

**2021 L Street, NW
Electronic Tenant® Portal**

Created on June 18, 2023

Building Amenities: Fitness Center

On the first floor, we provide a Fitness Center for use by tenants of the building. The center includes state-of-the-art exercise equipment and free weights. It also houses locker rooms for both Men and Women that include showers and lockers, for daily use only. In order to gain access, a tenant must first complete a Fitness Center Waiver Form and return it to the Building Management office. Once approved, the tenant's security fob will be authorized for access to the center.

[Fitness Center Rules and Regulations](#)
[Fitness Waiver for ASH and Tenants](#)

Building Amenities: Parking

There are two levels of underground parking available for Tenants only. No Visitor Parking is available. The amount of spaces available and their monthly cost will be determined via your lease. Parkers must complete a Parking Election Form prior to issuance of a garage pass and garage entry fob.

Building Operations: Accounting

Rent and tenant charges are due and payable on the first day of each month. As a courtesy, statements detailing rent and maintenance charges are sent to each tenant at the end of the month preceding the due date. Payment information, including the mailing address and who to make the check payable to, can be found in your lease. Late fees will be applicable in accordance with the provisions of your lease.

Building Operations: Building Management

AtSite provides Building Management and Engineering services that are both flexible and customized to meet the demands of every tenant in every building. Your building team includes management and technical professionals who are available to offer you the quality of service you deserve. Our onsite members of our Building Services Team are an integral part of the day-to-day operations of the building and are among the individuals you will see throughout the building and in your offices tending to building operations and ensuring your comfort.

Office Hours: 8:30 A.M. to 5:30 P.M.

Phone: (202) 296-1360

Fax: (202) 296-1360

Building Manager's Cell: (703) 577-4791

Emergency After Hours: (877) 820-2568

(Please refer to Account #1911 and the 2021 L Street, NW building address when you call)

Address:

AtSite, Inc.

2021 L Street, NW

Suite 200

Washington, DC 20036

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Building Manager	Pedro Best	703-577-4791	pbest@atsiteinc.com

Building Operations: Holidays

During building holidays, the HVAC and all other building services may not be available except at tenants' prior request and expense. For a list of the building holidays contact the Building Management office.

Building Holidays include the following:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Building Operations: Leasing

The leasing company for 2021 L Street is Cushman & Wakefield. Their office information can be found below.

Cushman & Wakefield
1717 Pennsylvania Avenue, NW, Suite 500
Washington, DC 20006
202.739.0376
www.cushwake.com

Listed below is the contact information for the authorized representatives.

Randall Lennon, Executive Director
randy.lennon@cushwake.com

Petch Gibbons, Executive Director
petch.gibbons@cushwake.com

Building Security: Overview

The building exterior doors are secured at all times. The exterior building entrances and fire alarm system are monitored by a third party monitoring company, ResponseTech. In the event of an after-hours emergency call 9-1-1. Guardsmark provides on-site security personnel from 7:00 am until 8:00 pm, Monday – Friday only.

Building Security: After Hours Access

Tenants may enter the building after business hours by using the lobby entrance or rear entrance doors equipped with access control readers. Simply place your fob next to the reader and you should hear a click that the door was unlocked. The automatic system records the fob number and the time of access. Building staff are not authorized to unlock individual office suites unless authorized to do so in advance, in writing. If you are expecting service personnel but will not be at your office to receive them, notify Building Management in writing at least 24 hours in advance of the scheduled activity.

Building Security: Building Access

AtSite-managed properties feature electronic perimeter access control systems monitored by a third party monitoring system. During secure hours, authorized tenants have access to the garage and building entrances through the access control system, giving them 24-hour access to the building.

Building Security: Deliveries

In order to adequately protect our elevators, all tenant relocations and unusual deliveries are to be coordinated through Building Management so that appropriate steps are taken to protect floor and wall finishes and the elevator interior. The freight elevator is available during normal business hours for small, routine deliveries. Delivery personnel must adhere to procedures requiring advance notice to reserve the loading dock for large deliveries requiring extensive time and use of the elevators such as move-ins or move outs which must occur prior to or after normal business hours or on weekends. Saturdays are preferred.

Building Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call Building Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to Building Management immediately.

Building Security: Key and Lock Policy

Entry keys for tenant suites are provided by Building Management at the time of move in. Additional keys may be issued for a nominal charge. If you are locked out of your office, contact Building Management (proper authorization will be necessary prior to allowing access to the space). Unless otherwise stated in your Lease, Tenants are responsible for the maintenance and monitoring of all tenant access control equipment and access card administration for all tenant staff, visitors and other authorized personnel.

Building Security: Lost and Found

All items found should be turned over to the lobby Security Officer for investigation and safe keeping for a reasonable time period until the owner claims them. Contact the Security desk to report a lost item at (202) 296-1222.

Building Security: Solicitation

Solicitation is not permitted in the Building. If a solicitor visits your suite, please call the Building Management office immediately and we will make every attempt to escort the individual from the building.

Building Services: Additional Services

From time to time tenants may require additional services not provided for in their lease agreement. Should you require this type of service, our maintenance staff would be happy to assist you for a fee. Jobs scheduled after normal business hours will be charged at an overtime rate. Please contact the Building Management office for current pricing for these services. Should you require an outside contractor, Building Management will be happy to provide you with a list of approved contractors. If you would prefer to utilize the services of a contractor not listed, please refer to the [Tenant Alterations](#) section of this handbook.

Building Services: Building Signage and Directory

The Building Directory is incorporated within the Dashboard located in the main lobby. For any questions regarding signage or to update signage information, please contact the Building Management office.

Building Services: Custodial Service

General office cleaning is typically provided in the evenings beginning at 5:00 p.m. Monday through Friday, except holidays. A Day Porter is available during normal office hours to maintain public areas and restrooms and assist in special requests. Contact Building Management if you have any questions. We would be happy to assist you.

Building Services: Elevators & Stairs

Stairwells are for emergency use and may be utilized for routine travel between floors, if card readers are installed inside the stairwell, on your leased floor. Please do not prop stairwell fire doors open; doing so defeats a major safety system and affects the security system. Access into the stairwells is always available. However, once inside, exit should be made on the exit floor or on the first floor. Elevators are available for unrestricted use on a continual basis, except during emergency situations.

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[Building Rules and Regulations](#)
[Fitness Center Rules and Regulations](#)
[Fitness Waiver for ASH and Tenants](#)
[Signage Request Form](#)
[Tenant Contact Forms](#)
[Recycling Guidelines](#)
[Construction Rules and Regulations](#)
[Items Acceptable For Recycling](#)
[Waste Items, Non-Recyclable](#)
[Catering Guidelines 2013](#)

Building Services: HVAC

Heating, Ventilation and Air Conditioning (HVAC) are typically provided Monday through Friday from 6:00 a. m. through 6 p.m., exclusive of weekends and building holidays. The engineering staff oversees HVAC operations and is available to respond to your service requests for hot or cold calls. After-hours and holiday HVAC services are available at an additional cost or as stated in your Lease. The additional cost is to offset the building's increased electricity usage and other costs, as required by your lease. We request written notice for overtime HVAC requests by noon of the previous business day. Overtime HVAC requests should be made through the Building Management office.

Building Services: Mail Service & Deliveries

Tenant mailboxes are located on the lobby level of the building for delivery of standard United States Postal Service ([USPS](#)) mail. The mail is usually delivered at 11:30am and picked up at 1:30pm. There are no overnight courier ([UPS](#), [DHL](#), [FedEx](#)) drop boxes located on site.

Deliveries

In order to adequately protect our elevators, all tenant relocations and unusual deliveries are to be coordinated through Building Management so that appropriate steps are taken to protect floor and wall finishes and the elevator interior. The freight elevator is available during normal business hours for deliveries. Delivery personnel must adhere to procedures requiring advance notice to reserve the loading dock for large deliveries requiring extensive time use of the elevators such as move-ins or move outs.

Building Services: Maintenance Requests

This facility is staffed to provide necessary preventive maintenance required to keep the mechanical system of the building in top operational condition, as well as to address day to day problems as they occur. All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins, hot calls, cold calls, leaks, power failures, etc., should be requested through the service request system, explained below.

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the Building Management office.

- Simply click on the link below
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact Building Management.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the Building Management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

Questions regarding the Electronic Tenant Services Request System should be directed to the Building Management office.

Building Services: Recycling

AtSite managed properties participate in recycling programs. Recyclable items include office paper, junk mail, newspapers, cardboard, plastic, aluminum and glass beverage containers. This program requires a commitment from the tenants, management, cleaning contractor and trash remover. Separation of recyclable materials is the responsibility of the tenants, and when recycling containers are filled, the cleaning contractor will remove their contents. Please remember, only through your support can the recycling program be successful. Please contact Building Management with any questions in this regard.

[Click here for Recycling Guidelines](#)

Building Services: Service

The nature of effective quality building management involves identifying root causes of problems and taking proactive steps to prevent quality problems before they occur. At AtSite, we believe the critical ingredients of quality building management include a strong corrective action and preventive action process, consistency and an attitude of caring. To ensure that tenants receive fast and efficient service, AtSite has maintenance staff on duty during normal business hours Monday-Friday. When your request for service is received, a work order is prepared and a member of the maintenance team is dispatched to answer the call. All requests for repair or service, such as light bulbs out, broken door locks, waste bins, temperature adjustments and key replacements should be directed to the Building Management office or submitted via the online [Maintenance Request System](#). After hours emergency calls should be directed to the after-hours number at (877) 820-2568. Please be sure to refer to Account #1911 and the 2021 L Street, NW building address when you call. Routine calls placed after hours will be addressed the next business day, emergency calls will be dispatched immediately.

Building Services: Trash Removal

Depending on your lease, you or the building is required to remove your normal office trash, either through nightly office cleaning or through your respective cleaning vendor. Disposal of non-typical office trash, including office equipment, furniture, filing cabinets, packaging materials, etc. is the responsibility of the tenants. Please feel free to contact Building Management for assistance in removal of unusual trash items. Please be reminded that rubbish or discarded equipment must be disposed of properly. Rubbish or discarded equipment should not be stored in elevators, corridors or stairwells, for even short periods of time. Doing so is a violation of fire codes and building regulations.

Emergency Procedures: Emergency Procedures Overview

The largest variable and potential danger in any emergency is human response. Preparation and tenant training are an integral part of the building's emergency response plan. Information in this section is designed to help you understand the actions that will be taken by Building Management and to provide a basis for your own emergency response plan. Please review it carefully.

With your assistance, AtSite will continue to provide an exceptional and safe working environment. Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither the Building Management nor Ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

Below are World Wide Web addresses to specific Emergency information:

Department of Homeland Security: www.dhs.gov and www.ready.gov

WTOP Radio: 103.5FM- 820AM - 107.7FM: www.wtop.com

Emergency Procedures: Important Reminders

Of course, the best method of handling an emergency is to prevent the situation from arising or by following sound safety procedures. Below is a list of some precautionary steps we suggest you follow:

- Flammable materials are not permitted. If, for any reason, you have any materials necessary for the operation of normal office equipment, which require special care, they must be stored in safety containers and Building Management must be notified.
- Use of extension cords in lieu of permanent wiring is never recommended. If used, extension cords should be sized and grounded according to the load.
- Appliance connections and cords should be kept in good repair.
- Portable electric space heaters are prohibited.
- Smoking is strictly prohibited.
- Your office's wiring was designed to carry a normal electrical load.
- Appliances, which have greater than normal electrical requirements, should not be used without the consent of Building Management.
- Water should never be used on electrical, oil, gasoline or grease fires.
- The Building is equipped with type ABC fire extinguishers.
- Please check the hallways to become familiar with the location of extinguishers provided. The majority of the extinguishers can be found in the main corridors near the stairwell entry doors. These extinguishers are designed to be used on all types of fires.
- Anyone spotting potential fire hazards in the building is asked to report these conditions to Building Management immediately.

Emergency Procedures: Biological, Chemical, Or Radiological Event

This section is designed to outline the policies, procedures and security measures in place in case of a biological, chemical or radiological event. Please review the information in this section carefully as it contains important life safety information.

Overview

Biological, chemical and radiological threats require building management staff to make important and informed decisions that can affect the lives and safety of building tenants and visitors. The numbers of casualties from actual threats would depend on several factors, the most important being the potency or size of the weapon and the efficiency of the delivery system. While an incident involving a chemical agent would be quickly noticed, a biological, or radiological attack, may not be noticed for several days. Evidence of such threats can vary. It may appear as a solid, liquid or gas. A biological or radiological agent release is nearly impossible to identify at the time of release. Building management encourages everyone to acquaint him or herself with the building's evacuation plan and shelter-in-place procedures, follow the advice provided, and to educate yourself as much as possible. The strength of the building's emergency response plan relies greatly on each individual. It relies on each of you to remain calm; report any suspicious, illegal, or threatening situations; follow procedures; and assist your coworkers. The building has developed a comprehensive emergency evacuation plan.

In the case of an emergency situation, including one related to a terrorist attack, the local and federal police and health systems would immediately take action. The building will follow the guidance of the police and health officials. Each situation warrants a different response. As the building receives information it will be immediately relayed to the tenants.

- The building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including a dirty bomb, biological, chemical, or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such a situation.
- The building staff does not have the training to determine whether an unknown substance is actually hazardous and will contact the public agencies each time an unknown substance is found to overtax their resources.
- The building occupant's concerns regarding either an unknown substance or a potential threat against the building will not be ignored.
- The management staff will take some action to investigate all concerns and seek assistance, if needed.
- In case of a chemical or biological weapon attack, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises (shelter-in-place). The best way to protect yourself is to take emergency preparedness measures ahead of time and to get medical attention as soon as possible, if needed.

Chemical Attack

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats or vehicles or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

Six Types Of Agents:

- Lung-damaging (pulmonary) agents such as phosgene
- Cyanide
- Vesicants or blister agents such as mustard gas
- Nerve agents such as GA (tabun), GB (sarin), GO (soman), GF and VX
- Incapacitating agents such as BZ
- Riot-control agents (similar to MACE)

Following a Chemical Attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel.

- If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.
- Decontamination is needed within minutes of exposure to minimize health consequences. (However, you should not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.)
- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose and mouth. Put into a plastic bag if possible.
- Decontaminate hands using soap and water.
- Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
- Remove all items in contact with the body.
- Flush eyes with lots of water.
- Gently wash face and hair with soap and water; then thoroughly rinse with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- If possible, proceed to a medical facility for screening.

Biological Attack

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents, which would likely be used as weapons are: Bacteria, Viruses and Toxins.

- Bacteria - Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
- Viruses - Viruses are organisms, which require living cells to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases, which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.
- Toxins - Toxins are poisonous substances found in, and extracted from, living plants, animals or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long-lived. They can be dispersed by spraying them in the air or infecting animals that carry the disease to humans as well through food and water contamination.

- Aerosols - Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- Animals - Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agro-terrorism.
- Food and Water Contamination – Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins are deactivated by cooking food and boiling water.
- Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague and the Lassa viruses.

Following a Biological Attack

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

In some situations, like the anthrax letters sent in 2001, people may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. Again, it will be important for you to pay attention to official instructions via radio, television and emergency alert systems.

If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance.

Radiological Attack

- The threat that nuclear weapons are available to terrorist groups around the world demands attention. There are two different threats in the area of nuclear terrorism.
- One is the use of a nuclear bomb.
- The other is the detonation of conventional explosives incorporating nuclear materials. These are known as a “dirty bomb”, radiological dispersal devices or RDD.

Terrorist groups are unlikely to have nuclear weapons unless they are sponsored by a nation with nuclear capability. It is more likely that terrorists could develop radiological weapons using highly enriched uranium or plutonium wrapped around a conventional explosive. When such a weapon exploded, it would spread radiation in the area of impact, but would not create a nuclear reaction.

After an RDD attack, it would be difficult to completely decontaminate the environment. The dispersal of radiation would also raise long-term concerns about health issues. Because radiation is invisible and the symptoms are not evident immediately, it would be difficult to learn that a radiological attack had taken place without use of a radiation detector. A concern is “suitcase” or “briefcase” nuclear bombs. These compact bombs are a concern because they would be innocent looking and easy to carry into a building and position. The immediate effects of a nuclear attack are unmistakable: a flash of intense light, followed by a blast of heat and radiation. The secondary effect of radioactive fallout-radioactive airborne and descending particles-is measured by the circumference of the damaged area.

The degree of immediate and secondary effects will depend on several factors:

- The size and type of weapon.
- The terrain affected.
- The height of the explosion.
- The distance from the explosion.
- Weather conditions (stronger winds will intensify the damage and broaden the affected area).
- The thickness of protective material between the person and the fallout (e.g., bagged sand or gravel, concrete, bricks, wood, or earth).
- The amount of time spent in a shelter after the initial explosion.

After a Nuclear Attack

After the intense heat, rumbling noise, and fallout have noticeably ceased, follow these precautions:

- Stay indoors for at least the first 24 hours after the initial explosion. This is the most dangerous period when radioactive particles are airborne. Once these particles hit the ground, they decay fairly rapidly, but it is recommended to remain inside the shelter for as long as physically possible to avoid exposure to radiation.
- Properties that survive such an attack may be radioactively contaminated.
- Do not drink from community water supplies, which could be contaminated.
- Be prepared for looting during any evacuation or chaos that might ensue.

If you are caught in an unprotected area, you should:

- Attempt to get up-wind of the contaminated area.
- Attempt to find shelter as quickly as possible.
- Listen to your radio for official instructions.

Preparing for a Chemical, Biological or Radiological Attack

Assemble a disaster supply kit and be sure to include:

- Battery-powered commercial radio with extra batteries.
- Non-perishable food and drinking water.
- Roll of duct tape and scissors.

- Plastic for doors, windows and vents for the room in which you will shelter in place- this should be an internal room where you can block out air that may contain hazardous chemical or biological agents. (To save critical time during an emergency, sheeting should be pre-measured and cut for each opening.)
- First aid kit with sanitation supplies including soap, water and bleach.

During a Chemical, Biological or Radiological Attack

Listen to your radio for instructions from authorities such as whether to remain inside or to evacuate. If you are instructed to remain in your home, the building where you are or other shelter during a chemical or biological attack:

- Turn off all ventilation including furnaces, air conditioners, vents and fans.
- Seek shelter in an internal room, preferably one without windows. Seal the room with duct tape and plastic sheeting. Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours.
- Remain in protected areas where toxic vapors are reduced or eliminated, and be sure to take your battery-operated radio with you.

Emergency Procedures: Bomb Threat

All bomb threats must be treated as a serious matter. To ensure the safety of building occupants and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

Report all bomb threats to police or call 911 and call the Building Management office or Facility Manager. When there has been a threat, if you see a package or unknown object in an unusual place, do not touch it. If you receive a bomb threat, try to obtain the following information:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your name?

Also, have the following information ready to be related to the Police Officer you talk to:

- Sex of caller
- Approximate Age
- Speech pattern/accents
- Any background noise
- Phone number where the call was received
- Date and time the call was received

Mail Bombs and Suspicious Packages

The likelihood of ever receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in the death, injury, and destruction of property. To help prevent a mail bomb disaster first, consider whether you or your organization could be a possible target. Some motives for mail bombs include revenge, extortion, love triangles, terrorism and business disputes. Keep in mind that a bomb can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics, which may assist you in identifying a suspect mailing. To apply these factors, it is important to know the type of mail your organization and your home receive.

Look For These Signs:

- Mail bombs may bear restricted endorsements such as "Personal" or "Private." This factor is important when the addressee does not usually receive personal mail at the office.
- Addressee's name/title may be inaccurate. Return address may be fictitious.
- Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Mail bombs may have protruding wires, aluminum foil or oil stains and may emit a peculiar odor.
- Cancellation or postmark may show a different location than the return address.
- Mail bombs may have excessive postage.
- Letter bombs may feel rigid, or appear uneven or lopsided.
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Package bombs may have an irregular shape, soft spots or bulges.
- Package bombs may make a buzzing or ticking noise or a sloshing sound.
- Pressure or resistance may be noted when removing contents from an envelope or parcel.
- If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender. Do not open the article.
- Isolate the mailing and evacuate the immediate area.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.

- If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent - instead, contact police or call 9-1-1 for immediate professional assistance.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the Security Officers will keep the building entrances locked. 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.

Emergency Procedures: Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the black emergency button within the cab will alert the security monitoring company, ResponseTech, that the elevator is malfunctioning. Once the black button is depressed the ResponseTech operator will respond "Emergency 24, what is your emergency?". The cab number will be identified, and so too, the specific floor on which it is stuck. The Security Officer will establish two-way communication with elevator occupants until help has arrived.

In the event of a power outage, elevator #1 will continue to operate using our 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 THE STAIRWELLS.

Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	(202) 296- 1360
Building Security	(202) 296- 1222
After Hours Emergencies	(877) 820- 2568*
Fire Department (non Emergency)	311
Police Department (non Emergency)	311

*Please refer to Account #1911 and the 2021 L Street, NW Building address when you call the emergency number.

Important notes

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

Emergency Procedures: Evacuation

There are two stairwells on each floor of the building, Stairwell 1 and Stairwell 2. Please use the stairwell closest to your location at the time of the emergency and follow the exit signs to exit the building.

Emergency Procedures: Fire and Life Safety

This section provides detailed policies and procedures and life safety information about the fire provisions. Please review this information carefully. Listed below are links designed to help users find specific information quickly and easily.

Emergency Personnel

The Building Manager is the primary tenant contact in emergency situations. The Building Manager is also responsible for pre-emergency planning, including the recruiting and training of sufficient Floor Wardens and Deputy Floor Wardens for each tenant or floor. Building staff will usually be the first to arrive at the scene. If the fire is small, they will confine or extinguish it by using equipment carried with them. Upon locating the fire, one member of the Fire Brigade will move to the first floor and communicate to firefighters as they arrive.

Floor Wardens

- All tenants in the building are responsible for designating at least two Floor Wardens for their suite. These will be a primary warden as well as a backup warden, who will assume responsibility in the event that the primary warden is out of the building at the time the alarm rings.
- Floor Wardens are responsible for knowing the building relocation and/or evacuation plan, floor layouts, and the location and use of fire equipment.
- During an emergency, they are responsible for implementing an orderly evacuation, following instruction of the Fire Safety Director or Fire Department.
- Prior to an emergency, Floor Wardens are also responsible for educating their fellow workers about emergency procedures through training or bulletin board postings as necessary.
- They should maintain lists of physically impaired people in their offices and throughout the building to ensure that each is assigned one or more aids.
- Floor Wardens are responsible for identifying and training Deputy Floor Wardens capable of performing their duties in their absence and assisting them during a drill or emergency. Additionally, Floor Wardens act as their tenant representatives by attending building fire evacuation meetings.
- Floor Wardens should be assigned per-tenant or per-floor for multi-floor companies.
- They are chosen by their employers and must be capable of assuming a leadership role and commanding cooperation during an alert.
- They must be at their desk within the immediate work area each day on a consistent basis. An individual whose job requires frequent absences from the office is not a good choice for Floor Warden.
- The tenant is responsible for keeping Building Management abreast of changes in the personnel who have been designated as Floor Wardens in their suite.

Deputy Floor Wardens

- Two Deputy Floor Wardens are typically chosen per floor. Companies occupying less than a full floor may choose one or two depending on their office configuration.
- Deputy Floor Wardens receive training adequate to assume Floor Warden responsibilities if necessary.
- When the regular Floor Warden is not present, Deputies will direct traffic away from elevators unless otherwise instructed by the Fire Safety Director or Fire Department.
- Prior to entering a stairwell, Deputies should feel the door for heat that would indicate a fire, and check for smoke.
- If the stairwell is unsafe, they will direct traffic to an alternate stairwell. During the alert, Deputies should inspect their areas to verify that all personnel have relocated and report to the Floor Warden when the area is clear. Once relocated, the Deputy will assemble and account for all people in his or her assigned area.

Aids

- Two fellow employees should be assigned as Aids to assist any person who has a handicap, which causes difficulty in relocating.
- One Aid is assigned to each person with a hearing or visual impairment. Aids to the Physically Impaired are designated in advance and their names reported to the Fire Safety Director.
- Upon reaching their destination, they will request that their Floor Warden notify the Fire Safety Director of the physically impaired person's relocation.

Tenants have the following Safety Planning Responsibilities:

- Have an evacuation route clearly planned. Educate and assist Deputy Floor Wardens in preparing evacuation plans for their individual areas.
- Select a pre-arranged meeting site away from the building.
- Identify weak points during fire drills. Discuss these with the Fire Safety Director and Building Manager and work with Deputy Floor Wardens to correct deficiencies.
- Maintain up-to-date organization charts of Floor Wardens, Deputy Floor Wardens and Aids to the Physically Impaired. Report changes to the Fire Safety Director.
- Instruct new Deputies and Aids in their responsibilities during drills or actual evacuations.
- Inspect your area periodically for safety. Make sure stairwells are kept free of obstructions and all flammable substances are stored in approved containers.
- Know the location of fire extinguishers and how to use them, but do not endanger yourself or others. If the fire is large or spreading rapidly, close the door and leave the area.

If signs of fire are found, Floor Wardens should:

- Confine the fire by closing doors.
- In all cases, removing anyone in danger and notifying Building Management takes precedence over fighting the fire.
- Pull the alarm.
- If you can safely do so, contact Building Management and describe the material that is burning, its exact location and severity.
- If evacuation is ordered, call upon Deputy Wardens and Aids to the Physically Impaired as pre-planned. Assign others as needed to:
 - Handle flashlights or other emergency lighting in the case of a power failure.
 - Take a first aid kit.
 - Check the area, especially restrooms, for remaining visitors or employees. Instruct floor searchers to turn off lights and to close, but not lock the doors.
 - If you encounter smoke on your floor, do not wait for an evacuation order.
 - If you can safely do so, contact the Fire Safety Director of your intent to evacuate and intended route.
 - Reassemble and account for all people at the prearranged site away from the building.
 - Await further instructions there from the Fire Safety Director.

Emergency Evacuation Drills

Emergency evacuation drills are held twice per year to test systems and practice emergency response on the part of occupants of the building and management staff. Everyone is required to participate, and tenants are encouraged to practice their in-house emergency evacuation procedures.

Upon completion of the evacuation drill, each tenant Floor Warden and members of the emergency preparedness team should report on the effectiveness of the emergency plan and problem areas noted. Building Management keeps a record of the drills on file, timing of the evacuation, and issues that arose during the emergency. Tenants are encouraged to communicate issues relating to the evacuation drill to Building Management. Tenants are notified in advance of scheduled emergency evacuation drills.

Fire / Smoke Alarms

If You Smell Smoke:

- If you can safely do so, contact Building Management. Report the location from where the odor seems to be coming (i.e., floor and suite number) and alert your Floor Warden.
- Keep personnel away from any area that is emitting a smoke odor.
- Be prepared to follow the instruction of your assigned Floor Warden.

If You See a Fire

- Pull the nearest alarm station. Pull stations are located at all stairwell entries.
- Close the door.
- Confine the fire.
- If you can safely do so, contact Building Management and briefly state the nature and location of the fire.

- Alert your Floor Warden. Tenant Floor Wardens have been trained in emergency procedures. Follow his or her evacuation instructions using stairwells. Never use the elevator in a fire emergency.

Fire Extinguishers

- Fire extinguishers are located near stairwell doors and in the restroom corridors.
- Do not use water on electrical fires and do not endanger yourself or others. The Fire Department will be on the scene within minutes.
- All fires, no matter how small or quickly extinguished, must be reported to Building Management.

Emergency Procedures: Flooding

Flash floods are the number one weather-related killer in the United States. Six inches of fast moving water can knock you off your feet. Twenty-four inches of water will carry away most automobiles. Nearly half of all flash flood fatalities are auto related. Be aware that roadways may not be intact under floodwaters. Flash flooding occurs within 6 hours of the rain event. Flash flood waters can move at incredible speeds, uprooting trees, moving boulders, and destroying bridges and buildings. Most flash flooding is caused by slow-moving thunderstorms, thunderstorms repeatedly moving over the same area or heavy rains from hurricanes and tropical storms. Occasionally, floating debris or ice can restrict the flow of water at natural or man-made obstructions. Flash flooding can occur downstream when the ice or debris is suddenly released.

Environmental Clues:

- Listen for distant thunderstorms – runoff from a faraway thunderstorm could be headed your way.
- Look out for rapidly rising water.
- When driving look out for flooding at highway dips, bridges and low areas.

Warnings:

- Flash Flood Watch or Flood Watch – Flash flooding or flooding is possible within the designated watch areas – Be Alert.
- Flash Flood Warning or Flood Warnings – Flash flooding or flooding has been reported or is imminent - take necessary precautions at once.
- Urban and Small Stream Advisory - Flooding of small streams, streets and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

Emergency Actions:

- Plan ahead as to what actions you will take in the event a flash flood occurs in your area.
- Remember - you may only have seconds to react when confronted with a flash flood.
- During watches be prepared to take immediate action.
- During warnings if the skies become threatening, take immediate action.
- Get out of areas subject to flooding and head for higher ground.
- Avoid already flooded and high velocity flow areas.
- Never drive through flooded roadways - the depth of floodwaters is not always obvious.
- If your vehicle stalls, leave it immediately and seek higher ground.
- Be extra cautious at night when it is harder to recognize flood dangers.
- Never allow children to play around high water, storm drains, viaducts or gullies.

Emergency Procedures: Homeland Security

AtSite recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Disease Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Medical Emergency

If a medical emergency occurs in your suite:

- Call Paramedics--Dial 9-1-1. Tell them your floor number and direct the medical team to the main entrance of the building.
- Call the Building Management office.
- If a private physician has been called, inform Building Management and we will attempt to secure an elevator to escort the doctor to your office.
- Post one person in the elevator lobby to lead the medical team to the person in distress.

Emergency Procedures: Power Failure

If normal power fails, all suites and public areas are equipped with independently powered exit signs and emergency lights. The building's emergency generator will automatically provide electricity to life safety systems in the building.

If you experience a power failure, please observe the following guidelines:

- Open draperies and raise blinds to let in outside light.
- Remain in your offices unless otherwise instructed to evacuate. In the event an evacuation is required, lock all access doors to your premises.
- Do not congregate in the lobby areas or in the street.
- If you are trapped in an elevator during a power failure, do not panic. Your elevator will cease operation, but will not fall.
 - **WAIT FOR ASSISTANCE.**
 - Do not force the doors open or escape through the roof hatch.
 - Contact Emergency 24 – ResponseTech Monitoring Service by pressing the black button in the elevator and notify them of your location.

If the situation appears to be extended, tenants will be informed by Building Management. Private systems, especially telephones and computers, may be inoperative in the event of a power loss. Check with your vendor concerning emergency back-up power.

Emergency Procedures: Severe Weather

There are a number of severe weather situations that may have an effect on building operations. Our primary concern is for the safety of the building occupants. Please review the safety information for the following instances of severe weather:

- Severe Thunderstorms
- Lightning
- Tornados
- Hurricanes

Severe Thunderstorm

A severe thunderstorm is defined as a storm that produces hail at least 3/4-inch in diameter and/or winds of 58 mph or higher. These storms spawn tornados.

Warnings:

- Severe Thunderstorm Watch - Severe thunderstorms are possible in the watch area. Remain alert for approaching storms.
- Severe Thunderstorm Warning – Severe thunderstorms are occurring in the warning area. Remain alert to signs of an approaching storm and seek shelter if threatening conditions exist.

Severe Thunderstorm (continued)

Look For:

- Darkening skies
- Towering thunderhead clouds
- Lightning
- Increasing winds 22

Emergency Actions:

- Plan ahead as to what actions you will take in the event a severe thunderstorm may occur in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- Go inside a home or large building or an automobile (not a convertible).
- Do not use telephones except for emergencies.
- Do not stand under or near a tall isolated tree or a telephone pole.
- In a heavily wooded area, seek shelter in a low area under a thick growth of small trees.
- In open areas, go to a low place such as a ravine or valley.
- Get off or away from open water, tractors and other farm equipment, motorcycles, bicycles, golf carts, etc.
- Stay away from wire fences, clotheslines, metal pipes and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.

Lightning

Lightning may strike miles away from the parent cloud. Precautions should be taken even if the thunderstorm is not directly overhead. If you are caught in a level field or open area and you feel your hair stand on end, lightning may be about to strike you. Crouch down and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Tornados

Tornados travel at an average speed of 30 mph, but have been known to reach speeds of 70 miles per hour. While most tornado damage is caused by the violent winds, most tornado injuries and deaths result from flying debris. Tornado winds can reach speeds of over 200 mph. Some tornados are clearly visible; while rain or low hanging clouds obstruct others. Tornados may appear nearly transparent until dust and debris are picked up into the column of air.

Warnings:

- Tornado Watch - Weather conditions are such that tornados are possible in the watch area. Remain alert for approaching storms.
- Tornado Warning - A tornado has been sighted or indicated by weather radar. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

Look For:

- Severe thunderstorms
- Dark, often greenish colored sky
- Large hail, 3/4-inch in diameter or more
- Loud roar; similar to a freight train

Tornados (continued)

Emergency Actions:

- Plan ahead as to what actions you will take in the event a tornado occurs in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- In a building, go to the basement or to an interior part of the lowest level, away from windows, doors and outside walls.
- In high-rise buildings, go to interior small rooms or hallways on the lowest floor possible.
- In most cases closets, bathrooms (without windows) and interior halls offer the best protection.
- Get under something sturdy, lie face down, draw your knees up under you and cover the back of your head with your hands.
- Mobile homes, even if anchored, offer little protection from tornados and should be abandoned.
- If there is no nearby shelter, lie down flat in the nearest ditch or ravine.

Hurricanes

A hurricane is an intense tropical weather system with a well-defined circulation and maximum sustained winds of 74 mph or higher. Hurricane season in the Atlantic/Caribbean region starts in June and extends through November. In the United States, the peak hurricane threat exists from mid-August to late-October. An average of ten tropical storms (six of which become hurricanes) develop over the Atlantic/Caribbean each year. Typically, five hurricanes strike the United States coastline every 3 years. Of these five, two will be major hurricanes (Category 3 or greater).

Category 3 hurricanes produce sustained winds of over 110 mph. The most violent activity takes place around the eye, called the eyewall, of the hurricane. As hurricanes move ashore they sweep the ocean inward, spawn tornados and produce torrential rains and flooding. Although property damage has increased in recent years, timely warnings have greatly diminished hurricane fatalities in the United States. Along the immediate coast, the storm surge is the greatest threat to life and property. The major threat to inland areas is flooding from the torrential rains. Hurricane-force winds can destroy poorly constructed buildings and mobile homes. Debris left outside during a hurricane become flying missiles, which can cause injury or death.

Warnings:

- Hurricane Watch - Hurricane conditions are possible in the area specified in the watch, usually within 36 hours. Prepare to take immediate action.
- Hurricane Warning - Hurricane conditions are expected in the warning area, usually within 24 hours. Complete all storm preparations and evacuate if directed by local officials.

Hurricanes (continued)

Plan Ahead:

- Plan what actions you will take in the event a hurricane may occur in your area.
- Know the hurricane risk in your area.
- Learn safe routes inland.

- If you live in a mobile home, plan to evacuate. These dwellings are unsafe in high winds, no matter how well they are anchored.
- If you live in a high-rise, plan to evacuate. Hurricane winds are stronger at higher elevations.
- If you live on a coastline, an offshore island, or near a river or a flood plain, plan to evacuate.
- Know where local shelters are located.
- Review your insurance policy.
- Within The Warning Area:
 - Monitor radio and television broadcasts for official weather bulletins.
 - Complete preparation activities, such as putting up storm shutters, storing loose objects, etc.
 - Follow instructions issued by local officials and, if evacuating, leave early – if possible, in daylight.
 - In the final analysis, the only real defense against hurricanes is the informed readiness of your community, your family and you.

Introduction: Welcome

Welcome to 2021 L St, The ASH Building, an AtSite managed building. AtSite is one of the most dynamic sustainable building management firms in the Washington, DC metropolitan area. AtSite knows that high performance sustainable buildings deliver value for our tenants. We believe that by helping our clients implement smart, cost efficient initiatives they obtain better building performance, lower operating costs and higher quality spaces. For additional information on AtSite, including a list of our services and clients, visit our web site, www.atsiteinc.com, and see how we're rewriting the rules of sustainable buildings!

For AtSite, customer satisfaction means tenant satisfaction. The nature of this business demands constant, daily contact with our tenants; the bricks-and-mortar aspect of building management can only exist in concert with the tenants who work in that space every single day. Intense focus on customer service can be seen in our company values and statement of goals:

- Satisfying tenant needs is our highest priority.
- Conducting our business with dignity and professionalism is mandatory for all of our associates.
- Building relationships with employees, tenants and vendors strengthens us.
- Acting in financially creative and responsive ways helps both our tenants and our own success.
- Anticipating and reacting to changes and trends in building management on a continuing basis is what distinguishes AtSite from other building management companies.

The daily application of these values and goals forms the foundation of our ability to serve our tenants in the best possible manner. This Tenant Handbook provides a quick reference to the services we offer, including telephone numbers, addresses, and other information likely to be used throughout your tenancy.

Additionally, this guide outlines emergency procedures, including the responses of the building systems and staff, as well as your own responsibilities. Please take a few minutes to familiarize yourself with the contents and building layout. As the emergency procedures are of critical importance, we encourage you to share this information with everyone in your office. A member of AtSite's Building Services Team is always available to assist you with any questions or concerns you may have regarding your tenancy. We encourage you to contact a member of our team at any time.

Welcome to 2021 L Street; a premier AtSite property!

Introduction: About AtSite

Founded in Washington, DC more than 20 years ago, AtSite has expanded from a traditional project design and construction management firm to a full service, integrated sustainable building solutions company. Working directly for owners and managing teams of architects, engineers and other real estate professionals, AtSite ensures adherence to project objectives, schedules and budgets. We provide an innovative, performance-based approach to the design and construction of new buildings and to the analysis, retrofit and management of existing buildings. We are nimble, cost-efficient, seamless and driven to deliver high-performance buildings.

Introduction: About 2021 L Street, NW

Look Around

- A clear glass facade with metal accents provides 2021 L Street with floor-to-ceiling natural light.
- 2021 L Street has windows on the north, west and south sides, filling the building with sunlight throughout the day.
- Lobby finishes include granite floors and wood and metal panel walls with stainless steel accents.
- Restrooms are detailed with glass mosaics, floating marble counters with stainless steel wash planes and designer fixtures.
- Signature design by award-winning architecture firm, Hickok Cole Architects.

More highlights include:

- Central CBD location
- Recently replaced HVAC system, roof, modernized elevator controls
- Fitness center
- Abundant parking in and around 2021 L Street
- Extremely convenient location
- 2021 L Street is located within four blocks of four metro stations – Red Line – Farragut North and Dupont Circle. Blue and Orange lines – Foggy Bottom and Farragut West
- LEED Platinum Certified

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as a warning system and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Policies and Procedures: Certificate of Occupancy

All tenants are required to obtain a Certificate of Occupancy or Non-Residential Use Permit from the District of Columbia government jurisdiction. Once you receive the Occupancy Certificate, please forward a copy to the Building Management office.

Policies and Procedures: General Rules and Regulations

AtSite is committed to providing quality office space, managed with an eye for detail. Your help in meeting this standard is greatly appreciated. The following common sense rules protect everyone and are intended as a broad outline only. Refer to your lease for more specific enumeration of tenant obligations. Retail tenants should also reference their lease for retail specific information including exterior design guidelines.

- AtSite managed properties are smoke-free buildings. Smoking is prohibited outside of entrances, in entrance vestibules, public corridors, lobbies, vending areas, restrooms, stairwells and elevators. Smoking within the building or closer than 25' from the entries is prohibited.
- Please do not block the halls, elevators or other public spaces, or use them for any purpose other than traveling to and from your offices. This includes storage of freight, merchandise, and displays or showcases in any common area used by people outside of your own firm. Building Management can make an exception for infrequent receptions or other gatherings, which may involve use of public spaces with prior approval.
- Please do not alter the exterior appearance of the building by installing signs, advertisements, notices or other graphics on exterior walls, windows, or interior surfaces visible from the outside without prior written permission from Building Management.
- Interior identification plaques or signs shall be of a size, color and style approved by Building Management. All signs are ordered by Building Management.
- Please do not use plumbing fixtures for other than their intended purpose. Depositing coffee grounds, sweepings, rubbish, rags, acids and other substances in sinks or toilets can result in damage and repair charges to the tenant.

General Rules & Regulations (continued)

- Do not store flammable fluids or any combustible materials, explosives or chemical substances in your suite.
- Use the locks provided. If additional locks, bolts, or other mechanical security systems are required, Building Management will be happy to coordinate their installation.
- Management is to be provided with keys or combinations to all such systems except those protecting high security areas.
- Please do not keep pets, bicycles or other vehicles within your premises. Exceptions are made for seeing-eye dogs and conveyances required for physically impaired persons.
- Tenants using regular suppliers of outside services should notify Building Management, which may establish hours or other conditions for entrance to the building. Such suppliers include, but are not limited to: vendors of newspapers, food, water, ice, towels, barbering, shoe shining and similar products and services.
- Do not tape or adhere any materials to the windows.
- Canvassing, soliciting and peddling of products or services are prohibited.

[Click here for all Building Rules and Regulations at 2021 L street](#)

Policies and Procedures: Insurance Requirements

A current Certificate of Insurance must be given to Building Management. Please consult your Lease for the insurance requirements. If you have any questions, contact Building Management.

Policies and Procedures: Moving Procedures

Moving In

These guidelines have been prepared to assist in the process of relocating your offices. Items that need to be addressed are as follows:

1. [Lobby Directory and Suite entry signage](#)
2. Lease commencement date addendum
3. Keys (suite entry, restroom)
4. Electronic access cards/fobs
5. Freight elevator reservations
6. Allowable times for move in
7. Protection of common areas
8. Move in coordination meeting
9. Mail delivery
10. Monthly parking account set up
11. Moving company contact information/insurance certificate
12. [Fitness Center waivers](#)
13. Certificates of insurance for both your company and your moving company
14. Emergency contact information
15. Fire Floor Warden Designations

Regarding your signage, please contact the Building Management office for information on the lobby directory listings as well as the building standard signage for your suite entry doors.

As soon as your move date has been determined, please be sure to reserve the freight elevator with Building Management. Please also provide three (3) after hour's emergency contacts, as well as designation of your Floor Warden and Deputy Floor Warden for evacuation training purposes in addition to the other contact information requested on the "[Tenant Contact Form](#)". Please plan on being available at the earliest possible date to meet with the Building Manager in order to help us assist you with these and other move in related items.

Moving Out

While we hope there will not come a time when you decide to leave, if this occurs we would appreciate your assistance in the following items:

1. Follow the lease related requirements, if any, for move out notification.
2. Request use of the freight elevator and loading dock through the Building Management office.
3. Provide contact information for your moving company to your Building Manager.
4. Assist us in obtaining the proper insurance documentation from your mover.
5. Provide forwarding contact information to your Building Manager.
6. Indicate to your Building Manager if you will have any extraordinary waste disposal needs so that these can be properly arranged.
7. Return all keys and electronic access keys, cards or fobs. A move out inspection will be conducted by your Building Manager after your move out. Please notify us if you wish to be present for this.

Policies and Procedures: Smoking

2021 L Street maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Smoking is prohibited within the building or closer than 25' from entries. Please do not smoke at building entrances.

Policies and Procedures: Tenant Alterations & Contractors

Office suites are typically built-to-suit the need of individual tenants prior to move-in. Alterations including the installation of communications systems, music systems or security systems, which involve any connection to the building electrical systems or building structure itself must comply with the provisions of your lease and are subject to advanced approval by Building Management. Should you require these services, please notify Building Management in writing. You will be notified of any additional information that may be required for approval before alterations may proceed.

Once approved, you will be notified in writing by the Building Manager. Under no circumstances will alterations be permitted without approval in advance from the Building Manager. If remodeling is decorative only (e.g., painting, re-carpeting or rearrangement of temporary office partitions), and does not involve significant alterations, we will suspend or accelerate maintenance and cleaning, and help in any way we can. Construction personnel requiring use of an elevator for all inter-floor movement must contact Building Management to "lock-off" a freight elevator for the activity in advance. This allows us to help facilitate your movement of building materials and protect the elevator cab finishes.

Contractor Qualifications

Construction firms, electricians, plumbers and personnel providing remodeling or repair services must be approved by Building Management.

Building Management maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below.

If you prefer to use a contractor who is not prequalified, please contact Building Management for approval. The following is a list of essential documentation and information required from each contractor prior to execution of any work within the property.

- All contractors must be licensed in the District of Columbia in order to perform their trade work. All required permits must be obtained prior to the start of work and copies provided to the Building Manager.
- All contractors must have a Certificate of Insurance on file with Building Management before execution of any work. This certificate must name the required entities as additional insured with coverage for workmen's compensation, general liability and personal property damage in accordance with your building's work rules. If you have any questions regarding the building work rules please contact your Building Manager.
- All contractors must provide proof of financial security satisfactory to Landlord in order to ensure that the premises shall be kept free from mechanic's or materialman's liens. In addition, contractors and/or tenants must obtain all permits, approvals and certificates required by governmental or quasi-governmental bodies. Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to Building Management as soon as they become available.

Contractor Work Rules

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction. The Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to. The scope of these Rules and Regulations shall include, but not be limited to the following:

Insurance

All general and subcontractors must provide a current certificate of insurance evidencing adequate workman's comp, liability and property damage coverage.

General

Work to be performed by any contractor within the property must be scheduled in advance and coordinated through Building Management. All contractors must check in with the Building Management and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be requested from Building Management when any work involving the Fire/Life Safety systems is required. Any damage to the common areas, corridor, restrooms, elevators, etc., will be repaired by the General Contractor at the Contractor's expense. Construction areas are to be secured against unauthorized entry at all times. When the project is complete, General Contractor will provide three (3) sets of as-builts and Operations and Maintenance manuals to the Building Manager.

Debris

Contractors will provide their own means of debris storage and removal. All construction debris must be hauled away daily and the storage must be handled by the contractor. No construction dumpsters are permitted to remain at 2021 L Street overnight. Contractor's dumpster may be placed in the loading dock area, but only with prior approval from Building Management as to specific placement. Debris must not spill or be left around dumpster. Contractor is responsible for cleanliness of the area. Dumpster must not overflow. Demolition debris can only be removed from the building after 6:00 p.m. or before 7:00 a.m., except on weekends. The freight elevator must be reserved in advance by calling Building Management. Paint and patching materials shall not be disposed of through the building's plumbing. Disposal of these materials, as well as oil soaked rags, shall be accomplished in accordance with established guidelines for these materials.

Site Protection

Contractor will provide floor, wall and ceiling protection from the freight elevator to the entrance of the suite to be remodeled. The type of protection is to be masonite, with the ends taped together to prevent passers-by from tripping. Protection will be provided by Contractor for the freight elevator doorframe on the floor to be remodeled. Protection will consist of carpet strips secured to the doorframe from the floor to the top of the frame such that no markings are left on the door frames when protection is removed. All carpet and elevator protection should be installed prior to demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place until the job is completed. Contractor shall correct and repair damages at their own cost.

Noise and Noxious Odors

Particularly noisy work such as core drilling (or fume producing work such as oil based painting) must be coordinated with Building Management and performed after 8:00 p.m. or before 7:00 a.m. on weekdays or at anytime during weekends. Odor producing work such as staining of doors must be coordinated with Building Management so action can be taken to dissipate fumes, address the smoke detectors by coordinating with Management's requirements, and arrange for additional security, if necessary. If security is necessary, Contractor is to pay for said cost. If Contractor or Subcontractor's personnel use radios or tape players, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property. General Contractor must provide to Building Management an MSDS list of all chemical compounds and materials to be used during construction.

Egress and Ingress

All movement of materials in or out of the building will be through the loading dock and service corridors. The loading area is located in the alley behind the building. All movement of materials onto the tenant floors will be through the freight elevator only. No passenger elevators are to be used. The freight elevator may be used for small material movement during business hours if prior approval is given by Building Management. Large material deliveries or debris removal must be coordinated with Building Management and performed before 7:00 a.m. or after 6:00 p.m. on weekdays or anytime on weekends. Access to the property after hours will only be granted if Contractor has obtained access from Building Management. Access other than normal business hours must be requested 48-hours in advance. Delivery or removal of materials too large for the freight elevator must be coordinated with Building Management.

Condition of Site

The construction area is to be broom swept and all trash removed at the end of each business day. Public areas leading to construction areas will be thoroughly cleaned at the end of each night's work at Contractor's expense.

Parking

Contractors are responsible for their own parking. There are no available spaces within the facility, nor shall a contractor be permitted to park in the loading area for more than 15 minutes. More detailed Building Work Rules for Contractors will be distributed to contractors prior to commencement of work and acknowledgement of an agreement to Work Rules must be received by the Building Manager prior to commencement of work.

Sustainability: Sustainability Overview

What is Sustainability?

In its most general form, sustainability is about creating new ways to live and prosper while ensuring an equitable, healthy future for all people and the planet. Sustainability in the built environment considers the impact of construction and building operations on ecological, social, and economic systems and strives to maintain balance and integration of these systems.

Using an Integrative, Whole-System Approach

An integrative approach to building design and operations is based on an understanding that all building systems and human activity within a building are connected and influenced by each other. Using this approach allows AtSite to work together with our tenants to enhance building performance and create an entire building that operates as efficiently as possible and creates a healthy indoor environment for all building occupants. This concept can be applied to new and existing buildings as well as interior spaces. On a larger scale, the building and site can be viewed as part of a system that includes the surrounding ecosystem, the community, and the region.

Corporate Sustainability (The Triple Bottom Line)

The concept of a “Triple Bottom Line” is one in which an organization places equal importance on the social, environmental, and economic impacts of its business practices. Applying sustainability to the way AtSite builds, operates, and maintains our buildings helps our tenants embrace this approach in these three areas.

People – Sustainable building practices create healthier environments for our tenants and the community at large.

Planet – Through resource conservation, reduced use of toxic chemicals, and other simple yet effective sustainability strategies, we can help protect the planet for future generations.

Profit – Energy efficiency and water efficiency strategies reduce client and building operating costs, which saves our tenants money. Perhaps even more importantly, improved indoor environmental quality in our buildings helps our tenants to be healthier and more productive, resulting in greater return on their investment in salaries.

Sustainability: Sustainable Building Practices

Site: Overview

Planning and design of green buildings (2021 L St) begins with the conscious decision to build in an environmentally friendly manner. Positioning of buildings on the site, their connection to the history and topography of the landscape, and proximity to amenities are key factors that influence a building's impact on the environment and the community. Once a site is identified, the building design is planned to use the site conditions advantageously and to limit disturbances to the surrounding ecosystem.

For Tenants

Replace existing faucets and shower heads with low-flow options to increase water efficiency and save on utility bills. Consider replacing toilets and urinals with low flow or dual-flush options.

- When planning your office move, rent reusable containers instead of using disposable cardboard boxes.
- Purchase office paper and supplies with as high a recycled content as possible.
- Switch to an electronic document filing system, read documents online instead of printing wherever possible and consider using an electronic fax service.
- Use the blank backside of old documents when printing internal drafts and print double-sided final copies.
- Bring your morning coffee in a reusable mug and your lunch in reusable containers.
- Stock your office pantry with real plates, mugs and silverware and avoid "box lunches" for catered meetings.

Energy: Overview

Green buildings incorporate high performance systems and strategies to increase energy efficiency. Many different aspects of a building design influence its energy performance, and some of the most significant utility cost savings can be realized through implementing energy efficiency techniques.

Sustainability: AtSite Energy Commitment

Energy conservation and efficiency is an ongoing focus at AtSite. This includes tracking our energy usage, performing aggressive preventive maintenance and managing with the best practices of ASHRAE and LEED EB O&M. We are continually working to reduce energy consumption and the carbon footprint of our managed facilities.

For Tenants

- Switch to energy efficient light bulbs, which use up to 75 percent less energy and can last ten times longer than incandescent bulbs. (Be sure to dispose of fluorescent bulbs properly.)
- Use less light when working to conserve energy.
- Turn off lights, computers, and office equipment when you leave each night.
- Put equipment on power strips and turn them off nightly to eliminate wasted energy used by idle equipment, which often still draws power.
- Conserve energy and save on costs by keeping your thermostat set at 68 degrees in the winter and 76 degrees in the summer.
- Install high-efficiency Energy Star rated appliances and use Energy Star computers and equipment where possible.

Indoor Environmental Quality: Overview

Indoor environmental quality is a critical component of green buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

For Tenants

There are a number of measures that AtSite recommends to ensure that a healthy indoor environment is maintained for all building occupants including:

- Protect stored on-site or installed absorptive materials from moisture damage.
- If air handlers must be used during construction, use filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 at each return grill as determined by ASHRAE, Standard 62.
- Replace filtration media immediately prior to occupancy.
- When possible, conduct a minimum two week flush out with new filtration media with 100 percent outside air after construction ends and prior to occupancy of the affected space.
- Make sure the Contractor notifies the Building Manager 48 hours before beginning any work which may cause objectionable noise or odors.
- Carpet systems must meet or exceed the Carpet and Rug Institute Green Label Indoor Air Quality Test Program.
- Composite wood and agrifiber products must contain no added urea-formaldehyde resins.
- Make sure the Contractor provides protection and barricades as required to ensure personnel safety and complies with OSHA at a minimum.

Sustainability: Operations & Maintenance

Overview

The design and construction of a building is only the beginning of the building's environmental impact. Implementing green building operations and maintenance (O&M) practices ensures that building systems achieve maximum efficiency over the life of a building.

The U.S. Green Building Council

The U.S. Green Building Council (USGBC) is a member-based nonprofit organization which promotes sustainable design and building practices. The USGBC identifies its guiding principles as the following:

- Promote the Triple Bottom Line
- Establish Leadership
- Reconcile Humanity with Nature
- Maintain Integrity
- Ensure Inclusiveness
- Exhibit Transparency

To learn more about USGBC's guiding principles, visit the USGBC website at <http://www.usgbc.org/>.

What is LEED-EB?

The USGBC created the Leadership in Energy and Environmental Design (LEED) green building rating system, a framework that has become widely accepted as a benchmark for certifying green buildings. LEED for Existing Buildings (LEED-EB) focuses on Operations and Maintenance of a building, with a goal of helping building owners and occupants operate in a sustainable and efficient way over the long term. LEED-EB is a voluntary, point-based system consisting of six categories:

- Sustainable Sites
- Indoor Environmental Quality
- Water Efficiency
- Energy & Atmosphere
- Innovation & Design Process
- Materials & Resources

Projects may receive certification under LEED-EB by meeting prerequisites and earning 34-92 points, with ratings of Certified Silver, Gold and Platinum available depending on the number of points earned.

The 2021 L Street building is a LEED Platinum certified building!

For Tenants

- Ensure tenant equipment receives proper preventive maintenance.
- Review product material safety data sheets for all chemicals used in your space. Look for the most resource efficient and non-toxic alternatives.
- Require your vendors to employ sustainable practices.
- Ask about sustainable options!