

TENANT HANDBOOK

Edna Lucille Goodrich Building



**Wright Runstad & Company
Property Management**

Updated: June 2010

**Edna Lucille Goodrich Building
Tenant Handbook**

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Introduction

Welcome to the Edna Lucille Goodrich Building. Communication is the most crucial element in implementing the policies and procedures in the Tenant Handbook. To ensure effective communication, your agency appointed “tenant representative(s)” are listed below. These representatives have been designated as the contact between your company and the management office staff, and will be responsible for making requests or reporting problems as well as conveying important information from our office. We suggest that all communication from your agency to the management office be channeled through your agency tenant representative(s).

WSDOT Tenant Representative

Space & Lease Management

360-705-7755

facilitieservices@wsdot.wa.gov

DOC Tenant Representative

Management Services

360-725-8460

For additional information Please visit the ELG Building website: www.elgbuilding.com

Building Operations

Property Management Office

Wright Runstad & Company

7345 Linderson Way SW, Suite 1000

P.O. Box 14549

Tumwater, WA 98511-4549

Phone: 360-528-4020, 24 hours

Fax: 360-528-4150

E-mail: elgbuilding@wrightrunstad.com

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday

The ELG building offers many services and conveniences. Please direct all requests and questions concerning the building to your Tenant Representative. They in turn will notify Property Management.

Property Management Staff

Gayle Powell, General Manager

Ken Johnson, Chief Engineer

Tohni Rainwater, Property Administrator

Julio Salazar, Building Engineer

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Amenities

On-Site Shops/Services

The following shops/services are available during business hours:

- *Building conference rooms*
- *Locker/shower rooms*
- *Indoor bicycle parking facility*
- *Retail/Food Service: Courtyard Cafe*
- *Commuter information center*
- *IT bus stop*

Building Conference Center

The Building Conference Center is located on the first floor, opposite the reception desk. There are two conference rooms and a training room. The conference rooms have moveable partitions that can be sectioned off to create smaller separate conference rooms by building staff. Property Management maintains the schedule for the Building Conference Center. Reservations for these rooms can be made through the Property Management office or the reception desk.

For room availability visit the Shared Conference Center calendar located on the building website www.elgbuilding.com or contact either Property Management (528-4020) or the Reception Desk (528-4023).

To request a room, submit a completed reservation form to elgbuilding@wrighttrunstad.com at least two business days prior to the proposed meeting/event. Forms can be found on the building website. Your reservation will be confirmed via email.

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

Reservations are limited to work related use for DOT or DOC employees located in the ELG Building and other groups as approved.

Commuter Information Center

Information about carpooling/vanpooling, buses and other commuting alternatives is available at the commuter information center located on the first floor.

Parking

Property Management is responsible for monitoring the parking lot as identified in the Parking Management Plan and Commute Trip Reduction Program.

In accordance with the Commute Trip Reduction (CTR) Law of 1991 and the City of Tumwater's CTR Ordinance, the agencies/tenants of the ELG Building are required to develop, implement and maintain a program that will achieve the goals of the CTR Law and Ordinance.

The Property Management believes that the CTR Laws benefit our communities by protecting the environment, enhancing our resources and maintaining and improving our quality of life. Therefore, the Property Management and each agency within are 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 our worksites. All employees assigned to the ELG Building are eligible to participate.

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Parking is available on a first-come, first-served basis. The categories in order of priority are: disabled parking for visitors and employees; visitor parking, preferential parking for carpools and vanpools; parking for DOT/DOC agency/exempt assigned vehicles, parking for service or delivery vehicles and unassigned employee parking.

The agencies/tenants shall ensure that each employee is informed about the CTR Program as well as the Parking Management Plan, i.e. who is eligible, how to register and how the parking management plan will be monitored and enforced.

Although the parking lot is periodically patrolled by security, Wright Runstad & Company is not responsible for vehicle theft or damage. Please lock your vehicle at all times, remove valuables or place them in the trunk.

Onsite employees can register their vehicle(s) and pick up parking stickers for the ELG Building at the reception desk in the main lobby.

Public Transportation

Buses

The ELG Building is located on a major arterial (Tumwater Boulevard), close to other major and minor arterials and access to Interstate 5. Intercity Transit provides regular, frequent bus service to this area. All Intercity Transit buses have bicycle racks and are lift-equipped to accommodate individuals with mobility problems. For more information about Intercity Transit service, call 360-786-1881 or check their website at www.intercitytransit.com.

An Intercity Transit bus shelter is located on Linderson Way for tenant convenience.

Carpooling/Vanpooling

A carpool is a vehicle occupied by 2 to 6 people sharing the ride to work and resulting in the reduction of at least one vehicle commute trip. (CTR Guidelines)

http://wwwi.wsdot.wa.gov/FASC/AdminServices/facilitieservices/tob/CTR_tumwater.pdf

Intercity Transit is able to provide ride-matching assistance. In order for a carpool to qualify to park in the designated carpool/vanpool spaces, each carpool must have a minimum of two employees assigned to the ELG Building and must commute together for at least 51% of commute distance.

A vanpool is a vehicle occupied by 7-15 people sharing the ride to and from work and resulting in the reduction of a minimum of one vehicle trip. (CTR Guidelines)

Intercity Transit, King County Metro, Pierce Transit and other transit agencies all supply, insure and maintain vanpool vehicles to groups of commuters. The driver of the vanpool must be an employee assigned to the ELG Building to park in a vanpool spot. For more information check the following websites:

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

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Bicycling/Walking

Bicycling and walking are often overlooked as commute options. However, they warrant a closer look, because of the benefits to the organization and to the individual. Bicycling or walking completely eliminates a motor vehicle trip.

The ELG Building will communicate to the City of Tumwater the importance of the development of bicycle lanes adjacent to the major and minor arterials in the area. All Intercity Transit buses are equipped with bike racks to accommodate bike riders. The ELG Building provides indoor, covered bicycle parking, in addition to locker rooms and showers.

Bicycle Commuter Parking

A unique amenity at Edna Lucille Goodrich is the indoor, secured bicycle commuter parking facility. The bike facility is located on the ground floor adjacent to the loading dock and is accessible by cardkey. The facility provides 32 indoor stalls for bicycle commuters to store their bikes during the day. The stalls are available on a first come, first served (non-reserved) basis. All tenants have access to this amenity free of charge.

Additional bicycle parking is located at the west side entry of the building.

Shower/Locker Rooms

Advocating health and wellness for its tenants, the ELG Building has shower/locker rooms located on the first floor of the building. Card readers secure access to the shower/locker rooms. All tenants are given access to this amenity at no cost. There are three showers in each of the men's and women's locker rooms and one shower in the ADA accessible unisex locker room.

All lockers inside the three shower rooms are available for complimentary day-use for all tenants. The day-use lockers are available on a first come, first served basis. All contents and personal locks on all day-use lockers must be removed daily.

Lockers in the corridor outside of the shower rooms are assigned for long-term use only.

DOC lockers are assigned via a lottery open to all DOC employees located in the ELG Building. Priority will be given to individuals who are CTR and wellness participants. Lockers available after those assignments will be awarded to DOC employees by drawing from the list of names submitted to the lottery.

WSDOT lockers will be permanently assigned to active CTR participants as they are available.

All individuals using long-term lockers must purchase a building standard lock from the Property Management office. Cost for the lock is \$10. Personal locks may not be used on the long-term lockers. Future reassignment or lotteries for the long-term lockers will be determined based on demand.

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Building Services

Janitorial

For janitorial services that might arise during the day, please feel free to notify your agency tenant representative. The agency tenant representative will contact Property Management to take care of your needs. There is a Day Porter on site between the hours of 8 a.m. and 5 p.m. to assist with any needs that may arise.

Nightly Janitorial service occur Monday-Friday between 6:00 p.m. and 2:30 a.m. If you have any special cleaning requests (e.g., carpet shampooing, glass partitions) please feel free to notify your agency tenant representative.

If you have cardboard boxes for disposal, please flatten then stack within the designated area and the janitors will make sure that they are removed and baled for recycling. Boxes that are not flattened will not be removed without prior authorization. Your agency Tenant Representative can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the Property Management office. At no time should boxes, trash or excess materials/equipment of any kind be left in the hallways, lobbies or any area designated as a fire exit. This type of material shall be left in the designated area for removal by the janitorial staff.

Janitorial services in work areas shall include, but not be limited to, the following:

Nightly Services

- Empty, clean, and reline, when needed, all waste receptacles. Remove material.
- Vacuum all carpeted main traffic and use areas, including conference rooms and cubicle walkways, with the exception of individual offices and cubicles (see weekly).
- Touchup vacuum private offices and/or cubicles as needed on an exception basis between weekly detail 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 employing dust control techniques and remove black heel scuffmarks.
- Damp mop spillage in uncarpeted office areas.
- Spot clean carpets to remove light spillage. Report large spills and stains to supervisor.

Weekly Services

- Vacuum all carpeted areas completely, including edge vacuum detail, private offices and cubicle interiors, desk knee area spaces and under waste containers.
- Dust and wipe clean with damp or treated cloth all 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. (*WILL NOT MOVE PAPERS OR PERSONAL ITEMS*).
- Damp mop uncarpeted surfaces floors.

MSDS information for products used at the ELG Building is maintained on-site by Property Management.

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Trash Removal

The janitorial staff is instructed to empty and dispose of everything found in trash containers, without regard for their 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 containers are lined with plastic liners daily to assure that coffee grounds, food, and other “wet garbage” are disposed of properly. Wet garbage should not be placed in unlined containers. Preferably wet garbage will be disposed of in breakrooms by tenants. Dry trash will be emptied by janitorial and liners reused if clean and in good condition.

Recycling Services

Recycling makes good environmental economical sense; the Edna Lucille Goodrich Building has an active waste-recycling program. The benefit to building tenants is reduced operating expenses relative to waste disposal as well as less impact to the environment. Employees should use their desk side recycle box for the collection of paper. If you do not have a desk side recycle box please call your agency Tenant Representative and one will be provided. Workrooms contain large collection bins and a receptacle for hot trash/secured shredding. Break rooms have under-counter receptacles for glass, aluminum, tin and plastic.

- Each work space will retain a conventional lined waste container for non-recyclable waste materials. Janitors will remove non-recyclable trash nightly, Monday through Friday.
- Tenants shall empty their own desk side recycle boxes into the large, central collection containers located in work rooms and other designated locations.
- All types of office paper can be placed in the desk side recycle container. White or colored paper, the wrapper for the ream of paper, newsprint, faxes, magazines, envelopes and post it notes are all accepted.
- A receptacle for hot trash/secured shredding will be located in work rooms and other designated locations.
- Janitors will remove the large central recycle and shred containers when the bin is half or more full and replace it with an empty bin. If a bin fills during the day, please contact your Tenant Representative to have it replaced with an empty bin.
- Florescent light bulbs from overhead are replaced by the Day Porter and recycled by Property Management. Compact florescent bulbs used by tenants may be placed in the designated container located inside breakrooms.
- Alkaline batteries can be placed in the designated bucket located in a West and East workroom for recycling purposes.
- Cardboard is to be flattened by employees and placed in designated areas:
 - 3rd & 4th Floors - Place flattened cardboard neatly beside the recycle/shred bins in workrooms or take cardboard to the freight elevator vestibules and place inside the cart labeled “Cardboard.”
 - 1st & 2nd Floors - Place flattened cardboard neatly beside the recycle/shred bins inside the workrooms.
- Located in each kitchen underneath the counters are recycle containers for:
 - Aluminum/Tin/Glass – Please rinse out containers before placing in bin. Use this container for items such as empty canned goods, glass containers, empty aluminum beverage containers, foil, etc.

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- Plastic – Please rinse out containers before placing in bin. Use this container for items such as yogurt containers, plastic beverage containers, etc.

For environmental reasons, computers, monitors and other electronic equipment are prohibited from the regular trash and need to be properly disposed of through your agency. Please inquire with your agency Tenant Representative for more details.

HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems in the building maintain set point temperatures that operate Monday through Friday, 6:00 a.m. to 6:00 p.m., except areas with 24-hour operations as specified by the tenant. If at any time during working hours you desire an adjustment to the temperature within your office, contact your agency Tenant Representative for assistance.

The building's automated technology combines energy efficient and state-of-the-art design to deliver superior tenant comfort. 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.

Office Maintenance Service

Please call your agency Tenant Representative first if you need maintenance in your office. Property Management wants to be of assistance when it comes to hanging pictures or other items, plumbing problems, electrical changes, appliance problems or other light maintenance and repair work. If we cannot do the work, we will contract with a vendor or other resource for the work to be done.

Lighting

The Edna Lucille Goodrich Building has state-of-the-art lighting controls. Motion sensors in private offices and restrooms turn lights on and off automatically. Light sensors in open work areas detect natural light levels and dim down the light fixtures closest to exterior windows. Automatic lighting controls sweep lights off in the evenings. These are important features of the building's energy efficient design.

Common Building Areas

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance at the ELG Building; however, we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burned-out light, or a janitorial issue. Please notify your agency Tenant Representative first. Calls to your agency Tenant Representative are greatly appreciated and will ensure these situations are corrected promptly.

Building Directory

The electronic building directory located in the main lobby displays information such as your agency name and department name. If you require additional listings or wish to make changes to your current listing, please contact your agency tenant representative.

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Tenant Function Guidelines

If you're planning a tenant function (e.g., party, reception, fund-raiser), please notify your agency Tenant Representative at the planning phase (no less than 48 hours prior to 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 management office may ask for the following: date and time of event, number of guests, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificate of insurance. No function may be held in the common area or on the grounds without prior Property Management approval.

Outdoor Events Guidelines

If you're planning an outdoor event (BBQ, picnic, etc.) please notify the Property Management office at least two days prior to the event (360-528-4020; elgbuilding@wrighttrunstad.com; Suite 1000 in ELG). This will help prevent conflicts with other plaza users and assist the Property Management with preparing for any special service needs before or after the event. Group events are allowed in the West Plaza only.

BBQs are permitted, with the following restrictions, by Tumwater Fire Department and Property Management:

- Propane BBQs only; no charcoal BBQs permitted.
- BBQs must be removed from the site after the function and may not be stored at the building.
- Property Management will designate the location for BBQs in order to avoid smoke or fumes from entering the building or the air intake vents. In inclement weather, BBQs cannot be placed under building overhangs due to proximity to doors and air intakes.
- The area under a BBQ should be protected from grease/food splatter.
- Tenants are responsible for set-up and take-down of BBQs, outdoor furniture, etc. and for clean up after the event. Tables and chairs are permitted to be moved. Please return furniture to the original location at the end of the event. The Plaza should be restored to the same condition as prior to the event.

Lost and Found

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

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Building Access and Security

Access - During and After Business Hours

Normal hours for the building are:

Monday - Friday	7:00 AM - 6:00 PM
Monday - Friday	8:00 AM - 5:00 PM <i>official business hours</i>
Weekends & Holidays	Closed

The lobby doors are unlocked during normal business hours. A valid access card is required to operate the elevators at all times (card readers are inside the elevator cabs) and to get into tenant spaces. After hours entry into the building is by access card only. Access cards are also used to access the locker/shower rooms and bicycle parking facility. Employees who visit the building must have a visible ID badge. Security guards are not permitted to open office suites without authorization from an agency tenant representative.

Employees should use their own access card to enter secured doors and not allow others to follow them into secured areas without confirmation of authorized access.

Please provide the management office with a list of the names and home phone numbers of individuals who may be called in the event of an emergency.

Note: This handbook is supplemental to your agency security policies.

Holidays

The ELG Building will be closed for the following holidays, as designated by State of Washington statute: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and the day following Thanksgiving and Christmas Day.

Security – General

The ELG Building has on-site security guards Monday through Friday, 7 a.m. to 6 p.m. and mobile patrols evenings, weekends and on holidays. The on-site security officers can be reached by calling 360-528-4023. The reception desk is located in the main lobby. The security guards' duties include: patrolling the building exterior, stairwells, mechanical areas, and parking lot monitoring, as well as, monitoring the lobby, loading dock, and elevator traffic, visitor check-ins and escorts.

For life-threatening emergencies call 911, and then notify Property Management at 360-528-4020 so they can direct emergency responders to the correct location. For general security concerns please contact your agency tenant representative.

Security - After Business Hours

After normal business hours, please make sure that all entry doors to your suite are locked. It is also a good practice to keep all entrance doors other than the main entrance to your suite locked at all times.

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*.

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The management office recommends that you keep all personal valuables locked up during non-business hours. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables or personal items.

Property Removal

Anyone wishing to remove property from the building when the building is closed must notify his or her agency Tenant Representative prior to the removal. The Property Management office must know the name of the agency making the removal (if one is involved), proof of insurance if applicable, the time they will arrive to make the removal, and what items they will be taking. The security guards will not allow anyone to remove items from a suite if they do not have prior approval to do so.

Moving

General Information

To facilitate orderly moves, all tenant moves—into, out of, or within the building—must be coordinated through your agency Tenant Representative who will notify the Property Administrator of your proposed moving date. Doing so will allow us to make special arrangements for cleaning, the loading dock and coordination of the freight elevator.

Moving Hours:

Monday through Friday	6:00 p.m. until 7:00 a.m.
Saturday	All day
Sunday	All day

Other evening or weekend hours may be accommodated through special arrangement.

The use of pallet jacks, carts, hand trucks, etc. is limited only to the freight elevator and not allowed on passenger elevators.

The loading dock height limit is 14'8". There is one bay. The loading dock is at grade and is equipped with a hydro-lift.

Protective floor and wall covering materials must be installed when moving furniture or equipment in and/or out of the building. The tenant will be held responsible for damage caused by its personnel or moving company during any move or delivery in or out of the building. Damage to the carpets, doors, doorjamb, corners, walls, elevators, or other building fixtures will be repaired by the Property Management office and billed to the responsible tenant. We suggest that this point be thoroughly reviewed with the moving company and the liability understood.

A representative from the Property Management office will contact the moving company to set up a pre-move site walk through and inspection of the common areas and premises. After the move is completed, a second inspection will be conducted for any damage to walls, flooring, etc.

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Insurance Requirements

The moving contractor must provide evidence of liability insurance coverage at least five (5) days prior to the day of the move.

1. **Workmen's Compensation** in statutory limits for the state, with employer's liability of \$2,000,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to the management office before any items can be moved onto the premises.
2. **Comprehensive General Liability** insurance that includes coverage of operation, elevators, and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000 per occurrence combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.

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 there under.

A sample insurance certificate is available from the Property Management Office upon request.

Loading Dock

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

Hand Carried Deliveries

The loading dock is intended for loading and unloading of trucks and vans. Persons with carried parcels and small deliveries may use one of two delivery zones in the parking lot on a first-come, first-served basis.

Loading Dock Facilities

- There is one loading bay. Bay height is 14'8".
- 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, adjacent to the roll-up door, to allow drivers to call the reception desk.
- Loading dock hours are 7:00 a.m. to 6:00 p.m.

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

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Alterations and Remodeling

Tenant Alteration Projects

All alterations require the approval of the Property Manager. Requests to make alterations should be sent, in writing, by your agency tenant representative. **Alterations may only be performed by Wright Runstad & Company staff or an approved contractor.** The Property Management office can provide you with a list of approved contractors for the building.

See the Operation of Leased Facilities Handbook by the Washington State Department of General Administration (GA) for GA guidelines relating to alterations and remodeling.

Communications Installations

When changes or additions to your communications network are necessary, your selected telephone installation contractor must contact the Property Management office—prior to the day on which the work is due to start—to ensure that house cabling lines are properly assigned and code requirements are met.

Building Policies

Smoking

Washington State law prohibits smoking in entrances, lobbies, restrooms, corridors, loading dock or other common areas. The Edna Lucille Goodrich Building is a smoke-free environment. Tenants shall not allow smoking in their offices. Smoking is prohibited in all offices, stairwells, common areas and the loading dock. Smoking is not allowed on the plaza or adjacent to building entrances. Those who wish to smoke will find a convenient smoking shelter located in the parking lot.

Policies regarding smokeless tobacco are established by each agency. Building fixtures such as drinking fountains and sinks should not be used for disposal of smokeless tobacco. Never dispose of smokeless tobacco products in desk side waste receptacles, or in the water-free urinals or use the urinals as a spittoon.

Signs and Notices

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

No posting of signage will be permitted to the interior or exterior windows or doors of the building.

Temperature Control

The building control system manages work space temperature within the ELG Building per G.A. guidelines. Please contact your agency Tenant Representative to assist should you find the temperature in your area requires adjustment.

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Inclement Weather

It is the intention of Property Management to maintain a normal schedule of operations whenever reasonably possible during snowfall and/or icing events. Generally the building will remain open during snow or other inclement weather. The most effective way to determine whether the ELG Building has been closed is to refer to your agency's Suspended Operations policy.

Property Management staff will make every effort to de-ice all entries, side walks, main crosswalks and ADA parking area by building opening at 7 a.m. and to 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. If so, they will contact the contracted vendor for the service by the start of business. The parking lot will be addressed as follows:

- Snowfall less than 2" - Generally snow removal is not necessary in these conditions. Sanding of the drive lanes may be necessary if winter conditions exist and persist. Sanding is done by a contracted service and will be performed as soon as the vendor is available.
- Snowfall more than 2" – Snow will be removed from the drive lanes by a contracted service and will be performed as soon as the vendor is available. If winter conditions exist and persist sanding may be also be done by the contracted service.

Recommendations for individual inclement weather preparedness include:

- Drive slowly and cautiously - especially through parking lot during possible icy conditions.
- Wear appropriate clothing and footwear for the weather conditions present.
- Use caution when exiting vehicles and during travel to and from the building.
- When possible, limit foot travel to main walkways where de-icing takes place during possible icy conditions.
- Carry a blanket and personal emergency kit in your vehicle.

Use of Hand Trucks and Carts

Limited use of hand trucks with pneumatic wheels may be used in main lobby to transport items too large to carry when deemed necessary due to potential damage to the limestone flooring. Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted in the main lobby due to potential damage to the limestone floor.

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

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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 the 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 and bulletin boards. Attachments to doors are not permitted.

Light Shelf

A unique feature at the ELG Building is the light shelf along portions of the interior of the south side windows. The light shelf reflects natural light at the windows into the interior of the room. Nothing should be placed on or attached to the light shelf.

Window Sills and Ledges

To avoid potential damage, and assist in the ease of cleaning and up-keep, nothing should be placed on or attached to the window sills and ledges.

Animals

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

Plants

Small personal plants are allowed within an individual's workstation or office only. Pot diameter of 8" or less is allowed within an individual's work station. Plants shall not extend above cubicle walls and should not be placed on top of the overhead cabinets. In private offices, plants shall have a pot diameter of 8" or less and height not exceeding 6'. Solid fertilizers may be used with discretion, but the building's ventilation system is not designed for ventilation of insecticides, herbicides, fungicides, or aerosol sprays.

Energy Conservation

Please close all doors leading to corridors and turn out private office lights and workstation lights at the close of the workday. This is especially important on Fridays in order to conserve energy over the weekend. If you see situations where you think energy can be saved, we encourage you to bring it to our attention and we will evaluate the possibility and implement it.

Noise and Odors

Excessive noise, odors or other activities that may interfere with tenants and persons conducting business within the building are discouraged.

Tenant Use of Small Appliances in Work Areas

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves and other small appliances are prohibited for use in individual offices or cubicles. These present both a fire and a safety hazard and are against building policy. If a tenant requires the use of a small appliance in a work area, please follow your respective agency's policy for reasonable accommodation request. All small appliances that have been approved through the accommodation request process must be unplugged and/or powered off at the end of each business day.

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Breakroom Ranges

Frying of foods is not permitted on the ranges in the break rooms. The building is not designed for the ventilation of fried foods. Each agency will establish appropriate procedures for break room usage.

Soliciting and Loitering

Canvassing, soliciting, peddling, and loitering are not permitted on the premises. If a solicitor of any kind approaches you, or if you observe an individual engaged in such activities, contact security or your agency Tenant Representative immediately.

Vending Machines

Vending machines are coordinated by your agency Tenant Representative through Services for the Blind.

Heavy Equipment Placement

Property Management reserves the right to prescribe the weight and position of safes and other heavy equipment. The installation of any heavy equipment must be approved by Property Management prior to installation. There are structural limitations throughout the building. Property Management can determine whether or not such equipment can be placed in the desired locations (if at all). Any damage occurring as a result of the unauthorized installation of such items will be repaired at the tenant's expense. Contact your agency Tenant Representative if you need to move or place any heavy equipment.

Special Equipment

Heavy machinery of any kind may not be operated within the building without prior written consent from the Property Management office. Unless approved by Property Management, gasoline, kerosene, alcohol and other flammable liquids may not be stored or used in the building. Solvents for printers and oil base paints must be stored in an approved fire rated cabinet and any required jurisdictional permits must be on file in the Property Management office. Noxious gas or other substances may not be used or kept on the premises.

Suite Improvements and Changes

All contractors and technicians rendering installation or service work of any kind must be referred to the Property Management office prior to performing such services. We will review our building policies and standards for performing work at the ELG 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 are performing work in the building.

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from the Property Management office, which can be obtained by contacting your agency Tenant Representative. All such office alterations must be coordinated through your agency Tenant Representative. This includes all installations affecting floors, walls, woodwork, windows and ceilings, data and electrical.

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Locker Policy

Short term Lockers

All lockers inside the three 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. Lockers in the corridor outside of the shower rooms are available for long-term use.

Long Term Lockers

WSDOT permanent long-term lockers will be assigned to active CTR participants as available.

DOC lockers will be assigned via a lottery held every 6 months. Lockers will be assigned in the following order of preference:

1. CTR participants
2. Wellness participants
3. General DOC employees

All locks on long term lockers must be the building standard lock and can be purchased from the Property Management office. Cost for the lock is \$10. Personal locks may not be used on the long-term lockers and will be removed by property management.

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 let building security or Property Management know. 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 ELG Building. See the separate sections titled Emergency Instructions and Employee Evacuation Plan following the Tenant Handbook.

The ELG Building has a public address (PA) system throughout the building that is used exclusively for building fire and life safety purposes.

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 Tenant Representative will coordinate reasonable accommodation requests with the Property Management office.

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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.