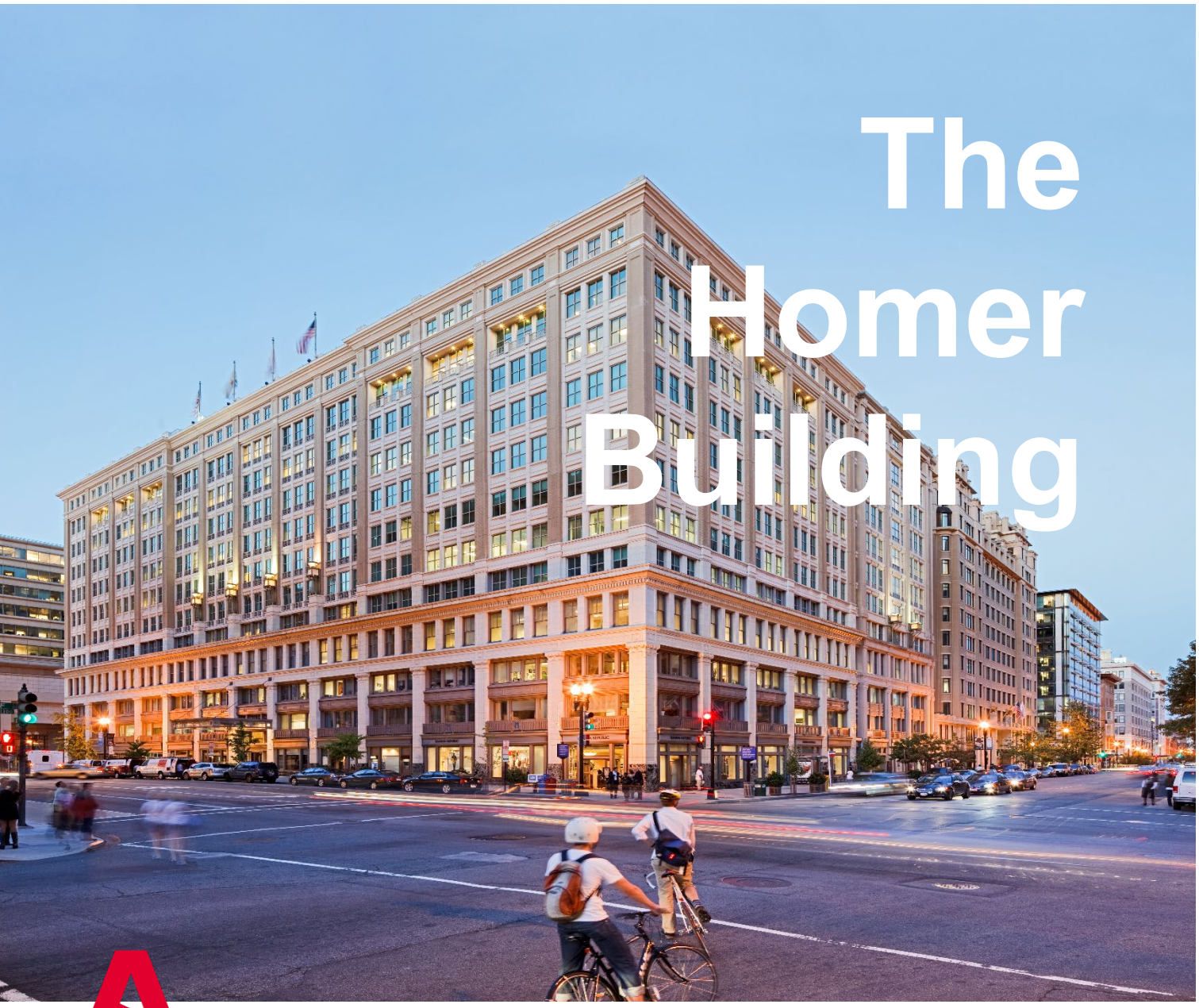

All the Right Moves

A Guide for Tenant Improvements or Capital Improvements

UPDATED SEPTEMBER 2026

AKRIDGE

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AKRIDGE

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AKRIDGE

Purpose of All the Right Moves

It is our goal to clearly outline responsibilities of all individuals providing services in buildings managed by Akridge to coordinate related responsibilities, and to ensure that our Clients' best interests are always protected. To help minimize any inconvenience to our Clients we have prepared the following project rules and guidelines. These guidelines are intended to assist all parties involved in the construction process. However, should any procedure in any way conflict with the terms of the Agreement of Lease, the Lease terms shall prevail.

Our personnel are always available to assist you and are willing to do everything they can to accommodate everyone's needs; however, we must be kept properly advised of construction activities to protect the components of the building, and, more importantly, the people who use it. Should you have any specific questions that are not addressed in this booklet, please contact your Property Manager.

Thank you for your cooperation.

Hiring a Construction Manager

Most Clients elect to have Akridge act as Construction Manager for all build-outs. However, should your firm decide to hire and supervise its own contractor, we will require a copy of the following items:

- Executed Waiver of Lien Rights
- Contractor's Insurance Certificate
- Contractor's License as required by jurisdiction
- Sub-Contractor's License as required by jurisdiction

It is both the Client's and the Client's architect's responsibility to ensure that all work performed meets base building specifications and local building, plumbing, electrical and mechanical codes. Work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**.

The General Contractor is responsible for following and enforcing all the regulations in this guide, and it is their responsibility to ensure that all subcontractors, vendors and installers also observe these rules. A GC Supervisor is required on-site when their subcontractors are working. We ask that construction workers remain in their designated area. Throughout the job, any construction workers found in any area other than their construction area may be dismissed from the building.

Appointing Contacts

The Construction Manager, General Contractor, and an Akridge representative will meet prior to commencement of work, and each will appoint contacts for scheduling and coordinating special job requests. The contact for Akridge will be the Property Manager. See **Exhibit B** for specific contacts and phone, pager and cell phone numbers.

Please coordinate any special requests (e.g., scheduling riser draining, core drilling, fire alarm testing, deliveries, after-hours work, etc.) with the Property Manager.

Plans and Drawings

Two (2) half sets of construction plans should be submitted to Akridge for review and approval prior to submittal for permit and contract pricing. It is recommended that a pre-construction meeting and pre-installation meetings are scheduled and conducted between the client, contractor and Akridge to review work prior to commencement. Additionally, to avoid possible reinstallation of finishes, it is encouraged to submit shop drawings of all finishes (ceramic tile, marble, stone, carpet seaming, wall covering, etc.) prior to installation. Akridge approval of these drawings shall not relieve the Client or the architect from responsibility for any cost incurred due to changes required to comply with current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys.

We strongly recommend site surveys be performed by the architects and engineers to identify any existing conditions that may affect the design of your suite to limit increased construction costs. Due to differing site conditions, Akridge reserves the right to approve all project architects and engineers.

Permitting

Prior to commencement of construction, a construction permit is to be provided to Akridge, along with one copy of the approved permit drawings.

Telephone/Data, Security and Television Cabling Installation

Please remember that it is the responsibility of the Client to contact and contract with the voice/data, security and cabling installation contractors. The installation of the work should be completed prior to the close in of the interior partitions and coordinated with the general contractor.

You may want to contact the local television cable company to contract for service. Please refer to **Exhibit A** for information specific to your building.

Please ensure the voice/data cabling and security contractors obtain the required low voltage permit prior to commencing work.

Inspections

Part of the permitting process of construction involves several inspections during different times in the construction process. For the Fire Marshall Inspection, both the District Fire Department and Akridge require a pretest. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours in advance. Pretests are to be scheduled prior to 8:00 am if possible to ensure the least amount of disruption to the other Clients in the building.

The District of Columbia also requires all new tenants to acquire a Certificate of Occupancy (COO) inspection prior to moving in to their space. For those Clients who hire Akridge as their Construction Manager, we will ensure that the necessary paperwork is filed with the District when submitting the application for a building permit.

If a Client elects to use another firm to perform their buildout, be sure the construction manager schedules an inspection and secures a COO prior to the building final inspection. We are unable to allow Clients to move into their space until a COO is secured and a final building inspection has been performed.

FM Global

1. A complete sprinkler system submittal shall be provided by the Contractor to Landlord for FM Global review prior to the start of work. The submittal must include shop drawings, hydraulic calculations, and material cut sheets. All new sprinklers, piping, valves, etc. must be FM Approved. Water test data shall be dated within a maximum of one year prior to system installation.

2. The fire alarm and detection systems shall be FM Global Approved, designed and installed per FM Global Standards and per the Approval Guide listing. Material cut sheets of the detection devices shall be submitted to Landlord for FM Global review.

3. Any new acoustic ceiling tiles, sound attenuation blankets, HVAC duct insulation, and building insulation shall be made of FM Approved Class I materials, or noncombustible materials. It is also acceptable to use non-plastic materials that have been tested to ASTM E-84 and have shown a flame spread rating of 25 or less. Rigid foam plastic insulation shall not be used where exposed to either the open air or an air space unless FM Approved for the installation.

4. All floor, wall and ceiling penetrations shall be sealed with FM Approved penetration seals with fire ratings equal to those of the surrounding construction. Contractor to ensure that all wall/ceiling interfaces are also tightly sealed.

5. Hot Work of any kind (brazing, cutting, grinding, soldering, welding, etc.) should be avoided. If there is a practical and safer way to do the job without hot work, the alternative method should be used. If hot work is unavoidable, precautions such as those outlined on the FM Global Hot Work Permit Kit should be taken during any such work.

6. Any modifications to the sprinkler system that require the closing of one or more fire protection control valves shall be coordinated closely with the Landlord who will contact the Customer Service Desk of FM Global – Washington, DC Operations at (888) 201-8943 in accordance with FM Global Red Tag Permit System procedures.

Fire Pretests

Please use the following guidelines while executing a pretest:

- Test all strobes by activating the pull station. Be sure that the building annunciator panel has labeled the specific location of the pull station.
- Test the audible system to be sure that the bells/speakers can be heard from each office in the space with the door closed.
- Test the visual location of all strobes in operation to be sure that strobes can be seen from the door of each office/room and each room to be used by more than one person, i.e. copy room, work room, pantry, reception area, library and conference room.

- Check all fire exit signs to be sure they do not present a conflict of egress and can be seen from the door of each office/room. Also be sure exit signs are of the same design/color, i.e. red on white or white on red (check with jurisdiction).
- Check all sprinkler heads to make sure that all escutcheon plates are installed and are tight to the ceiling.
- Make sure that all shelves and/or storage are at least 18" from the ceiling.
- If there is an electronic access system installed, be sure that door(s), (such as suite entry and stairway) open(s) automatically during the test.
- Be sure to have approved sprinkler drawings on site as well as all up-to-date permit drawings, the construction permit, low voltage permit (for telephone/data installation), cut sheets for all devices including smoke detectors, heat detectors, pull stations, strobes, exit signs, speakers, water flow and tamper switches and the pre-occupancy data (POD) sheet.
- Be sure that a qualified representative of the electrical subcontractor as well as the superintendent/foreman for the General Contractor is on site for both the pre-test and for the Inspection by the Fire Marshall.
- Contractor is required to notify Akridge at least 48 hours in advance.
- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

Elevator Use and Cleaning

- Elevators may not be used to haul materials without the express prior consent of Akridge. All freight elevators are 3500 lbs. capacity. An Elevator Map is provided in **Exhibit C**.
- Construction materials and tools are to be hauled on the freight elevator only. Violation of this regulation may result in immediate removal of the contractor from the building. Entry to the freight elevators is from **the rear doors only.**
- Akridge requests the contractor make special alterations to the freight elevator during construction to protect the elevator finishes. When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. The contractor shall use plywood, corrugated plastic for the walls, fire rated plywood as the backing, plywood with circular cutouts for the ceiling, and either carpet or Masonite for the floor. Only white tape should be used to secure the protection. The protection should not be in the way of the tracks allowing the doors to remain operational. The freight elevator must remain clean and free of graffiti at all times. Any damage to the elevator, mechanically or aesthetically, will be billed to the contractor. Example photos of a correctly protected freight elevator are below:



- Elevator handrails are not to be used as a chair or to hold supplies.
- Use of freight elevators for construction and movement of materials is to be scheduled with the Property Manager. Any delivery which requires the use of the loading dock for longer than 30 minutes will need to be scheduled between 5:00 am and 7:00 am or after 6:00 pm on weekdays. For weekend use, please coordinate with the Property Manager for specific hours and durations desired. Arrangements must be made with Akridge at least 48 hours in advance to have the elevators put on independent service. Simply call 202.638.3000 and we will be happy to help you.
- Use of freight elevators for construction and movement of debris is to be scheduled with the Property Manager and may be limited to hours up until 7:00 am or after 6:30 pm on weekdays. For weekend use, please coordinate with the Property Manager for specific hours and durations desired. Arrangements must be made with Akridge at least 48 hours in advance to have the elevators put on independent service. Simply call 202.638.3000 and we will be happy to help you.
- Elevators are to be locked on independent service for the hauling of materials. Please do not hold doors open by propping or by wedging materials in their tracks, this causes serious damage to the system. Any such damage incurred, the repair will be billed to the contractor.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels.

New Security

The Client should contact the security company providing service to the building to discuss security needs at least 45 days prior to the end of construction. See **Exhibit A** for the name and telephone number of the individual with whom you should schedule security work.

Existing Security

We recommend that suite security is deactivated during the construction period or that you give your construction foreman a security key so that he may deactivate your system each morning before beginning construction. Akridge does not have keys to Client security systems and therefore are unable to reset false alarms. Please note police may now issue citations for false alarms.

Deliveries

Major deliveries of construction materials are to be coordinated with the Property Manager at least 48 hours in advance. Certain daytime deliveries may be scheduled during the hours of 5:00 am to 4:00 pm, Monday through Friday and all day Saturday and Sunday. There are some standing deliveries which take precedent throughout the week and the Property Manager can list those times.

Deliveries must be made through the service entrances. Because the building has security on the perimeter doors, Akridge must be notified so we may deactivate the security prior to delivery. The contractor may be required to provide protective materials such as Masonite to cover floors. It is also required that Akridge personnel be present if the delivery occurs after normal business hours. Please note that the Akridge personnel time will be billed directly to the Client.

Parking

Unfortunately, parking cannot be provided for contractor personnel at any of our buildings. Illegally parked cars may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with the Property Manager. Dormant vehicles may be towed at owner's expense.

Restrooms

Restroom sinks may not be used to clean tools, paintbrushes, etc. Accessibility to slop sinks should be coordinated with the Property Manager. All paints, varnishes, thinners, etc. should be disposed of properly.

Designated restrooms are to be used as indicated.

Work Involving Excessive Noise

Noisy Work means any construction activity that generates sound, vibration, impact, or other disturbance that is clearly audible or perceptible outside the construction area and could reasonably interfere with normal business operations, meetings, telephone calls, or occupant comfort. Noisy Work includes, but is not limited to, hammer drilling, core drilling, chipping, grinding, saw cutting, demolition, mechanical fastening, concrete or masonry work, overhead anchoring, use of powder-actuated or impact tools, and dropping, dragging, or forcefully moving materials or equipment.

Controlled Construction Noise means intermittent and moderate sound associated with ordinary construction activities that may be audible outside the construction area but does not involve sustained impact, significant vibration, or noise that materially interferes with normal business operations. Examples

include standard drywall installation, limited use of cordless drills and screw guns, ceiling work, millwork installation, and finish work.

Before 8:00 a.m. — High-Impact Work

The following work must be completed before 8:00 a.m.:

- Core drilling, concrete drilling, hammer drilling, or masonry drilling
- Chipping, jackhammering, concrete demolition, or slab cutting
- Use of impact drivers, rotary hammers, powder-actuated tools, or similar equipment
- Saw cutting, grinding, or cutting metal, stone, tile, concrete, or structural materials
- Demolition involving repeated hammering, banging, or dropping of materials
- Removal or installation of flooring using mechanical scrapers or impact equipment
- Overhead work that causes vibration or impact noise in adjacent spaces
- Structured cable pull across metal studs
- Installation of anchors, fasteners, hangers, or supports into the slab or structure
- Movement of dumpsters, carts, lifts, gang boxes, or large material deliveries through occupied areas
- Any work reasonably expected to create sustained noise, noticeable vibration, or repeated impact sounds in neighboring suites

8:00 a.m.–12:00 p.m. — Moderate Construction Noise Permitted

The following work may generally occur between 8:00 a.m. and 12:00 p.m., provided it does not create excessive or sustained disruption:

- Standard framing and drywall installation
- Limited use of cordless drills and screw guns
- Installation of millwork, cabinetry, doors, frames, and hardware
- Ceiling grid and ceiling-tile installation
- Electrical, plumbing, fire-alarm, sprinkler, and low-voltage installation (that's not structured cable)
- Limited cutting using properly maintained equipment with dust and noise controls
- Carpet, resilient flooring, and other non-impact flooring installation
- Painting, wallcovering, and finish work
- Normal movement of workers, hand tools, and smaller construction materials
- Intermittent fastening or hammering that does not transmit significant vibration

After 12:00 p.m. — Low-Impact Work Only

If neighboring tenants return to or actively occupy their spaces after 12:00 p.m., work should be limited to activities such as:

- Painting and touch-up work
- Wallcovering installation
- Punch-list inspections
- Cleaning and debris removal performed without disruptive cart movement
- Testing, programming, and commissioning that does not generate audible alarms
- Installation of finishes using hand tools

- Administrative work, measurements, and visual inspections
- Other work that is not readily audible or perceptible outside the construction area

Hot Work Policy

"Hot Work" is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.

All hot work must be scheduled and approved 24 hours in advance with the building's Senior Chief/Lead Engineer. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work until they have 1) received a copy of the Akridge Hot Work Policy and been issued a hot work permit; and 2) executed and returned the permit to the building's Senior Chief/Lead Engineer. The lead time may be reduced in emergency situations. A copy of the Akridge Hot Work Policy and the Hot Work Permit are attached as **Exhibit F**. Copies may also be obtained from the building's Senior Chief/Lead Engineer.

Mechanical, Electrical and Plumbing Safety

Office building hours are from 8:00 am to 6:00 pm, Monday through Friday. Retail hours vary but are generally 10:00 am to 10:00 pm, Monday through Saturday and 10:00 a.m. to 6:00 pm on Sunday. Any work performed during non-working hours is to be coordinated with Akridge at least 48 hours in advance. For work to be performed outside of the Client's demised Premises, we recommend a plan be submitted at least five (5) business days in advance describing: (1) location of work required, (2) estimated start date and duration of work and (3) proposed temporary measures/protection. This information will be helpful in coordinating the Work with other Building Clients. Please note that if an Akridge employee and/or Security personnel are required to be present for work performed during non-operating hours, the contractor may be billed accordingly.

Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the contractor must make proper notification to the Building Manager.

Important Notes for Contractors:

- If any mechanical, electrical, or plumbing system is already off when you go to turn it off, please contact the building engineer to determine if other work is being performed on that system.
- When draining condenser water systems, drain slowly to avoid flooding. During this procedure, an Akridge engineer must be present to observe.
- Any work involving draining of condenser or domestic water risers, slab x-raying, shut down of electrical panels or any other disruptive activities must be performed after normal building hours and coordinated at least 48 hours in advance with Akridge.
- When the metal cabinets housing the heat pump units are to be painted, electrostatic paint is required. Please alert the Senior Chief Engineer in advance of any planned millwork encasement for heat pump units.

- Under no circumstances enter Client's space to perform work without making prior arrangements with the Property Manager.
- All staging materials must be coordinated with the Property Manager.

Mechanical, Electrical and Plumbing

Akridge will review the mechanical, electrical, and plumbing drawings to ensure conformance with the base building specifications. If new construction or renovations to existing space alters the airflow, mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required. Client's contractor should take this into account and be prepared to have an air balance performed and make any necessary mechanical changes.

In all Akridge buildings, we require the contractor uses the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A.**

Supplemental HVAC System

- **Energy monitoring equipment: Power meter (use Dent instruments "PowerScout); and BTU meter. Confirm with Building Engineering for BTU Meter specs.**
- All piping installations in public areas must be pre-approved by Akridge.
- All duct heaters must be reviewed and approved by Akridge.
- Flexible hoses, unions and balancing valves must be provided.
- Condensate drain lines must be insulated copper pipe.
- Condensate pumps are not permitted.
- Provide drip pan under unit with drain line.
- If any supplemental air conditioning unit is tied to the base building chilled water system, the unit must be interfaced with the building energy management system. This is to be coordinated with the Senior Chief Engineer.

Building Standard Conformance

Light Fixtures

- Clean fixtures and lenses.
- Re-lamp all new and existing fixtures.
- Re-ballast with energy efficient ballasts. Coordinate with the Senior Chief Engineer.

Window Blinds

- All blinds must conform to building standard in size and color. See **Exhibit A** for the correct specifications. Any desired variations need to be submitted to Akridge for review and approval.

Ceiling Tiles

- New ceiling tiles must conform to building standard tiles in size and color. See **Exhibit A** for the correct specifications.

Hardware

- So that we can effectively handle emergencies, we require that all new hardware installed match the existing base building hardware, i.e. same manufacturer, material and color, and that all locks be keyed to the building master, floor master and keying system. See **Exhibit A** for hardware specifications.

Interior Partitions

- Interior partitions, which end on either interior or exterior glass, must end at a window mullion.

*Interface w/building BMS is BacNet IP, required on all mechanical equipment

Fire Annunciation System

To prevent false fire alarms, all smoke detectors in areas under construction must be "bagged" daily. They must be un-bagged at the end of the day to maintain fire safety and comply with jurisdictional codes.

IMPORTANT NOTE -- ANY WORK TO BE PERFORMED WHICH INVOLVES ANY COMPONENT OF THE FIRE ANNUNCIATION SYSTEM MUST BE COORDINATED WITH AKRIDGE PRIOR TO AND UPON COMPLETION OF THE WORK BEING DONE. IN NO CASE IS THE FIRE SYSTEM TO BE DE-ENERGIZED (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF) BY THE CONTRACTOR OR SUBCONTRACTOR. IT MAY BE NECESSARY TO ESTABLISH A FIRE WATCH WHILE THE BUILDING'S SYSTEM IS DE-ENERGIZED. ALL COSTS ASSOCIATED WITH A FIRE WATCH WILL BE BILLED DIRECTLY TO THE CLIENT (tenant).

Any modification to the fire annunciation system must be coordinated and approved by Akridge and completed by Adcocks designated contractor (See **Exhibit A**). Akridge and the building's designated fire alarm contractor must be contacted prior to beginning any on-site fire alarm related work. The designated contractor will contract directly with the Client's contractor. Akridge must be notified at least 48 hours before commencement of work using a POA. Fire Alarm System Tie-In Guidelines are listing in **Exhibit K**.

Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled in advance with the Building Manager. Electrostatic painting, polymix painting and any staining and varnishing must be done during evening hours after 8:00 pm and completed prior to 1:00 am or on weekends beginning after 2:00 pm on Saturday and ending prior to 1:00 am Monday morning. This work must be scheduled with the Building Manager in order that arrangements can be made to run the HVAC system during and after the work is being performed.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes and Lacquers
- Wood Preservatives, Stains and other Wood Finishing products
- Waterproofing Products
- Caulking
- Glazing Compounds
- Joint Fillers
- Duct Sealants
- Carpet Seam Sealants

These materials shall be applied according to manufacturer's specifications. Preferably, the contractor should provide evidence that these products do not emit VOCs or that they have been tested to emit less than 0.5 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) to the Building Manager is required for all such products prior to application.

The General Contractor is responsible for the following:

- Performing work with the above materials during non-business hours
- Scheduling work through the Property Management Department
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Client areas
- Properly disposing of these materials and any materials associated with their cleanup

Sustainable Purchasing

The designer shall make every attempt to select materials with recycled content, salvaged material or rapidly renewable material that reduces the environmental impacts associated with extracting, harvesting and manufacturing virgin materials. In addition, indoor environmental quality will be protected by the purchase of low VOC materials and products.

Items such as non-affixed furniture, equipment, fixtures, mechanical, electrical, plumbing components and specialty items are excluded from this policy. However, millwork is included.

The Architect and General Contractor are responsible for the following:

Achievable sustainable purchases of 50% of the total purchases (by cost) for facility alterations and additions must meet at least one of the following criteria:

- Contains at least 10% post-consumer and/or 20% postindustrial material.
- Contains at least 70% material salvaged from off-site or outside the organization
- Contains at least 70% material salvaged from on-site through an internal organization materials and equipment reuse program.
- Contains at least 50% rapidly renewable materials.
- Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- Adhesives and sealants have VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- Paints and coatings have VOC emissions that do not exceed the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products contain no added urea-formaldehyde resins.

Solid Waste Management – Facility Alterations and Additions

The General Contractor shall oversee waste disposal and ensure that appropriate documentation is obtained from the contracted vendor. The vendor is responsible for tracking recycling during the facility alteration or addition.

- Before the project starts, a construction waste recycling plan designed to achieve the maximum practical level of recycling will be developed.
- Examples of materials that will be addressed by the plan include, but are not limited to, building components and structures, panels, attached finishes, carpet and floor material, adhesives, sealants, paints and coatings.
- During each construction project, the recycling plan will be implemented.
- The total amount of construction waste and the total amount of recycled construction waste will be documented.

The intent is to divert at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and incineration facilities. This applies only to base building elements permanently or semi-



permanently attached to the building itself that enter the waste stream during facility renovations, demolitions, refits and new construction additions. Base building elements include at a minimum:

- Building components and structures (wall studs, insulation, doors, windows)
- Panels
- Attached finishes (drywall, trim, ceiling panels)
- Carpet and other flooring material
- Adhesives
- Sealants
- Paints and coatings

Furniture, fixtures and equipment (FF&E) are not considered base building elements and are excluded. Additionally, Mechanical, electrical and plumbing components and specialty items such as elevators are also excluded.

In Case of Emergency

Reference **Exhibit C** for an emergency evacuation plan.

Certificate of Insurance – Limits and Language
Reference **Exhibit D**

Plan of Action

Reference **Exhibit E** for a blank Plan of Action Request Form. This must be filled out for all work occurring outside of the tenant's space. Please complete the form and return to the Tenant Construction engineer 48 hours prior to the work being performed for review and approval.

Acknowledgement

I, _____ hereby acknowledge that I have read and fully understand the rules and guidelines outlined in the **All the Right Moves** booklet.

_____
Client Representative Signature

_____
Title

_____
Company

_____
General Contractor Signature

_____
Title

_____
Company

Exhibit A – Building Standards & Specifications

Internet, Television, and Phone Companies:	Allied Telecom Group 202.541.9000 www.alliedtelecom.net/ AT&T Local 1.877.593.2087 www.business.att.com Cogent 1.877.875.4432 www.cogentco.com Eureka Networks 240.744.1447 www.eurekanetworks.net Verizon 202.954.6263 www.verizon.com
Access Panels: (horizontal and vertical)	Stealth Panels www.stealthpanels.com ISC – InterSource Specialties Company for Stylemark ceiling access doors 920.892.8822 sales@intersourceco.com www.intersourceco.com

Building Access Control Company:	Kastle Systems 703.524.7911 Kastle System Contact: Philip Vuong pvuong@kastle.com 571.389.0974
Window Blinds Specifications:	Standard Metal Blinds: Levolor Riviera Classic Contract Dust Guard 1” horizontal aluminum blind in 820 squirrel gray (Landlord provided) Mechoshades (at tenant cost unless negotiated otherwise):

RB 500 **Standard Duty+** Clutch - 3" & 4" Fascia

SPECIFICATIONS
Mount: Face, Wall, or Ceiling
Tube Size: 37mm (1.5")
Shade Width: 12" - 80"
Lift Capacity: 8 lbs
Lift Capacity with Spring Assist: 11 lbs
Light gap: Clutch End - 7/8", Idle End - 5/8"
Chain: Stainless Steel
Chain Breaking Strength: 110 lbs
Clutch Color: Grey
Bracket Color: Grey
Bracket Cover Colors: Black, Grey, & White
Hembar: Determined by fabric

FASCIA SIZE IS DEPENDENT OF SIZE OF ROLL

Bracket	Dimensions	Max Roll Up
3" Fascia	3" H x 1" W x 3" D	2-3/4" (2.75")
4" Fascia	4" H x 1" W x 4" D	3-3/4" (3.75")

Interior Roller Shades

SWF Contract

C8201 White 3% open

Exterior Roller Shades

SWF Contract

C8212 Eggshell/Fog 3% open

Ceiling Grid:	Armstrong Silhouette XL 9/16” Bolt-Slot System ¼” Reveal
Ceiling Tile Specification:	Armstrong Dune Beveled Tegular (1775)
Hardware Specifications:	Key type is Schlage, EF keyway, 6 pin

Building Life Safety Contractor:	Adcock Electric Keith Rogers 301.843.3661 - office 210.882.3792 - cell
Air Quality (Testing & Balancing):	**Arian Tab** Hossein Askari Phone 703.319.1000 Pager 703.514.3557 hossainaskari@gmail.com **Tab Technologies**. Phone: +1-703-319-1000 Fax: +1-703-430-2663 Email: info@tabtechinc.com Web: www.tabtechinc.com
Building Technology:	Boland Katie Kimmel 240.306.3256 Katie.kimmel@boland.com
Common Corridor Paint:	Benjamin Moore, OC-15, Baby Fawn – Eggshell
The Guerry Ceiling and Wall (L9)	P-01: General Paint, Sherwin Williams, Line Pro Mar 200: Zero VOC, Color: SW7004 Snowbound (Eggshell finish) B30W12651

Exhibit B – Contact List

Title	Name	Telephone Numbers	
Portfolio Manager	Emily Rowland	Office	202.756.3087
Building Manager	Danny Eaton	Cell	704.999.9910
Client Services Coordinator	Tom Keith	Cell	301-785-4749
V.P. Construction Management	Patrick Murray	Office	202.207.3954
Senior Chief Engineer	Arnold Cook	Cell	202.345.3415
Chief Engineer	Kyle White	Cell	202.624.8610
24-Hour Security	Guard's Desk	Office	202.345.1990

C – Elevator Map

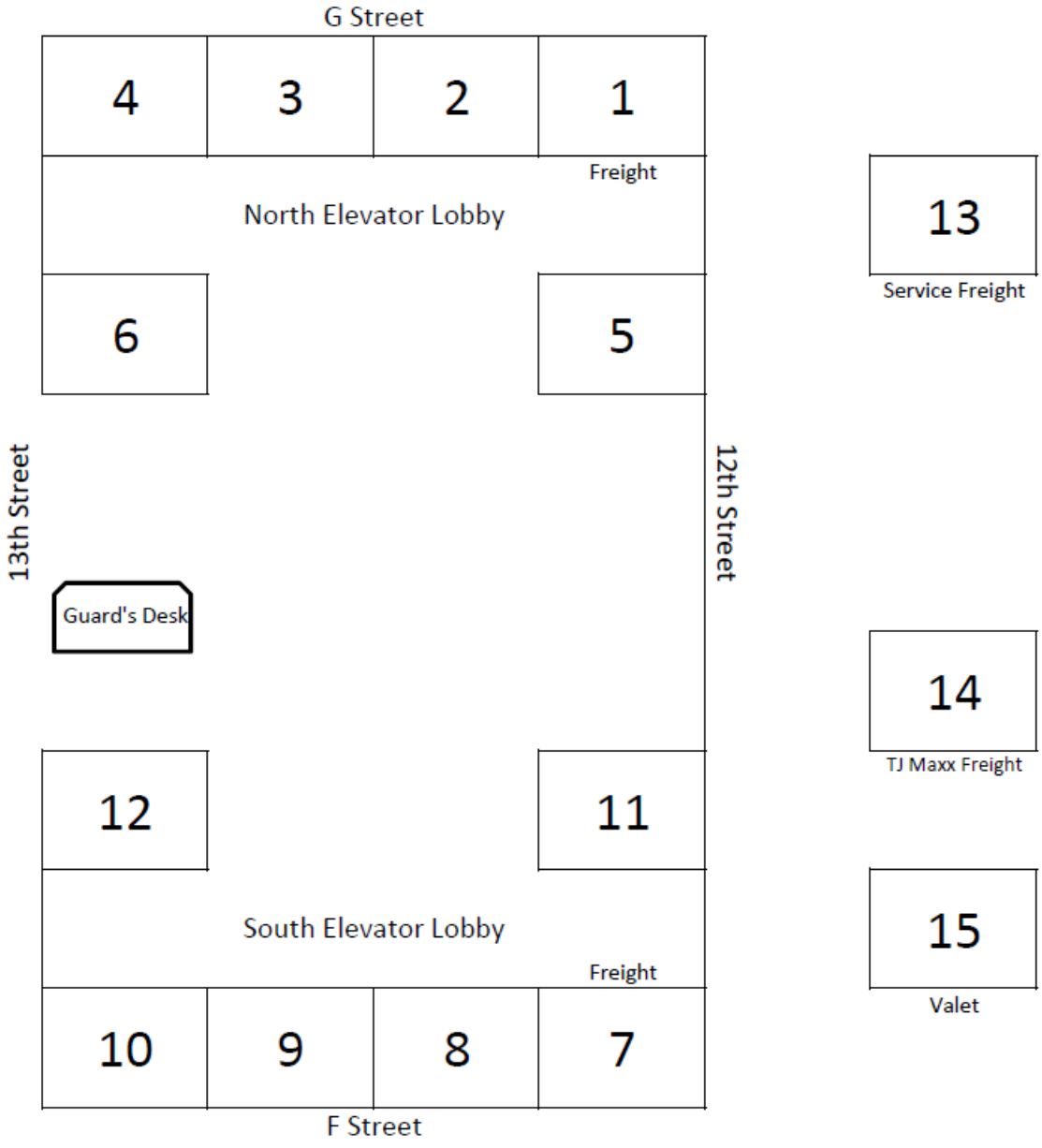

Exhibit D – Emergency Evacuation Plan

FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION for the commercial office building located at 601 13th Street, NW Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)

- Be familiar with exits and fire apparatuses in the building.
- If you encounter a fire or other potential emergency, **pull the fire pull station nearest to the potential emergency.** This alerts the fire department and will set off fire bells that can be heard through the building, alerting other occupants to evacuate.
- It is critical that **if you pull a fire pull station, call the fire department at 911 after evacuating**. Give them the most specific information you can because Kastle cannot receive or relay emergency information. Please advise your personnel **that once one of these devices goes off, the bells will ring and evacuation should commence**. **It is not necessary to pull additional pull stations** unless a fire is evident in that location. Indications of multiple floor pull stations activated on the annunciator panel will only confuse and slow down the fire department unless it is a multiple floor problem.
- Always use stairs in an emergency. Walk down them one time so you know where you will exit on the first floor. **Remember:** in the event of an emergency **do NOT use the elevators** – use the **stairs.**
- **Upon exiting onto the first floor, please move out of the building and at least 500 feet from the building** so others can safely evacuate, and the fire department can work quickly—and to avoid injury from window breakage.
- Akridge personnel will assist in directing and giving specific instruction to your employees in the event of an actual emergency. The directions given by the fire department and management personnel should be followed at all times
- **Should the exit route from your space become blocked by smoke, stay calm.**
- **Go to the nearest available office and close the door.**
- **Call the fire department and give them your floor and approximate location - tell them you are trapped.**
- **If there is a window in the office, go to it and signal so fire personnel can see you.**
- **The fire department will quickly locate you and assist you in evacuating.**
- Fire extinguishers are installed in each common corridor. (There may be additional extinguishers installed in your space by your firm.) The extinguishers installed in common areas are a water-type extinguisher. You may have different types in your space. Know what you have and how to use it. Smoke detectors are installed in common corridors, as well as within your suite. Heat detectors are installed in mechanical and electrical equipment rooms.
- **Remember: Never use a water type extinguisher on electrical fires.**

Exhibit E – Certificate of Insurance Requirements

Insurance Requirements

Tenant Contractor shall provide evidence of required insurance coverage, as defined in Tenant's lease agreement, prior to construction commencing.

1. All policies shall name the following as additional insured: Tenant; Landlord; Landlord's lenders and/or mortgagors; and the employees and agents thereof.
    - **601 Thirteenth Street NW Associates LP**
    - **The John Akridge Management Company**
    - ***Client***
2. All policies shall provide 30 days written notification of non-renewal or cancellation to:

    601 Thirteenth Street NW Associates LP

    c/o Akridge

    601 13th Street, NW, Suite 300

    Washington, DC 20005

    Attention: Property Manager

Exhibit F – Plan of Action Form

AKRIDGE

601 13th Street, N.W., Suite 300 Washington, D.C. 20005

Phone 202.638.3000 Fax 202.628.6852

Plan of Action Request Form

Date: _____ Date(s)requested:_____ (min. 48 hour notice – BUSINESS DAYS)

Construction Company: _____

Contact Person and Numbers: _____

Project:_____,_____

(building address) (project)

Requested Operation: (Start times, other spaces that may need to be entered, procedures, (plans for protection of finshed space, finsh times) number of people involved, plans for clean-up.

Time & Dates	Tasks and Procedures (be as detailed as possible)

Email to erowland@akridge.com, tkeith@akridge.com, deaton@akridge.com

or kwhite@akridge.com for final review, approval & final arrangements

Include sketch or floor plans for work outside of space if needed.

Exhibit G - Hot Work Policy

Akridge

Fire Safety Program

Hot Work Policy

Updated January 2010

Policy

Hot work is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work in the building unless a hot work permit is obtained, executed and returned to the building's Senior Chief/Lead Engineer, 24 hours in advance of work commencing. This time may be reduced in emergency situations. An example of the Hot Work Permit can be found at the end of this document.

Authority and Responsibility

Akridge Senior Chief/Lead Engineer, building staff, and Building Services Department, and contractors hired by Akridge or building Client shall be responsible for following the hot work program in accordance with this policy. All buildings managed by Akridge shall follow the procedures below to comply with this policy.

Akridge Senior Chief Engineer/Lead Engineers are responsible for:

1. Notifying all Akridge employees involved with the project to the purpose and intent of the Hot Work Policy;
2. Issue of the hot work permit and making periodic inspections of areas where the hot work procedures are being used;
3. Notifying Building Services, Property Management and Project Management 24 hours in advance of a contractor's request of hot work permits; and
4. Renewing the permit as required until work is completed.

Akridge Employees are responsible for:

1. Understanding Akridge Hot Work Policy; and
2. Complying with the procedures defined within the policy.

Akridge Project Management is responsible for:

1. Notifying all contractors to the purpose and intent of the Hot Work Policy;
2. Making periodic inspections of areas where the hot work procedures are being used; and
3. Contacting Akridge Chief /Lead Engineer when a contractor has made a hot work permit request 24 hours in advance; and when a hot work permit requires renewal.

Contractors and sub-contractors hired by Akridge or building Client are responsible for:

1. Understanding the Hot Work Policy; and

2. Complying with the procedures defined within the policy.

Procedure

Prior to starting a project that requires a hot work permit; the supervisor of the Akridge employee performing the hot work or the Project Manager of the contractor/subcontractor shall obtain a hot work permit from the Akridge Senior Chief/Lead Engineer.

Notification

Contractors shall notify the Akridge Project Manager, Akridge Senior Chief/Lead Engineer to request a hot work permit at least 24 hours prior to the start of the project.

Job Site Inspection

Prior to the issuance of the hot work permit, the Akridge Senior Chief/Lead Engineer shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, Akridge Chief/Lead Engineer shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job site review include, but are not limited to, the following:

1. Hot work operator(s)/fire watch are trained in the safe operation of their equipment; there must be two persons at the hot work area at all times, no exceptions. If they cannot have two persons on site, the work must be cancelled;
2. Apparatus used for the hot work must be in good condition;
3. Hot work operator(s)/fire watch understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; are confined space trained if required and PP equipment is in good condition;
6. The proposed work does not jeopardize the health and safety of the operator or others.
7. The Fire alarm system should only be disabled for the areas where work is in progress, the entire building should never be disabled;
8. Fire retard mats need to be placed on the roof in any location where soldering or welding is part of the work. Electric insulated mats are required when working on or around conductive materials; and
9. Ensure that fumes from the work area are not being drawn into the building by the fresh air fans.

If the aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system.

Fire Watch

Akridge requires a fire watch be set by the organization performing the work, when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 20 feet to the point of operation of the hot work;
2. Combustible materials are more than 15 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 15 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors;
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited; and
5. The fire alarm system for the affected area is disabled for any reason.

The assigned fire watch personnel shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the hot work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available and be trained on how to use it; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

Permit Posting

The hot work permit must be completed in duplicate. One copy shall be retained and filed by the Senior Chief/Lead Engineer in the building construction files and the second copy shall be posted in a visible location within the hot work site near the hot work equipment.

Prohibitions

Propane gas shall be limited in use in any hot work in any occupied Akridge building. Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;

4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and

5. Confined spaces. Confined spaces are special circumstances that require specifically trained personnel. Akridge personnel are not qualified to perform this work. All work in confined spaces must be supervised by a qualified contractor and coordinated with the building Akridge Chief/Lead Engineer.

Protective Equipment

The welder shall be equipped with protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If local exhaust or general ventilation are not available and fume, dust and gas generation is high, respirators shall be used.

2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity.

3. Welders helmets equipped with proper filter plate and cover lenses.

4. Respiratory protection (NOTE: No employee or worker shall be issued or be required to use a respirator until that employee has been properly certified for the use of such equipment by the issuing authority. Proof of such certification may be required.

5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

Storage of Equipment

Personnel performing hot work will insure that equipment and supplies are stored in a manner that will prevent the creation of hazardous conditions. For example flammable fuels will be stored in appropriate containers and safety lockers.

Injuries/Exposures

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Akridge Lead/Senior Chief Engineer and Akridge Construction Manager, who will then notify the Property Management team.

Education/Training

Akridge Employees shall be trained on all aspects of this policy.