



MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

WATER TOWER

5331 SW Macadam Avenue Portland, OR 97239

BUILDING INFORMATION FOR TENANTS





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WELCOME TO WATER TOWER!

We are pleased you have selected The Water Tower as your business location. Completed in 1903 as a furniture manufacturing plant, the project was completely renovated by legendary developer John Gray in the early 1970s into a stunning office/retail complex. The Water Tower retains its original elements, including exposed beam ceilings, fir floors, dramatic skylights and clerestory windows.

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 Water Tower staff is 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 8:00 AM to 5:00 PM, Monday through Friday.

It is our intention to provide the best possible service for you and our other valued tenants in The Water Tower.



MELVIN MARK COMPANIES,

Matt Segerdahl
Building Manager



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QUICK CONTACT GUIDE

Please designate a primary contact within your office responsible for coordinating tenant maintenance requests.

In case of emergency, call 911. For non-life threatening emergencies, please call our main office at 503.223.9203.

SECURITY AND ACCESS AFTER HOURS

North and south main doors (by dentist and National MS Society) are open Monday through Friday, 7:00 am to 7:30 pm; Saturday 9:30 am through 6:00 pm; Sunday 11:00 am through 6:00 pm. Food court doors close at 7:00 pm on Saturday and are closed on Sunday. After hours or weekends, please call 503.223.9203.

TENANT MAINTENANCE AND HVAC REQUESTS

Call 503.223.9203, (Email: tenantmaint@melvinmark.com) Monday - Friday from 8:00 AM to 5:00 PM

For emergency issues (toilet overflowing, etc.) please call the request in.

Heating and air conditioning operating hours are programmed to match the tenant's business hours. Please consult your lease for specific information.

CONFERENCE ROOM SCHEDULING

Call 503.223.9203, (Email: confreservations@melvinmark.com)

Seats 20, door code 531, WiFi available.

ACCOUNTING

Connie Lingel, Construction Accountant: 503.546-4533 (Email: clingel@melvinmark.com)

BUILDING PERSONNEL

Matt Segerdahl, Building Manager; Gil Cortez, Building Engineer

LEASING INFORMATION

Al Kennedy 503.546.4551 (Email: akennedy@melvinmark.com)

Nick Ehlen, 503.546.4512 (Email: nehlen@melvinmark.com)

TENANT IMPROVEMENTS

Signage Inquiries, Jewelz Cole, 503.546.4554 (Email: jcole@melvinmark.com)

DELIVERIES/MOVE-IN

Please call 503.223.9203.

For general inquiries, please call Melvin Mark Main Office at 503.223.9203



Fast Facts

THE WATER TOWER



The Water Tower was constructed in 1903 and originally served as the home of the Portland/Biltwell Furniture Co. John's Landing. It was named after the B.P. John Furniture Co., the largest manufacturer in the neighborhood that previously was known as Fulton.

Class	B
Built	1903, renovated in 2008
Building Size / Stories	114,976 SF
Typical Floor Size	38,325
Ceiling Height	9' to 14'
Construction Type	Wood beams; timber; plaster interior
Zoning	CSd, Multnomah County
Major Tenants	Pier 1 Imports, Ethology, National MS Society, Summit Mortgage, Sasquatch Advertising, CenturyWest Engineering, Element Wellness and Chiropractic Clinic

OPERATIONS

Hours of Operation	Varies; north and south doors 7A-6P weekdays, main doors 7A-7:30P weekdays and Saturdays 9:30A-6P, Sundays 11A-6P (food court closed Sun, Sat at 7P)
Elevators	2
Fiber Optics	Integra, Comcast, CenturyLink
Power	600 amp/45kVA transformer/75kVA transformer
Security	3 patrols 7 days; lock/unlock; after hours patrols
Mechanical System	Gas powered rooftop unit top floor; lower floor heat pumps

AMENITIES

Conference Room	Floor 3 conference room with WiFi and phone available
Showers / Lockers	On site, floor 3
Fitness Center	8 fitness facilities within 1/2 mile radius
Other	WiFi access in main lobby, café, jeweler, healthcare, restaurant, Postal Annex, exterior cobblestone courtyard, childcare facility within 1 mile

TRANSPORTATION

Transit	Direct access to TriMet lines 35, 36 and 43
Parking	3:1,000 parking ratio, 298 spaces with 4 handicap, \$45/stall/month, 2 electric vehicle charging stations on site
Bicycles	7 spaces north end, 6 spaces south end, bike storage available

CONTACT

Owner	Water Tower Building LLC
Property Manager	Melvin Mark Companies

FOR MORE INFORMATION:

AL KENNEDY
503.546.4551
akennedy@melvinmark.com

NICK EHLEN
503.546.4512

PETER ANDREWS
503.546.4522
pandrews@melvinmark.com



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 through the emergency communication system, 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 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
- 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, security personnel will immediately secure all entrances to the building. The police will be notified and building staff will keep tenants informed.

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

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 a 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.



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KEY CONTACTS

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



To contact your building personnel, call us at 503.223.9203. 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 direct paging system to reach our building personnel. In order to serve our tenants well, we ask that all requests go through our main office.

ACCOUNTING

Melvin Mark Brokerage Company will mail a rent statement at the end of each month for the following month's rent. Checks should be made payable to Water Tower Building LLC, address listed below. Questions concerning your monthly rental statement can be answered by calling our Accounting Department, (503) 223-9203.

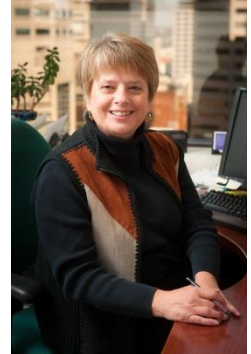


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Questions concerning charges for tenant improvements can be answered by Connie Lingel, Construction Accountant, at 503.546.4533 (email: clingel@melvinmark.com).

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

Address for Water Tower Building LLC
Rent Payments C/O Melvin Mark Companies
Unit #150
PO Box 5153
Portland, OR 97208-5153



LEASING

Our team's knowledge and experience is available to help you make the best commercial real estate decisions for your business. Questions about lease agreements or additional space requirements should be directed to:

Al Kennedy
Direct Dial 503.546.4551
akennedy@melvinmark.com

Nick Ehlen
Direct Dial 503.546.4512
nehlen@melvinmark.com





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.

- If building services are desired after normal operating hours, please call the building manager. We require 48-hours written notice in order to provide services.
- 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.
- 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.
- The moving company will need to provide a certificate of insurance naming Water Tower LLC (Water Tower) as additional insured.

SMOKING POLICY

The Water Tower 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.

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 Water Tower 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 methods to use to minimize damage.



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CARPET CARE

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

JANITORIAL SERVICES

The Water Tower janitorial staff is on the job five nights per week, beginning at 5:30 p.m. (except holidays). To 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.



OPERATIONS GUIDE

TENANT MAINTENANCE AND HVAC REQUESTS

For tenant maintenance and HVAC issues Monday through Friday, 8:00 AM to 5:00 PM, you can email the request to tenantmaint@melvinmark.com. You may also contact tenant maintenance directly at 503.223.9203.

For emergency issues, 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 who will log your request and page as necessary.

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.

Heating and air conditioning operating hours are programmed to match the tenant's business hours. Please consult your lease for specific information. Extended hours of operation may be arranged by notifying the building management 48-hours in advance by calling 503.223.9203. Off-hour HVAC charges may apply. Please contact the building manager for specifics.

SECURITY AND ACCESS AFTER HOURS

The Water Tower has automatic locks on the exterior doors. North and south main doors (by dentist and bridal shop) are open Monday through Friday, 7:00 am to 7:30 pm; Saturday 9:30 am through 6:00 pm; Sunday 11:00 am through 6:00 pm.

Food court doors close at 7:00 pm on Saturday and are closed on Sunday.

After hours or weekend access for repair, service or construction work is to be scheduled through the building manager's office.



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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. When hiring your voice/data installer, make sure that prior to installation you hire a licensed electrical low voltage installer to pull the cable for phone, data or TV.



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) belong 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 Matt Segerdahl at (503) 223-9203. 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.



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RECYCLING/COMPOSTING

RECYCLING

Melvin Mark Companies 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, light bulbs, batteries and metal can be collected.

If you have any other questions or suggestions regarding recycling visit our website at www.melvinmark.com or contact your building manager.

COMPOSTING

The Water Tower does have a composting program available. Tenants interested in starting a workplace compost program can request a small composting bin from Melvin Mark Brokerage. For additional information, workplace signage, etc. please contact the City of Portland. The janitorial staff will empty tenant compost bins during their regularly scheduled evening services.



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Green Card

THE WATER TOWER



ENERGY EFFICIENCY

Upgrade to the air filtration system



INDOOR AIR QUALITY

Walk off mats at entrances minimize contaminants

Utilize high quality air filtration systems and environmentally-friendly cleaning products

Tenant improvements completed using G-Rated standards

Materials are selected for low or no VOC or formaldehyde content



WATER USAGE

Non-CFC refrigerants used and best available water treatment chemicals

Native plants used in exterior landscaping reduce watering



RENEWABLE POWER

Purchase Green Power from Pacific Power Blue Sky

SUSTAINABLE PRACTICES

Tenant education events

Use online tenant information and maintenance request program

TRANSPORTATION

Shower facilities available on-site

Electric vehicle charging stations located in garage



WASTE REDUCTION

Recycling program including paper, glass, metal, plastic, cardboard, composting, and construction materials

Many of the original building materials retained such as flooring and wood beams

FOR MORE INFORMATION:

AL KENNEDY

503.546.4551

akennedy@melvinmark.com

NICK EHLEN

503.546.4512

nehlen@melvinmark.com

PETER ANDREWS

503.546.4522

pandrews@melvinmark.com

111 Southwest Columbia | Portland, Oregon 97201 | P: 503.223.9203 | F: 503.223.4604 | www.melvinmark.com

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CONFERENCE ROOMS

The Water Tower provides a conference room on Floor 3 free of charge for tenant business meetings. Code access to the conference room is 5-3-1.

A speaker phone is available for local phone calls only. Long distance calls will not go through unless Tenant has their own long distance prepaid calling card. The phone # is 503-200-5516.

CONFERENCE ROOM GUIDELINES

In order to provide equal access to the use of the conference room for all Water Tower tenants, following are guidelines to use when making reservations:

- When reserving a conference room five (5) or more weekdays in advance, only one (1) reservation per week can be scheduled per tenant. Reservation must not exceed eight (8) hours in length in a given work week period (Monday through Friday).
- When reserving a conference room for the current work week, our policy is first come, first served. Multiple appointments are allowed as long as they do not total more than eight (8) hours for any given week.
- In general, a tenant can only reserve one conference room for one time period. But, if an additional conference room is needed for the same day as an existing reservation and it is available, we would be happy to schedule it. The total for both rooms still may not exceed the 8 hour weekly limit, however.
- No reservations will be taken more than 90 calendar days in advance.

RESERVATIONS

Reservations can be made in advance by:

- Sending an email to confreservations@melvinmark.com
- Calling our reservation line at 503.223.9203

A confirmation email will be sent back to you verifying the room is available and that the reservation request has been scheduled.





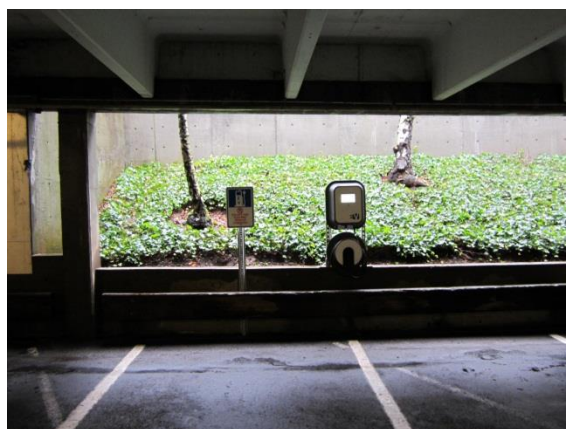
PARKING INFORMATION

PARKING

The Water Tower has 350 parking spaces which are available to tenants and their guests. Monthly parking is available to tenants based upon a ratio of three spaces per 1,000 square feet leased at a monthly rate of \$45.00 per stall; monthly parking rates are subject to change.

EV CHARGING STATIONS

The EV charging station is located on the first floor of the parking garage next to the exterior stairs by Honey Baked Ham.



BIKE STORAGE

The Water Tower has two bicycle storage areas. The first is located on the north east corner of the parking area and it accommodates up to 10 bicycles. The second is located in the gazebo which is on the south side of the building, south of the exterior elevator and it accommodates up to six bicycles .

BIKE STORAGE RULES

1. The Bicycle Cage is available for tenants only. Access may be obtained from building management.
2. Lock Bicycle inside the bicycle cage and do not leave personal belongings.
3. The Building Owners and Management are not responsible for loss or damage to bicycles or personal property.
4. The Bicycle Cage is for day use only NOT Storage. Bicycles left for more than two days will be removed at the cyclist's expense.

SHOWER FACILITIES

SHOWER FACILITIES

Women's and men's shower rooms are available on the NW corner of the 3rd floor. Door code is 3-4-1. You must supply your own towel, etc.