

Trinity Centre Electronic Tenant® Portal

Created on January 17, 2021

Building Amenities: Food

Uptown Cafe

Conveniently located on the first floor of 5870 Trinity Parkway, Uptown Cafe provides delicious meals prepared fresh every morning. Uptown Cafe only picks the finest ingredients & freshest produce/fruits.

For more information on Uptown Cafe and its daily specials please visit them at their website:

www.uptowncafeva.com

The surrounding area provides numerous nearby amenities directly across Route 29 including a grocery store, restaurants, fast food chains, coffee shops, dry cleaners, etc. and is adjacent to residential housing. In addition, there are three restaurants located within the park.

[For a listing of local restaurants, click here to go the Neighborhood chapter.](#)

Building Amenities: Parking

Each office building within Trinity Centre has their own designated parking lot to serve tenants. If a tenant is paying for reserved parking spaces designated within their lease, those reserved spaces are marked accordingly with proper signage. It is important to note that towing of vehicles parked in reserved spaces should be enforced by the individual tenant. Building Management will not be responsible for monitoring these spaces. In addition, proper signage must be present before a tenant can legally tow a vehicle. Please notify your staff members and guests of this policy.

Building Amenities: Other Amenities

Located within Trinity Centre is Life-Time Fitness, a 24-hour fitness center and Spring Hill Suites Hotel. In addition, the park is connected to two restaurants: Carrabba's and Velocity 5.

[For a detailed list of services, including directions, in and around Trinity Center , click here to enter the Neighborhood chapter.](#)

Building Amenities: WiFi

Cox Cable is our provider of WI-FI at Trinity Centre.

At the 5860 and 5870 buildings you will be able to receive this service in the courtyard or circle in front of the building.

At the 5885 and 5875 buildings you will be able to receive it in the back of the building at the half moon by the lake, picnic tables and maybe near the corner of 5875.

Building Operations: Building Management

The Management Office of the Building is located in Building One at 5870 Trinity Parkway. The hours of operation are 8:00 A.M. to 5:00 P.M., Monday through Friday, and is closed on Saturdays, Sundays, and holidays. To contact the Management Office, please call (703) 322-9650. **If you have an emergency after hours, please call 800-397-3205.** Tell the operator you are a tenant at Trinity Centre. The operator will be able to contact the appropriate people to handle the situation. Please note this number is for emergencies only. This is a 24/7 service so someone will answer the phone. It is not to be used for non-emergency situations.

The Management Team at Trinity Centre is comprised of the following individuals:

Vice President, Property Manager – Kathleen Boxall

Responsibilities: Is the on-site manager located at the building. Responsible for full operation and management of the park and all buildings.

Email: Kathleen.boxall@cushwake.com

Assistant Property Manager – Mary Canty

Responsibilities: Is the on-site assistant manager located at the building. Assists with the responsibilities for full operation and management of the park and all buildings.

Email: Mary.canty@cushwake.com

Property Administrator - Kim Conroy

Responsibilities: Coordinates repairs, services and service calls. Dispatches appropriate building personnel to respond to tenant request. Receives all phone call and visitors to the Management Office.

Email: kim.conroy@cushwake.com

Chief Engineer – Michael Brawner

Responsibilities: Oversees the physical operation and general building maintenance for the property.

Building Engineer - Jack O'Leary

Responsibilities: Handles all heating, ventilation and air conditioning issues. Also, performs general building maintenance.

Utility Specialist - Henry Coto

Responsibilities: Handles all lighting, small plumbing problems and preventative maintenance items.

Day Porters – Property has two (2) on-site porters.

Responsibilities: Handles all daily custodial duties and assists the building engineers.

Building Operations: Building Hours

Trinity Centre is open during normal business hours of 7:00 A.M. to 6:00 P.M., Monday through Friday (excluding legal holidays). Regular HVAC is provided on Saturday with a 48 hour notice to the management office and per the time listed in your lease. Any other hours requested is considered overtime and will be billed accordingly. On Saturdays and Sundays the building will be locked. Access to the building at all times is monitored by the Building's security systems.

Building Operations: Building Holidays

Trinity Centre will be officially closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Washington's Birthday (President's Day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Air conditioning services will not be provided on these days unless specifically requested by a tenant as stated below. In addition, Landlord retains the right, in its sole discretion, to increase or decrease the legal holidays which it observes.

Should you require any cleaning, heating, ventilating, air conditioning or other special services on any of the above holidays, please contact the Management Office at least 48 hours in advance since the Management Team and contractors also observe these holidays. You will be charged for building services on these days, unless otherwise stated in your Lease.

Building Operations: Leasing

The leasing company for Trinity Centre is Avison Young.

Title	Name	Phone Number	E-Mail
Leasing Agent	Rob Walters	703.760.9064	rob.walters@avisonyoung.com
Leasing Agent	Mike Shuler	703.760.9052	mike.shuler@avisonyoung.com
Leasing Agent	Nate Krill	703.760.9062	nate.krill@avisonyoung.com

Building Security: Overview

The security of our Building and our Tenants is one of our highest priorities. Therefore, we have developed security measures to control access to the Building and to provide 24-hour security monitoring for our tenants.

To control access to the Building outside of normal business hours, a key card system is used. Key cards are required for any individual to enter the Building outside of normal business hours. Tenants should always carry the correct key to their suite. The management office will not be available to provide you with access outside of normal business hours.

For further protection, the Management Office is not permitted to accept any deliveries. All deliveries should be scheduled during normal business hours, or prearranged via written notification to the Management Office. This notification should be received by the Management Office at least 24 hours in advance of the delivery.

Building Security: Tenant Precautions

- Solicitation is not permitted in Trinity Centre. Report all unauthorized or suspicious persons to the Management Office immediately. Give a full description of the person(s) and the last area in which they were observed, stairway and/or elevator used, and if possible, in which direction they were headed.
- Require identification from repairmen who come to work in your office suite.
- Messengers must also be prepared to show identification and delivery papers at all times.
- During the day, offices, desks and entrance areas (including back doors) should never be left unattended or propped open.
- Do not leave handbags or wallets unattended. All valuables should be taken home or locked in your desk.
- Petty cash should be locked and secured at all times.
- Combinations to safes and vaults should not be kept in the office.
- Messengers and visitors should not be allowed to wander around any office unescorted.
- Laptops should be locked in a secure location or be equipped with a locking cable. Calculators and other business equipment should be secured after business hours.
- At the end of the workday, lock all inner and outer office doors.
- Do not leave keys to locked cabinets or desks in hiding places, such as taped to the bottom of desk, under desk pads, inside pencil holders, behind wall pictures, etc.
- Maintain good housekeeping habits within your area.
- Report all fire hazards to the Management Office.
- Any and all broken windows need to be reported to Management immediately.
- Coffee makers are to be shut off at the end of the day.
- Shut down all electrical equipment when not in use.

Building Security: Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Management Office. Additionally, the police should be notified immediately and a report should be filed. Police need to be kept informed of any thefts in the building to establish a pattern to the thefts and to effectively complete the investigation. The insurance policy for Trinity Centre does not cover personal belongings of tenants.

Building Security: Deliveries

The loading dock can be accessed during normal hours for business entry, 7:00 A.M. to 6:00 P.M., Monday through Friday. If you are aware that a delivery will be made outside of normal hours or takes longer than 15 minutes, please notify the Management Office ahead of time to schedule the delivery and reserve the loading dock. No major items (including moving office equipment) may be delivered between the hours of 8:00 A.M. and 5:30 P.M.

Tenants must accept and sign for all deliveries. Building personnel cannot take responsibility for accepting deliveries.

Tenants are responsible for any damage caused by their delivery personnel. For this reason we need your cooperation in instructing all delivery personnel to use the loading dock and to only use the freight elevator when using dollies or delivering large items. If there is no padding in the freight elevator or designated freight elevator, call the Management Office and a set of pads will be installed.

Under no circumstances are pallets to be left on the loading dock. This is the responsibility of the vendor and tenant to remove. They cannot be put in the dumpster.

The company making the delivery should take the pallet when they complete the delivery. If the delivery company fails to take the pallet when they leave, the tenant must make arrangements to have them removed and will need to store them in their suite. If pallets are left on the loading dock, building management will call to have them picked up and the tenant will be charged for this service.

Building Security: Incident Reports

To provide an accurate record of every incident, the Management Office and/or security staff is required to write an incident report for any accident, theft or other incident occurring on the property. We would appreciate your cooperation in answering any questions that we may have. This helps us investigate a pattern to problem incidents and aids our building security efforts.

Building Security: Vendor and Contractor Access

There may be special instances where vendors or contractors need to perform work in your suite outside of normal business hours. In such instances, please provide written notification to the Management Office stating the name(s) of the individual(s) and the company, the date they will be coming, the approximate time, and a Certificate of Insurance as detailed below. A brief description of the work to be done should also be included. We also ask that one of your employees supervise the individual for the duration of the work assignment.

If you have a contractor scheduled to perform work for your company and the contractor needs access to an area other than your suite, (i.e. telephone closet, electrical room, etc.) the Tenant must call the management office and pre-approve entry into the requested area(s).

Please note: all contractors must be approved by the Management Office.

[Whetstone Trinity Holdings LLC](#)

Building Security: Special Keying

All keys in the Building are included in a Building Master Key system. This key system is necessary so that selected management personnel have access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts added to any door within your suite. If additional work for your suite is necessary, this service must be coordinated through the Management Office.

As standard Building policy, we re-key each suite before new tenants move in. This ensures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Management Office for a small fee.

In response to your internal security needs, we can provide additional services, which include:

- Separately keying individual offices
- Re-keying the entire suite
- Installing security systems throughout the space

Building Security: Tenant Key Cards

To receive access cards for building entry and floor access, the tenant's office manager should contact the Management Office.

Lost or stolen card keys should be reported immediately to the Management Office.

When an employee is terminated from your employ, his card key should be collected to prevent further access to your suite and the building. Please contact the Management Office to have the card de-activated.

In addition, it is the tenant's responsibility to recapture the keys and key cards of all terminated employees in order to maintain the security of your suite and the building. If replacement locks are needed because keys have not been collected from the individual(s) who have left your employ, you will be charged for this service.

Building Security: Emergency Contact

In the case of any emergency, such as theft, fire, or other incident after normal business hours, we will notify a designated emergency contact from your company. You should provide us with the name and home telephone numbers of three designated persons. This procedure allows us to alert you as soon as possible in the case of any unforeseen circumstance.

Building Security: Lost and Found

Contact the Building Management Office at 703-322-9650 to claim items that have been lost or found in the buildings. Lost and found items will be kept for 30 days only.

Building Services: Overview

- Trinity Centre provides a wide variety of services to its tenants. Some of these services are included as part of the lease agreement, while others may be arranged at an additional cost.
- Our in-house staff is capable of completing many of these services, ensuring the quality of the work, and the timeliness of completion. When necessary, outside contractors are used to augment our in-house staff.
- Please read carefully the section describing the procedures for making service requests. Once your need for a particular service is communicated to us, we will make every effort to provide the service quickly and efficiently.
- If you have any further questions after reviewing this tenant service information, please call the Management Office at (703) 322-9650.

Building Services: Cleaning Services

Nightly Cleaning

Trinity Centre is cleaned Monday through Friday from approximately 6:00 p.m. until around 11:00 p.m. The janitorial company maintains quality standards while utilizing cleaning products and methods that reduce adverse impacts on public health and the environment. The cleaning chemicals, products and equipment used either meet or exceed the EPA's published guidelines, or have been certified as environmentally preferable by Green Seal or the Carpet and Rug Institute.

The following are services regularly provided by our Night Cleaning staff on an as-needed basis at no additional cost to our tenants:

- All waste baskets and other waste receptacles emptied.
- All outdoor ashtrays are emptied and thoroughly cleaned.
- Cleared desk tops are dusted (papers on desk surfaces will not be disturbed).
- All horizontal surfaces that can be reached without a ladder are dusted.
- Drinking fountains and sinks are cleaned, polished, and sanitized.
- Carpeted areas are vacuumed.
- Non-carpeted areas are swept.
- Hard surfaced floors are spot damp mopped.
- Resilient tile floors are machine stripped, refinished, and buffed annually.
- Green Cleaning.

Additional Services

If you have any special cleaning requirements, we will be happy to provide them at a slight additional cost. Some of the special cleaning services provided include the following:

Carpets

- Treat carpet with anti-static conditioner.
- Shampoo carpet.
- Spot clean carpet.

Furniture

- Vacuum and/or shampoo upholstered furniture.
- Wash metal desks, credenzas, and file cabinets.

Floors

- Scrub and refinish resilient tile floors.
- Clean and polish (wooden) parquet floors.

Other

- Clean and polish wood furniture.
- Defrost and clean refrigerators.
- Clean mini-blinds throughout tenant space.
- Clean and press draperies.
- Clean glass partitions.

The Management Office will be happy to discuss your needs for these special cleaning services.

[Click here to complete a service request for cleaning services](#)

Building Services: Special Services

Window Washing:

Trinity Centre provides each tenant space with both interior and exterior window washing. In order that your windows may be cleaned properly, we ask that you keep the windowsill free of books, plants, and other items, which might block access for the window washers. You will be notified ahead of time when window washing has been scheduled. Window cleaning is done twice a year.

Exterminating:

Occasionally, some of our tenants who have lunchrooms or food storage areas in their suite have problems with insect pests. Trinity Centre employs an exterminator, which services the public building space. If you need an exterminator to come to your suite, please call the Management Office to schedule this service. Please be prepared to give us the exact location of the problem.

Directory Identification:

Trinity Centre has a directory located in the main lobby of the building. For new tenants, there is typically no charge for the original listing. You must simply notify the Management Office in writing, of the proper listing for your firm. You will be charged to make any subsequent changes. Additions or corrections to your tenant listing must be submitted in writing to the Management Office.

Trash Removal:

Trash removal is provided nightly by the cleaning crew. If items of trash are too big for the trash can please write "Basura" on the item. You can call the management office for a pack of Basura stickers. If item does not have the sticker or word Basura the cleaners cannot take the item. Cleaners do not take chairs, furniture, etc...

If your space generates a large quantity of trash in a single day and the trash dumpster is unable to accommodate both it and the normal quantity of trash for the building, your firm will be charged for an additional trash pickup.

Building Services: Recycling Program

Trinity Centre is a strong supporter of the environmental recycling efforts.

Recycling Boxes

It is imperative that the recycling containers contain only the recyclable products and not trash. Click the link below for a list of acceptable recyclable products, which can be co-mingled in the recycling boxes. The employees need to empty their desk side container into the larger recycling container within their office. Usually, the big boxes are kept by the copier and/or in the kitchen. The cleaning crew will empty the big box twice a week, or as-needed.

[Republic Services List of Acceptable Recyclable Products](#)

Cardboard

Cardboard and cardboard boxes need to be recycled. This means that any time you get a box in your suite; you must remove the fillers (stuffing, paper, foam, peanuts, plastic, etc.) from the box and dispose of the fillers. The box must that be broken down flat by your employees. The cleaners will not take the boxes if they are not broken down. The broken down boxes will be picked up by the night cleaning staff. If you have a large amount of broken down boxes in a day, you may call the management office, and we will send the day porter to pick them up. Please put a "Basura" sticker on the boxes so the cleaning staff knows to remove them.

Building Services: HVAC

Overview

Trinity Centre's HVAC system in Building 5885 & 5875 is made up of Trane self-contained rooftop units, Trane variable air volume boxes on the interior and exterior, and Trane variable air volume terminal units with electric reheat on the perimeter.

The air distribution system consists of a Trane self-contained unit on the roof that feeds the horizontal duct above the ceiling and the Trane variable air volume terminal units. These units deliver variable volumes of constant temperature air to interior spaces. As the space temperature rises, the volume of air is increased until the thermostat's set point is reached. As the space temperature falls, the terminal unit approaches its minimum flow position. If the space cannot reach the minimum temperature by reducing the air flow, the electric reheat is energized and warm air is delivered to the space.

Trinity Centre's HVAC system in Building 5860 & 5870 Trinity Parkway is made up on Trane self-contained, water source units on each individual floor, Trane variable air volume boxes on the interior and exterior, and Trane variable air volume terminal units with electric reheat on the perimeter.

Air distribution system (1 for each floor) consists of a Trane self-contained unit that feeds the horizontal duct above the ceiling and the Trane variable air volume terminal units. These units deliver variable volumes of constant temperature air to interior spaces. As the space temperature rises, the volume of air is increased until the thermostat's set point is reached. As the space temperature falls, the terminal unit approaches its minimum flow position. If the space cannot reach the minimum temperature by reducing the air flow, the electric reheat is energized and warm air is delivered to the space.

The buildings are also equipped with an outdoor airside economizing system and are controlled by the Tracer Summit Energy Management System.

General Service

Heating and air conditioning are provided in season, 7:00 A.M. to 6:00 P.M., Monday through Friday. Regular HVAC is provided on Saturday with a 48 hour notice to the management office. The times listed in your lease will be given at no cost to the tenant. Any additional hours after lease hours is considered HVAC overtime and your suite will be billed accordingly. If the systems do not seem to be functioning efficiently, you should call the Management Office to place a service request. A trained building engineer will be dispatched to correct the problem. Extra hours of service can be arranged for an additional charge of \$50.00 per hour, per floor for the building system.

Special Services

Heating and air conditioning are not regularly provided on Saturdays, Sundays, holidays, or after normal business hours. If you need heating or cooling service at these times, please utilize the electronic tenant handbook and submit a tenant service request for HVAC services at least 48 hours in advance.

Special air conditioning or ventilation may be needed for your computer facilities, conference rooms, or personnel-intensive staff areas. We can aid you with the design and installation of additional vents or equipment to meet special needs. Please contact the Management Office for details concerning the requirements for this service.

Energy Management

In an effort to reduce the single largest expense, energy costs; we have developed and implemented an energy management plan, thereby reducing the escalatable operating expenses for tenants at Trinity Centre. The Building is cooled only during normal business hours. Heating is provided whenever outdoor air temperatures are low. However, outside of normal business hours, the heating levels are minimized. Exterior lights are controlled by time clock.

Building Services: Mail Services

US Mail

Trinity Centre has outgoing U.S. mailboxes located in the mailroom on the first floor. Pick-up times from day-to-day are random and not guaranteed by the post office. However, the postman usually picks up mail shortly after noon daily.

All tenants are issued a key to an incoming mailbox, which is also located in the mailroom on the 1st floor. This key will be signed over to you by building management. This is where your mail will be delivered daily. The postman will not deliver mail directly to a tenant's suite unless the parcel requires a signature. If you have a problem with your box or key, please contact the management office at 703-322-9650.

Overnight Express Services

- Trinity Centre has overnight mail service drop boxes located in the mailroom on the first floor.
- The overnight express services that have placed drop boxes in this building are listed in the next page, along with their daily pick-up times:

Trinity Centre One

Monday – Friday: [Federal Express](#) and [UPS](#)

Saturday and Sunday: None

Federal Express pick up 7:15 pm

UPS pick up 7:30 pm

Trinity Centre Two

None at this time

Contact the management office for access after hours.

Trinity Centre Three

Monday – Friday: [Federal Express](#)

Saturday and Sunday: None

Pick up time 7:30 pm

Trinity Centre Four

Monday - Friday: [Federal Express](#), Scheduled Express & [UPS](#)

Saturday and Sunday: None

Federal Express pick up 7:30 pm

Scheduled Express pick up at 8:00 pm

UPS pick up 8:00 pm

Located on loading dock

Building Services: Electrical, Telephone, Computer Line Installation

Access to space occupied by other tenants is sometimes required for the installation of electrical and telephone floor outlets and computer conduits. We will try to contact you ahead of time to request access for the electrician at a convenient time. Work of this nature is usually scheduled in the evening or on weekends so as not to disrupt our tenants during business hours.

Prior to any alterations of the electrical wiring, please submit specifications to the Management Office for review by the building engineer to avoid any code violations. **THIS POLICY IS STRICTLY ENFORCED.**

Building Services: Building Signage and Directory

Building Signage

Building signage complies with ADA standards with suite number in Braille below numeric number. Company name is located on bottom portion. Signage is mounted per ADA standards.

Subsequent signage changes should be coordinated through the Management Office.

Building Directory

Trinity Centre has a directory located on the wall in the main lobby. For new tenants, there is no charge for the original listing. You must simply notify the Management Office in writing of the proper listing for your firm.

Building Services: Tenant Services Requests

For your convenience this handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department, track the status of previously submitted requests, download important documents and communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system there are four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact Building Management.

Completing a Service Request Form

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

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

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

[Click here to log into the Electronic Tenant Service Request System](#)

Updating User Information

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

Electronic Maintenance Request Log

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

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

[Emergency Personnel Form](#)

[Notice of Responsibility](#)

[Fire Warden Responsibility Chart](#)

[Media Inquiry Policy Form](#)

[Tenant Move Out Form](#)

Questions regarding the Electronic Tenant Services Request System should be directed to the Management Office.

Emergency Procedures: Important Numbers

Fairfax County Police Department	911
Non-Emergency	703-691-2131
Fairfax County Fire Department	911
Non-Emergency	703-691-2131
Fairfax County Water Authority	703- 698-5800
Washington Gas	703-750-1000
Novec	703- 335-0500
Fair Oaks Hospital	703- 391-3600
Fairfax Hospital	703- 698-1100
Building Management	703- 322-9650
After Hours Emergency	800- 397-3205

Emergency Procedures: Fire Emergency

Building Fire Safety

In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of Building Management and the Occupants in that area. It is imperative that each employee become familiar with the information and procedures described on the following pages. If there are any questions, please call the Management Office at 703-322-9650 before an emergency arises!

All employees are to read and understand the following emergency procedures. Tenant's designated Safety Warden(s) will be required to sign and date a document confirming their receipt of the emergency procedures.

- Exit Stairwells – 5885 Trinity Parkway (TC3) & 5875 Trinity Parkway (TC4): Three exit stairwells servicing the 1st through the 3rd floors: one located in the center of the building and the other two located at either end of the building. During an emergency, employees should use the emergency exit closest to them.
- Exit Stairwells – 5870 Trinity Parkway (TC1) & 5860 Trinity Parkway (TC2): Two exit stairwells servicing the 1st through the 6th floors located at either end of the building. During an emergency, employees should use the emergency exit closest to them.

Fire Extinguishers

Your first objective should always be notification, while your second objective should be evacuation. In the event you choose to attempt and extinguish the fire; the following summarizes the use of fire extinguishers on your floor.

- 5885 Trinity Parkway (TC3) & 5875 Trinity Parkway (TC4): There are 3 fire extinguishers located in each corridor, located on the wall at each stairwell in the building.
- 5870 Trinity Parkway (TC1) & 5860 Trinity Parkway (TC2): There are 2 fire extinguishers located in each corridor, located on the wall at each stairwell in the building.

To operate the fire extinguisher remember the word PASS:

PULL: Pull the pin. Some extinguishers require releasing a latch or pressing a puncture level.

AIM: Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire

SQUEEZE: Squeeze the handle. This releases the extinguishing agent.

SWEEP: Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again, and repeat the use of the extinguisher if necessary.

Fire Emergency

In the event of a fire, the Floor Warden is in charge until the Building General Manager, Chief Engineer or the Fire Department arrives. Any employee encountering a fire should initiate the following emergency procedures

1. Close all doors and leading to the fire.
2. Immediately call 911, and then inform the Management Office at 703.322.9650, and report the fires exact location and what is burning.
3. Alert the Fire Warden.
4. Initiate fire-fighting operations. Employees may choose to attempt to extinguish small (areas of less than 10 square feet) fires unless doing so would expose them to personal danger and/or cause delay in calling the Management Office, or in evacuating the area. If machinery is on fire, shut off power to it.
5. Use available fire extinguishers. Use Building "ABC" fire extinguishers for paper, wood, cloth, plastic, rubber, grease, oil, or electrical fires.
6. Wait for further instructions from the Fire Warden, Management Office or Fire Department.

Fire Emergency (Continued)

When the Building's General Manager or Chief Engineer arrives on the fire floor, he/she is in charge, and all employees will take any orders issued. Employees should assist those efforts at the direction of the General Manager or Chief Engineer. Should evacuation of the floor become necessary, the General Manager or Chief Engineer will give the order to evacuate.

Floor Wardens, Alternate Floor Wardens, and Searchers will perform the following tasks during a fire emergency.

- An Alternate Floor Warden or Searcher should wait by the service elevator to direct the Building's Property Manager or Lead Engineer to the fire scene.
- The Floor Warden should coordinate his/her activities with those of the Deputy Floor Wardens and Searchers on the fire floor.
- If evacuation becomes necessary prior to the arrival of the Building's General Manager, the Floor Wardens will give the order to evacuate in accordance with the procedures outlined in the next section. The Floor Wardens should notify the Management Office of this action. Building Management will immediately proceed to the scene with further instructions.
- The Floor Warden and an Alternate should walk around the space, alerting all employees to the evacuation order, and ensuring that everyone leaves as quickly and calmly as possible.
- Searchers should investigate each room of the office to make sure that all personnel have evacuated. Make sure to check all rest rooms and offices. Take note of any inaccessible rooms in case the Floor Department needs to search the space for trapped personnel. One Searcher should account for all personnel normally in the space. If someone is not accounted for, notify the Floor Warden and Fire Department immediately.

Emergency Procedures: Evacuation Procedure

In the event of a fire, all employees should listen carefully to the Fire Warden. Only the Fire Warden can give the order to evacuate. The Fire Warden will be in communication with the Management Office and will have vital information such as where the fire is located and the safest escape route.

The following evacuation procedures should be observed.

- If possible, grab purses, wallets, medicines, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the Fire Department or Building Management say it is safe to re-enter.
- Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and caulk around the door seams using wet towels or duct tape. **DO NOT OPEN THE DOOR!!** Find another exit to the corridor.
- If both your door and doorknob are cold, leave your office.
- Check for smoke in the corridor.
- When smoke is present, stay low by crawling since clean air is closest to the floor.
- Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN!** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
- **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps
 - Knowledge of procedures which must be followed.
 - Confidence in the responsible personnel's ability and guidance.
 - Calmness and self-confidence of responsible personnel.

Evacuation Procedures (Continued)

- **DO NOT USE THE ELEVATORS!** In the event of a fire, elevators may not function properly.
- Check stairwells for smoke.
- If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE.**
- Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
- Evacuate to the exact area designated by your Floor Warden.
- If your designated evacuation area is outside of the Building, move to areas across the street to ensure you do not inhibit fire-fighting activities. The stairwells exit the Building on the lobby level.
- Should smoke prevent your descent in the stairwell please proceed to an alternate stairwell.
- A Floor Warden (and an Alternate) will walk the suite to assist employees and make sure everyone is aware of the evacuation order.
- The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.

Evacuation Procedures (Continued)

- Form a single-file line at the stairwell exit door and proceed calmly and carefully up or down the staircase to the floor designated in the evacuation instructions. No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor.
- Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials or Building Management.
- During evacuation, the Handicapped Aide should assist handicapped persons with evacuation if possible. If evacuation is not possible, the Aide should assist the handicapped person into the closet fire-protected stairwell. The Aide should proceed out of the building and report the location of the handicapped individual to the Fire Department and/or Building Management. The Fire Department will meet them in this area and assist their evacuation to the designated area.
- Upon arrival at the area "Refuge Area" designated by the **loor** Warden or General Manager or Chief Engineer, everyone should remain in the prearranged area. No one should wander about the area or leave the area unless directed to do so by the Fire Department or Building Management.
- The Searchers or Floor Leader should proceed to take a head count to determine if everyone is accounted for. If someone is missing, this information should be relayed to the building personnel at the rendezvous area.

Relocation

In the event of an extended evacuation of your office space, you should have a relocation plan available, please inform the management office of your relocation contact information so that we can keep up with any updates necessary.

If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke the following procedures should be observed.

1. Move as far away from the fire as possible. Close all doors behind you as you exit. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call 911, and then Fire Department (703-691-2131) or Local Firehouse (703-830-8280). If you are unable to reach the Fire Department, then call the Management Office (703-322-9650) with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. **DO NOT BREAK THE GLASS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

Emergency Procedures: Earthquakes

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute.

Procedures to following during the earthquake:

- Try to remain calm and reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk, table, or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- Do not be surprised if the electricity goes out, or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If you are outdoors, try to get into an open area away from buildings and power lines.
- Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake). Also, aftershocks may occur -- these are separate quakes, which follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

Procedures to follow after the earthquake

When the shaking stops, there may be considerable damage, and people may be injured. It is especially important that everyone remain calm and begin the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires.

After that, damage can be assessed and remedial measures begun. Here are some safety guidelines to follow:

- Remain calm and take time to assess your situation.
- Seek medical help for those who need it. Cover injured persons with blankets to keep them warm.
- Check for fires and fire hazards. Put out fires immediately if you can
- Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
- Shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
- Do not light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
- Do not touch power lines, electric wiring, or objects in contact with them.
- Do not use the telephone except to call for help or to report serious emergencies (medical, fire, or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services and it is thoughtless to use the phone for personal reasons or to satisfy curiosity. (When the emergency is clearly over, contact relatives and friends so they will know you are safe and where you are.)

Procedures to follow after the earthquake (Continued)

- Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
- Listen to the radio for information about the earthquake and disaster procedures.
- Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules that can eliminate all earthquake danger. However, damage and injury can be reduced by following the above precautions.

Emergency Procedures: Floods

During potential floods, the Management Office will monitor hazards. The office will attempt to notify you in as timely a manner as possible.

If a flood is eminent or predicted:

- If time allows, remove as much equipment as possible from your floor and place it on your desktop or a high shelf. Unplug any electrical equipment as well.
- If a flood is predicted, you will be instructed by the Fire Warden to evacuate the building. Do not use the elevators. Proceed as quickly as possible to your car.
- You will not be required to evacuate during a flood. If you feel you will be safer inside the building, you may remain, however, you must proceed to the designated floor.

Once the flood begins:

Once water begins filling up the streets and buildings, employees will be strongly urged to stay in the building (of course no one will force you to stay). If you choose to stay, follow the instructions below.

- If time allows, remove as much equipment as possible from your floor and place it on your desktop or a high shelf. Unplug any electrical equipment as well.
- Proceed to an upper floor in the building. Close all doors but do not lock them. Do not use the elevators.
- Wait out the flood. Do not use any electrical equipment. Do not light fires or burn anything. Do not use the telephone unless it is an emergency.
- If you are trapped on a floor with water entering, place a piece of clothing or other signal outside a window, alerting authorities of your situation.
- Avoid stepping in the water. Downed power lines in nearby water could cause serious injury or death.

After the water recedes

- Once the water has receded, you may proceed out of the building. Do not use the elevators, they may have been damaged during the flood.
- Take notice of downed power lines and other dangers that may have been caused by the flood.
- If the engine of your car was flooded, the car may not start.

Safety tips

If you choose to leave the building and drive, here are a few tips that may be helpful during a flood.

- Never drive into a pond of water. Most cars will not make it through a pond of water that is higher than half the height of the wheels.
- Should your car get stuck in water, leave the car and head for higher ground.
- Be very careful of downed power lines. The water you are about to step into could shock you.
- Stay as far away from the river as possible. Never drive toward a large body of water during a flood emergency.

Emergency Procedures: Tenant Responsibilities

Floor Wardens

A Floor Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. Your Office Manager or Personnel Manager, or both depending on the size of your firm, would probably be good candidates for Floor Warden. You should select Alternates for every Floor Warden.

The Floor Warden would be responsible for the development and implementation of your Fire Safety Program under the direction of the Safety Warden. This program would include development of evacuation plans, assignment of fire-fighting responsibilities, training of employees in emergency response procedures, and practice of emergency procedures. The Floor Warden is assisted by Deputy Floor Wardens and Searchers.

In the event of a fire or other emergency, this individual is in charge of the situation until Building Management arrives. The Floor Warden may also be responsible for coordinating the evacuation of your space depending on the severity of the situation and the availability of other safety personnel.

The Floor Warden will also be a key contact for the Management Office in case of power failures, medical emergencies, or other emergency situations.

Role Duties

1. Ascertain the location of the fire and sounds the alarm if this has not already been done.
2. Gives the order to evacuate if necessary prior to the arrival of the Building General Manager or Chief Engineer.
3. Gives instructions to the Searchers.
4. Coordinates evacuation for tenants with physical disabilities.
5. Continues fire evacuation procedures during actual fire.
6. Participates in annual fire drills.
7. Maintains fire protection supplies (flashlights, batteries, arm bands, whistles).
8. Maintains Tenant Reference Chart.

Alternate Floor Warden & Searchers

1. Follows instructions from Tenant Floor Wardens.
2. Search lavatories to verify all individuals have left.
3. Take a head count after an evacuation to verify that all regular occupants on the floor have been evacuated.
4. Participates in annual fire drills.

[Click here to obtain an Emergency Personnel Form](#)

[Click here to obtain a Floor Warden Drill Report](#)

Emergency Procedures: Fire Prevention Tips

Tips

- Make sure appliances such as coffee makers are turned off at night.
- If electrical equipment or a fluorescent light is not working properly, or if it gives off an unusual odor, disconnect the equipment or turn off the light and call the Management Office at 703-322-9650.
- Protect extension cords from damage by not pulling them across doorways or any place where they will be stepped on. Do not plug an extension cord into another and do not plug more than one extension cord into one outlet. Be sure to check amperage load of the cord as specified by the manufacturer and do not exceed it.
- Leave plenty of space for air to circulate around copy machines, word processors, microwave ovens, and other equipment that normally give off heat.
- Make sure the power is shut off on all office equipment such as copiers, calculators, computers, etc. at the close of the business day.
- Service elevator vestibules on all floors should be kept clear at all times to provide access for emergency equipment. Tenant belongings and deliveries should not be stored in service elevator vestibules.
- Know the location on your floor of the local fire alarm manual pull stations, fire exits and fire extinguishers.
- Become acquainted with the location of the nearest fire stairs by referring to the floor plan provided to you. Plan alternate means of escape should either stairwell be blocked.
- Check procedures with the Fire Warden for evacuating handicapped personnel.
- Keep several flashlights with fresh batteries in an easily accessible location for emergency use.
- Do not open doors that feel hot.
- Do not prop fire stair doors open or permit doors to remain open. This permits the fire and smoke to spread more easily.

Tips (Continued)

- Close all doors behind you.
- Do not fight a fire by yourself.
- Do not panic - remain calm - wait for help, if necessary.
- Evacuate according to evacuation procedures, which include following instructions from Fire Wardens, Building Management and the Fire Department.
- Refrain from smoking.
- Walk quickly when directed, but do not run.
- Do not use the elevators for emergency evacuation. USE STAIRS unless directed otherwise.
- If you are exposed to heat or smoke, stay low near the floor.
- Do not go back for your personal property or for other reasons. Do not return to the building until you are instructed to do so by a member of the Property Team.

Types of Fires

CLASS A- Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.

CLASS B - Fires in flammable liquids such as grease, oil, paint and gasoline.

CLASS C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely).

CLASS D - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Extinguishers

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electrical equipment rooms will almost always require the use of an "ABC" rated fire extinguisher: "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved, and "C" because it is electrical equipment.

Emergency Procedures: Bomb Threat

General Information

The most common threats are made by direct telephone calls to the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices.

There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device, or just someone who is aware of such information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This could be the ultimate goal of the caller.

Suspicious Items

1. Letters that are unusually bulky or weighty.
2. Parcels or envelopes with chemical or oily stains.
3. Parcels or envelopes without a return address.
4. Parcels or envelopes with foreign postmarks.
5. Parcels or envelopes that simply do not look or feel ordinary.

DO NOT

1. DO NOT handle the item.
2. DO NOT attempt to open the parcel.
3. DO NOT place parcel in water.
4. DO NOT remove any binding material.
5. DO NOT pull or cut any material that protrudes.

Bomb Threat Received by an Occupant

Should an Occupant receive a bomb threat, the following guidelines should be used:

1. Refer to the call record in this section. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
2. Immediately call the Management Office at 703-322-9650 and the Police Department at 911. If possible, have other employees call the Management Office and/or the Police Department while the bomb threat caller is on the phone.
3. The Management Office and/or the Police Department will provide tenants a recommendation to evacuate if necessary.
4. Be alert for any unfamiliar people and/or objects to point out to the police or Building staff upon their arrival. DO NOT touch or handle any suspected object.
5. The police may refer to tenant's Safety/Floor Wardens to identify any suspicious items or packages, which do not belong in the space. If a suspicious item is identified, the police will then investigate the object.

Bomb Threat Received by the Management Office

In the event that the Management Office receives a bomb threat, the following guidelines will be observed:

1. The Police Department will be notified immediately.
2. The Fire Warden in the affected area will be informed of the situation. The Fire Warden will give the order to evacuate if necessary.
3. Occupants should be alert for any unfamiliar people or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected objects.
4. The Fire Warden, accompanied by the police and Building staff, will make a complete search of the suspected areas. It will be the responsibility of the Fire Warden to identify any suspicious items or packages, which does not belong in the space.
5. If the bomb threat is received against the Building, and not a specific floor, all public areas will be searched beginning with the most accessible floor.

Occupant Evacuation

The Management Office will make a recommendation whether an Occupant space should be evacuated. If your Fire Warden gives the order to evacuate, all of the following steps should be followed:

1. The Fire Warden will make sure all employees are notified.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!**
3. The Fire Warden or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Evacuation, depending upon the size and type of explosive device, is normally one floor below and two floors above the bomb. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Management Office or the Police Department.
5. Upon arrival at your refuge area, everyone should remain collected with all staff. No one should wander about or leave unless directed to do so by the Police or Management Office.
6. The Searcher or Alternate should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be relayed to the Management Office personnel.

[Click here to download a Bomb Threat Record Form](#)

Emergency Procedures: Power Failure

If power fails in your area, follow the instructions below:

- Notify the Management Office at 703-322-9650. The power failure may be localized to your floor, so do not assume the building already knows of the failure.
- If your phone system is not operating due to the power outage, try to use a cellular phone to call the office.
- Do not try to take the stairs or the elevator to get to the Management Office.
- Open draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
- If you are instructed to evacuate, lock all areas.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, use call button and wait for assistance. Your elevators will cease operation, but WILL NOT FALL. Do not force open the doors. DO NOT PANIC.
- The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Emergency Procedures: Severe Weather

Severe thunderstorm activity

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

No occupant will ever be required to remain in the space if they feel their safety is threatened. However, during severe thunderstorms the building is a much safer place than the streets. Never assume that you can beat a storm home. We recommend waiting the storm out in the building and proceeding home after the storm has subsided.

Tornado Warning

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 mph or greater. Public warning will come over the radio or TV.

Should a severe storm or tornado occur, the following safety guidelines are recommended:

- Move away from the exterior of the Building to a corridor or elevator lobby.
- As you move, try to close the doors of rooms, which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
- Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling to protect your head.
- Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATORS.**
- **DO NOT** go to the first floor lobby or outside the Building.
- Keep your radio or television set tuned to a local station for information.
- Do not use the telephone to get information or advice (if there is lightening, there is a risk of injury, etc.)
- **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.

Tropical Storm Warning

A tropical storm warning is an alert by the National Weather Service indicating that a severe tropical storm is likely to move into and through an area. Wind gusts may reach 100 mph. Flash flooding is also likely to occur. Please follow all instructions as indicated within the tornado warning guidelines.

Hurricane Warning

A hurricane warning is an alert by the National Weather Service indicating that a hurricane force storm is likely to move into and through an area. Hurricanes will generally carry winds from 80 to 140 miles per hour. Inland the severity of wind damage is generally reduced, but can still be substantial. Flash flooding is also likely to occur.

Please follow all instructions as indicated within the tornado warning guidelines.

Emergency Procedures: Civil Disturbance

Since a Civil Disturbance is beyond our capabilities of the building's staff, we must rely upon the Fairfax County Police Department for assistance. Our best efforts are made in the isolation of the building from public access and the peace. The slightest incident can bring an overwhelming response.

Information concerning demonstrators inside or outside of the building should be reported to the Building Management Office. The Police Department will be notified if the situation warrants.

- Employees should avoid the scene of a disturbance and any contact with the demonstrators to preclude the possibility of incidents or injury. Employees within the building should stay away from windows and draw the curtains and blinds.
- All disturbances and any related information will be monitored by the Building Management Office with the possibility that certain building services will be limited in order to ensure the security and safety of the occupants and property.
- Employees should be ready to follow instructions of authorized company representatives.
- Tenants may be required to physically verify their guests.
- Communications with employees and floor evacuation personnel will be communicated via, telephone, email and/or by the management personnel walking through floor by floor notifying each tenant.
- Floor Wardens and Floor Leaders should be prepared to assist in evacuation of a floor or of the building if deemed necessary.
- Do not get in an argument. Leave affected area.
- If transportation access becomes restricted, consider keeping your employees at home or having them work from another office.

Emergency Procedures: Medical Emergency

Call the Fire Department at 911. Be prepared to provide the following information:

- The address of the Building
 - 5870 Trinity Parkway (TC1)
 - 5860 Trinity Parkway (TC2)
 - 5885 Trinity Parkway (TC3)
 - 5875 Trinity Parkway (TC4)

(PLEASE NOTE THAT THE AMBULANCE DRIVER SHOULD BE INSTRUCTED TO USE THE FRONT DOOR).

- The floor and suite number
- Call the Management Office at 703-322-9650.
- Notify the Floor Warden. The Floor Warden should take charge of the emergency until the ambulance arrives (unless another doctor or medical professional is on site).
- Attempt to comfort the injured party. Do not crowd around the person, give them space.

Ambulance Services

The Fire Department Ambulance Service (dial 911) will automatically take the patient to the nearest medical facility, which is the INOVA Fair Oaks Hospital.

Hospitals

Inova Fair Oaks Hospital: 3600 Joseph Siewick Drive
General Phone: (703) 391-3600
Emergency Room Phone: (703) 391-3644

Inova Fairfax Hospital: 3300 Gallows Road
General Phone: (703) 698-1110
Emergency Room Phone: (703) 698-3111

Emergency Procedures: Crimes In Progress

Unfortunately, this has become a growing concern at American places of business. Cushman & Wakefield's recommendations are based on the OSHA suggested Workplace Violence Prevention Program, which are on the following pages.

Remember during any crime, people's safety comes first. If you see a crime taking place, follow these guidelines.

- Never put yourself in potential danger.
- Report the crime to the Management Office and the Police Department. Try and be specific when describing the crime: what happened, where did it happen, who did it, when did it happen?
- Make sure and get a good look at the suspect. Try to remember height, weight, age, sex, race and any distinguishing features.
- Do not try and apprehend the suspect. The person may be carrying a weapon.
- Do not follow the suspect outside the building.
- If someone was injured during the crime, call 911 and request an ambulance. Then call the Management Office at 703-322-9650.

Emergency Procedures: Explosion

Since the source of explosion may not be apparent, its cause could be from a gas leak or an explosive material set to purposefully cause destruction. Until a source has been determined, it is wise to be watchful of any suspicious persons that could inflict further harm on the structure or personnel. The response appropriate for such an event is proportional to the damage inflicted.

- Fall to the floor and take immediate shelter under tables, desks or other such objects that will offer protection against flying glass or debris. Protect face and head with arms.
- Provide first aid to stop bleeding or provide assistance.
- Operate the nearest fire alarm pull box and telephone the Fire Department and the building Management Office.
- Stay in place until a safe egress has been determined.
- Perform an orderly evacuation when directed to do so.
- Do not return to the building until Building Management or the Fire Department has given the all-clear signal.

Emergency Procedures: Chemical Accident

Chemical accidents would include tank truck accidents involving large quantities of toxic gases. Should such an accident occur, the following actions should be taken:

- Report suspicious odors to the Building Management Office.
- Remain in place unless the spill is from within the office space. Leaving the premises into a more concentrated hazardous environment could result in a more concentrated exposure.
- Telephone the Fairfax County Fire Department and the Building Management Office giving full particulars.
- If evacuation becomes necessary follow the attached Evacuation Procedures.
- While evacuating move crosswind typically north or south, never up or down wind, avoid fumes.
- Render first aid if it becomes necessary.

Emergency Procedures: Shelter in Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect yourself whether at home or work. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

At Work:

- Close the business.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

At Work (continued):

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Bring everyone into the room(s). Shut and lock the door(s).
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Introduction: Welcome

[Please click here to view a Welcome Letter from Trinity Centre Management](#)

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of Trinity Centre and facilitate your company's operations. There is a great deal of information contained in this Electronic Tenant® Handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

The contact information for the Management Office is:

Telephone: (703) 322-9650

Fax: (703) 322-9656

Address:

Trinity Centre One
5870 Trinity Parkway
Suite 160
Centreville, VA 20120

Again, Welcome to Trinity Centre. We are happy to serve you.

Sincerely,

Kathleen Boxall
Vice President/Portfolio Manager

Introduction: About Trinity Centre

Trinity Centre, a Class-A suburban office park located in Centreville, Virginia, is an inviting workplace that offers an ideal location in a campus-style setting with, ample amenities and timeless building architecture, surrounded by beautiful landscaping, a sparkling lake, walking paths and natural wooded surroundings. The park is owned and developed by Spear Street Capital. The office park is strategically located 22 miles from Washington, D.C. at the interchanges of Route 29 and Route 28, eight miles due south of Dulles International Airport. The park enjoys over 2,800 feet of frontage along busy Interstate 66, the major east-west interstate highway connecting downtown Washington, D.C., and sits at the heart of one of the strongest commercial real estate markets in the United States. The grounds of Trinity Centre occupy over 70-acres and will ultimately include over 1,000,000 square feet of Class-A office space within eight buildings when fully developed.

Currently situated within Trinity Centre are four office buildings; two, 6-story and two, 3-story buildings. The buildings are steel-framed structures with architectural, fawn-colored precast panels and brickfields with recessed tinted glass in aluminum frames. The buildings are creatively clustered to provide a stimulating work environment amidst the soothing beauty of the park. Although the location and amenities consistently draw tenants to Trinity Centre, the landscaping is "2nd to none" and is one of the top reasons tenants choose to lease space within the park. Uptown Cafe, located on-site, is listed as the [# 1 place for Breakfast and Brunch by Yelp.com](#). Life Time's 24-hour fitness center, and the Spring Hill Suites Hotel are a pleasant stroll away. Conveniently located on site are two restaurants: Carrabba's and Velocity 5. Directly across the street are several shopping centers offering places to eat such as Ciro's Pizza, Starbuck's, Subway as well as others. In addition, there is a Trader Joe's, Giant Food, Bank of America, Exxon Gas, U.S. Post Office, CVS and Hallmark. Trinity Centre provides The "Starlight Cinema", a drive-in movie theatre setting under the stars on a large movie screen during the month of August.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

Special Features

This Electronic Tenant® Handbook has special features including the [Electronic Tenant® On-Line Service Request System](#) and a number of other tools designed to help tenants and property management staffs communicate. In order to be able use some of these features, we recommend you have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information.

If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the property management office.

Policies and Procedures: General Rules and Regulations

The following rules and regulations have been formulated for the safety and well-being of all tenants of the Building. Strict adherence to these rules and regulations is necessary to guarantee that every tenant will enjoy a safe and undisturbed occupancy of its premises. Any violation of these rules and regulations by Tenant shall constitute a default by Tenant under the Lease. The rules and regulations are as follows:

1. No Smoking is allowed inside the buildings.
2. No tenant or employee of tenant may possess or consume illegal substances while on the property.
3. No tenant or employee of tenant may violate any Local, State or Federal Statutes while on the property.
4. No tenant or employee of tenant may possess firearms, explosives or weapons while on the property.
5. Tenant shall not obstruct or encumber or use for any purpose other than ingress and egress to and from the Premises any sidewalk, entrance, passage, court, elevator, vestibule, stairway, corridor, hall or other part of the Building not exclusively occupied by Tenant. No bottles, parcels or other articles shall be placed, kept or displayed on window ledges, in windows or in corridors, stairways or other public parts of the Building. Tenant shall not place any showcase, mat or other article outside the Premises.
6. Landlord shall have the right to control and operate the public portions of the Building and the facilities furnished for common use of the tenants, in such manner as Landlord deems best for the benefit of the tenants generally. Tenant shall not permit the visit to the Premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment of the entrances, corridors, elevators and other public portions or facilities of the Building by other tenants. Tenant shall coordinate in advance with Landlord's property management department all deliveries to the Building so that arrangements can be made to minimize such interference. Tenant shall not permit its employees and invitees to congregate in the elevator lobbies or corridors of the Building. Canvassing, soliciting and peddling in the Building are prohibited, and Tenant shall cooperate to prevent the same.
7. Tenant shall not use the water fountains, water and wash closets, and plumbing and other fixtures for any purpose other than those for which they were constructed, and Tenant shall not place any debris, rubbish, rag or other substance therein (including, without limitation, coffee grounds). All damages from misuse of fixtures shall be borne by the tenant causing same.
8. Tenant shall not attach, hang or use in connection with any window or door of the Premises any drape, blind, shade or screen, without Landlord's prior written consent. All awnings, drapes projections, curtains, blinds, shades, screens and other fixtures shall be of a quality, type, design and color, and shall be attached in a manner, approved in writing by Landlord. Any Tenant-supplied window treatments shall be installed behind Landlord's standard window treatments so that Landlord's standard window treatments will be what is visible to persons outside the Building. Drapes (whether installed by Landlord or Tenant) which are visible from the exterior of the Building shall be cleaned by Tenant at least once a year, without notice from Landlord, at Tenant's own expense.
9. Tenant shall not construct, maintain, use or operate within the Premises any electrical device, wiring or apparatus in connection with a loudspeaker system or other sound system, in connection with any excessively bright, changing, flashing, flickering or moving light or lighting device, or in connection with any similar device or system, without Landlord's prior written consent. Tenant shall not construct, maintain, use or operate any such device or system outside of its Premises or within such Premises so that the same can be heard or seen from outside the Premises. No flashing, neon or search lights shall be used which can be seen outside the Premises.
10. Tenant shall not bring any bicycle, vehicle, animal, bird or pet of any kind into the Building, except seeing-eye or hearing-ear dogs for handicapped persons visiting the Premises.
11. Except as specifically provided to the contrary in the Lease, Tenant shall not cook or permit any cooking on the Premises, except for microwave cooking and use of coffee machines by Tenant's employees for their own consumption. Tenant shall not install any microwave oven or coffee machine in the Premises without Landlord's prior written approval of such equipment and its location within the Premises. Tenant shall not cause or permit any unusual or objectionable odor to be produced upon or emanate from the Premises.
12. Tenant shall not make any unseemly or disturbing noise or disturb or interfere with occupants of the Building.
13. Tenant shall not place on any floor a load exceeding the floor load per square foot which such floor was designed to carry. Landlord shall have the right to prescribe the weight, position and manner of installation of safes and other heavy equipment and fixtures. Landlord shall have the right to repair at Tenant's expense any damage to the Premises or the Building caused by Tenant's moving property

into or out of the Premises or due to the same being in or upon the Premises or to require Tenant to do the same. Tenant shall not receive into the Building or carry in the elevators any safes, freight, furniture, equipment or bulky item except as approved by Landlord, and any such furniture, equipment and bulky item shall be delivered only through the designated delivery entrance of the Building and the designated freight elevator at designated times. Tenant shall remove promptly from any sidewalk adjacent to the Building any furniture, furnishing, equipment or other material there delivered or deposited for Tenant.

14. Tenant shall not place additional locks or bolts of any kind on any of the doors or windows, and shall not make any change in any existing lock or locking mechanism therein, without Landlord's prior written approval. Tenant shall keep doors leading to a corridor or main hall closed at all times except as such doors may be used for ingress or egress and shall lock such doors during all times the Premises are unattended. Tenant shall, upon the termination of its tenancy: (a) restore to Landlord all keys and security cards to stores, offices, storage rooms, toilet rooms, the Building and the Premises which were either furnished to, or otherwise procured by, Tenant, and in the event of the loss of any keys so furnished, Tenant shall pay the replacement cost thereof; and (b) inform Landlord of the combination of any lock, safe and vault in the Premises. At Landlord's request, a charge of three dollars (\$3.00) per key shall be paid for all keys in excess of two (2) for each public entrance door to the Premises as additional rent to cover LL's administrative expenses and overhead for processing. Tenant's key system shall be consistent with that for the rest of the Building.
15. Landlord reserves the right to exclude from the Building at all times any person who does not properly identify himself to the Building management or attendant on duty. Landlord shall have the right to exclude any undesirable or disorderly persons from the Building at any time. Landlord may require all persons admitted to or leaving the Building to show satisfactory identification and to sign a register.
16. Tenant shall not install or operate in the Premises any electrically operated equipment or machinery without obtaining the prior written consent of Landlord. Landlord may condition such consent upon Tenant's payment of additional rent in compensation for the excess consumption of electricity or other utilities and for the cost of any additional wiring or apparatus that may be occasioned by the operation of such equipment or machinery. Tenant shall not install any equipment of any type or nature that will or may necessitate any changes, replacements or additions to, or changes in the use of, the water system, heating system, plumbing system, air-conditioning system, electrical system or life safety system of the Premises or the Building, without obtaining Landlord's prior written consent, which consent may be granted or withheld in Landlord's sole and absolute discretion. If any machine or equipment of Tenant causes noise or vibration that may be transmitted to such a degree as to be objectionable to Landlord or any tenant in the Building, then Landlord shall have the right to install at Tenant's expense vibration eliminators or other devices sufficient to reduce such noise and vibration to a level satisfactory to Landlord or to require Tenant to do the same.
17. Tenant shall not permit or encourage any loitering in or about the Premises and shall not use or permit the use of the Premises for lodging, dwelling or sleeping.
18. Tenant, before closing and leaving the Premises at any time, shall see that all windows are closed (if applicable) and all lights and equipment are turned off, including, without limitation, coffee machines.
19. Tenant shall not request Landlord's employees to perform any work or do anything outside of such employees' regular duties without Landlord's prior written consent. Tenant's special requirements will be attended to only upon application to Landlord, and any such special requirements shall be billed to Tenant in accordance with the schedule of charges maintained by Landlord from time to time or as is agreed upon in writing in advance by Landlord and Tenant. Tenant shall not employ any of Landlord's employees for any purpose whatsoever without Landlord's prior written consent.
20. There shall not be used in any space, or in the public halls of the Building, either by any tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards. Tenant shall be responsible for any loss or damage resulting from any deliveries made by or for Tenant.
21. Tenant shall not install or permit the installation of any wiring for any purpose on the exterior of the Premises.
22. Unless otherwise expressly provided in the Lease, Tenant shall not use, occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, or sale of liquor.
23. Tenant acknowledges that it is Landlord's intention that the Building be operated in a manner which is consistent with the highest standards of cleanliness, decency and morals in the community which it serves. Toward that end, Tenant shall not sell, distribute, display or offer for sale any item which, in Landlord's judgment, is inconsistent with the quality of operation of the Building or may tend to impose or detract from the moral character or image of the Building. Tenant shall not use the Premises for any immoral or illegal purpose.
24. Tenant shall purchase or contract for waxing, rug shampooing, venetian blind washing, interior glass washing, furniture polishing, janitorial work, removal of any garbage from any dining or eating facility

or for towel service in the Premises, only from contractors, companies or persons approved by Landlord.

25. Tenant shall not remove, alter or replace the ceiling light diffusers, ceiling tiles or air diffusers in any portion of the Premises without the prior written consent of Landlord.
26. Tenant shall not purchase water, ice, coffee, soft drinks, towels, or other merchandise or services from any company or person whose repeated violation of Building regulations has caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
27. Tenant shall not pay any employee on the Premises except those actually employed therein; nor shall Tenant use the Premises as headquarters for large scale employment of workers for other locations.
28. Landlord shall have the right, upon written notice to Tenant, to require Tenant to refrain from or discontinue any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability for offices.

29. Tenant shall not in any manner deface any part of the Premises or the Building. No stringing of wires, boring or cutting shall be permitted except with Landlord's prior written consent. Any floor covering installed by Tenant shall have an under layer of felt rubber, or similar sound deadening substance, which shall not be affixed to the floor by cement or any other non-soluble adhesive materials.
30. Should Tenant's use and occupancy of the Premises require the installation of supplemental cooling, and should the Building contain a closed loop, Tenant agrees that its supplemental cooling requirements will be serviced by tapping into the Building's closed loop. Tenant shall be responsible for the cost of connecting into the loop and agrees to pay to Landlord as additional rent the monthly tap fee in accordance with Landlord's then-current rate schedule. Should the Building not contain a closed loop, Tenant agrees to be responsible for fees associated with placing equipment on the roof of the Building.
31. Each Tenant shall handle its newspapers and "office paper" in the manner required by Law and shall conform with any recycling plan instituted by Landlord.
32. Tenant shall not bring or keep, or permit to be brought or kept, in the Building any weapon or flammable, combustible or explosive fluid, chemical or substance.
33. Tenant shall comply with all workplace smoking Laws. There shall be no smoking in bathrooms, elevator lobbies, elevators, and other common areas.

Landlord may, upon request of Tenant, waive Tenant's compliance with any of the rules, provided that (a) no waiver shall be effective unless signed by Landlord, (b) no waiver shall relieve Tenant from the obligation to comply with such rule in the future unless otherwise agreed in writing by Landlord, (c) no waiver granted to any tenant shall relieve any other tenant from the obligation of complying with these rules and regulations, and (d) no waiver shall relieve Tenant from any liability for any loss or damage resulting from Tenant's failure to comply with any rule

Policies and Procedures: Insurance Requirements

Insurance

The mover shall provide and deliver Certificates of Insurance to Cushman & Wakefield in the Office of the Building at least ten (10) days prior to any move or the movers will not be allowed access to the Building. All policies shall indicate that at least ten (10) days prior written notice be delivered to Cushman & Wakefield by the insurer prior to termination, cancellation or material change of such insurance. Management can refuse to allow the mover access to the Building if the limits provided on the Certificate of Insurance are not acceptable to Cushman & Wakefield.

The mover must, at the mover's sole cost and expense, obtain, maintain and keep in full force and effect the following types of insurance and shall provide management with an appropriate Certificate of Insurance naming the following entities as additional insured:

Cushman & Wakefield
[Whetstone Trinity Holdings LLC](#)

Please note that the spelling of these parties must be exactly correct or the insurance is not valid and the movers will not be allowed access to the Building.

Insurance (Continued)

All policies must be written by companies licensed to do business in the State of Virginia and which have a Best's Key Rating Guide not less than A-XII.

Broad Form Commercial General Liability

Combined Single Limit - \$2,000,000 per occurrence and \$1,000,000 Umbrella Liability.

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. Policies will be primary and noncontributory. This insurance will also cover bodily injury and property damage including, but not limited to, the following:

- Premise and Operations
- Products/Completed Operations
- Broad Form Property Damage
- Broad Form Contractual Liability
- Personal Injury
- Coverage for Any Special Hazard or Operation not Normally Encountered

Insurance (Continued)

Worker's Compensation - Statutory limits

Employer's Liability

With minimum liability limits of \$1,000,000, each accident; \$1,000,000, each disease; and \$1,000,000, each disease, each employee.

This insurance shall contain a waiver of subrogation rights against Cushman & Wakefield from any liability resulting from possible accidents occurring to movers' employees.

Comprehensive Automobile Liability

Combined single limit for bodily injury, death and property damage of not less than \$1,000,000 per occurrence and per person. Such insurance shall cover claims for bodily injury (or death) and/or property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

Insurance (Continued)

Property Insurance

Mover shall secure, pay for and maintain all-risk property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the mover at an amount equal to

the replacement costs of all such tools and equipment.

Crime Insurance / Fidelity Bond

Contractor is responsible for loss to client & third party assets and shall maintain fidelity bond or comprehensive crime insurance coverage for the dishonest acts of its employees in minimum amount of \$1,000,000.

Comprehensive Dishonesty Bond

Policies and Procedures: Move in Procedures

The actual relocation of your company's office begins with a discussion of your ideas and space needs and ends with the successful completion of your move.

In between, there is a tremendous amount of planning, estimating and decision-making that must be done within a defined time frame. The Cushman & Wakefield Management Team will assist you in every way possible to ensure a smooth and comprehensive relocation.

Tenant Responsibilities Prior to Moving In

Your move-in will be coordinated with the Management Office in order to facilitate a smooth, efficient relocation. Information concerning move-in procedures will be sent to you early in the construction phase. Any arrangements for various trades such as telephone installation, copier installation, etc. should be set up through the Management Office ahead of time.

Many of the items that need to be completed before moving in are listed below:

Notify the Management Office regarding the following:

- The name of the tenant representative who will have responsibility for approval of expenditures and setting of policy relating to your suite.
- The phone number of your new office.
- The move-in date and time must be approved with the management office.
- The name and person to contact with your firm's mover. Note – a Certificate of Insurance must be received from the mover prior to move-in. Insurance requirements are reviewed in detail in a later portion of this section.
- Mover must lay masonite from loading dock to your suite or elevator and from elevator to your suite. All corners must be protected with cardboard.
- The date you desire to inspect your suite prior to occupancy.
- The number of suite keys you desire. Keys requested will be \$3.00/per key (the building standard charge), unless stated otherwise in your Lease.
- The names of employees that need to be provided with access to the Building outside of normal business hours. This will allow for the processing of the security access keys prior to move in. These keys are \$10.00/key, which may be increased from time to time, unless stated otherwise in your Lease.

Notify the Management Office regarding the following (continued):

- Your needs regarding corridor identification plaques and directory strips.
- The names of handicapped employees.
- The name and address for rent billings and other tenant charges.
- Provide the Post Office with change of address information.
- Notify the phone company to arrange for installation of new phones and equipment.
- Tenant's Certificate of Insurance with coverage equal to or greater than lease requirements. Note - Must be received prior to move in.
- Official start date of office.

You must provide a certificate of insurance to the Management Office with levels of coverage stated within your lease. This insurance certificate must be received before you are allowed to move into the building.

Policies and Procedures: Packages / Deliveries

Move Out Procedures

Tenant Responsibilities Prior to Moving Out

Tenants will benefit by following the procedures listed below before moving out:

- Contact Management Office with move out information.
- Contact your telephone company to discontinue service at this Building.
- Turn in your office keys and security access cards to the Management Office.
- Follow the "Moving Procedures" described below in executing your move.
- Complete suite close out with Management Office.

Building Moving Out Policies

In order for building personnel to accommodate the interest of the Tenant and to protect the property, the following policies regarding movement of office furniture and equipment should be followed. If you have any questions regarding these policies, please contact the Management Office.

Schedule your move with the Management Office at (703) 322-9650 as far in advance as possible. The move will be scheduled based on the availability of the service elevator and building service.

Building Moving Out Policies (Continued)

Provide the Management Office with a letter listing the following information:

- Date of move.
- Time periods the freight elevator will be needed.
- Name of the moving company and the name of the moving supervisor for the moving company and Tenant.
- Certificate of Insurance for the moving company.
- Forwarding address and phone number.
- Movers must lay masonite down.

Special Requirements

The Office of the Building should be advised in writing of any special requirements in connection with the move. For example, if draperies, supplies, equipment, etc., are expected prior to the move, arrangements must be made for use of the elevator and for access to the tenant suite.

General Procedures

All items to be moved in must be taken to the loading dock located in the back of the Building.

Movers must contact the Management Office prior to unloading tenant materials or furniture. The mover will be required to provide identification and state the name of the Tenant being moved.

Only the freight elevator or designated elevator is to be used which is protected with the appropriate padding.

All moves requiring more than one hour must be conducted after 5:30 p.m. or on weekends and a rate will be charged to the tenant for the engineer's time. Please call the management office for a quote.

Clean-up

The moving company and the Tenant will be responsible for leaving the Building and premises clean by removing from the Property all cartons and other trash generated in the move.

Property Damage

Any and all damage to the Building, elevator areas, doors, corridors, tenant spaces, or grounds which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant.

Required repairs will be accomplished by the Landlord with the expense billed to the responsible Tenant.

The following section defines specific information that your mover should be told. A copy of this section should be given to those moving companies bidding on your move.

Instructions to Movers

Inspection of Premises

The mover is responsible for inspecting the tenant suite prior to the move. The mover should acquaint himself with the conditions existing in the suite, so that he may furnish equipment and labor necessary for the orderly, timely and efficient movement of furnishings and equipment. He should be aware of the facilities of the Building and the conditions, including safety precautions, under which the work must be accomplished.

Uniforms

Each employee of the moving company must be bonded and uniformly attired in the same type and color uniform plainly lettered with the moving company's name. These requirements are necessary in order to maintain the security of the premises and to provide easy identification by our company's personnel.

Insurance

For Insurance requirements please see the [Insurance Requirements section here](#).

Use of Elevators

Only the freight elevator or designated elevator per Cushman & Wakefield is to be used for moving furniture/equipment.

Masonite is required to be laid from the loading dock to the freight elevator for all moves. The amount needed is listed below:

- 5870 & 5860 Trinity Parkway is 135'
- 5885 & 5875 Trinity Parkway is 165'

Plus you will need masonite from the elevator to the tenant space.

Services to be Furnished by Mover

Supervision, Labor, Materials and Equipment

The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated in an orderly, timely and efficient manner. Such equipment shall include among other things dollies, trucks, etc., as may be required. All material handling vehicles used in the interior of the Building must have rubber-tired wheels and must be maintained free from grease and dirt.

Crating, Padding and Packing Material

The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed from the property by the mover. The mover shall also furnish, install and remove floor carpet, wall and glass protective material from the point of entry to the Building to the tenant's suite door to protect the Building from damage.

Services to be Furnished by Mover (Continued)

Floor and Wall Protection

The mover should at all times protect and preserve the building from damage. He must comply with all reasonable requests to enclose or specially protect such property. This includes furnishing, installing and removing floor, carpet, wall and glass protective materials wherever necessary to protect the building from damage. Protection is also to be provided to the interior/exterior trim of all elevators used.

Permits, Franchises, Licenses or Other Lawful Authority

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to management.

Removal of Furniture and Equipment

Each Tenant must provide advance written notice to the Management Office whenever furniture and equipment is to be removed from the property. Individual items (typewriter size or less) that can be hand-carried are excluded from this requirement. Items larger than a typewriter must be removed by following the procedures outlined on the previous pages.

Policies and Procedures: Remodeling/Redecorating

The Management Team of Trinity Centre will assist in the coordination of the remodeling or redecorating of your suite through every phase of construction. During the initial phases, we will meet with you to find out your exact requirements. Depending on the scope of the work, we will have working drawings prepared and/or will make written specifications of the work.

When the specifications are complete, we will obtain bids from outside contractors. A formal proposal will then be prepared for the project.

Upon tenant approval of the proposal, the work will be coordinated and monitored by the Building's Management through its completion.

Remodeling/redecorating services available through the Building, either to be provided by the Building staff or outside contractors, include the following. All remodeling of tenant spaces must be coordinated through the Office of the Building. Some of the most frequently requested services are:

- Carpentry
- Carpeting/Tile
- Ceilings
- Electrical
- Heating, Ventilating and Air Conditioning (HVAC)
- Marble and Ceramic Tile
- Painting
- Plumbing

Policies and Procedures: Floor Load

Code requirements prohibit placing loads upon floors which exceed 100 pounds live load per square foot. Should you find it necessary to utilize equipment, which exceeds this rating, you must receive prior written approval from the Management Office. We require adequate documentation from a licensed structural engineer verifying that such an installation at a specific location is safe. The architect and the General Manager of the Building will review your request and accompanying documentation. When we receive confirmation that installation is safe, we will send you a written approval.

Policies and Procedures: Media Policy

[Cushman & Wakefield](#) - When a crisis situation occurs that is likely to draw media and public attention to Trinity Centre, all individuals must be prepared to provide honest, accurate and appropriate information to the media in a timely manner.

To maintain the reputation of the firm, our clients, tenants, employees and other properties in the face of a crisis or potential negative media report, our policy is that the Management Office will contact the Cushman & Wakefield Public Relations department and they will become involved immediately. A Corporate Crisis Communication Team has been formed as a central resource for counsel and assistance in responding to various audiences in times of crisis. The Team includes legal counsel, risk counsel, media counsel and other senior management expertise as appropriate.

It is the policy of Cushman & Wakefield that requests from the media for information on transactions, comments on trends, interviews for newspaper articles, speeches and public appearances must be cleared in advance with Corporate Public Relations. This includes all written and oral communication and the release of photographs to the media. The only exception to this policy is Division Presidents, Regional Managers and General Manager who may respond to inquiries about property-related matters – as long as it is deemed in the best interests of the property owner and tenants.

[Click here to download a Media Inquiry Form](#)

Although a specific media policy has not been devised for our tenants at Trinity Centre to follow, it is recommended that you develop an occupant specific media inquiry policy in order to appropriately respond to the media in the event of a crisis situation. Should you develop a media policy that you would like our office to retain, please submit it to the Management Office at your earliest convenience.

Cushman & Wakefield does request, however, that you do not give out building specific information or information regarding other tenants to the media. Should you have any questions or comments with regards to this policy, please contact the Management Office.

Policies and Procedures: Smoking Policy

In compliance with the Fairfax County Codes, Trinity Centre is a non-smoking building. All public areas in the Building are non-smoking areas, including the lobby, rest rooms and stairwells. In addition, smoking in front of the building is prohibited. An Ash receptacle is located in the front of each building for extinguishing cigarettes only. Ash receptacles will be provided for you in a designated area determined by Cushman & Wakefield. Please call the management office to find out the designated smoking area outside.

Smoking Locations

5860 & 5870: Only designated smoking area is outside next to the loading dock under the awning. Please do not block the stairs or doors.

5885 & 5875: Only designated smoking area is outside on the lakeside, 25 feet from the lobby doors. Please do not smoke in front of doors.