

# TENANT HANDBOOK

## 1500 JEFFERSON BUILDING

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*Wright Runstad & Company*  
*Property Management*

[www.1500Jefferson.com](http://www.1500Jefferson.com)

*APPENDIX A – Emergency Instructions*  
*APPENDIX B – Employee Evacuation Plan*

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## **INTRODUCTION**

Welcome to 1500 Jefferson, the state office building located at 1500 Jefferson Street in Olympia, Washington. Communication is the most crucial element in implementing the policies and procedures outlined in this Tenant Handbook. Your agency appointed Tenant Representatives are designated as the contact between your agency and property management. Tenant Reps are responsible for making requests or reporting problems, as well as conveying important information to all tenants from the Property Management Office.

All communication from your agency to the Property Management office should be channeled through your agency Tenant Representatives.

This Tenant Handbook is a “living document” that is updated periodically, as deemed needed. Suggestions and feedback are always welcome. It is the responsibility of each tenant to ensure adherence to these requirements and guidelines.

If you have concerns or questions, contact your Tenant Representative, who will work with the Property Management Office.

## **1500 JEFFERSON TENANTS**

- Washington Technology Solutions – WaTech
- Department of Enterprise Services – DES
- Office of Financial Management – OFM
- Department of Children, Youth, and Families – DCYF
- Washington State Board for Community & Technical Colleges – SBCTC
- Washington Student Achievement Council – WSAC
- Washington State Environmental and Land Use Hearings Office - ELUHO

## **BUILDING OPERATIONS**

### **WRIGHT RUNSTAD & COMPANY**

Property Management

#### **Physical Address**

1500 Jefferson Street SE  
Olympia WA 98501

#### **Mailing Address**

PO Box 2487  
Olympia WA 98507

*\*\*The Property Management Office is in Suite 1145 on the 1<sup>st</sup> floor of the 1500 Jefferson Building.*

**Phone: 360-359-4790 (24/7)**

**Email: [1500mgmt@wrightrunstad.com](mailto:1500mgmt@wrightrunstad.com)**

**Office Hours: Monday through Friday / 8:00 am to 5:00 pm**

### **PROPERTY MANAGEMENT STAFF**

- **Tohni Rainwater** ..... Property Manager
- **Tim Whittier** ..... Property Administrator
- **Skyler Bruhy** ..... Chief Engineer
- **Julio Salazar** ..... Sr Engineer
- **Donnie McNamara** ..... Jr Engineer

## **LEED**

LEED, or Leadership in Energy and Environmental Design, is an internationally recognized green building certification system. Developed by the U.S. Green Building Council (USGBC) in March 2000, LEED provides a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions. LEED promotes sustainable building and development practices and a whole-building approach to sustainability in key areas including water efficiency, energy and atmosphere, materials and resources and indoor environmental quality and innovation in design.

The 1500 Jefferson building has been awarded the *Platinum Level LEED certification* and reflects these sustainable principles in many areas including its recycling and composting programs, green housekeeping techniques, HVAC, lighting, and temperature controls, focus on energy conservation, and the bicycle facility. For more information on LEED, please contact property management.

## **BUILDING ACCESS AND SECURITY**

### **ACCESS - DURING AND AFTER BUSINESS HOURS**

Normal building access hours are:

**Monday – Friday / 7:30 am – 5:00 pm**

**Closed weekends and Holidays**

The Property Management Office can be reached 24/7 by calling the main phone number (360) 359-4790. During non-business hours an answering service will answer your call and deliver your message to a building engineer, who will respond to your call.

Lobby doors are unlocked during normal business hours and operations. Security officers are stationed at the lobby desk. Employees must have a visible and valid security access badge while in the building. A valid access badge is required to operate passenger elevators and to access secured areas in the building.

After-hours entry into the building requires a valid security badge with authorized after-hours access. Security guards, janitors, and other employees are not permitted to open any secured door without proper authorization. Employees must use their own security badge to enter secured doors and should ***not*** allow others to follow them into secured areas. *Workplace safety and security is everyone's responsibility!*

**Please Note:** This Handbook is a supplemental to the policies in the “1500 Jefferson Office Building Access and Security” policies.

### **HOLIDAYS**

The 1500 Jefferson Building is closed for all state designated holidays: New Year’s Day, Martin Luther King Jr.’s Birthday, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, and Christmas Day, as well as, any day designated by the state immediately preceding or following a holiday when the holiday falls on a weekend.

### **SECURITY – GENERAL**

The 1500 Jefferson building has on-site security located in the main lobby during normal business hours, (Monday – Friday / 7:30 am to 5:00 pm). Mobile patrols operate during non-business hours.

**1500 JEFFERSON SECURITY:** 360-359-4775    [1500security@wrighttrunstad.com](mailto:1500security@wrighttrunstad.com)

For medical emergencies always call 911 then notify property management so emergency responders can be provided with immediate access to the incident location.

## **SECURITY – AFTER BUSINESS HOURS**

*Workplace security is everyone's responsibility.* Do not allow anyone to follow you into the building or secure areas at any time. Those authorized to enter the building after normal business hours will be able to do so by using their assigned access badge. Do not provide access to the building or secure area to anyone experiencing problems with gaining entrance into the building. If you or someone you encounter are unable to access the building or a secure area, contact property management at 360-359-4790 (24/7).

Property management recommends all personal valuables be locked in a cabinet or drawer. The safety of unsecured valuables or personal items cannot be guaranteed.

Please see “1500 Jefferson Office Building Access and Security” policies for additional access information.

## **SECURE ID BADGES**

Each agency is responsible for authorizing secure ID badges issued for their agency. Property management is responsible for producing, activating, and deactivating all security badges as directed by authorized agency personnel.

For additional information please refer to “1500 Jefferson Office Building Access and Security” policies.

## **AMENITIES**

### **ON-SITE AMENITIES / SERVICES**

The following amenities/services are available during building hours:

- Conference center
- Locker/Shower rooms
- Indoor bike parking room
- Tenant break areas
- Vending machines / Pico Market
- Intercity Transit bus stop

### **CONFERENCE CENTER**

The 1500 Jefferson Conference Center includes seven (7) conference rooms of various sizes located within the building's general space. The largest is the Presentation Room (1213), located adjacent to the lobby on the first floor. The remaining rooms are located on the second floor above the lobby at the top of the lobby stairs.

Property management maintains the Conference Center conference room reservations and calendars. To view conference room availability, conference room schedules, and to request conference room reservations visit the *Conference Center* page on the 1500 Jefferson website [www.1500Jefferson.com](http://www.1500Jefferson.com) or contact property management at 360-359-4790 or [1500mgmt@wrighttrunstad.com](mailto:1500mgmt@wrighttrunstad.com).

For additional information about the sizes, capacity, room set-ups, AV systems, and any special requests for the conference rooms, please consult the 1500 Jefferson website or contact property management directly for the *Conference Center Guidelines*. *The Conference Center Guidelines* include the policies and rules for using the building's Conference Center.

**PLEASE NOTE:** *Conference room reservations are limited to work-related use for onsite employees of tenant agencies residing within the 1500 Jefferson building and other state agencies only as approved.*

## **PARKING**

Employees who drive to work should register with [DES Parking Services](#). DES Parking Services manages, authorizes, and assigns all parking on the Capitol Campus, whether in the 1500 Jefferson garage or in another nearby lot. Those authorized to park in the building's garage will have garage access added to their secure ID badge.

DES Parking Services authorizes parking in the 1500 Jefferson garage and sends approval to property management when access is awarded. The Property Management Office is responsible for monitoring the building's exterior visitor parking lot.

Your agency will provide details about the Commute Trip Reduction (CTR) Program as well as the parking management plan, including who is eligible, how to register, and how the parking management plan will be monitored and enforced.

Property Management and each agency is committed to reducing the number of single occupancy vehicles traveling in our communities by encouraging employees to use alternatives to driving alone to and from worksites.

Wright Runstad & Company is not responsible for vehicle theft or damage. Please always lock your vehicle and remove valuables or place them in the trunk.

### **VISITOR PARKING LOT**

Two-hour parking is available for visitors to the 1500 Jefferson Building in the Visitor Lot which can be accessed from Jefferson Street. With only 20 spaces available to visitors; including two ADA spaces, and two 15-minute load/unload spaces, **employees are not permitted to use visitor parking**. Violators will be subject to towing.

For other visitor parking in the area please check the [DES visitor parking map](#).

## **PUBLIC TRANSPORTATION**

### **BUSES**

The 1500 Jefferson Building is located on a major arterial, Jefferson Street, and is close to other major and minor arterials and has access to Interstate 5. Intercity Transit provides free bus service to this area. Intercity Transit buses are lift-equipped to accommodate passengers with mobility needs. For more information about Intercity Transit service, call 360-786-1881 or check their website at [www.intercitytransit.com](http://www.intercitytransit.com).

A bus shelter is in front of the building on Jefferson Street.

### **Carpooling/Vanpooling**

CTR for carpools and vanpools are administered in accordance with agency guidelines. Please contact your agency's CTR representative to obtain a copy of your agency's policies.

Below are additional resources to assist you:

**DES Parking Register Link:** [Online Parking Registration](#)

**Permit Application Link:** [Parking Permit Application for Carpools and Vanpools form](#)

**Additional Information:** [www.ctr.wa.gov](http://www.ctr.wa.gov)

To register for ridesharing and ride-matching:

[www.RideshareOnline.com](http://www.RideshareOnline.com)

[Ridematch Application](#)

Intercity Transit, King County Metro, Pierce Transit and other transit agencies all supply, ensure and maintain vanpool vehicles to groups of commuters. For more information check the following websites:

**Intercity Transit**     [www.intercitytransit.com](http://www.intercitytransit.com)  
**Pierce Transit**        [www.piercetransit.org](http://www.piercetransit.org)  
**King County Metro**   [www.transit.metrokc.gov](http://www.transit.metrokc.gov)

### **Bicycling/Walking**

Bicycling and walking may be overlooked by some as a commute trip reduction option, even though they eliminate a motor vehicle trip. All Intercity Transit buses are equipped with bicycle racks to accommodate bicycle riders. CTR participants who bicycle to work will be assigned a locker in the bike room as they are available. Please contact your agency CTR Coordinator for bike room locker assignment.

### **Bicycle Commuter Parking**

A unique amenity at the 1500 Jefferson Building is the secure indoor bicycle commuter parking facility. The bicycle facility is located on the ground floor near the locker rooms and requires security badge access for entry.

The facility provides 48 indoor stalls for bicycle commuters to store their bicycles during the day. The bike stalls are for tenant use, free of charge, non-reserved, and available on a first-come, first served basis. For access contact security or property management.

The bike room also has 36 day use lockers for employees who are active in the Commute Trip Reduction (CTR) program and commute to work by bicycle. Lockers are assigned by the agency CTR Coordinator and are managed by property management in support of the Commute Trip Reduction and the Health and Safety Program. Please see the CTR Bike Room Locker Guidelines for additional details.

### **Shower/Locker Rooms**

All 1500 Jefferson tenants are given access to the showers and locker rooms at no cost. There are three showers and 33 lockers in each of the men's and women's locker rooms. Access into the shower/locker rooms requires the use of your security badge.

Lockers 1-16 are assigned to CTR participants who qualify. Lockers 17-33 are available for use on a first come, first serve day-use only. Employees using the day-use lockers are responsible for securing their personal belongings and may use their personal lock; however, the lock must be removed before leaving for the day. Locks left on lockers after 6:30 pm risk being removed involuntarily.

The shower rooms and lockers are managed by property management, Wright Runstad & Company in support of the Commute Trip Reduction and the Health and Safety Program. Locker assignments are made by the agency CTR Coordinator.

Access into lockers may be requested at any time. When necessary for security purposes as determined by WR&C, DES or CTS, lockers may be inspected without notice. If the employee is not readily available, the agency may direct WR&C to cut off the personal lock for inspection. WR&C, DES, and WaTech are not responsible for personal locks removed involuntarily, or for anything stored inside the locker.

Items removed from lockers will be bagged and held for up to 30 days in the Property Management office for reclaiming purposes.

### **Guidance Statement**

Building employees must meet the following requirements to use a CTR Assigned shower room locker:

1. Employed by DES, WaTech, and DCYF, OFM, SBCTC, WSAC, or ELUHO.

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2. Work in the 1500 Jefferson Building.
3. Commute to and from 1500 Jefferson Building by bicycling for a distance of a least one mile (one-way) at least 30 one-way trips per quarter.
4. Registered in the CTR Program.

**Locker assignment**

1. Lockers are assigned and confirmed by the agency CTR Coordinator for CTR participants. Contact your agency CTR Coordinator to sign up for a locker. Your agency CTR Coordinator will coordinate your locker assignment with WR&C.
2. The locker assignment process will be re-evaluated quarterly to make sure the lockers are being effectively managed in support of CTR.

**Employee responsibilities**

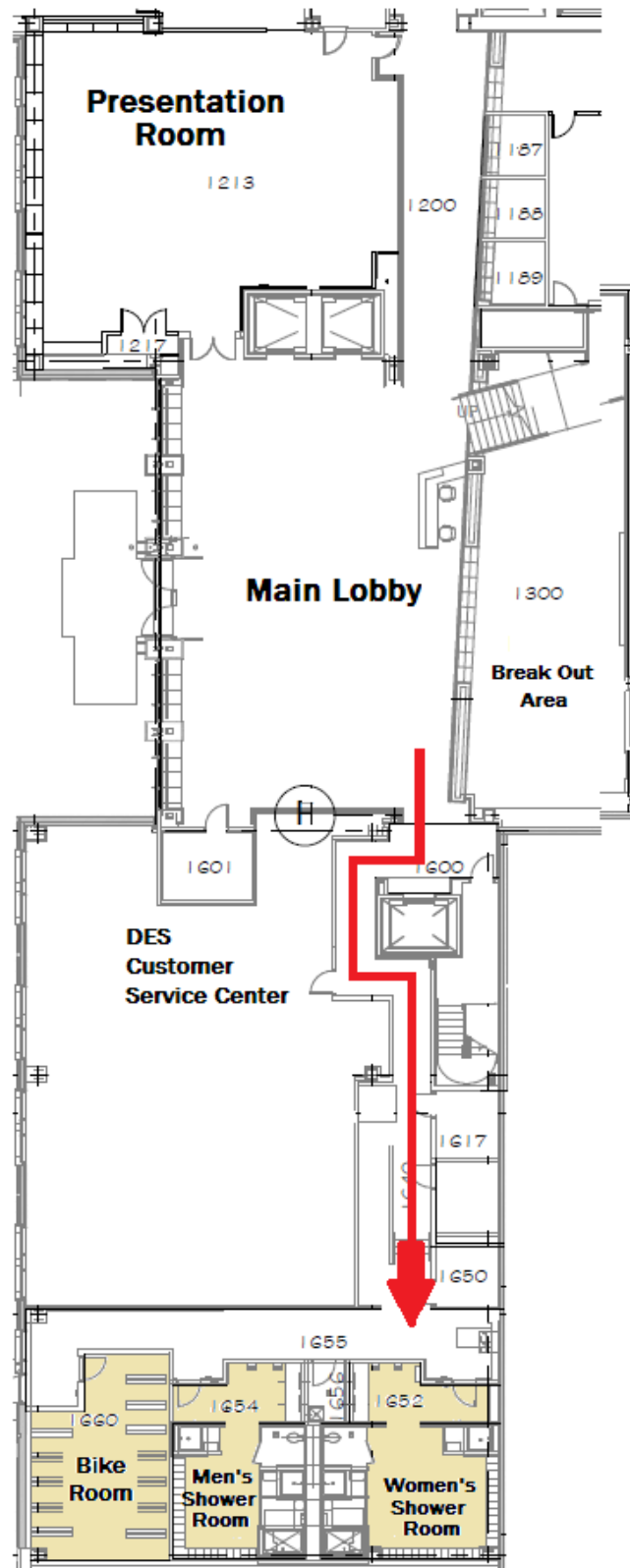
1. Only clothing, toiletries and other bicycling-related items may be stored in the lockers. Other personal or job-related items are not allowed.
2. Quarterly records of your commute trips must be provided to your CTR Program Coordinator.
3. Please keep in mind that use of a locker is a privilege and not a right. Locker privileges may be revoked if:
  - CTR requirements are not met; or
  - Misuse of the Bike Room.
4. Lockers may not be loaned or sub-assigned to anyone else.
5. Employees are responsible for securing their personal belongings.

**Locker security**

1. Locker use is at your own risk. WR&C, DES, WaTech, and DCYF, OFM, SBCTC, WSAC, and ELUHO are not responsible for theft or damage to anything stored in lockers or in the bike room.
2. Lockers may be inspected at any time without notice when necessary for security purposes as determined by - WR&C, DES, WaTech, or DCYF , OFM, SBCTC, WSAC, and ELUHO.

If an assignee does not grant access upon request, or is not available, the employee's agency may direct the PMO to cut off personal locks. WR&C, DES, WaTech, DCYF, OFM, SBCTC, WSAC, and ELUHO are not responsible for personal locks removed involuntarily or anything stored inside your locker.

**SHOWER/LOCKER ROOM AND BIKE ROOM LOCATIONS**



## **BUILDING SERVICES**

### **Custodial Services**

Tenants with custodial needs during business hours (spills, broken glass, restroom cleaning/restocking, etc.) should contact property management or security for assistance. A day porter is on site Monday - Friday between the hours of 8:00 am to 5:00 pm to assist with these requests.

Nightly service occurs Monday - Friday between 6:00 pm and 2:30 am. If you have special cleaning requests (extra trash/recycle disposal, hosting an event, carpet cleaning, glass partition cleaning, etc.) please notify your Tenant Representative or property management.

Cardboard boxes for disposal should be flattened and stacked in a Copy Room near a large blue recycle bin. Custodians will remove flattened cardboard nightly for recycling. Boxes that are not flattened or other items for disposal will not be removed without prior notification to property management.

Tenants can make special arrangements for the disposal of large boxes, large quantities of boxes, or other large disposal needs by contacting the Property Management Office. Boxes, trash, excess materials, and other items should not be left in the hallways, lobbies, or in any area designated as a fire exit at any time. Materials of this type should be placed in designated areas for removal by the custodial staff.

All workspaces in tenant spaces (conference rooms, classrooms, offices, etc.) have a **CLEAN / DIRTY** placard for use in that space. The placard is used to indicate if that space is *clean* (**GREEN**) or *dirty* (**RED**) and needs to be cleaned by the custodial crew. Whenever someone uses a workspace, they should flip the card from **GREEN** (clean/ready to use) to **RED** (needs cleaning) before they leave for the day. This visually signals the custodial crew and others that the space has been used and needs to be cleaned. The **GREEN** placard also gives those that may be coming in to work a visual confirmation that the workspace was cleaned and is ready for use.

Custodial services provided in all tenant work areas include, but are not limited to:

#### **Nightly Services:**

- Empty, clean, and when needed, reline all waste receptacles.
- Vacuum carpeted main traffic and common use areas, including conference rooms and cubicle walkways.
- Spot/touchup vacuum private offices and/or cubicles, if needed on an exception basis between weekly vacuuming.
- Damp wipe and polish all glass furniture tops.
- Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, private entry glass, and partitions.
- Sweep all uncarpeted floors and remove scuffmarks.
- For areas where spills may occur, damp mop uncarpeted office areas.
- Spot clean carpets to remove small spills. Report large spills and stains to supervisor.

#### **Weekly Detail Services:**

- Vacuum all carpeted areas completely, including edge vacuum detail, in private offices and cubicle interiors, under desks, and under waste containers.
- Dust and wipe clean office furniture, chair bases and arms, telephones, files, paneling, cubicle partitions, cubicle shelves and handholds, windowsills, and other fixtures or ledges, and all other horizontal surfaces, as needed, to maintain a clean appearance. (*Custodians will not move papers or personal items*).

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Contact property management regarding which night your area receives weekly detail services.

Material, Safety, and Data Sheet (MSDS) information for products used at the 1500 Jefferson Building is maintained on-site by property management and is available upon request.

### Trash Removal

The custodial staff will empty and dispose of everything found in trash containers, without regard to content. For your own protection, please do not use trash containers as storage facilities. We cannot guarantee that items stored on or around a trash container will not be mistaken for trash.

All kitchen/coffee area waste and recycle containers are lined with plastic liners daily to ensure that coffee grounds, food, and other “wet garbage” are disposed of properly. Wet items should be disposed of in kitchens or break rooms and should not be placed in unlined containers.

A centralized trash system is used for all cubicle workspaces in the 1500 Jefferson Building. Large tan trash bins are placed in a central location for each 6-pack or grouping of cubicles. All offices have a small black waste container that is lined for non-recyclable waste materials.

Custodians remove all non-recyclable trash nightly. Dry trash will be emptied by custodial and liners reused if they are clean and in good condition.

### Recycling / Compost Services

The 1500 Jefferson Building has an active waste-recycling program. Tenants are encouraged to recycle waste materials whenever possible. All workstations have a blue desk-side recycle container for paper, cans, plastic bottles, and cardboard **ONLY**. All Copy Rooms contain a large blue recycle collection bin and a large green secured bin for shredding of confidential, high security documents.

- Tenants should use their blue desk-side recycle containers for the collection of all recycle materials including paper, plastic bottles, newspaper, cardboard, magazines, and aluminum/tin cans.
- Large blue recycle bins are located in each copy/print room and other designated locations. These bins are for the collection of recyclable materials including paper, plastic, newspaper, cardboard, magazines, plastic containers, aluminum and tin cans. *Food waste, compost, or trash items are not allowed in the recycle bins.*
- Plastic bags of any type are **NOT RECYCLABLE**.
- Tenants shall empty their own blue deskside recycle containers into the large blue recycle bins located in all Copy Rooms and other designated locations.
- Receptacles for compost, recycle, glass, and trash are in located in all kitchens, breakrooms, and most conference rooms.
- Compost receptacles are located in all kitchens and breakrooms for all food scraps, food waste, and plant/flower materials.
- A large secured green bin confidential secured shredding is located in Copy Rooms and other designated locations.
- Custodians will remove and empty the large recycle and shred bins in all locations when the bin is half or more full. If a bin fills during the day, please contact property management to have it emptied.
- Alkaline batteries (AA, C, D, etc.) can be recycled in the designated bucket located in a workroom on each floor.

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- Contact property management to recycle rechargeable batteries.
- Tenants should flatten cardboard to be recycled and place it in a Copy Room near the recycle bins. Boxes left intact will not be removed unless marked as *RECYCLE* or *TRASH*.

Computers, monitors and other electronic equipment are prohibited in the regular trash and need to be properly disposed of following any state and tenant agency rules and policies. Tenants should contact their agency's facilities department for guidance.

### **HVAC**

Heating, Ventilation and Air Conditioning (HVAC) systems in the building maintain set point temperatures Monday through Friday, 6:00 a.m. to 6:00 p.m. Temperatures will be kept between 68° and 74°. For temperature adjustments in your area contact your Tenant Representative.

For after-hours HVAC operation, 2-hour over-ride buttons are located in tenant breakrooms on each floor.

### **Office Maintenance Service**

Please contact your Tenant Representative if your office needs maintenance of any kind. Property Management will assist with hanging pictures or other items on walls, plumbing problems, electrical changes, or other light maintenance and repair work. If required Property Management will contract with a vendor or other resource.

### **Lighting**

The 1500 Jefferson Building has state-of-the-art lighting controls. Motion sensors power lights on / off automatically in private offices and restrooms. Light sensors in the open work areas detect natural light levels and dim the light fixtures closest to exterior windows to maintain optimal light levels. Each workstation is equipped with an LED task light for additional lighting. Automatic lighting controls sweep lights off in the evenings throughout the building. These are all important features of the building's energy efficient design. Contact your Tenant Representative if you need additional adjustments.

Remember to power off lights and other electrical equipment in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently.

For after-hours lighting operation, 2-hour over-ride buttons are located at each quarter around the core of the building.

### **Window Shades**

The 1500 Jefferson Building has state-of-the-art automated window coverings. Roof sensors detect and analyses sunlight and glare automatically adjusting the shades according to outside light levels and the time of year. The area in front of all shades must be kept clear of all obstructions.

### **Common Building Areas**

Wright Runstad & Company takes pride in maintaining the highest possible standards for maintenance; however, we cannot do the job without everyone's help. Often tenants are the first to discover a restroom problem, an elevator malfunction, a burned-out light, or a custodial issue. If you find an issue, please notify your Tenant Representative as soon as possible to ensure the situation is corrected promptly.

### **Indoor Event Guidelines**

If you are planning an indoor tenant function (major celebration, reception, etc.), please contact property management at least one week prior to the event. The Property Management Office maintains certain policies and procedures that assist in coordinating events, limit liability of the building, and provide for the safety and enjoyment of all visitors and guests. The Property Management Office may request information, including:

1. Date and time of event
2. Number of guests
3. Parking requirements
4. Overtime HVAC requirements
5. Service elevator use
6. Custodial needs
7. Electrical requirements (for sound equipment)
8. Security requirements
9. Certificate of insurance

*All such functions need prior approval from Property Management.*

### **Outdoor Events Guidelines**

If you are planning an outdoor event, please contact Property Management at least one week prior to the event. This will help prevent conflicts with other users and allow Property Management to prepare for special service needs before and/or after the event.

### **Lost and Found**

Please report any lost or missing items to security or property management. Please take found items to security or the Property Management Office. Property management will retain all found items for at least 30 days after which they will be donated to a charity or disposed of.

## **LOADING DOCK AND FREIGHT ELEVATOR**

To ensure reasonable availability of the loading dock for all tenants, the following guidelines have been established for tenant deliveries.

### **Deliveries**

All deliveries should enter through the loading dock for proper documentation upon receipt. Delivery attempts through the main entry will be directed to the loading dock.

Property management (Wright Runstad & Company) nor security will accept deliveries for agencies. The loading dock is intended for loading and unloading trucks and vans only.

## Loading Dock Facilities

- There is one loading bay serving both the 1500 Jefferson Building and the State Data Center.
- Normal load and unload parking is limited to 20 minutes. Special arrangements must be made in advance with the Property Management Office when deliveries are expected to exceed 20 minutes.
- A hydro-lift is available in the loading dock.
- An intercom is located in the loading dock at the pedestrian door.
- Loading dock hours are 7 am to 6 pm.

**NOTICE:** Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be subject to towing.

## Freight Elevator

1500 Jefferson has a single freight elevator that is available on a first-come, first-served basis. Access to the freight elevator is limited to those needing to use dollies, carts or moving other materials throughout the building. This elevator is NOT for general passenger use.

*Hand trucks, delivery carts, chairs, furniture, and large hand-carried parcels of any kind should be transported via the freight elevator only.*

## Passenger Elevator Use

Use of the passenger elevators is not allowed for deliveries of large items, deliveries requiring the use of hand trucks or carts, or moving items between floors (chairs, furniture, etc.).

## Alterations and Remodeling

### Tenant Alteration Projects

Any and all alterations and remodeling require the approval of Property Management. Requests to make alterations should be sent, in writing, by your agency's Tenant Representative or facilities department. *Alterations may only be performed by Wright Runstad & Company staff or an approved contractor.* The Property Management office is happy to coordinate approved projects for agency employees.

See the *Operation of Leased Facilities Handbook* by the Washington State Department of Enterprise Services (DES) for guidelines relating to alterations and remodeling.

## Building Policies

### Smoking

The 1500 Jefferson Building is a smoke-free environment including but not limited to e-cigarettes, vapes, and other tobacco and smoking products. Washington State law prohibits smoking in entrances, lobbies, restrooms, corridors, or other common areas. In addition, smoking is prohibited on the premises including, but not limited to, all offices, stairwells, common areas, on the loading dock, on the plaza or adjacent to building entrances. Those who wish to smoke will find a designated smoking shelter at the east end (back side) of the building.

## Signs and Notices

Tack boards for tenant use are located within tenant spaces for notices, signs, etc. Signs, advertisements, graphics or notices visible in or from corridors, lobby areas, restrooms or the building exterior are generally not allowed and are subject to prior written approval from the Property Management Office. Please contact property management for further details or to request approval.

No posting of signs or other materials will be permitted to any of the interior or exterior windows or doors of the building.

Adhesive (Scotch) tape is not permitted anywhere in the building so as to prevent damage to finishes surfaces.

No posting of any kind is allowed on any wood surface in the building, including all doors throughout the building.

Posting may occur in tenant spaces using blue painters tape or other "paint safe" adhesive, like 3M Command Strips.

## Temperature Control

The building temperature control system manages workspace temperature at the 1500 Jefferson Building per Washington State guidelines. Temperatures will be kept between 68° and 74°. If the temperature in your area feels uncomfortable to you, please contact your Tenant Representative or property management. Property management will review and adjust the system accordingly.

## Inclement Weather

Property Management intends to maintain the 1500 Jefferson Building and grounds during business hours for a snow/ice event. The most effective way to determine whether the 1500 Jefferson Building has been closed is to refer to your agency's Suspended Operations or inclement weather policy on your agency website.

Agency inclement weather/emergency information:

**WaTech:** Call 1-800-520-7220 for WaTech status and instructions for employees.

**DES:** Call 1-800-418-5174 for DES status and instructions for employees.

**DCYF:** Call 1-800-344-8219 for DES status and instructions for employees.

**OFM:** Call 360-725-0217 or 1-877-264-2952 for OFM status and instructions for employees.

Property Management staff will make every effort to de-ice all entries, sidewalks/walkways and ADA parking area by 8 am and will keep areas de-iced until closing at 5:00 pm Monday through Friday, excluding holidays.

Property management will evaluate weather reports and conditions in the immediate area of the building to determine whether snow removal or sanding may be necessary.

## Use of Hand Trucks and Carts

To prevent potential damage to the limestone flooring in the main lobby and or the glass lobby doors, only limited use of hand trucks with pneumatic wheels are allowed to transport items too large to carry. *Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted.*

Hand trucks, delivery carts, and large hand-carried parcels of any kind are **NOT** permitted on the passenger elevators. Only the freight elevator should be used to transport these types of items. Tenants

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should inform delivery personnel of this policy. Delivery attempts through the main entry will be directed to the loading dock.

**Attachments to Building Walls, Doors, Ceilings or Light Fixtures**

To avoid accidents, damage, or disruption of building utility services, nails, screws or other attachments to the walls and doors 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. Push pins, staples, or adhesive tape are not permitted on walls, doors or ceilings. Please reserve use of these items to tack boards inside your workstation area and bulletin boards. To avoid damage, attachments to doors are not permitted.

**Windowsills and Ledges**

To avoid potential damage to the windows, sills, and blinds, as well as assist in the ease of cleaning and upkeep, nothing should be placed on or attached to the windowsills and ledges. Nothing should be placed within 6 inches of windowsills to avoid potential hang-ups or damage to the window shades.

**Animals**

No pets or animals of any kind, including aquariums or fish bowls, except certified guide/service animals accompanied by their owner, are permitted on or in the premises.

**Plants**

Small personal plants are allowed within individual workstations and offices. In order that plants do not block others' views or access to daylight, plants must not extend above cubicle walls or be placed on top of the overhead cabinets. In private offices, plants should not exceed 6' in height. Solid fertilizers may be used with discretion; insecticides, herbicides, fungicides, or aerosol sprays are not allowed. Plants that attract or develop pests will need to be removed from the site.

**Energy Conservation**

Please **TURN OFF** workstation lights, personal lamps, and all electronic equipment at the close of your workday. This is especially important to conserve energy over weekends and holidays. If you see situations where you think energy can be saved, we encourage you to please notify the Property Management Office so that we may evaluate the suggestion and possibly implement it.

**Noise and Odors**

Excessive noise, odors, or other activities that may interfere with tenants and persons conducting business within the building are highly discouraged. Many people within the workspace are highly sensitive to odors.

**Tenant Use of Small Appliances in Work Areas**

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves, air fryers, and other energy consuming small appliances are prohibited for use in workspaces. These can present both a fire and a safety hazard and are against building policy. No cooking shall be done or permitted in the building, except microwave cooking, and the preparation of coffee, tea, hot chocolate, and similar items.

## **Vending Machines**

Vending machines are currently available on the 1<sup>st</sup> and 4<sup>th</sup> floors of the 1500 Jefferson Building tower. In addition, a PICO MARKET is available on the 2<sup>nd</sup> floor of the South LINK portion of the building.

PICO market-style self-service vending machines offer a diverse selection of products, including snacks, beverages, fresh foods, salads, sandwiches, microwaveable meals, fruits, yogurt, and many other items. Vending services are managed by DES and maintained through Services for the Blind.

## **Suite Improvements and Changes**

All contractors and technicians rendering installation or service work of any kind must provide an active COI meeting insurance requirements and be approved by the Property Management Office prior to performing services. We will review our building policies and standards for performing work at the 1500 Jefferson Building, and will provide necessary access to service areas, telephone closets, etc. We require all service personnel to check in and out with the Property Management Office any time they perform work in the building.

Proposed plans for alterations affecting any physical portion of your suite require written consent from the Property Management Office prior to beginning any work or service, and can be obtained by contacting your Tenant Representative. This includes all installations affecting floors, walls, partitions, woodwork, windows, fixtures, ceilings, data and electrical.

## **Short-term/Day Use Lockers**

Except for lockers assigned to CTR participants who either bike or walk to work, lockers inside the shower rooms are available for complimentary day-use for all tenants. The day-use lockers are available on a first-come, first-serve basis. The contents and personal lock for all day-use lockers must be removed daily. Building security will remove any locks and contents left overnight in the day-use lockers.

## **Bicycle Facility**

The indoor, cardkey access bicycle facility is for bicycle commuter parking. It is not a bicycle storage facility and bicycles should not be left in the facility for extended periods. If your bike needs to remain in the bicycle facility for more than a couple of days, please advise property management. Bicycles are not permitted inside the building or the elevators, except to access the bicycle facility.

## **Fire and Life Safety**

The Property Management office will provide all building personnel with fire and life safety instructions relating to the 1500 Jefferson Building. Reference to the separate sections titled *Emergency Instructions and Employee Evacuation Plan* following the Tenant Handbook will provide you with detailed emergency information.

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

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

**Reasonable Accommodation**

Employees should follow their respective agency's policies for reasonable accommodation requests. Your agency's Human Resources office will coordinate reasonable accommodation requests with the Property Management Office.

**Future Policies**

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