

TENANT HANDBOOK

1500 Jefferson Building



Wright Runstad & Company
Property Management

www.1500Jefferson.com

APPENDIX A – Emergency Instructions
APPENDIX B – Employee Evacuation Plan

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INTRODUCTION

Welcome to the state office building located at 1500 Jefferson Street. Communication is the most crucial element in implementing the policies and procedures outlined in this Tenant Handbook. Your agency-appointed Tenant Representatives have been designated as the contact between your agency and the building's Property Management office staff, and will be responsible for making requests or reporting problems, as well as conveying important information from the Property Management Office.

All communication from your agency to the Property Management office should be channeled through your agency Tenant Representatives.

This Tenant Handbook is a "living document" that will be updated periodically, as deemed needed. Suggestions and feedback are always welcome. It is the responsibility of each tenant to ensure adherence to these requirements and guidelines. If you have concerns or questions, contact your Tenant Representative, who will work with Property Management.

State Agency

Department of Enterprise Services

Washington Technology Solutions

Department of Children, Youth, and Families

BUILDING OPERATIONS

Property Management Office

Wright Runstad & Company

1500 Jefferson Street SE
Olympia, WA 98501

Phone: (360) 359-4790 (*answered 24/7*)

Fax: (360) 359-4791

Email: 1500mgmt@wrightrunstad.com

Office Hours:..... Monday through Friday – 8:00 am to 5:00 pm

The Property Management office is located on the first floor of 1500 Jefferson in Suite 1145.

Wright Runstad & Company Staff

Gayle Powell..... General Manager

Aaron Atkins Chief Engineer

Tohni Rainwater..... Assistant Property Manager

Tim Whittier..... Property Administrator

Julio Salazar Senior Engineer

Andrew Quantz..... Jr. Building Engineer

LEED

LEED, or Leadership in Energy and Environmental Design, is an internationally-recognized green building certification system. Developed by the U.S. Green Building Council (USGBC) in March 2000, LEED provides a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions. LEED promotes sustainable building and development practices and a whole-building approach to sustainability in key areas including water efficiency, energy and atmosphere, materials and resources and indoor environmental quality and innovation in design.

The 1500 Jefferson building has been awarded the Platinum level LEED certification and reflects these sustainable principles in many areas including its recycling and composting programs, green housekeeping techniques, HVAC, lighting and temperature controls, focus on energy conservation, and the bicycle facility. For more information on LEED, please contact Property Management.

BUILDING ACCESS AND SECURITY

Access – During and After Business Hours

Normal building access hours are:

Monday - Friday

7:00 am – 5:30 pm

Closed Weekends and Holidays

The Property Management Office can be reached 24/7 by calling the main phone number (360) 359-4790.

Lobby doors are unlocked during normal business hours and operations with a security officer stationed at the lobby desk. Employees must have a visible active security badge while in the building and is required to operate passenger elevators and to access secured areas in the building.

After-hours entry into the building requires a valid security badge. Security guards are not permitted to open any secured area without authorization. Employees should use their own security badge to enter secured doors and should not allow others to follow them into secured areas. *Workplace security is everyone's responsibility.*

Please note: This Handbook is supplemental to the "1500 Jefferson Office Building Access and Security" policies.

Holidays

1500 Jefferson Building will be closed for designated state holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, and Christmas Day, as well as, any day designated by the state immediately preceding or following a holiday when the holiday falls on a weekend.

Security – General

The 1500 Jefferson building has on-site security located in the main lobby during normal business hours, 7:00 a.m. to 5:30 p.m. Mobile patrols operate during non-business hours. Security can be reached by calling Property Management at (360) 359-4790 or by calling the security desk phone number is (360) 359-4775.

For medical emergencies always call 911 then notify Property Management so emergency responders can be directed to the correct location and immediate access provided to the emergency personnel.

Security – After Business Hours

Workplace security is everyone's responsibility. Do not allow anyone to follow you into the building, or into secured areas after business hours. Anyone authorized to enter the building after normal business hours will be able to do so without problems by using their assigned access badge. If you encounter someone having problems gaining entrance into the building or a secured area, *do not provide access.*

The Property Management office can be reached 24/7 by calling the main phone number (360) 359-4790.

Property Management recommends all personal valuables be locked in a cabinet or drawer. The safety of unsecured valuables or personal items cannot be guaranteed.

Secure ID Badges

Each agency is responsible for granting approval for employees/contractors to receive a secure ID badge. Property Management is responsible for producing, activating, and deactivating all security badges as directed by Agency Management.

For additional information please refer to "1500 Jefferson Office Building Access and Security" policies.

Amenities

On-Site Conveniences/Services

The following amenities/services are available during building hours:

- *Building Conference Center*
- *Locker/shower rooms*
- *Indoor bicycle parking facility*
- *Tenant break areas*
- *Retail/Food Service*
- *Vending Machines*
- *Intercity Transit bus stop*

Conference Center

The Conference Center includes seven conference rooms of various sizes located within general space. The largest is the Presentation room located adjacent to the lobby on the first floor and the remaining rooms are located on the second floor near the mezzanine area at the top of the lobby stairs.

Property Management maintains the schedule for the Conference Center rooms. Please make reservations for these rooms through the Property Management office or the building website (www.1500jefferson.com).

To view room availability or a conference room schedule, visit the Conference Center page located on the 1500 Jefferson building website (www.1500Jefferson.com) or contact Property Management at (360) 359-4790 or 1500mgmt@wrighttrunstad.com.

For additional information about the sizes, capacity, furniture set-ups and amenities for the various rooms in the Building Conference Center, please consult the Conference Center Guidelines available from Property Management or the building website. The Conference Center Guidelines also describe the use policies for the Building Conference Center.

PLEASE NOTE: Reservations are limited to work-related use for state employees residing within the 1500 Jefferson building and other state agencies only as approved.

Parking

Employees who drive to work will register with and be assigned to a parking lot by DES Parking Services and will either be assigned to park under the building or in another nearby lot on the Capitol Campus. Those authorized to park under the building can pick up a parking security badge at the Property Management office.

Your agency will provide details about the Commute Trip Reduction (CTR) Program as well as the parking management plan, including who is eligible, how to register, and how the parking management plan will be monitored and enforced.

DES Parking Services authorizes parking under the building and sends approval to Property Management for access as parking in the garage is awarded. The Property Management office is responsible for monitoring the building's exterior visitor parking lot.

Property Management and each agency is committed to reducing the number of single occupancy vehicles traveling in our communities by encouraging employees to use alternatives to driving alone to and from worksites.

Wright Runstad & Company is not responsible for vehicle theft or damage. Please lock your vehicle at all times, and remove valuables or place them in the trunk.

Visitor Parking Lot

Two-hour parking is available for visitors to the 1500 Jefferson Building in the Visitor Lot which can be accessed from Jefferson Street. With only 20 spaces available to visitors; including two ADA spaces, and two 15-minute load/unload spaces, *employees are not permitted to use visitor parking*. Violators will be subject to towing.

For other visitor parking in the area please check the [DES visitor parking map](#)

Public Transportation

Buses

The 1500 Jefferson Building is located on a major arterial, Jefferson Street, and is close to other major and minor arterials and has access to Interstate 5. Intercity Transit provides regular and frequent bus service to this area, including the free Dash shuttle which serves the Capitol Campus, downtown Olympia and the Farmers Market. The Dash operates every 15 minutes – Monday through Friday from 7:00 a.m. to 6:00 p.m.

Intercity Transit buses are lift-equipped to accommodate passengers with mobility needs. For more information about Intercity Transit service, call (360) 786-1881 or check their website at www.intercitytransit.com.

A bus shelter is located in front of the building on the east side of Jefferson Street.

Carpooling/Vanpooling

Commute Trip Reduction (CTR) CTR has proven an effective tool for helping to ease congestion. By encouraging people to ride the bus, vanpool, carpool, walk, bike, work from home or compress their work week; CTR makes transportation better for the entire state.

CTR for carpools and vanpools are administered in accordance with agency guidelines. Please contact your Tenant Representative to obtain a copy of your agency's policies.

WaTech website: http://intranet.cts.wa.gov/breakroom/ctr_information.aspx

DES website: <http://sharepoint.dis.wa.gov/des/TravelandCommute/Pages/CTR.aspx>

DCYF website:

Below are additional resources to assist you:

DES parking register link: [online parking registration](#)
Permit Application link: [Parking Permit Application for Carpools and Vanpools form](#)
Additional Information: www.ctr.wa.gov

To register for ride-sharing and ride-matching:

www.RideshareOnline.com
[Ridematch Application](#)

Intercity Transit, King County Metro, Pierce Transit and other transit agencies all supply, insure and maintain vanpool vehicles to groups of commuters.

For more information check the following websites:

Intercity Transit www.intercitytransit.com
Pierce Transit www.piercetransit.org
King County Metro www.transit.metrokc.gov

Bicycling/Walking

Bicycling and walking may be overlooked by some as a commute trip reduction option, even though they eliminate a motor vehicle trip. All Intercity Transit buses are equipped with bicycle racks to accommodate bicycle riders. CTR participants who bicycle to work will be assigned a locker in the bike room as they are available. Please contact your agency CTR Coordinator for bike room locker assignment.

Bicycle Commuter Parking

A unique amenity at the 1500 Jefferson Building is the secured indoor bicycle commuter parking facility. The bicycle facility is located on the ground floor near the shower rooms in the south link and requires security badge access for entry.

The facility provides 48 indoor stalls for bicycle commuters to store their bicycles during the day. The bike stalls are available on a first come, first served (non-reserved) basis and are free of charge for use. Access to the bike room must be requested.

The bike room also has 36 day use lockers for employees who are active in the Commute Trip Reduction (CTR) program and commute to work by bicycle. Lockers are assigned by the agency CTR Coordinator and are managed by property management, Wright Runstad & Company, in support of the Commute Trip Reduction and the Health and Safety Program. Please see the CTR Bike Room Locker Guidelines for additional details.

Shower/Locker Rooms

All 1500 Jefferson tenants are given access to the showers and locker rooms at no cost. There are three showers and 33 lockers in each of the men's and women's locker rooms. Access into the shower/locker rooms requires the use of your security badge.

Lockers 1-16 are assigned to CTR participants who qualify. Lockers 17-33 are available for use on a first come, first serve day-use only. Employees using the day-use lockers are responsible for securing their personal belongings and may use their personal lock; however, the lock must be removed before leaving for the day. Locks left on lockers after 6:30 PM, risk being removed involuntarily.

The shower rooms and lockers are managed by Property Management, Wright Runstad & Company in support of the Commute Trip Reduction and the Health and Safety Program. Locker assignments are made by the agency CTR Coordinator.

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Access into lockers may be requested at any time. When necessary for security purposes as determined by WR&C, DES or CTS, lockers may be inspected without notice. If the employee is not readily available the agency may direct WR&C to cut off the personal lock for inspection. WR&C, DES and WaTech are not responsible for personal locks removed involuntarily, or for anything stored inside the locker.

Items removed from lockers will be bagged and held up to 30 days in the Property Management office for reclaiming purposes.

Guidance Statement

Building employees must meet the following requirements to use a CTR Assigned shower room locker:

1. Employed by Department of Enterprise Services (DES) or Washington Technology Solutions (WaTech) or Department of Children, Youth, and Families.
2. Work in the 1500 Jefferson Building.
3. Commute to and from 1500 Jefferson Building by bicycling for a distance of a least one mile (one-way) at least 30 one-way trips per quarter.
4. Registered in the CTR Program.

Locker assignment

1. Lockers are assigned and confirmed by the agency CTR Coordinator for CTR participants. Contact your agency CTR Coordinator to sign up for a locker. Your agency CTR Coordinator will coordinate your locker assignment with WR&C.
2. The locker assignment process will be re-evaluated quarterly to make sure the lockers are being effectively managed in support of CTR.

Employee responsibilities

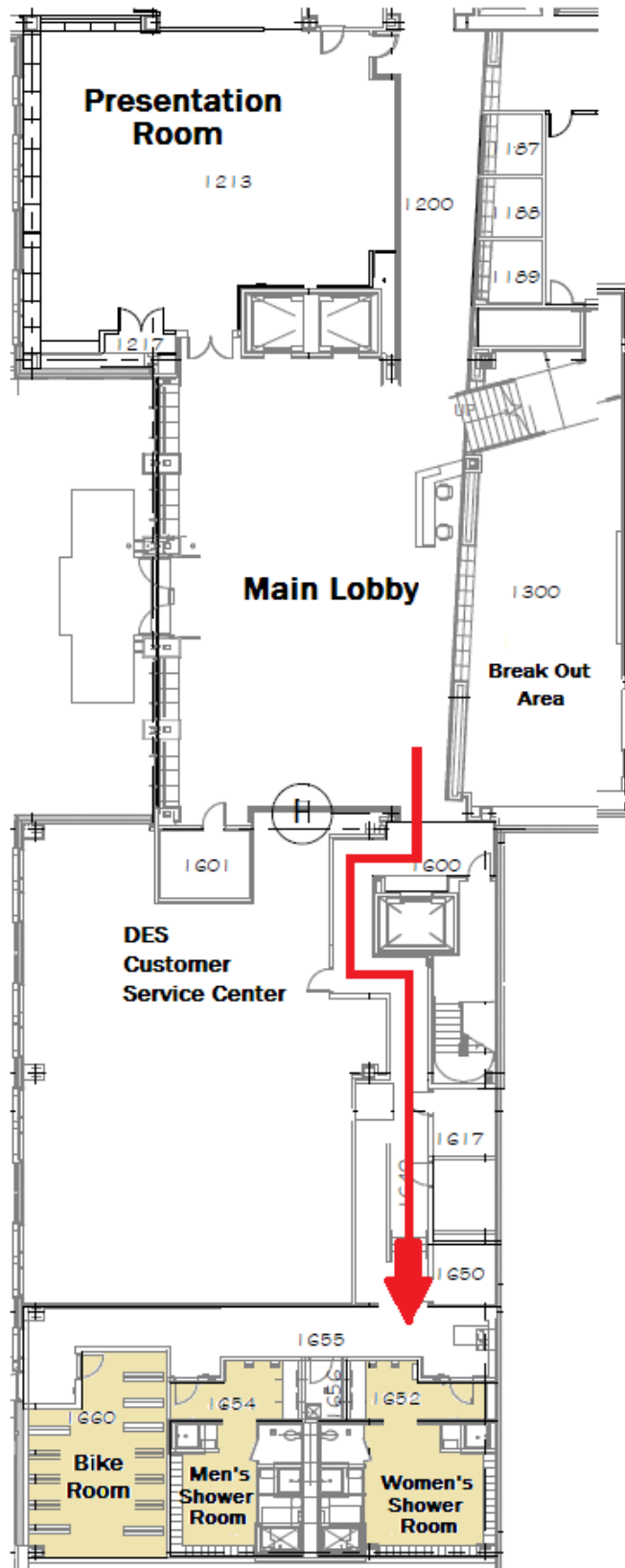
1. Only clothing, toiletries and other bicycling-related items may be stored in the lockers. Other personal or job-related items are not allowed.
2. Quarterly records of your commute trips must be provided to your CTR Program Coordinator.
3. Please keep in mind that use of a locker is a privilege and not a right. Locker privileges may be revoked if:
 - CTR requirements are not met; or
 - Misuse of the Bike Room.
4. Lockers may not be loaned or sub-assigned to anyone else.
5. Employees are responsible for securing their personal belongings.

Locker security

1. Locker use is at your own risk. WR&C, DES, WaTech, and DCYF are not responsible for theft or damage to anything stored in lockers or in the bike room.
2. Lockers may be inspected at any time without notice when necessary for security purposes as determined by - WR&C, DES, WaTech, or DCYF.

If assignee does not grant access upon request, or is not available, the employee's agency may direct the PMO to cut off personal locks. WR&C, DES, WaTech, or DCYF are not responsible for personal locks removed involuntarily or anything stored inside your locker.

Shower/Locker Room and Bike Room Locations



Building Services

Custodial Services

Tenants with day-time custodial needs should notify their agency Tenant Representative. A Day Porter is on site Monday - Friday between the hours of 7:30 a.m. to 4:30 p.m. to assist with these requests.

Nightly service occurs Monday-Friday between 6:00 p.m. and 2:30 a.m. If you have special cleaning requests (carpet shampooing, glass partition cleaning, etc.) please notify your agency Tenant Representative.

Cardboard boxes for disposal should be flattened and stacked in the work rooms near the recycle bins. Custodians will remove flattened cardboard nightly for recycling. Boxes that are not flattened will not be removed without prior authorization.

Your Tenant Representative can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the Property Management office. Boxes, trash, excess materials and equipment should not be left in the hallways, lobbies or in any area designated as a fire exit at any time. Materials of this type should be placed in designated areas for removal by the custodial staff.

Custodial services in work areas include, but are not limited to:

Nightly services:

- Empty, clean, and when needed, reline all waste receptacles.
- Vacuum carpeted main traffic and use areas, including conference rooms and cubicle walkways.
- Touch-up vacuum private offices and/or cubicles as needed on an exception basis between weekly vacuuming.
- Damp wipe and polish all glass furniture tops.
- Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, private entrance glass, and partitions.
- Sweep all uncarpeted floors and remove scuffmarks.
- Damp mop spillage in uncarpeted office areas.
- Spot clean carpets to remove small spills. Report large spills and stains to supervisor.

Weekly detail services:

- Vacuum all carpeted areas completely, including edge vacuum detail, private offices and cubicle interiors, under desks and under waste containers.
- Dust and wipe clean office furniture, chair bases and arms, telephones, files, paneling, cubicle partitions, cubicle shelves and handholds, window sills, and other fixtures or ledges, and all other horizontal surfaces as needed to maintain clean appearance. (*Custodians will not move papers or personal items*).
- Damp mop uncarpeted floors.

Contact Property Management regarding which night your area receives weekly detail services.

Material, safety, and data sheet (MSDS) information for products used at the 1500 Jefferson Building is maintained on-site by Property Management and is available upon request.

Trash Removal

The custodial staff will empty and dispose of everything found in trash containers, without regard to content. For your own protection, please do not use trash containers as storage facilities. We cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

All kitchen/coffee area waste and recycle containers are lined with plastic liners daily to ensure that coffee grounds, food, and other "wet garbage" are disposed of properly. Wet items should be disposed of in break rooms, and should not be placed in unlined containers.

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Each work space will have a small black waste container that is lined for non-recyclable waste materials. Custodians will remove non-recyclable trash nightly, Monday through Friday. Dry trash will be emptied by custodial and liners reused if they are clean and in good condition.

Recycling / Compost Services

The 1500 Jefferson Building has an active waste-recycling program. If you do not have a blue desk-side recycle container, please call your agency Tenant Representative to get one. Workrooms contain large green and tan recycle collection bins and a secured grey receptacle for confidential, high security shredding.

- Tenants should use their blue desk-side recycle containers for the collection of all recycle materials including paper, plastic, all office or newspaper, cardboard, the wrapper for the ream of paper, newsprint, faxes, magazines, plastic containers, aluminum and tin cans are all acceptable.
- Tenants shall empty their own blue desk-side recycle containers into the large green and tan central collection containers located in work rooms and other designated locations.
- Receptacles for compost, recycle, glass, and trash are located in kitchens, breakrooms, and most conference rooms.
- Compost receptacles are located in each kitchen and breakroom for all food scraps, paper towels, napkins, paper bags, paper plates, pizza boxes, food boats, and flowers.
- A locked receptacle for confidential secured shredding is located in workrooms and other designated locations.
- Large green and tan recycle containers are located in each copy/print room and other designated locations. These bins are for the collection of recycle materials including paper, plastic, all office or newspaper, cardboard, the wrapper for the ream of paper, newsprint, faxes, magazines, plastic containers, aluminum and tin cans are all acceptable. (NO compost or trash items!)
- Custodians will remove and empty the large green and tan central recycle and shred containers when the bin is half or more full. If a bin fills during the day, please contact your Tenant Representative to have it emptied.
- Florescent light bulbs are replaced and recycled by Property Management.
- Alkaline batteries (AA, C, D, etc.) can be recycled in the designated bucket located in a workroom on each floor.
- Rechargeable batteries and cell phones can be recycled in the designated cardboard box located in a workroom on the counter.
- Cardboard to be recycled should be flattened by tenants and placed in workrooms near the recycle bins. Boxes left intact will not be removed unless marked as recycle.

Computers, monitors and other electronic equipment are prohibited in the regular trash and need to be properly disposed of in by and through your agency. Contact your agency Tenant Representative for more details.

Composting

Composting bins are available in the kitchens and breakrooms and are equipped with detailed information concerning acceptable composting materials. If you have questions please contact Property Management.

HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems in the building maintain set point temperatures Monday through Friday, 6:00 a.m. to 6:00 p.m. Temperatures will be kept between 68° and 74°. For temperature adjustments in your area contact your agency Tenant Representative.

For after-hours HVAC operation, 2-hour over-ride buttons are located in tenant breakrooms on each floor.

Office Maintenance Service

Please contact your Tenant Representative if your office needs maintenance of any kind. Property Management will assist with hanging pictures or other items on walls, plumbing problems, electrical changes, or other light maintenance and repair work. If required Property Management will contract with a vendor or other resource.

Lighting

The 1500 Jefferson Building has state-of-the-art lighting controls. Motion sensors power lights on / off automatically in private offices and restrooms. Light sensors in the open work areas detect natural light levels and dim the light fixtures closest to exterior windows to maintain optimum light levels. Each workstation is equipped with an LED task light for additional lighting. Automatic lighting controls sweep lights off in the evenings throughout the building. These are all important features of the building's energy efficient design. Contact your agency Tenant Representative if you need additional adjustments.

Remember to power off lights and other electrical equipment in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently.

For after-hours lighting operation, 2-hour over-ride buttons are located at each quarter around the core of the building.

Window Shades

The 1500 Jefferson Building has state-of-the-art automated window coverings. Roof sensors detect and analyses sunlight and glare automatically adjusting the shades according to outside light levels and the time of year. The area in front of all shades must be kept clear of all obstructions.

Common Building Areas

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance; however, we cannot do the job without everyone's help. Often tenants are the first to discover a restroom problem, an elevator malfunction, a burned-out light, or a custodial issue. If you find an issue, please notify your Tenant Representative as soon as possible to ensure the situation is corrected promptly.

Indoor Event Guidelines

If you are planning an indoor tenant function (major celebration, reception, etc.), please notify your Tenant Representative no less than 48 hours prior to the event. The Property Management office maintains certain policies and procedures that assist in coordinating the event, limit liability of the building, and provide for the safety of all visitors and guests. The Property Management Office may request information, including:

1. Date and time of event
2. Number of guests
3. Parking requirements
4. Overtime HVAC requirements
5. Service elevator use
6. Custodial needs
7. Electrical requirements (for sound equipment)
8. Security requirements
9. Certificate of insurance

All such functions need prior approval from Property Management.

Outdoor Events Guidelines

If you are planning an outdoor event please contact Property Management at least one week prior to the event. This will help prevent conflicts with other users and allow Property Management to prepare for special service needs before or after the event.

Lost and Found

Please report any lost or missing items to the lobby reception desk or Property Management. Items found on the premises are kept in the Property Management office or at the lobby reception desk for approximately one month.

Loading Dock and Freight Elevator

In order to ensure reasonable availability of the loading dock for all tenants, the following guidelines have been established for tenant deliveries.

Deliveries

All deliveries should enter through the loading dock for proper documentation upon receipt. Delivery attempts through the main entry will be directed to the loading dock.

Neither Property management nor the security will accept deliveries for agencies. The loading dock is intended for loading and unloading of trucks and vans only.

Loading Dock Facilities

- There is one loading bay serving both the 1500 Jefferson Building and the State Data Center.
- Normal load and unload parking is limited to 20 minutes. Special arrangements must be made in advance with the Property Management office when deliveries are expected to exceed 20 minutes.
- A hydro-lift is available in the loading dock.
- An intercom is located in the loading dock at the pedestrian door.
- Loading dock hours are 7 a.m. to 6 p.m.

CAUTION: Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing.

Freight Elevator

The building's single freight elevator is available on a first-come, first-served basis. Access to the freight elevator is limited to those needing to use dollies, carts or moving other materials throughout the building. This elevator is NOT for general passenger use.

Hand trucks, delivery carts, chairs, furniture, and large hand-carried parcels of any kind should be transported via the freight elevator only.

Passenger Elevator Use

Use of the passenger elevators is not allowed for deliveries of large items, deliveries requiring the use of hand trucks or carts, or moving items between floors (chairs, furniture, etc.).

Alterations and Remodeling

Tenant Alteration Projects

All alterations and remodeling require the approval of Property Management. Requests to make alterations should be sent, in writing, by your Tenant Representative. *Alterations may only be performed by Wright Runstad & Company staff or an approved contractor.* The Property Management office is happy to coordinate approved projects for employees.

See the Operation of Leased Facilities Handbook by the Washington State Department of Enterprise Services (DES) for guidelines relating to alterations and remodeling.

Building Policies

Smoking

The 1500 Jefferson Building is a smoke-free environment including but not limited to e-cigarettes and other tobacco and smoking products. Washington State law prohibits smoking in entrances, lobbies, restrooms, corridors, or other common areas. In addition, smoking is prohibited on the premises including, but not limited to, all offices, stairwells, common areas, on the loading dock, on the plaza or adjacent to building entrances. Those who wish to smoke will find a designated smoking shelter at the east end of the building.

Signs and Notices

Tack boards are located within tenant spaces for tenant use for notices, signs, etc. Signs, advertisements, graphics or notices visible in or from corridors, lobby areas, restrooms or the building exterior are generally not allowed and are subject to prior written approval from the Property Management office. Please contact Property Management for further details or to request approval.

No posting of signs or other materials will be permitted to the interior or exterior windows or doors of the building.

Temperature Control

The building control system manages work space temperature at the 1500 Jefferson Building per Washington State guidelines. Temperatures will be kept between 68° and 74°. If the temperature in your area feels uncomfortable to you please contact your Tenant Representative. Property Management will review and adjust the system accordingly.

Inclement Weather

Property Management intends to maintain the building and grounds during a snow/ice event. The most effective way to determine whether the 1500 Jefferson Building has been closed is to refer to your agency's Suspended Operations or inclement weather policy on your agency website.

Agency inclement weather/emergency information:

WaTech: Call 1-800-520-7220 for WaTech status and instructions for employees

DES: Call 1-800-418-5174 for DES status and instructions for employees

DCYF: call??

Property Management staff will make every effort to de-ice all entries, sidewalks/walkways and ADA parking area by 8 a.m. and will keep areas de-iced until closing at 6 p.m. Monday through Friday, excluding holidays.

Property Management will evaluate weather reports and conditions in the immediate area of the building to determine whether snow removal or sanding may be necessary.

Use of Hand Trucks and Carts

To prevent potential damage to the limestone flooring in the main lobby and or the glass lobby doors, only limited use of hand trucks with pneumatic wheels are allowed to transport items too large to carry. Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted.

Hand trucks, delivery carts, and large hand-carried parcels of any kind are NOT permitted on the passenger elevators. Only the freight elevator should be used to transport these types of items. Tenants should inform delivery personnel of this policy. Delivery attempts through the main entry will be directed to the loading dock.

Attachments to Building Walls, Doors, Ceilings or Light Fixtures

In order to avoid accidents, damage or disruption of building utility services, nails, screws or other attachments to the walls and doors must be installed by Property Management staff. Only tack boards and bulletin boards will be used for posting of notices. Nothing may be attached to or hung from the light fixtures. Push pins, staples or tape are not permitted on walls, doors or ceilings. Please reserve use of these items to tack boards inside your workstation area and bulletin boards. To avoid damage attachments to doors are not permitted.

Window Sills and Ledges

To avoid potential damage to the windows, sills, and blinds, as well as assist in the ease of cleaning and upkeep, nothing should be placed on or attached to the window sills and ledges. Nothing should be placed within 6 inches of window sills to avoid potential hang-ups or damage to the window shades.

Animals

No pets or animals of any kind, including aquariums or fish bowls, except certified guide/service animals accompanied by their owner, are permitted on, or in, the premises.

Plants

Small personal plants are allowed within individual workstations and offices. In order that plants do not block others views or access to daylight, plants must not extend above cubicle walls or be placed on top of the overhead cabinets. In private offices, plants should not exceed 6' in height. Solid fertilizers may be used with discretion; insecticides, herbicides, fungicides, or aerosol sprays are not allowed.

Energy Conservation

Please power-off workstation lights, personal lamps, and all electronic equipment at the close of your workday. This is especially important to conserve energy over weekends. If you see situations where you think energy can be saved we encourage you to please notify Property Management so that we may evaluate the suggestion and possibly implement it.

Noise and Odors

Excessive noise, odors or other activities that may interfere with tenants and persons conducting business within the building are highly discouraged. Many people with the workspace are highly sensitive to odors.

Tenant Use of Small Appliances in Work Areas

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves and other energy consuming small appliances are prohibited for use in work spaces. These can present both a fire and a safety hazard, and are against building policy. No cooking shall be done or permitted in the building, except microwave cooking, and the preparation of coffee, tea, hot chocolate and similar items.

Vending Machines

Vending machines are coordinated by your agency Tenant Representative and will be maintained through Services for the Blind.

Suite Improvements and Changes

All contractors and technicians rendering installation or service work of any kind must provide an active COI meeting insurance requirements and be approved by the Property Management office prior to performing services. We will review our building policies and standards for performing work at the 1500 Jefferson Building, and will provide necessary access to service areas, telephone closets, etc. We require all service persons to check in and out with the Property Management office any time they perform work in the building.

Proposed plans for alterations affecting any physical portion of your suite require written consent from the Property Management office prior to beginning any work or service, and can be obtained by contacting your Tenant Representative. This includes all installations affecting floors, walls, partitions, woodwork, windows, fixtures, ceilings, data and electrical.

Short-term/Day Use Lockers

Except for lockers assigned to CTR participants who either bike or walk to work, lockers inside the shower rooms are available for complimentary day-use for all tenants. The day-use lockers are available on a first-come, first-serve basis. The contents and personal lock for all day-use lockers must be removed daily. Building security will remove any locks and contents left overnight in the day-use lockers.

Bicycle Facility

The indoor, cardkey-access bicycle facility is for bicycle commuter parking. It is not a bicycle storage facility and bicycles should not be left in the facility for extended periods. If your bike needs to remain overnight in the bicycle facility while you are traveling on business, please advise Property Management. Bicycles are not permitted inside the building or the elevators except in the bicycle facility.

Fire and Life Safety

The Property Management office will provide all building personnel with fire and life safety instructions relating to the 1500 Jefferson Building. Reference to the separate sections titled Emergency Instructions and Employee Evacuation Plan following the Tenant Handbook will provide you with detailed emergency information.

Do not obstruct sidewalks, doorways, corridors, elevators, lobbies or stairways with furniture, trash or deliveries of any type. These areas require a full, free traffic flow at all times.

Emergency exit doors are not to be held open under any circumstances.

Reasonable Accommodation

Employees should follow their respective agency's policy for reasonable accommodation requests. Your agency Human Resources office will coordinate reasonable accommodation requests with the Property Management office.

Future Policies

The Property Management office reserves the right to revise these policies and to work in coordination with tenants to make future policies, as required, for the safety, protection, maintenance of the building, the operation thereof and the protection and comfort of the tenants and their employees and visitors.