



KING STREET CENTER

TENANT HANDBOOK

**201 SOUTH JACKSON
SEATTLE, WASHINGTON 98104**

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BUILDING OPERATIONS

PROPERTY MANAGEMENT OFFICE

Wright Runstad & Company's property management staff is pleased to have you as a tenant in King Street Center. We are committed to providing you with professional, responsive, and efficient service.

The property management office is located in Suite A14, just off the elevator lobby on A-level, and is open from 8:00 am to 5:00 pm, Monday through Friday. The office telephone is answered 24 hours a day, 7 days a week. Outside of office hours, the phone is forwarded to our Security Answering Service. Please feel free to call, e-mail, or visit with any questions regarding the building operations of King Street Center.

We encourage you, after reading this handbook, to keep it in a convenient location for ready reference, and to periodically review it.

We hope you will enjoy your tenancy at King Street Center. If we may be of assistance to you in any way, please call the property management office.

Cordially,

Wright Runstad & Company

King Street Center
201 S. Jackson St., Suite A14
Seattle, WA 98104
Phone: 206-405-4085
Fax: 206-405-3996
Email: kscmgmt@wrihtrunstad.com

PROPERTY MANAGEMENT STAFF

Gayle Powell, General Manager
Francine Fielding, Assistant Property Manager
Travis Smith, Chief Engineer
Susan SangredeunAngel, Property Administrator
Amy Simard, Property Accountant
Jon Rea, Building Engineer
Heath Manley, Junior Building Engineer
Darrell Davis, Jr., Utility Technician
Abner Irias, Day Porter

TENANT REPRESENTATIVES

The tenant representative for the Department of Natural Resources and Parks is Cynthia Hernandez. She can be reached at **206-263-6571** or by e-mail at cynthia.hernandez@kingcounty.gov.

The tenant representative for the Department of Transportation is Cheryl Binetti. She can be reached at **206-684-1422** or by e-mail at cheryl.binetti@kingcounty.gov.

TENANT/PROPERTY MANAGEMENT COMMITTEE

The Committee consists of:

- General Manager and Assistant Property Manager – represents Maintenance/Janitorial/Security/Contractor issues
- Chief Engineer – represents Security/Systems, Maintenance/Contractor issues
- Security and Safety Supervisor, as needed
- Parking Operations Manager, as needed
- Department of Transportation tenant representative
- Department of Natural Resources and Parks tenant representative

This group is coordinated by the Assistant Property Manager.

Purpose:

- To respond to ongoing building and tenant needs in an organized forum, meeting twice monthly to identify problems and coordinate building-related activities.

Responsibilities:

- Create and maintain a master plan for the ongoing use of all space in the building, including the garage.
- Create and maintain an emergency operations and recovery plan for the building.
- Provide input to property management regarding development and enforcement of building operational policies.
- Provide a forum for the identification of building or operations related problems.
- Respond to building or operations needs of new tenants as they move-in.
- Provide input on schedule for major building activities.
- Plan and coordinate requests for changes in tenants' office space or tenant move requests.
- Provide input of proposed construction alterations to office space, retail areas, storage areas, utility areas, loading dock area and public areas.
- Plan and coordinate changes in use of parking garage/Motor Pool.
- Identify proposed changes in retail functions and use of outdoor areas.
- Provide input to property management regarding level of service being received by tenants in the building for all services under contract.

AMENITIES

LUNCH ROOMS

Each lunchroom is equipped with refrigerators and two dishwashers to encourage employee use of durable dishware.

REUSABLE OFFICE SUPPLIES EXCHANGE

Most floors have at least one area designated as Reusable Office Supplies Exchange area. This area will be identified by signs and will be maintained. Employees can save time and reduce waste by using the good quality, used envelopes, folders, binders and many other items at the exchange rather than ordering them or using new ones.

RETAIL TENANTS

- King Street Kafe 206-839-1414
- Tully's Coffee 206-332-0493
- Kingdome Deli 206-332-1728

CASH MACHINE

Prevail Credit Union has provided a cash machine in the Metro Transit Customer Services Office on the first floor, available during regular business hours from 8:00 am until 5:00 pm.

CONFERENCE ROOMS

King Street Center has many conference rooms available throughout the building, including a large conference center on the eighth floor. Most conference rooms can be booked online through Outlook's calendar. More details about room capacity, amenities, and scheduling instructions are available online at:
<http://kingcounty.gov/kingstreet/conference.stm>.

PUBLIC PHONE

One ADA compliant public telephone is available in the rear of the first floor lobby.

VENDING MACHINES

Installation of food, soft drink or other vending machines within a suite must be approved by and coordinated with the property management office. Likewise, any issues with vending machines should be reported to the property management office at **206-405-4085** or by e-mail to kscmgmt@wrihtrunstad.com for resolution. The approved food and beverage vending machines are located in the break rooms on the third floor and in the Conference Center area on the eighth floor.

LACTATION ROOM

Conference room 8249 is available solely for the use of nursing mothers. Please see Appendix A for a copy of the Lactation Room Use Request Form or contact the property management office. If you have questions or concerns regarding the Lactation Room please contact your tenant representative.

TRANSPORTATION

PARKING GARAGE MANAGEMENT

The parking garage is available for tenant and visitor parking with access from King Street. The garage is managed by Diamond Parking Services who is responsible for issuing cardkeys for tenant monthly parkers, and monitoring hourly tenant and visitor parkers. The parking office telephone number is **206-405-3908**; the garage attendant's booth telephone number is **206-405-3909**. If you should need to fax the garage information, please fax to **206-405-3996**. You can also e-mail the garage at kingstparking@wrightrunstad.com.

GARAGE ENTRY AND EXIT

The vehicle entrance and exit is located along King Street. Monthly parking patrons may exit in the far right lane which is designated for monthly parking only.

GARAGE ORGANIZATION AND HOURS

The garage is open Monday through Friday from 6:00 am to 7:00 pm; Saturday and Sunday from 6:00 am to 5:00 pm. Monthly parkers with parking cardkeys can enter/exit the garage at any time. The parking garage has three (3) levels, 1, A and B. Entrance to the garage is on A-level.

King County fleet and assigned vehicles require a cardkey for garage access. Cardkeys are given only to the vehicles that are stored in the King Street Garage. Please contact the parking management office for details.

Beyond the garage entrance, garage height is limited to 6 feet 6 inches. Vans and pickup trucks with campers or extended axle heights may not be able to park in the garage.

ADA Van Accessible and other accessible parking are located on A-level. Assistance with after-hour's accessible parking can be provided by the parking management office.

Elevators are located on levels A and B. All vehicles with the exception of King County fleet vehicles will be left on A-level and picked up on A-level.

Diamond Parking Services and Wright Runstad & Company are not responsible for vehicle theft or damage. Please lock your vehicle at all times.

MONTHLY PARKING

Monthly parking is available to the general public; however, building tenants have first priority for purchase of monthly parking. Please contact the parking office regarding monthly parking availability.

Monthly parking patrons may enter the garage at any time by using their cardkey. Monthly parking patrons will be issued, in addition to a cardkey, a paper hang tag permit

card which must be placed on the patron's vehicle rearview mirror. The paper hang tag will allow the parking attendant to identify regular garage patrons, and provide special assistance when necessary.

SPECIAL AFTER-HOURS PARKING

There may be event parking available in the garage after normal garage hours and/or during the weekends. Diamond Parking Services will decide when they will be open for special events as they occur.

CLIENT PARKING VALIDATION

Ink stamp validation is available for client parking. At the end of the month Diamond Parking Services will summarize the validations and invoice the appropriate department or division for the amount due.

ZIPCAR

The garage hosts two Zipcar vehicles, which are available to users of the Zipcar system. For more information about the Zipcar system, please call **1-866-4zipcar (866-494-7227)**. For current rates and incentives for King County employees for Zipcar, please check the website at www.zipcar.com.

BICYCLE COMMUTING

Public bicycle parking is available on three racks situated on the A-level of the garage. Tenant employees have an additional option for bicycle parking in the building - a secured bike room. **Tenant bike riders using this room should walk their bikes in through the garage entrance on King Street through the striped area on the ramp to the first floor.** A cardkey is needed to enter the bike storage area at all times.

Building tenants and employees commuting by bicycle may use the designated lockers and showers in the first floor level exercise area. Please contact James Smyth at **206-263-5285** for more information. For information on the exercise facility usage, contact the exercise facility coordinators, Randy Witt – Department of Transportation at **206-684-1401** or Allen Alston –Department of Natural Resources and Parks at **206-263-3429**.

TENANT PARTICIPATION IN TRANSPORTATION MANAGEMENT PROGRAMS

Each tenant is expected to participate in an annual employee transportation survey and appoint an Employee Transportation Coordinator.

Tenants are also encouraged to participate in the Transportation Management Program by:

- Allowing flex-time work scheduling.
- Offering a transit pass program.
- Providing a transportation information bulletin board within the office suite.

Please contact Hossein Barahimi at hossein.barahimi@kingcounty.gov for more information.

PARKING RATES

Monthly and hourly parking rates reflect current market rates. To obtain current rates for all parking situations, please contact Diamond Parking Services at **206-405-3908** or e-mail kingstparking@wrighttrunstad.com.

FLEET POOL PROCEDURES

There is one pooled vehicle resource available at King Street Center.

King County Fleet Self-Service Motor Pool

This pool of vehicles is a self-service pool, relying on a web-based reservation system that issues an access code by which the user obtains vehicle keys from a self-service key box on the A-level of the garage.

These vehicles must be reserved via the web-based system, and user credentials are required prior to first use. The reservation system obtains and provides information to ensure that the proper agency/organization get charged, to inform users of carpool opportunities, and to provide users with maximum choices on available vehicles.

More information about using this system can be obtained by contacting the King County Fleet Management Division at **206-296-6521**.

BUILDING SERVICES

JANITORIAL

For janitorial services that might arise during the day, please feel free to contact the property management office at **206-405-4085** or kscmgmt@wrighttrunstad.com and we will send someone right up to take care of it.

CLEANING HOURS

Regular janitorial cleaning services are scheduled after business hours from 5:30 pm to 2:00 am, Sunday through Thursday. Trash is emptied nightly. Recycle material is emptied when the container is at least three-quarters full. Individual offices and cubicles are vacuumed and dusted once a week. Common areas including conference rooms and hallways are vacuumed and dusted nightly. Restrooms are cleaned nightly.

Please notify the property management office in the event you have a special cleaning need or trash which cannot be left from Friday to Sunday. The property management staff is on duty weekdays to assist with cleaning and/or other janitorial problems. Please call **206-405-4085** or e-mail kscmgmt@wrighttrunstad.com for prompt service.

CLEANING COMMENTS

We are eager to hear from you with regard to the service you are receiving. While we are constantly monitoring our janitorial service, we also rely on you for information. If you are unhappy with any aspect of your service, or have a suggestion to improve it, please call the property management office to discuss your ideas and concerns.

TRASH REMOVAL

The janitorial staff is instructed to empty and dispose of everything found in trash containers, without regard for their content. This assures you that the confidentiality of documents and papers you wish to discard is maintained.

For your own protection, please do not use trash containers as storage facilities. We cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

When discarding cardboard boxes or other items too large to fit in a waste container, please mark each box or item clearly with the word "trash", and locate them in the freight elevator lobby. If you have a special need to have a large amount of trash removed during the workday, our staff will be glad to assist you. Please store large trash items temporarily in the freight elevator lobbies.

All kitchen/coffee area waste containers are lined with plastic liners daily to assure that coffee grounds, food, and other "wet garbage" are disposed of properly. Please refrain from placing wet garbage in unlined containers.

RECYCLING SERVICES

Recycling makes good environmental sense and good economic sense; thus, King Street Center has an active waste paper recycling program. The benefit to building tenants is reduced operating expenses relative to waste disposal as well as less impact to the environment. Please use a desk side recycle container for the collection of paper. If you do not have a desk side recycle container, please contact property management and we will provide one. Copy rooms contain a large green recycle bin. Break rooms will have containers for glass, aluminum and tin & plastic combined. Floors 5, 6, 7 will have separate bins for glass, plastic and tin cans and aluminum in the break rooms.

- Each workstation will retain a conventional lined waste container for non-recyclable waste materials.
- Our janitors will remove non-recyclable trash nightly, Sunday through Thursday.
- Janitors will remove Sea-Dru-Nar or DNR plastics recycle containers when the container is three-quarters or more full.
- Built-in containers will be located in copy centers on floors 5 through 7.
- Cardboard needs to be broken down and stored in freight lobby.
- Styrofoam peanuts are recycled in large barrels in the freight elevator lobby of each floor.

Features of the recycling program include:

All types of office paper can be placed in the desk-side recycle container. White, colored paper, newsprint, faxes, envelopes and post-it notes are all accepted. Each employee that wants one will be provided with a flat tray to store reusable typing paper (King County to provide).

The janitor will remove recycle material when the container is more than three-quarters full. Cardboard is to be broken down and stored in the freight elevator lobby of each floor. The janitorial staff will remove it nightly, Sunday through Thursday.

Aluminum, glass, tin and plastics #1 and #2 will be collected in the kitchen areas. Built in containers for paper are located in each copy room on floors 5, 6, and 7.

Each workstation will retain a conventional lined waste container for non-recyclable waste material. Our janitors will remove non-recyclable trash nightly, Sunday through Thursday.

COMPOSTING

A compost container is located in each kitchen along with signage outlining acceptable items for composting. Compostable material deposited in desk side garbage containers **will not** be composted. Compostable materials will be collected only from the kitchen containers.

STYROFOAM RECYCLING

Clean white Styrofoam blocks, most commonly found with new electronic products, appliance packaging, computers and monitors and furniture packaging, can be left in the freight elevator lobby of each floor for pick up. It should be separated from other packing materials such as cardboard, hard plastics or plastic wrap.

To help identify recyclable Styrofoam, look for the #6 or EPS inside the recycle symbol or bend the material; it should break and snap with loose beads.

SHARPS DISPOSAL

A sharps disposal container is located in both the men's and women's restroom on the east side of the second floor. Employees with medical conditions that require the use of syringes and needles are to dispose of them in the appropriate container.

HVAC

King Street Center's heating, ventilation and air conditioning (HVAC) system operates Monday through Friday from 7:30 am to 5:00 pm with the exception of the third floor Metro Transit Rider Information Office and computer rooms, both of which are provided HVAC service as required for their operational needs.

To arrange for HVAC beyond these hours, please e-mail your request to kscmgmt@wrightunstad.com. Please include the reason for the additional service,

duration of service, and management approval in your request. A copy of your request will be sent to your tenant representative. There is a per hour charge for HVAC operation after-hours.

COMMON BUILDING AREAS

The property management office takes pride in maintaining the highest possible standards for maintenance at King Street Center; however, we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burned-out light, or a janitorial issue. Your concern and call to the property management office at **206-405-4085** or e-mail to kscmgmt@wrighttrunstad.com will be greatly appreciated and will ensure these situations are corrected promptly.

OFFICE MAINTENANCE SERVICE

Please **call the property management office** first if you need maintenance in your office. We want to be of assistance when it comes to plumbing problems, electrical changes, picture hanging, or other light maintenance and repair work. While there is a charge for service, the amount is generally less expensive than calling a contractor. If we cannot do the work, we will contract with a vendor or other resource for the work to be done.

LIGHT SENSOR ADJUSTMENT

Lighting sensors have been installed as an energy conservation measure. Light sensors turn lights off when a space is not occupied or turn lights on in open areas when someone enters. Sensors are adjustable. If lights are shutting off prematurely or staying on too long after an area is vacated, please call the property management office for assistance.

Offices are typically provided with occupancy light sensors. Override switches for after-hours use of the open office area lighting are provided in groups on the walls adjacent to the central corridor on each office floor 2 through 8.

BUILDING DIRECTORY/SIGNAGE

The building directory in the King Street Center lobby includes a complete listing of the departments and divisions located in the building. If your department needs to add or remove information or change information in the directory, please notify the property management office in writing. Deletions, additions, and modifications are easily entered and changes will be completed as soon as possible. Initial directory listings for tenants are provided without charge. There is a service charge for revisions, sub-tenants and additions for tenant entry door informational directories.

Internal informational or directional signage located in tenant areas is done through King County. Please contact your tenant representative, for DNRP-Cynthia Hernandez at **206-263-6571** and for DOT-Cheryl Binetti, at **206-684-1422**, for information regarding this matter.

LOST AND FOUND

Lost and Found for the building is located at the security desk in the main lobby. Please check for misplaced items or to turn in items that have been found along with pertinent information about when and where they were found. Items not claimed after 30 days are donated to charity or otherwise disposed of.

Metro Lost and Found will not have items lost in the building and will refer you to the security desk.

KING STREET CENTER MAIL SERVICES

The mail room is located on A-level. It is operated by King County Mail Services staff. Hours of operation are 9:30 am to 11:00 am and 1:00 pm to 4:30 pm daily, with the exception of weekends and King County holidays. Access for deliveries will be at the loading dock on A-level. The mail room will be the central distribution point for all mail coming into and going out of the building. All U.S. and interoffice mail will be sorted in the mail room and then delivered to each mail stop in the building on a schedule determined by the Department of Executive Services. The mail room can be reached by calling **206-263-6420**.

KING COUNTY MAIL SERVICES

The following services will be provided by Mail Services staff:

- Meter all outgoing U.S. Mail.
- Stock supplies for customers related to USPS mailing requirements.
- Priority mail boxes and letter mailers, cards and labels for certified.
- Send out packages, overnight letters and parcels via U.S. Mail or UPS.
- Assist customers with large volume mailings, foreign packages and coordinating mail piece design with graphics to meet postal regulations.

Mail Services staff cannot provide service for personal mail, so please take your personal mail to a nearby US Postal Service repository. There is one across the street on Second Avenue. Additionally, there is a full service post office at First Avenue and Jackson Street.

INTEROFFICE MAIL

Interoffice mail will be delivered to and picked up from King Street Center and other King County locations twice a day on a regularly scheduled delivery. Mail sent from King Street Center in the morning will be delivered the same day, mail in the King Street Center mail room by noon will be delivered on the next scheduled run. Service between the transit bases and treatment plants will be equal to the current service.

MAIL DELIVERY SCHEDULE

The daily delivery of US Mail to King Street Center occurs at approximately 9:30 am with final pick-up of outgoing mail at approximately 3:00 pm.

PASSENGER ELEVATORS

One elevator system provides service to passengers in King Street Center. Service is as follows:

<u>Elevators</u>	<u>Floors</u>
Tenants	1 - 8
Garage	1, A, B (lowest)

IF AN ELEVATOR STALLS

If you are in a stalled elevator, pick up the telephone receiver and wait for OTIS Elevator to answer. The telephone will automatically put you in contact with the OTIS Elevator operator and they will contact the property management office. A maintenance technician will be dispatched immediately to assist you. At no time is there any danger to you when the elevator is temporarily out of service. All of our elevators are equipped with mechanical safety brakes and backup systems that will operate in all situations, including a power failure.

AFTER-HOURS ELEVATOR ACCESS

Cardkey access is required for operation after hours.

FREIGHT ELEVATOR

The freight elevator is located just northeast of the valet station on A-level in the garage and provides freight access from A-level through the eighth floor. The freight elevator will operate by cardkey only. Make arrangements with the building security and/or the property management office for King County delivery personnel to use the freight elevator during business hours as well as for access after-hours.

The freight elevator must be used for all deliveries. **Hand trucks, carts of any type, and bulky packages are not permitted in the passenger elevators.**

Please assist property management in maintaining the appearance of the building by informing office personnel, delivery personnel, vendors and suppliers of the freight elevator's location, hours of accessibility and the building's policy for its use.

Building personnel and visitors are asked not to use the freight elevator in lieu of a passenger elevator. Delivery and construction personnel depend on the availability of the freight elevator to meet deadlines.

SCHEDULING LARGE DELIVERIES

Because the freight elevator must be available to meet delivery needs for all our building occupants, large deliveries, such as furniture, pallets and equipment, requiring several elevator loads, are strongly discouraged during regular building hours. Large deliveries

should be scheduled after-hours or on weekends through the property management office. If you anticipate a large delivery, please notify the property management office as soon as possible. We will need the name and telephone number of the transport company in order to schedule the freight elevator.

WEIGHT AND SIZE LIMITATIONS

The freight elevator has a weight limit of 4,500 lbs. The property management office must be informed in advance when heavy material is to be transported.

Freight elevator dimensions are 5' 8" wide by 7' 11" deep by 9' 3" high. Please be aware that the freight elevator lobbies are only 7' 2" high.

Special arrangements may be made for lifting objects that are too long to fit within the nine foot height limitation. Please contact the property management office with any questions in this regard. (Also see Moving In and Out.)

NO DUMPING IN THE FREIGHT ELEVATOR LOBBIES

For a variety of reasons from safety to accessibility for deliveries, please do not "dump" unwanted items in the freight elevator lobbies. Please follow the King County Surplus Property program for surplus useable or inventoried items and for disposing of unusable items such as chairs, broken furniture, computers, phones, binders and appliances. The procedures and contact information are outlined on the County intranet at <http://dot.metrokc.gov/fleet/surplus.stm>.

Please do not leave large quantities of unwanted publications and other paper products that can be recycled loose in the freight elevator lobby. Large recycle containers are available on a daily basis from the property management office. Please contact the property management office at 206-405-4085 or e-mail kscmgmt@wrihtrunstad.com to reserve a container and to schedule delivery and pick-up of the container.

BUILDING POLICIES

SMOKING

Washington State law prohibits smoking in all buildings, including outside entrances. Please refrain from smoking inside the building or within twenty-five feet of any entrance or air intake. The building does not provide for any approved smoking areas.

Tenants shall not allow smoking in their offices.

TEMPERATURE CONTROL

Office space temperature in King Street Center is controlled by a computer. The "temperature sensors" located on the walls are **NOT** adjustable, and should **NOT** be tampered with. The property management office is glad to assist should you find the

temperature in your premises requires adjustment. Any damage occurring as a result of tampering will be repaired at the tenant's expense.

CANVASSING

Canvassing, peddling, soliciting, or distributing handbills of any kind in the building is not permitted. Please report solicitors to the property management office.

SIGNS AND NOTICES

All signs, advertisements, graphics or notices visible in or from public corridors, lobby areas or the building's exterior are subject to prior written approval from the property management office. If you have any questions about this, please contact property management at **206-405-4085** or coordinate your questions through your tenant representative: for DNRP-Cynthia Hernandez at **206-263-6571** and for DOT-Cheryl Binetti, at **206-684-1422**.

ENERGY CONSERVATION

Please close all doors leading to corridors and turn out private office lights at the close of the work day. Whenever operational needs permit, please turn equipment such as printers, monitors, computers, fax machines, and task lighting off at the end of each work day.

If you see situations where you think energy can be saved, we encourage you to bring it to our attention. We will work with your tenant representatives to evaluate suggestions and implement changes that are likely to result in reduced energy consumption.

TENANT USE OF SMALL APPLIANCES IN WORK AREAS

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves, ice makers and other small appliances are prohibited for use in individual offices or cubicles. These present both a fire and a safety issue and are against building policy as well as King County guidance.

PETS

Pets or other animals are not allowed in the building unless they are certified service animals accompanied by their owners.

FIRE AND LIFE SAFETY

The property management office in conjunction with the Floor Warden Program Coordinator will provide all building personnel with fire and life safety instructions relating to King Street Center. Office managers may obtain instruction material for new employees at any time. Please contact Allen Alston, Floor Warden Program Coordinator, at **206-684-1156** or by e-mail at Allen.Alston@kingcounty.gov for more information.

Tenants are required by Seattle Fire code to participate in one emergency evacuation exercise per year, and to designate one or more persons as Floor Wardens. Floor Wardens will be expected to take part in one training session per year. Training classes will be offered quarterly by Allen Alston, Floor Warden Program Coordinator.

Do not obstruct sidewalks, doorways, corridors, elevators, lobbies or stairways with furniture, trash or deliveries of any type. These areas require a full, free traffic flow at all times.

Emergency exit doors are not to be held open under any circumstances.

For information on the Fire and Life Safety procedures for King Street Center please see the Life Safety Homepage on the KC Web: <http://kingcounty.gov/kingstreet/safety.stm> or contact one of your floor's Floor Wardens:

DNRP: http://kingcounty.gov/kingstreet/dnr_wardens.stm or

DOT: http://kingcounty.gov/kingstreet/dot_wardens.stm.

If you have further questions please contact Allen Alston, Floor Warden Coordinator, at **206-684-1156** or by email at [**Allen.Alston@kingcounty.gov**](mailto:Allen.Alston@kingcounty.gov).

MOVES WITHIN THE BUILDING

The property management office will coordinate office rearrangements and reconfigurations with a moving vendor. Office rearrangements take place on Wednesdays. Please contact the property management office to discuss and schedule your moving plans.

MOVING IN OR OUT

To facilitate orderly moves, we ask the following:

- Please prearrange your move date with the property management office. Doing so will allow us to make special arrangements for cleaning, loading dock use, and the coordination of the freight elevator. To reach the property management office for this or other matters, call **206-405-4085** or send an e-mail message to [**kscmgmt@wrightrunstad.com**](mailto:kscmgmt@wrightrunstad.com).
- Tenant will be held responsible for damage caused by its personnel or moving company during any move or delivery in or out of the building; therefore, we advise against using unregulated furniture movers.
- Damage to the carpets, doors, door jambs, corners, walls, elevators, or other building fixtures will be repaired by the property management office and billed to the responsible tenant/vendor. We suggest that this point be thoroughly reviewed with the moving company, and the liability understood.
- Please provide the property management office with the name of your moving company and a contact person as soon as these facts are known.

- Protective floor and wall covering materials must be installed when moving furniture or equipment in and/or out of the building. Moving company insurance certificates must be on file in the property management office.
- Property management may assign a staff member to be present during your move.

(Also see Freight Elevator and Loading Dock)

HAND TRUCKS AND CARTS

Hand trucks, delivery carts, and large hand carried parcels of any kind, **are not permitted on the passenger elevators**. Tenants, employees and delivery personnel are to use the freight elevator for transporting large parcels. Tenants are to inform delivery personnel of this policy. All delivery attempts through the main entry will be directed to the parking garage or loading dock.

HEAVY EQUIPMENT PLACEMENT

Due to structural limitations throughout the building, the placement of any heavy equipment must be approved by property management prior to installation. Property management reserves the right to prescribe the weight and position of safes and other heavy equipment in the building. Any damage occurring as a result of unauthorized installation of such items will be repaired at the tenant's expense.

SPECIAL EQUIPMENT

Heavy machinery of any kind may not be used in the building without prior written consent from the property management office. Unless approved by property management, gas, kerosene, and other flammable liquids may not be stored or used in the building. Solvents for printers and oil-based paints must be stored in an approved fire rated cabinet and any required jurisdictional permits must be on file in the property management office. Noxious gas and other substances may not be used or kept on the premises.

NOISE AND ODORS

Excessive noise, odors, or other activities that may interfere with tenants and persons conducting business within the building are discouraged.

FUTURE POLICIES

Property management reserves the right to revise these policies and to work in coordination with tenant representatives to make future policies, as required, for the operation and maintenance of the building, and the safety, protection, and comfort of the tenants, their employees, and visitors.

BUILDING ACCESS AND SECURITY

ACCESS – DURING AND AFTER BUSINESS HOURS

The main entrance to the building at the northwest corner on the first floor will be open to the public from 6:30 am to 6:00 pm, Monday through Friday. These doors will be locked after-hours and on weekends.

To ensure security, access to each floor is controlled by a security access system. Access to elevators and certain specific areas of the building is customized to meet the security needs of the tenants of that floor. If you have questions regarding the access to a particular floor, please contact your manager or supervisor.

CARDKEY ACCESS

The building and garage are secured during non-business hours and on weekends. Cardkeys permit tenant personnel to unlock doors to authorized areas when secured. Your King County ID card serves as your cardkey for the King Street Center building.

Cardkey use is automatically recorded; card holders should use **only** their own cardkey. Cardkeys should not be transferred, shared or traded among personnel. If a cardkey is lost, stolen or damaged, report it immediately to the property management office.

REQUESTS FOR CARDKEYS

Requests for new or replacement King County combination ID/Bus Passes or parking cardkeys should be made following King County procedures. If you have questions regarding who to call or the procedures to follow, please contact your supervisor.

As a general rule, full access to King Street Center is limited to tenants of King Street Center. King County employees visiting the building on a regular basis for work or to use the exercise facility can obtain temporary cardkeys by checking in with the security desk in the lobby and offering their King County ID as collateral.

If a cardkey is lost, property management will cancel the card until such time as a permanent replacement card has been issued by King County. Tenants can check out a temporary cardkey from the security desk in the main lobby for use within the building for the time they are without their King County card. When an employee terminates employment, please notify property management immediately, and return any temporary replacement cardkey(s) to the property management office. Please note that there is a charge for replacement of lost temporary cardkeys of \$10.00. Defective cards will be replaced without a service charge, provided the defective cardkey is returned.

AFTER-HOURS CARDKEY ACCESS

After-hours pedestrian and ADA access into King Street Center is possible through two locations. The first is through the door just to the south of the main entrance on Second Avenue. Please see **Figure 1.1** for the exact location. The second location is at the south end of the building on King Street next to the main garage entrance. Please see the **Figure 1.2** below for the exact location.

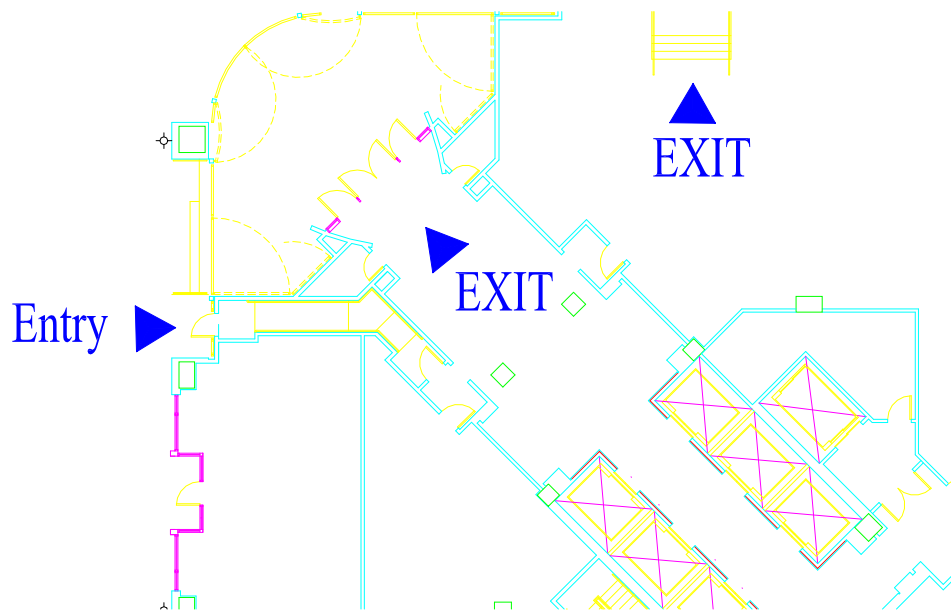


Figure 1.1 - Second Avenue After-hours Entry

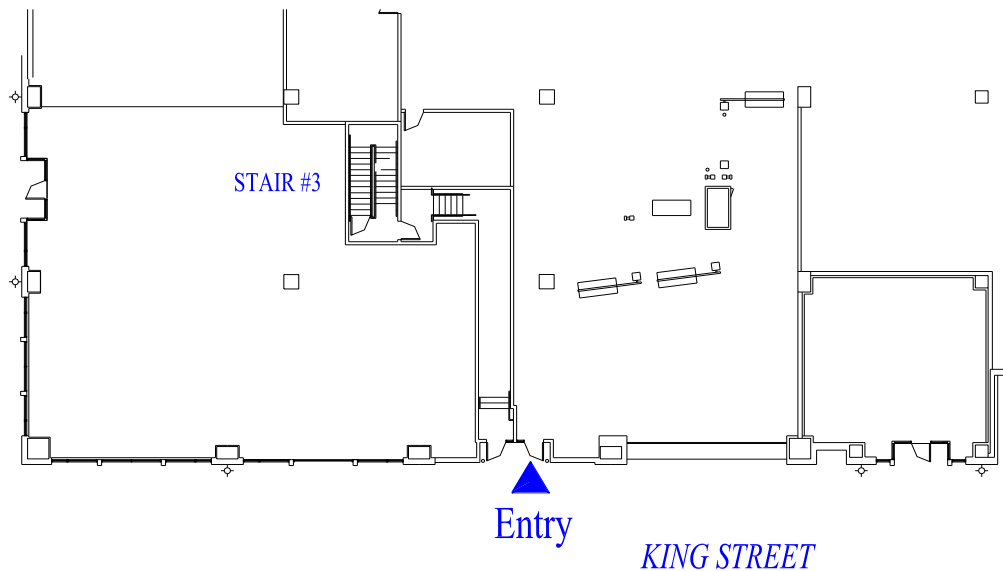


Figure 1.2 King Street After-hours Entry

After-hours access to King Street Center is available by cardkey only, no exceptions. If your cardkey is not working when you arrive at the building, contact the security desk by using the intercom at both after-hour entrances as described in Figure 1.1 and Figure 1.2 (Second Avenue and King Street after-hour's entrance doors.) The status of your cardkey will be checked and allow you entry if active. Please be prepared for the security staff to ask for identification and/or to take a photo copy of your King County ID card so property management can research the card the next morning.

EMERGENCY STAIRWELL ACCESS

Tenants may always exit the building via emergency stairwells without needing a cardkey.

For your security, emergency stairwells are locked from the inside. Even though they are locked from the inside for security, people are able to enter the stairwells to travel between all floors, 2-8, in the building as long as they have a cardkey to re-enter the floors. If you find yourself in a stairwell without a cardkey, you will need to go down the stairwell to the lobby level, A-level, or B-level to re-enter the building.

In the event of a fire alarm, **all** exit doors and stairwell doors will automatically unlock.

CARDKEY MALFUNCTIONS

If a valid cardkey fails to operate a door, gate or elevator first try holding the cardkey more directly in alignment with the reader. If that does not work, notify property management right away.

LOCKS, KEYS AND CARDKEYS

Property management provides locks for all doors throughout the building. Keys were provided to all tenant areas at initial occupancy. **Additional locks and keys may be purchased** at any time through the property management office. Please do not duplicate keys. Damaged or non functioning cardkey issues should be called into the property management office at **206-405-4085** before being replaced by King County – Facilities Management.

HOLIDAYS

King Street Center will be closed for the following holidays in accordance with King County's annual Holiday schedule:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the day after Thanksgiving
- Christmas Day

SECURITY

The building provides security 24 hours a day, 7 days a week. The security desk, located in the main lobby, is staffed by security officers at all times. Security officers monitor

the fire and life safety systems throughout the building and conduct regular patrols of the premises.

To contact the security desk, please call **206-405-3921**.

SECURITY ACCOMPANIMENT

The security staff will accompany tenants to any location within a four block radius of the building. Please call **206-405-3921** or stop by the security desk to make the necessary arrangements.

LOADING DOCK

LOADING DOCK

In order to assure reasonable availability of the loading dock for all tenants, the following guidelines have been established for tenant deliveries:

HAND CARRIED DELIVERIES

The loading dock is intended for loading and unloading of trucks and vans. Persons with carried parcels which do not require the use of a hand truck may use one of two delivery zones in the garage on a first-come, first-serve basis. Delivery time for small packaged goods is limited to 15 minutes.

LOADING DOCK FACILITIES

- Loading dock hours are 7:00 am to 5:00 pm, Monday through Friday.
- There are two loading bays. Bay height is 14 feet with a depth of 40 feet. A pedestrian ramp to loading dock height is also available here.
- Load and unload parking is limited to 20 minutes. Special arrangements must be made in advance with the property management office when deliveries are expected to exceed 20 minutes.
- A dock leveler is available at the middle north side of the loading dock.
- A telephone is located at the loading dock entry to the building to allow drivers to call the security desk. Dial **(9) 405-3921**.
- **CAUTION: Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing.**

USE OF HAND TRUCKS AND CARTS

Hand trucks, delivery carts, and large hand carried parcels of any kind, **are not permitted on the passenger elevators**. Tenants, employees and delivery personnel are to use the freight elevator for transporting large parcels. Tenants are to inform delivery personnel of this policy. All delivery attempts through the main entry will be directed to the parking garage or loading dock.

ALTERATIONS AND REMODELING

TENANT ALTERATION PROJECTS

All contractors and technicians rendering installation or service work of any kind must be referred to the property management office prior to performing such services. We will review our building policies and standards for performing work at King Street Center, and we will provide necessary access to service areas, telephone closets, etc. We require all service personnel to check in and out with the property management office any time they are performing work in the building.

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from the property management office. All such office alterations must be coordinated through the property management office. Contact the office by phone at **206-405-4085** or via e-mail at kscmgmt@wrightrunstad.com. This includes all installations affecting floors, walls, woodwork, windows and ceilings, data and electrical.

TELEPHONE AND VOICE MAIL

The telephone and related voice/data services is owned and operated by the County. For information on use, replacement, or additional services, inquiries should be directed to Gretchen Prindle with the Office of Information Resources Management, at **206-296-0677** or via e-mail at gretchen.prindle@kingcounty.gov.

ATTACHMENTS TO BUILDING WALLS

In order to avoid accidents, damage or disruption of building utility services, nails, screws or other attachments to the walls and doors must be installed by the property management staff. **Only bulletin boards will be used for posting of notices.**

ATTACHMENTS TO DOORS ARE NOT PERMITTED.

APPENDIX A

**Lactation Room Use
Access Code Request Form
King Street Center, Room 8249**



Action Type: (please check one box):				<input type="checkbox"/> New	<input type="checkbox"/> Reissue
REQUESTOR INFORMATION					
Date of Request	Anticipated Discontinuation Date		Department/Division		
Employee Name	Email Address:		Phone #	Mailstop	
REQUESTOR SIGNATURE (All requests must be signed.)					
I understand I will be issued an access code to access conference room 8F. I understand that this room is strictly reserved for lactation use only and will not use this room for meetings or any other purposes. I understand that I am required to keep the access code information confidential, and not share it with anyone.					
_____			_____		
Employee Signature			Date		
FOR SECURITY ADMINISTRATOR USE ONLY					
ID:	Issue Date:	Comment:			
ID:	Re-Issue Date:	Comment:			
ID:	Re-Issue Date:	Comment:			

Submit Form to:

Wright Runstad & Company
Property Management Office
King Street Center, Suite # A-14

FAX: 206-405-3996
kscmgmt@wrightrunstad.com

Phone: 206-405-4085