

**Trammell Crow Company**

**TENANT INFORMATION GUIDE**

**Seattle Biomedical Research Building  
307 Westlake Avenue North**

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**Trammell Crow Company  
530 Dexter Avenue North**

**Phone: (206) 262-8800  
Fax: (206) 262-8805**

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## **Introduction**

On behalf of Trammell Crow Company, we would like to welcome you to the Seattle Biomedical Research Institute Building!

Our goal is to be the very best at what we do. And our strategy to accomplish this combines a commitment to superior service for the customer with a platform of professional resources that allows us to deliver on that promise. For over half a century, this approach has allowed us to maintain a leading role in the commercial real estate industry.

Trammell Crow Company has been a part of Seattle's growth since 1973 and is currently the largest commercial property management company in this area. This is due, in part, to Trammell Crow Company's commitment to high quality, cost effective property management and long-term relationships.

This Tenant Information Guide is provided to assist you in your daily operations and provide you with valuable information.

Please do not hesitate to contact your Property Management Team with any questions. These individuals are here to help you in your start-up efforts and answer any daily operations questions you may have.

### **Building Management Office Contact Information:**

530 Dexter Avenue North, Suite 200  
Seattle, WA 98109  
(206) 262-8800 24-hour customer service line  
Fax: (206) 262-8805

### **Security Desk (Main Lobby): (206)**

<b>Property Manager</b>	Doug Hixson dhixson@trammellcrow.com
<b>Property Assistant</b>	Chrissy Allen callen@trammellcrow.com
<b>Chief Engineer</b>	Grant Walker gwalker@trammellcrow.com
<b>Building Engineer</b>	Contract Engineer  Chris McPherson(TC Company) cmcpherson@trammellcrow.com

You are the most important part of our business. We look forward to a long and mutually prosperous relationship, and we extend to you our assistance and our most cordial welcome.

## **Reasons to Call the Building Management Office**

There are many reasons to call the building management office. Some of them include:

- Lights out
- Suite is too hot or too cold
- To ask about building policies
- To schedule after hours access for work done in your suite
- Plumbing complaints
- Problems with access cards
- To reserve the freight elevator and/or schedule a move
- After hours HVAC
- Any concern related to the building
- Spills or mess
- An emergency situation (after 911 has been called)
- To request special janitorial work

## **Building Hours**

<b>Weekdays</b>	7:00 am to 6:00 pm
<b>Saturdays</b>	Closed
<b>Sundays</b>	Closed
<b>Holidays</b>	The building is closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

<b>Parking Garage</b>	Card Access only Closed weekends and holidays.
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You may access the building after hours with a building access card issued by the building management office. Your company has a designated representative who makes access card requests. Please contact your company representative to request a new access card or make changes to your building access card.

## **Emergency Contact Information**

The building management office is open 8:00 am to 5:00 pm, Monday through Friday. The telephone number is (206) 262-8800 and it will be answered 24/7; an engineer or property management will be paged. Please feel free to call with any questions regarding building operations.

## **Parking**

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Monthly parking is available in the SBRI Building Garage. Please contact Trammell Crow Company (206) 262-8800 for more information.

## **Rates**

Monthly	Inquire with Property Manager
Monthly Carpool Parking	Inquire with Property Manager

## **Carpool Parking**

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The City of Seattle offers carpool certification to qualified parkers. Individuals certified as “carpool parkers” by the City of Seattle are eligible to purchase monthly parking in the SBRI Building garage at a discounted rate. Please visit the City of Seattle website at [www.cityofseattle.net/td/carpool.asp](http://www.cityofseattle.net/td/carpool.asp) for information and applications.

## **Contractors/ Vendors**

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We will be pleased to provide the names of contractors and vendors with whom we have done business and who, in turn, may help you with your requirements. Suggested vendors are based on past experiences; however, these suggestions do not serve as an endorsement or an advertisement for the vendor. Additionally, Trammell Crow Company will not be held responsible for any negligent acts or omissions on behalf of these vendors. All vendors that enter onto the property must provide the building management office with a certificate of liability insurance.

Trammell Crow Company also offers construction management services for a reasonable fee.

## **Conference Room Reservations**

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The mezzanine conference room seats 20, and is available through accessing Info-Centre online. If you need to be setup with Info-Centre access, please contact the Property Manager.

## **Elevators**

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The building elevators are equipped with a telephone to use in case of emergency. Telephones are located in cabinets in each elevator cab. If you become trapped in an elevator, at no time are you in danger while the elevator is temporarily out of service. **DO NOT ATTEMPT TO OPEN THE DOORS YOURSELF!** All elevators have mechanical safety devices that operate in emergency situations, including power failures.

If you should become trapped in an elevator:

1. A phone is located below the floor indicator buttons. This phone will automatically connect you to the elevator service company and a service call will be placed. You will be able to speak to a representative. The elevator service company also has instructions to alert the building management office when any emergencies arise since we may be able to respond more quickly.
2. Once on the line, remain calm and answer all questions.
3. **NEVER ATTEMPT TO OPEN THE DOORS.** The elevator could move unexpectedly and cause injury.
4. It may be a short time before the elevators are recalled to the lobby. Please be patient.

## **Emergencies**

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In the following section, you will find instructions for emergencies that may occur. This section is not intended to replace more detailed or specific instructions available from various public agencies. You are strongly encouraged to develop a complete emergency plan to suit your company's needs.

Please remember that preservation of life always takes precedence over preservation of property. If an emergency situation occurs, first notify the appropriate official agency. Then, notify the building management office.

Please ensure the building management office always has three up-to-date after-hours emergency contacts and phone numbers for your company. An emergency contact update form is found at the end of this guide.

## **Building Evacuation**

There are many situations that may warrant a partial or complete evacuation of the building. Some examples are listed below:

Fire / Explosion	Public Disturbance
Natural Disasters	Environmental Emergencies
Bomb Threats	Power Failures

In the event a full building evacuation is necessary, do not wait for any message. Enter the nearest stairwell and stay to your right. Proceed calmly down the stairs and exit into the main lobby on the first floor. Gather south two blocks, on the corner of John and Westlake, at Denny Playfield. Stay away from building exits, stairs and driveways. Do not attempt to re-enter the building until authorized by the appropriate authorities. When practicing, announcements will be made to inform everyone of the situation.

## **Fire**

In the event of a fire, the fire alarm system is activated by smoke and heat detectors. An alarm will sound on the fire floor and the floors immediately above and below the fire floor. The fire department is automatically notified.

For your safety, fire sprinkler systems may not be shut off without permission from the building management office. All contractors should be directed to the building management office for keys and shutdown procedures.

## **When You Hear a Fire Alarm**

1. Leave the floor via the closest stairwell. DO NOT use an elevator. The elevators are automatically recalled to the lobby in the event of a fire. Walk calmly down the stairs, staying to your right (the fire department uses the inside wall). As you leave your office, shut doors behind you to help stop the fire from spreading.
2. Monitors need to help those who require assistance. Please have a plan prepared in advance.
3. a.) A loudspeaker message will instruct you to leave the floor via the nearest stairwell and fully evacuate the building.  
b.) Gather down the street two blocks south at the intersection of Westlake and John, at the Denny Playfield.  
c.) Do not attempt to re-enter the building until instructed by the appropriate authorities.

## **Instructions for Assisting in Evacuating Non-Ambulatory Persons**

Two monitors should be pre-assigned to each non-ambulatory tenant and participate with this person during the fire drills.

1. During fire alarms, monitors contact non-ambulatory tenants and assist them in evacuating the floor. If unable to proceed beyond the stairwell landing, wait until other occupants have evacuated. Then, wait inside a stairwell landing. Building staff and/ or the fire department will do a sweep of all stairwells to locate non-ambulatory tenants.
2. If unable to wait in the stairwell landing, find an area of refuge on the floor. An ideal area of refuge is a room near an exit stairwell with a window, door and telephone. Use a wet cloth to stuff around cracks in doors and seal vents against windows, and do not break windows. Notify building management of your location by dialing (206) 262-8800. The fire department's Incident Commander will be notified and assistance will be sent as soon as possible.
3. Do not use elevators. Render assistance to non-ambulatory tenants to re-enter their suite/ department after the emergency is over and the fire department has deemed it

safe to return.

## **Fire Prevention**

Regularly inspect your space for potential fire hazards, e.g., storage areas, electrical rooms, mechanical rooms, and janitorial closets. Check with your local fire department; they are generally willing to assist you in carrying out an inspection.

All fire warnings and fire suppression equipment should be inspected on a regular basis as required by your local fire department. Tenants are responsible for all equipment located within their space. Trammell Crow Company personnel will inspect all valves, warning alarms, and fire extinguishers located in common areas.

No smoking is allowed inside the building.

Keep all exit pathways clear **at all times**.

Remove combustible waste on a regular schedule (daily if necessary).

Immediately notify the building management office if you notice smoke or a burning smell.

Store flammable liquids in approved cabinets and in accordance with local fire codes and manufacturers' recommendations. ("Material Safety Data Sheets" should be available for any such products.) Copies must be forwarded to management office.

## **Public Disturbances**

There may be situations such as riots, strikes or other similar events where it becomes necessary to secure areas so that illegal entry is not permitted. If a situation of this type occurs, secure all doors and remain within your space until advised by an official agency such as the police or fire department.

## **Bomb Threats**

The majority of all bomb threats are false. However, no threat should be ignored. Write down all information given by the caller, call 911, and then notify the building management office. The building management office will follow evacuation recommendations given by the appropriate authorities. We will not necessarily order a full evacuation of the building.

The police bomb squad will not come to the building unless there is sufficient cause to believe that a bomb or suspicious item exists. If you see any unusual or suspicious packages after a threat has been received, do not disturb the package or object. Report its location to the police and then to the building management office.

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

### ***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 was received
- b. Time call was terminated
- c. Exact words of caller

Ask the following questions:

- 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?
- e. Where are you calling me from?
- f. What is your name?

Take note of and document the following:

- a. Description of caller's voice (male, female, young, old, accent)
- b. Did the 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)
- e. Language (good, fair, slang)
- f. Accent (local, foreign, regional)
- g. Manner (calm, rational, coherent, deliberate, righteous, serious, angry, irrational, incoherent, emotional, laughing)
- h. Background noises (office machines, factory machines, animals, quiet, party, traffic, airplane, voices, music)

### **Burglary**

Tenants are responsible for security alarms within their space. If you have an illegal entry, always call the police first, and then call the building management office. For insurance reasons, try to document everything taken from and/ or damaged in your space.

### **Earthquakes**

The Puget Sound area is susceptible to seismic activity. As experience has shown, most incidents resulting from earthquakes do not arise from the earthquake itself but rather from falling objects and debris caused by damaged buildings, fires and landslides. *It is important to be prepared!* Keep in mind that it may be necessary for you to remain inside the building for

several days after a major earthquake. Knowing your family is also prepared for such a disaster may help to ease the stress of your separation.

### **Before an Earthquake**

1. Know where first aid kits and fire extinguishers are located on your floor.
2. Remove or fasten down any items that could fall on you.
3. Learn first aid and CPR. Identify staff members who have this knowledge.
4. Keep emergency supplies in a bag or backpack at your desk, such as:
  - a) A list of key phone numbers for family members, emergency services, and your out-of-state contact.
  - b) Flashlight, battery-powered radio, and plenty of extra batteries.
  - c) A 7-day supply of your medical prescriptions.
  - d) An extra pair of your prescription glasses or contact lenses.
  - e) Personal hygiene supplies, such as toothbrush, toothpaste, razor, and feminine sanitary items.
  - f) A pair of good walking shoes and change of warm basic clothes.
  - g) A supply of water and pre-packed energy type food.
  - h) A whistle.
  - i) Spare change for use in public phones and vending machines.
5. Keep an emergency kit for the entire office.

### **During an Earthquake**

#### **IF YOU ARE INSIDE, STAY INSIDE.**

1. Take care of yourself first. **DROP, COVER, HOLD.** Place your hands over your head. Kneel down in a hunched position next to an inside wall, in a doorway, or under a table or desk if available for cover. Hold onto your cover if possible.
2. Stay away from dangerous spots in the building (windows, outside doors, bookcases alongside walls which have not been secured to framing, unsecured filing cabinets, outside doors and walls, etc.).
3. If outside, stay away from utility poles, power lines, trees and signs.
4. Do not use elevators.
5. If you can, disconnect all electrical equipment.

### **After an Earthquake**

1. Be prepared for aftershocks.
2. Do not use candles, matches or anything that may cause a spark in the presence of ruptured gas lines.
3. Administer first aid as necessary.
4. Do not use the telephone except for emergency use.
5. Get to your emergency supplies if possible.
6. Use your battery-powered radio to get information and instructions.

## **Medical Emergencies**

In the case of a medical emergency, call 911. Tenants should keep a fully stocked First Aid Kit and the American Red Cross Standard First Aid Book in their space to refer to in the event of an emergency. After notifying 911, contact the building management office. Building staff will capture the freight elevator for use by the fire department or paramedics.

## **Tenant Emergency Plan**

Every tenant should develop an emergency plan. The emergency plan should name specific personnel designated to perform the following duties in the event of an emergency:

1. A person in charge to lead the emergency plan.
2. One person (and an alternate) to notify the fire or police department and/or other appropriate authority.
3. Employees trained in the use of fire extinguishers.
4. Monitors to aid those who need assistance in case of an evacuation.
5. One person (and an alternate) to act as a floor warden. These individuals ensure safe and complete evacuation of their suite in the event of emergency.

## **Items the Emergency Plan Team Members Should Consider as Part of Employee Training:**

1. An evacuation plan.
2. Who secures doors?
3. Who makes the emergency phone calls?
4. Plan for who does what on different days and shifts.
5. Who is trained in the use of fire extinguishers and where are the extinguishers located? Who attends to seeing that the extinguishers are serviced annually?
6. Who is trained in first aid and CPR?
7. Who will respond to after-hour emergencies? At least three people should be identified.

## **Heating, Ventilation and Air Conditioning (HVAC)**

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Heating, ventilation and air conditioning equipment will be maintained by the building management office, unless otherwise noted. Due to the variety of equipment and types of controls, please contact the building management office in regard to any questions or problems related to your space. Please call the building management office if the temperature in your space is not comfortable. A building staff member will be dispatched to assist you.

HVAC usage outside normal scheduled hours will be charged to the tenant, unless otherwise noted.

## **Insurance**

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You are required to provide Trammell Crow Company with a copy of your certificate of insurance upon occupancy and thereafter prior to each expiration date. Please refer to your lease for specific insurance requirements.

- Please instruct your insurance company the following is how the named additional insured should appear on each certificate. “Vulcan Inc.; 307 Westlake LLC; and Trammell Crow Services, Inc., a Delaware corporation and its related interests in respect to the named insured.”
- The owner and Trammell Crow Services, Inc., a Delaware corporation should be listed as the Certificate Holder(s) however; having only one listed is acceptable.
- Certificate holder’s address should be 307 Westlake LLC. c/o Trammell Crow Company at 530 Dexter Avenue North, Suite 200 Seattle, WA 98109

Any vendor who conducts work at this building must also provide the building management office with a copy of their certificate of insurance with the same additional insured listed above. Please contact the building management office for more information.

Trammell Crow Company will not be held responsible for any negligent acts or omissions on behalf of these vendors. Tenants assume full responsibility for their vendors’ actions and any damages they may cause.

## **Janitorial Services**

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The cleaning of the common areas and tenant spaces is done by contract services hired by Trammell Crow Company under rigid contract specifications. All personnel are bonded and meet strict requirements for employment.

The nightly janitorial service is performed each night Sunday through Thursday and includes but is not limited to the following tasks:

1. Empty all trash and recycling bins.
2. Vacuum and spot clean all carpets and damp mop all floors.
3. Clean all common areas, including restrooms.
4. Dust within all tenant spaces.

Other duties are performed on a nightly and periodic basis. Major carpet cleaning may be requested at the expense of the tenant. Please contact the building management office to schedule special cleaning or to report problems with janitorial service within your suite.

## **Keys**

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At tenant’s expense, Trammell Crow Company will provide locks and keys for all entry doors to your space. Please do not place any additional locks on any door without prior written consent from the building management office.

You will be responsible for securing your space. If you are locked out of your space, please call the building management office at (206) 262-8800. After hours, a voicemail message will instruct you on how to contact the on-duty security officer. The security officer may also be reached directly by dialing (206-255-0565). Identification will be required before the security officer will grant access to your space. New or replacement keys are available for \$3.50 each. The cost of re-keying a space will also be charged to the tenant.

## **Lighting**

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Please report burnt-out lights in your space, or in the common areas, to the building management office. Our maintenance personnel will be dispatched as soon as possible.

## **Maintenance**

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If any problems arise within your space, or if you notice an item in a common area (restrooms, hallways, stairwells, etc.) that appears to need repair, please call the building management office. We will take the necessary steps to resolve the maintenance problem(s) as quickly as possible.

## **Moving**

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Please contact the building management office before moving or delivering furniture and equipment. All deliveries larger than one freight elevator load must be made after-hours. The freight elevator is available on a first come, first serve basis. The dimensions of the freight elevator are: height 10', width 5'8", and depth 5'2".

Each mover is required to be financially responsible, bonded, and carry a minimum of \$2,000,000 combined single limit property damage and public liability coverage. The vendor must supply the building management office with a correct certificate of liability insurance.

Please note the tenant and mover are liable for any damage to the building or surrounding property caused by, or resulting from, any acts of negligence on the part of the mover, its employees or agents.

## **Recycling**

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Our building recycles mixed paper and aluminum cans. Please contact the building management office if you need additional recycling bins. Your recycling bins are emptied by the janitorial staff each night Sunday through Thursday.

## **Rules and Regulations for the Building**

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Please consult your lease for a full list of building rules and regulations. The following is an abbreviated list of the rules and regulations that apply to the premises, building, and associated parking areas:

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by tenants or used by tenants for any purpose other than ingress and egress to and from the leased premises and for traveling within the building.
2. Plumbing fixtures and appliances shall be used only for purposes for which designed. Damage resulting to any fixtures from misuse by tenant or tenant's agents, employees or visitors, shall be paid by such tenant. Trammell Crow Company shall not, in any case, be responsible for resulting damage.
3. No signs, advertisements or notices shall be painted or affixed to any windows or doors or other part of the building except of such color, size and style, and in such places as shall be first approved in writing by Trammell Crow Company. Holes in the walls caused by nails, hooks, screws, etc., inserted into any part of the building except by building maintenance personnel, must be patched by tenant upon removal.
4. With respect to alterations performed by tenants in any leased premises, prior written approval by Trammell Crow Company is required. Consult your lease for more information.
5. Trammell Crow Company shall have the authority to prescribe weight and position of safes and other heavy equipment or items. To distribute weight, these items must stand on a supporting device approved by Trammell Crow Company.
6. Any damage done to the building by installation or removal of any property of a tenant, or done by a tenant's property while in the building, shall be repaired at the expense of such tenant.
7. Each tenant shall cooperate with Trammell Crow Company's employees in keeping its leased premises neat and clean. Trammell Crow Company shall in no way be responsible to the tenants, their agents, employees or visitors, for any loss of property from the leased premises or public areas, or for any damages to any property thereon from any cause whatsoever.
8. Tenants shall not make or permit any improper, objectionable or unpleasant noises or odors in the building or otherwise interfere in any way with other tenants or persons having business with them.
9. Nothing shall be swept or thrown into the corridors, halls, elevator areas or stairways. No birds or animals shall be brought into or kept in, on, or about any tenant's leased premises.
10. No tenant shall use or keep in the building any explosive fluid or substance. Any flammable fluids or substances must be stored in approved cabinets, and in accordance with local fire codes and manufacturers' recommendations.

11. No portion of any tenant's leased premises shall, at any time, be used or occupied as sleeping or lodging quarters.
12. Trammell Crow Company will not be responsible for lost or stolen personal property, money or jewelry from tenants leased premises or public or common areas, regardless of whether or not such loss occurs when the area is locked against entry.
13. Trammell Crow Company reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its judgment shall, from time to time, be needed for the safety, protection, care and cleanliness of the building, operations thereof, preservation of good order therein, and protection and comfort of tenants and their employees and visitors. Rules and regulations, when made, and written notice thereof given to a tenant, shall be binding upon tenant in like manner as if originally prescribed in this tenant handbook.
14. The directory of the building will be provided exclusively for the display of the name and location of Lessee only, and Lessor reserves the right to exclude any other names.
15. No additional locks shall be placed upon any doors of the premises, and tenant agrees not to have any duplicate keys made without the consent of Trammell Crow Company.
16. Trammell Crow Company reserves the right to exclude or expel from the building any person whose conduct is disturbing to other tenants, or who shall, in any manner, violate any of the rules and regulations.
17. Trammell Crow Company reserves the right to close and keep locked all entrances and exit doors of the building during such hours as Trammell Crow Company may deem to be advisable for the adequate protection of the property.
18. Trammell Crow Company is not responsible to any tenant for the non-observance or violation of the rules and regulations by any other tenant.

## **Signage**

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Directory signs will be provided through the building management office. Please contact our office to arrange for your directory signage. A nominal fee may be charged for this service. The building management office must approve all signage prior to installation.

## **Smoking Policy**

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Smoking cigarettes, pipes or cigars is prohibited inside the leased premises and the common areas within the building. *Smoking is prohibited in stairwells and within 20 feet of the building entrance and tenant doors on the ground floor. Washington Clean Indoor Act RCW 70.160 states that outdoor smoking must be regulated so that smoke does not enter the building through air intakes and doors. Please respect your non-smoking and smoke-allergic neighbors by complying with the smoking policy.*

## **Tenant Alterations**

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You must receive prior written approval for any improvements, alterations or additions to the premises. To expedite such requests, please submit two sets of drawings and specifications of the work to be done to the building management office for approval. All work must be done by an approved, licensed contractor according to codes and regulations, and with appropriate permits as required by local ordinances. Trammell Crow Company reserves the right to prohibit the use of any contractor deemed unqualified. Our office can provide contractor referrals. As-built drawings must be submitted to the building management office upon completion of the project.

## **Termination**

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If you decide not to renew your lease, please remember to schedule your building move-out with the building management office. We may need to conduct a termination inspection. We will collect all building access codes, suite keys, and/ or mailbox keys upon your departure. You will be charged \$10 for each unreturned access card. If items remain in your suite after your departure, we may charge a fee to clear your space.

## **Theft Prevention**

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Offices normally are unlocked during normal business hours. There are several measures you can take to prevent someone from stealing items in your office.

1. Lock all doors when you leave the office.
2. Instruct all employees to keep all valuables in locked desks when unattended.
3. Keep calculators and expensive items off desktops.
4. Do not leave articles of value, including handbags and coats in unguarded reception areas, even for a few minutes.
5. Thoroughly mix your vault or safe combination when closing.
6. Be aware during times of maximum movement of personnel (i.e. lunch breaks).
7. Record serial numbers to aid police in identifying property in the event of loss or theft.
8. It is suggested to have a receptionist placed in the front of the suite to discourage someone entering your suite with the intent to steal.

9. Keep your purse and/ or wallet locked up. Leaving these items in an unlocked desk drawer is risky.

If you find yourself locked out of your suite during regular business hours, Trammell Crow Company may be able to assist you in re-entering the premises; however, identification will be required for security purposes.

**TENANT CONTACT FORM**  
**Please fax us your information as soon as possible! FAX (206) 262-8805**

*Trammell Crow Company 530 Dexter Avenue North, Suite 200 Seattle, WA 98109*

**For office use only: Received                      MRI                      Contact List**

**DAILY CONTACT**

Tenant Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Will mail be received at the site address?

YES                       NO

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Normal Office Hours: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Number of Employees  
at this location \_\_\_\_\_

**EMERGENCY CONTACT (In case of an after hours emergency)**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

**NOTICE CONTACT**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**BILLING CONTACT**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**307 Westlake**  
**Building Access Card Transaction Form - Tenant**

**Firm Name** \_\_\_\_\_ **Suite** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Authorization Signature** \_\_\_\_\_  
(Building Management's Designated Tenant Contact must sign this form.)

**CARD HOLDER INFORMATION**

**Name (please type or print)** \_\_\_\_\_

**Floors needing access to:** \_\_\_\_\_

*I acknowledge that this card key, providing access to \_\_\_\_\_, is loaned by the TRAMMELL CROW COMPANY, Building Managers, for my exclusive use. It is non-transferable and subject to recall. I agree to immediately notify TRAMMELL CROW COMPANY, in writing, in the event the card is lost, stolen or damaged. If this occurs, the \$20.00 deposit will be used to account for the cost of a replacement card.*

*I understand that each use of the Card Key makes a permanent record of my name, time, and date of entry.*

**Card Holder's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TRANSACTION TYPE**

**Card Number** \_\_\_\_\_

**Lost Card Number** \_\_\_\_\_ **New Card Number** \_\_\_\_\_  
(There is a \$20.00 fee for lost cards.)

**Damaged Card Number** \_\_\_\_\_ **New Card Number** \_\_\_\_\_

**Termination** \_\_\_\_\_ **Card Number** \_\_\_\_\_  
(There is a \$20.00 fee for cards that are not returned)

Access Card requests can generally be processed within 48 hours of receipt by the management office.