

**2033 K Street
Electronic Tenant® Portal**

Created on September 24, 2022

Emergencies: Active Shooter Video

Emergencies: Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, please do your best to 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 202-682-3102.

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

In the event that you are asked to evacuate the Building, once outside we ask that you please move as far away from the Building as possible to allow unfettered access to emergency personnel. **DO NOT** re- enter the Building until the Management Office, the Police, or the Fire Department have given clearance to do so.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, and are usually disguised to look like some sort of gift or a small package and have the power to kill or seriously maim anyone that comes within close proximity. Letter bombs are usually contained within a large size manila envelope 0.25" to 0.5" thick and are fairly rigid.

However, the technology used in letter bombs today has become increasingly sophisticated, therefore, it can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries; so be especially wary of letters that are mailed to titles – Chairman; President; Manager; Security Officer; etc. – rather than directly to specifically named individuals.

If you suspect a parcel contains a letter bomb:

- **DO NOT OPEN THE PACKAGE;**
- Clear everyone out of the immediate area; establish at least a 25-foot radius around the package;
- Notify the police at 911 and Building Management;
- **DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES;**
- **DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF;**

[Top of Page](#)

Emergencies: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the building will go into lock-down status at which time the security guard(s) will immediately lock all entrances to the building, and the police will be notified.

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

Emergencies: Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During a Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

[Top of Page](#)

Emergencies: Elevator Malfunction

If you are in the elevator and it stops or suddenly malfunctions, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard or building personnel will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators may continue to operate on our emergency power generator service. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, DO NOT USE ELEVATORS. USE THE STAIRWELLS FOR EVACUATION.

Emergencies: Emergency Contacts

All Emergencies

[Management Office](#)

Building Security/After Hours Emergencies

Fire Department (non Emergency)

Police Department (non Emergency)

911

202-682-3101

202-594-6375

311

311

Important notes:

If you call 911 as a result of a medical emergency, please be sure to also notify building management and provide your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible. We will update all tenants as soon as is possible following any and all audible alarms.

Emergencies: Evacuation

Vital Emergency Evacuation Tips

Upon hearing the bell alarm system, immediately evacuate the building in an orderly manner, using evacuation routes and stairwell exits as shown on the evacuation plan. When exiting, avoid crowding or undue haste. A fall might spell disaster for the individual and those who follow. Descend the stairs carefully.

Personnel on the Lower Level should proceed up the stairs to the lobby level to exit. **DO NOT USE THE ELEVATORS!**

What to Do If Your Exit Route Is Blocked By Smoke

If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.

Signal at the window to rescuers. If there is a phone in the room, then give the Fire Department your exact location, even if they are on the scene.

Always

- Keep CALM
- CLOSE doors
- WALK to exit
- Use stairs, NOT ELEVATORS
- Stay to the right of stairs going down
- DO NOT GO BACK!

Safety Tips

- If there is smoke present, keep low to the floor where the air will be cleaner and cooler. Do not open or break windows.
- Feel the door, if HOT, DO NOT OPEN! Call 911 immediately to report location so that rescue operations can be started immediately.
- Close doors to contain the fire, and DO NOT OPEN WINDOWS.
- Seal cracks around the door and other areas where smoke appears to be entering in with wet towels if possible.
- MEET AT YOUR DESIGNATED AREA, AWAY FROM THE BUILDING
- Please determine a location outside the building to serve as a meeting point during an emergency evacuation of the building. Please note, it is vital that during an emergency evacuation that all employees go to and remain at the designated meeting point for your agency or department. There the Life Safety Coordinator; Wardens; and/or the Assistant Coordinator should take attendance to ensure that all employees have been evacuated and are accounted for. This information should be recorded on the employee roster accounting for all names on the list.

Please keep in mind that it is vital to stress to your employees NOT to congregate near the building or in the fire lanes (yellow painted curb areas) of the building. Doing so may result in injury or may adversely interfere with emergency operations.

[Top of Page](#)

Emergencies: Fire & Life Safety

Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and proceed to evacuate. Listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing dampened if possible.

[Top of Page](#)

Emergencies: Flooding

Immediately report any flooding to the [Management Office](#) or Building Security.

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

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, and work with Property Management to ensure all restoration efforts are covered.

Emergencies: Homeland Security

Cushman & Wakefield recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

- [Department of Homeland Security \(opens in new window\)](#)
- [Federal Emergency Management Association \(opens in new window\)](#)
- [American Red Cross \(opens in new window\)](#)
- [Center for Diseases Control and Prevention Emergency Preparedness and Response \(opens in new window\)](#)

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

Emergencies: Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
 2. Provide the Emergency Dispatcher with the following information:
 1. Your name
 2. Your Building's name and address
 3. Your specific floor number and exact location of the emergency
 4. Any pertinent details of the accident or illness
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.
 - If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
 - Call the [Management Office](#) at 202-682-3101. Inform management that you have called 911 and briefly describe the nature of the emergency.
 - The emergency unit will be with you shortly and will administer all necessary medical assistance.
 - Determine, if possible:
 1. Name, address and age of injured/ill person
 2. The nature of the problem, as best you can surmise
 3. All known allergies and current medications taken by the individual
 4. A local doctor

Emergencies: Power Failure

All 2033 K Street Office Buildings and Common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices

Please... DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.

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 present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance 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 Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- 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: Tenant Responsibilities

Each tenant should assign their own Life Safety Coordinator and Assistant to oversee their individual emergency needs.

The following are the responsibilities of the designated Tenant Life Safety Coordinator, or in his/her absence, the Assistant Tenant Life Safety Coordinator: Tenant Life Safety Coordinator's Responsibilities:

- Ensure that your office is equipped with necessary emergency supplies, i.e., first aid kits, flashlights, batteries, radios (battery operated) in the event of loss of power, etc.
- Represent the tenant suite at Building Safety and Security meetings.
- DURING AN EMERGENCY, PROVIDE CALM, INTELLIGENT LEADERSHIP to their co-workers.
- Advise co-workers of the meeting point outside of the building where they will assemble after an evacuation, and the importance of accountability.
- Check to see that no co-workers are left in the restrooms.
- Notify the Management Office of all handicapped persons or of persons who may require assistance temporarily, e.g., pregnant employees, employees in casts, employees recovering from a recent illness. This information will assist local fire and rescue personnel in performing their service by enabling them to quickly identify the location of individuals who may be in need of special help. A notification form is provided.
- Assign an Aide to assist the handicapped or non-ambulatory tenants. Should the aide not be able to evacuate these individuals outside the building, they should remain in their office suite, provided proper notification has been given to the Management Office, to wait for trained fire fighters to carry the handicapped or non-ambulatory person(s) down the stairs and out of the building. Do not leave them alone. The Tenant Life Safety Coordinator should also provide the name and location of these individuals to the Fire Department personnel at the Annunciator panel.
- Close all doors if possible to contain fire.
- Leave the floor LAST to make sure everyone is safe.
- Bring a current employee roster when leaving the building during an emergency. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place OUTSIDE of the building or are otherwise accounted for (e.g. not at the office due to illness, travel, vacation, meetings, etc).
- Advise the Fire Department and Property Management Staff of any missing or unaccounted for co-workers.
- Communicate information and instructions from the Property Management Staff and Public Safety officials to your co-workers.
- Cooperate in documentation of fire circumstances and review conduct of evacuation with the Property Management Staff and Public Safety officials after the emergency is over, (if applicable)

The Assistant Tenant Life Safety Coordinator's Responsibilities:

- In the absence of the Tenant Life Safety Coordinator, discharge the responsibilities and provide the LEADERSHIP of the position of Tenant Life Safety Coordinator.
- Assist the Tenant Life Safety Coordinator to fulfill the requirements of that position before and during an emergency.
- Ensure that each of the tenant's employees thoroughly understands the procedures.
- Personally execute certain procedures and direct the action of the employees during an emergency.
- Act as the contact person for communications during an emergency, between the tenant's employees and Public Security Organizations such as the Fire and Police Departments or the Property Management Office.
- Ensure that all occupants evacuate immediately.
- Check for stragglers during the evacuation procedure.
- Ensure that designated staff persons assigned to assist handicapped individuals during an evacuation are present.
- Handicapped persons are to be taken via stairwells to an area outside the building. If unable to evacuate the individual(s) outside the building, do not leave them alone.
- Do not attempt to use the elevator for evacuation.

NOTE: Wheelchairs are not allowed in stairwells during an evacuation. Should other means of egress be unavailable, the Tenant Life Safety coordinator will notify the appropriate civil personnel of the location of individuals.

Emergencies: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Links: Tenant Center

Tenant Center Registration Video

Tenant Center Access will allow you to:

- **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 \(opens in new window\)](#)" 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!

[Help Center](#)

*Requires being logged into the Tenant Center.

Operations: Access

Tenants expecting a special visitor during security hours must make prior arrangements with management to admit visitors into the building and onto your floor. Weekend visitation must be arranged on Friday before 2:00 p.m. of the designated weekend. Contact the management office to provide the visitor's name, the day the visitor is expected, the approximate time of arrival, permission for admittance and the floor they need to access. When visitors arrive at the building, they should sign-in with the security guard at the front desk. The security guard will then call you the tenant to notify them that their visitor has arrived.

Building Hours: 8:00 a.m. – 6:00 p.m. Monday through Friday and 8:00 a.m. – 12:00 Noon on Saturday.

Tenants may access the building twenty-four (24) hours a day seven (7) days a week by using their designated Datawatch Systems security card or FOB.

Access Control System

2033 K Street building is equipped with an access control system monitored by Datawatch Systems. The perimeter doors of the building, main lobby doors, rear entrances, and elevators are locked at 6:00 p.m. Monday through Friday.

Tenants may gain access to the building and to your floor during security hours with their specially coded Datawatch Systems security card or FOB. To gain access, please swipe your security card over the card reader. There is a card reader located outside the main lobby doors. At the front door, the proximity reader will scan your Datawatch card, a red light on the reader will illuminate green and you will hear the bolt release. You can enter the building through the door closest to the reader. The door will then automatically close and lock behind you.

It is important that tenants do not allow any individuals enter with you if you do not know them. Once you are inside, swipe your Datawatch card across the card reader located in the elevator landing and one of the elevators will be called to the lobby level. Inside the elevator, swipe your card across the reader and press the elevator button to your floor until it lights up. The elevator will then take you to your floor. This authorization will clear automatically after you have reached your floor.

When the elevator is going down, it is not necessary to use the security card. However, the car will not stop at any floor except the main lobby or garage- level floors below the lobby.

The lobby doors, as well as the elevators, will unlock automatically at approximately 7:00 a.m. Monday through Friday. The lobby doors and all elevators will be locked twenty-four (24) hours a day on weekends and holidays.

Access to Offices

Building management will not admit anyone without a key to your suite or offices.

The Building Management Office staff has a list of emergency telephone numbers of key personnel from each tenant's company who will be contacted in emergency situations.

Tenants must maintain a current telephone list, to be filed with the Management Office. Key management personnel must be listed, with emergency telephone numbers so that, in the event of an emergency, building management employees may reach them.

[Top of Page](#)

Operations: Accounting

Rental Payments are due on the first day of every month without demand. Late charges will be assessed for payments received after the first of the month in accordance with your lease. Rental and all other miscellaneous payments should be mailed to:

2033 K. Street
File 2041
1801 W. Olympic Blvd Pasadena, CA 91199

Operations: Building Management

The staff of 2033 K Street is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 960 at 1130 Connecticut Ave NW, Washington DC 20036. Please do not hesitate to contact the management office at: 202-682-3101.

Management Office Hours: 8:30 a.m. - 5:30 p.m. Monday through Friday. After-hours, the main number for the management office is answered by an answering service equipped to handle your requests. Please leave a message with the answering service and the appropriate building management member will be notified.

The following personnel are available to address your needs:

Senior Property Manager

Chelsie Bain

202-470-0481

chelsie.bain@cushwake.com

Managing Director, Asset Services

Dianne Twinam

703-770-3423

dianne.twinam@cushwake.com

Assistant Property Manager

Cedric Durham

202-682-3101

cedric.durham@cushwake.com

Operations: Covid-19 Update

While many of our tenants have been working from home, our buildings have remained open and operating. We're excited to have you back and we want to assist you as you work to make sure that your employees and guests feel safe returning to the office.

[Return to Office Brochure](#)

Operations: Deliveries

All deliveries must be made through the loading dock entrance. No hand trucks are allowed to come through the main lobby (exception – U.S. Postal Service, UPS & FedEx).

Operations: Holidays

The Building Holidays observed are all Federal holidays, which are the following each year and are listed below in order to aid your planning operations during the year.

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

Operations: Insurance Protection

Vendor - Certificate of Insurance

Cushman & Wakefield and 2033 K, LLC requires that you maintain Comprehensive General Liability Insurance coverage in order to perform work at the property. Therefore, a Certificate of Insurance is required to confirm that the required coverage is in effect.

The certificate must evidence the following minimum limits of coverage: Workman's Compensation

Statutory Limits

Coverage should be specific for the jurisdiction in which the work will be performed

Employers Liability

- \$100,000 each accident
- \$500,000 disease - policy Limit
- \$100,000 disease - each employee

Commercial General Liability - Insuring against Bodily Injury, Property Damage, Personal Injury and Advertising Injury

- \$1,000,000 combined single limit
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

Any general aggregate shall apply on a "per project" basis for contracts. Coverage is to be provided on an "occurrence" rather than claims made basis.

Comprehensive Automobile Liability, bodily injury and property damage

- \$1,000,000 combined single limit auto
- \$1,000,000 aggregate

Excess or Umbrella Liability with a limit of not less than

- \$4 million dollar combined single limit
- \$4 million dollar aggregate

All Risk Property for all contractors and vendors who bring tools, equipment, and supplies onto the premises

Replacement cost of the equipment

The Certificate must also reflect a 30-day notice of cancellation amendment or clause in addition to the required insurance minimums listed above.

Your liability policy must name the following as additional insured, and should be so stated on the certificate of insurance.

- 2033 K, LLC as owner.
- Cushman & Wakefield, U.S. Inc., as Manager
- American Realty Advisors, as Asset Manager
- All related subsidiaries, affiliates, managers, members, parties, agents, employees, lenders, successors, and assigns for 2033 K.

Please forward the Certificate of Insurance to:

2033 K, LLC c/o Cushman & Wakefield U.S., Inc.
1130 Connecticut Ave NW Suite 960
Washington, DC 20036

Questions regarding this matter should be directed to Cedric Durham, Assistant Property Manager, and 202-682-3101.

[Top of Page](#)

Operations: Keys & Locks

Building Management maintains the main exits and entrances into the buildings. Should you have a problem with these doors, or your suite entry/office door(s), please contact the [Management Office](#) at 202-682-3101. A building management staff member will assist you. Repairs to office doors will be at the tenant's expense.

Operations: Lost & Found

Please contact the [Management Office](#) at 202-682-3101 to claim items that have been lost or to report items found in the building.

Operations: Leasing

Stay active. Stay connected. Stay fit. Stay in the game at 2033 K Street.

Please contact Stephanie Heffernan and Laurie McMahon of Cushman & Wakefield for your office leasing needs and questions.

Stephanie Heffernan

202-463-1135

stephanie.heffernan@cushwake.com

Sam McDonough

202-266-1162

sam.mcdonough@cushwake.com

Laurie McMahon

202-369-1219

laurie.mcmahon@cushwake.com

[2033 K Street Leasing Brochure](#)

[2033 K Street Property Overview](#)

[Welcome to Suite 450](#)

[Welcome to Suite 475](#)

Operations: Moving Procedures

IMPORTANT – Tenants should provide 48 hour notification to the [Management Office](#) at 202-682-3101 when moving bulky materials, office furniture or equipment in or out of the building.

All such movement must be pre-arranged with the [Management Office](#) and will be subject to Management's approval.

When moving furniture or equipment please provide the Management Office with a letter stating the date and time of the move. If it involves the utilization of a professional moving company, then you must also provide the Management Office with a Certificate of Insurance for the moving company.

During the following hours, NO elevators are available for moving furniture and equipment:

- 8:00 a.m. – 9:30 a.m.
- 11:30 a.m. – 1:00 p.m.
- 5:00 p.m. – 6:00 p.m.

All such movement must be pre-arranged with the [Management Office](#). All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Building management shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators.

Materials that can cause discomfort inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even though they are carried by hand.

All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

The tenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move.

Any move-ins or outs after building hours, during holidays or on weekends must be attended by a Building Engineer at the tenants' expense.

Moving Company Requirements

All moving companies must provide property management with a certificate of insurance (COI) as evidence of:

- Worker's Compensation Insurance
- General Liability Insurance

The property Owner, "2033 K, LLC" as an additional Insured, and the Property Management Company, "Cushman & Wakefield, U.S. Inc." as an Additional Insured.

Cushman & Wakefield shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Building Management will inspect your move-in route to your suite before and after you move. We suggest that your move coordinator attend the walkthrough.

Tenants are responsible for their moving company by:

- Scheduling arrivals and departures
- Supervising help
- Providing access to restrooms
- Making repairs to building damages and/or reimbursement for costs
- Removing all packing materials
- Requiring placement of rigid boarding over the pathway to and from the elevators and office.
- Protecting wall corners with shields
- Keeping elevators padded
- Using established service routes and access doors
- Prohibiting the use of the main lobby without special approval and preparation

[Top of Page](#)

Operations: Security

Security Checklist

The following is a list of general office security suggestions, which are offered to tenants as an aid in establishing their internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is assigned, and in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the suite-entry to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the [Management Office](#) immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the [Management Office](#) of the Building immediately.

[Top of Page](#)

Operations: Smoking

2033 K Street maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators.

Please do not smoke at building or garage entrances.

Operations: Rules & Regulations

The following rules and regulations have been formulated for the safety and well-being of all tenants and visitors of the Building. Strict adherence to these rules and regulations is necessary to guarantee that every tenant and their visitors will enjoy a safe and undisturbed occupancy of its premises.

1. Tenant shall not obstruct or encumber or use for any purpose other than ingress and egress to and from the Premises any sidewalk, entrance, passage, court, elevator, vestibule, stairway, corridor, hall or other part of the Building not exclusively occupied by Tenant. No bottles, parcels or other articles shall be placed, kept or displayed on window ledges, in windows or in corridors, stairways or other public parts of the Building. Tenant shall not place any showcase, mat or other article outside the Premises.
2. Tenant shall not attach, hang or use in connection with any window or door of the Premises any drape, blind, shade or screen, without Landlord's prior written consent.
3. All awnings, drapes projections, curtains, blinds, shades, screens and other fixtures shall be of a quality, type, design and color, and shall be attached in a manner, approved in writing by Landlord. Any Tenant-supplied window treatments shall be installed behind Landlord's standard window treatments so that Landlord's standard window treatments will be what are visible to persons outside the Building. Drapes (whether installed by Landlord or Tenant) which are visible from the exterior of the Building shall be cleaned by Tenant at least once a year, without notice from Landlord, at Tenant's own expense.
4. Tenant shall not construct, maintain, use or operate within the Premises any electrical device, wiring or apparatus in connection with a loudspeaker system or other sound system, in connection with any excessively bright, changing, flashing, flickering or moving light or lighting device, or in connection with any similar device or system, without Landlord's prior written consent. Tenant shall not construct, maintain, use or operate any such device or system outside of its Premises or within such Premises so that the same can be heard or seen from outside the Premises. No flashing, neon or search lights shall be used which can be seen outside the Premises.
5. Tenant shall not bring any bicycle, vehicle, animal, bird or pet of any kind into the Building, except seeing-eye or hearing-ear dogs for handicapped persons visiting the Premises.
6. Tenant shall not cook or permit any cooking on the Premises, except for microwave cooking and use of coffee machines by Tenant's employees for their own consumption. Tenant shall not install any microwave oven or coffee machine in the Premises without Landlord's prior written approval of such equipment and its location within the Premises. Tenant shall not cause or permit any unusual or objectionable odor to be produced upon or emanate from the Premises.
7. Tenant shall not make any unseemly or disturbing noise or disturb or interfere with occupants of the Building.
8. Tenant shall not place on any floor a load exceeding the floor load per square foot which such floor was designed to carry. Landlord shall have the right to prescribe the weight, position and manner of installation of safes and other heavy equipment and fixtures. Landlord shall have the right to repair at Tenant's expense any damage to the Premises or the Building caused by Tenant's moving property into or out of the Premises or due to the same being in or upon the Premises or to require Tenant to do the same. Tenant shall not receive into the Building or carry in the elevators any safes, freight, furniture, equipment or bulky item except as approved by Landlord, and any such furniture, equipment and bulky item shall be delivered only through the designated delivery entrance of the Building and the designated freight elevator at designated times. Tenant shall remove promptly from any sidewalk adjacent to the Building any furniture, furnishing, equipment or other material there delivered or deposited for Tenant.
9. Tenant shall not place additional locks or bolts of any kind on any of the doors or windows, and shall not make any change in any existing lock or locking mechanism therein, without Landlord's prior written approval.
10. Tenant shall keep doors leading to a corridor or main hall closed at all times except as such doors may be used for ingress or egress and shall lock such doors during all times the Premises are unattended.
11. Tenant shall, upon the termination of its tenancy: (a) restore to Landlord all keys and security cards to stores, offices, storage rooms, toilet rooms, the Building and the Premises which were either furnished to, or otherwise procured by, Tenant, and in the event of the loss of any keys so furnished, Tenant shall pay the replacement cost thereof; and (b) inform Landlord of the combination of any lock, safe and vault in the Premises. At Landlord's request, a charge of three dollars (\$3.00) per key shall be paid for all keys in excess of two (2) for each public entrance door to the Premises. Tenant's key system shall be consistent with that for the rest of the Building.
12. Tenant shall not install or operate in the Premises any electrically operated equipment or machinery without obtaining the prior written consent of Landlord. Landlord may condition such consent upon Tenant's payment of additional rent in compensation for the excess consumption of electricity or other

utilities and for the cost of any additional wiring or apparatus that may be occasioned by the operation of such equipment of machinery. Tenant shall not install any equipment of any type or nature that will or may necessitate any changes, replacements or additions to, or changes in the use of, the water system, heating system, plumbing system, air-conditioning system or electrical system of the Premises or the Building, without obtaining Landlord's prior written consent, which consent may be granted or withheld in Landlord's sole and absolute discretion. If any machine or equipment of Tenant causes noise or vibration that may be transmitted to such a degree as to be objectionable to Landlord or any tenant in the Building, then Landlord shall have the right to install at Tenant's expense vibration eliminators or other devices sufficient to reduce such noise and vibration to a level satisfactory to Landlord or to require Tenant to do the same.

13. Landlord reserves the right to exclude from the Building at all times any person who does not properly identify himself to the Building management or attendant on duty. Landlord shall have the right to exclude any undesirable or disorderly persons from the Building at any time. Landlord may require all persons admitted to or leaving the Building to show satisfactory identification and to sign a register.
14. Tenant shall not permit or encourage any loitering in or about the Premises and shall not use or permit the use of the Premises for lodging, dwelling or sleeping.
15. Tenant, before closing and leaving the Premises at any time, shall see that all windows are closed and all lights and equipment are turned off, including, without limitation, coffee machines.
16. There shall not be used in any space, or in the public halls of the Building, either by any tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
Tenant shall be responsible for any loss or damage resulting from any deliveries made by or for Tenant.
17. Tenant shall not install or permit the installation of any wiring for any purpose on the exterior of the Premises.
18. Tenant acknowledges that it is Landlord's intention that the Building be operated in a manner which is consistent with the highest standards of cleanliness, decency and morals in the community which it serves. Toward that end, Tenant shall not sell, distribute, display or offer for sale any item which, in Landlord's judgment, is inconsistent with the quality of operation of the Building or may tend to impose or detract from the moral character or image of the Building. Tenant shall not use the Premises for any immoral or illegal purpose.
19. Tenant shall not use, occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, or sale of liquor.
20. Tenant shall purchase or contract for waxing, rug shampooing, Venetian blind washing, interior glass washing, furniture polishing, janitorial work, removal of any garbage from any dining or eating facility or for towel service in the Premises, only from contractors, companies or persons approved by Landlord.
21. Tenant shall not remove, alter or replace the ceiling light diffusers, ceiling tiles or air diffusers in any portion of the Premises without the prior written consent of Landlord.
22. Tenant shall not in any manner deface any part of the Premises or the Building. No stringing of wires, boring or cutting shall be permitted except with Landlord's prior written consent. Any floor covering installed by Tenant shall have an under layer of felt rubber, or similar sound deadening substance, which shall not be affixed to the floor by cement or any other non-soluble adhesive materials.
23. Each Tenant shall handle its newspapers and "office paper" in the manner required by the District of Columbia Recycling Act (as the same may be amended from time to time) and shall conform with any recycling plan instituted by Landlord.
24. Tenant shall not bring or keep, or permit to be brought or kept, in the Building any weapon or flammable, combustible or explosive fluid, chemical or substance.
25. Tenant shall comply with all workplace smoking Laws.

[Top of Page](#)

Operations: Solicitation

No solicitation is permitted in the building. If someone is soliciting in your suite, please notify the [Management Office](#) immediately at 202-682-3101 and we will send security and/or the appropriate personnel to escort them off of the premises.

Services: Cleaning

Cleaning services are provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If tenants have special cleaning needs, such as carpet shampooing, then contact the [Management Office](#) at 202-682-3101. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please contact the [Management Office](#).

If you have any questions or comments regarding the cleaning services, please notify the [Management Office](#).

Services: Elevators

2033 K Street is equipped with three passenger elevators. Three elevators are designated as passenger elevators at all times.

Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the [Building Office](#) as well.

- [Bomb Threat Report \(opens in new window\)](#)
- [Fire Prevention & Protection \(opens in new window\)](#)
- [Fire Type Information \(opens in new window\)](#)
- [Leasing Brochure \(opens in new window\)](#)
- [Personnel Requiring Assistance \(opens in new window\)](#)
- [Tenant Contact Form \(opens in new window\)](#)
- [Tenant Vacate Form \(opens in new window\)](#)

Services: HVAC

If the temperature in your office needs adjustment, please contact the [Management Office](#). Your call will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00 a.m. – 6:00 p.m. Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Services: Mail Service

Mail is delivered to tenant suites and/or mailboxes once a day. A USPS drop box is located in the mail room.

Nearest USPS office:

1050 Connecticut Ave NW
Washington, DC
800-275-8777

Services: Maintenance Request

Follow the steps below to sign in to Workspeed.

- Launch your browser.
- Access the Workspeed Login page using one of the following three methods:
 - Enter your property's Workspeed web address that you received in the Welcome to Workspeed email with your username and password.
 - Type [https://secure.workspeed.com \(opens in new window\)](https://secure.workspeed.com) in your browser address bar.
 - Click the link in your Welcome To Workspeed email. Enter your username and password in the Sign On section.
- Click Sign In or press the Enter key. This will take you to the Workspeed Home page.

For detailed instructions for using the Workspeed Service Request System please see the following pages or contact the Building Office.

Completing a Service Request Form

- From the Main Menu, select Create SR from the Service Request section.
- Select a service request category.
- Select the service request type that best fits your need. This takes you to the Enter Info step.
- Enter a brief description of the work requested in the Brief Description field.
- Enter additional details about the location in the Location Details field and a contact name in the Upon Arrival Ask For field (optional).
- Provide supporting documentation by clicking the Add More Documents link in the Related Documents section (optional).
- Click Continue to confirm the information.

You will receive conformation via e-mail that your request was submitted to the management office.

Questions regarding the Workspeed system should be directed to the [Management Office](#).

[Top of Page](#)

Services: Parking

The parking entrance is located to the left of the building off of 2033 K St. NW.

Parking Account Manager:	Sharita Michell
Atlantic Parking:	202-466-5050
Monday - Friday:	6:00 a.m. - 7:00 p.m.
Saturday & Sunday:	Closed

(24/7 access is granted for monthly parkers using their garage access key FOB.)

The building accepts all Major Credit Cards & Cash Monthly, Daily & Hourly also available.

The building also accepts monthly contracts.

Services: Signage & Directory

Please contact the [Management Office](#) at 202-682-3101 should you need replacement signage. Suite entry signage and directory strips are provided to new tenants upon moving into the building. All other signage is provided at a cost to the tenant.

Sustainability: Carpooling

At 2033 K Street, we encourage carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle. Please see below for links to carpooling information in the area.

erideshare.com (opens in new window)

Sustainability: Green Initiatives

Cushman & Wakefield is committed to Green Initiatives. We are pleased to announce that 2033 K Street holds an Energy Star Certification.

Sustainability: Green Tips

At 2033 K Street, we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the Building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

Green Tips

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

[Follow this link for more Green Information \(opens in new window\).](#)

Sustainability: Recycling

At 2033 K Street, we appreciate and support the positive effect that recycling can have on the environment and have provided access to recycling collectors throughout the Building. Please see below for a list of recyclable items vs. non-recyclable items.

Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers #1-7
- Aluminum/Tin/Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)
- Glass Bottles and Jars

Non-Recyclable Items:

- Anything in the above list that is soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Any Plastic w/out #1-7
- Tempered Glass