

WELCOME TO THE HASELTINE BUILDING!

We are pleased you have selected the Haseltine Building as your business location. The Building was completed in 1893 as a mercantile building by James E. Haseltine for his firm, which was a wholesaler of various goods, including hardware, hardwoods, and wagon-making materials. The Haseltine Building was renovated in 1980 for office use, but retains its original elements, including exposed brick walls and high beam ceilings.

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 Haseltine 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 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 Haseltine Building.

Sincerely,

Shawn Ruark
Building Manager

HASELTINE 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

Shawn Ruark, Building Manager
Kevin Coffey, Superintendent
Don Gasser, 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 the 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. You may also call tenant maintenance directly at (503) 546-4546, or use our online form located on our website: 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

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. Normal heating and air conditioning operating hours:

- Floor 1: Monday through Sunday, 6:30 a.m. to 10:00 p.m.
- Floor 2-4: Monday through Friday, 6:00 a.m. to 6:00 p.m. and 8:00 a.m. to 1:00 p.m. on Saturdays.

The systems are off on Sunday. Extended hours of operation may be arranged by notifying the building management 48-hours in advance by calling (503) 546-4546. Off-hour HVAC charges may apply. Please contact the building manager for specifics.

The thermostats located throughout the building are sensitive instruments. Tampering with these instruments can cause failure of the heating and air conditioning systems. 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.

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 PT Pope Properties 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) 546-4533 (email: clingel@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:

Maria Duncan direct dial (503) 546-4540 (email: mduncan@melvinmark.com)

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

SECURITY AND ACCESS AFTER HOURS

The building hours are 7:00 a.m. to 6:00 p.m. Monday through Friday.

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 furniture in the lobby.

1. 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.
2. Movers must protect all door frames, including elevators. **In addition, movers must protect the lobby flooring and carpeting with 4' x 8' sheets of masonite.** Elevators used for moving may have to be padded. Please check with the building manager. Landlord requires that the building staff run the elevator for all moves in and out of the building. 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.
3. Small pieces of furniture or equipment consisting of one or two items weighing less than 200 lbs, such as chairs, empty carts, recycle bin, etc. may be moved during normal business hours. Any pallets will need to be broken down on the sidewalk.
4. Larger pieces of furniture or equipment weighing more than 200 lbs may be moved during normal hours at the discretion of the building manager. These moves must be arranged in advance to insure the availability of the elevators, building staff and

unnecessary inconveniences and delays. Any pallets will need to be broken down on the sidewalk.

5. Moves must take place before 7 a.m. or after 5 p.m., Monday through Friday, or any time Saturday and Sunday.
6. The moving company will need to provide a certificate of insurance naming PT Pope Properties LLC (Haseltine Building) as additional insured.

Smoking Policy

Haseltine 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.

Locks & Keys

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

Bicycles

Haseltine Building allows bicycle storage for tenants in their offices, as well as a secure bike facility conveniently located on the first floor lobby.

ADA Shower Facility

Haseltine Building has available for Tenants use an ADA Shower Facility conveniently located on the first floor lobby.

Pets

Pets are not permitted inside of the Haseltine 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 and our personnel will show you the proper methods to minimize wall damage.

Carpet Care

The building manager will be happy to advise tenants and to help arrange for additional carpet care service.

Janitorial Services

The Haseltine Building janitorial staff is on the job five nights per week, beginning at 5:30 p.m. To assure no important documents are disturbed, we have established a policy that only desks free of papers will be cleaned.

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.

Recycling boxes are provided. The janitors dispose of full recycling boxes. 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 conserve natural resources, use energy efficiently and reduce pollution. One way we do this is by providing opportunities for our tenants to recycle. Each of our buildings has a recycling program. 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. 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 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, all elevators 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 emergency button within the cab will alert the elevator company that the cab is malfunctioning.

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

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, close file drawers to limit damage and move materials off the floor. 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.