

GENERAL BUILDING INFORMATION

WESTPARK CORPORATE CENTER

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INTRODUCTION

Thank you for your tenancy at Westpark Corporate Center! This Tenant Handbook is designed to provide you with all the building information, procedures and policies that will assist you in operating your business here at Westpark Corporate Center. An introduction to the property team is included to direct you to the proper individual for assistance. Should you have any questions or need additional information, please contact the Management Office at 703.790.3388.

All of your employees should read and keep up to date with this manual in order to be prepared to effectively deal with any given situation. Please keep a copy of this handbook for quick reference. Additional copies are available by calling the Management Office.

We look forward to working together to create a productive and enjoyable atmosphere for your company and clients. Although the procedures that follow have been developed using Jones Lang LaSalle's in-depth knowledge of building management, changes will inevitably occur. We will be providing updates and revisions as necessary.

If you have any ideas, suggestions, compliments or complaints, please feel free to call us. We will be happy to hear from you.

MANAGEMENT

The Management Office of Westpark Corporate Center

The Management Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday and is closed on Saturdays, Sundays and major holidays. The office is located in Suite 820 of 8444 Westpark Drive.

Holidays

The Management Office will be closed on the following holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Thanksgiving Friday
Memorial Day	Christmas Eve (half day)
Independence Day	Christmas Day
Labor Day	New Year's Eve Day (half day)

To contact the Management Office please call 703.790.3388. This telephone number rings to a voicemail service during non-business hours and also provides a number to be used in case of a tenant emergency.

For further information, please refer to the Tenant Services section in this Handbook.

Management Team

The Management Team at Westpark Corporate Center is comprised of the following individuals:

Name/Title/Email address

Responsibilities

Executive Vice President/General Manager

Eleanor Sakhri

Oversees the management and leasing activities of the building. You may reach the GM at eleanor.sakhri@am.jll.com or 703.790.3388.

Property Manager

Elise Dera

Responsible for day-to-day building operations. Maintains direct contact with all tenants, vendors and contractors. You may reach the AGM at elise.dera@am.jll.com or 703.790.3388.

Property Assistant

Beverly Gosling

Coordinates repairs, services and service needs. Dispatches appropriate Building personnel to respond to tenant requests. Receives all phone calls and visitors to the Management Office. Provides administrative support to the Management Office. You may reach the Property Assistant at beverly.gosling@am.jll.com or 703.790.3388.

Senior Chief Engineer

Ken Polanco

ken.Polanco@am.jll.com

Handles all heating, ventilation, and air conditioning (HVAC) issues. Oversees all general building maintenance.

Engineers

Goyco Rodriguez

Milton Soriano

Jose Interiano

Perform all general building maintenance.

The objective of the Jones Lang LaSalle Management Team at Westpark Corporate Center is to provide each tenant with the highest quality service available to ensure comfort, satisfaction, and continued tenancy.

BUILDING HOURS

Westpark Corporate Center Building Hours

The Building is open from 8:00 a.m. to 6:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturdays. The Building is closed on Sundays and major holidays.

Holidays

The Building will be closed on the following holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

Should you require any routine cleaning, heating, ventilation, air conditioning (HVAC), or other special services on any of the above holidays, please contact the Management Office at least 48 hours in advance. Please review your Lease Agreement for specific operating hours and holidays. A charge may be assessed for these services and we will be happy to provide you with estimates.

HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

Westpark Corporate Center is equipped with a state-of-the-art energy management system that provides our heating, ventilating and air conditioning (HVAC).

Two package units serve each floor of the Building. Fan powered VAV boxes deliver conditioned air to each zone. There are approximately 40 zones per floor. Heating is provided via electric heating coils in fan powered VAV boxes located on the perimeter of the Building. Fresh air is supplied to each floor via forced air fans located on the roof.

HVAC services are provided from 8:00 a.m. to 6:00 p.m. Monday through Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday. Extra hours of service can be arranged for an additional charge per hour. All HVAC overtime requests must be in writing. Please refer to your Lease to determine billing rates. These rates are subject to change. The current overtime HVAC rate is \$36.50 for half a floor and \$46.50 for a full floor. Extended HVAC services may be requested Monday through Friday before 3:30 p.m. for same day service. All requests after 3:30pm are subject to an additional administrative charge.

DELIVERIES

All deliveries are made through the loading dock. Tenants must accept and sign for all deliveries and arrange for the immediate transport of those items to their location. No deliveries of any type can be delivered between 11:30 a.m. and 1:30 p.m. This allows the lunch traffic to flow without congestion. The freight elevator is to be used for all deliveries. No deliveries are allowed through other entrances unless permitted by management.

After hours or weekend deliveries requiring extended use of the loading dock or freight elevator need to be scheduled with the Management Office at 703.790.3388. Twenty-four (24) hours advance notice is needed on all extended deliveries.

In addition, the delivery company should be informed that if their hand trucks are excessively dirty, they must transfer their delivery onto rubber wheeled hand trucks to transport materials within the Building. The delivery company (and if necessary, the recipient of the delivery) will be held accountable for any damage or destruction to the Building for which they are responsible.

Please call the Management Office at 703.790.3388 for information regarding the correct access route for deliveries to your space.

Procedures

1. It is imperative that you notify the Management Office in writing and receive approval at least 24 hours in advance of your intended delivery. Any attempted deliveries without prior Management Office approval will be stopped.
2. Weekday deliveries require use of the freight elevator on a first-come, first-served basis. The freight elevator cannot be reserved or used exclusively during weekdays. Only small deliveries (requiring less than one hour) are permitted during weekdays.
3. Larger deliveries (requiring more than one hour) must be scheduled after 6:00 p.m. on weekdays or scheduled to occur on weekends.
4. Deliveries must not continue into peak elevator use times (7:00 a.m. - 9:30 a.m.; 11:30 a.m. - 1:30 p.m., and 4:30 p.m. - 6:30 p.m.)
5. Two deliveries may not occur simultaneously.

Service Elevator Dimensions:

Door Opening Width	3' x 3"
Door Opening Height	7' x 11"
Cab Height	9' x 10"
Cab Width	6' x 1"
Cab Depth	5' x 6"

* Refer to these dimensions whenever you plan to move.

MAIL SERVICE

Westpark Corporate Center has one (1) outgoing US Mailbox located in the rear corridor of the main lobby of 8484 & 8444 Westpark Drive. Post Office and other mail service information are as follows:

Building US Mailbox pick-up:

Monday - Friday: ~12:45 p.m.

Saturday: None

Our US Post Office is:

McLean Post Office
1544 Springhill Road
McLean, VA 22102-9998

The last collection in this area is:

Merrifield Post Office
8409 Lee Highway
(703) 698-6300

Express Service

Westpark Corporate Center has overnight mail service drop boxes located on the loading docks.

The overnight express services that have placed drop boxes on the loading docks are listed below with their daily pick-up times.

Federal Express: M-F final pick-up is 6:00 p.m.
Sat. & Sun. no pick-up
Phone: (800) Go FedEx

UPS: M-F 8:00 a.m. - 8:00 p.m.
Sat. & Sun. no pick-up
No holiday pick-up
Phone: (800) 742-5877

Pick-up times are subject to change without notice.

Couriers & Deliveries

Some tenants of the Building have couriers who bring letters or packages to their offices at times other than regular delivery times. These couriers will not be allowed access into the building unless Datawatch Systems is notified ahead of time by the Management Office. If you would like to schedule an after-hours delivery, please call the Management Office to arrange for proper access. All delivery personnel must abide by the Building's delivery procedures. Mailbags and large package deliveries should not be brought through the main entrance doors. For such deliveries please use the loading dock entrance.

Please note that all delivery personnel must park in the loading dock. Any delivery personnel vehicle parking in the front circle of the building is subject to towing.

Newspaper Deliveries

Daily newspaper delivery is permitted in the main lobby. The newspapers are delivered to the lobbies every morning Monday through Friday by newspaper-delivery personnel. Each tenant is responsible for picking up his or her newspaper(s). Building Management **is not** responsible for theft or misplaced newspapers. Please note that all papers must be retrieved from the lobbies by 10:00 a.m. each day. After 10:00 a.m. building management will remove the newspapers as necessary in an effort to maintain a first-class office building appearance.

MOVE IN / OUT PROCEDURES

Prior to its taking place, your move-in (or move-out, if applicable) date must be coordinated with the Management Office in order to ensure a smooth, efficient relocation. Items you need to complete before moving are listed below:

1. Provide the Post Office with change of address information.
2. Notify the telephone company to arrange for installation of new telephones and equipment.
3. Provide the Management Office with a Certificate of Insurance for the moving company evidencing the moving company's Workers' Compensation Insurance, Public Liability Insurance, with limits of \$2,000,000 per occurrence, and Property Damage Insurance with limits of \$2,000,000 per occurrence.

The Certificates should list additional insured:

- **Jones Lang LaSalle Americas, Inc.**
 - **Westpark Corporate Center LLC, a limited liability company consisting of The Northwestern Mutual Life Insurance Company and National Automobile Dealers Association**
 - **Northwestern Mutual Life Insurance Company and its wholly owned subsidiaries and agents**
4. Completion and return of the tenant information sheet entitled "Westpark Corporate Center Move-In".

Prior to moving out, please complete the form "Westpark Corporate Center Move Out". To facilitate your move, please follow these procedures:

1. Contact the Management Office at least two (2) weeks prior to the move to discuss your arrangements.
2. Contact the telephone company to discontinue telephone service.
3. Inform the Post Office of your change of address.
4. Turn in your Tenant Handbook to the Management Office.
5. Turn in your keys and your Datawatch Systems security cards to the Management Office.

Sample Move-In and Move-Out forms are included on the following pages, along with detailed moving procedures for you to follow.

Westpark Corporate Center
MOVE-IN

TENANT NAME: _____

OFFICE SUITE NUMBER: _____

1. MOVE-IN: _____

a. The date you desire to inspect your office or store prior to occupancy:

b. The move-in date: _____

c. Name of your moving company: _____

d. The name and telephone number to contact at your moving company:

2. BILLING:

a. The billing name and address for rent and other tenant charges:

b. The name(s) of the Tenant Representative(s) who will have responsibility for approval of expenditures and requests for service related to your suite:

3. TELEPHONE NUMBERS:

Office Telephone: _____

Office Facsimile: _____

4. EMPLOYEES:

a. Number of Occupants: _____

b. Names of handicapped individuals who may require special services in the event of an emergency evacuation:

5. EMERGENCY:

a. Safety Coordinators: (One Safety Coordinator and Alternate/50 Employees)

Name: _____ Phone #: _____

Name: _____ Phone #: _____

b. Emergency Contacts: (During Non-Business Hours)

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Westpark Corporate Center
MOVE-OUT

1. Name of Company: _____
2. Date of Move: _____
3. Moving Company: _____
4. A Certificate of Insurance identifying as additional insured:

- **Jones Lang LaSalle Americas, Inc.**
- **Westpark Corporate Center, L.L.C., a limited liability company consisting of The Northwestern Mutual Life Insurance Company and National Auto Dealers Association**
- **Northwestern Mutual Life Insurance Company and its wholly owned subsidiaries and agents**

Note: Names may not be abbreviated on the certificate.

This certificate should show evidence of insurance, in the name of the moving company, for Workmen's Compensation Insurance, Public Liability Insurance, with limits of \$2,000,000 per occurrence, and Property Damage Insurance, with limits of \$500,000 per occurrence.

5. Forwarding Address:

5. New Telephone Number:

Procedures

1. It is imperative that you notify the Management Office in writing and receive approval at least 48-hours in advance of your intended move. Any attempted moves without prior Management Office approval will be stopped
2. Weekday moves require use of the freight elevator on a first-come, first-served basis. The freight elevator cannot be reserved or used exclusively during weekdays. Only small moves (requiring less than one hour) are permitted during weekdays. Moves must not continue into peak elevator use time (7:00 a.m. - 9:30 a.m.; 11:30 a.m. - 1:30 p.m. and 4:30 p.m. - 6:30 p.m.).
3. Larger moves (requiring more than one hour) must be scheduled after 6:00 p.m. on weekdays or scheduled on weekends.
4. Two moves cannot occur simultaneously.

Clean-up

Moving or delivery companies and Tenants will be responsible for leaving Westpark Corporate Center and premises clean by removing all cartons and other trash generated in the move. If you wish to schedule a bulk trash pick-up, arrangements can be made through the Management Office at 703.790.3388. Your account will be charged for this service.

Property Damage

Any and all damage to the Building, elevator areas, and/or grounds which the Tenant, moving company, or its employees or agents will be the responsibility of the Tenant. Required repairs will be accomplished by the Landlord and billed to the responsible Tenant. The following sections contain specific information of which your moving company should be aware. A copy of this information should be given to those moving companies bidding on your move.

Instructions to Movers

General

The mover shall perform all services required to move furniture, merchandise, office machines, records and supplies. The freight elevator is available on a first-come, first-served basis, Monday through Friday before 8:00 a.m. and after 6:00 p.m. Each employee of the mover must be bonded and uniformly attired in the same type and color uniform plainly lettered with the moving company's name. These requirements are necessary in order to maintain the security of the Building and to provide easy identification by Management Office personnel.

Inspection of Premises

The mover is responsible for inspecting the Tenant's space prior to the move so that they may furnish such equipment and labor necessary to provide for an orderly, timely, and efficient move. They should be acquainted with all the available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be accomplished. We ask that you contact the Management Office at 703.790.3388 if the Moving Company has any questions.

Supervision, Labor, Materials and Equipment

The mover must furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the services needed. Such equipment shall include, but are not limited to the following: dollies, trucks, pads, and masonite for the lobby. All material-handling vehicles used in the interior of the Building must have rubber-tired wheels and must be maintained free of grease and dirt.

Crating, Padding and Packing Material

The mover should take every precaution by means of crating and padding to safeguard your property from damage. All padding and packing materials are to be removed by the mover.

Floor and Wall Protection

The mover should at all times protect and preserve the Building from damage. All reasonable requests to enclose or specially protect such property must be complied with. This includes furnishing, installing, and removing floor, carpet, wall, or glass protective materials wherever necessary to keep from damaging the Building.

Permits, Franchises, Licenses, or Other Lawful Authority

The mover, at his own expense, must obtain and maintain any necessary permits, franchises, licenses, or other lawful authority required that would affect moving, handling, or other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to the Management Office.

Indemnity - Insurance

The mover should deliver to Jones Lang LaSalle, at least ten (10) days prior to any move, a Certificate of Insurance evidencing the following types of insurance:

- I. The Service Contractor shall provide the following minimum insurance coverage:
 - A. Commercial General Liability
 - i. Combined Single Limit - \$3,000,000 per occurrence and annual aggregate per location.
 - ii. 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
 - i. With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.
 - D. Commercial Automobile Liability
 - i. Combined Single Limit - \$1,000,000 per accident.
 - ii. Such 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
 - i. 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 Service Contractor.
 - F. Crime Insurance / Fidelity Bond
 - i. Service 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. Service Contractor shall name Owner as Loss Payee with respect to the comprehensive crime insurance coverage.
 - G. Errors and Omissions Liability (applicable for Uninterrupted Power Source (UPS) services and/or work only)

- i. Service 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 10 01 and CG 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 Contract Duties will not be allowed to commence.
 - 1. **Jones Lang LaSalle Americas, Inc.**
 - 2. **Westpark Corporate Center, L.L.C., a limited liability company consisting of The Northwestern Mutual Life Insurance Company and National Automobile Dealers Association**
 - 3. **Northwestern Mutual Life Insurance Company and its wholly owned subsidiaries and agents**
- III. Service Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above in Paragraph II.
- IV. All policies will be written by companies licensed to do business in the State of [insert state where Property is located] and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
- V. Service Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except property insurance under I.E. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties 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 should be named as the Certificate Holder:

Westpark Corporate Center LLC
c/o Jones Lang LaSalle Americas, Inc.
8444 Westpark Drive, Suite 820
McLean, VA 22102
Attn: Property Manager – Insurance.

BILLING PROCEDURES

Billing Statements

Billing statements are emailed on a monthly basis no less than seven (7) days before they are due.

Payments

Rent and tenant charges are due and payable on the first day of each month. All checks should be made **payable to Westpark Corporate Center LLC** and sent to:

Westpark Corporate Center LLC
c/o Jones Lang LaSalle
8444 Westpark Drive
Suite 820
McLean, VA 22102

Please call the Management Office at 703.790.3388 with any questions regarding your statement.

Billing Address

The initial billing address is the address stated in the Notices section of the lease agreement. If another address is desired or an address change occurs, please send notice in writing to the Management Office. No address change may be made over the telephone; however, facsimile transmissions are permissible.

SECURITY

Westpark Corporate Center currently has a full-time security guard on duty Monday through Friday from 5:00 p.m. to 1:00 a.m. and Saturday 1:00 a.m. to Monday at 1:00 a.m. Periodically, the guard will patrol the Building and its tenant floors. Our security guard enforces building regulations, maintains order, and is on the alert for any unusual activities within the Building.

To control access to the Building outside of normal business hours, an access card system is used. Proximity cards are required for any individual to enter the Building outside of normal business hours. Tenants should be mindful to carry the correct key to their suite; the security guard will not be available to provide tenants with access outside of normal business hours.

For further protection, neither the Management Office nor the security guard is permitted to accept any deliveries. All deliveries should be scheduled during normal business hours.

Security Guard: Cell Phone: 571-407-1468

Suite Access

Under no circumstances will building personnel open suite entry doors for anyone. Please do not call the answering service after hours if you are locked out of your suite, unless you authorize payment for overtime hours and are prepared to show identification to building personnel. The tenant contact will be called to confirm the person's employment in the Building and to allow or deny access.

TENANT INFORMATION PROFILE

PLEASE FILL OUT FORM AND RETURN TO MANAGEMENT OFFICE

Office Name: _____

Suite Number: _____

Location: _____

Office Phone Number: _____

Office Manager/Tenant Contact Name: _____

Alarm Company (if applicable):

Name of Company: _____

Phone Number of Company: _____

Typical number of persons employed on premises at any one time: _____

Typical number of visitors on premises at any one time: _____

Other Information: _____

Emergency Contacts (after-hours)

Name

Phone Number

1. _____

2. _____

3. _____

PHYSICALLY CHALLENGED INFORMATION PROFILE

PLEASE FILL OUT FORM AND RETURN TO MANAGEMENT OFFICE

TENANT NAME: _____

SUITE # _____ TELEPHONE# _____

PHYSICALLY CHALLENGED INDIVIDUALS:

Name: _____

Name: _____

Name: _____

Name: _____

SAFETY ROOM LOCATION WITHIN PREMISES

(must include office with a telephone and window -i.e. 4th floor, NW corner office, plaza side):

Location: _____

Telephone # of Specified Location: _____

Location: _____

Telephone # of Specified Location: _____

Insurance

Westpark Corporate Center leases include a provision with specific requirements for tenant insurance. Tenants must maintain general liability and property damage insurance designating as **additional insured**:

1. **Jones Lang LaSalle Americas, Inc.,**
2. **Westpark Corporate Center, L.L.C., a limited liability company consisting of The Northwestern Mutual Life Insurance Company and National Auto Dealers Association**
3. **Northwestern Mutual Life Insurance Company and its wholly owned subsidiaries and agents**

The certificate holder should read as follows:

**Westpark Corporate Center
c/o. Jones Lang LaSalle Americas, Inc.
8444 Westpark Drive
Suite 820
McLean, VA 22102**

The certificate of insurance must also contain agreements by each insurance company providing evidence that such coverage will not be materially changed or canceled without thirty days or more prior written notice to Jones Lang LaSalle at the address above.

Lost and Found

Items found in the Buildings' common areas should be turned in to the Management Office located in Suite 820 of 8444 Westpark Drive.

Persons seeking lost property should contact the Management Office. A full description of the lost property must be provided to regain possession.

Signage

All initial tenant suite signage, and directory strips are provided by the Management Office (see lease agreement for specifications). Signage is **coherent** throughout the building and must conform to building standards and ADA requirements.

Please refer to the Additional Services Section in the Tenant Service Handbook for more information.

All signage must be approved by the Management Office before being placed in a tenant space unless otherwise specifically provided for in your Lease.

The following relate to tenant space:

Attractive, well-designed signs not only inform, but also entice customers into your suite. Good signage increases your impact, gives your suite identity, and supports the Building's image. Please follow these rules to maintain a uniformly, high standard:

1. All signs must be professionally printed. No hand printed, magic marker or grease pencil signs are allowed.
2. No banners may be mounted outside of your space or within 24 inches of the inside of your windows.
3. All freestanding signs must be kept inside the tenant's lease line. (Please contact the Management Office at 703.790.3388 if you cannot identify your lease line.)
4. Signs are not to be taped to any area of your suite entry windows or doors and may not be placed in windows that face the exterior of the Building.
5. Credit card signs and other advertising placards may not be affixed to the glass suite entry or doors.
6. Signs may not obstruct entrances or visibility into your or any other suite.
7. Signs with visible neon tubing or lamps and signs with flashing, blinking, or animated features are strictly prohibited.

Please remember that our common goal is not to limit your creativity but to ensure that your efforts meet presentation standards that keep the Building's appearance first class.

Solicitations / Handbills

Under no circumstances are the Building's property (interior or exterior) to be used for the purpose of soliciting business, donations, recruitments, petition signing, etc. This regulation pertains to both office tenants and their employees. No handbills may be distributed inside or outside of the Building premises.

All violators should be reported to the Management Office at 703.790.3388 immediately.

Smoking

Smoking is not allowed within the confines of the Building. This includes areas within 25ft from any building entrances and entryways. Designated outdoor smoking areas are clearly marked.

PETS

Pets of any kind are prohibited at Westpark Corporate Center with the exception of building sponsored pet events and service animals.

Rules for Building Sponsored Events:

The event will be organized and controlled by Landlord's representatives or approved by management prior to event scheduling.

Rules for Service Animals:

Service Animal Definition: Any dog, miniature horse, or other animal as designated by state law that is individually trained to do work or perform tasks for an individual with physical, sensory, psychiatric, intellectual, or mental disability.

- Service animals must be leashed, harnessed or tethered at all times unless the tethering interferes with the performance of tasks, in which case the animal must be under complete voice control by owner at all times.
- Service animals must be housebroken.
- Any aggressive behavior of service animals should be reported to management immediately.
- Service animals may not be relieved anywhere along or adjacent to the front of both building entrances and plaza area.
- All pet waste must be removed from the property by the pet owner or designee.
- All service animals must be current on all vaccinations.
- All service animals must be licensed in the jurisdiction of their home.
- All Tenants must notify Landlord in writing in advance of the arrival of any service animals.
- Tenants must confirm if a pet is a service animal.
- Tenants must provide information on what work or task the service animal has been trained to perform.
- Tenants are not required to provide proof of registration for service animals but may do so on a voluntary basis. All information will be kept confidential by Landlord and its representatives.
- Emotional support animals are not allowed at the property unless in the service of a disability.

Failure to follow these rules may result in Landlord's requirement to remove the service animal from the property.

Storage Facilities

Storage space will be leased on a first-come, first-served basis. If necessary, a waiting list will be utilized.

Please call the Management Office at 703.790.3388 if you are interested in leasing storage space in the Building.

Maintenance of Premises

Clean, well-kept, and attractive premises are vital to the image of both retail and office space at Westpark Corporate Center. Please make every effort to maintain a clean, safe, and sanitary environment. A few specific points to be noted for both retail and office tenants:

1. Windows and other glass surfaces should be kept clean of fingerprints, smudges, and streaks. Conduct of this work is restricted to non-working hours (except in cases where only minor touch-up cleaning is required).
2. Any broken display or storefront materials must be replaced without delay with materials of the same quality during non-operating hours.
3. The area surrounding your suite should be kept clean and clear at all times. No obstructions, trash, refuse, merchandise, or displays are allowed in these areas except at times designated for trash removal.
4. Any suite entrance should be regularly checked for cleanliness.
5. Corridors, hallways and entrances to building mechanical rooms must always remain clear for easy access. Any blockage or obstruction may be considered a fire hazard and must be removed.
6. All suite exits, corridors, and hallways leading to exits must be clear of obstructions. Any blockage is considered a fire hazard and may result in direct fines to your company by the Fire Marshall's Office.

Please remember that Jones Lang LaSalle Americas, Inc. provides nightly suite and common-area cleaning for office tenants in the Building. Keeping improvements in good repair and maintaining a clean tenant space during the day is the responsibility of the tenant.

AMENITIES

Parking: The Building's parking garage is operated by Standard Parking Corporation. The Garage Manager is Mr. Mark Johnson. Tenants have the right under their lease to purchase parking permits for reserved and unreserved spaces from the Garage Manager. Parking spaces and areas servicing the garage may be designated from time to time by the Landlord. Tenants and/or visitors may pay for parking permits at a monthly or daily rate and by a first come, first served basis. The garage can be accessed by the elevators on levels P-1 through P-5 and by automobile from Route 7, Westpark Service Road, and Westpark Drive. The garage has five levels with approximately 1,500 spaces. The parking facility is open Monday through Friday from 7:00a.m. until 10:00 p.m. Gates to entrances close after hours, on weekends, and during all major holidays. Access to the garage after hours may be obtained by using the Datawatch access card at the main entrance from Westpark Drive. For further information about the parking facilities, please contact Mark Johnson with Standard Parking at 703.749.9577 or the Management Office at 703.790.3388.

Concierge: Westpark Corporate Center offers concierge services provided Monday through Friday from 8:00 am to 5:00 pm. The concierge desk is located on the lobby level of building 8484 Westpark Drive.

Services available through the concierge are as follows:

- In-house errands/courier services
- Catering and event planning
- In-house concert and theater ticket delivery
- Activity support services
- Community services

Exercise Facility Westpark Corporate Center is equipped with a first-class fitness facility located at 8484 Westpark Drive. The 2,797 square foot fitness center has weight and cardiovascular equipment as well as locker room and shower facilities. The Fitness Center is only available to tenants of the building. Hours of operation are Monday through Friday from 6:00 a.m. until 8:00 p.m. and Saturday from 9:00 a.m. until 1:00 p.m. Fitness4Everybody is the fitness center operator. They offer personal training services at reasonable rates. Please contact Pilar Lorca at 703.917.9891 for more details. To gain membership, interested tenants must attend an orientation held on the first and third Wednesdays of each month at 1:00 p.m. A signed waiver of liability must be signed at the orientation. Once completed, Building Management will activate the tenant's access card to include gym access.

Tenant Conference Center Rules and Regulations

The following rules and regulations set the standard terms for Tenant use of the Westpark Corporate Center Conference Center. By reserving and using the conference center, Tenant agrees to these stipulations and rules of conduct:

1. Arrangements to reserve the Conference Center should be made a minimum of 48 hours prior to the scheduled event.
2. Attendee guest list and Datawatch card numbers must be sent to management no less than 24 hours prior to scheduled conference to insure access to the Conference Center.
3. Tenants should follow the prompts for identifying: number of attendees, room size, furniture layout, catering, AV needs, etc. when making your reservation.
4. Approval for requested booking will be given within 1 day during normal business hours.
5. Tenants are limited to a maximum of 50% of a regular business week and a maximum of 8 days per 30 day period. Tenants are not allowed to book the Conference Center for more than 1 full day increments in one reservation and no more than 30 days in advance.
6. Conference Center hours are Monday through Friday, 8am – 5pm. Reservations are taken on a first come first served basis.
7. Any event occurring after hours between 5pm and 9pm will be subject to an after-hours fee at the rate of \$150 per hour. Prior approval must be obtained from the management office for use of the Conference Center after 5pm. Should an event go longer than 5pm without prior approval the after-hours fee will automatically be assessed.
8. Tables cannot be assembled in different layouts other than: 1) chairs only, 2) classroom, 3) boardroom style unless prior approval is given by the management office.
9. Tenants must have proof of insurance coverage on file with the Management Office. Tenants are responsible for any/all damage to Westpark Corporate Center property caused by participants or other guests. Tenants will be charged for any special cleaning, maintenance, or repairs resulting from their event. Tenants shall also be liable for any loss, damage, repair, or replacement of Conference Center equipment, which occurred during the time of Tenant's use.
10. Westpark Corporate Center is not responsible for any lost, stolen, or damaged property belonging to users of the facility, and shall not assume any responsibility for personal injury, which may occur during the use of the facility. All materials belonging to the Tenant must be removed from the Conference Center at the end of the event. The Conference Center does not have available storage areas. Should materials be found after the completion of the event, a cleaning fee will be assessed at the rate of \$125 per hour.
11. With tables and chairs, the maximum the room can hold is 50; chairs only is 80. There must be a minimum capacity of 10 people attending when the rooms are split and 20 when the full space is requested.
12. Tenants must not act in a manner that does or is likely to adversely affect the peaceful operation of the premises. Failure to comply with management requests,

- excessive noise, foul language, and/or violation of rules and regulations may result in removal from the Conference Center.
13. Please arrange to have a point person arrive a minimum of one-half hour before your scheduled reservation time to verify set up and someone to stay for cleanup. Caterers and/or rental suppliers should contact the concierge to arrange delivery. All deliveries are to be made through the Westpark Corporate Center loading dock with advance arrangements made as to date and time.
 14. Food and beverages can be set up in the breakout room, the conference room(s), or the catering kitchen. Trash containers and recycled bins are provided. Tenants are responsible for ensuring all trash is disposed of in the appropriate containers. Spills must be reported immediately to the management office.
 15. Tenants will be invoiced for cleaning services if the Conference Center is not returned to its original condition after use.
 16. Vendors must be covered by an approved, insured company. Vendors must have proof in advance of insurance coverage on file with the Management Office.
 17. Tenants are responsible for the actions and compliance of all vendors and service personnel to these Rules and Regulations for use of the Conference Center.
 18. Tenants may not make any alterations or remodeling of the Conference Center's furniture or equipment.
 19. No decoration, structure or equipment may be affixed to any portion of the Conference Center without prior authorization from the Management Office. Under no circumstances will the use of tape or any kind of wire, nails, screws or other fasteners that are inserted or affixed to the physical structure of the Conference Center area be permitted. The Management Office must approve plans for décor, including signage. Materials such as confetti, glitter, rice, sand, or birdseed may not be used. Banners may not be displayed inside or outside of the Conference Center without the permission of the Management Office.
 20. The catering kitchen equipment has been provided as a convenience to store any food and/or beverages you will need for your conference. Unless your conference is scheduled for consecutive days, please remove all food and beverage items from the kitchen, to include the refrigerator at the end of your conference. Should your catering not be removed at the end of your event, a cleaning fee at a rate of \$125 per hour will be assessed.
 21. Events in which alcoholic beverages will be served must be in compliance with the following:
 - a. If applicable, a copy of the vendor's liquor license and proof of insurance must be on file in the Management Office in advance.
 - b. Alcoholic beverages may only be served and consumed in the Conference Center. No alcohol may be removed from the Conference Center.
 22. The Conference Center is a smoke free facility and smoking outdoors is permitted only in designated smoking areas.
 23. Failure or refusal to comply with these rules and regulations may result in the loss of individual privileges upon notice from the Owner.

To reserve the Conference Center a signed copy of these Rules and Regulations must be on file in advance with the Management Office. Please acknowledge your agreement to these Rules and Regulations by signing below:

Reservation Date(s)

Company

Printed Name

Signature

Courtyard Seating Area Rules and Regulations

The following rules and regulations set the standard terms for Tenant use of the Westpark Corporate Center Courtyard Seating area.

1. Arrangements to reserve the Courtyard Area should be made a minimum of 24 hours prior to the scheduled event. Tenants should indicate the number of people attending their event when making your reservation.
2. Courtyard Area hours are Monday through Friday, 8:00 am – 6:00 pm. Reservations are taken on a first-come-first-served basis. Extended times will be considered on a case-by-case basis.
3. Tenants must have proof of insurance coverage on file with the Management Office. Tenants are responsible for any/all damage to Westpark Corporate Center property caused by participants or other guests. Tenants will be charged for any special cleaning, maintenance, or repairs resulting from their event. Tenant shall also be liable for any loss, damage, repair, or replacement of Courtyard Area equipment which occurred during the time of Tenant's use.
4. Westpark Corporate Center is not responsible for any lost, stolen or damaged property belonging to users of the facility. All materials belonging to the Tenant must be removed from the Courtyard Area at the end of the event.
5. Tenants must not act in manner that does or is likely to adversely affect the peaceful operations of the premises. Failure to comply with management requests, excessive noise, foul language, and/or violation of rules and regulations may result in removal from the Courtyard Area and refusal of future use for private events.
6. Please arrange to have a point person arrive a minimum of one-half hour before your scheduled reservation time to set up and someone to stay for cleanup. Caterers and/or rental suppliers should contact the Management Office to arrange delivery. All deliveries are to be made through the Westpark loading dock with advance arrangements made as to date and time.
7. Vendors must be provided by an approved, insured company. Vendors must have proof of insurance coverage on file with the Management Office.
8. Tenants are responsible for the actions and compliance of all vendors and service personnel to these Rules and Regulations for use of the Courtyard Area.
9. Tenants may not make any alterations or remodeling of facility's furniture or equipment.
10. No decoration, structure or equipment may be affixed to any portion of the Courtyard Area without prior authorization from the Management Office. Under no circumstances will the use of tape or any kind of wire, nails, screws or other fasteners that are inserted or affixed to the physical structure of the

building be permitted. The Management Office must approve plans for décor, including signage. Materials such as confetti, glitter, rice, sand, or birdseed may not be used. Banners may not be displayed inside or outside of the Courtyard Area without the permission of the Management Office.

11. Events in which alcoholic beverages will be served must be in compliance with the following:
 - a. If applicable, a copy of the vendor's liquor license and proof of insurance must be on file in the Management Office.
 - b. Alcoholic beverages may only be served and consumed in the designated Courtyard Area. No alcohol may be removed from the building.
12. The Courtyard Area is a smoke free area. Smoking outdoors is permitted only in existing designated smoking areas.

To reserve the Courtyard Area, a signed copy of these Rules and Regulations must be on file with the Management Office. Please acknowledge your agreement to these Rules and Regulations by signing below:

Reservation Date(s)	Company
Printed Name	Signature

OWNER'S RULES AND REGULATIONS

I. GENERAL BUILDING RULES

- Contractor shall ensure all of Contractor's employees with access to the Property fully comprehend and confirm to the following rules and regulations.
- Manager expects honesty from each Contractor employee while working at the Property.
- Contractor employees shall not permit any unauthorized person(s) to have access to the Property at any time.
- No Contractor employee shall consume, destroy, give, loan, sell, or take any item that is left in sight or otherwise detected during performance of the Work. Contractor employees must turn over to Manager's Representative any items of jewelry or other items of value found while working at the Property.
- No Contractor employee shall open any cases, containers, or drawers not necessary for the performance of the Work.
- Contractor employees are to enter and leave the premises only from the access location designated by Manager. Contractor employees shall enter only those areas necessary to complete their work responsibilities.
- No Contractor shall give, sell or otherwise make available any of Manager's or its tenants' records or information. This includes any papers or information left in waste or recycle receptacles, the contents of which are to be destroyed. No Contractor employee shall scavenge discarded or refuse material nor salvage any material without the express written consent of Manager.
- Contractor employees shall not make personal calls or other calls from any telephone (other than a pay phone) located in the building except in the case of an emergency.
- No Contractor employee shall report to work possessing a firearm, knife (with the exception of pocket knives with blades of less than three inches) or weapon of any type, all of which are prohibited at the Property.

- Contractor employees are expected to conduct themselves in a manner appropriate to their business at all times. Loud talk, excessive profanity, or other activities, which prove distracting, shall not be tolerated.
- Contractor employees shall proceed with care when moving and operating equipment, especially through doorways and at cross sections, and do so without causing damage to the Property.
- Contractor employees are expected to respect the property of Manager and its Tenants, being sure work equipment does not damage the building, equipment and furnishings. Contractor employees shall immediately notify their Supervisor when a building component is bumped or splashed by liquid or solid material even when damage is not evident. The Contractor Supervisor will then report such incident to Manager or other Tenant personnel as appropriate.
- Contractor employees shall not use or turn on any electrical device such as adding machines, calculators, computers, copiers/duplicator, radio, televisions, typewriter, and other electrical equipment not used as a janitorial tool.
- Contractor employee shall not smoke inside the Property.
- No Contractor employee shall loan, give, sell, take, or destroy any personal property including equipment, supplies or tools personal items such as candy, cigars, or cigarettes owned by Manager, it's Tenants, or their employees.
- Contractor employees shall at all times visibly wear the Contractor Identification Badge issued by Manager or Tenant when at the Property.
- Contractor employees shall not remove from the premises, nor duplicate any keys provisioned them to perform the Work.
- Contractor employees shall not adjust, move or put away items found on counters, desks, tables, etc. nor shall they place items on top of furniture during the performance of the Work.
- Contractor employees shall not introduce to the Property any sexually explicit materials, objects, photographs, etc. and shall not make any comments, jokes, or references which may be considered sexually offensive.
- No Contractor employee shall offer or solicit any services at the Property other than that, which is defined in this Agreement.
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II. GENERAL CONSTRUCTION RULES

The Contractor shall be responsible for meeting these performance requirements throughout the course of the Work. Exceptions shall only be allowed at the Owner's discretion and with Owner's prior written approval.

1. The following activities are specifically prohibited from occurring on the Owner's property and cannot be undertaken by the Contractor and Subcontractors:
 - a. The use of tenant space, other than tenant space being constructed pursuant to this agreement
 - b. The use of tenant equipment
 - c. Unauthorized use of building equipment
 - d. The use of the building's trash compactor, dumpster, or container
 - e. Unauthorized parking in restricted areas
 - f. Unauthorized on-site storage
 - g. Consumption of alcohol or controlled substances on site
 - h. Unauthorized congregation in building public space
 - i. Cooking or quantity food preparation on site
 - j. Eating or coffee breaks in tenant or public spaces
 - k. Smoking in tenant or public spaces
 - l. Unauthorized use of building restroom areas
 - m. Unapproved use of building utilities
 - n. Objectionable, abusive, or unacceptable personal behavior of contractor personnel
 - o. Improper disposal of wastes, residues, or debris
 - p. Loud noises on site considered by Owner as objectionable
 - q. Access to non-construction floors
 - r. Worker interviews
 - s. Property removal without Jones Lang LaSalle Approval
 - t. Roof access
 - u. Unauthorized Elevator Usage
 - v. Possession of firearms, explosives, or weapons
 - w. Gambling of any type
 - x. Duplication of building keys
 - y. Violating any Local, State or Federal Statutes while on the property
 - z. Intentionally harming or destroying any property
2. All Contractor personnel shall utilize the loading dock and freight elevator for access to the Work site. Only in the event of an emergency shall Contractor personnel be permitted to use other means of egress.

3. All materials and waste shall be transported to and from the Work Site via the freight elevators. Under no circumstance shall the passenger elevators be used without the written consent of the owner.
4. It shall be the responsibility of the Contractor to isolate the heating, ventilating, and air conditioning systems of the Work Site from the remainder of the building. Under no circumstance shall the Contractor utilize materials such as, but not limited to, cleaning agents, paints, thinners, or adhesives that, if released in the Work Site atmosphere, could spread to tenant areas, causing discomfort or posing any type of health hazard.
5. In the event that any fire and life safety system will need to be disabled to complete the Work, the Contractor must notify the Owner in advance of such event in writing. The Contractor shall not tamper with the building's life safety and sprinkler system.
6. In the event that any soldering or welding apparatus is required to complete the Work, the Contractor must notify the Owner of such event and a work authorization permit must be completed 24 hours in advance.
7. Regarding the use of materials and equipment to be installed, unless specifically stated otherwise, refer to the Building's Specification Guideline for information regarding the quality and type of equipment to be used during construction.
8. Contractor's personnel must be in uniform or display a Contractor's badge at all times while on the property. All workers are required to wear shirt, shoes, and full-length trousers. Appropriate PPE (Personal Protective Equipment) must be utilized by each trade.
9. Security will be given the name and phone number of the Contractor's job foremen. The foremen should be in the building any time his/her crews are working.
10. No construction or demolition material of any kind is to be put in the building dumpsters. The contractor shall provide dumpsters and remove all trash from loading dock on a daily basis. Contractors will remove their trash and debris daily, or as often as necessary to maintain cleanliness in the building. Contractors will be responsible for daily removal of waste foods, milk and soft drink containers, etc. to trash room and will not use any building trash receptacles. The construction site and loading dock are to be cleaned of trash daily if used by construction personnel. Landlord reserves the right to bill

Tenant for any cost incurred to clean up debris left by the general contractor or any subcontractor. Further, the building staff is instructed to hold the driver's license of any employee of the contractor while using the freight elevator to ensure that all debris is removed from the elevator.

11. Lobby and corridor floor areas are to be kept clean at all times. Public area corridor and carpet is to be protected by plastic runners or a series of walk-off mats from the elevator to the suite under construction. Walk-off mats are to be provided at entrance doors. Protection of hallway carpets, wall coverings, and elevators from damage with masonite board, carpet, cardboard, or pads is required. The Contractor will reimburse the building management for cleaning or repairs associated with the Contractor's work, e.g., carpet cleaning, floor tile replacement, etc.
12. Loading dock may be used for deliveries only. Contractors and all Subcontractors must park in designated areas only. Vehicles illegally parked will be subject to towing at vehicle owner's expense.
13. No hammer, drilling, shooting track, jackhammering, setting anchors, core drilling, or any other disruptive work shall be performed between the hours of 8:00 am and 6:00 pm, Monday – Friday.
14. Contractors shall notify building management 24 hours prior to working extended hours. (After 6pm and weekends)
15. All penetrations must be x-rayed prior to performing work. X-rays must be scheduled 48 hours in advance with the management office. No exceptions. X-rays must be performed between the hours of 11:00pm and 5:00am. All x-rays must be reviewed and approved by Landlord structural engineer, Fernandez & Associates, prior to any core drilling.
16. Contractor and all Subcontractors shall not use anchors in excess of ¾" without x-raying the area prior to installation.
17. Absolutely no flammables shall be stored on the premises. This includes oil-based paint, paint thinner, varsol, etc. All construction materials or debris must be stored within the project confines or in an approved lock-up.
18. Contractor and all Subcontractors shall provide SDS Sheets for all products used at the premises. This includes paint products, cleaning products, etc.

19. Contractor and all Subcontractors shall not apply products that emit an offensive odor or use a practice that generates particulates between 8:00 am and 6:00 pm, Monday – Friday. This includes but is not limited to polymix and oil-based paint products, stains, varnishes, caulk, adhesive and sanding.
20. Contractor must use base building fire alarm contractor (Adcock – 301.843.3661) for all fire alarm work. This includes wiring, final termination, and testing of all devices.
21. Contractor must use base building energy management system control contractor (8484 – Pritchett Controls, Inc. 301.470.7300 and 8444 - Siemens Building Technologies, 301.837.2565) for all HVAC control work.
22. Contractor must fill out a work permit authorization form prior to performing any sprinkler work, fire alarm testing, x-raying, or other work that requires assistance from building management.
23. General Contractor must be on-site at all times when sub-contractors are present.
24. The preferred vendor for air balancing at Westpark Corporate Center is Annandale Balancing Company, Inc., 703.256.2097.
25. Tenant and/or general contractor will supply Landlord with a copy of all permits prior to the start of any work and will coordinate with Landlord's management representative for the scheduling of any work to be performed.
26. Tenant and/or general contractor will post the building permit on a wall of the construction site while work is being performed.
27. No utilities (electricity, water, gas, plumbing) or services to the tenants are to be cut off or interrupted without first having requested, in writing, and secured, in writing, the permission of the Landlord.
28. No electrical services are to be put on the emergency circuit, without specific written approval from the Landlord.
29. When utility meters are installed, the general contractor must provide the property manager with a copy of the operating instructions for that particular meter.

- 30. The Landlord will be notified of all work schedules of all workmen on the job and will be notified, in writing, of names of those who may be working in the building after "normal" business hours.
- 31. All key access, fire alarm work, or interruption of security hours must be arranged with the Landlord's building engineer.
- 32. The general contractor and Tenant shall be responsible for all loss of their materials and tools and shall hold Landlord harmless for such loss and from any damages or claims resulting from the work.
- 33. All wiring within electrical closets and machine rooms shall be in conduit.
- 34. All VAV boxes, return air grills, and AHU's shall be protected by filter media prior to the start of work and as determined thereafter by the Building Engineer.
- 35. All electrical work shall be in accordance with OSHA 29 CFR 1910.331 – 1910.339, NFPA TOE and the NEC. Please note that the appropriate PPE required for working on live electrical circuits are posted on all breaker panels and disconnect switches. All newly installed breaker panels, disconnects, control panels shall be labeled in accordance with the building's short circuit coordination study. All trades not working within these parameters may be asked to leave the premises immediately. All trades that require access to electrical equipment shall meet with Chief Engineer to discuss the building's electrical safety program prior to start of work.

By execution below, these Rules and Regulations for Westpark Corporate Center have been read and understood by all contracted personnel on site to supervise or perform the contracted service or construction. For construction projects, these Rules and Regulations must be posted in the contracted work site. If requirements are not met, work may be subject to stoppage and/or working privileges in the building may be forfeited.

Contractor/Service Provider: _____

Project Manager/Account Representative: _____

Site Supervisor: _____

Date: _____



Garage Use Policy

Dear Parker,

We want to take this opportunity to thank you for parking at Westpark Corporate Center Parking Garage. We endeavor to make your parking experience a pleasant one. In addition to the details in your monthly parking application, please take a moment to note the following regarding your use of the facility:

There are three (3) access points to the parking garage.

- The main entry/exit is located off of the Westpark Drive service road. Both monthly and daily parkers can enter and exit the garage using this access point.
- The P1 entry/exit is located at the top of the service road off of Leesburg Pike (rt. 7). This access point is available to monthly parking and daily customers pulling tickets and paying with credit cards.
- □□The P2 entry/exit is located at the bottom of the service road closest to Leesburg Pike (rt.7). This access point is available only to monthly parking customers with an active access key card (Datawatch).
- □□All entrances/exits are equipped with Bluetooth capability. Monthly parkers can use their cell phones to access and exit the garage. This technology can be used with the car window up or down.

NOTE: If you are having trouble using your access card to exit P1 or P2, please proceed to the main exit plaza and press the assistance button on the Pay Station. The customer service representative will be able to assist you. Your access card may not work again until you see the Parking Facility Manager in the parking office Monday – Friday 9am – 5pm.

Access Card Usage (Monthly)

- Monthly Parkers have access to the garage 24 hours per day 7 days per week with a management issued access card.
- The garage is accessed utilizing the Datawatch card issued by building management. Monthly Parkers should not pull a ticket on a normal basis.
- Monthly access cards are touched on either the entrance or exit access card reader to open the garage gate. If there is a problem with the access card, the screen on the reader will typically display a message.

Please note this message and convey it to the garage manager between 9am and 5pm Monday – Friday in order to trouble shoot the problem.

- In order to be assigned an access card, the parker's vehicle information must be provided. Additionally, all vehicle change information must be provided within 7 days to the Parking Facility Manger.
- Access cards must be swiped in order. This means in/out/in/out. If the card is used out of sequence for any reason the parker will not be able to access the garage until the card is reset by the Parking Facility Manager. To get the access card reset, the parker must go to the parking office between 9am and 5pm Monday – Friday. We do understand that there are extenuating circumstances and technical difficulties. Please note in the event that the problem results from *misuse* of the access card the following penalties will apply.
 - o First Violation – the card will be reset with no penalty.
 - o Second Violation – the monthly customer will be charged the maximum daily rate without reimbursement and warning correspondence will be sent to the tenant point of contact for the company.
 - o Third Violation – the monthly parking privilege may be revoked. Parker will then be required to pay daily to utilize the parking facility.

P1 Level – Visitor Parking Only

□□All building employees (those with monthly access cards and those who pull tickets) are prohibited from parking on the P1 level. Employees that park on P1 are subject to citation and towing as follows:

- o Any violator parked on P-1 will receive a warning sticker as a first offense.
- o The 2nd Violation will result in an email will be sent out to the vehicle's owner and the company's point of contact. If the car is not moved within 30 minutes, it will be towed.
- o The 3rd Violation will result in the parking privilege being suspended for 30 days in addition to the vehicle being subject to towing.
- o The 4th Violation will result in the parking privilege being suspended for 90 days in addition to the vehicle being subject to towing.
- o Additional violations may result in the parking privilege being revoked indefinitely.

Alternative Fuel Vehicles and EV Charging Stations

The use of alternative fuel vehicles in encouraged in conjunction with Westpark's Transportation Management Plan. Monthly patrons that drive alternative fuel (including electric, biodiesel, and compressed natural gas) vehicles will enjoy discounted monthly parking at a rate of **\$60.00** when registering their vehicles

with the parking management office. In addition, there are 10 EV charging stations of the first level of the garage available free of charge. Patrons must adhere to the established policies and procedures for use.

Electric Vehicle Charging Station use is voluntary and at the vehicle owner/operator's own risk. Users of the Electric Vehicle Charging Station must comply with all vehicle manufacturers' recommendations and all applicable laws.

In order to accommodate all users, vehicle owners/ operators are limited to using the Electric Vehicle Charging Station for no more than 4 hours per day. VEHICLES THAT VIOLATE THIS RULE DO NOT HAVE PERMISSION TO REMAIN IN THE PARKING SPACE AND MAY BE TOWED at vehicle owners/operators' sole cost and expense in accordance with applicable law.

Vehicle owners/operators do not have permission to remove the plug from other vehicles.

First time users please contact the parking office located at P1-28 to register your electric vehicle.

Carpool/Vanpool

Westpark Corporate Center is pleased to offer dedicated spaces for carpool and vanpools. These spaces are available throughout the facility and are available for registered car and vanpools. Vanpools must be registered through an authorized vanpool program. As an encouragement to rideshare we offer a 50% discount on monthly parking to participants in the carpool/vanpool program. Please contact the location manager to register or to receive additional information.

Additional Information

We also offer assistance with emergency battery jump starts during normal business hours, 9:00 AM – 5:00 PM. There are two tire inflation stations on the P1 level. Please contact the parking office on P-1 if you need help locating your vehicle.

NOTE: DO NOT EXCEED THE POSTED 5MPH SPEED LIMIT

We have a **NO STORAGE** policy at this facility. In situations such as extended business travel, a request must be approved by the parking office to leave a vehicle overnight and will be limited to a maximum of 7 days. Vehicles left in the garage without prior approval are subject to towing.

Please feel free to contact us at **703-749-9577** if you have any questions or concerns.

COMMUNITY INFORMATION/SERVICES

Hospitals:

Inova Fairfax Hospital (703) 698-1110
Inova Fair Oaks Hospital (703) 391-3600

Emergency & Non-Emergency:

Fairfax County Police Department 911
Non-Emergency (703) 691-2131
Fairfax County Fire Department 911
Non-Emergency (703) 691-2131
Directory Assistance 411
Time (703) 844-1111
Weather (703) 936-1212

Transportation:

Metro Rail (202)-637-7000
Metrobus Information (202) 637-1328
Baltimore Washington Airport (410) 859-7111
Wash. Dulles International Airport (703) 572-2700
Ronald Reagan Wash. Nat'l Airport (703) 417-8000

Newspapers – Circulation:

The Washington Post (202) 334-6100
The Washington Times (202) 636-3333
The New York Times (800) 698-4637
The Wall Street Journal (800) 568-7625
USA Today (703) 854-3400

Hotels:

Tyson Corner Marriott (703) 734-3200
Ritz-Carlton (703) 506-4300
Sheraton Premiere (703) 448-1234
Westin (703) 893-1340

Theaters:

AMC Tyson's Corner 16 (800) 262-4386
Loew's Cineplex Odeon (703) 506-6898
Kennedy Center (to charge tickets
by phone) (202)857-0900
National Theater (Tele-charge tickets) (800) 233-3123

Florists:

Karin's Florist (703) 592-0952
My Florist & Exclusively Roses (703) 442-8203
Charm City Concierge (703) 790-3594