



## Tenant Handbook

# CONTENTS

|                                               |    |
|-----------------------------------------------|----|
| BEL-SPRING 520 QUICK GUIDE.....               | 4  |
| AMERICAN ASSETS TRUST, INC.....               | 5  |
| The Company .....                             | 5  |
| PROPERTY DESCRIPTION .....                    | 5  |
| BUILDING ACCESS AND SECURITY.....             | 6  |
| Access - During and After Business Hours..... | 6  |
| Security   During Business Hours.....         | 6  |
| Security   After Business Hours.....          | 6  |
| Soliciting and Loitering .....                | 6  |
| GENERAL BUILDING SERVICES .....               | 7  |
| Mail & Deliveries .....                       | 7  |
| Janitorial .....                              | 7  |
| Recycling   Composting.....                   | 7  |
| HVAC.....                                     | 7  |
| INTERNET, PHONE & CABLING.....                | 7  |
| PARKING.....                                  | 8  |
| MEETING FACILITIES.....                       | 8  |
| FOOD & BEVERAGE .....                         | 8  |
| PET FACILITIES & REGULATIONS .....            | 9  |
| CAMPUS RULES AND REGULATIONS .....            | 11 |
| MOVING PROCEDURES.....                        | 14 |
| General Information.....                      | 14 |
| Moving Tips .....                             | 15 |
| BUILDING FORMS & INFORMATION.....             | 15 |
| Insurance.....                                | 15 |
| Documents .....                               | 16 |
| Amenity Reservations .....                    | 17 |
| EMERGENCY & EVACUATION PLAN .....             | 18 |
| Communications Plan .....                     | 18 |
| Building Emergency Evacuation .....           | 18 |
| Fire Evacuation Instructions.....             | 19 |

|                                    |    |
|------------------------------------|----|
| Active Shooter Response Plan ..... | 19 |
| Earthquake Emergency Plan.....     | 20 |
| Facilities Emergency Systems ..... | 20 |
| Weather Related Events .....       | 20 |
| Evacuation Plan .....              | 21 |

# BEL-SPRING 520 QUICK GUIDE

**Property Management Office:** 15355 SE 30<sup>th</sup> Pl. Suite 200, Bellevue, WA 98007

**Property Management Office Hours:** Mon - Fri 8:00 am – 5:00 pm

**Contact:** (425) 749-5569, [Belspringmgmt@americanassets.com](mailto:Belspringmgmt@americanassets.com)

**Holly Brown** | Senior Property Manager: [HBrown@americanassets.com](mailto:HBrown@americanassets.com)

**Rodman Cross** | Senior Chief Engineer: [RCross@americanassets.com](mailto:RCross@americanassets.com)

**Ashley Kolarcik** | Assistant Property Manager: [AKolarcik@americanassets.com](mailto:AKolarcik@americanassets.com)

**Campus Hours:** Monday – Friday: 7:00 am – 6:00 pm.

**After Hours Emergency** - *In case of an emergency after business hours, please call our answering service at (206) 731-7514.* The answering service will then contact the Building Engineer. If the call is pertaining to a non-urgent nature, we will be notified the next business day.

**Parking** - Surface parking is offered to Tenants at no charge. Covered reserved parking in the garages is negotiated per the lease.

**Service Requests** - Our building utilizes an online work order system called Building Engines. If you would like to have additional team members added to access this system, please enter a work order in Building Engines or contact the Property Management Office.

**Building Engines** can be accessed at <https://belspring.buildingengines.com/>

1. Select the work order type
2. Enter a description of the request
3. Hit submit to complete the work order

**Pass Downs** – Deliveries, contracted work, maintenance, etc., require a Pass Down form.

**PASS DOWN FORM - BEL-SPRING 520 (wufoo.com)**

1. Entrance/access to the building to anyone other than Tenants or Tenant employees must be cleared through Property Management in what is known as a "Pass Down" form.
2. No access will be granted, work performed, nor deliveries made until the "Pass Down" is approved by Property Management.
3. Prior to approval of a Pass Down, a current Certificate of Insurance (COI) must be submitted to and approved by Property Management (see Building Forms & Information for more details).
4. No work shall be completed during campus hours. Exceptions are made on a case-by-case basis depending on the nature of the work.

**Cardkeys** - All requests for new or replacement building access card keys should be made through Building Engines.

**Please let us know when:**

- **Main office contact** person changes.
- **Any changes involving keycards have taken place**, e.g., employee terminations, keycards lost or reissued to another employee.
- **Vendors** will be doing work in your suite by emailing a "Pass Down" request to [belspringmgmt@americanassets.com](mailto:belspringmgmt@americanassets.com).

**Smoking** - Smoking is prohibited within a minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.

## The Company

American Assets Trust, Inc. ("AAT") is a full service, vertically integrated and self-administered real estate investment trust headquartered in San Diego, California. The company has over 50 years of experience in acquiring, improving, developing, and managing premier retail, office and residential properties throughout the United States in some of the nation's most dynamic, high-barrier-to-entry markets; primarily in Southern California, Northern California, Oregon, Washington and Hawaii.

AAT's retail portfolio is comprised of approximately 3.2 million square feet, and its office portfolio comprises approximately 2.7 million square feet. In addition, AAT owns mixed-use property (including approximately 97,000 square feet of retail space and a 369-room all-suite hotel) and over 2,112 multifamily units.

In 2011, AAT was formed to succeed to the real estate business of American Assets, Inc., a privately held corporation founded in 1967 and, as such, has significant experience, long-standing relationships and extensive knowledge of its core markets, submarkets, and asset classes.

For additional information, please visit [www.americanassets.com](http://www.americanassets.com).

## PROPERTY DESCRIPTION

**Bel-Spring 520** is a 93,292 square-foot campus consisting of two office buildings located off the Interstate 405 and the 520 Freeway interchange with quick access to downtown Bellevue and downtown Seattle, providing a dynamic location in one of the nation's top-performing markets on the West Coast.

### **Leasing Team – Newmark**

**Joe Lynch:** (425) 362-1399 | [Joe.Lynch@nrmk.com](mailto:Joe.Lynch@nrmk.com)

**Dan Harden:** (425) 766-2807 | [dan.harden@nrmk.com](mailto:dan.harden@nrmk.com)

**Brendan Soelling:** (425) 362-1389 | [Brendan.soelling@nrmk.com](mailto:Brendan.soelling@nrmk.com)

## Access - During and After Business Hours

Normal operating hours for the campus are:

Monday - Friday                      6:00 am - 6:00 pm

Weekends & Holidays    Closed

After-hours building access requires a building access keycard.

## Security | During Business Hours

Building entrances are unlocked during regular business hours for ease of access for customers conducting business in the building. To assist in maintaining a safe environment, you can help by taking several preventive measures to keep your area secure. For example:

- Lock all doors when leaving your office unattended.
- Instruct employees to keep valuables in secured areas (locked desks, file cabinets or closets) when leaving them unattended.
- Always keep safes, vaults, strongboxes, or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults or leave them where they can be found or easily deciphered.
- Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
- Check wastebaskets and recycling containers at the end of the day to ensure that no items of value are left in them.

## Security | After Business Hours

After normal business hours, please make sure that all entry doors to your office are locked. Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours should use their building access keycard without incident. If you encounter someone having problems gaining access, do not let them in.

## Soliciting and Loitering

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, please contact the Property Management Office immediately.

## GENERAL BUILDING SERVICES

**Mail & Deliveries** - The mail carrier delivers Tenant mail directly to the Tenant's suite Monday through Friday. There is an outgoing mailbox near the lobby of each building.

There is a **FEDEX** drop box in the garage level of the East building.

**Janitorial** – A Day porter is on-site Monday through Friday to assist with cleaning and completing work order requests during business hours.

Evening janitorial services are provided Monday through Friday, starting no earlier than 5:30 pm. If you require above building standard cleaning or have any special cleaning requests (e.g., carpet shampooing, event clean-up, relight glass cleaning), please contact the Property Management Office to see if your request can be accommodated.

When disposing boxes, please flatten them, stack them within your office space and clearly mark them as "recycle". For items that do not fit in your garbage or recycling bin, please place nearby the bin and also mark them "recycle" or "trash". Special arrangements can be made for the disposal of large boxes or quantities of boxes by contacting the Property Management Office; leaving large quantities of boxes at night for the evening janitorial crew takes their time away from their scheduled duties. At no time should boxes, trash or excess materials/equipment of any kind be left in the hallways, lobbies, freight elevator, foyer, or any area designated as a fire exit.

**Recycling | Composting** – Bel-Spring 520 has a building-wide recycling program for paper, cardboard, aluminum, glass, plastic, and composting products used on the premises. Recycling is collected in special bins located on the Tenant's floor, collected by the janitors, and removed by a waste disposal contractor. Please place your recyclable items in the appropriate container provided for this purpose. Make sure all liquids are removed first. Do not mix recyclable materials with normal trash and other forms of waste.

**HVAC** - Please refer to the terms of your lease for HVAC (Heating, Ventilation & Air Conditioning) hours for your suite. If at any time during working hours you desire an adjustment to the temperature within your suite, please place a Work Order via Building Engines. Extended HVAC service after business hours is available upon request by placing a Work Order via Building Engines. Please provide a minimum of 24 hours advance notice for scheduling purposes.

Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Keeping the blinds closed overnight and when temperatures are extremely hot or cold helps keep the Tenant space comfortable, as it serves as an insulator.

## INTERNET, PHONE & CABLING

**Service Providers** - Cable TV, fiber optics, high-speed telecom and voice/data are available at Bel-Spring 520 through several companies, including:

- Zply (formerly Frontier, Verizon, GTE)
- Comcast
- Lumen (formerly CenturyLink, Level3, TW Telecom)



**Riser Closet Entry Access** - For access to the building phone/riser closets, please submit a "Pass Down" request to [Belspringmgmt@americanassets.com](mailto:Belspringmgmt@americanassets.com). Cascade Riser Management is our preferred riser management vendor for all cable installations.

## PARKING

The surface parking at Bel-Spring 520 is free to the Tenants and their customers. Monthly parking in the building garage may be purchased based on the Tenant's lease. To set up reserved parking, please contact the Property Management Office at (425) 749-5569 or email [belspringmgmt@americanassets.com](mailto:belspringmgmt@americanassets.com).

The parking garage can be accessed 24/7 with the use of a remote issued by the property management office.

- Tenant shall not store or permit its employees to store any automobiles in the Parking Facilities without the prior written consent of Landlord. Except for emergency repairs, Tenant and its employees shall not perform any work on any automobiles while located in the Parking Facilities. Washing, waxing, cleaning, or servicing of any vehicle is prohibited.
- The Parking Facilities may not be used by Tenant or its agents for overnight parking of vehicles. If it is necessary for Tenant or its employee to leave an automobile in the Parking Facilities overnight, Tenant shall provide Landlord with prior notice thereof designating the license plate number and model of such automobile.
- Vehicles must be parked entirely within the stall lines painted on the ground. All directional signs and arrows must be observed. Parking spaces reserved for handicapped persons must be used only by vehicles properly designated.
- Landlord is not liable for loss of or damage to any vehicle or any contents of such vehicle or accessories to any such vehicle, or any property left in any of the Parking Facilities.
- Tenant will Ensure that any vehicle in any of the parking spaces will be kept in proper repair and will not leak excessive amounts of oil or grease or any amount of gasoline.

## MEETING FACILITIES

In the East building (11820) we offer a conference room for Tenant's use. It offers a TV with online access and video-conferencing equipment. The code for the conference room is 05402#.

Reservations may be placed in Building Engines (see page 16 for instructions).

## FOOD & BEVERAGE

Avanti Market is located in floor 1 of the East building, offering a variety of food, snacks and beverages. A loyalty card is available at the kiosk and will provide discounts each time it's used.



## PET FACILITY & REQUIREMENTS

Bel-Spring 520 is a pet-friendly facility. A Pet Relief Area is located on the east side of Building 11820 (East Building). Dogs ("Pets") shall be permitted in the Premises, Building and Property and in the Common Areas (solely for ingress and egress to the Premises), subject to the terms and conditions below. While outside the Premises (i.e., in any Common Areas of the Property), Pets shall be always kept on a leash or in a carrier.

While outside the Premises (i.e., in any Common Areas of the Property, including the Pet Relief Area), Pets shall be always kept on a leash or in a carrier.

1. All Pets must be non-aggressive and fully domesticated.
2. Pets must have all required vaccinations and such vaccinations shall be kept current at all times. Upon Landlord's reasonable request from time to time, Tenant shall provide Landlord with evidence of all current vaccinations for Pets.
3. All Pets shall be owned by Tenant or an officer, employee or permitted occupant of Tenant. No more than three (3) Pets shall be located on any one floor of the Premises at any given time.
4. Pets shall be appropriately treated to prevent fleas, ticks and other parasites. If Tenant has reason to believe that one or more of the Pets is infested with fleas, ticks or other parasites, such Pet(s) shall not be brought into the Premises until it is no longer infested with fleas, ticks or other parasites.
5. Pets shall be in good health. If Tenant has reason to believe that one or more of the Pets becomes ill or contracts a disease that could potentially threaten the health or well-being of any tenant or occupant of the Building or any other Pets (i.e., without limitation, rabies, leptospirosis, Lyme disease), such Pet(s) shall not be brought into the Premises until such illness or disease is no longer present.
6. Unless Tenant is self-insuring as allowed under its Lease, Tenant shall provide Landlord with evidence reasonably satisfactory to Landlord that Tenant's insurance covers Pet related injuries and damage.
7. Tenant shall ensure that the presence of the Pets at the Property shall not have any material adverse effect on any certificate of occupancy for the Premises or the Building.
8. Pets shall be strictly controlled at all times and shall not be permitted to foul, damage or otherwise mar any part of the Property (including the Premises) or cause excessively loud noise outside of the Premises whether through barking, growling or otherwise.
9. Pets shall not be left unattended in the Premises or any part of the Building at any time, shall not be permitted to walk or otherwise roam the Building or the Property, and shall not be tied to any fixture outside the Premises, including patio areas, walkways, stairways, the Outdoor Deck or any other part of the Property.
10. When maintenance service has been requested, Pets shall be contained in an area so as not to interfere with such maintenance service.
11. Tenant shall be responsible for any additional cleaning, repair and replacement costs and all other costs which Landlord actually incurs on account of the Pets' presence in the Property in excess of the costs that would have been incurred had the Pets not been allowed in or around the Property.
12. Tenant shall be liable for, and hereby agrees to indemnify, defend and hold the Landlord and

the Landlord Parties harmless from and against any and all claims arising from any and all acts (including, but not limited to, biting and causing bodily injury to, or damage to the property of, another tenant, subtenant, occupant, licensee, invitee or an employee of any of the Landlord Parties) of, or the presence of, the Pets in or about the Premises, the Building or the Property. In the event that any Pet bites or otherwise injures any person or any other Pet, Tenant must immediately cause the employee whose Pet caused the injury to remove its Pet from the Property and in no event thereafter shall the Pet which caused the injury ever be brought to or kept at the Premises or Property.

13. Tenant shall immediately remove any Pet waste including, without limitation, excrement from the Premises, the Building and the Property. If Landlord reasonably determines that Landlord has incurred or is incurring increased janitorial (interior or exterior) maintenance costs as a result of the Pets' presence, Landlord shall give Tenant written notice thereof, and if the matter giving rise to such increased costs are not remedied within thirty (30) days after such notice to Tenant, Tenant shall reimburse Landlord for such costs as Additional Rent within thirty (30) days after receipt of Landlord's invoice therefor and reasonable evidence of such costs. Tenant's Pets shall not be permitted to defecate or urinate in any Common Areas, except the Pet Relief Area, including anywhere in or on the sidewalk or street of the city block on which the Property is located.
14. Tenant shall comply with all Applicable Laws associated with or governing the presence of a Pet within the Premises and/or the Building.
15. While in the Building, Tenant's Pets must be taken directly to/from the Premises.
16. Pet odors, flea infestations, stains, claw marks, tooth marks and the like shall be considered "extraordinary damage" and not part of "normal wear and tear" or "reasonable wear and tear" at the Premises.
17. Under no circumstances shall Tenant allow any other animals or wild animals (including, but not limited to, birds, rabbits, monkeys, rodents, insects, pigs, snakes, reptiles of any nature, or spiders of any kind) to access the Premises, Building or the Property.
18. Landlord shall have the right to cause any unattended Pets to be removed from the Property by the proper authorities.
19. Upon request, Tenant shall provide Landlord with information regarding the number of Pets in the Premises as well as the type, age, size, weight and any other information about such Pets reasonably requested by Landlord.
20. In no event shall any Pets be left in the Premises overnight.
21. If, at any time, Landlord receives reasonable complaints from other tenants or occupants of the Building regarding (i) the Pets' activities or (ii) the Pets' noise level within the Building, and such complaints are not remedied by Tenant to Landlord's reasonable satisfaction within five (5) business days following Landlord's delivery of written notice to Tenant, or (b) Tenant has failed to comply with any of the provisions set forth herein, Landlord shall notify Tenant thereof and, if such failure to comply is not cured to Landlord's reasonable satisfaction within five (5) business days following Landlord's delivery of written notice to Tenant, Landlord may revoke Tenant's rights to bring a Pet onto the Property provided, however, if Landlord properly revokes Tenant's rights three (3) or more times during any twelve (12) month period, then Landlord may revoke Tenant's rights permanently.

## CAMPUS RULES AND REGULATIONS

The following rules and regulations shall apply to the entire campus including the Tenants premises. In the event of a conflict between the Campus Rules and Regulations and the terms of the Lease, the terms of the Lease shall dictate.

1. Tenant shall maintain the entire Premises in a neat and clean first-class condition at all times. Tenant shall not place items such as boxes, files, trash receptacles or loose cabling and wiring, in or near any window or door which would be visible from the exterior of the Premises.
2. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or disposed in any common area. No personal belongings may be left unattended in any common areas.
3. Landlord may from time to time adopt systems and procedures for the security and safety of the campus, and its occupants. All persons shall comply with Landlord's systems and procedures. Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.
4. Tenant shall assume responsibility for protecting the Premises from theft or intrusion, which includes keeping entry doors closed, when the Premises are not occupied.
5. Landlord may provide and maintain directory boards in the lobbies of the buildings or other directory device listing Tenants.
6. Tenant shall not place any lock(s) on any door, or install any security system (including but not limited to, card key system, alarm or security cameras) in the suite or building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall always have the right to retain and use keys or other access codes or devices to all locks within and into the Tenant suite.
7. Plumbing fixtures and appliances shall be used only for the purposes for which designed, and no rubbish, rags, or other unsuitable material shall be disposed or placed in the fixtures or appliances. Damage resulting to fixtures or appliances due to negligence or misconduct of Tenant, its agents, employees, or invitees shall be the responsibility of the Tenant.
8. No signs, advertisements, or notices of any kind (temporary or permanent) shall be posted to windows, doors or other parts of the Tenant suite or common areas without written consent from the Landlord. All Tenant identification and suite numbers at the entrance to the suite and in the lobby shall be installed by Landlord using building standard signage.
9. All contractors, contractor representatives and subcontractors performing work in the building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies, and procedures, which may be revised from time to time.
10. Movement in or out of the building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways or lobby areas shall be restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a Pass Down request form. If approved by Landlord, the activity shall be performed in the manner required which adheres to the Campus Rules and Regulations. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity.
11. If equipment or property is damaged, or personnel of Landlord or any other party is injured as a result of

or in connection with Tenant related activity, Tenant shall be solely liable for any resulting damage, loss, or injury.

12. Tenant shall not overload the floor of the Premises. Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld. Tenant shall not mark, drive nails or screws, or drill into the wall/ceiling/floor surface, in any way that would deface the Premises, without Landlord's written consent first being obtained. Damage to the building by the installation, maintenance, operation, existence, or removal of Tenant's Property shall be repaired at Tenant's sole expense.
13. Landlord reserves the right, in its sole discretion, to close and/or keep locked all entrance and exit doors of the Campus. Tenant will ensure that doors to the building are not propped or left open. Corridor doors, when not in use, shall be kept closed. In case of invasion, riot, public disturbance, pandemic or other emergency, Landlord reserves the right to prevent access to the building and/or Campus, by any means it deems appropriate for the safety and protection of life and property.
14. Tenants shall not: (1) make or permit any improper, objectionable or unpleasant noises in the building, or otherwise interfere in any way with other Tenants or persons having business with them; (2) solicit business or distribute or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
15. No flammable, explosive, dangerous fluids or substances, or other articles deemed hazardous shall be used or kept by Tenant in the suite, building or about the campus, except for those substances as are typically found in similar premises used for general office purposes and are being used by Tenant in a safe manner and in accordance with all applicable laws, unless stored in a certified flammable or hazardous cabinet for specified use, as approved by Landlord. Tenants shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the suite or any other portion of the campus, any asbestos-containing materials or any solid, liquid or gaseous material now or subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental law which may now or later be in effect. Tenant shall comply with all laws pertaining to and governing the use of these materials by Tenant and shall remain solely liable for the costs of abatement and removal.
16. Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit noise, odors or vibrations that interfere with the other tenants of the Campus.
17. No fish, birds, reptiles, or animals (except certified service animals) shall be brought onto the campus or kept in or about the Premises.
18. The washing or maintenance of automobiles shall not be allowed on the Campus, except under specific arrangement with the Landlord.
19. No cooking shall be done in the Premises other than in Underwriters Laboratories-approved equipment, microwave ovens, toasters, or coffee makers that are properly maintained and in safe working condition in lunchrooms or kitchens for employees which comply with all applicable federal state and local laws and does not cause odor which are objectionable to Landlord or other tenants.
20. Tenant shall not use or occupy the Premises or common area in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not allow any temporary or permanent structure or use or permit any part of the Premises to be used for lodging, sleeping or for any illegal purpose.
21. Tenant shall not take any action which would violate Landlord's labor contracts, or which would cause a work stoppage, picketing, labor disruption or dispute or interfere with Landlord's or any other Tenant's or occupant's business or with the rights and privileges of any person lawfully in the campus ("Labor

Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the suite that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against Landlord or any of the Landlord Related Parties nor shall the Commencement Date of the Term be extended as a result of the above actions.

22. Tenant shall not install, operate or maintain in the suite or in any other area of the campus, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the suite, including, without limitation, the use of electric or gas heating devices, or portable coolers, without Landlord's prior written consent.
23. Landlord shall approve where and how communication wiring and cabling are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the campus.
24. Electric space heaters shall not be used in Tenant suites or anywhere on the campus.
25. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate with Landlord to ensure efficient use of utilities. Tenant shall comply with any program for metering or reporting of utility use; any conservation, sustainability, recycling, energy efficiency or waste reduction programs; environmental protection efforts; and/or any other programs requiring reporting, disclosure, rating or compliance (including, but not limited to LEED or Energy Star).
26. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees and invitees.
27. Bicycles and other vehicles are not permitted inside the buildings or on the walkways outside the buildings, except in areas designated by Landlord.
28. Landlord shall have the right to prohibit the use of the name of the campus or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the campus or its desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.
29. Landlord reserves the right to expel or exclude from the Campus any person, who in the judgement of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in manner do any act in violation of any of these Campus Rules or Regulations or cause harm to Building occupants or property.
30. Smoking is prohibited within a minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.
31. Landlord shall have the right to designate and approve standard window coverings for Tenant's suite, and to establish rules to assure that the buildings present a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the suite during periods of severe temperatures
32. Deliveries to and from Tenant's suite shall be made only at the times in the areas and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries that may in any way disrupt any tenant's space or common area.
33. The work of cleaning personnel shall not be hindered by Tenant after 5:30 p.m., and cleaning work may be done at any time when the suites are unoccupied. Tenant is responsible for providing liners for non-building standard receptacles used.

34. Tenants, Vendors, Contractors, and Subcontractors shall be respectful of these Campus Rules & Regulations. The Landlord reserves the right to ask individuals not following the campus rules to leave the campus.

## MOVING PROCEDURES

**General Information** - To make your move as smooth as possible, below are the procedures for loading and/or unloading moving vehicles, building access, and use and care of the lobbies and elevators. The following guidelines and building rules and regulations are to be followed by Tenants and their moving contractors when moving in/out of the building. Similar rules apply to any large moves of furniture, equipment, machines, etc. The below policies will be strictly enforced.

- Once a vendor/mover has been selected, please send a completed "Pass Down" form to Property Management at [Belspringmgmt@americanassets.com](mailto:Belspringmgmt@americanassets.com) along with the Certificate of Insurance. All move-ins or move-outs must be scheduled no later than 48-hours in advance through the Property Management Office.
- All move-in or move-outs or delivery/move of large furniture, equipment, machines, etc. must be accomplished outside campus hours. Moves may be accomplished during the day on weekends or building holidays.
- Tenants with independent internal security systems that require a separate access card should provide the moving contractor with an access card to their suite for after-hours suite access.
- Movers must use Masonite or plywood to protect all flooring and finished surfaces from damage, as well as protective coverings on corners, doorjambs, and wall coverings in Tenant suite and in the common areas while moving furniture or equipment.
- To protect the fixtures, furnishings, and interests of the building, Tenant will be held responsible for all damage caused by Tenant or moving company during any move or delivery in or out of the building. Damage to the carpets, doors, doorjambs, corners, walls, elevators or other building fixtures will be repaired by the Property Management Office and billed to Tenant.
- NEVER block the elevator door open. Blocking or propping the elevator door too long will cause disruption in the elevator service.
- At the time of the move-in or move-out, please be aware there are other Tenants in the building. Therefore, boxes and other materials must not be left in the lobby or corridors, for everyone's protection and security.
- Moving companies and vendors must remove boxes from the premises after deliveries.

## Recommended Movers

| <u>Company</u>                          | <u>Phone Number</u>                                                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| <a href="#">Apex Facility Resources</a> | (206) 686-3357                                                                                |
| <a href="#">Bekins NW</a>               | (877) 547-7174                                                                                |
| <a href="#">Emerald Blue</a>            | (253) 796-3914                                                                                |
| <a href="#">On the Go Moving</a>        | (425) 761-8500 or<br><a href="mailto:Booking@onthegomoving.com">Booking@onthegomoving.com</a> |

Please contact Property Management at [Belspringmgmt@americanassets.com](mailto:Belspringmgmt@americanassets.com) or (425) 749-5569 for any questions.

## Moving Tips

**Here are some tips and reminders for making your move less stressful.**

**Copiers** – most copy machine companies will want to move the copier themselves. Be sure to check with them beforehand because there may be restrictions that could void the service agreement.

**Postage Machines** – Most companies will allow the machines to be moved but may require a service visit in advance.

**Other companies you might need to call:**

- Vending Machine Companies
- Water Company
- Coffee Delivery Service
- Plant Service
- Paper Shredding Service
- Phone/Telecom Company
- Signage Vendor – to relocate a large sign if needed
- Stationary Company – new letterhead, envelopes, business cards & move announcements

## BUILDING FORMS & INFORMATION

The following pages include some useful information and some of the more frequently used forms for Bel-Spring 520:

**The insurance requirements** for vendors, contractors and subcontractors can be found at the link below. Please know that a COI needs to be submitted and approved before any work is done in the tenant space or that affects common areas.

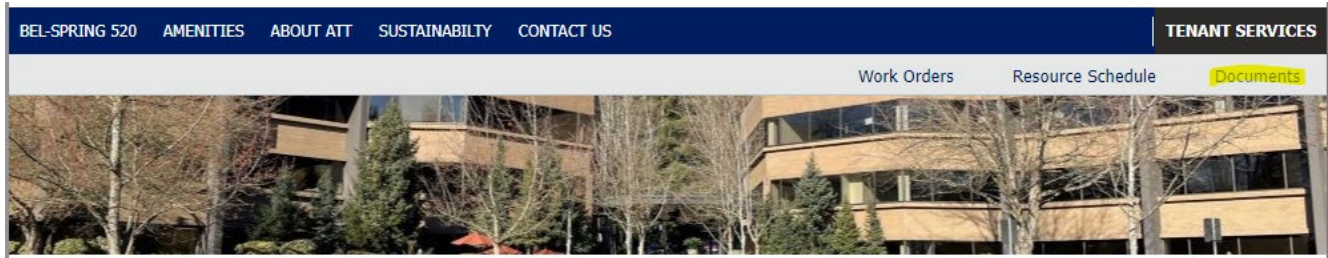
### [VENDOR INSURANCE REQUIREMENTS](#)

Several frequently used forms are on our tenant portal for easy reference. You can click on the Useful Forms tab on the portal or follow the steps outlined on the next few pages for instructions on how to navigate the tenant portal.

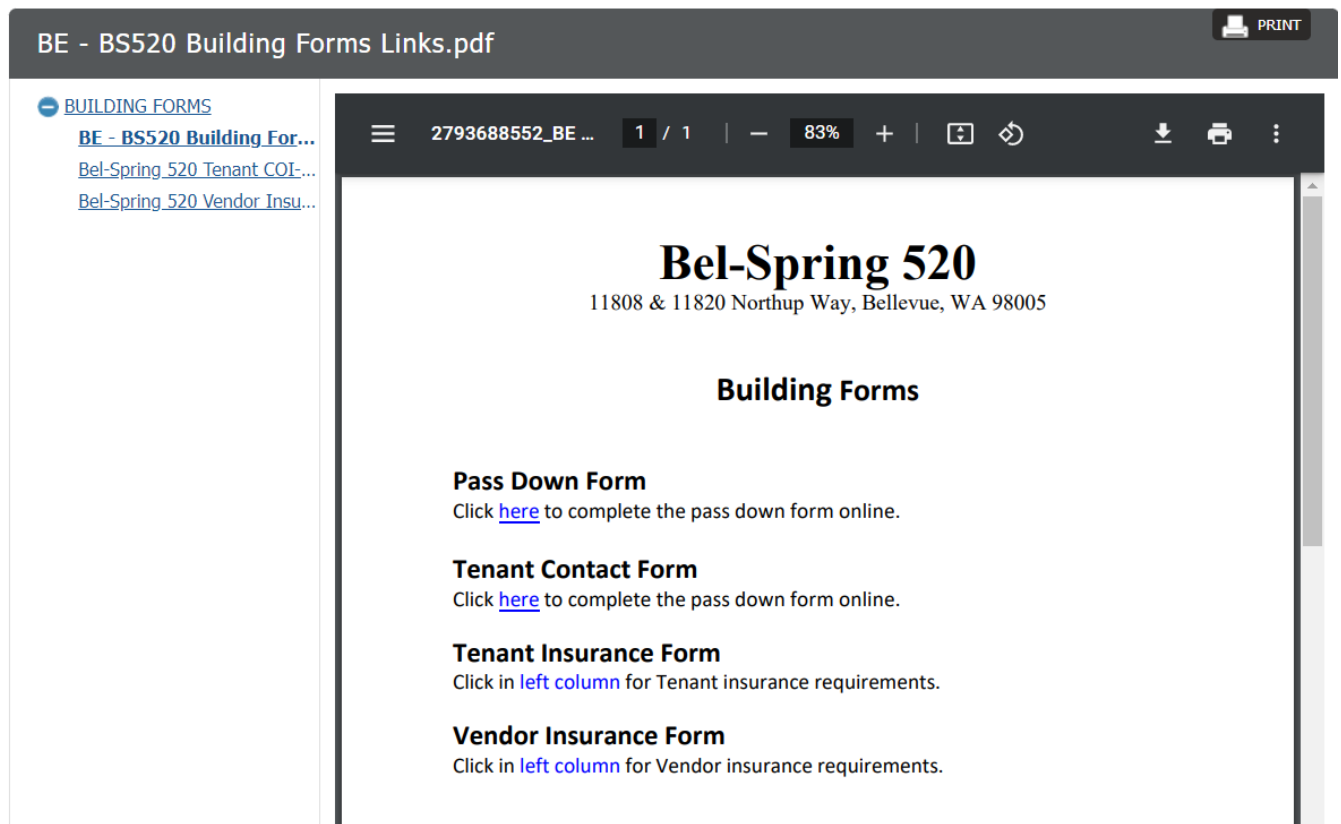


To download the requirement forms, please visit <https://belspring.buildingengines.com> and see below.

## Documents



Click on the link 'Documents' in the right-hand corner.



# Amenity Reservations

To make a reservation, please visit <https://belspring.buildingengines.com>  
Click on the link 'Resource Schedule' in the right-hand corner.  
Then click 'Create Reservation', fill out the details and click 'save'.

BEL SPRING

BS520 Test Tenant / Sign Out

AMERICAN ASSETS TRUST

BEL-SPRING 520

AMENITIES

ABOUT ATT

SUSTAINABILITY

CONTACT US

TENANT SERVICES

Work Orders

Resource Schedule

Documents



Resource Schedule

Resource(s)

MONTH

WEEK

DAY

TODAY

Oct 23 — 29, 2022

CREATE RESERVATION

Conference Room

|         | Sun 10/23 | Mon 10/24 | Tue 10/25 | Wed 10/26 | Thu 10/27 | Fri 10/28 | Sat 10/29 |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| all-day |           |           |           |           |           |           |           |

Resource Request Details

Resource.\*

Select a Resource

Additional Information:

Approval is required to finalize this request, we will send a confirmation email.

Event Name.\*

Event Type.\*

Single

Cost:

\$0.00

Start Date.\*

10/25/2022

4:45 pm

End Date.\*

10/25/2022

5:45 pm

☐ Full Day Event

Add a Comment:

Special Instructions:

SAVE

CANCEL

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 7pm |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|

## Communications Plan –

### Staff Communications

The property management team of Bel-Spring 520 will be alerted in the event of any emergency situation by either off-site monitoring or the building management system. Alarms will be sounded throughout the property to prompt the emergency evacuation plan below.

Contact information for the property staff is as follows:

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| <b>Management Office</b>                            | <b>425.749.5569</b> |
| <b>Senior Property Manager – Holly Brown</b>        | <b>206.573.3254</b> |
| <b>Assistant Property Manager – Ashley Kolarcik</b> | <b>206.485.6546</b> |
| <b>Senior Chief Engineer – Rod Cross</b>            | <b>206.573.3315</b> |
| <b>24/7 Emergency Answering Service</b>             | <b>206.731-7514</b> |

Emergency service contact information is as follows:

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Bellevue Police Department</b>     | <b>425.452.6917</b> |
| <b>Bellevue Fire Department</b>       | <b>425.452.6892</b> |
| <b>Overlake Medical Center</b>        | <b>425.688.5000</b> |
| <b>To report an electrical outage</b> | <b>888.225.5773</b> |

## Building Emergency Evacuation –

### Fire Reporting

If you should discover smoke or a fire in any area, go immediately to the nearest alarm pull box and sound the alarm. If you are not near a pull box, dial 911 on the nearest phone away from the fire, and report the fire: giving the dispatcher our address, **11808 and 11820 Northup Way, Bellevue, WA 98005** and remain on the phone until told to hang up by the dispatcher.

### Floor Plans

The floor plans for each floor will be posted in the appropriate locations for that floor. Please familiarize yourself with the floor plans of each area you frequent so that you may evacuate safely in the event of an emergency.

## Tenant Fire Wardens

Tenant Fire Wardens will be assigned by each tenant and will help show the way to the exits and notify Property Management or Fire and Rescue that the floor area they are responsible for is evacuated. See below for further details and duties.

## Fire Evacuation Instructions –

### Assembly

In the event of a fire or other emergency, following the route shown on the posted evacuation plans to leave the building, taking the stairs if you're on the 2<sup>nd</sup> or 3<sup>rd</sup> floor. Feel doors before opening them. If it is hot, do not open it. If you are exiting through smoke, crawl or stay low to the floor, for cleaner cooler air. Follow the route through the parking lot to your building's assembly area, see map. Please be sure to stay out of the fire lanes.

### Elevators

Elevators **must not** be used as a fire exit. In the event of a fire alarm, the elevators will automatically be recalled to the 1<sup>st</sup> floor and will not operate.

### Tenant Fire Warden Duties

In the event of a fire or fire drill, the Tenant Fire Wardens' primary tasks are to:

- Guide occupants to the proper escape route.
- Assist those in need of help, being aware of persons with special needs and disabilities working on the floor.
- Check the floor if it does not endanger their own safety.
- **Report to the Building Engineer that your area is clear (or if someone needs help).**

## Active Shooter Response Plan –

Upon receiving notice, Property Management will notify tenants with a group text or email (of pre-programmed contacts) and/or sounding the fire alarm, and we will call 911. To the extent possible, communications will identify the type of event, i.e., active shooter vs. fire alarm. However, regardless of the type of event, since the first preferred step is to evacuate (see below), it is recommended to follow the same steps as a fire drill as the first course of action.

To the extent possible, in this order: **Evacuate – Hide – Fight**

**Evacuate** following the evacuation same as the fire evacuation instructions above.

- Follow the emergency exit route, and if possible, help others evacuate as well.
- Leave your personal belongings.

- Keep your hands visible.
- Don't try to move wounded people.

**Hide** if evacuation isn't possible.

- Hide behind something large.
- Lock, close or blockade doors.
- Turn off lights.
- Keep quiet. Silence your phone and other sources of noise.

**Fight** only as a last option.

- If your life is in danger, you have the best chance of survival by fighting.
- Act aggressively.
- Try to incapacitate the shooter.
- Throw items and use nearby objects as weapons.
- Yell.
- Commit to your action.

## Earthquake Emergency Plan –

DROP, COVER, HOLD ON and move as little as possible.

**DROP** to the ground before the earthquake drops you.

Take **COVER** by getting under a study desk or table.

**HOLD ON** to it until the shaking stops.

## Facilities Emergency Systems –

### Medical Emergencies

Property Staff are trained in first aid, CPR and AED use.

## Weather Related Events –

Bel-Spring 520 is set up an auto deploy service for snowplowing and ice melt in the event of ice and/or snow. Staff monitor the roof and snow pile that may accumulate. In the event of accumulation, ice melt is applied, or it is removed.

## Evacuation Plan –

