

**1250 24th Street NW
Electronic Tenant® Portal**

Created on November 28, 2022

Amenities: Fitness Center

- For access to the fitness center, individuals are required to sign a waiver of liability.
- Upon receipt of a waiver access will be added to your building badge and you can access the fitness center any time.
- Locker rooms with shower s are available, as well as lockers for daily use while working out. Daily use lockers are not to be used for long term storage.
- A limited number of assigned lockers are available - please contact the management office at (202) 756-0400.

[Click here for the Fitness Center Waiver Form](#)

Amenities: Parking

The WWF Building has a two-level underground parking garage for the use of tenants and visitors. The garage entrance is in the north alley at the northwest corner of the building, the alley can be accessed from both 24th and 25th Streets.

[SP+](#) is the garage operator; questions regarding monthly parking accounts, rates, availability and other administrative issues should be directed to the SP+ administrative office at (202) 496-4200. The SP+ station identification number for the 1250 24th Street garage is #97834. The on-site garage office can be reached at (202) 785-7372.

Garage hours are

- Monday - Friday, 6:30 AM - 6:30 PM, and is closed at all other times - monthly parkers can access the garage at all time using their building badge.
- Intercom boxes are located on columns in the garage to assist in contacting the parking attendant in the booth. Please be reminded that vehicles using tandem parking spaces should leave a key to your car with the attendant.

Permit Parking

- Parking for monthly permit holders is available on a first-come, first-served basis for any open, unrestricted space.

Reserved Parking

- Reserved parking space may be available for an additional fee. Do not park in reserved spaces.
- There are designated spaces for individuals that display a disabled parking permit.
- Daily and Visitor Parking (non-permit)
- Daily and visitor parking is available on a first come first serve basis and may not be available based on the volume of permit parkers.

Carpool and Alternative Fuel Vehicles

- There are designated spaces for carpool and alternative fuel vehicles on the P-1 level of the garage; these spaces are reserved for carpool and alternative fuel vehicles and available on a first come first serve basis prior to 10:00 AM. Vehicle that wish to utilize these spaces must display a building provided sticker which can be acquired from the lobby desk attendant.

Car Charging Stations

- There are eight car charging stations adjacent to the foot of the garage entrance ramp and the attendant booth. These spaces are reserved for charging vehicles only. The cost of charging a vehicle is compliments of 1250 24th Street.

Rear of the Building

- All the spaces at the rear of the building are reserved. Do not park in these spaces unless directed by garage staff or building management.

Bicycle

- There are secure areas for daily bicycle parking on both levels of the garage, access can be added to your building badge and should be requested through your office tenant contact. Access automatically include both bicycle areas.
- Bicycle parking areas should not be used for long term storage.
- An air pump and maintenance station are located on the P-1 level of the garage at the northeast corner of the building core.

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Amenities: Terrace

The rear terrace is available for tenant use seasonally. Tenants may reserve a portion of the terrace for tenant events on a first-come first-serve basis. To reserve a portion of the terrace please contact the management office at (202) 756-0400.

Amenities: Metro Shuttle

1250 24th Street provide shuttle service to and from the Dupont Circle and Foggy Bottom metro stations Monday through Friday during the morning and evening hours. The shuttle is operated by [Reston Limousine](#) and has a sign by the passenger door that reads WWF, ACC.

Stop-Locations are:

- 1250 24th Street provide shuttle service to and from the Dupont Circle and Foggy Bottom metro stations Monday through Friday during the morning and evening hours.
- The shuttle is operated by Reston Limousine and has a sign by the passenger door that reads WWF, ACC.

Stop-Locations are:

- Building - Directly in front of the building
- Foggy Bottom metro station - on 23rd Street, NW, adjacent the GW Hospital emergency room
- Dupont Circle - south side of the circle on 19th Street, NW, in front of Buffalo Billiards

[Click here to view the Shuttle Schedule](#)

- Building - Directly in front of the building
- Foggy Bottom Metro Station - on 23rd Street, NW, adjacent the GW Hospital emergency room
- Dupont Circle - south side of the circle on 19th Street, NW, in front of Buffalo Billiards

Amenities: News Stand

The Newsstand offers a variety of snacks, fruit, juice soda and candy.

Newsstand Hours:

7:30 a.m. - 4:30 p.m. Monday – Friday

Amenities: Honey Tree Deli

Honey Tree Deli offers a variety of soups, salads, sandwiches, beverages and snacks. The deli hours are Monday through Friday, from 7:00 AM to 4:00 PM.

Building Access: Lobby Attendant

The lobby desk is staffed by the building security contractor 24 hours a day, seven days a week.

On evenings and weekends, the attendant is responsible for patrolling the parking garage, loading dock and building on a random basis, making sure doors are secure and that appropriate lighting is turned on or off.

The attendant has been trained in [Emergency Response Procedures](#).

The Lobby Attendant does not admit tenant visitors and/or contractors into the building or provide elevator / suite access during secure hours. For visitor and contractor access during secure hours, tenants must notify the building management office in advance and provide an onsite contact to provide access to the tenant space. Please notify the [Property Manager](#) of any contractors given after-hours access to the building.

To contact the lobby desk, please call (202) 756-0400.

Building Access: Tenant Access

The main entrance of the building is unsecured Monday through Friday from 6:30 AM to 6:30 PM; it is secured at all other times. All other entrances are secured 24 hours a day, seven days a week. Tenants can access any secured entrance, except for the entrance adjacent to the loading dock at any time using their building badge. Elevators are unsecured Monday through Friday from 6:30 AM to 6:30 PM, and secured at all other times. When the elevators are secured tenants can access their designated floors using their building badge.

If an individual is locked out of their office please contact the lobby desk; the individual at the desk will attempt to get permission from the tenant contact to give the individual access.

Building Access: Visitor Access

The main entrance of the building is unsecured Monday through Friday from 6:30 AM to 6:30 PM; it is secured at all other times. All visitors are required to check-in with the lobby attendant and sign in, they may also be asked to show valid identification. A tenant representative must be present to admit visitors when the building is secured.

The Lobby Attendant does not admit tenant visitors into the building or provide elevator / suite access during secure hours.

Building Access: Contractor Access

All deliveries must be made through the loading dock, and delivery contractors are required to check in with the lobby attendant before proceeding anywhere else in the building. The contractor will be asked to provide a valid identification.

Tenant contractor access during secured hours must be coordinated through the property management office in advance. Tenants are responsible for providing an onsite contact for any contractors scheduled during secured hours.

The Lobby Attendant does not admit contractors into the building or provide elevator / suite access during secure hours.

Building Access: Solicitors

Soliciting is not permitted in the Building. If a solicitor visits your suite, please call the [Management Office](#) immediately at (202) 756-0400. A building representative will respond and escort the individual from the Building.

Building Access: Safety Tips

The following procedures should be applied to your business environment to help protect yourself and your belongings:

- Carefully control who is issued keys, building badges, and security codes. Contact building management when keys and building badges are misplaced or lost.
- Do not allow persons unknown to you to follow you into the building during secure hours.
- Never leave your reception area unattended, and do not allow visitors or delivery persons to pass beyond the reception area unless they are known.
- Be alert to your surroundings and persons unknown to you or who seem out of place. Do not hesitate to report a suspicious person to building management.
- Secure valuable items such as purses and wallets out of sight and where they cannot be easily accessed and removed.
- Secure your office at the close of business.

Given the right opportunity, it takes only seconds for a criminal to steal from or bring harm to another person. Protect yourself and your property, effective security depends on the cooperation and concern of everyone.

Emergencies: Bomb Threat

All bomb threats must be treated as a serious matter. To ensure the safety of building occupants and the public, bomb threats must be considered real until proven otherwise.

However, building evacuation is not a decision for anyone to make except the proper authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

In the event you receive a bomb threat call 911 and then call building management at (202) 756-0400.

When there has been a threat, if you see a package or unknown object in an unusual place, do not touch it. **If you receive a bomb threat, try to obtain the following information:**

- When is the bomb going to explode
- Where is it right now
- What does it look like
- What kind of bomb is it
- What will cause it to explode
- Did you place the bomb? Why
- What is your name

And ascertain the following:

- Sex of caller
- Approximate age of caller
- Speech pattern/accents
- Any background noises

And make note of:

- Phone number where the call was received
- Date and time of call

Unknown Substance

This section is designed to outline the policies, procedures and security measures in place at the building in the case of the report of an unknown substance.

In the event you discover an unknown substance you should isolate the area and any individuals that may have been exposed. Call 911 and contact building management - we will disable the air handling unit(s) that serve the area. WE will meet the responders at the front of the building and direct them to the appropriate location. Guidelines for identifying suspicious mail can be found on the [USPS](#) website.

[Click here to download a Bomb Threat Report Form](#)

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Emergencies: Emergency Management

The largest variable, and potential danger, in any emergency is human response. While no one can predict for certain when an emergency will arise, we can plan and prepare for our responses to those situations.

Information in this section is designed to help you understand how the building management team will respond to an emergency as well as provide tenants with a basis for your own emergency response plan. Please review it carefully. Tenant participation is critical when responding to a building emergency.

In the event of an afterhours emergency, it may be necessary for Building management to notify the primary or secondary contact person in your office. Please ensure Cushman & Wakefield has up-to-date contact information.

This information should be provided on the [Tenant Contact Information Form](#), updated as needed, and submitted to the management office.

The following websites provide useful information and may assist in your continued emergency planning and preparation efforts:

- [The Department of Homeland Security's Website](#)
- [FEMA's Emergency Management Guide for Business and Industry](#)
- [SBA Institute for Business and Home Safety Disaster Planning Toolkit](#)
- [Red Cross Guide to Sheltering-in-Place](#)
- [National Institute for Chemical Studies Procedures and Plans](#)

Crisis management and emergency procedures are of critical importance, we encourage you to share this information with everyone in your office. If you have any questions regarding this material, please do not hesitate to contact the management office at (202) 756-0401.

[Click here to download a Tenant Contact Information form](#)

Emergencies: Emergency Numbers

Listed below are some important phone numbers in case of an emergency. In any emergency situation, please contact the building management office at (202) 756-0400 or 0401, immediately after contacting the appropriate emergency service.

Emergency Numbers

Police Department - Second District Station - 3320 Idaho Avenue, NW 20016	911 or 311 (non-emergency) (202) 715-7300 (202) 715-7382 (fax)
Fire Department - Engine Company #1 - Battalion 6 - 2225 M Street NW 20007	911 or (202) 673-3201 (non-emergency)
Medical Emergency	911
George Washington University Hospital - 901 23rd Street NW 20037	(202) 715-4000
MedStar Georgetown University Hospital - 3800 Reservoir Road NW 20007	855-546-2805
National Capital Poison Center - 3201 New Mexico Avenue NW 20016	(202) 222-1222 (emergency) (202) 362-3867 (administration)
Property Management Office	(202) 756-0400 or 0401 (301) 681-2237 (after-hours)
Datawatch Systems - 4401 East West Highway Bethesda, MD 20814	(301) 654-3282 1-800-899-9872

Emergencies: Evacuation Procedures

Certain emergencies require full evacuation of the building. Evacuation emergencies include fires and bomb threats. In the event of an evacuation emergency, the fire alarm will be activated. During an evacuation emergency, the elevators will not respond to call buttons. **USE THE STAIRS EVACUATE.**

There are two main stairs in the building for emergency evacuation. Tenants should familiarize themselves with the location of the nearest stairwell. Stairs are located on the north and south sides of the building core. During normal circumstances the stairwell doors on floors three through eight are secured to prevent unauthorized access to the floors; when the building goes into alarm these doors will automatically unsecure.

Floor Wardens:

All tenants in the building are responsible for designating at least two floor wardens for the suite; a primary warden and a deputy warden to fill in in the event the primary warden is out of the building at the time of an emergency. Floor wardens are responsible for knowing the tenant relocation and/or evacuation plan, floor layouts and location and use of fire equipment. During an evacuation they are responsible for implementing an orderly evacuation.

Floor wardens are also responsible for educating their colleagues about emergency procedures. Floor wardens should maintain a list of those who need special assistance in the event of an evacuation and ensure assistance is available. Floor warden should can assume a leadership role and command cooperation during an event and should be individuals that are typically in the office daily.

In the event of an evacuation floor wardens should feel doors in the path of exit for heat that might indicate fire on the opposite side and check for smoke. If a stairwell is unsafe they should direct evacuees to an alternative exit. Floor wardens should verify that all individuals have exited their area of responsibility and report to building management as they exit the building.

If their area is clear they are to provide the following information:

- Their area of responsibility

If there are individuals that have sheltered in place they should provide the following information:

- How many
- Where
- For what reason
- Best practice for sheltering in place would be away from the perimeter of the building and in or near the building core.

Tenant Safety Planning:

All tenants are responsible for:

- Pre-planned evacuation routes.
- Informed and capable floor wardens.
- A comprehensive evacuation plan for your space.
- A pre-arranged meeting place away from the building for assembly in the event of a building evacuation.
- Reporting clear areas and individuals sheltering in place to building management as they exit the building.
- Identify weak points observed during evacuation drills; discuss internally and correct and/or reach out to building management where necessary.
- Maintain an up to date list of floor wardens and responsible persons.

During an Evacuation:

- When the fire alarm is activated on your floor, all occupants should evacuate the building through the stairwell(s).
- Methods for evacuating individual that need special assistance should be discussed in advance.

- Evacuation of individuals needing assistance should be done once stairwells have cleared of other evacuees.

Your safety team should:

- Gather flashlights or other emergency lighting, first aid kits, equipment and other emergency supplies.
- Gather employee rosters to account for employees at your off-site gathering location.
- Take only essentials with you and do not return for additional papers or belongings. It is the tenant's decision whether they choose to leave their suite entry doors locked or unlocked after all employees have evacuated the suite.
- Secure special company records and information systems.
- Unplug electrical equipment such as copiers, hot plates and coffee makers.
- Check the area, especially restrooms for remaining visitors or employees. Instruct floor searchers to turn off lights and to close but not lock interior doors.
- Reassemble at your off-site location and account for all individuals.
- Emergency responders will determine when we can reenter the building, as soon as we have been told we will notify the emergency contacts.

Emergency Evacuation Drills:

- Emergency evacuation drills are held once per year to practice evacuation procedures. Everyone is required to participate, and tenants are encouraged to practice their in-house emergency evacuation procedures.
- Upon completion of the evacuation drill, please communicate any questions or concerns to building management.
- Building management will notify tenant contacts in advance of scheduled emergency evacuation drills.

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Emergencies: Fire & Life Safety Systems

The building alarm system functions as a “high rise package”; if the alarm is activated on a floor the alarm will engage on that floor and the floor above and floor below. Any time the alarm is activated on your floor you should evacuate. Because of the atrium you may hear the alarm from another floor or see the strobes on another floor - you should use your judgment in deciding to evacuate or not.

The building alarm can be activated by pull stations located adjacent to the stairs and at the primary building exits, smoke detector located in the primary air handling units, elevator lobbies and atrium. Fans will activate in the stairways to deter smoke intrusion and in the atrium to evacuate smoke.

The building is equipped with a sprinkler system; this system is activated by sensing heat; if the sprinkler system activates it will trigger the building alarm in the manner described above (high rise package). Additional sprinkler heads could activate as the heat spreads.

Emergencies: Fire Emergency

The building has fire and life safety systems designed to minimize the chance of a life-threatening emergency and to reduce damage in the event one does occur. The building systems are inspected regularly, and the fire control panel is monitored remotely 24-hours a day, seven days per week.

Smoke detectors are located throughout the building, and manual pull stations are located at the stairwells on all office levels, in the parking garage, and in main lobby. When activated, these devices provide occupant notification of a fire emergency as well as notification to the monitoring center.

When an alarm is triggered by either of these systems, a signal is sent to an off-site monitoring company, which contacts the Fire Department and building management. The control panel located in the main lobby will pinpoint the source of the alarm. If smoke is detected, the air handling equipment will shut down to help prevent the spread of smoke and fire. Fans will be activated to pressurize the stairwells. Elevators will be returned to the lobby to await firefighters. During an emergency, the elevators will not respond to call buttons. **USE THE STAIRS TO EVACUATE.**

Fire Prevention

Of course, the best method of handling a fire emergency is to prevent the situation from arising by following sound safety procedures:

- Flammable materials are not permitted in the building. If, for any reason, you have any materials necessary for the operation of normal office equipment, which require special care, they must be stored in safety containers and building management must be notified.
- Use of extension cords in lieu of permanent wiring is never recommended. If used, extension cords should be sized and grounded according to the load.
- Appliance connections and cords should be kept in good repair.
- Smoking in the building is strictly prohibited.
- Water should never be used on electrical, oil, gasoline or grease fires. The WWF Building is equipped with type ABC fire extinguishers. Please check the hallways to become familiar with the location of extinguishers provided. Most of the extinguishers can be found in the main corridors near the women and men's restrooms in wall-mounted cabinets. The extinguishers installed by Cushman & Wakefield are designed to be used on all types of fires.
- Please report potential fire hazards in the building is asked to report these conditions to building management at (202) 756-0400, 0401 or 0406.

Fire Emergency

In the event of a fire emergency the building staff will respond as follows:

- Chief Engineer reports to the fire panel / fire command room to determine location/source of the alarm.
- Engineer goes to the area indicated on the fire panel to assess the situation and report findings to management team and Chief Engineer.
- Property management team will post outside the front and rear entrances to assist with evacuation, receive emergency responders, and be available to receive information from fire wardens.

During an Alarm

If signs of fire are found:

- Confine the fire by closing doors. Take steps to control the fire if appropriate. In all cases, removing anyone in danger and notifying Building management takes precedence over fighting the fire.
- Pull the alarm.
- If you can safely do so, contact building management at (202) 756-0400. Describe the material that is burning, its exact location and severity.
- Proceed with your evacuation plan.

If You Smell Smoke

- If you can safely do so, contact building management at (202) 756-0400. Report the location where the odor seems to be coming from (i.e., floor and suite number) and be prepared to begin evacuation.

- Keep personnel away from any area that is emitting a smoke odor.

If You See Fire

- Call 911.
- Pull the nearest alarm station.
- If possible, close any door that will confine the fire.
- If you can safely do so, contact building management at (202) 756-0400 and briefly state the nature and location of the fire.
- Proceed with your evacuation plan.

Fire Extinguishers

Fire extinguishers are located on each floor; familiarize yourself with the location of the nearest extinguisher. Do not use water on electrical fires and do not endanger yourself or others.

All fires, no matter how small or quickly extinguished, must be reported to building management.

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Emergencies: Medical

If a medical emergency occurs in your suite:

- Call Paramedics. Dial 911. Tell them your floor number and direct the medical team to the main entrance of the building.
- Call the Building Management at (202) 756-0400. After normal business hours, your call will be routed to the appropriate on-call personnel. If a private physician has been called, inform Building Management and we will attempt to secure an elevator to escort the doctor to your office.
- Post one person in the elevator lobby to lead the medical team to the person in distress.

In the event that an illness or injury takes place in the building, notify Building Management immediately.

Emergencies: Power Failure

If normal power fails, all suites and public areas in the building are equipped with independently powered exit signs and emergency lights. The emergency generator will automatically provide electricity to stairwell lighting, exit signs, life safety systems and one elevator.

If the building power fails, you may remain in your offices unless directed to evacuate. You can raise blinds to take advantage of outside light. The building management team will investigate the source of the problem and update you as quickly as possible.

Emergencies: Severe Weather

There are various severe weather situations that may influence building operations. Our primary concern is for the safety of the building occupants.

During a severe weather event you want to be as far away from both exterior and interior walls as possible and in an area, that is protected from flying glass and/or debris.

Emergencies: Shelter-in-Place

The term Shelter-in-Place means to seek immediate shelter and remain there during a chemical, biological or radiological emergency rather than evacuate the area. There are occasions when the option to evacuate is just not considered (for example, a time constraint, or when evacuation would subject you to greater risk). Unless otherwise instructed to evacuate, sheltering in a predetermined safe location in your offices is the preferred method of safely waiting out a hazardous materials release. Sheltering-in-place usually lasts not more than four to eight hours. Preparations in advance can ensure that the event is as comfortable as possible. The decision to shelter in place or evacuate is made by local authorities.

Property management staff is trained in preparing for a shelter-in-place emergency. Property management is familiar with the building's mechanical systems and will disable and seal HVAC equipment and air intakes as appropriate.

To plan for a shelter-in-place emergency, here is a list of what to do:

- Study your surroundings for fixed and mobile sources of hazardous materials.
- Learn about warnings by local authorities.
- Select an interior room or rooms above the ground floor, with the fewest windows or vents as your "shelter in place" area or areas. These areas should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- Prepare a shelter in place kit. The kit should contain:
 - A battery operated AM/FM radio.
 - Flashlight with fresh batteries
 - Bottled water
 - Non-perishable food
 - Light sticks
 - Matches
 - First aid kit
 - Medicines
 - Face mask(s)
 - Whistle
 - Moist towelettes
 - Plastic sheeting
 - Garbage bag and ties
 - Toilet paper

Check your kit every six months to make sure all the supplies are there and that they are fresh.

If you are asked to shelter in place, here is a basic list of what to do:

- Remain calm.
- Close the business.
- Bring everyone into your shelter-in-place areas. Close doors.
- If you have customers, clients, or visitors, provide for their safety by asking them to stay - not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their personal emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather essential disaster supplies and equipment.

Shelter In Place Basic List

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community. Primary radio stations to listen to in the Washington D.C. metropolitan area include the following:
 - WTOP 820 AM, 103.5 FM
 - WMAL 630 AM
 - WKYS 93.9 FM
 - WPGC 95.5 FM
 - WGMS 103.9 FM
- Be prepared to evacuate if ordered to do so by public safety officials. Evacuation instructions will be announced over the emergency broadcast system.

Shelter-in-Place Drills

Be prepared for a shelter-in-place emergency. Designate personnel responsible for accounting for your employees and occupants in appropriate shelter-in-place areas, gathering supplies, and protecting your information and communication systems. Communicate your plan to everyone in your office. Review your plan periodically and conduct in-house drills.

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Introduction: Welcome

Welcome to 1250 24th Street, a property managed by [Cushman & Wakefield](#), a leading global real estate firm managing multiple properties in the Washington, DC metropolitan area.

Cushman & Wakefield's Asset Services group provides comprehensive property management services throughout the lifecycle of a real estate asset to corporate, institutional and private commercial real estate investors. We protect and improve value by minimizing operation costs, improving efficiencies, and enhancing the tenant experience.

This *Electronic Tenant® Portal* for 1250 24th Street provides a quick reference to the services we offer, including telephone numbers, addresses, and other information likely to be used throughout your tenancy.

Additionally, this guide outlines emergency procedures, including information regarding the building systems and staff responses, as well as your own responsibilities as a tenant. Please take a few minutes to familiarize yourself with the contents of the portal.

A member of the Cushman & Wakefield building team is always available to assist you with any questions or concerns you may have regarding your tenancy at 1250 24th Street. We encourage you to contact a member of the team at any time.

Thank you for choosing 1250 24th Street as your business address.

Introduction: 1250 24th Street NW

1250 24th Street, NW is an eight-story; Class A office building that was completed in 1987. Built behind the historic façade of a former garage, the two-story lobby features a marble, metal and glass finishes and a skylight that projects above the roof of the eighth floor. The exterior of the building is constructed of precast concrete, metal, brick and glass.

1250 24th Street, NW location offers its tenants proximity to many associations, professional services, and consultants, legal and high-tech firms. Located within a block of the building are a variety of restaurants, shops, health clubs, hotels and residential buildings.

Introduction: Mobile Property

Go Mobile...With Mobile Property!

Your Electronic Tenant Handbook is now in the palm of your hand! By downloading / bookmarking 1250 24th Street'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 Handbook 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 below URL into your Smartphone's Web browser:

125024thstreet.info

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."

BlackBerry:

1. When you have the mobile property app displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "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.

Policies: Rules & Regulations

1250 24th Street, including the garage, is a smoke free building (including electronic cigarettes). Smoking is also prohibited within 25 feet of any building entrance. The designated smoking area is at the northeast corner of the building.

- Please do not block corridors, elevators or other public spaces.
- Please do not install signs, advertisements, notices or other graphics on exterior walls, exterior or interior windows.
- Please do not use plumbing fixtures for other than their intended purpose. Depositing coffee grounds, sweepings, rubbish, rags, acids and other substances in sinks or toilets can result in damage and repair charges to the tenant.
- Do not store flammable fluids or any combustible materials, explosives or chemical substances in your suite.
- If additional locks, bolts, or other mechanical security systems are required, inform building management and provide the necessary items needed to access the space in the event of an emergency.
- Bicycles or other personal conveyances are not permitted in the building and must be stored in the garage; exceptions are made for wheelchairs and other conveyances required for a temporary or permanent handicap.
- Pets are not permitted in the building; exceptions are made for service animals.
- Canvassing, soliciting and peddling of products or services are prohibited at 1250 24th Street.

Policies: Rent Payments

Rent and related tenant charges are due and payable on the first day of each month, unless otherwise specified in your lease.

Checks should be made payable to World Wildlife Fund c/o Cassidy Turley and mailed to:

World Wildlife Fund
C/O Cassidy Turley
4678 World Parkway Circle
St. Louis, MO 63134

Late fees will be applicable in accordance with the provisions of your lease.

Policies: Lost & Found

Contact the lobby desk or building management at (202) 756-0400 to report a lost item and to inquire about found items.

Policies: Building Insurance Requirements

Your lease requires that you obtain and keep in force during the term of your lease specific insurance coverage for your leased premises. Insurance shall be primary and non-contributory and shall name the Landlord and Cassidy Turley as additional insured.

A Certificate of Insurance evidencing the appropriate insurance coverage shall be on file with the Property Manager and shall be renewed on an annual basis. Please ensure your insurance agent submits the appropriate initial and renewal information on an annual basis.

Please contact your Property Manager at (202) 756-0400 with any questions you may have relative to your insurance coverage requirements, additional insured or your Certificate of Insurance submission.

Policies: Tenant Alterations

For building insurance requirements, contractor and construction rules and regulations please contact the management office at (202) 756-0400.

All tenant alterations should be coordinated through the building management office in advance.

Policies: Moving Procedures

All tenant moves, large and small, should be coordinated through the building management office in advance. Access to the building will be denied if the management office does not have notice.

Property Team: Property Management

Amy McPhaul - *Property Administrator*

Amy McPhaul is the Property Administrator. Amy assists with building operations and tenant services, she works from the on-site management office and can be reached at:

Telephone: (202) 756-0400

Fax: (202) 756-0405

Email: amy.n.mcphaul@cushwake.com

Melody Royster - *Property Manager*

Melody Royster is the Property Manager. Melody is responsible for building operations and tenant services, she works from the on-site management office and can be reached at:

Telephone: (202) 756-0400

Fax: (202) 756-0405

Email: melody.royster@cushwake.com

Colin Hood - *Senior Property Manager*

Colin Hood is the Senior Property Manager. Colin responsible for the overall management of 1250 24th Street, including building operations, tenant services, administration of policies and procedures, budget preparation, lease administration and financial reporting. Colin works from the on-site management office and can be reached at:

Telephone: (202) 756-0401

Fax: (202) 756-0405

Email: colin.hood@cushwake.com

Tom Updike - *Senior Vice President*

Tom Updike provides support to the entire 1250 24th Street team. He oversees building management and operations to ensure tenant and client satisfaction and the quality of services provided by Cushman & Wakefield. Additionally, Tom monitors day-to-day activity in Colin Hood's absence. Tom can be reached at:

Telephone: (202) 266-1186

Fax: (301) 795-3887

Email: thomas.updike@cushwake.com

Property Team: Leasing

Leasing Agent

The leasing agent works with new, existing, and prospective tenants and is responsible for addressing your space needs and leasing questions that may arise during your tenancy.

Contact information for the leasing agent is listed below:

Name: Nathan D. Beach

Telephone: (202) 719-5680

E-Mail: nathan.beach@am.jll.com

Property Team: Lobby Attendant

The lobby desk is staffed by the Building Security Contractor 24 hours a day, seven days a week.

- **The lobby attendant can be reached at (202) 756-0400.**
- For more information about the Lobby Attendant to please [click here](#) to go to the Building Access chapter of this Portal.

Property Team: Engineering

James (Jim) Hunt - *Chief Engineer*

Jim is the Lead Engineer and oversees the on-site maintenance and engineering staff and operations. Jim and the engineering staff are responsible for the repair and maintenance of all building systems, including heating and air conditioning and lighting maintenance. Jim has an office on-site and can be reached at:

Telephone: (202) 756-0406

Fax: (202) 756-0405

Email: james.hunt@cushwake.com

Tarenzal (Tee) Harris - *Maintenance Tech*

Tee is a member of the engineering staff and responds to all engineering service-related calls. He works closely with Jim on the preventative maintenance programs for the building systems as well. Tee has an office on-site and can be reached at:

Telephone: (202) 756-0406

Fax: (202) 756-0405

Email: tarenzal.harris@cushwake.com

Property Team: Parking

The parking garage entrance is in the north alley at the northwest corner of the building, and is operated by [SP+](#):

- The on-site parking garage office can be reached at (202) 785-7372.
- Questions relating to your parking account can be directed to *SP+* at (202) 496-4200; the 1250 24th Street garage is identified as station #97834.
- For more information regarding the Parking Garage at 1250 24th Street, go to the Amenities chapter of this portal.

Services: Building Signage

Directory Listings

- The directory is located in the second-floor lobby adjacent to the elevators.
- Tenants can request changes to the lobby direct via [Building Engines](#).

Suite Entry Signage

Exceptions to the building standard must be approved by building management and be appropriate to the image and interior design of 1250 24th Street.

Please do not tape temporary or non-building standard signs to the walls, suite doors, lobby doors or elevator walls.

Services: Forms

For your convenience we have included a number of administrative forms for download. To download a specific form just click on the link below.

Adobe Acrobat Reader 5.0 or higher is required to view and print these files. If the software is not already installed, [click here](#) to download the latest version for free.

NOTE - Some forms are pending.

[Fitness Center Waiver](#)

Please attach this form to a [Building Engines](#) request for fitness center access.

[Fitness Center Rules and Regulations](#)

[Bomb Threat Report Form](#)

Complete this form if you receive a bomb threat.

Services: Hours of Operation

The building is staffed Monday through Friday, 5:30 AM to 6:30 PM, except for most Federal holidays. During these hours, a member of the engineering staff is on-site and available to respond to your service requests. The management office is staffed Monday through Friday, from 8:30 AM to 5:30 PM.

HVAC services are provided per individual lease requirements.

Building management has a member from the property management and engineering staff on-call 24-hours per day to respond to emergency situations after normal business hours, and can be reached by calling the lobby desk, at (202) 756-0400 our answering service at (301) 681-2237.

The management office will send out building notification of services as related to a holiday prior to each holiday.

Services: HVAC

Heating, Ventilation and Air Conditioning (HVAC) are provided as provided per lease requirements. The engineering staff oversees HVAC operations, and available to respond to your service calls during the hours of operation.

After-hours and holiday HVAC services are available upon request and billed per zone(s) at the applicable lease rate. There are two zones on each floor (north and south); the management office or maintenance / engineering staff can answer questions regarding which zone(s) serve your offices.

After hours HVAC services may be requested by authorized individuals through [Building Engines](#). We ask that requests are placed a minimum of 24 hours in advance.

Services: Janitorial Services

General office cleaning is provided in the evenings beginning at 5:30 PM, Monday through Friday, except holidays.

A Day Porter is available during normal office hours to maintain public areas and restrooms and assist in special requests. Should you require additional janitorial services above and beyond the specific daily duties contracted, please place a service request through [Building Engines](#).

Services: Mail & Delivery Services

Mail Service

The U.S. Postal Service ([USPS](#)) services the building Monday through Friday. Please refer to the schedule on the boxes located in the corridor off the lower level of the lobby for the times. There is also a Federal Express pick-up box located in this area for express shipments only. For ground shipments contact Federal Express directly.

U.S. Mail is delivered to and picked up from the building Monday through Friday. Please refer to the pick-up schedule on the boxes located off the main lobby - lower level for the schedule.

There is a US Post Office located within walking distance at 1255 22nd Street, NW.

There is a Federal Express drop box located adjacent to the mail boxes for express packages only; the pick-up schedule is Monday through Friday at 5:45 PM. There is also a Federal Express location in walking distance at 2400 M Street, NW.

Deliveries / Pick-ups

All deliveries must be made through the loading dock and individuals making deliveries must check in with the lobby attendant before proceeding anywhere in the building. An exception is made for bicycle couriers who are permitted to enter the building through the main lobby, however they must check in with the lobby attendant.

Loading Dock

The loading dock door is open Monday - Friday, 6:30 AM to 6:30 PM, it is secured at all other time. The loading consists of only one bay; therefore, it is available on a first come first serve basis during the above hours. Major deliveries and all tenant moves must be schedule outside of business hours as follows:

- After 6:00 PM and before 8:00 AM, Monday through Thursday
- After 6:00 PM Friday and through the weekend to be completed prior to 8:00 AM, Monday

The security officer on duty can open the door for prearranged delivery outside the standard hours and on weekends.

Proper floor protection (Masonite) is required in the hallway from the loading dock to the lobby and through the lobby to the service elevator as well as protection for the elevator(s).

Services: Maintenance

The 1250 24th Street maintenance / engineering staff provides the necessary curative and preventive maintenance required to keep the building in top operational condition as well as address your service requests.

Should you require an outside contractor, the management office will be happy to provide you with a recommendation . If you plan to have a contractor working in your space, click [here](#) for additional information regarding service contractors, in the Tenant Alterations section of this portal.

Services: Pest Control

1250 24th Street has a pest control program in place that includes regular inspections, preventative treatments, and curative treatments to meet the needs of the building.

The most important aspects of a pest control program are sanitation, maintenance and prevention. Good sanitation and monitoring are the best ways to prevent pest control problems. Store food in kitchen areas only in metal or plastic containers with tight lids. Keep utility areas, such as under-sink cabinets clean.

If you see the need for treatment, please submit a request via [Building Engines](#) and appropriate action will be taken. Do not attempt to address pest control issues with the use of pesticides, insecticides, herbicides or bait and trap stations.

Services: Recycling

1250 24th Street is required to recycle per District of Columbia's regulation.

Recyclable items include paper cups and containers, flattened cardboard milk, juice and soup cartons, newspapers, magazines, books, phone books, junk mail, and office paper, NO TISSUE PAPER, plastic cups, containers, bottles, lids and bulky items, (NO PLASTIC BAGS, NO FOAM POLYSTYRENE AND NO STRAWS OR UTENSILS, metal steel and aluminum cans, bottles and containers, NO PAINT CANS) and glass (bottles, and jars, NO WINDOWS OR CERAMICS). ALL ITEMS MUST BE CLEAN AND EMPTY!

- This program requires a commitment from the tenants, managements, cleaning contractor and trash remover. Separation of recyclable materials from the trash is the responsibility of the tenants.
- Additionally, the recycling of small electronics and batteries is offered; those items can be brought to the World Wildlife Fund mailroom which is located on level two in the corridor leading from the lobby to the loading dock.
- We also encourage all tenants to establish a compost program for their office - if you need a vendor suggestion please contact the management office.
- We conduct an annual waste stream audit and the results are shared with the tenants. In addition to the audit we track our waste stream and keep a record of the amount of waste diverted from landfill.
- Please remember, only through your support can the recycling program be successful. Please contact building management at (202) 756-0400 with any questions.

Services: Service

The nature of effective quality management involves identifying root causes of problems and taking proactive steps to prevent quality problems before they occur. At Cushman & Wakefield, we believe the critical ingredients of quality management include a strong corrective action and preventative action process, consistency and an attitude of caring. To ensure that our tenants receive fast and efficient service, service requests can be placed online via [Building Engines](#).

Cushman & Wakefield utilizes an Internet based system, Building Engines, to manage the workflow of preventative and curative maintenance. The property management office will provide each tenant contact(s) with login information.

Highlights of the Building Engines system include:

- Building Engines is designed to track requests from initiation to final completion.
- Building Engines' design consists of multiple layers of access control, personalized menu views.
- Building Engines provides a complete audit trail and activity history.
- Routine service requests are handled during building hours; 5:30 AM to 6:30 PM.

Any emergency calls for service after business hours should be placed to the lobby desk at (202) 756-0400.

Services: Trash Removal

Your lease provides for removal of normal office trash, either through nightly office cleaning or through the recycling program. Disposal of non-typical office trash, including office equipment, furniture, filing cabinets, packaging materials, is the responsibility of the tenants. Please feel free to contact building management at (202) 756-0400 for assistance in removal of unusual trash items.

Whenever possible please provide the management office with the weight of any bulk trash removal of items that are not going to the landfill - we can add these amounts to the building diversion rate.

Please be reminded that trash or discarded equipment must be disposed of properly. Trash or discarded equipment should not be stored in elevators, corridors or stairwells, for even short periods of time. Doing so is a violation of fire codes and building regulations.