

**Towers Crescent
Electronic Tenant® Portal
Created on August 26, 2022**

Amenities: Retail Services

Towers Crescent Drive has a number of retail services available to tenants and guests.

Listed below is a brief description of the services available:

Chima Steakhouse: Chima Steakhouse offers a great variety of cuts of meat, a large salad bar and hot side dishes, a beautiful full bar, outside patio, and private rooms for special events; it also has a unique style, and a pleasant atmosphere. It's located on the ground floor of the 8010 Towers Crescent Dr. Reservations can be made by calling (202) 595-7755 or visiting their website at: <https://www.chimasteakhouse.com/tysons-corner-va/>

N2Shape Fitness: Provides group exercise classes and personal training services. N2Shape trainers are available to work with individuals and companies both in person and virtually.

For more information about pricing and availability contact Ellen Yates via the following channels:

Website: www.N2shape.com

Telephone: (703) 906-4413

Email: Ellen@n2shape.com

Speedy Courier: Speedy Courier provides cost-effective shipping and messenger solutions, logistics, and business services that help companies succeed. The quality of service is what sets Speedy apart from the competition. Speedy is passionate about creating value for their customers and businesses seeking to improve their shipping.

Website: <http://www.speedy.com/>

Toll free: 866-SPEEEDY x 1

Telephone: (703) 761-4242

Fax: (703) 761-4265

Amenities: Concierge

Lobby Hosts are present in the lobby between the following hours:

| | |
|-----------------------------------|--|
| 8000 & 1850 Towers Crescent Drive | 24 hours |
| 8010 / 8020 Towers Crescent Drive | 7:00 AM - 7:00 PM, daily (Monday - Friday) |

Contact Numbers

| | |
|-------------------------------|----------------|
| Lobby Host - 8020 Mobile | (703) 847-9587 |
| Lobby Host - 8000 Desk | (703) 761-9420 |
| Lobby Host - 8000 Mobile | (703) 929-3881 |
| Lobby Host - 8010 / 8020 Desk | (703) 847-9587 |
| Lobby Host - 1850 Mobile | (703) 929-3241 |

The Lobby Host is responsible for:

- Answering inquiries and directing visitors
- Patrolling the building perimeter
- Escorting employees to the parking garage upon request
- Checking all tenant suite entries for alarms, door props, damage, etc. during non-business hours

The 8020 Towers Crescent Lobby Host monitors both 8010 and 8020.

Simpli Concierge

The Simpli Concierge Manager is available between the hours of 8:30 AM - 5:00 PM, Monday through Friday. Simpli offers a wide range of personal and corporate workplace experience services onsite and virtually. From time-saving services, catering, virtual experiences to employee engagement initiatives, your manager can provide assistance. For more information about the workplace experience services go to the 8000 lobby desk, call (703) 217-2691 or email towerscrescent@simpliengage.com,

For a complete list of services and access to free perks and events download the [Simpli App](#).

Amenities: Tower Club

Affording a spectacular view from the Blue Ridge to the Potomac- the highest point in Fairfax County - the Tower Club has over 22,000 square feet, occupying the entire top floor of 8000 Towers Crescent Drive.

The Club's accommodations, decor and furnishings afford an ideal setting for breakfast, lunch and dinner. The facilities provide a dynamic stage for Member-sponsored events, as well as forum, family and social functions. Special emphasis has been placed on those elements that comprise the very essence of a fine private club: camaraderie of membership, quality of food, gracious personal service, and a comfortable residential ambiance.

For more information visit <http://www.clubcorp.com/Clubs/The-Tower-Club-Tysons-Corner/>

Amenities: Towers Crescent Fitness Center

The Towers Crescent Fitness Center is a 100% FREE amenity to ALL Towers Crescent Tenants that is located on the A Level of 8000 Towers Crescent. The Fitness Center is an unmanned facility with electronic card access. To use the Fitness Center each individual tenant must fill out the attached waiver and return to the Management Office, and your building key fob will be programmed for access to the facility 24/7.

In addition to our locker room facility and towel services, the fitness center is outfitted with high quality Life Fitness lines of equipment:

The Integrity Series cardio equipment is known for unmatched durability and is trusted for effective workouts by world-class facilities all over the globe. New aesthetic and entertainment upgrades (iPod compatibility, integrated iPod/TV controls and 17" widescreen LCD TV on each piece of equipment) complete the Integrity Series equipment.

The Optima Series is the newest strength product line, blending reliability and high style into a wide range of compact strength equipment. This versatile equipment delivers more challenges in less space and simplifies strength training so people can meet their goals. As well as a variety of weighted dumb bells, kettle bells and medicine balls.

The management team is also pleased to announce that we have retained the services of N2Shape Fitness to provide group exercise classes and personal training services. N2Shape trainers are available to work with individuals and companies both in person and virtually.

For more information about pricing and availability contact Ellen Yates via the following channels:

Website: www.N2shape.com, Phone: (703) 906-4413, email: Ellen@n2shape.com.

Please contact the Management Office at (703) 761-7577 for more information regarding the Towers Crescent Fitness Center.

[Please click here for the exercise waiver form.](#)

Amenities: Parking

There are six (6) levels of parking available. Handicapped parking spaces are located on Plaza, A and B Levels closest to the building entrances:

- Please respect people with special needs by not using these spaces.
- The parking garage is equipped with several access control gates. In order to pass through these gates, you will need to use a magnetic card that automatically activates the card reader, raising the gate.

[Click here to view the Towers Crescent Map](#)

Parking Facility Hours of Operation:

- The parking office is open 8:00 AM to 7:00 PM, Monday - Friday
- The garage is secured 24 hours a day, 7 days a week.

Visitor Parking

- Visitor parking spaces are located at the front of the building with a "two (2) hour" daily maximum parking limit. Handicapped spaces are also located near the front entrance. The two-hour limit does not apply to vehicles displaying valid handicapped permits. Vehicles that do not observe the two-hour limit or are parked in handicapped spaces without displaying a valid handicap permit may be towed at the owner's expense.
- Additional parking is available in the parking garage adjacent to the building.

Monthly Parking

- Persons requesting monthly parking should see their office manager for guidance on receiving a monthly parking pass or click here for the [QuikPark Validation Order Form](#).
- Any person requesting an individual account should contact QuikPark at (703) 893-0178 or via email VAQuikPark@quad1.com. The monthly parking rate is \$80.00 and \$120.00 for a reserved monthly parking space. Please click here for the [Monthly Parkers Add / Cancel Form](#).

Parking Validation

- Tenants may pre-purchase Parking Validation Chaser tickets to accommodate their guests and visitors. The Validation Chaser tickets have a purchase value that corresponds to the hourly parking rate. To purchase contact QuikPark at (703) 893-0178 or via email VAQuikPark@quad1.com.
- [Click here for the QuikPark Validation Order Form](#)

Parking Facility Amenities

- QuikPark offers complimentary battery recharging, tire inflation, escort service and directions to customers.

Parking Rates

Towers Crescent Parking Rates Tower Club Parking Rates

| | |
|-----------------------|-----------------------|
| 1st Hour - Free | 0-2 Hours - Free |
| 2nd Hour - \$4.00 | 3rd Hour - \$5.00 |
| 3rd Hour - \$5.00 | 4th Hour - \$6.00 |
| Over 3 Hours - \$6.00 | Over 4 Hours - \$6.00 |

For parking tickets accompanied with a *Tower Club Validation Stamp*.

Car / Van Pools

- Contact the QuikPark garage manager to obtain information on discounted parking rates for those that car/van pool and to obtain a permit for a preferred parking space.
- [Click here to view the Towers Crescent Map](#)

PARKING RULES & REGULATIONS

Parking permits are issued and accepted by the holder subject to the following rules & regulations:

- Employees of tenants at Towers Crescent authorized to park in the parking garage are subject to the employer's allotment of parking permits and lease provisions Two-hour parking should be utilized by clients and visitors only.
- Two-hour parking should be utilized by clients and visitors only.
- Parking permits are not transferable to other persons. Monthly contract parkers must use the parking cards to enter and exit the parking garage.
- No tailgating entering or exiting the garage. One vehicle permitted per key card transaction.
- Anyone who loses a parking card will be charged a fee for replacement.
- If an employee terminates, notification must be given immediately and the employee must surrender his/her parking card to the tenant representative.
- Do not park in a "Reserved" space unless that space has been issued to you.
- Vehicles in violation of parking rules and regulations are subject to towing at the owner's expense. Repeated violations may result in revocation of your parking privileges.
- Overnight parking is not permitted unless approved by management.
- The landlord or building management will not responsible for any losses due to theft, collision or any other damage done to vehicles in the parking garage or elsewhere on the premises of Towers Crescent.
- Building management reserves the right to modify or change any of the above rules and regulations at any time.
- **Parking is enforced. If your vehicle is towed, please call the Management office (703) 761-7577.**

[Top of Page](#)

Amenities: Conference Center

Located on the main floor of 1850 Towers Crescent Plaza, The Towers Crescent Conference Center is a complimentary amenity provided to the tenants of the Towers Crescent community. This modern and spacious Conference Center is the perfect space to host gatherings large and small for personal or corporate gatherings. The Conference Center is fully equipped with the latest technology and state of the art furnishings to enhance the attendee experience.

For more information or to make a reservation, contact the Conference Center Manager at (703) 217-2691.

[Towers Crescent Conference Center](#)

Amenities: Pedestrian Bridge

There is a pedestrian bridge located off the rear plaza area of 1850 spanning Fashion Boulevard. This bridge allows you direct access to the Mall's food court and shops.

Emergency Procedures: Overview

For the safety of tenants and their visitors, Towers Crescent has been designated and constructed based on criteria that meets or exceeds applicable Building Code Requirements. Nevertheless, certain situations may occur which require the prompt response, complete cooperation and swift action of tenant occupants: first for their personal security and welfare and secondly, for the protection of their premises.

The life safety and property protection systems that are operational in Towers Crescent will only provide the designed security benefit if people respond to them.

In this section we will provide a summary of these systems identifying the detection, protection and communication elements for the building, followed by action steps to be taken in the event of the following specific situations:

- Fire
- Bomb Threat
- Medical Emergencies
- Elevator Stoppage
- Power Failures
- Weather Related Emergencies
- Earthquakes

[Click here to download a PDF copy of Emergency Procedures Manual.](#)

The property management office and professional staff are always available to answer questions regarding its content or unique situations and consideration of a tenant.

Emergency Procedures: Earthquake

Federal, state, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover and Hold On" is the appropriate action to reduce injury and death during earthquakes.

Drop, Cover and Hold On: <http://www.dropcoverholdon.org/>

- PROTECT YOURSELF:
- DROP to the ground (before the earthquake drops you!).
- Take COVER by getting under a sturdy desk or table.
- HOLD ON to it until the shaking stops.

Official rescue teams who have been dispatched to the scene of earthquakes and other disasters around the world continue to advocate use of the internationally recognized "Drop, Cover and Hold On" protocol to protect lives during earthquakes.

If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.

These are general guidelines for most situations. The main point is to not try to move but to immediately protect yourself as best as possible where you are. Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be start of the big one. You should Drop, Cover, and Hold On immediately!

In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. Drop, Cover and Hold On offers the best overall level of protection in most situations.

As with anything, practice makes perfect. To be ready to protect yourself immediately when the ground begins to shake, practice Drop, Cover and Hold On as children do in school at least once each year.

WHAT NOT TO DO:

DO NOT get in a doorway! An early earthquake photo shows a collapsed adobe home with the door frame as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. In modern houses and buildings, however, doorways are no safer, and they do not protect you from flying or falling objects. Get under a table instead!

DO NOT run outside! Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.

Emergency Procedures: Emergency Contacts

| | |
|--|----------------|
| Fairfax County Police / Ambulance / Fire Emergency | 911 |
| Non-Emergency | (703) 691-2131 |
| Fire Rescue (VC1) | 911 |
| Ambulance | 911 |
| Poison Control Center | 1-800-222-1222 |

Hospitals

| | |
|---|----------------|
| INOVA Fairfax Hospital 3300 Gallows Road, Falls Church | (703) 776-4001 |
| HCA Reston Hospital 1850 Town Center Parkway, Reston | (703) 689-9000 |

| | |
|--|----------------|
| INOVA Urgent Care Center-Vienna 180 Maple Avenue West, Vienna | (703) 938-5300 |
|--|----------------|

| | |
|--|----------------|
| INOVA Fair Oaks Hospital 3600 Joseph Siewick Drive, Fairfax | (703) 391-3600 |
| Mental Health (24-hour service) | (703) 573-5679 |
| Suicide Prevention (24-hour service) | (703) 527-4077 |

Dominion Virginia Power

| | |
|--|----------------|
| Life & Death Emergency (pole struck / live line down, etc) | (703) 750-1400 |
| Washington Gas | |

Public Works Department

| | |
|--|-----------------|
| Fairfax County Water & Sewer Authority | (703) 698-5800 |
| City of Falls Church - Sewer Emergencies | (703) 248- 5466 |
| FBI | (703) 261-6974 |
| Crime Solvers | (703) 691-8888 |
| US Secret Service | (202) 406-8800 |
| US Park Service | (202) 619-7023 |
| US Postal Inspectors / Criminal Investigations | (877) 876-2455 |
| Response Center | (800) 424-8802 |

Emergency Procedures: Organization

Each tenant should provide the property management office with the names of two (2) individuals in each suite who will serve as the Tenant Contacts. Each should receive one (1) copy of the Building Information Manual.

It will be their responsibility to:

- Ensure each tenant employee thoroughly understands the procedures.
- Personally execute certain procedures and direct the action of the tenant employees during an emergency.
- Act as the contact person for communications during an emergency, between the tenant employees and Public Safety Organizations such as the Fire and Police Departments or Property Management.
- If your company is not a full floor user there may be an assigned Floor Captain which will coordinate with your Tenant Contact during an emergency.

[Click here to complete an on-line Emergency Contact Form](#)

Emergency Procedures: Life Safety Systems

For your safety and well-being, Towers Crescent is equipped with the following safety features:

PULL STATIONS

You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm followed by a pre-recorded message instructing you to evacuate the building. The message is designed to be heard on the floor where the alarm originated, the floor above and the floor below. The alarm will also be heard in the stairways and elevators. Should you hear this alarm and message sequence, do not hesitate to evacuate the building.

STAIRWELLS

Your evacuation route will lead to a fire rated stairwell. There are two (2) fire rated stairwells with access from each floor for protection while you evacuate the building (see floor plan). The stairwell doors are locked from the stairwell side for your security. Take a few minutes to learn the location of the stairwell nearest to your normal working location. You should familiarize yourself with the location of the other stairwells and also how to reach them from your normal working station.

SPRINKLER SYSTEM

The sprinklers will automatically go off when the temperature rises above a safe limit. This will also initiate an emergency signal for other actions.

DURING AN ALARM

Please note that if the bells are ringing and the strobes are flashing on your floor you need to evacuate.

8000 and 8020 Towers Crescent Drive and 1850 Towers Crescent Plaza

When a floor alarm is activated, the floor above and the floor below also go into alarm. Although the bells may be heard on the other floors, tenants are only required to evacuate if the bells are ringing and the strobes are flashing on your floor. Tenants should evacuate if they smell smoke, even if that floor is not in alarm. When in doubt. Get Out!

8010

When a floor alarm is activated, all floors of the building go into alarm. When the bells are ringing and the strobes are flashing on your floor tenant are required to evacuate.

SMOKE DETECTORS

A network of smoke detectors provides an early warning system for the entire building.

FIRE COMMAND ROOM

Each building contains a communications and control center located in the main lobby, where the Fire Chief can direct emergency operations. All alarms are displayed here and the room is equipped with a communications system that will enable the Fire Chief to issue instructions to members of the firefighting team.

[Top of Page](#)

Emergency Procedures: Fire Provisions

IF YOU DISCOVER A FIRE OR SMELL SMOKE:

- DO NOT PANIC! The building is equipped with a fire alarm system.
- CALL 911.
- SEAL THE FIRE AREA by closing all doors.
- SOUND THE BUILDING ALARM - pull the manual "pull station" located next to the stairwell entrance. The automatic security monitoring system calls the Fire Department.
- DO NOT ATTEMPT TO FIGHT A SPREADING FIRE. Focus your efforts on evacuating in an orderly fashion and helping handicapped persons needing assistance. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
- NEVER ATTEMPT TO PUT OUT ANY SORT OF ELECTRICAL FIRE WITH WATER. Only a dry chemical or CO2 fire extinguisher should be used on electrical fires.
- NOTIFY THE MANAGEMENT OFFICE at 703-761-7577.
- NOTIFY YOUR TENANT CONTACT the alarm has been activated.
- PROCEED TO THE NEAREST STAIRWELL EXIT and evacuate the building. DO NOT use the elevators.

When you evacuate the building, proceed to the appointed tenant evacuation area and look for your emergency coordinator. Each tenant is responsible for designating a meeting area away from the building.

IF YOU HEAR A FIRE ALARM:

- DO NOT PANIC! Evacuate the building immediately if you see strobe lights flashing or hear sirens and "audible emergency alarms." YOU MUST ASSUME THERE IS A REAL FIRE EMERGENCY.
- CLOSE THE DOORS BEHIND YOU and evacuate the building via the nearest stairwell.
- NEVER USE AN ELEVATOR DURING A FIRE EMERGENCY! Smoke or flames could enter the elevator shaft.
- FEEL THE DOOR that leads from your office to the corridor before opening it. If the door is HOT or SMOKE is seeping in, do not open it. If you become trapped in your office, keep the door closed and seal off any cracks. Use a phone to call the Fire Department by dialing 911.
- If the door feels cold, OPEN CAUTIOUSLY. Be prepared to slam the door shut if the hall is full of smoke or if you feel heat pressure against the door. If hall is clear, proceed with escape plan.
- If caught in smoke or heat, STAY LOW where air is better (lay or crawl on the floor). Take short breaths (through your nose) until you reach a safe area. (stairwell or building exterior)
- The Fire Department may use the stairwells to go to the fire area. Occupants should STAY TO THE RIGHT when going down the stairwells.
- Remember the most important thing is to STAY CALM and ALERT. If you are exiting a stairwell and it becomes impassable, you should make your way to the other stairwell and continue down. Only proceed to a higher floor if instructed to do so by the emergency personnel on-site.
- Each tenant is responsible for making arrangements to move any disabled, pregnant or employees requiring special attention to a specified safe location. If you are unable to move a disabled employee or transport them to the stairwell, call 911 and give them your exact location.
- Once you have left the building, proceed to a safe distance away from the building to avoid injury from explosion or shattering glass.

DO NOT RETURN TO THE BUILDING UNTIL YOU HAVE RECEIVED THE "ALL CLEAR" FROM THE FIRE DEPARTMENT.

Safe location: office with exterior window, door, telephone. Always notify all emergency personnel of your location during fire.

[Top of Page](#)

Emergency Procedures: Bomb Threat

1. If building management receives a generalized bomb threat, meaning the threat was not specific to a location and does not have information suggesting whether the threat is factual, management will promptly inform each tenant that threat has been made. Each tenant will then have the option of deciding whether or not to evacuate the premises and, if the decision is to evacuate, when to return to the building.
2. If the bomb threat is specific to an impending danger to persons or the building, management may order immediate evacuation of all or part of the building. We urge all tenants to refrain from concluding that evacuation is warranted only if management has required it. Rather, in every case each tenant should decide upon the course of action it deems appropriate.
3. Management will, in all cases, inform the police about the threat. You should be aware however, the police are unlikely to act on the threat unless it is specific or unless they have some other reason for believing the threat is serious. Thus, the police action or inaction is no guide to the seriousness of the threat or the potential danger to people in or around the building.
4. In most circumstances, the police will search your premises if you have evacuated them and have requested a police search. If you would like a police search for your offices, we will coordinate the search with the police.
5. We have attached guidelines for you to follow in case you receive a bomb threat. Please review and distribute to all of your employees. Every employee should know after the caller hangs up, he/she should (a) use caller ID to recall number and record it, (b) notify the police by dialing "911" and (c) then notify building management.

In order to make this policy work, it will be important for management to contact tenant representatives who have authority to decide whether to evacuate their premises. Please update your contact information as necessary by faxing or delivering the response sheet included to the management office at (703) 761-7577 so we may know whom to call. [Click here to download a Tenant Contact Information Sheet.](#)

BOMB THREAT PROCEDURES

The safety of our tenants is of highest priority to us. We recommend the following procedures be followed in the event a bomb threat call is received:

- Remain calm. Attempt to obtain as much information as possible from the caller per the checklist.
- Attempt to have the call traced before making the next call by reviewing caller ID and make a note of the number.
- Immediately call the police (911) to report the details of the call and request they immediately send officers and bomb specialists to the building(s) address being threatened.
- Inform the Property Management Office at 703-761-7577 providing the details of the call. Management will assess the situation and determine the best way to quickly inform the tenants and if a general evacuation is required. In most cases, each tenant will have the option of deciding whether or not to evacuate its premises and, if the decision is to evacuate, when to return to the building.
- Should a general evacuation be required, no one is to reenter the building until the police have given the all clear. Persons wishing to reenter the building prior to the all-clear must sign a waiver form.
- As time permits, complete the attached checklist and submit it to the Property Manager to assist in the police investigation.
- Be prepared! Please take the time to train anyone who answers your organization's telephones on these procedures. Keep a copy close to the receptionist's phone.

Emergency Procedures: Biological / Chemical / Radiological Event

This section is designed to outline the policies, procedures and security measures in place at Towers Crescent Drive in case of a biological, chemical or radiological event in or around the Building. Please review the information in this section carefully as it contains important life safety information.

If you have any questions regarding this material please do not hesitate to call the Building Management Office at (703) 761-7577.

Biological Event

The building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such a situation.

The building staff does not have the training to determine whether an unknown substance is actually hazardous. And calling the public agencies each time an unknown substance is found overtaxes their resources. The building occupant's concerns regarding either an unknown substance or a potential threat against the building will not be ignored. The management staff will take some action to investigate all concerns and seek assistance, if needed.

Should a biological or chemical threat erupt outside the building, the following procedures will be implemented:

- Building Staff will immediately shut down the building HVAC systems and outside air intakes.
- Building Staff will immediately secure the perimeter by locking down the building. No one will be allowed admittance into the building. Unless otherwise directed by the local or Federal government agencies.
- There will be notification to occupants to implement emergency response procedures below and to freeze movement inside the building. However, in the event of instructions from external agencies to evacuate building, building occupants are to follow the emergency evacuation plan.
- Tenant Contact is to obtain communication equipment, (suggested two-way radio), a battery power flashlight and signage to post at stairwells and elevators on the respective floors.
- Tenant Contact is to direct persons to assemble on the floor in the designated centralized gathering place within the building.

Building Staff will:

- Advise Tenant Contacts of availability of building facilities.
- Advise Tenant Contacts of instructions from external agencies.

Tenant Contact will:

- Bring a current employee roster.
- List and identify all occupants on their respective floor. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place.
- Inventory supplies.
- Assess situation and deter movement on floor.
- Provide calm, intelligent leadership to co-workers.
- Confirm handicapped persons requiring assistance.
- Communicate information and instructions from Property Management staff and Public Safety officials to co-workers.
- Cooperate in documentation of event circumstances and review conduct of evacuation with the Property Management staff and Public Safety officials if appropriate after the emergency is over.

Suspicious Substances

Unknown substance can take a variety of forms - from powder on the carpet, to oily liquids, to suspicious packages or envelopes left at the reception desk or in the mailroom. Office managers and tenant contacts, as well as, property management staff, should become aware of the different kinds of cleaning substances, and other materials used in the office environment. Early recognition of harmless substances is an imperative step in limiting disruptions. When confronted with an unknown substance it should first be

determined if the substance can be identified. Examples of easily identifiable non-hazardous substances include cleaning residue, such as cleaning powders; food residue, such as powdered sugar; concrete dust left by employees working in the loading dock or built-out space; spilled soda or other liquid on a tile floor or delivery area.

The following general rules and observations can be adopted as needed to minimize the number of incidents that require Hazmat responses:

- Take a good look at the “powder” being investigated. If it is coarser than very fine sand, it may not become airborne and may not pose an inhalation risk.
- Any substance found in conjunction with received credible threats, potential release devices, or other observed suspicious activities or items should be taken seriously.
- Reception of collective information regarding observations of unusual health difficulties, surprising behavior, and suspicious activities focused in and about the building requires investigation.
- Response to an unknown substance found at the facility will follow these rules.
It may be harmful if:
 - An unexplained odor or human health signs or, symptoms are present.
 - It is a solid; granules are much finer than sand (and the material is of a consistency or a size that could be easily inhaled, i.e. has the appearance of flour or confectioners sugar).
 - A specific threat has been made; a possible dissemination device has been found that coincides with the discovery of the unknown substance, or both.
 - There is colored residue, dead foliage, dead insects and / or animal life in the vicinity.

Responsive actions if the substance appears to be a threat:

Follow these procedures:

- Notify your supervisor immediately. Call 911. Call property manager.
- Isolate the substance
- Do not touch, sniff, taste or handle the substance. Stay back.

If it is small enough in size, and it is possible to cover the envelope, package, or substance without disturbing it, do so carefully (Use protective gloves from a first aid kit if available) Use whatever is nearby (e. g., clothing, paper, trash can, copy paper box) and DO NOT REMOVE this cover.

If you make physical contact with the suspicious substance, wash the area (usually your hands) thoroughly. If the substance is found on your clothing or shoes, remove the clothing and put into a trash container, or plastic bag. Knot or twist the bag to close it. Do not squeeze the bag. This will force air out of the bag. Cover the container with some kind of lid, or turn it upside down. Leave the contaminated items; do not carry them around in your possession.

If you make contact with an unknown substance, take the following precautions:

- Close off the area.
- Close the door.
- Restrict access to the immediate area.
- Reduce the air circulation for that particular location. Don't keep walking in and out of the room.
- Contact the building management staff from another location and request the building ventilation system be turned off for that location.
- Direct others away from the area.
- Evacuate outside of isolation radius.
- Move people out of the adjacent desks, offices, and cubicles, that is, in close approximation to the substance. Clear the entire room. Persons who may have come in contact with the unknown substance should be evaluated by emergency medical services (EMS).
- Execute evacuation plan.

Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determinations as to whether an attack has occurred may be made by either detection or symptoms of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent incident requires quick reaction because rapid response has a direct impact on the number of lives saved.

Response to a chemical agent incident will follow these general rules:

- Recognition of a potential chemical agent incident.
- You observe two or more people suddenly in physical distress with no obvious cause. For example:
 - Breathing difficulty or uncontrollable coughing.
 - Collapse.
 - Complaints of nausea
 - Seizures.
 - Blurred vision.
 - Complaints of an unusual odor.

Actions to be taken:

- Notify 911.
- Stop people from entering the area. Do Not Enter the contaminated area.
- Do not evacuate people into the contaminated area/chemical cloud. Direct them to evacuate in the opposite direction of the incident or release.
- Make notification to building engineering staff to shut off ventilation to area.
- Ensure people who need assistance receive help from emergency personnel.

Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation itself. In an explosion, the fact that the radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. As well as utilizing explosive devices to disperse radiological material, a "carrier" could spread radiological matter (particles of radiological waste, etc.) throughout an area. The effects of this type of attack would not become evident for several days or weeks. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain

The following are some indicators of a radiological release:

- A stated threat to deploy a radiological device.
- The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles).
- Nuclear placards or warning materials along with the otherwise unexplained casualties.
- Unexplained casualties with symptoms of radiation sickness.

Response

- If the results of the investigation indicate that a radiological terrorism incident is a realistic possibility, the responsive actions will depend on the evidence discovered.
- If a suspected material or a dispersal device is found and if the threat is deemed credible, the general steps outlined for responding to an unknown substance should be taken.

[Top of Page](#)

Emergency Procedures: Medical Emergency

In the event of a medical emergency:

- Call 911 and give dispatcher:
 - Your address
 - Company name
 - Floor and suite number
 - Describe the nature of the emergency
 - Notify the Management Office at 703-761-7577. We may or may not be able to help, but we will arrange for emergency service elevator standby.
- Send someone down to the lobby to meet ambulance attendants at main building entrance.
- Keep victim warm.
- Determine, if possible, patient's details:
 - Name, address and age
 - Nature of illness
 - Known allergies/currently taking any medications
 - Local doctor and last treated
 - Telephone number of closest relative

Helpful Procedures:

- Comfort and reassure the patient with a calming tone of voice.
- DO NOT MOVE THE VICTIM, DO NOT LIFT HEAD OR NECK, further injury could result.
- Monitor breathing for any change.
- Help the victim rest comfortably.
- Give rescue squad all above information upon their arrival.

Emergency Procedures: Power Failure

If power failure is limited to specific areas within your suite, contact the Property Management Office at (703) 761-7577.

Power Failure Building Wide:

Within seconds, the building emergency generator powers up emergency lighting, the fire pump, the fire panel and the elevators.

The Property Management Office will be in close contact with Virginia Power to determine the nature and anticipated length of outage. Property Management will endeavor to contact each tenant to advise them of Virginia Power's response. Most commercial telephone systems and telephone jacks require electricity to operate. We suggest that every tenant keep a residential type telephone or cellular phone available for emergency use during outages. Telephone jacks for most fax machines and computer modems are on "dedicated lines," and often are not electrically operated. If this is the case, you will be able to use your phone on this line. Please test prior to an emergency.

If Virginia Power advises that the outage will last a significant period of time, each tenant determines whether their company will wait for restoration or will evacuate. If a tenant chooses to evacuate, the stairwell must be used. Call the Property Management Office for assistance for any physically disabled persons located in your suite.

Before Power is restored:

Turn off any equipment that might be damaged by a power surge, including computers, printers, televisions and other electronics (postage machines, etc.).

Emergency Procedures: Elevator Malfunction

In the event you find someone trapped in the elevator, please follow these procedures and notify the Property Management Office as soon as possible at (703) 761-7577.

- Communicate with trapped passengers.
- Inform them they are safe.
- Inform them help is in progress.
- Instruct passengers to stand clear of door. (Do not attempt to open the doors)
- Request number of passengers trapped.
- Request status of passengers (any ill or hurt).
- Ask if lights are on.
- Ask if they have their location (i.e. floor number).
- Keep passengers informed on status of situation.
- Inform the passengers a phone is available at the front of the elevator that will connect directly to the QDC Solution Center. This phone can be used to obtain an estimated time when help will arrive, if they have a medical emergency or they have an urgent message to be relayed.

Please remain in the vicinity until Property Management has arrived to handle this situation.

Emergency Procedures: Severe Weather

There are a number of severe weather situations that may have an effect on building operations. Our primary concern is for the safety of the building occupants.

Severe Thunderstorm

A severe thunderstorm is defined as a storm that produces hail at least 3/4-inch in diameter and/or winds of 58 mph or higher. These storms spawn tornados.

Warnings

Severe Thunderstorm Watch - Severe thunderstorms are possible in the watch area. Remain alert for approaching storms.

Severe Thunderstorm Warning - Severe thunderstorms are occurring in the warning area. Remain alert to signs of an approaching storm and seek shelter if threatening conditions exist.

Look For:

- Darkening skies
- Towering thunderhead clouds
- Lightning
- Increasing winds

Emergency Actions:

- Plan ahead as to what actions you will take in the event a severe thunderstorm may occur in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- Go inside a home or large building or an all-metal automobile (not a convertible).
- Do not use telephones except for emergencies.
- Do not stand under or near a tall isolated tree or a telephone pole.
- In a heavily wooded area, seek shelter in a low area under a thick growth of small trees.
- In open areas, go to a low place such as a ravine or valley.
- Get off or away from open water, tractors and other farm equipment, motorcycles, bicycles, golf carts, etc.
- Stay away from wire fences, clotheslines, metal pipes and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.

Lightning

Lightning may strike miles away from the parent cloud. Precautions should be taken even if the thunderstorm is not directly overhead. If you are caught in a level field or open area and you feel your hair stand on end, lightning may be about to strike you. Drop to our knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Tornados

Tornados travel at an average speed of 30 mph, but have been known to reach speeds of 70 miles per hour. While most tornado damage is caused by the violent winds, most tornado injuries and deaths result from flying debris. Tornado winds can reach speeds of over 200 mph. Some tornados are clearly visible; while rain or low hanging clouds obstruct others. Tornados may appear nearly transparent until dust and debris are picked up into the column of air.

Warnings:

- Tornado Watch - Weather conditions are such that tornados are possible in the watch area. Remain alert for approaching storms.
- Tornado Warning - A tornado has been sighted or indicated by weather radar. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

Look For:

- Severe thunderstorms
- Dark, often greenish colored sky
- Large hail, 3/4-inch in diameter or more
- Loud roar; similar to a freight train

Emergency Actions:

- Plan ahead as to what actions you will take in the event a tornado occurs in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- In a building, go to the basement or to an interior part of the lowest level, away from windows, doors and outside walls.
- In high-rise buildings, go to interior small rooms or hallways on the lowest floor possible.
- In most cases closets, bathrooms (without windows) and interior halls offer the best protection.
- Get under something sturdy, lie face down, draw your knees up under you and cover the back of your head with your hands.
- Mobile homes, even if anchored, offer little protection from tornados and should be abandoned.
- If there is no nearby shelter, lie down flat in the nearest ditch or ravine.

Hurricanes

A hurricane is an intense tropical weather system with a well-defined circulation and minimum sustained winds of 74 mph or higher. Hurricane season in the Atlantic/Caribbean region starts in June and extends through November. In the United States, the peak hurricane threat exists from mid-August to late-October. An average of ten tropical storms (six of which become hurricanes) develop over the Atlantic/ Caribbean each year. Typically, five hurricanes strike the United States coastline every 3 years. Of these five, two will be major hurricanes (Category 3 or greater). Category 3 hurricanes produce sustained winds of over 110 mph. The most violent activity takes place around the eye, called the eyewall, of the hurricane. As hurricanes move ashore they sweep the ocean inward, spawn tornados and produce torrential rains and flooding. Although property damage has increased in recent years, timely warnings have greatly diminished hurricane fatalities in the United States.

Along the immediate coast, the storm surge is the greatest threat to life and property. The major threat to inland areas is flooding from the torrential rains. Hurricane-force winds can destroy poorly constructed buildings and mobile homes. Debris left outside during a hurricane can become flying missiles, which can cause injury or death.

Warnings

Hurricane Watch - Hurricane conditions are possible in the area specified in the watch, usually within 36 hours. Prepare to take immediate action.

Hurricane Warning - Hurricane conditions are expected in the warning area, usually within 24 hours. Complete all storm preparations and evacuate if directed by local officials.

Plan Ahead:

- Plan what actions you will take in the event a hurricane may occur in your area.
- Know the hurricane risk in your area.
- Learn safe routes inland.
- If you live in a mobile home, plan to evacuate. These dwellings are unsafe in high winds, no matter how well they are anchored.
- If you live in a high-rise, plan to evacuate. Hurricane winds are stronger at higher elevations.
- If you live on a coastline, an offshore island, or near a river or a flood plain, plan to evacuate.
- Know where local shelters are located.
- Review your insurance policy.

Within The Warning Area:

- Monitor radio and television broadcasts for official weather bulletins.
- Complete preparation activities, such as putting up storm shutters, storing loose objects, etc.

- Follow instructions issued by local officials and, if evacuating, leave early - if possible, in daylight.
- In the final analysis, the only real defense against hurricanes is the informed readiness of your community, your family and you.

Floods

Flash floods are the number one weather-related killer in the United States. Six inches of fast-moving water can knock you off your feet. Twenty-four inches of water will carry away most automobiles. Nearly half of all flash flood fatalities are auto related. Be aware that roadways may not be intact under floodwaters. Flash flooding occurs within 6 hours of the rain event. Flash flood waters can move at incredible speeds, uprooting trees, moving boulders, and destroying bridges and buildings.

Most flash flooding is caused by slow-moving thunderstorms, thunderstorms repeatedly moving over the same area or heavy rains from hurricanes and tropical storms. Occasionally, floating debris or ice can restrict the flow of water at natural or man-made obstructions. Flash flooding can occur downstream when the ice or debris are suddenly released.

Environmental Clues:

- Listen for distant thunderstorms - runoff from a faraway thunderstorm could be headed your way.
- Look out for rapidly rising water.
- When driving look out for flooding at highway dips, bridges and low areas.

Flash Flood Watch or Flood Watch - Flash flooding or flooding is possible within the designated watch areas - Be Alert.

Flash Flood Warning or Flood Warnings - Flash flooding or flooding has been reported or is imminent - take necessary precautions at once.

Urban and Small Stream Advisory - Flooding of small streams, streets and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

Emergency Actions:

- Plan ahead as to what actions you will take in the event a flash flood occurs in your area.
- Remember - you may only have seconds to react when confronted with a flash flood.
- During watches be prepared to take immediate action.
- During warnings if the skies become threatening, take immediate action.
- Get out of areas subject to flooding and head for higher ground.
- Avoid already flooded and high velocity flow areas.
- Never drive through flooded roadways - the depth of floodwaters is not always obvious.
- If your vehicle stalls, leave it immediately and seek higher ground.
- Be extra cautious at night when it is harder to recognize flood dangers.
- Never allow children to play around high water, storm drains, viaducts or gullies.

[Top of Page](#)

Introduction: Welcome

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

The contact information for the Management Office is:

Telephone: 703-761-7577

Fax: 703-761-7579

Address:

Quadrangle Property Management
8000 Towers Crescent Drive
Suite 100
Tysons, Virginia 22182

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 Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

Welcome to Towers Crescent!

Introduction: About Quadrangle

Currently completing its third decade of operation, [Quadrangle Development Corporation](#) is one of Washington's largest full-service commercial real estate developers. Quadrangle's business focus is on the development, ownership and operation of investment-grade commercial and residential properties in Washington, DC, Virginia and Maryland. The company is particularly proud of its "top-drawer" reputation with partners, lenders and tenants, and for the quality of its projects, which have won numerous awards.

Founded in 1971, Quadrangle has grown steadily, establishing various subsidiary entities that hold the company's real estate operations and investments. Through various affiliates, Quadrangle also provides asset management, leasing, property management, personnel and parking management for properties the company owns for its own account or operates for others.

For more information about Quadrangle Development Corporation please visit www.quadrangledevcorp.com

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Portal just as you would a traditional website. After clicking anywhere on the main page, there is a navigation bar that provides links to various chapters. Upon entering a chapter, links to specific information are provided in Sub-Sections.

Special Features

This Electronic Tenant® Portal has special features, designed to assist you in finding specific information quickly and easily. In addition, some materials are available for download as PDF documents. In order to view and print these documents, *Adobe Acrobat Reader 5.0* or higher is required. This software is free and can be obtained by [clicking here](#).

Updates

The *Electronic Tenant® Web Portal* is updated on a regular basis, so please be sure to periodically check for updates and new information.

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

Introduction: Mobile Property

Go Mobile...With Mobile Property!

Your Electronic Tenant Portal is now in the palm of your hand! By downloading / bookmarking Towers Crescent's Mobile Property app to your Smartphone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant Portal wherever you go. Simply follow these 2 steps to add Mobile Property to your Smartphone's home screen:

Step 1: Access the Mobile Site:

Type, or copy and paste, the Portal URL into your Smartphone's Web browser:

<http://towerscrescent.info>

The Portal will automatically redirect to the mobile site.

Step 2: Add the App to your Mobile Device's home screen:

iPhone / iPad:

1. When you have the mobile property app displayed in your web browser, click on the share icon (bottom/center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is, and click "Add."

Android:

1. When you have mobile property app displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At this prompt - select shortcuts - Bookmarks - Mobile Site.

Personnel: Property Management

Quadrangle Management Company is an affiliate of QDC Property Management, Inc. The on-site Management Office is located at:

8000 Towers Crescent Drive
Suite 100
Vienna, Virginia 22182
Phone: (703) 761-7577
Fax: (703) 761-7579

Office hours are Monday through Friday, 8:00 AM -5:00 PM.

Please contact the Solution Center at (703) 761-7577 or (703) 641-8900 for **after hours**

Quadrangle Management Company Corporate Offices are located at:

1001 G. Street, NW
Suite 900
Washington, DC 20006
Phone: (202) 393-1999

The following individuals are available in the management office to assist you:

| | | |
|------------------------------------|----------------------------|--|
| <i>Property Manager</i> | Roland Thiele | rthiele@quad1.com |
| <i>Assistant Property Manager</i> | Patrick Ristau | pristau@quad1.com |
| <i>Tenant Services Coordinator</i> | Caryl Anderson-Doby | vatenantservices@quad1.com |

Please call 703-761-7577 to reach the management office.

Personnel: Lobby Hosts and Concierge

Lobby Hosts are present in the lobby between the following hours:

| | |
|-----------------------------------|--|
| 8000 & 1850 Towers Crescent Drive | 24 hours |
| 8010 / 8020 Towers Crescent Drive | 8:00 AM - 7:00 PM, daily (Monday - Friday) |

Contact Numbers

| | |
|-------------------------------|----------------|
| Lobby Host - 8020 Mobile | (703) 847-9587 |
| Lobby Host - 8000 Desk | (703) 761-9420 |
| Lobby Host - 8000 Mobile | (703) 929-3881 |
| Lobby Host - 8010 / 8020 Desk | (703) 847-9587 |
| Lobby Host - 1850 Mobile | (703) 929-3241 |

Lobby Host Security Services

At Towers Crescent, we have three guard posts during business hours Monday - Friday and two security guards (Lobby Hosts), on site, 24/7.

If you need security guard assistance, please reach out to our main office number during business hours, or you may also reach your building Lobby Host at the numbers below. For additional information regarding our Lobby Host, please [click here](#).

The Lobby Host is responsible for:

- Answering inquiries and directing visitors
- Patrolling the building perimeter
- Escorting employees to the parking garage upon request
- Checking all tenant suite entries for alarms, door props, damage, etc. during non-business hours

The 8020 Towers Crescent Lobby Host monitors both 8010 and 8020.

Simpli, Concierge & Amenity Services

The Simpli Concierge Manager is available between the hours of 8:30 AM - 5:00 PM, Monday through Friday. Simpli offers a wide range of personal and corporate workplace experience services onsite and virtually. From time-saving services, catering, virtual experiences to employee engagement initiatives, your manager can provide assistance. For more information about the workplace experience services go to the 8000 lobby desk, call (703) 217-2691 or email towerscrescent@simpliengage.com.

For a complete list of services please visit the [Concierge](#) section in the Amenities chapter of this Electronic Tenant® Portal or download the workplace experience app Simpli in the app store or google play store.

Personnel: Leasing

For Towers Crescent Leasing inquiries please contact our team of professionals:

Transwestern
8000 Towers Crescent Drive, Suite 240
Tysons, Virginia 22182

Bernie McKeever Jr., Senior Vice President
(703) 749-9462 | bernard.mckeever@transwestern.com

Tony Womack, Executive Vice President
(703) 749-9444 | tony.womack@transwestern.com

Alex Hancock, Executive Vice President
(703) 749-9435 | alex.hancock@transwestern.com

Cole McCarthy
(240) 418-6904 | cole.mccarthy@transwestern.com

Personnel: Parking

The Parking facilities at Towers Crescent Drive are operated by QuikPark.

Persons requesting monthly parking should see their office manager for guidance on receiving a monthly parking pass. Any person requesting an individual account should contact QuikPark at (703) 893-0178. The parking office is located on the A-Level of 8000 Towers Crescent Drive immediately across from the elevators. The monthly parking rate is \$80 and \$120 for reserved.

For complete parking facility amenities, rates and policies, please see the Amenities section of this handbook.

Personnel: Emergency Contacts

| | |
|--|----------------|
| Fairfax County Police / Ambulance / Fire Emergency | 911 |
| Non-Emergency | (703) 691-2131 |
| Fire Rescue (VC1) | 911 |
| Ambulance | 911 |
| Poison Control Center | 1-800-222-1222 |

Hospitals

| | |
|---|----------------|
| INOVA Fairfax Hospital 3300 Gallows Road, Falls Church | (703) 776-4001 |
| HCA Reston Hospital 1850 Town Center Parkway, Reston | (703) 689-9000 |

| | |
|--|----------------|
| INOVA Urgent Care Center-Vienna 180 Maple Avenue West, Vienna | (703) 938-5300 |
|--|----------------|

| | |
|--|----------------|
| INOVA Fair Oaks Hospital 3600 Joseph Siewick Drive, Fairfax | (703) 391-3600 |
| Mental Health (24-hour service) | (703) 573-5679 |
| Suicide Prevention (24-hour service) | (703) 527-4077 |

Dominion Virginia Power

| | |
|--|----------------|
| Life & Death Emergency (pole struck / live line down, etc) | (703) 750-1400 |
| Washington Gas | |

Public Works Department

| | |
|--|-----------------|
| Fairfax County Water & Sewer Authority | (703) 698-5800 |
| City of Falls Church - Sewer Emergencies | (703) 248- 5466 |
| FBI | (703) 261-6974 |
| Crime Solvers | (703) 691-8888 |
| US Secret Service | (202) 406-8800 |
| US Park Service | (202) 619-7023 |
| US Postal Inspectors / Criminal Investigations | (877) 876-2455 |
| Response Center | (800) 424-8802 |

Policies and Procedures: Building Rules and Regulations

- No tenant may obstruct, encumber or use the sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls or other parts of the Building for any purpose other than ingress or egress to and from the Leased Premises. Landlord will 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. Tenant may not permit people to visit the Leased Premises in such numbers or under such conditions as to interfere with the use and enjoyment by other tenants of the entrances, corridors, elevators and other public portions or facilities of the Building.
- Tenant may not attach awnings or other projections to the outside walls of the Building without Landlord's prior written consent. No drapes, blinds, shades, or screens may be attached to or hung in, or used in connection with any window or door of the Leased Premises, without Landlord's prior written consent. Such awning, projections, curtains, blinds, screens or other fixtures must be of a quality, type, design, and color, and attached in a manner approved by Landlord.
- Tenant will keep closed the doors leading to the corridors or main halls during business hours except as they may be used for ingress or egress. Tenant may not place any additional locks upon any doors of the Leased Premises, nor may Tenant change any existing locks or the mechanisms thereof; except that Tenant may, at its sole cost, install security locks on all entry doors and fire doors opening into the Leased Premises, and also on the doors to any offices within the Leased Premises, if Tenant at the end of the Term returns to Landlord all keys of stores, offices, storage and toilet rooms, either furnished to, or otherwise procured by Tenant, and if any keys so furnished are lost, Tenant will pay to Landlord the cost to replace. If Landlord requires, Tenant will at its sole cost remove any additional locks which it installs or causes to be installed, reinstall the original hardware, and repair to Landlord's satisfaction any damage to doors or frames. Upon request Tenant will give access to any such locked area(s).
- Tenant may not construct, maintain, use or operate within the Leased Premises or elsewhere in or outside of the Building, any electrical device, wiring or apparatus for a loud speaker system or other sound system unless Tenant first obtains Landlord's prior written consent, except that this restriction will not apply to computers, radios, television sets or dictating machines, or paging systems, if such items are not audible outside of the Leased Premises. Subject to the provisions of Section 9 of the Lease, Tenant may not mark, paint, drill into or in any way deface any part of the Leased Premises or the Building. Tenant may not throw anything out of the doors or windows or down the corridors or stairs.
- Tenant may not use or permit the use of the water and wash closets and other plumbing fixtures for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances may be thrown therein. All damages resulting from any misuse of the fixtures will be borne by Tenant, whose servants, employees, agents, visitors, or licensees caused the same.
- No vehicles or animals of any kind (except seeing-eye dogs or similar animals providing assistance to persons with disabilities) may be brought into or kept in or about the Leased Premises or the Building, and no cooking may be done or permitted by Tenant in the Leased Premises except in kitchens constructed as part of Tenant's Leasehold Improvements. Tenant may not cause or permit any unusual or objectionable odors to be produced upon or emanate from the Leased Premises.
- Neither Tenant, nor any of Tenant's servants, employees, agents, visitors or licensees may at any time bring or keep upon the Leased Premises any flammable, combustible or explosive fluid, chemical or substance, except as otherwise permitted pursuant to Section 44(a) of the Lease.
- Canvassing, soliciting and peddling in the Building are prohibited and Tenant will cooperate to prevent the same.
- Any person employed by Tenant to do janitorial work within the Leased Premises will obtain Landlord's consent and such person will, while in the Building and outside the Leased Premises, comply with all instructions issued by the superintendent of the Building.

- No hand trucks, except those equipped with rubber tires and side guards, may be used in the Leased Premises or in the public halls of the Building either by any tenant or by jobbers or others to deliver or receive merchandise.
- Access plates to underfloor conduits must be left exposed. Where carpet is installed, carpet must be cut around access plates.
- Tenant will adjust the thermostat, if adjustable, to the setting which uses the least amount of energy upon leaving the Leased Premises daily.
- Mats, trash, or other objects are not permitted in the public corridors.
- Landlord and/or its parking contractor may establish reasonable rules and regulations for the use of all parking facilities at the Property.
- Landlord may determine when Tenant may move its property, i.e., furnishings, files, etc., into or out of the Leased Premises. Tenant will request permission from Landlord for any such move, and will abide by Landlord's reasonable rules regarding any such move.
- Tenant may not purchase spring water, ice, coffee, soft drinks, towels or other like service, from any company of persons whose repeated violations of Building regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
- 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 or night watchman on duty. Landlord may at its option require all persons admitted to or leaving the Building between the hours of 6 p.m. and 8 a.m., Monday through Friday, and at all times on Saturday, Sundays and Holidays, to register. Tenant will be responsible for all persons for whom it authorizes entry into or exit out of the Building, and will be liable to Landlord for all acts of such persons.
- The Leased Premises may not be used for lodging or sleeping or for any illegal purpose.
- Landlord does not maintain suite finishes which are non-standard, such as kitchens, bathrooms, wallpaper, special lights, etc. However, should the need for repairs arise, Landlord will arrange for the work to be done at Tenant's sole cost.
- No auction sales may be conducted in the Building without Landlord's consent.
- Tenant may not use any other method of heating than that provided by Landlord without Landlord's consent.
- Tenant will keep window coverings closed at the appropriate time of day to prevent direct solar penetration of the Leased Premises.
- Tenant will purchase and use chair mats to protect the carpeting under all chairs on casters used in the Leased Premises.
- Tenant may not receive any freight, furniture or other bulky matter of any description, except at such times as reasonably approved by Landlord. All moving of furniture, material and equipment in the Building outside of the Leased Premises, including the elevators, must be with Landlord's prior written consent and according to Landlord's reasonable rules and instructions; however, Landlord will not be responsible for any damage to, or charges for, moving the same. Tenant will remove promptly from the public area(s) within or adjacent to the Building any of Tenant's personal property there delivered or deposited. Landlord may prescribe the weight, method of installation, and position of safes or other heavy fixtures or equipment. Tenant will repair, at its sole cost, all damage caused to the Building by delivering, maintaining or removing any fixture or article of Tenant's furniture or equipment.
- No smoking is permitted in any public or common areas of the Building, including the lobby of the Building, hallways, elevators, stairwells, and public restrooms in the Building.
- The foregoing rules and regulations shall be subject to reasonable amendments thereto, upon Landlord providing written notice thereof.

[Top of Page](#)

Policies and Procedures: Moving Procedures

In an effort to make tenant moves more convenient, safe and damage free for all tenants in the building we ask that tenants and moving contractors observe the following procedures:

- It is necessary to schedule all moves in writing with the management office at least one week in advance of the moving date. Start time and approximate finish times should be indicated. Moves may be conducted after 6:00 PM, Monday - Friday, and all day Saturday and Sunday.
- A Certificate of Insurance from the moving contractor must be submitted to the building management office prior to the start of the move. The certificate of insurance must show that contractor maintains insurance coverage is as follows:
 - (a) Worker's Compensation - statutory amount;
 - (b) Employer's Liability - \$500,000;
 - (c) Commercial General Liability including Personal Injury - \$1,000,000 per occurrence and \$2,000,000 general aggregate;
 - (d) Automobile Liability, including owned, non-owned & hired autos - \$1,000,000 combined single limit; and
 - (e) Excess Liability - \$5,000,000.

The certificate holder should be listed as:

8000

8000 Towers Crescent Drive, Vienna, VA - Tycon Tower I Investment Limited Partnership; QDC Property Management, Inc.; Prudential Insurance Company of America; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written contract with a waiver of subrogation provisions in favor of all additional insureds under the general liability and workers compensation policies.

8010 and 8020

8010/8020 Towers Crescent Drive, Vienna, VA - Towers Crescent LLC; QDC Property Management, Inc.; Wells Fargo Bank, NA; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written contract with a waiver of subrogation provision in favor of all additional insureds under the general liability and workers compensation policies.

1850

1850 Towers Crescent Plaza, Vienna VA - 1850 Towers Crescent Plaza, LLC; QDC Property Management, Inc.; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written contract with a waiver of subrogation in favor of all additional insureds under the general liability and workers compensation policies.

- The tenant and moving contractor assume full responsibility for the repair of any and all damage to the walls, doors, frames, carpeting or any other part of the building which is damaged during the course of the move. We invite you to walk with a representative of property management and your contractor so that a fair assessment of the condition of the space is agreed upon. All related building common areas with a representative of QDC Property Management, Inc. prior to the move to note any existing conditions or damage prior to the move. In the event you decide not follow this course of action, the determination of damage cause during the move shall be at the sole discretion of QDC Property Management, Inc.
- All common area corridor floors, marble / tile floors and elevator floors must be covered with masonite or equivalent and secured so that the surfaces form a continuous layer that will not separate when being used. It is further recommended that some form of floor and wall protection be provided inside the tenant space. Walls, door frames, etc. along the path of the move should be protected as well.

- All moving personnel must be clearly identified by means of caps, T-shirts, badges or other obvious means. Otherwise the lobby host may ask them to leave the premises.
- Only the designated freight elevator may be used during the move. Weight limits must be observed. If you have any questions or are unsure as to the capacity of the elevators, please contact the Property Management Office.
- All trash, empty boxes, packing materials, moving equipment etc. must be removed from the property.
- All corridors, restrooms and common areas used by moving personnel must be left clean, vacuumed, free of debris and ready for use by other building occupants.
- All common areas, halls, lobbies and stairways must be kept passable during the move.

Any trash, pallets, debris of any kind left in the loading dock or the surrounding area from the moving company will be discarded by property management at the tenant's expense.

[Top of Page](#)

Policies and Procedures: Office Space Alterations

The following pages contain important information and regulations for all tenant space alterations:

Contractor Rules and Regulations

- All demolition, construction and painting that may be disturbing to other building occupants must be done before or after normal business hours: 8:00 AM - 6:00 PM, Monday - Friday and 8:00 AM - 1:00 PM, Saturday.
- Demolition, construction equipment, trash, building materials, etc., may only be brought into or out of the building through the loading dock area and in the freight elevator, before or after normal business hours.
- Tenant will notify the Property Manager of the start and completion dates, hours and days the workmen will be in the building and any changes.
- Use of the freight elevator must be scheduled in advance through the management office by calling (703) 761-7577.
- All construction debris must be removed from the building in suitable containers so as not to create any disturbance, damage to the building, trash or additional cleaning for building employees. Adequate precautions must be taken to protect building common areas (i.e. floors, walls, doors, elevators, etc.). Failure to do so may result in an assessment for damages.
- No construction debris or material may be left in or around the building (i.e. hallways, elevator, lobbies or loading dock area) even on a temporary basis and may not be deposited in the building's trash receptacles.
- Workmen will conduct themselves in a reasonable manner (i.e. shall not use profanity, create a nuisance to other, building occupants, loitering in the building, etc.).
- Any alterations / deviation from the approved plans must be submitted to Quadrangle Management, Inc. on behalf of the landlord, for review and written approval prior to proceeding with the work.
- All contractors should provide for their own parking off site or pay for parking in the building's garage. Vehicles found parked in the loading area/alley will be towed.

All contractors and subcontractors are required to submit a Certificate of Insurance as follows. The information below should be included in the certificate of insurance description block:

8000

8000 Towers Crescent Drive, Vienna, VA - Tycon Tower I Investment Limited Partnership; QDC Property Management, Inc.; Prudential Insurance Company of America; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written contract with a waiver of subrogation provisions in favor of all additional insureds under the general liability and workers compensation policies.

8010 / 8020

8010 / 8020 Towers Crescent Drive, Vienna, VA - Towers Crescent LLC; QDC Property Management, Inc.; Wells Fargo Bank, NA; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written contract with a waiver of subrogation provision in favor of all additional insureds under the general liability and workers compensation policies.

1850

1850 Towers Crescent Plaza, Vienna V - 1850 Towers Crescent Plaza, LLC; QDC Property Management, Inc.; AEW Capital Management, L.P., as well as the partners, affiliates subsidiaries, members, shareholders, agents, employees, directors and officers of each are named as additional insureds as required by written

contract with a waiver of subrogation in favor of all additional insureds under the general liability and workers compensation policies:

Certificate Holder
QDC Property Management, Inc.
Towers Crescent Drive
Suite 100
Vienna, Virginia 22182

Requirements of Tenant and Tenant Contractors

- Tenant shall submit Contractor's credentials to Landlord for approval prior to start of construction.
- Tenant or Tenant's Contractor shall obtain all necessary permits, conduct inspections and obtain a new Certificate of Occupancy for the space. A copy of the Building Permit and the original Certificate of Occupancy shall be furnished to the Landlord.
- Tenant shall not make any modifications to Landlord's Base Building Systems without Landlord's written permission and any and all required modifications shall be at Tenant's sole cost and expense. Landlord's review of plans shall not constitute approval to modify base building systems.
- A full time qualified superintendent employed by the General Contractor shall be on site at all times while work is being performed in the space.
- Tenant and Tenant's Contractor agree to be bound and comply with Landlord's rules attached hereto and restrictions regarding Contractor activities.
- Landlord shall be named as an additional insured on Contractor's Liability Policy and a Certificate of Insurance shall be provided prior to start of construction. The liability policy shall be for not less than five (5) million dollars.
- Tenant agrees to indemnify, defend and hold Landlord harmless from any claims, actions or suits resulting from Tenant's construction activities.
- Prior to final payment by Tenant to Tenant's Contractor, Tenant shall obtain a final Release of Lien and Waiver of Claims and furnish a copy to the Landlord.
- In the event a lien is filed as a result of Tenant's work, tenant shall within three (3) business days have the lien removed from record or otherwise discarded.

Prior to final payment to Tenant's Contractor, Tenant shall meet with the Landlord who will provide a list of all areas damaged by the Tenant's Contractor(s). Tenant agrees to promptly and properly repair all damaged areas to Landlord's satisfaction and at no cost to Landlord prior to final payment.

[Top of Page](#)

Policies and Procedures: Solicitations

The building maintains a strict "NO SOLICITING" policy. If you are visited by a solicitor, please call the property management office immediately and provide a physical description of the solicitor.

Policies and Procedures: Lost and Found

All items found are turned over to the property management office for safe keeping until the owner claims them or one month, whichever occurs first. Contact the Property Management Office at (703) 761-7577 to report a lost item.

Policies and Procedures: Designated Smoking Areas

Please dispose of all cigarette butts in the designated smoking urns. Smoking outside of the assigned areas is strictly prohibited.

Security: Access Control System

The buildings are equipped with an electronic access control system monitored by QDC Solution Center. The perimeter building access system limits entry into the building after normal business hours. Key readers are located at the building entrances for access after business hours.

Building hours are as follows:

8000

7:00AM - 7:00 PM (Monday - Friday)

Revolving door is locked at 10:00 PM (Monday - Friday) and unlocked 7:00 AM - 7:00 PM on weekends.

The building is monitored by QDC Solution Center at all times including evenings, Saturdays after 1:00 PM, Sundays and holidays.

8010

7:00 AM - 7:00 PM (Monday - Friday)

8020

7:00 AM - 7:00 PM (Monday - Friday)

1850

7:00 AM - 7:00 PM (Monday - Friday)

QDC Solution Center Telephones

By lifting the handset, you will automatically be connected to QDC Solution Center's Central Monitoring Station. The telephones may be used if there is a problem with the operation of your key. The monitor will unlock the door after verifying your name and key number. Special admission may be arranged in advance for visitors by calling QDC Solution Center at 703- 641-8900. Instruct visitors to use the security phone for admittance.

Revoking Lost or Stolen QDC Solution Center Keys

If a QDC Solution Center key is lost or stolen, or if it is not returned by a terminated employee, please contact QDC Solution Center immediately to deactivate the key. If the QDC Solution Center key is returned (by an employee leaving the company), the key can be reassigned to another employee. If the key is lost or stolen, or if an employee is terminated and does not return the QDC Solution Center key, it will be deactivated permanently.

All authorized employees will be issued a numbered and encoded QDC Solution Center key, which shall be assigned to that particular individual. The access control system works only if it is kept up-to-date. Please keep an active list of authorized QDC Solution Center key holders and their numbers. This should be done periodically and it is IMPERATIVE! In addition to limiting access to unauthorized personnel, the card readers make a permanent recording of the employees using it to gain access to the building. This may be useful to you in the event of a loss or theft after hours. For that reason alone, it is imperative that the name assigned to the QDC Solution Center key corresponds to its user.

Additionally, please make sure QDC Solution Center has an updated list of the emergency contacts and notification procedures for your organization. QDC Solution Center uses this list in the event they need to contact you about an active alarm or a building emergency. Typically, in the event of an alarm, you may want the lobby host to investigate first. This may eliminate the need for you to travel to the office unnecessarily. If so, please be sure to explain this to your QDC Solution Center representative when completing the instructions.

[Quadrangle Monitoring Services Intro Letter](#)

[QDC Card Admin Form](#)

[Top of Page](#)

Security: Deliveries

All deliveries must be made through the loading dock. Deliveries will not be permitted at any time through the main lobby. 8010 deliveries may be made through the west-side corridor.

Deliveries are restricted to the service elevator only. Use of the service elevator for less than thirty (30) minutes may be accommodated during normal business hours. Day time deliveries must be no larger than can be accommodated on a two wheeled cart. Deliveries that require use of the service elevator on independent service (e.g. furniture and office equipment) must be scheduled in advance for after hours. Please contact the property management office to coordinate use of the elevator and loading dock.

The building staff and/or concierge are not permitted to accept deliveries on behalf of tenants.

Parking for Deliveries

Short term (30 minute maximum) parking is permitted for delivery trucks inside and outside of the loading dock area. Please remind your delivery people that they may be towed for parking longer than 30 minutes. We suggest small vehicles/cars that can fit within the parking garage, do so. The first hour of parking is free.

The freight elevators are located in the service corridor on the lobby level.

Please help us enforce these procedures by making delivery persons aware of their responsibilities.

Security: Security Awareness

Listed below are some helpful safety awareness reminders:

- Keep purses and valuables out of sight. Do not leave purses or wallets in unattended coat pockets, on top of or under desks or in unlocked drawers.
- Do not prop open doors leading to hallways while you run out for just a "minute." It only takes a minute for someone to get in.
- Keep your doors locked if working after hours or if you are alone. After hours, lock the suite entrance door behind you whenever possible.
- Do not leave packages for pick-up outside of suite entry doors.
- All building personnel (porters, building lobby attendants, cleaners and engineering staff) have uniforms or badges. Do not hesitate to question someone you do not recognize.
- The building maintains a strict "NO SOLICITING" policy. If you are visited by a solicitor, please call the property management office immediately and provide a physical description of the solicitor.
- Try to memorize a physical description of any suspicious persons; concentrate on physical attributes, not on clothing.
- Do not attempt to apprehend or detain a suspect.
- Request a security person to escort you to your car in the evening if you have too much to carry or are uncomfortable walking alone.
- Make sure your car is locked and all valuables are stored in the trunk to help deter potential intruders.
- Report all thefts immediately, no matter how small, to the Fairfax County Police and to the property management office.
- Keep records of serial numbers of all equipment and permanently mark your Tax ID Number on all equipment. This will facilitate the return of stolen items should they be recovered.

Services: Maintenance

The engineering facility of Towers Crescent is staffed to provide necessary preventive maintenance required to keep the mechanical systems of the building in top operational condition, as well as to answer individual problems as they occur.

To ensure that the tenant receives fast and efficient service, the property management office has an employee on duty from 8:00 AM to 6:00 PM. When your request for service is received, a serviceman is dispatched to answer the call. All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins and key replacements should be directed to the Property Management Office. In addition, hot calls, cold calls, leaks, power failures, etc., should also be directed to the Property Management Office. Please contact the Management Office at (703) 761-7577 or via email at vatenantservices@quad1.com

Unless otherwise stipulated, Engineering services are billed per hour during non business hours. For a complete schedule of charges or if you have any questions please do not hesitate to contact the Building Management Office at (703) 761-7577.

After Hours Service

Building Management has a 24-hour on-call staff for emergency service after normal business hours Monday through Friday. The after hours emergency services are dispatched or provided by the QDC Solution Center. The Solution Center can be reached by calling the Tenant Services number, (703) 761-7577, that is forwarded after hours for 24/7 service.

Services: HVAC Services

The building's HVAC System is in operation (8000 8:00 AM - 7:00 PM), (1850 8:00 AM - 7:00 PM) and (8010 / 8020 8:00 AM - 7:00 PM), Monday - Friday, and 8:00 AM - 1:00 PM, Saturday upon request, except Federal Holidays. Requests for overtime HVAC must be emailed to the property management office. You will be invoiced for overtime HVAC operations at the rate specified in your lease.

Office space is conditioned by individual packaged water-cooled self-contained units located in the mechanical rooms on each floor of the building at 8000 Towers Crescent. There are two (2) mechanical rooms on each floor controlling the east and west side. There is one (1) rooftop unit for 8010 and two (2) rooftop units for 8020 and 1850 controlling the entire building. Air is distributed to variable air volume (VAV) control boxes through a high-pressure duct distribution system.

The perimeter of the office space in the building is heated by electric resistance type heaters located in fan powered VAV units ducted to linear slot diffusers in the ceiling. The interior office space VAV system air is discharged through square ceiling diffusers connected to low-pressure ducts at the discharge of the variable air volume control boxes. The entire system is microprocessor controlled and is set to maintain 74 degrees Fahrenheit in the summer and 72 Fahrenheit in the winter, plus or minus 2.5 degrees.

After Hours HVAC Costs (unless otherwise specified in lease)

- **8000 Towers Crescent** - \$35.00/hour for One Zone OR \$50.00/hour per floor. Each floor consists of two zones: East and West.
- **8010 Towers Crescent** - \$25.00/hour per floor (1 zone per floor)
- **8020 Towers Crescent** - \$25.00/hour for One Zone OR \$50.00/hour per floor. Each floor consists of two zones: East and West.
- **1850 Towers Crescent Plaza** - \$25.00/hour for One Zone OR \$50.00/hour per floor. Each floor consists of two zones: East and West.

Requests for after-hours and holiday HVAC must be made 48 hours in advance and should be in writing. A representative of building management will follow-up with a written work order for your approval.

All requests must be submitted either via email to extrahvac@quad1.com or faxed on your company letter head to the Tenant Services Coordinator at 703-761-7579.

Extra HVAC requests must include the following:

- Building Address
- Company Name
- Suite #
- Date
- Start Time
- End Time
- Zone Requested

Services: Janitorial Services

Good housekeeping is of utmost importance to our building operations. We meet regularly with the janitorial contractor, Red Coats, to discuss performance and to address areas where improvements may be required. The building staff and manager from Red Coats also makes regular inspections in an effort to maintain the highest standards of quality.

Listed below are the minimum standards of cleaning services covered by the janitorial contract. Should there be any comments or problems with the services performed or with cleaning personnel, please contact the property management office immediately for corrective action.

Minimum Janitorial Services

Daily (Monday - Friday, except holidays)

- Empty and re-line wastebaskets/ recycling boxes in appropriate containers
- Vacuum carpet in all common areas, reception areas, suite corridors and other high traffic areas.
- Wipe all counter tops and tables and clean sinks and hardware.
- Clean and disinfect restrooms.
- Sweep and mop tile floors, spot clean carpet.

Weekly

- Dust accessible surfaces of furniture, including desks, chairs, window ledges and artwork (within reach)
- Clean glass in doors and partitions.

Monthly

- Wax/spray buff tile floors.
- Dust or vacuum air vents.
- Damp wipe and sanitize telephones.

Quarterly

- Dust high ledges and moldings (requiring use of ladder).
- Dust blinds

It would be appreciated if you would notify us immediately if there are any spills on the floors or carpets and the nature of the substance spilled. Quick attention makes a pronounced difference.

Please note the cleaners will not move papers or other materials to be cleaned, dusted or vacuumed. Trash not left in the wastebaskets must be clearly marked "trash": ("trash" signs are also available in Spanish from the Management Office). Desk side recycling bins must be emptied by the tenant into large suite common area containers. Cleaning of dishes, plates, cups, etc., is the responsibility of the tenant. All boxes should be disposed of in the cardboard recycle container located in the loading dock. All boxes should be broken down before placing them in the designated container.

[Top of Page](#)

Services: Recycling

The building has implemented an extensive recycling program to help the environment by cutting down on the amount of waste being sent to the landfill. The participation and effort by each tenant will ensure the program is successful.

Each office shall appoint one or more persons to act as "Recycling Coordinator" to coordinate distribution of recycling containers and literature and to interface with the property management office. Each person will be supplied with a recycling container for their desk and larger containers can be placed at central collection points throughout the suite and be emptied by Cavalier as needed.

The following items are recyclable:

- Cardboard
- Office Paper (white and colored)
- Newspaper and magazines
- Junk Mail
- Envelopes (manila, regular & windowed)
- File Folders
- Computer Paper
- Post It Notes
- Card Stock Paper
- Aluminum Cans
- Tin Cans
- Glass Bottles and Jars
- #1 Plastic bottles (Water and soda)
- #2 Plastic containers (Milk and detergent)
- #3 - 7 Plastic containers (Yogurt and margarine)

[Please click here to see the full recycling packet](#)

Additional information and recycling containers may be obtained by contacting the property management office at (703) 761-7577.

Services: Mail Service

The mailing address for Towers Crescent is (8000, 8010 or 8020) Towers Crescent Drive, and 1850 Towers Crescent Plaza, Vienna, Virginia 22182. To ensure prompt delivery please remind everyone sending mail or packages to always include the company name and suite number with the address.

The United States Post Office maintains mail on the A - level of 8000, the lobby Level of 8010 and 8020, and the P-3 level of 1850 Towers Crescent with mailboxes and a mail drop. Mailboxes may be obtained by contacting the U.S. Postal Office in Vienna at 703-242-1393. They will provide you with keys to your mailbox. The Management Office does not have any keys to mailboxes.

The mail pick-up schedule is as follows:

Monday-Friday at 11:00 AM and 3:00 PM.

For your convenience, Federal Express and UPS drop boxes are located across from the mailroom on the A Level in 8000 and on the lobby level in 8010 and 8020.

Pick up times are as follows:

FEDEX 6:00 PM (8000) Monday - Friday

UPS 7:45 PM (8000 and 8020) Monday - Friday

Services: Forms

For your convenience a number of forms and important documents have been included in this Electronic Tenant Handbook. The PDF documents require *Adobe Acrobat Reader 5.0* or higher. The software is free and can be obtained by [clicking here](#).

All service requests should be either emailed to VAtenantservices@quad1.com or called into the *Tenant Services Coordinator* at (703) 761-7577.

Click on the document below to download:

- [Bomb Threat Checklist](#)
- [Emergency Contact Form](#)
- [Emergency Procedures Guide](#)
- [Extra HVAC Request](#)
- [Fitness Center Form](#)
- [New Tenant Packet](#)
- [Quadrangle Monitoring Services Introduction Letter](#)
- [QuickPark Validation Form](#)
- [QUIKPARK Parking Monthly Application Application](#)
- [QDC Card Admin Form](#)
- [Recycling Packet](#)
- [Towers Crescent Map](#)