

**1861 International Drive
Electronic Tenant® Portal**

Created on March 15, 2023

Amenities: Fitness Center

The 1861 Fitness Center, located on the first level of 1861 International Drive, is a full service exercise facility. Convenient and free for tenants, the fitness center offers cardiovascular equipment, both guided and free weights, CardioVision TV that allows you to watch TV while exercising, locker rooms with showers, and towel service.

The fitness center is open Monday through Friday from 5:00am to 8:00pm. Arrange to use the fitness center by emailing your fitness center forms to 1861fitnesscenter@teamcfw.com.

[Click here for The Fitness Center Forms](#)

Fitness Center Use During COVID-19 Pandemic

Masks are required for unvaccinated persons when entering and exiting the fitness center and locker rooms.

When you use the fitness center you are agreeing to the updated COVID-19 Fitness Facility Waiver of Liability.

[Click here for the COVID-19 Fitness Facility Waiver of Liability](#)

[Click here for Virtual Personal Training Pricing](#)

Please submit fitness center forms to Cory at cchristman@teamcfw.com.

Amenities: Terrace

1861 International Drive has a beautiful private terrace, tucked between the east side of the building and the Tysons Corner Center Mall. The Terrace has three alcoves with comfortable seating and tables (two of which are beneath louvered pergolas), free Wi-Fi, electrical outlets, and outdoor games that are put out in sunny, non-inclement weather (9:00 a.m. to 7:00 p.m. Monday through Friday). Our outdoor games include cornhole and bocce ball.

The Terrace is the perfect place to catch some sunshine, enjoy your lunch away from your desk, or catch up with colleagues over a quick game of cornhole.

The Terrace is available for all tenants to use during business hours, unless it has been reserved for a private event. To reserve the Terrace for a private event please submit the Tenant Event Reservation & Request Form to jazrhyn.garcia@hines.com.

[Click here to view the Tenant Event Reservation & Request Form](#)

Amenities: Tysons Corner Center

[Click here to access Tysons Corner Center](#)

Concierge: Introduction

Greetings Tenants,

As your concierge, we wanted to take a moment to introduce ourselves. Your wonderful office space has many state of the art amenities, including a personal concierge who is able to assist with all of your service requests; from making dining reservations, arranging dry cleaning services to catering your events or procuring event tickets.

Our concierge services are about saving you time. We are able to provide you with a myriad of quality services at little or no cost. In addition, you will also be made aware of exclusive discounts throughout the year; for example, currently your concierge is able to provide you with discounted movie tickets.

If you have any questions or would like more information on how your concierges can assist you, please do not hesitate to contact us at (703) 997-0950.

Sincerely,
The Tysons Corporate Concierge Team

Concierge: All Access Rewards

All Access:

- [All Access Rewards](#) is a benefit program for all office workers of 1861 International Drive.
- The rewards program features up to 20% off at select retailers and restaurants at Tysons Corner Center. Just present your black All Access card at the time of purchase.
- In order to see a current list of discounts and rewards available through the All Access Rewards program please download the All Access Rewards App.
- Using the All Access Rewards App you can see current discounts available exclusively through the All Access program, order Meal Deliveries, learn about special promotions, and text concierge with any questions about the program.
- The All Access Rewards App is available for download in the App Store and the Google Play Store. The app icon is a cartoon of the black card with the words All Access above it.

Concierge: Concierge Services

Most Popular Services

- Lunch Meal Delivery Service*
- Catering
- All Access Phone App Support*

Dining

- Individual and Group Reservations
- Recommendations
- Lunch Meal Delivery Service*
- Discounts/Perks at Restaurants*

Event Planning

- Catering
- Terrace Reservations
- Florist Arrangements

Movies

- AMC movie yellow tickets: \$9.00 / each*

Apparel Services

- Discounts/Perks at Clothing Retailers*
- Directions to On-Site Shoe Repair and Dry Cleaners
- Arrangements for Private Shoppers at Participating Department Stores

Call or Text [\(703\) 997-0950](tel:7039970950) for Concierge Assistance.

**Denotes services/rewards through 'All Access' mobile phone app, with participating retailers/restaurants.*

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Concierge: Meal Delivery Service

Meal Delivery:

Order meals from select Tysons Corner Center restaurants. Download The All Access Rewards App in the App Store or Google Play store. Your first order is fee free!

Emergency Contacts: Emergency Contacts

Emergency Phone Numbers:

| | |
|---|--|
| All Emergencies | 911 |
| Hines Property Management Office | 703-942-6650 |
| 24/7 Security Desk (After Hours Assistance) | 703-559-3692 |
| Campus Security Center for Security Escorts | 703-893-9403 |
| Fire Department (non Emergency) | 703-691-2131 TTY 703-204-2264 |
| Police Department (non Emergency) | 703-691-2131 TTY 703-204-2264 |
| Poison Control | 1-800-222-1222 TTY 711 |
| Hospital | Inova Emergency Care Center: 703-877-8200 |

Important Notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

[Emergency Contact List](#)

Emergency Procedures: Bomb Threat

In the event a bomb threat is received, remain calm. Use the attached telephone checklist to record the information on the bomb threat.

WHAT TO DO IN AN EMERGENCY:

- Immediately call 911.
- State "I have received a bomb threat."
- Give your company name.
- Give your building address: 1861 International Drive.
- Give your floor number.
- Give your name.

After you have made the call, notify your Manager, who will notify Property Security at 703-893-9403.

DO NOT TOUCH SUSPICIOUS OBJECTS.

Accompany Property Security staff during the search of your office to help determine if any strange objects are present.

THIS IS WHAT HAPPENS:

- Police are notified/dispatched by 911 Center.
- A search of the building may be conducted by the Police Department and Property Security personnel.
- Police or Bomb Squad contacts and questions the person who received the bomb threat.
- A building evacuation may take place.
- An "ALL CLEAR" will be given on the building when authorized by Building Property Management.

[Bomb Threat Checklist](#)

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Emergency Procedures: Elevator Malfunction

Elevators are one of the safest modes of transportation, however, they occasionally malfunction.

WHAT TO DO IN AN EMERGENCY:

1. Open telephone panel.
2. Lift handset. When operator answers:
 - Give building address: 1861 International Drive.
 - Give floor level if possible.
 - Give elevator number, which is located on the right side of the elevator panel.

DO - Remain calm.

DO - Answer the phone in the elevator if it rings.

DO NOT - Try to force open an elevator door.

THIS IS WHAT HAPPENS:

- Someone will be in touch with you by phone, intercom system, or from outside the elevator.
- Passengers will be assisted as soon as possible.

Emergency Procedures: Evacuation

It is the responsibility of each employee to know who their company emergency Floor Leader is, as well as the alternates. They should also be familiar with their respective evacuation plans.

WHEN THE FIRE ALARM IS ACTIVATED:

- All electronically secured doors will automatically unlock.
- All elevators will automatically go to the designated floor and remain open.
- The stairwells will pressurize and not allow smoke to enter.
- The fire alarm will initially sound on the floor where the alarm is initiated, the floors immediately above and below, the stairways and the elevators. If the Fire Department determines that a more extensive emergency exists, the rest of the building will be told to evacuate by the fire system.

DO:

- Remain calm.
- Follow the evacuation instructions of your company.
- Listen for instructions and follow them.
- Close the door of your office as you leave,
- Form evacuation line - two abreast.
- Keep talking to a minimum.
- No smoking.
- Assist disabled persons in evacuating.
- Use closest stairwell.
- Use handrails in stairwells.
- Exit building at nearest exit.
- In stairwell, watch out for Tysons Corner Center personnel or Fire Department coming up stairwell to handle emergency.
- Once out of the building, go toward B deck, across from Bloomingdales.

DO NOT:

- Do not go to the elevators. They will not respond.
- Do not return to the office until the building authority gives "ALL CLEAR".
- Do not attempt to reset or silence the fire alarm

Emergency Procedures: Fire and Life Safety

UPON DISCOVERY OF A FIRE:

1. Call 911.
 2. Give building address: 1861 International Drive.
 3. Floor of building.
 4. Details of fire emergency.
- Activate fire alarm system by pulling down on pull station at the stairwell.
 - Evacuate the building.
 - Assist disabled persons in evacuating the building.
 - Call Tysons Comer Center Security at 703-893-9403.

DO:

- Use stairwells to evacuate.
- If caught in any smoke condition, take short breaths and crawl to the exit. The air is better near the floor.

DO NOT:

- Attempt to fight the fire.
- Use elevators.
- Attempt to reset or silence the fire alarm.

THIS IS WHAT HAPPENS:

- Fire Department is dispatched by the 911 Center.
- Property Security personnel will respond.
- Professional help will arrive to handle the emergency.

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

1861 International Drive recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Medical Emergency

IN THE EVENT OF A MEDICAL EMERGENCY:

Call 911 and Property Security at 703-893-9403.

Give this information to both:

Building Address: 1861 International Drive.
Floor of building and location of accident or illness.
Type of injury, illness, or symptoms.

- Do not move the injured or ill person. Try to make him/her as comfortable as possible.
- Do have someone meet the emergency units at the elevator lobby.

THIS IS WHAT HAPPENS:

1. Emergency units will respond and responsible Tysons Comer Center staff will be notified by radio.
2. Tysons Comer Center staff will meet the emergency units at the building entrance and escort them to the proper floor.
3. Fire Rescue Squad and/or ambulance will respond to administer medical assistance or transport the ill or injured person to the hospital.

Emergency Procedures: Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <http://www.flu.gov/professional/checklists.html>

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

[Centers for Disease Control and Prevention \(CDC\)](http://CentersforDiseaseControlandPrevention(CDC))

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

[Department of Homeland Security \(DHS\)](http://DepartmentofHomelandSecurity(DHS))

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.

[BOMA Resources](http://BOMAResources)

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

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Emergency Procedures: Power Failure

All 1861 International Drive Office Buildings and Common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.

Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Emergency Procedures: Earthquake

Limit your movements during an earthquake to a few steps to a nearby safe place. Stay indoors until the shaking has stopped and you are sure it is safe to leave

- Drop, Cover, and Hold - Take cover under a sturdy desk, table, bench, or against an inside wall, and hold on. If there is no desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures and furniture.
- Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects while entering or leaving buildings.
- Be aware that electricity may go out or that sprinkler systems or fire alarms may turn on.
- Do not use elevators.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 1861 International Drive and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 1861 International Drive, a premier Macerich property.

Introduction: About Hines

Working in more than 100 cities around the world, [Hines](#) brings a unique and experienced perspective to its role at 1861 International Drive. Since its founding in 1957, Hines has redefined the way developers interact with architecture, reshaping skylines around the world with trophy-class buildings that strike a precise balance between function, beauty and sustainability. Active in the Washington, D.C. metro area since 1982, Hines has been involved in many of the area's most significant office spaces, earning a reputation for attention to detail, efficiency, economy and engineering innovation.

Introduction: About Macerich

With a focus on high-growth U.S. markets, [Macerich](#) (NYSE: MAC) is one of the country's premier owners, operators and developers of dynamic mixed-use destinations. Key markets include suburban Washington, D.C., the New York City metro area, Chicago, and cities throughout California and Arizona. Macerich leads the industry in adding value to destination centers with strong demographics. This success stems from a deeply rooted commitment to embrace and reflect changing community preferences on every step of the journey towards creating remarkable environments. Macerich is proud to present 1861 International Dr. as one of the phases in Tysons Future.

Introduction: About 1861 International Drive

At Hines and Macerich we are pleased that you elected to lease space in 1861 International Drive and we look forward to working with you throughout your tenancy. In an effort to assist you, and for your future reference, please contact Building Management at 703-942-6650.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Service Request System](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar](#) and Announcement Board. Here, you will find information regarding scheduled maintenance and events taking place at the property.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office

Operations: Building Management

The staff of 1861 International Drive are dedicated to making your work environment as safe and pleasant as possible. The Property Management Office is open 8am-5pm Monday through Friday. Please do not hesitate to contact the property management office at:

Phone: 703-942-6650

Fax: 571-730-4725

Address:

Hines Property Management
7900 Tysons One Place, Suite 200
Tysons Corner, VA 22102

The following personnel are available to address your needs:

| Title | Name |
|-------------------------------|-------------------|
| General Property Manager | Katharine Goodwin |
| Administrative Assistant | Jazrhyn Garcia |
| Project Accountant | Nuchapan Glomdee |
| Senior Engineering Manager | Chris Wells |

Operations: Holidays

1861 International Drive will be closed for the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Certain services are not provided on weekends and the holidays listed above.

Operations: Leasing

Listed below is the contact information for the building's authorized leasing representatives:

Jeff Roman
Co-Managing Director
jeff.roman@streamrealty.com
703-464-1548

Erik McLaughlin
Co-Managing Director
erik.mclaughlin@streamrealty.com
703-464-1548

Jaclyn Purzycki
Senior Associate
jaclyn.purzycki@streamrealty.com
703-464-1548

Policies & Procedures: Contractors

[Please click here for Contractor Forms](#)

[Please click here for the Special Access Request Form](#)

Policies & Procedures: General Rules and Regulations

The following rules and regulations become effective upon occupancy. Strict adherence to these rules and regulations by Tenant is a requirement for Tenant's occupancy in the Building. Any reported or continuing violation of these rules and regulations by Tenant after the expiration of the applicable notice and cure period specified in Tenant's Lease shall be sufficient cause for termination of the Lease at the option of the Landlord.

Landlord may, upon request by any Tenant, waive the compliance by such Tenant of any of the foregoing rules and regulations, provided that (i) no waiver shall be effective unless signed by Landlord or Landlord's authorized agent, (ii) any such waiver shall not relieve such Tenant from the obligation to comply with such rules and regulations in the future unless expressly consented to by Landlord, and (iii) no waiver granted to any Tenant shall relieve any other Tenant from the obligation of complying with the foregoing rules and regulations unless such other Tenant has received a similar waiver in writing from Landlord.

1. The sidewalks, entrances, passages, courts, vestibules or stairways, or other parts of the Building not occupied by any Tenant shall not be construed or encumbered by any Tenant or used for any purpose other than ingress or egress to and from the Tenant's Premises. Landlord shall have the right to control and operate the public portions of the Building, and the facilities furnished for the common use of the Tenants, in such manner as Landlord deems best for the benefit of the Tenants generally. No Tenant shall permit the visit to its Premises of persons in such numbers or under such conditions as to materially and adversely interfere with the use and enjoyment by other Tenants of the entrances, corridors, elevators and other public portions or facilities of the Building.
2. Subject to the provisions of Article 14 of the Lease, no signs, awnings, or other projections shall be attached to the outside walls of any building without the prior written consent of Landlord. No drapes, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises, without the prior consent of Landlord, which shall not be unreasonably withheld. Such signs, awnings, projections, curtains, blinds, screens or other fixtures must be of a quality, type, design, and color, and attached in the manner reasonably approved by Landlord.
3. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in any interior Common Area, without the prior written consent of the Landlord.
4. The water and wash closets and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Tenant who, or whose servants, employees, agents, visitors or licensees, shall have caused the same.
5. Except as otherwise provided in the lease, the Work Agreement, there shall be no marking, painting, drilling into or in any way defacing any part of the Premises or the Building and no boring, cutting or stringing of wires shall be permitted. No Tenant shall construct, maintain, use or operate within the Premises, or elsewhere within or on the outside of the Building, any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system.
6. Tenant will fill out move-in/move-out sheets and will return such sheets signed and dated within ten (10) days of moving in or out of the Premises.
7. No animals, birds, or pets of any kind shall be brought into or kept in or about the Premises, and no cooking shall be done or permitted by any Tenant on its Premises except for a Tenant's employees' own use. No Tenant shall cause or permit any unusual or objectionable odors to be produced or permeate from its Premises.
8. No Tenant shall make, or permit to be made, any unseemly or disturbing noises, or disturb or interfere with occupants of this or neighboring buildings or Premises or with any person having business with such occupants. No Tenant shall throw anything out of the doors or windows or down the corridors or stairs.
9. No inflammable, combustible or explosive fluid, chemical or radioactive substance shall be brought or kept upon the Premises, except for normal amounts of standard office supplies.
10. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any Tenant, nor shall any changes be made to existing locks or the mechanism thereof without the prior approval from the Landlord, which shall not be unreasonably withheld. Each Tenant shall, upon termination of its tenancy, restore to Landlord all keys of stores, offices, storage and toilet rooms either furnished to, or otherwise procured by, such Tenant, and in the event of the loss of any keys so furnished such Tenant shall pay to Landlord the cost of replacement thereof.
11. All removals or the carrying in or out of safes, freight, furniture or bulky matter of any description must take place during the hours, which Landlord or its agent may determine from time to time. Landlord reserves the right to inspect all freight to be brought into the Premises and to exclude from the Premises all freight which violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part.

12. Any person employed by any Tenant to do janitorial work within its Premises must obtain Landlord consent, which shall not be unreasonably withheld, and such person shall, while in the Building and outside of the Premises, comply with all instructions issued by the superintendent of the Building. No Tenant shall engage or pay any employees on its Premises, except those actually working for such Tenant on its Premises.
13. No Tenant shall purchase spring water, ice, coffee, soft drink~, towels or other like service, from any company or persons whose repeated violations of these Rules and Regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
14. Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management. Landlord may at its option require all persons admitted to or leaving the Building between the hours of 6:00 P.M and 8:00 A.M., Monday through Friday, and at all times on Saturday, Sunday, and legal holidays, to register. Each Tenant shall be responsible for all persons for whom he authorized entry into or exit out of the Building and shall be liable to Landlord for all acts of such persons.
15. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.
16. No Tenant shall occupy or permit any portion of its Premises to be used or occupied for the possession, storage, manufacture, or sale of liquor, narcotics, tobacco in any form, or as a barber or manicure shop, or as an employment bureau, unless said Tenant's lease expressly grants permission to do so. No Tenant shall engage or pay any employees on its Premises, except those actually working for such Tenant and said Premises, nor advertise for laborers giving an address at said Premises.
17. Landlord's employees shall not perform any work for Tenant nor do anything outside of their regular duties, unless under special instruction from the management of the Building.
18. Canvassing, soliciting and peddling on the Premises is prohibited, and each Tenant shall cooperate to prevent the same.
19. Tenant shall install no water coolers, plumbing or electrical fixtures without the prior written consent of Landlord.
20. There shall not be used in any space, or in the public halls of the Building, either by any Tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
21. Where carpet is installed over access plates to under-floor ducts, Tenant will required, at Tenant's expense, to provide access plates when necessary.
22. Mats, trash or other objects shall not be placed in the public corridors.
23. Tenant shall not overload the floors or exceed the maximum floor weight limits of the Premises.
24. If Landlord designates a certain portion of parking area for employee parking, Tenant covenants that it will require its employees to park in such area to the extent of spaces available. Landlord shall not be responsible for enforcing Tenant's parking rights against any third parties.
25. Tenant agrees to conduct any vehicle or machine repair, painting, or similar work only inside the Premises.
26. Tenant agrees not to operate any machinery in the Premises which may cause vibration or damage to the Premises; not to use a loudspeaker which can be heard outside the Premises, or to extend curb service to customers.
27. Tenant agrees not to use space heaters in the Premises.

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Policies & Procedures: Insurance Protection

[Please click here for Insurance Forms](#)

Policies & Procedures: Moving Procedures

The following rules apply to moving furniture, equipment, and supplies in and out of 1861 International Drive:

YOU WILL BE RESPONSIBLE TO NOTIFY YOUR MOVING COMPANY OF THESE RULES. IF THESE RULES ARE NOT FOLLOWED, YOUR MOVING COMPANY WILL EITHER BE ASKED TO DISCONTINUE THE MOVE OR WILL NOT BE ALLOWED TO ENTER THE PREMISES.

1. Move-ins must be scheduled with the Property Management Office at least two weeks in advance. This is to ensure availability of the freight elevator. It is important to establish a firm arrival time for the movers. Late arrival time will be billed to the Tenant, as well as the cost of security, if needed. A moving form is provided for notification to the Property Manager.
2. Building Engineer must be in attendance to install and remove elevator pads, lock off freight elevator, key off security system and generally oversee moving operation as appropriate. Tenant will be billed at an hourly overtime rate with a minimum charge of four (4) hours plus administrative costs unless determined otherwise in the lease agreement.
3. Move-ins, large quantities of furniture, equipment, or supplies must be accomplished after 6:00 P.M. on weekdays, weekends, or holidays and must be completed prior to 8:00AM the following day.
4. If heating or air conditioning is desired after normal operating hours, it can be furnished with advance notice at Tenant's expense. Twenty-four hours prior notice is required for this service.
5. Each company moving supplies, furniture, and/or equipment through this building will need to secure and present to the Property Management Office a Certificate of Insurance 24 hours prior to the move (See Paragraph 12 for additional information).
6. Do not wedge anything between the elevator doors or prop them open. This will burn out the motor and put the elevator out of service.
7. Only the freight elevator will be used to move furniture, equipment or supplies. Of particular importance: the dimensions of the freight elevator should be checked, especially when purchasing specialty items such as conference tables.
8. Any damage to the building or fixtures caused by the move will be repaired at the Tenant's expense.
9. Clean Masonite sections will be used as runners on all finished areas where heavy furniture is being moved with wheel or skid-type dollies. The Masonite must be at least ¼" thick, 4' x 8' wide sheets in elevators, lobbies, and corridors, and 32" wide sheets through doors in Tenant space. All sections of Masonite must be taped to prohibit sliding.
10. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the rout to be followed during the move. These areas will be inspected for damage after the move.
11. The moving company will be required to remove all boxes, trash, etc. when leaving the building. Any materials left behind will be disposed of, and charges for this disposal will be sent to the Tenant.
12. The moving company must carry insurance including, but not less than the following:

Coverage pursuant to Owner-Contractor Agreement must be Broad Form Commercial General Liability with a combined single limit of not less than \$5,000,000 per occurrence; Workman's Compensation in statutory limit for the State of Virginia and certificate including Declaration Page and Endorsement Page evidencing same shall be furnished to the Landlord before moving any items into the building:

Tysons Corner Property LLC
1961 Chain Bridge Road, Suite 105
McLean, Virginia 22102-4502
Attn: Senior Property Manager
Telephone: 703-942-6650
Fax: 571-730-4725

All liability policies shall name the following as Additional Insured

- Tysons Corner Property LLC
- These limits set forth are minimum.

[Moving Form](#)

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Policies & Procedures: Smoking

As a courtesy to the tenants and guests at 1861 International Drive there is no smoking within 25 feet of any entrance. The designated smoking area is located on the back patio of the lobby level, 25 feet from the entrance. Ashtrays will be provided and mark the designated area.

Policies & Procedures: Tenant Suite Modifications

Following occupancy of a finished office, Tenants often need to make modifications within their suite due to changing equipment needs, staff changes, or other reasons.

As indicated by Lease, all modifications are to be reviewed by and approved by the Landlord in writing, prior to the commencement of any modification work.

In accordance with your Lease Agreement, the Landlord must approve, prior to commencing work, any modifications or improvements to your suite in writing. Complete plans showing proposed modifications will need to be submitted to Landlord for review (partition, plumbing, mechanical, electrical- as needed).

Additionally, we require the following:

1. A letter of request from you to perform work in the Premises submitted in form Attachment A and directed to Tysons Comer Property LLC c/o Tysons Comer Center.
2. Two copies of the approved construction drawings signed by the authorized Tenant representative clearly detailing the scope of work including mechanical and electrical requirements are to be directed to Tysons Comer Property LLC c/o Tysons Comer Center.
3. A letter of request from your contractor and subcontractor to perform work in the Premises submitted in form Attachment B and directed to Tysons Comer Property LLC c/o Tysons Comer Center.
4. A Certificate of Insurance from your contractor with Excess Liability of \$5,000,000.00 specifically naming Tysons Comer Property LLC as additional named insureds, and Declaration Page and Endorsement Page.
5. One copy of the Non-Residential Use Permit.
6. The construction date, the estimated completion date, a copy of the contract and the name of the contractor's site supervisor.
7. The Tenant shall furnish Property Management with the wall covering manufacturer's certified flame spread data for all wall coverings installed within the Premises within ten (10) days of commencement of construction.
8. Air balance reports.

Please note that the Tenant and the Tenant's contractor are responsible for the following:

1. Providing protection of all existing building finishes including but not limited to driveways, sidewalks, lobby, elevators, corridors and carpet.
2. Clean-up and removal of debris from the building.
3. Only Property Management's approved electricians shall be permitted to perform work on the fire alarm system.
4. Coordinating all inspections with the appropriate authorities.
5. Forwarding one copy of the Non-Residential Use Permit to Property Management when the final inspections are completed.
6. There will be a Security Deposit of \$5,000.00 on major tenant modifications.

The cost to repair any damages caused by the Tenant or his contractor shall be solely the responsibility of the Tenant.

Should the Tenant or the Tenant's contractor perform any work that requires the Building's Engineer to be on duty during non-standard working hours, the Tenant will be billed at an hourly overtime rate with a minimum charge of four (4) hours plus administrative costs unless determined otherwise in the lease agreement.

Please contact us when you have scheduled your move so that we can arrange for an Engineer to be present and prepare the elevator for you.

If you have any further questions or need assistance regarding these building procedures, please feel free to call the property management office at 703-942-6650.

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Security: Overview

Allied Barton provides security assistance at 1861 International Drive and can be contacted at 703-559-3692.

The electronic access system at 1861 International Drive provides two areas of control:

1. General Access Control System which monitors and controls entries into the building and parking garages.
2. Elevator Access Control System which gives individuals access only to the floors on which they work and to which they have been granted access.

The General Access Control System is designed to admit tenants and their guests to the building, while keeping other persons out of the building after the specified building hours.

Many office thefts and crimes against persons occur during regular business hours. Such crimes are usually perpetrated by persons under the pretext of legitimate business, such as workmen, office equipment repairmen, or visitors.

Office personnel should be alert to unauthorized individuals in the building and take precautionary steps to help reduce the opportunity for criminal activity. Crime can be reduced with the cooperation and assistance of everyone; security, to a great extent, depends on the cooperation of each individual.

Security: After Hours Access

Employees - Tenants can grant 24 hour access privileges to their employees - employees without that privilege will not be granted access by security.

Vendors - After-hours access for vendors can be arranged with security 48 hours in advance and a representative of the tenant will need to be present in the space.

Security: Building Access

Access Control System:

- The access control system is operational 24 hours a day. Authorized access card users may enter the buildings at any time by following the entry procedures, as seen below.

Perimeter Hours:

- The first floor lobby doors and perimeter are open Monday through Saturday, 7:00 A.M. to 12:00 A.M. and Sunday 7:00 A.M. to 10:00 P.M.
- The garage lobby doors are open Monday through Saturday, 7:00 A.M. to 12:00 A.M. and Sunday, 7:00 A.M. to 10:00 P.M.
- These hours may be affected by holidays. Contact the Hines Property Management Office with any questions.

Entry Procedure

- Present card to the card reader.
- The flashing red light on the reader indicates that the key has been read.
- If card is authorized, the green light will glow continuously, indicating access is granted.
- The door will close and lock automatically behind you.

Exit Procedure

Some doors may be equipped with automatic exit devices. These controlled doors will automatically unlock as you approach the door.

Security: Elevator System

- Present card to the card reader.
- The green light on the reader indicates that the card has been read.
- If the card is authorized, the green light will glow continuously, indicating access is granted. Press the floor key you wish to access.
- The elevator will take you to your floor and then close. Please note that the elevators will always allow you to exit the building through the main lobby or lower lobby after hours.

Security: Guest Visitors

When guests arrive at the building they should park in visitor parking (on level P1 in the parking garage). They will be able to access the lobby level between 8am and 5pm without the need for any access control devices. Please meet your guests in the lobby if they need to access your tenant space.

Security: Deliveries

All deliveries must be made at the loading dock entrance. No deliveries will be allowed through the main building lobby. Please let us know in advance if you are expecting a delivery so we can reserve an elevator for your use. Move-ins, large quantities of furniture, equipment or supplies must be accomplished after 6:00 P.M. on weekdays, weekends, or holidays.

All equipment and supply deliveries must be made to the building loading area at the lower level entrance between the hours of 7:00 A.M. and 3:30 P.M. There is a weight restriction on the passenger elevators as well as decorative finishes to protect: therefore, the freight elevator is to be used for all deliveries. The maximum height of the freight elevator is 8'4".

Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Security: Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Hines Property Management Office immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as, "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Hines Property Management Office immediately.

If at any time you would like assistance from our onsite security, please contact Hines Property Management or speak with any onsite security officer.

Security: Key and Lock Policy

The Access Control System for your office building is computer-operated and remotely monitored. It records all activity as to individually assigned card numbers, times and types of action. It allows for the prompt invalidation of lost or stolen insert cards.

A proximity reader is installed at the main entrance. An emergency call box is located near the entrance if assistance is needed.

Additional cards and keys may be purchased directly through Security at 703-559-3692.

REMEMBER:

Report lost or stolen keys to the administrator of your firm. Your administrator will notify Property Management and Security via email or [AWARE](#). This will not only protect your system integrity but will also serve as a confirmation.

When you plan to enter the building after-hours, always carry your security key. Should you forget your access card, contact Security at 703-559-3692. Security will verify your information and if appropriate grant access to common areas of the building.

NOTE: Security cannot grant access to your individual floor or office suite.

Security: Lost and Found

Please contact the Property Security at 703-559-3692 to claim items that have been lost or found in the building or to report items found.

Security: Property Removal

Please see [Moving Procedures](#) for Property Removal Information.

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 703-942-6650 and we will send appropriate personnel to escort them off of the premises.

Services: Building Signage and Directory

If any updates need to be made to the directory, please enter a work order ticket into [AWARE](#) and the change will be made within 24 hours.

Services: Cleaning

Cleaning service is provided weeknights, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then ask your administrator to enter a work order ticket into [AWARE](#) or contact the Hines Property Management Office at 703-942-6650. Special cleaning services can be arranged at tenant expense.

If any cleaning problems should arise during working hours, please contact the Hines Property Management Office.

If you have any questions or comments regarding the cleaning services, please notify the Hines Property Management Office.

Services: Engineer's Overtime

Please be advised that it our policy to charge our Tenants for the services of the Building.

Engineers, if needed, are available weekdays from of 6:00 P.M. to 7:00 A.M. and all day Saturday, Sunday, or holidays. These services include deliveries where the freight elevator is needed, move-ins and move-outs (the Engineer must be present), or any emergency that occurs within your suite after 6:00 P.M.

If the Engineer is called back to the building after his normal working hours, the tenant will be billed at an hourly overtime rate with a minimum charge of four (4) hours plus administrative costs, unless determined otherwise in the lease agreement.

If you should have any questions, please do not hesitate to contact the property management office.

Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[1861 Insurance Requirements](#)
[Fitness Center Forms Packet](#)
[Tenant Construction Rules and Regulations](#)
[Acknowledgement Receipt Of Tenant Manual](#)
[Bomb Threat Checklist](#)
[Emergency Contact List](#)
[Keys Issued](#)
[Moving Form](#)
[Special Access Request Form](#)

The [Visitor Acknowledgement Form](#) is a new form implemented during the COVID-19 Pandemic. This form is required for any contractor or subcontractor working on behalf of a tenant who will need to interact with a Hines engineer or who will require a security escort while completing their work. Examples might include: running additional cables, and/or accessing mechanical room closets. This form should be submitted to Property Management together with the Special Access Form by the tenant prior to the arrival of the contractor.

Services: HVAC

If the temperature in your office needs adjustment, please contact Hines Property Management Office or enter a work order request into [AWARE](#). Your request will be handled by building personnel as soon as possible.

The heating and air conditioning (HVAC) systems operate during Normal Business Hours from 8am to 6pm, Monday through Friday and 9am to 1pm on Saturday, excluding building holidays. For HVAC outside of normal business hours, please submit an [overtime HVAC request form](#) to Property Management. Please note, HVAC provided outside of normal business hours is a billable charge. Forms must be received by Property Management no later than 4pm for weekday after-hours HVAC requests and no later than 4pm the prior business day for any weekend and building holiday after-hours HVAC requests. Requests received after 4pm may be subject to an additional 4-hour labor fee and cannot be guaranteed.

Services: Mail Service

The Vienna Post Office provides carrier delivery and collection services at 1861 International Drive daily each weekday (except holidays). Deliveries are generally made to each floor in the late morning. The pick-up and drop-off times of the mail are between the hours of 11:00 A.M. and 2:00 P.M. Mail is picked up twice daily from the drop-off (located on the Lobby Level), at approximately 11:30 A.M. and 4:30 P.M. The mail drop-off is not intended to accommodate volumes of mail or bulky mail. Bagged mail may be left at the drop-off lower lobby level for afternoon pickup. Special requests or assistance with mail or package pick up or delivery should be coordinated in advance with the Concierge.

Services: Maintenance Requests

Maintenance requests can be made through contacting the Hines Property Management Office or by logging into the web-based [AWARE](#) system.

Maintenance requests can be made by contacting the Hines Property Management Office at 703-942-6650.

For those tenants who wish to use our web-based work order system, AWARE, please speak with your organization's tenant contact or Hines Property Management to obtain a user ID and password. The tenant user guide can be found here.

[Click here to view the AwareMangager User Guide](#)

Sustainability: HinesGO

1861 International Drive offers tenants the opportunity to participate in HinesGO.

This is a voluntary and recommended program for tenants developed to enhance sustainable interiors at Hines properties and greatly lower buildings carbon footprint.

Click on icon below to view HinesGO Tenant Guide:

Sustainability: Recycling & Trash

1861 International Drive features co-mingled recycling which includes metal, plastic, paper, and cardboard. The following link illustrates acceptable types for single-stream recycling. Please note that opaque, black trash bags line trash containers, in contrast with the transparent bags lining recycling bins.

[Waste Management Policy & What to Recycle](#)

The building's recycling program extends to electronics, light bulbs, and batteries utilized on-site. Special accommodations can be made, upon request, for other bulk waste such as furniture and appliances.

[E-cycling Items](#)

Join your colleagues, building management, the janitorial staff, and the hauler in this collective effort! Please call 703-942-6650 with any questions or comments.

Sustainability: Sustainability Tips

Please open link for simple to practice in 1861 International Drive.

[Sustainability Tips](#)

Transportation & Parking: Access Tysons

Access Tysons is a transportation and commute assistance service provided for free to all Tenants of 1861 International Drive. Our mission is to make your commute to 1861 International Drive as easy, affordable, and pain-free as possible. Whether it be providing basic commuting information, setting you up with a carpool, or even creating an individualized transit plan, Access Tysons exists to assist you with any and all of your transportation needs. Visit us at www.accesstysons.com, email us at info@accesstysons.com, or follow us on [Twitter @accesstysons](https://twitter.com/accesstysons) to learn about your numerous commute options and stay up to date on local travel news and events.

[Tysons Bus Transit Map](#)

[Tysons Bike Route Map](#)

[WMATA Map](#)

Transportation & Parking: Bicycles

The 1861 onsite garage accommodates bicycle parking. The bicycle racks are located inside the garage on level P2.

Transportation & Parking: Metro

1861 is conveniently located at the Tysons Corner Metro Station, which is part of the Silver Line. Tenants and visitors of 1861 can access the metro via the Plaza and Sky Bridge, which provides cover to pedestrians. For more information, explore these links:

http://www.dullesmetro.com/stations/tyson_corner.cfm.html
<http://www.wmata.com/>

Transportation & Parking: Parking

1861 International Drive offers three levels of onsite parking inside the garage. Visitors of the building should park in the designated visitor parking area located on the P1 level of the parking garage or in any available space not marked as reserved.

RATES:

- \$12 all day
- \$6 Up to 2 hours
- \$3 Up to 1 hour

Effective 11/1/22 1861 International Drive is transitioning to a new Parking Management Company, 12 Oaks Parking. Please verify that your account information has been updated.

Check with your employer to see if you need to set up an individual parking account or if it is covered by your company.

If you are a new individual parker of the building please sign up for your account online at <https://www.parkerbill.com/landing?EQS=55bS8F3u44TDCaN1xeEE9A%3D%3D> and follow [these instructions](#).

If you already have an individual parking account and would like to set up access to 12 Oaks Parking's online payment system please follow [these instructions](#).

When you set up a monthly parking account at 1861 International Drive either individually or through your employer you are agreeing to [these terms and conditions](#).

For any additional questions about our onsite parking please contact our parking management team at tysons1@12oaksparking.com.

Transportation & Parking: Zip Car

Tysons Corner, meet your new neighbor, Zipcar “Malicote” - now located in the VITA garage! What’s Zipcar? (Glad you asked.) It’s a smarter way to get around the DMV. With over 800 vehicles to choose from, you can drive discounted cars by the hour or day, without the hassle of paying for gas and insurance. Join for just \$35 at www.zipcar.com/tysons