

METROPOLITAN TRACT



TENANT HANDBOOK



-TABLE OF CONTENTS-

Section	Page #
Unico Service Desk	3
Security & Safety	3
Building Access Cards & Suite Keys	4
Holidays & Building Closures	4
Lighting Control System	5
After-Hours HVAC Services	5
Tenant Signage	6
Janitorial Services	6
Amenities	6
Retailers	6
Moving	7-8
Freight Elevators	8
Elevator Use	9
Parking & Garage Information	10
Driving Directions	11
US Mail & Overnight Deliveries	12
Recycling, Trash, & Composting	13
Riser & Telecommunication Guidelines	15
Conference Rooms	17
Forms	17-26
Tenant Insurance Requirements	
Vendor Insurance Requirements	
Access Card/Suite Key Request Form	
HVAC Overtime Request Form	
Directory Signage Request Form	
Tenant Contact Information Form	
Authorization Agreement for Direct Payments (ACH Debits)	

UNICO SERVICE DESK

Our Service Desk is available to assist you with questions, concerns and needs that may arise during your tenancy. We are staffed from 8:00am to 5:00pm Monday through Friday and can be reached as follows:

3rd floor of the Financial Center
1215 4th Avenue, Suite #300
206-628-5070
servicedesk@unicoprop.com

SECURITY & SAFETY

The Metropolitan Tract has an on-site security staff 24 hours a day, 7 days a week. The Security Desk, located in the main lobby of the Financial Center, can be reached directly at (206) 628-5104. In addition to a Desk officer and roving security officers, our buildings have access control (card reader) systems and camera systems in place for added security.

To Report Suspicious People or Activities

Contact the Security Desk immediately with a detailed description of the individual(s) and activities so we can dispatch staff to investigate.

To Report a Theft

Call 911. You will likely need a police report in order to file an insurance claim. Please also contact the Service Desk so we can take a report and advise other tenants as needed.

Security Phone Locations

Intercoms are located at all main building entrances as well as every 5 floors in building stairwells, allowing you to contact a security officer 24 hours a day.

Emergency and Safety Procedures

An integral part of our security and safety program is the assignment of Tenant Floor Wardens who direct your employees during an emergency. Please complete the Floor Warden form included in this handbook and submit it to the Service Desk. Your wardens will receive an emergency procedures manual as well as an annual training class.

BUILDING ACCESS CARDS

Card readers are located at all main building entrances and in elevators for after-hours access. Access cards are individually programmed to provide access only to a tenant's building and floor(s). We recommend that an individual within your company be designated to keep track of all access-card holders and their card numbers to facilitate card transfer and cancellation of lost or stolen cards. Please complete the Access Card Request Form included in this handbook and submit it to the Service Desk. Your company will be invoiced a non-refundable \$10 programming and maintenance fee for each card issued.

To help maintain the integrity of the access system:

- Do not let others follow you into the building.
- Notify the Service Desk if cards are lost, stolen, or when transferring ownership of cards.
- Make sure cards are assigned under the correct employee name.

HOLIDAYS & BUILDING CLOSURES

Buildings will be closed on the following Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Building closure means that all building entrances and elevators will be secured and HVAC systems will not be running. You can still access your floor with your access cards.

Heating and air conditioning are offered on holidays by making prior arrangements. Please see the AFTER-HOURS HVAC SERVICE section of this handbook for details.

Should a building emergency arise during a building closure, please contact security at (206) 628-5104. Security staff is on-site 24 hours a day, 365 days a year.

LIGHTING CONTROL SYSTEM

As part of our effort to operate buildings in an environmentally conscious manner, a lighting control system was installed in conjunction with a Seattle City Light rebate program to promote energy efficiency. Lighting service is provided to tenant spaces on a 12 hour per day schedule. By default, the lights are programmed to operate from 6:00am to 6:00pm Monday through Friday. Tenants may request their 12-hour schedule to be shifted to start earlier or later to accommodate their specific business hours (7:00am-7:00pm, for example). Requesting the schedule to be reduced to fewer than 12 hours is also appreciated if your company has hours such as 8:00am - 5:00pm with employees rarely working outside these hours.

Outside of the set operating hours, tenants have the option to push an override button located at their suite entry to provide power to the lights for an additional hour. This override can be used anytime, repeatedly if needed, 24/7. Lights will flicker briefly, approximately 10 minutes prior to shutting off, allowing you time to press the override button prior to shut-off.

AFTER-HOURS HVAC SERVICE

HVAC (heating, ventilation and air conditioning) services are provided on a regular operating schedule. Please refer to the following table for details.

If you need HVAC services outside of this regular operating schedule, please complete the HVAC Overtime Request Form in the Forms section of this handbook and email it to the Service Desk at least 48 hours before the requested service time. There is an hourly fee for after-hours HVAC, as stipulated in your lease agreement.

Building	Normal Operating Hours			HVAC Fees Hourly Rate
	Monday - Friday*	Saturday*	Sunday	
Skinner Building	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$39.00
Puget Sound Plaza	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$39.00
1200 Fifth	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$58.50
Financial Center	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$71.50

*EXCLUDING HOLIDAYS

TENANT SIGNAGE

Please use the Directory Signage Request Form in the Forms section of this handbook to make changes to your listings in the lobby directory and/or floor directory.

JANITORIAL SERVICES

Janitorial services are performed nightly, Monday through Friday. Services include vacuuming, dusting, removal of trash, recycle, and compost, and kitchen and restroom cleaning. For more detailed information on services or schedule, please contact the Service Desk. Additional cleaning services are available upon request for an additional fee (refrigerator or microwave cleaning, etc).

AMENITIES

The following amenities are provided to tenants free of charge. Please contact the Service Desk for location details and door lock codes.

Bicycle Storage:

Financial Center: bike rack in garage near loading dock, and a secured bicycle storage room on the C/D level of the garage.

Puget Sound Plaza: several bike racks located in garage, near loading dock

1200 Fifth: bike rack located in garage, and secured bicycle storage room on the plaza level

Skinner Building: exterior bike rack located near building entrance; secured bicycle storage room on the 2nd floor of the building.

Showers:

Financial Center, A/B level: two private shower rooms, one is ADA accessible

Puget Sound Plaza, 17th floor: two private shower rooms, one is ADA accessible,

1200 Fifth, Plaza level: two private ADA accessible shower rooms

Skinner Building, 2nd floor: two private shower rooms, one is ADA accessible

Lockers:

Financial Center, A/B level: day-use lockers with programmable combination locks

1200 Fifth, Plaza Level, located in the bicycle storage room

RETAILERS

Please refer to the Metropolitan Tract's website for a current listing of all Retailers:
www.metropolitantract.com

MOVING

Please take a few minutes to review this information and complete the referenced forms (included in this handbook).

Certificate of Insurance

A compliant certificate of insurance must be provided by tenants before occupancy and by vendors and contractors before performing work in the building. Please see the Minimum Insurance Requirements for further information.

Freight Elevator and Loading Dock

Contact the Service Desk to reserve the freight elevator in your building for the time of your move.

Keys

Complete the Access Card & Key Request Form.

Moving Companies

Please notify Unico of your intent to move and select from the following list of pre-qualified moving companies approved for work in our buildings. These companies are familiar with our buildings, loading docks, rules and regulations, and have already provided us with insurance coverage.

Apex Facility Resources	206.686.3357
Emerald City Moving & Storage	253.796.3900
Hansen Brothers Moving & Storage	206.365.4454
Lile Moving & Storage	253.872.2222

Moving Rules and Regulations

- Moves are not permitted during business hours (6:00am - 6:00pm, Monday - Friday).
- Movers must verify that the loading dock entrance from the street will be open at the time of the move. Please contact Unico at (206) 628-5070 to verify garage hours and/or make arrangements for access.
- Freight elevators must be reserved in advance.
 - The Skinner Building freight elevator only reaches the 3rd floor. Passenger elevator #2 must be padded for transfers higher than the 3rd floor.
- Movers must enter and exit the building via the loading dock area only.
 - Loading dock restrictions -
 - Financial Center - Height restriction of 11'10".

- Puget Sound Plaza - Vehicles under 10' tall can go all the way to the loading dock; vehicles up to 12' tall and under 25' long can park off to one side in the 3rd Ave entrance.
 - 1200 Fifth - Height restriction of 10'.
 - Skinner Building - Alley access only and must be arranged in advance to verify availability.
- Nothing is permitted to be moved via passenger elevators or through building lobbies.
 - All elevator doorjambes, cabs, doorways and wall corners must be padded.
 - All common area flooring material must be protected with Masonite.
 - Building damage and removal of moving debris will be the Tenant's responsibility.

Mail Service

Notify the United States Post Office of your new address. Mail service is available in the buildings Monday through Friday. Contact the local USPS branch at 206-748-5413, Option 2, to let them know of your move date. We will provide a mail key at the time of move in.

Signage

Complete the Directory Signage Request Form to add or remove names from the building directories.

Telephone / Data Service

Contact your phone service provider to connect service to your suite. Once your new phone service has been ordered, follow the Riser Access Procedures, Terms & Conditions. The Tenant is responsible for hiring a low voltage cabling contractor to run phone and data cabling from the building riser to and throughout your new suite. Upon move-out, your cabling must be removed.

Tenant Improvements

Coordinate all construction, remodeling or electrical work through our office. Please notify us as early as possible to ensure timely completion of your plans. Work initiated without Unico's approval is subject to removal at the tenant's expense.

Move-out

Please contact Unico to arrange a final walk-through of your suite. The premises will be jointly evaluated, and conditions documented. Please leave all keys and access cards in the suite, as they will be collected during the walk-through.

FREIGHT ELEVATORS

Property	Freight Elevator				Weight Capacity
	Door	Depth	Width	Height	
Financial Center 1215 4th Ave.	48" x 104"	66"	72"	112"	3,500 lbs
1200 Fifth 1200 5th Ave.	50" x 90"	61"	78"	95"	3,500 lbs
Skinner Building 1326 5th Ave.	35" x 84"	81"	51"	114"	2,500 lbs
Skinner Dumbwaiter N/A	36" x 78"	42"	77"	83"	2,000 lbs
Puget Sound Plaza 1325 4th Ave.	49" x 83"	70"	92"	113"	5,000 lbs
Cobb Building 1305 4th Ave.	36" x 87"	39"	58"	87"	N/A

ELEVATOR USE

Passenger elevators: These elevators are for passenger traffic only. For your safety and comfort and to prevent costly damage to the elevators, passenger elevators should not be used to transport flatbeds or hand trucks. These items should only be transported using the building freight elevator.

Freight elevators: The freight elevator is available for shared use from 6:00 a.m. to 6:00 p.m., Monday through Friday. It should be used for transporting wheeled or bulky items, bicycles, and items loaded on hand trucks or dollies. Please do not use the freight elevators for passenger use, as this severely impacts the ability of vendors and contractors to make deliveries in a timely manner.

Freight elevator reservations: The freight elevator must be reserved in advanced for private use after business hours (6:00 p.m. to 6:00 a.m., Monday through Friday) and on weekends. Please contact the Service Desk to schedule the Freight elevator.

If you experience a problem with an elevator, please contact the Service Desk. If you need assistance after business hours, please contact Security at (206) 628-5104. Please provide all pertinent information including the elevator car number and floor you were coming from and going to. Elevator technicians are on-call 24/7.

Elevator Entrapments

1. In the unlikely event you become trapped in an elevator, please remain calm. Use the emergency intercom located in the elevator, which automatically dials Security.
2. Do **NOT** attempt to open the doors. Trained personnel will release you.
3. After you are released, the elevator will be serviced by elevator technicians and returned to normal operation as soon as possible.

Emergencies

DO NOT USE ELEVATORS DURING AN EMERGENCY (fire, earthquake, etc). Follow emergency evacuation instructions as directed. During a fire or other type of emergency, the elevators will automatically be recalled to the lobby. Please exit via the stairwells.

DRIVING DIRECTIONS

Building	I-5 Northbound	I-5 Southbound
The Financial Center 1215 4 th Avenue Seattle, WA 98161	<ul style="list-style-type: none"> • Seneca Street Exit • Immediate right onto 6th Avenue • Left onto Union St • Left onto 2nd Avenue • Left onto University St • Right into garage, mid-block, between 3rd and 4th Avenues 	<ul style="list-style-type: none"> • Union Street Exit • Left onto 2nd Avenue • Left onto University St • Right into garage, mid-block, between 3rd and 4th Avenues
Puget Sound Plaza 1325 4 th Avenue Seattle, WA 98101	<ul style="list-style-type: none"> • Seneca Street Exit • Immediate right onto 6th Avenue • Left onto Union Street. • Left into Puget Sound Plaza garage between 4th and 3rd Avenues • The Cobb portion of the garage is on the south end 	<ul style="list-style-type: none"> • Union Street Exit • Proceed straight through several lights. • Left into Puget Sound Plaza garage between 4th and 3rd Avenues • The Cobb portion of the garage is on the south end
Skinner Building 1326 5 th Avenue Seattle, WA 98101	<ul style="list-style-type: none"> • Seneca Street Exit • Immediate right onto 6th Avenue • Left onto Union St • The Skinner Building is to your left between 5th and 6th Avenues and between Union and University Street. • Parking is available in the Rainier Square parking garage between 4th and 5th Avenues. • Turn left into garage from Union Street. 	<ul style="list-style-type: none"> • Union Street Exit • The Skinner Building is straight ahead and to your left between 5th and 6th Avenues and between Union and University Street. • Parking is available in the Rainier Square parking garage between 4th and 5th Avenues. • Turn left into garage from Union Street.
1200 Fifth 1200 5 th Avenue Seattle, WA 98101	<ul style="list-style-type: none"> • Seneca Street Exit • Immediate right onto 6th Avenue • Left onto Union St • Immediate left onto 5th. • Immediate left onto University St • Get into right lane to enter parking garage mid-block between 5th and 6th Avenues. 	<ul style="list-style-type: none"> • Union Street Exit • Second left onto 5th Avenue. • Immediate left onto University Street. • Get into right lane to enter parking garage mid-block between 5th and 6th Avenues.

U.S. MAIL & OVERNIGHT DELIVERY

U.S. Mail - Pick Up and Delivery

The U.S. Postal Service operates your mail service independently of Unico. Questions about your mail pickup and delivery can be directed to the Post Office located at Third Ave and Union St. at 206-748-5413, Option 2. Unico will be providing new tenants with a mailbox key and mailbox number at time of move in.

The post office requests that new tenants obtain a 4-digit zip code extension prior to having new business cards and letterhead printed. You can obtain a 4-digit extension at the USPS website: <http://zip4.usps.com/zip4/welcome.jsp>.

Building	Mailbox Location
Financial Center	AB Level
Skinner Building	Basement
Puget Sound Plaza	B Level
1200 Fifth	Plaza Level

Airborne/DHL, Federal Express and UPS Drop Boxes

Drop boxes for major air express and overnight delivery companies are located in most Unico buildings. Some drop stations also stock envelopes and boxes. Check drop stations or contact your provider of choice to confirm building pick-up times.

Carrier telephone numbers

- DHL Worldwide Express 1-800-225-5345
- Federal Express 1-800-238-5355
- United Parcel Service (UPS) 1-800-742-5877

Carrier drop-box locations

Building	Drop Box Locations	FedEx	UPS
Financial Center	AB Level	X	X
Skinner Building	Basement	--	--
Puget Sound Plaza	Lobby Level near Freight Elevator	X	X
1200 Fifth	Plaza Level	--	--

RECYCLING, TRASH, & COMPOSTING

Recycling Guidelines

By recycling in the boxes provided desk-side and putting food scraps/food-soiled paper in the compost bin provided in your kitchen area, you can help us greatly reduce the waste going to our landfills.

Compost Bin in Kitchen

- Food
- Food Soiled Paper products
- Approved Compostable Packaging
- Plants & Flowers
- Coffee Grounds, Filters & Tea Bags
- Pizza Delivery Boxes

Recycle – Desk Side Recycle Boxes

- Paper
- Cardboard
- Paper cups & Plastic cups
- Paper Cartons
- Shredded Paper (bagged) & File Folders
- Aluminum & Tin Cans
- Envelopes (including window envelopes)
- Magazines, Newspapers & Telephone Books
- Plastic Containers
- Plastic Bags & Film (rinsed)
- Glass bottles (no drinking glasses or mugs)

Styrofoam & Toner Cartridge Recycling

Styrofoam and Toner Cartridges can be picked up by Unico staff for recycling. Contact the Service Desk to arrange for this free service.

What's Accepted:

- Packaging Styrofoam
- Packing Peanuts
- Picnic / Shipping Coolers

NOT Accepted:

- Foam Insulation
- Plastic wrap or bubble wrap
- Food containers

Don't know if it's Styrofoam?

- Look for the #6 or EPS inside the recycle symbol
- Bend the material - it should break & snap with loose beads

Electronic Equipment Recycling

Most electronics contain hazardous materials which can be recycled rather than thrown in the trash. Large printers and copiers can also be recycled. Please call the service desk to arrange for pick-up of electronics.

- | | | | |
|-----------------------|--------------------------|------------------------|--------------|
| • Monitors (CRT, LCD) | • Servers / Routers Hubs | • PDAs, Handheld Games | • Computers |
| • Printers / Scanners | • Networking Devices | • Misc. Electronics | • Laptops |
| • Ink Cartridges | • Cell Phones / | • Misc. Office Machine | • Fax / Copy |
| • Keyboards / Mice | Telephones | • Batteries | • Cameras |
| • Stereos & Audio | • VCRs, DVD Players | | |

Battery Recycling

Battery recycling bins are located in the following locations:

Building	Drop-off Locations
Financial Center	On the AB level near the loading dock door
Skinner Building	On the Basement level next to the freight elevator
Puget Sound Plaza	On the Basement level near the mail boxes
1200 Fifth	On the Lobby level by the mail drop

RISER & TELECOMMUNICATION GUILDLINES

Telecommunication Providers:

For a current list of the telecommunication providers available within your building, please contact the Service Desk at servicedesk@unicoprop.com.

Vendor performing the work must submit a Certificate of Insurance (see attached Vendor/Contractor Certificate of Insurance Minimum Requirements).

Telecom work not conforming to all applicable codes and industry standards will be rejected, and the Tenant will be responsible for repairing or removing non-compliant wiring.

Riser Management Procedures:

Summit Riser Systems manages and controls the riser cabling services for the building. The riser is the vertical conduit (or pathway) between floors of the building, which carry telephone lines and high-speed circuits from the carrier drop-off point location to your floor and backboard.

Riser management does not dictate which carrier you choose for your telecommunications services.

New service instructions:

1. Order the telco/data circuit, Fiber run, MB or Gig circuit phone line from your telecommunications provider. Note the installation date.
2. Call Summit Riser Management (SRS) to notify them of the installation date. SRS will provide you with a cost estimate for the work and confirm a schedule with you to extend your line from the MPOE to your backboard. You may also consult with SRS for any of your in-suite voice and data cabling needs including phone system and data networking services: tech support and installation.
3. When your provider arrives on the installation date, they will check out the key to the Main Telephone room (MPOE) from the Management office located on the 3rd floor of Financial Center (1215 4th Avenue).

Repair instructions:

1. Call telecommunications provider to schedule repairs.
2. Telecommunication provider or tenant to call SRS to notify them of the repairs.

You can contact Summit Riser Systems at 1-866-778-6648 or reach out to the Primary Project Managers directly:

- Joanna Roberts
(866) 778-6648 Ext. 108
jroberts@summitrisersystems.com
- Carlos Downey
(866) 778-6648 Ext. 104
cdowney@summitrisersystems.com

CONFERENCE ROOMS

The following conference rooms are available *free of charge for Tenant use*. Reservations must be made in advance through the Service Desk at 206-628-5070 or ServiceDesk@unicoprop.com. Phone lines allow local and long-distance outgoing calls. Incoming calls can be local or long-distance. To connect to the flat screen with your laptop you will need to bring an HDMI cable. To directly connect to the internet rather than use the WiFi you will need to bring an ethernet cable.

Conference Room Descriptions and Amenities

Skinner Building

- **Address:** 1326 5th Ave
- **Location:** 7th floor
- **Room:** 587 SQFT
- **Seats:** 20
(Max Code Occupancy: 40)
- **Table:** One 18'
- **Amenities:** WiFi, Ethernet ports, wireless conference phone, flat screen with HDMI port for tenant's laptop, whiteboard.
- **Phone Number:** 206.623.3717



Puget Sound Plaza

- **Address:** 1325 4th Ave
- **Location:** 15th floor
- **Room:** 779 SQFT
- **Seats:** 24
(Max Code Occupancy: 52)
- **Tables:** 10 moveable 5.5' tables
- **Amenities:** WiFi, Ethernet ports, wireless conference phone, flat screen with HDMI port for tenant's laptop, whiteboard.
- **Phone Number:** 206.623.5838



The Financial Center - Large

- **Address:** 1215 4th Ave, 3rd floor
- **Room:** 771 SQFT
- **Seats:** 20
(Max Code Occupancy: 52)
- **Tables:** 10 movable 5'5"
- **Amenities:** WiFi, Ethernet ports, wireless conference phones, flat screen with HDMI port for tenant's laptop.
- **Phone Number:** 206.624.7786



The Financial Center - Small

- **Address:** 1215 4th Ave, 3rd floor
- **Room:** 530 SQFT
- **Seats:** 12
(Max Code Occupancy: 36)
- **Table:** One stationary 12'
- **Amenities:** WiFi, Ethernet ports, wireless conference phone, flat screen with HDMI port for tenant's laptop.
- **Phone Number:** 206.467.3146



1200 Fifth

- **Address:** 1200 5th Ave
- **Location:** 12th Floor
- **Room:** 519 SQFT
- **Seats:** 16
(Max Code Occupancy: 35)
- **Table:** One 14' table
- **Amenities:** WiFi, Ethernet ports, wireless conference phone, flat screen with HDMI port for tenant's laptop, whiteboard.
- **Phone Number:** 206.467.4437





METROPOLITAN TRACT BUILDINGS

Tenant Insurance Requirements

Minimum Requirements per Lease Agreement
Updated 11/2014

1. **Certificate of Liability Insurance** – Must show the following:
 - **Certificate Holder** – Must be shown as:
 - **Unico Properties LLC**
1215 Fourth Avenue, Suite 600
Seattle, WA 98161
 - **Insurers** – The company (or companies) affording coverage must be authorized to do business in the State of Washington and have a financial rating of “**A- VII**” or above according to the most recent edition of the *Best Key Rating Guide*®.
 - **Coverages** – Certificate must include:
 - **Commercial General Liability** – The following coverages must be included: death and bodily injury, property damage or destruction (including loss of use), products and completed operations liability, contractual liability, fire legal liability, personal injury liability and advertising injury liability.
 - **Each Occurrence, Personal & Adv Injury, and General Aggregate, and Products - Comp/Op Agg** (minimum \$5,000,000 for each)
 - **Automobile Liability** – Comprehensive auto insurance is required *as applicable*. “*Any Auto*” with a bodily injury and property damage for any and all vehicles used in relation to the entry onto the Property.
 - **Combined Single Limit** (minimum \$1,000,000)
 - **Worker’s Compensation and Employer’s Liability** – If tenant has employees the following must be evidenced:
 - **E.L Each Accident, E.L Disease – EA Employee, and E.L Disease – Policy Limit** (minimum \$1,000,000 for each)
 - **OR evidence of WA Stop Gap**
 - **Liquor Liability** – Insurance must be provided by any tenant intending to sell or serve liquor.
 - **Liquor Liability** (minimum \$2,000,000)
 - **Description of Operations** – Must state the following verbatim:
 - Premises location: *(Tenant’s building location)*
 - **“Unico Properties LLC and The Board of Regents of the University of Washington, including their affiliates, officers, directors and employees are additional insureds as respects the premises operations of the named insured. Waiver of subrogation applies. Coverage provided to the additional insured shall be primary and noncontributory. It is agreed that the policies referenced in this certificate shall not be canceled or limits reduced without (30) days advance notice to the additional insured. Additional Insured endorsement for premises operations with primary and noncontributory clause is attached to this certificate.”**
2. **Endorsement: Additional Insured – Owners, Lessees or Contractors (forms - CG 2010 11/85)** – or equivalent language. Must be primary & non-contributory.
 - Name Of Additional Insured Person(s) Or Organization(s) section on these endorsements must reference the following: **Unico Properties LLC and The Board of Regents of the University of Washington**
3. **Endorsement: Waiver of Subrogation**
 - Must reference the following: **Unico Properties LLC and The Board of Regents of the University of Washington**
4. **Endorsement: Evidence of Property Insurance (form - ACORD 27)** – Landlord requires evidence of Tenant’s “All Risk” replacement cost property insurance for any business interruption and against loss of owned or rented equipment and tools brought onto and/or used on the Building. Equivalent “Special Form” is acceptable. Coverages shall include “Business Personal Property” and “Business Income Coverage” covering an amount not less than the full insurance replacement cost of such property, the full insurable value of such other interests of Tenant, and one year’s income.
5. **Provide UBI #:** It can be found at this address - <https://secure.ini.wa.gov/verify/?SAW=False>



METROPOLITAN TRACT BUILDINGS

Vendor/Contractor Insurance Requirements

Minimum Requirements for Certificates of Insurance

Updated 11/2014

Service Contractor shall furnish to Manager Certificate(s) of Insurance evidencing the Manager's required insurance coverage. Original Certificate(s) of Insurance must be provided before Service Contractor will be permitted to commence performance of the Contract Duties. Copies of the actual policies and endorsements shall be provided upon Manager's request.

1. **Certificate of Liability Insurance** – Must show the following:

- **Certificate Holder** – Must be shown as:
 - **Metropolitan Tract Buildings**
c/o Unico Properties LLC
1215 Fourth Avenue, Suite 600
Seattle, WA 98161
E-mail: ServiceDesk@unicoprop.com
- **Insurers** – The company (or companies) affording coverage must be authorized to do business in the State of Washington and have a financial rating of “A-VII” or above according to the most recent edition of the *Best Key Rating Guide*®.
- **Coverages** – Certificate must include:
 - **Commercial General Liability** – covering all operations by or on behalf of Service Contractor against claims for bodily injury (including death) and property damage (including loss of use). Such insurance shall provide coverage for death and bodily injury, property damage or destruction (including loss of use), products and completed operations liability, contractual liability, fire legal liability, personal injury liability and advertising injury liability. Such insurance will apply on a per location basis.
 - **Limit \$1,000,000 each Occurrence**
 - **Automobile Liability** – Automobile Liability insurance against claims of bodily injury (including death) and property damage (including loss of use) covering all owned, rented, leased, non-owned, and hired vehicles used in the performance of the Work.
 - **Limit \$1,000,000 Combined Single Limit for bodily injury and property damage**
 - **Workers Compensation and Employer's Liability** – If Insured has employees the following must be evidenced:
 - **Workers Compensation as required by statute**
 - **Employer's Liability, Limit \$1,000,000 for Each Accident, Each Employee, and Policy Limit**
 - **OR evidence of Washington Stop Gap**
 - **Liquor Liability** – Insurance must be provided by any vendor intending to sell or serve liquor.
 - **Limit \$ 2,000,000 per Occurrence**
- **Description of Operations** – Must include in the Description of Operations the following statement verbatim:
 - **“Unico Properties LLC and The Board of Regents of the University of Washington, including their affiliates, officers, directors and employees are additional insureds as respects the premises and completed operations of the named insured. Waiver of subrogation applies. Coverage provided to the additional insured shall be primary and noncontributory. It is agreed that the policies referenced in this certificate shall not be canceled or limits reduced without (30) days advance notice to the additional insured. Additional Insured endorsement for premises and completed operations with primary and noncontributory clause is attached to this certificate.”**



2. Endorsements:

- **Workers Compensation and Employer's Liability Insurance** policy or policies shall contain an alternate employer endorsement.
- **Additional Insured—Owners, Lessees or Contractors (forms - CG 2010 11/85 or CG2010 10/01 & CG2037 10/01)** or equivalent language shall be included.
- **Primary, Non-Contributory**—Must indicate that Vendor/Contractor's insurance is primary, and not excess to or contributing with any insurance or self-insurance maintained by **Unico Properties LLC** and **The Board of Regents of the University of Washington**, its parent, subsidiaries or affiliates, officers, directors, employees and agents.
- **Name Of Additional Insured Person(s) Or Organization(s)**—Endorsements must reference the following: **Unico Properties LLC and The Board of Regents of the University of Washington**
- **Waiver of Subrogation**—Must reference the following: **Unico Properties LLC and The Board of Regents of the University of Washington**.

3. It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice [ten (10) days for non-payment of premium] sent by certified mail, return receipt requested to the Certificate Holder.

4. **Please provide UBI # - It can be found** at this address: <https://secure.ini.wa.gov/verify/?SAW=False>

5. Neither the delivery to Certificate Holder of any Certificates of Insurance, nor any failure on the part of Certificate Holder to discover and notify Service Contractor of any errors or omissions in Certificates of Insurance, or the rejection of Certificates of Insurance that do not conform to the requirements, described herein, and which are a part of the Agreement, shall be construed to imply an acceptance of such Certificates of Insurance or the coverages/endorsements reflected therein, or a waiver of the coverage/endorsement requirements contained herein. Review by Certificate Holder of any Certificates of Insurance shall not relieve Service Contractor from any obligation to secure the insurance coverages and endorsements required herein, and nothing herein shall operate to shift responsibility for insurance coverages from Service Contractor to Unico Properties LLC (the Certificate Holder) and/or The Board of Regents of the University of Washington.



Building Access Card & Suite Key Request Form

Card readers are located at all main building entrances and elevators for after-hours access. Access cards are individually programmed to provide access only to a tenant's building and floor(s). We recommend that an individual within your company be designated to keep track of all access card holders and their card numbers to facilitate card transfer and cancellation of lost or stolen cards. Please complete the Access Card request form and submit it to the Service Desk. Your company will be invoiced a non-refundable \$10 programming and maintenance fee for each card issued.

To help maintain the integrity of the access system:

- A. Do not let others follow you into the building.
- B. Notify the Service Desk if cards are lost, stolen, or when transferring ownership of cards.
- C. Make sure cards are assigned under the correct name for security purposes.

Tenant: _____

Contact: _____ **Phone:** _____

Date: _____

SUITE KEYS	
Number of keys	Access for Suite(s)

BUILDING ACCESS CARDS	
Name of Person Needing Access Card	Access for Floor(s)

HVAC Overtime Request Form



HVAC (heating, ventilation and air conditioning) services are provided on a regular operating schedule. Please refer to the following table for your building's operating schedule.

If you need HVAC services outside of the regular operating schedule, please send a signed copy of this completed form to the Unico Service Desk at least 48 hours before the time requested. There is a fee for after-hours HVAC usage as stipulated in your lease agreement.

Building	Normal Operating Hours			HVAC Fees Hourly Rate
	Monday - Friday*	Saturday*	Sunday	
Skinner Building	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$39.00
Puget Sound Plaza	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$39.00
1200 Fifth	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$58.50
Financial Center	8:00 a.m. - 6:00 p.m.	N/A	N/A	\$71.50

*EXCLUDING HOLIDAYS

Tenant Requesting Overtime
Service: _____

Contact: _____

Phone: _____

Today's Date: _____

Building: _____

Suite/Space: _____

Requesting Overtime-HVAC service for the following time:

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Special Notes: _____

Service & Cost Authorized By (Signature): _____



Directory Signage Request Form

Please type or print names and suite numbers legibly to prevent costly production errors. Turnaround time is typically 1 - 3 weeks for new signage.

Per our lobby signage, Individual Names are listed "Last Name, First Name."

Person Requesting Signage Change: _____

Request Date: _____

Request For Signage: Removal
 Installation

Building: Financial Center 1200 Fifth Puget Sound Plaza Skinner Building

COMPANY OR TENANT NAME (please type or print clearly):																			

SUITE #			

DIRECTORY	
LOBBY	FLOOR
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUAL NAMES - List last name first. Ex: Smith, Joe (please type or print clearly, attach additional sheet if necessary):																			

SUITE #			

DIRECTORY
LOBBY
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



Tenant Contact Information Form

It is important for Unico to have accurate contact information for everyone, especially in the event of an emergency. Please take a moment to fill out the information below and send a copy of this completed form to the Unico Service Desk at (206) 628-5067 or servicedesk@unicoprop.com.

- **Contact Information (during business hours):** If you have any Sub-tenants please list them after your Tenant Name.

Tenant Name		Suite(s)
Est. # of Employees	Company Phone #	Company Fax #

- **Executive Contact:** This person is the upper management leasing contact and is rarely contacted.

Executive Contact	E-mail	Direct Phone #

- **Facilities Contact:** This person is the first point of contact for Unico.

Facility Contact	E-mail	Direct Phone #

- **Building Memo Recipients:** These recipients receive important building announcements from Unico and are asked to forward the information along to your staff. This person is typically the designated facilities contact but, we can accommodate more than one contact here if requested.

Memo Recipients	E-mail	Direct Phone #

- Would you also like to be added to our free furniture memo list? Yes

- **Building Engines Users:** Building Engines is our online Work Order System. This person has the ability to initiate and track all of your service and maintenance requests online and is approved to request billable service requests for your company. This person is typically the designated facilities contact but, we can accommodate more than one user here if requested.

Building Engines Users	E-mail	Direct Phone #



Tenant Contact Information Form (Continued...)

- **Emergency Contacts:** In case of an emergency after business hours, these individuals are contacted in the order they are listed. Unico does not share this information.

After Hours Contacts	After Hours - Cell or home phone #

- **Alarm System:** Please indicate if you have an alarm system and are willing to give Unico's Security team the arm/disarm codes. Having this information will help ease emergency responses.

Alarm Company	Company Phone #	Alarm System Code

- **Floor Wardens:** We ask that two (2) individuals within your office be assigned to act as floor wardens for your company. If your company occupies more than one floor, please assign two floor wardens per floor and indicate below which floor each warden is responsible for. If you are a small office, then you will need at least one floor warden. These individuals will receive annual emergency preparedness training and a building emergency procedures manual. They will assist your staff during fire drills and actual emergency situations. As required by City code, Unico conducts fire drills once a year for each floor in all buildings. These drills are scheduled in advance, and you will be notified one week prior to the drill for your floor.

Floor Warden Contacts	Email	Floor #

- **Accounting Contact:** This person handles all accounting/billing questions for your company.

Accounting/Billing Contact	E-mail	Direct Phone #
Billing Address		

INFORMATION PROVIDED HEREIN WILL BE USED FOR PROPERTY MANAGEMENT PURPOSES ONLY



Authorization Agreement for Direct Payments (ACH Debits)

COMPANY NAME (Please Print) _____

I hereby authorize the **University of Washington** to automatically withdraw the funds from my account identified below. I also authorize the financial institution named below to accept such withdrawals. In the event of an incorrect amount or entry, I authorize the **University of Washington** to reverse this transaction. Unico will reimburse bank charges resulting from any error up to \$25 per occurrence.

Funds to be withdrawn on the first working day of the month are as follows:

- Base rent payment specified in our signed lease agreements, including any signed amendments.
- Operating cost escalators currently charged, if any. I understand that I will be notified of changes in operating cost escalators, which are effective January 1 of each year. New operating cost escalator amounts will be withdrawn from my account unless I notify the **University of Washington** by December 20th of each year.
- Fixed charges as specified below:

DESCRIPTION	AMOUNT	ACH START DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

FINANCIAL INSTITUTION: _____

ACCOUNT NAME: _____

TRANSIT ROUTING/ABA #: _____ ACCOUNT #: _____

ACCOUNT (Please Choose): CHECKING _____ SAVINGS _____

ACCOUNT (Please Choose): BUSINESS _____ PERSONAL _____

This authorization is to remain in full force and effect until **University of Washington** has received a 30-day written notification of termination, or until expiration of our lease.

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

CONTACT NAME AND PHONE (if different) _____

PLEASE RETURN TO: **Unico Properties LLC**
Attn: Treasury Manager
1215 Fourth Avenue, Suite 600
Seattle, WA 98161
 Or email to ElsbethW@unicoprop.com

Please attach a sample VOIDED CHECK here.