

BUILDING INFORMATION

Your Management Team:



1201 NEW YORK AVE

A PEMBROKE PROPERTY

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Building Information



Download the 1201 New York App

Download our updated 1201 New York App, including a new interface and mobile access control! With the new and improved App, you can:

- Get the latest in building news, events, and promotions
- Unlock doors and elevators with mobile access control
- Reserve amenity space**
- And so much more!

Here's how to get started:

- **STEP 1:** From your mobile phone, download 1201 New York from the [App Store](#) or [Google Play](#).
- **STEP 2:** Go to Sign Up: Enter your full name, work email address, and create a new password.
- **STEP 3:** Enter your company name, select your office location, and click Continue.
- **STEP 4:** You will receive an email from info@activate.vts.com. Open and click "Verify Email."
- **STEP 5:** Once you have verified your email, open the app, sign in, and you're ready to go!

Already have a 1201 New York account? Here's what to expect:

- **STEP 1:** Make sure your app has been updated in the app store.
- **STEP 2:** Open the app and sign in with your previous 1201 New York credentials.
- **STEP 3:** If you need to reset your password, follow the reset password steps in the app. You can also use the magic link to sign in, which will send a sign-in link directly to your email!

**Please ask your office manager about reserving amenity space.

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Service Requests

To submit a request, please contact your dedicated office manager or call directly at **202-898-1625**.

Forms

The tenant information provided here is meant to give you a better understanding of 1201 New York Avenue and facilitate your company's operations. There is a great deal of information contained in this handbook, take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

- [Bike Cage Waiver](#)
- [Building Access Form](#)
- [Rooftop Etiquette and Reservations](#)
- [Crime Report Form](#)
- [Bomb Threat Report Form](#)
- [Kastle Key Order Form](#)
- [Tenant Emergency Contact Form](#)
- [Construction and Contractor Rules and Regulations](#)
- [Vendor Certificate of Insurance Requirements](#)

Rooftop & Game Room

Rooftop Conference Center

In an effort to ensure that everyone is able to use and enjoy the rooftop spaces, we ask that you practice being a good neighbor and abide by the following community etiquette:

You must reserve the East and West conference rooms in order to use them. Unscheduled meetings and/or lunches are not allowed. We encourage you to

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enjoy your lunch in our lower lobby, the game room, and/or in the outside spaces on the rooftop.

If you have reserved a conference room and determine it is no longer needed, please cancel it immediately so that others may use that space!

After Hours Reservations: Please submit the After-Hours Events Agreement. This document needs to be signed and returned before any after-hours event can be approved. After-hours rooftop reservations need to be cancelled a minimum of three business days in advance via email to avoid being charged after-hours fees as there are many arrangements that have been made to accommodate after hours event requests. In addition to cancelling your after-hours event in our reservation system, please email Edward Lee at edward.lee1@jll.com to confirm you've cancelled an after-hours reservation. The reservation system does not send an email indicating that the space is no longer needed.

All trash should be placed in the trash bins and cleared from the room at the conclusion of your meeting or event. If you have more trash than can fit in the trash bins, please notify our front desk or management as soon as your event ends so that we may ask our day porters to remove any additional trash bags from the conference rooms. Also, if there has been a spill, please notify our front desk or management office immediately so that we may address it.

Please leave the space as you found it.

If you need to reconfigure the tables and chairs, it is your responsibility to ensure that the room is put back in order as soon as your event concludes. The photo below shows how the tables and chairs should be set up. Failure to reset the room may result in having to cover the cost of building management hiring professional movers, which could be close to \$1,000. Recurring issues may also result in ultimately losing conference center privileges.

Please do not hang anything on the walls in the preconference area or hallways that you may be using for your meetings and/or event. Signage in public areas should be displayed in a stanchion sign or frame. Large sticky notes and easel

pads on the walls of the conference room are permitted; however, they should be placed inside the conference rooms on the interior glass wall only.

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Please note the following for after-hours events:

The building doors lock at 6:00 pm. If you have guests arriving after 6:00 pm, you will need to arrange to have someone from your team waiting by the door to let your guests into the building. Please provide our security guards with a list of attendees.

There is a fee for using the rooftop after hours.

This fee is determined by the number of hours requested, and includes HVAC, security, and post- event cleaning.

The security guard should be a great asset for you as they can help your guests access the 14th floor from the lobby; help troubleshoot any issues that may arise during your event; and ensure the overall safety of everyone in attendance. Please let us know how many people will be in attendance so that we can ensure that you have sufficient security assigned to your event.

The post event cleaning team will vacuum the floors, wipe down all surfaces, and clean the restrooms. We ask that you put all of your trash in trash bags and place it in the preconference area and promptly reset the space at the conclusion of your event so that our cleaning team can perform their job efficiently.

Roof Terraces

Tenants are welcome to enjoy the East and/or West roof terraces anytime during normal business hours. It is a perfect spot to enjoy lunch on a sunny day and /or take a break. The roof terraces can be reserved after 5:00 pm for private events. Reservations must be made through our reservation system to utilize these spaces after hours, and there are associated fees. Please contact Edward Lee at edward.lee1@jll.com for details.

If you would like to arrange to have someone from our cleaning team present **during the event** to assist with any cleaning needs, we are happy to offer that at an additional cost. Please email Edward Lee at edward.lee1@jll.com at least 48 business hours prior to your event to make those arrangements.

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Mail

The mailing address for 1201 -1225 New York Avenue is:

1201 -1225 New York Avenue
c/o Jones Lang Lasalle Americas, Inc.
1201 New York Avenue
Suite 100
Washington, DC 20005

Mail is delivered to each individual Tenant's mailbox located in the Mail Services Area on the 2nd floor, next to the Loading Dock area; adjacent to the 2nd floor elevator lobby. Mail is picked up daily, Monday through Friday at 10:00 a.m., 3:00 p.m. and 4:00 p.m. There is no mail service on Saturdays or Sundays. It is recommended that all mail be placed inside the Tenant's mailbox so that it is secured while awaiting pick-up. Alternatively, please use the U.S. Postal mailbox located on the wall next to the Tenant mailboxes. JLL does not accept responsibility for any mail left unattended. Lobby Attendants are not permitted to accept or deliver packages or mail.

UPS and Federal Express drop-off boxes are also located in the Mail Service Area. Please note the pickup time for each Express Mail Service.

Federal Express:

Monday through Friday, 6:00 p.m.

UPS:

Monday through Friday, 5:00 p.m.

Note: JLL will not take responsibility for any packages left at any surrounding areas (Exterior/Interior) of the Buildings or Lobby Attendant's Desks.

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Parking

The parking garage at 1201 New York Avenue, N.W. is currently operated by SP+. They can be reached at 202-496-4200. The garage manager is Michael Strickler. The hours of operation are Monday through Friday, 7:00 a.m. to 7:00 p.m.

Monthly self-parking is on a first-come, first-serve basis. Please see the attendant for parking when all spaces are taken. They can also be reached at 202-496-4267. For after hours, please call 202-965-2083.

For accounting purposes, the monthly rental period runs from the first day of the month to the last day of the month. Monthly parking passes can be purchased from SP+ washingtondcparking.spplus.com and type address (1201 New York) and select “Buy monthly Parking Now” button on the bottom of the page.

After original purchase, monthly statements will be sent out on or about the 15th of each month. It is the responsibility of the monthly parkers to buy their parking passes by the first of each month. The monthly parking identification pass must be displayed at all times while in the parking location and failure to do so will result in a daily charge. Replacement parking passes are available for a fee from SP+. Vehicles that are illegally parked, including those parked in Fire lanes and handicap spaces, are subject to ticketing and towing at the owner’s expense.

Validation parking coupons are available for complimentary parking for visitors. For additional information, please call SP+.

Should an emergency occur after operating hours, please contact Kastle Systems, LLC using the telephone located by the Exit ramp, or call Kastle at 703-524-7911.

JLL is not responsible for damage or theft of vehicle or personal belongings.

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Lost & Found

Lost and Found is maintained in the Management Office. Please turn in any item(s) found so they may be returned to the rightful owner. Please do not hold on to items in an attempt to find the owner. Items will be kept for 60 days. If you have lost any item(s) please call the Management Office at 202-898-1625 to see if it has been recovered.