

**400-444 North Capitol Street
Electronic Tenant® Portal**

Created on September 27, 2022

Amenities: Roof Top & 8th Floor Terrace

Please contact the Event Coordinator to schedule events and for further information.

Delmy Palmer, Event Coordinator

Suite 140

Office: 202.450.4618

Suite 108

Office: 202.347.5203

Fax: 202.347.7156

dpalmer@lpc.com

Amenities: Fitness Center

Fitness Center Rules and Regulations

The following rules and regulations are intended to make the exercise facility ("Fitness Center") at 400-444 North Capitol Street, Washington, D.C. ("Building") as safe, enjoyable and pleasant as possible for all users.

Use. Only those individual tenants or full-time employees of Office tenants in the building who have executed a Waiver of Liability Form may use the Fitness Center. No persons under the age of 18 nor guests are permitted in the Fitness Center. This includes spouses, friends, children, etc. Users shall use the Fitness Center solely for its intended purpose.

Hours of Operation

The Fitness Center hours are as follows:

Every Day: 24 hour service
Closes for cleaning

Clothing

The minimum attire at the Fitness Center shall be gym shorts, tee shirts and tennis shoes. Any conventional exercise attire is permissible, including leotards, tights, warm-up suits, etc. Sneakers, athletic shoes, dance slippers or similar footwear must be worn at all times. Members of the Fitness Center must wear clean and appropriate attire when in transit to and from the Fitness Center.

Please make a copy for each individual interested in using the Fitness Center. Please be sure each person reads the Fitness Center Rules & Regulations and Waiver form so they are clear with the information and to assure a smooth access procedure.

- Return to the [Management Office](#) (Suite 108) the fully signed application and waiver form.
- Once the Security Department has approved the application, it will be given to the security administrator for processing.
- The security administrator will:
 - Set the individual up in the Fitness Center access system.
 - Write the access card number on the individual's application.
- The individual is to acknowledge they have received fitness center access on the application.
- For each access card lost or stolen, there is a \$10.00 replacement fee charge.

Please call with any questions or concerns at 202.347.5203.

[Click here to download the Fitness Center Rules & Regulations and Waiver form \(opens in new window\).](#)

[Back to Top](#)

Emergencies: Emergency Contacts

Emergency Help	911
Police, non-emergency	202.727.4383
Police, First District, 415 4th Street, SW	202.727.4655
Fire Department, non-emergency	202.638.8577 or
Engine No. 2, 500 F Street, NW	202.673.3202
Police Bomb Threat Squad	911

A defibrillator, oxygen, and other first aid supplies are all in a portable 'backpack' located in the Command Center. All security staff has been trained in CPR, defibrillator use, and general first-aid.

[Click here to download an Emergency Checklist \(opens in new window\)](#)

Emergencies: Fire Evacuation Plan

AS REQUIRED BY ARTICLE F-105.3, D.C. FIRE PREVENTION CODE (D.C. SUPPLEMENT)
FOR MULTI-TENANT OFFICE BUILDING LOCATED AT 400-444 NORTH CAPITOL STREET, N.W.
WASHINGTON, D.C. 20001

Tenants

Depending on the size and/or location of your suite there may be additional fire extinguishers and alarm pull stations inside your premises. Familiarize yourself with your suite and the building common area so that in an emergency you know where everything is and more importantly you know how to get out even if there is smoke involved.

Signage is located in the stairwells to alert you to what level you are on and on what level the final exit is located.

Fire Alarm Testing

Periodically, we will test the fire alarm system (you will be notified in advance when there is to be a test). This is an excellent time to make sure you recognize the sound of the fire alarm bells and to mentally review your escape route.

Note: AFTER BEING NOTIFIED OF A SYSTEM TEST, IF YOU DO NOT HEAR THE ALARM AT THE DESIGNATED TIME, NOTIFY THE BUILDING [MANAGEMENT OFFICE](#) IMMEDIATELY AT 202.347.5203.

Fire Pull Station

The manual pull stations are marked showing how to operate them. If you are not confident that you understand the operation, please call the [Management Office](#). We will be happy to explain the proper operation procedures. **PLEASE DO NOT TOUCH A PULL STATION EXCEPT IN THE EVENT OF A FIRE EMERGENCY.**

Fire Plan

The Fire Prevention Division of the District of Columbia Fire Department has provided 400-444 North Capitol Street, N.W. with the following recommendations concerning fire and other emergency procedures and evacuation plans:

1. Don't panic. Your example may help others gain assurance.
2. Immediately upon discovery of fire, sound the interior alarm from the nearest pull station on your floor.
3. Telephone the Fire Department: 911
4. Every fire, regardless of size, should be reported.
5. Employees should familiarize themselves with the location of exit stairwells on their floors.
6. When a fire alarm sounds, employees should walk to the nearest stairwell and proceed to exit the building.
7. All employees should meet at a predetermined location outside. The designated tenant contact should then make sure that all employees of their office are out of the building. We recommend using a current telephone extension list or a copy of the current list of employees on staff to double-check employees present.
8. A responsible person should be designated in each suite as "Fire Warden" and should:
 1. Be sure all employees are out.
 2. Close all doors and windows.
 3. Check stairwells and other exits to make sure they are not obstructed and unlocked.
 4. Provide assistance to handicapped persons for safe exit from building.
 5. Make an attempt to alert the Fire Department.

Tenants may wish to identify several "Fire Wardens" if they occupy more than one floor. We recommend that each tenant develop an individual fire evacuation plan for their particular space. It is the tenant's responsibility to evacuate any disabled employees from the building. Tenants may consider using a buddy system to make certain any disabled persons have assistance during a building emergency. You may wish

to advise building management of any disabled employees upon moving in or upon hiring. In emergency situations, the Fire Department will use this information to locate individuals who may require special assistance in evacuating the building.

9. Elevators are not to be used for evacuation.
10. Fire extinguishers are located on all floors of the building. Employees should familiarize themselves with their locations and use.
11. Periodic simulated fire drills should be conducted to familiarize employees with proper evacuation procedures.
12. Any fire hazard should be reported to the building management immediately.
13. Always follow the directions of fire and security personnel.

Please note that the [Management Office](#) should also be notified immediately in case of emergency. When calling, please be ready to give the suite number, the tenant's name, person calling and the nature of the emergency.

[Back to Top](#)

Emergencies: Medical Emergency

In the event of a Medical Emergency:

- Do not move the person. If necessary, administer first aid.
- Call Paramedics. Dial 911. Tell them your floor and suite number and a concise, accurate description on the emergency.
- Call Building Management. 202.347.5203. We will hold an elevator ready for the paramedic team. After normal business hours call the [Management Office](#). Your call will be directly routed to the Tenant Assistant Desk.
- If a private physician has been called, let us know, and we will escort the doctor to your office.
- Post one person at the elevator to lead the medical team to the person in distress.
- A defibrillator, oxygen, and other first aid supplies are all in a portable 'backpack' located in the Command Center. All security staff has been trained in CPR, defibrillator use, and general first-aid.

Emergencies: Bomb Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion.
- Description of the device.
- Reason the caller has placed the bomb.
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the [Management Office](#) at 202.347.5203.

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or officer. It is up to the manager or officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the building, move away from the building to allow for the clear passage of emergency personnel. Do not re-enter the Building until the Management Office, Police or Fire Department has given clearance.

[Click here to download a telephone bomb threat checklist \(opens in new window\)](#)

Emergencies: Chemical/Biological/Nuclear Event

Lincoln Property Company recommends that each Client have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency including biological, chemical or radiological attack.

Click on the links below to access a variety of resources that to aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic> (opens in new window)

American Red Cross

<http://www.redcross.org> (opens in new window)

Federal Emergency Management Association

<http://fema.gov> (opens in new window)

Center for Diseases Control and Prevention Emergency Preparedness and Response

<https://emergency.cdc.gov> (opens in new window)

Local media outlets will provide important information during an emergency situation.

WTOP Radio –1500 AM, 820 AM and 107.7 FM:

<http://www.wtop.com> (opens in new window)

The Washington Post:

<http://www.washingtonpost.com> (opens in new window)

WJLA Channel 7:

<https://www.wjla.com> (opens in new window)

WUSATV Channel 9:

<http://www.wusatv9.com> (opens in new window)

NBC4 Channel 4:

<https://www.nbcwashington.com> (opens in new window)

Emergencies: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each tenant group. However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Emergencies: Elevator Emergency

Each elevator is equipped with a telephone in the event of an emergency. When the phone button is pressed, the phone dials automatically to the in-house Security Command Center. When the 24-hour monitoring representative answers, please inform that person which number elevator you are in. The elevator number is located on the control panel under the lighted floor number.

The Security representative will contact the parties necessary to correct the problem. Please remain calm, as our personnel will respond promptly.

Emergencies: Flood

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated Tenant Contacts will be contacted by Building Management personnel, including after business hours.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergencies: Civil Unrest

Should a riot or civil disturbance start outside the building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor, and the police will be summoned.

Emergencies: Defibrillator

A defibrillator, oxygen, and other first aid supplies are all in a portable 'backpack' located in the Command Center. An additional defibrillator is located on the 8th floor, by the lobby. All security staff has been trained in CPR, defibrillator use, and general first-aid.

Emergencies: Pre-Recorded Messages

FIRE ALARM PRE-RECORDED MESSAGES

The Fire Alarm System contains pre-recorded messages that are used to evacuate the building, guide tenants during life safety events, and prepare tenants for system testing. The Fire Evacuation message will play automatically when the building alarm is tripped. The recordings related to life safety are used by emergency responders (Police and Fire Department), and the system testing recordings are used by technicians and inspectors.

Links to three sample recordings are below.

- [Fire Alarm Evacuation Message](#)

1. Evacuation Message (Fire Alarm): *Three slow whoops...* “May I have your attention please. May I have your attention please. There is a fire emergency reported in the building. Please exit the building by the nearest exit or exit stair. Do not use the elevators.”

- [All Clear Message](#)

4. Emergency Situation All Clear Message: *Three chimes...* “May I have your attention please. May I have your attention please. The emergency situation has been resolved. You may resume your normal activities.”

- [Shelter-in-Place Message](#)

9. Emergency Situation - Do Not Exit: *Three Hi/Lo tones...* “May I have your attention please. May I have your attention please. There is an emergency situation reported in or around the building. For your safety, please stay in your current location and await further instructions. DO NOT exit the building.”

[Please click here to view text of all Fire Alarm System Pre-recorded Messages \(opens in new window\)](#)

Introduction: Welcome

Your selection of office or retail space at 400-444 North Capitol Street, N.W. ensures for your business a prestigious address in a business center backed by the management services of the Lincoln Property Company. We believe you are an integral part of our success and we welcome you and extend our pledge to provide the finest professional management services.

In support of your daily operations, Lincoln Property Company is pleased to provide this Electronic Tenant® Handbook specially designed to provide quick, useful information about your building's general policies, security and emergency procedures, area amenities, services, and parking operations.

The contents of this handbook in no way amend the terms of your lease or the rules and regulations of this building. If there is any question, your lease predominates.

We welcome you and extend our pledge of continuing cooperation, quality service, and professional property management.

The contact information for the Management Office is:

Lincoln Property Company
444 North Capitol Street, NW
Suite 108
Washington, DC 20001
Telephone: 202.347.5203
Fax: 202.347.7156

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will notify you of any such changes. Should you have any questions, please feel free to contact the [Management Office](#).

Each tenant is asked to provide Lincoln Property Company with the name of one individual designated as the "[Tenant Contact](#)" ([opens in new window](#)). Any questions or concerns pertaining to temperature control, maintenance requests, parking and other items should come from the Tenant Contact and can be directed to Lincoln Property Company at the building Management Office or through the [On-Line Electronic Tenant® Service Request System](#) ([opens in new window](#)) included in this handbook. We have seen through experience that this procedure is the most efficient way of responding to our tenants' requests. As the management representatives of 400/444 North Capitol Street, we look forward to being of service to you and your organization.

[Click here to download a Tenant Contact form](#) ([opens in new window](#)).

Welcome to 400-444 North Capitol Street, N.W. – Hall of the States!

[Back to Top](#)

Introduction: About 400 - 444 North Capitol Street, NW

Gallery

Neighborhood: Retail Services

Franklin Grill

Breakfast & Lunch (7:00 a.m. – 3:00 p.m.)

Wells Fargo Bank

This full-service bank offers ATM's at the main entrance the branch on North Capitol Street. For more information about the services available please call 202.637.2510 or visit them on the world wide web at <http://www.wellsfargo.com/> ([opens in new window](#)).

Personnel: Building Operations

The Management Office is located in the North Tower in Suite 108. The office offers a wide range of services. Questions and comments regarding any building services should be directed to the Management Office. You may visit or call the Management Office between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The telephone number is 202.347.5203. The facsimile number is 202.347.7156.

The following personnel are available to assist you.

Title	Name	Phone Number	E-Mail
Senior Property Manager	Michael A. App CPM, FMA	202.347.5203 Ext. 15	E-Mail
Assistant Property Manager	Glenna Joyner	202.347.5203 Ext. 10	E-Mail
Assistant Property Manager	Aldo Giannattasio	202.347.5203 Ext. 13	E-Mail
Director of Security and Building Services	Anthony Meadows	202.347.5203 Ext. 16	E-Mail
Rooftop Event Coordinator	Delmy Palmer	202.347.5203 Ext. 11	E-Mail

Personnel: Leasing

The leasing agents for 400-444 North Capitol Street, N.W. are located at:

101 Constitution Avenue, NW
Suite 325 East
Washington, D.C. 20001

Please contact an individual listed below for more information.

Adam Biberaj
Sr. Vice President
202.513.6736
202.591.0929 (direct)
202.898.2001 (Facsimile)
abiberaj@lpc.com

Merrill Turnbull
Sr. Vice President
202.513.6713
301.509.7722 (Cell)
202.898.2001 (Facsimile)
mturnbull@lpc.com

Beth Wilzbach
Vice President
202.513.6733
908.938.1249 (Cell)
202.898.2001 (Facsimile)
bwilzbach@lpc.com

Personnel: Engineering Maintenance

Engineering and maintenance requests can be directed to the [Management Office](#) or, for your convenience, to the [Electronic Tenant® Service Request system \(opens in new window\)](#). Authorized Tenant Contacts can use this system to submit and track service requests directly through this handbook. [To access the Electronic Tenant® Service Request system click here \(opens in new window\)](#).

The Chief Engineer, Walter Pappas, is responsible for the overall operations of all mechanical and electrical systems for the building. Walter Pappas supervises the maintenance and engineering staff and is responsible for the monitoring of all tenant service requests.

Personnel: Building Holidays

Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Lincoln Property Company issues an exact list each December of dates on which each holiday for the forthcoming calendar year will be observed. On each holiday, building services will not be available, but tenants will have access to their respective premises and the building will also be fully secured.

Personnel: Emergency Contacts

In any emergency situation your first call should be 9-1-1.

Emergency Help	911
Police, non-emergency	202.727.1010
Police, First District, 415 4th Street, SW	202.727.4655
Fire Department, non-emergency	202.638.8577 or
Engine No. 2, 500 F Street, NW	202.673.3202
Police Bomb Threat Squad	911

[Click here to download an Emergency Checklist \(opens in new window\)](#)

Personnel: Communications

Each tenant is asked to provide Lincoln Property Company with the name of one individual designated as the Tenant Contact. Any questions or concerns pertaining to temperature control, maintenance requests, parking, and other items should come from the Tenant Contact and be directed to Lincoln Property Company at the building's [Management Office](#) or through the [On-Line Electronic Tenant® Service Request System \(opens in new window\)](#). We have found through experience that this procedure is the most efficient way of responding to our tenants' requests.

[Click here to download a Tenant Contact form \(opens in new window\)](#).

Policies: Rules and Regulations

1. No tenant shall obstruct or encumber or use for any purpose (other than ingress and egress to and from its premises) the common areas, sidewalks, driveways, entrances, passages, courts, lobbies, esplanade areas, atrium, plazas, elevators, escalators, stairways, corridors, halls and other public portions of the building ("Public Areas"), and no tenant shall permit any of its employees, agents, licensees or invitees to congregate or loiter in any of the Public Areas. No tenant shall invite to, or permit to visit, its premises persons in such numbers or under such conditions as may interfere with the use and enjoyment by others of the Public Areas. Fire exits and stairways are for emergency use only, and they shall not be used for any other purposes by any tenant, or the employees, agents, licensees or invitees of any tenant. Landlord reserves the right to control and operate and to restrict and regulate the use of the Public Areas and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it deems best for the benefit of the tenants generally, including the right to allocate certain elevators for delivery service, and the right to designate which building entrances shall be used by persons making deliveries in the building. No tenant shall place or leave in any public hall or outside any entry door of its premises a doormat of any kind whatsoever.
2. No awnings or other projections shall be attached to the outside walls of the building. No curtains, blinds, shades, louvered openings or screens shall be attached to or hung in, or used in connection with, any window or door of any tenant's premises, without the consent of Landlord. Such curtains, blinds, shades or screens must be of a quality, type, design and color, and attached in the manner, approved by Landlord. In order that the building can and will maintain a uniform appearance to those persons outside of the building, each tenant occupying the perimeter areas of the building shall (x) use only building standard lighting in areas where lighting is visible from the outside of the building and (y) use only building standard blinds in window areas which are visible from the outside of the building.
3. No tenant shall, without prior consent of Landlord, exhibit, inscribe, paint or affix any sign, insignia, advertisement, lettering, notice or other object on any part of the outside or inside of its premises or the building or on corridor walls or which shall be readily visible from Public Areas. Any signs placed by a tenant on an entry door of its premises shall conform to building standard signs, samples of which are on display in Landlord's rental office. Such signs shall, at the expense of the tenant, be inscribed, painted or affixed by sign makers approved by Landlord. Landlord. In the event of the violation of the foregoing by any tenant, Landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violation this rule. Interior signs, elevator cab designations, if any, and lettering on doors and the building directory shall, if and when approved by Landlord, be inscribed, painted or affixed for each tenant by Landlord, at the expense of such tenant, and shall be of a size, color and style acceptable to Landlord. Only the tenant named in a lease covering its premises shall be entitled to appear on the directory tablet. Additional names may be added in Landlord's sole discretion under such terms and conditions as the Landlord may approve.
4. No tenant shall (a) cover or obstruct the sashes, sash doors, skylights or windows that reflect or admit light and air into the halls, passageways or other public places in the building or the heating, ventilating and air conditioning vents and doors, or (b) place any bottles, parcels or other articles on the window sills or on the peripheral heating enclosures. Whenever the heating, ventilating or air conditioning systems are in operation, each tenant shall draw the shades, blinds or other window coverings, as required because of the position of the sun. No tenant shall have any right to remove or change shades, blinds or other window coverings within its premises without Landlord's consent.
5. No tenant shall put or place any showcases or other articles in front of or affixed to any part of the exterior of its premises or the building, or in the Public Areas.
6. No acids, vapors or other harmful materials shall be discharged, or permitted to be discharged into the waste lines, vents or flues of the building. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were designed and constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be thrown or deposited therein. Nothing shall be swept or thrown into the Public Areas or other areas of the Building, or into or upon any heating or ventilating vents or registers or plumbing apparatus in the Building, or to any adjoining building or property, and all damage resulting from violation of this rule and the expenses of any breakage or stoppage, or of removing any debris, caused by any tenant, or the employees, agents, licensees or invitees of such tenant, shall be deemed Additional Rent under the Lease and paid by such tenant. Any cuspidors or similar containers or receptacles shall be emptied, cared for and cleaned by and at the expense of such tenant.
7. No tenant shall mark, paint, drill or in any way deface any part of its premises or the building. No boring, cutting or stringing of wires shall be permitted, except with the prior written consent of and as directed by Landlord. No telephone, telegraph or other wires or instruments shall be introduced into the building by any tenant except in a manner approved by Landlord. No tenant shall install linoleum, or other similar floor covering, so that the same shall come in direct contact with the floor of its premises, and, if linoleum or other similar floor covering is desired to be used, an interlining of builder's

deadening felt shall be first affixed to the floor, by a paste or other material, soluble in water, the use of cement or other similar adhesive material being expressly prohibited.

8. No tenant shall bring into or keep in or about its premises any bicycles, vehicles, animals (except seeing eye dogs), fish or birds of any kind.
9. No tenant shall make or permit any noise, including but not limited to, music, singing, whistling, the playing of musical instruments, recordings, radio or television, which in the sole, reasonable judgment of Landlord, disturbs any other tenant in the building. Nothing shall be done or permitted by any tenant which would impair or interfere with the use or enjoyment by any other tenant of any other space in the building.
10. No tenant shall (a) do or permit to be done in its premises or bring into or keep in or about its premises anything which would impair or interfere with any of the Building Equipment or the services of the building or the proper and economic heating, ventilating, air conditioning, lighting and operation thereof, or (b) bring into or keep in or about its premises electrical or other equipment of any kind which, in the judgment of Landlord, might cause any such impairment or interference. No tenant, nor the employees, agents, licensees or invitees of any tenant, shall at any time bring or keep upon its premises any inflammable, combustible or explosive fluid, chemical or substance.
11. No tenant shall (a) place or affix any additional locks or bolts of any kind upon any of the doors or windows of its premises or the building, or (b) make any changes in locks or the mechanism thereof. Duplicate keys for any tenant's premises and toilet rooms shall be procured only from Landlord, and Landlord may make a reasonable charge therefor. Each tenant shall, upon the expiration or sooner termination of the Lease of which these Rules and Regulations are a part, turn over to Landlord all keys to stores, offices and toilet rooms, either furnished to, or otherwise procured by, such tenant, and in the event of the loss of any keys furnished by Landlord, such tenant shall pay to Landlord the cost of replacement locks. Notwithstanding the foregoing, any tenant may, with Landlord's prior consent, install a security system in its premises which uses master codes or cards instead of keys, provides that such tenant shall provide Landlord with the master code or card for such system.
12. If removals, or the carrying in or out of any safes, freight, furniture, packages, boxes, crates, or any other object or matter of any description shall take place only during such hours and in such elevators as Landlord may from time to time determine, which may involve overtime work for Landlord's employees. Tenant shall reimburse Landlord for extra costs incurred by Landlord including but not limited to the cost of such overtime work. Landlord reserves the right to inspect all objects and matter to be brought into the building and to exclude from the building all objects and matter which violate any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Landlord may install, maintain and discontinue such security measures, systems and requirements as Landlord deems appropriate (including requiring any person leaving the Building with any package or other or matter to submit a pass, listing such package object or matter, from the tenant from whose premises the package or object or matter is being removed), but the establishment and enforcement or nonenforcement or discontinuance of such measures, systems and requirements shall not impose any responsibility or liability on Landlord for the protection of any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from its premises. Landlord shall in no way be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from its premises or the building under the provisions of this Rule 12 or of Rule 15 hereof.
13. No tenant shall use or occupy, or permit any portion of its premises to be used or occupied, as an office for a public stenographer or public typist, or for the possession, manufacture or sale of narcotics or dope or as a barber, beauty or manicure shop, telephone or telegraph agency telephone or secretarial, messenger service, travel or tourist agency, retail, wholesale or discount shop for sale of merchandise, retail service shop, hiring employment agency, classroom, company engaged in the business of renting office or desk space, or for a public finance (personal loan) business, or as a hiring employment agency, or as a stock brokerage board room. No tenant shall engage or pay any employee on its premises, except those actually working for such tenant on its premises, or any part thereof, or permit the Premises or any part thereof to be used as a restaurant, shop, booth or other stand, or for the conduct of any business or occupation which predominantly involves direct patronage of the general public, or for manufacturing, or for the sale at retail or auction of merchandise, goods or property of any kind.
14. Landlord shall have the right to prohibit any advertising or the use of any identifying sign by any tenant which, in the judgment of Landlord, tends to impair the appearance or reputation of the building or the desirability of the office area as part of a mixed use building, and upon written notice from Landlord, such tenant shall refrain from and discontinue such advertising or identifying sign.
15. Landlord reserves the right to control and operate the public portions of the Building and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it deems best for the benefit of the tenants generally, including, without limitation, the right to exclude from the Building, between the hours of 6 p.m. and 6 a.m. on business days and at all hours on Saturdays 8 a. m. to 1 p.m., Sundays and holidays, all persons who are not Tenant's list of admittees submitted to the Building Manager's office. Landlord will furnish passes to persons for whom any tenant requests

such passes. Each tenant shall be responsible for all persons for whom it requests such passes and shall be liable to Landlord for all acts of such persons. Any person whose presence in the building at any time shall, in the judgment of Landlord, be prejudicial to the safety, character, security, reputation or interests of the buildings or the tenants of the Building may be denied access to the Building or may be ejected from the Building. In the event of invasion, riot, public excitement or other commotion, Landlord may prevent all access to the building during the continuance of the same by closing the doors or otherwise, for the safety of tenant and the protection of property in the building.

16. Unless Landlord shall otherwise request, each tenant, before closing and leaving its premises at any time, shall use reasonable efforts to see that all lights in its premises are turned out. All entrance doors in its premises shall be kept locked by each tenant when its premises are not in use. Entrance doors shall not be left open at any time.
17. No tenant shall use its premises for lodging or sleeping or for any immoral or illegal purpose.
18. The requirements of tenants will be attended to only upon application at the office of the building. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from Landlord.
19. Canvassing, soliciting and peddling in the building are prohibited and each tenant shall cooperate to prevent the same.
20. The employees, agents, licensees and invitees of any tenant shall not loiter around the Public Areas or the front, roof or any part of the building used in common by other occupants of the building.
21. There shall not be used in any space, or in the Public Areas, either by any tenant or by others, in the moving or delivery or receipt of safes, freight, furniture, packages, boxes, crates, paper, office material or any other matter or thing, any hand trucks except those equipped with rubber tires, slide guards and such other safeguards as Landlord shall require. No hand trucks shall be used in passenger elevators.
22. No tenant shall cause or permit any odors of cooking or other process, or any unusual or objectionable odors, to emanate from its premises which would annoy other tenants or create a public or private nuisance. No tenant shall do, cause to be done or permit any cooking in its premises except as is expressly permitted in the Lease of which these Rules and Regulations are a part.
23. All paneling, doors, trim or other wood products not considered furniture shall be of fire-retardant materials. Before installation of any such materials certification of the material's fire-retardant characteristics shall be submitted to and approved by Landlord, and installed in a manner approved by Landlord.
24. Whenever any tenant shall submit to Landlord any plan, agreement or other document for the consent or approval of Landlord, such tenant shall pay to Landlord, on demand, a processing fee in the amount of the reasonable fees for the review thereof, including the services of any architect, engineer or attorney employed by Landlord to review such plan, agreement or document.
25. Landlord reserves the right to rescind, alter, waive or add, as to one or more or all tenants, any rule or regulation at any time prescribed for the Building when, in the judgment of Landlord, Landlord deems it necessary or desirable for the reputation, safety character security, care, appearance or interest of the Building, or the preservation of good order therein, or the operation or maintenance of the Building, or the equipment thereof, or the comfort of tenants or others in the Building. No rescission, alteration, waiver or addition of any rule or regulation in respect of one tenant shall operate as a rescission, alteration or waiver in respect of any other tenant.
26. Any broadcasting done on the street level of the building must not obstruct pedestrian traffic to the building, or create any hazardous conditions for patrons of the Building (such as tripping hazards caused by loose wires). No filming of Building patrons is permitted. No broadcasting may be done in the building plaza or lobby without the prior written consent of Landlord. No broadcasting may be done within ten (10) feet of the windows of the restaurant on the first floor of the building, and broadcasters shall not block or disturb the entrance to the restaurant, or disturb any of the patrons of the restaurant.
27. No broadcasting may be done on the 8th floor garden terrace of the building without the prior written consent of Landlord. If permitted, any such broadcasting shall not obstruct pedestrian traffic through the building, or create any hazardous conditions for patrons of the Building (such as tripping hazards caused by loose wires).
28. Certain tenants have the specific right in their leases to use the broadcasting pad on the roof of the building (the "Broadcast Pad"). No other tenants may access or use the Broadcast Pad without the prior written consent of Landlord, which consent be granted, withheld or subject to conditions imposed by Landlord in Landlord's sole and absolute discretion. Any tenants who are permitted to use the Broadcast Pad, whether via their lease or with Landlord's consent ("Permitted Roof Tenants"), may only access the Broadcast Pad via the designated walkway. Permitted Roof Tenants may not access, enter onto, or use any areas on the roof of the building other than the walkway, Broadcast Pad and any appurtenant paved areas. Permitted Roof Tenants may not walk or broadcast close to the edge of the building. Permitted Roof Tenants shall not prop open the door leading to the walkway to the Broadcast Pad, and shall ensure that such door is closed and secure at all times. Guests or invitees of a Permitted Roof Tenant may only access enter onto, or use the Broadcast Pad when

accompanied by a representative of such Permitted Roof Tenant. No more than fifty (50) people are permitted on the roof of the building at any time. Permitted Roof Tenants may not license or grant any rights to the roof of the Buildings to any persons other than Landlord approved subtenants, Affiliates, and persons with whom the Permitted Roof Tenant does business with in the broadcasting industry (collectively, "Permitted Roof Licensees"), provided, however, that the rights to the use of the roof by a Permitted Roof Tenant and its Permitted Roof Licensees shall not enlarge or exceed the rights to the roof originally granted to the Permitted Roof Tenant. No permanent, sharp or heavy equipment (including, but not limited to, permanent conduits or cables) shall be placed on the Building or Broadcast pad without the prior written consent of Landlord, which consent may be granted, withheld or subject to conditions imposed by Landlord in Landlord's sole and absolute discretion.

29. Temporary satellite or microwave dishes and antennas may be used only with Landlord's prior written consent. Wires may not be hung or dropped off the roof of the building without the prior written consent of Landlord. High-powered lighting may only be used on the roof of the building with the permission of the Capitol Police Department and the Architect of the Capitol, and shall only be connected to Tenant's own power source. No tents, awnings or similar structures may be erected on the roof of the building without the prior written consent of Landlord. Permitted Roof Tenants who desire to check their rooftop radio equipment located in the penthouses of the building must access such equipment via the roof of the Building, and may not walk through the penthouse equipment rooms. Any broken equipment shall be immediately removed from the Broadcast Pad. Permitted Roof Tenants may temporarily place their rooftop equipment in cabinets located in the south penthouse storage room, or in other areas of such storage room within the marked yellow lines therein if such equipment will not fit in the cabinets. Smoking, alcohol, and controlled substances are strictly prohibited on the Broadcast Pad. Permitted Roof Tenants shall keep the Broadcast Pad and walkway in a clean, neat and orderly condition, and shall not obstruct to traffic to and from the Broadcast Pad, or create any hazardous conditions for other Permitted Roof Tenants (such as tripping hazards caused by loose wires). Any spillage or petroleum products, grease, oils or fats must be immediately cleaned. Permitted Roof Tenants may only use sewn canvass or heavy-duty bags of sand as weights. No sand in paper or plastic bags are permitted. If a sand bag breaks, the area must be immediately cleaned and the weight removed from the roof. Permitted Roof Tenants may not remove or displace any rocks from the roof surface.
30. As condition to each Permitted Roof Tenant's entry onto and use of the Broadcast Pad, such Permitted Roof Tenant shall confirm that the commercial general liability insurance required by its lease for space at the building covers the entry onto and use by such Permitted Roof Tenant, as well as such Permitted Tenant's guests and invitees, of the broadcast Pad, and such Permitted Roof Tenant shall provide reasonable evidence of such coverage on requests from Landlord. Each Permitted Roof Tenant's entry onto and use of the Broadcast Pad shall constitute such Permitted Roof Tenant's agreement to indemnify and hold Landlord, its employees and agents harmless from and against all costs, claims, liabilities, losses, judgments, demands, interest, fines, suits, expenses and damages of any kind (including reasonable attorneys' fees) asserted by or on behalf of any person, entity or governmental authority against Landlord, directly or indirectly, based on or arising out of such Permitted Roof Tenant's use or entry onto the Broadcast Pad. All Permitted Roof Tenants shall access and use the Broadcast Pad in strict compliance with the terms of Landlord's grant of consent and/or the terms of their respective leases, all Legal Requirements, and these Rules and Regulations.

[Back to Top](#)

Policies: Tenant Alterations

Lincoln Property Company has a full service contracting and maintenance division providing a range of services, from complete space build-outs to small alteration jobs. Prior to any work, demolition or construction (including plumbing, electrical and HVAC), each tenant must review and be in compliance with all of the Construction Rules and Regulations referenced below.

[Click here for a printable PDF version of the Contractor Rules and Regulations \(opens in new window\).](#)

Construction Rules and Regulations

TENANT INTERNAL WORK APPROVAL

All drawings, subcontractors/and materials must be approved through the [Management Office](#) prior to the start of construction. If requested, contractor is to give a list of contacts' addresses and phone numbers for his or her company and for all subcontractors prior to commencement of work.

PERMITS

Prior to commencement of work, the contractor is to provide a Certificate of Insurance to the owner with the limits of liability as required in the Tenant Alterations Permission Form. Permits and licenses necessary for the onset of all work shall be secured and paid for by the contractor (s) with a copy provided to the [Management Office](#).

SECURITY PROCEDURES

Contractor shall establish a system for workers to sign in and out on a log sheet and to display badges at all times while in the building.

Workers will be allowed only on the floors/areas/suites where the work is being performed. The Management Office shall be provided with the name and phone number of the Superintendent. The Superintendent must be in the building anytime the crews are working.

No owner or tenant property may be removed without written approval from the Management Office.

Contractors will be bound by Building Security requirements that may develop during and/or due to the progress of the work.

ELEVATORS

All construction materials, tools and trash are to be transferred to and from the construction floor via the freight elevator. The freight elevators operate on automatic from 6:00 a.m. to 6:00 p.m. Monday through Friday (exclusive of Holidays) and must be shared with other delivery personnel and tenants in the building. Elevator doors are not to be held or blocked open. From 6:00 p.m. to 10:30 p.m. the freight elevators are used by the cleaning crew. Contractors may schedule shared use with advance notice. Use of the freight elevators at all other times will require security to be on duty at the loading dock area (at the contractor's expense). At no time shall the passenger elevators be used to move material, equipment, personnel, tools, or trash.

LOADING DOCK

The loading dock is open from 6:00 a.m. to 11:00 p.m., Monday through Friday (exclusive of Building Holidays). Use of the loading dock at any other time requires at least 24-hour advance notice. The contractor is responsible for the expense of having security at the loading dock area during such time.

TRASH REMOVAL

Any and all existing materials removed and not reused in the construction, except as directed by the Management Office, shall be disposed of by the Contractor as waste or unwanted material. Contractor shall keep areas outside the demised premises free at all times from waste material, rubbish and debris; contractor shall remove all waste material, rubbish and debris on a daily basis. The contractor is responsible for obtaining and scheduling its own trash pick-up. The building's dumpster shall not be used for

construction debris unless approved by the Management Office. Contractors/subcontractors are to use care and consideration for the other occupants, and guests in the building when using any public area, i.e., bathrooms, phones, etc.

CLEAN UP

Throughout the construction period contractor shall keep the construction area free of construction debris and trash, and keep the floor in broom-clean condition. Upon construction completion, the contractor shall remove all debris and surplus material and thoroughly clean the area. Trash area and loading dock is to be kept clean and in a sanitary condition at all times. The loading dock is not to be used to store materials and /or trash. It must be kept clear at all times to facilitate the normal flow of traffic in and out of the building.

NON-CONSTRUCTION AREA

The Contractor shall protect all walls, carpets, floors, furniture, and fixtures, and shall repair or replace damaged property without cost to the Management Office or the Landlord. Masonite (or plywood) must be placed as a walkway on the public corridors from the freight elevator to the construction site and to the Public Restrooms to protect the carpet from drywall dust, etc. Common area carpet between job site and elevators must be vacuumed daily.

WATER AND ELECTRICITY

Unless otherwise specified in the lease, water and electricity will be furnished in reasonable quantities for use in lighting, power tools, drinking water, water for testing, etc. On a case-by-case basis, these services may be billed back to the General Contractor or appropriate sub-contractor. The contractor shall make all connections, furnish any necessary extensions, and remove same upon completion of work.

DUSTY WORK

Contractor shall notify the [Management Office](#) prior to commencement of extremely dusty work (sheet rock cutting, sanding, extensive brooming, etc.) so arrangements can be made to protect the filtering capacity on the affected HVAC equipment and fire alarm devices. Contractor shall pay to Landlord the cost to return the equipment to its proper condition.

WORKING HOURS

Several tenants in the building broadcast "live" from the building at different times of the day and night. Please note the following schedule:

- Due to tenant broadcasting requirements, there is to be no construction noise that will affect an "on-air" production during the hours of 6:00 a.m. - 11:00 p.m. each day – Monday through Friday AND Saturday and Sunday.
- No core drilling, concrete slab cutting or excessive noise shall occur between the hours of 6:00 a.m. and 11:00 p.m.
- Planned live shot broadcast times will be provided to the General Contractor at least 24 hours in advance of any time during which the "no noise" rule would be in effect.
- The Management Office reserves the right to determine what construction work is considered inappropriate for normal business hours and takes appropriate action. Repeated violations of the noise regulations will result in expulsion from the building.
- Set office hours are defined as between 8:00 a.m. and 8:00 p.m., Monday through Friday. Any other time shall be considered "after-hours".
- Any work requiring shutdown of any building system including but not limited to HVAC, Electrical, Plumbing, and Fire Alarm must be done on weekends, holidays, and/or outside set office hours. At no time during set office hours shall construction work prohibit or inconvenience normal operation of the building.
- General Contractor must notify the [Management Office](#) of all after-hour construction activity. A list of all after-hours workers must be turned in by 3:00 p.m. for weekday work and by 11:00 a.m. on Thursday for weekend work. All construction workers arriving after hours Monday through Friday, all day Saturday, Sunday and Building Holidays must sign in at the security desk. Any worker whose name has not been included on the list will not be admitted unless vouched for by a construction superintendent. All workers must wear nametags identifying themselves and the company that they work for whenever they are on the project.

FIRE ALARMS

When welding or soldering, the fire alarm system must be turned off. The contractor must schedule this operation with the [Management Office](#). The Contractor is to provide certified "man -watch" (building patrol person) when the building fire alarm system is turned off.

The fire alarm may only be turned off by the approved certified "man-watch" and only after advance scheduling with the Management office.

SPRINKLERS

The sprinkler may be turned off only while the sprinkler contractor is on site. The system must be reactivated and made operable daily before the sprinkler contractor leaves the building. The sprinkler system may only be turned off by an approved sprinkler contractor and only after scheduling with and approval by the Management Office.

PLUMBING

Coordinate and schedule all work affecting plumbing or drainage with building engineer.

PENETRATIONS

Any core drilling or penetrations through the slab must be X-rayed prior to commencement of work. Coordinate with the building engineer.

PARKING AND LOADING

No parking is provided to contractors. Colonial Parking operates a garage in the building and parking may be arranged with them at the contractor's expense. Colonial Parking may be reached at 202.295.8100. Deliveries are to be made at the loading dock. Deliveries shall be scheduled with the dockmaster. Trucks are to unload immediately and then leave the premises. **NO PARKING IS PROVIDED AT LOADING DOCK.**

MISCELLANEOUS

All contractor and subcontractor laborers are to be members of their respective unions and licensed to do business in the District of Columbia. All electricians are to be class "A" cardholders. Class "R" cardholders are not permitted to work in the building. Construction personnel are not permitted to use any of the building maintenance equipment or supplies. Utility sinks are to be kept in a clean and sanitary condition at all times, when used. Areas not under construction but affected by construction are to be protected at all times. Any areas, materials, or equipment damaged by the contractor or anyone working for or delivering to a contractor shall be restored to its original condition at no cost to the Management Office or Landlord.

INSURANCE

1. "MEBAR Realty Holding Trust, Lincoln Property Company, and all related entities" must be named as Additional Insureds to each policy (with the exception Worker's Compensation), and on the Certificate of Insurance.
2. A Certificate of Insurance is to be furnished evidencing insurance requirements and stating not less than thirty (30) days notification shall be given to Lincoln Property Company in the event of cancellation or material change in policies. (Accord forms must have the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability upon the company" deleted/crossed out with agent's initials on the section entitled "CANCELLATION").
3. The Certificate of Insurance shall state "such policies are primary and any insurance carried by the Landlord and Lincoln Property Company is noncontributing with such policies."
4. Mail Certificate of Insurance to:
Lincoln Property Company
444 North Capitol Street
Suite 108
Washington, DC 20001
5. IMPORTANT NOTICE: ADDITIONAL COVERAGE REQUIRED FOR EXCESSIVE RISKS.
6. CONTRACTORS SHALL CARRY THE ABOVE INSURANCE AT THEIR OWN EXPENSE.
7. If you have any questions about our requirements, please contact Michael A. App. CPM, FMA, at 202-347-5203. All incomplete or inadequate Certificates of Insurance will be returned to the contractor for correction and reissue.

Forms of Insurance
Worker's Compensation
Employer's Liability

Limits of Liability
Statutory
\$1,000,000 Each Accident
\$1,000,000 Disease – Policy Limit
\$1,000,000 Disease – Each Employee

The Contractor's Liability Insurance

\$3,000,000	Each Occurrence Bodily Injury and Property Damage
\$5,000,000	General Aggregate
\$3,000,000	Aggregate products - Completed Operations
\$3,000,000	Personal Injury and Advertising
\$100,000	Fire Legal Liability
\$5,000	Medical expense

Coverage shall include Broad Form Contractual Liability.

Business Auto Liability shall provide minimum limits of \$3,000,000 (Combined Single Limit for bodily injury and property damage).

[Back to Top](#)

Policies: Moving Procedures

The relocation of your business to 400-444 North Capitol Street, N.W. is very important to us. To facilitate your move we recommend you review the following rules with your moving company prior to the day of your arrival.

Any movers who do not comply with the following rules will not be allowed to enter the premises or will be required to discontinue the move.

The following rules apply to moving furniture, equipment and supplies in or out of the building.

Clean Masonite sections, furnished by the mover, will be used as runners on all finished floor areas along the move route. The Masonite must be at least one-quarter inch thick, 4' x 8' sheets in elevator lobbies and corridors, and 32" sheets through doors and in tenant space. All sections of Masonite must be taped together to prohibit sliding.

All walls, door facings, elevator cabs and other areas along the move route will be inspected by the building management and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas that may be subject to damage.

Any damage to the building or fixtures caused by the move will, at the Landlord's option, be repaired by or paid for by the moving company. It will be the tenant's responsibility to monitor their movers. The landlord shall not be liable for injury or damage to any person or property involved as a result of tenant deliveries or move-in.

Only the freight elevators will be used for the movement of furniture, equipment and supplies. The moving company must make arrangements with the [Management Office](#) for use of the elevators. A firm arrival time will be established. Any delays caused by late arrival will result in a charge to the moving company of \$50.00 per hour.

In-House Moves

Once you have established your office at 400-444 North Capitol Street, N.W., we request that you continue to provide management with 48 hours' notice prior to any large deliveries.

All office moves are required to take place after 6:00 p.m. during the week or at any time on weekends (depending on the elevator availability). A member of your staff must be present to direct the moving company.

Deliveries by office furniture companies can be scheduled only on weekdays between 6:00 p.m. and 11:00 p.m. As the patrol service is on duty in the loading lock until 11:00 p.m., there will be no additional charge if the move is conducted during this time. However, if a building engineer is required to provide services beyond 8:00 p.m. on weekdays, a nominal service charge will be assessed to the tenant.

The moving company must carry insurance including, but not less than, the following:

1. Worker's Compensation in statutory limits for the District of Columbia with Employer Liability of \$1,000,000 Each Accident, \$1,000,000 Disease – Policy Limit and \$1,000,000 Disease – Each Employee and proof evidencing same shall be furnished to the building management before moving any items into the building.
2. Comprehensive General Liability insurance policy shall include coverage for hazards of premises, operation, elevators, products and completed operations and including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$3,000,000 per occurrence and \$5,000,000 in the aggregate (single limit for Bodily Injury and Property Damage). Property damage insurance shall be in broad form, including complete operations. Coverage shall name Landlord and Managing Agent as Additional Insureds.
3. Business Auto Liability Insurance Policy shall provide minimum limits of \$3,000,000 (Combined Single Limit for Bodily Injury and Property Damage). Coverage shall name Landlord and Managing Agent as Additional Insureds

4. Each moving company moving supplies, furniture, and/or equipment through this building shall secure and present to the building management Certificate of insurance reflecting these coverages 48 hours before the move takes place.
5. In addition, the moving company shall indemnify and save the landlord harmless from and against all claims, demands and causes of action of every kind or character arising from any act or omission of the moving company or the moving company's employees or agents, on account of bodily injury, personal injury, death or damage to property in any way.

[Back to Top](#)

Policies: Loading Dock and Deliveries

Tenant contacts are to notify the [Management Office](#) when moving bulky materials, office furniture or equipment in or out of the building in writing. Loading dock hours are 6:00 a.m. until 11:00 p.m. Monday through Friday.

Large deliveries such as furniture should be scheduled between 6:00 p.m. and 11:00 p.m. Monday through Friday. We require all such movement be prearranged with the building management so that we may be able to best accommodate your schedule.

Neither the landlord nor management is liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Should any tenant require the use of the loading dock during the following hours, a charge of \$25.00 per hour will be assessed. A security representative is required on-site any time the loading dock doors are unlocked. Please provide at least 24 hours prior notice to the Lincoln Property Company [Management Office](#) for this service.

Monday – Friday: 11:00 p.m. – 6:00 a.m.

Saturday – Sunday: All Day

Federal Holidays: All Day

Policies: Bicycle & Scooter Storage

Bicycles and scooters are to be stored in the bicycle cage located on the 1-C level and NOT in the tenant spaces. Tenant users will be provided with access through their card at no charge. In order to get access, tenants will need to fill out a bicycle and scooter waiver. Please provide the [Management Office](#) with a list of individuals who require access.

Please note no other items will be allowed to be stored in this area. Those items will be removed and discarded at the tenant's expense. The Landlord, Management and Colonial Parking are not responsible for any theft and/or damage regarding the tenant courtesy bicycle and scooter cage.

Policies: Smoking

There is a no smoking policy in the public areas of this building, i.e. rest rooms, hallways, etc. All contractors, visitors, building staff members, tenants, and visitors are required to adhere to this policy. This includes the rooftop terrace entrance areas located on the eighth floor.

Policies: Signage

Suite entrance signs must be ordered through the [Management Office](#). The suite entrance signs require special fabrication and should be ordered at least four weeks prior to move in.

All requests, additions, changes, and deletions to the computerized directory must be made in writing to the [Management Office](#).

Policies: Pets

No tenant shall bring into or keep in or about its premises any animals (except Seeing Eye dogs), fish or birds of any kind.

Policies: Union Labor

All work performed in this building should be union labor. General contractor and sub-contractor companies should be union signatories and licensed to do business in the District of Columbia. All laborers should be members in good standing with their respective unions.

Security: Building Access

A lobby attendant is on duty 24 hours a day and can be reached at 202.347.6017. The lobby attendant will allow access into the building for people who have business in the building. However, entry into tenant suites must be arranged directly by the tenant. Representatives of building management and our security forces are **not** authorized to admit employees, guests, or workmen into tenant spaces.

Authorized building occupants must have an active building photo access card to gain access through the electronic turnstiles in the main lobby. The cards are electronically programmed for one specific individual only. The access cards will be distributed initially at no charge. A lost or stolen card will result in a \$10.00 charge for replacement.

In order to gain access into the building from the shuttle elevators (located behind the security desk in the lobby), authorized building occupants should approach the electronic turnstiles on either end of the lobby and place their access card on the reader of the turnstile. Authorized access will display green arrows on the turnstile and the person may proceed immediately through the turnstile.

To gain after-hours access into the building from the North Capitol Street Plaza, proceed into the lobby through any of the three revolving doors and proceed to the turnstiles.

Please note presenting solely a valid form of ID is no longer sufficient to enter the building after-hours. Instead, access for tenants who forget their key cards will have to be authorized by a predetermined tenant contact ([Click here to view a tenant contact form \(opens in new window\)](#)).

As an added security measure, individuals who are not current employees in the building are required to register with the lobby guards by presenting a photo-ID and receive a (paper) bar-coded Temporary Visitor Pass to gain access through the turnstiles. Unless otherwise programmed, this pass will be valid through 11:59 p.m. of the date of issue.

With regard to meetings and conferences that are held after hours or on weekends, we are asking that you provide us with a list of guests at least 48 hours prior to the meeting. In addition, we recommend that someone from your organization be present at the security station with a list of attendees for larger meetings. Should your office be holding an event or reception that will host a group of visitors (such as 20, 50, 100, or 200 invitees), after submitting prior written notification to the [Management Office](#), we would encourage your office to designate an emissary or 'ambassador' to the lobby to meet and greet these folks as they enter the building. After the guests' sign-in on the log (we still need to keep track of who enters the building), rather than being issued a Temporary Visitor Pass, the emissary should escort the guest(s) to the turnstiles and use their own cardkey to open the turnstile for each guest to gain access.

Any time a card does not register as being valid, security will call the emergency contact person listed for your organization. Therefore, it is imperative that the emergency contact list stay current at all times. If we are unable to reach an emergency contact person, the employee will be denied access to the building until "normal business hours". Please remember to retrieve cards from employees who leave your employ. There is a charge for issuing additional cards. [Click here for a Contact List Form \(opens in new window\)](#) for use when changes are necessary. Other than activation for the Fitness Center, no change will be made on the status of any card number without written authorization from the tenant contact. No exceptions or deviations to the established rules will be considered.

E Street Door Usage

The E Street doors, which are located on the G level, are to be used as emergency egress only. For building security reasons, the intent of these doors has always been as an emergency exit and neither for delivery nor loading. All deliveries are to be scheduled through the loading dock.

Should a tenant request delivery/loading through the E Street doors, please note the following rules:

- Delivery/Loading scheduling of the E Street doors are limited to the hours of 7:00a.m. through 7:00 p.m., Monday through Friday, except holidays.
- Usage will be allowed by providing written notice to the [Management Office](#) 24 hours in advance.
- The tenant will be charged \$25.00 per hour (4 hours minimum charge, per use) for a patrol person to be present during the times the doors are used.
- Pallet jacks are NOT allowed in the building.

- The tenant will be charged for any damage caused to the building.
- Under no other circumstance will the E Street doors be used.

[Back to Top](#)

Security: Tenant Lock Out

The following procedure is in the case of a tenant being locked out of their suite by leaving their key in their office or in a secured area of the building after-hours.

1. The tenant is to go directly to security in the main lobby. Please note security does not possess any key to enter tenant spaces.
2. Tenant is to notify security of the exact location of the keys with a description. Security will then complete the 'Tenant Lock-Out Form' (not the tenant).
3. Security will then personally call and speak with the tenant contact and inform them of the situation. The tenant contact is to provide permission for either the building engineer or the janitorial service representative to enter their space and retrieve the keys. Should the above parties not be on-site, Security will request the tenant contact to personally come to the building and provide access to that person.
4. Should the tenant contact not return security's call within thirty (30) minutes, and the building engineer or the janitorial service are still on-site, security may contact the Assistant Property Manager of the building.
5. The security representative will then notify a building engineer (if they are on duty) of the situation and provide the key location. The engineer will then enter the tenant space (without the tenant) and deliver the keys to security in the main lobby.
6. Should the engineers not be on duty but the janitorial service is still working in the building, Security will then attempt to locate the janitorial representative and inform them of the situation. The Security Rover Guard will work with the janitorial service together and enter the space to locate the keys. The Rover will then deliver the keys to the main desk for distribution.

The following procedure is in the case of a tenant being locked out of their suite by not bringing their key with them at any time.

- The tenant is to go directly to security in the main lobby. Please note security does not possess any key to enter tenant spaces. Security will then completely fill out the 'Tenant Lock-Out Form' (not the tenant).
- Security will then inform the tenant contact of the situation and request they personally come to the building and give access to the person who is locked out. No other party is allowed to give access to that person for **any** reason.

Security: Keys and Locks

Keys to your offices will be issued to a designated representative of your firm on or about the day you are scheduled to move into the building. As provided in your lease agreement, the appropriate number of keys will be provided for:

- Suite Entry Doors
- Interior Office Doors
- Designated Restrooms (if applicable)

The installation of additional locksets and/or re-keying of existing locks are permitted with permission from Lincoln Property Company so as to ensure the safety and integrity of the building keying system.

Tenants will be charged for additional keys and locksets not provided in their leases. A signed work order will be required before Lincoln Property Company, which requires invoicing the tenant, can perform any work.

Please contact the [Management Office](#) should you have any questions concerning keys or related service charges.

Security: Property Removal

A property removal pass is required for any office equipment and/or furniture ('property') being removed from the building. If a tenant, visitor, or delivery person attempts to remove property from the premises, the officer will request a property removal pass from that individual.

The removal pass may be in the form of a standard pass or in a memorandum form on the tenant's letterhead. The property pass should state the property being removed, by whom, the date and the approximate time this activity is to occur. The property pass is also to be signed as approved by the tenant contact. The security officer will verify the identity of the person by requesting to see a photo ID.

If it is after business hours and there is no one to issue a property pass, security will call the tenant contact person for the office where the property originated. If the tenant contact authorizes the release of the property, security will note the same in their log and record the name, address, and social security or driver's license number of the person removing the property.

Security: Stairwell Access

Alarms are activated on the stairway doors. **THIS FUNCTION IS IN OPERATION AT ALL TIMES EXCEPT IN THE EVENT OF AN EMERGENCY.** Any time the fire alarm is activated the locking system is deactivated permitting free egress.

This system is designed to enhance security, i.e. you cannot open the door from the corridor side without sounding an alarm and waiting 15 seconds. You cannot open the door from the stairwell side without a key. This means if you enter the stairwell, you cannot get out except at the fire exit level.

Security: Crime Prevention

[Lincoln Property Company \(opens in new window\)](#) wishes to take this opportunity to express its concern for our tenants and their employees regarding the various criminal activities to which each of us is exposed on a daily basis. Conditions encouraging criminal activities prevail in densely populated places, such as the greater metropolitan Washington area. As a result, persons residing and working here receive greater exposure to all types of potential criminal activity.

To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, unauthorized activities, and crimes against persons can best be achieved through the individual efforts of tenants and their employees. To minimize incidents, it is important you establish and periodically review policies, procedures, rules and regulations as a means of preventing losses and identifying wrongdoing. All employees must understand the importance of their part in helping to ensure a more safe and secure working environment. With these thoughts in mind, we offer the attached guidelines for reducing the criminal's opportunity of selecting your business or employee as a victim.

Please note the building management does not provide security services to or for any tenant of 400-444 North Capitol Street. Contracts for security services are on behalf of the building owners for services in the public (common) areas only and for protection of their interests.

All criminal activities should be reported immediately to the police. It is the tenant's responsibility to notify the police of all incidents no matter how small since they may be able to ascertain certain information which may be useful in their investigation. We recommend that you call the District Police Office Theft Unit at 202.727.1010 to report a theft. Immediately thereafter, please notify the Security Director at 202.347.6017 so this person may coordinate an in-house investigation.

The Security Director will contact the tenant reporting the incident to determine the details of the incident for use in his investigation. The Security Officers are not police officers and are therefore unarmed. Criminal incidents that occur in a tenant space should be investigated by the District Police. We will assist in any investigation in every possible way.

It is imperative that the above procedures be followed after a theft, as a delay decreases any chance of recovery of the lost item(s) or apprehension of a suspect. The building management strongly recommends that tenants lock their doors at the end of the day and always have a person stationed near any unlocked doors during business hours.

Crime Prevention Guidelines

1. Check doors to make sure they lock securely.
2. All keys, including a card key for access, should be issued on a need-only basis. Employees should sign for keys as a control measure and be instructed never to loan their keys for any reason. Assign a person to be responsible for key issuing and for key recovery from terminating employees. If an access card was issued to a terminating employee, a report to the access control company for cancellation of that employee's card number should be filed. If a suite door key is lost or stolen, you may wish to replace the lock cylinder. Contact the [Management Office](#) if such replacement is contemplated.
3. Receptionists are the first line of control in recognizing a potential intruder. Therefore, it is important the receptionist be responsible and properly trained. Reception desks should never be left unattended while your office door is open.
4. Visitors, guests and applicants for employment should never be allowed beyond the receptionist desk without an escort. If the situation warrants, require I.D. tags for employees and visitors in your leased space. Arrange in advance with the Security Director for after-hours visitors to the building; give their name and expected time of arrival. Advise visitors of the correct procedure for building entry during these hours. Authorized persons should understand that they must follow the proper entry procedure on each occasion in order to maintain the integrity and proper continuity of loss prevention procedures.
5. Persons announcing a delivery, pick-up, repair or service of equipment should be identified upon entering your suite and escorted. It may be advisable to appoint a person as coordinator of these functions.
6. Report suspicious persons or activity immediately to the Security Director. The police and fire department emergency number is 911 for all local jurisdictions. Also report persons loitering in a public corridor, elevator, garages, restrooms, stairways; unknown persons in your leased space; the trying of several doors to other spaces, etc. Employees should report:

1. Building address and floor.
2. Specific description of individual including clothing worn.
With an accurate description the police will be able to enter this information in the National Criminal Information Center computer, accessible by all U.S. law enforcement agencies. In the event items are found or recovered in the course of any police investigation, they can be confiscated and returned to the legal owner.
7. Do not accept bargains for sale by strangers. The merchandise may be stolen. Immediately notify the Security Director when there are solicitors in the building. Solicitors are not allowed in the building.
8. Employees should keep purses and small, easily concealed items of value under lock when not in their immediate control. Do not leave small office equipment (calculators, recorders, etc.) visible on desks and tables in unoccupied offices. Also, it is important not to place purses under desks, on floors of restaurants, theaters or restroom stalls, Employees on crowded elevators should be especially alert to the possibility of being victim of a pickpocket. Whenever possible, women should use their purses with a flap or snap closure turned inward toward the body. Men should carry wallets in an inside coat pocket or front pants pocket.
9. Employees should be informed if a door routinely kept locked should be tested on each occasion to be certain it has latched closed and locked. This is also important for the safety of fellow employees using restroom facilities in public corridors.
10. Doors to stairways, corridors or exits must be latched closed at all times. This is a fire protection requirement and also helps maintain the integrity of the preventive measures designed to restrict intruder access to certain limited areas. Be conscious upon entering your suite prior to regular business hours (when a receptionist is not on duty) that your suite door handle is locked from outside and has latched securely behind you. This is also applicable for after-hours work hours and for closing the office. If your office suite entrance door has a dead bolt lock, use it.
11. Keep seldom used or unoccupied offices locked.
12. Keep desks, file cabinets, safes, etc. locked when not in use, especially in unoccupied offices.
13. Before closing at the end of the business day, check to be sure there are no unauthorized individuals in the office.

[Back to Top](#)

Services: Maintenance Requests

The engineering staff is a team with complementary skills and diversified expertise. They provide not only superior general building repairs and maintenance, but also a professional level of mechanical engineering to accommodate almost any service or support your firm could require. If your needs exceed our staff's expertise, we will recommend select vendors for you to contact. The building management for 400-444 North Capitol Street, N.W. has a radio communication system by which all engineering personnel, security and cleaning staff can be paged to provide you with prompt service in the event of an emergency.

Routine maintenance calls include services such as replacing light bulbs, replenishing restroom supplies and providing entry into telephone closets. Depending on the daily schedule of the maintenance staff, the building management may need on occasion to assign priorities to tenant work tickets.

For your convenience this handbook includes an On-Line Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department, track the status of previously submitted requests, download important documents and communicate with the [Management Office](#).

1. Simply click on the link below,
2. Enter your username and password
3. Choose the action you would like to complete

[Click here to log into the Electronic Tenant® Service Request System \(opens in new window\)](#)

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the [Management Office](#).

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

Electronic Maintenance Request Log

This feature allows tenants to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and with the current month displayed upon entry.

Listed below is a list of downloadable and printable administrative forms.

- [After-hours HVAC Request Form \(opens in new window\)](#)
- [Fitness Center Rules and Regulations and Wavier Form \(opens in new window\)](#)
- [Slab Work Notification Request Form \(opens in new window\)](#)
- [Emergency Check List \(opens in new window\)](#)
- [Telephone Bomb threat Check List \(opens in new window\)](#)
- [Tenant Contact Form \(opens in new window\)](#)

Questions regarding the Electronic Tenant® Service Request System should be directed to the [Management Office](#).

[Click here to log into the Electronic Tenant® Service Request System \(opens in new window\)](#)

[Back to Top](#)

Services: After Hours Maintenance

For emergency service after normal working hours, on holidays, and on weekends, please contact the building's Security Command Center. Please contact the building's Command Center at 202.347.6017.

Services: HVAC

400-444 North Capitol Street, N.W. has a state-of-the-art heating ventilation and air conditioning (HVAC) system. The entire system is controlled by a sophisticated computerized energy management system. This computerized system has been designed to ensure optimal tenant comfort and building operating efficiency.

In the event you find your working environment uncomfortable for any reason, please notify the [Management Office](#) or complete an [Online Service Request Form \(opens in new window\)](#), and you will receive prompt attention from our engineering staff.

After hours heating and air conditioning (HVAC) can be provided to each Tenant with submittal of an [Electronic Tenant® Service Request Form \(opens in new window\)](#) for Overtime HVAC service. This should be arranged at least 24 hours prior to the requested time.

For after-hour heating and air conditioning fees please refer to your lease.

Services: Custodial Service

Lincoln Property Company has contracted P&R for custodial services. The custodial service for 400-444 North Capitol Street, N.W. will be performed nightly in your suite between the hours of 5:30 p.m. and 11:00 p.m. Monday through Friday. The custodial crew will be supervised at all times and all custodial employees wear uniforms with identification tags on them.

There will also be a daytime porter/matron service. These individuals are also in uniform with identification tags. Please note, the cleaners are instructed not to discard any boxes or materials left in the office. They will only discard trash that is clearly marked.

If you have special cleaning needs, please contact the [Management Office](#) for scheduling and cost information where applicable.

Services: Trash Removal

All cardboard boxes must be broken down flat and stacked flat in your space. Write "trash" on items to be discarded, and the night cleaning crew will remove them for you **each evening**.

Disposal of furniture and large bulky items is the responsibility of the tenant. The building trash compactor is not capable of handling such items. Items are NOT to be left at the LOADING DOCK or in the PUBLIC CORRIDORS. Moving companies and furniture delivery companies must to remove any packing materials from the site of delivery.

If the packing material is made of wood or if the material is some other non-collapsible form, please have the delivery service remove it from your space or make arrangements with the [Management Office](#) for a special trash pick-up, at an additional charge to the tenant.

(Under no circumstances is trash of any sort to be left on the loading dock or in the hallways. Any tenant that does so will incur a charge of \$300 per occurrence.)

Services: Recycling

Waste Management handles our trash and recycling at the property. Our cleaners will place non-recyclable trash in our 42-yard compactor located next to the loading dock. All recyclable items will be placed in our two recycling bins.

Recyclable materials that are recovered include the following:

Cardboard
File Folders
Glass Bottles & Jars
Tin Cans

Office Paper
Computer Paper
Envelopes
Plastic Bottles

Newspapers
Aluminum
Magazines & Junk mail
#1- #7 Recycle Plastics

Services: Freight Elevator

Two-and four-wheel dollies, carts or other conveyances (with exception of baby carriages and wheelchairs) are not allowed on passenger elevators at any time. Building security officers will prohibit such use in the passenger elevators. Packages, cartons or other items that can be carried by hand may be transported on passenger elevators.

Materials which can cause discomfort, inconvenience or damage the passenger elevators are not allowed even though they can be carried by hand (open paint cans is an example of such a material).

All dollies and conveyances of materials, supplies or equipment will enter the building through the loading dock and be transported on the service elevator. Deliveries on pallets are not allowed into the building. The delivery people will be allowed to bring their loads onto the loading dock platform and break apart the load and travel to and on the freight elevator with either a hand truck or small flatbed truck. If you normally receive deliveries of the size that require a pallet jack (large deliveries of paper stock, etc.) please inform your supplier of the requirement. If told ahead of time, they can schedule and staff accordingly.

The service (freight) elevator dimensions are as follows:

- Door opening: 46 inches
- Interior: 11 feet high, 5 feet wide, 8 feet deep
- Capacity: 3,500 lbs.

Services: Parking

[Colonial Parking \(opens in new window\)](#) is the parking facility operator for 400-444 North Capitol Street, N. W. Colonial Parking also identifies the garage as "Garage #119". To secure monthly contracts and information regarding rates, please contact Colonial Parking at 202.295.8100. The on-site number is 202.298.7299 and the fax number is 202.295.8111. Daily parking rates are posted at the entrance to the garage on E Street. Parking will be available Monday through Friday from 6:00 a.m. to 12:00 midnight and Saturday and Sunday from 8:00 a.m. to 12:00 midnight. These hours and the rates for both monthly contracts and per diem use are subject to change. Monthly contracts have 24/7 access.

Bicycles and scooters are not permitted in the building; however, a bicycle cage is located at the entrance to the garage for tenant use. Vehicles and bicycles are parked at the owner's risk.

Services: Mail Service

[The United States Post Office \(opens in new window\)](#) makes deliveries directly to your suite. Mail slots are located on each floor near the passenger elevators for outgoing mail. There are regular United States Post Office boxes, and various overnight company delivery service boxes located in the mailroom on the 1-C level of the North Tower (444) and a regular United States Post Office box in the South Tower (400).

We suggest incoming mail be addressed as follows to help expedite timely delivery of your mail:

John Doe
Company Name
400 or 444 North Capitol Street
Suite # Washington, DC 20001

The mail is picked up by the U.S. Postal service from the 1-C location each weekday. The pick-up hours are posted on the mailbox.

The nearest post office is located at the ground level of the old post office building at the corner of North Capitol Street, N.W. and Massachusetts Avenue, N.W. Union Station also has a small Post Office on the main level.

For further information or service, we suggest that you contact the U.S. Post Office web site at [www.usps.com \(opens in new window\)](http://www.usps.com).

Services: ADA Compliant Restrooms

All restrooms are now ADA Compliant.

There are separate men's and ladies' rooms located in the Fitness Center on the G-Level. Access can be gained by requesting an access card from management. A permanent access card may be assigned to any physically disabled person at no charge.

There are also single-user unisex restrooms located in each tower in the fifth (5th) floor. Each unisex restroom on the fifth floor is located across from the common area restrooms. Separate keys have been distributed to every tenant. Physically disabled persons may request a key from management at no cost.

Services: Newspapers and Periodicals

Arrangements should be made with your vendors to deliver all newspapers, periodicals, publications, etc. directly to your suite. These publications are not to be left in the main lobby, at the information desk, or in the elevator lobbies on any floor.

Services: Tenant Center

Tenant Center Registration Video

Tenant Center Access will allow you to:

- **Submit and track Work Orders and Certificates of Insurance.** Note: Access to complete these options is based on the property's app subscriptions and may not be available for all tenants.
- **Customize** notification options - receive information via email and/or text!
- **View and manage** your contact information.
- **Sign up for notifications** containing critical property information such as updated policies, security procedures, building closings, etc.!
- **Receive alerts** pertaining to the latest news about the surrounding area like weather and traffic conditions!
- **Stay current** and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns!
- **Learn more** and take better advantage of the available amenities and affinity programs at your property!

[SIGN UP SIGN IN](#)

Need Access?

1. Click on the "[Request Account \(opens in a new window\)](#)" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password, and review and update your contact information and notification preferences.

Download the App!

How to submit a Service Request:

1. Select Service Request - Request Service;
2. Click the circle, or choose from the drop down menu the service type you are requesting;
3. Enter the location and a brief description relating to the request. Please enter any and all information that will assist management in locating and addressing the request.

Help Center

*Requires being logged into the Tenant Center.

[Top of Page](#)