

1001 PENNSYLVANIA — A V E N U E —

The Building

Welcome to 1001 Pennsylvania Avenue

Owned by Nuveen and managed by Hines.

The tenant information provided in this Electronic Tenant® Portal is meant to provide you with a better understanding of 1001 Pennsylvania Avenue and to facilitate your company's operations. There is a great deal of information contained within this portal; take the time to familiarize yourself with this portal and it will become a valuable resource for you and your company. Please note that the Property Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Property Management Office and we will assist you from there.

Every attempt has been made to provide current and accurate information in this portal, but it is possible that some items will change over time. The Property Management Office will promptly notify you of any such changes. Please feel free to contact the Property Management Office with any questions you may have. We are here to serve you.

About 1001 Pennsylvania Avenue

1001 Pennsylvania Avenue is a Trophy Class office building located on Washington's most prestigious thoroughfare. The building contains fourteen levels of above-grade office space of approximately 763,000 rentable square feet, just over 41,000 square feet of ground floor retail space, and three levels of underground parking.

The building stands prominently on world-renowned Pennsylvania Avenue in the full block between 10th and 11th Streets, N.W., between the White House and the U.S. Capitol Building. This prime location offers tenants and visitors numerous hotels, prominent restaurants, elegant shops, entertainment venues and cultural attractions within proximity.

The building was developed in 1986/87 and designed by the highly regarded Washington, D.C. firm Hartmann-Cox Architects. The design incorporates the façades of the approximately 100-year-old Victorian-era buildings that occupied the former site. The façade steps back on several levels creating private rooftop terraces with different views of the city including The Capitol and The Washington Monument.

The primary façade consists of granite, brick and limestone. A flat, steel-framed canopy extends over each of the building's four entryways. A barrel-vaulted ceiling sets a dramatic stage for the focal point of the interior – a central octagonal rotunda that soars eight stories high. A sense of elegance is maintained using premium materials throughout the lobby: the lower wall finishes are limestone, and floors and security desk are marble.

About Nuveen

1001 Pennsylvania Avenue is owned by Nuveen, a national financial service organization that is the leading provider of retirement services in the academic, research, medical, governmental, and cultural fields. In 1947, Nuveen began direct investment in commercial real estate and since then has become one of the largest institutional real estate investors in the United States, with an approximately \$46 billion global portfolio of direct and indirect investments.

Today, on behalf of the individuals, public and private institutions in the U.S. and abroad, Nuveen directly owns over \$14 billion of primarily high-quality properties in the office, retail, industrial and multifamily sectors across the U.S., Canada and Western Europe.

About Hines

Hines is a privately owned, international real estate firm that has provided the highest level of quality, service and value to its clients and investors for more than 55 years. With offices in 113 cities around the globe, controlled assets valued at approximately \$24.3 billion and investor relationships with many of the world's largest financial institutions, Hines has the breadth of experience, the network of expertise and the financial strength to assume complex and challenging investment, development and management projects.

The Hines portfolio of projects under way, complete, acquired and managed for third parties consists of more than 1,273 properties representing more than 514 million square feet of office, residential, mixed-use, industrial, hotel, medical and sports facilities, as well as large, master planned communities and land developments. Hines is also a world leader in sustainable real estate strategies, with extensive experience in the LEED, ENERGY STAR, BREEAM, Haute Qualité Environnementale and DGNB green building rating systems.

Property Management

Hines Property Management

The day-to-day operations of 1001 Pennsylvania Avenue is managed by Hines. The Property Management Office is in Suite 100, conveniently located on the lobby level adjacent to the 10th Street entrance. Unless otherwise instructed, all inquiries, requests, and other matters should be directed to the Property Management Office.

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.

Our mailing address is:

1001 Pennsylvania Avenue, N.W.
Suite 100
Washington, DC
20004

Telephone: 202-639-7575

After Hours: 202-639-7591 or 202-639-7575

Meet the Property Management Team

<p><u>Erin Kuhn</u> Director - Property Manager erin.kuhn@hines.com</p>
<p><u>Diego Lovo</u> Assistant Property Manager diego.lovo@hines.com</p>
<p><u>Lilian Palencia</u> Management Assistant lilian.palencia@hines.com</p>
<p><u>Nisha Robinson</u> Administrative Assistant nisha.robinson@hines.com</p>
<p><u>Jing Leng</u> Staff Accountant jing.leng@hines.com</p>
<p><u>Tyra Markeson</u> Senior Project Accountant tyra.markeson@hines.com</p>

Meet the Engineering Team

Mark Merchant Engineering Manager mark.merchant@Hines.com
Rafael Maravilla Assistant Engineering Manager rafael.maravilla@hines.com
Anthony Cioffi Operations Engineer
Jalen Jefferson Maintenance Engineer
Carlos Marable Maintenance Engineer
Levi Larios Apprentice Engineer

Leasing

For leasing information, please contact:

Bobby Schwartz
Senior Managing Director
Cushman & Wakefield
Bobby.Schwartz@cushwake.com

Accounting

All payments should be sent to the following address:

The TREA 1001 Pennsylvania Avenue Trust
c/o Bank of America
P.O. Box 405302
Atlanta, GA 30384-5302

Please contact the Property Management Office with questions or for wire instructions.

Operations

Access Cards

Building issued or building approved picture ID proximity access cards are required for all employees working at 1001 Pennsylvania Avenue. Access cards are obtained through the Property Management Office and require the approval of designated tenant contacts. Please see your facility manager for details. If you are unsure who you should contact within your organization, please contact the Property Management Office and we will be happy to direct you to the correct individual.

Access cards will be issued to tenants according to lease provisions. Tenant authorized replacement access cards may be coordinated and purchased through the Property Management Office.

Please contact your administrator and/or the Property Management Office at 202-639-7575 immediately should you misplace your access card.

After-Hours Access

Tenants accessing the building after-hours can enter using their valid access card via the readers located at the Pennsylvania Avenue, 10th Street, 11th Street and E Street entrance card readers. These doors are also to be used to exit the building after hours.

If an employee of a tenant does not have their access card, the building's security personnel utilize a pre-determined authorization procedure before access is given. If we are unable to verify that the individual is a tenant in the building, access will be denied.

Tenants are responsible for the security of their individual leased premises. Security officers are not allowed to open locked doors for any person unless authorization is obtained from the tenant contact and the Property Management Office.

After-Hour Deliveries

Due to liability issues, only tenants may accept and sign for deliveries. Therefore, the lobby officer and loading dock officer are not authorized to sign for packages or food deliveries and these deliveries will not be allowed past the security console. If you are expecting an after-hours delivery, please inform the lobby officer with the name and phone number of the individual that will be available to pick-up the delivery when it arrives.

Building Access

The 1001 Pennsylvania Avenue main lobby is accessed by means of four entrances - Pennsylvania Avenue, 11th Street, E Street and 10th Street.

Building Hours:

Entrances

Pennsylvania Avenue and 10th Street
Monday through Friday 7:30 am-5:30 pm

E Street and 11th Street
Secured at all times

Fitness Center

Monday through Friday Hours
5:00 a.m. to 10:30 p.m.
10:30 a.m. to 11:30 p.m. Closed for Sanitizing/Cleaning

Saturday and Sunday/Lease holidays
Closed

Loading Dock

Monday through Friday: 6:00 a.m. to 7:30 p.m.
Saturday and Sunday: Closed

Building Operating Hours

Monday through Friday: 8:00 a.m. to 8:00 p.m.
Saturday: 9:00 a.m. to 4:00 p.m.
Sunday: Closed

Parking Garage

Monday through Friday: 6:00 a.m. to 10:00 p.m.
Saturday: 7:00 am to 10:00 pm
Sunday: 9:00 am to 7:00 pm

Property Management Hours

Monday through Friday: 8:00 a.m. to 5:00 p.m.
Saturday and Sunday: Closed

Deliveries

All deliveries to a tenant's leased premises shall be made through the loading dock and utilizing the freight elevator(s). Access to the loading dock outside of normal business hours requires coordination through the Property Management Office. Please refer to After Hour Deliveries for more details. Passenger elevators are to be used only for the movement of people (no carts/dollies) unless an exception is approved by the Property Management Office.

Loading dock access to vendors is on a first come first serve basis for 15-minute access periods. Any deliveries requiring a longer access window should be coordinated through the Property Management Office.

The movement of furniture and other large bulk items is to be scheduled after 3:00 p.m. when the loading dock is typically less busy. All such deliveries must be coordinated with the Property Management Office at least two business days in advance.

Please refer to the Loading Dock section under Services for additional information.

Holidays

1001 Pennsylvania Avenue will be closed on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

In addition, the Property Management Office will be closed on Martin Luther King Jr. Day, and the day following Thanksgiving.

Please note that these holidays are subject to change. Occasionally the Property Management Office may be closed on additional days. Advance notice will be provided of these events. "Official" holidays are stated in tenant lease documents.

Key and Lock Policy

For additional security, the 1001 Pennsylvania Avenue keying system is based on a restricted keyway. The authorized tenant representative, at a nominal charge, can obtain additional keys only from the Property Management Office. Requests for additional locks and for lock changes are to be addressed to the Property Management Office. *No additional locks are to be installed on the property without the prior written consent of the Property Manager.*

Lost and Found

Please contact the Property Management Office at 202.639.7575 to claim or report items that have been lost or found in the building.

Security

Building security and the safety of our tenants and visitors is our highest priority. The building security system and procedures have been put in place to maximize personal safety and minimize property damage.

1001 Pennsylvania Avenue is equipped with state of the art security systems and surveillance equipment as well as a dedicated staff of security officers.

Security services also include escorts to vehicles parked in our garage upon request.

If you have a security problem, see a suspicious package, person or event, or have a safety concern, call the Property Management Office immediately at 202-639-7575 or Security at 202-639-7591. The Property Management Office phone will be answered during normal business hours by the Property Management staff and after hours by Security personnel.

Solicitation

Solicitation on the premises is strictly prohibited and should be reported immediately to the Property Management Office or Security.

Stairs

There are four egress stairwells in the building: Two on the north side and two on the south side. Please familiarize yourself with the location of these stairwells. The stairs are for emergency egress from the building and are not intended as a path of entrance or exit from a tenant lease space. Please utilize the elevators or an internal stair for this purpose.

Visitor Processing

To provide more enhanced security to the office tenants, a visitor check in process is in place at 1001 Pennsylvania Avenue. The system consists of a visitor check in process and the posting of Security officers at each of the office elevator banks to verify that visitors display the paper badge. This will also require that employees to the building display a building picture identification card.

Pre-Authorizing Visitors

Tenant designated personnel will need to pre-authorize visitors to the building by entering visitor names into the myKastle.

To enter visitors into MyKastle, the individual will need to have a Kastle issued card and set up a username/password account through MyKastle. The individual is only able to use the visitor management functions for their firm. They do not have any administrative rights within the system.

The Visitor Management functions will allow the individual to authorize visitors as well as run a report showing the visitors they authorized the day before. Individuals within the firm that have administrative rights may run the same reports that will show all the firm's visitors.

It is important when pre-authorizing a visitor that the time entered should be before the scheduled appointment and not be the time a meeting starts. The security officer views the system in real time so if a visitor arrives before the time entered on the Authorized list, the visitor's name will not appear. The officer will then follow the Non-Authorized Visitor procedure (below). We recommend that the time entered in the "Earliest Time" be at least 30 minutes prior to the scheduled event.

Visitor Interaction – Pre-Authorized Visitors

Upon arriving to the building, the visitor should report to the main security desk. The visitor will be asked to present a picture ID such as a driver's license. The security officer will use the identification card to query the visitor database by means of a card scanner. If a match is found, the officer will check the visitor in, which will generate a paper badge for temporary elevator access. The visitor will be given the badge and he or she will be directed to the North or South elevator bank.

Visitor Interaction – Unannounced Visitors

Should a visitor arrive at the security desk that has not been entered into the system, the process will vary in that the security officer will need to gain a verbal approval from the tenant. When the security officer cannot find the visitor in the system, the officer will call a tenant designated individual. The officer will provide the visitor's name and the name of the individual they are to meet. Once the tenant representative gives an approval, the officer will enter the visitor information in MyKastle and complete the check in process. Should the tenant not be able to verify the visitor, or if security is unable to reach a designated individual for authorization, the visitor will be politely turned away. Security will not be able to provide access to unauthorized visitors.

Services

Elevators

1001 Pennsylvania Avenue is equipped with 27 elevators as follows:

- 16 passenger elevators serving the Lobby level
- 1 hydraulic elevator at Loading Dock to P3 cross corridor
- 2 service elevators serving all floors and parking levels
- 4 hydraulic passenger elevators to parking levels
One hydraulic garage elevator also services the fitness center on the P-3 level and the center atrium.
- 4 hydraulic passenger elevators for floors 12 – 14

All elevators, except those servicing the P1 and P2 garage levels, require the use of a valid access card at all times.

All deliveries, equipment and freight must be carried on the service elevator(s). Circumstances requiring use of a service elevator at length require coordination of access with the Property Management Office and must be scheduled in advance for after-hours and weekends.

Elevator emergency calls are monitored 24 hours a day by security personnel. Should the elevator malfunction, utilize the intercom system provided in each car. Security will respond with instructions. Any elevator problems should be reported to the Property Management Office or Security immediately.

Forms

For your convenience, all forms can be found on the building website, , <https://1001pennsylvania.info/toc.cfm>, in Forms under the Amenities tab. All forms are downloadable and printable PDF documents that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well.

Form: Tenant ID Badge Request Form

Use: Authorization request to be granted an access card. Must be signed and authorized by main tenant contact.

Form: Fitness Center Waiver

Use: Authorization request to utilize the Fitness Center. Must be signed and authorized by main tenant contact and signed by the tenant employee.

Form: Overtime Air Request

Use: To request overtime HVAC services.

Form: Special Access Form

Use: To notify and/or request access to the building for vendors, construction, tenant work, tenant contractors and service providers. This form is for use during business hours and after hours.

Form: Hot Work Permit

Use: For use when hot work is going to be performed with a Special Access Form.

Form: Rules of Site

Use: General Rules of Site for Tenants and Contractors

Form: Rules of Site – Moving

Use: General Rules of Site for Moving companies.

Forms:

Use: Information on required insurance coverages.

Low Risk

Low Risk with Liquor

Intermediate Risk

Medium Risk

High Risk

Form: Monthly Parking Agreement

Use: To Apply for Monthly Parking Access

Form: Parking Refund Request

Use: To be used by Monthly Parkers only, to request refund when they must pay for parking for any given reason. Must work directly with Parking Management to obtain refund.

Form: Tenant Floor Warden Procedures Booklet

Form: Bike Room Registration

Housekeeping

Standard Nightly Services

Nightly janitorial service and trash removal is provided Monday through Friday. Any items not in a trashcan that are marked "TRASH" or "BASURA" (equipment and furniture are not included) will be removed. To remove larger than normal quantities of trash, please contact the Property Management Office to coordinate removal.

The following services are performed nightly:

- Common areas dusted, buffed
- Waste receptacles emptied
- Carpeted areas vacuumed
- Horizontal areas dusted
- Stairwells and uncarpeted areas swept
- Restrooms cleaned and disinfected

The following services are performed as necessary:

- Waste receptacles washed
- Windowsills washed
- Uncarpeted floors damp-mopped
- Carpet spots removed
- Floors stripped and waxed
- Light fixtures dusted
- Venetian blinds dusted

Daily Porter Services

In addition to nightly janitorial service, day porters service the facility throughout the normal business hours. Day porters are responsible for stocking restrooms, responding to special requests, servicing common areas (elevator lobbies, common corridors, the 1st floor main lobby, etc.), building exterior and parking grounds and trash removal.

As part of Hines commitment to sustainability, the janitorial contractor uses only certified green cleaning solutions throughout the property and uses EPA (recycled content) consumable stocking practices.

Special Services

Additional cleaning services are available through the Property Management Office. Above-standard building services are available at an additional charge based on time and materials. Tenants should refer to their lease for a detailed list of provided services.

Problems

Should you experience any problems with the quality of the housekeeping in your offices, please notify the Property Management Office at 202-639-7575. We will correct the situation as quickly as possible.

HVAC

If the temperature in your office needs adjustment, please contact the Property Management Office. Your call will be referred immediately to the engineering personnel.

The standard building hours of operation for heating and air conditioning in the building common areas and service corridors are as follows:

Monday through Friday: 8:00 a.m. to 8:00 p.m.

Saturday: 9:00 a.m. to 4:00 p.m.

Sunday: None

Lease Holidays: None

Special arrangements should be made for any HVAC needed outside of these hours. All overtime HVAC requests must be received by the Property Management Office no later than 4:00 p.m. for after-hours on weekdays, weekend and building holidays. Requests not received by the Property Management Office by 4:00 p.m. may be subject to an additional 4-hour labor fee.

Loading Dock

Loading Dock hours are:

Monday through Friday: 6:00 a.m. to 7:30 p.m.

Saturday and Sunday: Closed

Clearance Height 13'5"

Clearance Depth 54'2"

The Loading Dock for 1001 Pennsylvania Avenue is located on the northeast side of the building. Delivery access is through the entrance located on 10th Street, NW, between E Street and Pennsylvania Avenue.

The Loading Dock is available at other times through coordination with the Property Management Office. There is a 15-minute unloading period for vehicles using the Loading Dock unless specifically coordinated with Property Management Office. This unloading period will be strictly enforced.

Deliveries requiring more than 15 minutes and bulk deliveries must be scheduled to occur after 3:00 p.m. Large deliveries must be coordinated with the Property Management Office at least two business days in advance.

All delivery personnel, including messenger services, will enter and egress the building through the Loading Dock and will sign in and out at the Loading Dock Security Office. The Officer on Duty will then route all deliveries to their destination.

Please remind all vendors that all deliveries are to be made via the Loading Dock and service elevator. Vendors that enter the lobby will be redirected to the Loading Dock.

Maintenance

Services Available At No Additional Cost

- Heating and air conditioning adjustments to building standards
- Replacement of missing building standard graphics
- Elevator repairs and adjustments
- Common area base building standard light bulb replacements
- Common area Bathroom plumbing repairs
- Replacement of building standard fluorescent lights

Services Available At Additional Cost

- Heating or air conditioning outside building standard hours
- Installation of door closers
- Lock changes and key duplication
- Alteration or remodeling work
- Minor electrical, carpentry, and plumbing work
- Maintenance contracts of Tenant equipment

Major Alterations

All alterations and remodeling work must be approved in writing by Hines prior to construction. Your lease will have specific requirements regarding submissions and approvals. Please contact the Property Management Office for further information.

Telecommunications

Depending on the type of equipment being installed, a telecommunication provider may need to enter in to a Telecommunications Lease Agreement. As this may take time to determine and negotiate it is imperative that the Property Management Office is contacted as early in the process as possible.

Access to the building's Main Distribution Facility (MDF) and telephone closets must be coordinated through the Property Management Office. It is recommended that Tenants become familiar with the Building Rules and Regulations relating to telecommunications closets and pathways. Tenants are required to adhere to the building's Telecommunications policies, a copy of which is available from the Property Management Office. Tenants must provide at least a 24-hour notice of their intent to access these areas. Telephone technicians will be required to surrender identification when receiving keys to these areas. ID's will be returned

after keys are returned and the area inspected for cleanliness. Please make sure the MDF door is secure upon departure. It will be the responsibility of the Tenant to assure that each area accessed is returned to its original condition, including the replacement of fire-stopping materials.

Tenant Service Requests

1001 Pennsylvania Avenue utilizes a tenant work order request system called AWARE. Tenants are asked to identify key individuals that will have the ability to submit work tickets. These individuals will be granted access to the AWARE system through a tenant portal link. Tenant requests are always accepted through the Property Management Office during business hours by emailing the Administrative Assistant and copying the Management Assistant, calling 202-639-7575 during hours, or through the tenant AWARE portal.

Emergency after hours requests may be made by calling 202-639-7591.

Emergency Procedures

On-line training by WPS - Disaster Management Solutions Inc. is used as an additional source of emergency training for tenants and employees. A copy of the full Emergency Procedures Manual can be obtained by contacting the Property Management Office 202-639-7575 or on the building website, <https://1001pennsylvania.info/toc.cfm>, in forms under the Amenities tab.

In the event of an emergency, the building will utilize the Send Word Now notification system. As this is a critical component of our emergency procedures, a Send Word Now test notice will be sent out twice a year. Please communicate any changes in personnel and/or contact information promptly to the Property Management Office at 202-639-7575 so that the Send Word Now data base remains current.

Bomb Threat

Suspected Bomb Threats/Safety Precautions

The safety precautions listed below are designed to acquaint tenants with several factors to be considered in the search and discovery of suspected bombs. Do not dismiss any precautions as unimportant or take them for granted. Adequate knowledge of these precautionary provisions may save the lives of employees, visitors and customers.

- Do not use radio equipment to transmit messages.
- Do not turn light switches either off or on.
- Do not smoke or light any matches.
- Do not accept the contents of any container as bona fide just because it was delivered in a generally routine manner; nor should

tenants accept container markings and/or appearance as sole evidence of contents.

- Do not touch or change the position of a suspected bomb.
- Do not shake shock or jar a suspected bomb.
- Do not cover or carry a suspected bomb.
- Do not open or cut any strings or cords on any suspicious container or object.
- Do not unscrew, unlatch, unhook or lift the cover off a suspicious object.
- Do not submerge a suspected bomb in water.

Bomb Threat

At no time should a bomb threat be ignored or treated as a false alarm. Please follow the instructions below when a bomb threat call is received:

- Keep the caller on the line for as long as possible.
 - Tell the caller that the building is occupied and an explosion might cause the death of innocent people.
 - Listen for background noises that might help in determining from where the call was made.
- Obtain as much information as possible from the caller:
 - Location of the bomb.
 - Time of detonation.
 - Outside appearance of bomb and type of bomb.
 - Reason for planting bomb.
- At the end of the call, immediately report the bomb threat to the Property Management Office and provide the following information:
 - Your name
 - Your location and phone number
 - Name of the "initial incipient"
 - Time the call was received
 - Name of anyone listening in to the threat
 - Name of any employee threatened by the caller
 - Normal work location of threatened employee
 - Time bomb is supposed to detonate
 - Exact location of where the bomb was placed
 - Outside appearance and description of the bomb
 - Reason given for bomb threat
- Notify your supervisor about the bomb threat call.
- Have all written records or notes of the bomb threat call available for the proper authorities.
- Quickly and thoroughly search your company area for "suspicious, unusual or foreign items" (suspected bombs) and report any findings. Do not under any circumstances touch, move, jar, disturb or cover any suspicious items that are found. Report all findings to the Property Management Office.
- If the Metropolitan Police Department requests evacuation; the Property Management Office will notify building tenants. Identify and give priority to the movement and evacuation of nervous, emotional, ill and/or disabled personnel. Upon evacuation, proceed

to your established rendezvous point for employees to regroup. If you decide that your employees and visitors are in imminent danger, exercise your independent judgment and move or evacuate your personnel as soon as possible.

- Please make only necessary phone calls as it is important to maintain open phone lines.
- Following the conclusion of the bomb threat emergency, and for future reference by the Property Manager and Security Director, write a brief report covering actions in response to the emergency including any special problems or incidents encountered and submit it in a timely manner to the Property Management Office. Retain copies of these reports for future organizational reference.

Explosions In and Around Building

Upon receiving notification that an explosion has occurred; the tenant contact should obtain the following facts:

- Name of person calling
- Location of person calling
- Exact location of explosion
- Cause of explosion if known
- Did explosion cause fire or other imminent danger, and if so what and where? Immediately report the following information to the Property Management Office at 202-639-7575:
 - Your name and location
 - Your company's name
 - Any reasons you have to believe explosion was caused by a bomb
 - Extent of casualties and number and type of injuries

Move or evacuate employees and visitors from tenant area if required. Following the conclusion of the situation, and for future reference by the Property Manager and security director, write a brief report covering actions in response to the emergency including any special problems or incidents encountered and submit it in a timely manner to the Property Management Office. Retain copies of these reports for future organizational reference.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building including the loading dock and parking garage. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor or an alternate floor if available and the police will be summoned.

Elevator Emergency

Elevator emergency calls are monitored twenty-four (24) hours a day. Should an elevator malfunction, push the "Press to Call" button. Building Security will be notified and respond immediately to assist you.

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The lobby desk security officer will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator to return to the lobby level. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

In the event of a fire, elevators must not be used for evacuation. Use the stairwells.

Emergency Contacts

All Emergencies	911
Building Management Office	202-639-7575
Building Security/After Hours Emergencies	202-639-7591
Fire Department (non Emergency)	202-462-1762
Police Department (non Emergency)	202-727-1010

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Property Management Office or Security, unless you have something specific to report. If you hear an alarm with an announcement to evacuate the building, please evacuate the building. Building Management is aware of the alarm, as well as the source of the alarm, and will be determining if it is a non-emergency or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible.

Evacuation

In the event of a building evacuation, please follow instructions given by building and emergency personnel.

Fire alarm bells and speakers are located on the walls and in the ceiling space throughout the floors, the main lobby and the garage. These are used to sound the emergency alarm and will be used as a communications system by the Fire Department in an emergency situation.

The building contains four (4) evacuation stairwells that extend the height of the building. The stairwells have an enclosure of two-hour rated construction.

Stairwell doors employ electronic locksets that automatically release when an alarm sounds or a sprinkler discharges. This will allow you to enter refuge floors or to switch stairwells on any floor if necessary.

In the event of a fire emergency, the elevators are not to be used. All elevators are recalled to the lobby level and shut off until activated by the Fire Department.

Whenever an alarm is initiated from a main lobby smoke detector, all elevators will recall to Level 3.

The building fire protection system has a multi-zone fire monitor and notification panel. In addition to controlling all fire alarms, smoke detectors, pull-stations, it will alert the building staff to any smoke alarm or sprinkler discharge and indicate its location. It will also initiate smoke exhaust from the affected floor and will cause the electronic locks to release on the stairwell doors. The Fire Chief will use the public address system to speak to all or selected floors and to initiate or control full or partial evacuations. This is an invaluable aide to both the Fire Department and Property Management.

Fire Emergency

Fire Evacuation Plan

If you see fire, smoke or smell something burning:

- Immediately call the Fire Department at 911 and/or activate the fire alarm pull station.
- Call Property Management at 202-639-7575.
- Isolate the fire, if possible, by closing the door.
- Contact the Fire Warden(s) on the floor with the fire and give the location and severity of the fire.
- If directed to evacuate by the fire department or the Property Management Office, or if unsafe conditions warrant leaving the floor, evacuate DOWN to the next re-entry floor by using the fire exit stairs... never use the elevator!

If you think you smell smoke:

- Immediately call Property Management at 202-639-7575.

- Contact the Fire Captain(s) on the floor with the odor and give the location and characteristic of the odor.

If you hear the fire alarm:

- Direct all occupants on the floor in alarm to the fire exit stairs and await further instructions.

Fire Evacuation Plan/Fire After Working Hours

- If you see fire, smell smoke or hear a fire alarm:

Immediately call the Fire Department at 911 and/or activate the fire alarm pull station.

- Call Property Management at 202-639-7575.
- Isolate the fire, if possible, by closing the door.
- If directed to evacuate by the fire department or the Property Management Office, or if unsafe conditions warrant leaving the floor, evacuate DOWN to the next re-entry floor by using the fire exit stairs...never use the elevator!

Medical Emergency

In the event of a medical emergency, first call 911 and request the appropriate response. Next, please contact the Property Management Office at 202-639-7575 immediately and report the following information:

- Your name, company's name and location.
- The nature of the medical emergency.
- Exact location and name of the person the situation is in reference to.
- Verify that an ambulance has been requested and is on its way to the building.
- Property Management and Security will assist the 911 response.

Natural Disaster

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Tornadoes or Funnel Clouds

In most cases advance warning of a tornado is unlikely. For this reason, if a tornado is sighted approaching the building, please notify the Property Management Office and begin moving office staff to the interior corridors and elevator lobbies of the building. One of the greatest dangers will be that of flying glass and objects, so please attempt to select a location that has the maximum number of walls to the exterior of the building.

Hurricanes/Tropical Storms

When a hurricane warning and evacuation order has been given by the National Weather Service and Civil Defense Authorities; the Property Management Office will notify all tenants of the closing of the building. Notification will be given by phone, electronic mail, and by notices posted in public areas, lobbies, elevators and entry areas. All valuable documents, files and furnishings should be moved to inner offices to guard against the possibility of water damage from a broken window. Tenants not reached by phone will have evacuation notices placed on their entrance doors.

Tenant Fire Wardens

Qualifications, Duties, and Responsibilities of the Floor Wardens and their Alternates to Control Any Emergency

The Fire Wardens are appointed by each tenant of the Building. Those persons or their alternates, Deputy Fire Wardens, must be present at all times while the Building is occupied. These Wardens must be familiar with the Building evacuation plan, floor layouts, and location and use of fire equipment. In the case of tenants occupying a full floor or more than one floor, each floor should have at least two Fire Wardens and two Deputy Fire Wardens. Partial floor tenant should have at least one Fire Warden and one Deputy Fire Warden.

Fire Wardens, Deputy Fire Wardens, and their alternates should be selected on the basis of two principle criteria:

First - They must be alert and resourceful individuals who would be capable of performing in a leadership role during an emergency situation;

Second - They must typically work within the Building, rather than having their primary duties and responsibilities at a different location.

The Deputy Fire Warden shall provide leadership in the absence of the Fire Warden. If the Fire Warden is present during a fire evacuation the Deputy Fire Warden is expected to assist in the evacuation of the floor at the direction of the Fire Warden.

Fire Wardens are the "connecting link" between the Property Management Office and their respective employees and co-workers. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency. It must be emphasized that the Fire Warden (within the bounds of the Emergency Plan) is in charge during an emergency and all corporate hierarchy should disappear.

Fire Wardens are responsible for selecting, identifying, and training sufficient back-up personnel and "emergency assistants" other than the Deputy Fire Warden to effectively perform their emergency duties and responsibilities.

Fire Wardens, Deputy Fire Wardens, and their alternates must be knowledgeable about items that are not commonplace to their office space, i.e., unusual or foreign to the normal environment of their respective company areas, so that in the event of a bomb threat, for example, they will be qualified and instrumental in assisting in the identification of any suspicious item.

Due to the key positions they occupy, Fire Wardens, Deputy Fire Wardens and their alternates must assure that during their absences from the building, other qualified associates are always familiar with and available to perform their emergency duties.

Methods for Reporting Changes in Fire Wardens and Deputy Fire Wardens

The Fire Wardens are essential in responding to an emergency in the Building, and because they are the appointed "connecting link" between the Property Management Office and their respective office/firm, communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual.

Thus, changes in the employment status and/or replacement of each Fire Warden or Deputy Fire Warden must be reported immediately, in writing, to the Property Management Office. Efforts must be made to immediately train the replacement individuals in all aspects of the Emergency Plan. This can be accomplished through the Property Management Office.

Authority of the Warden

All Tenant supervisory personnel and employees must recognize that it is essential for them to voluntarily accept emergency instructions given to them by the Fire Wardens and/or Deputy Fire Wardens in order to insure a safe and orderly response to any emergency.

Tenant Employee's Emergency Duties and Responsibilities

All Tenant employees must remain calm, attentive, responsive and quiet, so they are able to hear all pertinent emergency instructions and/or orders, and so that they will not add confusion or dangerous panic to the emergency procedures initiated for their personal safety.

Testing of the Building's Emergency Plan Procedures

Various aspects of the Building's Emergency Plan Procedures will be tested on a deliberate, systematic, and periodic basis, in accordance with instructions from the Property Management Office and/or the Fire Department.

Conduct with the News Media

Experience has proven that the company which "makes the headlines" frequently becomes the target for prank callers. Thus, for the protection and safety of all occupants of the building, tenant employees are requested to refer news media inquiries to their respective company's public relations representative or to the Property Manager.

Amenities

Building Amenities

Au Bon Pain

www.aubonpain.com

202-393-8809

Monday through Friday: 6:30 a.m. to 7:00 p.m.

Saturday: 8:00a.m. to 5:00p.m

Sunday: Closed

Au Bon Pain Offers breakfast, lunch and catering services.

Bank of America – currently closed due to the pandemic

www.bankofamerica.com

202-461-2860

Monday through Thursday: 9:00 a.m. to 5:00 p.m.

Friday: 9:00 a.m. to 6:00 p.m.

Saturday and Sunday: Closed

Banking services with 24-hour ATM.

Central Michel Richard Restaurant

www.centrmichelrichard.com

202-626-0015

Monday through Thursday: 11:30 a.m. to 10:30 p.m.

Friday: 11:30 a.m. to 11:00 p.m.

Saturday: 5:00 p.m. to 11:00 p.m.

Sunday: Closed

Central Michel Richard offers American food with a French twist in a casual dining environment.

Coup de Foudre

www.coupdefoudrelingerie.com

202-393-0878

Monday through Friday: 11:00a.m. to 6:00 p.m.

Saturday: 11:00a.m. to 6:00 p.m.

Sunday: Closed

Featuring high end European lingerie

DryBar – Currently closed due to the pandemic.

www.thedrybar.com

202-730-2737

Monday through Wednesday: 7:00 a.m. to 8:00 p.m.

Thursday through Friday: 7:00 a.m. to 9:00 p.m.

Saturday: 8:00 a.m. to 9:00 p.m.

Sunday: 8:00 a.m. to 7:00 p.m.

Drybar is a “blow dry bar” concept created around a very simple idea: No cuts. No color. Just blowouts!

Federal Express

www.fedex.com

202-638-6343

Monday through Friday: 9:00 a.m. to 8:30 p.m.

Saturday and Sunday: Closed

Federal Express offers overnight shipping services, copying and printing.

Hines Property Management

www.1001pennsylvania.com

202-639-7575

Monday through Friday: 8:00 a.m. to 5:00 p.m.

Saturday and Sunday: Closed

1001 Pennsylvania Avenue is staffed with professionally trained Hines Interests Limited Partnership Property Management personnel, located in Suite 100. They are there to answer any questions you may have about the building or its operation. Please feel free to call or stop by with any comments, questions or concerns that you may have. The phone is answered 24 hours a day, 7 days a week by either a Property Management employee during hours or security after hours.

Punjab Grill

www.punjabgrilldc.com

202-813-3004

Monday through Friday Lunch: 11:30 a.m. to 2:30 p.m.

Monday through Thursday Dinner: 5:00 p.m. to 10:00 p.m.

Friday & Saturday Dinner: 5:00 p.m. to 11:00 p.m.

Sunday Brunch: 11:00 a.m. to 2:00 p.m.

Sunday Dinner: 5:00 p.m. to 9:00 p.m.

United States Postal Services

www.usps.com

All Tenant postal deliveries are made to the 1001 Pennsylvania Avenue Mailroom located on the Lobby Level, behind the south bank of elevators. Individual Tenant mailboxes are provided. Outgoing mailboxes are also located in this building.

UPS Drop Box

www.ups.com

1800 PICK UPS

Pick Up Schedule

Monday through Friday

UPS Ground: 7:30pm

WMATA (Metro)

www.wmata.com

Metro Center: Escalators are located at the SE corner of 11th and G Streets, SW corner of 12th and F Streets, SE corner of 13th and G Streets, and NE corner of 12th and G Streets (blue, red, and orange lines)
Federal Triangle: Half block south of the corner of 12th and Pennsylvania on 12th Street (orange and blue lines)
Navy Memorial: Two blocks east of the building on Pennsylvania at the Navy Memorial (yellow and green lines)

Town Hall* and Capitol Hall **

*The Town Hall is for the exclusive use of tenants located on 4 North and 5 North.

**Capitol Hall is for the use of all office tenants with an approved reservation.

The following rules and guidelines governing events in the 5th Floor North Town Hall and the 4th Floor North Capitol Hall at 1001 Pennsylvania Avenue have been established by the Property Management Office and are intended as procedures within which Tenant events must operate. Please note that terms and conditions are subject to change at the discretion of Management and will be communicated in advance.

Capitol Hall and the associated break out rooms are exclusively located on the 4 North. Conference rooms and areas on 5 North are for the sole use of the tenants on 4 North and 5 North, their guests and visitors and should not be accessed by users of Capitol Hall.

Alcohol – If alcohol is served by tenant and/or caterer, the tenant and caterer must include host liquor liability on their certificate of insurance. If alcohol is to be served during an event, a security officer MUST always be present. This is mandatory and non-negotiable. Tenants who disregard the alcohol policy are subject to additional restrictions for future use of the Capitol Hall.

Animals – No animals are permitted in the building except those assisting the disabled.

A/V Support Coordination – Available for all events for an additional charge at the current rate.

Capitol Hall Break out areas – Capitol Hall Break out areas are not separately booked. Break out areas and the support facilities are included in the Capitol Hall reservations. For events in Capitol Hall, please do not access the 5th floor conference area – this area is for the exclusive use of the tenants of 4 North and 5 North.

Confirmation – An event is not officially scheduled until Property Management has sent the confirmation email to the user. Please note that all requests must be submitted a minimum of two full business days prior to the event. All events shall be confirmed on a first come, first served basis. Any events requesting Capitol Hall usage for more than two consecutive days are subject to be declined by Management. For events with a monetary cost associated with it, Management may require a signed estimated invoice to confirm the event.

Cancelations – Cancelations of events should be made as soon as possible. Should Property Management incur costs for canceled events that cannot be refunded, Tenant will be billed all such costs. Ownership reserves the right to impose a cancelation fee policy in the future, however any change in this policy will be communicated in advance.

Clean Up – General janitorial services after an event reserved through the property management office are provided at no additional cost and include light cleaning and trash removal, vacuuming and restroom clean up.

Catered Events – Tenant's caterer is responsible for the removal and proper disposal of all left over food, beverages, containers, cutlery, dishes, glassware, cardboard, and set up materials in Capitol Hall, including break out rooms and catering kitchen, within one hour of the conclusion of the event. The catering kitchen must be left in a clean condition. Floors, counters, walls, and refrigerators must be left in a clean state with no debris remaining.

Any clean-up needed due to the failure of Tenant's contractor to properly clean will be billed back to the tenant at the then current rate.

Day Porter Service – Dedicated day porter or day matron services are available if requested at the prevailing contract rate for additional janitorial services through the Landlord's janitorial contractor. Such services need to be requested at the time the event is booked. For requests for day porter service made within one business day of the event, Management will make every attempt to fulfill the request but cannot guarantee the services due to staffing availability.

Damage – An assessment of any damage done to the Town Hall, Capitol Hall and associated rooms will be done after each event and will be billed back to the tenant. Damage fees may include fees for damage to walls, carpet tiles, wood, appliances, tables, bars, and equipment. The list of items included here is not exhaustive and will be assessed once the event concludes.

Deliveries – Any deliveries associated with events must be communicated to the Property Management Office and routed through

the Loading Dock and respective freight elevator. Any deliveries without prior confirmation shall have a 20-minute time limit and cannot occupy a loading dock bay without prior reservations. All vendors shall be required to check in with security at the loading dock and must show a valid government identification.

Engineering – If there is a need for an engineer to be present before or after hours you may enter your request into the reservation form. Tenant will be billed the then current overtime Engineering rate.

Event Setup/Breakdown – 1001 Pennsylvania Avenue staff shall be responsible for setup/breakdown in the Capitol Hall in the three configurations shown on Attachment B. Any tenant setup modifications that are requested within two hours of event commencement will be charged a fee.

Food Preparation – No open flames are permitted in the Town Hall or Capitol Hall. For events in Capitol Hall, there is a catering pantry for use during events. Caterer use of chafing fuel, such as Sterno, is acceptable.

Hours of Operation, Capitol Hall - Hours of Operation for the Capitol Hall are from 8:00 am – 8:00 pm, Monday – Friday (excluding any observed building holidays, federal holidays and the weekends). Usage of the amenity space outside of the hours of operation is permitted but will result in after-hours related charges.

Hours of Operation, Town Hall - Hours of Operation for the Town Hall are from 8:00 am – 8:00 pm, Monday – Friday (excluding any observed building holidays, federal holidays and the weekends). Usage of the amenity space outside of the hours of operation is permitted but will result in after-hours related charges.

HVAC – There is no charge for HVAC during regular hours of operation. Landlord will charge an hourly fee to provide after-hours air conditioning for Capitol Hall events. Refer to Attachment A for the current rate.

Insurance - Please contact the Property Management Office (202) 639-7575 to obtain certificate of insurance requirements for tenants and/or vendors.

Loading Dock – Loading dock hours are 6:00 a.m. to 7:30 p.m., Monday through Friday. If a request for loading dock access is made for a time outside of the stipulated days and times and a security officer is required, the cost shall be billable to the tenant. The cost shall be at the then prevailing contract rate for security service through the Landlord's security contractor. Should there be a reservation canceled within 12 hours of the shift the tenant will be billed an amount equal to the hourly

time requested.

Occupancy – Landlord reserves the right to limit the size and scope of any event should Landlord reasonably determine the size and scope exceeds the capacity, intent, or the health and safety of the facilities and occupants. Furniture in the is not to be moved by anyone other than the engineering or janitorial team. Reservations for Capitol Hall cannot take place with less than 15 people per event. Reservations for the Town Hall conference rooms should not exceed the stated capacity.

Outside Attendees – Event attendees that are not employees of tenants to the building will need to be entered into the building's visitor processing software – Visitor Link - by the tenant coordinating the event. Visitors must be entered into Visitor Link 24 hours prior to the event. Please contact the Property Management Office with any questions.

Pantry Areas – Please be considerate when using this shared space. Do not leave dirty dishes in the sink or countertops, liquid contents in the cup or bowl being discarded, food in the cabinets or drawers as this attracts pests and insects.

Parking – The parking garage is open Monday through Friday from 6:00 a.m. to 10:00 p.m., excluding building holidays. Guest parking can be arranged with One Parking prior to the event date.

Photo/Video Shoots – Any and all photo or video shoot requests must be submitted to Property Management approval at least 5 days prior to the shoot.

Refrigerators – Refrigerators (including the freezer section) in the pantry area of the Town Hall are cleaned on a weekly basis on Friday evenings after 10:00 PM. All items, including unopened food and beverages, will be discarded on cleaning day. Please plan accordingly. Refrigerators in the Catering Kitchen associated with Capitol Hall are to be cleaned out at the conclusion of each event by the tenant or Tenant's caterer. Food left in the catering kitchen will be disposed of by building staff and a clean-up charge billed to the tenant.

The Town Hall Refrigerator is a shared resource for the tenants of 4 North and 5 North exclusively. In order to ensure that there is room for everyone who wishes to use the Town hall refrigerator, please limit what is stored only for items for events. Tenants should utilize the refrigerators in their tenants spaces for employee use.

Reservation Length – as the Capitol Hall and the Town Hall conference rooms are a shared amenity, tenants are restricted for reserving rooms for more than two successive days. Rooms may be reserved up to 90 days in advance.

Restroom, Capitol Hall – In addition to the base building restrooms on 4 North, one restroom per gender is available on the 4th floor adjacent to the Capitol Hall. If a day porter or day matron is required for additional restroom refreshing during an event, the tenant will be billed at the prevailing contract rate for additional janitorial services through the Landlord's janitorial contractor. Base Building restrooms are always locked and require the use of an access card.

Restrooms, Town Hall – The base building restrooms on 5 North are intended for the use of 5th floor north tenants and their visitors. Base Building restrooms are always locked and require the use of an access card.

Security – All events requiring a Security Officer must be scheduled at least 48 hours in advance. Security officers are billed hourly with a four hour minimum. The cost shall be at the then prevailing contract rate for security service through the Landlord's security contractor.

Smoking – 1001 Pennsylvania Avenue is a non-smoking building. Therefore, the use of candles, smoking, vaping, hookah or any other type of smoking devices in the Capitol Hall is strictly prohibited.

Use-The Capitol Hall is to be reserved exclusively for the use of building tenants and their employees. Capitol Hall is not available for personal use such as birthday parties, private parties or other similar type events. Landlord retains the sole right to use its reasonable judgment to determine whether an event qualifies to be held in the Capitol Hall. No loud, abusive or otherwise offensive actions will be allowed. Tenant shall promptly remove from site any employee, vendor or visitor deemed inappropriate or abusive by Landlord or Landlord's agent.

The Town Hall conference rooms and break out area are for the exclusive use of the tenants of 4 North and 5 North. The Town Hall is not available for personal use such as birthday parties, private parties or other similar type events. Landlord retains the sole right to use its reasonable judgment to determine whether an event qualifies to be held in the Capitol Hall. No loud, abusive or otherwise offensive actions will be allowed. Tenant shall promptly remove from site any employee, vendor or visitor deemed inappropriate or abusive by Landlord or Landlord's agent.

Wi-Fi – Wi-Fi service is provided for tenant use. Wi-Fi passwords will be changed frequently. The current Wi-Fi password will be provided with your event reservation confirmation.

Bike Room

A bike room designed to hold up to 67 bikes is located on the P1 Level of the garage. The bike room is conveniently near the garage entrance ramp and adjacent to the Parking office. The bike room is fully conditioned with secure access, and includes a tool room, vending area, lockers, a bottle filling station, and restroom.

All tenants wishing to utilize the bike room must be registered. Return the completed registration form to the management office located on the lobby level. Once submitted and processed, the bike or scooter owner will be given access to the bike room through their building access fob/card. Motorized and gas-powered vehicles are prohibited from utilizing the Bike Room. Scooters operated by battery and electric hybrid bicycles are permitted to be stored in the bike room.

The procedure for bicyclist to enter/exit the bike room on P1 is through the garage entrance on 10th Street during the garage hours of operation, which are from 6 a.m. to 10 p.m. from Monday to Friday, from 7a.m. to 10 p.m. on Saturdays, and from 9 a.m. to 7 p.m. on Sundays. Access hours for holidays and special dates will be based on the garage or building schedule. The bike room may be closed, or hours of operation may be adjusted at the Landlord's sole discretion. Tenants will be notified at least 24 hours in advance of any closing, unless such closing is due to emergency repairs and maintenance.

Storage is prohibited. Racks and lockers are provided at no charge for daily use only. Bikes, scooters, or personal items left for longer than a day in the racks or lockers are subject to removal. If they are left for a longer period, please notify Hines Property Management. Please utilize the wall handrails to store the locks as bike and scooter locks left on the racks will be cut off at owner's expense. Bicycles shall not be brought into or kept in or about a tenant's premises. 1001 Pennsylvania Avenue creates no bailment and will not be held responsible for loss or damage to an individual's bicycle. We ask that our Tenants use the bike room and not any other area to secure their bicycles

Fitness Center

The Fitness Center is located on the P-3 level and is accessible via the lobby elevator in the atrium and by utilizing the parking garage elevator to the P2 lobby and walking own one flight of stairs.

The Fitness Center is for the exclusive use of the office Tenants of 1001 Pennsylvania Avenue. No person may use the center or be granted access to the center until they have signed a Waiver of Liability form. The center is open to Tenants only and pre-approved instructors for the Studio.

Guests are strictly prohibited from entering or utilizing the Fitness Center. The use of personal trainers will be considered on a case by case basis. Please contact the Assistant Property Manager for all inquiries regarding personal trainers.

Monday through Friday Hours

5:00 a.m. to 10:30 p.m.

10:30 a.m. to 11:30 p.m. Closed for Sanitizing/Cleaning

The Fitness Center may be closed at the Landlord's sole discretion. Tenants will be notified at least 24 hours in advance of any closing, unless such closing is due to emergency repairs and maintenance. The Landlord reserves the right to adjust the hours of operation.

Please contact the Property Management Office for the Fitness Center rules and regulations or see the forms section in this document.

Parking Garage

Access Cards

Monthly contract parkers will be provided with an access card for garage access. Do not loan your Access Card to anyone.

A single access card will not be able to permit more than one vehicle to access the garage at the same time. An anti-passback feature in the garage access control system will deny subsequent access attempts on a card until the Card has been cleared through an exit reader.

Garage Manager

The Garage Manager's Office is located on Level P1 of the garage, in front of the egress ramp. For more information regarding the garage, please call 202-347-1605.

Monthly parkers may gain 24-hour access to the garage through the use of their Access Card. Only monthly parkers will be provided with an Access Card that provides entry to the garage. Overnight Parking is prohibited unless for business reasons. Please contact the Garage Manager or the Property Management Office should you need to leave your vehicle overnight. **Storage of vehicles is prohibited.**

Height Restriction

Maximum clearance in the garage is 6'1." Please be aware that due to the low-lying sprinkler lines, there are some areas of the garage that are lower

than 6'1 outside of the drive lanes.” Drivers of taller vehicles need to be particularly cautious.

Hours

Monday through Friday: 6:00 a.m. to 10:00 p.m.

Saturday: 7:00 am to 10:00 pm

Sunday: 9:00 am to 7:00 pm

Landlord reserves the right to modify operating hours.

Speed Limit and Lane Direction

For everyone’s safety, the speed limit in the garage is 5 MPH. It is recommended that you use your headlights while in the garage and be alert for pedestrian traffic. Lane directions are clearly marked and go in a clockwise fashion throughout the garage. It is imperative that drivers do not go against the flow of traffic. Doing so may result in the loss of parking privileges.

Garage Rules and Regulations

Parking access cards are issued and accepted by the holder subject to the following rules and regulations. Failure to abide by the rules and regulations of the garage could result in cancellation of the contract space.

Employees of tenants of 1001 Pennsylvania Avenue are authorized to park in the building parking area subject to the employer’s allotment of parking permits and lease provisions.

Only one vehicle will be parked on the premises at any one time for each parking permit.

The access cards are not transferable to other persons. Contract parkers must use their access card to enter and exit parking gates. Only one access card is authorized per permit—no exceptions.

Any contract or daily parker who, upon entrance, receives a daily parking ticket will be required to pay the hourly charges for that ticket upon exit—no exceptions (including misplaced access cards). Validations or reimbursement to contract parkers will be provided once the Parking Manager has been able to verify that the access card was not utilized on the same day and time of the parking ticket, and that the contract parker is current with the monthly fee. The Contract Parker must submit the original receipt as proof of payment to receive refund. Refunds are issue via check in the mail.

Any contract parker who loses their access card will be charged a fee for replacement.

Contract and daily parkers are prohibited from storing vehicles in the garage.

Vehicles in violation of parking rules and regulations will be subject to towing at the Owner's expense with no prior notice.

The Management Office reserves the right to modify or change any of the above rules and regulations at any point in time.

The Building Owner or Property Management is not responsible for any losses due to theft, collision, or any other damage done to vehicles in either the building parking garage or elsewhere on the 1001 Pennsylvania Avenue Premises.

Policies and Procedures

Building Rules & Regulations

Accidents

Tenants shall give immediate notice to the Management Office in case of accidents in the Leased Premises or the building. Such notice shall be followed by a written incident report within 24 hours of the time of the occurrence.

Animals

Respecting the sensitivity of all Tenants, animals are prohibited from all areas of the building and garage. This does not include cases where animals assist disabled persons.

Building Access Control

Access control is currently provided at 1001 Pennsylvania Avenue 24 hours a day, 7 days a week. All persons entering or leaving the building will be required to use their valid access card for entry into the building. 1001 Pennsylvania Avenue reserves the right to deny entry to anyone without proper identification. Any person leaving with any furniture or office equipment must have written permission from the Tenant, via an authorized Material Equipment Pass. 1001 Pennsylvania Avenue shall not be responsible for lost or stolen property, money or jewelry from the Leased Premises or public areas regardless of whether such loss occurs when the area is locked against entry. 1001 Pennsylvania Avenue only provides access control to the common areas of this building and does not assume any responsibility for security of this building or for security of Tenant spaces.

Canvassing and Soliciting

Canvassing, soliciting, or peddling in the building is prohibited and Tenants shall cooperate to prevent same. If you become aware of any such person or activity, please notify the Property Management Office or Security immediately.

Carpet Damage

Tenants will be responsible for any damage to carpeting and flooring resulting from rust or corrosion of file cabinets, plant holders, roller chairs, metal objects, spilled beverages and stains. The building janitorial service will only spot-clean carpets: carpet cleaning will be provided by the Property Management Office upon request as an above-standard service.

Certificates of Insurance

All Tenant vendors and contractors are required to supply the Property Management Office with certificates of insurance witnessing appropriate insurance coverage for the scope of their work and naming the Landlord, Hines Interest, L.P. and the Mortgage Company as an additional insured on all policies with respect to their work at 1001 Pennsylvania Avenue. It is the responsibility of the Tenant to assure that valid certificates of insurance are delivered to the Property Management Office on a timely basis. See the Insurance Requirement section below for additional information.

Changes

The Property Management Office reserves the right, at any time, to rescind any one or more of these regulations, or to make such other and further reasonable rules and regulations as in the Management's judgment may from time to time be necessary for the safety, care and cleanliness of the building and Leased Premises, and for the preservation of order therein.

Common Areas

All sidewalks, entries, passages, courts, corridors, stairways and elevators in or around the building shall not be obstructed by Tenants, Tenant's guests or agents, or used by them for purposes other than entrance and exit of the leased premises.

Computers

When cooling for the Tenant's computers is dependent upon the building electrical and mechanical system, 1001 Pennsylvania Avenue shall not be responsible for mechanical failures that may result in computer shutdowns. In the event of interruptions in service for preventative maintenance, the Tenant will be notified in advance so that computers may be shut down while repairs are made.

Definitions

Unless expressly defined in these Building Rules and Regulations, all defined terms shall have the same meaning as set forth in the respective Lease Agreements covering rental space in 1001 Pennsylvania Avenue, Washington, DC.

Directories and Signs

Directories are provided at the lobby level, listing Tenants of 1001 Pennsylvania Avenue. These directories can be found on the north and south walls of the lobby. 1001 Pennsylvania Avenue will provide a listing of the Tenant's names and a certain number of employees of the Tenant

in accordance with the Tenant's Lease document. All listings must be approved by and ordered via the Property Management Office. No sign, decoration or advertisement shall be attached to the building and no sign, decoration or advertisement shall be put up or painted upon the building, in the halls, staircases or entrances, except upon the doors or walls inside the Leased Premises, without prior written approval by the Property Management Office. Additional suite signage is available upon approval of the Property Management Office at the Tenant's sole cost and expense.

Fire

In the event of fire, please follow the procedures outlined in the Fire and Emergency Procedures Manual. To obtain a copy of the Emergency Manual please contact the Property Management Office at 202-639-7575 during business hours or see the Emergency Procedures section of this site.

In the event of fire, please follow the procedures outlined in the Fire and Emergency Procedures Manual. To obtain a copy of the Emergency Manual please contact the Property Management Office at 202-639-7575 during business hours or see the Emergency Procedures section of this site.

HVAC After Hours

Air conditioning and heating will be provided, in season, at a temperature and in amounts that comply with the provisions of the Lease Agreement. Such service will be furnished during non-building standard hours upon written request, at the Tenant's cost and expense. All requests for additional services must be received no later than 4:00 p.m. or additional charges will apply. Please contact the Property Management Office for information on the current charge for overtime air conditioning and additional labor charges.

Janitorial Services

Standard janitorial services are provided five (5) days per week (Monday through Friday). All special cleaning requests are subject to additional charges and should be made through the Property Management Office.

Disposal of any trash that will not fit into the usual trash receptacles shall be coordinated through the Property Management Office. Important papers, boxes, maps, plants, and the like, should not be left on or near wastebaskets. Standard nightly janitorial services do not provide for the washing of dishes, glasses, coffeepots, utensils, the cleaning of tenant bathrooms and showers, or the kitchens or wet bars on the Leased Premises. These services are available through the Property Management Office for an additional charge. Tenants shall not employ any janitorial service or other person to take care of the Leased Premises other than the regular janitorial service of the building, except with the

express written permission of the Property Management Office. Tenants shall not hinder the work of the janitorial service after 10:00 p.m. and such work may be done at any time when the Leased Premises are vacant. The windows, doors and fixtures outside of the Leased Premises may be cleaned at any time.

Keys/Locks

The Property Management Office will furnish each Tenant with two (2) keys for each corridor door entering its Leased Premises. Additional keys will be available from the Property Management Office at a nominal charge. All such keys shall remain the property of 1001 Pennsylvania Avenue. No additional locks shall be allowed on any door to or within the Leased Premises without the Management Office's express written permission. Upon termination of the Lease, Tenant shall surrender to the Property Management Office all keys furnished to the Tenant as well as the combination of all locks for safes, safe cabinets and vault doors, if any are left in the Leased Premises.

Modifications of Premises and Tenant Construction

No painting, decorating, or alterations to the Leased Premises are to be done without the prior written consent of the Property Management Office. All requests to make such alterations must be made in writing, specifying the requested modifications in such detail as the Landlord requires. A pre-construction meeting must be scheduled with the Property Management Office to review and discuss the Rules of Site as well as any required documentation need prior to work commencing. Landlord review of all prints and other documentation is required as detailed in Tenant's Lease. All contractors working within 1001 Pennsylvania Avenue are required to provide the Landlord with a certificate of insurance naming the Landlord as Additional Insured on all policies governing their work. A signed copy of the Landlord's Rules of the Site will be required prior to the beginning of the contractor's work. At the Tenant's expense, each contractor will be required to follow the Landlord's rules and procedures concerning indoor air quality, including painting, wood and metal refinishing. The installation of any building material will require asbestos-free certification to the Property Management Office. Should a Tenant need to add humidification equipment, the equipment must be added in a manner that prevents the growth of microbials within the ductwork and air handlers. Installation of communication, computers, or alarm systems are to be done in coordination with the Property Management Office. Any damage to the Leased Premises done or caused by the Tenant or its agents or employees will be repaired by 1001 Pennsylvania Avenue contractors at the Tenant's sole cost and expense.

Moving

All Tenants moving in or out of the building and a representative of their moving company must contact the Management Office at least three (3) business days prior to the date of the move for coordination assistance.

The Tenant should make every effort to schedule moves for weekends. All safes, furniture, fixtures, or other bulky articles shall be moved in or out of the building only in a manner approved by the Property Management Office. The Property Management Office shall, in all cases, retain the power to prescribe the weight and proper positions of safes and other weighty articles before the same are admitted into the building, but in no event shall the weight of live loads exceed 80 pounds per square foot. The Tenant is cautioned in purchasing furniture, which the size is limited to such as can be placed in the building service elevator and will pass through the doors of the Leased Premises. Large pieces should be transported in parts and set up in the offices. The Property Management Office reserves the right to refuse to allow any furniture or fittings of any description to be placed in the building which do not comply with the above conditions. The Tenant at their sole cost shall repair any and all damage to the building, building lobby, or elevators. The Landlord must be completely satisfied that any repairs are completed properly.

Noise

Tenants shall not disturb the occupants of the building by the use of any musical or sound-producing instrument, making unseemly noises, or by interference in any way.

Occupancy

The Leased Premises shall be in compliance with all applicable Governmental codes and Regulations at all times.

Photographs

The taking of photographs in the lobby or any other common area of 1001 Pennsylvania Avenue is permissible only with prior written consent by the Property Management Office.

Plumbing and Leaks

All appliances installed in the Leased Premises, including but not limited to refrigerators, ice-makers, dishwashers, showers and water lines for coffee makers must be properly operated and maintained by the Tenant. All water leaks or suspicions of leaks must be reported immediately to the Property Management Office. All repairs shall be done at the Tenant's sole cost and expense with approved contractors. The cost of any repair of any damage to the Leased Premises, another Tenant's space or belongings, or the building, resulting from the use or maintenance of such appliances will be paid by the Tenant.

Receptions and Parties

When planning an open house or party reception, approval and coordination with the Property Management Office is required. Caterers may use the loading dock to unload but then will remove trucks from site

until function is over. Functions held in association with the Presidential Inauguration, or other national commemorative events along Pennsylvania Avenue are subject to the needs of law enforcement and may not be permitted.

Recycling

Currently, 1001 Pennsylvania Avenue recycles white paper, newspaper, aluminum, glass bottles, light bulbs and batteries which may be collected by housekeeping, stored in the loading dock, and then recycled by the building's recycling vendor.

- Office Waste: This is collected nightly (Monday through Friday) by the Housekeeping staff and placed in the large compactor in the loading dock.
- Aluminum/Glass: This material is collected on an as-needed basis from central collection locations within the Leased Premises (i.e. pantry). They are placed in the totes on the loading dock platform.
- White Paper/Newspaper: This material is collected on an as-needed basis from central collection locations within the leased premises.
- Cardboard: Cardboard is collected by housekeeping or may be placed in designated containers on the loading dock, and then will be recycled by the building's trash collection company. Cardboard boxes must be broken down before being placed in the cardboard container.
- Restaurant/Retail Trash: See lease provisions
- Electronic and durable goods: Electronic and durable goods recycle fairs are held twice per year. Please contact the Property Management Office for more information.

If you would like advice on how to collect recyclable materials more efficiently within your firm's space, please contact the Property Management Office.

Smoking

1001 Pennsylvania Avenue is a non-smoking building in accordance with Section 6 of D.C. Law 3-22, the District of Columbia Smoking Restriction Act of 1979, as amended by D.C. Law 8-262, the Smoking Regulation Amendment Act of 1990, the Department of Health Functions Clarification Amendment Act of 2005, and by Department of Health Functions Clarification Amendment Act of 2006. As such, smoking in all common areas of the building, including the main lobby, entrance vestibules, elevator lobbies, hallways, restrooms, loading dock, the garage, roof top

decks and terraces, and within 25 feet of entries and outdoor air intakes is strictly prohibited. It is the responsibility of each Tenant to establish a written smoking policy for their areas as detailed under the DC law.

Because of our commitment to the safety of all occupants in Hines-managed buildings, until there is conclusive, clinical data that there is no health risk, E-cigarettes should be treated like any smoking or tobacco products; they will not be permitted indoors at 1001 Pennsylvania Avenue.

It is the responsibility of each office/company to establish a written policy for their areas as detailed under the D.C. law.

Space Heaters

As a rule, the use of temporary space heaters is prohibited at 1001 Pennsylvania Avenue. However, Property Management will allow for the conditional use of space heaters on a case-by-case basis. Approval is contingent on the type of space heater to be used and the review of the specific conditions surrounding the need for the space heater. As part of the review process, property management will first review the mechanical system to verify all is working as designed, or if modifications can be reasonably made to the system or location of the individual that will address the temperature concern.

Tenant Housekeeping

No flammable or explosive fluids or materials shall be kept or used within the building except in areas approved by the Property Management Office. Disposal of all Hazardous Wastes generated by the Tenant or its contractors is the responsibility of the Tenant, and shall be coordinated with the Property Management Office. The Tenant shall comply with all applicable building and fire related codes.

Tenants shall not allow any work to occur in or about their Leased Premises that may cause odor or excessive noise without first scheduling the work with the Property Management Office. Such work must be accomplished after-hours and will require adherence to the building's Indoor Air Quality procedures. It is the responsibility of the Tenant to provide the Property Management Office with Material Safety Data Sheets for all fluids or materials to be utilized in association with this work.

Corridor doors shall be kept closed at all times when not in immediate use. The Tenant shall lock all office doors leading from the Leased Premises to the corridors and turn out all lights at the close of their working day.

Portable heating devices are specifically prohibited.

No room or rooms shall be occupied as sleeping or lodging apartments at any time.

No vending machine or machines other than usual office equipment shall be installed, maintained, or operated upon the Leased Premises without written consent of the Property Management Office.

File boxes should be kept a minimum of three (3) feet from all exterior windows.

Any portion of the Leased Premises that is visible from public areas shall be maintained in accordance with first class office building standards in Washington, DC.

Thermostat Settings and Blinds

Perimeter offices have been equipped with adjustable thermostats to allow the occupants the ability to adjust their office temperature up or down. All other adjustments to thermostats and vents are to be made by the engineering staff and tenants are asked not to tamper or attempt to adjust thermostat settings or obstruct air flow from the vents. Should you require additional adjustments, please contact your office administrator. The building engineers shall adjust thermostats as required maintaining the building standard temperature. Management requests that all window blinds remain fully down and tilted at a 45-degree angle toward the exterior of the building to help maintain comfortable room temperatures and conserve energy.

Sustainability

Bicycle Parking

A bike room designed to hold up to 67 bikes is located on the P1 Level of the garage. The bike room is conveniently near the garage entrance ramp and adjacent to the Parking office. The bike room is fully conditioned with secure access, and includes a tool room, vending area, lockers, a bottle filling station, and restroom.

All bicyclists wishing to utilize the bike room must be registered. Return the completed registration form to the management office located on the lobby level. Once submitted and processed, the bike owner will be given access to the bike room through their building access fob/card. Motorized and gas-powered vehicles are prohibited from utilizing the Bike Room. Scooters operated by battery and electric hybrid bicycles are permitted to be stored in the bike room.

The procedure for bicyclist to enter/exit the bike room on P1 is through the garage entrance on 10th Street during the garage hours of operation, which are from 6 a.m. to 10 p.m. from Monday to Friday, from 7a.m. to 10 p.m. on Saturdays, and from 9 a.m. to 7 p.m. on Sundays. Access hours for holidays and special dates will be based on the garage or building schedule. The bike room may be closed, or hours of operation may be adjusted at the Landlord's sole discretion. Tenants will be notified at least 24 hours in advance of any closing, unless such closing is due to emergency repairs and maintenance.

Storage is prohibited. Racks and lockers are provided at no charge for **daily use only**. Bikes or personal items left for longer than a day in the racks or lockers are subject to removal. Please utilize the wall handrails to store the bike locks as bike locks left on the bike racks will be cut off at owner's expense. Bicycles shall not be brought into or kept in or about a tenant's premises. 1001 Pennsylvania Avenue creates no bailment and will not be held responsible for loss or damage to an individual's bicycle. We ask that our Tenants use the bike room and not any other area to secure their bicycles.

Electric Car Chargers

1001 Pennsylvania is currently equipped with 2 dual wall-mounts car charging stations, located in the P-1 level along with designated green parking spaces for fuel efficient cars as defined by the ACEEE with a rating of 40 or better.

Energy Star



1001 Pennsylvania has earned the EPA's ENERGY STAR® label every year since 2003.

HinesGO

GREEN OFFICE. This is a voluntary initiative adapted for Hines tenant spaces, which measures and rewards the "greening" efforts in your lease space.

The program will help you identify and implement no-cost and low-cost alternatives to operating in a standard indoor office environment. Scored on a scale of 100, you can evaluate your space in seven categories. When a specific strategy or improvement has been implemented from those categories, "Leaf Credits" are earned, which are weighted differently according to their relative sustainable value. If your office achieves 70 Leaf Credits and submits the attached form, it is then designated as a GREEN OFFICE.

We encourage you to establish a "green team" to conduct cost-benefit analyses for opportunities that require nominal cost to achieve a credit. Then a plan can be created for implementing those opportunities and measuring the results with an over-riding goal of reducing our collective environmental footprint and energy consumption.

Hines rolled out a similar program internally in December of 2008 and has since designated over 140 Hines GREEN OFFICES in the United States and Europe.

"Hines GREEN OFFICE expresses the sustainable approach we have used in our development and management services for decades. Encouraging tenants to make greener choices is just as important as designing healthy, productive and environmentally friendly space. We are pleased to offer this service to our tenants." - Hines President and CEO Jeffrey C. Hines

As always, feel free to contact property management or engineering if we can assist you with anything, and we look forward to hearing of your sustainability achievements.

LEED

1001 Pennsylvania Avenue obtained a GOLD certification, LEED-EB: O&M in from the U.S. Green Building Council.