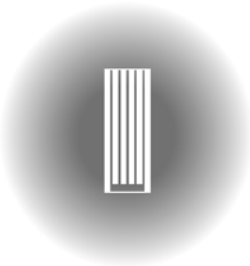


# THE WESTIN BUILDING

Managed by 2001 SIXTH LLC



**Welcome Packet**



# THE WESTIN BUILDING

2001 SIXTH LLC

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As your move-in date approaches, there are several steps that need to be completed to ensure your move-in occurs without incident. The Checklist below is comprehensive, and should be completed as soon as possible to expedite your move.

✓ **COMPLETE ENCLOSED FORMS**

- Tenant Contact Information Form*
- Access Card/Key Request Form*
- Move Form*
- Cable Pull Request Form*
- Authorization to Reveal Presence in the Building*

In addition to the forms enclosed in this packet, you must also submit the following Certificates of Liability prior to your move-in date. These forms can be obtained from your insurance or moving company. If you provide contact information for your insurance and/or moving company, we will contact them directly to obtain these certificates.

If you do not provide contact information for your moving company or insurance provider, it is your responsibility to provide us with your Certificates of Liability Insurance prior to your move-in.

- Certificate of Liability for Premises*
- Certificate of Liability for Moving Company*

✓ **RETURN FORMS**

All forms must be submitted to The Westin Building Management Office at the mailing address below **prior to move-in date**.

The Westin Building  
2001 Sixth Avenue, Suite 300  
Seattle, WA 98121



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### ✓ **LOADING DOCK**

Call the Loading Dock Supervisor to discuss your moving plans, and reserve your move-in date. There are a few regulations regarding moving which you should know:

1. Initial move-in times are limited to weekday evenings after 6:00 p.m. and Saturday mornings from 8:00 a.m. until 12:30 p.m.
2. Should permission be given for extension of the above, there will be a charge billed to compensate building personnel who must be present at all times during your move.
3. Leftover moving debris (i.e., pallets, packaging materials, boxes, etc.) should not be left in the elevator lobbies, on the loading dock, or in our truck. Please contact the Chief Engineer, and for a fee we will arrange to take debris to the dump for you.
4. If any single item in your move weighs more than 500 pounds, you must contact the Construction Manager to ensure that the equipment is moved properly.
5. If you choose to use a moving company, the moving company must provide the Loading Dock Master with a Certificate of Liability Insurance prior to the **move-in date**.

### ✓ **FREIGHT ELEVATORS**

Please inform your vendors and suppliers that all deliveries and removals should be made via the loading dock and freight elevators on the second floor during the appropriate hours.

There are two freight elevators:

1. Elevator #5 for Floors 2-15
2. Elevator #1 for Floors 2, 16-33

**If you are planning a move that will take longer than 30 minutes to complete, please contact the Loading Dock Master to arrange for after hours usage of the loading dock.**

Freight Elevators are available Monday through Friday from 8:45-11:45 am and 1:15-4:30 pm.

### ✓ **CERTIFICATE OF LIABILITY INSURANCE**

Prior to taking possession of the Premise you are required to provide a Certificate of Liability Insurance that names 2001 SIXTH LLC as additional insured parties.

### ✓ **SECURITY DEPOSITS AND RENTS**

All security deposits and 1<sup>st</sup> month rents must be paid per the lease prior to move-in.

### ✓ **SELECT CABLE TV, TELEPHONE, DATA AND INTERNET SERVICE PROVIDERS**

Reference the General Information section



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**IMPORTANT TELEPHONE NUMBERS**

Life Safety Emergencies .....	911
Facility Emergency/Building Attendant .....	206-697-7277
Management Office Front Desk .....	206-443-1800
The Westin Building Management Facsimile .....	206-443-1683
The Westin Building Garage .....	206-443-1688
Imperial Parking Customer Service .....	206-381-1789
The Westin Building Loading Dock.....	206-694-5809

**BUILDING HOLIDAYS**

The Westin Building will officially be closed the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve afternoon
- Christmas Day
- New Year's Eve afternoon

**CABLE TV SERVICE**

Westin Building tenants are free to select their cable TV provider, and are responsible for working directly with the provider to coordinate installation efforts.

**TELEPHONE SERVICE**

Westin Building tenants are to select a telephone service provider of their choice. The service provider is responsible for extending the demarc into the suite.

**DATA AND INTERNET SERVICES**

Tenants are to select a carrier for their data and internet services. Your carrier will notify you of the connectivity required for your data and internet services. Once you have knowledge of the connectivity required to support desired services, submit a Cable Pull Request Form to the Telecomm Facility Manager to begin the installation.

**MAIL SERVICE**

The Mailing Center, located in the Garage Lobby across the Sky Bridge from the Third Floor, offers collection and distribution mail services, stamps and mailing supplies by machine.

Express collection boxes are located in the Mailing Center for US Postal Service Express Mail, United Parcel Service, Airborne Express and Federal Express. Collection times are posted on the boxes. This is a US Postal Department satellite, not a Westin Building facility, and cannot be reached by telephone. When you are ready to start receiving mail, please notify the Front Desk Receptionist in the Management Office.

**MAIL SERVICE - continued**

It is important to remember that you must pick up your own mail; it will not be delivered to your office. You may pick up your mail from 9:30 a.m. to 10:30 a.m., Monday through Friday only.



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### **PARKING**

Convenient parking is available at The Westin Building Parking Garage. The parking garage entrance is located on Fifth Avenue between Virginia Street and Lenora Street. The Garage is staffed 24 hours a day. Call Imperial Parking Customer Service for information on monthly rates, coupon program and carpool discounts.

### **CONFERENCE ROOM**

The 16th Floor conference room is available for special meetings. It is a 900 square foot interior room, with a table that seats 16 in executive chairs, and space for another 16 straight chairs around the exterior. A telephone and white board is provided.

Conference Room Rates are as follows:

\$10.00 per hour

\$60.00 per day (6 hours or more)

**Call the Management Office Front Desk to make reservations.**

### **HANDICAPPED FACILITIES**

Handicapped restrooms are located on Floors 3, 7, 11, 16, 18, 19, 20, 23 and 27.

### **LOST AND FOUND**

All found items are turned in to the Management Office Front Desk on the 3rd Floor. Each item will be dated and held for three months.

### **BUILDING AMENITIES**

#### House of Goodies

At the Sky Bridge, Third Floor, this sundries shop offers newspapers, cards, fresh fruits, sandwiches, pastries, drinks, candy, ice cream, film, cold remedies and many other items during building hours.

#### Fifth Avenue Barber Shop (206) 448-9602

Conveniently located on Fifth Avenue at the street level of The Westin Building Garage is a full service traditional barbershop. Appointments are not required.

#### Hupfauf Custom Jewelers (206) 728-1968

This well-established jeweler is also located on Fifth Avenue at the street level of The Westin Garage. They specialize in custom items, gifts and repairs.

#### Sound Soups

Located on the first floor, this establishment offers a wide variety of fresh, tasty soup, salads, and fresh baked cookies.

#### Cash Machine

For your convenience, the cash machine is located in the Sky Bridge lobby.



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### **DRIVING DIRECTIONS**

#### **From I-5 Northbound:**

Exit off I-5 at Seneca Street (Exit #164). From exit, turn right onto 6<sup>th</sup> Avenue, and proceed 7 blocks north to Virginia. The Westin Building is on the Northwest corner of the intersection of 6<sup>th</sup> & Virginia.

To reach the parking garage, continue north 1 block to Lenora Street and turn left, turn left again at 5<sup>th</sup> Avenue. Look for the sign marking the entrance to The Westin Building Garage.

#### **From I-5 Southbound:**

Exit off I-5 at Denny Way/Stewart Street (Exit #166). Proceed on Stewart Street approximately 8 blocks to 6<sup>th</sup> Avenue. Turn right on 6<sup>th</sup> Avenue, and proceed north 1 block to Virginia Street. The Westin Building is on the Northwest corner of the intersection of 6<sup>th</sup> & Virginia.

To reach the parking garage, continue north 1 block to Lenora Street and turn left, turn left again at 5<sup>th</sup> Avenue. Look for the sign marking the entrance to the Westin Building Garage.

#### **From State Route 99 Northbound:**

Exit off SR99 (Aurora Avenue) at Seneca Street exit and turn left onto 1<sup>st</sup> Avenue. Proceed north approximately 6 blocks to Virginia Street. Turn right on Virginia, continue to 6<sup>th</sup> Avenue. The Westin Building is located on the corner of 6<sup>th</sup> & Virginia.

To reach the parking garage, turn left on 6<sup>th</sup> and continue north 1 block to Lenora Street and turn left, turn left again at 5<sup>th</sup> Avenue. Look for sign marking the entrance to The Westin Building Garage.

#### **From State Route 99 Southbound:**

Exit off SR99 (Aurora Avenue) at Denny Way. At the traffic light, angle to the right, crossing Denny Way onto Wall Street. Proceed to 5<sup>th</sup> Avenue (second light) turning left. Continue south on 5<sup>th</sup> Avenue for approximately 4 blocks to Lenora Street. Just past Lenora Street, The Westin Building Garage is on the left.

### **BUILDING OPERATION GUIDELINES**

#### **HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

We want you to be comfortable. Please call the Management Office Front Desk if your office is too hot or too cold.

The HVAC system is programmed for operation during building hours. If your office will be opened when the building is closed, you may want to request after-hours service by filling out an After-Hours Cooling Request Form. There is a charge of \$25.00 per hour for after-hours cooling in your suite.

#### **JANITORIAL SERVICE**

Our janitorial service will clean nightly as follows:

- Wastebaskets will be emptied nightly. The janitors do not empty desk side recycle boxes unless they are very clearly marked.



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- Desks and other surfaces will be dusted only if they are reasonably clear of papers. Chairs will be dusted or brushed **if needed**.
- High touch areas such as doorjamb, light switches and kitchen walls will be spot cleaned as needed.
- When cleaning is completed, janitors will re-close and re-lock office doors.
- Vacuuming will be completed nightly. Traffic areas of carpeted floors will be spot-cleaned as needed. Non-carpeted floors will be swept and damp mopped as needed.
- Janitorial service is not responsible for washing dishes.

If you have larger items that require removal or disposal, please obtain a Janitorial & Tenant Debris Form from the Management Office Front Desk. Upon receipt of form, our Maintenance Department will be contacting you to provide cost estimates, obtain billing authorization, and schedule disposal date.

### **FIRE LIFE SAFETY/ FLOOR WARDENS**

Our building is in compliance with Article 93 of the Seattle Fire Code, which relates to high-rise fire safety. For each occupied suite in the building, we must have a floor warden appointed who can assist in orderly evacuation in case of an emergency.

On the enclosed Tenant Contact Information Form #2 you are asked to designate the Floor Warden for your space in The Westin Building. The person selected should be able to remain calm in an emergency situation. There will be periodic training that Floor

### **FIRE LIFE SAFETY/ FLOOR WARDENS - continued**

Wardens are to attend. Once you have chosen your Floor Warden, our Chief Engineer will be contacting him/her with further information.

### **VISITOR ACCESS POLICY**

The Westin Building Attendants will allow visitors entrance to the building only. Under no circumstances will The Westin Building unlock your premise. The following policy outlines how building access is granted:

- **Unannounced Visitors**

Any unannounced visitor entering the building must check in with the Building Attendant at the entrance of the building. The Building Attendant will contact your Access Controller to obtain permission for the visitor to enter the building.

- **Announced Visitors**

If you are expecting a visitor, please:

- 1) Contact the Building Attendant (206) 443-1395 or [security@westinbldg.com](mailto:security@westinbldg.com)
- 2) Sign up for EasyLobby to pre-register visitors online by emailing [lobby@westinbldg.com](mailto:lobby@westinbldg.com) with your full name, company, email, and phone number. Once you have an EasyLobby account, you may sign in and pre-register visitors at <https://lobby.westinbldg.com>. Upon visitor arrival, an email notification will be automatically sent to you.

### **POLICY REGARDING PETS**

With the exception of Guide Dogs, all pets are prohibited in The Westin Building.

### **BICYCLE INFORMATION**

Bicycle racks are located on level P2 in the Westin Building Parking Garage and outside the South main entrance on Sixth Avenue. Bicycles are prohibited within The Westin Building.



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### **ACCEPTABLE USE POLICY**

#### ***Agreement To Rules***

By signing a lease with the owner, the tenant agrees to all rules, regulations, and statements made in this Policy along with the consequences of violating them. The tenant indemnifies the owner for any violation of the law or the owner's policy that results in loss to the owner or the bringing of any claim against the owner by any third-party. This means that if the owner is sued because of a tenant's or customer of a tenant's activity, the tenant will pay any damages awarded against the owner, plus costs and reasonable attorneys' fees.

#### ***Client Responsibility***

The client alone is responsible for the content and nature of the services it provides.

#### ***Facility Reputation***

No use of the premises for activities, whether lawful or unlawful, that the owner determines to be harmful to its tenants, operations, reputation, goodwill, or customer relations will be tolerated.

#### ***Illegal Materials***

No use of the premises to store, transmit, promote, sell, trade, or give away the use of the following materials or information shall be tolerated: illegal material or information, stolen material or information, violation of trademarks, pirated material or information.

#### ***Explicit Content***

No use of the premises to store, transmit, promote, sell, trade, or give away material of a sexually explicit nature shall be tolerated. Let it be known that offensive material falling under the category of "sexually explicit" shall include, but not be limited to the following: any nude pictures of a human being used to exploit, advertise, or sell any product or service; any sort of child pornography, or attempt to display a child in a sexually suggestive manner; any written material describing and/or promoting any sexually explicit, harsh, or abusive acts; any written material which is excessively profane and sexually explicit. Let it be known that at any time the owner reserves the right to judge any material that it deems of an inappropriate adult or sexual nature, thus causing said material to be included under this category of "sexually explicit".

#### ***Racial/Religious Content***

No use of the premises to promote unlawful discrimination against or hatred of any particular race, any particular nationality, or any particular religion shall be tolerated. Let it be known that at any time the owner reserves the right to judge any material to fall into the above categories

#### ***Illegal and Unethical Activity***

The premises may not be used for illegal or unethical activities such as, but not limited to denial of service attacks and unauthorized access to other computers or networks. This includes actual unauthorized access and precursors to attempting such access such as port scans, vulnerability scans, or other information gathering activity except as part of a vulnerability assessment executed with the knowledge of the owners of the tested system. Other attacks not mentioned are also not tolerated, to be decided at the discretion of the owner.

The premises also may not be used for any activities that interfere with a third party's ability to fulfill the terms of a contract by, for example, causing interference with the third party's services whether within or outside the building.



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### ***Final Decision***

The owner will be the sole and final arbiter as to usages of the premises that constitute violation or intent to violate our policies.

### ***Rule Compliance and Consequences of Violation***

Upon reviewing any reports received regarding the tenant's use of their premises for any illegal purpose, the owner will notify the relevant authorities immediately and supply any information requested by the authorities in the course of any subsequent investigation. If any tenant is determined by the owner to have used the premises in the commission of any illegal act, the owner shall terminate the lease immediately and the tenant shall forfeit any rents paid.

Upon reviewing any reports received regarding the tenant's use of their premises for any purpose that indicates a violation of this policy, the owner may notify the tenant in writing of the suspected violation. The tenant shall have fifteen days to demonstrate that no violation has occurred or to remedy the violation. If no remedy is enacted, the owner may terminate the lease and the tenant shall forfeit any rents paid.



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### **FREQUENTLY ASKED QUESTIONS**

**Q: How can I obtain a new access card?**

A: The person(s) designated as Access Controller must submit, in person or fax, an Access Card/Key Request Form to the Management Office Front Desk. Request forms are processed within 48 hours of the date submitted, and are to be picked up at the Management Office Front Desk. Office tenants are granted 1 card for every 300 rsf of leased space; additional cards will be billed at \$25.00 per card.

**Q: I have lost my access card. How do I obtain a replacement?**

A: Access cards can be replaced by filling out the Access Card/Key Request form and returning it to the Management Office front desk.

**Q: Who do I contact if my suite is too hot or too cold?**

A: Call the Management Office Front Desk and they will dispatch maintenance to your suite.

**Q: Who do I contact if a light bulb goes out in my suite?**

A: Call the Management Office Front Desk and maintenance will be notified.

**Q: What should I do if an unwanted solicitor comes to my suite?**

A: Call the Management Office Front Desk and they will notify security to have the person escorted out of the building.

**Q: How do I set up mail service for my suite?**

A: Call the Management Office Front Desk and they will notify the Mail Room that you will be receiving mail.

**Q: When do I pick up mail?**

A: Mail can be picked up between 9:30 - 10:30am Monday through Friday.

**Q: Who do I contact if I have a special janitorial request?**

A: Call the Management Office Front Desk and they will help you with your request.

**Q: Who do I contact to report a theft?**

A: Contact the Management Office Front Desk to obtain an Incident Report form. It is the victim's responsibility to notify the Police Department.

**Q: Who do I contact if there is a non-life threatening emergency during business hours?**

A: Contact the Management Office Front Desk.

**Q: Who do I contact if there is an after hours non-life threatening emergency?**

A: Contact the Management Office Front Desk and follow the prompts to page the Building Engineer, or call the building attendant at 206-697-7277.

**Q: How do I obtain access to my suite if I forget my access card?**

A: You will not be able to obtain access to the building or your suite without a valid access card unless we are able to obtain written authorization from your company's Access Controller(s). Please contact the Management Office during normal business hours for assistance.



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**Q: Who do I contact if I have large items that require removal or disposal? For example: office furniture, computers, etc.**

A: Obtain a Janitorial & Tenant Debris Form from the Management Office Front Desk. Upon receipt of form, our Maintenance Department will be contacting you to provide cost estimates, obtain billing authorization, and schedule disposal date.

**Q: Can I get my parking stub validated by The Westin Building Management Office?**

A: No. The Westin Building Management Office does not validate parking for tenant guests, contractors or employees. However, tenants may purchase validation stamps directly from Imperial Parking to be given to guests, contractors and employees. Contact Imperial Parking Customer Service for information regarding fees.

**Q: I have hired a contractor to perform work in my space. How is my contractor to obtain access?**

A: Tenants may allow contractors access to their space by either; 1) physically escorting the contractor; or, 2) submitting an Access Request Form to the Management Office to obtain an access card and/or key for the contractor. The Westin Building will not grant contractors access to your space under any circumstance.

**Q: I am having a guest visit my office for the day. What are my access options?**

A: During normal business hours, guests may obtain a day-use guest badge from the Building Attendants located at the Skybridge and 6<sup>th</sup> Avenue entrances. The badge allows in/out privileges during business hours and must be turned in at the end of each day. Note: the guest badge is for identification purposes only and will not open any doors. It must be turned in at the end of each day.

**Q: What hotels are in the area?**

A: The unaffiliated Westin Hotel (206-728-1000) offers Skybridge access to the Westin Building. The Sixth Ave Inn, located across 6<sup>th</sup> Ave from the Westin Building, provides a less expensive alternative (206) 441-8300. For longer stays, furnished corporate apartments are available two blocks away at the Metropolitan Tower (206-256-0500).

**Q: What restaurants are in the area?**

A: The food court at Westlake Mall offers dozens of choices for diners with limited time. It is located on the top level of the mall, one block west and two blocks south of the Westin on the Southwest corner of 5th and Olive. Also nearby are Il Fornaio (<http://www.ilfornaio.com/>), Roy's of Seattle, the Fifth Avenue Corner Café, Dahlia Lounge and Icon Grill.

**Q: Where can I park near the building?**

A: Paid parking is available in the adjoining Westin Garage. Enter on 5<sup>th</sup> Ave. Monthly parking rates are available from Imperial Parking. Metered parking is available on the surrounding street.