

Sunset Corporate Campus Tenant Resource Guide

AMENITIES

- **Café Aura** – On-site deli and coffee shop located on the first floor of Building One. Available to cater corporate events. For more information: (425) 746-5767
- **The Sunset Learning Garden** – As a Bright Horizons Family Solutions child care center, this exceptional facility is committed to making a difference in the lives of children, families, and the community through providing the highest-quality child care and early education. NAEYC Accredited. Priority enrollment is given to Sunset Corporate Campus employees.

The Sunset Learning Garden
13808 SE Eastgate Way
Bellevue, WA 98005, United States

Open to the Community
Open to Network Access Program

Phone: (425) 564-0800

Fax: (425) 564-8300

Center E-Mail: sunset@brighthorizons.com

- **Sunset North Fitness Center** – Conveniently located in Sunset North, this health club offers various exercise equipment and many types of classes at a very competitive rate. Sunset employees may be eligible for a discounted registration and monthly fee. Membership is on month to month basis.

Sunset North Fitness Center
3060 139th Avenue
Bellevue, WA 98005
Phone: (425) 564-0400

- **Eastgate Park & Ride** – Located directly East of Sunset Corporate Campus, commuting has never been so convenient. For more information, please contact Metro Seattle/King County: (206) 553-3000.
- **FedEx Express Drop Box** – For your convenience, FedEx has provided an on-site drop box located in Building One's mailroom on level P1. Pick up time is 4:45pm Monday through Friday.

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PROPERTY MANAGEMENT



**13810 SE Eastgate Way
Suite 180
Bellevue, WA 98005**

**Phone: (425) 649-8800
Fax: (425) 649-8806**

Email: pmoffice@sunsetcc.com

Website: www.sunsetcc.com

SUNSET CORPORATE CAMPUS STAFF

Rebecca Uusitalo
Property Manager

Diane Taguba
Property Administrator

Amy Donovan
Tenant Services Representative

Al Gertsch
Assistant Chief Engineer

Ernesto Garrido
Building Engineer

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PREFERRED VENDOR LISTING

Please see the Management office for any questions you may have on projects that require outside vendors.

Thank you!

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CAFÉ AURA

**13810 SE Eastgate Way
Suite 170
Bellevue, WA 98005**

Phone: (425) 746-5767

Fax: (425) 454-0091

Located on the first floor of Building One

CATERING AVAILABLE

TENANT INFORMATION

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Welcome!

SUNSET CORPORATE CAMPUS

The Cushman and Wakefield Staff are pleased to have you as a tenant at Sunset Corporate Campus. We are committed to providing you with professional, responsive, efficient service.

The Property Management Office is located in Suite 180 of Building 1, and is open from 8:00 am to 5:00 pm, Monday through Friday. The office telephone, (425) 649-8800, is answered 24 hours a day, seven days a week.

After reading this information, we encourage you to keep it in a convenient location for ready reference and to review it periodically. Please be sure to share this information with your entire staff to ensure they are adequately informed of the building policies.

We hope you will enjoy your tenancy at Sunset Corporate Campus. If we may be of assistance to you at any time, please do not hesitate to call the Property Management Office.

Thank you!

CUSHMAN AND WAKEFIELD STAFF:
SUNSET CORPORATE CAMPUS TEAM

Rebecca Uusitalo, Property Manager
Diane Taguba, Property Administrator
Amy Donovan, Tenant Services Representative
Al Gertsch, Assistant Chief Engineer
Ernesto Garrido, Building Engineer

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HOURS OF OPERATION**

Building Holidays

The following is a list of holidays observed annually by Sunset Corporate Campus:

New Years' Day	January 1 st
Martin Luther King Jr Day	January 21 st
President's Day	February 18 th
Memorial Day	May 26 th
Independence Day	July 4 th
Labor Day	September 1 th
Thanksgiving Day	November 27 th
Day after Thanksgiving	November 28 th
Christmas Day	December 25 th

On these days the buildings will operate as if it were a weekend, all lobby doors and floors are secured; the heating, ventilating and air conditioning system is off and no janitorial service is scheduled.

If your firm observes additional holidays beyond those listed above, please advise the Property Management Office of these dates so we can ensure that your floor/suite is secured on days you are not open.

Garage Gate

Tenants who purchase monthly parking are able to use the garage at all times through the use of the security ("Cardkey") access system. (Also see Parking Garage and Security System and Access.) Garage hours are 6:30 am to 6:00 pm, Monday through Friday (except observed holidays).

Heating, Ventilation and Air Conditioning (HVAC)

Sunset Corporate Campus' heating, ventilating and air conditioning (HVAC) system normally operates Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday from 8:00 a.m. to 12:00 p.m. Should you have a special need for HVAC beyond these hours,

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arrangements should be made in advance through the Property Management Office. Please contact the Property Management Office for current after hours pricing.

Individual Floor Hours

Each floor of Sunset Corporate Campus' buildings has separate elevator operational hours, customized for that floor. This ensures that each tenant receives the best possible floor security.

To find out what access hours have been established for your floor, or to make a change in the hours of access for your particular floor, please contact the Property Management Office to discuss your requirements.

Building 1 & 2 Main Entry Doors

Sunset Corporate Campus main entries are open Monday through Friday, from 7:00 a.m. to 6:00 p.m.

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Public Resources

Public Transportation

Public Transportation Information Centers are located to the side of the elevators in the main lobbies. The Centers include Metro maps and bus routes, up-to-date ride-sharing information, bus schedules and other helpful brochures.

The Eastgate Park and Ride is conveniently located just one block east of Sunset Corporate Campus and is a convenient walk from the Campus. However, the Park and Ride is not an alternative parking lot for Sunset Campus tenants and visitors. Metro Transit offers many regular and express service routes during peak commuting times.

For further information on transportation alternatives, please contact the following Metro information services directly:

Metro's 24-hour service http://transit.metrokc.gov	(206) 553-3000
Carpool/Vanpool information	(206) 625-4500
Customer service	(206) 553-3060
Bus pass sales	(206) 624-PASS
Sound Transit	(206) 398-5000

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Mail Services and Deliveries

Mail Services

A mailroom is located on the first parking level of each building. (*Building 1 on the lower level, Building 2 on the lower level*) The Property Management Office will assign your firm a box number and provide you with keys upon occupancy. If you find the daily volume of mail you receive exceeds your mailbox size, please advise the Property Management Office so that we may assign you an additional box.

In addition to regular mailboxes, the mailroom has parcel lockers available for delivery of large packages and boxes. If your mail delivery includes a package or parcel, the Post Office will leave a key for one of the parcel lockers in your regular mailbox. To retrieve the package, simply insert the key in the appropriate locker. When finished, return the locker key to your mailbox.

Mail is delivered to the building mailboxes by the Post Office by approximately 1:30 p.m. daily, Monday through Saturday. The last pick-up daily is at 2:00 pm. Outgoing mail can be dropped off at the mailroom. The Post Office picks up outgoing mail daily, Monday through Saturday.

If you have specific questions regarding mail service, please call the Bellevue Post Office at (800) 275-8777.

Express and Overnight Mail Service

For your convenience, Federal Express has a drop box located in the mailroom on the lower level of Building One. Pick up time is 4:45 pm each afternoon, Monday through Friday. If you would like more information or extra pickups, please contact Federal Express at (800) 463-3339.

Newspaper Deliveries

Newspaper carriers should deliver tenants' regular daily newspaper subscriptions to the newspaper boxes located in the mailrooms on the first levels of the building parking garage.

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If your carrier needs to make a delivery prior to the buildings' opening time, please notify the Property Management Office. We will make arrangements with the carrier for access after business hours. No papers are to be delivered to front entrances of either building. If newspapers are left in front of the buildings, they will be recycled immediately.

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Security and Access

Access Cards and Security

The building and garage are secured after normal working hours (6:30am to 6:00pm) and on weekends. Your security access card will allow you to unlock doors and access elevators to your specifically authorized areas after normal business hours.

Because the use of each card is automatically recorded, it is important that an employee use only the card assigned to him/her. Cards should not be transferred, shared or traded among employees. If a card is lost or stolen, report it immediately to the Property Management Office. We will cancel the missing card and issue a replacement. The replacement form, obtained from the property management office, must be completed and signed by the authorized facilities coordinator and the \$12 replacement fee paid before a new card will be issued.

Emergency telephones are located in the elevators. These will automatically connect you to Otis Elevator, who can provide 24 hour assistance 7 days a week. Upon picking up the telephone, you will not hear a dial tone, but please remain on the line.

There is a phone at the garage entrance/exit, which connects directly to the property management office. If your access card does not operate please use this phone. After verifying your identity, a staff member can unlock the door or gate. Your access card's malfunction will be investigated and corrective action will be taken.

After Hours Access

After hours, on weekends and holidays, you must use the parking garage or front entrance to gain access to the building. The front entry card readers are located to the right of the front entrance doors (East Side of building 1 and South side of building 2). Card readers are also located inside the passenger elevators to allow you after hours access to secured floors for which you are authorized. Garage readers, located at the entrance and exit gates, allow access at any time to those individuals who are authorized to park in the garage.

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If you have a problem after hours or on a weekend, calls made on the phones described above, or from any phone calling the Property Management Office main number will be forwarded to our automated answering service. Explain your need to the operator and give the operator a phone number at which to call you back. The operator will contact our on-call personnel to return your call.

Elevators

If you become caught in a stalled Elevator, open the door labeled “**PHONE**” and pick up the receiver. The phone will automatically put you in touch with Otis Elevator. An elevator technician will be dispatched to release you as quickly as possible.

If you know of a stalled elevator, call the Property Management office and report the approximate floor location and the elevator number.

Locks and Keys

The Property Management Office provides all building standard locks for doors throughout the building. Upon your initial occupancy, you will be provided with keys for your suite. Additional locks and keys may be ordered at any time through the Property Management Office for a fee. To ensure security of the building and individual spaces, we ask that you please do not duplicate keys through other means.

Accessibility for Disabled Persons

The Americans with Disabilities Act (ADA) took effect on January 26, 1992, requiring that architectural barriers to the disabled be removed from public accommodations facilities.

The Ownership has surveyed all public areas of Sunset Corporate Campus for any potential accessibility problems. Included in the survey were the building lobby bathrooms, elevator lobbies, elevators, stairwells, garage, building exterior and plaza areas. Upon completion of

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the survey, areas of non-compliance were reviewed and a plan of action was established.

If your firm employs disabled persons whom we can assist, or would like to discuss areas where access is difficult for them, we would be happy to do so.

As a tenant, you are responsible for ensuring your premises are accessible to those with disabilities. We have available for your reference the booklet “Opening Doors” which may be of some help to you. The booklet is a guide prepared and distributed by the Building Owners and Managers Association (BOMA) to help employers, tenants and property managers understand their responsibilities relative to ADA. The booklet also details where to turn for more information on the Americans with Disabilities Act.

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Visitor Information

Visitor Access During Regular Business Hours

The main doors are unlocked from 7:00am-6:00pm, Monday through Friday. Each tenant is responsible for supervising and monitoring their visitors while they're on campus.

Visitor Access After Business Hours

Sunset Corporate Campus has intercom systems located at the front entries of both buildings for the convenience of visitors who wish to contact someone working after hours.

Directories posted next to the intercoms list the extension numbers for tenants who may be contacted after-hours. When a visitor calls the tenant's number, the tenant's telephone will ring. Once the telephone is answered, the visitor will have voice contact with the tenant for up to 30 seconds. The tenant can allow the visitor entry through the front doors by dialing "9" on his or her telephone, or the tenant can go to the lobby to admit the visitor. In either case, the tenant will need to escort the visitor to the floor.

Visitor Parking

Sunset Corporate Campus has visitor parking available for clients and guests on the east visitor lot at the building's main entry. The lot is accessed via 139th Avenue SE.

For more information on visitor parking, please see the *Parking Information* section of the Tenant Handbook.

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Maintenance Requests**

Routine Maintenance Calls/Requests

The Property Management Office takes pride in maintaining the highest possible standards for maintenance service at Sunset Corporate Campus, but we also need your help. Please call or email us (pmoffice@sunsetcc.com) anytime you become aware of a situation that needs attention. Often it is the tenant who first discovers a restroom problem, an elevator malfunction or a burned-out light bulb.

If a carpet spill is discovered please notify the Property Management office immediately so we may clean it up before a stain occurs.

Janitorial Service

Our janitorial staff takes pride in providing professional, thorough cleaning services on a regular basis throughout the building. Normal janitorial duties for each suite are performed Sunday through Thursday. The staff schedules most of its work during the evening; however, our maintenance staff is on duty during daytime business hours to assist with special cleaning needs and items that require immediate attention, such as food or beverage spills.

We are anxious to hear from you regarding the service you are receiving. While we are constantly monitoring the various aspects of our janitorial service, we rely on you, too, to help keep us informed. If you are unhappy with any aspect of your service, or have a suggestion as to how it might be improved, please call the Property Management Office to discuss your ideas and concerns.

Garbage and Recycling

The janitorial staff is instructed to empty and dispose of everything found in a trash container, without regard for its content. This assures you that the confidentiality of

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documents and papers, which you need to discard, are maintained. For your own protection, please do not use trash containers as storage facilities.

We cannot guarantee that items stored in this manner will not be mistaken for trash.

All kitchen/coffee area waste containers are lined with plastic liners daily to ensure that coffee grounds, food, etc. are properly disposed. Please refrain from placing these types of “wet garbage” in trash containers other than those properly lined to handle this waste.

When discarding cardboard boxes or other items too large to fit in a waste container, please mark each box or item clearly with the word **“TRASH”** or **“RECYCLE”** and locate it near your waste container. Cardboard boxes need to be broken down for removal.

If your company holds an annual cleaning or if for any reason you need to remove a large amount of trash or recycling during the workday, please contact the Property Management to make arrangements for extra garbage bins.

Recycling Program

All building tenants participate in the building’s recycling program, which is operated in conjunction with SeaDruNar Recycling.

Each tenant is provided with separate waste receptacles for disposal of recyclable paper materials. These receptacles are emptied each evening by the janitorial staff. Please encourage your fellow workers to dispose of all trash and garbage in a responsible manner. Do not mix coffee grounds, plastics, food or food containers with the paper recyclable materials.

Acceptable materials for recycling include all types of paper, including post-it notes, paper ream covers, newspapers, and cardboard.

If your firm has a particular location within the suite where separation of beverage containers is warranted due to volume (i.e., break room, near a vending machine), we are happy to provide a specially designed container lined with a plastic liner to accommodate these materials.

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Lost and Found

A Lost and Found is maintained in the Property Management Office in building 1 for the convenience of Sunset Corporate Campus tenants and visitors. If you have misplaced an item, please check with us to see if someone has turned it in. Also, if you find an item whose owner cannot be identified, please bring it to the office, along with pertinent information about when and where it was found. Any item not claimed after 90 days is donated to charity.

Lost or Stolen Access Card or Parking Permit

Please contact the Property Management office immediately if a permit or access card is lost or stolen. In order to replace the item, please fax a copy of the Replacement Form (Located on next page) to the Property Management office at (425) 649-8806.

Replacement access cards (\$12.00) parking permits (\$35.00) must be purchased from the property management office. Each tenant contact is responsible to forward instruction to the property management office advising whether the employee or the company pays for lost and/or stolen permits.

NO REFUNDS WILL BE GIVEN FOR RETURNED LOST/REPLACED ITEMS

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INSERT REPLACEMENT FORM HERE

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Moving

We strongly suggest that these points be reviewed with your moving company so that all liability issues are understood.

In order to facilitate an orderly move, we ask your participation in the following areas:

Moving Times

All moves are to take place between 6:00pm and 7:00am on weekdays or during the weekends.

Walk Through

Before moving in or out, a walk through of common areas with the moving company and Property Management staff is required.

To protect the cosmetics and interests of the building, the Property Management office will hold the tenant responsible for any and all damage caused by the tenant and/or tenant's moving company during any move or delivery into or out of the building.

Damage to the carpets, doors, door jambs, corners, elevators or other building fixtures will be repaired by the Property Management and billed to the tenant. Moving of furniture or other large items is prohibited through the lobbies unless arrangements are made with property management in advance.

Insurance

Your moving company is required to have a current certificate of insurance on file with the Property Management office prior to your moving date. We will be happy to provide information on our specific requirements upon request.

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Elevators

Both buildings are equipped with a freight elevator. Please use this for all your moves. If for some reason you will need to use a passenger elevator, please contact the Property Management office at least 24 hours in advance so that we may make arrangements to properly protect it.

Garbage

When moving out, all garbage must be removed from your space. An additional charge will be assessed for move out cleaning done by the janitorial staff. Any high quantity trash removal (anything above normal building volumes) will incur a charge.

Scheduling Large Deliveries

Large deliveries requiring more than two elevator loads are not permitted during the normal workday. These types of deliveries must be scheduled with at least 24 hours advance notice through the Property Management Office for after-hours (between 6:00 p.m. and 7:00 a.m.) or weekend delivery. If you anticipate a large delivery, please notify the Property Management Office as soon as possible and provide us with the name and telephone number of the carrier. We will coordinate with them to ensure elevator availability and will review our building policies for its use. Your vendor will also need to provide property management with the proper insurance certificate prior to move in.

Use of Loading Dock

The loading docks have a height limitation of 13 feet and are accessible for deliveries between 7:00 a.m. and 6:00 p.m. daily, Monday through Friday. Other projects, such as moving, must take place after hours.

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To reduce traffic congestion and increase the availability of the loading dock, the following guidelines have been established for tenant deliveries:

- The loading docks are for loading/unloading only. Once freight has been unloaded to a dock, the delivery vehicle must be moved before the goods are delivered within the building. Complimentary 20-minute parking is available directly adjacent to the loading dock areas. Vehicles left unattended in the loading dock areas for more than 20 minutes are subject to towing.
- Keys must be left in vehicles parked at the loading dock.

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Operations Policies

1. Washington State Law now prohibits smoking in and near office buildings. Smoking is also prohibited within the parking garage or within 25 feet of the buildings or main entrances. Please report violators to Labor and Industries at (206) 281-5470.
2. Thermostats within offices only have a 5 degree range. If you need assistance changing the temperature, or need to change it beyond its range, please contact the Property Management Office. We will be glad to assist you. Any damage occurring as a result of tampering will be repaired at the tenant's expense.
3. Do not obstruct sidewalks, doorways, corridors, elevators, lobbies or stairways with furniture, trash or deliveries of any type. These areas require a full, free traffic flow at all times.
4. Corridor doors, when not in use, must be kept closed, per Bellevue Fire Code.
5. Window blinds should be lowered at all times. This is a solar HVAC system. It will help to keep you comfortable in your space.
6. The Property Management staff must install nails, screws or other attachments to the doors.
7. All signs, advertisements, graphics or notices visible in or from public corridors, lobby areas or the building exterior are subject to prior written approval from the Property Management Office.
8. Please lock all doors leading to corridors and turn out all lights at the close of the workday.
9. No pets or animals of any kind are permitted on or in the premises at any time. If damage arises from an animal, cleaning arrangements will be made by the Property Management office and cost will be billed back to the tenant.
10. No scooters, skateboards, roller skates or in-line skates are allowed on the premises.

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11. Improper or excessive noise that interferes with tenants or other persons conducting business within the building is not permitted.
12. Canvassing, peddling, soliciting and distribution of handbills of any kind in the building are not permitted.
13. Installation of food, soft drink or other vendor machines within a suite must be approved by and coordinated with the Property Management Office.
14. The Property Management Office reserves the right to prescribe the weight and position of safes and other heavy equipment. Damage occurring as a result of such items will be repaired at the tenant's expense.
15. Heavy machinery of any kind may not be operated within the building without prior written consent from the Property Management Office. Gasoline, kerosene and other flammable liquids are not permitted to be used or stored in the building. Noxious gas or other substances may not be used or kept on the premises.
16. *All* contractors and technicians rendering installation or service work of any kind must be referred to the Property Management Office prior to performing such services. We will review with them our building policies and standards for performing work at Sunset Corporate Campus and provide necessary access to service areas, telephone closets, etc. We require all service persons to check in and out with the Property Management Office any time they are performing work in the building. A copy of the Building Contractor Rules is available in the Property Management Office.
17. Installation and/or placement of items or fixtures that affect the outside appearance of the building such as non-standard window signage, drapes or lighting is not permitted, except with prior written approval from Building Management.
18. Proposed plans for alterations affecting any physical portion of your suite require prior written consent from the Property Management Office. All such alterations must be coordinated through the Property Management Office. This includes all installations affecting floors, walls, woodwork, windows and ceiling.
19. The Property Management Office reserves the right to reasonably rescind any of these Rules and Regulations and to make future rules and regulations, as required for the

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safety, protection and maintenance of the building, the operation thereof and the protection and comfort of the tenants and their employees and visitor.

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LIFE SAFETY INFORMATION

Building Design

Sunset Corporate Campus was designed to minimize the chance of a life-threatening emergency, and to reduce damage in the unlikely event one should occur. The buildings and garage are both fully equipped with sprinklers. Each floor has pull stations at each stairwell and smoke detectors throughout. Activation of any of these devices sends an immediate signal to the Bellevue Fire Department and triggers an audible alarm.

Emergency Procedures Brochure

At occupancy, all building occupants are provided with a copy of Sunset Corporate Campus' Emergency Procedures Brochure, which outlines the building's life safety system, and suggests the best course of action in case of fire, earthquake, bomb threat or medical emergency. Employees are encouraged to familiarize themselves with the information it contains and to review it periodically.

Tenants are encouraged to provide a copy of the brochure to every new employee as a part of their firm's employee orientation process. If your firm would like extra brochures, please call the Property Management Office.

Life Safety Training Program

Every tenant at Sunset corporate Campus is required to appoint one or more employees as floor wardens who will participate in the building's life safety training program. Floor wardens' responsibilities include attending life safety training sessions, educating fellow employees about the building's life safety system, and leading an orderly evacuation in an emergency. The Property Management Office, in conjunction with the Bellevue Fire Department, offers training sessions to designated floor wardens once a year.

On a bi-annual basis, tenants are also asked to submit a list of employees for whom evacuation in an emergency would be difficult due to a permanent or a temporary disability.

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This list is maintained at the building's fire control center for quick reference by the Bellevue Fire Department in an emergency. Tenants should appoint two monitors for each disabled person.

The monitors will assume responsibility for helping the disabled person to evacuate in an emergency.

From time-to-time the Property Management Office also sponsors special training programs on such topics as first aid, cardiopulmonary resuscitation (CPR) and earthquake preparedness. We welcome your suggestions on topics that may be of special interest to you.

TENANT EMERGENCY PREPAREDNESS

A major emergency, such as an earthquake, fire, severe storm or lengthy power outage, while devastating in and of itself, can pose special problems in the work place.

Property Management is very concerned for the safety and well being of our tenants, and we have taken steps to help prepare for such emergencies. However, due to sheer numbers of people affected, it would not be possible for us to provide immediate, personal assistance to every business and individual in the building during a major disaster. Therefore, we ask that each tenant evaluate its ability to respond to its business and employee needs in the event of a major emergency.

We recommend that your disaster planning efforts include careful evaluation of the following general areas of concern:

Disaster Kits and Supplies:

Your office should have emergency food and medical provisions to support your employees in the event an earthquake or other disaster makes leaving the building difficult or dangerous.

Protection of Business Equipment and Data:

Consider restraining equipment, files and shelving that could cause injury in an earthquake. Have a plan for security and back-ups of information vital to your business.

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Communications:

Develop a plan for emergency contact between your office, employees, and their families. You may want to extend this plan to include communication between your office at Sunset Corporate Campus and other office locations, customers, clients, suppliers and contractors.

Two excellent sources of information to aid you in evaluating and planning for a major emergency are:

- Federal Emergency Management Agency (FEMA), (425) 487-4600
- American Red Cross, (206) 323-2345

Both these organizations have extensive information available for your use, and can also help arrange emergency preparedness seminars.

No one wants to think about the consequences of a major disaster; however, planning now for such an emergency will help save lives and mitigate damage should such an event occur.

PARKING INFORMATION

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Parking Service Information**

Republic Parking Northwest, Inc. (Republic) monitors all parking areas under contract with Sunset Corporate Campus.

Inquiries concerning the parking facilities should be made to the Property Management Office located in Building One, 13810 SE Eastgate Way, Suite 180, (425) 649-8800.

For questions regarding ticketing, please see the *Violation Procedures*.

NOTE:

Each tenant is responsible for coordinating its company employee and visitor parking internally. One or two facilities contacts will be responsible for maintaining all company parking matters with Property Management and the parking vendor.

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Employee Parking

Permits

Any vehicle parking in the West Surface Lot, or Garage must display a current permit. Permits are not transferable, and are color coded to the area in which you are permitted to park. Carpool passes are also numerically identified according to the stall number.

Permits will be valid for one year. The appropriate permit must be displayed on the front windshield bottom half of the driver's side of the car. It is the driver's responsibility to ensure the permit is visible at all times; if the permit is not visible the vehicle is subject to violation procedures. Darkly shaded areas of vehicle windshields are not appropriate for display of permits. If you're unsure of dark shading on your windshield, please contact Property Management to discuss alternative location for display of permit.

Surface Parking (Blue Pass)

In addition to the garage there is a large surface lot reserved for employees at the West side of the site. No trailers, boats, RV's, or other large vehicles taking up more than one parking space are allowed on Sunset Corporate Campus. If arrangements need to be made for a bus or other large vehicle to be on campus, this must be done in advance by contacting the Property Management office

Garage/Main Lot (Teal Pass)

A below-grade parking structure with four levels of unassigned parking provides employees with controlled-entry parking and protection from the weather for a monthly charge. Tenants who purchase below-grade parking will have 24-hour access to the parking facility through use of an access card. The garage is accessed from the West side of building one, off SE Eastgate Way.

Executive Parking (Green Pass)

The parking garage also includes one level of unassigned executive parking directly beneath each building. This executive parking is accessed via the same parking garage entrance off SE Eastgate Way. Tenants who are authorized to park in these reserved areas access them by immediately turning right (for building 1) or left (for building 2) upon entering the garage.

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Carpool Parking

If your employees wish to carpool, arrangements for permits and spaces can be made with the Property Management Office. Please note that the number on each individual carpool pass corresponds to that reserved, assigned space.

Lost/stolen permits:

Please see **Lost and Found** section in **TENANT INFORMATION**.

Temporary Parking Passes

In the event an employee forgets their parking permit there are free “one-day” passes available at the Property Management Office.

Motorcycles

Motorcycle parking is free and located on the executive levels of buildings I & II. For additional motorcycle parking locations please contact the Property Management office.

Bike Racks

For those employees who choose to ride bicycles to work, Sunset Corporate Campus has bike racks located inside the executive/reserved parking areas, behind the glass elevator enclosures. The racks provide convenient storage for building employees’ bicycles during the workday. Bicycles should be stored in this area and not transported through the building.

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Tenant Resource Guide**
Visitor and Vendor Parking

Sunset Corporate Campus has visitor parking available for clients and guests in our Visitor Lot, and can be accessed via 139th Avenue SE, the east entry near the main lobbies of both buildings.

The visitor lot is a paid lot that utilizes the Verrus system, a web based system that can be accessed at <http://sunsetcc.verrus.com> (see Property Management for username login and password).

All visitors must be registered with Verrus at all times regardless of length of time in the lot. Maximum stay in the Visitor lot is 5 days. If visitor is to stay longer than 5 days please see Property Management

This lot is for the convenience of Sunset Corporate Campus tenant clients and customers and may not be used by on-site employees. Violators should be reported to the Property Management Office immediately.

Event/Function parking

In order to better assist you, please provide advanced notice of at least one week when holding events or functions requiring visitor parking for more than five people. Contact the property management office at (425) 649-8800 or fax information to (425) 649-8806.

”Garage Full” Conditions

Double parking is not permitted on any level. If no stall is available after checking all levels (Down to P4) of the garage, park in the Visitor parking lot, and go to the Property Management office. We will locate parking for you.

**Sunset Corporate Campus
Tenant Resource Guide
Additional Information**

5 mph speed limit

In the interest of increased safety, the speed limit is 5 mph throughout all parking areas. The cooperation of all parking patrons is required. Safety is our prime concern and your effort to observe the speed limit at all times is appreciated.

Incident/Accident

Should an incident/accident occur involving a vehicle and/or pedestrian in the parking garage it should be reported immediately to the Property Management office.

Towed vehicles

Information on contacting the towing company is available at the property management office and on signage posted in the parking areas.

Risk of loss

Vehicle owner assumes all risk of loss or damages while parking at Sunset Corporate Campus. Building Owner and Parking Service shall not be liable for any loss or damages arising out of, or caused by, theft, mischief, vandalism, collision, fire or any act of God, flood, earthquake or any such casualties.

Signage

Signs are posted throughout the campus for safety purposes and for your convenience. Compliance is required.

Sunset Corporate Campus
Tenant Resource Guide
Parking Procedures

Vehicle registration

All parked vehicles, including motorcycles, must be registered with the property management office. Vehicle: make, model and license plate number, driver's name and company name must be reported to the property management office. If this information is not provided, access will terminate within 30 days.

Monthly Parking Reports

Each month, a parking report is printed for each tenant in an effort to maintain the most accurate records and billing. This information includes employees, visitors, and vendors and their coordinating parking arrangements. The report needs to be signed and returned within five (5) days of the initial e-mail that notifies tenants that it is available. After which time, the names and information provided are no longer negotiable.

Parking Rates

The parking rates will be adjusted from time-to-time and are always charged according to each tenant's current Lease Agreement unless parking patron falls outside of the "per lease" allotment.

**Sunset Corporate Campus
Tenant Resource Guide
Avoiding Parking Tickets**

The following are not allowed, and have been the top reasons for receiving parking tickets:

- a. Parking in the visitor lot by a non-visitor
- b. Parking over stall line and/or double parking
- c. Parking in a reserved stall or area that is for the exclusive use of another vehicle
- d. Parking without proper permit
- e. Parking a large vehicle in a compact stall
- f. Parking over the allotted time period in a time allotted stall
- g. Parking a compact vehicle in a “non compact” stall when compact stalls are available
- h. Parking in a fire (red) zone, or an area marked “no parking”
- i. The speed limit in all parking areas is 5 mph. Speeding in the parking garage is inherently dangerous
- j. Any vehicle leaking oil will have a written violation with a warning of possible termination of parking privileges.
- k. Storing vehicles is not allowed. If you will be on vacation or leaving your vehicle for an extended period of time, please notify the property management office.
- l. Any action that creates a safety hazard or violates instructions given according to posted signage or direction by property management personnel.

Parking Violators

Parking Violators will be subject to vehicle being ticketed, towed and/or parking privileges revoked. Any persons with 4 outstanding tickets will be towed upon the 5th violation. Any outstanding violations may be forwarded to collections, thereby affecting personal credit. Additionally, as we re-issue permits annually, any persons with outstanding violations will not be eligible to receive new permit until such violations are paid in full.

Sunset Corporate Campus Tenant Resource Guide

Violation Appeals

If a dispute of a violation is made, it must be done in writing using the Violation Appeals Form (provided in the “Forms” section) within five (5) business days from the date the ticket was issued. This form should then be faxed to (425) 649-8806 for review. After submittal, a decision will be made and a response emailed back.

In order to qualify for an appeal, the appellant must not have been awarded an appeal within the last 12 months and have no outstanding parking tickets.

The following guidelines must be followed when appealing a ticket:

The Appeal Process:

1. Appellant fills out appeal form and submits to parking/Facilities coordinator.
2. Parking/Facilities coordinator reviews form and then forwards it to the SCC property management office within 5 days of issue of ticket.
3. SCC property management office submits forms to Republic Parking.
4. SCC property management will make a decision based on the facts at hand. The decision will be forwarded to both the appellant’s facility contact and Republic Parking.
5. All decisions are final.

If an appeal is rejected, payment must be made within fourteen (14) days of the date ticket was issued in order to avoid additional late fees. After 14 days, a late fee will be added to the ticket and it cannot be voided. Tickets may be paid online at www.rpnw.com.

The Property Management Office appreciates your cooperation with all of our parking policies and procedures.

**Sunset Corporate Campus
Tenant Resource Guide**

INSERT VIOLATION APPEAL FORMS HERE