



TOWERS CRESCENT

Welcome to Towers Crescent!

Our goal is to provide a clean, safe, quiet and friendly workspace for all of our tenants and their guests. Anything we can do to make Towers Crescent a better place to work, let us know and we will be happy to assist. Quadrangle Management Company is the onsite managing partner of Towers Crescent. The Property Management Office is located in the 8000 Towers Crescent Building Lobby and is open M-F from 8:00AM to 5:00PM, with building engineers on site until 6:00PM. During business hours, the phone is answered by our onsite Tenant Services Coordinator. After hours, our in-house monitoring service, the QDC Solution Center, answers all calls.

Property Management Office – Staff and Frequently Dialed Numbers

Property Management Office Number (Answered 24/7) – 703-761-7577

Tenant Services Coordinator, Pearl Richardson – vatenantservices@quad1.com ; 703-761-7577

Assistant Property Manager, Katie Dolan – kdolan@quad1.com ; 703-761-7577

Property Manager, Shane McLaughlin – smclaughlin@quad1.com; 703-761-7577

Parking Garage Manager (QuikPark), Tanya Jackson- vaquikpark@quad1.com; 703-893-0178

QDC Solution Center - card-admin@quad1.com; 703-641-8900

Building hours are as follows:

8000 | 7:00am – 7:00pm (Monday – Friday)

8000 | Revolving door open 7:00 am – 10:00pm (M –F) and 7:00am – 7:00pm on weekends.

8010 | 7:30am – 7:00pm (Monday – Friday)

8020 | 7:00am – 7:00pm (Monday – Friday)

1850 | 7:00am - 7:00pm (Monday - Friday)

Our buildings are serviced and maintained by our in house QDC Engineering team along with our full service janitorial contractors day and night cleaning crews. For maintenance or janitorial requests, please call or email our tenant service coordinator at 703-761-7577 or vatenantservices@quad1.com . [Click here](#) for more information.

Electronic Security

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

business hours. Our system is compatible with some other monitoring service's access cards including DataWatch and Kastle. If the electronic monitoring system on your suite is not compatible with our base building, we will be happy to provide you with access cards. Programming requests can be forwarded via email to card-admin@quad1.com. Upon receipt, card requests will be processed in most circumstances within a twenty-four (24) hour period during normal business hours. Tenants will receive email confirmation that the request was completed by the Solution Center personnel. Please note that tenants will be required to send card administration requests to their individual 3rd party access control vendors for their own individual tenant suite doors. Click here for more information regarding the building electronic access control system. [Click here](#) for more information.

Heating, Ventilation and Air Conditioning

HVAC service is provided as part of the building operating expenses Monday through Friday from 8:00 a.m. to 6:00 p.m. and on Saturdays from 8:00AM to 1:00PM. If service is needed beyond those hours, please send a request to extrahvac@quad1.com outlining the date, times, and zones for which you need service. You will be invoices for that time at the current OT HVAC rate. The building is broken down into two zones – East and West – with the elevator bank being the dividing line between the zones.

Delivery / Move in-out Procedures

Deliveries to the building must take place as follows. 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 (i.e. furniture and office equipment) must be scheduled in advance for after hours, before 8am or after 6pm M-F. All deliveries must be made through the loading dock, and deliveries are restricted to the service elevator only. 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. [Click here](#) for more information.

Lobby Host Security Services

At Towers Crescent, we have three guard posts during business hours M-F and two security guards (Lobby Hosts) on site 24/7. If you are in need of security guard assistance, please reach out to our main office number during business hours, or you may also reach your buildings guard desk at the numbers below. For additional information regarding our Lobby Host, please click [here](#).

8000 Guards Desk: 703-926-7104

8020 Guards Desk: 703-238-1129

1850 Guards Desk: 703-865-7473

On Site Concierge Services

We are happy to offer several amenities to make your time at Towers Crescent more enjoyable. Charm City Concierge provides on-site service Monday through Friday from 8:00AM to 5:00PM in the 8000 Towers Crescent Drive Building. Valerie is happy to assist ALL of our Towers Crescent Tenants with a

wide variety of tasks from catering lunches to handling dry cleaning and car detailing. The Charm City Concierge [website](#) provides additional information about their services and Valerie can be reached at 703-926-7140 and towerscrescent@charmcityconcierge.com.

Towers Crescent Commuting Program

In 2012, Towers Crescent was recognized as a Best Work Place for Commuters. The award was due in part to our transportation program, [Commuting Made Easy](#). There are many options for transportation to and from Towers Crescent. In order to help simplify your commuting process, please check out our commuting program [website](#), [Twitter](#), [LinkedIn](#), or email your commute questions to info@TCcommuting.com.

Towers Crescent Fitness Center

The A-level of the 8000 Towers Crescent Drive building has a state of the art Fitness Center that is available for use by all Towers Crescent tenants at no additional fee. The Fitness Center can be accessed 24/7 via your building access badge upon completion of the [Fitness Center Waiver](#). [Click here](#) for more information.

Parking

Our parking garage is managed by QuikPark. The office is located on the A-level of 8000 Towers Crescent Drive and is open from 9am to 8pm. Attached is a [form](#) for a monthly parking badge. Completed forms can be sent directly to QuikPark. Hourly parking is available for all guest and visitors. Pay stations are located inside near the garage shuttle elevators on levels A, B and C as well as on the Plaza Level of the garage. Credit cards may also be used to exit directly at the garage gates. If you are interested in purchasing validation tickets for you guest, please reach out to Tanya or Wahab, the garage managers, at vaquikpark@quad1.com or 703-893-0178. [Click here](#) for more information.

Recycling and Waste

Towers Crescent operates under a Single Stream Recycling Program. That means that ALL approved recyclable material can be included together in the same bin. See attached information for approved materials i.e. cardboard, paper, plastic, cans, glass etc. All of the recycling is combined into one container to make it easier on our tenants and we don't have to worry about separating certain products. Once the recycling is delivered to our contractor's plant, it is then separated and the materials are on their way to be re-used. We are committed to help in any way we can. Whether that means providing recycling containers large or small, stickers, signs, educational presentations, or setting up a trip to the recycling plant, we are ready to help. [Click here](#) for more information.

All of this information and more of the building's policies, procedures, and amenities can be found any time in our online tenant handbook at www.TowersCrescent.info.