

2000

MARKET BUILDING

TENANT EMERGENCY
and
OPERATIONS HANDBOOK

EMERGENCY PROCEDURES AT A GLANCE

FIRE/EVACUATION

- Always assume an alarm is real
- Do you know of two safe exit routes? **LEARN THEM**
 - If you discover fire/smoke, dial 9-1-1
- Immediately notify the Property Management Office 503-228-8666
 - Listen for and follow directions
 - DO NOT break windows
 - DO NOT use elevators
 - Stay calm
 - Be willing to help

MEDICAL EMERGENCY

- Call 9-1-1
- Immediately notify the Property Management Office at 503-228-8666
- We will meet the emergency personnel and escort them to your floor
- Go to the elevator lobby and give directions as to the location of the victim

EARTHQUAKE

- **BE CALM — REMAIN WHERE YOU ARE**
- DO NOT EVACUATE THE BUILDING until instructed to do so
- Take shelter under desk, table, in elevator lobby or stairwell
- Remain in your sheltered area until advised otherwise

ELEVATOR ENTRAPMENT

- Push the HELP button — it will connect you automatically to the Property Management Office and Security
 - AT NO TIME is there any danger to you
- DO NOT attempt to climb out of the elevator — wait for help

TABLE OF CONTENTS

SECTION I

EMERGENCY INFORMATION.....	1-1
1.1 EMERGENCY PERSONNEL.....	1-1
1.2 EMERGENCY TELEPHONE NUMBERS.....	1-2
1.3 ADDITIONAL HELPFUL NUMBERS.....	1-2

SECTION II

OPERATIONS.....	2-1
2.1 BUILDING HISTORY.....	2-1
2.2 BUILDING HOURS.....	2-1
2.3 ELEVATORS.....	2-2
2.4 HEATING/AIR CONDITIONING.....	2-3
2.5 KEYS.....	2-3
2.6 PARKING.....	2-4
2.7 SECURITY.....	2-5
2.8 PROHIBITED ACTIVITIES.....	2-5
2.9 BICYCLES.....	2-6
2.10 LOCKER ROOMS.....	2-6
2.11 STORAGE.....	2-7
2.12 VENDOR/CONTRACTOR ACCESS.....	2-7
2.13 MOVING AND DELIVERY GUIDELINES.....	2-9
2.14 SIGNS AND NOTICES.....	2-10
2.15 TENANT FUNCTIONS.....	2-10
2.16 BUILDING CONFERENCE ROOM.....	2-11
2.17 LOST AND FOUND.....	2-11
2.18 ENERGY CONSERVATION.....	2-11
FORMS.....	2-12
TENANT INFORMATION AND EMERGENCY CONTACTS.....	2-13
HVAC REQUEST.....	2-14
LOCKERS/SHOWER ROOMS.....	2-15
MISCELLANEOUS CHARGES PRICE LIST.....	2-16

SECTION III

SERVICES.....	3-1
3.1 MAIL SERVICE.....	3-1
3.2 TAXI SERVICE.....	3-1
3.3 CLEANING SERVICES.....	3-1
3.4 BANKING SERVICES.....	3-1
3.5 RECYCLING SERVICE.....	3-2
3.6 CAR WASH SERVICE.....	3-2
3.7 RETAIL TENANTS (Lobby Level).....	3-2
3.8 RETAIL TENANTS (Plaza Level).....	3-3

SECTION IV

FIRE SAFETY AND FLOOR WARDENS.....	4-1
4.1 FIRE SAFETY DIRECTOR.....	4-1
4.2 DUTIES OF FIRE SAFETY DIRECTOR.....	4-1
4.3 DUTIES OF FLOOR WARDENS.....	4-2
4.4 DUTIES OF TENANTS.....	4-2
4.5 EVACUATION CHECK-IN LOCATION MAP.....	4-4

SECTION V

FIRE EMERGENCY PROCEDURES.....5-1
5.1 FIRE EMERGENCY PROCEDURES FOR TENANTS.....5-1

SECTION VI

6.1 FIRE PREVENTION.....6-1
6.1 HAZARDS.....6-1
6.2 FIRE PREVENTION GUIDELINES FOR THE HOLIDAY SEASON.....6-1

SECTION VII

OTHER EMERGENCY SITUATIONS.....7-1
7.1 MEDICAL EMERGENCIES.....7-1
7.2 BOMB THREATS.....7-1
7.3 CIVIL DEFENSE EMERGENCIES AND DISTURBANCES.....7-4
7.4 POWER FAILURES.....7-5
7.5 WATER LEAKS AND FLOODING.....7-6
7.6 EARTHQUAKE.....7-6
7.7 ELEVATOR ENTRAPMENT.....7-7
7.8 ROOF EVACUATION AND RESCUE.....7-7
7.9 NIGHT OR WEEKEND EMERGENCIES.....7-7

SECTION I

EMERGENCY INFORMATION

EMERGENCY INFORMATION

1.1 EMERGENCY PERSONNEL

All Property Management personnel may be reached by calling the Property Management Office located in Suite 1720, telephone 503-228-8666.

Property Management Company
Cushman and Wakefield of Oregon

Property Manager
Sheryl Scali

Chief Building Engineer
Mark Montgomery

Chief of Security
Tom McDermott

Management Office Staff
Jamie Shelton Martell, Assistant Property Manager
Debbi Bricco, Financial Accountant

Building Engineers
Eric Hutchman

Day Porters
Sandy Nystrom
Jose Mora

1.2 EMERGENCY TELEPHONE NUMBERS

POLICE -----	911
Non-Emergency -----	503-823-3333
Information & Referral -----	503-823-4636
FIRE/POLICE/MEDICAL -----	911
Non-Emergency & Information -----	503-823-3700
AMBULANCE -----	911
HOSPITALS	
Legacy Emmanuel, 2801 N Gantenbein -----	503-413-2200
Legacy Good Samaritan, 1015 NW 22nd -----	503-413-7711
OHSU, 3181 SW Sam Jackson Park Rd -----	503-494-8311
Providence Portland, 4805 NE Glisan -----	503-215-1111
Providence St. Vincent, 9205 SW Barnes Rd -----	503-216-1234
FBI -----	503-224-4181
POISON CONTROL CENTER -----	503-494-8968
SECURITY -----	503-228-8668
PROPERTY MANAGEMENT OFFICE -----	503-228-8666
CLEAN & SAFE (transients, homeless, suspicious persons)	503-224-7383

1.3 ADDITIONAL HELPFUL NUMBERS

U.S. WEATHER SERVICE -----	503-261-9247
ROAD CONDITIONS -----	1-503-976-7277
MAX LIGHT RAIL SCHEDULES -----	503-22-TRAIN
TRI-MET INFORMATION -----	503-238-RIDE

SECTION II

OPERATIONS

OPERATIONS

2.1 BUILDING HISTORY

Russell Development Company, Inc. purchased the 200 Market Building in late 1988 from its original owners. A two-year total renovation program was begun immediately and was completed by year-end 1990.

The program brought the building's systems (heating, cooling, ventilation, electrical distribution, communications, and life safety) to state-of-the-art standards. Renovation also included asbestos abatement and complete replacement of tenant finishes.

Public areas were transformed. The Market Street frontage features a central canopy skylight entrance and a one-third acre brick pedestrian plaza. Travertine marble establish a theme for the main lobby and Oriental carpets laid over Travertine marble on some of the upper-floor tenant lobbies.

The real estate fundamentals of the building remain exceptional:

- It is large for market impact and economy of operation
- Its floor size (19,000 rsf) is ideal by current Portland standards
- Its views are exceptional in virtually all directions and from all levels
- Its parking ratio is twice that allowed by current code (and therefore has the most parking per sq. ft. of any downtown building)
- Its location is ideal for access to both the north-south and east-west freeway systems
- The two-acre site is surrounded by prominent parks

2.2 BUILDING HOURS

2.2.1 Regular Hours

Monday - Friday

5:30 a.m. - 6:30 p.m.

If you wish to enter the building during hours other than those stated above, please enter through the P-1 (ground) level, taking the elevator to the lobby security desk. Please bear in mind that your name must appear on the security list for your company if you are to be allowed admittance to the building after hours. In addition, if the Security Officer requests it, you should be prepared to present personal identification.

For the safety of all persons occupying the building, the Security Officer maintains a "sign-in" and "sign-out" list of all persons entering and leaving the building after regular business hours. All persons should sign this list. If you are working in the building during normal building hours and continue to stay in the building during non-building hours, you should alert Security. This is not mandatory, but will help building and emergency personnel determine who is in the building should an emergency occur.

Please Note: Arrangements for admittance of any person whose name does not appear on your security list must be made in advance through the Property Management Office.

2.2.2 Holiday Schedule

The building will be closed on the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day and the Friday after	
Christmas Day	

You will be notified of additional days in advance.

2.2.3 Closure

Due to a disaster, power failure or major weather condition, Property Management may determine that the building should not be occupied.

If there is a questionable situation as to whether the building will be open, tenants may call the building emergency Line at **503-276-5314**.

A taped message will announce if and when the building will be safe for occupancy. This is not a voicemail line and will not receive any messages from the caller.

2.3 ELEVATORS

All elevators are equipped with emergency HELP BUTTONS. The HELP BUTTON will ring Security and the Property Management Office.

Please use the help call button at any time you have difficulty with the elevators. The elevator number is posted on the top right side panel above the floor buttons.

2.3.1 Freight Elevator Usage

The freight elevator can be used Monday through Friday prior to 6:00 a.m. and after 6:00 p.m. On Saturday and Sundays the elevator is available all day. Please make arrangements through the Property Management Office. If the need exists, we will help locate temporary storage. The *Moving and Delivery Guidelines* located in Section 2.13 provides detailed information for your moving vendor.

2.4 HEATING/AIR CONDITIONING

Cooling is obtained from two enclosed cooling towers contained in the mechanical penthouse.

Each floor has a 46-ton Trane compressor/fan unit on the west side of the building core, supplying cooling air to double sound-insulated loop ducts. These ducts then supply multiple thermostatically controlled variable-air-volume boxes to suit tenant requirements. Double-slot diffusers supply perimeter air.

The heating source is hot water piped throughout the building from double gas-fired boilers to heating coils in each fan-powered box.

Each floor's operating hours can be set independently from those of other floors. Supplemental cooling for computer rooms can be easily supplied by heat pumps utilizing the same tower risers as the floor units.

Due to solar radiation through the glass, you will find your office more comfortable if you draw the drapes or blinds on either warm or cold days. Drapes and blinds will be drawn nightly by the janitorial service. Proper operation of the air conditioning system is based on the drapes and blinds being in the drawn position during extreme temperatures.

If you require any assistance or additional information regarding the operation of the heating/air conditioning within your suite, please call the Property Management Office. Standard hours for operation are 8:00 a.m. through 5:00 p.m., Monday through Friday. For additional HVAC on weekends or after-hours, please use the HVAC Request form located at the end of this Section.

The use of space heaters is strictly prohibited.

2.5 KEYS

You have been provided with two keys to each lockset in your suite. Additional keys may be obtained from the Property Management Office for a minimal charge.

If you wish the locksets within your suite changed or specially keyed, please contact the Property Management Office. We will arrange to have the work performed and an invoice for the cost will be presented to you with your next rental invoice.

2.6 PARKING

The three lower levels of the building have been developed for your parking convenience. The street level area is P-1 (ground), the first level below ground is P-2, and the bottom level is P-3.

Star Park operates the parking facility in the 200 Market Building. They may be reached by calling the following telephone number: 503-223-4128 (Star Park's main office).

Parking may be available on a reserved or non-reserved monthly basis through the Property Management Office. Please call 503-228-8666 for information.

Valet parking is provided for your clients between 7:30 a.m. and 5:00 p.m. Arrangements for validating the parking charges of your clients can be made with the Property Management Office. Clients may park their own cars or have the valet park their cars for them. If you are a monthly parker and are unable to find a parking spot, take your car to the valet and they will park it for you.

2.6.1 Parking Attendant Hours

Monday - Friday	7:00 a.m. - 9:00 p.m.
Saturday/Sunday/National Holidays	Closed

2.6.2 Monthly Parking Entrance and Exit Gate Operation

A small card reader pad is located directly within the garage entry to your left as you approach either the exit or entrance gates. To operate, simply hold your key card parallel to the sensor pad and the gate will open. A low pitch beep will sound as the sensor scans your card. The gate will close automatically after you pass beneath it. The reader will not allow the gate to open if you are entering and did not last use your card for exiting, and vice-versa.

A secondary exit is provided at the east loading dock area. It is only available for exit between 4:00 p.m. and 6:00 p.m. A large lighted green sign at the north entry to the P-1 elevator lobby will indicate if the exit is operating.

2.6.3 No Parking Zones

No parking is permitted on the brick plaza and sidewalk in front of the 200 Market Building. City codes control the area and do not allow parking of private vehicles. Please ask your visitors to park inside the garage. The turnaround is available for drop-off traffic only. It is not a loading zone. *All cars in the turnaround must be attended.*

2.6.4 Loading Zone

A loading zone area is provided on the east side of the building and all deliveries should be directed to this area. Please note our freight elevator hours in Section 2.4.1.

2.6.5 Key Cards

Key cards allowing access to the parking garage are issued only to those people within the building who park on a monthly basis. Key cards are also issued for after-hour's elevator access to your floor. There is a non-refundable fee of \$10 for each card. If a card is lost, arrangements can be made through the Property Management Office for issuance of a new card. All lost or stolen cards should be reported. The fee is \$10.00 to purchase a replacement card. The Property Management office should also be notified when the automobile registered to your access key card has changed.

2.7 SECURITY

Several measures have been taken to maintain security of your occupancy in 200 Market Building.

2.7.1 Officers

A Security Officer is located on the lobby level 24 hours a day. If he/she is away from the security desk on rounds, he/she can be contacted by phone by picking up the automatic-dial telephone provided on the top of the security desk. This phone will ring the Officer's cellular phone.

Throughout the night and on weekends, an Officer periodically checks the entry doors of each suite. If your office door is found open or unlocked, the Officer will investigate. If serious damage or theft is discovered, the incident will be reported to you immediately. **(See Tenant Information and Emergency Contacts form at the end of this Section.)**

2.7.2 Tenant Security List

An alphabetized list (last name first) of your employees who are authorized to enter the building after normal business hours should be provided to the Property Management Office for use by the Security Officers. Any changes in the list should be reported immediately to the Property Management Office. Tenants who have regular turnover in employees should provide the Property Management Office with an updated list on a regular basis.

PROHIBITED ACTIVITIES

The following will not be allowed inside the building:

- Solicitors
- Bicycles/Scooters
- Pets/Animals (exception: Service Animals)
- Weapons
- Loud Music
- Space Heaters
- Pallet Jacks
- Smoking

2.8.1 Solicitors

For your peace and quiet enjoyment, we have a firm rule against all non-office-related solicitors. Please notify the Property Management Office immediately if you know of or suspect unauthorized soliciting.

2.8.2 Smoking

Smoking in and on the building property is prohibited. No smoking is allowed in the P-1, P-2 or P-3 garage areas, the plaza, or any common areas. The 200 Market Building's LEED Gold designation prohibits smoking within 25 feet of air intakes or entrances to the building.

2.9 BICYCLES

Bicycles are not allowed in the building at any time. Bikes are not to be attached to trees or grates in front of the building.

Bicycle Rack Locations

200 MARKET	Maximum Bikes
Two racks in front of the turnaround on Market Street	4
Five racks adjacent to the Loading Dock entry by Giffords	10
Large rack inside the parking garage entrance next to the exit lane	34
Reserved for Bike Messengers: One rack at the base of the escalators	2

100 MARKET	Maximum Bikes
In front of Woolworth Building	6
Woolworth Parking Garage – 1 st Floor Level	11
Loading Dock Area next to Main Entrance of the 100 Market Building	8

2.10 LOCKER ROOMS

Complimentary showers and day-use lockers are available for all 200 Market Building tenants. The Locker/Shower Rooms are located in the 170 hallway across from the building conference room. Lockers can be rented on a permanent basis for a small fee. The locker rental form is located in the forms section. See the Property Management Office for more information.

2.11 STORAGE

Numerous storage closets of varying sizes are located throughout the building. Please contact the Property Management Office for availability.

2.12 VENDOR/CONTRACTOR ACCESS

There may be times when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Property Management Office including:

- Company name
- Names of all people who will be doing work
- Dates(s) and time(s) work will be performed
- Description of the work being done
- Freight elevator usage (if needed)

2.12.1 Standards and Specifications for Telecommunications Vendors

A. Access:

- Contractors and carriers must have a Certificate of Insurance on file with the 200 Market Property Management Office.
- Approved parties requiring access shall check in at the security desk prior to accessing telecom spaces.
- Picture ID or driver's license and company ID are required. Security shall require parties needing access to leave their driver's license at the desk for exchange of keys and a Work Order Form. Participants must also sign in on the Contractor's Log.
- Upon completion of work, parties shall complete the Work Order Form, identifying type of work performed in exchange for their license.
- For after-hours access, tenant must contact the Property Management Office or Security.
- A low-voltage license is required for any work performed in common telecom access spaces.
- A \$500 fee will be charged to any party that loses telecom space keys.

B. Installations:

All installations in common spaces at the 200 Market Building are to be scheduled through the Property Management Office during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

Contractors shall provide driver's license or picture ID in exchange for Work Order Form and keys.

All installations of new cables, conduits or hardware shall require prior approval from the 200 Market Property Management. All work involving cables, conduits, wires and hardware shall be subject to Property Management approval.

All activity to add or delete copper or fiber jumpers is to be completed on the Work Order Form.

Troubleshooting activity is to be NOTED on the Work Order Form.

All cables and wires shall be placed in cable management systems. Orderly cable and wire management shall be performed in a professional manner according to industry standards and codes.

All newly placed cables shall be labeled to meet the 200 Market Building Standards and Specifications.

All cable that is separate from the risers and passes through one or more floors shall be labeled on all floors.

All new installations shall meet or exceed Cat 5 TIA/EIA Standards.

All installations shall comply with building codes, National Electric Code (NEC), National Electric Safety Code (NESC), National Fire Protection Association (NFPA) requirements and recommendations, Network Equipment-Building Systems (NEBS), and TIA/EIA standards and 200 Market Building Standards and Specifications.

All work shall be performed in a clean and orderly fashion; leaving workspaces clean of debris. All debris should be removed from the site.

Contractors shall have at least one journeyman low-voltage technician on jobs at 200 Market Building for all installations.

Contractor shall keep records of all identified cable, pairs, circuits and services in field notes. These records shall be turned over to the Property Management Office. As-built diagrams, and/or notes shall also be provided to the Property Management Office.

ALL ACTIVE SERVICE AT 200 MARKET BUILDING MUST BE IDENTIFIED ON THE WORK ORDER.

C. Rooftop:

- Access to the roof or penthouse must be approved by the Property Management Office.
- No items shall be attached to the roof or penthouse.
- Protection of the roof at all times from damage or penetration is required.
- The Property Management Office must approve wall-mounted antennas.
- Rooftop access is limited to Monday through Friday, 8:00 a.m. to 5 p.m.

2.10.2 Insurance Requirements for Vendors

- Certificates of Insurance providing evidence of commercial general liability occurrence insurance with limits of not less than \$1,000,000 are required.
- If vendor will be parking in the building garage, evidence of automobile insurance with limits of not less than \$1,000,000 will be required.
- Insurance Certificates should name the landlord and managing agent as additional insured:
200 Market Associates Limited Partnership and Cushman & Wakefield of Oregon, 200 SW Market Street, Suite 1720, Portland, Oregon 97201.
- Evidence of Workers' Compensation Insurance is required.

2.13 MOVING AND DELIVERY GUIDELINES

The moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move, as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move.

- Notify us as soon as possible as to the date and time of your scheduled move. The Property Manager must clear all moving arrangements.
- Office moves may only occur on the weekends or after 6 p.m. Monday through Friday. Small deliveries may be taken by elevator before 6:00 a.m., between 8:40 a.m. and 11:30 a.m., and again from 1:30 p.m. to 3:30 p.m. or after 6:00 p.m.
 - No pallet jacks are allowed in the building.

- The loading dock on the east side of the building is the only entrance permitted for large moves. Access to the freight elevators from the loading dock is across the garage level to the elevator lobby. We strongly encourage you to reserve this area for all large moves and deliveries. Property Management must authorize any exceptions to this entry point. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.
- The moving contractor must provide a Certificate of Insurance prior to the move. The mover must be bonded and carry a minimum of \$1 million combined single limit, property damage, and public liability insurance. We suggest that you secure a Certificate of Insurance for your firm as well.
- Large moves must be handled only in padded elevators. Your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage, pad or otherwise protect all entrances, doorways and walls affected by the move. Cover all floors traversed during the move with appropriate material. Security will conduct an inspection with the tenant before and after the move.
- We ask that your moving contractor report any electrical problems or equipment breakdowns that occur during the move that may affect building operation. They are also responsible for removing all trash and bulky packing cartons.
- Our building has a "No Smoking" policy. Moving crewmembers are not permitted to smoke in any area of the building.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway.

SIGNS AND NOTICES

All signage being displayed outside your suite must be coordinated through the management office. If you wish to display a sign or notice in any public area of the building, prior written approval from the management office is required.

TENANT FUNCTIONS AND GUIDELINES

If you are planning a function (e.g., party, reception), please notify the management office at least two weeks in advance. The management office maintains certain policies and procedures that assist in coordinating events and limiting liability of the building. The management office may ask for the following: date and time of event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificates of insurance. A function may not be held in the common areas or on the building grounds without prior management approval.

2.16 BUILDING CONFERENCE ROOM

The Building Conference Room is a building amenity for the tenants of the 200 Market Building. Scheduling is managed by the Portland Business Alliance with usage on a first-come-first-served basis.

Currently, it is available from 7:00 a.m. 5:00 p.m., Monday through Friday, except holidays. The room will be locked when there is not a meeting scheduled. Meetings occurring outside of these hours must be approved by the building management in advance.

ROOM SCHEDULING

The meeting coordinator must contact either Trish (tpresting@portlandalliance.com) or B.J. (bbachmeier@portlandalliance.com) from the Portland Business Alliance by email or by phone at 503 224-8684 to schedule your meeting. The meeting coordinator name and/or a contact name, phone number and suite number will be required at that time. The contact name must be someone present during the meeting. Meetings can be scheduled up to three months in advance.

LOST AND FOUND

Please report any lost or found items to the management office in suite 1720.

ENERGY CONSERVATION

Tenants can assist in our efforts to reduce building operating costs through energy conservation. Please make a special effort to educate your employees about the importance of using energy wisely.

Following are examples of how your employees can help in our efforts to reduce energy costs:

- Window treatments should be closed during those times when there is direct sun (including weekends).
- Employees should be reminded to turn off all lights, computers, copiers, etc., when not in use or before leaving for the evening or weekend.

FORMS

TENANT INFORMATION AND EMERGENCY CONTACTS

TENANT: _____

SUITE: _____ PHONE: _____ FAX: _____

OFFICE MANAGER: _____ PHONE: _____

E-MAIL: _____

AFTER-HOURS EMERGENCY CONTACTS:

1. Name: _____

Title: _____

Home Phone: (_____) _____ Cell Ph: _____

2. Name: _____

Title: _____

Home Phone: (_____) _____ Cell Ph: _____

3. Name: _____

Title: _____

Home Phone: (_____) _____ Cell Ph: _____

Submitted by:

Signature: _____ Date: _____

PLEASE RETURN IMMEDIATELY TO THE PROPERTY MANAGEMENT OFFICE

200

MARKET BUILDING

***THIS NOTICE MUST BE IN THE PROPERTY MANAGEMENT OFFICE
BY 4 P.M.ON DAY OF REQUEST,
OR 4 P.M. ON FRIDAY FOR THE WEEKEND. ****

DATE:

**TO: 200 MARKET PROPERTY MANAGEMENT, SUITE 1720
FAX: 503-227-2549**

SUBJECT: REQUEST FOR EXTRA HEATING/AIR CONDITIONING

Please provide additional HVAC for _____ in Suite _____
(Company Name)

on _____, from the hours of _____ a.m./p.m. to _____ a.m./p.m.
(date) (start time) (end time)

I understand we will be billed at the rate of \$25.00 per hour for this extra heating/cooling.

Signature

Title

Phone Number (IMPORTANT)

*** Requests received after the deadline will be charged at \$45.00 per hour**

**Application for Locker Rental
200 MARKET BUILDING**

Date: _____

Name: _____

Company: _____ Suite #: _____

Email Address: _____

Phone #: _____

Lockers are rented in six month increments. Cost for six months is \$40 for small lockers and \$60 for large lockers. Lockers will be issued upon payment of six months rent and will be billed semi-annually in increments of six months. No refunds or prorations will be allowed. Payments delinquent more than 10 days will have rental privileges revoked and the lock removed.

Agreed and accepted:

Signature: _____

200 Market Building Property Management is not responsible for lost or stolen items.

Company Use Only:

Locker #: _____

Locker size: _____

Paid 6 months/check #: _____

Date received by Accounting: _____

Tenant #: _____

200

MARKET BUILDING

Miscellaneous Charges - Price List

October 2010

Item	Rate	Unit
Access Card	\$10.00	/each
After-Hours HVAC	\$25.00	/hour
After-Hours HVAC - Late Request	\$45.00	/hour
Duplicate key	\$2.50	/each *
Engineer Labor - Straight Time	\$50.00	/hour
Key cylinder Change (includes 2 keys)	\$10.00	/each *
Lockset - New	\$298.00	/each *^
Lockset - Used (If Available)	\$125.00	/each *
Parking Validation - 1-Hr Sticker	\$5.00	/each
Parking Validation - All-day Sticker	\$15.00	/each
Passage/Latch Set - New	\$225.00	/each *^
Passage/Latch Set - Used	\$112.50	/each *
Specialized Lamps & Ballasts	Based on actual cost	*

*10% Building Supervision Fee applies

^Approximate - Based on current Market Value

SECTION III

SERVICES

SERVICES

3.1 MAIL SERVICE

Daily pick-up and delivery schedules are subject to change by the Post Office and are based upon occupancy and demand within the area. Property Management will notify all tenants in the building of schedule changes as soon as they are announced by the Post Office.

All mail should be deposited in the cooperative drop boxes located on the P-1 Level.

Various express mail service drop boxes are located outside the mail vestibule. Please check each service for their pickup times.

3.2 TAXI SERVICE

Radio Cab 503-227-1212, Broadway Cab 503-227-1234, or Pacific Cascade Towncar 503-234-2400

Broadway Cab Company and Radio Cab Company both serve the 200 Market Building and the south auditorium urban renewal area. A call to either of the above numbers will bring a quick response.

3.3 CLEANING SERVICES

The 200 Market Building is cleaned nightly, Monday through Friday, by a commercial contract janitorial firm. If you have any questions or comments regarding the cleaning of your suite, please call the Property Management Office.

The exterior surface of the perimeter windows will be cleaned three (3) times a year. Interior window surfaces will be cleaned two (2) times a year.

3.4 BANKING SERVICES

Key Bank provides banking facilities on the lobby level of the 200 Market Building. An automatic teller machine is located at the base of the escalators on the plaza and in the lobby of Key Bank.

Bank hours are:

9:00 a.m. to 5:00 p.m., Monday through Friday

3.5 RECYCLING SERVICES

The 200 Market Building strongly encourages all tenants to recycle. "WOW" boxes exclusively for paper recycling are provided for every desk in the building and will be emptied by the janitorial staff when placed out from under desks. Contact the Property Management Office for boxes. Shredding should be placed in garbage bags and cardboard should be flattened and left by the garbage receptacle for the janitorial staff to pick up.

Plastic bottles and cans can be recycled in one container. Glass is required to be collected separately. Tenants provide the containers and labels can be obtained by contacting the Property Management Office.

Electronic equipment, monitors, keyboards etc are not to be disposed of in the garbage. Tenants are responsible for disposal. Check www.earth911.com for recyclers in the area.

Batteries can be recycled by bringing them to the Property Management Office.

The 200 Market Building has a kitchen food waste recycling program in place. Contact the Property Management Office for information on obtaining approved containers and bags.

3.6 CAR WASH SERVICE

Exterior car washes are available for \$10.00. Reservations are made through the parking attendant at the valet booth.

3.7 RETAIL TENANTS (Lobby Level)

Matthew's Salon	503-224-1283
River's Edge Café and Catering	503-222-0232
Key Bank	503-274-1287
The Eye Group Associates	503-223-8147
200 Gift Shop	503-243-1003
Oregon Executive MBA	503-276-3622
200 Market Conference Room Reservations	503-224-8684

3.8 RETAIL TENANTS (Plaza Level)

Carafe	503-248-0004
Alphagraphics	503-248-0666
Gifford's Florist	503-222-5029
Restaurant Murata	503-227-0080
Kobos	503-221-0418

SECTION IV

FIRE SAFETY AND FLOOR WARDENS

FIRE SAFETY AND FLOOR WARDENS

4.1 FIRE SAFETY DIRECTOR

4.1.1 Fire Safety Director

Sheryl ScaliProperty Manager
503-228-8666

4.1.2 Alternate Directors

Mark Montgomery Chief Engineer
Eric Hutchman Engineer
503-228-8666

Tom McDermott Chief of Security
503-228-8668

4.2 DUTIES OF FIRE SAFETY DIRECTOR

1.
 - A. Locate source of alarm
 - B. Determine status (is it real or false?)
 - i) If false: Silence alarms, notify security and make appropriate announcement
 - ii) If real: Do not silence alarm — if pull box alarm, assume it is real
2. Be available at Market Street entry to meet Portland Fire Department for status report
3. Note any problems indicated by Floor Wardens and inform Fire Department if necessary
4. Help evacuate people from the stairwells
5. Notify Floor Wardens and tenants congregated at the designated check-in locations when it is safe to re-enter the building

4.3 DUTIES OF FLOOR WARDENS

1. Direct occupants away from elevators and toward the stairwells
2. Keep occupants calm — reduce risk of panic
3. Remind occupants of their check-in locations
4. Check all doors for occupants who may not be following evacuation procedures
5. Insure that all corridor doors remain closed
6. Provide assistance to handicapped individuals. An individual from the same office will have been previously assigned to the handicapped person. It is the responsibility of each Floor Warden or his/her alternate to provide assistance to these people and to any visiting handicapped individuals until the fire department or properly trained emergency personnel can evacuate them from the building.
7. Following complete floor evacuation, proceed to designated check-in point for a head count of all tenants from his/her floor.
8. Meet with Fire Safety Director or alternates at the designated control area to provide a complete status report.

Two Floor Wardens and alternates shall represent each full floor tenant. Multi-tenant floors may have as many as one warden and alternate per tenant. Floor wardens will wear armbands or safety vests for identification.

4.4 DUTIES OF TENANTS

1. Follow instructions of Floor Warden
2. Evacuate safely and quickly
3. Meet at check-in for further instructions
4. Read and know the Tenant Handbook

When an actual fire situation occurs or the Fire Safety Director calls a fire drill, an alarm will be heard on the fire floor, the floor directly above and the floor directly below. Tenants will hear a fire tone signal. They should remain calm and listen for a pre-recorded message and/or verbal instructions over the public address system. If it is a false alarm, an announcement will be made over the public address system.

If a fire is witnessed, evacuation should begin immediately.

Tenants should evacuate as directed. They should proceed to the exit stairwells leading to the lobby. Once in the lobby, tenants should use the south exit first and if not possible, use the closest exit. The north exit should be the last alternative as fire equipment may be coming into the building from that entrance. Tenants should proceed to their designated area after exiting the building and remain in this area until their Floor Warden or the Fire Safety Director tells them that they may return to the building.

If you are unable to exit the building through the lobby, proceed to P-1 and exit through P-1.




The roof is locked at all times for security purposes and tenants should not attempt to reach the roof. However, if exiting the lower portion of the building is not possible, the roof door locks will automatically release to allow entry to the roof. *Note: the roof exit should only be used if all other exit routes are blocked.* Do not break windows because the oxygen may feed any existing fire. At all times, listen to the Fire Safety Director.

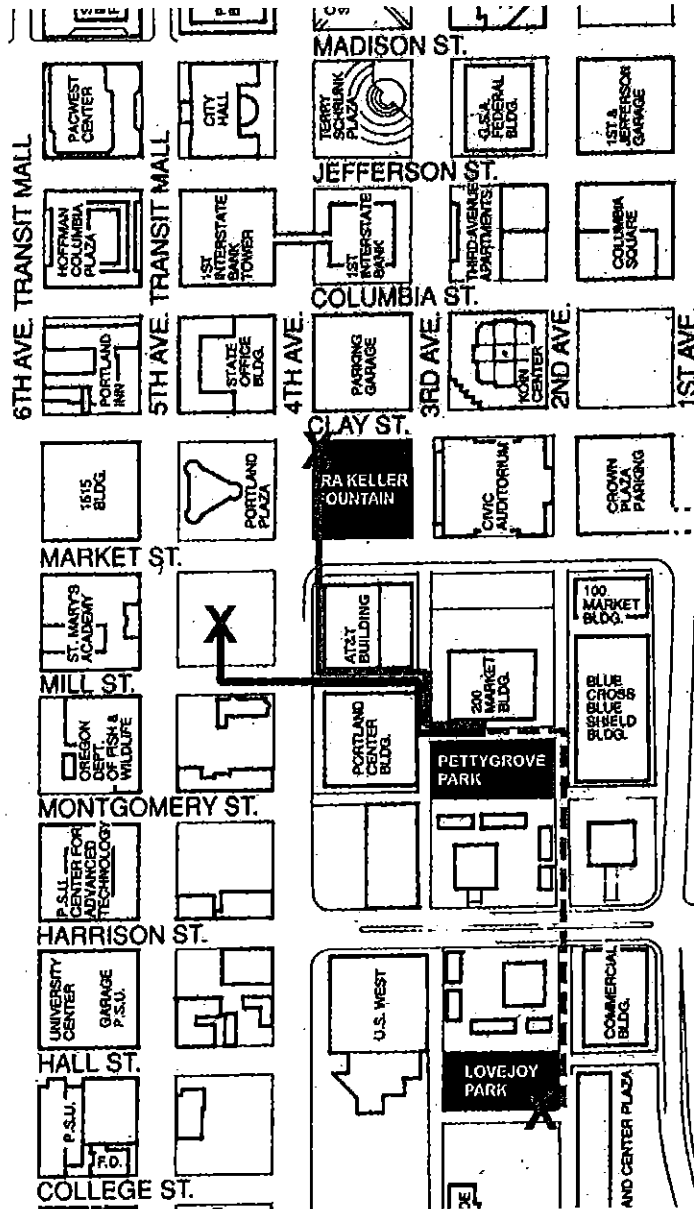
If tenants on floors not directly above or below the sounding alarm should happen to hear the alarm through the stairwell, they should also evacuate the building. Tenants should not be disturbed if they can't hear the alarm clearly. The alarm may be occurring on a floor that is not directly above or below. However, the best action is that of evacuation.

Note: No one will be allowed to enter the building or access the floors during the evacuation.

4.5 EVACUATION CHECK-IN LOCATION MAP

EVACUATION ROUTES

-  Floors Ground through 5, Ira Keller Fountain
-  Floors 6 through 11, St. Mary's Parking Lot
-  Floors 12 through 19, Lovejoy Park



EVACUATION AREA MAP

SECTION V

FIRE EMERGENCY PROCEDURES

FIRE EMERGENCY PROCEDURES

5.1 FIRE EMERGENCY PROCEDURES FOR TENANTS

8. Always assume an alarm is real.
 9. Read and learn the Tenant Emergency Procedures Manual and keep it accessible.
 10. Participate in all drills and training.
 11. Know at least two safe exit routes, prior to an emergency.
 12. Take time to familiarize yourself with the stairwells prior to an emergency.
 13. IF YOU ARE THE ONE TO DISCOVER FIRE OR SMOKE:
 1. Notify the Fire Department (911) and Property Management Office (503-228-8666)
 2. Alert and remove people in immediate danger
 3. Begin evacuation procedures — do not use the elevators
 4. Listen for and follow directions of the Floor Wardens, building staff or Fire Department
 5. Stay calm — walk
 6. Once in the stairwells, stay to the right, holding the handrail and allow others to enter the stairwell, but don't block traffic. Watch for handicapped individuals who may be in the stairwells.
- 2 IF YOU ARE IN AN ENCLOSED OFFICE OR ROOM WHEN AN ALARM HAS SOUNDED, FIRST FEEL THE DOOR WITH THE BACK OF YOUR HAND(S):
1. IF THE DOOR IS WARM:
 - a. Do not open the door.
 - Call the Fire Department (911), and the Property Management Office (503-228-8666) or Security (503-228-8668) notifying them of your exact location
 - Place a cloth along the bottom of the door to keep out smoke — close as many doors as possible between you and the fire or smoke
 - Place a sign on the window for the fire fighters to see
 - Stay calm and wait to be rescued — you will be found
 - Do not break the window

2 IF THE DOOR IS COOL:

- a. Open cautiously, be prepared to close it if there is excessive smoke.
- b. Proceed to exit, stay low and keep eyes closed as much as possible if smoke is present.

If you or anyone in your office will need assistance in evacuating because of sight or hearing impairment, notify Property Management (503-228-8666) or Security at (503-228-8668) so that we can assist with evacuation. This should occur only if those assigned from your office cannot assist.

REMEMBER: Be prepared — Get involved — Be willing to help if necessary

SECTION VI

FIRE PREVENTION

FIRE PREVENTION

6.1 HAZARDS

1. Do not allow accumulation of trash or waste material that is flammable.
2. Throwing trash, empty boxes and packaging material in the stairways and halls is NOT PERMITTED.
3. Do not empty ashtrays into wastebaskets that contain paper or other flammable materials. Do not throw cigarette butts into wastebaskets or onto rugs whether in suites or hallways.
4. In the event a wastebasket catches fire and no water is available, turn an empty wastebasket over the burning fire. If handled correctly, the fire will extinguish without oxygen.
5. Keep wastebaskets away from draperies.
6. Do not use space heaters.

YOU CAN HELP BY KEEPING YOUR AREA FREE OF THESE HAZARDS

6.2 FIRE PREVENTION GUIDELINES FOR THE HOLIDAY SEASON

- When selecting your tree, it is best to select a Spruce or Noble over a Douglas Fir. Spruce and Nobles do not dry out as quickly.
- All decorations should be non-combustible. It is recommended that foliage be treated with "Wilt-Proof" as opposed to a flame retardant. Flame retardant actually dry out the decorations.
- Natural trees and vegetation should be fresh and **removed** from the premises when reaching a dry or brittle condition. Trees should have new stump or butt cut and should be immersed in water.
- Lighting on natural trees and vegetation should be indirect or by spotlight without cords or bulbs making physical contact. Metal trees should not have lighting.
- Corridors, stairways and exitways should be kept clear at all times.
- Extension cords should be of the UL fused-type and unplugged at the end of the business day. Please assign an employee to unplug the cords.
- Two (2) size 10 ABC-rated fire extinguishers need to be immediately accessible to be used on the tree.

- Trees should be removed at the earliest date after the holidays. The proper disposal method entails removing all limbs and placing them in the trash room on the P-1 level of the building. Trees are not to be removed without the limbs being removed first. If you prefer, we will provide for removal and disposal of your tree for a modest fee. Please contact the Property Management Office to make arrangements.
- Please help us keep the elevators and carpet clean by covering the tree when bringing it in and out of the building.

SECTION VII

OTHER EMERGENCY SITUATIONS

OTHER EMERGENCY SITUATIONS

7.1 MEDICAL EMERGENCIES

Call 911 and then call the 200 Market Property Management Office at 503-228-8666 to let the building staff know of the medical emergency. *The building staff will meet rescue units and assist in showing them the way to the location of the emergency.*

When you call, give the following information:

- Location of victim
- Is the person conscious?
- Is the person breathing?
- Is the person bleeding?
- Street number of the building
- Company name and suite number

Go to the elevator lobby to direct building staff and emergency personnel to the location of the person within your suite.

PROPERTY MANAGEMENT OFFICE: Suite 1720
503-228-8666

BUILDING STREET ADDRESS: 200 S.W. Market Street

7.2 BOMB THREATS

A switchboard operator, receptionist or secretary will receive most bomb threats. The person or persons assigned to these positions should be familiar with this potential problem. The bomb threat checklist in Section 8.2.2 should be distributed to all personnel.

8.2.1 Instructions

IF YOU RECEIVE A BOMB THREAT, NOTIFY YOUR SUPERVISOR AND CALL 911 AND PROPERTY MANAGEMENT AT 503-228-8666. AFTER HOURS, CALL SECURITY AT 503-228-8668. THEY WILL GIVE YOU INSTRUCTIONS.

Don't panic! Don't hang up!

Let the caller talk, do not interrupt

Date and time call was received

What did caller say? Write it down word for word

When is it set to go off?

Where is it located?

What type of bomb is it?

Listen carefully for:

Background noise (animals, airplanes, railroad, street noise, other)

Estimated age of caller

Accent, if any. Speech patterns, etc.

Male/Female

7.2.2 Bomb Threat Checklist

REMAIN CALM

LISTEN

REMEMBER

1. Record time: _____ a.m. _____ p.m.
 2. Try to keep the caller talking by asking for the following:
 - A. Repeat the message
 - B. Describe exact location of the bomb
 - C. Describe bomb size, wrapping and color
 - D. Tell time of the detonation
 - E. How is it constructed?
 - F. How and why it was brought into the building
 - G. When asking the caller to repeat, indicate "I cannot hear"
 - H. Tell caller you do not understand
 3. Record exact wording of the call:

 4. Record description of caller's voice:
 - A. Sex: Male _____ Female _____
 - B. Pitch: Low: _____ Moderate _____ High _____
 - C. Speech Pattern: Fast _____ Slow _____
Nasal _____ Hesitant _____
Slurred _____ Impediment _____
 - D. Accent: Local _____ Foreign _____ Southern _____
New England _____ Other: _____
 - E. Special Mannerisms: Angry _____ Excited _____ Quiet _____
Special Slang _____ Intoxicated _____
Calm _____ Other _____
 - F. Diction: Well Spoken (educated) _____
Poor (difficulty with expression) _____
 6. Listen for background noises: Animals _____ Aircraft _____ Railroad _____
Street Noise _____ Other: _____
- Call received by: _____ Date: _____ Time: _____
Reported to: _____ Date: _____ Time: _____
- Reported call to Security: 228-8666 Date: _____ Time: _____

7.2.3 Suspicious Parcels

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

- **Don't panic!**
- Notify your supervisor, call 911 and Property Management Office at 503-228-8666
- Don't touch it!

IMPORTANT

Because of the increased sophistication of mail and placed bombs, merely examining the exterior of the package can readily identify fewer of the devices.

- If you are not expecting a package, be suspicious
- Check the return address for recognition
- **DO NOT OPEN THE PACKAGE** until satisfied it is harmless

Recognition Points

- a. Excessive Postage
- b. Incorrect Titles
- c. Titles but No Names
- d. Misspellings of Common Words
- e. Oily Stains or Discoloration
- f. No Return Address
- g. Excessive Weight
- h. Rigid Envelope
- i. Lopsided or Uneven Envelope
- j. Protruding Wires or Tinfoil
- k. Visual Distractions
- l. Foreign Mail, Air Mail, and Special Delivery
- m. Restrictive Markings such as Confidential, Personal, etc.
- n. Handwritten or Poorly Typed Addresses
- o. Excessive Security Material such as Masking Tape, String, etc.

7.3 CIVIL DEFENSE EMERGENCIES AND DISTURBANCES

Civil defense alerts may require either of two courses of action. Which course to follow will be dependent upon the advice of the civil defense authorities. If sufficient time is

available to allow the occupants to reach a civil defense shelter, the general evacuation plan should be followed.

If that much time is not available, the people should be instructed to stay as near the elevator shafts and stairwells as possible to avoid hazards of flying glass.

Riots or civil commotion will generally offer little danger to occupants of the upper stories. Other than instructing them to stay clear of the exterior walls, no action should be taken unless the Police Department advises that they should leave the building. Employees should not be allowed to go to the lobby floor unless cleared by the Police Department, or if their help is requested in combating a lower floor fire which could endanger employees on the upper floors.

If you know of a possible civil disturbance, such as a demonstration or a riot taking place in front of the building, remain in your area, close the window coverings, and stay away from the windows.

Do not attempt to go to the main lobby unless it is absolutely necessary for you to leave the building, in which case, ask the Property Management personnel or Police Department personnel on duty in the lobby for assistance in leaving the premises.

All the exterior doors to the building will be locked during the disturbance and, if necessary, the elevators may be taken out of service for the period of time that a threat to the safety of the building is evident.

If the building elevators are removed from automatic service and placed under the manual control of the Police Department, they will not respond to the elevator lobby call buttons.

If it is necessary to move from the floor that you are on, use the stairway.

7.4 POWER FAILURES

In the event of an internal power failure, the building has battery-powered fixtures in offices and corridors. Certain stairwell and exit lights will also be lit. If you must leave the floor, please do so using the stairs.

In the event of a general power failure, the building stairwells will be lit. If you must leave the floor, please do so by using the stairs. Even though the building is equipped with emergency lighting, tenants should have a supply of functioning flashlights on hand.

The Fire Safety Director shall determine if and when it is necessary to evacuate the building during a power failure. If power is not restored to the building within 45 minutes of the power failure, the Fire Safety Director should commence evacuation of the building, giving the announcement over the public address system. Tenants should be instructed to proceed down stairwells and out of the south lobby entry to their designated meeting location. *Evacuation should be handled as a fire drill, three floors at a time.* People in their cars in the garage should not attempt to drive out of the

garage due to fume buildup without powered garage exhaust fans. They should leave their cars in the garage and proceed to the meeting point, exiting on foot through the garage entrance. They should not attempt to enter the building.

During the process of evacuation, and once the building has been evacuated, no one will be allowed entry into the building and onto their floors until the Fire Safety Director gives his/her approval.

The Fire Safety Director, and if available, Alternate Directors and Security shall start at the top of the building and work downward, checking all floors to assure that 100% evacuation has occurred. Re-entry into the building will not be allowed unless power is restored.

7.5 WATER LEAKS AND FLOODING

Upon discovery of a water problem, immediately notify the Property Management Office. Building maintenance and clean-up personnel will be dispatched immediately to begin repair and clean up. If you are aware that water problems have occurred within the main electrical distribution room or the transformer vault located on the third level of the parking garage, call the Property Management office immediately. The management office will call Pacific Power and Light (503-280-5900). The Portland Fire Bureau may be able to assist with water clean up. They should be contacted through the 911 phone number.

7.6 EARTHQUAKE

When an earthquake happens -- TRY TO BE CALM. Don't run or panic. REMAIN WHERE YOU ARE.

If you are indoors, stay indoors. Take shelter by curling up in a fetal position alongside your desk, a table, in the elevator lobby, or the stairwell. Stay away from windows, outside doors, bookshelves, etc., as they are dangerous areas.

If you are outdoors, stay outdoors away from buildings due to falling glass or brick. Do not attempt to enter or leave the building until you are advised it is safe to do so. Stay away from overhead electrical wire poles or anything that might shake loose and fall.

Remain in your sheltered area until advised otherwise. After the initial earthquake shock, you should be prepared for additional "aftershocks". Generally, these are smaller in intensity than the main quake; however, they may cause great damage due to weakened conditions from the main quake.

After the earthquake:

1. Use extreme caution in entering building or work areas.
2. Don't use lanterns, torches or lighted cigarettes until you are advised that there are no gas leaks, etc.
3. Stay away from fallen or damaged electric wires, open windows, etc.

4. If a fire or power outage occurs, see Section 6.1, Fire Emergency Procedures and Section 8.4, Power Failures in this manual.
5. Check to be sure that there are no persons stuck in the elevators.
6. Do not pass on rumors or exaggerated reports of damage.
7. Don't drive unless necessary and drive with caution. Watch for hazards and report them to the local authorities.

If communication lines have been severed inside and outside the building, do not leave your area. If at all possible, the Fire Safety Director, Alternate Directors or Security will search each floor and instruct when evacuation is possible.

7.7 ELEVATOR ENTRAPMENT

If you are trapped in an elevator, push the HELP button — it will connect you automatically to the Property Management Office and Security

At **NO TIME** should you attempt to climb out of the elevator — wait for help.

At **NO TIME** is there any danger while the elevator is temporarily out of service. All elevators have mechanical safety brakes, which will operate **IN ALL** situations, including power failures. The elevator number is located at the top of the right side panel above the floor buttons.

If you know of an elevator entrapment in the building, call the Property Management Office at 503-228-8666 and report the floor and approximate location of the elevator. Try to stay in voice contact with the person(s) trapped until assistance arrives.

7.8 ROOF EVACUATION AND RESCUE

Only as a last resort will personnel be directed to the roof for evacuation and rescue. There are many inherent problems presented with this form of rescue, therefore, Property Management will make the decision for roof evacuation.

7.9 NIGHT OR WEEKEND EMERGENCIES

In case of an emergency:

1. Follow the steps listed in the section that pertains to the situation occurring.
2. Call the Fire Department at 911, or Police Department at 911, giving the appropriate information for the specific emergency (see appropriate Fire, Bombing, etc. Section).
3. Call Security at 503 228-8668
4. Call the Property Management Office (503-228-8666). An answering service will relay information to the appropriate personnel.