



MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

# TECHPOINTE COMMONS BUILDING E

2500 NW 220<sup>TH</sup> AVE HILLSBORO, OR 97214

## BUILDING INFORMATION FOR TENANTS



111 Southwest Columbia | Portland, Oregon 97201 | 503.223.9203 | 503.223.4606 | [www.melvinmark.com](http://www.melvinmark.com)

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## WELCOME TO TECHPOINTE COMMONS BUILDINGS

We are pleased you have selected the Techpointe Commons Building C or E as your business location.

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 Techpointe Commons 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 Techpointe Commons 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 Techpointe Commons Building.

**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

After hours or weekends, please call 503.223.9203

### TENANT MAINTENANCE AND HVAC REQUESTS

- Tenants are responsible for their own building maintenance. For questions call 503.223.9203 Monday - Friday from 8:00 AM to 5:00 PM
- For exterior building maintenance requests, call 503.223.9203, (Email: [tenantmaint@melvinmark.com](mailto:tenantmaint@melvinmark.com)) Monday - Friday from 8:00 AM to 5:00 PM
- For emergency issues (fire, flood, etc.) please call the request in.
- Heating and air conditioning operating hours are the responsibility of the tenant. Please consult your lease for specific information.

### ACCOUNTING

Connie Lingel, Construction Accountant: 503.546.4533 (email: [clingel@melvinmark.com](mailto:clingel@melvinmark.com))

### BUILDING PERSONNEL

Matt Segerdahl, Building Manager

### TENANT IMPROVEMENTS

Signage inquiries, Jewelz Cole, 503.546.4554 (email: [jcole@melvinmark.com](mailto:jcole@melvinmark.com))

### DELIVERIES/MOVE-IN

Please call 503.223.9203.

**For general inquiries, please call Melvin Mark main office at 503.223.9203**



# 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 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
- What the bomb is contained in

After receiving the threat, 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.

### 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.





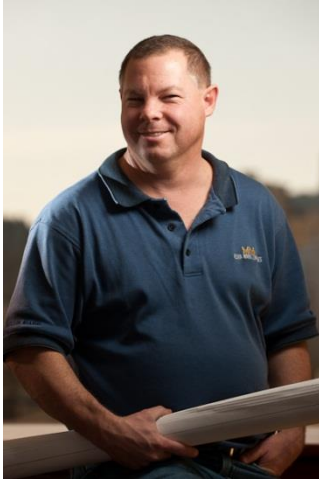
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## KEY CONTACTS

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



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).

### **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 payment in. **Please refer to your lease for your correct billing address.** Questions concerning your monthly rental statement can be answered by calling our Accounting Department, 503.223.9203.

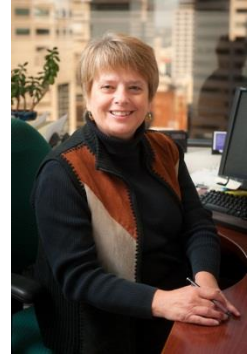


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Questions concerning charges for tenant improvements can be answered by Connie Lingel, Construction Accountant, at 503.546.4533 (email: [clingel@melvinmark.com](mailto:clingel@melvinmark.com)).

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

Address for  
Rent Payments Melvin Mark Brokerage Company  
Attn: Accounts Receivable  
111 SW Columbia, Suite 1380  
Portland, OR 97201







## POLICIES

### MOVES

Please schedule moves with the building manager. The moving company will need to provide a certificate of insurance. Please contact Melvin Mark Companies for our required insurance limits and additional insureds.

### SMOKING POLICY

Techpointe Commons 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 the Techpointe Commons Building unless they are ADA defined service animals.

### JANITORIAL SERVICES

It is the tenant's responsibility to contract and coordinate the janitorial service for their space, along with garbage service pickup. Please contact the building manager with questions.

### RECYCLING

Melvin Mark Companies are committed to conserving natural resources, using energy efficiently and reducing pollution. Please contact your building manager with questions.



# OPERATIONS GUIDE

## TENANT MAINTENANCE AND HVAC REQUESTS

Tenants are responsible for their own building maintenance. For maintenance requests related to the exterior of the building, please contact Melvin Mark Companies. For tenant maintenance issues Monday through Friday, 8:00 AM to 5:00 PM, email the request to [tenantmaint@melvinmark.com](mailto:tenantmaint@melvinmark.com). You may also call tenant maintenance directly at 503.223.9203. **For emergency issues (fire, flood, 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 who will log your request and page as necessary.

## HEATING AND AIR CONDITIONING

It is the tenant's responsibility to maintain their HVAC system by contracting with a preventative maintenance company. Please contact building manager with questions.

## SECURITY AND ACCESS AFTER HOURS

After hours or weekends, please call 503.223.9203

## 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 data closet 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.

### SIGNAGE

All signage must be pre-approved by the building manager.



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## PARKING INFORMATION

### PARKING

Techpointe Commons Building has an open air lot for building tenants and guests.

### UTILITIES

Tenants are responsible for contacting the utility companies and setting up service.

PGE 1-800-822-1077

NW Natural Gas 503-226-4210 or 1-800-422-4012

US Postal Service 1-800-275-8777