



**Rainier Square/Tower  
Tenant Handbook**

1301 5<sup>th</sup> Avenue  
Seattle, WA 98101

Managed by  
Wright Runstad & Company

## **TABLE OF CONTENTS**

### **BUILDING OPERATIONS**

Property Management Office	1
Property Management Staff	1
Leasing	2
Tenant Contacts	2

### **AMENITIES**

On-Site Shops/Services	3
Building Conference Rooms	4
Security Desk Concierge Services	5
Shower and Locker Policy	5

### **TRANSPORTATION**

Parking	6
Bicycle Storage	6

### **BUILDING SERVICES**

Janitorial	7
Trash Removal	7
Recycling/Composting	7
HVAC	9
Lighting	9
Routine Maintenance Calls	10
Pest Control	10
Common Building Areas	11
Building Directory/Signage	11
Lost and Found	11
Postal Services	12
Elevators	13
Storage	13

### **BUILDING POLICIES**

Smoking	15
Solicitors and Loitering	15
Signs and Notices	16

## **TABLE OF CONTENTS**

### **BUILDING POLICIES**

Window Sills and Ledges	16
Sustainable Tenant Practices	16
Pets	17
Tenant Function Guidelines	18
Tenant Use of Small Appliances in Work Areas	18
Moving – General Information	19
Hand Trucks and Carts	20
Heavy Equipment Placement	20
Special Equipment	20
Noise and Odors	21
Furniture and Property of the Building	21
Future Policies	21

### **BUILDING ACCESS AND SECURITY**

Access – During and After Business Hours	22
Access Cards and ID Badges	22
Access Card Malfunctions	23
Holidays	23
Security	24
Security Escort	24
Security – During Business Hours	24
Security – After Business Hours	25

### **LOADING DOCK**

Loading Dock Hours and Access	26
Use of Hand Trucks and Carts	27

### **ALTERATIONS AND REMODELING**

Tenant Alteration Projects	28
Communications Installation	28
Attachments to Building Walls, Doors, Ceilings or Light Fixtures	29
Installation of Burglar and Informational Services	29
Floor Loads	29
Unapproved Equipment	30
Floor Covering	30

## **BUILDING OPERATIONS**

### **PROPERTY MANAGEMENT OFFICE**

Wright Runstad & Company's Property Management staff is pleased to have you as a tenant in Rainier Square/Tower. We are committed to providing you with professional, responsive, and efficient service. The Property Management Office is located on the 30<sup>th</sup> floor of Rainier Tower in Suite 3020. We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Outside of office hours, the telephones are forwarded to Security where one of our helpful and knowledgeable Security Officers can assist you. Please feel free to call, email, or visit with any questions regarding the building operations of Rainier Square/Tower.

Wright Runstad & Company

#### **Rainier Square**

1333 5<sup>th</sup> Avenue, Seattle, WA 98101

#### **Rainier Tower**

1301 5<sup>th</sup> Avenue, Seattle, WA 98101

#### Property Management Office Contact Information

Phone: (206) 582-3914

Fax: (206) 582-3915

Email: [rsqmanagement@wrightrunstad.com](mailto:rsqmanagement@wrightrunstad.com)

Building website: <http://wrightrunstad.com/for-our-tenants/rainier-square/rainier-tower>

### **PROPERTY MANAGEMENT STAFF**

Gayle Powell, General Manager

Ronni Whetsell, Assistant Property Manager

Ivonne Reyes, Property Administrator

Monika Rasmussen, Property Accountant

Tim Putman, Chief Engineer

Forest Faulkner, Senior Building Engineer

Max Zschirnt, Building Engineer

Dustin Rader, Junior Building Engineer

## LEASING

For all your Rainier Tower leasing needs, please contact Liz Thorson at [LizThorson@unicoprop.com](mailto:LizThorson@unicoprop.com) or (206) 628-5147. For all Rainier Square retail leasing needs, please contact Kathryn Colgan at [Kathryn@FolioCRE.com](mailto:Kathryn@FolioCRE.com) or (206) 399-5321.

## TENANT CONTACTS

Communication is the most crucial element in implementing the policies and procedures in the Tenant Handbook. To ensure effective communication, the Wright Runstad & Company Property Management staff asks you to designate a “Primary Contact” as the main contact person between your company and the Property Management staff. Depending on the size of your company you may deem it necessary to designate multiple tenant contacts. This should, however, be kept to a minimum. Your representative(s) will be responsible for making requests or reporting problems, as well as conveying important information received from Property Management. All communication from your company to the Property Management office should be channeled through your primary contact(s).

## AMENITIES

### ON-SITE SHOPS/SERVICES

Rainier Square offers the following retail shops and services:

#### Dining/Coffee

- Al Calozzi's Cheesesteaks
- Dilettante Chocolates, Inc.
- Eat Local
- Medi Deli
- Starbucks

#### Clothing/Shoes/Accessories

- Suitsupply

#### Shoe Shine and Repair

- Old Style Shoe Shine

#### Other Retail/Services

- Gold's Gym
- Jeffrey Moose Gallery
- Minuteman Press
- Verizon Wireless

## BUILDING CONFERENCE ROOMS

### Rainier Square Conference Center

The Rainier Square Conference Center is a conveniently located meeting and reception space in the heart of downtown Seattle. The room, located on the 3rd level of the Rainier Square Atrium, is “L-Shaped” and 2,400 square feet. With a ceiling mounted screen that descends from the elbow of the “L”, the Conference Center accommodates 125 people in theater style seating. When the room is arranged using round dining tables, the maximum capacity is approximately 100 people. The following furnishings are provided:

- Overhead projector & wall mounted jack to connect your laptop computer
- Ceiling mounted screen
- Phone jack for analog phones and conference calls
- Wi-Fi for internet access
- 12 round tables (6 feet in diameter, seat 6-7 people)
- 18 rectangular tables (6 feet in length, seat 3-5 people)
- 125 cushioned chairs
- 1 speaker’s podium

**\*\*\*Microphones and speakers are not provided\*\*\***

### Address & Location:

Located on the 3rd floor of the Rainier Square Atrium

1333 5th Avenue, Seattle, WA 98101

### Availability & Reservations:

Reservations are required and can be obtained by contacting the Wright Runstad & Company

Property Management office at (206) 582-3914 or [rsqmanagement@wrightrunstad.com](mailto:rsqmanagement@wrightrunstad.com).

Once availability is established, the Property Management office will send the **Rainier Square Conference Center & Roof Park Reservation Application** and **Hold Harmless Agreement** which will need to be completed in their entirety and returned to the Management Office in order to complete the reservation.

### **Rainier Tower – Floor 30 Conference Room**

There is a conference room available for all Rainier Tower tenants on the 30<sup>th</sup> floor of Rainier Tower. The room is set up in conference room style seating and seats 20 people. There is Wi-Fi and a wall mounted white board available. Please contact the Property Management office for reservations.

### **SECURITY DESK CONCIERGE SERVICES**

The Rainier Square/Tower security desk is located in the main lobby. Security officers are available to provide information about, and assist with, all building services, procedures, personnel, and policies. The security officers can also assist you in obtaining services that are not provided by the building directly, but are available within the surrounding community. On-site security is available 24-hours a day. To contact the Security desk, call (206) 582-3933.

### **SHOWER AND LOCKER POLICY**

Showers and lockers are located on floor 17 of Rainier Tower. The showers and lockers are available 24 hours a day by badge access only. If you would like access to these facilities please contact your company's facility contact so they can request that our office coordinate access on your badge.

The lockers and showers operate on a first come first serve basis. Please remember to lock up your belongings and take all valuables with you. Property Management is not responsible for lost or stolen items. Please notify a Security officer to report any lost or missing items.



## TRANSPORTATION

### PARKING

The Rainier Square parking garage offers 86 parking stalls and is located on Union Street in between 5<sup>th</sup> and 4<sup>th</sup> Avenues. The parking garage is operated by Republic Parking Services and is a full service valet garage. You can reach the valet attendant booth at (206) 624-9096.

The garage is open the following hours:

M-F 5:30am-24:00

Sat 7:00am-24:00

Sun 9:00am-24:00

### Hourly Rates (taxes included)

0 – 1 Hour	\$9.00
1 – 2 Hours	\$14.00
2 – 3 Hours	\$19.00
3 – 4 Hours	\$24.00
4 – 7 Hours	\$27.00
7 – 10 Hours	\$30.00
10 – 12 Hours	\$35.00
12 – 24 Hours	\$40.00
Evenings (after 5 p.m.)	\$9.00
Weekends (during operating hours)	\$10.00

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

### BICYCLE STORAGE

Bicycle storage is provided in the garage next to the Valet desk. A card reader provides access to the bicycle storage cage which includes single and double level storage racks. Please contact the Property Management office to request access. Please remember to lock your bike and take all valuables with you. Bicycles should not be left for extended periods of time. Bicycles are not permitted inside the building or elevators.

## **BUILDING SERVICES**

### **JANITORIAL**

Rainier Tower janitorial cleaning services are scheduled after business hours Sunday through Thursday. Rainier Square common area janitorial cleaning services are scheduled after business hours Sunday through Thursday and from 9am-Noon on Saturday. Day porters are on site during regular business hours for general building cleaning needs and to respond to urgent requests. If you have questions regarding your suite's janitorial service, a special request for the night crew, or have an urgent need for a clean-up in your office during business hours, please contact the Property Management office.

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. Please make certain that what you dispose of is actually waste.

### **RECYCLING/COMPOSTING**

In an ongoing effort to maintain a high level of service for our tenants and manage the waste stream, the Property Management office is pleased to offer a recycling and composting program. Please follow the process and procedures listed below.

### *The Recycling Process*

**Recyclable Materials:** Recyclable items such as newspaper, plastic bottles or bags, magazines, non-coated cardboard, and aluminum cans should be placed in the break room recycle bins, cardboard recycling boxes, or a desk side recycling container. Non-sensitive documents may also be placed in these bins. The general recycle in the break rooms and in the desk-side receptacles will be collected nightly by the janitorial staff and recycled with the general building recycle. When discarding cardboard boxes, please break them down and put them in an obvious spot with the word “recycling” displayed on the item(s).

### *The Composting Process*

Composting waste bins can be found throughout the building, in individual suites and in common areas. Look for the label that reads “Composting.” You may place food scraps, food soiled paper products, paper towels and plant scraps into these bins. These bins are emptied regularly, contents composted by Cedar Grove Composting then recycled. If you have any questions or need a complete list of compostable items, please contact the Property Management office.

## HVAC

### **Rainier Tower and Rainier Square, Common Area –**

Heating, ventilation, and air conditioning (HVAC) systems in Rainier Tower and the Rainier Square Common Areas operate Monday through Friday from 7:00 a.m. to 6:00 p.m. If at any time during working hours you experience uncomfortable temperatures within your suite, contact the Property Management office for assistance.

The following tips will help manage the temperature regulation, allow the HVAC equipment to operate more efficiently, and save energy:

- Turn off all lights in areas that are not in use.

- Consider closing blinds/drapes when in direct sunlight or on exceptionally hot days.

- Do not place computers, desk lamps, or other heat sources next to a thermostat.

Please contact the Property Management office in case of a significant change in office operating hours or after-hours events that require changes to the HVAC schedule. Hours can be adjusted to accommodate individual operating times and may result in after-hours HVAC costs. The after-hours charge for HVAC in Rainier Tower is \$115/hour. The after-hours charge for HVAC in Rainier Square is \$30/hour.

## LIGHTING

Each floor of Rainier Square/Tower has multiple zones with regard to lighting. While the lighting is controlled automatically, these zones each have override switches to turn on lights for one hour when the lights would not be on otherwise. Information on which override switch controls your area will be provided to the tenant contacts in each office. Please contact Property Management if you have questions on how to turn lights out in your area.

## ROUTINE MAINTENANCE CALLS

If you experience a problem within your suite that requires maintenance or repair, please report the issue to Property Management by calling or e-mailing the Property Management office or by using the building's work order system, Building Engines, <http://www.buildingengines.com/login>. If using the building work order system you will be asked for a login and password, which has been provided to main tenant contacts by Property Management. Scroll through the maintenance issues options for your specific request and write in any appropriate notes. For all emergency issues, please call the Property Management office at (206) 582-3914 and provide your name and contact information.

The Property Management staff will address your work order as soon as possible by sending someone to assist you or by making whatever other arrangements are necessary to complete the task. If the item in need of repair or maintenance is not the landlord's responsibility, the tenant will be charged for such work at landlord's cost plus appropriate mark-up. A proposal will be provided.

Routine maintenance calls include, but are not limited to:

- Replacing light bulbs or ballasts, janitorial concerns
- Heating, ventilation & air conditioning
- Hanging pictures, whiteboards, etc.

## PEST CONTROL

The common areas of the building are on a regular maintenance inspection schedule and are treated as necessary. Please call the Property Management Office to arrange for pest control services within your suite, if necessary. Expenses incurred for this service may be invoiced to the tenant.

## COMMON BUILDING AREAS

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance at Rainier Square/Tower; 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. Please notify the Property Management office if you notice any of these concerns throughout the common building areas.

## BUILDING DIRECTORY/SIGNAGE

The building directory in the lobby displays your company name and floor number. If you require additional listings or wish to make changes to your current listing, please contact the Property Management office.

If you wish to display a sign or notice in any public area of the building, prior approval from the Property Management office is required. All tenant signage must be approved by Property Management.

## LOST AND FOUND

Please report any lost, missing or found items to either the lobby security desk or the Property Management office. Items found in Rainier Square/Tower are kept by Security for 30 days.

People looking for their lost items may call the Security desk at (206) 582-3933.

If you find a suspicious package, **DO NOT MOVE OR TOUCH IT**. Inform Security and the Property Management office and immediately leave the area.

### POSTAL SERVICES – RAINIER TOWER

All incoming U.S. postal service mail is delivered to the mail room located on the basement (B) level of Rainier Tower. U.S. Express Mail and FedEx documents will be delivered directly to your suite. Outgoing mail can also be dropped off in the mail slot located in the lobby next to the freight elevator.

### POSTAL SERVICES – RAINIER SQUARE

All incoming U.S. postal service mail will be delivered directly to your suite.

\*Please note that packages and mail will not be accepted, or signed for, at either the Property Management office or the Security desk. It will be the responsibility of the receiving party to make sure they are available if a package needs signature.

## ELEVATORS – RAINIER TOWER

***Passenger Elevators:*** There are six low rise passenger elevators that service floors 12 – 24.

There are six high rise passenger elevators that service floors 25-40. Standard elevator operating hours are Monday thru Friday from 7:00 a.m. to 6:00 p.m. After hours elevator use is by badge access only.

If you find yourself enclosed in a stalled elevator, please use the emergency dialer located in the elevator which will put you in immediate contact with the elevator service provider's Emergency Hotline. They will then be able to dispatch a technician to the site to assist you. You may also call the Security Desk at (206) 582-3933 and they will place a call to the elevator service company. If while waiting in an elevator lobby you become aware of a stalled elevator, please contact the Property Management office or the security desk and report the approximate floor location and elevator cab number.

***After Hours Elevator Access:*** At the request of your tenant representative, the Property Management office can provide after-hours access on your badge. If you need to coordinate after-hours access for a vendor please communicate in writing to the Property Management office the vendor name, what purpose they are serving in your suite and when (day(s)/time) they need access. Once approved, our office can coordinate an access card that will allow access through the main entries, lobbies and elevators. Individual access into a tenant suite will need to be coordinated through your company if the company is on its own access system.

***Freight Elevator:*** The freight elevator is located on the Northeast side of the building and is in operation during normal business hours. It is accessible from both the loading dock and the lobby level of Rainier Tower. The freight elevator must be used for all deliveries. Hand trucks and delivery carts are not permitted in the garage and passenger elevators.



The freight elevator may be periodically closed for routine maintenance on Wednesdays between 1:00 p.m. – 3:00 p.m.

The freight elevator has a weight limit of 4,000 lbs. The Property Management office must be informed in advance when heavy items/materials are to be transported.

***Garage Elevator – Rainier Square:*** There is one garage elevator servicing Rainier Square/Tower. The garage elevator is operational 24 hours a day, seven days a week, running from the garage to the roof park deck.

### STORAGE

For the safety of all building occupants, gasoline or other flammable or combustible materials may not be stored within your premises or any storage areas unless special arrangements have been made with the Property Management office and the proper protective storage units are utilized.

Please refrain from storing items within your premises which block exit doors or exit pathways. Storage (including pallets, machinery, product, and disabled vehicles) is prohibited in the garage, at the loading dock, or along the exterior of the building. If you have a special situation, please contact the Property Management office.

## **BUILDING POLICIES**

### **SMOKING**

Wright Runstad & Company strives to provide a smoke-free environment for its tenants and visitors. The Property Management staff strictly enforces the Washington non-smoking law (Chapter 70.160 RCW, Section 6), which prohibits smoking in all interior spaces of the building and parking garage and an area of “twenty-five feet of minimum distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited.” Any persons found in violation of this policy will be asked by Security to move.

If you have any questions regarding this policy, please contact the Property Management office.

### **SOLICITORS AND LOITERING**

For the safety of our tenants and the building, Property Management prohibits soliciting on the premises. As it is difficult to identify solicitors when they enter the building, please encourage your staff to be aware of solicitors and report any they encounter to the Property Management office or Security. Be sure to provide a description of the solicitor and their current or last known location in the building. Employees should be encouraged to question all strangers within their space and confirm with Property Management if someone claims to represent the Property Management office or the Security Desk.

Canvassing, peddling, soliciting, posting, and distributing any written materials in the building are prohibited. We appreciate your cooperation in preventing these activities.

## SIGNS AND NOTICES

Each tenant will be included in the building directory located in the main lobby and the floor directories located on each floor in the elevator lobbies. If you require additional listings or wish to alter your current listing, please contact the Property Management office.

Any advertisements, graphics, or notices visible in or from public corridors, lobby areas, or the exterior of the building are **NOT Allowed**. If you have any questions regarding this policy, please contact the Property Management office.

## WINDOW SILLS AND LEDGES

To avoid potential damage and assist in the ease of cleaning, please do not attach anything to or place anything on window sills or ledges.

## SUSTAINABLE TENANT PRACTICES

Wright Runstad & Company strives to practice and promote sustainable operations. Below is a checklist of various ways to be sustainable in your office:

### **Energy**

- Turn off overhead lighting when offices are unoccupied
- Install Energy Efficient lamps in proprietary fixtures
- Minimize direct sunlight by closing blinds
- Keep space heaters out of the building
- Seasonally modify your internal “comfort zone”
- Program computers/copiers for low power “sleep mode”
- Turn off computers/equipment when not in use
- Purchase ENERGY STAR office equipment

### **Administrative Operations**

- Replace fax machines with fax modem technology
- Institute paperless record-keeping systems
- Default photocopiers/printers to double-sided printing

Reduce handouts at meetings; use projected presentation for agendas  
Create a “reuse” area for lightly used office supplies  
Minimize newspaper and magazine subscriptions  
Remove your name from catalog or “junk mail” lists  
Have a waste stream audit performed (at night)

### **Catering & Business Travel**

Eliminate paper plates and plastic forks, spoons and knives  
Stop purchasing bottled water  
Purchase a coffee maker with reusable mugs  
Ask caterers to hold the condiment and sugar packets  
Use a bike courier for local deliveries  
Establish a hybrid car policy for business travel  
Plan air travel on large aircraft with few connections

### **PETS**

Pets are not allowed in the building or on the premises except for those that are used as service animals. The animal’s owner or the tenant will be liable for any damage or injury caused to the building, grounds, or people.

## TENANT FUNCTION GUIDELINES

If planning a tenant function (i.e., large party, reception, or fund-raiser with 50 or more visitors) that will require additional services such as room set up, trash services, or use of the freight elevator, please notify Property Management at least two business days in advance. Property Management maintains certain policies and procedures to assist with event coordination, limit liability for the building, and ensure the safety of all visitors and guests. Property Management may require the following information:

- Date and time of event
- Number of guests
- Presence of alcohol
- Parking requirements
- Over-time HVAC requirements
- Use of freight elevator
- Electrical requirements (for sound systems, etc.)
- Janitorial needs
- Certificates of Insurance for vendors

No large function may be held without prior approval from Property Management.

## TENANT USE OF SMALL APPLIANCES IN WORK AREAS

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves 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.

## MOVING INSTRUCTIONS

All tenant moves – into, out of, or within the building – must be coordinated with the Property Management Office. Please notify the Property Management office of your proposed move date at least five (5) business days in advance. Tenants should also contact the Property Management office so that the freight elevator can be scheduled, access cards can be issued, and Security notified, as needed.

All moves should take place after normal business hours to simplify access and minimize any inconvenience to other tenants and their visitors. The Property Management office will make every attempt to accommodate your schedule if an after-hours move is not possible.

To facilitate orderly moves, Property Management requires the following:

- Clean, ¼” thick Masonite sections must be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or sled type dollies. If 32” sheets of Masonite are used, they must be taped together to prevent sliding.
- All walls, door facings, elevator cabs, and other areas along the delivery route will be inspected by the moving contractor, accompanied by Property Management staff, before and after the move. The moving contractor will provide and install protective coverings, as deemed necessary by Property Management, along the route of the move. Property Management reserves the right to be present at all moves.
- Any damage to the building or fixtures caused by the move will be repaired by Property Management and paid for by the moving contractor and/or tenant.
- Only the freight elevator will be used for moves unless prior approval is granted by the Property Management office to use designated passenger and/or garage elevators.
- The moving contractor will remove any trash or refuse generated by the move from the building on the same day of the move.

The moving contractor must provide proof of insurance coverage which meets current building requirements at least five (5) business days prior to the move. Insurance requirements may be obtained from the Property Management office.

### HAND TRUCKS AND CARTS

Limited use of hand trucks with pneumatic wheels is permitted in the main lobby, with prior approval. Use of hard wheeled dollies, carts, or related equipment is not permitted in the main lobby due to potential damage to the floors and disruption to the flow of tenant and visitor traffic.

Hand trucks, dollies, and large parcels are not permitted on passenger elevators. Tenants and delivery personnel must use the freight elevator for transporting all large parcels. Delivery attempts through the main entry doors will be redirected to the 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.

### PROPERTY OF THE BUILDING

All items provided to you by the building owners and management must remain in place where it was initially designated. This policy is necessary to maintain inventory of building assets.

### FUTURE POLICIES

Property Management reserves the right to revise these policies and to work in coordination with tenants 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**

Normal operating hours for Rainier Square/Tower are as follows:

#### **Rainier Square –**

##### *4<sup>th</sup> Avenue and University Street Entrances –*

Monday thru Friday	4:30 am to 11:00 pm
Saturday	06:30 am to 11:00 pm
Sunday	Closed

##### *5<sup>th</sup> Avenue, 3<sup>rd</sup> Level Atrium Entrances –*

Monday thru Friday	5:30 am to 8:00 pm
Saturday	9:00 am to 8:00 pm
Sunday	Closed

#### **Rainier Tower –**

Monday thru Friday	6:00 am to 6:00 pm
Sat, Sun & Holidays	Closed

Access to Rainier Tower during normal business hours is through the main entrance on 5<sup>th</sup> Ave or on University Street across from the Fairmont Hotel. Tenants may proceed to their floor via the passenger elevators or via the stairs; please note an access card may be required. After-hours and weekend access will only be available with a building access card and passenger elevators will only operate with an access card.

Access to Rainier Square during normal business hours is through the 4<sup>th</sup> Avenue doors next to Medi Deli or through the doors next to US Bank. There is also an entrance on the 5<sup>th</sup> Avenue side of the building by Suit Supply.

After-hour visitors, contractors, and vendors will not be allowed access to a tenant's premises unless the tenant provides a written notice to Property Management at least one business day in advance and coordinates an access card for individual suite access.

### ACCESS CARD MALFUNCTIONS

If a valid access card fails to operate a door controlled by the building or an elevator, please notify Property Management as soon as possible.

### HOLIDAYS

The building is closed or will have a limited staff on-site for the following holidays:

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

## SECURITY

The building provides security services 24 hours a day, 7 days a week. The security desk is located in the main lobby and Officers can be reached 24 hours a day. 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) 582-3933.

## SECURITY ESCORT

To request an escort, please call the Metropolitan Improvement District at (206) 441-3303.

## SECURITY – DURING BUSINESS HOURS

Although we do our best to maintain a secure working environment, we cannot guarantee complete safety. We ask that tenants take these preventative measures to keep their areas more secure:

- Keep all entrance doors other than the main entrance to your suite locked at all times.
- Reception areas should not be left open without someone monitoring the area. If that is not possible at all times, a door chime or other such alarm should be considered or all doors should be locked if your suite is unattended.
- Instruct employees to keep valuables in secured areas (locked desks, file cabinets, or closets) when leaving them unattended.
- Always keep safes, strongboxes, or similar devices locked, particularly when unattended. Do not leave combinations where they can be easily found.
- Record serial numbers of all valuable office equipment. If anything is stolen, a record of serial numbers can aid in the recovery of the items.
- Check wastebaskets at the end of the day to ensure that no items of value have been left there.

- Always check the identification of repair persons and confirm the repairs have actually been requested.
- Report all suspicious activity or persons to Property Management and Security. Make note of suspect's description and their last known direction of travel.

### SECURITY – AFTER BUSINESS HOURS

After normal business hours, please make certain that all entry doors to your suite are locked.

Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so with a programmed access card. If you encounter someone having difficulty gaining entry into the building, do not let them in. You may notify Security that they are in need of assistance.

## **LOADING DOCK**

### **LOADING DOCK HOURS AND ACCESS**

The loading dock area and/or delivery entrance is located on Union Street. Loading dock hours are 6:00 a.m. to 5:30 p.m. weekdays. Scheduling of loading dock access on the weekend is done through the Property Management Office.

The loading dock bay height is 11' 3" and the vehicle length is restricted to 25 feet.

The loading dock is reserved for loading and unloading of trucks and vans. Parking of personal vehicles is permitted only as designated for specific use with prior approval from the Property Management office. Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing. Delivery parking in the loading dock is limited to twenty (20) minutes unless prior approval is obtained from the Property Management office.

Do not leave pallets or other packing products on the premises. The building is not responsible for any items left at the loading dock.

Persons with small carried parcels which do not require the use of a hand truck should use the passenger elevators, not the freight elevator.

## USE OF HAND TRUCKS AND CARTS

All hand trucks, delivery carts or other material handling equipment must be equipped with rubber tires/wheels and side guards and are restricted to the freight elevator only. Hand trucks, delivery carts, and large hand carried parcels of any kind, are not permitted in the passenger elevators.

Because of potential damage to the main lobby flooring, very limited use of hand trucks with pneumatic wheels may be used in the main lobby to transport smaller items too heavy or awkward to carry.

Masonite must be placed on floors as necessary to accommodate heavy deliveries and/or furniture moves.

## ALTERATIONS AND REMODELING

### TENANT ALTERATION PROJECTS

Proposed plans for alterations affecting any physical portion of your suite require prior written consent from Property Management. This includes all installations affecting floors, walls, woodwork, windows, ceilings, data, and electrical. Requests to make alterations should be sent in writing to Property Management by your tenant representative. **Alterations must be approved by Wright Runstad & Company.** Property Management can provide you with a list of approved contractors for the building.

All contractors and technicians rendering installation or service work of any kind must check in and out with Security or the Property Management office any time they are performing work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the Property Management Office. All contractors and technicians will be informed of building policies and standards for performing work in Rainier Square/Tower and provided necessary access to service areas, telephone closets, etc.

### COMMUNICATIONS INSTALLATION

Summit Riser Management oversees and manages all of the riser and cable raceways at Rainier Tower. Any vendor or tenant requesting access to these areas will be denied unless prior arrangements have been made through SRM. Summit Riser Management can be reached at 866-778-6648.

### ATTACHMENTS TO BUILDING WALLS, DOORS, CEILINGS OR LIGHT FIXTURES

In order to avoid accidents, damage or disruption of building utility services, nails, screws, or other attachments to the walls must be installed by Property Management staff. Only tack boards and bulletin boards will be used for posting notices. Nothing may be attached to or hung from the light fixtures, ceilings, or doors. Push pins, staples, or tape are not permitted on walls, doors, or ceilings. Please reserve use of these items to tack boards and bulletin boards. Attachments to doors are not permitted. If you require additional signs be posted, please refer to the section entitled Building Directory/Signage.

### INSTALLATION OF BURGLAR AND INFORMATIONAL SERVICES

If a tenant requires a burglar alarm, or telegraphic, telephonic or similar services installed, Property Management must be notified prior to installation, so correct procedures and instructions are followed.

### FLOOR LOADS

Tenants shall not place any loads anywhere in the building which exceed the load per square foot the floor was designed to carry and which is allowed by law. Property Management has the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the building. If considered necessary by Property Management, heavy objects will stand on platforms to properly distribute the weight; such platforms will be provided at tenant's expense. Business machines and mechanical equipment belonging to tenants which cause noise or vibration that may be transmitted to the structure of the building or to any space within the building, to such a degree as to be objectionable to Property Management or to any tenants in the building, must be placed and maintained, at the tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. Property Management will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the building by maintaining or moving such equipment or other property shall be repaired at the



expense of the tenant. The persons employed to move such equipment in or out of the building must be acceptable to Property Management.

#### UNAPPROVED EQUIPMENT

Tenant shall not install, operate or maintain any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined by Property Management. Tenant shall not furnish any cooling or heating to the premises, including, without limitation, the use of any electronic or gas heating devices, fans or space heaters, without Property Management's prior written consent.

#### FLOOR COVERING

The installation methods for linoleum, tile, carpet, or other similar floor coverings must be approved by Property Management. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering will be at the tenant's expense.