

Welcome to



ALLEY24

On behalf of Vulcan Inc., Pemco and CB Richard Ellis, we would like to welcome you to ALLEY24 East. We are committed to providing you with professional, responsive and efficient service.

We encourage you, after reading this handbook, to keep it in a convenient location for ready reference and to review it periodically. Please be sure to share this information with your entire staff to ensure they are adequately informed of the building policies.

We hope you will enjoy your tenancy at ALLEY24 East. If we may be of assistance to you at any time please don't hesitate to call the Property Management Office.

Thank you!

**CB RICHARD ELLIS STAFF:
ALLEY24 EAST TEAM**

Josh Dasler, Real Estate Manager
Melissa Richards, Real Estate Services Administrator
Martin Livingston, Chief Engineer
Keo Saenphimmachak, Operating Engineer

Property Management Office:
221 Yale Avenue North, Suite 116
Seattle, Washington 98109

**Office Phone: (206) 262-9161
Fax: (206) 262-9506**

EMERGENCY NUMBERS

Fire/Rescue/Police **911**

Property Management **(206) 262-9161**

Security **(206) 293-4715**
(After Hours)

HOSPITALS

Group Health Cooperative
(206) 326-3000
201 16th Avenue East

Harborview Medical Center
(206) 731-3000
325 9th Avenue

Swedish Medical Center
(206) 386-2573
700 Minor Avenue

Virginia Mason Medical Center
(206) 624-1144
925 Seneca Street

Tenant Handbook

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HOURS OF OPERATION

ALLEY24 EAST Main Entry Doors

ALLEY24 East's main entries are open Monday through Friday, from 7:00 a.m. to 6:00 p.m.

Individual Floor Hours

Each floor of ALLEY24 East has separate elevator operational hours, customized for that floor. This ensures that each tenant receives the best possible floor security.

To find out what access hours have been established for your floor, or to make a change in the hours of access for your particular floor, please contact the Property Management Office to discuss your requirements. Written notification for a request in hours of operation is required.

Garage Gate

Garage hours are 6:30 am to 8:00 pm, Monday through Friday, Saturday 8:00 am to 7:30 pm and Sunday 10:00 am to 6:00 pm (except Thanksgiving and Christmas). Tenants who purchase monthly parking are able to use the garage at all times through the use of the security ("Access Card") access system. (Also see Parking Garage and Security System and Access.)

Building Holidays

The following is a list of holidays observed annually by Alley24 East:

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

On these days the buildings will operate as if it were a Sunday: all lobby doors and floors are secured; the heating, ventilating and air conditioning system is off and no janitorial service is scheduled.

If your firm observes additional holidays beyond those listed above, please have your Tenant Representative advise the Property Management Office of these dates so we can ensure that your floor/suite is secured on days you are not open.

ROOF DECK GARDEN USE, 6th FLOOR

The 6th floor roof deck garden is provided for the enjoyment of all tenants of Alley24 East. We ask that all users of the area please observe the following:

- 1) Hours of operation are from 7 AM to 6 PM, Monday through Friday.
- 2) Access is restricted to Alley24 East tenants, their employees and their invited guests.
- 3) Please keep noise levels down to a level that will not disturb other users or adjacent building tenants.
- 4) The design of the area is not to accommodate large group functions but is designed as a retreat for tenant's employees and guests.
- 5) Per City of Seattle fire code, no live flame is permitted, including fireworks.
- 6) **The roof deck garden is a clearly defined area and under no circumstances are unauthorized personnel allowed access beyond the designated area.**
- 7) Please do not bring additional furnishings to the roof deck garden nor leave any personal belongings behind.
- 8) Smoking is not permitted.
- 9) Pets, unless as certified companions to a disabled person, are not permitted on the roof deck.
- 10) Appropriate business attire must be worn at all times.
- 11) Please remove any of your trash and food items, placing them into the waste basket or taking them as you leave.
- 12) Please notify property management immediately if there are spills so they are cleaned quickly.

Failure to observe the policies above may result in the suspension or revocation of an individual's roof deck privileges. These policies may be revised as deemed necessary.

HVAC/NATURAL VENTILATION WINDOW SYSTEM

Heating, Ventilation and Air Conditioning (HVAC)

ALLEY24 East's heating, ventilating and air conditioning (HVAC) system normally operates Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday from 8:00 a.m. to 1:00 p.m. Should you have a special need for HVAC beyond these hours contact your Tenant Representative. Handouts describing how the uniquely designed system is to be used are available from the Property Management Office. The Building staff will assist you in training or customizing your use instructions per established floor use.

Adjustments

Alley24 East's HVAC system emphasizes natural ventilation which should be coordinated within each individual tenant space. Proper control will improve comfort and energy efficiency. Please contact your Tenant Representative if neither natural ventilation (windows) nor adjustment of the thermostat nearest your location resolves your temperature complaint.

AUTOMATED Window Blinds/Shades (HVAC)

ALLEY24 East's unique heating, ventilating and air conditioning (HVAC) system was designed to be used in connection with the **automated** window blinds system, which responds to the sun's position.

SECURITY SYSTEM AND ACCESS

Access Cards and Security

The building is secured after normal working hours and on weekends. Your security access card will allow you to unlock doors and access elevators to your specific authorized areas after normal business hours.

Because the use of each card is automatically recorded, it is important that an employee use only the card assigned to him/her. Cards should not be transferred, shared or traded among employees. If a card is lost or stolen, report it immediately to your Tenant Representative. We will cancel the missing card and issue a replacement.

If a Tenant does not have a proximity card, you must contact your Tenant Representative.

If your card does not operate a door, gate or elevator as planned during normal business hours, check with your Tenant Representative to assist you. They can contact us to assist in gaining access for you to an area for which you are authorized. Your access card's malfunction will be investigated and corrective action will be taken. If you

experience trouble after hours, please contact security. Or call our direct number, (206) 262-9161, which will connect you to our 24-hour answering service.

After Hours Access

After hours, on weekends, and holidays, you must use the front entrance, alleyway door, or parking garage to gain access to the building. The front entry has a keypad located to the left of the front entrance doors, which can also be used to provide access to visitors after hours. Codes will be provided by each Tenant Representative to employees, which visitors can punch into the system to allow after hours visitors to gain access to the main lobby. Card readers are also located inside the passenger elevators to allow you after hours access to secured floors for which you are authorized. Garage readers, located at the entrance and exit gates, and garage elevator readers allow access at anytime to those individuals who are authorized to park in the garage.

If you have a problem after hours, explain your need to the after hours answering service operator, and give the operator a phone number at which to call you back. The operator will contact our after hours on-site or on-call personnel to return your call.

Stairwells

Stairwells are locked 24 hours a day, 7 days a week. If you enter the stairwells you will have to walk to the first (1st) floor to exit the stairwell. Please do not place items in the door jambs to keep the door open as it creates an unsafe environment in the event of a fire and causes the floor to be unsecured.

ELEVATORS

Office

There are two elevators in ALLEY24 East. They are located in the Southern portion of the building in the main lobby.

Garage

There are 2 elevators that service the garage in ALLEY24 East. They are located in the Northern portion of the building near the mailroom.

Freight

Dimensions of the freight elevator

Height	111"
Depth	102"
Width	69"

Door opening height	8'0"
Door opening width	47"
Weight Limit	3,500 lbs.

Floor Access Hours

To be determined on a per floor basis. At all other times, elevators can be used with building access cards only.

Elevator Emergencies

Should you become aware of an elevator service problem of any type, please call the Property Management Office and report the approximate floor location and the elevator number.

If you should become trapped in an elevator, at no time are you in danger while the elevator is temporarily out of service. All of our elevators have mechanical safety devices that will operate in all situations.

If you should become trapped in an elevator:

- 1 An intercom system is located just below the floor indicator buttons. Push the button located on the communication device. This will automatically connect you to the elevator service company and a service call will be placed. In the event you are unable to communicate verbally, a prerecorded message will automatically be relayed and assistance will be dispatched.
- 2 Push the button located below the floor buttons labeled "alarm". This will activate an alarm bell. Once the alarm bell is heard, the Building staff will respond immediately
- 3 Building personnel will have the ability to talk to you by using the intercom located in the lobby.
- 4 Do not attempt to open the doors. The elevator could move unexpectedly and possibly cause injury.

SECURITY

Due to the nature of an office building, a great number of people pass in and out unregulated on a daily basis. There is always the possibility of theft, burglary and even robberies or crimes of a more serious nature. In the event of an emergency, always call 911. The Building staff is available to help with security issues during normal business hours and can be reached by calling (206) 262-9161. After regular business hours, a security officer will be on-site and can be reached by calling (206) 293-4715. Hours of coverage are from 4:00 PM to 8:00 AM, Monday through Friday and 24 hours each day on Saturday and Sunday.

Good security requires everyone's cooperation. Observance of the following suggestions will help reduce the incidents of crime:

- 1 Never leave your reception area unattended.
- 2 Keep the back door to your suite closed and locked at all times.
- 3 Do not allow visitors to pass beyond the reception area unless the receptionist knows them.
- 4 Persons making deliveries should not be permitted to wander through your office unattended. Be alert to persons entering your office on the pretext of seeking employment.
- 5 Beware of the office machine repairperson that enters your office to make an inspection and states that he/she is to pick up a machine for repair. Identify him/her!
- 6 Keys and Access Cards must be collected from any employee leaving your service and they should be returned to the Property Management Office.
- 7 When entering the Building after hours, do not allow anyone else to enter. If the person follows you in, please notify the security officer immediately by calling (206) 293-4715.
- 8 If you plan to have visitors in your office during non-regular working hours, please properly arrange for their admittance. (See after-hours access)
- 9 Suspicious persons observed in public areas or in your leased premises should be reported to the Property Management Office.
- 10 Make sure your doors are locked when closing your office or leaving the reception area unattended.
- 11 Never leave a purse or other valuable items on or under your desk. Keep these items out of sight and locked.
- 12 Cash, coins, stamps, etc. should be kept in locked drawers.
- 13 Report all solicitors or unidentified persons to the Property Management Office.

In the event of a theft, robbery, or more serious crime, call and report the incident to the Police at 911. Also, report all incidents, no matter how slight, to the Property Management Office.

GENERAL TENANT INFORMATION

Locks and Keys

The Property Management Office provides all building and standard locks for doors throughout the building. Upon your initial occupancy, you will be provided with keys for your suite. Additional locks and keys may be ordered by your Tenant Representative at any time through the Property Management Office for a fee. To ensure security of the building and individual spaces, we ask that you please do not duplicate keys through other means.

Accessibility for Disabled Persons

The Americans with Disabilities Act (ADA) took effect on January 26, 1992, requiring that architectural barriers to the disabled be removed from public accommodations facilities. This act was incorporated into the design of the building for compliance.

If your firm employs disabled persons, and would like to discuss areas where access is difficult for them, the Property Management Office will be happy to do so. As a tenant, you are responsible for ensuring your premises are accessible to those with disabilities. The Property Management Office can contact BOMA to obtain any reference material which may be of some help to you.

Maintenance

Maintenance and service requests should be given to your Tenant Representative who will forward them to the Property Management Office for proper attention. The Property Management Office takes pride in maintaining the highest possible standards for maintenance service at Alley24 East, and we also need your help. Please call us anytime you are aware of a situation that needs attention.

Your concern and communication will ensure any problems are corrected promptly. If a spill is discovered please notify the Property Management office immediately so we may clean it up before a stain occurs. We appreciate your efforts.

Pets

No pets or animals of any kind are permitted on or in the premises at any time. If damage arises from an animal, cleaning arrangements will be made by the Property Management Office and cost will be billed back to the tenant. The only exception to this rule will be for certified service animals to assist the physically disabled.

Signage

Signage of any kind, in any location, is not permitted without the prior consent of the

Landlord. Landlord shall have the right, at the expense of Tenant, to remove any signage placed without Landlord's consent. If you wish to change your signage at any time, please make the request in writing and turn it in to the Property Management Office. Changes are made at the tenant's expense.

Building directories are located in the entry lobbies. If your company needs to change company signage, please send a request to the Property Management Office. The use of titles, logos and other such information is not permitted on the lobby directory. Signage installation is to follow any specific guidelines outlined in each tenants' lease agreement.

Storage Space

Secured storage space may be available for lease by tenants on a first-come, first-served basis. If your firm has a need for convenient, secured storage space, please ask your Tenant Representative to contact the Property Management Office. We will be happy to discuss possible locations for space to meet your needs. Time may be required for completion of documentation and development of the space.

Lost and Found

A lost and found is maintained in the Property Management Office for the convenience of Alley24 East tenants and visitors. If you have misplaced an item, please check with us to see if someone has turned it in. Also, if you find an item whose owner cannot be identified, please bring it to the office, along with pertinent information about when and where it was found. Any item not claimed after 60 days is donated to charity.

If you find a suspicious package, **DO NOT MOVE OR TOUCH IT**. Inform the Property Management Office at (206) 262-9161 and immediately clear yourself and others from the area.

Open Houses and Special Events

We are pleased to be able to assist in making your Open Houses and other special events a success.

If your company is planning an Open House or other special function, please notify the Property Management Office well in advance. We will assist you in making the necessary arrangements for extended HVAC, extra janitorial service, special security hours, and caterer access.

VISITOR INFORMATION

Visitor Access During Regular Business Hours

The main doors are unlocked from 7:00 am-6:00 pm, Monday through Friday. Each tenant is responsible for supervising and monitoring their visitors while they're on campus.

Visitor Access After Business Hours

The tenant will need to meet their visitor and escort their visitor out of the building once the building is secured.

Visitor Parking

Alley24 East has hourly visitor parking available for clients and guests in the garage. The lot is accessed via Thomas Street.

For more information on visitor parking, please contact Standard Parking at (206) 381-8552.

For further parking information, please refer to the back of this handbook in the section labeled Parking.

MAIL SERVICES

An unattended mailroom is located on the first level of the Northern portion of the building near the Property Management Office. Main delivery and pick up is at approximately 2:00 PM daily, Monday through Saturday. No mail distribution is provided.

Mail Boxes

The Property Management Office can assign your firm a box number and provide you with keys upon occupancy. USPS delivers mail directly to your assigned mail box. If you find the daily volume of mail you receive exceeds your mailbox size, please advise the Property Management Office and we will see if a larger box is available.

Express and Overnight Mail Service

To arrange for pickups, please contact your preferred provider or:

Federal Express..... (800) 463-3339
United Parcel Service..... (800) 742-5877

JANITORIAL SERVICE

Our janitorial staff takes pride in providing professional, thorough cleaning services on a regular basis throughout the building. Normal janitorial duties for each suite are performed Sunday through Thursday. The staff schedules most of its work during the evening; however, our maintenance staff is on duty during daytime business hours to address items that require immediate attention, such as food or beverage spills.

We are anxious to hear from you regarding the service you are receiving. While we are constantly monitoring the various aspects of our janitorial service, we also rely on you to keep us informed. If you are unhappy with any aspect of your service, or have a suggestion as to how it might be improved, please contact your Tenant Representative or the Property Management Office to discuss your ideas and concerns.

Carpets

If there are spots in your carpet that need cleaning, please notify your Tenant Representative. We will see that our nightly crew will take care of them. Our cleaning does not, however, cover major carpet cleaning. Each tenant is responsible for their own carpets. If you need to have your carpets cleaned, please notify your Tenant Representative.

Windows

The interior and exterior windows are cleaned on a pre-scheduled basis. You will be notified in advance by the Property Management Office when your windows will be cleaned.

Garbage and Recycling

The janitorial staff is instructed to empty and dispose of everything found in a trash container, without regard for its content. For your own protection, please do not use trash containers as storage facilities.

When discarding cardboard boxes or other items too large to fit in a waste container, please mark each box or item clearly with the word “**TRASH**” or “**RECYCLE**” and locate it near your waste container. Cardboard boxes need to be broken down for removal. If there is a large amount, please contact the Property Management Office so the janitorial staff can be notified prior to their shift.

If your company holds an annual cleaning, or if for any reason you need to remove a large amount of trash during the workday, please contact your Tenant Representative to

make arrangements for extra garbage bins.

RECYCLING PROGRAM

All building tenants participate in the building's recycling program, which is operated in conjunction with SeaDruNar Recycling.

The recycling program consists of desk-side individual recycle receptacles and centrally located larger boxes for specific types of recycling i.e., aluminum cans, glass, etc. Each employee is provided with a desk-side recycling receptacle for disposal of recyclable paper materials which are emptied by the janitorial staff. If you need a receptacle, please notify your Tenant Representative and the Building staff will deliver one to you. Please encourage your fellow workers to dispose of all trash and garbage in a responsible manner.

All kitchen/coffee area waste containers are lined with compostable liners daily to ensure that coffee grounds, food, etc. are properly disposed of. Please refrain from placing these types of "wet garbage" in trash containers other than those properly lined to handle compost.

We welcome your questions, comments and suggestions about our recycling program. Its success is wholly dependent upon YOU.

All material can be put into the receptacle under your desk. There is no need to sort grades of paper. Listed are to dos and do nots of recycling:

DO

All office paper
Newspaper
Magazines
Staples and paper clips – OK
Cardboard
Aluminum
Glass

DON'TS

Carbons
Food Products

We appreciate your efforts to recycle.

TRANSPORTATION

Bike Storage

Secured bike storage is available in the building parking garage for building employees on a first-come, first-served basis. This location provides convenient storage for employees' bicycles during the workday. Bicycles should be stored in this area and not transported through the building. If you would like to arrange for use of a space please contact your Tenant Representative.

MOVING

We strongly suggest that the following points be reviewed with your moving company so that all liability issues are understood.

In order to facilitate an orderly move, we ask your participation in the following areas:

Moving Times

All moves are to take place between 6:00 PM and 10:00 PM on weekdays or during the weekends between 8:00 AM and 10:00 PM due to noise ordinances.

Walk Through

Before moving in or out, a walk through of common areas with the moving company and Property Management staff is required.

To protect the cosmetics and interests of the building, the Property Management Office will hold the tenant responsible for any and all damage caused by the tenant and/or tenant's moving company during any move or delivery into or out of the building.

Damage to the tile, hardwood, carpet, doors, door jambs, corners, elevators or other building fixtures will be repaired by Property Management and billed to the tenant. Moving of furniture or other large items is prohibited through the lobbies.

Insurance

Your moving company is required to have a current Certificate of Insurance on file with the Property Management office prior to your moving date. We will be happy to provide information on our specific requirements upon request.

Elevators

The building is equipped with a freight elevator. Please use this for all your moves. Delivery vendors are also required to use the freight elevator.

Garbage

When moving out, all garbage must be removed from your space. An additional charge will be assessed for move out cleaning done by the janitorial staff. Any high quantity trash removal (anything above normal building volumes) will incur a charge.

Scheduling Large Deliveries

Large deliveries requiring more than two elevator loads are not permitted during the normal workday. These types of deliveries must be scheduled with at least 24 hours advance notice through the Property Management Office for after-hours (between 6:00 PM and 10:00 PM) or weekend delivery (between 8:00 AM and 10:00 PM). If you anticipate a large delivery, please notify the Property Management Office as soon as possible and provide us with the name and telephone number of the carrier. We will coordinate with them to ensure elevator availability and will review our building policies for its use. Your vendor will also need to provide Property Management with the proper Insurance Certificate prior to the delivery.

Use of Alley Way

The alley way has a height limitation of 20 feet and is accessible for deliveries between 7:00 AM and 6:00 PM, Monday through Friday. Other projects, such as moving, must take place after hours or on weekends.

To reduce traffic congestion and increase the availability of the alley way, the following guidelines have been established for tenant deliveries:

- 1 The alley way is for loading and unloading only.
- 2 Vehicles left unattended in the alley way for more than 30 minutes are subject to towing.
- 3 Rules will be strictly enforced.
- 4 All Towing will be provided by Lincoln Towing: (206) 364-2000.
- 5 Loading area rules will be adjusted in accordance with future use requirements.

GENERAL OPERATIONS POLICIES

- Washington State Law now prohibits smoking in office buildings. Smoking is also prohibited within the parking garage or within 25 feet of the buildings or main entrances. Please report violators to King County at (206) 296-7613. For information via the web: www.metrokc.gov/health.
- 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.
- Corridor doors, when not in use, must be kept closed, per Seattle Fire Code.
- The Property Management staff must install nails, screws or other attachments to the walls.
- All signs, advertisements, graphics or notices visible in or from public corridors, lobby areas or the building exterior are subject to prior written approval from the Property Management Office.
- Please lock all doors leading to corridors and turn out all lights at the close of the workday.
- No pets or animals of any kind are permitted on or in the premises at any time. If damage arises from an animal, cleaning arrangements will be made by the Property Management Office and cost will be billed back to the tenant. The only exception to this rule will be for certified service animals to assist the physically disabled.
- No scooters, skateboards, roller skates or in-line skates are allowed on the premises.
- Improper or excessive noise that interferes with tenants or other persons conducting business within the building or on the rooftop garden is not permitted.
- Canvassing, peddling, soliciting and distribution of handbills of any kind in the building are not permitted.
- Installation of food, soft drink or other vendor machines within a suite must be approved by and coordinated with the Property Management Office.
- The Property Management Office reserves the right to prescribe the weight and position of safes and other heavy equipment. Damage occurring as a result of such items will be repaired at the tenant's expense.
- Heavy machinery of any kind may not be operated within the building without prior written consent from the Property Management Office. Gasoline, kerosene and other flammable liquids are not permitted to be used or stored in the building. Noxious gas or other substances may not be used or kept on the premises.
- No portable heaters are allowed to be used at ALLEY24 East.
- *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 with them our building policies and standards for performing work at Alley24 East and 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. A copy of the Building Contractor Rules is available in the Property Management Office.
- Installation and/or placement of items or fixtures that affect the outside appearance

of the building such as non-standard window signage, drapes or lighting is not permitted, except with written approval from Property Management.

- Proposed plans for alterations affecting any physical portion of your suite require prior written consent from the Property Management Office. All such alterations must be coordinated through the Property Management Office. This includes all installations affecting floors, walls, woodwork, windows and ceiling.
- The Property Management Office reserves the right to reasonably rescind any of these Rules and Regulations and to make future rules and regulations, as required for the safety, protection and maintenance of the building, the operation thereof and the protection and comfort of the tenants and their employees and visitors.

TENANT EMERGENCY PREPAREDNESS

A major emergency, such as an earthquake, fire, severe storm or lengthy power outage, while devastating in and of itself, can pose special problems in the work place.

Property Management is very concerned for the safety and well being of our tenants, and we have taken steps to help prepare for such emergencies. However, due to sheer numbers of people affected, it would not be possible for us to provide immediate, personal assistance to every business and individual in the building during a major disaster. Therefore, we ask that each tenant evaluate its ability to respond to its business and employee needs in the event of a major emergency.

We recommend that your disaster planning efforts include careful evaluation of the following general areas of concern:

Emergency food and medical provisions should be stored in your office to provide support to your employees in the event an earthquake or other disaster makes leaving the building difficult or dangerous.

Protection of Business Equipment and Data: Consider restraining equipment, files and shelving that could cause injury in an earthquake. Have a plan for security and back-ups of information vital to your business.

Communications: Develop a plan for emergency contact between your office, employees, and their families. You may want to extend this plan to include communication between your office at Alley24 East and other office locations, customers, clients, suppliers and contractors.

Two excellent sources of information to aid you in evaluating and planning for a major emergency are:

- 1 Federal Emergency Management Agency (FEMA), (425) 487-4600
- 2 American Red Cross, (206) 323-2345

Both these organizations have extensive information available for your use, and can also help arrange emergency preparedness seminars.

No one wants to think about the consequences of a major disaster; however, planning now for such an emergency will help save lives and mitigate damage should such an event occur.

EMERGENCIES

In the following sections of this manual, we will be describing means of handling emergency situations. It is essential, however, to realize many problems from an emergency event can be avoided and it is the responsibility of every occupant of the Building to help reduce the likelihood of an emergency from ever occurring.

General Building Information for Incident Reporting

If you observe activities that seem out of the ordinary, report them immediately to the Property Management Office. Try to give a complete description of the incident or individual including:

- a. Time of the incident;
- b. Location of incident;
- c. Explanation of incident; and
- d. Description of the individual(s) involved (approximate height and weight, type of clothing, etc.).

Remember

- a. Solicitation is not allowed in the Building. Report any door-to-door solicitors to the Property Management Office.
- b. Anyone loitering in the lobbies, rest rooms, elevators or stairwells should be reported to the Property Management Office.
- c. Call 911 for all emergencies.

Power Failure

In the event of a power failure, the emergency pathway lighting will be on in the stairwells, elevator cabs, tenant suites and in the elevator lobbies throughout the Building. The elevators will not respond to hall calls if the power is out.

Instructions will be issued to you by the Property Management Office or your Tenant Representative as to the nature, extent and duration of the failure. Procedures for your staff to follow will also be provided.

Medical Emergencies

With any medical emergency, time is critical. Contact 911 as quickly as possible and state that you require medical aid. Provide the dispatcher with as much of the following information as possible so that it may be transmitted to the responding aid unit:

- a. Building emergency address: 221 Yale Avenue North;

- b. Building: ALLEY24 East;
- c. Street intersection: Yale Ave. North & Thomas;
- d. Your office and floor number;
- e. Type of injury and present condition;
- f. Any known medical history (i.e., doctor's name, allergies, etc.);
- g. Sequence of events leading up to the emergency; and
- h. Action currently being taken.

Send someone from your office to the Lobby to direct the aid unit to the individual.

Immediately after calling 911, notify the Property Management Office and detail the events, stating that you have contacted 911 and medical aid is in route. The Building staff will capture the freight elevator and bring it to the Lobby for the medics use.

Fire

Fire should be a major concern for every tenant in a Building. You can help reduce the possibility of fire by observing some basic guidelines:

- a. Follow the Building's **No Smoking Policy**;
- b. Do not use old, frayed extension cords;
- c. Turn off all electrical equipment when not in use (including coffee makers, copy machines, calculators, typewriters, etc.);
- d. Do not bring hazardous materials into the Building; and
- e. Do not use space heaters, toasters, or toaster ovens

ALLEY24 East has been equipped with a state-of-the-art fire and life safety system. Each floor has smoke detectors, an audible and visual alarm system, sprinklers and fire extinguishers. In the event one of the devices is triggered due to smoke or heat, an audible alarm and the strobe devices will activate in the Building. When you hear an alarm, you must evacuate the Building immediately. Use the stairwells to evacuate and keep to the right hand side as the fire department may be coming up on the other side. Floor Wardens will assist the evacuation. After the Fire Department determines that everything is clear, an announcement will be made for you to return to your floors via the elevators. Evacuation instructions are posted at each stairwell on your floor.

Other important things to keep in mind are:

- Treat all alarms as though they are real and remain calm.
- If an alarm sounds on your floor, leave the floor immediately.

- Close all doors behind you on your way to the stairwell.
- Proceed to the nearest stairwell in an orderly manner and evacuate the building.
- Wait at your destination for further instructions.
- When the Building is in alarm, all of the elevators are recalled to the lobby. You must use the stairs to leave the floor during a fire alarm.
- **Move away from the Building stairwell exits. Do not congregate on the sidewalks in front of the Building. This prevents others from freely exiting the Building.**

Fire extinguishers are located on each floor. Please familiarize yourself with their location. Report all fires, regardless of how minor, immediately to 911 and notify the Property Management Office.

Try to isolate or contain the fire by closing doors to the immediate area. Immediately telephone the fire department at 911 and provide the following information:

- a. Building emergency address: 221 Yale Avenue North;
- b. Building name: ALLEY24 East;
- c. Street intersection: Yale Avenue North & Thomas;
- d. Floor and location of fire;
- e. Extent of fire; and
- f. Your name and telephone number.

Immediately thereafter, telephone the Property Management Office and report the fire, details thereof and that you have telephoned 911. Please keep in mind, evacuation should be your immediate response.

Follow the evacuation procedures detailed within this manual.

If you are trapped by a fire:

- a. Try to separate yourself from the source of the flames by closing doors on your way out.
- b. If possible, immediately call 911 and report your location. Thereafter, telephone the Property Management Office and request assistance.
- c. Signal from window areas.
- d. Heat rises; therefore, air near the floor will be cleaner and cooler and you should stay low.
- e. Open windows for ventilation only if necessary.

Non-Ambulatory Personnel

If you use a wheel chair for mobility or you are unable to use the stairs, you should have two individuals designated to assist you in the event of an emergency. When an emergency situation arises, these two individuals will locate you and provide assistance as needed in following the emergency procedures outlined herein.

If you do not have assistance, the best practice may be to wait where you are (closing yourself off from any smoke) or make your way to an exit stairwell and wait there. A list of non-ambulatory personnel, supplied by each tenant, will be maintained and located in the fire control room of the Building so that your presence will be accounted for.

Civil Disturbances

In the event of a civil disturbance such as a demonstration or riot near the Building, remain in your office. Pull any window coverings and stay away from the windows.

If the disturbance is of long duration, the Property Management Office will relay instructions as to general procedures from civil authorities via the telephone, email or Building personnel.

If necessary, all exterior doors to the Building will be locked during the disturbance for your protection and the elevators may be taken out of service. The Building will remain closed as long as a potential threat exists to the safety of the occupants of the Building.

Do not attempt to go to the main lobby unless it is urgently necessary for you to leave the Building. If for some reason you must leave the Building, request assistance from Building personnel.

Earthquakes

During an earthquake

When an earthquake occurs, remain where you are and take shelter.

Remember Drop, Cover and Hold.

Drop: Pick a safe place.

Cover: Keep low and cover your head

Hold: Remain in position until the earthquake has stopped.

If you are indoors, stay there. Take immediate shelter under your desk, a table or other object that will offer protection from flying glass or debris. Stay away from

windows, outside doors, bookshelves, etc.

- Do not use the elevators.
- Do not use open flames of any sort and extinguish all smoking materials.
- Disconnect all electrical equipment if there is no danger in doing so.

If you are outdoors, move away from any structures where materials could fall. Do not attempt to enter a Building; however, standing in doorways or flat against a Building could protect you from falling debris.

After an earthquake

- 1 Do not attempt to enter or leave a Building until advised it is safe to do so.
- 2 Be prepared for aftershocks. Generally, these are less in intensity than a main tremor; however, they may cause additional damage due to the weakened conditions of structures.
- 3 Check for fires or hazards such as damaged electrical or water lines or other utilities. Do not touch downed power lines or objects in direct contact with downed power lines.
- 4 Check for injured persons and if qualified, administer first aid. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Windstorm

High winds can cause injury from falling objects around Buildings. Seek shelter indoors and stay away from windows.

Bomb Threats

If you receive a bomb threat, it is essential to remember and document certain information. Use the following checklist to record the information.

Immediately report the bomb threat to the police by calling 911. Immediately thereafter, report the bomb threat to the Property Management Office.

The police bomb squad will not come to the Building unless there is sufficient cause to believe that a bomb or suspicious item exists. Property Management personnel will conduct a search in the public areas of the Building. If you see any unusual or suspicious packages after a threat had been received, do not disturb the package or object. Report its location to the police or the Property Management Office.

Bomb threat checklist

While speaking to the caller, be calm and courteous, listen, and do not interrupt. Keep the caller on the line as long as possible and document the following information:

- a. Date and time call received;
- b. Time call terminated; and
- c. Exact words of caller.

Ask the following questions and document the answers:

- a. When is the bomb going to explode?
- b. Where is the bomb right now?
- c. What kind of bomb is it?
- d. What does it look like; and
- e. Where you are calling from;
- f. What is your name?

Take note of and document the following:

- a. Description of caller's voice (male, female, young, middle age, old);
- b. Did caller appear familiar with the Building (based on his/her description of the bomb location);
- c. Origin of call (local, long-distance, internal, etc.);
- d. Voice characteristics (loud, high pitched, raspy, intoxicated, soft, deep, pleasant);
- e. Speech (fast, distinct, stutter, slurred, slow, distorted, nasal);
- f. Language (good, fair, slang);
- g. Accent (local, regional, foreign, race);
- h. Manner (calm, rational, coherent, deliberate, righteous, serious, angry, irrational, incoherent, emotional, laughing); and
- i. Background noises (office machines, factory machines, animals, quiet, party, traffic, airplane, voices, music).

Life Safety Training Program

Every tenant at Alley24 East is required to appoint one or more employees as floor captains who will participate in the building's life safety training program. Floor Wardens' responsibilities include attending life safety training sessions, educating fellow employees about the building's life safety system, and leading an orderly evacuation in an emergency. The Property Management Office, in conjunction with the Seattle Fire Department offers training sessions to designated floor captains once a year.

On a bi-annual basis, tenants are also asked to submit a list of employees for whom evacuation in an emergency would be difficult due to a permanent or a temporary disability. This list is maintained at the building's fire control center for quick reference by the Seattle Fire Department in an emergency. Tenants should appoint two monitors for each disabled person. The monitors will assume responsibility for helping the disabled person to evacuate in an emergency.

From time-to-time the Property Management Office also sponsors special training programs on such topics as first aid, cardiopulmonary resuscitation (CPR) and earthquake preparedness. We welcome your suggestions on topics that may be of special interest to you.

REASONS TO CONTACT YOUR TENANT REPRESENTATIVE

Some of them include:

- Light is out
- Too hot, or too cold
- To ask about building policies
- To schedule after-hours access for work being done in your suite
- Plumbing complaints
- Problems with access cards.
- After-hours HVAC
- Noise from construction
- Any concern related to the building
- Spills or messes

Alley24
Parking Garage Operating Procedures



ALLEY 24

*221 Yale Avenue N.
Seattle, WA 98109*

Operated by



A. DESCRIPTION OF PARKING SERVICE

Standard Parking provides parking management services for Alley 24 East LLC at Alley 24 in Seattle. The parking facility consists of a multi-level below-grade parking garage containing 366 spaces. There are two handicap-van accessible parking stalls located on the west side of the office building along the alley. The parking facility will be open to the general public with its primary use being for the projects residents, office and retail tenant employees and their visitors.

B. PARKING OPERATION

Monthly parking

All monthly parkers, whether resident, office or retail, will enter and exit the garage by use of a monthly proximity access card. Access card holders will be able to utilize either of two egress lanes at the exit booth plaza. All monthly parkers will have access to the garage 24/7.

Visitor parking

All visitors entering the garage will be issued a magnetic-stripped ticket from the ticket dispenser and proceed into the garage and park. Once at their tenant destination the parker will present their ticket to the tenant for a validation stamp that will entitle them to 60-minute free parking when the ticket is presented to the parking attendant when exiting the garage. A minimum retail purchase (to be determined) would be necessary to receive a validation from a retailer. Validation from either a retailer or an office tenant will be required to receive any posted validation discount or free parking rate. Customers with non-validated tickets will be charged the non-validated posted hourly rates.

On exiting the garage all transient customers will exit at the cashier booth where they will present their validated ticket, cash or credit card for payment. For convenient short-term visitor parking, spaces will be allocated, signed and designated for 1-hour visitor parking on the first level of the garage.

Validations

If tenants would like to cover the cost of parking for their guests they will be able to purchase, in advance, dollar-valued validation stamps. Validations will come in sequentially numbered books of 100 stamps.

C. ATTENDANT ASSIST PARKING

In the event demand on the garage reaches the parking capacity an attendant assist program will be instituted. In the attendant assist operation, visitors or monthly parkers will be directed to park perpendicularly in the aisle way behind existing vehicles.

A specially designed ticket will be hand issued to all parkers utilizing the attendant assist. The valet attendant will write the vehicle license plate number, parker's name and vehicle model on the ticket. After inspecting the vehicle, the parker is given the claim check portion of the ticket.

Any damage observed prior to parking the vehicle, which may include but not be limited to glass damage, interior damage and stains, dents, scrapes, low tires or non-working headlamps or taillights will be noted on the valet ticket and acknowledged by the vehicle owner/parker initialing the valet ticket. If a vehicle is determined to be unsafe to drive, the valet attendant will decline to accept the vehicle in which event the vehicle would need to exit the garage.

Only the valet attendant will remove the keys from the ignition. All vehicles parked in this method will be locked and secured at all times. Once the vehicle is secured the valet attendant will immediately attach the numbered ticket stub to the key or key ring and write the location of where the vehicle is parked in the garage on the valet ticket stub. Tickets for vehicles parked in the aisles will be labeled with the aisle letter first, then the closest stall number(s). For example, a car parked in Aisle B in front of parking space 47 & 48 would be labeled "B-47/48" for the location. The keys will then be immediately transported to a locked key cabinet which will be located on the parking level used for this type of operation. Keys will be stored sequentially in a key box based upon the claim check numbers.

As vehicles leave the garage, vehicles parked in the aisle way during the attendant assist operation will be moved to vacant stalls and the new location will be indicated on the valet ticket. When the parker returns, there will be signage that will direct them to a valet station where they must present a valid claim check to retrieve their vehicle. There is no added charge to the parker for the valet attendant assisted service.

In an attendant assist parking operation we can increase the parking capacity on a parking level by 24 vehicles.

D. HOURS OF OPERATION

The garage will be open and staffed during the following hours:

Monday to Friday	6:30 AM to 8:00 PM
Saturday	8:00 AM to 7:30 PM
Sunday	10:00 AM to 6:00 PM

This schedule is subject to change based upon parking demand.