

COLONIAL PLACE

AT COURTHOUSE METRO 

TENANT MANUAL

COLONIAL PLACE
2101 - 2107 - 2111
WILSON BOULEVARD



Professionally Leased & Managed by:
Lincoln Property Company
(703) 527-9444

*We want to thank you for choosing **Colonial Place** as your place of business.*

2111, 2107, 2101 Wilson Boulevard, Arlington, VA, 22201

Dear Tenants:

It is with great pleasure that we welcome you to Colonial Place. In an effort to make your tenancy as enjoyable and productive as possible, we prepared this manual for your use.

We encourage you to designate a “*Tenant Representative*” as the contact between your company and the Management Office Staff. The Tenant Representative is the key to accurate and timely information when making requests or reporting problems. We suggest that all communication from your company to the Management Office be channeled through your Tenant Representative.

In putting this manual together, our goal was to answer frequently asked questions. However, if you have any questions or concerns, please feel free to call us at (703) 527-9444.

Our commitment to responsive service and quality management of Colonial Place is our top priority.

The LPC Management Team

Colonial Place Tenant Manual

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General Information

The tenant manual is provided to give you a better understanding of Colonial Place and its operations. After reading the manual, you should have answers to most questions concerning Colonial Place. Every attempt has been made to provide current and accurate information in this manual, but it is possible that some items will change over time. The Property Management Office will promptly notify you of any such change.

The Property Management Office is located on the second floor of **2107 Wilson Boulevard, in Suite 210**. Office hours are from 8:00 am to 5:00 p.m. Monday through Friday.

The telephone number of the Property Management Office is: **(703) 527-9444**. The telephone number may be used during normal business hours, after hours, weekends, and holidays. After hours calls are

automatically forwarded to the answering service, which will contact Lincoln Property Company personnel in response to calls.

The fax number for the Property Management Office is: **(703) 358-9436**.

The website for designated tenant contacts to enter online **maintenance** requests is:

www.colonial-place.com

The mailing address for the Property Management office is:

**Lincoln Property Company
2107 Wilson Boulevard
Suite 210
Arlington, VA 22201**

Please feel free to contact the Property Management Office with any questions you may have. We are here to serve you. Welcome to Colonial Place!

Building Operations

Rent

All rental payments are due on the first of each month.

Checks should be made payable to **2111 Wilson Boulevard, Inc.** Payments for rent and other charges should be made directly to:

2111 Wilson Boulevard, Inc.
c/o Lincoln Property Company
2107 Wilson Blvd. – Suite 210
Arlington, VA 22201

Electronic Wire / ACH Instructions:

Banking Institution: Frost Bank

Account Name: 2111 Wilson Boulevard, Inc. Colonial Place

Account Number: 980046035

ABA Number: 114000093

Building Management

Owner: 2111 Wilson Boulevard, Inc.

Leasing: Lincoln Property Company
Arlington, VA
703-522-4600
www.colonialplacecourthouse.com

Building Management:

Lincoln Property Company
Arlington, VA
(703) 527-9444
Lisa Cunniff – Senior Property Manager
Ashley Poore – Property Manager
Huyen Dang – Asst. Property Manager
Brian Surtees – Chief Engineer
Caroline George Navas – Property Controller

Garage Management

Penn Parking
Hanover, MD
(703) 875-3140
Thomas Haile – Area Manager
cpparking@pennparking.com

Address

2111, 2101 & 2107 Wilson Boulevard
Arlington, VA 22201

Hours and Holidays

The main entrance doors to Colonial Place will be open according to the following schedule:

Weekdays - 7:00 a.m. to 6:00 p.m.

Weekends - Closed

The garage hours of operation are:

Monday through Friday - 7:00 a.m. to 10:00 p.m.

Weekends and Holidays - Closed

To gain access to the buildings after hours, you must use the Datawatch security card provided for this purpose. Card readers are located at the main lobby entrances, elevators, and garage lobby entrances. Inside the garage, card readers control access to the B-1 and B-2 elevator lobbies.

To gain access to the lobby, simply place the appropriate card within approximately a six-inch vicinity to the reader. Once your card has been validated by the reader, the door will unlock and you may enter. The door will close and lock behind you.

The following are the building holidays for Colonial Place. HVAC services will not be provided on these Federal holidays except at tenants' prior request and expense.

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Security

Uniformed security officers are present at Colonial Place 24 hours per day. Their purpose is to monitor activity in the building and to assist with access control. Three officers are on duty Monday - Friday from 7:00 a.m. to 6:00 p.m., two officers from 3:00 p.m. to 11:00 p.m., one officer from 11:00 a.m. to 7:00 p.m., and one officer from 12:00 midnight to 8:00 a.m. One officer is on duty on Saturdays, Sundays and holidays.

After-hours access to the building is available with the use of the Datawatch security access card.

If you have any employees who work late, please inform them that a security officer will be happy to escort them to their vehicles in the garage. To arrange for an escort to the garage, please call the security desk.

Security Desk Phones:

Building One (2111)	703 243-9122
Building Two (2101)	703 243-0201
Building Three (2107)	703 465-2848
Security Cell Phone (24/7)	571-283-3099

If the guard is not at the desk, please contact him/her on the cell phone at (571) 283-3099.

Please be aware that the security officers are not allowed to escort anyone off of the Colonial Place property.

Tenant Contacts

To establish effective communications, each tenant should assign one person as the primary contact and one back-up contact in the office (e.g., office manager or administrator). The primary contact will be the "Designated Tenant Contact" with whom Property Management will communicate on an ongoing basis. The tenant should fill out and provide Property Management with a copy of the Tenant Contact Form which lists the Designated Tenant Contact and other officials. The tenant should keep the Tenant Contact Form up-to-date and provide Property Management with an updated form whenever necessary.

The Designated Tenant Contact should be an authorized agent of the Tenant, who can approve any expenses that the tenant may incur during the tenancy.

All information, correspondence, notices and the resolution of problems will be directed to the Designated Tenant Contact and their back-up only. The Designated Tenant Contact can then channel pertinent information to other members of their office, as necessary.

Building Security

After Hours Security

A contract security officer service is on duty twenty-four hours a day, seven days a week, including holidays. The security officer is stationed in the lobby and periodically has to make rounds throughout the building. The security officer may be gone for 20 to 40 minutes depending on their rounds.

Deliveries

With the exception of items transferrable by hand, all deliveries must be made through the loading dock at 2101 and 2107 Wilson Boulevard or through the rear delivery entrance at 2111 Wilson Boulevard.

Deliveries will not be permitted through the main lobby entrances on the ground floor, or through the B1/B2 elevator vestibules.

Deliveries using carts or dollies are restricted to the freight elevator only. Each freight elevator has an independent call button to summon the freight. The freight elevator will not be locked off for individual use during business hours. This is to allow all tenants and package delivery vendors (FedEx, UPS, USPS) access to the freight elevator during business hours.

- The loading dock in 2101 Wilson Boulevard is located next to the Wilson Boulevard garage entrance. The loading dock has two bays, one has a 3-foot tall dock for trucks to back up to, and the other bay is smaller and level with the dock. The bay height is 12'8" for the truck bay and 10'0" for the smaller bay.
- 2111 Wilson Boulevard does not have its own loading dock. Deliveries to 2111 Wilson Boulevard should be made from the loading dock at 2101 Wilson Boulevard, and moved across the B-1 garage level to the 2111 Wilson Boulevard freight elevator. Alternatively, delivery trucks may attempt to park along Veitch Street and bring deliveries in through the rear entrance of 2111 through the service corridor to the freight elevator. The parking along Veitch Street is metered and subject to availability.
- The loading dock serving 2107 Wilson Boulevard is located by the rear garage entrance on Key Boulevard. The bay height is 13'. To access the freight elevator, enter through the loading dock and continue across the B1 garage level to the B1 elevator lobby. Enter the elevator vestibule through the double doors to access the freight elevator from the common elevator lobby. (Note that on upper floors G –11, the freight opens on the service side only.)

Large deliveries such as suite furniture must be coordinated in advance with the property management office. These deliveries must be made after hours to prevent congestion of the loading dock and freight elevator during business hours. It is the tenant's responsibility to supervise all delivery and moving personnel. All delivery vendors must provide a Certificate of Insurance to the tenant, who must in turn provide the document to the Management Office. See Moving Procedures for requirements for Additional Insured.

Due to the Arlington County noise ordinance, the loading dock hours are 8:00 a.m. to 9:00 p.m. Monday through Friday, and 10:00 a.m. to 9:00 p.m. on Saturday, Sunday, and holidays.

Key and Lock Policies

Four suite keys will be provided free of charge to each tenant. Additional keys may be obtained for \$2.00 per key. Please direct any key requests to the Colonial Place Management office.

All locks must be keyed to the Colonial Place building master key system. This is to allow entry by the night cleaning staff and by engineering staff in the event of an emergency.

If Datawatch Security cards are needed, please contact Datawatch at (301) 654-3282 to purchase additional cards. Please check their website for latest rates, but the cost for Datawatch key cards is currently \$9.00 each and fobs are \$13.00 each.

Lost and Found

Tenants should turn in any found items to the Property Management office. Tenants should not post lost item signage around the property. Tenants who wish to inquire about or report the loss of property should contact the Property Management office either in person or by telephoning 703-527-9444.

Found items returned to the Management Office will be discarded after 15 days.

Solicitation

Solicitation is not permitted in the buildings. The security officers will try to screen these individuals at each building. However, if a solicitor or someone distributing sales material visits your suite, please call the Management Office immediately at (703) 527-9444. Colonial Place management and security will respond promptly and remove the individual from the building.

Building Services

Building Signage and Directory

A building directory is located in the main lobbies of Buildings I, II and III. Tenants located in given building will receive listings on their respective directory. Each tenant will be listed identifying the firm name and suite number. In 2107 Wilson Boulevard, each tenant will receive one directory strip per 1,000 SF of rentable space for the listing of partners, principals, etc. Replacement directory strips can be ordered from the Management Office for a small charge. Directories at 2111 and 2101 Wilson Boulevard are electronic and names are updated by the management office.

Each tenant suite entry door will receive a sign with the firm name in the building standard graphics. Ordering instructions for tenant signs must be in writing to the Management Office. Ordering signs takes at least several weeks, so please make sign requests as soon as possible. If a tenant changes its name, Tenant must purchase a building standard sign at tenant's cost. Paper signs are not permitted. If the name is different than that on the lease, tenant will be required to submit a "Building Directory/Suite Signage Form" detailing the relationship between the legal tenant and the company name on requested sign. See Appendix section.

Any other graphics that you wish to place in the building must be approved by Property Management before being placed. We will be happy to assist you with any questions you may have.

Cleaning

Janitorial service is provided nightly Monday through Friday in all tenant and public areas. The cleaning hours are normally between 6:00 p.m. and 10:00 p.m. Please be aware that the cleaners do not clean computers or keyboards. The cleaners do not clean desktops unless all papers and other materials are removed from the desk. Please do not use trash or recycling containers to store files or personal items, as the cleaners may discard/remove the contents in these containers. These policies are in place to prevent accidental losses or damage to tenant documents.

Day porters are present Monday through Friday during business hours to maintain the public areas and restrooms, and respond to tenant requests. The porters handle most cleaning requests that may arise during the day. Please enter an online work order if you need a day porter's service, or call the Management Office. Colonial Place has large trash barrels available for tenant use that the porters can deliver to the suite. To arrange for special cleaning service, please call the Management Office and we will be glad to coordinate this work for you.

The exterior of the windows is washed twice a year, and the interior of the windows is washed annually. Before the interior of the windows is washed, Lincoln Property Company will send a memo to the tenants notifying them of the date and asking that the window ledges be cleared.

Elevators

For elevator malfunction, please refer to page 16 of the tenant manual.

Elevator Access / Security

The elevators of Colonial Place are equipped with Datawatch electronic security system, which restricts access to all floors with the exception of the main lobby and garage levels B-1 and B-2 during non-business hours. During non-business hours, you will need your Datawatch cardkey to move above the lobby level of each building. To use the Datawatch card, place your card in front of the card reader located above or between the floor call buttons and press the button for your authorized destination. (In 2107 Wilson, the card reader is a surface mounted gray rectangular box to the right hand of the elevator doors. In 2101 and 2111, the card reader is below the "help" button on the right-hand side of the elevator doors). Please note that your card is only programmed to allow access to the floor on which you work. Elevator security hours are 6:00 pm to 7:00 am weekdays and 24 hours a day on the weekend and building holidays.

Full floor tenants have the option to secure their floors 24/7. However, tenants must escort their visitors from the lobby.

Freight Elevators

Freight elevators are intended to be used for construction and large deliveries. For safety purposes, passenger use should be limited to the designated passenger elevators. The freight elevator is programmed so that only the set of doors on the service corridor side will open. The doors located on the main lobby side are programmed to open only during emergency service. To access the freight elevator:

- **Colonial Place I – 2111 Wilson:** Freight elevator access is via two paths: 1) from the B1 level inside the mail room, and 2) from the lobby level off the rear service corridor. 2111 Wilson does not have its own loading dock. Large deliveries requiring a dock should park in the loading dock of

2101 and move through the B1 level of the garage along the striped path to the freight elevator of 2111 Wilson. The other option is to park on Veitch Street, if available, and use the rear service corridor exit door on the lobby level to call the freight at the rear service corridor station.

- **Colonial Place II - 2101 Wilson:** Freight elevator access is on the B1 Level, through the loading dock to the service lobby which is prior to the passenger elevator lobby.
- **Colonial Place III - 2107 Wilson:** Freight elevator access is on the B1 level, through the loading dock on Key Boulevard and through the double doors into the elevators vestibule.

Forms

The following documents may be found on our website at www.colonial-place.com, under User Features / Document Manager / Building Documents.

- Bike Cage Waiver
- Bike Cage Rules and Regulations
- Bomb Threat Record Form
- Building Directory and Suite Signage Form
- Fitness Center Waiver
- Fitness Facility Rules and Regulations
- Freight Elevator Request Form
- General Rules and Regulations
- Key Request Form
- Moving Procedures
- Personal Trainer Addendum
- Tenant Contact Form

Please refer to the Appendix section of this manual for all waivers and request forms. Rules and regulations may be found within the Policies and Procedures section of this manual.

HVAC

HVAC service is provided from 8:00 a.m. to 6:00 p.m. Monday through Friday, and from 8:00 a.m. to 1:00 p.m. on Saturday. Please note that Saturday HVAC services will not automatically be provided unless it is requested 24 hours beforehand. For further clarification please consult your Lease.

To request after hours HVAC, please contact the Property Management Office by 3:00 p.m. of the afternoon that service is requested, and by 12:00 p.m. on Friday for weekend service.

The current charge for after-hours HVAC is \$55.00 per hour per floor (unless otherwise specified in the lease). This charge reimburses the building for the cost of operating the HVAC system, and is subject to change.

Mail Service

Mail is delivered daily to the mailboxes located on the B-1 level of 2111 Wilson Boulevard, and on the lobby level of 2101 & 2107 Wilson Boulevard.

A drop box is located in the same area. Outgoing mail is scheduled for collection by the postal service once a day, Monday through Friday exclusive of holidays.

To be assigned a postal box or get a replacement key in the building, please bring 2 forms of identification (lease agreement, approval letter on company letterhead for personnel picking up the key) to the US Post Office located at 3118 Washington Boulevard, Arlington, VA 22201

If you have questions, please contact the US Post Office at (703) 993-0072 or (877)-747-6249. Drop boxes for UPS and Federal Express are also located in the same area.

Maintenance and Maintenance Requests

Colonial Place has a staff of engineers and day porters on duty during normal building hours. They are here to maintain the building and service your needs. If you experience any maintenance or cleaning issue, or an uncomfortable room temperature, please have the Tenant Contact notify the Property Management Office via the online work order system at www.colonial-place.com or by calling the office. We will need to know the following information:

1. The nature of the problem
2. The location of the problem
3. A contact person and phone number

Once a work order is entered, a day porter or engineer will be dispatched to correct the problem. Upon completion of the work, the tenant will be asked to sign a work order ticket. If the work performed is building standard service, there will be no charge. Any above-standard work must be requested in writing by the tenant contact. All above-standard work will be invoiced once per month.

Tenants are encouraged to manage their suite's service requests online. Each authorized person is given an account login/password which will allow them to submit service requests, monitor the progress/completion of the work, print summary reports, and get updates on building news, information and announcements. Please use this website as it is the primary means of communication for the property.

Instructions: Go to www.colonial-place.com and enter the user ID and password to login. To create a service request, click on the Service Request link located under User Features. Click "Add New". Enter all applicable information in the designated fields. Click "Save" and your screen will refresh with a summary of your work order as well as your request ID number. You may monitor your service requests via the Service Requests screen. Use the Filter Status drop down menu to narrow your search. There are instructions at the top of the screen to assist you. You can change your password at any time by logging in and visiting the 'My Profile' page (link, upper right-hand corner of page).

Please be aware that Colonial Place Management is not responsible for repairing tenant finish items such as garbage disposals, dishwashers, supplemental AC units, water heaters, power to cubicle furniture, etc. We will gladly assist your effort in locating the contractor or vendor to meet your needs.

Please do not allow paper towels or coffee grinds to be poured into the sink. It will cause a blockage which may result in damage to your or other tenant office.

Pest Control

Pest Control service consists of providing monthly inspection and services of building common areas. All requests and any particular concerns should be made directly to the Property Management office through a work order form online.

Recycling and Trash

The recycling & trash program is done by nightly pick-up by the janitorial service. The office trash is placed into the compactor on the loading dock of 2101 Wilson Boulevard. The office recycling is placed in the compactor on the loading dock of 2107 Wilson Boulevard. The waste removal contractor hauls the contents of each to their respective sorting facilities.



Emergency Procedures

Overview

The following emergency procedures are offered as guidance in dealing with both man-made and natural disasters. The procedures include forming a Building Security Committee, establishing safety precautions, evacuation of the building in case of fire, bomb threats, floods or other emergencies, and shelter-in-place in case of biological/chemical threats. Each tenant should have an internally written Emergency Evacuation Plan with locations of the stairwells and fire extinguishers locations, how to exit the building, location of the building's meeting location, etc.

We strongly recommend that emergency procedures are established by each tenant. Management will be happy to assist tenants in setting up such procedures.

Bomb Threat

In case of a bomb threat, it is critical that the Property management office (703-527-9444) be contacted immediately. Once notified of a threat, it is our policy to contact the proper authorities. The police will be contacted and the bomb squad will inspect the premises and determine the proper course of action. Tenants should not re-enter the building until proper clearance has been obtained from a Property Management representative.

There are normally two reasons for a call reporting that a bomb is about to explode at a particular location. First, a caller may have definite knowledge that an explosive or incendiary device has been planted and

he wishes to give a warning in order to minimize personal injury or property damage. Second, a caller may wish to create an atmosphere of anxiety and panic which would result in a disruption of normal activity.

Although most bomb threats fall into the second category, none can be taken lightly. Procedures have been established to handle such incidents with due regard for the safety of occupants of the complex, causing a minimum of disruption to daily business operation.

If a bomb threat is received by a telephone, an attempt should be made to obtain as much information as possible from the caller. A "Bomb Threat Record Form" can be found at www.colonial-place.com, or in the appendix section of this manual. This form is designed to be utilized in recording the necessary data when a bomb threat is received by telephone. The information which should be obtained from a caller making a bomb threat is explained fully below:

1. Keep the caller on the line as long as possible. Ask the caller to repeat message. Record every word spoken by the person. Notify a co-worker near you, in writing, to call 911, possible (never speak aloud where the caller can hear you).
2. If the caller does not indicate the location of the bomb or the time it is set to explode, ask for this information.
3. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, such as motors running, music or any other noise which may give a clue as to the location of the caller, especially unusual or out-of-the-ordinary noises.
5. Listen closely to the voice (male or female), voice quality (calm or excited), and any accent or speech impediment.
6. Immediately after the caller hangs up, call the "911" emergency number to notify the police, followed by a call to the Property Management office at (703)-527-9444.
7. The person receiving the call should remain available for possible questioning by law enforcement personnel.
8. A brief search of the immediate area for any suspicious objects may be undertaken, but if such a package is located Do Not Touch or Disturb It in Any Fashion. Bombs are made to explode and there are no absolutely safe methods of handling them.

A bomb threat may be received in writing. Once a written message is recognized as a bomb threat or threat of any nature, further handling of the item(s) should be avoided, and all materials, including any envelope or container, should be turned over to the police. Should a tenant receive a package which arouses suspicion concerning a possible explosive or destructive device, The Package Should Not be Touched in Any Fashion. If possible, the tenant should move to another room immediately call 911 to notify the Police Department, immediately followed by a call to Property Management.

Chemical/Biological Threats

It is difficult to prejudge how a biological, nuclear or chemical event would occur. This policy is only intended as a guideline. Its implementation could be impacted by exigent events.

In case of a chemical/biological event, it is critical that the Police Department (911) and the Property Management office (703) 527-9444 be contacted immediately.

The Property Manager and the Chief Engineer in conjunction with the local authorities and the tenant contacts will decide whether to evacuate the building or to shut down all ventilating systems.

If the chemical/biological agent is outside the building, the ventilating systems will be shut down. The systems will remain shut down until the Property Manager and the local authorities have determined that it is safe to restart them.

Property Management will make an announcement as would seem appropriate over the public address system advising all occupants to stay inside the building.

Lincoln Property Company will lock the building down. The Property Manager will contact the garage operator to shut down the parking garage. No cars will be permitted to enter or exit the building. All perimeter entrances will be locked. No one will be permitted to enter the building.

The building elevators will be shut down and available to Lincoln Property Company's staff for emergency use only.

If the chemical/biological agent is inside the building, the building will be evacuated.

After the building has been declared safe by the local authorities, the Chief Engineer will return the building systems back to normal. The occupants will then be directed to return to the building.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. 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 and the police will be summoned.

Elevator Malfunction

In the event a passenger becomes stuck in an elevator:

1. Press the audible alarm button with the "Bell" icon. Please note the alarm button is audible but is not monitored. Occupant must also press the Phone (or Help) button to ensure that contact is made with the monitoring center for emergency response.
2. Remain calm.
3. Do not attempt to force the elevator doors open.
4. In 2111 and 2101 Wilson Boulevard, the "Help" button is located on the lower row on the right-hand side of the elevator. In 2107 Wilson Boulevard, the "Help" button is actually a

“Push to Call” button located behind an access door on the left-hand side of the elevator. An operator will answer the phone and summon help.

5. In addition to dispatching emergency personnel, the operator will contact the on-site Security Officer to respond to the building/floor of the trapped elevator to speak with and remain with the occupant until help arrives.
6. Both the monitoring Operator and the Security Officer can make calls on the Occupant’s behalf to notify others of the situation.

Please note: the building staff has been instructed to refrain, under any circumstances, from attempting to release a passenger or passengers from a malfunctioning elevator. Serious injuries could result from tampering with an elevator system. For this reason, it is our firm policy that only a qualified elevator mechanic or the Arlington County Fire Department may manipulate an elevator for the purpose of freeing persons detained in the elevator.

In the event of a power outage, one elevator will continue to operate using the building’s emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE ONLY STAIRWELLS.

Emergency Contacts

All Emergencies	911
Building Management Office	(703) 527-9444
Arlington Police Non-Emergency	(703) 558-2222
Arlington County Office of Emergency Management	(703) 228-7935
Arlington Fire Department	(703) 558-2222
Datawatch Systems Main Number	(301) 654-3282

Important notes:

If you call 911 as a result of a medical emergency, please be sure 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 Management Office to inquire whether you should evacuate. Please keep the telephone lines clear so that Management may attend to the situation in a quick and efficient manner.

Evacuation

What to Do Prior To Evacuation

All occupants shall:

1. Familiarize themselves with the locations of fire extinguishers and fire alarm manual stations.
2. Know the locations of the exits.
3. Recognize the sounds of the fire alarm.
4. Know how to activate the fire alarm. The fire alarm may be activated by pulling down any manual pull stations.
5. Know how to notify the fire department. (Dial 911)
6. Proceed directly to the exit whenever the fire alarm is heard.
7. Designate a Floor Monitor who will serve on the Safety Committee as the tenant's representative. The Floor Monitor will be the last person to leave the space after making sure all employees have left. Full floor tenants will need at least two assistants to help the Floor Monitor.
8. All tenants should have their own evacuation plan to evacuate their space. Fire drills should be conducted within your space including all employees.

Please ensure that any individuals requiring assistance during an evacuation will have their needs met.

Internal Tenant Plans

It is important that tenants develop their own internal plans in the event of an emergency. The Building Staff will provide assistance in the event of an evacuation or shelter-in-place, but each tenant is responsible for developing plans and training their employees for both of these possibilities. Below are some guidelines to use in developing your plans:

Tenants should assign Floor Captains for each floor they occupy. It is equally important to have a back-up Floor Captain who will stand in if the main Floor Captain is not present.

The Floor Captain will:

- Disseminate information and direct the employees on their floor.
- Communicate with the Building Staff during an emergency and provide progress reports on the evacuation.
- Direct orderly flow during drills and emergencies.
- Maintain an updated personnel roster with vital information for each employee.
- Maintain a list of occupants with disabilities and monitor for persons with disabilities during the emergency.
- Ensure all occupants have vacated the floor.
- Ensure doors are closed, lights are on and electrical equipment is off during evacuations.
- Go to the pre-determined assembly area to perform a head count using the personnel roster.

Fire and Life Safety

Fire Drills

The Colonial Place management team will conduct a building-wide fire drill on a semi-annual basis. Each building has two stairwells and at least two exits on the lobby level. Please familiarize yourself with both stairwells and exit locations. As part of the planning process, we suggest you designate one employee to act as Fire Monitor to coordinate fire drills and emergency procedures for your firm. In addition, two after-hour contacts should be provided to management to be used in the event of emergencies. See the "Tenant Contact" form located in the Management Forms section of this manual.

In Case of Fire

1. Close door to room where fire is located.
2. Alert others then call FIRE DEPARTMENT - 911.
3. Activate building alarm by pulling the nearest PULL STATION.
4. Go directly to the nearest STAIRWELL, WALK TO THE GROUND FLOOR AND EXIT THE BUILDING.
5. Remain outside until Building Management or the Fire Department announces that it is safe to return.

When Alarm is Sound

1. The alarm is received at the off-site security monitoring station. The fire department will be summoned immediately.
2. Audible and visual alarms will sound on the floor where the alarm is activated, and on the floor directly above and below.
3. The elevators will return to the main lobby and stay there while the alarm is active.
4. The stairwell doors throughout the building will automatically unlock to allow access from either side of the door.
5. A member of the engineering staff will be sent to investigate the cause of the alarm.
6. When the fire department arrives, the fire chief will go directly to the Fire Control Room where he will direct emergency operations.

Safety Features

For your safety and well-being, Colonial Place is equipped with the following safety features:

- Pull Stations - You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm and see the strobe lights flashing. Should you hear this alarm, or see the strobe lights, do not hesitate to evacuate the building.
- Stairwells - Your evacuation route will lead you to a fire rated stairwell. Take a few minutes to learn the location of the stairwell nearest to your normal working location. It would be a good idea to locate the other stairwell as well. Each tower stairwell is equipped with a phone for

communication with the security monitoring service. Intercom stations are located on levels 8 and 3. Push the button on the handset to call the monitoring company.

- Sprinkler System - The building is fully equipped with an automated sprinkler system. Sprinkler heads are located in the ceiling.
- Smoke Detectors - A network of smoke detectors provides an early warning system for the entire building. Smoke detectors may be set off due to paint or dust. Please contact Management Office if your contractor needs to perform work.
- Fire Control Room - From the command center located in the main building lobby, the fire chief can direct emergency operations. All alarms are displayed there.

Fire Wardens

We ask that one person from your staff be appointed as a fire warden. Ideally, this should be the person who has been assigned to communicate with the building management on an ongoing basis.

The fire warden has the following responsibilities:

During a fire emergency:

- Checks to see that everyone has evacuated
- Leaves with an employee roster
- Is the last one out
- Regroups with all co-workers at a pre-determined location and checks off roster
- Communicates with building staff

In preparation for a fire emergency:

- Maintains employee roster
- Plans for the evacuation of handicapped persons
- Advises co-workers of changes in procedures

Fire Prevention

Please follow the following precautionary steps to prevent fire:

- Flammable or combustible supplies should be stored in metal cans or safety containers.
- Extension cords in lieu of permanent wiring are not recommended. If used, they are required by law to be of three prong construction.
- Appliances and cords should be kept in good repair.
- Use caution when disposing of cigarettes, cigars and pipe ashes. Never deposit warm ashes into trash cans.
- The use of space heaters is prohibited in the building. The building was designed to carry a normal electrical load; overloading may result in an electrical fire.
- Never use water on electrical, oil or grease fires.

Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at 703-527-9444. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

Power Failure

If the building power supply is interrupted, the emergency electric generator will activate within a matter of seconds. The generator will activate sufficient electricity for limited elevator operation and emergency lighting.

Colonial Place Management will keep you apprised of any information from Dominion Virginia Power regarding the status of the power failure.

Should an employee with disabilities need assistance, please call the Management Office identifying the location of said employee.

Severe Weather

The U.S. Weather Bureau describes weather 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. 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.

Shelter-in-Place

Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active shooter; tornado; or chemical, radiological, or other hazard.

Please refer to the American Red Cross for more information on shelter in place.

Shelter in Place Planning

Select a shelter room or rooms. This room(s) should have the fewest number of windows, vents and doors and be large enough to provide 10 square feet per occupant.

Prepare a shelter kit that contains essential supplies that will be needed during a shelter-in-place. Examples include: plastic sheeting, duct tape, first aid kits, a battery powered radio, flashlights, fresh batteries, and bottled drinking water.

It is recommended that the shelter room have a telephone that is not connected to the phone system of the tenant, so it will remain operational in the event of a power failure.

Assign an employee to check your shelter kit on a regular basis. Supplies can sometimes disappear when all employees know where the shelter kit is stored. Batteries for the radio and flashlight should be kept fresh.

Assign employees to specific shelter rooms. Plan for extra space in each shelter room to fit visitors and employees who cannot make it to their assigned shelter room.

Employees cannot be forced to shelter-in-place. Therefore, it is important to develop your plan to maximize the cooperation and determine if all employees will shelter or if some will leave the building.

Develop an accountability system. You should know which employees and any visitor who are in your space if an emergency develops. Visitors should be informed if your company decides to shelter-in-place.

Drills should be planned and practiced on a regular basis. Afterwards, employees should critique the drill.

Sample Plan

The following is a sample shelter-in-place plan developed by the National Institute for Chemical Studies. This sample is for reference purposes only. Each tenant should develop their own plan that best suits its needs.

Shelter-In-Place Plan for ABC Company, Inc.

In the event that a shelter-in-place is advised for the area including the ABC Company, all persons in the building will be notified that ABC Company is preparing to shelter-in-place and that all doors will be locked after 3 minutes. All employees and visitors must decide whether to shelter-in-place at ABC Company until the “all clear” is announced or whether they will leave the premises within 3 minutes. After that time, no one will be allowed to break the seal on the building until the “all clear” is announced.

Shelter-In-Place Procedures:

Procedure	Responsible Party
Listen for announcement on radio or TV	Ms. Grey (back-up is _____)
Announce to employees and visitors that a shelter in place has been advised and that the sheltering plan should be implemented immediately	Mr. Brown (back-up is _____)
Take employee roster and visitor sign-in sheets to the shelter area	Ms. Green (back-up is _____)
When intercom announces shelter in place, immediately turn off all air handling equipment	Building Staff
When 3 minutes have elapsed, place sign on outside and lock all outside doors	Mr. Black (back-up is _____)
Ascertain presence or whereabouts of all persons on employee/visitor sign-in sheets	Ms. Silver (back-up is _____)
Seal windows and vents with plastic	Mr. Yellow (back-up is _____)

Monitor radio broadcast for emergency messages	Ms. White (back-up is _____)
Employees will leave the shelter room and immediately go outside the building to pre-arranged meeting area	Mr. Orange (back-up is _____)

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Building Amenities

Bicycle Secured Storage

There are two secured bicycle storage rooms for tenant convenience; 2111 Wilson building at the B2 Level, and 2107 Wilson building at the B1 Level. These storage rooms can be accessed with your Datawatch card upon submission of a signed Bike Cage Waiver to the maintenance office. The bike cage waiver is accessible at www.colonial-place.com and in the appendix section of this manual. For rules and regulations, please refer to the Bike Cage Rules and Regulations section of this manual.

Electric Vehicle Charging Station

For tenant convenience, there are three electric vehicle charging stations located at the B1 Level of 2107 Wilson Boulevard, next to Bicycle Storage. There is a 4-hour limit on parking in the space. Vehicles who exceed the maximum time allowed will be towed at the vehicle owner's expense.

Fitness Center

Colonial Place offers a fitness center which is available to tenants free of charge. The facility is located in **2111 Wilson Boulevard, lobby level**. Before your building access card can be programmed for access to the fitness center, you must read and sign the Fitness Center Waiver. This waiver can be found electronically at www.colonial-place.com and in the appendix section of this manual. Please have the Tenant Contact email the completed waiver to the Management Office for processing. The Management Office will email the tenant contact upon process completion. For rules and regulations, please refer to the Fitness Center Rules and Regulations section of this manual.

Tenant Lounge

The tenant lounge is located on the lobby level of 2111 Wilson Boulevard next to Corner Bakery Café behind the reflective glass wall. This is a tenant-only amenity for tenants to relax away from the office. Food and drink are permitted. The lounge offers comfortable furniture, tables with outlets and USB ports, wi-fi, and cable television. The lounge is secured 24/7 and is only accessible with an activated

Datawatch key card/fob. No waiver form is required; however, failure to use the tenant lounge for its intended purposes will result in restricted access to this amenity. The tenant lounge is non-reservable.

We ask that tenants be respectful of others when having phone conversations or while using any electronics.

Policies and Procedures

Arlington County Business License

All businesses in Arlington County must have an Arlington County Business License. Each new tenant will need to contact the Arlington County Business License Dept. to either transfer an existing or apply for a new **Arlington County Business License** for the Colonial Place location. The County will not issue a CO without it. Contact: business@arlingtonva.us or the main number (703) 228-3060. Directions can be found at <https://taxes.arlingtonva.us/business/new-businesses/>.

Certificate of Occupancy

The **Certificate of Occupancy** for this suite is tenant-specific and is required when a company's occupancy commences. Instructions including the fee structure can be found on the County's website at <https://building.arlingtonva.us/permits/certificate-occupancy/>. Once the tenant (or its contractor) submits the application and fee, the Zoning Supervisor Inspector will contact the applicant to set up a time to meet for the Zoning inspection. Once the certificate is issued, please provide a copy to the management office.

Bike Cage Rules and Regulations

The following Rules and Regulations are intended to make the Bike Cage Facility at Colonial Place (2107 & 2111 Wilson Boulevard, Arlington, VA) as safe, enjoyable and pleasant as possible for all users. These rules are applicable to all users and may be changed by Landlord from time to time in order to provide for the safe, orderly and enjoyable use of the Bike Cage Facility and all equipment located therein. All capitalized terms shall have the meanings given to such terms in the Waiver of Liability to which these Rules and Regulations are attached.

1. Use. The Bike Cage Facility may only be used by current, on-site employees of tenants of the Building ("Tenants"). Any current employee of a Tenant who has executed a valid Waiver of Liability may use the Bike Cage Facility, subject to the terms and conditions set forth below. Users shall use the facilities and equipment within the Bike Cage Facility solely for their intended use and purpose.
2. Operation. The Bike Cage Facility may be used only during those operating hours that have been designated by Landlord, provided that the Bike Cage Facility may not be used when it is closed for repair or cleaning, or due to an emergency. Landlord may change the designated hours of operation from time to time in its sole discretion.
3. Conduct. Any conduct which Landlord or the Building's property manager believes unreasonably interferes with the use or enjoyment of the Bike Cage Facility or of the equipment therein by other

persons, or which disrupts or interferes with the safe, orderly and efficient operation of the Bike Cage Facility or the equipment therein, is strictly prohibited.

4. Use of Tobacco Products. Smoking of any kind or any other consumption of tobacco products is strictly prohibited.
5. Solicitations and Petitions. Solicitations for the sale of any product or service, or for charitable contributions or political or other petitions of any kind are strictly prohibited.
6. Identification. Users must present their access Datawatch card upon request by any employee of Landlord, the Building's property management company or contracted Building security for identification purposes. Landlord, its property management company, and any future operator of the Bike Cage Facility assume no responsibility for lost or stolen access cards.
7. Notices, Complaints or Suggestions. Users of the Bike Cage Facility must immediately notify the property management office in the event that they discover any defective, unsafe or hazardous condition in, or relating to the use of, the Bike Cage Facility or the equipment therein, or any breakage, sickness, fire or disorder at the Bike Cage Facility. Complaints or suggestions as to the operation, maintenance, services or equipment at the Bike Cage facility are welcome. Such notices, complaints or suggestions should be sent to Landlord in care of the Building's property manager.
8. Violation of Rules. Failure or refusal to comply with these rules and regulations may result in the loss of individual privileges upon notice from Landlord, the Building's property manager or, if applicable, any operator of the Bike Cage Facility.
9. Maintenance. No user shall leave litter, trash, debris or articles of clothing at the Bike Cage Facility.
10. **No Liability.** Landlord, the property manager and any future operator of the Bike Cage Facility assume no liability for any personal property, clothing, jewelry or other valuables brought into or stored in the Bike Cage Facility. Each user assumes all liability and responsibility for any loss or damage to any such personal property, clothing, jewelry or other valuables.
11. Access. Access into the Bike Cage Facility is through a Datawatch Key Card or fob. To obtain access, an employee of a Tenant must complete and submit to the property management office a Waiver of Liability. This waiver can be found at www.colonial-place.com and in the appendix section of this manual. At that time, the employee's existing Datawatch Key Card or fob will be activated for access. Landlord, the property manager and any future operator of the Bike Cage Facility reserve the right to change the combination or method of access at any time, without notice.
12. Other Facilities: Landlord or Building Manager may prohibit use or close the Facility if misused in any way. Landlord and Building Manager take no responsibility for personal possessions left in the facility. Locks on lockers are permissible, but all articles and locks must be removed when the user leaves the Facility. Landlord and Building Manager reserve the right to remove and dispose of any locks and personal possessions remaining in the Facility when it closes each day. Landlord and Building Manager make no representation or warranty that the use of any locker will protect User's personal property from damage, loss, or theft.

Contractors

Remodeling/Redecorating Requirements

If a tenant desires to remodel their office space, approval for any structural, mechanical, electrical, plumbing or other changes must be obtained from Property Management in writing, prior to the initiation of any work. Any change to doors, entrance formats or signage must be approved by the Management Office in writing in order to ensure compliance with building standards. On all construction, working drawings will be required and must meet the approval of the Owner prior to any work beginning. The Management Office requires copies of permits for construction, a Certificate of Insurance for the contractor, and final plans prior to the commencement of work.

All contractors working in the building must comply with the building rules and regulations. This requirement ensures minimum disturbance to building tenants, prevents any damage to the property, and for reasons of liability. A copy of the construction and remodeling specifications, and contractor rules and regulations, can be obtained by contacting the Management Office.

A note on seasonal decorations: During the holiday season, tenants may wish to decorate their offices. Decorations within the suite are permitted. However, exterior windows may not be decorated and no decorations should be attached to the outside of suite entry doors or nailed to any other door within the suite. County fire code regulations must be observed. The only acceptable Christmas trees are artificial, UL approved. Live trees are not allowed. Electric lights used on trees must conform to the appropriate electric code and be UL approved.

Fitness Center Rules and Regulations

The following Rules and Regulations are intended to make the fitness facility, the equipment contained therein, and the attached locker rooms, showers, changing areas and restroom facilities (jointly and severally, the "Facility") at Colonial Place safe, enjoyable and pleasant as possible for all members. These Rules and Regulations are applicable to all members and may be changed from time to time in order to provide for the safe, orderly and enjoyable use of the Facility's equipment and amenities.

Use: Users shall use the Fitness Facility and related equipment solely for weight and cardiovascular training on the equipment provided. Users shall not misuse or use the Fitness Facility and related equipment in any manner which will damage the same. Users shall not install, nor tamper with or remove, any equipment in the Fitness Facility. No person may use the Fitness Facility unless they have signed a Waiver of Liability. This Fitness Facility is open to Tenants and their onsite employees only. Guests are not authorized to use the Fitness Facility and users shall not grant access to the Fitness Facility, nor permit the Fitness Facility to be used, by any unauthorized person. Any authorized User who wishes to bring a personal trainer into the Fitness Facility must first sign, and have his/her trainer sign, a Personal Trainer Addendum Waiver.

Exercise Equipment: Please refer to the posted instructional cards for proper utilization of the exercise equipment. Exercise equipment may not be reserved. Usage of exercise equipment is first come, first served. In addition, if there is a line to use the exercise equipment, please limit your use to no more than 30 minutes. Please wipe off equipment after use with the sanitizer that is provided. Please pick up trash, towels, and personal belongings before leaving the Fitness Facility.

Hours of Operation: The Fitness Facility is available for tenants' use twenty-four hours per day, seven days per week; however, HVAC service will not be provided twenty-four hours per day, seven days per week. The Owner reserves the right to modify these hours of operation at any time. A Datawatch Access key fob with the proper authorization is required to access the Fitness Facility.

Clothing: The minimum attire at the Fitness Facility shall be gym shorts, tee shirts, socks and tennis shoes. Any conventional exercise attire is permissible. Sneakers, tennis shoes, or similar footwear must be worn at all times. Users of the Fitness Facility must wear clean and appropriate attire when in transit to and from the Fitness Facility, which may include, but not be limited to, warm-up suits and sweat suits. All personal items must be removed daily by 10:00 pm or the posted time of closing of the Fitness Facility, whichever is earlier. Items left in the lockers or elsewhere in the Fitness Facility will be discarded by Owner.

Conduct: Any conduct which unreasonably interferes with the use or enjoyment of Fitness Facility or the equipment by others, or disrupts or interferes with the normal, safe, orderly and efficient operation of the Fitness Facility or the equipment, is strictly prohibited. Radios, Smartphones, or other similar personal audio equipment may not be used without headphones. No User shall make or receive phone calls while in the Fitness Facility and the ringer on all cell phones must be set to silent. No User shall make, or permit to be made, any disturbing noises or disturb or interfere with the occupants of the Building or neighboring Buildings or premises or those having business with them through any means whatsoever. Those in violation of this rule will be subject to immediate expulsion.

Smoking: Smoking of any kind or any other consumption of tobacco products is strictly prohibited in the Fitness Facility.

Solicitations and Petitions: Solicitation for the sale of any product or service, or for charitable contributions, and petitions of any kind, are strictly prohibited.

Identification: Upon request by any employee of the Building Manager, Users must present their key for identification purposes. Neither Owner nor the Building Manager assumes responsibility for lost or stolen keys.

Food and Beverages Prohibited: Food and beverages (other than water in a non-breakable container) shall not be brought to the Fitness Facility for consumption on the premises. Alcoholic beverages are strictly prohibited.

Notices, Complaints or Suggestions: Users must immediately notify Owner or Building Manager in the event that they discover any unsafe or hazardous defect or condition relating to the Fitness Facility or the equipment, or any breakage, fire, or disorder at the Fitness Facility. Complaints or suggestions as to the operation, maintenance, services, or equipment at the Fitness Facility should be directed to the Building Manager.

Other Facilities: Owner or Building Manager may prohibit or restrict access to or use of the Fitness Facility or close the Fitness Facility if misused in any way. Owner and Building Manager take no responsibility for personal possessions left in the Fitness Facility. Locks on lockers are permissible, but all articles and locks must be removed when the User leaves the Fitness Facility. Owner and Building Manager reserve the right to remove and dispose of any locks and personal possessions remaining in the Fitness Facility when it closes each day. Owner and Building Manager make no representation or warranty that the use of any locker will protect User's personal property from damage, loss or theft.

Violation of Rules: Repeated failure or refusal to comply with these Rules and Regulations may result in the loss of privileges.

Maintenance: No member shall leave any litter, trash, debris, or articles of clothing at the Fitness Facility. The entry door(s) to the Fitness Facility shall be kept closed at all times.

No Representations: User hereby acknowledges that the installation of equipment, devices and/or facilities in or serving the Fitness Facility shall in no way be deemed a representation or warranty by Owner regarding the efficacy or safety of the same, nor as an agreement or undertaking by, or obligation of, Owner to protect, indemnify or hold User harmless from any harm of any type or to ensure User's safety. It is expressly understood and agreed that use of the Fitness Facility by User shall be at User's sole risk.

Card Keys: User hereby agrees to keep any card key provided to User in User's possession and control at all times until required or requested to surrender the same, and in no event shall User lend or otherwise transfer its card key to any other person.

General Rules and Regulations

Landlord reserves the right to: (a) amend, modify, or rescind any of these Rules and Regulations, and (b) make such other reasonable Rules and Regulations as in its judgment are necessary for the operation of the Building, and Tenant will be bound by these and all future Rules and Regulations.

1. Tenant may not: (a) obstruct sidewalks, doorways, vestibules, halls, stairways, or other areas, (b) place refuse, furniture, boxes or other items therein or (c) use such areas for any purpose other than ingress and egress to and from the Premises. Canvassing, soliciting and peddling in the Building are prohibited.
2. Tenant may use plumbing fixtures and appliances only for the purposes for which constructed, and may place no unsuitable material therein. Tenant shall repair or replace appliances at Tenant's cost and in the event of misuse; Tenant shall repair or replace such fixtures and appliances at Tenant's cost. If Tenant fails to make such repairs or replacements, Landlord may do so, and Tenant shall pay the cost thereof on demand as Additional Rent.
3. Tenant may not paint or place any signs or notices on any windows or doors or in other parts of the Building, without Landlord's prior written approval (which Landlord may withhold in its sole discretion) of the design and placement. Without notice to Tenant, Landlord has the right to remove all unapproved signs at Tenant's expense.
4. Tenant may not use or keep in the Building any inflammable or explosive fluid or substance (including natural Christmas trees and combustible ornaments), or any illuminating materials.
5. Tenant will repair all damage to the Building from the improper placing of heavy items at its expense.
6. Tenant will notify the Building manager when safes or other heavy equipment are to be taken in or out of the Building, and will move same only with Landlord's written permission and in accordance with any Landlord requirements.
7. Suite entry doors, when not in use, will be kept closed.

8. All deliveries must be made via the service entrance and service elevator, when provided, during normal working hours. Tenant must obtain Landlord's written approval for any delivery after normal working hours. All moving must be conducted after normal working hours, and the manner (including any moving company to be used) approved in advance by Landlord, which approval shall not be unreasonably withheld, conditioned or delayed so long as Tenant is not in Default under the Lease.

9. Tenant will cooperate with Landlord's employees in keeping the Premises neat and clean.

10. Tenant will not cause or permit any improper noises in the Building, or allow any unpleasant odors to emanate from the Premises, and will not interfere with, injure or annoy other tenants or their invitee.

11. Except for service animals, no animals are allowed in or about the Building.

12. At Tenant's cost, Landlord will dispose of crates, boxes or other large items throughout the business day. Landlord is responsible for the removal of waste generated by normal office operations only.

13. Tenant may not operate any machinery, other than ordinary office machines such as personal computers, typewriters, copiers, printers, fax machines, and calculators, without the prior written consent of Landlord, not to be unreasonably withheld. No space heaters or fans are allowed.

14. Tenant must comply with all emergency and safety procedures established by Landlord, the fire department, or any other governmental agency having jurisdiction over the Building, including, without limitation, participation in periodic drills, familiarization with emergency procedures and the designation of individuals responsible for the implementation of emergency action. Landlord has the right to evacuate the Building in the event of an emergency or catastrophe.

15. No bicycles, scooters, motorcycles or similar vehicles are allowed in the Building or any part thereof with the exception of the garage or Landlord designated areas.

16. Tenant may not insert any nails, hooks, or screws into any part of the Building (excepting small nails, hooks or screws for the purpose of hanging pictures on the interior walls of the Premises), except as approved by Building maintenance personnel.

17. Tenant may not distribute any food or beverages from the Premises (except for food brought into the Premises for consumption by Tenant's employees in the Premises) without the prior written approval of the Building manager.

18. Tenant may not place any additional locks on or rekey any doors without the prior written consent of Landlord. Landlord will supply four (4) keys to the Premises, and Tenant may obtain additional keys from Landlord at a reasonable fee determined by Landlord. Tenant may not otherwise obtain duplicates of such keys. Tenant must surrender all keys upon termination of this Lease. Tenant will give Landlord the combination to any vault, which combination will be held in confidence by the Landlord, and only used in the event of an emergency.

19. Tenant will not locate furnishings or cabinets adjacent to mechanical or electrical access panels or over air conditioning outlets and Tenant shall pay on demand as Additional Rent

the cost of moving such furnishings for servicing such units. Building personnel will perform any repairs on or replacements of the Building standard lighting and air conditioning equipment of the Building.

20. Tenant will comply with any parking rules and regulations.
21. Tenant may not use the Premises or any part of the Building for residential purposes or for overnight lodging.
22. Tenant will not place vending machines in the Premises.
23. Tenant must obtain Landlord's prior written approval (which Landlord may withhold in its reasonable discretion) for installation of window shades, blinds, drapes or other window treatments.
24. Tenant will not make any changes or alterations to any portion of the Building (excepting the Premises, it being agreed that changes and alterations to the Premises shall be governed by Section 6.3) without Landlord's prior written approval (which Landlord may withhold in its sole discretion).
25. Tenant must provide Plexiglas or other pads for all chairs mounted on rollers or casters.
26. Tenant will not ask building personnel to perform such functions as furniture moving, deliveries, picture hanging, or other similar tasks not related to the general operation of the Building.
27. Tenant will comply with all procedures for the security and safety of the Building, including without limitation, the manner of access to the Building after normal business hours, keeping doors to Tenant areas locked and cooperating with all reasonable requests of Building security personnel. In furtherance of the foregoing, neither Tenant nor any of Tenant's Agents shall bring into the Premises, the Building or onto the Project firearms of any kind (excepting only firearms carried by law enforcement personnel).
28. Before leaving the Premises unattended, Tenant shall close and lock outside doors, turn off lights, coffee pots, cook top and office equipment. Tenant shall pay for any damage resulting from failure to do so.
29. Tenant may use a microwave oven and appliances of the type commonly used to prepare coffee and tea in the Premises, and may use any testing kitchen; provided, however, that no offensive cooking odors shall be allowed to escape the Premises (for purposes hereof an offensive odor shall be deemed to be offensive if it is complained of by another Tenant).
30. The Building has been designated as a non-smoking building. Tenant shall comply and shall cause its employees to comply with this prohibition and applicable non-smoking ordinances.
31. Landlord may refuse admission to the Building outside of ordinary business hours to any person not known to the watchman in charge or not properly identified, and may require all persons admitted to or leaving the Building outside of ordinary business hours to register. Any person whose presence in the Building at any time shall, in the reasonable judgment of Landlord, be prejudicial to the safety, character, reputation and interests of the Building or its tenants may be denied access to the Building or may be ejected therefrom. Landlord reserves the right to

exclude or expel from the Building any person who in the judgment of Landlord is intoxicated or under the influence of liquor or drugs or who violates these Rules and Regulations. In case of invasion, riot, public excitement or other commotion, Landlord may prevent all access to the building during the continuance of the same, by closing the doors or otherwise, for the safety of the tenants, the Building and protection of property in the Building. Landlord may require any person leaving the Building with any package or other object to exhibit a pass from the tenant from whose premises the package or object is being removed, but the establishment and enforcement of such requirement shall not impose any responsibility on Landlord for the protection of any tenant against the removal of property from its premises. Landlord shall not be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from any tenant's premises or the Building under the provisions of this rule.

32. For the purpose of allowing proper heating and cooling of the Premises, Tenant shall maintain normal business conditions in the Premises. "Normal business conditions" (as used herein and in Section 5.2 of the Lease) are:

- (a) One person per 190 square feet average occupancy per floor;
- (b) Five (5) watts per square foot for Tenant lighting and power use average per floor; and
- (c) 2107 Wilson: Light-colored blinds, fully drawn and slats at a 45° angle coincident with peak sun lead or equivalent solar barrier. 2101/2111 Wilson: Shades fully drawn.

33. All water lines installed by or on behalf of Tenant will require the prior written consent of Landlord and will be copper, not plastic.

Insurance Protection

A Certificate of Insurance from your insurance company is required verifying that you have obtained the coverage required under the terms of your lease. The details on minimum coverages and amounts is specified in your lease agreement. The Certificate of Insurance must name the following as Additional Insured:

**2111 Wilson Boulevard, Inc.
L&B Realty Advisors, LLP
LPC Commercial Services, Inc.**

The following should be listed as the certificate holder:

**2111 Wilson Boulevard, Inc.
c/o Lincoln Property Company
2107 Wilson Blvd. – Suite 210
Arlington, VA 22201**

The Certificate should be mailed to the on-site management office and will be maintained as part of your lease file.

Moving Procedures

Moves scheduled in advance with the Management Office are permitted after 6:00 p.m. on business days and all day on weekends and holidays, subject to County noise ordinances. This schedule is to ensure that all tenants have access to the freight elevator and loading dock during business hours. The loading dock has two bays: one has a 3- foot tall dock for trucks to back up to, and the other bay is smaller and level with the dock. The bay height is 12'8" for the truck bay and 10'0" for the smaller bay. The loading dock serving 2107 Wilson Boulevard is located by the rear garage entrance on Key Boulevard. The bay height is 13'.

- Please be aware that due to Arlington County noise ordinance, loading dock hours are between the hours of 8:00 a.m. and 9:00 p.m. Monday through Friday, and between the hours 10:00 a.m. and 9:00 p.m. on weekends and legal holidays.
- Prior to any large delivery or tenant move into or out of Colonial Place, a Certificate of Insurance must be received from the contractor by the Property Management office naming **2111 Wilson Boulevard, Inc.** as the Certificate Holder. The following entities should be listed on the Certificate as Additional Insured:
 1. **2111 Wilson Boulevard, Inc.**
 2. **L&B Realty Advisors, LLP**
 3. **LPC Commercial Services, Inc.**
- Only the freight elevator may be used for moving into or out of Colonial Place. Carts, dollies, bins or other moving equipment are **NOT PERMITTED** on the passenger elevators at any time.

IMPORTANT!

- **THE MOVING CONTRACTOR IS REQUIRED TO PROVIDE MASONITE TO PROTECT THE LOBBY FLOORS. THE MASONITE MUST BE TAPED TOGETHER AND MUST EXTEND OVER THE ENTIRE PATH OF TRAVEL. CORRUGATED OR HEAVY BROWN PAPER MUST BE USED TO PROTECT THE WALLS, AND CORNER GUARDS MUST BE USED TO PROTECT ALL WALL CORNERS. PLEASE BE CERTAIN THAT TAPE USED TO PROTECT WALLS AND WALL CORNERS WILL NOT DAMAGE THE WALL FINISH.**
- Moving company personnel are allowed access only to the ground floor or garage entrance to the freight elevator and the floor in which the tenant is located. Any moving company personnel found on a different building floor will be asked to leave the property.
- Free parking is not available at Colonial Place. This does not apply to delivery vehicles authorized by management to park in the loading dock.
- For moves into or out of 2111 Wilson Boulevard, moving contractors may wish to park their vehicles on Veitch Street and use the ground level double doors at the back of the building to the freight elevator. This route provides easier and more direct access to the building. No vehicle may drive on the pavement behind 2111 Wilson Boulevard.
- Tenants who are vacating the suite must do so **ENTIRELY**. This includes items which are considered to be trash. If furniture or other items are left in the suite the rent will continue to be charged for the entire suite.

Also, please be aware that Colonial Place does not have facilities or personnel for disposing of furniture, large items, or large amounts of trash. Please make arrangements for disposal of these items.

- Please notify the Colonial Place Management Office as soon as possible before moving into or out of the building or before a large delivery. The loading dock and freight elevator will be reserved for your use. Please be aware that freight elevator reservations cannot be scheduled during business hours.
- It is the responsibility of the moving contractor to remove any boxes, cardboard, wrapping material, trash, etc. from the building. These materials may not be placed in the building trash dumpster.
- Please understand that these procedures are in place to protect the security of all the tenants and to prevent damage to the property.
- The Colonial Place Management office is located on-site at 2111 Wilson Boulevard, Arlington, VA 22201, Suite 950. Phone: (703) 527-9444, Fax (703) 358-9436. Please do not hesitate to contact the management office with any questions.

Parking

The parking facility at Colonial Place consists of two underground levels, B-1 & B-2. The main garage entrance is located next to the loading dock at 2101 Wilson Boulevard. This entrance is accessible from the Colonial Place front entrance driveway off of the Wilson Boulevard and Uhle street intersection. A second garage entrance is located at the rear of 2107 Wilson Boulevard along North Key Boulevard. Both monthly and daily parkers may enter and exit at either entrance.

The garage hours of operation are from 7:00 a.m. to 10:00 p.m. Monday through Friday. The garage is closed on weekends and holidays. After-hour access is only available to monthly parkers. Daily parkers must exit the garage by closing time or wait until the next business day when the garage reopens.

Tenants with monthly parking will gain access to the garage by using the access card on the card reader at garage entrances.

The garage card access system has an “anti-passback” feature which allows the monthly parking security cards to only be used in the proper sequence. The card will only allow garage entrance if the card was last used in the garage system for exiting, and it will only allow exiting if the card was last used in the garage system to enter the garage.

Should a monthly parker become locked in the garage after-hours, the on-site security guard is able to open the garage doors and allow exit from the garage. The officer will require driver’s name, company, and garage access card number.

The garage is operated by Penn Parking. Penn’s on-site office is located on the B-1 level next to the garage main entrance. Monthly parking application forms can be obtained from Penn’s office and should be returned to the garage manager. For more information about garage access cards, space availability, rates, or to purchase parking validation tickets, please contact Penn Parking at (703) 875-3140.

If a tenant wishes to leave a vehicle in the garage overnight, they should e-mail the parking office (cpparking@pennparking.com) and indicate the dates the vehicle will be in the garage, make and model, license plate number and parking location (B-1 or B-2).

One-hour courtesy parking is available in the surface lot, located by the entrance to the garage and between the 2101 and 2107 buildings. These parking spaces are monitored by security officers and cameras, and towing at vehicle owner's expense is strictly enforced.

ALTERNATE MONTHLY PARKING ACCESS METHOD

ENTER / EXIT THE PARKING FACILITY USING A REGISTERED MOBILE PHONE

An authorized monthly parker may enter/exit the Colonial Place parking facility by use of their REGISTERED mobile phone if one's access card is not readily available.

To use this option, please follow the procedures below:

STEP 1: Drive up to the entry station kiosk as normal, the screen below will appear:



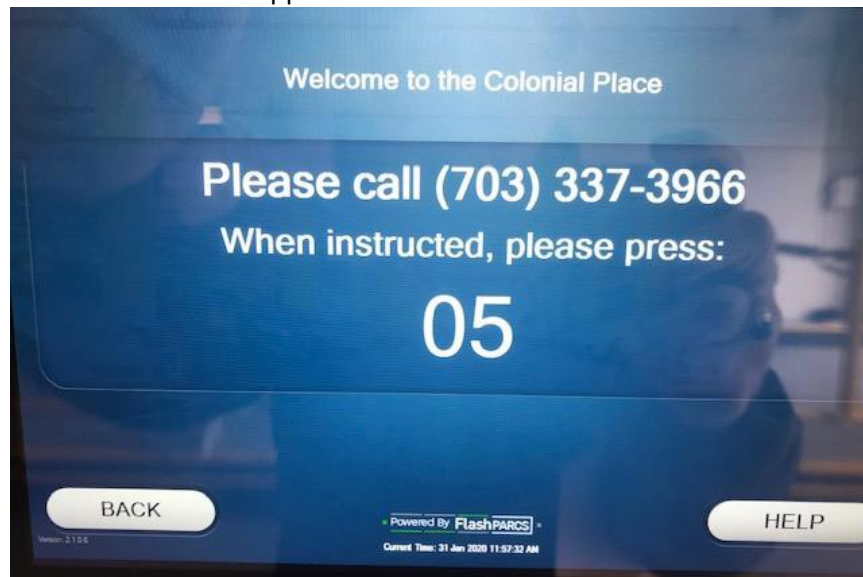
Step 2: Using the touch screen display, touch "OTHER ACCESS OPTIONS"

Once touched, the screen below will appear:



STEP 3: Using the touch screen display, touch **"I HAVE A MONTHLY PARKING ACCOUNT"**

Once touched, the screen below will appear:



STEP 4: Using one's **REGISTERED** mobile phone, call the number **displayed** on the screen

STEP 5: When instructed, press the numeric digit(s) displayed on the screen on your **REGISTERED** mobile phone telephone keypad.

STEP 6: The gate will open.

PLEASE NOTE:

- If an authorized monthly parker wishes to have available the mobile phone option, the monthly parker must have a mobile phone and register it with Penn Parking;
- Only one vehicle per monthly account is permitted to be in the garage at any one time regardless of the method used to enter the garage;
- It is possible for monthly parker to enter the facility using the mobile phone option and exit using their assigned access card or vice-versa

Smoking

The Colonial Place smoking policy adheres to the Arlington County ordinances on smoking.

Smoking is prohibited in the buildings and garage. This includes the main lobbies, elevator lobbies, loading docks, stairwells and restrooms. Please do not smoke within 25 feet of building entrances.

Service Animals

The Americans with Disabilities Act (42 U.S.C. § 12181 *et seq.*) governs requests for accommodations to disabilities in places of public accommodation, such as professional offices. A reasonable accommodation may include permission to keep a "service" animal in a place of public accommodation. However, the definition of a "service animal" under the ADA is very narrow: "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a

disability.” Note that “the provision of emotional support, well-being, comfort, or companionship do[es] not constitute work or tasks for the purposes of this definition.” 28 C.F.R. §36.104. Pursuant to these regulations, trained dogs are the only animals that may qualify as service animals under the ADA, ***and emotional support animals are expressly precluded from qualifying as service animals under the ADA.***

Since the presence of an emotional support animal in a place of public accommodation is not a reasonable accommodation under the ADA, the Landlord is unable to grant requests to bring emotional support animals into the Building. It shall be an Event of Default to bring or allow an invitee to bring into the Premises or the Building any animal other than a service animal.

Public Transportation

Metro Rail

The Orange Line Metro rail station (Courthouse Station) is located across Wilson Boulevard directly in front of Colonial Place. There is an underground tunnel and an elevator that provides convenient access to the Courthouse Metro Station. The elevator and tunnel entrance are located in front of the main entrance to 2111 Wilson Blvd.

Metro Bus

There is a Metro-bus stop directly in front of 2111 Wilson Blvd. at the corner of Wilson Boulevard and Veitch Street. There is another Metro-bus stop on the opposite side of Wilson Boulevard one block south at the corner of Courthouse Road. To check bus schedules and routes, tenants may contact Metro via their website www.wmata.com, or, on a mobile device, may download the Transit app from the App store. Tenants can register to receive e-mail alerts from Metro regarding any problems/delays in the system.

Capital Bike Share

There are two bike share stations located in close proximity to Colonial Place. One station is located at the corner of N. Veitch St. and Key Blvd., and the other on the north side of Wilson Blvd., between Colonial Place and California Tortilla Restaurant. For more information, please refer to their website, www.capitalbikeshare.com.

Electric Scooters and other modes of transportation

Please be aware that Colonial Place does not allow electric scooters, skateboards, or hoverboards on the premises, which includes the grounds and garage.

For more information and resources on transportation in Arlington, please refer to Arlington County Transportation Partners at www.arlingtontransportationpartners.com, a program of Arlington County Commuter Services (ACCS).

Statement of Disclaimer

The Landlord reserves the right to change the preceding at any time without prior notice. In the event of any conflict between information presented in this manual and any section of your lease, the language in your lease will prevail.

Appendix

The following forms may be found on our website at www.colonial-place.com, under User Features / Document Manager / Building Documents.

For Tenant convenience, the following forms are available within this section.

- Bike Cage Waiver
- Bomb Threat Record Form
- Building Directory and Suite Signage Form
- Fitness Facility Waiver of Liability
- Freight Elevator Request Form
- Key Request Form
- Personal Trainer Addendum
- Tenant Contact Form

Bike Cage Waiver

COLONIAL PLACE BIKE CAGE FACILITY WAIVER OF LIABILITY

Name: _____ Company: _____
Work Phone # : _____ Floor / Suite: _____
Email Address: _____ Datawatch Card # : _____

In order to use the Bike Cage facilities and equipment (collectively, the "Bike Cage Facility") in the parking garage on the B-1 level of 2107 Wilson Blvd., Arlington, Virginia or the B-2 level of 2111 Wilson Blvd., Arlington, Virginia (collectively, "the Project"), I hereby certify as follows:

1. I am an on-site, full time employee of _____, a tenant in the Project, and I have been authorized by my employer to use the Bike Cage Facility.
2. I am in good physical condition and I am able to use the facilities and equipment in the Bike Cage Facility, without risk of physical harm or injury to myself. I understand that I use the equipment at my own risk.
3. I will not invite guests to use the Bike Cage Facility, and I will not provide access to the Bike Cage Facility by persons who are not otherwise authorized to use the Bike Cage Facility.
4. I understand in use of the equipment, there is the possibility of accidental or other physical injury. I AGREE TO ASSUME THE RISK OF SUCH INJURY AND INDEMNIFY AND HOLD HARMLESS 2111 WILSON BOULEVARD, INC. ("LANDLORD"), LPC COMMERCIAL SERVICES, INC. ("LPCCS"), AND LINCOLN PROPERTY COMPANY ("LPC"), (AND THE SUCCESSORS AND ASSIGNS OF THE FOREGOING), AND ANY OFFICERS, DIRECTORS, SHAREHOLDERS, PARTNERS, EMPLOYEES, PERSONNEL, OR AGENTS THEROF, FROM LIABILITY FOR ANY AND ALL INJURY, ILLNESS, HARM OR DAMAGE RESULTING FROM MY USE OF THE BIKE CAGE FACILITY OR THE EQUIPMENT THEREIN.
5. I understand that Landlord, LPCCS and LPC do not represent that their employees, personnel or agents have expertise in diagnosing, examining or treating medical conditions of any kind or in determining the effect of any specific exercise on such medical condition.
6. I understand that there are no personnel, surveillance, or security provided in the Bike Cage Facility to protect me from third parties or other harm, and I enter and use the Bike Cage Facility at my own risk.
7. **I acknowledge that I have received and read a copy of the Rules and Regulations attached hereto governing the use of the Bike Cage Facility, equipment and courts, and I agree that (a) I will fully comply with these Rules and Regulations as they are amended from time to time; (b) I am fully bound by all of the terms and conditions set forth in such Rules and Regulations; and (c) neither Landlord nor LPCCS/LPC shall be liable for the loss of, or damage to, any personal property, clothing, jewelry or other valuables that I bring into the Bike Cage Facility.**

Bomb Threat Record Form

Date of call: _____ Time of call: _____

WHEN YOU RECEIVE A BOMB THREAT

1. **Keep the caller talking as long as possible.**
2. **REMAIN CALM!**
3. **Fill in the following form**
4. **After hanging up, immediately call *57 to trace the call**
5. **Call 911.**
6. **Call the Property Management Office at (703)527-9444**

QUESTIONS TO ASK:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does it look like? _____
- Why did you place the bomb? _____
- Where are you calling from? _____
- Who are you? _____
- Exact words of caller? _____

DESCRIPTION OF CALLER'S VOICE:

Male? _____

Female? _____

Young? _____

Middle aged? _____

Old? _____

Accent? _____

Tone of voice? _____

Is the voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics? _____

Any background noises? _____

Time caller completed conversation: _____

Remarks: _____

Name of person filing report: _____

Phone number: _____

Building Directory and Suite Signage Form

To request listings on the building directory or suite signage, please complete this form and have it signed by an authorized officer of your firm. Submit the completed form to:

2111 Wilson Boulevard, Inc.
c/o Lincoln Property Company
2107 Wilson Boulevard, Suite 210
Arlington, VA 22201

Your request will be reviewed by Management to determine whether it will be granted or denied.

1. Tenant's (or Approved Existing Subtenant's) Name (as it appears on the lease/sublease):

2. Name(s) requested to be added (or deleted) to building directory or suite signage:
Name Suite Number

3. **Describe the relationship** between the Tenant (or existing Subtenant as the case may be) and the Persons or Company names in item 2 above:

4. Are any of the persons or Company names in item 2 either a Subtenant or an Assignee of the Tenant/Subtenant requesting the change?

_____ Yes _____ No

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this form on behalf of the Tenant (or approved existing Subtenant). I understand that the Landlord's approval of this request will not result in waiver of any rights under the lease or under any applicable law, nor will the Landlord's approval of this request constitute its acceptance of any person or entity listed in item 2 as Subtenant or Assignee of any part of or all of the leased premises.

Tenant/Existing Subtenant: _____

By: _____
Name: _____
Title: _____
Date: _____

Fitness Center Waiver of Liability

1. I am 18 years of age or older.
2. I am in good physical condition and am able to use the fitness facility, the equipment contained therein, and the adjacent locker rooms, showers, changing areas and restroom facilities (jointly and severally, the “Fitness Facility”), and to participate in exercise and fitness activities available therein. I will do all exercise and participate in all activities at the Fitness Facility at my own pace and at my own risk. I understand that the Fitness Facility is unmanned and unsupervised and that, as a result, there is no medical personnel or any type of assistance, supervision or security provided in or to the Fitness Facility to assist or protect me, or anyone else from any harm. I understand that use of the amenities and equipment located in the Fitness Facility can cause injury or death, and I understand that there will be no attendant on duty in the Fitness Facility. I agree to exercise due care for my safety at all times. I assume all risks associated with or incidental to my use of the Fitness Facility and any activities I may from time to time participate in. I acknowledge that the hours of operation of the Fitness Facility are as set forth in the FITNESS FACILITY RULES AND REGULATIONS (the “Rules and Regulations”) and that I have received a copy of the same. I agree that I will fully comply with the Rules and Regulations as posted now or in the future.
3. I understand that none of the Owner parties have expertise in diagnosing, examining or treating medical conditions of any kind or in determining the effect of any specific exercise on such medical condition. I further grant permission for first aid (including, if necessary, C.P.R.) to be given to me in an emergency, and agree that I will be solely responsible for any medical costs which may arise as a result thereof or as a result of my use of the Fitness Facility and/or the equipment and other amenities located therein.
4. I agree and acknowledge that 2111 Wilson Boulevard, Inc. and its successors, assigns, employees, shareholders, members, agents, managers, officers, contractors and tenants (jointly and severally, “Owner”) shall not be liable for any claims, actions, causes of action, damages, expenses, costs or liabilities of any kind related to or arising from the Fitness Facility or my use thereof (including, without limitation, any claims or damages related to any injury, illness, harm, death, property damage or other loss) (collectively “losses”) regardless of the cause therefore, unless such losses shall have resulted solely and directly from the gross negligence or willful misconduct of Owner. To the extent permitted by law, I hereby waive on my behalf and on behalf of anyone claiming by, through, or under me any claim or cause of action against Owner relating to any such losses, unless such losses shall have resulted solely and directly from the gross negligence or willful misconduct of Owner. In addition, I hereby agree to indemnify and hold Owner harmless from and against any expenses, costs, liabilities or costs (including reasonable attorney fees) associated with any claims or cause of action brought by me or any third person related to any such losses, except to the extent that such claim or cause of action is determined to result directly and solely from the gross negligence or willful misconduct of Owner.
5. I will not bring any guests to the Fitness Facility other than a personal trainer, if applicable, in which event the Personal Trainer Addendum (attached hereto) must be executed by me and by my personal trainer prior to the date that such personal trainer accesses the Fitness Facility. In further consideration for my being permitted to use the Fitness Facility, I agree to indemnify and hold harmless the Owner against any claims resulting from injury or damage to any guest or other person who obtains access to the Fitness Facility by me.
6. The Owner has no liability for lost or stolen personal property, nor for property left in the lockers at the Fitness Facility.

7. Violations of the Rules and Regulations, abuses of equipment, or improper behavior, will, at the sole discretion of Owner, result in the immediate revocation of the privilege of using the Fitness Facility.

8. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to be spread mainly by person-to-person contact. As a result, federal, state, and local governments and health agencies have recommended social distancing and other preventative measures to reduce the spread of COVID-19. Owner is monitoring these recommendations and has put in place certain revised cleaning procedures at the Fitness Facility; however, entering and using the Fitness Facility could increase my risk of contracting COVID-19 (as well as other infectious diseases) and Owner cannot guarantee that I will not become infected with COVID-19 (or other infectious diseases) at the Fitness Facility. It is my personal responsibility to disinfect each piece of equipment before and after I use it. By signing this agreement, I acknowledge the contagious nature of COVID-19 and I knowingly and voluntarily assume the risk that I may be exposed to or infected by COVID-19 (or other infectious diseases) by entering or using the Fitness Facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Fitness Facility may result from the actions, omissions, or negligence of myself and others. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my use of the Fitness Facility (collectively, "Claims"). To the fullest extent permitted by law, I, for myself and on behalf of my heirs, assigns, personal representatives, and next of kin, hereby release, covenant not to sue, discharge, and hold harmless Owner and its officers, managers, employees, agents, and representatives, of and from the Claims. I willingly agree to comply with the stated and customary terms and conditions for participation at the Fitness Facility as regards protection against COVID-19 and other infectious diseases.

AGREED:

Signature Date: _____

Locker Room Access Requested: Men's Room / Ladies' Room (circle one)

Print Name: _____

Telephone Number: _____

E-Mail Address: _____

Company Name: _____

Building Address: 2111 / 2101 / 2107 (circle one)

Suite #: _____

Datawatch Access Keycard / FOB #: _____

(Each user must provide his/her own FOB. See your company's internal contact for more information.)

Freight Elevator Request Form

Company Name Building/Suite Date

Moving Date: _____

Time period freight elevator will be needed: _____

Name of Moving Company:

Moving Co. Address:

Phone: _____

Email: _____

The representative for your account is: _____

The freight elevator is reserved on a first request basis, and it is the only elevator to be used in moving. The elevator may be reserved for the following hours:

Weekdays: after 6:00 p.m. – 9:00 p.m.

Weekends and Holidays: 10:00 a.m. – 9:00 p.m.

Please advise the moving company that they will be required to provide evidence of insurance to you and the Management Office. Moving must take place through the loading dock at the service entrance to the building. Tenants are not allowed to move items through the lobby due to potential damage to the premises and inconvenience to other tenants and guests. An inspection will be required before and after you move. You will be responsible for any damage made by the movers. Upon the arrival of your merchandise, call the Management Office at (703) 527-9444 and together complete the pre-move walk through. Upon completion of the move alert the office or the engineer on duty to perform the post-move inspection.

Please inform your moving company that they are required to comply with the moving policies of the building.

Key Request Form

KEY REQUEST & ACKNOWLEDGEMENT OF RECEIPT

Company Name

Bldg # & Suite #

Date

Please indicate the number of metal keys you will need. Datawatch fobs/cards must be purchased by tenant directly from Datawatch Systems at 301-654-3282 (DATA).

Return this order form for processing to Assistant Property Manager, Ben Gallucci, via email bgallucci@lpc.com. Any questions, please contact the management office at 703-527-9444.

No. Keys

_____ Tenant suite entrance door - \$2.00 per key

_____ Women's Restroom - \$2.00 per key

_____ Men's Restroom - \$2.00 per key

_____ Stair door to the floor where tenant's office is located (only) - \$2.00 per key
Note: Stairwell access is temporary during the COVID-19 outbreak and access by tenants will be restricted once elevators return to normal occupancy.

_____ Other _____

Requested By		Received By	
Signature		Signature	
Name		Name	
Title		Title	
Email		Email	
Date		Date	

Name of Building Personnel delivering keys: _____

Personal Trainer Addendum

As a condition to, and in consideration of, my use of the Colonial Place Fitness Facility, the equipment contained therein, and the attached locker rooms, showers, changing areas and restroom facilities (jointly and severally, the "Facility") located at 2111 Wilson Boulevard, Arlington VA 22201, I hereby certify, covenant and agree as follows:

1. I am good physical condition and am able to use the Facility and to participate in exercise and fitness activities available therein and without any medical restrictions. I agree that my use of the Facility and my participation in activities at the Facility is at my own risk. I understand that the Facility is unmanned and unsupervised during its hours of operation.
2. I understand the employees, personnel or agents of LPC Commercial Services, Inc., 2111 Wilson Boulevard, Inc., and L&B Realty Advisors, LLP who may be present in the Facility do not have the expertise in diagnosing, examining or treating medical conditions of any kind or in determining the effect of any specific exercise on any medical condition(s).
3. I grant permission for first aid and/or C.P.R. to be given to me in an emergency. I agree that I will be solely responsible for any medical expense which may arise as a result thereof or as a result of my use of the Facility.
4. I acknowledge that a copy of the Rules and Regulations governing the use of the Facility has been provided to me and that I have read and understand all Rules and Regulations governing the use and hours of operation of the Facility. I agree to fully comply with the Rules and Regulations, a copy of which are attached hereto, as they may be amended from time to time.
5. I understand that by participating in one or more exercise or fitness activities or in providing personal training services or in using the services of a personal trainer, there is a possibility of accidental or other physical injury or death, as well as a risk of loss or damage to my personal property, and I further agree to indemnify and hold harmless LPC Commercial Services, Inc., 2111 Wilson Boulevard, Inc., and L&B Realty Advisors LLP and any officers, directors, shareholders, partners, employees, personnel, or agents thereof, from any liability, loss, cost, damage, expense, claim or suite whatsoever for any and all injury, loss, illness, harm, cost (including the cost of attorney's fees), expense, claim, suite or damage resulting from or related to my use of the Facility.
6. I understand that personal training services provided at the Facility are for tenants of Colonial Place only. At no time am I permitted to bring outside clients onsite to utilize the Facility. This includes outside clients who may be legitimate visitors of my tenant client. Failure to comply with this regulation will result in my being barred from the Facility indefinitely.
7. I further understand and acknowledge that the Facility is for use and enjoyment of the tenants of Colonial Place as a tenant amenity. **As such, I submit that I understand that training activities are not to tie up equipment unnecessarily, nor will I reserve equipment on my client's behalf.** I UNDERSTAND THAT LPC COMMERCIAL SERVICES, INC., 2111 WILSON BOULEVARD, INC., OR L&B REALTY ADVISORS, LLP SHALL HAVE THE RIGHT TO PREVENT THE PERSONAL TRAINER IDENTIFIED

BELOW FROM ACCESSING OR USING THE FACILITY AT ANY TIME AND FOR ANY REASON OR FOR NO REASON.

8. I understand that my access to the Facility can only be granted by my client. I agree to wait in the lobby of the building until my client is present to open the door to the Facility. Colonial Place staff members, including management, engineering, security, janitorial, and parking, are not permitted to provide access to trainers under any circumstances.

9. I understand that access cards to the facility are not provided to personal trainers who are not themselves tenant employees. For instance, female trainers working with male clients may from time to time need to access the women's locker room. Male client keys do not work on the women's locker room reader. During guard desk hours, currently Monday through Friday, 7:00 a.m. – 11:00 p.m., that trainer may go to the lobby desk and sign out a temporary locker room key. The key must be returned before leaving the Facility.

(Continued on next page)

PERSONAL TRAINER ADDENDUM SIGNATURE

Personal Trainer Information

Name: _____

Company: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Client Information

Client Name: _____

Client's Company: _____

Building Address: 2111, 2101, 2107 (circle one)

Suite #: _____

Client's Office Phone #: _____

Client's Cell Phone #: _____

Client's Email: _____

Signature of Trainer: _____

Date: _____

Signature of Client: _____

Date: _____

Tenant Contact Form

Date: _____

Company Name: _____

Main Phone #: _____

Emergency Contact:

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Floor Captain:

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Assigned
Location: _____

Floor Captain:

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Assigned
Location: _____

Floor Captain:

Name: _____

Office Phone #: _____

Est. # of Employees: _____

Emergency Contact (Back-Up):

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Floor Captain:

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Assigned Location: _____

Floor Captain:

Name: _____

Office Phone #: _____

Home Phone #: _____

Cellular Phone #: _____

Email Address: _____

Assigned Location: _____

Floor Captain:

Name: _____

Office Phone #: _____

Home Phone #: _____
Cellular Phone #: _____
Email Address: _____
Assigned
Location: _____

Home Phone #: _____
Cellular Phone #: _____
Email Address: _____
Assigned Location: _____

Location of evacuation assembly area: _____

Back-up location assembly area: _____

Does your company have a shelter-in-place plan (yes/no): _____

If yes, list the location(s) of shelter-in-place area(s) and phone #s (if available):

Please list the names of any employees or regular visitors who have disabilities and identify the needs and the individual's office location within the suite should they need assistance in an emergency:

