



Welcome to City Center Bellevue

500 108th Ave NE
Bellevue, WA 98004

CITY CENTER BELLEVUE QUICK GUIDE

On-Site Property Management, Suite 390, Ph: (425) 732-5300

Nicole Twohig, Property Administrator: ntwohig@wrihtrunstad.com

TBA, Assistant Property Manager:

Faye Holtz, General Manager: fholtz@wrihtrunstad.com

Patrick Blakely, Chief Engineer: pblakely@wrihtrunstad.com

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Security

Ph: (425) 732-5317 **please call cell phone if no one answers

Cell: (425) 214-2170

Leasing Team – Broderick Group

Jason Furr, Principal: (425) 646-3444, furr@broderickgroup.com

John Black, Principal: (425) 646-3444, black@broderickgroup.com

Building Questions/Concerns – Property Management Office, (425) 732-5300 / Main Fax: (425) 732-5315

The Property Management office is open from 8am to 5pm M-F. For after hours call, please dial (425) 732-5300, and you will be prompted to our after-hours answering service which can assist with requests.

Service Requests

Please log onto Building Engines at www.requestcom.com to use our online work order system.

- 1) Select the work order type you would like to request
- 2) Enter a description of the request
- 3) Hit submit to complete the work order

You can also email a work request to ccbmgmt@wrihtrunstad.com, or call the Property Management Office at (425) 732-5300.

Parking

Focus Parking manages the parking garage for City Center Bellevue. For questions/concerns, including requests for new or replacement parking cards, please contact:

Focus Parking
425-466-2622
425-454-2815 fax

Questions Regarding:

Phone / Riser Closet Entry

In order to enter the building's phone / riser closets, please call the Property Management Office at (425) 732-5300.

Security – Securitas Security Systems

In the case of an emergency please call 911 first, followed by our Property Management Office at (425) 732-5300. For after hours, you will be prompted to security for assistance. In addition please call this number when requesting an escort to your car by a security guard.

Card Keys

All requests for new or replacement building access card keys should be made through Building Engines.

Please Let Us Know When:

- **Vendors** will be doing work in your suite.
- **Employees** are moving in and out.
- **Main office contacts** change.

- Names on card keys change.

Building Hours at City Center Bellevue: 6:00 AM – 7:00 PM, M-F
8:00 AM – 1:00 PM, Saturday

WRIGHT RUNSTAD & COMPANY

The Company

Wright Runstad & Company, with a commitment to excellence, develops, acquires, and manages office buildings of the highest quality, outperforming market competitors, and achieving superior returns on invested capital over time. We maintain an exceptional reputation in the Pacific Northwest for demonstrated integrity, reliability, and years of outstanding performance. Tenants and major financial institutions recognize us as one of the nation's premier office investors and developers.

The Organization

Wright Runstad & Company employs over 100 outstanding people, each committed to excellence and our core values: Integrity, Quality, and Service. Our corporate office in Seattle accommodates administrative offices, marketing and financial management resources, and project development teams. On-site property management and leasing teams are located in Seattle, Bellevue, Redmond, and Tumwater. Wright Runstad & Company is privately owned by three active principals of the company.

PROPERTY DESCRIPTION

CITY CENTER BELLEVUE, a 27-story, 495,949 square foot Class A office building, is located in the heart of Bellevue's commercial business district. Completed in 1987, the building has an angled architectural profile featuring a distinctive clock tower and panels of rich, rose-tinted reflective glass.

The building offers underground parking for 704 vehicles, abundant public transportation at the adjacent Bellevue Transit Center and easy access to Interstates 405 and 90. Building amenities include banking (Sterlings Savings Bank and Homestreet Bank), two hair salons (Salon Bella and Jordan's Barber Shop), sundries shop (Starzz), three deli/carry-out restaurants (Quizno's, Specialty's, and Pepper Jack's), a Starbucks coffee shop and overnight courier drop boxes.

City Center Bellevue's six-foot-high tower windows offer stunning views of Lake Washington, Meydenbauer Bay, Seattle skyline, the Cascade and Olympic Mountains and Mt. Rainier.

BUILDING RULES & REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking facilities (if any), the Property and the appurtenances. In the event of a conflict between the following rules and regulations and the terms of the Lease, the terms of the Lease shall control. Capitalized terms have the same meaning as defined in the Lease.

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
2. Plumbing fixtures and appliances shall be used only for the purposes for which designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances. Damage resulting to fixtures or appliances due to the gross negligence or willful misconduct of Tenant, its agents, employees or invitees shall be paid for by Tenant and Landlord shall not be responsible for the damage.
3. No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel without Landlord's prior approval, which approval shall not be unreasonably withheld.
4. Landlord may provide and maintain in the first floor (main lobby) of the Building an alphabetical directory board or other directory device listing tenants and no other directory shall be permitted unless previously consented to by Landlord in writing.
5. Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises. A

reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost and Tenant shall not make any duplicate keys. Notwithstanding the foregoing, however, Landlord shall furnish such initial reasonable number of keys to the locks on the entry doors in the Premises at Landlord's cost. All keys shall be returned to Landlord at the expiration or early termination of the Lease.

6. All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.
7. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity, which approval shall not be unreasonably withheld. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage, loss or injury.
8. Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld. Damage to the Building by the installation, maintenance, operation, existence or removal of Tenant's Property shall be repaired at Tenant's sole expense.
9. Corridor doors, when not in use, shall be kept closed.
10. Tenant shall not: (1) make or permit any improper, objectionable or unpleasant noises or odors in the Building, or otherwise interfere in any way with other tenants or persons having business with them; (2) solicit business or distribute or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
11. No animals, except those assisting handicapped persons, shall be brought into the Building or kept in or about the Premises.
12. No inflammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property, except for those

substances as are typically found in similar premises used for general office purposes and are being used by Tenant in a safe manner and in accordance with all applicable Laws. Tenant shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the Premises or any other portion of the Property, any asbestos-containing materials or any solid, liquid or gaseous material now or subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental Law which may now or later be in effect. Tenant shall comply with all Laws pertaining to and governing the use of these materials by Tenant and shall remain solely liable for the costs of abatement and removal.

13. Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use, or permit any part of the Premises to be used for lodging, sleeping or for any illegal purpose.
14. Tenant shall not take any action which would violate Landlord's labor contracts or which would cause a work stoppage, picketing, labor disruption or dispute or interfere with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against Landlord or any of the Landlord Related Parties nor shall the Commencement Date of the Term be extended as a result of the above actions.
15. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electric or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
16. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees and invitees.
17. Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.

18. Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.
19. Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.
20. Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking on the premises.
21. Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
22. Deliveries to and from the Premises shall be made only at the times in the areas and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use which is inconsistent with good business practice.
23. The work of cleaning personnel shall not be hindered by Tenant after 5:30 p.m., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

GENERAL BUILDING SERVICES

Mail

You will be assigned a mailbox upon move-in. Property Management will issue you a key to you assigned mailbox.

Janitorial

Janitorial services are provided Sunday through Thursday between the hours of 5:30 PM and 2:00 AM. If you require cleaning of above-standard improvements (e.g., parquet floors, glass partitions), or have any special cleaning requests (e.g., carpet shampooing, dish washing, stripping/waxing of vinyl floors) please contact the management office.

Moving companies and vendors must remove their boxes from the premises after deliveries. If you have boxes to be disposed of, please flatten them, stack them within your office space and clearly mark them "trash." You can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the management office. At no time should boxes, trash or excess materials/equipment of any kind be left in the hallways, lobbies, freight elevator lobby, or any area designated as a fire exit.

Recycling

Wright Runstad & Company has instituted a building-wide recycling program for paper, cardboard, aluminum, glass, plastic, and composting products used on the premises. These items are collected in special bins located on the tenant's floor, collected by the janitors and removed by a waste disposal contractor. Please place your recyclable items in the specially marked containers provided for this purpose. Make sure all liquids are removed first. Do not mix recyclable materials with normal trash and other forms of waste.

HVAC

Please refer to the terms of your lease for HVAC (Heating, Ventilation and Air Conditioning systems) hours for your suite. If at any time during working hours you desire adjustment to the temperature within your suite, contact the management office for assistance. Depending on tenants' needs, the HVAC can be extended. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please keep blinds closed when in direct sunlight.

HVAC services after business hours are available upon request, and can be scheduled by contacting the management office or following the procedure below. The current charge is \$50.00 per hour, subject to adjustment based on costs and market rates.

BUILDING ACCESS AND SECURITY

Access - During and After Business Hours

Normal operating hours for the building are:

Monday - Friday	6:00 AM-7:00 PM
Saturday	8:00 AM-1:00 PM
Sunday and Holidays	Closed

Access to the building is limited to the revolving front doors that open onto the first floor main lobby and the garage elevators. Elevators will operate only with proper access cards. Employees who visit the building must have an access card and their office keys.

Please provide the management office with a list of the names and home phone numbers of at least three individuals who may be called to authorize admittance of an employee into the building without an access card. These individuals would also be contacted in the event of an emergency.

Security - During Business Hours

Entrances are unlocked during regular business hours. Although we try to maintain a secure working environment, many people enter the building every day, and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

1. Lock all doors when leaving your office unattended.
2. Instruct employees to keep valuables in secured areas (locked desks, file cabinets or closets) when leaving them unattended.
3. Always keep safes; vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults. Do not leave combinations where they can be found or easily deciphered.
4. Notify the management office if you see loiterers, peddlers or canvassers on the premises.
5. Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
6. Check wastebaskets and recycling containers at the end of the day to ensure that no items of value have been left there.

Security - After Business Hours

After normal business hours, please make sure that all entry doors to your office are locked.

Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so without problems. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the after-hours security staff at (425) 732-5317/

The management office recommends that you keep all personal valuables, company checks and petty cash boxes locked up during non-business hours. Although a security guard patrols the building several times during the night, we cannot guarantee the safety of unsecured valuables or personal items.

Soliciting and Loitering

Canvassing, soliciting, peddling and loitering are not allowed within the building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the management office immediately.

MOVE-IN/MOVE-OUT PROCEDURES

General Information

All tenant moves—into, out of, or within the building—must be coordinated with the management office at least 48 hours in advance. Please notify the property manager of your proposed moving date. The moving contractor should also contact the management office so that use of the freight elevator can be scheduled. The moving contractor must provide evidence of liability insurance coverage at City Center Bellevue at least five (5) days prior to the day of the move.

All move-ins or move-outs must be accomplished before or after business hours (before 6:00 AM or after 6:00 PM) during the weekdays, or any time during the weekends or building holidays. All movers must use the freight elevator which needs to be coordinated with management.

Tenant is responsible for any damages incurred during a move-in/move-out so it is advised to review this information with the moving vendor prior to the move, and liability be understood.

Insurance Requirements

The moving contractor must provide evidence of the following:

Limits

- All vendors must maintain the following:
 - \$1,000,000 Commercial general liability
 - \$5,000,000 Excess/Umbrella liability
 - \$1,000,000 Automobile
 - Statutory Minimum Worker's Compensation and Occupational disease

Additional Insured

- The following must be listed as the additional insured
 - Wright Runstad & Company
 - Wright Runstad Associates Limited Partnership
 - Beacon Capital Partners
 - City Center Bellevue Property LLC
- Additional Insured Endorsement form CG 2026 or equivalent required

Cancellation

- This should not be less than 45 days as required by Washington State Law.

In addition, the moving contractor must agree to protect, indemnify, and hold the Landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, Tenant and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or sub-contractors. The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work thereunder.

Loading Dock Hours and Access

Please ask the moving contractor to contact the property manager well in advance of the moving date to schedule use of the freight elevator for a large move. The freight elevator is available during non-business hours only with the approval of the management office. Approval is also required for moves that are scheduled to take place during the weekend.

The loading dock area or delivery entrance is located on the South side of the building, and is accessible from 108th Ave NE. The following rules are designed to ensure a smooth, continuous flow of material from the dock area to the tenants in the building:

- Due to the large number of deliveries, there is a 30-minute unloading limit at the loading dock, except for move-ins and move-outs, which occur during off hours.
- Hand-carried deliveries are permitted through the dock area.
- Two- and four-wheel dollies, carts, and other types of material conveyors may not be taken in the passenger elevators. Only hand-held packages may be transported in passenger elevators during normal business hours.
- When moving bulky materials, office furniture or equipment in or out of the building, please contact the management office for assistance.

Loading Dock Policies

- * Loading dock hours are 6:00 a.m. to 6:00 p.m.
- * Please stay within lines of the parking stall; use the turnaround area for maneuvering only.
- * Height limit is 17 feet.
- * Please take all deliveries to the customer immediately – do not leave deliveries in the loading dock area. *The building is not responsible for any items left in the loading dock.*
- * Any cardboard left behind needs to be broken down and put into recycling.
- * Please limit the use of the loading dock for large deliveries only.

EMERGENCIES

Introduction

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the building management to provide you with information and instructions on how to respond during an emergency situation. Similarly, we depend on you and all of the tenants to become familiar with that information, and participate in evacuation drills and training sessions.

Throughout the following Emergencies section, we will refer to the floor wardens. These are people in the building who have been assigned specific duties to perform during an emergency situation. Please refer to the Evacuation section of this manual for more information on the responsibilities of each of these positions.

If you have any questions about the procedures and plans in this manual, do not hesitate to contact the management office at (425) 732-5300 or email cbmgmt@wrihtrunstad.com.

City Center Bellevue

Emergency Telephone Numbers

All Emergencies	911
Fire Department.....	(425) 452-6995
Police Department	(425) 885-3131
Management Office	(425) 732-5300
Electric Company [Puget Sound Energy].....	1-888-225-5773

EVACUATIONS

General Information

Each tenant is obligated to follow the Emergency Preparedness and Evacuation Plan established by Wright Runstad & Company. The tenant shall provide responsible personnel to assist the management office and be responsible for controlling the movement of tenant employees in your office during an evacuation of the building.

The Emergency Preparedness and Evacuation Plan includes the following people:

- The property manager, who is in complete charge of the procedures and the specific responsibilities of those assigned in the plan.
- Sufficient floor wardens to ensure that an evacuation team is in force in all occupied portions of the building and public areas (i.e., lobbies, corridors, exits) during an evacuation.
- A single floor warden assigned to each floor by the management office. The floor warden remains in contact with the management office during all emergencies.
- Representatives selected for each floor (one north and one south) are assigned the duties of tenant warden. The tenant wardens remain in contact with the floor warden during all emergencies.
- Sufficient searchers and monitors assigned to appropriate areas of the building, to ensure that all employees are evacuated from remote areas, and that evacuation takes place in an orderly and safe manner.
- Sufficient alternates assigned for each position specified in the plan, so that a principal or alternate is in the building at all times during working hours to supply leadership under the plan.

Tenant Responsibilities

Each tenant should establish an emergency team based on the positions described above. Floor wardens serve as the contact point between the management office and the tenant's employees, ensure that every employee of the tenant is aware of all emergency procedures and plans, and coordinate tenant response in an emergency.

The emergency team for each floor consists of the floor warden, tenant wardens, searchers and monitors.

Evacuation Drills

- Wright Runstad & Company Property Management office conducts emergency evacuation drills, at City Center Bellevue on an annual basis, in accordance with the approved plan.
- All occupants of the building are required to participate in the emergency evacuation drill. The occupants may be required to leave the building and assemble in an area designated by the property manager.
- A written record of the drills are kept on the premises and readily available for inspection by the fire department.

Special Instructions for Persons with Disabilities

Persons with disabilities must be identified and considered prior to any emergency evacuation. It is necessary for tenant wardens to notify the floor warden and property manager of any persons with disabilities who may require special assistance during an evacuation. A list must be maintained by the floor wardens and updated as necessary. Please contact Property Management with any changes to this list.

Persons not requiring or providing assistance will evacuate first. The assisted persons can then evacuate without being bumped or pushed down, thus speeding evacuation and avoiding injury. If there is evidence of fire, persons with disabilities should be positioned near the fire exit stairs located farthest away from the fire. If fire conditions pose a personal threat, the special assistants will enter into the exit stairwell accompanying the person with disabilities and wait for special assistance from the fire department. The evacuation brigade may assist in evacuating the persons with disabilities if danger is imminent and the fire department has not yet arrived.

Emergency Evacuation Team Responsibilities

Floor Wardens and Tenant Wardens

1. Be familiar with the Emergency Preparedness and Evacuation Plan, the location of exits and the location and operation of any available fire alarm system.
2. Ensure that the tenant(s) of each floor have assigned responsible and dependable employees as wardens, searchers, and monitors. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures, and Medical Emergencies.

3. Organize, train, and supervise the searchers, stairway monitors, elevator monitors and special assistants.
4. Direct the evacuation of occupants in the event of an emergency. Tenant wardens assist floor wardens in their duties. A floor warden is assigned for each floor (one north and one south).

NOTICE TO ALL FLOOR WARDENS: *It is your responsibility to inform the property manager of any vacations, leaves of absence, transfers, or sickness of yourself and floor wardens, in order to make necessary provisions for alternates.*

Searchers

1. Find and evacuate all personnel from the suite, specifically from remote areas such as storerooms, file rooms, computer rooms, core areas, etc.

Special Assistants (to aid persons with disabilities)

1. Make sure all persons with disabilities are evacuated.
2. Maintain an up-to-date list of persons with disabilities in your suite. If possible, a buddy system will be implemented in which one or two special assistants will be responsible for evacuating specific co-workers.

Stairway Monitors

1. Assigned to a specific exit area, ensure that everyone exits into the stairwell in an orderly and safe manner.

Elevator Monitors

1. Make sure no one uses the elevators unless assisted by the fire department.

FIRE

General Information

The building must be evacuated when a fire alarm signal is sounded.

Each tenant office manager or supervisor must predetermine priorities for the safety of records, classified material and/or securities. Supervisors also must cooperate with floor wardens to ensure that all employees are well-informed and instructed on evacuation procedures.

Procedure

1. The person who discovers the fire:
 - Dials 911 and reports the fire to the Bellevue Fire Department.
 - Calls the management office at (425) 732-5300 to report the location of the fire.
 - Activates the fire alarm pull station (FAPS).
2. The management office contacts the fire floor warden, the floor wardens directly above and below the fire floor, and the evacuation brigade.
3. The floor wardens contact the tenant wardens, searchers and monitors and special assistants assigned to their floor. In addition, the floor wardens assume full control of their floor and activate the Emergency Preparedness and Evacuation Plan.
4. The floor wardens and searchers go into immediate action. Absolute silence and decorum must prevail for maximum effectiveness. Also, no smoking is permitted during an evacuation.
5. Special assistants immediately contact and help their assigned person. Persons with disabilities wait for help from their special assistant.
6. The stairway and elevator monitors go to their stations and perform their assigned duties.
7. Members of the evacuation brigade go to their stations and perform their assigned duties.

8. The floor warden, under instructions from the management office, orders the fire floor to evacuate. As soon as the occupants of the fire floor have reached a safe level of descent in the stairways, stairway monitors signal the adjacent floors immediately above and below the fire floor to evacuate.
9. All elevators are called to the ground floor and put on manual control. The evacuation brigade promptly clears the ground floor lobbies by directing all people outside to avoid lobby congestion.
10. As each floor is evacuated, the stairway monitors make sure all stairway doors are closed after the last person evacuates the floor.
11. Floor wardens distribute the flow of people evenly via all available stairway exits.
 - If a stairway is filled with smoke or on fire, the alternate stairway can be reached via crossover through the closest tenant floor.
 - Each stairway designated as an evacuation stairway is identified by signs on the inside and outside of the door at eye level.
12. The orderly phasing of floor clearance continues until all occupants are evacuated to the outside safety area, which is located at the east end of the building in the court/plaza area.
13. When the “all clear” is announced, the evacuation brigade signals the floor wardens to lead the employees in an orderly fashion back to their work places. If available, elevators will be back in service. The evacuation brigade coordinates the loading of the elevator cars to prevent over-crowding. Single floor groups should enter an elevator together.
14. The intermittent Alarm Signal is silenced when the “all clear” is announced. (The alarm signal continues throughout the state of emergency.)

NOTE: *Upon arrival, the fire chief is in charge.*

Tenant Responsibilities

Searchers

1. Check all rooms and remote areas including restrooms and conference rooms.
2. Advise any remaining personnel on the floor of the emergency and ensure their evacuation.
3. Evacuate any non-employees from the floor and check reception area and elevator lobby.

Special Assistants (to aid persons with disabilities)

1. Evacuate persons with disabilities.
2. If necessary, ensure their assigned assistants carry persons with disabilities. Wheelchairs should be left behind.

Stairway Monitors

1. Take a position at your assigned stairway and assist in the evacuation of personnel.
2. Inspect stairwells before and after evacuation of personnel.
3. Instruct personnel to form a single line into the stairwell and direct personnel to exit along the right side of the stairway.
4. Calmly supervise and monitor evacuation flow.
5. Stay at the exit until searchers have cleared all personnel from the floor.
6. For stairwell monitors stationed near elevators, **MAKE SURE PERSONNEL DO NOT USE ELEVATORS DURING EVACUATION.**

Elevator Monitors

1. Direct employees to the nearest stairway.
2. Know the location of all evacuation stairways.
3. Remain at your designated post until the floor warden instructs you to evacuate.
4. **MAKE SURE PERSONNEL DO NOT USE ELEVATORS DURING EVACUATION.**

Floor Wardens

1. Direct the evacuation of the floor in accordance with the directions received from the management office and the following guidelines:
 - Utilize floor wardens to ensure that all occupants are notified of the fire and immediately execute the Emergency Preparedness and Evacuation Plan.
 - Know where all persons with disabilities are located and keep an up-to-date list. These persons may need special assistance in the event of evacuation.
 - Select the safest stairwell to use for evacuation on the basis of the location of the fire and any information received from the fire chief and/or property management staff.

2. Before anyone enters the stairwell to evacuate, check the environment in the stairwell. If it is affected by smoke, select an alternate stairwell and notify the property management staff at (425) 732-5300.
2. Keep the property management staff informed of the means being employed for evacuation by the occupants of your floor and provide other pertinent information.

If You Discover Smoke or Fire

1. Dial 911 immediately.
2. Inform the fire department dispatcher that you are calling to report a fire at 500 108th Ave NE. Tell the fire department dispatcher:
 - Your name
 - Your company's name
 - Your floor number
 - What is on fire
 - The location of the fire
 - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the management office at (425) 732-5300.
5. Activate the nearest manual fire alarm pull station at the location shown on the attached floor plan.
6. Evacuate according to the Emergency Preparedness and Evacuation Plan.

BOMB THREATS

General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

The Wright Runstad & Company property management team will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the management office at (425) 732-5300.

Procedure

1. The person who receives the bomb threat should:
 - Get as much information from the caller as possible using The Bomb Threat Checklist (Exhibit A) as a guideline.
 - Dial 911 and report the threat to the local police or fire department
 - Call the management office at (425) 732-5300.

If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is then the responsibility of each tenant. Total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure (Exhibit C) will be executed. For evacuation procedures, please see the Fire section.

NOTE: *Two-way radios may detonate some explosive devices. Therefore, two-way radios should not be used during bomb threats.*

2. The management office contacts the evacuation brigade and all floor wardens. The property manager and floor wardens confirm the need to notify company employees of the threat and to evacuate the building.
3. The floor wardens contact the tenant wardens, searchers and monitors assigned to their floors. In addition, the floor wardens assume full control of their floors and activate the Emergency Preparedness and Evacuation Plan.
4. Floor wardens notify employees in a calm and deliberate manner.
 - Carefully worded pre-planned statements can convey the urgency of the situation without causing panic. An appropriate statement might be, “Employees are directed to immediately cease work, gather their personal belongings and proceed to (the emergency stairwell or floor [x]). This is not a drill.”
5. Floor wardens execute their bomb threat search plan, making sure they:
 - Search for objects that seem out of place.
 - Do not touch anything! Suspicious objects **MUST NOT** be tampered with.
 - Notify the management office immediately at (425) 732-5300 if a suspicious object is discovered. (The management office will then notify the fire department, which will subsequently assume full control of the operation.)
6. The evacuation brigade reports to the affected area of the building and begins a search of the following areas:
 - Public areas
 - Stairways
 - Restrooms
 - Elevators
 - Equipment rooms
 - Cleaning closets
 - Air handler rooms
 - Any other areas designated by the police
7. Floor wardens search the common areas of their floor including the following areas:
 - Public areas
 - Stairways
 - Restrooms
8. Floor wardens inform the management office at (425) 732-5300 of all new developments.

NOTE: *If your company decides to evacuate the building, use the stairways to evacuate. The floor warden must confirm with the property manager that your company has evacuated the building.*

Tenant Responsibilities

1. Evacuation: If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is then the responsibility of each tenant.
2. Search leased space for bombs.
3. Develop a Bomb Threat Search Plan to be executed upon receipt or notification of a threat and select people to participate in it.

Preventative Measures

- Conduct regular inspections in every office for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the management office at (425) 732-5300.
- Monitor all delivery and repair people while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building security access control measures.

NATURAL DISASTERS/MEDICAL EMERGENCIES

Severe Weather

General Information

The U.S. Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the U.S. Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain in the building.

Tenant Responsibilities

All Tenants

1. Maintain an inventory of emergency equipment to be used during severe weather.
 - Flashlights and fresh batteries.
 - First aid kits to treat minor injuries.
 - Portable radios—useful for keeping abreast of severe weather conditions.
2. If informed by the U.S. Weather Service that severe weather is imminent, follow the steps below (if necessary):
 - Clear desks, tables and windowsills of books, papers or other items and secure them in boxes or drawers.
 - Move easily moveable furniture away from windows.
 - Store all easily moveable office equipment in inside offices.

Floor wardens

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your company decides to evacuate the building, notify the property manager of your intention to do so. The evacuation stairway is the only stairway to be used in a severe weather evacuation.
3. Confirm with the property manager that your company has totally evacuated its space and the building.
3. Notify the property manager of all severe leaks, fires, and structural or other damage during or after the storm at (425) 732-5300.

TORNADOS

General Information

Tenants have the choice of evacuating or remaining in the building during a tornado warning. If the U.S. Weather Service has issued a tornado warning, a tornado siren is sounded or if the management office has notified you that a tornado warning is in effect. See the Severe Weather section for more information.

HURRICANES AND FLOODS

General Information

When the United States Hurricane Center issues a Hurricane Warning, the building will close to the public and all tenants will be requested to secure their offices and leave the premises. A hurricane warning is defined as follows:

- A warning indicates that hurricane winds of 74 mph and higher, or any combination of dangerously high water and very rough seas, is expected in specified coastal areas. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within a 12 to 24 hour period.

When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.

Procedure

1. Keep abreast of weather conditions via radio or television.
2. Remove all papers, pictures, plaques, hanging objects, calendars, desktop items, and other loose objects from perimeter offices and store in interior rooms.
3. Close all doors of perimeter offices. Close all drapes and blinds.
4. Move all expensive equipment and important documents to interior rooms.
5. Notify the alarm system company (if your company has one) of the probable discontinuance of electrical service during the storm.
6. Leave all interior doors open in order to prevent atmospheric pressure problems.
7. Notify the management office at (425) 732-5300 of all severe flooding, leaks, fires, and structural damage.

Someone from the management office will contact you with further instructions.

EARTHQUAKES

General Information

In the event of an earthquake, do not attempt to leave the building. You are safer within the building until the initial tremors subside. If evacuation is necessary, know where the locations of possible safe refuge areas are outside and away from the building. Beware of falling glass and electrical lines.

1. It is recommended that you have the following items available in your tenant space:
 - First aid kit
 - Transistor radio and flashlight with extra batteries
 - Heavy gloves in case of broken glass
 - Rubber soled shoes
 - A 72-hour minimum supply of medication (if on medication)
 - One or two bottles of water per employee - rotate regularly
2. Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact the American Red Cross or your local fire department.

Earthquake Procedures

During

1. Remain calm. Do not exit the building. Do not use the elevators. If you are in an elevator, exit as soon as possible.
2. Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head. **DUCK, COVER and HOLD.**
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in emergency stairwells.

After

1. Check for injured people and assist if possible. Do not move a seriously injured person unless they are in immediate danger.

2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts. If you suspect a gas leak, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact the property management staff immediately at (425) 732-5300.
3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to the radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the public safety officials.
10. Be prepared for aftershocks.
11. Notify the management office or security guard of any damage to the building.

POWER FAILURE

General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells. The stairwell emergency lighting is battery back up, which has a six-to eight-hour battery life. All HVAC equipment, lights, receptacles, elevators and most telephone equipment will not be operational.

Procedure

1. The chief engineer contacts the electric company to find out the duration of the power outage.
2. Floor wardens check the elevators on their floors to see if people are trapped inside. If there are people trapped, the floor wardens will ask them to remain calm and then notify the chief engineer of their location.
3. Elevator monitors report to the elevator lobby on their floors to assist the floor warden in assessing the elevator situation. If people are stuck, the elevator monitor will stay in contact with these people and will not leave the elevator lobby.
4. Stairway monitors report to the elevator lobby on their respective floors. If the floor warden leaves the floor, prepare to evacuate according to the fire procedure.
5. If the power is not restored after 15 minutes, all floor wardens proceed to main floor lobby.
6. The chief engineer meets the floor wardens at the main floor lobby and informs them of the situation.

NOTE: *If the electric company does not know how long the power will be out, or if power will be out for longer than one hour, the building may need to be totally evacuated.*

If total evacuation is necessary, it is conducted according to the fire procedure. (For greater detail on the fire procedure, refer to the Fire section of this manual.)

EMERGENCY PREVENTION

Suspicious Activities

Any suspicious activities should be reported immediately to the management office during regular working hours or to the security personnel after building hours. Security guards are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, management personnel will escort the police officers directly to your suite.

Crime Prevention Message

The management staff is concerned about the safety and protection of our tenants, their employees and their property. We are conscious of the various criminal activities to which each of us is exposed on a daily basis.

To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone be made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. Please note that management does not provide security services to any tenant suite. All criminal activities should be reported immediately to the police department .

Training

All members of the emergency preparedness and evacuation team must attend forums and informational sessions produced by the fire department, police department and Wright Runstad & Company. The information is essential to the readiness of the emergency preparedness and evacuation team. The sessions are designed to illustrate the need for a fire action plan, show the proper use of building fire suppression equipment, and acquaint everyone with the specific evacuation plan of the building. The property manager will conveniently schedule the sessions and attendance will be verified.

Regular in-house company meetings and fire drills are encouraged to familiarize employees with the Emergency Preparedness and Evacuation Plan. Wright Runstad & Company may be contacted for assistance in presentations and review of the Emergency Preparedness and Evacuation Plan.

City Center Bellevue

Exhibit A - Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. When did you place the bomb? _____
9. Where are you calling from? _____
10. What is your name? _____
11. Where do you live? _____

Description of Caller's Voice:

Male/ Female Young _____ Middle Age _____ Old _____ Accent _____

Tone of voice: _____

Is voice familiar? _____

If so, whom did it sound like? _____

Other voice characteristics: _____

Background noise: _____

Time Caller hung up: _____

Remarks: _____

Name, address and telephone number of recipient: _____

Telephone number where call was received: _____

EXTRA BUILDING SERVICES

Service Schedule Pricing

Service	Pricing	Notes
After Hours Engineering	\$90 per hour including travel time. 4 hour minimum	Straight \$90 per hour if engineer already on site
After Hours HVAC	\$50 per hour	Requires at least 24 hour notice
Ballast/ Specialty	Engineer Time + (Parts + 10%)	
Blind Installation	Cost + 10%	Outside vendor
Cardkey/ Replace	\$20 per card	
Carpet Cleaning	Cost + 10%	
Conference Rooms/ Cancellations	\$100	Less than 24 hours notice
Conference Rooms/ Reservations	Varies	See Spreadsheet
Conference Rooms/ Specialty Set-up	\$50	Standard Set-ups found in handbook
Data Cabling	Cost + 10%	
Day porter Service	\$40 per hour	Minimum 1 hour
Door Repairs/ Internal office	Engineer Time + (Parts + 10%)	
Door Repairs/ Retail	Engineer Time + (Parts + 10%)	
Electrical	Cost + 10%	Outside vendor
Elevator Adjustment	\$40 per adjustment	Non-holiday changes
Engineer Service	\$60 per hour	Minimum 1 hour
FLS/ Tenant suite	Cost + 10%	
Glass Rep/ Retail	Cost + 10%	
Hanging (Shelf/Picture)	\$60 per hour	Minimum 1 hour/ right to refuse based on safety concerns or art value
IT Conference Rooms	Cost + 10%	
Keys	\$10.00 per key	Existing Tenants
Lights/ Specialty	Parts + 10%	
Lockset/ Non-standard	Engineer Time + (Parts + 10%)	
Mailbox Key	\$100 for existing tenant	No charge new tenant
Moving Assistance	Cost + 10%	
Painting	Cost + 10%	

Pest Control	Cost + 10%	
Plumbing	Cost + 10%	
Relite Cleaning	Cost + 10%	Charges not applied for annual cleaning
Security	\$40 per hour	
Signage/ Changes	Cost + 10%	Pending Articles of Incorporation
Specialty Cleaning	Cost + 10%	
Trash Pick-up	\$20 per pick-up	
Water Extraction	Cost + 10%	
Woodwork	Cost + 10%	

Conference Room Rates:

	Snoqualmie Seats 4-6 people	Lake Washington Seats 15-20	Mount Si Seats 50-60
Hourly (less than 4 hours)	\$15	\$30	\$50
Half Day (4-6 hours)	\$50	\$100	\$150
Full Day (6-10 hours) *Additional hours past 10 will be charged at an hourly rate	\$80	\$150	\$250
Cancellation fee	Conference rooms not cancelled within 48 hours will be subjected to a \$100		
Set-up fee	Non-standard table set up will be a charge of \$50 each *Standard set-up includes: Banquet, Classroom, Theater and U-shape		

WRIGHT RUNSTAD & COMPANY

TENANT CONTACT INFORMATION

Date:

COMPANY INFORMATION	
Company Name:	Suite Number:
Main Phone No.:	Main Fax No.:
Company Web-site:	Number of Employees on-site:

ON-SITE PRIMARY CONTACT

On-site daily contact for miscellaneous management issues and events. Please include a secondary contact in case primary contact is absent.

PRIMARY CONTACT			
Name:		Title:	
Direct Phone Number:		Email Address:	
SECONDARY CONTACT			
Name:		Title:	
Direct Phone Number:		Email Address:	

EMERGENCY CONTACTS

THIS INFORMATION IS KEPT CONFIDENTIAL! Reasons the emergency contact would be called: Employee locked out of suite, after hours emergency outside/inside tenant space requiring tenant notification.

PRIMARY CONTACT					
Name:		Email:			
Direct Line:		Home Phone:		Mobile Phone:	
SECOND CONTACT					
Name:		Email:			
Direct Line:		Home Phone:		Mobile Phone:	
THIRD CONTACT					
Name:		Email:			
Direct Line:		Home Phone:		Mobile Phone:	

LOCAL OFFICE CONTACTS

On-site decision-maker or most senior position in the office

PRIMARY CONTACT	
Name:	Title:
Direct Phone Number:	Email Address:
SECOND CONTACT	
Name:	Title:
Direct Phone Number:	Email Address:

ACCOUNTING- PRIMARY CONTACT

Name:	Title:
Direct Phone Number:	Email Address:
Correspondence Address: <i> If different from the leased premises</i>	

LEGAL- PRIMARY CONTACT

Name:	Title:
Direct Phone Number:	Email Address:
Correspondence Address: <i> If different from the leased premises</i>	

Emergency Response

FLOOR WARDENS

FLOOR WARDEN		
Name:		Suite:
Email:		Direct Phone Number:
SECONDARY FLOOR WARDEN		
Name:		Suite:
Email:		Direct Phone Number:

PERSONS WITH DISABILITIES ON FLOOR:

Please list any persons with disabilities who may need assistance during emergency floor evacuations (this includes pregnancies).

Note: If pregnant, please list due date. Please notify management office as this list changes.

Name:		Condition:
Location (Suite, Floor, Dept.):		Phone Number:
Name:		Condition:
Location (Suite, Floor, Dept.):		Phone Number:
Name:		Condition:
Location (Suite, Floor, Dept.):		Phone Number:
Name:		Condition:
Location (Suite, Floor, Dept.):		Phone Number:

BUILDING ENGINES WORK ORDER SYSTEM CONTACTS

The following people are listed as requestors for your company. Please verify information or list the name and e-mail address of individuals who are authorized to request services or reserve resources. The person(s) listed as Service Requestors or Resource Requestors shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services.) We will only accept service requests or reservation requests from the Tenant Authorized Contacts noted on this form. Individual e-mail addresses will be used for the limited purpose of providing the Tenant Authorized Contacts with information about the building, your tenancy and the requested products and services.

NAME	E-MAIL ADDRESS	PHONE NUMBER