



## TENANT INFORMATION MANUAL

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# GENERAL INFORMATION

## CONTACT LIST Main Number (202) 371-1330

105017thst.com

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### Property Management:

<u>Name</u>	<u>Title</u>	<u>Contact Number</u>
Charmayne Martinez	General Property Manager	(202) 371-1330
Tiana Brunson	Assistant Property Manager	(202) 371-1330
Angela Norman	Management Assistant	(202) 371-1330
Mark Jensen	Senior Engineering Manager	(202) 371-1330
Michael Moore	Security Manager	(202) 371-1330
Nemecio Cotoc	Janitorial Project Manager	(202) 408-3504
Belay Kadida	Parking Manager	(202) 466-5050
Security	Lobby Front Desk	(771) 241-3274

## **BUILDING ADDRESS**

1050 17<sup>th</sup> Street, NW  
Washington, D.C 20036

## **BUILDING HOURS OF ACCESS**

Monday - Friday: 7:30 a.m. - 7:30 p.m.  
Saturday 9:00 am. -1:00.

Authorized individuals may gain access to the building at other times by using their Security Card at entrances. Visitors of authorized individuals may gain access during building hours by obtaining clearance at the Lobby Desk.

## **ENTRANCE - EXIT DOORS**

The main building entrances are in the lobby facing 17<sup>th</sup> Street. The garage is accessible from 17<sup>th</sup> Street.

## **ELEVATORS**

The building is equipped with five (5) elevators as follows:

- Three (3) passenger elevators, serving the lobby level and floors 2 through Penthouse.
- Two (2) elevators service lobby level through P3 Garage levels.

All large deliveries, equipment, freight, and bicycles must be carried on service elevator A. In circumstances requiring the lengthy use of the service elevators (i.e. move-ins, move-outs, furniture deliveries), the tenants must coordinate access with the Property Management Office at least forty-eight (48) hours in advance.

**LOADING DOCK** -Loading Dock hours are: 8:00 a.m. - 6:00 p.m., Monday - Friday.

The Loading Dock for 1050 17<sup>th</sup> Street is located on the East side of the building. Delivery access is through the alley located in the middle of L Street prior to turning onto 17<sup>th</sup> Street.

The Loading Dock is available at other times through prior coordination with the Property Management Office. There is a 15-minute unloading period for vehicles using the Loading Dock.

All delivery personnel must sign in and out at the Lobby Desk. Security will direct all deliveries to their destination.

**Please remind all vendors that all deliveries are to be made via the Loading Dock and Service Elevator (Cab A).**

## **MESSENGERS/COURIERS**

All messengers and couriers are required to enter and exit the building via the Front Entrance. **All messengers and couriers must sign in and out at the Lobby Desk and are only permitted to use the 1050 17<sup>th</sup> service elevator A.**

## **STAIRWELLS**

The building contains two (2) emergency stairwells for use in the event of emergency evacuation. For your safety, please familiarize yourself with the location of these stairwells.



# **BUILDING RULES AND REGULATIONS**

## ACCIDENTS

Tenants shall provide immediate notice to the Property Management Office in the event of any accidents occurring in the Tenant's leased premises, the common areas of the building, or the parking garage.

## BICYCLES

One (1) bicycle room is provided for the use of Tenants at 1050 17th Street. The bicycle rack is located next to the fitness center on the concourse level. Bicycles may not be stored in any of the stairwells or in any other common areas within the building. Also, bicycles are not permitted in the lobby or in any of the passenger elevators. Any individuals wishing to store their bicycles within their office space must use the service elevator. The bicycle room is a secure area where a programmed building security card must be used to gain access. Please contact security should you require access.

## BUILDING HOURS

The standard building hours of operation for heating and air conditioning are as follows:

Monday - Friday:	7:30 a.m. - 7:30 p.m.
Saturday:	9:00 a.m. – 1:00 p.m.
Sunday:	OFF
Holidays:	OFF

Tenants may request heating and air conditioning outside the standard building hours of operation by submitting an overtime HVAC request on Prism which is linked to the property website which is [105017thst.com](http://105017thst.com). Please see below for further explanation regarding HVAC services and after-hour HVAC requests.

## HVAC (AFTER HOURS)

If a Tenant requires air conditioning and heating at temperatures, amounts, or times which do not comply with the provisions of the Lease Agreement, then such service will be furnished during non-building standard hours upon the Tenant's request and at the Tenant's cost and expense. The rate of Overtime HVAC is \$55 per hour. All requests for additional services must be made on Prism which is linked to the building's website. All building forms can be found at [105017thst.com](http://105017thst.com) and must be received **no later than 12:00 p.m.** on the preceding business day as such service is required. For service on weekends or Holidays, requests must be received by **12:00 p.m.** on the preceding Friday or last preceding business day.

## **BUILDING SECURITY**

Access control is provided at 1050 17th Street 24 hours a day, 7 days a week. All non-tenants entering the building between **7:30 p.m.** and **7:30 a.m.** on weekdays, before **9:00 a.m.** and after **1:00 p.m.** on Saturdays, and any time on building holidays; will not be permitted without an escort. Tenants will need to provide a list of guest's names to security at least 24 hours in advance for tenant events. Tenants will need to submit last-minute guest's names to security as well. 1050 17th Street reserves the right to deny entry to anyone without proper authorization or identification.

1050 17th Street 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. 1050 17th Street only provides access control to the common areas of the building and does not assume any responsibility for the security of tenant spaces.

## **CANVASSING AND SOLICITING**

Canvassing, soliciting, and peddling in the building are strictly prohibited and the Tenant shall cooperate to prevent same. If you become aware of any such person or persons acting in such a manner, please notify the Property Management Office immediately.

## **CARPET DAMAGE**

Tenants are responsible for any damage to carpeting or 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. More thorough carpet cleaning services can be provided by the Property Management Office upon request at above-standard cleaning charges.

## **COMMON AREAS**

All sidewalks, entries, passages, courts, corridors, stairways, elevators and other similar areas in or to the building shall not be obstructed or used for purposes other than entrance and exit of the leased premises by Tenants, their guests, or their agents.

## **COMPUTERS**

When cooling for the Tenant's computer systems is provided by the building electrical and mechanical system, 1050 17th Street shall not be responsible for mechanical failures which may result in computer shutdowns. In the event of interruptions in service for preventive maintenance, the Tenant will be notified so that computers may be shut down while repairs are made.

## SIGNS

No signs or advertisements shall be attached to the building, and no sign shall be put up or painted upon the building, the halls, staircases, or entrances, except upon the doors or walls within the Leased Premises that are not visible from the common area, without the prior written approval by the Property Management Office.

## ELECTRICAL SERVICE

If the Tenant requires additional electrical service for computers or other special uses, this request must be reviewed and approved by the Property Management Office. Unless otherwise expressly provided in the Lease Agreement, all electricity in excess of building standard will be separately metered and billed to the Tenant as additional rent and payment will be required within ten (10) days of the date of billing.

## ELEVATOR SERVICE

All large deliveries, equipment, freight, and bicycles must be carried on the service elevator (Cab A). In circumstances requiring the lengthy use of the service elevator (i.e. move-ins, move-outs, furniture deliveries), the tenants must coordinate access with the Property Management Office at least forty-eight (48) hours in advance.

## JANITORIAL SERVICES

Standard janitorial services are provided five (5) days per week (Monday - Friday), except for certain building holidays. All special or above standard cleaning requests must be made through the 1050 17<sup>th</sup> Street website and are subject to additional charges. Above grade janitorial services include specialized cleaning of high touch areas or full suite electrostatic cleaning.

Boxes which are to be disposed must be flattened and stacked within the Leased Premises and clearly marked "trash" or "basura" [Spanish for "trash"].

Disposal of any trash which will not fit into the usual trash receptacles should be coordinated through the Property Management Office. The Property Management Office will generate a work ticket to handle the trash. **Important papers, boxes, maps, plans, and the like, should not be left on or near waste baskets and recycling bins, for fear that they be mistaken for trash.**

Standard nightly janitorial services do not include the washing of dishes, glasses, coffee pots, utensils within the Tenant's 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 clean the Leased Premises other than the regular janitorial service of the building without the express written permission of the Property Management Office.

## **MODIFICATIONS OF PREMISES**

In order to maintain the integrity of the building systems and to permit the peaceful enjoyment of all Tenants, no painting, decorating, or alterations to the Leased Premises are to be performed without the prior written consent of the Property Management Office. All requests to make such alterations must be made in writing and shall specify the requested modifications in such detail as Landlord requires. All alterations, painting, and decorating shall be performed by contractors approved by the Property Management office, at the Tenant's expense, unless otherwise specifically provided in the Tenant's Lease Agreement. Installation of communications, computer or alarm systems is 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 1050 17th Street employees or contractors at the Tenant's sole cost and expense.

## **NOISE**

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

## **OCCUPANCY**

Each Tenant's Leased Premises must always be and remain in compliance with applicable fire codes.

## **PHOTOGRAPHS**

Photographs, video, and motion pictures in the Lobby or other common areas of the building may not be taken without the prior consent of the Property Management Office. Anyone taking unauthorized photo images will be asked to cease immediately.

## **PLUMBING AND LEAKS**

All appliances installed on 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 Tenants of the building. All water leaks or suspected leaks must be reported immediately to the Property Management Office. All leak repairs shall be done by 1050 17th Street employees or approved contractors at the Tenant's sole cost and expense. The cost of any repair of any damage to the Leased Premises, another Tenant's space or personal property, or the building resulting from the use or maintenance of such appliances will be paid by the Tenant as additional rent under the terms of the Lease Agreement. Plumbing fixtures shall be used for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from misuse by Tenant or any employee or invitee of Tenant shall be repaired at the sole expense of Tenant.

## **PROPERTY MANAGEMENT OFFICE**

The day-to-day operation of the building is handled by the Property Management Office. The telephone number of the Property Management Office is (202) 371-1330. Unless otherwise instructed, all inquiries, requests, and other matters should be directed to the Property Management Office.

## **RECEPTIONS AND PARTIES**

When planning an open house or reception, approval and coordination with the Property Management Office.

## **RECYCLING**

All paper, cardboard, aluminum, and glass can be thrown in the recycling containers. Food waste, some soiled food containers, napkins and plastic bags cannot be recycled. Recycling receptacles are emptied on a weekly basis. If you would like advice on how to collect recyclable materials more efficiently within your tenant space, please contact the Property Management Office.

## **SMOKING**

The Property Management Office, with the consent of the Owners of 1050 17th Street, has designated 1050 17th Street as a NO SMOKING building as described under 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. As such, there will be no smoking in any of the common areas of the building, including the main lobby, entrance vestibules, elevator lobbies, hallways, garage, and restrooms. The Property Management Office is unable to regulate the Leased Premises of individual tenants. It is the responsibility of each office/company to establish a written policy for their areas as detailed under the D.C. law.

## **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, and the Tenant shall comply with all applicable building and fire codes related hereto.
- Doors leading to all sidewalks, entries, passages, courts, corridors, stairways, elevators, and other similar areas in or to the building shall be kept closed when not in use. The Tenant shall lock all doors leading from the Leased Premises to all sidewalks, entries, passages, courts, corridors, stairways and elevators and turn out all lights at the end of their working day.
- No room(s) 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 the written consent of the Property Management Office.

## **THERMOSTAT SETTINGS AND BLINDS**

Tenants should not tamper with or attempt to adjust temperature control thermostats (or obstruct air flow from vents) in the Leased Premises. The building Engineers of 1050 17th Street shall adjust thermostats as required to maintain the building standard temperature. Management suggests that all window blinds remain down and tilted at a 45-degree angle toward the exterior of the building to help maintain comfortable room temperatures and conserve energy.

## **CHANGES**

The Property Management Office reserves the right at any time to rescind any of these building Rules and 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.

## **MOVING AND DELIVERY GUIDELINES**

These Moving and Delivery Guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these Guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These Guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have. Please call the Property Management Office at (202) 371-1330.

1. Notify the Property Management Office as soon as possible as to the date and time of your scheduled move. All moving arrangements must be approved by the building's Manager. All moves will be scheduled on a first come, first served, basis.
2. Large office moves (anything over 5,000 sq. ft. or full floors) may only occur on the weekends or after 10:00 p.m. Monday through Friday. All Large moves must be handled through the freight elevator. Security personnel paid for by the tenant, will be required to monitor the freight elevator, and loading dock.
3. The loading dock is the only building entrance permitted for all moves. We strongly encourage you to schedule this area for all large moves and deliveries. Any exceptions to this entry point must be authorized by building management. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.
4. The moving contractor must provide a Certificate of Insurance prior to the move. The mover must be bonded and carry a minimum of \$6 million combined single limit, property damage, and public liability insurance. We suggest that you secure a Certificate of Insurance for your firm as well.

5. Your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
  - Pad or otherwise protect all entrances, doorways, and walls affected by the move.
  - Cover all floors traversed during the move with appropriate material.
6. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move which may affect building operation. They are also responsible for removing all trash and bulky packing cartons from the building and the loading dock.
7. 1050 17th Street has a strict “NO SMOKING” policy. Moving crew members are not permitted to smoke in any area of the building except at the loading dock.
8. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.
9. Please use the service elevator for all deliveries. Exterior access to this elevator is from the loading dock located on the East side of the building in the alley between L street and 17<sup>th</sup> Street. The loading dock doors are secured 24 hours, 7 days a week. Any deliveries made outside of building hours must be scheduled and approved by the building Manager.



## **MAINTENANCE SERVICES**

## **SERVICES AVAILABLE AT NO ADDITIONAL COST DURING NORMAL BUSINESS HOURS**

- Heating and Air Conditioning adjustments to building standards.
- Elevator repairs and adjustments.
- Building standard light bulb replacements.
- Base building restroom plumbing repairs.
- Replacements of building standard fluorescent lights.

## **SERVICES AVAILABLE AT REASONABLE COST**

- Extended heating and air conditioning hours
- Installation of door closures.
- Additional keys.
- Lock changes.
- Minor alteration or remodeling work.
- Painting.
- Minor electrical, plumbing, and carpentry work.
- Minor appliance repair and maintenance.

## **MAJOR ALTERATIONS AND/OR REMODELING**

To maintain the integrity of the building systems, all alterations and remodeling work must be approved in writing by Hines prior to construction. Please contact the Property Management Office for further information.



## **TENANT SERVICES / RETAIL INFORMATION**

## **FITNESS CENTER**

The 1050 17th Street Fitness Center is accessible to tenants 24 hours a day, 7 days per week provided that the tenant has submitted a Waiver and Release form to the property management office. The Waiver Release Form can be found on the website at 105017thst.com.

**Please remember that the Fitness Center is for Tenants only and is not to be used by Personal Trainers, spouses, friends, or guests of those individuals having proper authorization.**

## **MAIL**

All tenant postal deliveries will be made to the 1050 17th Street mailroom, located on the Lobby level at the east end of the building before the loading dock doors. Individual tenant mailboxes are provided as well as outgoing mailboxes.

## **METROBUS**

Metrobus stops are located near L Street and 17<sup>th</sup> Street. Since pick-up times and destinations vary, please contact Metro at (202) 637-7000 for a schedule.

## **METRORAIL**

Access via the red line is available at the *Farragut North Station*. Access via the Blue line, Orange line, and Red line is available at the *Farragut West Station*.

# Conference Room Rules and Guidelines

*(Rules and guidelines are subject to change)*

The intent of the Conference Center is to offer a large overflow space for tenants who occasionally require a large gathering area beyond that of their own suite space. Please bear in mind other tenants within the building during and after normal business hours. Use consideration during events. These rules and guidelines are provided to ensure a safe, pleasant, and functional setting for all tenants utilizing and conducting business within the building. The following rules and guidelines governing conference room events at 1050 17<sup>th</sup> Street NW have been established by the Property Management Office and are intended as procedures within which Tenant sponsored events must operate.

- Standard event Hours of Operation are 7:30 am - 7:30 pm on Monday - Friday (excluding any observed building holidays and weekends). All equipment and decorations must be removed from the penthouse immediately following the event.
- Maximum capacity for space is 242. Capacity includes all people including coordinators, caterers, security, etc.
- The conference room is reserved exclusively for tenant sponsored events. Private events are not permitted.
- Tenants shall be responsible for all their actions as well as those of their suppliers, vendors, and visitors.
- No loud, abusive, or otherwise offensive or inappropriate language or 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 use of candles, external heaters, or propane devices are strictly prohibited in the conference room, except for stenos.
- No admittance fee or charge for attendance of any conference events may be collected during use.
- Tenant vendors must load and unload using Freight elevator A
- Loading Dock: Schedule 7 days in advance.  
Hours- Monday – Friday, 7:30a.m. - 7:30p.m. Saturday 9:00a.m. – 1:00p.m. Closed on Sunday.
- **If alcohol is served, security must be present. \$55.00 per hour, 1 hour minimum.**
- Overtime security must be scheduled 48 hours in advance. \$55.00 per hour w/ a minimum of 1 hour.
- Cancellation Fee applies if service is not cancelled within 24 hours of requested start time.
- Fees are subject to periodic adjustments. All fees are non-refundable.
- All patrons must adhere to current CDC Guidelines for public spaces and DC Mayor's orders.
- **Red wine is not permitted in the Conference Center.**

Please access Prism to schedule and coordinate conference room events.



1050  
17TH STREET

# SECURITY

## ACCESS TO SECURED BUILDING AREAS

Occasionally, it will be necessary for various people to gain access to secure areas of the building, i.e., telephone closets, air-handling rooms, etc. To maintain the integrity of these areas, the vendors should report to the Security Desk in lobby to present their credentials and they will be escorted to the area where access is needed.

## BUILDING ESCORTS

Any tenant requesting an intra-building escort will be readily accommodated on that request, especially any individual requesting an escort to the parking garage levels. The security officers are not permitted to provide any escort outside the property to any person requesting same.

## CARD ADMINISTRATION

The administration and maintenance of access security cards is accomplished on site via a proprietary access control system. The on-site system can activate access cards for base building access only, i.e., building entrance doors, garage doors, and elevator lobby doors. Access to tenant suites must be requested by the tenant to the tenant's access provider. To ensure that the card population for the building is accurate and valid, the Property Management Office will maintain a list of all individuals currently authorized by that tenant. The Tenant may review the list and add, delete, or modify names as appropriate. A \$15.00 fee applies to each additional card that is issued. This fee also applies for each card lost or stolen. Please report lost or stolen security cards immediately to security and the Property Management office.

## GARAGE PANIC ALARMS

Garage panic alarms are located throughout the parking garage. These push-button alarms are located on columns with blue lights on each garage level. When activated, these alarms emit a strobe light and send an electronic message. These alarms should only be used in an emergency and not used to summon a parking attendant.

## KEYS

For additional security, the 1050 17th Street keying system is based on a restricted keyway. Key Request Forms are available, and additional keys can be obtained only from the Property Management Office at a nominal charge. 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 WRITTEN CONSENT OF THE PROPERTY MANAGER.**

## AFTER-HOURS ACCESS PROCEDURES

After-hour perimeter building access can be obtained by using your access card at the entrance.

Visitors will be required to sign in at the Lobby Desk. All visitors will require approval from the party they are visiting to gain access to the elevators and the tenant office suite.

## **REPORTING A PROBLEM**

If you have a security problem, see a suspicious person, see a suspicious event, or have a safety concern, call the front security desk for the onsite officer immediately (771)-241-3274 or (202)-823-1213. For all other issues, call the property management officer (202)-371-1330. Remember, if you are in doubt, call.



# **PARKING GARAGE**

## **GARAGE**

The present Garage Operator is Atlantic Service. The telephone number is (202) 466-5050 and the off-site Garage Manager's Office is open from 7:00 a.m. to 6:00 p.m., Monday through Friday.

The garage is open Monday - Friday, from 7:00am – 6:00pm. Monthly parking can be arranged by the Garage Manager. If you are a monthly parker your access card will allow you access to the garage after hours. This information is subject to change. For further details regarding garage parking please visit the building's website [105017thst.com](http://105017thst.com)

## **HEIGHT RESTRICTION**

The maximum garage clearance is 6'-6". Please be aware that due to the low-hanging sprinkler lines, there are some areas of the garage that are lower than 6'-6". Drivers of taller vehicles need to be particularly cautious.

## **SPEED LIMIT**

For everyone's safety, the garage speed limit is 5 M.P.H.



# **JANITORIAL SERVICES**

## GENERAL CLEANING SPECIFICATIONS

### **A. Tenant Areas:**

#### 1. Daily

- a. Empty all waste baskets and reline with approved liner as necessary.
- b. Empty all recycling containers at designated locations.
- a. Remove all waste and recyclables to designated area.
- b. Dust all horizontal surfaces. Materials on desks shall not be disturbed.
- c. Clean all glass furniture tops.
- d. Vacuum all carpets.
- e. Sweep and damp mop all non-carpeted areas to produce a thoroughly clean appearance.
- f. Damp wipe and clean all counters, tables, chairs, and tops of appliances in kitchen areas. Dust thoroughly.
- g. Thoroughly clean and polish all water coolers and fountains.
- h. Horizontal blinds shall remain in the position found or adjusted as requested.
- i. Perform recycling program as designated by Owners.

#### 2. Weekly

- a. Detail vacuum all carpets, including under moveable furniture, with particular attention to edges.
- b. Clean all window frames, sills, chair rails, convactor tops, picture frames, or frames of wall hanging within 72" of floor surface.
- c. Vacuum all upholstered furniture and wipe legs to remove dust.
- d. High dust within 72" of floor.
- e. Clean all baseboards.
- f. Dust horizontal blinds.

#### 3. As Necessary

- a. Wipe clean all telephones.
- b. Clean doors, doorframes, walls, millwork, file cabinets, nameplates, and switch plates to remove fingerprints, spills, and other markings.
- c. Clean all interior partition glass windows and entrance doors.
- d. Clean all metal trim work.
- e. Maintain all composition hard surface floors to ensure a scuff-free high gloss, clean appearance.
- f. Spot clean carpet.

#### 4. Semi-Annually

- a. Dust/damp wipe all light lenses and fixtures.
- b. Dust/damp wipe all air diffusers.

#### 5. Periodic

- a. Remove all recyclable materials to designated areas.
- b. Lights not controlled by building automation systems shall be turned off and doors locked upon completion of work unless designated otherwise.
- c. Wash waste receptacles as necessary.

- d. Clean inside of closets upon request of tenant representative and Owner.

**B. Common Area Corridors and Elevator Lobbies:**

1. Daily/Where Applicable

- a. All carpeted floor surfaces are to be vacuumed including edges and under furniture.
- b. Baseboards shall be wiped clean.
- c. Spot-clean carpet.
- d. Hard surface floors shall be dust mopped, wet mopped, spray buffed and refinished as necessary to present a uniform appearance free of wear patterns, stains, and scuffs.
- e. Washable wall surfaces shall be spot cleaned to remove all smudges, stains, and handprints.
- f. Service elevator areas shall be maintained in the same manner as main elevator areas. All wall and carpet stains shall be removed immediately.
- g. Doors and doorframes shall be spot cleaned to remove hand-marks and stains.
- h. Glass entrances and doors shall be cleaned to remove any fingerprints, smudges, or stains.
- i. All metalworks shall be wiped clean and polished as directed by Property Management.
- j. Elevator doors shall be wiped down and polished if necessary. Elevator tracks shall be vacuumed and polished as necessary.
- k. Dust furniture, accessories, ledges, and all other horizontal surfaces using a treated cloth. Vacuum upholstery as necessary.
- l. In kitchenettes, damp wipe with a mild, non-abrasive, approved germicidal detergent all counter tops, walls, and cabinets; Restock paper towel dispensers; Clean and polish sinks, towel dispensers, fixtures and all other metal surfaces to remove all soil; Empty and damp wipe all waste containers, replacing liner daily.

2. Weekly

- a. Pile lift all carpeted floor surfaces to remove embedded dirt and restore the pile to a uniform condition.
- b. Thoroughly clean glass entrances and doors.

3. Monthly

- a. Dust all areas not accomplished during daily maintenance schedule.
- b. Thoroughly dust interior of fire extinguisher cabinet.

4. Quarterly

- a. Dust and damp wipe all light lenses and fixture including exit lights.
- b. Wash and dry all air diffusers.

5. Semi-annually (As requested)

- a. All carpeted common area floors shall be cleaned and shampooed not less than twice per year as requested by Owner.

## **C. Restroom Facilities (excludes private facilities):**

### 1. Daily

- a. Damp wipe with a mild, non-abrasive, approved germicidal detergent all counter tops, doors, walls, door frames, kick plates, thresholds, and partitions.
- b. Clean and polish towel and tissue dispensers, flushometers, shelves, fixtures, and all other metal surfaces to remove all soil with non-corrosive cleaner/polish.
- c. Thoroughly clean all mirrored surfaces to a clean, streak-free appearance.
- d. Empty and damp wipe all wastepaper containers. Replace liner daily.
- e. Thoroughly clean sinks and polish fixtures with non-corrosive cleaner/polish.
- f. Toilets, toilet seats, and urinals shall be thoroughly cleaned using an approved nonabrasive germicidal cleaner. All stains, steaks, and deposits shall be removed. Clean and polish all bright work.
- g. Empty and thoroughly clean feminine product disposal receptacles and replace liner.
- h. Sweep and wet mop floor using a germicidal detergent approved by property management.
- i. Refill all toilet tissue, paper towel, soap, and toilet seat cover dispensers using approved products.
- j. Thoroughly clean all countertops.

### 2. Weekly

- a. Thoroughly wash partitions and walls.
- b. Thoroughly clean base of walls and edges.
- c. Dust ventilating diffusers and light lenses.
- d. Pour water and appropriate chemicals into floor drains to maintain proper water seal and to reduce odors.

### 3. Monthly

- a. Machine scrub floors with particular attention paid to grout, corners, and edges.

### 4. Quarterly

- a. Thoroughly wash walls, floors to ceiling, with approved germicidal detergent. Wash doors and door frames.

## **D. Access Corridors:**

### 1. Daily

- a. Sweep, dust mop, and damp mop all hard surface floor areas to remove dust, dirt, spills, and stains.
- b. Spray buff, strip, and refinish to maintain a high gloss, slip resistant, scuff free appearance.
- c. Dust all horizontal surfaces.
- d. Remove all spots, stains, smudges, etc. From walls, doors, door frames, and baseboards.

2. Monthly
  - a. Dust all vents and light fixtures.
3. Quarterly
  - a. Wash all walls, floor to ceiling (to a maximum height of 10 feet), to remove dust, stains, and smudges not accomplished during nightly maintenance.
  - b. Wash all vents and light fixtures.

#### **E. Trash Removal and Loading Dock Responsibilities**

1. Daily
  - a. All trash collected throughout the facility shall be transported to and deposited in the designated receptacle.
  - b. Recyclable products shall be collected by contractors and deposited in designated receptacles. No mixing of recycling products shall occur. Recycling containers will accommodate mixed paper, cardboard, glass, plastic and metal.
  - c. Remove all debris from around trash receptacle area in loading dock area.
  - d. Hose down and police around trash dumpster to remove spillage resulting from trash removal.

#### **F. Stairways**

- a. Interior tenant stairways are to be maintained in the same manner as tenant occupied space.
- b. Building stairways shall be policed daily to remove all debris, damp mop as necessary to remove spills. Weekly dust mop and damp mop landings and stairs, spray buff and refinish as necessary to ensure a high gloss appearance. Spot clean and dust walls, handrails, and fixtures as necessary. Dust lights, pipes and signage monthly.

#### **RECYCLING SPECIFICATION**

The following is an outline of our recycling program compliance for use in Standard Class A Office Buildings.

- Tenant to locate central recycling bins either in a main workroom or in a main area of a suite. We do not recommend placing the central recycling bins in a kitchen or kitchenette area to avoid possible co-mingling of non-recyclables.
- Bins will be collected weekly prior to scheduled recycling pick-up/hauls.
- During any time, should a central recycling bin become over-filled due to random office moves, and/or purging of documents, etc., tenants will notify janitorial for pick up and disposal to ensure that the recyclables are properly disposed of.
- Any cardboard must be broken down (i.e., flat, or cut up to lie flat);

## **SPECIAL SERVICES**

Additional cleaning services are available to all tenants by contacting the Property Management Office. Above-standard building services are available at an additional time and material charge.

## **PROBLEMS**

Should you experience any problems with the quality of the housekeeping in your office suite, please request your Office Manager to contact the Property Management Office at (202) 371-1330 to address the situation.