

1350 EYE STREET ASSOCIATES, LP



TENANT HANDBOOK

1350 I Street, NW
Washington, DC 20005



1350 I Street, NW
Washington, DC 20005
(202) 682-9544
www.edge-funds.com

LETTER OF INTRODUCTION

Dear Tenant:

In an effort to provide you with a greater understanding of building operations, Edge Fund Advisors LLC has compiled this Tenant Handbook. It is intended to answer many of the questions you may have regarding services, policies and procedures at 1350 I Street. We are certain you will find this handbook helpful and recommend you keep it readily accessible to all of your employees.

If you have any additional comments or concerns that are not addressed in this handbook, then please call the Property Management office at (202) 682-9544

Sincerely,

1350 Eye Street Associates, LP



Emily W. Rowland
Vice President of Property Services

This document is intended solely for information and guidance and is not to be the only source of information in compiling individual tenant Emergency/Life Safety Manuals. Information should be sought from, and reliance placed upon, life safety professionals when preparing any employee manual. Any reliance on this document, other than for its specific content, is at the sole discretion of the user. Edge Fund Advisors, and the Property Owner, along with any of their respective employees, principles, affiliates, assigns or successors, shall not be liable for any claims made by those preparing or using a manual based on this document, nor for any claims made against it by tenants (or their employees or invitees) who fail to follow the procedures set forth herein.

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GENERAL INFORMATION

CONTACT INFORMATION

Management

Emily Rowland, Vice President of Property Services (202) 682-9544
Katie Oliverio, Assistant Property Manager (202) 682-9544
Kristine Cranley, Administrative Assistant (202) 682-9544

Leasing

Engineering Staff

Larry Traina, Director of Engineering (202) 682-2644
Dung Nguyen, Assistant Chief Engineer
Santos Flores, Engineer
Vu Ha, Maintenance Technician

Security Guard

(202)-682-9543

After Hours Emergency

Datawatch (301) 280-4321

RENTAL PAYMENTS

Rental Payments are due on the first day of every month. Rental and all other miscellaneous payments should be mailed to:

1350 I Street Associates, LP
PO Box 2021
Warren, MI 48090-2021

Please make checks payable to **1350 I Street Associates, LP**
Reference 1350 I Street and indicate your suite number on the check.

BUILDING HOURS

The building is open Monday through Friday from 8:00 a.m. until 6:00 p.m.

Building access is available twenty-four (24) hours a day seven (7) days a week by using your Datawatch access card.

ACCESS CONTROL SYSTEM

Your building is equipped with an access control system monitored by Datawatch. The perimeter doors of the building and elevators are locked at 6:00 p.m. Monday through Friday. Your employees may gain access to the building and to your floor after hours with their activated Datawatch access card.

Your employees may gain access by placing their security “FOB” in close proximity to the proximity reader. There is a proximity reader located outside the main lobby doors and there is one located at the rear entrance from the loading dock, at the entry door on 14th Street, and at the Lower Level entrance from the garage. At the front door, the proximity reader will scan your Datawatch “FOB”, a green light on the reader will illuminate and you will hear the bolt release. You can enter the building through the door closest to the reader. The door will automatically close and lock behind you.

It is important not to let any individuals enter with you if you do not know them.

The lobby doors, as well as the elevators, will be unlocked at approximately 8:00 a.m. (unless there is an emergency) Monday through Friday. The lobby doors and all elevators will be locked at 6:00 p.m. Monday through Friday and twenty-four (24) hours a day on weekends and holidays. The Lower Level entrance door from the garage is secured during non business hours.

SECURITY GUARD

The security guard is located at the front desk in the main I Street lobby entrance 24 hours seven days per week. His or her presence in the lobby helps deter theft and vandalism in the building, but in the event of a problem, he or she will notify the police. The security guard is not armed, and should not be expected to physically intervene under any circumstances. They are there to observe, monitor and report.

*It is important not
to let any
individuals enter
with you if you do
not know them.*

For security reasons, anyone not having a key to your suite or offices will not be admitted ...

The security guards have been instructed not to allow any one in the building after hours. The tenant desiring access to the property should use their Datawatch access card. If they do not have their Datawatch proximity card or the person is not a tenant of the building, then they should be instructed to contact Datawatch via the security phone by the door to request admittance.

For security reasons, anyone not having a key to your suite or offices, including your employees will not be admitted by Edge Fund personnel or the concierge/security guard.

V I S I T O R S A N D S P E C I A L A D M I T S

If you are expecting a visitor after hours, you must make prior arrangements with Security to admit your visitor into the building and onto your floor. Weekend visitation must be arranged on Friday before 2:00 p.m. of the designated weekend. When providing Security with your visitor's information, please proceed to the visitor management website at www.visitor1350eyestreet.com. There you will be able to enter the name of your visitor, the time/date of their visit, the floor they need access to, and any other special instructions. Simply have your guest sign in at the front desk to have the visit on record.

A F T E R H O U R S H E A T I N G & C O O L I N G

If you anticipate working during non-building hours and will require heating or cooling in your office, then you must notify us through our tenant work order system (Angus) no less than 24 hours in advance. For weekend after hours cooling, please notify us by close of business on Thursday. Please include company name, suite number, date required time, space and your agreement to pay the Landlord for the service you will be invoiced pursuant to the terms of your lease.

K E Y S

Upon moving in, each tenant will be provided with an appropriate number of keys. Any lost or additional keys requested after the initial move-in will be charged to the tenant. The Chief Engineer must handle any changes made to the lock in your office door. All keys must be returned to the Property Management office at lease termination.

OFFICE SECURITY

Theft can be a problem in office buildings. Offices are normally unlocked during normal business hours and numerous delivery people and visitors are in the building throughout the day. Outlined below are several measures you can take to prevent thefts in your office:

1. Keep all doors locked after you leave the office.
2. Instruct employees to keep valuables, including purses, in locked desks when unattended.
3. Keep calculators and expensive items off desktops when not at desk.
4. Articles of value, including handbags and coats should not be left in unguarded reception areas or desks, even for a few minutes.
5. Thoroughly mix the combination when closing a vault or safe.
6. Do not leave the vault or safe combination on or in a desk.
7. Notify the Property Management office when loiterers are observed in corridors or washrooms. Report peddlers and canvassers to the Property Management office.
8. Special care should be taken during times best suited for pilferage (i.e. thirty minutes after opening), during absence from work areas and office.
9. Check wastebaskets at the end of the day to see if any equipment or other valuables may have been stored for later removal.
10. Serial numbers should be recorded to aid police in recovering property in the event of loss or theft.
11. Do not leave articles of value in automobiles in the parking garage.
12. Lock suite entry door when entry area is unattended.

THEFTS

In the event that something is discovered missing from your office, please send a letter to Property Management stating the details so we

have a record in our files. It is up to the tenant's discretion as to whether the tenant desires to report the event to the police.

H O L I D A Y S C H E D U L E

The Building observes the following Federal Holidays:

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

Please be advised that, as a general rule, building and Property Management observe these holidays. On these specific days, the building will be closed and all building services (including but not limited to HVAC, janitorial and maintenance) will be suspended. On Veterans Day and Columbus Day, the building will be open and HVAC services will be provided. The cost of providing HVAC services on these two Holidays shall be determined by the terms of each tenant's lease.

S M O K I N G

As of August 2, 1991, in accordance with the Smoking Regulation Amendment Act of 1990, smoking has been regulated in the work place. Each tenant is responsible for complying with these regulations. Therefore in compliance with these regulations, smoking is prohibited in the following building areas:

- Common area hallways
- Stairwells
- Men's and women's restrooms
- Elevators and elevator lobbies
- The main lobby
- All garage levels

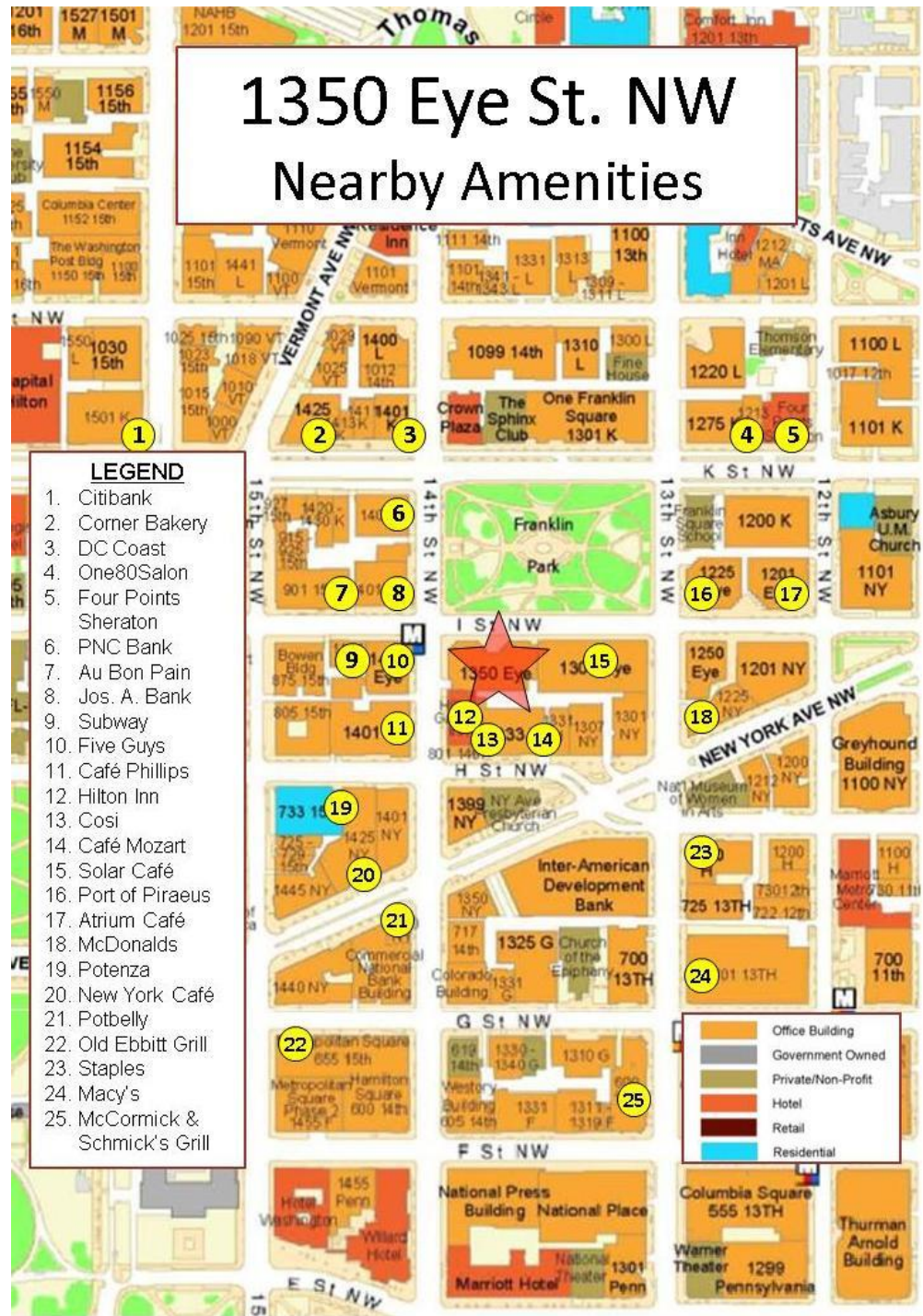
Smoking is not permitted within the tenant spaces.

Smoking is not permitted within the tenant spaces.

S O L I C I T I N G

Soliciting is not permitted. If someone is soliciting in your suite, then please notify Property Management and we will send appropriate personnel to have them escorted off the premises.

MAP OF LOCAL AMENITIES



BUILDING RULES & REGULATIONS

1. Any sign, lettering, picture, notice, or advertisement installed on or in any part of the Premises and visible from the exterior of the Building, or visible from the exterior of the Premises, shall be installed at Tenant's sole cost and expense, and in such manner, character and style as Landlord may approve in writing. In the event of a violation of the foregoing by Tenant, Landlord may remove the same without any liability and may charge the expense incurred by such removal to Tenant.
2. No awning or other projection shall be attached to the outside walls of the Building. No curtains, blinds, shades, or screens visible from the exterior of the Building or visible from the exterior of the Premises, shall be attached to or hung in, or used in connection with any window or door of the Premises without the prior written consent of Landlord. Such curtains, blinds, shades, screens, or other fixtures must be of a quality, type, design and color, and attached in the manner approved by Landlord.
3. Tenant, its servants, employees, customers, invitees, and guests shall not obstruct sidewalks, entrances, passages, corridors, vestibules, halls, elevators, or stairways in and about the Building which are used in common with other tenants and their servants, employees, customers, guests, and invitees, and which are not a part of the Premises of Tenant. Tenant shall not place objects against glass partitions or doors or windows which would be unsightly from the Building corridors or from the exterior of the Building and will promptly remove any such objects upon notice from Landlord.
4. Tenant shall not make excessive noises, cause disturbances or vibrations or use or operate any electrical or mechanical devices that emit excessive sound or other waves or disturbances or create obnoxious odors, any of which may be offensive to the other tenants and occupants of the Building, or that would interfere with the operation of any device, equipment, radio, television broadcasting or reception from or within the Building or elsewhere and shall not place or install any projections, antennas, aerials, or similar devices inside or outside of the Premises or on the Building.
5. Tenant shall not waste electricity, water, or air conditioning and shall cooperate fully with Landlord to insure the most effective operation of the Building's heating and air conditioning systems

and shall refrain from attempting to adjust any controls other than unlocked room thermostats, if any, installed for Tenant's use. Tenant shall keep corridor doors closed.

6. Tenant assumes full responsibility for protecting its space from theft, robbery, and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured after normal business hours.
7. No person or contractor not employed by Landlord shall be used to perform janitorial work, window washing, cleaning, maintenance, repair, or similar work in the Premises without the written consent of Landlord which consent shall not be unreasonably withheld.
8. In no event shall Tenant bring into the Building firearms, inflammables, such as gasoline, kerosene, naphtha and benzine, or explosives, or any other article of intrinsically dangerous nature. If, by reason of the failure of Tenant to comply with the provisions of this subparagraph, any insurance premium for all or any part of the Building shall at any time be increased, Tenant shall make immediate payment of the whole of the increased insurance premium, without waiver of any of Landlord's other rights at law or in equity for Tenant's breach of this Lease.
9. Tenant shall comply with all applicable federal, state, and municipal laws, ordinances, and regulations, and building rules and shall not directly or indirectly make any use of the Premises which may be prohibited by any of the foregoing or which may be dangerous to persons or property or may increase the cost of insurance or require additional insurance coverage.
10. Landlord shall have the right to prohibit any advertising by Tenant which in Landlord's reasonable opinion tends to impair the reputation of the Building or its desirability as a building for office use, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
11. The Premises shall not be used for lodging, sleeping, or for any immoral or illegal purpose.
12. Tenant and Tenant's servants, employees, agents, visitors, and licensees shall observe faithfully and comply strictly with the foregoing rules and regulations and such other and further appropriate rules and regulations as Landlord or Landlord's agent may from time to time adopt. Reasonable notice of any additional reasonable and nondiscriminatory rules and

regulations shall be given in such manner as Landlord may reasonably elect.

13. Unless expressly permitted by the Landlord, no additional locks or similar devices shall be attached to any door or window and no keys other than those provided by the Landlord shall be made for any door. If additional keys are required by the Tenant after Tenant's initial occupancy, the Landlord may provide the same upon payment by the Tenant. Upon termination of this Lease or of the Tenant's possession, the Tenant shall surrender all keys of the Premises and shall explain to the Landlord all combination locks on safes, cabinets and vaults.
14. Any carpeting cemented down by Tenant shall be installed with a releasable adhesive. In the event of a violation of the foregoing by Tenant, Landlord may charge the expense incurred by such removal to Tenant.
15. The water and wash closets, drinking fountains, and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, coffee grounds, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Tenant who, or whose servants, employees, agents, visitors, or licensees shall have caused the same. No person shall waste water by interfering or tampering with the faucets or otherwise.
16. No electric circuits for any purpose shall be brought into the leased premises without Landlord's written permission specifying the manner in which same may be done.
17. No bicycle or other vehicle, and no dog or other animal (other than guide dogs for sightless people) shall be allowed in offices, halls, corridors, or elsewhere in the building, except as required by law. Bicycles should be registered in the Property Management office for access into the bike storage room. They must be stored in the designated area in the parking garage.
18. Tenant shall not throw anything out of the door or windows, or down any passageways or elevator shafts.
19. All loading, unloading, receiving, or delivery of goods or supplies, or disposal of garbage or refuse shall be made only through entryways and freight elevators provided for such purposes and indicated by Landlord. Tenant shall be responsible for any damage to the building or the property of its employees or others and injuries sustained by any person

whomsoever resulting from the use or moving of such articles in or out of the Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles. Tenants shall reserve use of the freight elevator and loading dock area with the Property Management Office prior to scheduled use.

20. All safes, equipment, or other heavy articles shall be carried in or out of the Premises only at such time and in such manner as shall be prescribed in writing by Landlord, and Landlord shall in all cases have the right to specify the proper position of any such safe, equipment, or other heavy article, which shall only be used by Tenant in a manner which will not interfere with or cause damage to the Premises or the Building in which they are located, or to the other tenants or occupants of said Building. Tenant shall be responsible for any damage to the Building or the property of its employees or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles.
21. Canvassing, soliciting, and peddling in the Building is prohibited and each Tenant shall cooperate to prevent the same.
22. Vending machines shall not be installed without permission of the Landlord, except for those vending machines used exclusively by Tenant's employees.
23. Wherever in these Building Rules and Regulations the word "tenant" occurs, it is understood and agreed that it shall mean Tenant's associates, agents, clerks, servants, and visitors. Wherever the word "Landlord" occurs, it is understood and agreed that it shall mean Landlord's assigns, agents, clerks, servants, and visitors.
24. Landlord shall have the right to enter upon the Premises at all reasonable hours for the purpose of inspecting the same.
25. Landlord shall have the right to enter the Premises at hours convenient to the Tenant for the purpose of exhibiting the same to prospective tenants within the one year period prior to the expiration of this Lease.
26. At all times the Building shall be in charge of Landlord's employee in charge and (a) persons may enter the Building only in accordance with Landlord's regulations, (b) persons entering or departing from the Building may be questioned as

to their business in the Building, and the right is reserved to require the use of an identification card or other access device and the registering of such persons as to the hour of entry and departure, nature of visit, and other information deemed necessary for the protection of the Building, and (c) all entries into and departures from the Building will take place through such one or more entrances as Landlord shall from time to time designate; provided, however, anything herein to the contrary notwithstanding, Landlord shall not be liable for any lack of security in respect to the Building whatsoever. Landlord will normally not enforce clauses (a), (b), and (c) above from 7:00 a.m. to 6:00 p.m., Monday through Friday, and from 8:00 a.m. to noon on Saturdays, but it reserves the right to do so or not to do so at any time at its sole discretion. In case of invasions, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same by closing the doors or otherwise, for the safety of the tenants or the protection of the Building and the property therein. Landlord shall in no case be liable for damages for any error or other action taken with regard to the admission to or exclusion from the Building of any person.

27. All entrance doors to the Premises shall be locked when the Premises is not in use. All corridor doors shall also be closed during times when the air conditioning equipment in the Building is operating so as not to dissipate the effectiveness of the system or place an overload thereon.
28. Landlord reserves the right at any time and from time to time to rescind, alter, or waive, in whole or in part, any of these Rules and Regulations when it is deemed necessary, desirable, or proper, in Landlord's judgment, for its best interest or for the best interest of the tenants of the Building.
29. Tenant, its servants, employees, customers, invitees, and guests shall not smoke in the Building.
30. Tenant may install a Wireless Fidelity Network (or similar system) ("Wi-Fi Network") for intranet, internet, or communications purposes within its Premises. Such Wi-Fi Network may not interfere with the use of any other space within the Building. Should any interference occur, Tenant shall take all necessary steps as soon as commercially practicable and no later than three calendar days following such occurrence to correct such interference. Tenant acknowledges that Landlord has granted and/or may grant leases, licenses and/or other rights to other tenants and occupants of the Building and to telecommunication service providers.

31. Tenant shall cooperate with Landlord in any programs in which Landlord may elect to participate relating to the Building's (i) energy efficiency, management, and conservation; (ii) water conservation and management; (iii) environmental standards and efficiency; (iv) recycling and reduction programs; and/or (v) safety, which participation may include, without limitation, the Leadership in Energy and Environmental Design (LEED) program and related Green Building Rating System promoted by the U.S. Green Building Council, as well as the Energy Star program promoted by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
32. At all times during the term of this Lease, Tenant shall ensure that all wiring and cabling that it installs within the Premises or Building complies with all provisions of local fire and safety codes, as well as with the National Electric Code. Further, upon the expiration or sooner termination of the Term, Tenant shall remove all wiring and cabling within the Premises and the Building (including the plenums, risers and rooftop) placed there by or at the direction of Tenant, unless excused in writing by Landlord.
33. Tenant will ensure that all deliveries to the Premises are coordinated with property management and made through such entrances, elevators and corridors and at such times as may from time to time be designated by Landlord. Such deliveries may not be made through any of the main entrances to the Building without Landlord's prior permission. Tenant will use or cause to be used, in the Building, hand trucks or other conveyances equipped with rubber tires and rubber side guards to prevent damage to the Building or property in the Building. Tenant will promptly pay Landlord the cost of repairing any damage to the Building caused by any person making deliveries to the Premises.
34. Tenant will ensure that furniture and equipment and other bulky matter being moved to or from the Premises are moved through such entrances, elevators and corridors and at such times as may from time to time be designated by Landlord, and by movers or a moving company reasonably approved by Landlord. Tenant will promptly pay Landlord the cost of repairing any damage to the Building caused by any person moving any such furniture, equipment or matter to or from the Premises.
35. Tenant requirements and requests for services or work will be considered only following written application to property management. Building employees shall not be requested to

perform, and shall not be requested by any tenant to perform, any work outside of regular duties, unless under specific instructions from Landlord.

36. No weapons, including firearms, are allowed in the Common Areas or within the Premises.
37. Tenant shall not obstruct or interfere with the rights of other tenants in the building, or of persons having business in the building, or in any way injure or harass such tenants and persons.
38. Tenant shall place all office equipment and any other device of any electrical or mechanical nature in the demised premises in settings approved by Landlord, so as to absorb or prevent any vibration, noise or annoyance. Unauthorized or non-inspected installation and operation of coffee makers, heating plates, microwave ovens, personal fans and similar items must be avoided. Electric space heaters are prohibited.
39. The disposal of any trash, refuse or other substances of any kind should not occur except in the designated refuse containers. No material shall be placed in trash boxes or receptacles if such material cannot be disposed of in an ordinary and customary manner without being in violation of any law or ordinance.
40. Tenants shall use the common areas only as a means of ingress and egress and Tenant shall not permit any loitering by any persons in the common areas or elsewhere within the building. The common areas and roof of the building are not for the use of the general public. No tenant shall install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the building.
41. Tenant shall not mark, paint, drill, cut, string wires within or in any way deface any part of the building without the prior written consent of Landlord and as Landlord may direct. Upon removal of any wall decorations or floor coverings by Tenant, any damages to the walls or floors shall be repaired by Tenant at Tenant's expense.
42. Electric space heaters and/or fans present a fire hazard and are strictly prohibited.
43. Tenants shall not use the restrooms or plumbing fixtures of the building for any other purpose than the purpose for which they were constructed or manufactured.

Electric space heaters and/or fans present a fire hazard and are strictly prohibited.

44. Subject to all fire or other safety regulations, all doors opening onto common areas, and all doors upon the perimeter of the demised premises shall be kept closed. During non-business hours, doors should be kept locked, except when in use for ingress or egress. Tenant shall cooperate with energy conservation by limiting the use of lights to areas occupied during non-business hours.

MOVE-IN INSTRUCTIONS

GENERAL INFORMATION

IMPORTANT: Please provide 48 hour notification to Property Management when moving bulky materials, office furniture or equipment in or out of the building. All such movement must be pre-arranged with Property Management. All of the following will be subject to Property Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Edge Fund Advisors shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even when carried by hand.

All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

When moving furniture or equipment, please provide Property Management with a letter stating the date and time of the move. 48 hour notice is required. If it involves the utilization of a professional moving company, then you must also provide Property Management with a Certificate of Insurance meeting the Landlord's insurance requirements from the moving company.

During the following hours, the elevators and loading dock are not available for moving furniture and equipment Monday through Friday, except Holidays:

7:00 a.m. - 9:30 a.m.
11:00 a.m. - 1:00 p.m.
3:30 p.m. - 6:00 p.m.

The tenant will be responsible for ensuring that the building floors and walls (including carpeting, tile, marble, wall paper, drywall and wood) are protected during the move.

Any move-ins or outs after building hours, during holidays or on weekends must be attended by engineering staff member at the tenant's expense.

MOVE-IN CHECKLIST

This checklist and the attached forms will help with your move. You may find it helpful to keep a copy of each completed form in this handbook.

ACTION ITEM

- Provide contact person to Property Management

Form submitted _____ by _____
Date Contact

- Loading Dock and/or Freight Elevator Reservation Form

Form submitted _____ by _____
Date Contact

- Key Request Form

Form submitted _____ by _____
Date Contact

- Tenant's and Mover's Certificate of Insurance for Property Management

Form submitted _____ by _____
Date Contact

Please contact the Property Management office with any additional questions.

MOVING COMPANY REQUIREMENTS

Prior to the day of the move, your moving company must provide a Certificate of Insurance evidencing the following:

Worker's Compensation Insurance - DC
General Liability Insurance
Automobile Liability Insurance

1350 I Street Associates, LP and EF 1350 Manager LLC as
Additional Insureds.

(See the following page for specific insurance requirements.)

Building Management will inspect your move-in route to your suite before and after your move. We suggest that your move coordinator attend the walkthrough.

Tenants are responsible for their moving company by:

- Scheduling arrivals and departures
- Supervising help
- Providing access to restrooms
- Making repairs to building damages and/or reimbursement for costs
- Removing all packing materials
- Requiring placement of rigid boarding over the pathway to and from the elevators and office.
- Protecting wall corners with shields
- Keeping elevators padded
- Using established service routes and access doors
- Prohibiting the use of the main lobby without special approval and preparation
- Notifying Building Management for answers to any questions related to the building

INSURANCE REQUIREMENTS

Contractor/Moving Company, at its sole cost and expense, must carry and maintain the following insurance coverage with insurance companies authorized to do business within the District of Columbia, with a minimum A.M. Best rating of A8. Before commencing work, Contractor/Moving Company shall furnish Manager with certificate(s) of said insurance policy or policies and shall assume responsibility for placement and renewal of all such policies.

- Commercial general liability insurance, on an occurrence form, adequate to protect the interest of the parties hereto; shall name Manager, Asset Manager and Owner as additional insureds; and shall be the primary liability insurance for all claims or liabilities arising from, or incidental to this Contract. General liability risks and key exposures to be covered shall include, but not be limited to, the premises and Contractor's operations in connection with the Property, blanket contractual, personal injury, and completed operations. The limits of each policy shall be not less than **\$1,000,000** per occurrence for bodily injury, personal injury and property damage (**\$2,000,000** aggregate);
- Automobile liability insurance, including bodily injury and property damage combined; in an amount not less than **\$1,000,000** each occurrence; which shall name the Owner, Asset Manager and Manager as additional insureds as to the liabilities arising from the actions of the Contractor, or its agents, employees or subcontractors; and shall be primary and not excess over any liability policy carried by Owner, Asset Manager or Manager;
- Worker's Compensation insurance in full compliance with all applicable state and federal laws and regulations covering all employees of Contractor. Coverage shall include employer's liability insurance in an amount equal to statutory limits. Such policy shall contain a waiver of subrogation as to the Owner, Asset Manager and Manager;
- Such insurance shall be in excess of all liability coverage required herein and shall name the Owner, Asset Manager and Manager as additional insureds.

To the extent that the Contractor employs, utilizes or contracts with subcontractors and/or independent contractors for some or all of the services to be provided hereunder and pursuant to the Contract, the Contractor shall require such subcontractors and/or independent contractors to comply with the same insurance requirements as set forth above.

TENANT CONTACT FORM

Please complete the information attached and return to the Property Management office.

For each tenant in the building, building management requests the names of two (2) people for contact purposes. The first is the Tenant Contact who will be responsible for requesting services from the Landlord. This person should be authorized to sign service requests for additional work, which may be provided at an additional cost. The second name is that of an alternate contact. We are also requesting the home telephone numbers of these individuals in case of an after-hours emergency. All home telephone numbers are kept strictly confidential.

FREIGHT ELEVATOR RESERVATION FORM

REQUEST FOR FREIGHT ELEVATOR

Company Name: _____

Suite: _____

Target Move Date: _____

Hours of Move: _____

Moving Company : _____

Address: _____

Contact: _____ Number: () _____

Submitted by: _____

Date: _____

Reservations for the loading dock are on a first come first served basis. The freight elevator is the only elevator equipped for use in a move. It is not available during the following hours Monday through Friday, except Holidays:

7:00 a.m. - 9:30 a.m.
11:00 a.m. - 1:00 p.m.
3:30 p.m. - 6:00 p.m.

KEY ORDER FORM

Tenant Name

Date

Suite

No. Keys (Please indicate the number of keys you will need)

_____ Main suite entrance door

_____ Restroom - women

_____ Restroom - Men

_____ a. _____

_____ b. _____

_____ Other _____

_____ Datawatch Access Control proximity cards for after hours access. The initial order of proximity cards is free, based on the number of staff. Any extra proximity cards, over the allowed amount per the Lease and proximity cards requested at a later date will have a charge of **\$15.00** per proximity card*.

Please fill out the Security Access Card Request Form, on the next page. Keep one copy for your records and return the original to Property Management.

Keys in excess of Lease allowance:

Datawatch Proximity Card \$ 15.00* Ea.

**subject to change*

BUILDING SERVICES

MAINTENANCE

During normal business hours, please send all maintenance requests through our tenant work order system (Angus). In the event of an after hours emergency, please contact Datawatch at (301) 280-4321.

CLEANING SERVICES

The cleaning for 1350 I Street is handled by contract services. Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform cleaning personnel by leaving a large note on such items marked TRASH and BASURA (Spanish word for trash). Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Property Management office. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, then please contact Property Management and the building porter will be dispatched.

If you have any questions or comments regarding the cleaning services, then please notify the Property Management office.

TRASH REMOVAL

As stated above the cleaning personnel empty trash Monday through Friday. The tenant is responsible for removing a considerable amount of trash (i.e. boxes from a delivery or supplies) and furniture or equipment. Should you require assistance or a special waste pick-up, please contact the Property Management office. Please use the freight elevator to remove the trash.

EXTERMINATION SERVICE

Extermination service is provided on a monthly basis. If your office needs special attention, then please contact the Property Management office and provide the issue, your name, company name and suite number. This information will be supplied to the exterminator and the problem will be handled accordingly.

MAIL

Mail is delivered to each tenant's mailbox on the lower level.

Federal Express and UPS are located on the top level of the garage.

The mail drop is located on the lobby level near the garage elevators. A schedule or pickup is posted at the location.

ACCESS TO OFFICES

Anyone not having a key to your suite or offices will not be admitted by security or building personnel. This includes your employees.

The Property Management office should receive periodically a list of emergency phone numbers of key personnel in your company who should be contacted in emergency situations. Tenants are requested to maintain a current phone list of these emergency phone numbers and to provide a copy to the Property Management office. *A list of each Tenant's key management personnel with the appropriate telephone numbers is essential so that they can be reached in the event of an emergency.*

RECYCLING PROGRAM

Edge Fund Advisors has made a firm commitment to provide recycling programs in all properties under our management. Effective January 20, 1993, the Washington, D.C. Department of Public Works, Office of Recycling began the enforcement of the City's recycling regulations in all D.C. buildings. This program requires the recycling of office paper, glass, aluminum and newspapers.

The below outlined information details the recycling policy implemented at 1350 I Street and is in accordance with the laws of the District of Columbia.

A list of each Tenant's key management personnel with the appropriate telephone numbers is essential so that they can be reached in the event of an emergency.

The building has implemented a single stream recycling program in which all paper fibers, plastics, metals, and other recyclable materials are mixed together instead of being sorted into separate commodities. The Property Management office will provide recycling boxes as needed upon request. Please call the Building Engineer's office to order your recycling boxes.

The cleaning company will be responsible for emptying the recycling boxes from each individual office space, as needed. The cleaners will then empty the recyclables from your office into designated receptacles in the building's trash area.

There is a scheduled weekly pickup at the building for recyclable products.

In addition to the single stream recycling program, Property Management also has a program for ink/toner, light bulbs, and batteries. The recycling station for these items is located in the Property Management office.

Property Management will coordinate in scheduling two electronic recycling events for occupants. Tenants will be encouraged to recycle electronics during the Spring or Fall recycling event.

Please contact the Building Office for further information regarding the recycling program.

EMERGENCIES

GENERAL INFORMATION

Report all emergencies to the appropriate local authorities first, by calling 911 for fire, police and/or ambulance, then to the Property Management office. When calling this number, please provide the following information: suite number, floor, tenant name, person calling, phone number and the nature of the emergency. After business hours, call Datawatch's emergency phone number (301) 280-4321. The local non-emergency number for fire, police and/or ambulance is (202) 727-1010. The Poison Center is (202) 625-3333.

Below are some common-sense procedures that should be followed in almost every type of emergency.

- Remain calm. Panic can cause more damage and/or injury in many cases than the emergency itself.
- Contact the appropriate party immediately and relate all pertinent information such as the exact location of the emergency, name and nature of emergency, etc.
- Do not add to the situation by exaggeration or by relating irrelevant or unsubstantiated statements.
- Do not become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
- Follow the directions of those in charge.
- Remember, if it is decided to evacuate, use the appropriate areas designated for this purpose, remain calm and be courteous to others.

FIRE WARDEN

A Fire Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager, Personnel Manager – or both – depending on the size of your firm, would probably be good candidates for Fire Warden. You should select Alternates for every Fire Warden.

The Fire Warden would be responsible for the development and implementation of your Fire Safety Program. This Program would

include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, and practice of emergency procedures. The Fire Warden is assisted by Deputy Fire Wardens and Searchers.

FIRE WARDEN RESPONSIBILITIES

1. Each Occupant should appoint a Fire Warden and an Alternate for every 7,500 square feet of space, or one Fire Warden per fifty (50) employees. Searchers should also be assigned for each floor. Full-floor and multi-floor Occupants will require multiple Fire Wardens and Alternates. The people chosen should be individuals who rarely travel and who are familiar with names and faces of all employees in your office. One Fire Warden should be responsible for the development and implementation of the Building's Safety Program with the Fire Safety Director. This program should include:
 - a. Development of evacuation plans.
 - i. Familiarize employees with the location of all exit stairwells.
 - ii. Familiarize employees with the location and proper use of fire extinguishing equipment within the Building.
 - iii. Notify employees of the person(s) responsible to give the order to evacuate.
 - iv. Inform the Management Office of all handicapped people who might require assistance during evacuation.
 - b. Fire-fighting response.
 - i. Designate and train individuals in fire-fighting techniques for small fires only (areas of less than 10 square feet).
 - ii. Fire-fighting responsibility belongs to the Fire Department only.
 - c. Train employees in emergency response procedures.
 - d. Practice emergency procedures to assure familiarity with individual responsibilities.
 - e. In the event of an actual fire on your floor, make sure the fire alarm has been transmitted.

- f. The Occupant on each floor should complete the reference chart named **Responsibilities Reference Chart**. This chart and any changes should be recorded promptly and sent to the Building Management Office. A current copy of this chart should be conspicuously posted within each Occupants space.
- g. On multiple Occupant floors, the Occupants should know the Fire Warden and be familiar with the Reference Chart.
- h. Fire Warden and Deputy Fire Warden should be provided with identification such as armband, hat and whistle, which are to be used during the fire drills and actual fires.
- i. The Occupants are required to keep the premises in a safe and clean condition. Aisles, corridors and exit doors are to be kept clear of obstructions.
- j. Auxiliary fire fighting equipment such as fire extinguishers, which can be found at the stairwells, should be kept accessible for immediate use. The Occupants should provide additional specialized equipment for specific fire hazards and high-risk areas, such as computer rooms, storage areas, etc.
- k. Occupants are required to participate in the annual drills scheduled by the General Manager to familiarize employees with fire exits, fire alarm procedures, etc. Employees should assemble in the designated areas and follow the instructions of the Fire Wardens.

The Management Office is available to assist you in organizing training sessions for your designated employees.

FIRE PROTECTION DUTIES

1. Fire Wardens

- a. Ascertain the location of the fire and sound the alarm if this has not already been done.
- b. Notify the Building office of a fire emergency.
- c. Give the order to evacuate if necessary.
- d. Give instructions to the Searchers.
- e. Coordinate evacuation for Occupants with physical disabilities.
- f. Continue fire evacuation procedures during actual fire.
- g. Participate in annual fire drills.

- h. Maintain fire protection supplies (flashlights, batteries, arm bands, whistles).
- i. Maintain Occupant Reference Chart.

2. Deputy Fire Wardens and Searchers

- a. Follow instructions from Occupant Fire Wardens.
- b. Search lavatories to verify all individuals have left.
- c. Take a head count after an evacuation to verify that all regular occupants on the floor have evacuated.
- d. Participate in annual fire drills.

The Property Management office should be aware of any special or unique situations within the tenant's area such as:

- Handicapped personnel
- Unusual working hours
- Special equipment or materials which would be either helpful or harmful in the event of an emergency
- Personnel with a history of health problems, such as heart conditions, diabetes, etc.

FIRE EMERGENCIES

1350 I Street is protected by a Notifer addressable fire alarm system. When a manual fire alarm on a floor is pulled, the fire alarm system will be activated. The emergency evacuation audio message will automatically be heard on the floor where the pull station is activated, the floor above and the floor below. For example, if a manual pull station is activated on the fourth floor, the audio and visual device will be activated on the third, fourth and fifth floors.

Smoke and heat detectors are located in areas that might be prone to fire - those areas with electrical equipment and wiring - such as mechanical rooms, electric rooms, telephone closets, elevator lobbies, and janitorial closets. When activated, these will also initiate the system into alarm.

Use only the stairwells to evacuate the building in the event of a fire.

All tenants should familiarize themselves with the location of fire extinguishers and fire alarm manual stations. Tenants should also know the locations of the exits, recognize the sound of the fire alarm, know how to activate the fire alarm and notify the fire department. Proceed directly to the exit whenever the fire alarm is heard. Prior to

Use only the stairwells to evacuate the building in the event of a fire.

opening a door, feel the door front to determine if there is heat behind it. If the door is hot, then do not open and find another means of egress.

Upon Discovering a Fire

- ☑ Alert personnel who may be immediately endangered and proceed to the nearest pull station to activate the alarm system. Sound the fire alarm, no matter how small the fire seems to be.
- ☑ Notify the Property Management office.
- ☑ Close all doors behind you, especially the door to the burning room.

BUILDING EVACUATION

- ☑ Upon seeing/hearing the signals from the fire alarm system, immediately evacuate the building in an orderly manner, using the designated evacuation routes and stairwell exits. When exiting, avoid crowding or undue haste. A fall might spell disaster for those who follow. Descend the stairs carefully. When you reach the ground floor, exit in an orderly fashion. *Do not run! Do not use elevators! Do not call engineering office or concierge desk!* If the alarm is found to be false, you will be notified immediately.

Personnel in the lower levels or garage should take the stairway up the Lobby or walk up the garage ramp to exit. *Do not use elevators!*

- ☑ All handicapped personnel should be assigned an aide by the tenant to help them evacuate the building or obtain assistance for them. Floor monitors should notify Property Management of all handicapped persons and persons who may require assistance (e.g. pregnant employees, employees in casts, employees recovering from a recent illness, etc.) so that we can account for these employees after the building is evacuated or notify a fire fighter of their locations in the building.

During evacuation, handicapped person should be moved to a designated Safe Room.

- ☑ What to do if Your Exit Route is Blocked by Smoke

Stay calm and crawl low in smoke. The air is easier to breathe near the floor.

If trapped in a room, then close all the doors between you and the smoke. Seal the cracks around the doors and vents.

Signal at the window to rescuers. If there is a phone in the room, then give the fire department your exact location, even if they are on the scene.

Should smoke prevent your descent in the stairwells, exit to the alternate stairwell.

Form a single-file at the stairwell exit door and proceed calmly and carefully up or down the staircase to the floor designated in the evacuation instructions. No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor. **PLEASE NOTE THE SIGNS ON DOORS INDICATING IF ACCESS IS PROVIDED.**

Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials or Building Management.

Reporting to Property Management

Fire Wardens should proceed to take a head count to determine if everyone is accounted for. If someone is missing, this information should be relayed to emergency or management personnel at the designated safety area.

All Clear Signal

The fire department will inform the Building Management when it is safe for employees to return. The Building Management will give an “all clear” signal and notify the employees that they may return to the building. Please re-enter the building in an orderly fashion.

FIRE PREVENTION RULES

All employees shall observe the following fire prevention rules:

- Keep stairwell doors closed at all times except during evacuation to minimize spreading of fire from the “chimney” effect.
- Keep aisles clear of obstacles. Do not store equipment in aisles or block doorways. Do not block exits.
- Safeguard all flammable materials.

- Do not plug in an excessive quantity of electrical equipment. Continuous overloading of electrical lines causes insulation to become brittle and fall away from the wires. The lack of adequate insulation may cause wires to become overheated, which can readily ignite, causing a fire. Overloaded plugs or power strips should be avoided. If fuses or circuit breakers repeatedly blow out, then the circuit is probably overloaded. Request an electrician through the Property Management office to determine the possible deficiency.
- Maintain good housekeeping in all areas of the building, since this is one of the most effective means of preventing fire.
- Unauthorized installation and operation of coffee makers, heating plates, microwave ovens, personal fans, and similar items must be avoided. Electric space heaters are prohibited.
- Obey “No Smoking” rules.
- Do not use trash cans or paper disposal areas for cigarette ashes or butts.
- Make sure all appliances such as coffee makers are turned off at night.
- Make sure the power is shut off on all office equipment such as copiers, typewriters, calculators, etc. at the close of the business day.
- Know the location on your floor of the local fire alarm pull stations, fire exits and fire extinguishers.

BUILDING FIRE SAFETY FEATURES

1. The Building is constructed of structural steel and concrete to inhibit the spread of fire on the Building’s structure.
2. ABC fire extinguishers are located throughout the Building and at stairwells on each floor. **Occupants should become familiar with the exact location and the proper use of these devices.**
3. 1350 I Street has three stairwells (located east and west). The enclosed exit stairwells are constructed of fire resistant materials. Stairwell doors must not be propped open because

this may allow the spread of fire or smoke into the exit stairwells. **Occupants should become familiar with the location of all exit stairwells on their floor.**

T Y P E S O F F I R E S

Class A - Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.

Class B - Fires in flammable liquids such as grease, oil, paint and gasoline.

Class C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely).

Class D - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

1350 I Street is equipped with ABC fire extinguisher to handle all types of office building fires. Extreme caution should be used when using a fire extinguisher in an enclosed area.

Multi-purpose "ABC" extinguishers can be purchased should your office require additional protection.

Arrangements with Building Management should be made to protect areas such computer rooms, mailrooms, and duplicating and storage areas with fire rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems are recommended.

F I R E E X T I N G U I S H E R O P E R A T I O N

To operate: If you use a fire extinguisher, remembers the word PASS. PULL...Pull the pin. Some extinguishers require releasing a latch or pressing a puncture lever.

AIM...Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

SQUEEZE...Squeeze the handle. This releases the extinguisher agent.

SWEEP...Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again, and repeat the use of the extinguisher if necessary.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

B O M B T H R E A T S

In the event that a bomb threat is made to your office, there are certain procedures you can follow that will be helpful to Property Management and the police in determining the appropriate cause of action.

Try to remain as calm as possible. Signal to another employee, if possible, to get on the same line (another phone) quietly and take notes.

After receiving a threatening phone call, notify the Police Department by dialing 911; then notify the Property Management office. An appropriate course of action will then be determined for searching and evacuating the building.

Outlined below are questions that should be completed if a bomb threat is received. This form will assist police in identifying the caller.

Circle items that apply as you listen:

- Identify:* Male Female Adult Juvenile
- Voice:* Loud Soft Normal Intoxicated
Other
- Speech:* Fast Medium Slow Slurred
Foul
- Diction:* Excellent Good Fair Slow
- Accent:* Describe
- Manner:* Calm Angry Rational Irrational
Street
- Background Noises:* Office Voices Music
Bar Cafeteria Factory Traffic Other

Ask: *Exact location of bomb?* Inside? Outside? Which Floor?

Time set to explode? What kind of bomb? What does it look like?

Legitimate caller usually wants to avoid injuries or deaths. Request as much information as possible by expressing a desire to save lives. Notify the Building Engineer or the concierge/security guard.

Time _____ Suite # _____

Date: _____ Time _____ Completed: _____

Person _____ Receiving _____ Call: _____

Additional Information:

Did caller indicate knowledge of the building? If so, how?

What line did call come in on?

Is this a listed or unlisted number?

Is this a night number? If so, whose?

POWER FAILURES

In the case of a power failure:

- One elevator will operate in the event of a power outage.
- If you are instructed to evacuate, then make sure to lock all areas.
- Remain in a group; it will be easier to notify you when the system is operational.
- Return to the building when instructed by the proper authority.
- Elevators: Do not force open the doors. You may reach a Central Monitoring Center by using the phone inside each elevator cab. Inform them where you are and which elevator you are in; this information is located in each elevator.

MEDICAL EMERGENCIES

In the event that an accident or illness of an employee or visitor takes place in your office area:

- Call Emergency at 911.
- Give Emergency Dispatcher the following information:
 - Your name
 - Building name and address
 - Floor number and location of emergency on floor
 - Any details of accident or illness
- Do not move injured/ill person. Try to make them as comfortable as possible.
- Whenever possible, have someone meet the emergency unit in the lobby.
- Contact Property Management between the hours of 8:30 a.m. and 5:30 p.m. If an emergency occurs between 5:30 p.m. and 8:30 a.m., please call Datawatch after-hours emergency line at (301) 280-4321. Inform them you have called 911 and briefly describe the nature of the emergency.

At all times, try to remain as calm as possible!

- The emergency unit will be with you shortly and will administer necessary medical assistance.

Determine, if possible:

- Name, address and age of injured/ill person
- Nature of problem
- Allergies and if currently on any medication
- Local doctor

REMEMBER: at all times, try to remain as calm as possible!

E L E V A T O R M A L F U N C T I O N S

- Stay calm and push the Emergency Phone button to use the telephone. It will automatically ring to a Central Monitoring System.
- Give the person who answers the phone your location and the number on the elevator cab panel.
- Do not panic!* There will only be a short delay until the elevator controls are corrected. The elevator is secure. Do not attempt to escape by forcing open the door.

S T A I R W E L L E X I T P L A N

The following page contains diagrams of the stairwell exits that should be used in the event of an emergency.

MOVE-OUT INSTRUCTIONS

GENERAL INFORMATION

IMPORTANT: Please provide 72 hour notification to the Property Management office when moving bulky materials, office furniture or equipment in or out of the building. All such movement must be pre-arranged with the Building Office. All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Edge Fund Advisors shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins or outs.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators.

Materials that can cause discomfort, inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even though they are carried by hand. All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

When moving furniture or equipment please provide the Building Manager with a letter stating the date and time of the move. If it involves the utilization of a professional moving company, then you must also provide the Building Manager with a Certificate of Insurance for the moving company.

During the following hours, NO elevators are available for moving furniture and equipment Monday through Friday, except Holidays:

7:00 a.m. - 9:30 a.m.
11:00 a.m. - 1:00 p.m.
3:30 p.m. - 6:00 p.m.

The tenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move. A Building Engineer at the tenant's expense must attend

any move-ins or outs after building hours, during holidays or on weekends.

MOVE-OUT CHECKLIST

This checklist and the attached forms will help with your move. You may find it helpful to keep a copy of each completed form in this handbook.

ACTION ITEM

- Loading Dock and/or Freight Elevator Reservation Form
Form submitted _____ by _____
Date Contact

- Forwarding Address Form
Form submitted _____ by _____
Date Contact

- Tenant and Mover's Certificate of Insurance for Management
Form submitted _____ by _____
Date Contact

Please contact the Property Manager with any additional questions.

MOVING COMPANY REQUIREMENTS

Prior to the day of the move out, your moving company must provide a Certificate of Insurance evidencing the following:

Worker's Compensation Insurance - DC
General Liability Insurance

1350 I Street Associates, LP, EF 1350 Manager LLC; as
Additional Insureds.

Building Management will inspect your move-out route to your suite before and after your move. We suggest that your move coordinator attend the walkthrough.

Tenants are responsible for their moving company by:

- Scheduling arrivals and departures
- Supervising help
- Providing access to restrooms
- Making repairs to building damages and/or reimbursement for costs
- Removing all packing materials
- Requiring placement of rigid boarding over the pathway to and from the elevators and office.
- Protecting wall corners with shields
- Keeping elevators padded
- Using established service routes and access doors
- Prohibiting the use of the main lobby without special approval and preparation
- Notifying Building Management for answers to any questions related to the building

FREIGHT ELEVATOR RESERVATION FORM

REQUEST FOR FREIGHT ELEVATOR

Company Name: _____

Suite: _____

Target Move Date: _____

Hours of Move: _____

Moving Company : _____

Address: _____

Contact: _____ Number: () _____

Submitted by: _____

Date: _____

Reservations for the loading dock are on a first come first served basis. The freight elevator is the only elevator equipped for use in a move. It is not available during the following hours Monday through Friday, except Holidays:

7:00 a.m. - 9:30 a.m.

11:00 a.m. - 1:00 p.m.

3:30 p.m. - 6:00 p.m.

FORWARDING ADDRESS FORM

Please complete the information below and return to the Management Office.

FORWARDING INFORMATION

Company Name:

Suite: _____

Forwarding Address: _____

Suite _____

New Phone Number: _____

New Fax Number: _____