the Tenant at the rate of \$20 per card.
12. **Parking:** There is no parking allowed in the loading dock area for Tenant work Contractors. Any vehicles blocking the loading dock will be ticketed and towed. Construction vehicle parking is allowed at the rear of the garage on the surface parking.
13. **Telephones:** The Contractor is responsible for providing a construction phone.
14. **Smoking:** Redwood Plaza are non-smoking buildings. Smoking is permitted outside at least 25 feet away from the building entrances and only in the designated smoking area.
15. **Permits:** Permits are required for all alterations. A copy of the permit shall be delivered to Management and Building Engineering before work may commence. Any exceptions must first be authorized in writing by Landlord.

16. **Approved Tradesmen:** Redwood Plaza has certain contractors approved for work in specified building functions. Whenever work is performed in these functions, only these approved contractors may be used.

(a) <b>Fire Alarm:</b>	Fireguard	(410) 487-0500
(b) <b>Air Balancing:</b>	Complete Commissioning	(301) 877-2260

THE MANAGEMENT OFFICE RESERVES THE RIGHT TO AMEND THESE REGULATIONS WITHOUT NOTICE.

There are other Tenants in the building and on campus, and we endeavor to promote a professional working atmosphere. It is important that each construction company engaging in any business at Redwood Plaza promote this atmosphere, and we expect a professional attitude from each individual worker. These items should be addressed by each construction project manager to the crew and adhered to by all.

Thank you for your cooperation while working at the building. If you have any questions, please call the Management Office at 703-698-1888.

<b>Senior Property Manager:</b>	<b>Laura Rogers</b>	<b>703-698-1888</b>
<b>Assistant Property Manager:</b>	<b>Stephanie Feustel</b>	<b>703-698-1888</b>

**REDWOOD PLAZA**

**FITNESS CENTER RELEASE AND INDEMNITY AGREEMENT**

**SMII Redwood Plaza LLC**, ( "Redwood Plaza "), owner of Redwood Plaza in Fairfax, Virginia (the "Building"), managed by Transwestern Carey Winston, L.L.C. d/b/a Transwestern ("Transwestern"), presently has in the Building a fitness center, and associated locker room facilities, showers/dressing room facilities and locker facilities, and exercise and fitness equipment and other equipment, fixtures and furnishings located in such center and facilities, the foregoing being herein individually and collectively called the "Fitness Center". As used in this agreement ("Agreement"), "Property" refers to the Building, the parking garages associated with the Building, and the parcel(s) of land owned by Redwood Plaza.

The undersigned has requested permission to use the Fitness Center pursuant to the rules and regulations hereto attached as Exhibit "A" and the incorporated herein by reference (such rules and regulations, as they may be amended by Redwood Plaza or Transwestern in their discretion from time to time in the future, are herein called the "Rules and Regulations").

The consideration I am receiving for this Agreement is a revocable and nonexclusive license to use, without charge to the undersigned, the Fitness Center pursuant and subject to the Rules and Regulations. I hereby agree to observe and abide by the Rules and Regulations in the use of the Fitness Center (provided that as to any amendments of such Rules and Regulations, notice of such amendments is sent to the undersigned or to the tenant or subtenant who or which employs me, or is posted in the Fitness Center). I understand that my license to use the Fitness Center may be revoked at any time at the sole discretion of Redwood Plaza or Transwestern, whether with or without cause, by oral or written notice to me or the tenant or subtenant (and in any event, unless sooner terminated, such license shall terminate automatically upon the earlier to occur of the expiration or termination of the lease or sublease of the tenant or subtenant in the Building, or the termination of my employment with the tenant or subtenant at the Building). Upon termination of such license, I shall immediately deliver my Fitness Center access card(s) to Transwestern and it or they will be cancelled. I further understand and agree that my right to use the Fitness Center is a **NON-TRANSFERRABLE REVOCABLE LICENSE** and that I shall not provide access to the Fitness Center to anyone other than myself, and that all access cards are and will remain property of Redwood Plaza.

I expressly acknowledge and agree that use of the Fitness Center may involve risk of serious bodily injury or even death and I represent to Redwood Plaza and Transwestern that I have had such physical examinations by a physician as are required by the Rules and Regulations and as I have otherwise deemed necessary and that I have determined that I am in such physical condition as to permit my safe use of the Fitness Center. **I ACKNOWLEDGE THAT MY USE OF THE FITNESS CENTER IS COMPLETELY AT MY OWN RISK, AND THAT MY USE OF THE FITNESS CENTER SHALL BE IN THEIR "AS IT, WHERE IS" CONDITION AND "WITH ALL FAULTS", AND WITHOUT ANY**

**REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, ON THE PART OF REDWOOD PLAZA OR TRANSWESTERN, OR ANY OTHER PERSON OR ENTITY, CONCERNING THE CONDITION OF THE FITNESS CENTER, OR ANY OTHER MATTER WHATSOEVER, WHETHER RELATED OR UNRELATED.** Without limiting the preceding sentence, I also acknowledge and agree that neither Redwood Plaza nor Transwestern, nor any other person or entity, shall provide or be obligated to provide any personnel or equipment to assist, supervise, advise, manage or in any way control or oversee the Fitness Center or the users of the Fitness Center, nor to supervise other areas of the Property, nor to provide security for users of the Fitness Center or any of their property (whether in or about the Fitness Center, or in or about other areas of the Property, and whether during business or non-business hours). In the event any monitoring or supervision shall be provided, I acknowledge and agree that such monitoring or supervision shall be at the

sole discretion, and for the sole benefit, of Redwood Plaza and Transwestern, and not for my protection or other benefit. Without limiting or being limited to the foregoing, I also acknowledge and agree that in the event Redwood Plaza or Transwestern shall elect to install a security camera or "assistance" button, such devices may not be efficacious, and may not be maintained in an operational condition, and may be monitored only occasionally or not at all, in each case in the sole discretion of Redwood Plaza or Transwestern, and in no event whatsoever shall Redwood Plaza or Transwestern, or any of the "Releasees" (as that term is hereinafter defined), have any responsibility or liability whatsoever for or in respect of such devices or the maintenance, monitoring or response, or absence of maintenance, monitoring or response of or to such devices, or the condition or efficacy of such devices.

**I HEREBY FOREVER RELEASE, WAIVE AND DISCHARGE** Redwood Plaza and Transwestern, and their respective partners, members, managers, and affiliates and the officers, directors, employees, agents, representatives, shareholders, and contractors of any of the foregoing (individually and collectively "Releasees"), of and from any and all losses or damages, and an and all claims, demands, actions, suits or liabilities on account of or relating in any way, whether directly or indirectly, to any injury or illness or death sustained by me or any loss of or damage to my property, occurring while I am in any way using the Fitness Center or in the Fitness Center for any purpose or which otherwise arises from or relates in any way, directly or indirectly, to the Fitness Center or my use of or activities in the Fitness Center (including, but not limited to, personal injuries or death suffered by me arising from my use of the fitness or exercise equipment, saunas, showers or dressing areas, and damage, theft or loss of my property located or stored in the lockers or other portions of the Fitness Center), or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING RELEASE APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

I also hereby agree to **INDEMNIFY, DEFEND AND HOLD HARMLESS** the Releasees from and against any and all claims, demands, actions, suits, liabilities, losses and costs of any kind or nature whatsoever (including without limitation claims against the Releasees for any personal injury, death or property loss, damage or theft incurred by any person, and losses suffered by the Releasees due to

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damage to the Fitness Center by the undersigned) asserted against, or suffered or incurred by, the Releasees and arising from or relating to, whether directly or indirectly, may sue of the Fitness Center or activities in the Fitness Center, or any property I may bring into the Fitness Center, or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING RELEASE APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

I further acknowledge that this Agreement binds me and my heirs, personal representatives, assigns and next of kin and inures to the benefit of said Releasees and their personal representatives, heirs, successors and assigns.

I agree that Redwood Plaza or Transwestern may specify the hours and days of use and operation of the Fitness Center from time to time, and may modify, alter, improve or close, either temporarily or permanently, the Fitness Center from time to time, in each case in its sole discretion.

This Agreement contains the entire agreement of the undersigned regarding the Fitness Center, And it supersedes any prior or contemporaneous oral or written agreements of the undersigned regarding such matter. The protections, immunities, rights and benefits afforded to Redwood Plaza or Transwestern or any other Releasees are cumulative of and are in addition to, and not exclusive of, those provided to Redwood Plaza or such other parties under the tenant's or subtenant's lease of space in the Building. This Agreement may not be amended or waived except in a writing signed by Redwood Plaza. This agreement



shall be enforceable to the maximum extent permitted by applicable law. If any provision of this Agreement shall be invalid, illegal or unenforceable in any respect under applicable law, the validity, legality and unenforceable of the remaining provisions shall not be affected or impaired hereby. This Agreement shall be governed by the laws of the State of Virginia.

I have read and voluntarily signed this Agreement without reliance upon any representation or statement by the Releasees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Male \_\_\_\_\_ Female \_\_\_\_\_

\_\_\_\_\_  
Tenant/Subtenant Name

\_\_\_\_\_  
Access Card Number

\_\_\_\_\_  
Building/Suite Number

\_\_\_\_\_  
Witness/Attest by Facility/Office Manager



**Exhibit "A"**  
**Redwood Plaza FITNESS CENTER**  
**Rules & Regulations**

- A Fitness Center Release and Indemnity Agreement ("Agreement"), incorporating these rules and regulations by reference, must be signed by each user, authorized by the designated office manager, and returned to the Building management office prior to using the Fitness Center. Management reserves the right to update the language of the Agreement at any time and the most recent copy of the Agreement must be completed in order to gain access to the Fitness Center.
  - The Fitness Center may be used anytime except during periods of repair, cleaning or emergency. Please note that HVAC is provided from 8:00 am to 5:00 pm, Monday through Friday with the exception of holidays and other instances when the building is closed.
  - The Fitness Center may be used only by employees of tenants and subtenants of Redwood Plaza (the "Building"). Visitors may not use or enter the Fitness Center, and no persons under the age of 18 may use or enter the Fitness Center.
  - Obtain approval from your physician prior to commencing or modifying an exercise program.
  - No user may enter any portion for the Fitness Center designated for use by members of the opposite sex.
  - Each user must keep noise levels to a minimum level acceptable for an office building environment. No audible radio or other electronic devices are permitted.
  - Lockers are provided for the use of Fitness Center users while they are working out. Keys and keychains are provided. All belongings must be removed by each Fitness Center user upon completion of his or her use of the Fitness Center in order to make the locker available for the next user. Articles left in unattended lockers will be discarded. The lockers are not intended to protect your valuables. Do not bring valuables to the Fitness Center. Building management and owner cannot be responsible for any lost or stolen articles.
  - If a locker is unable to be opened either due to user error or mechanical failure with a user's items inside, the user must ask management office for assistance if during building hours or if after hours, a user must call the emergency after-hours number at 301.236.6519. A user may make no attempt to obtain their items from within the locker by forcing the lock, door, or any other part of the locker. The user will be responsible for the replacement cost of the locker if the user damages the locker in any way.
  - During peak hours, or while others are waiting, each user's time on the Fitness Center equipment is to be limited to a total of no more than 30 minutes in the aggregate.
- 
- The equipment and facilities are to be used only for their intended purposes.

- Equipment or facility should not be used unless the user is already familiar with its proper use.
- Equipment should be wiped down after use. Antibacterial wipes are provided for use within the Fitness Center.
- Electronic equipment should be turned off when finished.
- Each user should promptly report each observed malfunction and need for repairs to the equipment and facilities to the building manager.
- Personal user hygiene must be practiced. Only clean, proper attire, including shirts, shorts and athletic shoes are to be worn in the Fitness Center at all times. It is up to the discretion of the fitness center/management company staff to decide if any clothing is inappropriate or disruptive to other users of the fitness center and the fitness center staff has the right to reasonably request the user correct the inappropriate attire.
- No food or beverages (except water) are allowed in the Fitness Center. No glass containers may be brought into the Fitness Center. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.**
- No smoking or tobacco use is allowed in the Fitness Center.
- Each user is to observe all requirements and warnings of posted signs.
- Each user is responsible for any damage to the Fitness Center caused by such user.
- Building manager or owner reserves the right to deny or terminate access to the Fitness Center on the part of any individual at any time, whether with or without cause.
- Building or owner expressly reserves the right from time to time and in its sole discretion to initiate, permit, change, cancel or discontinue classes or group activities manager
- Each user agrees to comply with all general Building rules and regulations.
- No outside fitness equipment of any kind is allowed in the Fitness Center.
- No cameras of any kind are allowed in any locker room at the Fitness Center.
- To the extent of any conflict between the provisions of these Rules and Regulations, the provisions of the general Building Rules and Regulations, and the provisions of any posted signs, the provision which is the most restrictive against the user will prevail.

## **Section V – Building Amenities**

### **Redwood Plaza Building Amenities**

- On-Site 68 Seat Executive Conference Facility
- Market Café offering vending fresh options
- WiFi
- On-Site Workout Facilities with showers and lockers
- Ample free parking
- Redwood Plaza is conveniently located with easy access to I-66, Route 123.

## **Section VI – Emergency Procedures**

### **Overview**

The Ownership and Management of Redwood Plaza take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

While the Fire / Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire and Life Safety systems in place in Redwood Plaza, please contact the Management Office at 703-698-1888

### **Emergency Phone Numbers**

Emergency: 911

Fairfax County Police and Fire Department: Non-Emergency 703-691-2131

Management Office: 703-698-1888

After hours call center: 301-236-6519

Note: If this is a true Emergency, please call 911 or the correct authority before calling the Management Office.

### **Floor Response Team**

At the time of move-in, each tenant is asked to complete the **Floor Response Team Form** (found in Section VII of this Manual) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are several primary Floor Response Team positions. They are:

- **Floor Warden:** Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions.  
Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- **Stairwell Monitor:** At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- **Elevator Monitor:** Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- **Searcher:** After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired:** Assists any handicapped individuals during an emergency and/or building evacuation.

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

### **Floor Warden Responsibilities**

- Appoints personnel to the emergency team and fills all vacant positions.
- Maintains an updated roster of Floor Response Team personnel.
- Keeps Management Office updated on any changes in Floor Response Team personnel.
- Alerts Floor Response Team designees of potential emergencies.
- Supervises the activities and training of Floor Response Team.
- Responsible for informing and training Floor Response Team in emergency procedures.
- Ensures that Floor Response Team knows their assigned duties and locations in case of an emergency.
- Pre-plans the handling of physically impaired personnel during evacuation.
- Responsible for the evacuation of Floor Response Team.
- Responsible for notifying Elevator Monitor to evacuate.

### **Stairwell Monitor Responsibilities**

- Takes position at assigned exits and assists in the evacuation of all personnel.
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation.
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation.
- Remains at exit until Searchers have cleared all personnel for the floor.

### **Elevator Monitor Responsibilities**

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- Is positioned at the elevators and directs employees to the nearest stairway.
- Must be familiar with the building's emergency procedures and the location of all stairwells.
- Remains at designated post until instructed to evacuate by the Floor Warden.

### **Searcher Responsibilities**

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee / break areas, restrooms, etc...
- Check all rooms including restrooms, conference rooms, reception areas, offices, and remote areas.
- Close, but do not lock, all doors after you have determined that the room has been evacuated.
- Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it.)
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.
- Must be familiar with the building's emergency procedures and the location of all stairwells

### **Assistant to the Physically Impaired Responsibilities**

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

### **Fire**

#### **If a fire is discovered inside your suite:**

1. Advise others and move everyone away from the fire.
2. Confine the fire by closing all doors in the area.
3. Notify the Fire Department (911) and provide the following information:
  - a) Building Name
  - b) Building Address
  - c) Nearest Cross Street
  - d) Suite Number or Exact Location of Fire
  - e) Your Call Back Number

Note: Do not hang up until the Emergency Operator does so.

4. Notify the Management Office.
5. Attempt to extinguish the fire only under the following conditions:
  - If the fire is small and can easily be extinguished.
  - You are familiar with the operation of an extinguisher and it can be done safely.
  - You have someone with you.
  - You have your back facing an exit.

6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

Note: Fires need fuel, heat, and oxygen to survive. You can reduce or extinguish fire by removing any one of these elements. For example, close doors and use extinguisher to reduce oxygen, throw water on the fire to reduce heat, and eliminate fuel sources by removing nearby paper, plastics, and other flammables.

**If a fire is discovered outside of your suite:**

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:

- a) Building Name
- b) Building Address
- c) Nearest Cross Street
- d) Suite Number or Exact Location of Fire
- e) Your Call Back Number

Note: Do not hang up until the Emergency Operator does so.

2. Call the Management Office and report your building number, floor, and suite number.
3. Feel the door. If it is hot or warm, do not open it.
4. Close as many doors as possible between you and the fire.
5. If smoke enters your suite from beneath the door, seal the area with a fire blanket, wet towel, or other misted material.
6. If smoke in your suite becomes unbearable, break a window for additional oxygen.
7. If your telephone stops working, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. Do not jump.

**Fire Safety Reminders**

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.

4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

### **Fire Prevention Tips**

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chafed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's "No Smoking" policies. Never throw matches or cigarette butts into waste containers or in the mulch (inside or outside of building).

### **Fire Extinguisher Basic Operation**

All extinguishers in the building may be used on fires originating from wood, paper, plastic, grease, oil, and electricity.

### **Operating a Fire Extinguisher**

- Pull open the cabinet.
- Remember the "P-A-S-S" method for effective fire extinguisher use:
  - P – Pull the safety pin. This is usually the pin with a string attached.
  - A – Aim the hose, nozzle or horn at the base of the fire.
  - S – Squeeze the trigger handle
  - S – Sweep from side to side and watch for the re-flash of the fire.



Note: Always maintain a three foot clearance area around fire equipment. Once the equipment has been used, do not try to re-hang it, even for a few seconds. Used extinguishers should be serviced immediately.

## **Earthquakes**

### **Earthquake Preparedness**

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following supplies will be necessary to protect and sustain your employees in the event of an earthquake:

- **Food.** Stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water.** Keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting.** Flashlights, flares, light sticks.
- **Batteries.** Keep a fresh supply
- **Medical.** Keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- **Blankets.** Lightweight fire and shock retardant emergency blankets.
- **Radios.** Portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher.**
- **Medications.** Persons on medication should keep a 72-hour supply in their desk.

#### **Additional supplies to consider:**

- Heavy Work Gloves
- Hard Hats and Goggles
- Work Shoes
- Shovels, Crowbars
- Catalytic Heater
- Dust Masks
- Chemical Toilets, Waste Bags, Lime
- Water Purification Tablets
- Sleeping Bags and Cots

- Portable Stove
- Eating Utensils
- Instant Icepack
- Pre-moistened Towelettes

### **During an Earthquake**

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: evacuation during fire is highly probable, whereas **evacuation during an earthquake is not probable**.

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

### **If You Are Outside of the Building When an Earthquake Occurs**

1. Move away from buildings, utility wires and poles, debris, and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

### **After an Earthquake**

1. Check for injured persons. Do not attempt to move a seriously injured person unless they are in immediate danger.
2. Do not use matches, candles, or other open flames.
3. Do not turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.

6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
8. Listen to the radio for emergency reports.
9. Do not spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

### **Checklist for Business Survival Following an Earthquake**

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- ☐ Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.
- ☐ Develop and maintain inventories for critical supplies, equipment, and employee skills.
- ☐ Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- ☐ Store duplicates of vital company records and important documents off-site.
- ☐ Take steps to “quake-proof” your computer facility and equipment.
- ☐ Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- ☐ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ☐ Develop alternate marketing strategies for your products or for moving into other markets under post-earthquake conditions.
- ☐ Create post-earthquake financing and investment strategies to protect corporate assets.
- ☐ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- ☐ Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

## **Tornados**

### **Tornado Preparedness**

The following supplies will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- **Food.** Stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water.** Keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting.** Flashlights, flares, light sticks.
- **Batteries.** Keep a fresh supply
- **Medical.** Keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- **Blankets.** Lightweight fire and shock retardant emergency blankets.
- **Radios.** Portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher.**
- **Medications.** Persons on medication should keep a 72-hour supply in their desk.

#### **Additional supplies to consider:**

- Heavy Work Gloves
- Hard Hats and Goggles
- Work Shoes
- Shovels, Crowbars
- Catalytic Heater
- Dust Masks
- Chemical Toilets, Waste Bags, Lime
- Water Purification Tablets
- Sleeping Bags and Cots
- Portable Stove
- Eating Utensils
- Instant Icepack
- Pre-moistened Towelettes

There are two designations placed on a tornado: a watch and a warning. A tornado watch indicates weather conditions are right for a tornado. A tornado warning indicates that a tornado has been sighted in the immediate area.

### **In the Event of a Tornado Watch**

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office.
  - Once this is accomplished, stay away from the windows.
  - Remain at your normal work station.
  - Tune in any battery operated radios to a station with weather updates.
  - If possible, you should remain in the building until the weather has cleared.

### **In the Event of a Tornado Warning**

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

## **Hurricanes**

### **Hurricane Preparedness**

The following supplies will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building:

- **Food.** Stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- **Water.** Keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- **Emergency Lighting.** Flashlights, flares, light sticks.
- **Batteries.** Keep a fresh supply
- **Medical.** Keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- **Blankets.** Lightweight fire and shock retardant emergency blankets.
- **Radios.** Portable transistor radios with extra batteries and two-way radios.
- **Fire Extinguisher.**
- **Medications.** Persons on medication should keep a 72-hour supply in their desk.

**Additional supplies to consider:**

- Heavy Work Gloves
- Hard Hats and Goggles
- Work Shoes
- Shovels, Crowbars
- Catalytic Heater
- Dust Masks
- Chemical Toilets, Waste Bags, Lime
- Water Purification Tablets
- Sleeping Bags and Cots
- Portable Stove
- Eating Utensils
- Instant Icepack
- Pre-moistened Towelettes

There are two designations placed on a hurricane: a watch and a warning. A hurricane watch indicates weather conditions are right for a hurricane. A hurricane warning indicates that a hurricane has been sighted in the immediate area.

### **In the Event of a Hurricane Watch**

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office.
  - Once this is accomplished, stay away from the windows.
  - Remain at your normal work station.
  - Tune in any battery operated radios to a station with weather updates.
  - If possible, you should remain in the building until the weather has cleared.

### **In the Event of a Hurricane Warning**

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

### **Explosions**

If an explosion occurs, please adhere to the following procedures:

1. Immediately report the explosion to the Management Office. Remain calm and provide the following information:
  - Your name, location (building and suite number), and phone number.

- Your company name.
- Exact location of explosion.
- Cause (if known) of explosion.
- Extent of casualties, and number and type of injuries.
- Whether explosion caused fire and if so, location of fire.

2. Evacuate all persons from the area if necessary.

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

### **Medical Emergencies**

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address.
- Exact location and name of sick or injured person.

Note: Do not hang up until the emergency operator does so.

2. Call the Management Office at 703-698-1888 and provide the following information:

- Your name and company name.
- Nature of medical emergency.
- Exact location and name of sick or injured person.
- Whether or not you have called for trained assistance.
- A number where you can be reached.

3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.

4. Remain with the victim. Do not move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

5. Designate a responsible person to do the following:

- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
- Whenever possible, have an elevator standing for the rescue team.



Note: CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Management Office. All occupants are encouraged to participate.

### **Bomb Threats**

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

### **Telephone Bomb Threats**

1. The person receiving the call should try to get as much information as possible from the caller and should write out the message exactly as received from the caller.
2. Listen carefully. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the Bomb Threat Questionnaire found in section VII of this manual).
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the Management Office at (insert area code and phone number) and provide the following information:
  - Your name.
  - Your location (building and suite number).
  - Your phone number.
  - Name of any other person who heard the threat.
  - Name of any employee threatened by the caller and his/her work location.
  - Time the bomb is to detonate if known.
  - Location and description of the bomb if known.
  - Any reason given for planting the bomb.
  - Any other information received from the bomb threat perpetrator.
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

### **Written Bomb Threats**

Upon receipt of a written bomb threat:

1. Immediately notify the Management Office.
2. Do not destroy the note.
3. Do not let others handle the note.
4. Turn the note over to building management or emergency personnel.

### **Personal Receipt of Bomb Threats**

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.
- Methodically search from one end of your work area to the other.

### **Searching Your Suite for a Suspected Bomb**

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access.
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase, or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- When searching individual rooms / offices, start at the outside walls and move towards the center of the room.

Note: If a suspicious object is found, do not touch it. Report the finding immediately to your designated emergency personnel and to building management.

### **Suspected Bomb Safety Precautions**

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
  - Do not use radio equipment to transmit messages.

- Do not change lighting conditions.
  - Remove all flammables.
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
  3. If a suspected bomb is identified:
    - Do not touch it.
    - Do not attempt to move or carry it.
    - Remove all flammable material from the area.
  4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

### **Suspicious Packages**

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked “Confidential” or “Personal”.
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage.
- No return address.
- Excessive weight.
- Incorrect titles.
- Restrictive markings (such as “Confidential” or “Personal”).
- Oily stains or discoloration.

### **Upon Receipt of a Suspicious Package**

1. Do not allow anyone to handle the package.
2. Immediately call the Management Office

## **Evacuation**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers, and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet.
  - Remove high heeled shoes.
  - Exit in a single file and keep to the right using hand rails.
  - Move quickly, but do not run.
  - Assist those who may have trouble on the stairs or who have been injured.
  - Treat injuries on stairwell landings only and only when safe to do so.

## **Evacuating the Injured**

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

## **Civil Disturbances**

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.

- Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify the Management Office and provide the following information:
  - Exact location of the disturbance, demonstrators, and/or rioters.
  - Approximate number of demonstrators or rioters.
  - Your name, company name, and call back number.

### **Power Failure**

In the event of a power failure, Redwood Plaza is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, and life and safety security systems.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- Emergency Lighting. Flashlights, flares, light sticks.
- Batteries. Keep a fresh supply
- Blankets. Lightweight fire and shock retardant emergency blankets.
- Radios. Portable transistor radios with extra batteries and two-way radios.

## **Section VII – Important Forms**

### **Move-In**

The following forms should be completed and returned to the Management Office two weeks prior to your scheduled move. Send an original, completed copy to the Management Office and retain one copy for your records. For replacement forms, please contact the Management Office at 703-698-1888

- A. Move-In Day Information
- B. Access Card Request
- C. Key Distribution
- D. Suite Sign Order Form
- E. Lobby Directory Strip Order Form
- F. Lobby Digital Directory Setup Form
- G. Authorized Individuals and After-Hours Emergency Contacts
- H. Floor Response Team
- I. Physically Impaired Individuals
- J. Emergency Procedures Acknowledgement
- K. Spotlight Questionnaire (Optional)

## REDWOOD PLAZA

### TENANT MOVE-IN DAY INFORMATION

Tenant Name: \_\_\_\_\_

Tenant Move-In Coordinator: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone #: \_\_\_\_\_

Moving Date: \_\_\_\_\_

Moving Time: Start: \_\_\_\_\_ Completion: \_\_\_\_\_

Moving Company: \_\_\_\_\_

Moving Company Telephone: \_\_\_\_\_

Moving Company Supervisor: \_\_\_\_\_

Moving Company Contacted for Certificate of Insurance? Yes\_\_ No\_\_

Number of Movers: \_\_\_\_\_ Oversized Furniture or Equipment: \_\_\_\_\_

\_\_\_\_\_

Special Move-In Cleaning Requirements: \_\_\_\_\_

\_\_\_\_\_

Additional Security Requirements: \_\_\_\_\_

\_\_\_\_\_

Emergency Tenant Names and Phone Numbers During Move:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## REDWOOD PLAZA ACCESS CARD REQUEST

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Suite / Floor: \_\_\_\_\_

**Type of Request** (Check One)

<input type="checkbox"/>	New Card Holder:	_____
<input type="checkbox"/>	Remove Card Holder:	_____
<input type="checkbox"/>	Name Change:	From: _____ To: _____

Parking: \_\_\_\_\_

License #: \_\_\_\_\_

Make of Car: \_\_\_\_\_

24 Hours: \_\_\_\_\_

HVAC: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_

Access Card #: \_\_\_\_\_

Old Card Returned: \_\_\_\_\_

Parking Card Number: \_\_\_\_\_

*To Be Completed By the Management Office*

Building Authorization: \_\_\_\_\_

Request Processed: \_\_\_\_\_

Parking Authorization: \_\_\_\_\_



## REDWOOD PLAZA

### KEY ACCEPTANCE/KEY REQUEST

If you require keys or a lock change, please complete this form and fax a copy to the Management Office at 703-698-5259. If you have an urgent request, please call the Management Office at 703-698-1888.

Tenant Company Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Fax Numbers: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Description / Number of Keys Requested:

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Received By: \_\_\_\_\_  
Name / Title

## REDWOOD PLAZA SUITE SIGNAGE ORDER FORM

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_

Please detail your firm name (including spaces and punctuation). Redwood Plaza must fit firm names into the parameters of existing building signage areas. Due to the character limitations on each type of sign, it may not be possible to accommodate your primary preference on every type of sign, therefore please indicate secondary preferences as well (such as abbreviations).

\_\_\_\_\_  
Firm Name **Option 1**

\_\_\_\_\_  
Firm Name **Option 2**

\_\_\_\_\_  
Firm Name **Option 3**

Form Completed By: \_\_\_\_\_  
Name / Title

Note: Please attach camera-ready art layout if required and contact the Management Office for additional cost.

Please return completed form as soon as possible, as there is an approximate 3-week turnaround.

## REDWOOD PLAZA

### LOBBY DIRECTORY STRIP ORDER FORM

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_

Please detail your firm name (including spaces and punctuation). Your Firm Name must fit within the parameters of Redwood Plaza's existing directory strip (including spaces and punctuation). Due to the character limitations on each type of sign, it may not be possible to accommodate your primary preference on every type of sign, therefore please indicate secondary preferences as well (such as abbreviations).

Firm Name(s) (Must be typewritten)

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Form Completed By: \_\_\_\_\_  
Name / Title

## REDWOOD PLAZA

### LOBBY DIGITAL DIRECTORY SETUP FORM

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_

Please detail your firm name (including spaces and punctuation). Firm Name will be displayed on the Redwood Plaza's Digital Directory in the lobby. In addition to your firm name, you may include the firm website, firm logo, and any key staff members to display on the Digital Directory's touch screen. Due to the character limitations on the digital directory, it may not be possible to accommodate your primary preference, therefore please indicate secondary preferences as well (such as abbreviations).

Firm Name(s) (Must be typewritten)

\_\_\_\_\_  
\_\_\_\_\_

Firm Website:

\_\_\_\_\_  
\_\_\_\_\_

Key Staff:

\_\_\_\_\_  
\_\_\_\_\_

Firm Logo:

Please contact the Management Office for the most current logo format requirements.

\_\_\_\_\_

Form Completed By: \_\_\_\_\_

Name / Title

## REDWOOD PLAZA

### AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS

For our files, please indicate the individual's name, cell number, and home phone number of three (3) individuals from your suite who will go on our records as authorized individuals. These individuals will also be the only persons allow to make overtime HVAC requests. In the event of an after-hours emergency or security authorization, a member of the management staff will contact one of the individuals listed below.

Company Name: \_\_\_\_\_

Suite #: \_\_\_\_\_

Please print. In case of emergency or security authorization, please notify:

1. Name \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Name \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Name \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Signature

Date

## REDWOOD PLAZA FLOOR RESPONSE TEAM

### FLOOR RESPONSE TEAM

Tenant: \_\_\_\_\_  
Floor # & Suite # \_\_\_\_\_  
Phone#: \_\_\_\_\_

#### Position

#### Name

Floor Warden: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Stairwell Monitor #1: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Stairwell Monitor #2: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Elevator Monitor #1: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Elevator Monitor #2: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Searcher #1: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Searcher #2: \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Assistant to the  
Physically Impaired (#1) \_\_\_\_\_  
& Alternate: \_\_\_\_\_

Assistant to the  
Physically Impaired (#2) \_\_\_\_\_  
& Alternate: \_\_\_\_\_

**Note:** For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.

## REDWOOD PLAZA

### PHYSICALLY IMPAIRED INDIVIDUALS

Please provide the following information regarding individuals in your office who will require special assistance in case of an emergency.

Tenant Company Name: \_\_\_\_\_

Suite #	Individual	Assistants	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# REDWOOD PLAZA EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Redwood Plaza Emergency Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the Redwood Plaza Emergency Manual; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Tenant Company Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the Management Office within 30 days of tenancy. Retain one copy for your records.



## REDWOOD PLAZA

### SPOTLIGHT QUESTIONNAIRE

Company Name: \_\_\_\_\_

Building Address / Suite: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Firm Established: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Description of Business:

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Company History:

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**Key Personnel (Please include name, title, # years of experience, and any professional background you'd like to include.):**

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**Daily Operations**

The following forms are for use throughout the life of your tenancy. To use a form, please make a copy from the original, returning the original to this Manual for future use. Send one copy of your completed form to the Management Office and retain one copy for your records. If you use or misplace an original form, please contact the Management Office at 703-698-1888 we will send you a new one.

- A. Tenant Service Request
- B. Bomb Threat Checklist

## REDWOOD PLAZA

### TENANT SERVICE REQUEST FORM

If you have a general service request and cannot get access to the online Angus work order system, please complete this form and fax a copy to The Management Office at 703-698-5259. If you have an urgent request, please call the Management Office at 703-698-1888

Tenant Company Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Time of Request \_\_\_\_\_

Description of Problem or Service Requested:

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An engineer, day porter, or other service personnel will be dispatched.

## REDWOOD PLAZA

# BOMB THREAT QUESTION SHEET

Call 911 immediately. If possible, have someone else call 911 during the call. After calling 911, immediately contact the Management Office at 703-698-1888.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

### **Questions to Ask**

When is the bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	

### **Exact Words Used By Caller**

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### **Description of Caller**

Sex:	Race:	Age:
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### **Description of Call**

# at which call was received:	Time:	Date:
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### **Caller's Voice**

- ☐ Calm
- ☐ Angry
- ☐ Excited
- ☐ Slow
- ☐ Rapid
- ☐ Soft
- ☐ Loud
- ☐ Laughter

- ☐ Crying
- ☐ Normal
- ☐ Distinct
- ☐ Slurred
- ☐ Nasal
- ☐ Stutter
- ☐ Lisp
- ☐ Raspy

- ☐ Deep
- ☐ Ragged
- ☐ Clearing Throat
- ☐ Deep Breathing
- ☐ Cracking Voice
- ☐ Disguised
- ☐ Accent
- ☐ Familiar

*If voice was familiar, who did it sound like?*

**Background Sounds**

- ☐ Street Noise
- ☐ Crockery
- ☐ PA System
- ☐ Factory
- ☐ Machinery

- ☐ Animal Noises
- ☐ Music
- ☐ House Noises
- ☐ Motor
- ☐ Static

- ☐ Phone Booth
- ☐ Office Machinery
- ☐ Railroad
- ☐ Airplane
- ☐ Other:

**Threat Language**

- ☐ Well-Spoken (Educated)
- ☐ Foul

- ☐ Irrational
- ☐ Incoherent

- ☐ Taped
- ☐ Message Read

Name:	Position:
Phone #:	Date:

## REDWOOD PLAZA TENANT HANDBOOK AND EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Redwood Plaza Emergency Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the Redwood Plaza Tenant Handbook; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Company Name: \_\_\_\_\_

Authorized  
Individual: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the Management Office within 30 days of tenancy.  
Retain one copy for your records.