

**Portals III V3
Electronic Tenant® Portal**

Created on May 19, 2024

Building Amenities: Concierge

Portals III also offers concierge services through Charm City Concierge. Services provided include dinner reservations, tickets to concerts, sporting events, theater, limousine services, etc. Please contact our concierge, at 202-962-0315 or portals@charmcityconcierge.com.

Building Amenities: Fitness Facility

Portals III has a fully equipped fitness center, located on the “D” level of the building, on the west side of the building (Maryland Avenue elevator bank). There is a nominal fee to join the fitness center. Please call 202-552-5300 to obtain information about rates and to obtain a liability waiver form.

Fitness Center hours are as follows:

Monday-Friday: 5am-9pm

Saturday & Sunday: 7am-4pm

[Click here](#) to download a Fitness Center Waiver

[Click here](#) to download the Fitness Center Rules and Regulations

Building Amenities: On-Site Amenities

CVS and Starbucks are located on the lobby level.

Building Operations: Accounting

Parcel 47D, LLC
Lockbox # 791359
P.O. Box 791359
Baltimore, MD 21279-1359

For Fedex:

Lockbox # 791359
100 Stewart Avenue

Glenn Burnie, MD 21061

Building Operations: Building Management

The staff of Portals III is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located by the lobby on the D level of Portals III, 1201 Maryland Ave. SW, 20024. The Republic Properties Corporation main management office is located in Portals I, 1280 Maryland Avenue, SW, suite 280 Please do not hesitate to contact the management office at:

Phone: 202-552-5300

Fax: 202-552-5333

Address: Republic Properties Corp.
1280 Maryland Avenue, SW
Suite 280
Washington, DC 20024

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Property Manager	Sara Pray	202-446-1593	spray@republicpropertiescorp.com
Chief Engineer	Steve Denny	202-446-1602	sdenny@republicpropertiescorp.com

Building Operations: Holidays

The Building Holidays observed each year are listed below in order to aid your planning operations during the year.

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Certain services are not provided on weekends and the holidays listed above.

Building Operations: Leasing

The leasing company for Portals III is Cushman & Wakefield, located at 1717 Pennsylvania Avenue, NW suite 500 Washington, DC 20006. The main phone number is 202-739-0375 Listed below is the contact information for the authorized representatives.

Title	Name	Phone Number	E-Mail
Exec. VP	Brian Raher	202-739-0375	Brian.Raher@cushwake.com

Building Security: Overview

Access to Portals III is controlled by a state of the art security system. Access to the perimeter of the building and elevators is controlled by Republic Properties. Access to the fitness center is granted by Republic Properties upon completion of liability waiver and payment of monthly membership fees.

Security Phone Numbers:

MD Ave Desk: 202-446-1588

D St. Desk: 202-446-1589

To Ring Both Desks: 202-446-1600

Cell/Rover: 202-412-9433

Building Security: After Hours Access

After-hours access is controlled at major points of entry into the building by card readers tied to the security system.

Building Security: Building Access

Building access is through either the Maryland Avenue or D Street lobbies, or through the parking garage elevators.

Building Security: Deliveries

All deliveries shall be made through the loading dock. All large, bulky or furniture deliveries shall be made during non-peak hours: either before 8am, or after 6pm, Monday-Friday, or on a weekend. Please submit a ticket request through tenant handbooks for loading dock delivery approval. All vendors must provide a Certificate of Insurance to Property Management prior to use.

Building Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call Security or the Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the building security immediately.

Building Security: Key and Lock Policy

Please place a ticket into tenant handbooks to obtain pricing on replacing or repairing keys or locks.

Building Security: Lost and Found

Please contact the Management Office at 202-552-5300 to claim items that have been lost or found in the buildings.

Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 202-552-5300 and we will send appropriate personnel to escort them off of the premises.

Building Security: Emergency Preparedness

[Click here](#) for Emergency Event Training 1

[Click here](#) for Emergency Event Training 2

Building Services: Building Signage and Directory

Building standard signage is provided to each tenant during construction of their premises. Each tenant is also listed on the interactive directory boards in both lobbies, as directed by the tenant contact.

Building Services: Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then please place a ticket in the tenant handbooks system so that Building Management can follow up with you. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please place a ticket in tenant handbooks for service.

If you have any questions or comments regarding the cleaning services, please notify the Building Management's Office.

Building Services: Elevators

There are two distinct sets of elevators servicing Portals III. One set services the west side of the building (Maryland Avenue lobby). The other bank of elevators services the east side of the building (D Street Lobby). Additionally there are two separate sets of garage shuttle elevators, again servicing the east and west sides of the garage.

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[Tenant Information Form](#)

[Directory Listing Form](#)

[General Rules & Regulations](#)

[Exercise Facility Waiver](#)

[Construction Rules & Regulations](#)

[Bomb Threat Record Form](#)

Building Services: HVAC

If the temperature in your office needs adjustment, please place a ticket request in the tenant handbooks portal. Your request will be referred immediately to engineering personnel.

The standard hours of operation of the heating, ventilation, and air conditioning (HVAC) systems are 7am-6pm Monday through Friday, and 8am-1pm on Saturday. Overtime HVAC can be requested by submitting a request through the tenant handbooks system at least 24 hours prior to the time when it is required. Overtime HVAC rates will may be charged depending on the structure of you lease.

Building Services: Mail Service

Mailboxes are located on the 1st Floor of the building. The mail room can be accessed by using either set of elevators.

Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here](#) to log into the Electronic Tenant Service Request System

Once you have logged into the system, you will be presented with four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

[Click here](#) to log into the Electronic Tenant Service Request System

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by clicking here.

Questions regarding the Electronic Tenant Services Request System should be directed to the Management Office.

[Click here](#) to log into the Electronic Tenant Service Request System

Emergency Procedures: Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 202-552-5300

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope 1 1/4" to 1/2" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Management.
- **DO NOT USE YOUR CELL PHONE OR OTHER ELECTRONIC DEVICES IN THE VICINITY OF THE PACKAGE.**
- **DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.**
- **DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.**

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

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

Emergency Procedures: Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water - at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location - make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the phone button (marked with a telephone receiver icon) emergency button within the cab will alert Otis Elevator that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. Otis Elevator will contact Building Management and an elevator technician will be dispatched to assist you in exiting the elevator. A security officer or building engineer will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	202-522-5300
Building Security/After Hours Emergencies	202-446-1600
Fire Department (non Emergency)	311
Police Department (non Emergency)	311
Hospital-George Washington	202-715-4000

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Emergency Procedures: Evacuation

In the event of a building evacuation, please exit your premises utilizing the nearest fire stairwell. **DO NOT USE ELEVATORS.** Each tenant is responsible for devising their own evacuation plan and designating a meeting area, safely away from the building.

Emergency Procedures: Fire and Life Safety

Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.

If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

Republic Properties Corporation recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Washington, DC - District of Columbia Emergency Education Center

<http://emergencycenter.dc.gov/eia/site/default.asp>

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Disease Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

The following local media outlets will provide important information during an emergency situation:

WTOP Radio – 103.5 FM

<http://www.wtop.com>

The Washington Post:

<http://www.washingtonpost.com>

NBC4 Channel 4

<http://www.nbc4.com/index.html>

WJLA Channel 7

<http://www.wjla.com>

WUSATV Channel 9

<http://www.wusatv9.com>

Emergency Procedures: Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
 2. Provide the Emergency Dispatcher with the following information:
 1. Your name
 2. Your Building's name and address
 3. Your specific floor number, and the exact location of the emergency
 4. Any pertinent details of the accident or illness
- Do not move the injured/ill person. Attempt to make them as comfortable as possible.
 - If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
 - Call the Management Office at 202-552-5300. Inform management that you have called 911 and briefly describe the nature of the emergency.
 - The emergency unit will be with you shortly and will administer all necessary medical assistance.
 - Determine, if possible:
 1. Name, address and age of injured/ill person
 2. The nature of the problem, as best you can surmise
 3. All known allergies and current medications taken by the individual
 4. A local doctor

Emergency Procedures: Power Failure

The Portals III Office Buildings is served by an emergency generator. In the event of power failure, the generator will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please... DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.

Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of Portals III and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the [Building Management Office](#) is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to Portals III a premier Republic Properties Corporation property.

Introduction: About Portals III

Portals III is a 505,000 square foot trophy property located at the intersections of Maryland Avenue, SW, 12th Street, SW and D Street, SW. Portals III is one of three office properties located in the complex, along with the Mandarin Oriental Hotel. Portals III features two distinctive and vibrant lobbies. The main lobby is located on Maryland Avenue, and the secondary lobby is located on the D street side of the building. Each lobby services distinct portions of the building; Maryland Avenue entrance services all floors and tenants located on the west side of the building. The D Street entrance services all tenants located on the east end of the building.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as an Electronic Tenant Service and Maintenance Request System and Search engine. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office

Policies and Procedures: Contractors

The following items need to be addressed if you and/or your sub-contractors will be performing any work in a Republic Properties managed building. Prior to any work, demolition or construction, you must supply Republic Properties with the following documents:

1. A copy of DC Government permits.
2. A copy of the plans as approved by DC Government.
3. Certificate of Insurance showing Republic Properties Corporation and the individual ownership entity as additional insured.
4. Appropriate contracting license for work being performed (i.e. general contractor license, electrical contractor license).
5. A copy of the project schedule.

RULES AND REGULATIONS

1. General Contractor must submit a list of all sub-contractors, by trade, with addresses, contact persons and phone numbers.
2. Property Damage - Contractors are responsible for all damages to the building caused by its workers or sub-contractors. This includes but is not limited to flooring, walls, ceilings and ceiling fixtures, elevators, doors and frames, and plumbing fixtures in core areas. Also, the contractor and sub-contractors are responsible for the damage, residual damage, and clean up required, if damage is done to the fire protection system of the building (i.e. breaking off a sprinkler head).
3. A detailed list of Rules & Regulations will be provided to you and your contractor prior to work starting.

Policies and Procedures: General Rules and Regulations

Please refer to your Lease.

Policies and Procedures: Insurance Protection

All tenants are required show proof of insurance, by providing the management office with a Certificate of Insurance. The limits for your insurance policy are covered in your lease.

The following entities must be named as additional insured on your Certificate of Insurance:

Parcel 47D, LLC & Republic Properties Corp.

Policies and Procedures: Moving Procedures

All move-in's and move-outs must be coordinated through the property management office. All moves must occur between 6pm and 7am, Monday - Friday, or on a Saturday / Sunday. A certificate of insurance from the moving company must be provided to the management office 48 hours in advance of the move.

Certificate of Insurance must show the following entities as additional Insured: Parcel 47D LLC and Republic Properties Corporation.

Policies and Procedures: Loading Dock

Directions to Loading Dock

1. Proceed down 12th Street, SW. Cross over D, Street & Maryland Ave, SW.
2. Go approx 500 yards, and turn Right at the light at the end of 12th St & Maine Ave, just before you cross under I395.
3. After turning right, stay to your right, so that you are circling behind the Mandarin Hotel.
4. You will pass under elevated railroad tracks. About 30' after the railroad tracks, you will see a sign in front of you and on the right that says: **Portals III Loading Dock.**
5. Turn right into the surface parking lot and proceed to the chain link fence.
6. Press the intercom button located on the column to the left, and the security officer will open the gate.
7. Please park along the white wall, or along the chain link fence.
8. Upon reaching the loading dock, press the intercom to the right of the door, and the guard will open the door for you.
9. Proceed straight ahead to the freight elevator. Take elevator to D level. There will be directional signs to get you to the coat drive.

Policies and Procedures: Smoking

Portals III maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Please do not smoke at building entrances.

The Neighborhood: Transportation

Metro Rail

Smithsonian Station and L'Enfant Plaza Stations are located in the neighborhood surrounding Portals III. Entrances to Smithsonian are located at 12th St. at Jefferson Dr. SW (The Mall), and SW corner 12th St. & Independence Ave., SW. L'Enfant Plaza entrances are located at D St. between 6th & 7th Sts., SE corner Maryland Ave. & 7th St. SW, the SW corner DOT Courtyard, and L'Enfant Plaza Mall Concourse, 9th & D Sts.

For your convenience we have included a [Metro Rail system map](#). Click on the icon below. If you need more detailed information please visit the Washington Metropolitan Area Transit Authority at www.wmata.com

METRO MAP (click to enlarge)

coming soon!

MetroBus

The following routes are available in and around Union Station: 80 (on North Capitol St.) 96 (on Columbus Cir.); 97 (in Columbus Plaza), D1 (on North Capitol St.(AM), in Columbus Plaza (PM), D3 (on North Capitol St.), D4 (in Columbus Plaza, on Columbus Cir., on Massachusetts Ave. west of Columbus Cir., on North Capitol St. north of Massachusetts Ave.), D6 (on Columbus Cir., on Massachusetts Ave. west of Columbus Cir.), D8 (in Columbus Plaza, on Columbus Cir., on Massachusetts Ave. west of Columbus Cir., on North Capitol St. north of Massachusetts Ave.), N22 (in Columbus Plaza), X1 (on North Capitol St.), X2 (on H St.), X6 (in Columbus Plaza), X8 (in Columbus Plaza). For detailed route and schedules visit the Washington Metropolitan Area Transit Authority at www.wmata.com

Taxis

[Yellow Cab](#) 202.544.1212

[Red Top Cab](#) 202.387.4537

[Diamond Cab](#) 202.387.4537

Sedan and Airport Services

[Washington Flyer Airport Transportation](#) 703.685.1400

VIP Limousine and Sedan Service 202.842.4969

[Red Top Executive Sedan Service](#) 202.882.3300