

# 400 FAIRVIEW



## Building Rules and Regulations

January 2024

\*This document is subject to frequent updates



# Contents

BUILDING HOURS .....	5
PARKING GARAGE HOURS.....	5
PROPERTY MANAGEMENT OFFICE .....	5
CONTACT INFORMATION.....	6
SUSTAINABILITY & PERFORMANCE.....	7
PARKING.....	8
SOUTH LAKE UNION AREA .....	8
ELEVATORS.....	9
TENANT EVENT CENTER.....	9
BICYCLE COMMUTER PARKING.....	10
SHOWER/LOCKER ROOMS.....	11
MECHANICAL SYSTEMS – OFFICE.....	12
MECHANICAL SYSTEMS – MARKET HALL & RETAILS AREAS .....	12
LIGHTING.....	12
PLUMBING .....	12
MAIL SERVICE.....	13
TRASH REMOVAL, COMPOST, AND RECYCLING.....	13
DELIVERIES .....	14
PASSENGER ELEVATORS.....	15
HAND TRUCKS AND CARTS.....	15
LOADING DOCK.....	15
FREIGHT ELEVATOR.....	16
MOVING GUIDELINES.....	16
MOVING CONTRACTOR INSURANCE REQUIREMENTS .....	16
TENANT ONLINE SERVICE PORTAL.....	18
MAINTENANCE REQUESTS.....	18
CLEANING.....	18
BUILDING HOLIDAYS .....	20
KEYS AND ACCESS CARDS.....	20
BUILDING ACCESS – NORMAL HOURS .....	21
BUILDING ACCESS – AFTER HOURS.....	21

SECURITY .....	21
RENT PAYMENTS .....	22
MONTHLY RENT SCHEDULE .....	22
PERCENTAGE RENT (Retail Tenants) .....	22
COMMON AREAS .....	23
WINDOW COVERINGS.....	23
ALTERATIONS & REMODELING .....	23
CONTRACTOR RULES.....	23
SIGNS & NOTICES .....	24
SMOKING AND TOBACCO .....	24
RESTROOMS.....	24
ACCESS TO LOCKER ROOM AND RESTROOM.....	24
NOISE & ODORS .....	25
HAZARDOUS MATERIALS .....	25
GREASE TRAP BEST MANAGEMENT PRACTICES & REQUIREMENTS.....	26
INCLEMENT WEATHER .....	26
ANIMALS .....	27
ANIMALS – GENERAL RULES .....	27
SMALL APPLIANCES.....	28
HEAVY/SPECIAL EQUIPMENT .....	28
SOLICITING AND LOITERING.....	29
FUTURE POLICIES .....	29
FIRE SAFETY.....	30
TENANT FIRE RESPONSE .....	31
FIRE PREVENTION .....	31
MEDICAL EMERGENCIES .....	32
ELEVATOR EMERGENCIES .....	32
BOMB THREATS.....	32



400 Fairview Ave, N, Suite B001  
Seattle, WA 98109

206-274-8520 Tel

## **WELCOME TO 400 FAIRVIEW!**

On behalf of Pembroke and CBRE, Inc. we welcome you to 400 Fairview. We look forward to working with you and your colleagues to ensure that our business relationship is long-lasting and successful.

This Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies, and operating procedures. Included in this packet is general building information to help ease your transition here, as well as forms that need to be completed and returned to the Building Management Office before you move in. If you need to update the information that you have on file with Building Management, additional forms are just a call or an email away. Building Management is always available to answer any questions you might have at any point during your tenancy here at 400 Fairview.

To ensure the most effective and timely communication, we ask that you designate a primary and secondary contact as your main liaison to the Building Management Office. Communicating service requests or any other relevant information through your primary and secondary points of contact allows CBRE to best serve your needs. The tenant contacts can be provided to management by completing and returning the Tenant Contact Form in the enclosed packet.

Sincerely,

CBRE Management

# BUILDING OPERATIONS

## BUILDING HOURS

Monday to Thursday: 7:00 AM – 11:00 PM  
Friday 7:00 AM – 12:00 AM  
Saturday: 8:30 AM – 12:00 AM  
Sunday: 8:30 AM – 11:00 PM

Market Hall: Open to the Public, based on retailer availability

Office Floors: Restricted Access (key card required)

## PARKING GARAGE HOURS

Monday to Thursday: 6:00 AM – 9:30 PM  
Friday 6:00 AM – 10:30 PM  
Saturday: 8:30 AM – 10:30 PM  
Sunday: 8:30 AM – 9:30 PM

\*\* Hours subject to change, based on Retail Tenant hours of operation \*\*

## PROPERTY MANAGEMENT OFFICE

Mailing Address: CBRE, Inc.  
400 Fairview Ave N, Suite B001  
Seattle, WA 98109

Phone: (206) 274-8520, 24 hours

Email: [400Fairview@cbre.com](mailto:400Fairview@cbre.com)

Office Hours: 9:00 AM – 5:00 PM Monday - Friday

### NOTES:

- All building tenants have key card access outside of building hours.
- Building hours are defined as: doors open, key card not required, HVAC on.
- Tenants will be responsible for additional after-hours HVAC usage.

# PROPERTY MANAGEMENT STAFF

## CONTACT INFORMATION

**Leigh Cristobal,**  
Senior Real Estate Manager  
(206) 327-4400

**Sandy Heywood,**  
Assistant Real Estate Manager  
(425) 260-7640

**Tiffany Cupino,**  
Real Estate Services Admin  
(206) 274-8520

**Cissie Jiang,**  
Property Marketing Specialist  
(253) 343-2580

**Rick Thornburgh,**  
Building Engineer  
(206) 641-5925

**Brian Stamey,**  
Assistant Chief Engineer  
(206) 379-4526

**Security Guard,**  
(206) 250-0567

**After Hours Emergencies,**  
(206) 557-9806

**Building Transportation Coordinator,**  
400Fairview@cbre.com

**Parking Garage Operator,**  
400Fairview@aceparking.com

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### DISCLAIMER

The safety and emergency portions of this manual are intended solely for information and guidance and are not to be the only source used to compile an Emergency Procedures Manual. Information should be sought from, and reliance placed upon life safety professionals when preparing and using any manual such as the one described herein. Any reliance on the contents of this manual is at the sole discretion of the user. 400 Fairview Avenue, LLC, and CBRE, Inc., along with any of its affiliates, assigns or successors, shall not be liable for any claims made against it by anyone in connection with the preparation or use of a manual based on these guidelines.

# GENERAL BUILDING INFORMATION

400 Fairview is a commercial office building at 400 Fairview Avenue in Seattle, WA. Located where Downtown and Lake Union meet, the building is a collaborative place designed for the prosperity of the community.

The building is comprised of approximately

- 13 stories of retail and office
- 320,000 square feet of commercial office space,
- 18,000 square feet of retail
- 5 levels of parking - 447 stalls of below-grade parking.

## SUSTAINABILITY & PERFORMANCE

400 Fairview and Pembroke continue to take meaningful steps towards reducing our environmental impact. We are committed to creating and managing environmentally sustainable and healthy buildings that deliver the best outcomes for our tenants and communities. 400 Fairview has numerous sustainability and performance goals including achieving Net Zero Carbon by 2035 or sooner. 400 Fairview operates in an ISO 14001 compliant manner and has achieved LEED Gold certification in construction and operations, 5 consecutive years Energy Star certification, and is WELL Health and Safety rated.

The building utilizes a hydronic heating and cooling system which transfers temperature in the most efficient way — through water rather than air — saving significant amounts of energy each year (25% more efficient than a typical Seattle office building) and providing occupants with greater comfort. Additionally, 400 Fairview protects the Puget Sound through storm water management and reuse in combination with the application of water reduction technologies.



## PARKING

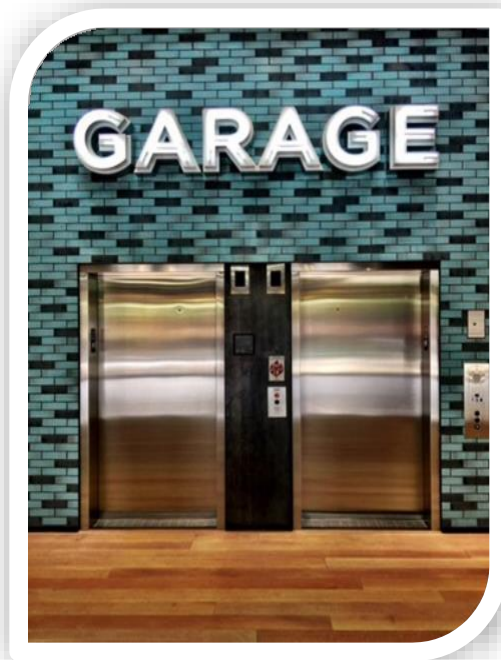
The building has 5 levels of underground parking with 447 parking stalls, including 40 dedicated short term retail stalls, as well as electric vehicle charging stations, and dedicated stalls for zero emission vehicles (**see attachments 3 & 4 for diagram**). Parking is controlled by an automated system and can be paid for on an hourly, daily, or monthly basis.

Neat fact: Indoor air quality within the garage is maintained by supply and exhaust fans controlled by CO sensors.

## SOUTH LAKE UNION AREA

400 Fairview is centrally located in the South Lake Union area, with many amenities available for your use.

**Please see attachments 6 & 7 for nearby places of interest.**





## ELEVATORS

400 Fairview is equipped with a Destination Dispatch Elevator System, which directs passengers to the elevator that will take them to their destination in the shortest travel time. Grouping people together based on desired floor reduces the number of stops, thereby improving the elevator efficiency.

- Elevators A, B and E serve levels 1 through 14
- Elevators C and D serve levels 1 through 10.
- Elevator F (Freight) serves levels 1 through the penthouse. During rooftop restaurant operating hours, this car is used primarily for restaurant guests. Other building uses are restricted during restaurant Operating hours and outlined on page 13 under Delivery and Moving Guidelines.



## TENANT EVENT CENTER

The building houses a 2,200 square foot Tenant Event Center, located on the northwest corner of the building, with direct access from the Market Hall. Situated a half level above the north end restaurant space(s), the space provides dynamic views of the activity of Fairview Avenue, Lake Union, and the surrounding area. The space is available for all-hands meetings, presentations, private dining, classes, workshops, etc. Building tenants can reserve the space through the [Tenant Services](#) portal. Once reserved, access to the space is provided by the concierge/security team, located in the southwest corner of the building. **See attachment 5 for diagram.**

- Reservations must be made at least 48 hours prior to the proposed event.
- Maximum occupancy is 88

# END OF TRIP (EOT) CENTER

## BICYCLE COMMUTER PARKING

400 Fairview features two bicycle storage facilities located on P1 (parking garage level 1). This amenity is available and complimentary to tenants who have completed and returned the End of Transit Form to the building management .

Bicycle stalls are available on a first come, first served basis. Users are responsible for securing their property and Building Ownership will not be responsible for lost or stolen items. **See attachment 3 for floorplan diagram.**

- Storage for standard bikes is at the south end of P1 across from the building management office.
- Storage for oversized and cargo bikes is along the east wall of P1 adjacent to the parking exit gate.



## SHOWER/LOCKER ROOMS

Advocating health and wellness for its tenants, 400 Fairview has shower/locker rooms located on P1. Card readers provide secure access to the locker rooms and all tenants are given access to this amenity at no cost. Access to shower/locker rooms require an End of Transit form to be completed and returned to the Management Office.

Each locker room is equipped with a sauna for tenant use and three shower rooms, with one shower room being ADA compliant. Towel service is complimentary to tenants. Tenants are responsible for providing their own toiletries. All lockers inside the locker rooms are available on a first come, first served basis for complimentary day-use to tenants. Contents and personal locks on all lockers must be removed daily. Locks left overnight will be removed and contents will be disposed of.

**See attachment 3 for diagram of locker room locations.**

## MECHANICAL SYSTEMS – OFFICE

The office spaces (floors 2-14) are served by Dedicated Outside Air Systems (DOAS). The DOAS units are ceiling mounted air handlers that provide 100% outside air to the active Chilled Beams on every floor. The DOAS units are provided with energy recovery devices to transfer energy from the building exhaust to preheat the outside air.

The Central Plant is located on the rooftop and is comprised of open cooling towers, water-cooled chillers, condensing gas-fired boilers, pumps, and associated accessories.

## MECHANICAL SYSTEMS – MARKET HALL & RETAILS AREAS

The Level 1 Market Hall/Retail area is provided with heating and ventilation through overhead ductwork. Three large ceiling fans, hanging in the light wells, also circulate air throughout the Market Hall. During the warmer months – when the large pivot doors are open – the light well fans will draw the warm air where it is exhausted through louvers to the outside, providing mechanically assisted natural ventilation to the space. No supplemental cooling is provided.

## LIGHTING

The 400 Fairview Building has state-of-the-art lighting controls, used to both further reduce energy consumption, as well as provide a comfortable working environment for tenants. Motion sensors in private offices and restrooms turn lights on and off automatically. Light sensors in open work areas detect natural light levels and dim down the light fixtures closest to exterior windows. Automatic lighting controls cycle lights off in the evenings. These are important features of the building's energy efficient design.

## PLUMBING

Low-flow faucets and showers, dual flush toilets, and ultra-low-flow urinals are used in the building in order to help reduce the overall consumption of water. The building is targeted to achieve 30% to 40% water savings based on fixture selection alone.

Rainwater harvesting is being provided as an additional water conservation measure. The rainwater is collected in a 21,500-gallon concrete cistern on Level P5 for storage and reuse. The system includes particle filtration, UV filters, and pumps to distribute the water up the office tower to Level 1-5 for toilet flushing, as well as landscape and green roof irrigation needs.

# OPERATIONAL DETAILS

## MAIL SERVICE

Tenants are designated mailboxes for regular USPS mail service. Tenants are issued (2) mailbox keys for each mail slot designated. Additional mailbox keys can be requested through Building Management by authorized individuals.

Mailboxes are located on the Market Hall level along the East perimeter of the floor. Mailboxes are designed to accept larger parcels if needed. Larger parcels will be placed in the parcel lockers included with the mailbox setup. If a large parcel is delivered, a parcel locker key is placed in the recipient's mailbox. The parcel locker key will direct the recipient to a specific parcel locker for parcel pick up. Please note that once the key is used to unlock the parcel locker, it must remain in the parcel locker lock for the mail carrier to remove.

Large deliveries made by vendors other than USPS can be delivered directly to your floor or accepted at the security desk. Vendors will be required to check in at the security desk prior to delivering any packages. If access is restricted to any Tenant space, deliveries can be directed for drop off at the security desk and coordinated for pickup by Tenant.

## TRASH REMOVAL, COMPOST, AND RECYCLING

All trash receptacles will be emptied daily, Sunday through Thursday, by janitorial staff. Any items to be disposed of that are not in a wastebasket must clearly be marked TRASH. Never use wastebaskets as storage containers for items not intended to be discarded nor should such items be placed alongside trash containers for, they may be removed, and irretrievably lost.

All kitchen/coffee area waste containers are lined with plastic liners daily to assure that coffee grounds, food, and other "wet garbage" are disposed of properly. Wet garbage should not be placed in unlined containers. Wet garbage will be placed in composting containers and disposed of by tenants. Dry trash should be placed in the appropriate wastebaskets, which will be emptied by janitorial staff and liners reused if clean and in good condition.

Our daily single-stream recycling program currently includes the co-mingled recycling of all office paper, cardboard, aluminum cans, glass, and plastic bottles. Recycling is a cost-effective process that benefits our environment and minimizes the amount of waste and toxins that are returned to the earth. Please dispose of all recycling in the appropriately marked containers within your area.

# DELIVERY AND MOVING GUIDELINES

## DELIVERIES

The Fire Department prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway.

Office delivery traffic must come through the loading dock. No hand trucks or delivery carts are permitted in the lobby or passenger elevator. Hand trucks and delivery carts are only acceptable for use by retail tenants via garage elevators. Deliveries must be scheduled with the Management Office at least 24 hours in advance. Deliveries can be scheduled through the Building Management.

Large deliveries or pick-ups requiring the loading dock and/or the freight elevator in excess of 30 minutes must be scheduled before or after the normal business hours or on weekends. All scheduling will be done on a first-come, first-served basis.

**FREIGHT ELEVATOR DELIVERY HOURS ARE:**

Monday through Friday	7:00am – 3:00pm
Saturday	9:00am – 3:00pm
Sunday	9:00am – 3:00pm

\*Note that hours are subject to change\*

The below activities must conclude one hour prior to the rooftop restaurant opening and may only resume one hour after the restaurant closes. Restricted activities are listed below:

- Deliveries requiring independent service
- Construction use, including large tool transport
- Tenant move-in / move-out
- Furniture deliveries
- Travel for janitorial service
- Garbage / waste transport

**RESTRICTED HOURS ARE:**

Monday through Thursday	3:00pm – 11:30pm
Friday through Saturday	3:00pm – 12:30am

\*Note that hours are subject to change\*

Large deliveries that require independent service must be scheduled 48 hours in advance and coordinated with Building Management.

Protective pads must be in place during all deliveries to protect elevator finishes. Daily installation and removal of protective pads is managed by Property Management.

The delivery scheduling policy ensures that deliveries are timely, free of complications, and coordination of appropriate staffing. This alleviates excess delivery charges that vendors may charge when there is any delay.

## PASSENGER ELEVATORS

Deliveries made on pneumatic-wheeled carts are allowed in the passenger elevators during freight elevator restricted hours.

## HAND TRUCKS AND CARTS

Use of hard-wheeled dollies, carts, pallet jack, hand trucks, or similar equipment is not permitted in the main lobby due to potential damage to the wood floor. Hand trucks, delivery carts, and large hand carried parcels of any kind, are not permitted on the passenger elevators. The freight elevator should be used for transport of these items. Tenants, employees, and delivery personnel are to use the freight elevator for transporting large parcels. Tenants should inform delivery personnel of this policy. Delivery attempts through the main entry will be directed to the loading dock.

## LOADING DOCK

The loading dock may be accessed from the alleyway off Republican or Harrison Street and is linked to the freight elevator. There is one loading dock, and the height limit is 14'.

Load and unload parking is limited to 30 minutes. Special arrangements must be made in advance with Building Management when deliveries are expected to exceed 30 minutes.

Drivers are required to shut down their vehicle motors while at the loading dock and remain with their vehicles during deliveries. Only one vehicle per delivery/company is permitted to park in the loading dock at one time.

Parking in the loading dock for any purpose other than loading or unloading is prohibited. Vehicles blocking access to the garbage compactor or parked in unauthorized areas will be towed. Vehicles must not block the alleyway at any time.

**See attachment 1 for loading dock diagram.**

## FREIGHT ELEVATOR

The freight elevator is available to all tenants for use at all times. Certain activities, as outlined above, are restricted during rooftop restaurant hours. The freight elevator is the primary mode of transportation to the rooftop restaurant, and usage is scheduled to accommodate restaurant patrons as well as 400 Fairview tenants.

The elevator serves floors 1 through the mechanical penthouse. Weight limit: 4,500lbs at 350fpm

Cab size is: 5'-9 1/2" W x 7'-11 5/8"L x 9'-7"H

## MOVING GUIDELINES

Notify the Management Office one week prior to the date/time of the scheduled move in writing. The Management Office must approve all moving arrangements.

Large office moves may only occur after business hours and on the weekends and must utilize the freight elevator and loading dock.

Protective floor and wall covering materials must be installed when moving furniture or equipment in and/or out of the building. The tenant will be held responsible for any damage caused by its personnel or moving company during any move or delivery in or out of the building. Damage to the carpets, doors, doorjamb, corners, walls, elevators, or other building fixtures will be repaired by the Management Office and billed to the responsible tenant.

The moving contractors are required to remove all boxes, trash, etc., when leaving the building. Any materials left behind will be disposed of at the tenant's expense.

The Fire Department prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway.

## MOVING CONTRACTOR INSURANCE REQUIREMENTS

The moving contractor must provide evidence of liability insurance coverage at least ten (10) days prior to the day of the move.

The mover must be bonded and carry a minimum of one million per occurrence and two million of the aggregate in Commercial General Liability Insurance.

The mover is required to have Excess Liability Insurance in the amount of no less than one million per each occurrence and the statutory limits for Worker's Compensation Insurance.



The moving contractor must agree to protect, indemnify, and hold the Landlord and Property Manager harmless from and against all claims, demands and causes of action of every kind of character, arising in favor of moving contractor's employees, tenant 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 sub-contractors. The moving contractor shall be responsible for all damage and losses sustained to tools and equipment utilized in the performance of all work there under.

The moving contractor must provide Certificate of Insurance naming the following as Additionally Insured:

- 400 Fairview Avenue LLC
- Horizon Real Estate Investors, LLC
- Pembroke Real Estate LLC
- FMR Corp
- CBRE and Affiliates

# BUILDING SERVICES

## TENANT ONLINE SERVICE PORTAL

MRI/Angus is 400 Fairview's web-based tenant/community portal. This tool is used for building announcements, neighborhood events, as well as other community information. Angus can also be utilized for tenant communication, maintenance requests, and reserving any tenant amenities. Tenant log-in information will be provided by Building Management upon move in. [Link](#) to Tenant Portal

## MAINTENANCE REQUESTS

All requests regarding maintenance services must be directed to the Management office. We aim for a response within 24 hours. You may call us or send your request through our web-based tenant portal, provided by Angus. Tenants should designate a representative of a company or major departments within the organization to function as a liaison with the Management Office.

## CLEANING

Nightly and periodically scheduled services on your premises are provided. If you have any special cleaning requests (e.g., carpet shampooing, glass partitions), please contact the Management Office. Additional cost may apply depending on the requested service.

Nightly Services: Office tenants are provided with janitorial services 5 days a week, Sunday-Thursday, excluding holidays. Services include:

- Emptying all trash receptacles, recycling containers, and replacing liners, as necessary.
- Removing all collected trash and recycled materials to a designated area.
- Dusting and spot cleaning all furniture, fixtures, and accessories (providing desk surfaces are clear).
- Spot cleaning all partition glass (up to eye level).
- Spot cleaning all walls, light switches, and doors.
- Cleaning and polishing drinking fountains.
- Dust mopping all hard surface floors with a treated mop.
- Wet mopping all hard surface floors.
- Vacuuming all carpeted traffic lane areas.

Periodic Services: Additional services will be provided in accordance with the following schedule.

- Spot cleaning all horizontal and vertical surfaces (up to eye level) weekly.
- Dusting high and low areas (pictures, clocks, partition tops, etc.) weekly.
- Vacuuming all office area carpets weekly.
- Cleaning all partition glass semi-annually.
- Vacuuming fabric office furniture monthly.
- Dusting and/or vacuuming of window shades semi-annually.
- Washing all trash containers using a germicidal detergent monthly.
- Machine spray-buff all hard surface floor areas monthly.
- Machine scrub apply polish and buff hard surface floor areas semi-annually.
- Strip and refinish all hard surface floors semi-annually.

Window Cleaning: Perimeter window exteriors are washed quarterly, and the interior of the perimeter windows are cleaned annually. Tenants will be notified in writing prior to interior window cleaning, to allow areas around the windows to be cleared.

# BUILDING ACCESS AND SECURITY

## BUILDING HOLIDAYS

400 Fairview offers limited services during the following observed holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- The day following Thanksgiving
- Christmas

## KEYS AND ACCESS CARDS

Please coordinate with Building Management for issuance of access cards and/or any physical keys. Access cards can be programmed for entry to various common areas of the building, such as locker rooms, bike storage areas, exterior building doors, and stairwells. Building issued access cards can also be used in conjunction with parking garage equipment and access-controlled areas within Tenant Premises, provided Tenant access control system is compatible with Building system.

If physical keys for locations within the building are requested, Building Management will verify if access to key controlled rooms is authorized. If access is granted and physical keys are issued, Tenant accepts responsibility of said keys and is responsible for any expense relating to the loss of any keys. As physical keys are more difficult to control, Building Management asks that physical key copy requests are kept to a minimum.

We ask that Tenants identify individuals authorized for requesting access cards and/or physical keys prior to the turnover. This information should be forwarded to Building Management with 72 hours' advanced notice.

## BUILDING ACCESS – NORMAL HOURS

The Office Lobby doors are unlocked during normal business hours. Unrestricted elevator access to tenant reception floors is provided during regular business hours. Access to tenant floors is the responsibility of the tenant.

## BUILDING ACCESS – AFTER HOURS

After-hours entry into the building is by access card only.

After normal business hours, please make sure that all entry doors to your office are locked. Do not allow anyone to follow you into the building after business hours. Keep all personal valuables locked up during non-business hours. Although the security officers patrol the building throughout the night, the safety of unsecured valuables or personal items is not guaranteed.

## SECURITY

400 Fairview has year-round on-site security personnel twenty-four (24) hours a day, and mobile patrols during evenings, weekends and on holidays.

Security officers' duties include patrolling the building exterior, stairwells, mechanical areas, and parking lot monitoring, as well as: monitoring the lobby, loading dock, and elevator traffic, visitor check-ins and escorts.

### **On-site security officers: (206) 250-0567**

For life-threatening emergencies, call 911 first, then notify the Management Office in order for the emergency responders to be directed to the correct location. In addition to security staff at the Lobby Desk, 400 Fairview is equipped with closed circuit cameras that monitor the loading dock, Fairview Ave N and lobby entrances, bike storage, as well as stairwells.

The Security staff is continually in contact with the Building Management and Engineers. If you have a security problem or see something suspicious, call the Management Office immediately. The most effective security is obtained when a spirit of cooperation exists between Tenants and Building Management. At 400 Fairview, we are committed to providing visible, sensible, effective security.

# RENT

## RENT PAYMENTS

Rent payments are due on the first day of each month of the terms of the lease. Payment made via ACH is preferred and may be set up by Tenants using the following ACH details:

Bank Name: JPMorgan Chase NA  
Bank Address: New York, NY 10017  
Bank Account Name: 400 Fairview Avenue, LLC  
Bank Account Number: 352827239  
ACH Routing/ABA: 071000013  
Wire Routing/ABA: 021000021  
SWIFT BIC: CHASUS33  
CHIPS MBR: 0002

For check payments, please make payable to; 400 Fairview Avenue LLC. Rent can be hand delivered to the Building Management Office or mailed to:

400 Fairview Avenue, LLC  
c/o CBRE  
400 Fairview Avenue N, suite B001  
Seattle WA 98109

## MONTHLY RENT SCHEDULE

A monthly rent schedule will be issued prior to the commencement of your lease and typically at the end of each year to reflect changes in additional rent (i.e., operating costs and taxes) for the upcoming year. In addition, a monthly rent schedule will be issued to show any revisions to your rent (i.e., increase in basic rent).

## PERCENTAGE RENT (Retail Tenants)

If percentage rent is required by lease: Gross sales must be reported, per the Lease terms, for the previous month's sales on the Retail Sales Report form. The percentage rent calculated in the form must be submitted with the Retail Sales Report form, in addition to minimum and additional rent which is due on the first of each month. Failure to submit a Retail Sales Report form may result in estimated percentage rent charges. Sales audits may be performed to verify sales reports.

# BUILDING RULES AND REGULATIONS

## COMMON AREAS

Common areas are sidewalks, entrances, lobbies, halls, passages, elevators, stairways, and facilities furnished for common use by tenants. The ground level Market Hall and south plaza common areas are excellent spaces for tenants to utilize for social gatherings and relaxation. Tenants may not place any mats, trash, or other objects in common areas.

## WINDOW COVERINGS

The cover or obstruction of any external windows, skylights, doors, or transom that admits light is not permitted. Retail signage may be allowed on street front windows, subject to Landlord approval.

## ALTERATIONS & REMODELING

All alterations require the approval of the Property Manager. Requests to make alterations must be submitted, in writing, to the agency tenant representative. Alterations may only be performed by 400 Fairview staff or an approved contractor. The Building Management office can provide a list of approved contractors for the building.

## CONTRACTOR RULES

Once Tenants have gained approval for work to be performed in Tenant offices, we ask that written notification to be provided for security reasons. Notification should include:

- The company names.
- Names of all the people who will be doing the work.
- Date(s) work will be performed. Time the contractor will arrive and depart.
- Description of the work being done.

All contractor employees will enter and exit the building via the loading dock. Vertical movement through the building will be through the freight elevator unless during restaurant hours of operation.

All construction activities that hinder or impede any business operations must be scheduled after hours at the discretion of Building Management. Any work requiring a shutdown of electricity, water, fire alarms, systems, doors, etc. must be scheduled in advance. Be advised in certain cases a lengthy notice period may be required.

## SIGNS & NOTICES

All signs, advertisements, graphics, or notices visible in or from corridors, lobby areas, restrooms or the building exterior are subject to prior written approval from the Management Office and are generally not allowed. Signs on or beside interior suite doors must be installed by the person designated by Management Office at a cost to the tenant.

No posting of signage will be permitted to the interior or exterior windows or doors of the building.

## SMOKING, VAPING AND TOBACCO

400 Fairview is a smoke-free, vape-free building. No one is permitted to smoke or vape in any area of the premises.

Smoking/Vaping is not allowed within 25 feet of building entrances, windows, or ventilation intakes to ensure smoke does not enter the building.

Building fixtures such as drinking fountains and sinks should not be used for disposal of smokeless tobacco. Never dispose of smokeless tobacco products in desk side waste receptacles or in the urinals.

Washington State Department of Health states that e-cigarettes have not been fully studied, and the safety and long-term health risks of vaping are not fully understood. As a result, 400 Fairview's No Smoking policy also applies to vapor/electronic cigarette use.

## RESTROOMS

Building Management assumes responsibility for the cleaning and maintenance of restrooms. Restrooms, water closets and other water apparatus should be employed only for the purposes for which they were intended.

## ACCESS TO LOCKER ROOM AND RESTROOM

400 Fairview allows Building Tenants access to locker rooms and restrooms, based on their gender identity.

400 Fairview Policy will adhere to Washington States anti-discrimination law, known as the Washington Law Against Discrimination (WLAD), which clearly prohibits discrimination based on "gender expression of identity." For additional information on transgender rights in Washington State please visit, <https://www.aclu-wa.org/docs/rights-transgender-people-washington-state> .



For any questions regarding locker room or restroom access, we ask that Tenants contact their Human Resources Department.

If there are any pressing concerns, please notify Building Management or Security immediately.

#### Additional Resources

1. For information on transgender rights and discrimination in the workplace, please visit, <https://www.osha.gov/Publications/OSHA3795.pdf> .
2. For information on discrimination in Washington State, please visit, [www.aclu-wa.org](http://www.aclu-wa.org) .
3. For information on City of Seattle specific laws, please visit. [http://www.seattle.gov/personnel/resources/pubs/Gender\\_Identity\\_Guidance.pdf](http://www.seattle.gov/personnel/resources/pubs/Gender_Identity_Guidance.pdf)

## NOISE & ODORS

Excessive noise, odors, or other activities that may interfere with tenants and persons conducting business within the building are not allowed.

## HAZARDOUS MATERIALS

Tenants are not to manufacture, store, treat, transport, dispose of, discharge, use, or produce “waste” at, from, or within the building. Waste is defined as any hazardous or radioactive material, polychlorinated biphenyls, friable asbestos, or other hazardous or medical waste substances as defined by the Comprehensive Environmental Response, Compensation and Liability Function as amended, or by any other federal, state or local laws, statute, rule, regulation, or order concerning environmental matters, and all hydrocarbons, helium and petroleum products.

Tenants may use cleaning materials and office supplies in the ordinary course of tenants’ business, in reasonable quantities and provided that such materials and supplies are used, stored, and disposed of in compliance with all applicable laws, ordinances and regulations.

Tenants with materials requiring MSDS (Material Safety Data Sheets) must have them on file and give copies of them to the Management Office, as well as information detailing the quantity and location of the substance on tenant premises.

The use or storage of any flame lit candles, electric heating devices, kerosene, camphene, burning fluid or other illumination materials is not permitted without the consent of the Management Office.

400 Fairview Emergency Response Firm contact information:

Fuel Spills:

Phoenix Environmental Services  
2212 Port of Tacoma Rd. Tacoma, WA 98421  
(888) 475 – 0116

Chemical Spills and Environmental Response:

National Response Corporation (NRC)  
9520 10<sup>th</sup> Avenue South Suite 150 Seattle, WA 98108  
24 Hour Emergency Line: 1-800-899-4672

## GREASE TRAP BEST MANAGEMENT PRACTICES & REQUIREMENTS

All tenants at 400 Fairview are required to adhere to Seattle's best practices for grease trap management. Please use the following link for information towards Seattle's best management practices requirements: [Seattle Grease Trap Best Practices Guide](#). Additional city code information can be found here: [Seattle Municipal Code](#). Also, to aid tenants in keeping a required maintenance log, please follow this link: [Pretreatment Devices Maintenance Log](#).

Please contact Building Management with any questions or concerns.

## INCLEMENT WEATHER

Building Management intends to maintain a normal schedule of operations whenever reasonably possible during snowfall and/or icing events. Generally, the building will remain open during snow or other inclement weather. Confirm your company's Operations policy to determine if the office will be open for business.

Building Management staff will make reasonable efforts to de-ice all entries, sidewalks, main crosswalks, and ADA parking area by building opening at 7 a.m. and to keep areas free of ice until closing at 6 p.m. Monday through Friday, excluding holidays.

If snow removal is necessary, Building Management will contact the vendor by the start of business.

## ANIMALS

Dogs are permitted in specific tenant premises, subject to prior authorization from Building Management. Dogs may only be transported through the building via Stairwell 1 (South Side – accessed from south face of building), Stairwell 2 (Midway – accessed from alleyway), and via freight elevator (accessible from Level 2R Alleyway). **See attachment 2 for dog pathway diagram.**

Each Tenant/Employee of Tenant will be fully responsible for his/her/their dog at all times while on the building premises. The following requirements **MUST** be met by any employee wishing to bring a dog to the building:

- The dog must be clean, well-groomed, and free of illness and disease.
- A current veterinary record proving wellness, heartworm prevention, parasite control, and vaccine compliance must be provided to the company HR department prior to visitation. Records will be reviewed annually.
- Dog must be house-broken.
- Dogs must be spayed or neutered.
- Dogs must be obedient.
- Dogs must have NO history of aggressive behavior or biting and be well socialized to people and other dogs.
- Dogs must be controllable and restrained while on the building premises.
- Dogs must have been owned and housed by the employee for at least 30 days.
- Tenants must sign a release form approved by the Landlord at least 5 business days prior to pet visitation to the building.

## ANIMALS – GENERAL RULES

- Displays of aggressive behavior will require immediate removal from the building.
- Anyone requested to remove their dog must do so immediately.
- Dogs must be secured on leads at all times while on the building premises.
- Water, food, and comfort must be provided for the dog.
- All dogs must be treated humanely. A high standard of compassion is expected of all pet owner employees.
- Toys that produce an odor, sounds or squeaking are prohibited.
- Tenants and their employees are fully responsible for cleaning up and sanitizing immediately after accidents and for supplying effective cleaning products. Feces and poop bags must be sealed and discarded outside the building in the dumpster.

- Tenants and their employees are responsible for any damage done to the property, other employees, and guests.
- Dogs must be accompanied by their owner at all times. Dogs are not allowed to wander unattended, inside, or outside of the building (Tenants may deviate from this policy within their Lease Premises)
- Tenants will require that their employees provide a safe comfortable place for their dogs within their workspace by “dog-proofing” the area.
- Only registered serviced animals are allowed in the Market Hall.
- Tenants and employees of the Tenant will be required to display a high regard of sensitivity in controlling and addressing pet issues with respect to individuals:
  - with disabilities
  - with allergies
  - with fear or are threatened by dogs
  - with other pets (interaction with other dogs)
  - with sensitivity to noise
  - Dogs are not allowed in any common area, with the exception of registered service animals trained to assist individuals with disabilities.

## SMALL APPLIANCES

Use of personal heaters, coffee pots, hotplates, fans, refrigerators, microwaves, and other small appliances are prohibited in individual offices or cubicles. These are fire and safety hazards and are against building policy. If a tenant requires the use of a small appliance, please contact Building Management for approval. All small appliances approved through the accommodation request process must be unplugged and/or powered off at the end of each business day.

## HEAVY/SPECIAL EQUIPMENT

Due to structural limitations throughout the building, Building Management must approve installation of any heavy equipment. Any damage occurring as a result of the unauthorized installation of such items will be repaired at the tenant’s expense.

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

## SOLICITING AND LOITERING

Canvassing, soliciting, peddling, and loitering are not permitted on the premises. If a solicitor or an unwanted visitor of any kind enters your premises, or if you observe an individual engaged in such activities, contact security or management immediately.

## FUTURE POLICIES

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

# EMERGENCY PROCEDURES

At 400 Fairview we regard the safety and security of our Tenants as one of our highest management priorities. With the interest of your safety in mind we have provided instructions on emergency procedures. It is our hope that these instructions will never be utilized, but if an emergency should arise, we want to ensure that a method of systematic, safe, and orderly evacuation of an area or building by its occupants in case of fire or other emergency, in the least possible time, to a previously established safe area.

## FIRE SAFETY

1. If you see fire or smell smoke, pull the fire alarm at the nearest exit stair door. Pull-box stations are located on each floor; familiarize yourself with their locations. When the alarm is transmitted, the Security Desk Attendant will notify the Fire Department.
2. If you have time and can do so safely, call the Fire Department at 9-1-1 and report the fire. Be certain to identify the Building and tenant floor when calling.
3. If time safely permits, also call the Building Manager and tenant fire emergency floor wardens.
4. Before attempting to leave your office, feel the door to see if it is hot. If it is hot or if smoke is seeping through the cracks, do not open it. Try another exit door.
5. If you cannot exit your office, seal the cracks around your office doors; go to a window and signal for help.

### Things to Remember

- Know where pull stations, stairwells and exits are located.
- Never attempt to put out any sort of electrical fire with water. Only a dry chemical or CO2 fire extinguisher should be used on electrical fires.
- Do not attempt to fight a spreading fire. Focus efforts on evacuating traffic to the stairs.
- Never use the elevators in a fire emergency. Direct all evacuating traffic to the stairs.
- A responsible person, or persons, that work in the same area as people with disabilities should be assigned to assist in the event of a fire. Physically Challenged Individuals are to be taken to the stairwells and remain on the landing until assisted by the Fire Department. Tenants should make known to the Building Management the names and locations of the Physically Challenged in their offices.

- Should the building be evacuated, do not return to your Premises until the Fire Department, the Building Manager and your Floor Safety Coordinator have given the All Clear.
- Per the Seattle Fire Code, Building Management holds at least one fire drill per year and written notice will be distributed prior to the drills. All Tenants are asked to cooperate. Tenants are not required to evacuate the building unless specific instructions are given to do so.

## TENANT FIRE RESPONSE

Each Tenant must identify their own evacuation routes and designate at least three responsible employees for its premises; a minimum of three are required per floor to act as a Floor Safety Coordinator. This person will be responsible for ensuring that all of the Tenants' employees are safely evacuated in an emergency and for coordination during fire drills with the Building Management Office. An alternate Floor Safety Coordinator should also be selected in case the Floor Safety Coordinator is unavailable.

- Please forward this critical information to the Building Management Office.

## FIRE PREVENTION

- Keep all trash or waste materials in appropriate receptacles and empty them frequently so waste does not accumulate.
- Keep all trashcans away from drapes or other flammable window coverings.
- If a fire ignites in a trash receptacle and no water is nearby, turn an empty trashcan over the fire. This should smother the fire.
- Turn off all electrical appliances in kitchen areas, and all computers, copying machines and other business machines at the close of each business day.
- Do not overload electrical circuits.
- Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
- Do not store cleaning chemicals in a warm, enclosed location that might promote spontaneous combustion.
- Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch fire, these items could also block your exit route in the event of an emergency.

## MEDICAL EMERGENCIES

If a Tenant, employee, or visitor becomes seriously ill or is injured, the Rescue Squad of the Seattle Fire Department can provide medical assistance:

1. Notify Rescue Squad by dialing 9-1-1. Describe the medical emergency and ask for interim procedures.
2. Notify Building Management so that the Security Desk Attendant will be able to have an elevator on standby for medical personnel.
3. If a medical emergency occurred as a result of occupancy of premises, it is important that Building Management be given all particulars.

## ELEVATOR EMERGENCIES

If you become trapped in an elevator, please remain calm. Elevators, no matter how far above ground level they travel, are designed with very substantial safety factors and features. Each elevator has an emergency phone and intercom to reach outside help if required.

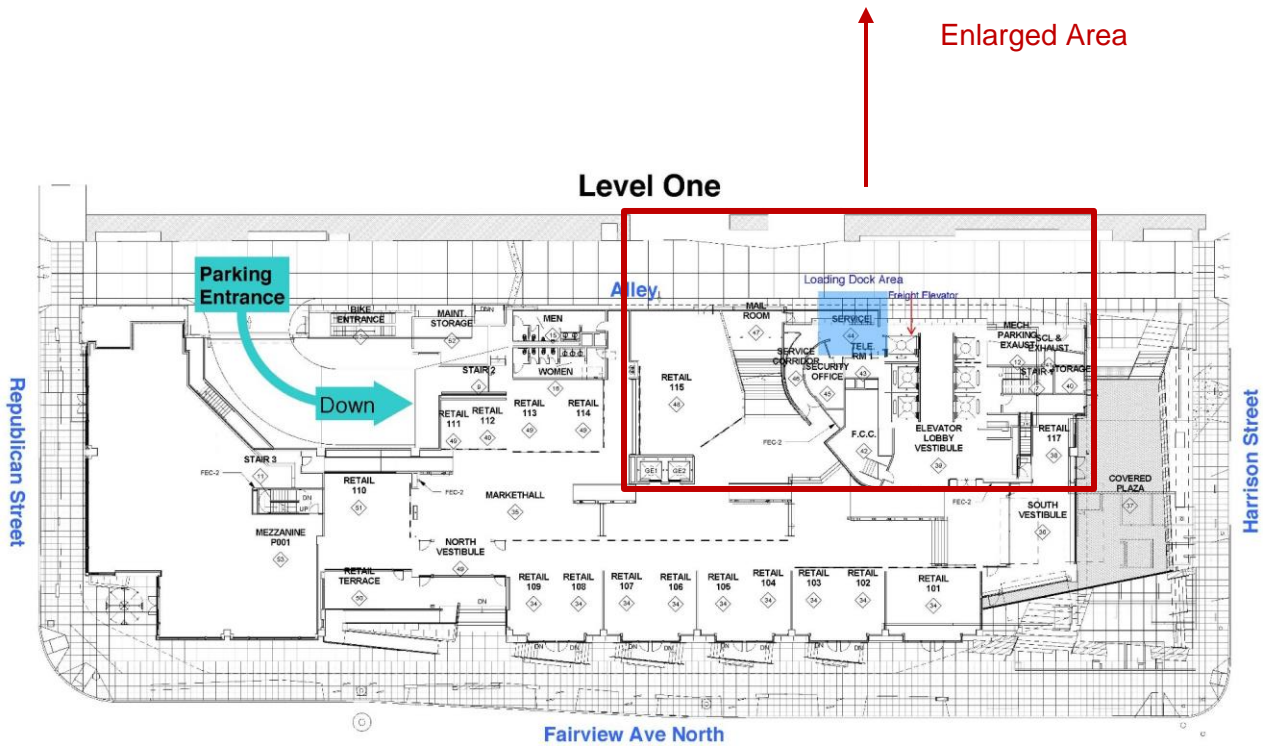
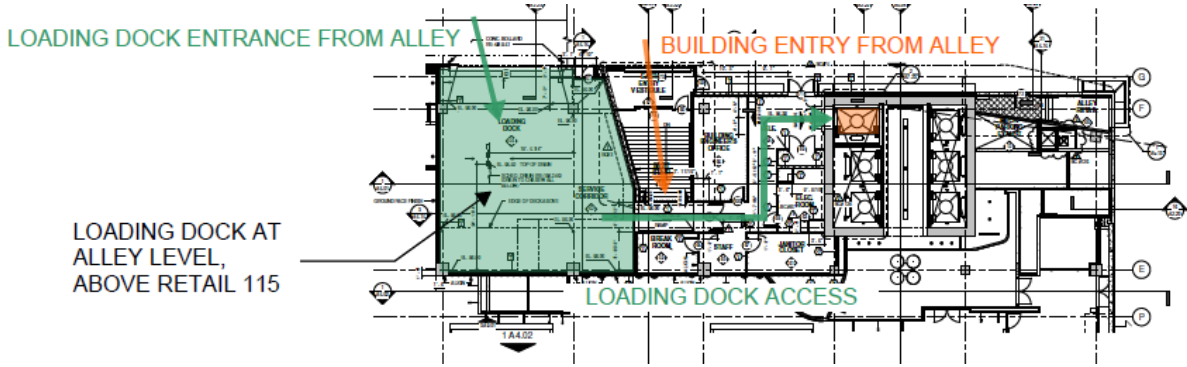
## BOMB THREATS

In rare instances, office buildings or individual Tenants in office buildings receive a bomb threat. Should a Tenant receive a bomb threat, the Tenant must call the local authorities at 9-1-1 immediately and provide name, building, address, floor and suite number. Repeat information from the caller. Please notify Building Management of the situation and the fact that the authorities have been notified. Building Management coordinates with the authorities and notify the building occupants of the situation. It is each Tenant's individual decision whether or not to evacuate the building during a threat.

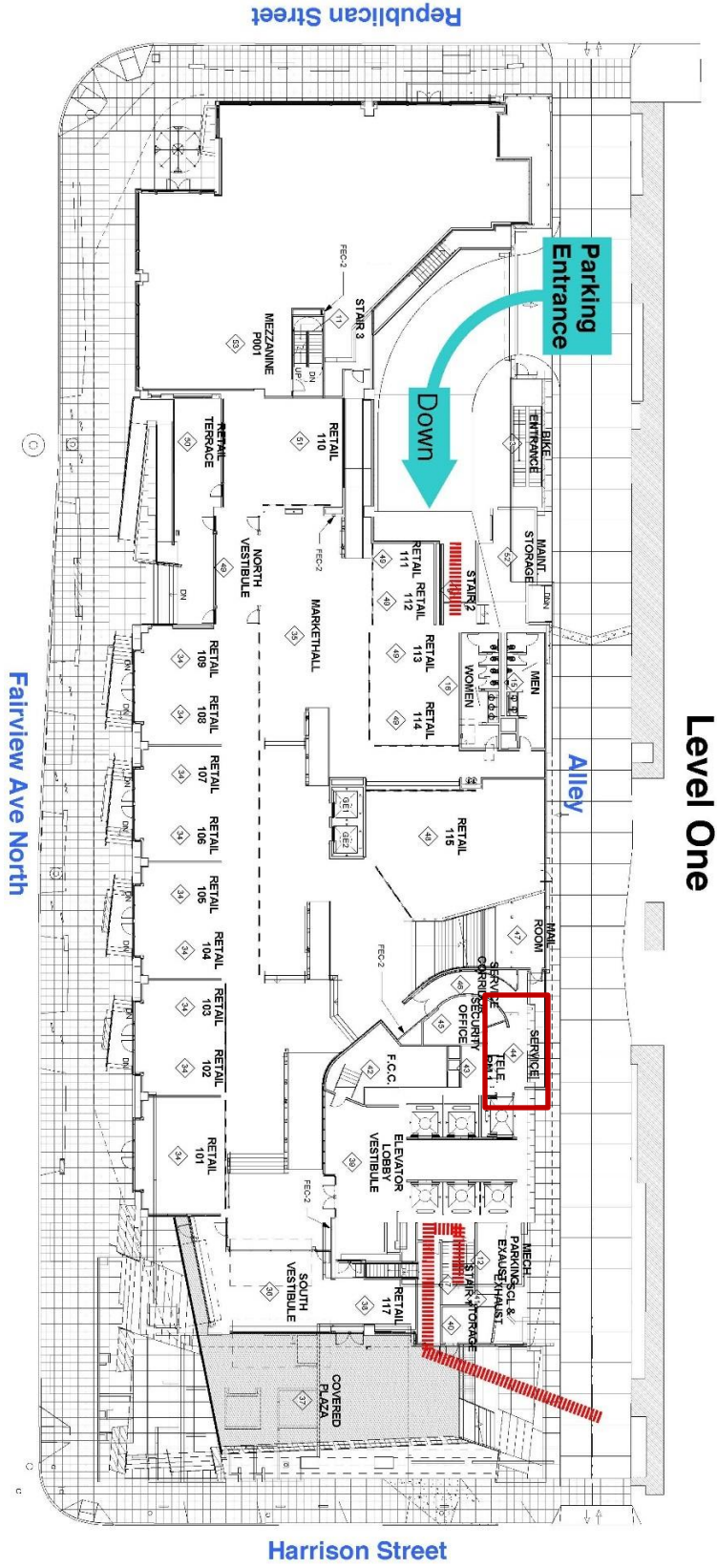
Additional Emergency Response Plans are outlined in the Tenant Guide prepared specifically for 400 Fairview by AK Preparedness. Tenant Guides will be provided to Tenants as part of the move in process.



# Attachment 1: Loading Dock Diagram

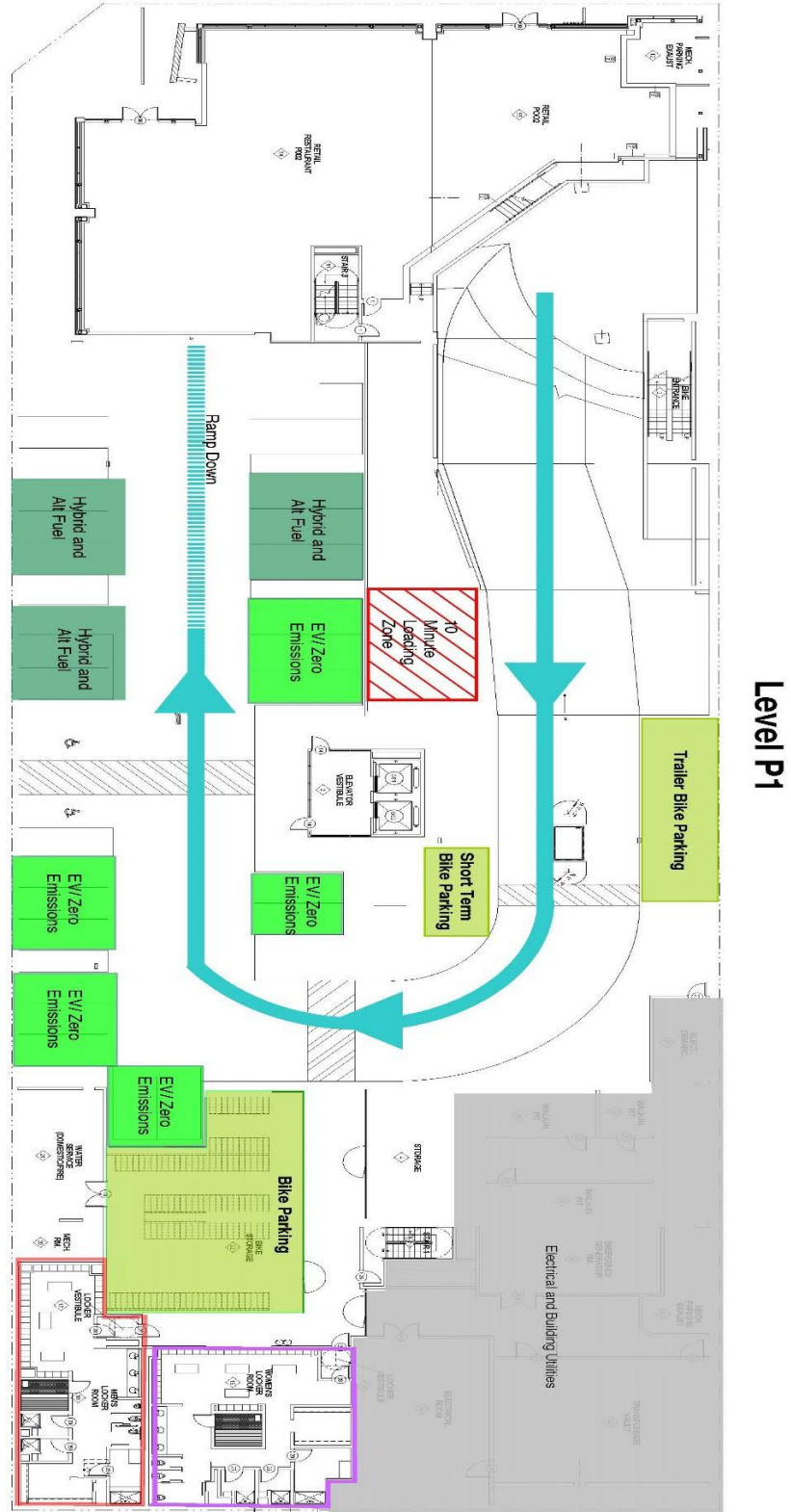


Attachment 2: Dog Pathway

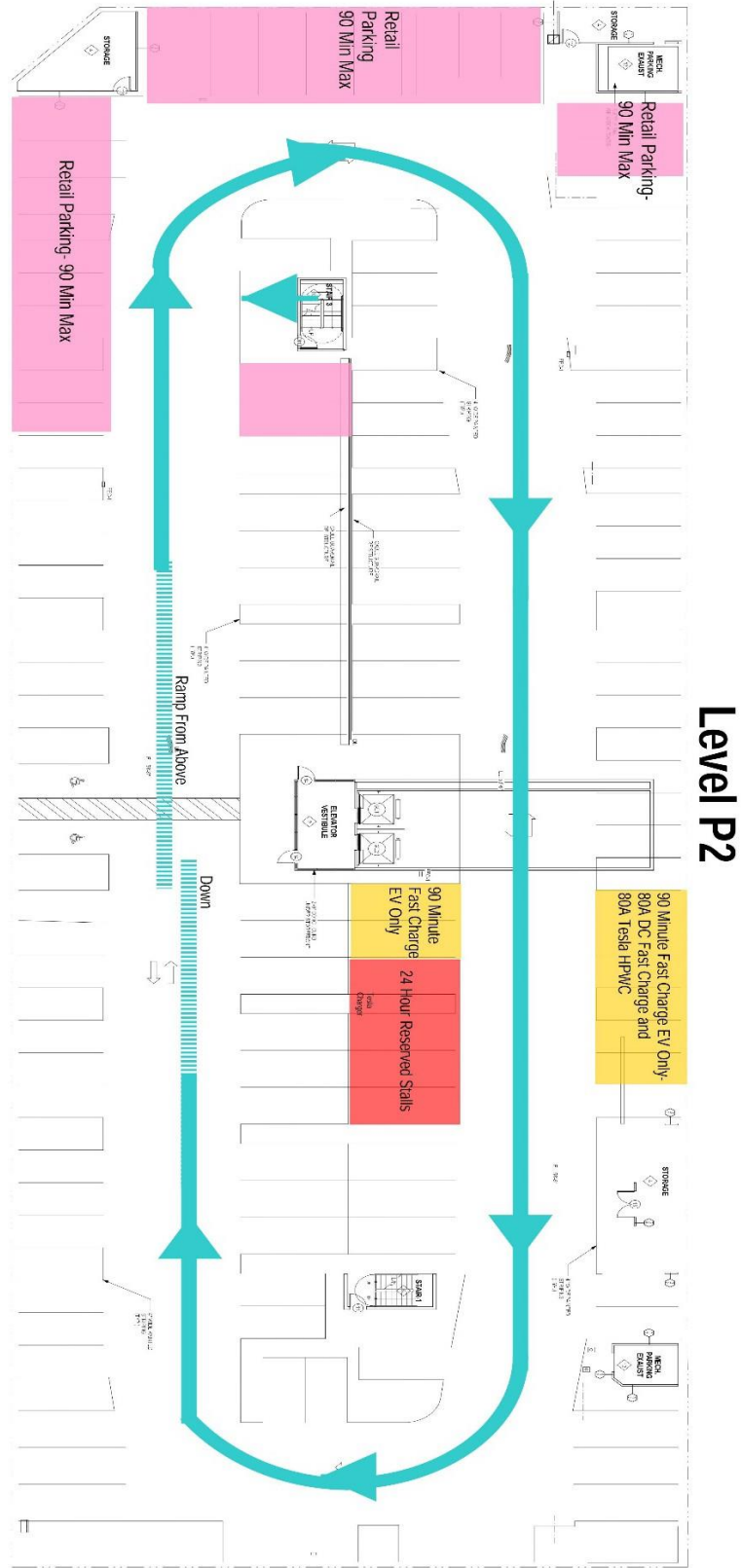


Level One

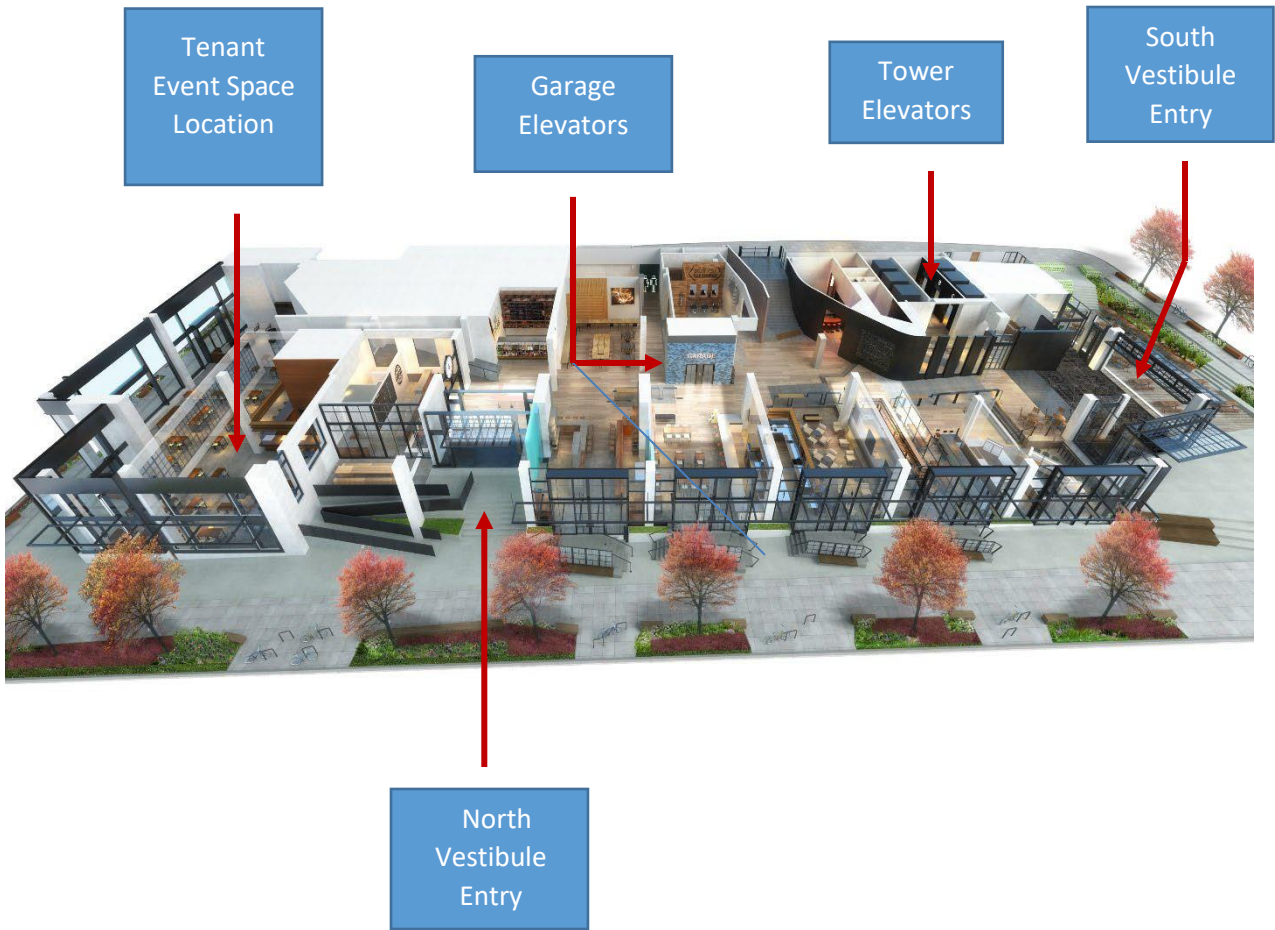
# Attachment 3: Bike Parking and Locker Room Layout Diagram



# Attachment 4: Electric Vehicle Charging Stations



# Attachment 5: Street Level Layout



# Attachment 6: South Lake Union Amenities

**South Lake Union** is a vibrant, amenity-rich neighborhood with a wide variety of options for shopping, dining, fitness, entertainment, and more.



# Attachment 6: South Lake Union Amenities



**BLOCK 3**

- A. Ducati
- B. Bucca Di Beppo

**BLOCK 4**

- A. World Sports Grille
- B. Trago Concino
- C. Cask & Trotter
- D. Urban City Coffee

**BLOCK 5**

- A. MOHAI
- B. Center for Wooden Boats
- C. Daniel's Broiler
- D. El Chupacabra
- E. Duke's Chowder House
- F. Chandler's Crabhouse

**BLOCK 9**

- A. Copiers NW

**BLOCK 15**

- A. Public Storage

**BLOCK 19**

- A. Seattle Strength and Performance
- B. City Catering/Utina Wardroom

**BLOCK 21**

- A. Cafe 815 Mercer

**BLOCK 22**

- A. MBI Systems

**BLOCK 23**

- A. Guitar Center
- B. First Tech Credit Union
- C. The Worst Place
- D. Uptown Espresso
- E. Blue Moon Burgers

**BLOCK 24**

- A. Bartell Drugs
- B. Top Pot Donuts
- C. Specialty's
- D. Wells Fargo
- E. Shanik

**BLOCK 25**

- A. Swedish

**BLOCK 26**

- A. Row House Cafe

**BLOCK 27**

- A. Home Deli Grocery
- B. Salon Centric
- C. Lake Union Veterinary Clinic

**BLOCK 28**

- A. Playdate Seattle
- B. Bright Horizons at SLU

**BLOCK 31**

- A. Glazer's Camera
- B. O.G.E.R. Crossfit
- C. Excellence Health & Fitness
- D. Lucky Pet

**BLOCK 32**

- A. Athletic Awards
- B. Dental

**BLOCK 33**

- A. Tesla
- B. re:public
- C. Kakao
- D. 415 Westlake
- E. Goodwill SLU
- F. Serious Pie & Biscuit

**BLOCK 34**

- A. Key Bank
- B. Tommy Bahama
- C. Museum Quality Framing
- D. Custom Smoothie
- E. The Berliner
- F. Firestone
- G. Hot Dog King

**BLOCK 35**

- A. Veggie Grill
- B. Starbucks

**BLOCK 36**

- A. Lake Union Florist
- B. Crossfit SLU

**BLOCK 39**

- A. Osteria Rigoletto

**BLOCK 40**

- A. Zaw Artisan Pizza
- B. Foreign Auto Rebuild
- C. Feierabend
- D. Caffe Torino

**BLOCK 42**

- A. Inform Interiors

**BLOCK 44**

- A. City Hardware
- B. Pande Cameron
- C. Kaufer's Catholic Books
- D. Mad Art
- E. Capelli's Barbershop
- F. The Vude
- G. Yellow Dot Cafe

**BLOCK 45**

- A. Gary Manuel Studio
- B. Portage Bay Cafe & Catering
- C. Jimmy John's
- D. Chase Bank
- E. Great NW Soups
- F. Starbucks
- G. Salal Credit Union
- H. Soul Fitness Club
- I. Flying Fish

**BLOCK 46**

- A. Cactus
- B. Brave Horse Tavern
- C. Cuocco
- D. Zoka Coffee

**BLOCK 48**

- A. Nollie's Cafe
- B. Paddy Coynes Irish Pub

**BLOCK 52**

- A. Complete Automotive
- B. Winston Wachter Fine Art

**BLOCK 53**

- A. Golden Limo & Towncar
- B. The Barking Lounge

**BLOCK 54**

- A. Ivan Salvery MMA
- B. Venik Lounge
- C. Banyas 5 Spa
- D. Olympic Color Rods

**BLOCK 55**

- A. El Camion
- B. Lake Union Wellness
- C. Cosmo Prof

**BLOCK 56**

- A. Flywheel Sports
- B. Chipotle
- C. Innovative Dentistry
- D. Kigo Kitchen
- E. Kalani Organica
- F. Homegrown
- G. Umpqua Bank

**BLOCK 58**

- A. Soup Daddy Soups

**BLOCK 59**

- A. Royal Palace Bar & Grill

**BLOCK 61**

- A. Lunchbox Laboratory
- B. Mad Pizza
- C. Snowboard Connection
- D. Tottini
- E. Fitness outlet
- F. Espresso Vivace
- G. Hipcooks
- H. Stretch

**BLOCK 62**

- A. REI
- B. World Wrapps

**BLOCK 63**

- A. Dental
- B. Oculus
- C. Simply Dental

**BLOCK 65**

- A. Bar Method Seattle
- B. Mio Sushi
- C. LaToscanelia
- D. Pedini
- E. Glenn Richards Antiques
- F. Ligne Roset
- G. Modele's Home Furnishings
- H. Quantum Martial Arts

**BLOCK 66**

- A. 13 Coins

**BLOCK 69**

- A. Feathered Friends
- B. Play It Again Sports & Ski

**BLOCK 71**

- A. Precor Home Fitness
- B. El Corazon

**BLOCK 73**

- A. Shilla

**BLOCK 74**

- A. Breathe Hot Yoga
- B. West Elm
- C. Einstein Bros Bagels
- D. Ban & Olufsen
- B. Ann Sacks Tile & Stone

**BLOCK 75**

- A. Whole Foods Market
- B. Tutta Bella
- C. Seastar
- D. Starbucks
- E. Lake Union Optical
- F. Fedex Office
- G. Align Integrative Health
- H. FK Kirsten
- I. Westlake Cleaners
- J. Heroics
- K. Be Luminous Yoga
- L. Scraps
- M. Bank of America

**BLOCK 77**

- A. Recovery Cafe
- B. Michael's Market
- C. Subway

**BLOCK 79**

- A. Da Spot Hookah Lounge
- B. Salsa N' Seattle Dance Studio

**BLOCK 80**

- A. 24 Hour Fitness

- Restaurant/cafe
- Retail
- Health & Wellness
- Grocery/Services
- Entertainment
- Office (and planned)
- Residential (and planned)
- Hotel
- SLU Trolley stop

