

GEORGETOWN SQUARED



TENANT MANUAL



5601 6th Avenue South, Suite 391, Seattle, WA
98108
Office (206) 957-7031
WWW.GREENBRIDGECORP.COM

Welcome

Welcome to Georgetown Squared. We at Greenbridge Management look forward to a long and productive relationship with you. Please let us know if we can help you as you settle into your new office space. We would be happy to provide any information or services you might require, making your move to Georgetown Squared progress smoothly and pleasantly.

This Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies, and operating procedures. We have provided important building personnel names and phone numbers as well as emergency contact information.

At Greenbridge Management, we pride ourselves on quality service and responsive attention to our tenants and our buildings. We encourage you to work with us in upholding our service goals -- by sharing your concerns with us and offering suggestions on ways in which we can continue to improve your office and surrounding environment.

Please keep this handbook in a convenient location, so your staff can use it as a guide to your new surroundings. In the back of the handbook are forms for replication. Please take a minute to fill out the Tenant Information and Emergency Contact form. In order to receive access cards for each employee, you will also need to fill out the Georgetown Squared Access Card form (one form per employee.) Thank you for your promptness in getting these documents to us.

GREENBRIDGE MANAGEMENT TEAM



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****Please Read the Following****

This Tenant Manual is an extensive document that covers a lot of information. Please reference the Table of Contents to locate any information you are looking for specifically.

If you have any questions or need immediate assistance regarding the content in this Tenant Manual, please contact Property Management at the following:

Heather George (Property Manager)
206-957-7020
heather@greenbridgemgmt.com

Bethany Jacobson (Assistant Property Manager)
206-957-7031
bethany@greenbridgemgmt.com

Tenant Manual

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Georgetown Squared Building Contact Information

**5601 6th Ave S, Suite 391
Seattle, WA 98108**

Fire/Life/Safety/Medical Emergency: 9-1-1
Seattle Police Non-Emergency 206-625-5011
Seattle Fire Non-Emergency 206-386-1400

Building Security: 24/7 360-804-9459
Guard stationed at SDC Lobby
Services: Tenant assistance, report incidents, vendor access,
securing premises, after-hours access etc.

Building Management after-hours Contact: 206-219-1655
Answered 24/7
Urgent/Important Building Operations

SDC Concierge: Geri McNeil 206-762-1200
Monday-Friday 8am-3pm
Email: conciierge@greenbridgemgmt.com
Service: Conference room scheduling

G2 Parking- Reef Parking:
Michael Fewel, CPP
Sr. Operations Manager
206-799-7570
Michael.fewel@reefparking.com

Greenbridge Management Office:
206-957-7031



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GREENBRIDGE STAFF DIRECTORY

Richard Seges-Managing Director richard@greenbridgecorp.com	323-868-6894
Heather George- Property Manager heather@greenbridgmgmt.com	206-957-7020
Bethany Jacobson -Assistant Property Manager bethany@greenbridgmgmt.com	206-957-7031
Zach Fowler-Chief Engineer zach@greenbridgmgmt.com	206-957-7029
Jamaal Hopkins –Building Engineer jamaal@greenbridgmgmt.com	206-957-7029
Dion Fernandez –Security & Building Services Coordinator dion@greenbridgmgmt.com	206-249-5635

BUILDING HOURS

The Georgetown Squared building is open to the public Monday- Friday 7am-6pm. Tenant employees with a valid access card can access the property at any time.

BUILDING HOLIDAYS

President's Day	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Christmas Day	New Year's Day	New Year's Eve

In addition to these days there may be other days with limited hours for public access. Please request the current year's holiday and building hours from the Management Office 206-957-7031.

ACCESS PROCEDURES/CARDS & KEYS

New Employees

Access Cards can be obtained through your office manager for all new employees. This card provides after-hours access to the building.

An access card is required to enter the building. Access card readers are located at various points for the building. The card reader is a small black rectangular box with an LED light. Hold your card in front of the reader until you hear a beep or the LED turns green, showing that access into the building has been allowed.

Keep the card out of direct sunlight, away from magnets and out of washers and dryers. If the card is lost, damaged, or stolen there will be a \$15.00 replacement fee.

Terminated Employees

Any time an employee is terminated, the Management Office should be notified.



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MAILBOX AND KEYS

Mailbox assignment as well as access to the keys can be arranged by contacting the Management Office at 206-957-7031.

The Mailboxes as well as shipping deposit boxes for FedEx and UPS are located on the Southwest corner of the G1 parking garage.

CONFERENCE CENTER

A conference room has been provided for our tenants' use. It is located on the third floor in suite 355 and holds up to 70 people. The conference room has two large screens and multiple power hook ups for your needs. Scheduling of the conference room can be done through the 360Facility website and will be scheduled on a first-come, first-serve basis.

FREIGHT ELEVATOR

The freight elevator is available by reservation only from 7 am to 6 pm Monday thru Friday. Access to the loading dock is possible via the entrance on 5th Avenue. If you expect a delivery that will tie up the elevator for more than 15 minutes, or if you need to reserve the freight elevator for after-hours or weekend use, please do so by calling: 206-957-7031 at least 24 hours prior to use.

STORAGE

If you are interested in storage, please contact Greenbridge Management for availability and cost at 206-957-7031.

GARBAGE/RECYCLING

There are paper recycling bins next to the freight elevator on each floor. These are not for garbage. Garbage and other recycling items should be taken down to the first floor next to the freight elevator. There is a garbage and recycling compactor as well as dumpsters. If you have any questions, please contact the management office.



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JANITORIAL

Georgetown Squared is responsible for the maintenance and cleaning of the common areas. Tenants are responsible for keeping their space clean. Any questions should be directed to the Management office.

SIGNAGE

Tenants' company name will be displayed on the directory located in the lobby of the building as well as all directories located next to the elevators. All graphics and signs on tenant doors must be approved by management and be similar to presently established designs. **No individual signs on stands are allowed.**



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Rent Payments

All rent and other tenant charges are due and payable on the first of each month. Fees for services and late fees will be assessed according to the provision of your lease.

All Checks should be payable to “SDC **Creative**” and should be mailed to the following address:

Greenbridge Management - Lockbox
PO Box 888692
Los Angeles, CA 90088-8692

All payments being wired should go to:

Bank: Wells Fargo Bank, N.A.
420 Montgomery Street San Francisco, CA
ABA Number: 121000248 Account Number: 4347785412
Account Name: SDC Creative, LLC (DACA)



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Insurance Requirements: Tenant

Please review your lease for all insurance requirements.

Please send a copy of your insurance to: coi@greenbridgmgmt.com

Insurance Requirements: Contractor

The following requirements are for tenant engaged contractors working in the building.

- I. The contractor shall provide the following minimum insurance coverage:
 - A. Commercial General Liability-\$3,000,000 per occurrence and annual aggregate per location.
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.
 - B. Worker's Compensation- Statutory Limits
 - C. Employer's Liability
With minimum liability limits of \$1,000,000 bodily injury by Accident, \$1,000,000 bodily injury by disease policy limit, \$1,000,000 Bodily injury each employee.
 - D. Commercial Automobile Liability insurance shall cover injury (or death) and property damage arising out of the Ownership, Maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
 - E. Property Insurance
All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any property by the Contractor.
 - F. Crime Insurance/ Fidelity Bond
Contractor is responsible for loss to Owner and third-party property/assets and shall maintain Fidelity Bond or comprehensive crime insurance coverage for the dishonest acts of its employees in a minimum amount of \$1,000,000. Contractor shall name Owner as Loss Payee with respect to the comprehensive crime insurance coverage crime insurance coverage.
 - G. Errors and Omissions Liability (applicable for Uninterrupted Power Source (UPS) services and/or work only)

Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. The retroactive insurance date of such insurance shall be no later than

the commencement date of the contract. Such insurance shall be provided for two years beyond the completion of the work.

- II. Policies described in Sections I.A and I.D above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 1 01 and CT 20 37 10 01A or their equivalent shall be utilized for the policy(ies) described in Section I.A above. Please note that the spelling of these parties must be exactly correct, or the Services will not be allowed to commence.
 1. Greenbridge Investment Partners Inc.
 2. Greenbridge Management Inc
 3. Renton Office Park, LLC
 4. SDC Annex, LLC
 5. SDC Creative LLC
 6. SDC RE Partners LLC
- III. Contractor waives and all rights of subrogation with respect to its commercial property and worker's compensation liability insurance policies against the parties identified above in the paragraph II.
- IV. All policies will be written by companies licensed to do business in the State of Washington and which have a rating by Best's Key Rating Guide not less than "A/VIII".
- V. Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except property insurance under I.E. Original certificate(s) must be provided before Contractor commences Services or Services will not be allowed to commence.
- VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain one of the following two provisions:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days written notice to the Certificate Holder".

OR

"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- VII. The following shall be named as the Certificate Holder: SDC Creative LLC-c/o Greenbridge Management, INC. 5601 6th Ave S. Seattle, WA 98108. Attn: Property Manager-Insurance.

SECURITY AND BUILDING SERVICES

Our Security and Building Services Coordinator can be reached at 206-249-5635 and offers the following services.

- Set-up and replacement of Access Cards
- Conference room equipment
- Fitness Center access
- Common Area Wi-Fi assistance
- Security 24/7
- Lost and Found

Fitness Center:

The fitness center is open 24/7 to onsite tenants with approved access cards. It is located on the first floor of Georgetown Squared. A waiver must be signed and emailed to the Greenbridge Management Office. Please contact Greenbridge Management for the form and email it to dion@greenbridgmgmt.com.



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ONLINE PROPERTY MANAGEMENT

For your convenience, Greenbridge Management has put services at your fingertips through the Greenbridge work request page, 360Facility.

Some of the following can be completed with this service.

- To make Service requests
- Schedule conference rooms
- Security requests
- Request Access Cards

<https://ovwo-sdc.360facility.net/360LoginScreen.asp>



Sign In

User Name

Password

SIGN IN

ACCOUNT SETUP

Before you move into your new premises (or as soon as possible) contact the Security and Building Services Coordinator to get set up in the system. 206-249-5635.

PARKING

Georgetown Squared Parking Policy

The operation or parking of any motor vehicle on the property of Georgetown Squared is a privilege as outlined in the tenant lease agreement. In order to maintain a safe and clear means for the movement and parking of vehicles, building management and the designated Parking Management firm for the Georgetown Squared have adopted and enforce regulations contained herein. Each vehicle owner/operator is responsible for being familiar with these regulations and will be held responsible for violations thereof. Reef Parking, the current parking management firm, is charged with the responsibility of enforcing parking regulations. This is accomplished primarily through the issuance of citations to vehicles in violation of the published Georgetown Squared parking regulations. Citations must be paid or appealed within 7 days of the issue date. The regulations contained herein are subject to revision, addition, and/or amendment. Such revisions will be posted and/or published for the information of the Georgetown Squared community.

OBJECTIVES

The primary objectives of the parking regulations are to:

- Provide tenants, employees, and visitors with the opportunity to park a motor vehicle while at Georgetown Squared.
- Enforce safety for pedestrians and vehicular traffic.
- Ensure that access for emergency vehicles and equipment is maintained at all times.

GENERAL INFORMATION

The Georgetown Squared assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on the grounds of the Georgetown Squared. Issuance of a parking permit shall create no liability on any property owned or otherwise controlled by Georgetown Squared.

REGULATIONS

PARKING PERMISSION

Georgetown Squared has a covered lot and a designated surface lot. Use of lots and designated parking spaces require a valid Georgetown Squared parking permit. All lots have restrictions imposed, either by electronic means or through the use of signage.

Parking areas may be controlled and/or restricted by traffic control devices. Parking permits are required regardless of whether a lot is restricted by a traffic control device unless otherwise noted.

Each person who registers and operates a motor vehicle on Georgetown Squared property must have a valid driver's license and current vehicle registration. Georgetown Squared assumes no responsibility for lost or stolen parking permits.

Parking permits will be issued to passenger cars and motorcycles only.

The purchase of a Georgetown Squared parking permit does not guarantee the availability of a specific parking space. All parking is on a first-come, first-served basis. The responsibility for locating a legal parking space rests solely on the vehicle operator. Lack of available parking in individual parking lots is not a valid excuse for parking illegally.

The Georgetown Squared reserves the right to impose limitations on parking in emergencies and on special occasions. In such instances, advance notice will be given when practical and as time allows.

Georgetown Squared reserves the right to remove or have removed any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles. Any vehicle parked on Georgetown Squared property without a valid Georgetown Squared issued permit can be subject to removal at the owner or operator's expense.

PARKING ENFORCEMENT

All parking and traffic regulations will be enforced at ALL times, including evenings, weekends, holidays, and when the building is closed, unless otherwise noted.

The fact that a person parks in violation of any law, ordinance or regulation and does not receive a violation/warning notice does not mean that the law, ordinance regulation is no longer in effect or is invalid.

No person may park any motor vehicle on property in any location other than an authorized and designated parking area.

Vehicles must park within the indicated boundaries and marked parking lanes/spaces or areas.

No vehicle may be parked or driven in a manner as to obstruct vehicular or pedestrian traffic.

No person may make major repairs to motor vehicles while on the property.

The speed limit on all Georgetown Squared property, including parking lots, is 5 miles per hour.

Pedestrians have the right of way at all times.

Operating or parking of vehicles on sidewalks or lawns is prohibited.

Yellow curbs designate NO PARKING unless otherwise posted.

No person may park or operate a motor vehicle on the property in such a manner as to cause damage to any Georgetown Squared property.

No person may park or operate a motor vehicle in such a manner as to cause interference with operations of the Georgetown Squared or in such a manner as to disturb the peace of the Georgetown Squared community.

Any vehicle parked in violation of communicated and detailed snow removal operations have begun or when weather conditions indicate snow removal operations will be necessary, shall be removed from the property in accordance with provisions previously described.

The operator of any vehicle must obey all traffic and parking control devices.

No person may interfere with traffic enforcement or the operation of any traffic control device, ignore any officer's signal or instruction, or tamper with, destroy, or deface any traffic control device.

SERVICE PARKING

Service parking provisions are established for contractors, vendors, and the Georgetown Squared community. In general, short-term loading/unloading needs may be fulfilled in DESIGNATED SERVICE AREAS / Loading docks for a period not to exceed 30 minutes unless otherwise posted. Paid parking is required in designated permit areas. Alternate arrangements to facilitate proximity for major loading needs require advance coordination/authorization through the building management for Georgetown Squared host with REEF Parking. REEF Parking reserves the right to enforce permit parking and restricted areas by citation and/or vehicle tow at the owner's expense.

DISABLED/ABANDONED VEHICLES

Any motor vehicle that has become disabled on Georgetown Squared property should be reported to the Reef Parking 206-482-2070 or the Georgetown Squared 206-762-1200 immediately. Abandoned vehicles will be removed from the property. A vehicle shall be deemed abandoned if it does not display proper state registration (license plates) or is in an obvious state of disrepair and satisfactory arrangements for removal have not been made.

OVERNIGHT PARKING

Motor vehicles may **not** be stored in property lots in the absence of the owner/operator regardless of whether the vehicle is registered.

Welcome to Georgetown Squared web validations!

Upon your first login, please update your password.

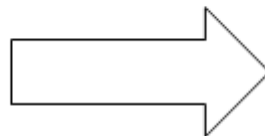
Username:

Password:

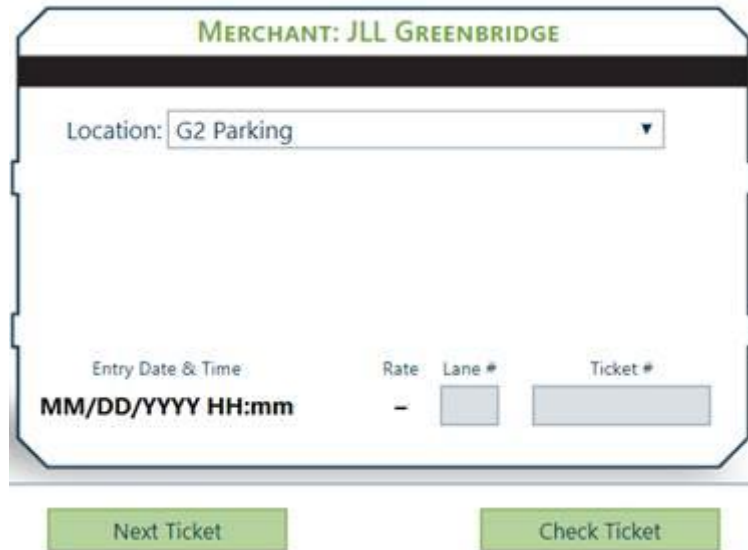
To access your web validation account visit: www.g2parking.com



1. Login using the Username and Password provided.
 - Once logged in, you can change your password by clicking on the username located in the top right-hand corner.
2. Click on “Web Validations” title to enter the site.
3. Select the “Validations” box and proceed to the “Validate Magstripe Tickets” option.



Validate a Ticket



MERCHANT: JLL GREENBRIDGE

Location: G2 Parking

Entry Date & Time: MM/DD/YYYY HH:mm

Rate: -

Lane #:

Ticket #:

Next Ticket

Check Ticket

To validate parking:

1. Select desired location from “Location” dropdown list
2. Fill in Lane number in “Lane #” field
3. Fill in MagStripe Ticket number in “Ticket #” field.
4. Click on “Check Ticket” button.
5. If the entered data is valid, you will see:
 - a. The associated Merchant Name of the logged user
 - b. Selected Location Name
 - c. Assigned Discount – The name of the assigned discount
 - d. Entry Date & Time – Date and Time when the client’s ticket was issued
 - e. Entry Lane Number
 - f. Magnetic Stripe Ticket Number
6. Select a Discount from dropdown the drop-down menu
7. Click on “Apply Discount” button.

A message will be displayed that the discount was assigned to the validated MagStripe Ticket.

To validate another MagStripe Ticket click on “Next Ticket” button

RULES AND REGULATIONS

General Rules:

- Smoking is not permitted in any area of the building.
- Gambling and other such immoral or unlawful practices are strictly forbidden
- No intoxicating liquor shall be sold in any part of the building.
- Canvassing, soliciting or peddling in the building is strictly prohibited.
- Animals are not allowed unless they are service animals.

Lobby- Rules & Regulations:

- No Solicitors
- No bicycles, rollerblades, roller skates or skateboards
- No handcarts or 2-wheel carts. All deliveries should come through the loading dock.
- Shoes and shirts must be worn at all times.
- No disorderly conduct.

Common Area-Rules & Regulations

- Tenants are not to obstruct sidewalks, doorways, vestibules, halls, stairways, and other similar areas. These areas are not to be used by any tenant for purposes other than ingress and egress to and from their respective leased premises, and/or for going from one part of the building to another.
- Corridors, when not in use, should always be kept closed.
- Nothing shall be swept or thrown into corridors, halls, elevator shafts, or stairways.
- No consumption of alcohol is permitted in any common areas of the building without prior written consent of the Management Office.
- Tenants shall not use or keep in the building any flammable or explosive fluids or substances.
- No acids, vapors or other material shall be discharged into the waste lines, vents or duct work of the building. The water closets and other plumbing fixtures in or serving any Tenant's premises shall not be used for any purpose other than that for which they were designed or constructed, and no floor sweepings or other debris shall be deposited therein. Any damage resulting to the same from misuse by Tenant, its agents, licenses, or guests shall be repaired by the building management at the sole expense of the Tenant.

Bicycle- Rules & Regulations

- Bicycle racks are located on the G1 level of the parking lot close to the mailbox location.
- Bicycles should be chained and are the sole responsibility of the owner.

- The building owner and the building manager are **NOT** responsible for lost, stolen or damaged property. Bicyclists should park at their own risk.
- Management encourages all riders to fully and completely secure their personal property. Building security staff will take notice of suspicious or foul activities near the bike rack but also assume no responsibility for lost, stolen, or damaged property.
- Bicycles are **NOT** permitted inside the building at any time (this includes the lobby, garage and loading dock).

Tenant Office Space-Rules & Regulations

- Tenants shall not install window shades, blinds, drapes, or any other window treatment of any kind whatsoever in addition to or instead of the building standard blinds without the prior written approval of the Management Office.
- No part of a Tenant's premises shall be occupied at any time as sleeping quarters.
- Tenants are responsible for the cleaning of their space and are responsible for keeping it neat and clean.
- Tenants shall not make or permit any vibration or improper, objectionable, or unpleasant noises or odors in the building, or otherwise interfere in any way with the tenants or persons having business with them.
- No machinery of any kind (other than normal office equipment) shall be operated by any tenant on his leased area without **Landlord's** prior written consent.
- No vending or dispensing machines of any kind may be maintained in any leased premises without the prior written permission of the **Landlord**.
- Should a Tenant's premises become infested with vermin, such tenant, at its sole cost and expense shall be responsible for exterminating its premises by such exterminators as shall be approved by Building Management, at such times and to such extent as the **Landlord** deems necessary-unless it is clearly demonstrated that such infestation is caused by another