

1835 & 1851 Alexander Bell

Rules and Regulations

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I. Introduction

We are pleased that you elected to lease space in 196/198 Herndon Metro Plaza and we look forward to working with you throughout your tenancy. In an effort to assist you and for your future reference we are providing the following building procedures and telephone numbers, which may be helpful to you.

Your Property Management Staff:

Property Manager:	Tyler Hunt	thunt@lpc.com
Assistant Property Manager:	Melissa Paniagua	mpaniagua@lpc.com
Building Engineer:	Kwok Sun	ksun@lpc.com

Following are the Standard Rules and Regulations for office space at 1835 & 1851 Alexander Bell Dr. This set of Rules and Regulations may vary somewhat from the specific exhibit contained in your lease, but may be used as a standard guideline governing your occupancy at the building.

Exhibit "D"
Office Lease Agreement
Rules and Regulations

The following rules and regulations are written to protect the safety and quiet enjoyment of each and every Tenant in the building. Any violation of these rules and regulations, which continues after written notice by Landlord, shall be sufficient cause, at the option of the Landlord, to terminate this Lease.

The Landlord may, upon request by Tenant, waive the compliance by such Tenant of any of the foregoing rules and regulations, provided that (i) no waiver shall be effective unless signed by Landlord or Landlord's authorized agent, (ii) any such waiver shall not relieve such Tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by Landlord, and (iii) no waiver granted to any Tenant shall relieve any other Tenant from the obligation of complying with the foregoing rules and regulations unless such other Tenant has received a similar waiver in writing from Landlord.

1. The plaza, sidewalks, entrances, elevators, stairways, corridors, janitor closets, mechanical rooms, telephone closets, or other parts of the Building not occupied by Tenants shall not be obstructed or used for any purpose other than ingress or egress to and from the demised premises. Landlord shall have the right to control and operate the public portions of the Building, and the facilities furnished for the common use of the Tenants, in such manner as Landlord deems best for the benefit of the Tenants generally. No Tenant shall permit the visit to the demised premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment by other Tenants of the entrances, corridors, elevators and other public portions or facilities of the Building.
2. Mats, trash, or other objects are prohibited in the public and service corridors. All trash must remain in the suite and be labeled accordingly, if necessary, to be picked up by the Janitorial service after-hours. Any items not specifically identified as trash the janitors will not pick up.
3. Equipment that must be installed on the roof of the Building is not permitted without the prior written consent of the Landlord and, if permitted, must be installed in a manner acceptable to the Landlord.
4. Signs, advertisements, notices or other lettering shall not be exhibited, inscribed, painted or affixed by any Tenant on any part of the outside or inside of the demised premises or Building without the prior written consent of Landlord, including security service stickers. In the event of the violation of the foregoing by any Tenant, Landlord may remove same without any liability, and may charge the expense incurred by such removal to the Tenant or tenants violating this rule. All suite entry door signs and directory strips shall be inscribed, painted or affixed in a size, color and style conforming to building standard.
5. The water and janitor closets and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures

shall be borne by the Tenant who, or whose servants, employees, agents, visitors or licensees, caused said damage.

6. Marking, painting, drilling into or other form of defacing or damage to any part of the demised premises of the Building is not permitted. Boring, cutting or stringing of wires is not permitted. Tenants are not permitted to construct, maintain, use or operate within the demised premises, or elsewhere within or on the outside of the Building, any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system.
7. Bicycles, vehicles, animals, birds, or pets of any kind are not permitted in the Building except guide dogs for the physically impaired. Bicycles may be stored in bicycle racks if provided within the Building.
8. Inflammable, combustible or explosive fluid, paints, chemicals or other substances are not permitted in the Building.
9. No Tenant shall make, or permit to be made, any disturbing noises or disturb or interfere with occupants of this or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, talking machine or in any other way. No Tenant shall throw anything out of the doors or windows or down the corridors or stairs. No Tenant shall cause or permit any unusual or objectionable odors to be produced upon and permeate within and from the demised premises.
10. The Building, and all space therein, shall not be used for manufacturing or the storage of merchandise or for the sale of merchandise, goods, or property of any kind at auction.
11. Additional locks or bolts of any kind are not permitted on any of the doors or windows by any Tenant, nor shall any changes be made in existing locks or the mechanism thereof. The doors leading to the corridors or main halls shall be kept closed during business hours as required by code. Each Tenant shall, upon the termination of his tenancy, return to Landlord all keys for offices, storage, and toilet rooms either furnished to, or otherwise procured by, Tenant, and in the event of the loss of any such keys, Tenant shall pay to Landlord the cost of replacing the locks.
12. All removals, including but not limited to, trash or the carrying in or out of safes, freight, supplies, furniture or deliveries of any description must take place during the hours which Landlord or its agent may determine from time to time through building delivery entrances designated by Landlord. Landlord reserves the right to inspect all freight which violates any of these Rules and Regulations of the Lease of which these Rules and Regulations are a part. Landlord may, at its option, use building personnel to remove and dispose of Tenants trash at Tenant's expense. 24 Hour notice is required for any deliveries. Valid Certificate of Insurance must be provided in advance before any large deliveries can be made. (See Certificate of Insurance Instruction for the requirements).
13. The disposal of discarded furniture, carpeting and other bulk trash is the responsibility of the Tenant and must be scheduled with the manager/superintendent of the building at least 24

hours prior to removal.

14. There shall not be used in any space, or in the public spaces of the building, either by Tenant or Tenant's vendors, contractors, or other; any hand trucks, except those actually working for such Tenant on said premises.
15. Contractors or persons employed by any Tenant to perform work within the demised premises must obtain Landlord's consent prior to commencing such work, and such person shall, while in the Building and outside of said demised premises, comply with all instructions issued by the manager/superintendent of the Building. No Tenant shall engage or pay any employees on the demised premises, except those actually working for such Tenant on said premises.
16. No Tenant shall purchase spring water, ice, coffee, soft drinks, towels, or other merchandise services from any company or persons whose repeated violations of Building regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
17. Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management or watchman on duty. Landlord may at its option require all persons admitted to or leaving the Building during secured hours to register with Building security guards. Each tenant shall be responsible for all persons for whom he authorizes entry into the Building, and shall be liable to Landlord for all acts of such persons.
18. The demised premises shall not be used for lodging or sleeping or for any immoral or illegal purpose. No Tenant shall advertise for Laborers giving the address of the demised premises.
19. The requirements of Tenants will be attended to only upon application at the office of the Building. Building employees shall not perform any work or do anything of their regular duties, unless under special instruction from the management of the Building.
20. Canvassing, soliciting and peddling in the Building is prohibited and each Tenant shall cooperate to prevent same.
21. Water coolers are not permitted within the demised premises.
22. Smoking is prohibited inside the building. Designated smoking areas can be found in the Courtyard, and on the lower level of the parking garage near the loading area. Tenants are to use ash urns provided to discard cigarette butts. Anyone found littering is subject to a fine.

II. Move-In/Move-Out Procedures

The following rules apply to moving furniture, equipment and supplies in and out of Herndon Metro Plaza:

YOU WILL BE RESPONSIBLE TO NOTIFY YOUR MOVING COMPANY OF THESE RULES. IF THESE RULES ARE NOT FOLLOWED, YOUR MOVING COMPANY WILL EITHER BE ASKED TO DISCONTINUE THE MOVE OR WILL NOT BE ALLOWED TO ENTER THE PREMISES.

1. Move-ins must be scheduled with the Property Management Office at least **two weeks** in advance. This is to ensure the availability of the freight elevator. It is important to establish a firm arrival time for the movers. Late arrival time will be billed to the tenant as well as the cost of security, if needed. A moving form is provided for notification to the Property Manager.
2. Building Engineer must be in attendance to install and remove elevator pads, lock off freight elevator, key off security system and generally oversee moving operation as appropriate. The hourly charge for the **Building Engineers is \$70.00 per hour, after hours, with a four (4) hour minimum.**
3. Move-ins, large quantities of furniture, equipment or supplies must be accomplished after 6:00 p.m. on weekdays, weekends, or holidays.
4. If heating or air conditioning is desired after normal operating hours this can be furnished with advance notice at Tenant's expense. Twenty-four hours prior notice is required for this service.
5. Each company moving supplies, furniture, and/or equipment through this building will need to secure and present to the Property Management Office a certificate of insurance, (48) hours prior to the move. (See #12 for additional information).
6. Do not wedge anything between the elevator doors or prop them open. This will burn out the motor and put the elevator out of service.
7. Only the freight elevator will be used to move furniture, equipment or supplies. Of particular importance, the dimensions of the freight elevator should be checked especially when purchasing specialty items such as conference tables.
8. Any damage to the building or fixtures caused by the move will be repaired at the tenant's expense.
9. Clean Masonite sections will be used as runners on all finished areas where heavy furniture is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth inch thick, 4' by 8' wide sheets in elevators, lobbies, and corridors, and 32" wide sheets through doors in tenant space. All sections of Masonite must be taped to prohibit sliding.

10. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
11. The moving company will be required to remove all boxes, trash, etc. when leaving the building. Any materials left behind will be disposed of and charges for this disposal will be sent to the tenants. The moving company will be required to provide Management with a current Certificate of Insurance.
12. The moving company must carry insurance including, but not less than the following:
 - a. Workman's Compensation in statutory limit for the State of Virginia, with employees liability limit of \$100,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form and certificate evidencing same shall be furnished to the landlord before moving any items into the building. **LPC Commercial Service, Inc., Lincoln Property Company, HMP ERGS, LLC** will be named as additional insureds. In addition, the moving company must agree to protect, indemnify, and save the landlord harmless from and against all claims, demands, and causes of action of every kind of character arising in favor of the moving company's employees, landlord's employees, or other third parties on the account of bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions of the moving company, its agents, employee's representatives, or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work there under.
 - b. Comprehensive General Liability Insurance Policy shall include coverage for hazards of premises - operations, elevators, products, and completed operations; including personal injury coverage, party and contractual liability coverage designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$5,000,000.00 per person bodily injury and personal injury; \$1,000,000.00 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.
 - c. The limits set forth are minimum - if greater limits are carried, they will apply to movements.

A. Moving Form

Date of Move: _____

Time of Move: _____

Tenant or Firm Name: _____

Suite Number: _____

Contact Name for Move: _____

Phone: _____

Moving Company: _____

Contact Name: _____

Phone: _____

Request or Comments: _____

Special Arrangements: _____

MOVES CONDUCTED AFTER BUSINESS HOURS OR ON WEEKENDS WILL BE BILLED AT THE RATE OF \$70.00 PER HOUR WITH A FOUR (4) HOUR MINIMUM. SUCH CHARGE SHALL BE SUBJECT TO CHANGE AT LANDLORD'S DISCRETION. PLEASE RETURN THIS COMPLETED FORM TO LPC COMMERCIAL SERVICES, INC., ATTN: PROPERTY MANAGER, WELL IN ADVANCE OF ANY PLANNED MOVE.

III. Mail/Deliveries

The Post Office provides carrier delivery and collection services at 1835 & 1851 Alexander Bell Dr building daily each weekday (except holidays). Deliveries are generally made to each floor in the late morning. The mail is picked up by the carrier at the time of mail delivery.

All equipment and supply deliveries must be made to the building back door at the back entrance between the hours of 7:00 a.m. and 3:30 p.m. There is a weight restriction on the passenger elevators as well as decorative finishes to protect; therefore, the freight elevator is to be used for all deliveries. The maximum height of the freight elevator is 9'. To schedule the use of the freight elevator, contact the management office at (703) 709-2202. The removal of boxes and packing crates is the Tenant's responsibility. The cleaning contractor will not remove packing boxes with the office trash **unless the boxes are broken down and stacked**. A special trash pick-up can be arranged through the management office at Tenant's expense.

Deliveries, which are necessary after building hours, require the Building Engineer to be in attendance to lock off the elevator and notify Datawatch Systems. The hourly charge for the Building Engineer is \$70.00 per hour with a minimum of four (4) hours.

IV. Security

A. Introduction

The electronic access system in the Alexander Bell building provides three areas of control:

1. **General Access Control Systems** which monitors and controls "after hours" entries into the building;

The General Access Control System is designed to admit tenants and their guests to the building, while keeping other persons out of the building after the specified building hours. The Suite Monitoring System is designed to monitor unauthorized suite entry after building hours, while permitting authorized tenants access to their offices. As such, this system goes beyond a typical guard service.

Additional cards and keys **may be purchased** directly from Lincoln Property Company. The office number is (703) 709-2202.

The Management of this building is cooperating with Datawatch Systems, and the local police department in an effort to reduce office crime by recognizing that following certain precautions can prevent a crime before it occurs.

Many office thefts and crimes against persons occur during regular business hours. Such crimes are usually perpetrated by persons under the pretext of legitimate business, such as workmen, office equipment repairman or visitors. A large number of offenses are also committed on weekends when the building is closed to the general public.

Investigations indicate that a large number of office thefts, burglaries and crimes against persons would not have been committed if the office personnel had been alert to strangers in the building or had taken a few simple precautionary steps. These types of offenses cannot be reduced without the cooperation and assistance of the employees, building managers, and security personnel.

The following security tips can improve the integrity of your individual space as well as the common areas of the building:

1. Inform your employees that security, to a great extent, depends on the cooperation and interest of each individual.
2. Beware of the repairman who enters your office to make an inspection and states he is to pick up a machine for repair. Question the person, obtain identification and check with his office for verification.
3. Do not be fooled by a uniform. Uniforms are often used as disguises. Always ask for identification.

4. Never leave your reception area unattended. Do not allow visitors to pass beyond the reception area unless the receptionist knows the visitor and is aware of the nature of their business.
5. Never leave purses, wallets or other valuable items on or under desks. Keep these items out of sight. They should never be left unattended, even in areas where visitors seldom go. If you carry credit cards, keep a list of the account numbers and addresses. Do not store purses in the main reception desk.
6. Cash, stamps, etc., should never be kept in an unlocked drawer. Valuables should be kept in a safe, if available.
7. Avoid carrying large sums of money in your purse or wallet.
8. Avoid leaving your wallet in a jacket hung over your chair or behind your door.
9. Never leave a combination-type safe on a day-lock position. Thieves are aware that most people dislike manipulating the dial each morning to open the safe and will always turn the dial back to zero if it a day-lock setting. **ALWAYS SPIN THE DIAL WHEN LOCKING THE SAFE.**
10. Control the issuance of the security cards and keys and maintain an accurate record.
11. Secure your suite alarm system before leaving your office for the day.
12. Change locks if keys are missing or unaccounted for, as well as safe combinations. Personnel carrying keys to the premises should never have any identifying tags on their key rings, since the loss of a key ring would enable a dishonest finder to locate and use business keys to gain illegal entry. Do not give keys to outsiders for special deliveries or for early or late arrival for special purposes.
13. Immediately report all suspicious persons, peddlers, persons purporting to be canvassing, etc., to management personnel. Report unauthorized persons in the building by calling the local police department at 911. Do not attempt to apprehend or detain these persons.
14. Always lock your door when working late - or early.
15. Ask to see the Datawatch I.D. Cards of any person claiming to represent Datawatch.
16. Buildings with garage facilities are usually unattended at night and weekends. Always secure your automobile by locking all windows and doors. Do not leave anything of value on the seats, in the glove compartment or hanging within view of the prowler. Park near a light if you must work after normal business hours.

17. Do not permit persons making deliveries to wander through the offices without an escort. Be alert to persons who enter an office under the pretext of seeking employment.
18. Be alert for strangers in hallways.
19. Do not enter an elevator if a suspicious looking person occupies it. Simply walk away.
20. Special care should be taken during the times best suited for pilferage (the 30 minutes just after lunch hours, and the 30 minutes before closing) and any other times when there is a maximum movement of personnel and absence from work areas and offices.
21. Serial numbers of all items that have them should be recorded to aid police in recovering property in the event of loss or theft.
22. Do not leave Christmas presents unattended.
23. Always carry your Datawatch card. Use of the card will provide rapid access to the building and prevent a passer-by from hearing and later using your name to gain entry.
24. Immediately report all lost or stolen cards to Datawatch Card Administration at (301) 654-3282 and the Property Management office at (703) 205-0222.
25. Call Datawatch Customer Relations at (301) 654-3282 if you have any questions about the Datawatch System.

With a joint effort we can reduce the number of office thefts, burglaries, and crimes against persons occurring in this area and provide a greater sense of security for all. We solicit your assistance and cooperation in the endeavor..

B. Instructions for Operation of Proximity-Key Access Control System - Building Perimeter

The Access Control System for your office building is computer-operated and remotely monitored. It records all activity as to individually assigned card numbers, times and types of action. It allows for the prompt invalidation of lost or stolen insert cards.

A proximity reader is installed at the main entrance. A “hot line” telephone is also installed at this location.

C. Security Hours

The Access Control System is operational during the following hours:

Monday through Friday: 6:00p.m. – 7:00 a.m. for perimeter security

Weekends: 24 Hours

Holidays: 24 Hours

D. **Entry Procedure**

1. Swipe card in front of the card reader.
2. The flashing red light on the reader indicates that the key has been read.
3. If card is authorized, the red light will glow continuously, indicating access is granted.

The door will close and lock automatically behind you.

E. **Exit Procedure**

1. Push exit button located near reader-controlled door. Some doors may be equipped with automatic exit devices, these controlled doors will automatically unlock as you approach the door.

REMEMBER:

1. Report lost or stolen keys to the administrator of your firm. They should notify Datawatch Systems of all changes. **Do this in writing on Letterhead via facsimile.** This will not only protect your system integrity but will also serve as a confirmation.
2. When you plan to enter the building after-hours, always carry your security key. Should you forget your key, the security monitor will process your request for admittance as if you were an unexpected guest.

V. **Building Holidays**

1835 & 1851 Alexander Bell buildings will be closed for the following holidays as well as any other Federal stipulated holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

VI. Parking

1835 & 1851 Alexander Bell Dr is a self-park facility.

The Parking Lot at Alexander Bell Dr is a park at you own risk facility.

VII. Maintenance Procedures

A. Emergency Maintenance

If you have an emergency and it is a weekday between the hours of 8:30 a.m. and 5:00 p.m., please call 703-709-2202. If you have an emergency and it is a weekday between the hours of 5:00 p.m. and 8:30 a.m., or a weekend or holiday, please call (301) 654-3282. This number is for emergency service only!!! This is our answering service and they will contact the person on duty to take care of the emergency.

WHAT CONSTITUTES AN EMERGENCY

1. Fire - call 911, then LPC Commercial Services, Inc. at 703-376-8554.
2. Bomb Threat - call 911, then LPC Commercial Services, Inc. at 703-376-8554.
3. Water Leak
4. No Heat (in season)
5. Stopped up toilet
6. No Electric
7. No Water
8. Overflowing toilet
9. Elevators not working
10. No air conditioning (in season)
11. Malfunction of Garage Gate

B. Deliveries

All deliveries must be made at the back entrance. No deliveries will be allowed through the main building lobby. Please let us know in advance if you are expecting a delivery so we can reserve an elevator for your use. Move-ins, large quantities of furniture, equipment or supplies must be accomplished after 6:00 p.m. on weekdays, weekends, or holidays.

VIII. Additional Services

A. Heating, Air Conditioning & Ventilation

Each tenant should be aware that 1835 & 1851 Alexander Bell Dr is equipped with a computer controlled Energy Management System. With the continued increases in the cost of utilities, we expect this system to help control the utility costs for this building. Every dollar saved as a result of conscientious energy management is a savings which is realized by your, the building tenant. Utility costs are generally the major factor in rent increases.

The existing Energy Management System serving office and common areas allows building equipment operation during our standard operating hours which are 8:00 a.m. to 6:00 p.m. M-F, and Saturday 8:00 a.m. to 1:00 p.m. During non-standard hours, a reduction of lighting, heating/air conditioning and ventilation (HVAC) services will be noticeable. Equipment will be started up again on the following business day.

If you require air conditioning services or heating, in season, during hours when such service is not normally provided, it will be necessary for you to call LPC Commercial Services, Inc. at (703) 709-2202 to arrange for such additional service. At least 24 hours advance notice should be given.

There will be a minimum hourly charge for overtime use of building HVAC services. This minimum hourly charge shall, at Landlord's discretion, be subject to the same rate increases as those passed on by Dominion Virginia Electric Power Company.

Kindly submit written requests for additional service at least 24 hours in advance in order to program the equipment accordingly. We will, at the time of programming, confirm your requirements and state a definite hourly charge.

We expect that our Energy Management System will help control our utility costs in the future, your cooperation in joining with us to conserve energy is appreciated.

B. Engineer's Overtime

Please be advised that it is our policy to charge our Tenants for the services of the Building Engineer if they are needed weekdays between the hours of 5:00 p.m. and 7:00 a.m. and all day Saturday, Sunday, or holidays. These services include deliveries where the freight elevator is needed, move-ins and move-outs (the Engineer must be present), or ANY emergency that occurs within your suite after 5:00 p.m.

If the Engineer is called back to the building after his normal working hours, the charge to your firm is a minimum of four (4) hours at \$70.00 per hour, which shall be subject to change from time to time.

If you should have any questions, please do not hesitate to contact the management office.

1. REQUEST FOR ADDITIONAL SERVICES
(Excluding HVAC)

Date of Request: _____

Tenant/Firm Name: _____

Suite: _____

Building Location: _____

Tenant Contact Name: _____

Telephone Number: _____

Service: _____

We hereby agree to pay \$70.00 per hour, with a minimum of four (4) hours, for every hour the engineer must remain on the premise.

For the Firm:

Date:

_____ x \$70.00= _____

2. REQUEST FOR ADDITIONAL AIR CONDITIONING

Date of Request: _____

Tenant/Firm Name: _____

Suite: _____

Tenant Contact Name: _____

Telephone Number: _____

AIR CONDITIONING REQUEST FOR:

Day:_____ Date:_____ Hours:_____ at \$40 Per Hours = \$_____

Day:_____ Date:_____ Hours:_____ at \$40 Per Hours = \$_____

Day:_____ Date:_____ Hours:_____ at \$40 Per Hours = \$_____

By: _____

Date: _____

IX. Tenant Suite Modifications

Following occupancy of a finished office, Tenants often need to make modifications within their suite due to changing equipment needs, staff changes, or other reasons.

As indicated by Lease, all modifications are to be reviewed by and approved by the Landlord in writing, prior to the commencement of any modification work.

In accordance with your Lease Agreement, any modifications or improvement to your suite must be approved in writing by the Landlord prior to commencing work. Complete plans showing proposed modifications will need to be submitted to Landlord for review (partition, plumbing, mechanical, electrical - as needed). Additionally, we require the following:

1. A letter of request from you to perform work in the demised premises submitted in form Attachment A and directed to Lincoln Property Company.
2. Two copies of the approved construction drawings signed by the authorized tenant representative and one set of reproducible mylars clearly delineating the scope of work including mechanical and electrical requirements are to be directed Lincoln Property Company.
3. A letter of request from your contractor and subcontractor to perform work in the demised premises submitted in form attachment B and directed Lincoln Property Company.
3. A Certificate of Insurance from your contractor with limits of \$3,000,000 specifically naming **LPC Commercial Service, Inc., Lincoln Property Company, and ERGS HMP, LLC** as additional named insureds.
4. One copy of the Non-Residential Use Permit.
5. One copy of the space plan.
6. The construction start date, the estimated completion date, a copy of the contract and the name of the contractor's site supervisor.
7. The Tenant shall furnish LPC Commercial Services, Inc. the wall covering manufacturer's certified flame spread data for all wall covering installed within the demised premises with ten days of commencement of construction.

Please note that the Tenant and the tenant's contractor are responsible for the following:

1. Providing protection of all existing building finishes including but not limited to driveways, sidewalks, lobby, elevators, corridors and carpet.
2. Clean up and removal of debris from the building.

3. Only Adcock's Electric, Alarms & Controls, LLC shall be permitted to perform work on the fire alarm system.
4. Only East Coast Fire Protection shall be permitted to perform work on sprinkler system.
5. Coordinating all inspections with the appropriate authorities.
6. Forwarding one copy of the Non-Residential Use Permit to LPC Commercial Services, Inc. when the final inspections are completed.

The cost to repair any damages caused by the Tenant or his contractor shall be solely the responsibility of the Tenant.

Should the Tenant or the tenant's contractor perform any work that requires the Building's Engineer to be on duty during non-standard working hours, the Tenant will be billed at an hourly rate of \$70.00 per hour with a minimum charge of four (4) hours.

Please contact us when you have scheduled your move so that we can arrange for an Engineer to be present and prepare the elevator for you.

If you have any further questions, or need assistance regarding the building procedures, please feel free to call.

X. Certificate of Insurance

In accordance the Lease Agreement, each Tenant, in respect to the demised premises, is required to insure all of its property in the demised premises against damage by fire and is also to maintain comprehensive public liability insurance.

Certificates of insurance indicating the aforementioned coverage are to be delivered to the Landlord upon Lease commencement and/or occupancy.

This policy must be renewed prior to the expiration date.

XI. Emergency Procedures

EMERGENCY PROCEDURES

1835 & 1851 Alexander Bell Dr

**1835 & 1851 Alexander Bell Dr
Reston, VIRGINIA**

Emergency Phone Numbers:

Fire and Rescue: 911/Non-Emergency: (703) 777-0333

Police: 911/Non-Emergency: (703) 777-0407

Poison Control Center: (202) 625-3333

Lincoln Property Company (703) 709-2202

MEDICAL EMERGENCY

IN THE EVENT OF A MEDICAL EMERGENCY:

1. Call 911 and Lincoln Property Company - (703) 709-2202.
2. Give this information to both:
 - A. Building Address:
 - B. Floor of building and location of accident or illness.
 - C. Type of injury, illness, or symptoms.
3. **DO NOT** move the injured or ill person. Try to make him/her as comfortable as possible.
4. **DO** have someone meet the emergency units at the elevator lobby.

THIS IS WHAT HAPPENS:

1. Emergency units will respond and responsible LPC staff will be notified.
2. LPC staff will meet the emergency units at the building entrance and escort them to the proper floor.
3. Fire Rescue Squad and/or ambulance will be with you shortly and administer medical assistance or take the ill or injured person to the hospital.

FIRE PROCEDURE

UPON DISCOVERY OF A FIRE:

1. Call 911.
 - A. Give building address
 - B. Floor of building.
 - C. Details of fire emergency.
2. Evacuate the building. Activate fire alarm system by pulling down on pull station at the stairwell.
3. Assist the handicapped by moving them two floors below the floor that is in alarm.
4. Call Lincoln Property Company when out of danger.

DO:

- Use stairwells to evacuate.
- If caught in any smoke condition, take short breaths and crawl to the exit. The air is better near the floor.

DO NOT:

- Attempt to fight the fire.
- Use elevators.
- Attempt to reset or silence the fire alarm.

THIS IS WHAT HAPPENS:

1. Fire Department is dispatched by the 911 Center.
2. LPC personnel will respond.
3. Professional help will arrive to handle the emergency.

BOMB THREAT

In the event a bomb threat is received, remain calm. Use the attached telephone checklist to record the information on the bomb threat.

WHAT TO DO IN AN EMERGENCY

1. Immediately call 911.

State "I have received a bomb threat."

Give your company name.

Give your building address:

Give your floor number.

Give your name.

2. After you have made the calls, notify your floor leader.
3. DO NOT TOUCH SUSPICIOUS OBJECTS.
4. Accompany LPC staff during the search of your office to help determine if any strange objects are present.

THIS IS WHAT HAPPENS:

1. Police are notified/dispatched by 911 Center.
2. Building search is made by LPC personnel.
3. Police or Bomb Squad contacts and questions the person who received the bomb threats.
4. A building evacuation may take place.
5. An "ALL CLEAR" will be given on the building when authorized by Building Management.

**CHECKLIST FOR PERSON
RECEIVING BOMB THREAT**

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

CALLER'S VOICE:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Throat |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar | |

If voice familiar, who did it sound like?

BACKGROUND SOUNDS:

EXACT WORDING OF THE THREAT:

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Office | <input type="checkbox"/> Boom |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Other |

THREAT LANGUAGE:

- Well Spoken (Educated)
- Foul Incoherent
- Taped Irrational
- Message Read by Threat Maker

REMARKS:

Sex of Caller _____ Race _____

Age _____ Length of Call _____

Number at which call is received _____

Time _____ Date _____

Report Call Immediately To:

Phone Number _____

Date _____

Name _____

ELEVATOR EMERGENCY

Elevators are one of the safest modes of transportation; however, they occasionally malfunction.

WHAT TO DO IN AN EMERGENCY

1. Open telephone panel.
2. Lift handset. When operator answers:
 - A. Give building address
 - B. Give floor level if possible.
 - C. Give elevator number which is located inside the elevator telephone room.
3. **DO** - Remain calm.
4. **DO** - Answer the phone in the elevator if it rings.
5. **DO NOT** - Try to force open an elevator door.

THIS IS WHAT HAPPENS:

1. Someone will be in touch with you by phone, intercom system, or from outside the elevator.
2. Passengers will be assisted as soon as possible.

EVACUATION PROCEDURE

It is the responsibility of each employee to know whom their company emergency Floor Leader is, as well as the alternates. They should also be familiar with their respective evacuation plans.

WHEN THE FIRE ALARM IS ACTIVATED:

- All electronically secured doors will automatically unlock.
- All elevators will automatically go to the designated floor and remain open.
- The stairwells will pressurize and not allow smoke to enter.
- The fire alarm will initially sound on the floor where the alarm is initiated, the floors immediately above and below, the stairways and the elevators. If the Fire Department determines that a more extensive emergency exists, the rest of the building will be told to evacuate by the fire system.

DO:

1. Follow the instructions of your individual company floor leader or assistant.
2. Close the door of your office as you leave.
3. Form evacuation line - two abreast.
4. Keep talking to a minimum.
5. No smoking.
6. Use closest stairwell.
7. Use handrails in stairwells.
8. Exit building at nearest exit.
9. Listen for instructions and follow them.
10. Keep calm.
11. The method of evacuation of handicapped will be determined by the individual floor leader.
12. In stairwell, watch out for LPC building personnel or Fire Department coming up stairwell to handle emergency.
13. Be ready to merge with other people evacuating the building.
14. Once out of the building, go one block away from the emergency.

DO NOT:

1. Do not go to the elevators - they will not respond.
2. Once you have left your area, do not return for coats, purses, etc.
3. Do not run or create panic.
4. Do not return to the office until "ALL CLEAR" is given by the building authority.
5. Do not attempt to reset or silence the fire alarm.

MANAGEMENT FORMS

Tenant Contact Form

Property Name:
Property Address:
Tenant Name:
Tenant Address:
Tenant Suite #:
Tenant Lease #: *(located on rental statement)*

Additional Information Requested:

Tenant Point of Contact: *(Person to be contacted for daily issues)*
Address:
Address:
Telephone Number:
Cell/Mobile Telephone Number:
Pager Number:
Facsimile Number:
E-Mail Address:

Accounting Point of Contact: *(Person where all invoices, rental statements, escalations are sent to)*
Address:
Address:
Telephone Number:
Facsimile Number:
E-Mail Address:

cc:
Address:
Address:
Telephone Number:
Facsimile Number:
E-Mail Address:

Legal Point of Contact:
Address:
Address:
Telephone Number:
Facsimile Number:
E-Mail Address:

FIRE MONITOR FORM

Complete form and return to: Lincoln Property Company
21700 Atlantic Blvd. Suite 220
Dulles, VA 20166

Tenant Name: _____

Suite Number: _____

Tenant Warden: _____
(print full name)

Tenant Warden: _____
Alternate (print full name)

Disabled Person(s) _____
(print full name)

Disabled Person(s) _____
(print full name)

Disabled Person(s) _____
(print full name)

Disabled Person(s) _____
Location in Suite (print full name)

Disabled Person(s) _____
Location in Suite (print full name)

FREIGHT ELEVATOR REQUEST

Company Name

Suite

Date

Moving Date: _____

Time period freight elevator will be needed: _____

Name of Moving Company: _____

Address

Phone

The representative for your account is: _____

The freight elevator is reserved on a first request basis, and it is the only elevator to be used in moving.

Please advise the moving company that they will be required to provide evidence of insurance to you and the Management office. Moving must take place through the loading dock at the service entrance to the building. Tenants are not allowed to move items through the lobby due to potential damage to the premises and inconvenience to other tenants and guests. An inspection will be required before and after you move. You will be responsible for any damage made by the movers. Please notify the management office at (703)205-0222 before and after your move is complete so that we may inspect for any damage.

Please note a Building Engineer must be in attendance to install and remove elevator pads, lock off

Freight elevator, key off security system and generally oversee moving operation as appropriate.

The hourly charge for the Building Engineers is \$70.00 per hour, after hours, with a four (4) hour minimum.

Inform your moving company to:

1. Use Particle Board for the floors
2. Use Corner Protectors
3. Use Wall Protectors as necessary to protect the corridor and route to the suite
4. Remove all boxes and flats from the premises

SUITE AND DIRECTORY STRIP ORDER FORM

Name: _____

Suite: _____

1. Lobby Directory Listings

Company Name: _____

Suite Number: _____

Individual Listings: _____

<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	<u>Suite #</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please use separate sheet if additional listings are required)

2. Door Lettering(6-7 weeks for the production after the approval)

Suite #: _____

Company Name: _____

Other: _____

Signed

Title

Date

KEY REQUEST

Company Name

Suite

Date

Please indicate the number of keys you will need.

Return this order form to **Lincoln Property Company, Management Office** for processing.

No. Keys

_____ Main Suite entrance door

_____ Other Suite entry (keyed same as main door? Y- N)

_____ Restroom - Ladies

_____ Itemized rooms by contractor number

_____ a. _____

_____ b. _____

_____ c. _____

_____ d. _____

_____ e. _____

_____ f. _____

_____ Other _____

Signed

Title

Date

DATAWATCH SECURITY CARD KEY CARD REQUEST

Please List Employees name for the Datawatch access card.