



1201 Third Avenue

TENANT HANDBOOK

1201 THIRD AVENUE

SEATTLE, WASHINGTON, 98101

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BUILDING OPERATIONS

PROPERTY MANAGEMENT OFFICE

Wright Runstad & Company's property management staff is pleased to have you as a tenant in 1201 Third Avenue. We are committed to providing you with professional, responsive, and efficient service.

The property management office is located in Suite 2740 and is open from 8:00 am to 5:00 pm, Monday through Friday. The office telephone is answered 24 hours a day, 7 days a week.

Outside of office hours, the phone is automatically forwarded to our security desk. Please feel free to call, email, or visit with any questions regarding the building operations of 1201 Third Avenue

Wright Runstad & Company

1201 Third Avenue

1201 Third Avenue, Suite 2740

Seattle, WA 98101

Phone: (206) 224-1201

Fax: (206) 223-8072

PROPERTY MANAGEMENT STAFF

Jeff Myrter, General Manager

Kristen Waldera, Assistant Property Manager

Jeff Kasowski, Senior Chief Engineer

Daren Greene, Assistant Chief Engineer

Denise Kolb, Special Projects Engineer

Phil Bing, Tenant Improvement Engineer

Brian Fitzgerald, Tenant Services Coordinator

Jaiya Sadhwani, Property Accountant

Sarah Phillips, Staff Accountant

Mark Sanderson, Senior Engineer

Mario Wright, Engineer

Robert Coan, Engineer

John Handley, Junior Engineer

TENANT CONTACTS

Communication is the most crucial element in implementing the policies and procedures in the Tenant Handbook. To ensure effective communication, the Wright Runstad & Company property management staff asks you to designate a “tenant representative” as the contact person between your company and the property management staff. Your representative will be responsible for making requests or reporting problems, as well as conveying important information received from property management.

RENT

In accordance with your lease agreement, rent is due on or before the first of each month. Please remit payment prior to the first of the month to the following address:

Third and University Limited Partnership
1201 Third Avenue, Suite 2740
Seattle, WA 98101

For information regarding your account or instructions for sending rent via wire services, please contact the property management office.

INSURANCE

All tenants are required to furnish Wright Runstad & Company with a copy of their company’s Certificate of Insurance prior to occupancy and annually thereafter, prior to each policy expiration date. Please refer to your lease for specific insurance requirements. For efficiency, ask your insurance carrier to automatically copy Wright Runstad & Company on all renewals or updates.

AMENITIES

ON-SITE SHOPS/SERVICES

1201 Third Avenue offers the following shops and services to its tenants:

RESTAURANTS

There are three restaurants, catering especially to 1201 Third Avenue tenants. They include:

- THE BROOKLYN SEAFOOD, STEAK & OYSTER HOUSE (206-224-7000)

The Brooklyn Seafood, Steak & Oyster House is the cornerstone of the restaurant selections at 1201 Third Avenue. The menu emphasizes special preparations of Northwest products. Portions vary to appeal to a variety of appetites. Daily lunch and dinner specials complement the set menu.

The prime attraction upon entering the restaurant from Second Avenue is a shellfish bar backed up to a beverage bar. Beyond the shellfish bar is an exhibition kitchen surrounded by a bar, where guests can sit comfortably in high-backed chairs and witness culinary displays. Also available in this area is Pullman booth seating and open table arrangements.

Weekday lunches cater primarily to downtown business people. Later in the day, the atmosphere is more casual and conducive to non-business attire. The Brooklyn is located at the corner of Second Avenue and University Street.

- ELLEN'S COFFEE COMPANY (206-224-7415)

A permanent espresso bar dispenses regular and decaffeinated drinks throughout the day. Juices, pastries and desserts also are served. The large, landscaped Atrium at 1201 Third Avenue is furnished with comfortable chairs and tables for casual enjoyment of this light menu. Ellen's is located on Level AT, in the Atrium.

- MÉLANGE MARKET (206-224-7007)

Mélange Market may best be described as a take-out supermarket. The variety of foods available include freshly made sandwiches and deli salads, coffee, beverages, and daily specials.

There is outdoor seating on the plaza adjacent to Mélange's entry on Level 2.

RETAIL

- TREASURES (206-223-8908)

Provides convenient combination of small gifts, greeting cards, candy, snacks and other goods to 1201 Third Avenue.

- CHASES DOWNTOWN FLORIST (206-625-9500)

Tenants are able to get fresh-cut flowers by the stem and in arrangements. Office delivery is available.

SERVICES AND AMENITIES

- FRIESEN ABMEYER FINE ART (206-628-9501)

Friesen Abmeyer Fine Art features original contemporary fine art. Prestigious nationally and internationally acclaimed artists are represented at this exciting gallery located on the 2nd Avenue plaza.

- PETER LOPEZ SALON (206-623-8968)

A men's and women's styling salon is located in the plaza on Level 2, next to Mélange. Early morning, evening and Saturday appointments are available. Walk-ins are welcome.

- SHOE SHINE STAND
Located directly across from Treasures in the lobby, provides shoe shine services..
- SHOE EXPRESS (206-340-6092)
This convenient shoe repair shop offers fast, quality service for a range of accessories. Most of its services can be completed while customers wait, or within 30 minutes. Shoe repair options include new heels, soles and patching, as well as dying. Shoe Express also repairs briefcases, purses and zippers. In addition, the shop will duplicate keys.
- CORE FITNESS (206-583-8848)
Core Fitness is a place where people who want to improve their body, get fit and have fun come to work out. Equipment and services include complete fitness evaluations, aerobic and other conditioning classes, weight training, exercise bicycles, rowing equipment and StairMasters. Men's and women's locker rooms with showers are available.
- CHASE BANK (206-461-6475)
A full-service bank is located in the main lobby on the Third Avenue level. An ATM is located just outside the main entrance to the bank.
- MUTUAL DETAIL (206-652-4131)
You can drop your car off at Mutual Detail on B Level of the garage in the morning and return to a clean, sparkling car! Just give them a call to make an appointment for complete detailing services.

BUILDING CONFERENCE ROOM

The Building Conference Room is located on the 27th Floor, and is available to all tenants. Scheduling is on a first-come, first-served basis. We encourage tenants to reserve far enough in advance to ensure availability. Please call to cancel the Building Conference Room reservation as soon as you know it will not be used. If we don't receive a cancellation call with at least 24 hours advance notice, a \$150 fee will be charged. The room is heavily booked. The room seats up to 45 people, depending on the room configuration. We offer 4 different standard configurations. Non-standard seating configurations are possible, but a setup fee applies. Below is a list of amenities offered in the Building Conference Room:

- Podium
- Whiteboard
- Easels
- TV/DVD
- Telephone
- Projector

All other supplies needed for meetings are the responsibility of the tenant. Transporting equipment to and from the conference room is the responsibility of the tenant using the room. Tenant's equipment must be removed promptly after the meeting to allow for the next scheduled meeting. It is the tenant's responsibility to clean up any dishes, foods or other garbage from the conference rooms when finished. Catered items must be picked up promptly by the provider or taken to your office for pick-up.

SECURITY DESK CONCIERGE SERVICES

The building security desk is located in the lobby. The security officer, who is available during normal business hours, can provide information about and assist with all building services, procedures, personnel, and policies. The security officer can also assist you in obtaining services that are not provided by the building directly, but are available within the surrounding community. Due to liability reasons, security is not allowed to hold packages, letters or other items to be picked up by third parties. To contact the security desk, call (206)224-1203.

COMMUTER INFORMATION CENTER

A Public Transportation Information Center is located along the elevator lobby on Level AT between the garage elevators and the mailroom. The center includes Metro maps and bus routes, up-to-date ride sharing information, bus schedules, ferry schedules and other helpful transportation brochures. The Metro tunnel entrance is located at the corner of 3rd Avenue and Seneca street.

Our parking garage also has three Zipcars for their members to use. Their website, www.zipcar.com, provides information on joining, prices and the other locations of their vehicles. 1201 Third Avenue tenants are eligible for discounted Zipcar rates. For more information contact the property management office or email Zipcar's Meghan Doyle directly at mduoye@zipcar.com.

For further information on your transit options, please contact the Property Management Office at (206) 224-1201 or Metro at (206) 553-3000.

TRANSPORTATION

PARKING

The parking garage, available for tenant and visitor parking, is located beneath the building with access from Seneca Street, between Second and Third Avenue. Visitors may exit only to Seneca Street. Monthly parkers may enter the garage at any time by using their cardkey. Monthly parkers may exit to Seneca Street or via the ramp from Level B to the loading dock area and then on to University Street from 4:00 p.m. to 7:30 p.m., Monday through Friday. The garage is managed by Diamond Parking who is responsible for issuing access cards for tenant monthly parkers, and monitoring hourly tenant and visitor parkers. Diamond Parking can be reached at (206) 340-6080 for more information, or visit www.1201third.com.

The garage is open from Monday through Thursday from 5:30 a.m. to 9:00 p.m., Friday 5:30 a.m. to 11:00 p.m., Saturday from 8:00 a.m. to 1:00 p.m. and closed Sundays unless there are events scheduled at nearby entertainment venues. Monthly parkers with parking access cards can enter/exit the garage at any time. The number of monthly parking spaces allotted to each tenant is pursuant to the terms of the tenant's lease. Tenants may purchase validation tickets from garage management to accommodate their client parking needs.

For Benaroya Hall events, the garage will remain open for 1-2 hours after the event has ended.

Diamond Parking and Wright Runstad & Company are not responsible for vehicle theft or damage. Please lock your vehicle at all times and keep personal items out of view if left in the vehicle.

PUBLIC TRANSPORTATION

There are several options available to tenants for public transportation.

Buses: Transportation to and from the 1201 Third Avenue building is available on the Metro bus system. The bus stop closest to the building is located in the Metro tunnel. The entrance is located at the corner of 3rd Avenue and Seneca Street. Trip routes and schedules are available online at www.metrokc.gov or in the building on level AT.

Taxis: Taxis can be requested by contacting the security desk or by calling Farwest Taxi at 206-622-1717 or Yellow Cab at 425-455-4999 (Bellevue) or 206-622-6500 (Seattle).

BICYCLE STORAGE

Bicycle storage is located on level A in the garage. Please remember to lock your bike and take all valuables with you. Bicycles should not be left for extended periods of time. If your bike needs to remain overnight in the bicycle storage area, please let property management or building security know. Bicycles are not permitted inside the building or elevators.

BUILDING SERVICES

JANITORIAL

If you have questions regarding your suite's janitorial service, or for janitorial services required during business hours, please contact the property management office. There is at least one Day Porter on site from 8:00 am to 5:00 pm who may be able to service your request, depending on the scope of the work.

Regular janitorial cleaning services are scheduled after business hours from Sunday evening through Thursday evening. If you have any special requests for the night cleaning crew (i.e., vacuuming, dusting, carpet cleaning), please contact the property management office.

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

TRASH REMOVAL

The janitorial staff is instructed to empty and dispose of everything found in trash containers, without regard for their content. Please make certain that what you dispose of is actually waste.

When discarding cardboard boxes, please break them down and put them in an obvious spot with the word "trash" displayed on the item(s). This applies to all other items you need to dispose of that may be too large for the trash receptacle.

Please do not put items intended for trash in the hallway by the freight elevator until after 5:00 pm as a courtesy to other tenants and their guests.

RECYCLING

Wright Runstad & Company has instituted a building wide recycling program for paper, cardboard, aluminum, plastic, and glass. Property management provides the receptacles you will need to start recycling: small desk-side containers for paper, cardboard, plastic and aluminum and larger containers for glass.

These items are collected by the janitorial service providers, put in special bins located in the loading dock area, and removed weekly by a waste disposal contractor. Please be careful to not mix recyclable materials with normal trash and other forms of waste. For more information about recycling, particularly removal of unusual items like office equipment and electronics, please contact the property management office.

COMPOSTING

In order to remove as much material as possible from the normal refuse stream, Wright Runstad & Company offers composting options. Tenants may designate compost containers in their suite for food scraps, food-soiled paper, cardboard, and other food waste items. Property management will provide compostable liners for such containers and empty these containers on the same schedule as regular trash pickup.

HVAC

Heating, ventilation, and air conditioning (HVAC) systems in the building operate Monday through Friday from 7:00 a.m. to 5:00 p.m. However, the HVAC system is controlled suite-by-suite, so the hours can be adjusted to accommodate individual operating times. This may result in after-hours HVAC costs to you. After hours HVAC must be requested before 3:00 p.m. daily. Requests after that time will be subject to a \$30.00 charge in addition to the hourly HVAC rate to cover the overtime required to affect the request.

If at any time during working hours you experience problems with the temperature within your suite, contact the property management office for assistance. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please consider closing blinds/drapes when in direct sunlight or on exceptionally hot days to conserve energy as well.

ROUTINE MAINTENANCE CALLS

The property management office takes pride in maintaining the highest possible standards for maintenance service at 1201 Third Avenue, but we also need your help. Please call us anytime you become aware of a situation that needs attention. The property management staff will address your work order as soon as possible by sending someone to assist you or by making other necessary arrangements to complete the task. If the item in need of repair or maintenance is not the landlord's responsibility, the tenant will be charged for such work at landlord's cost plus appropriate mark-up.

You may contact the Property Management Office by phone at (206) 224-1201, or via e-mail at 1201mgmt@wrighttrunstad.com.

PEST CONTROL

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

COMMON BUILDING AREAS

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance at 1201 Third Avenue; however, we cannot do the job without everyone's help. Often it is the tenant who first discovers a restroom problem, an elevator malfunction, a burned-out light, or a janitorial issue. Please notify the property management office if you notice any of these concerns throughout the common building areas.

BUILDING DIRECTORY/SIGNAGE

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

If you wish to display a sign or notice in any public area of the building, prior written approval from the property management office is required.

LOST AND FOUND

Please report any lost or missing items to either the lobby security desk or the property management office. Items found are kept on the premises for 30 days, after which they are donated to charity.

If you find a suspicious package, **DO NOT MOVE OR TOUCH IT**. Inform security and the property management office and immediately leave the area.

POSTAL SERVICES

The mailroom is located on Level AT. Tenants are responsible for picking up their mail between the hours of 10:30 a.m. and 12:00 p.m. Outgoing mail boxes are located in the elevator lobby on Level AT across from the garage elevators. For your mail delivery and pickup convenience, you are able to access the AT Level via a designated elevator on your floor between the hours of 10:00 a.m. and 12:00 p.m. and after 4:00 p.m., Monday through Friday. This designated elevator is distinguishable by its two call buttons located on the top left corner of the door jamb. For the high rise floors, the designated elevator only functions after 4:45 p.m., Monday through Friday.

Federal Express and United Parcel Service (UPS) overnight mail drop boxes are located on Level AT. These services are available Monday thru Friday. For pick-up times and more information regarding their services, please call them directly at the following phone numbers:

Federal Express	1-800-463-3339
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United Parcel Services	1-800-742-5877
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ELEVATORS

Passenger Elevators: There are 25 elevators that service 1201 Third Avenue which serve the following floors:

<u>Elevators</u>	<u>Floors</u>
Low-Rise (Cars 19 – 23)	5 - 17
Mid-Rise (Cars 13 – 18)	17 - 30
Mid-High Rise (Cars 7 – 11)	31 - 40
High-Rise (Cars 1 – 6)	40 - 54
Garage (Cars 24 – 26)	A - F, AT, Lobby, 4

If you find yourself trapped in a stalled elevator please use the emergency phone located in the elevator which will put you in immediate contact with the elevator service provider's Emergency Hotline. They will then be able to dispatch a technician to the site to assist you. If while waiting in an elevator lobby, you become aware of a stalled elevator, please contact the property management office and report the approximate floor location and elevator cab number.

After Hours Elevator Access: At the request of your tenant representative, property management will provide access cards for the elevators to be used by your employees to access your floor after hours and on weekends. If you are having trouble with any of the elevator access cards, please contact the property management office.

Freight Elevators: The freight elevator is located in front of the garage elevators on the East side of Level AT. It is accessible from the loading dock entrance off University Street. The loading dock is available for deliveries between 7:00 a.m. and 4:00 p.m. The freight elevator must be used for all deliveries. Hand trucks and delivery carts are not permitted in the garage and passenger elevators. Please contact the property management office for scheduling any after-hours deliveries that require freight elevator access.

To help reduce maintenance costs, the freight elevator is closed each Thursday from 2:00 p.m. to 4:00 p.m., and from 1:30 p.m. to 4:30 p.m. on the second Thursday of each month.

The freight elevator dimensions are as follows: entrance 5'4 inches; depth 8'; width 5' 8 inches; normal ceiling height 10'; rear ceiling height 12' 6 inches. The rear of the elevator has an extended ceiling for long/tall objects. The weight capacity is 4,500lbs

Garage Elevators: There are 3 garage elevators servicing the Washington Mutual Tower parking garage. The garage elevators are operational 24 hours a day, seven days a week.

STORAGE

Storage areas in the building are available for lease. If you are interested in storage space, please contact the property management office.

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

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

BUILDING POLICIES

SMOKING

Wright Runstad & Company strives to provide a smoke-free environment for its tenants and visitors. The property management staff strictly enforces Washington State Initiative 901 which prohibits smoking in all interior spaces and an area of “twenty-five feet of minimum distance from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited” (Chapter 70.160 RCW, Section 6). NO SMOKING signs are posted throughout the building and surrounding areas. Any persons found in violation of this policy will be asked by security to move.

If you have any questions regarding this policy please contact the property management office.

SOLICITORS AND LOITERING

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

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

SIGNS AND NOTICES

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

Signage at the entrance to the tenant's space and within the suite are the responsibility of the tenant. These signs along with any advertisements, graphics, or notices visible in or from public corridors, lobby areas, or the exterior of the building are subject to prior written approval from property management. If you have any questions regarding this policy, please contact the property management office.

USE OF BUILDING NAME

Without the written consent of property management, tenants may not use the name of the building in connection with or in promoting or advertising their business, except to provide as their address.

WINDOW SILLS AND LEDGES

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

SUSTAINABLE TENANT PRACTICES

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

Energy

- Turn off overhead lighting when offices are unoccupied
- Install energy efficient lamps in proprietary fixtures
- Minimize direct sunlight by closing blinds
- Allow window induction units to breathe freely
- Keep space heater out of the buildings
- Seasonally modify your internal “comfort zone”
- Position workstations to receive natural light
- Program computers/copiers for low-powers “sleep mode”
- Turn off computers/equipment when not in use
- Purchase ENERGY STAR office equipment

Administrative Operations

- Replace fax machines with fax modem technology
- Institute paperless record-keeping system
- Default photocopiers/printers to double-sided printing
- Reduce handouts at meetings; use projected presentation for agendas
- Create a “reuse” area for lightly used office supplies
- Minimize newspaper and magazine subscriptions
- Remove your name from catalog or “junk mail” lists
- Have a waste stream audit performed (at night)

Catering & Business Travel

Eliminate paper plates and plastic forks, spoons and knives

Stop purchasing bottled water

Purchase coffee maker with reusable mugs

Ask caterers to hold the condiment and sugar packets

Use bike courier for local deliveries

Establish a hybrid car policy for business travel

Plan air travel on large aircraft with few connections

PETS

No pets are allowed in the building or on the premises except for those that are used as service animals. An official designation vest or identification tag must be worn at all times for the animal to be allowed in the building. The animal's owner will be liable for any damage or injury caused to the building, grounds, or people.

TENANT FUNCTION GUIDELINES

If planning a tenant function (i.e., party, reception, or fund-raiser) please notify property management at least two days in advance. Property management maintains certain policies and procedures to assist with event coordination, limit liability for the building, and ensure the safety of all visitors and guests. Property management may require the following information:

- Date and time of event
- Number of guests
- Presence of alcohol
- Parking requirements
- After-hours HVAC requirements

- Use of service elevator
- Electrical requirements (for sound systems, etc.)
- Janitorial needs
- Certificates of Insurance for vendors

No function may be held without prior approval from property management.

OUTDOOR EVENT GUIDELINES

If planning an outdoor event, please notify the property management office at least two days prior to the event. This will prevent conflicts with other plaza users and allow property management to prepare for any special needs before or after the event.

Barbeques are permitted, with the following restrictions required by property management and the Fire Department:

- Propane barbeques only, no charcoal is allowed.
- Barbeques must be removed after the event and may not be stored on the property.
- Property management will designate the location for barbeques to prevent smoke and/or fumes from entering the building or air intake vents. In inclement weather, barbeques may not be placed under building overhangs due to proximity to doors and air intake vents.
- The area under barbeques must be protected from grease and splatter.
- Tenants are responsible for set-up and take-down of barbeques and outdoor furniture, as well as clean up after the event. The plaza must be restored to its original condition after the event.

TENANT USE OF SMALL APPLIANCES IN WORK AREAS

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves and other small appliances is prohibited for use in individual offices or cubicles. These present both a fire hazard and a safety issue and are against building policy.

MOVING INSTRUCTIONS

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

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

To facilitate orderly moves, property management requires the following:

- Clean, ¼” thick Masonite sections must be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or sled type dollies. If 32” sheets of Masonite are used, they must be taped together to prevent sliding.
- All walls, door facings, elevator cabs, and other areas along the delivery route will be inspected by the moving contractor, accompanied by property management staff, before and after the move. The moving contractor will provide and install protective coverings,

as deemed necessary by property management, along the route of the move. Property management reserves the right to be present at all moves.

- Any damage to the building or fixtures caused by the move will be repaired by property management and paid for by the moving contractor and/or tenant.
- Only the freight elevator will be used for moves unless prior approval is granted by the property management office to use designated passenger and/or garage elevators.
- The moving contractor will remove any trash or refuse generated by the move from the building on the same day of the move.

The moving contractor must provide the following proof of insurance coverage at least five (5) days prior to the move:

- **Workmen's Compensation** in statutory limits for the state, with employer's liability of \$500/500/500, and bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to property management before any items can be moved onto the premises.
- **Comprehensive General Liability** insurance that includes coverage of operation, elevators, and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000 per occurrence combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.
- **In addition**, the moving contractor must agree to protect, indemnify, and hold the landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, tenant/owner and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or

subcontractors. The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work.

HAND TRUCKS AND CARTS

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

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

HEAVY EQUIPMENT PLACEMENT

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

SPECIAL EQUIPMENT

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

permits must be on file in the property management office. Noxious gas and other substances may not be used or kept on the premises.

NOISE AND ODORS

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

FUTURE POLICIES

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

BUILDING ACCESS AND SECURITY

ACCESS – DURING AND AFTER BUSINESS HOURS

Access to 1201 Third Avenue is possible through these locations:

4:00 AM Monday – 6:00 PM Friday:

- Main building entrance on Third Avenue. The cardkey reader is located to the right of the center double-door entrance. There is also a reader near the phone box for disabled person access.
- Off Seneca Street mid-block between Second and Third Avenues. The cardkey reader is located to the right of the entry door.
- Off Second Avenue, at the top of the escalator. The cardkey reader is located to the right of the entry door to the lobby.
- Off Second Avenue, past the Plaza fountain. The cardkey reader is located at the entrance to the Garage access hallway.

6:00 PM Friday – 4:00 AM Monday:

- Cardkeys will only allow access at the main building entrance on Third Avenue. All other doors are locked.
- Elevators. Cardkey readers are located inside the passenger and freight elevators to permit access to authorized floors only.
- Garage. A cardkey reader is located at the Seneca entrance to the garage for monthly and after-hours parkers.

KEYS AND ACCESS CARDS

The property management office will provide entry door keys to your premises prior to your move in. Additional keys may be ordered through the property management office at a cost of \$8.50 per key. For optimum security control, duplicate keys can not be made unless requested and purchased through the property management office.

Requests for general lock work/repairs should be made to the property management office. Approval from property management is required for installation of additional locks or deadbolts in your space.

Upon request from the tenant representative, access cards will be provided by property management to each incoming new employee. Lost or broken access cards must be reported to the property management office. For security purposes, access cards are not to be traded or swapped by employees. Access cards belonging to departing employees should be returned to property management for reprogramming.

Upon termination of your tenancy, all keys and access cards must be returned to the property management office.

ACCESS CARD MALFUNCTIONS

If a valid access card fails to operate a door or elevator, notify property management as soon as possible. To report a problem, emergency phones are located in all elevators and outside the main entrance to the building. The emergency telephones automatically connect callers to the Emergency Control Center. A security guard will dispatch someone to assist you immediately. An access card's malfunction will be corrected as soon as possible.

HOLIDAYS

The building observes and is closed for the following holidays:

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

SECURITY

The building provides security 24 hours a day, 7 days a week. The Emergency Control Center, located on Level AT, is staffed by security officers at all times. Security officers monitor the fire and life safety systems throughout the building and conduct regular patrols of the premises.

To contact the security desk please call (206)224-1203.

SECURITY ESCORT

The security staff will escort tenants to any location within a two block radius of the building.

To request an escort, please call (206)224-1203 or stop by the security desk.

SECURITY – DURING BUSINESS HOURS

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

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

- Report all suspicious activity or persons to property management and security. Make note of suspect's description and their last known direction of travel.

SECURITY – AFTER BUSINESS HOURS

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

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

Property management recommends that you keep all personal valuables locked up during non-business hours. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables.

LOADING DOCK

LOADING DOCK HOURS AND ACCESS

The loading dock area and/or delivery entrance is located on University Street, between Second and Third Avenue.

Weekday loading dock hours are 7:00 a.m. to 4:00 p.m. Scheduling of loading dock access on the weekend is done through the property management office.

The loading dock bay height is 12'6", length 24' (not including cab length). A pedestrian ramp to the loading dock is available.

The loading dock is reserved for loading and unloading of trucks and vans. No personal vehicles are permitted to park in this area. Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing. Delivery parking in the loading dock is limited to twenty (20) minutes unless prior approval is obtained from the property management office.

All deliveries should be delivered to the customer immediately – do not leave deliveries in the loading dock area. Do not leave pallets or other packing products on the premises. The building is not responsible for any items left at the loading dock.

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

USE OF HAND TRUCKS AND CARTS

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

Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted in the main lobby and any such delivery attempts through the main entry will be directed to the loading dock. Because of potential damage to the main lobby flooring, very limited use of hand trucks with pneumatic wheels may be used in the main lobby to transport smaller items too heavy or awkward to carry.

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

PROPERTY REMOVAL

Tenants wishing to move bulky materials, office furniture or equipment out of the building, must first notify property management. Security will be informed of the name of the individual or vendor removing the property, proof of insurance if applicable, and time of removal. Security will prevent the removal of property without prior notification.

ALTERATIONS AND REMODELING

TENANT ALTERATION PROJECTS

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

All contractors and technicians rendering installation or service work of any kind must check in and out with the property management office any time they are performing work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the property management office. All contractors and technicians will be informed of building policies and standards for performing work in 1201 Third Avenue and provided necessary access to service areas, telephone closets, etc.

COMMUNICATIONS INSTALLATIONS

When changes or additions to your communications network are necessary, your selected telephone installation contractor must contact the property management office prior to the day on which the work is due to start to ensure that house cabling lines are properly assigned and code requirements are met.

The following is a list of companies currently licensed to provide telecommunications services at 1201 Third Avenue:

AT&T	1-800-222-0400
Broadstripe (Cable TV only)	1-800-829-2225
CenturyLink	1-866-860-1579
Cogent Communications	1-877-875-4311
Cypress Communications	1-866-711-3208
Electric Lightwave	1-800-622-4354
Integra Telecom	206-805-5051
Reliance Globalcom	1-866-459-4737
Time Warner Telecom	1-800-829-0420

The combination of these companies can provide, individually or collectively, regular voice grade services, high-speed data transmission and Internet access.

To facilitate service from multiple Telecommunication Service Providers (TSP) in a building this size, we have installed a Cable Distribution System (CDS) that the TSPs utilize in deploying service to you. You may engage any of the TSPs listed above to provide your service. They have signed License Agreements with us and will be allowed to use the CDS.

Please call at any time to ask questions and discuss your plans for additional telecommunications services. Jeff Kasowski, Senior Chief Engineer, or Daren Greene, Assistant Chief Engineer, are available to meet with your technical staff and service provider.

Important note: With so many companies wanting access to the building communication spaces to add or delete services, we have adopted strict rules for access to those spaces by tenant's vendors. The vendor must contact the property management office for access.

We are able to access the vendor only on weekdays between 8 a.m. and 5 p.m. Admission can be arranged for the weekend also, but must be scheduled ahead of time so that Security may be

notified. Of course, these procedures are suspended in the case of an emergency, such as loss of telecommunications service.

These procedures are in place to provide security for each tenant's communications system. It is imperative that we know who was in the building telecommunication rooms and when, in case a vendor inadvertently disrupts the service to another tenant.

ATTACHMENTS TO BUILDING WALLS, DOORS, CEILINGS OR LIGHT FIXTURES

In order to avoid accidents, damage or disruption of building utility services, nails, screws, or other attachments to the walls must be installed by property management staff. Only tack boards and bulletin boards will be used for posting notices. Nothing may be attached to or hung from the light fixtures, ceilings, or doors. Push pins, staples, or tape are not permitted on walls, doors, or ceilings. Please reserve use of these items to tack boards and bulletin boards.

INSTALLATION OF BURGLAR ALARM AND INFORMATIONAL SERVICES

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

FLOOR LOADS

Tenants shall not place any loads anywhere in the building which exceed the load per square foot the floor was designed to carry and which is allowed by law. Property management has the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the building. If considered necessary by property management, heavy objects will stand on platforms to properly distribute the weight; such platforms will be provided at tenant's expense.

Business machines and mechanical equipment belonging to tenants which cause noise or vibration that may be transmitted to the structure of the building or to any space within the building, to such a degree as to be objectionable to property management or to any tenants in the building, must be placed and maintained, at the tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration.

Property management will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the building by maintaining or moving such equipment or other property shall be repaired at the expense of the tenant. The persons employed to move such equipment in or out of the building must be acceptable to property management.

UNAPPROVED EQUIPMENT

Tenant shall not install, operate or maintain any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined by property management. Tenant shall not furnish any cooling or heating to the premises, including, without

limitation, the use of any electronic or gas heating devices, fans or space heaters, without property management's prior written consent.

FLOOR COVERING

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

EXHIBIT B

BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking garage (if any), the Property and the appurtenances. Capitalized terms have the same meaning as defined in the Lease.

1. Enforcement of Rules. Landlord may waive any one or more of these Rules and Regulations for the benefit of Tenant or any other Tenant but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of Tenant, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.

2. Directory. The directory of the Building will be provided exclusively for the display of the name and location of tenants and Landlord reserves the right to exclude any other names there from.

3. Emergency Information. Tenant must provide Landlord with names and telephone numbers to contact in case of emergency. Tenant must fill out a tenant emergency information sheet and return it to Landlord's office within three (3) days of occupancy.

4. Sign. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed or affixed on or to any part of the outside or inside of the Building, the Premises or the surrounding area without the written consent of the Landlord being first obtained. If such consent is given by Landlord, Landlord may regulate the manner of display of the sign, placard, picture, advertisement, name or notice. Landlord shall have the right to remove any sign, placard, picture, advertisement, name or notice which has not been approved by Landlord or is being displayed in a non-approved manner without notice to and at the expense of the Tenant. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which may appear unsightly from outside of the Premises.

5. Access. The sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by any of the tenants or used by them for any purpose other than for ingress to and egress from their respective Premises. This includes obstructing halls, passages, entrances, exits, elevators, stairways, balconies and roof with furniture, trash or deliveries. Halls, passages, entrances, exits, elevators, stairways, balconies and the roof are not for the use of the general public and the Landlord shall in all cases retain the right to control thereof and prevent access thereto by all persons whose presence in the judgment of the Landlord shall be prejudicial to the safety, character, reputation and interests of the Building or its tenants; provided, however, that nothing herein contained shall be construed to prevent access by persons with whom the Tenant normally deals in the ordinary course of Tenant's business unless such persons are engaged in illegal activities. No Tenant and no employees or invitees of any Tenant shall go upon the roof of the Building.

6. Locks and Keys. Tenant shall not place any additional lock or locks on any door in the Premises or Building without Landlord's prior written consent. Landlord shall furnish a reasonable number of keys to the locks on the doors in the Premises to Tenant at move in. All keys

to the Building, Premises, rooms and toilet rooms shall be obtained from Landlord's office and Tenant shall not, from any other source, duplicate or obtain keys or have keys made. The Tenant, upon termination of the tenancy, shall deliver to the Landlord the keys to the Building, Premises, rooms and toilet rooms which shall have been furnished.

7. Installation of Burglar and Informational Services. If Tenant requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain and comply with Landlord's instructions in their installation.

8. Floor Loads. Tenant shall not place a load upon any floor of the Premises which exceeds the load per square foot which such floor was designed to carry and which is allowed by law. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on such platforms as determined by Landlord to be necessary to properly distribute the weight, which platforms shall be provided at Tenant's expense. Business machines and mechanical equipment belonging to Tenant, which cause noise or vibration that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Landlord or to any tenants in the Building, shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of Tenant.

9. Deliveries and Moving Materials within Building. The Building freight elevator shall be available for use by all tenants in the Building, subject to such reasonable scheduling as Landlord, in its discretion, shall deem appropriate. No equipment, materials, furniture, packages, supplies, merchandise or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be designated by Landlord and subject to Landlord's security requirements. Tenant's initial move in and subsequent deliveries of bulky items, such as furniture, safes and similar items shall, unless otherwise agreed in writing by Landlord, be made only at times designated by Landlord. No deliveries shall be made which impede or interfere with other tenants or the operation of the Building. Hand trucks and delivery carts are not permitted on passenger cars except by permission of the Landlord. Tenant shall be solely liable for any and all damage resulting from the above activities.

10. Unapproved Equipment. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, any electrical equipment which does not bear the U/L (Underwriters Laboratories) seal of approval, or which would overload the electrical system or any part thereof beyond its capacity for proper, efficient and safe operation as determined by Landlord, taking into consideration the overall electrical system and the present and future requirements therefore in the Building. Tenant shall not furnish any cooling or heating to the Premises, including, without limitation, the use of any electronic or gas heating devices, fans or space heaters, without Landlord's prior written consent.

11. Vending Machines. No vending machine shall be installed, maintained or operated upon the Premises without the written consent of the Landlord.

12. Fire Regulations. Tenant agrees that it shall comply with all fire regulations that may be issued from time to time by Landlord. Tenant also shall provide Landlord with the name of a designated responsible employee to represent Tenant in all matters pertaining to fire regulations.

13. Safety. Landlord may from time to time adopt appropriate systems and procedures for the security or safety of the Building, its occupants, entry and use, or its contents. Tenant, Tenant's agents, employees, contractors, guests and invitees shall comply with Landlord's reasonable requirements relative thereto.

14. Hazardous Substances. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline or flammable or combustible fluid or material or any Hazardous Materials as defined in Section 35 of the Lease (including but not limited to asbestos or lead based paints) or use any method of heating or air conditioning other than that supplied by Landlord.

15. Nuisance. Tenant shall not use, keep or permit to be used or kept any food or noxious gas or substance in the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to the Landlord or other occupants of the Building by reason of noise, odors and/or vibrations, or interfere in any way with other tenants or those having business in the Building. No animals (other than those aiding disabled persons such as "seeing eye" dogs) or birds shall be brought in or kept in or about the Premises or the Building. No Tenant shall make or permit to be made any disturbing noises or disturb or interfere with occupants of this or neighboring Buildings or Premises, or with those having business with such occupants by the use of any musical instrument, radio, phonograph, unusual noise, or in any other way. No Tenant shall throw anything out of doors or down the passageways.

16. Restrooms. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from a violation of this rule shall be borne by the Tenant who, or whose employees, sublessees, assignees, agents, licensees, or invitees, shall have caused it.

17. Janitorial Services. Tenant shall not cause any unnecessary labor by reason of Tenant's carelessness or indifference in the preservation of good order and cleanliness. Janitorial service shall include ordinary dusting and cleaning by the janitor assigned to such work and shall not include cleaning of carpets or rugs, except normal vacuuming, or moving of furniture and other special services.

18. No Defacing Premises. Tenant shall not overload the floor of the Premises, shall not mark on or drive nails, screw or drill into the partitions, woodwork or plaster (except as may be incidental to the hanging of wall decorations), and shall not in any way deface the Premises or any part thereof.

19. Floor Covering. No Tenant shall lay linoleum, tile, carpet or other similar floor coverings so that the same shall be affixed to the floor or the Premises in any manner except as approved by the Landlord. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering shall be borne by the Tenant by whom, or by whose contractors, agents, sublessees, licensees, employees or invitees, the floor covering shall have been laid.

20. Telecommunications. Tenant shall require telecommunications service providers to follow Landlord's procedures for gaining access to building spaces reserved for cable, telephone, high speed data and Internet service connections. These may involve receiving authorization for entry to telecommunications rooms by an Agent designated by Landlord.

21. No Antennas. Tenant shall not install any radio or television antenna, loudspeaker or other devices on the roof or exterior walls of the Building, or the interior of windows. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere.

22. Bicycles. Bicycles and other vehicles are not permitted inside or on the walkways outside the Building, except in those areas specifically designated by Landlord for such purposes.

23. Window Coverings. Tenant shall observe Landlord's rules with respect to maintaining standard window coverings at all windows in the Premises so that the Building presents a uniform exterior appearance.

24. Telephones. Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for or stringing of wires will be allowed without the consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.

25. Pest Extermination. Tenant shall utilize the termite or pest extermination service designated by Landlord to control termites and pests in the Premises. Except as included in Basic Costs, Tenant shall bear the cost and expense of such extermination services.

26. Non-Smoking Building. The Building is a non-smoking Building. Tenant shall prohibit smoking in the entirety of the Premises in compliance with WAC 296-62.

27. Time of Repairs and Maintenance. Tenant shall carry out Tenant's permitted repair, maintenance, alterations, and improvements in the Premises only during times agreed to in advance by Landlord and in a manner which will not interfere with the rights of other tenants in the Building.

28. Tenant Advertising. Without the written consent of Landlord, Tenant shall not use the name of the Building in connection with or in promotion or advertising the business of Tenant except as Tenant's address.

29. No Soliciting. Canvassing, soliciting and distribution of handbills or any other written material, and peddling in the Building are prohibited, and Tenant shall cooperate to prevent such activities.

30. Disorderly Conduct. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.

31. Building Closure. During all hours on Saturdays, Sundays, legal holidays and on weekdays between the hours of 7:00 p.m. and 7:00 a.m. the following day, access to the Building or to the halls, corridors, or stairways in the Building, or to the Premises may be refused unless the person has a pass or is properly identified. The Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion or any structural damage from any cause whatsoever, the Landlord reserves the right to prevent access to the Building during the continuance of the same, by closing the doors or otherwise, for the safety of the tenants and protection of the Building and property located therein. Anything to the foregoing notwithstanding, Landlord shall have no duty to provide security protection for the Building at any time or to monitor access thereto.

32. Premises Closure. Tenant shall see that the doors of the Premises are closed and securely locked before leaving the Building and that all water faucets, water apparatus and electricity are entirely shut off before Tenant or Tenant's employees leave the Building. Tenant shall be responsible for any damage to the Building or other tenants' premises caused by a failure to comply with this rule.

33. Building Name and Address. Landlord shall have the right, exercisable without notice and without liability to Tenant, to change the name and/or the street address of the Building of which the Premises is a part.

34. Observance of Rules. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant's employees, agents, licensees, sublessees, assigns, and invitees.

35. Additional Rules. Landlord reserves the right to make such other Rules and Regulations or amendments hereto as, in its reasonable judgment, may from time to time be needed for safety and security, for care and cleanliness of the Building and for the preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations hereinabove stated and any additional rules and regulations which are adopted.

36. Lease. These Rules and Regulations are in addition to, and are made a part of, the terms, covenants, agreements and conditions of Tenant's Lease of its Premises in the Building.