

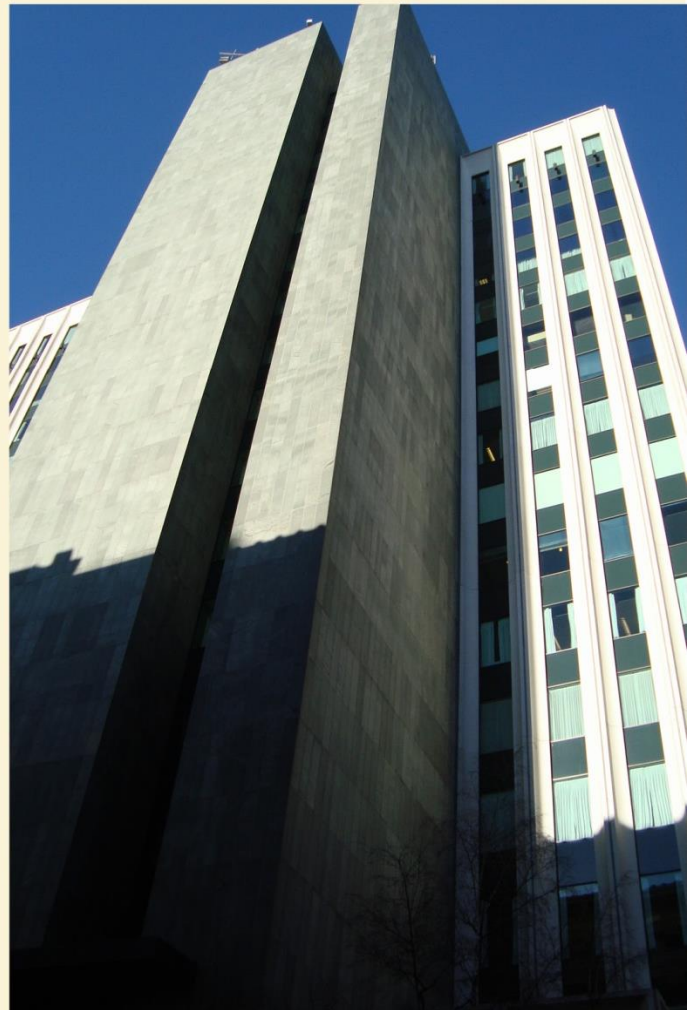


MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

UNION BANK BUILDING

707 SW Washington Street, Portland, OR 97205

BUILDING INFORMATION FOR TENANTS





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WELCOME TO THE UNION BANK BUILDING!

We are pleased you have selected The Union Bank Building as your business location. The Union Bank Building is a 15-story, Class A office building completed in 1970. Its distinctive slate exterior and elegant design have made it a Portland landmark. Located in the heart of downtown, the building is a Telecom hub, and its parking garage connects directly into The Westin Benson Hotel for easy access. We hope you will enjoy your new high performance work environment and all the building and neighborhood amenities.

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 Union Bank Building staff is dedicated to ensuring that you receive first-class service. We hope that this description of the 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 Union Bank Building.

Sincerely,

Rob Benner
Building Manager





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QUICK CONTACT GUIDE

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

Security Night: 503.225.2886

The building is secured between the hours of 6:00 PM and 6:00 AM weekdays, and twenty-four hours a day weekends. After-hours access to the building is available to authorized tenants by an elevator code issued by the building manager's office. 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.

HVAC operating hours are Monday through Friday from 7:00 AM to 6:00 PM. The systems are off on Saturday and Sunday. Call 503.223.9203 to arrange extended hours of operation, off-hour HVAC charges may apply.

ACCOUNTING

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

BUILDING PERSONNEL

Rob Benner, Building Manager; Slava Lyashenko, Building Superintendent; Gary Zeller, Building Engineer

LEASING INFORMATION

Maria Duncan, 503.546.4540 (email: mduncan@melvinmark.com)

Scott Andrews, 503.546.4518 (email: sandrews@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



At the epicenter of Portland's business and financial districts, the 15-story, Class A office building sets the standard of excellence in high performance work environments.

UNION BANK BUILDING

INFORMATION

Class	A
Built / Renovated	1968, ongoing renovations
Building Size / Stories	190,000 SF, 15-stories
Typical Floor Size	10,800 SF
Ceiling Height	9'
Construction Type	Steel frame, concrete panels, slate and glass
Zoning	CXd
Major Tenants	Union Bank, YGH Architecture, OSU Foundation, Mason Bruce & Girard, Pacific Interpreters, Oregon Anesthesiology Group

OPERATIONS

Hours of Operation	6:00 A-6:00 P, Mon-Fri
Elevators	4
Fiber Optics	Verizon, CenturyLink, Level3, Comcast, XO Communications, Cogent Communications, Zayo Group, Integra Telecom
Power	Backup Generators; 480 V 3-Phase
Security	Uniformed guard onsite 24/7
Mechanical System	Built-up central system

AMENITIES

Conference Rooms	2 on site: Floor 9 holds 12-20 people
Showers / Lockers	New showers/lockers on site on level P1
Other	Full service bank on site, exterior signage, monument signs

TRANSPORTATION

Transit	Close to bus mall and light rail
Parking	339-space, 4-level underground garage, 1:1,000 ratio
Bicycles	Secure bike parking in garage, Level D

CONTACT

Owner	UBCT Partnership
Property Manager	Melvin Mark Companies on-site

FOR MORE INFORMATION:

SCOTT ANDREWS
503.546.4518
sandrews@melvinmark.com

MARIA DUNCAN
503.546.4518
mduncan@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.



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

Rob Benner, Building Manager



Slava Lyashenko, Superintendent



Gary Zeller, 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. Along with your statement, you will receive a return envelope to send in your payment. Checks should be made payable to UBCT Partnership. Questions concerning your monthly rental statement can be answered by calling our Accounting Department, (503) 223-9203.

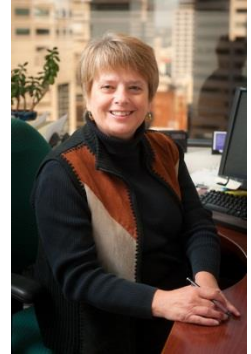


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Questions concerning charges for tenant improvements can be answered by Connie Lingel, Construction Accountant, at 503.546.4533 (email: clingel@melvinmark.com).

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

Address for UBCT Partnership
Rent Payments C/O Melvin Mark Companies
Unit #145
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:

Scott Andrews
Direct Dial 503.546.4518
sandrews@melvinmark.com



Maria Duncan
Direct Dial 503.546.4540
mduncan@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. Do not stage any furniture in the lobby.

Small Items:

- 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. All moving of furniture, equipment, hand trucks, deliveries, etc. must be done using the freight elevator. The freight elevator is accessed through the loading dock located on Park Street.
- 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. All moving of furniture, equipment, hand trucks, deliveries, etc. must be done using the freight elevator. The freight elevator is accessed through the loading dock located on Park Street.

Larger Items:

- Moves must take place before 7 AM or after 5 PM, Monday through Friday, or any time Saturday and Sunday.
- 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.
- 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 operate the elevator for all moves in and out of the building. There may be a charge for this service, which will be billed to you by 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.
- The moving company will need to provide a certificate of insurance naming UBCT Partnership (The Union Bank Building) as additional insured.

SMOKING POLICY

The Union Bank 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, restrooms and parking garage. 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.



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PETS

Pets are not permitted inside of The Union Bank 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 methods to use to minimize damage.

CARPET CARE

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

JANITORIAL SERVICES

The Union Bank Building janitorial staff is on the job five nights per week, beginning at 5:30 PM. To assure no important documents are disturbed, we have established a policy that only desks free 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.

Normal heating and air conditioning operating hours are Monday through Friday from 7:00 AM to 6:00 PM. The systems are off on Saturday and Sunday. Extended hours of operation may be arranged by notifying building management 48-hours in advance by calling 503.223.9203. Off-hour HVAC charges may apply. Please contact the building manager for specifics.

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.

SECURITY AND ACCESS AFTER HOURS

The Union Bank Building is protected by security measures. Security guards are on site twenty-four hours a day, seven days a week. The security console phone number is 503.225.2886.

The building is secured between the hours of 5:30 PM and 7:30 AM weekdays, 24 hours a day on weekends. Please contact the building manager for a SECURITY SYSTEM/KEY NUMBER ASSIGNMENT form. After-hours access to the building is available to authorized tenants by an elevator code issued by the building manager's office. Please indicate on this list the employees of your firm that will have after hour's access to the building and return the list as soon as possible to Operations Department, Melvin Mark Companies, 111 SW Columbia #1380, Portland, OR 97201.



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MELVIN MARK COMPANIES
AFTER HOURS ACCESS LIST

Union Bank Building

Tenant (Firm) Name:_____

Date:_____

Office Contact Person:_____

Suite No:_____

Email Address: _____

Office Phone No:_____

People authorized to enter and have access to our office during the evening and weekend hours:
If more room is needed, please provide a complete list on your company letterhead.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EMERGENCY CONTACTS: (Preferably 2 or more)

Contact Name:_____ Cell Number:_____ Alt Number:_____

Contact Name:_____ Cell Number:_____ Alt Number:_____

Contact Name:_____ Cell Number:_____ Alt Number:_____

Please return this form to our office as soon as possible. Thank you for your cooperation.

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

Prior to move-in, new tenants will receive a signage request letter in their lease. Please return this form as soon as possible to our operations coordinator so that we may start processing your new signage. Signage requests can take four to six weeks to be completed after we receive the signage form. If you did not receive a signage request form upon move-in, please call our operations coordinator at 503.223.9203 and we can assist you. For existing tenants that wish to order new signage or have changes to their existing signage, please contact our operations coordinator at 503.223.9203 or notify your building manager. All tenant signage must be pre-approved by Melvin Mark Construction Company prior to installation



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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. The Union Bank Building actively recycles construction waste, glass, mixed plastics/paper/aluminum, cardboard, light bulbs, batteries and metal. Recycling is removed nightly throughout tenant suites through the janitorial service. For additional resources, including recycling posters and informational guides, please contact Melvin Mark Companies at 503.223.9203.

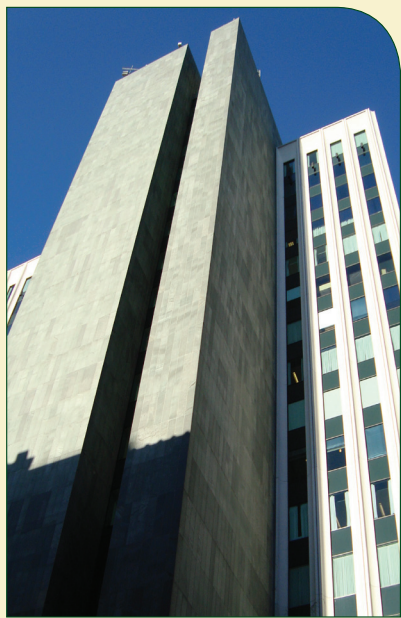
If you have any other questions or suggestions regarding recycling visit our website at www.melvinmark.com or contact your building manager.



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Green Card

UNION BANK BUILDING



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 no/low 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

GoBox, reusable to go container, drop off location

Tenant education events



WASTE REDUCTION

Recycling program including paper, glass, metal, plastic, cardboard, composting, e-waste, batteries, lightbulbs, and construction materials

FOR MORE INFORMATION:

SCOTT ANDREWS

503.546.4518

sandrews@melvinmark.com

MARIA DUNCAN

503.546.4540

mduncan@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 Union Bank Building provides two (2) conference rooms on Floor 9 free of charge for tenant business meetings:

- The Oregon Room: maximum occupancy is 20 people per fire marshal guidelines. It includes a white board, phone line #503-827-7211, and Wifi (connect to “9th floor conference room” no password needed just agree to the terms).
- The California Room: maximum occupancy is 20 people per fire marshal guidelines. It includes a phone line #503-827-7212, and Wifi (connect to “9th floor conference room” no password needed just agree to the terms).

CONFERENCE ROOM GUIDELINES

In order to provide equal access to the use of the conference room for all Union Bank tenants, the 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 Union Bank Building has a four-level, 339-space parking garage available to tenants and their guests. Monthly parking is available to tenants based upon a ratio of one space per 1,000 square feet leased. A validation program for hourly parking can be easily arranged for guests.

Monthly parking passes can be purchased through City Center Parking's Monthly Parking Department. For more information please contact the Monthly Parking Department at 503.221.1666. A validation program for hourly parking is available through City Center Parking.



BIKE STORAGE

Bicycle racks are located on the Level A of the parking garage and can accommodate up to 50 bicycles. A secured bicycle storage room is also available on Level D.



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SHOWER FACILITIES

The Union Bank Building provides a shower facility for tenants only, located inside the first floor of the parking garage. Showers, changing areas, restrooms and hair dryers are available for tenant use. Please contact building management for access by calling 503.223.9203.

