



Welcome to The McPherson Building!

We are looking forward to your occupancy at The McPherson Building and hope to make this a smooth transition for your team! Cushman & Wakefield provides property management services and we have a team of property managers and engineers to assess your specific needs. We are excited about the opportunity to work with you and help coordinate your move-in and establish operations going forward.

The McPherson Building's Electronic Tenant Handbook is an online portal that provides information and answers many questions about the building's policy and procedures, security, services offered, and more. Please view the electronic tenant handbook at <http://mcphersonbuilding.info/toc.cfm>.

There are several administrative items that need your attention. The following outlines some of the information we need from you as soon as possible.

Certificate of Insurance

Tenant is to provide the Landlord with evidence of insurance coverage. Please issue a certificate of insurance that covers the below requirements and email them to our Property Administrator, Machelie Nowlin at machelie.nowlin@cushwake.com and mail the original to the address listed below. You may contact building management if you have any questions at 202-594-3903.

The Northwestern Mutual Life Insurance Company
c/o Cushman & Wakefield
901 15th Street NW
Suite 150
Washington, DC 20005

The basic coverages that should be evidenced on tenant certificates of insurance are as follows:

1. Commercial general liability insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 from the aggregate of all occurrences within the policy year on a per location basis, including but not limited to premises-operations, products/completed operations and contractual coverage.
2. Business automobile liability insurance covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit per occurrence.
3. Workers' compensation insurance in accordance with the laws of the state in which the premises are located with employer's liability insurance in an amount not less than \$1,000,000.
4. Excess liability (umbrella) insurance in the amount of \$500,000 each occurrence that applies excess of the required commercial general liability, business automobile liability, and employer's liability.
5. "All Risk" property insurance covering personal property of tenant including trade fixtures, furniture, inventory and any alterations, additions, or improvements made by tenant upon the premises all for the full replacement cost. Any deductible on covered losses shall be borne by tenant.
6. Business income and extra expense insurance with limits not less than one hundred percent (100%) of all income and charges payable by tenant under the lease for a period of (12) months.

The additional insured shall be listed as:

- 1. The Northwestern Mutual Life Insurance Company**
- 2. Cushman & Wakefield U.S., Inc.**



The above additional insureds should be listed as such for commercial general liability, automobile liability and excess liability. Please also submit an endorsement issued by your insurance company which lists these entities as such. Landlord should be named as loss payee on tenant's all risk property policy with respect to alterations, additions, or improvements of the premises. Certificates and/or policy endorsements should provide each of the additional insureds with 30 days' prior written notice of cancellation except for 10 days' notice due to non-payment of premium.

If tenant is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages or intoxicating liquors, the certificate should also include liquor liability coverage in the amount of \$10,000,000 naming landlord, property manager and as mortgagee, if applicable, additional insureds.

Please send a current certificate to machelle.nowlin@cushwake.com and mail the original to the address listed below. You may contact building management if you have any questions, at 202-594-3903.

Certificate Holder should be listed as:

**The Northwestern Mutual Life Insurance Company
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W9

To complete our necessary lease documentation, we need your tax identification number. Please send a copy of your W9 to our Property Administrator, Machele Nowlin at machelle.nowlin@cushwake.com.

Verification/Commencement Letter

Exhibit C of the Lease is a verification letter acknowledging the acceptance of the premises and the lease and rent commencement dates. Once you have accepted the completed premise, please execute three copies of the completed form. Please return the signed form to our Property Administrator, Machele Nowlin at machelle.nowlin@cushwake.com and one fully executed copy will be returned for your files.

Payment to Landlord

Monthly rent and additional charges can be sent to our lock box address or by ACH or wire transfer. Monthly rent and any additional rent are due on or before the 1st calendar day of each month. Below is the address and ACH information for your records:

Lockbox:

PO Box 953557
St. Louis MO 63195
Remittance ID: 1011780

Overnight Lockbox:

U.S. Bank
3180 Rider Trail S.
Earth City, MO 63045
Remittance ID: 1011780

Phone: 800-495-4981

ACH or Wire Transfers:

Account Name: THE NORTHWESTERN MUTUAL LIFE INSURANCE COMPANY, CUSHMAN &
WAKEFIELD U.S. INC. AS AGENT, MCPHERSON OPERATING ACCOUNT
Bank: U.S. Bank, St. Louis, MO

Account # 152322525477
Routing # 081000210



Move-In Procedures

Moves need to be scheduled after 6:00 p.m. on weekdays or on Saturday or Sunday. Please call your Property Management team at least seventy two hours in advance to coordinate your after-hours move. An engineer is required to be onsite and their overtime hours will be billed back to you. Your mover or delivery company will be required to produce a Certificate of Insurance in advance of move.

Moving of safes, loaded files or other heavy objects must be coordinated in advance with the buildings Property Manager to schedule elevator usage, as well as the loading dock.

Please find below Vendor Certificate of Insurance requirements:

Cushman & Wakefield U.S., Inc. requires that all independent contractors and subcontractors brought onto the premises are to provide the property manager with certificates of insurance evidencing the following minimum coverage before work commences:

1. Commercial General Liability Insurance in the minimum amount of \$1,000,000 per occurrence, \$2,000,000 per location aggregate, including Personal Injury Coverage (False Arrest, Detention or Imprisonment, Malicious Prosecution, Libel, Slander, Defamation or violation of Right of Privacy, Wrongful Entry or Eviction or other Invasion or Right of Private Occupancy), broad form Property Damage (including broad form contractual liability coverage for Contractor's indemnification as provided for in this Agreement), Premises Operations, Products/Completed Operations Hazard, and Independent Contractors;
2. Worker's Compensation Insurance in statutory amounts which shall contain a waiver of subrogation in favor of Agent and Owner;
3. Employer's Liability Insurance in the minimum amount of \$500,000;
4. Commercial Automobile Liability Insurance covering owned, non-owned and hired automobiles, trucks and trailers used by Contractor in the minimum amount of \$1,000,000 combined single limit for Bodily Injury and Property Damage;
5. Vendor assumes all risks and liabilities for and agrees to indemnify and hold Owner, and Owner's wholly owned subsidiaries and the employees and agents of Owner and Owner's wholly owned subsidiaries, and Agent harmless from any and all claims of loss, damage, liability and expense, including reasonable attorney's fee and costs, as a result of any act, error, omission, or negligence of the vendor, or vendor's agents or employees, or as a result of any dangerous or defective products or services supplied by the vendor arising or incurred in connection with the providing of products and services as specified herein.
6. Non-occupational and Disability Insurance, if required by the State where the Property is located;
7. In the event that Contractor is to park motor vehicles as part of the Services herein, Garage Keepers Legal Liability Insurance in an amount of not less than \$1,000,000, which insurance may be subject to a deductible provision not to exceed \$250 per occurrence;
8. In the event Contractor is to operate a parking garage as part of the Services herein, Garage Liability Insurance in an amount of not less than \$1,000,000 combined single limit; and
9. Umbrella Liability providing coverage excess of the required employer's liability, commercial general liability, and commercial automobile liability insurance policies in a minimum amount

of \$2,000,000 unless otherwise approved in writing by Agent or Owner. (Owners' and contractors' protective liability policy in total limits of (A) and (I) may be used instead of a



commercial general liability and an umbrella policy naming the additional insureds as the insured.).

The insurance coverages contained in items 1, 2 and 4 above shall, without liability on the part of the Owner, Cushman & Wakefield U.S., Inc., or The Northwestern Mutual Life Insurance Company for premiums, include the following as additional insured:

- 1. The Northwestern Mutual Life Insurance Company**
- 2. Cushman & Wakefield U.S., Inc..**

Please provide a copy of the Additional Insured endorsement with the certificate. We will be unable to allow commencement of work without it.

Each of the above policies will contain provision giving Owner and each of the other additional insureds at least thirty (30) days' written notice of cancellation of coverage.

Please send a current certificate to machelle.nowlin@cushwake.com and mail the original to the address listed below. If you are coming onsite for a tenant other than Cushman & Wakefield, please ensure that you copy the tenant on the email to machelle.nowlin@cushwake.com with the certificate.

Certificate Holder should be listed as:

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901 15th Street NW
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EXCESS LIABILITY (UMBRELLA) LIMITS

\$2,000,000	\$4,000,000
carpet & flooring contractors	elevator/escalator contractors
painters	window cleaning & other trades involving the use of scaffolding
exterminator	general contractors for tenant improvements
glass contractors	roofing/skylight contractors
display sign and display set-up contractors	electrical contractors
plumber	structural steel contractors
landscaper	concrete contractors
HVAC	
hood vent cleaner	
sheetrock and framing contractor	
mechanical contractor	
carpenters	
wood, stone, and metal restoration	
gate/door contractors	
security equipment installers	
security contractors	
trash and recycling	
moving companies	
cleaning contractors	
water treatment	



Access System and Keys

Building access key fobs will be provided to you once the attached card list is provided to Property Management. Please send card list to our Property Administrator, Machele Nowlin at machele.nowlin@cushwake.com.

Additionally, (IF APPLICABLE) if your suite has a separate access system, we will need for you to provide access (at a minimum) for the following:

- Property Management (includes Engineers)
- Cleaners
- Security

Please provide us with the appropriate badges or access codes if necessary.

Guest Protocol

When having visitors or vendors on site, you will need to send an email to our security guard at 901security@admiralsecurity.com, and cc our building service address at mcperson.service@cushwake.com and concierge at mcperson2.0@classic-concierge.com with the name of the visitors and/or vendor. Please provide direction if you would like them to call you when they arrive or if you want them to be let up to your space. Furthermore, please provide the date/time the guest or vendor is expected to arrive.

Service Request

For service requests, we use a work order software system called Building Engines. Building Engines work orders are sent directly to the individual/s associated to the task. Building management is copied on all work order requests. Our Property Administrator, Machele Nowlin will use the attached tenant information form to set up our day to day contact in Building Engines. You will receive a welcome email with an assigned username and the user will need to create a password. All Building Engines work order requests can be entered at <https://app.buildingengines.com/geofire/login>.

We are looking forward to your occupancy and are here to help you with your transition into the new premises. This initial solicitation for information is just the beginning, and we will strive to work closely with you and your employees to share information in a timely fashion.

Should you have any questions or concerns, please feel free to contact us at 202-594-3903.

Sincerely,

Michael Cherry

Assistant Property Manager

Direct: 202-594-3901

michael.cherry@cushwake.com



901 15th Street NW, Suite 150

Washington, DC 20005 | USA

cushmanwakefield.com

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The McPherson Building

Tenant Information Form



Tenant Name: _____

Contact Information

Please provide the name and contact information of the person(s) who will be responsible for day-to-day contact:

Name _____

Title _____

Address _____

Phone # _____

E-mail _____

Please provide the name of accounting contact:

Name _____

Title _____

Address _____

Phone # _____

E-mail _____

Please be sure to return list to Assistant Property Manager, Michael Cherry at michael.cherry@cushwake.com.

The McPherson Building
Emergency Contact Form



Tenant Name: _____

Emergency Contacts – we request that we have the personal contact information for at least two (2) Key contacts for your organization. We will only use this information in the event that there has been an after-hours emergency at the building and the tenant need to be informed. This information (as with all information) will be closely managed and is not for public distribution.

1st Emergency Contact:

Name _____

Office Phone # _____

Home Phone # _____

Cell # _____

2nd Emergency Contact:

Name _____

Office Phone # _____

Home Phone # _____

Cell # _____

Life Safety:

Number of On-site Employees _____

Please be sure to return list to Assistant Property Manager, Michael Cherry at michael.cherry@cushwake.com.

The McPherson Building
Access Control Key List



Please provide a list of employees that will need access control keys below and send to our Property Administrator, Machel Nowlin at machelle.nowlin@cushwake.com:

First Name	Last Name	Fob Number
1.		
2.		
3.		
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5.		
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First Name	Last Name	Fob Number
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