

## **WELCOME TO THE BAILEY BUILDING!**

We are pleased you have selected the Bailey Building as your business location. This handsome brick clad Building is conveniently located near all The Water Tower amenities, and easily accessible from all parts of the metropolitan area.

In order to make you feel "at home" as quickly as possible, we are furnishing some information that may be of assistance. Melvin Mark Brokerage Company and the Bailey Building staff are dedicated to ensuring that you receive first-class service. We hope that this description of the building services and procedures will assist you in becoming acquainted with the building.

We will be visiting you shortly upon arrival to introduce ourselves and to answer any questions you may have. In the meantime, if you require any assistance, please contact us at (503) 223-9203. Our main office is open from 8 a.m. to 5:00 p.m., Monday through Friday.

It is our intention to provide the best possible service for you and our other valued tenants in the Bailey Building.

Sincerely,

Matt Segerdahl  
Building Manager

**BAILEY BUILDING**  
**Main Office – (503) 223-9203**

**Tenant Information**

Following is a reference list and key contacts with direct dial numbers (or contact us at our main office number). **For after business hours and weekend emergencies, please call our main office at (503) 223-9203 to be transferred to the answering service.**

**BUILDING STAFF**

The building manager is available to advise you on any aspect of remodeling or refurbishing your work space. Any proposed changes in the physical layout, electrical service, mechanical operation or locks in a tenant's space must be submitted to the building manager for prior approval. The building manager will coordinate the preparation of any needed drawings, permits, reviews and inspection by local officials to assure compliance with building codes.

**Building Personnel**

Matt Segerdahl, Building Manager  
Gil Cortez, Engineer

The building personnel have a very strict schedule of work to be performed in order to maintain the first-class condition of the building. We are equipped to respond to maintenance and mechanical problems through the use of our pager system to reach our building personnel. In order to eliminate problems for both parties, we ask that each tenant funnel all problems and requests through our main office (contact information listed below).

**TENANT MAINTENANCE AND HVAC REQUESTS**

For tenant maintenance and HVAC issues Monday through Friday, 8:00 a.m. to 5:00 p.m., email the request directly to [tenantmaint@melvinmark.com](mailto:tenantmaint@melvinmark.com). You may also call tenant maintenance directly at (503) 546-4546, or use our online form located on our website: [www.melvinmarkcompanies.com](http://www.melvinmarkcompanies.com). **For emergency issues (toilet overflowing, etc.) please call in the request.**

For emergencies after business hours, please call our main office at (503) 223-9203, and you will be directed to our answering service.

**HEATING AND AIR CONDITIONING**

The thermostats located throughout the building are sensitive instruments. Tampering with these instruments can cause failure of the heating and air conditioning systems. It is our objective to keep the temperature in your work space as comfortable as possible for everyone and we are committed to conserving energy by operating our mechanical plant efficiently.

Due to solar radiation through the glass, you will find your office more comfortable if you draw the drapes or close the blinds on either warm or cold days. Proper operation of the air conditioning system is based on drapes or blinds being in the drawn position during direct solar exposure.

Normal heating and air conditioning operating hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. The systems are off on Saturday and Sunday. Extended hours of operation may result in additional charges. Please contact the building manager for specifics.

Heating and air conditioning operating hours are programmed to match the tenant's business hours.

## **ACCOUNTING**

Melvin Mark Brokerage Company will mail a rent statement at the end of each month for the following month's rent. Along with your statement, you will receive a return envelope to send your rent check back. Checks should be made payable to Bailey Building Group LLC. Questions concerning your monthly rental statement can be answered by calling our Accounting Department, (503) 223-9203.

Questions concerning charges for tenant improvements can be answered by Linette Grayum, Construction Accountant, at (503) 546-4545 (email: [lgrayum@melvinmark.com](mailto:lgrayum@melvinmark.com)).

**Address**            **Melvin Mark Brokerage Company**  
Attn: Accounting Dept.  
111 SW Columbia, Suite 1380  
Portland, OR 97201

## **LEASING**

Questions about lease agreements or additional space requirements should be directed to:

Nick Ehlen      direct dial (503) 546-4512 (email: [nehlen@melvinmark.com](mailto:nehlen@melvinmark.com))  
Peter Andrews   direct dial (503) 546-4522 (email: [pandrews@melvinmark.com](mailto:pandrews@melvinmark.com))

Our team's knowledge and experience is available to help you make the best commercial real estate decisions for your business.

## **PARKING**

Please refer to your lease for specifics on parking.

## **SECURITY AND ACCESS AFTER HOURS**

The building is opened each weekday morning at 7:00 a.m. After hours or weekend access for repair, service or construction work is to be scheduled through the building manager's office.

## TELECOMMUNICATIONS

Prior to move in tenants should contact the provider of their choice to set up phone service. It is the tenant's responsibility to have the phone service hooked up from the basement to the suite.

## TENANT IMPROVEMENTS

Building personnel are available to advise on any aspect of remodeling or refurbishing. Any proposed changes in the physical layout, electrical service or mechanical operation in a tenant's space must be submitted to the building manager for approval of working drawings or plans prior to any work being started. The building manager will help coordinate all construction work. Construction clean up is the responsibility of the workmen unless special arrangements are made through the building manager.

Questions regarding the design or construction of your new or existing space should be directed to David Brown, Architectural Services Director, at (503) 546-4526 or Brandi Stevens, Senior Space Planner, at (503) 546-4531.

### Permit Program

Melvin Mark Companies (MMC) belongs to a permit program with the City of Portland called the Facilities Permit Program (FPP). Participating in this program simplifies and expedites the permitting process.

Under the FPP, all charges for permits or field inspections done in a participating building are billed directly to MMC. Any charge for which MMC is not the contractor is then billed back to the tenant.

## SIGNAGE

Questions regarding building signage and directories should be directed to operations coordinator at (503) 546-4546. Signage requests can take four to six weeks to be completed after the date we receive the Signage Form. Please call if you need a price quote for changes to your existing signage.

## BUILDING POLICIES

### Deliveries/Moves

To facilitate your move or deliveries, we request your cooperation by adherence to the following procedures. Please schedule your move with the building manager as soon as possible. Do not stage any furniture in the lobby

1. The availability of the elevator service must be arranged to avoid unnecessary inconveniences and delays.
2. If building services are desired after normal operating hours, such as heating or air conditioning, overtime operation may be furnished at tenant's expense. We require 48-hours written notice in order to provide services.
3. Movers must protect all door frames, including elevators. **In addition, movers must protect the flooring and carpeting with 4' x 8' sheets of plywood.** Elevators used for moving may have to be padded. Please check with the building manager for specifics.

4. You are responsible for any damage to the premises or persons resulting from the actions of your movers. Therefore, we highly suggest that you engage a reputable moving company.
5. The moving company will need to provide a certificate of insurance naming Bailey Building Group LLC (Bailey Building) as additional insured.

### **Smoking Policy**

The Bailey Building is a designated non-smoking building by the Oregon Clean Air Act (OR 433.835 – 433.875.) Smoking is prohibited in all public areas of the building including lobbies, corridors, stairwells and rest rooms. Please contact the building manager for further information and approved smoking areas.

### **Locks & Keys**

Please contact the building manager to make arrangements for all lock changes or duplicate key requests, etc.

### **Pets**

Pets are not permitted inside of the Bailey Building unless they are ADA defined service animals.

### **Hanging Art**

Please check with the building manager before hanging pictures or other items on the walls. You are responsible for the restoration of the wall system at the end of your lease. Our personnel will show you the proper method to minimize wall damage.

### **Janitorial Services**

The Bailey Building janitorial staff is on the job five nights per week, beginning at 5:30 p.m (except holidays). In assure no important documents are disturbed, we have established a policy that only desks that are clear of papers will be cleaned. Recycling boxes are provided. The janitors dispose of full recycling boxes.

Good housekeeping is a very important phase of our building operation. We make frequent inspections and meet regularly with the cleaning contractor who services the building to discuss their performance and areas where improvement may be required. We want to know when the service is not satisfactory. Any problems with or suggestions about the cleaning should be directed to the Operations Department. Tenants are expected to bear the expense for the removal of refuse that substantially exceeds the normal daily amount.

### **Recycling**

The owners are committed to conserving natural resources, using energy efficiently, and reducing pollution. One way we do this is by providing opportunities for our tenants to recycle. Your building manager will furnish you with boxes for recycling office paper products. They will also show you where glass, plastics, cardboard, and metal can be collected. If you have any other questions or suggestions regarding recycling, please contact your building manager.

## **EMERGENCY PROCEDURES**

### **Emergency Contacts**

If for any reason emergency help is needed, please call 911 immediately. If it is not a life threatening emergency and is during normal business hours, one of our staff members can be reached by calling our main office at (503) 223-9203. **If for any reason assistance is needed after hours, please call our answering service at (503) 223-9203.**

## **Fire Safety**

- In case of fire please, call 911 immediately and evacuate the building via the stairs (do not use the elevators) and move at least one block away from the building after exiting.
- If caught in smoke, take short breaths, breathe through your nose and keep low to the ground or crawl to escape. The air near the floor is cooler and easier to breathe.
- Touch all doors before opening. Do not open doors that feel hot; seek another exit.
- Do not break windows. This would allow fresh air to rush in and fuel the fire.
- Fire extinguishers are located on each floor.
- Pull nearest fire alarm if time permits.
- Notify others in your vicinity.
- Await further instructions. Do not attempt to re-enter the building until instructed to do so by the Fire Department.

## **Medical Emergencies**

In the event of a medical emergency, call 911 immediately. Be prepared to give the dispatcher the building address and your floor and suite number.

After the 911 call is complete, contact the building manager at (503) 223-9203 to report the medical emergency; this will allow management to have an elevator held at the lobby for the EMS team when they arrive. If time permits, post one person at the lobby elevator to lead the medical team directly to the person in distress.

## **Power Failure**

It is rarely necessary to evacuate the building due to a power failure. Unless you are directed to do so by our staff, please remain in your offices. If ordered to evacuate, do not use the elevators. Exit calmly through the nearest stairwell.

The building manager will attempt to advise you regarding the length and cause of the power failure as soon as possible.

## **Earthquake Procedures**

In the case of an earthquake, keep away from windows and all other glass, free standing partitions or objects that may fall. Crouch under a desk, table or other heavily reinforced object. Be prepared for aftershocks. If it is necessary to evacuate the building, use the stairs and move to an open area away from high-rise structures.

## **Bomb Threat**

In the event of a bomb threat, record as much information as you can including: what the caller said and their gender, identify any background noise and assess the validity of the call. If possible, ask the caller where the bomb is located, when is it set to go off and what the bomb is contained in.

After receiving the call you should call 911 immediately and provide the dispatcher with complete details of the call. Be sure to identify the building address, your company name and suite number. Next contact our main office at (503) 223-9203 and inform them that you have received the threat and have called 911. The decision to evacuate will be made immediately.

**Civil Disturbance**

Should a riot or civil disturbance start outside of the building, please notify building management and call 911.

If a disturbance should occur in the main lobby, the elevator will be turned off at the first floor and police will be notified.

**Elevator Service**

In the event that an elevator stops with passengers in it, remember to remain calm. Pressing the phone button within the cab will alert the elevator company that the cab is malfunctioning and will dispatch maintenance.

In the event of a power outage, elevator emergency lights will remain on, but the car will temporarily stop. The elevator will automatically return to the lobby where the doors will open and it will then be out of service.

In the event of a fire, the elevators must not be used for evacuation. All tenants must use the stairs in this situation.

**Flooding**

In the event of flooding or a water leak, contact our main office immediately at (503) 223-9203. If possible, remove all desktop items and close file drawers to limit damage. Move materials off the floor, if possible. The Building Staff will turn off the water source and shut down electrical power as needed.

**Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes the conditions by two classifications, a watch or a warning. A watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by the building staff, but rather by each individual tenant.