



## Welcome to 8300 Greensboro Drive

### Table Of Contents

Introduction

Personnel

Building Security

Building Services

Emergency Procedures

Building Amenities

Policies & Procedures

The Neighborhood

Download PDF



### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)



8300 Greensboro Drive, McLean, Virginia 22102 - P:703.761.7577



[Welcome](#) [About Quadrangle](#) [Operating Instructions](#) [Search](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Welcome

The tenant information provided in this Electronic Tenant™ Handbook is meant to give you a better understanding of 8300 Greensboro Drive and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook, and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Please feel free to contact the Management Office with any questions you may have.

The contact information for the Management Office is:

**Telephone:** 703-761-7577

**Fax:** 703-761-7579

**Address:**

Management Office  
8000 Towers Crescent Drive  
Suite 200  
Vienna, Virginia 22182

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 Management Office will promptly notify you of any such changes.

**Welcome to 8300 Greensboro Drive!**

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[Welcome](#) [About Quadrangle](#) [Operating Instructions](#) [Search](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## About Quadrangle

Currently completing its third decade of operation, Quadrangle Development Corporation is one of Washington's largest full-service commercial real estate developers. Quadrangle's business focus is on the development, ownership and operation of investment-grade commercial and residential properties in Washington, DC, Virginia and Maryland. The company is particularly proud of its "top-drawer" reputation with partners, lenders and tenants, and for the quality of its projects, which have won numerous awards.

Founded in 1971, Quadrangle has grown steadily, establishing various subsidiary entities that hold the company's real estate operations and investments. Through various affiliates, Quadrangle also provides asset management, leasing, property management, personnel and parking management for properties the company owns for its own account or operates for others.

For more information about Quadrangle Development Corporation please visit [www.quadrangle.com](http://www.quadrangle.com)



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





Welcome About Quadrangle Operating Instructions Search

#### Quick Links

Forms

Local Weather

Traffic Conditions

## Operating Instructions

### Navigation

You move through The Electronic Tenant™ Handbook just as you would a traditional Internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

### Special Features

This Electronic Tenant® Handbook has special features, designed to assist you in finding specific information quickly and easily. In addition, some materials are available for download as PDF documents. In order to view and print these documents, Adobe Acrobat Reader 5.0 or higher is required. [This software is free and can be obtained by clicking here.](#)

### Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about 8300 Greensboro Drive's operations. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail us at [info@tenanthandbooks.com](mailto:info@tenanthandbooks.com). Please reference the handbook you are having trouble with.





## Introduction

[Chapter Overview](#) [Table of Contents](#)



[Welcome](#) [About Quadrangle](#) [Operating Instructions](#) [Search](#)

### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Search

Please use the form above to search the Electronic Tenant Handbook.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

#### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**Property Management:** This section provides contact information for key personnel and an overview of the property management office at the 8300 Greensboro Drive.

**Lobby Hosts:** This section provides contact information for the lobby hosts at 8300 Greensboro Drive.

**Leasing:** This section provides contact information for the leasing agents of 8300 Greensboro Drive.

**Parking:** This section provides information regarding the parking garage located at 8300 Greensboro Drive.

**Janitorial Service:** This section provides information regarding janitorial services.

**Contacts:** This section provides tenants with a list of important contact numbers.

**Emergency Contacts:** This section provides information on who to call in case of an emergency at 8300 Greensboro Drive.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

- [Forms](#)
- [Local Weather](#)
- [Traffic Conditions](#)

## Property Management

Page: 1 of 2

| [Next](#)

Quadrangle Management Company is an affiliate of QDC Property Management, Inc. Our Tenant Services Department is available to assist you 24 hours a day, 7 days a week. They are your first contact for any building issues and questions at 703-761-7577.

**Management Office is located at:**

8000 Towers Crescent Drive  
Suite 200  
Vienna, Virginia 22182  
**Phone:** 703-761-7577  
**Fax:** 703-761-7579  
**Office Hours:** Monday through Friday, 8:00 am -5:00 pm.

Quadrangle Management Company Corporate Offices are located at:

1001 G. Street, NW  
Suite 700 West  
Washington, DC 20001  
Phone: 202-393-1999



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Property Management

Page: 2 of 2

[Back](#) |

The following individuals are available in the management office to assist you.

Title	Name	E-Mail
Assistant Property Manager	Judy Sherrard	<a href="mailto:jsherr@quad1.com">jsherr@quad1.com</a>
Senior Property Manager	Mikele Torgler	<a href="mailto:mtorgl@quad1.com">mtorgl@quad1.com</a>

Please call 703-761-7577 to reach the management office.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Lobby Hosts

**Lobby Hosts are present in the lobby between the following hours:**

8:00 a.m. to midnight, Monday through Friday; and 8:00 a.m. to 4:00 p.m. on Saturday

### Contact Numbers

**Lobby Host:** 703-893-8070

**Lobby Host Cell:** 703-898-8864

**The Lobby Host is responsible for:**

- Answering inquiries and directing visitors
- Patrolling the building perimeter
- Escorting employees to the parking garage upon request



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



## Personnel

[Chapter Overview](#) [Table of Contents](#)



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Leasing

For information about available space at 8300 Greensboro Drive please contact David Gast or Rob Faktorow at CB Richard Ellis (703) 821-6900. The leasing office is located at:

8270 Greensboro Drive  
Suite 1000  
Vienna, Virginia 22102



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Parking

Page: 1 of 2

| [Next](#)

All tenants must have a Datawatch card to gain entry to the parking garage. Please see the [Building Security Section](#) for retaining Datawatch cards).

Visitor parking is clearly marked and will be enforced. There will be a two (2) hour maximum limit for visitor parking at the front and perimeter of the building.

Visitors exceeding the two hour limit designated at the front entrance lots should utilize the Visitor call box to gain access to P-4.

### To operate the call box:

1. Pull up to the P-4 visitor's call box
2. Push button "A" or "Z" to scroll through the tenant names
3. Push the "CALL" button once the company name has been highlighted

This will dial and ring the telephone number you provided to me. The contact person for your company will be able to speak to the visitor. Upon approving the visitor, your contact person will press the number "9" button on your phone to give the visitor access. If a visitor is not approved, please just hang up.





[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Parking

Page: 2 of 2

[Back](#) |

Tenants parking on the P-4 level will now be required to use the Datawatch reader (the smaller brown box located to the left of the call box). If you do not have a Datawatch card with P-4 parking access, please see your office manager.

Property Management will monitor visitor parking on both the street level (unsecured) and P4 parking deck (secured). If we find tenants abusing this privilege, visitor parking may be revoked.

Any vehicle left in the garage over 24 hours will be towed at vehicle owner's expense. If you must park longer than 24 hours, please contact Property Management so the necessary arrangements can be made to ensure the vehicle is not towed at the owner's expense.

[Click here to download a Parking Waiver Form](#)







[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

#### Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Janitorial Service

Our porter staff will provide building cleaning during the day between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday. Cleaning services at 8300 Greensboro Drive are provided by Cavalier Services. Standard hours of building and suite cleaning for the evening janitorial staff will be from approximately 6:00 p.m. to 11:00 p.m. M-F. Should you encounter a problem with the cleaning of your space, please call Tenant Services at 703-761-7577.

Please feel free to contact property management at any time you wish to discuss problems associated with the cleaning service you receive. Your complaint will be reviewed with the cleaning supervisor to discuss immediate action required to resolve the situation.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



Property Management Lobby Hosts Leasing Parking Janitorial Service Contacts Emergency Contacts

Quick Links

- Forms
- Local Weather
- Traffic Conditions

Contacts

Tenant Services (Operations Center)	202-393-SERV(7378)
Mikele Torgler, Senior Property Manager	703-761-7577
Office: 8000 Towers Crescent, Vienna (Fax)	703-761-7579
(Email) : <a href="mailto:mtorgl@quad1.com">mtorgl@quad1.com</a>	
Lobby Host (Desk)	703-883-8070
(Cell)	703-898-8864
Datawatch Systems, Inc. (Bldg. Electronic Security Company)	301-654-3282
Quadrangle Accounting Department (Gene Dubovitsky)	202-393-1999
Quadrangle Leasing Department (Andrew Asbill)	202-393-1999
Metro Bus/Metro rail Service	202-637-7000
US Post Office McLean	703-790-9100



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

- [Forms](#)
- [Local Weather](#)
- [Traffic Conditions](#)

**Emergency Contacts**

Page: 1 of 2

| [Next](#)

Fairfax County Police/Ambulance/Fire Emergency	911
Non-Emergency	703-691-2131
Police McLean District Station (Non-Emergency)	703-556-7750
Fire Dept. Company 29 Tysons Corner (Non-Emergency)	703-893-0140
Fire Rescue (VC1)	911
Ambulance	911
Poison Control Center	800-311-3435
<b>Hospitals</b>	
INOVA Fairfax Hospital 3300 Gallows Road, Falls Church	703-698-1110
HCA Reston Hospital 1850 Town Center Parkway, Reston	703-698-9000
Urgent Medical Hospital 100 Maple Avenue East, Vienna	703-938-5300
INOVA Fair Oaks Hospital 3600 Joseph Siewick Drive, Fairfax	703-391-3600
Mental Health (24-hour service)	703-573-5679
Suicide Prevention (24-hour service)	703-527-4077



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Property Management](#) [Lobby Hosts](#) [Leasing](#) [Parking](#) [Janitorial Service](#) [Contacts](#) [Emergency Contacts](#)

**Quick Links**

- [Forms](#)
- [Local Weather](#)
- [Traffic Conditions](#)

## Emergency Contacts

Page: 2 of 2

[Back](#) |

Dominion Virginia Power Life & Death Emergency (pole struck/live line down, etc)	888-667-3000
Washington Gas	703-750-1400
Public Works Dept: Fairfax County Water & Sewer Authority	703-248-5071
Public Works Dept: City of Falls Church – Sewer Emergencies	703-689-5800
FBI	202-324-3000
Crime Solvers	202-393-2222
US Secret Service	202-435-5700
US Park Service	202-619-7300
US Postal Inspectors/Criminal Investigations	202-619-9000
Pollution, Toxic Chemical & Oil Spills (National Response Center)	800-424-8802



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**[Access Control System:](#)** This section provides information regarding the Access Control System.

**[Building Access for Visitors:](#)** This section provides information regarding visitor access.

**[Individual Suite Access Systems:](#)** This section provides information regarding Individual Suite Access Systems.

**[Deliveries, Moves, Building Entrances:](#)** This section provides information regarding deliveries, moves and use of building entrances at 8300 Greensboro Drive.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Access Control System

Page: 1 of 2

| [Next](#)

To order Datawatch (DW) cards, complete the order form and fax to Datawatch at 301-654-3282. Both the HID Proximity card & key FOB will work at 8300 Greensboro Drive. The cards you order will be mailed to you and are not yet activated. All cards must be activated by property management. **All Bank of America tenants should contact Trammel Crow to activate their cards.**

Datawatch cards can be activated, deleted or reassigned simply by sending an email to property management at [jpierc@quad1.com](mailto:jpierc@quad1.com). You will receive a confirmation via email when the card is activated.

### Be sure to include the following in your email:

- Your company name
- Suite #
- Name of cardholder
- Card # (include all numbers in top right hand corner of the card)
- Access level (building & elevators only **OR** building/elevators/parking).

You may also fax your requests to my attention at 703-761-7579. When faxing a request, please include a call back number or fax number stating you wish to receive confirmation when the activation is complete.





[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Access Control System

Page: 2 of 2

[Back](#) |

To activate your Datawatch Card for the Fitness Center, please complete the [Exercise Waiver Form](#) and fax the completed form to the property management office.

**Please be sure to keep your list current at all times (i.e. deactivate all cards not in use, keep current on all card swaps/name changes, etc...) by emailing the property management office changes as they occur, this will help keep the building secure.** In addition, you should make arrangements to cancel a card immediately should an employee depart from your firm.

Our building hours of operation for electronic security are as follows:

### **Monday – Friday:**

disarmed/unsecured at 7:00 a.m.

armed/secured at 6:00 p.m.

### **Weekends and Holidays:**

armed/secured 24 hours a day

In the event one of your employees loses an access card or has one stolen, please report this information to Datawatch Systems immediately. The current card will be deactivated and a new card will need to be assigned to that individual.





[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Access for Visitors

Should you wish to have visitors to your office space after 6:00 pm, Monday through Friday, or on weekends, please contact property management and provide them with the name of the visitor as well as the date and approximate time of arrival. The Property Manager will place your visitor on a special admit list with the lobby host. Authorized visitors will be admitted into the building and onto the elevators once they provide the lobby host with a valid driver's license or ID. It is best for after hour visitor's to gain access via the rear entry doors.

Tenants will not be able to gain after hour access to the building without their Datawatch card. Tenants who do not have their DW card with them and want to gain access after hours may communicate with Datawatch by utilizing the hands free speaker phone located at the building's rear entrance.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Individual Suite Access Systems

Your organization may wish to procure an internal suite access security system. Our management staff will be happy to work with you and Datawatch Systems to determine the best options available to you. We encourage you and your staff to be vigilant at all times and not leave valuables or personal property unattended or on display.

Installation of an internal suite access security system by a company other than Datawatch must be pre-approved by property management.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Deliveries, Moves, Building Entrances

Page: 1 of 2

| [Next](#)

In order to ensure all deliveries to 8300 Greensboro Drive are facilitated quickly, efficiently and securely to tenant floors, all tenants should comply with the following procedures:

1. All deliveries to a tenant's office must be made via the loading dock.
2. Since access to the upper floors for deliveries will necessitate use of the service elevator, we will not remove it from service during the day for office moves, etc. If there is more than one delivery at a time the service elevator will have to be shared.

**Office moves and large deliveries** (including copy machines, large pallets of paper and office furniture including desks, large file cabinets, etc.) **must be scheduled in advance by calling Property Management at 703-761-7577**. These activities can only be scheduled on evenings from 6pm to midnight and 8am to 4pm on weekends. Overtime charges for building personnel to monitor the use of the building entrances and the elevator will be the responsibility of each prime tenant.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Access Control System](#) [Building Access for Visitors](#) [Individual Suite Access Systems](#) [Deliveries, Moves, Building Entrances](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Deliveries, Moves, Building Entrances

Page: 2 of 2

[Back](#) |

All tenants are reminded that proper protection of all floors, walls and doors must be utilized when moving heavy objects through the common areas of the building.

**Prior to the commencement of a large delivery or a move into or from 8300 Greensboro Drive, your vendor will be required to furnish the building's Property Management with a Certificate of Insurance which names the building ownership and management entities as additionally insured.** Please forward the attached sample to your moving company; please be sure your certificate meets all minimum amounts shown on the sample and the description box information is reflected on your certificate verbatim.

[Click here to download a sample Certificate of Insurance](#)



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**Maintenance:** This section provides information regarding building maintenance.

**HVAC Services:** This section provides information regarding the heating, ventilation and air-conditioning services at 8300 Greensboro Drive.

**Recycling:** This section outlines the recycling program in place at 8300 Greensboro Drive.

**Mail Service:** This section provides information regarding mail service at 8300 Greensboro Drive.

**Forms:** This section provides tenants with downloadable and printable administrative forms.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Maintenance

The engineering facility of 8300 Greensboro Drive is staffed to provide necessary preventive maintenance required to keep the mechanical system of the building in top operational condition, as well as to answer individual problems as they occur.

To ensure that the tenant receives fast and efficient service, the office of maintenance has an employee on duty from 7:00 a.m. to 5:00 p.m. When your request for service is received, a serviceman is dispatched to answer the call. All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins and key replacements should be directed to Tenant Services 703-761-7577. In addition, hot calls, cold calls, leaks, power failures, etc., should also be directed to Tenant Services.

### After Hours Service

After-hours coverage for response to emergency requests is available by calling Tenant Services at 703-761-7577. The on-site building engineering staff reports to the Assistant Chief Engineer, Dai Do. Mr. Do reports to the Senior Chief Engineer, Michael Spicer.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## HVAC Services

The building's HVAC services will operate Monday through Friday from 7:00 a.m. to 6:00 p.m. (except holidays), and on Saturdays from 9:00 a.m. to 1:00 p.m. (unless otherwise stated in your lease).

The extra HVAC form is no longer valid. All requests must be submitted either via email to [extraHVAC@quad1.com](mailto:extraHVAC@quad1.com) or faxed on your company letterhead to Brenda Kohlhaas at 703-761-7579.

Extra HVAC requests must include the following:

- Building Address
- Company Name
- Suite #
- Date
- Start Time
- End Time
- Zone Requested



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Recycling

The building has implemented an extensive recycling program to help the environment by cutting down on the amount of waste being sent to the landfill. The participation and effort by each tenant ensures the program is successful.

Each office shall appoint one or more persons to act as “Recycling Coordinator” to coordinate distribution of recycling containers and literature and to interface with the property management office. Each person will be supplied with a recycling container for their desk and larger containers can be placed at central collection points throughout the suite. Cavalier Maintenance empties the desk size recycling containers on a nightly basis or as needed.

### The following items are recyclable:

- Sorted Office Fiber (SOF) – includes all printing and writing papers, white bond (at least 70% of mix), colored papers, envelopes (except brown envelopes), NCR forms and glossy and coated papers.
- SOF **DOES NOT** include cardboard, brown kraft papers (unreachable), tissues and food wrappers.

Additional information and recycling containers may be obtained by contacting the property management office at 703-761-7577.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Mail Service

The mailing address for 8300 Greensboro Drive is 8300 Greensboro Drive, McLean, Virginia 22102. To ensure prompt delivery please remind everyone sending mail or packages to always include the company name and suite number with the address.

The [United States Post Office](#) maintains mail in the lower level of the building.

Mailboxes may be obtained by contacting the [U.S. Postal Office](#) in McLean at 703-790-9100. They will provide you with keys to your mailbox. The Management Office does not have any keys to mailboxes. Delivery and pick-up of mail will occur between the hours of 1:00 p.m. and 5:00 p.m. Monday through Friday.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Maintenance](#) [HVAC Services](#) [Recycling](#) [Mail Service](#) [Forms](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Forms

For your convenience a number of forms and important documents have been included in this Electronic Tenant Handbook. The PDF documents require Adobe Acrobat Reader5.0 or higher. [The software is free and can be obtained by clicking here.](#)

**Fill out an online service request form:**

[Building Service Request Form](#)

**Click on the document below to download:**

[Recycle Form](#)

[Overtime HVAC Form](#)

[Sample Certificate of Insurance](#)

[Emergency Contact Form](#)

[Exercise Waiver](#)

[Datawatch Card Key Order Form](#)

[Parking Waiver Form](#)



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

| [Next](#)

**Overview:** This section provides general instructions on what to do should there be an emergency situation at 8300 Greensboro Drive.

**Emergency Contacts:** This section provides information on who to call in case of an emergency at 8300 Greensboro Drive.

**Organization:** This section provides information regarding emergency procedure organization at 8300 Greensboro Drive.

**Life Safety Systems:** This section outlines the life safety systems in place at 8300 Greensboro Drive.

**Fire Provisions:** This section provides important fire safety information.

**Bomb Threat:** This section provides tenants with procedures for handling a bomb threat.

**Biological/Chemical/Radiological Event:** This section provides important information regarding what to do should there be a biological, chemical or radiological emergency.

**Medical Emergency:** This section provides instructions on what actions to take if there is a medical emergency.

8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

[Back](#) |

**Power Failure:** This section provides information on what will happen should a power failure occur at 8300 Greensboro Drive.

**Elevator Malfunction:** This section provides instructions on what to do should an elevator malfunction.

**Severe Weather:** This section provides information on what to do in a number of severe weather scenarios.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Overview

For the safety of tenants and their visitors, 8300 Greensboro has been designated and constructed based on criteria that meets or exceeds applicable Building Code Requirements. Nevertheless, certain situations may occur which require the prompt response, complete cooperation and swift action of tenant occupants: first for their personal security and welfare and secondly, for the protection of their premises.

The life safety and property protection systems that are operational in 8300 Greensboro Drive will only provide the designed security benefit if people respond to them.

In this section we will provide a summary of these systems identifying the detection, protection and communication elements for the building, followed by action steps to be taken in the event of the following specific situations:

- Fire
- Bomb Threat
- Medical Emergencies
- Elevator Stoppage
- Power Failures
- Weather Related Emergencies
- [Click here to download a PDF copy of Emergency Procedures Manual.](#)

The property management office and professional staff are always available to answer questions regarding its content or unique situations and consideration of a tenant.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

**Quick Links**

- [Forms](#)
- [Local Weather](#)
- [Traffic Conditions](#)

**Emergency Contacts**

Page: 1 of 2

| [Next](#)

Fairfax County Police/Ambulance/Fire Emergency	911
Non-Emergency	703-691-2131
Police McLean District Station (Non-Emergency)	703-556-7750
Fire Dept. Company 29 Tysons Corner (Non-Emergency)	703-893-0140
Fire Rescue (VC1)	911
Ambulance	911
Poison Control Center	800-311-3435
<b>Hospitals</b>	
INOVA Fairfax Hospital 3300 Gallows Road, Falls Church	703-698-1110
HCA Reston Hospital 1850 Town Center Parkway, Reston	703-698-9000
Urgent Medical Hospital 100 Maple Avenue East, Vienna	703-938-5300
INOVA Fair Oaks Hospital 3600 Joseph Siewick Drive, Fairfax	703-391-3600
Mental Health (24-hour service)	703-573-5679
Suicide Prevention (24-hour service)	703-527-4077



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



Overview   Emergency Contacts   Organization   Life Safety Systems   Fire Provisions   Bomb Threat  
Biological/Chemical/Radiological Event   Medical Emergency   Power Failure   Elevator Malfunction   Severe Weather

## Quick Links

[Forms](#)  
[Local Weather](#)  
[Traffic Conditions](#)

## Emergency Contacts

Page: 2 of 2

[Back](#) |

Dominion Virginia Power Life & Death Emergency (pole struck/live line down, etc)	888-667-3000
Washington Gas	703-750-1400
Public Works Dept: Fairfax County Water & Sewer Authority	703-248-5071
Public Works Dept: City of Falls Church – Sewer Emergencies	703-689-5800
FBI	202-324-3000
Crime Solvers	202-393-2222
US Secret Service	202-435-5700
US Park Service	202-619-7300
US Postal Inspectors/Criminal Investigations	202-619-9000
Pollution, Toxic Chemical & Oil Spills (National Response Center)	800-424-8802



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)  
[Local Weather](#)  
[Traffic Conditions](#)

## Organization

Each tenant should provide the property management office with the names of two (2) individuals in each suite who will serve as the Tenant Contacts. Each should receive one (1) copy of the Building Information Manual. It will be their responsibility to:

- Ensure each tenant employee thoroughly understands the procedures.
- Personally execute certain procedures and direct the action of the tenant employees during an emergency.
- Act as the contact person for communications during an emergency, between the tenant employees and Public Safety Organizations such as the Fire and Police Departments or Property Management.
- If your company is not a full floor user there may be an assigned Floor Captain which will coordinate with your Tenant Contact during an emergency.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Life Safety Systems

Page: 1 of 2

| [Next](#)

For your safety and well being, 8300 Greensboro Drive is equipped with the following safety features:

### Pull Stations

You will find a red pull station conveniently located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm followed by a pre-recorded message instructing you to evacuate the building. The message is designed to be heard on the floor where the alarm originated, the floor above and the floor below. The alarm will also be heard in the stairwells and elevators. Should you hear this alarm and message sequence, do not hesitate to evacuate the building.

### Stairwells

Your evacuation route will lead to a fire rated stairwell. There are two (2) fire rated stairwells with access from each floor for protection while you evacuate the building (see floor plan). The stairwell doors are locked from the stairwell side for your security. Take a few minutes to learn the location of the stairwell nearest to your normal working location. You should familiarize yourself with the location of the other stairwells and also how to reach them from your normal working station.

### Sprinkler System

The sprinklers will automatically go off when the temperature rises above a safe limit. This will also initiate an emergency signal for additional actions.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Life Safety Systems

Page: 2 of 2

[Back](#) |

### During an Alarm

Please note that if the bells are ringing and the strobes are flashing on your floor **you need to evacuate.**

When a floor alarm is activated, the floor above and the floor below also go into alarm. Although the bells may be heard on the other floors, tenants are only required to evacuate if the bells are ringing and the strobes are flashing on your floor. Tenants should evacuate if they smell smoke, even if that floor is not in alarm. **When in doubt: Get Out!**

### Smoke Detectors

A network of smoke detectors provides an early warning system for the entire building.

### Fire Command Room

Each building contains a communications and control center located in the main lobby, where the Fire Chief can direct emergency operations. All alarms are displayed here and the room is equipped with a communications system that will enable the Fire Chief to issue instructions to members of the fire fighting team.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Fire Provisions

Page: 1 of 3

| [Next](#)

### If You Discover a Fire or Smell Smoke:

- **DO NOT PANIC!** The building is equipped with a fire alarm system.
- **CALL 911.**
- **SEAL THE FIRE AREA** by closing all doors.
- **SOUND THE BUILDING ALARM** - pull the manual "pull station" located next to the stairwell entrance. The automatic security monitoring system calls the Fire Department.
- **DO NOT ATTEMPT TO FIGHT A SPREADING FIRE.** Focus your efforts on evacuating in an orderly fashion and helping handicapped persons needing assistance. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
- **NEVER ATTEMPT TO PUT OUT ANY SORT OF ELECTRICAL FIRE WITH WATER.** Only a dry chemical or CO2 fire extinguisher should be used on electrical fires.
- **NOTIFY THE MANAGEMENT OFFICE** at 703-761-7577.
- **NOTIFY YOUR TENANT CONTACT** the alarm has been activated.
- **PROCEED TO THE NEAREST STAIRWELL EXIT** and evacuate the building. **DO NOT** use the elevators.

When you evacuate the building, proceed to the appointed tenant evacuation area and look for your emergency coordinator. Each tenant is responsible for designating a meeting area away from the building.

8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Fire Provisions

Page: 2 of 3

[Back](#) | [Next](#)

### If You Hear a Fire Alarm:

- **DO NOT PANIC!** Evacuate the building immediately if you see strobe lights flashing or hear sirens and "audible emergency alarms." **YOU MUST ASSUME THERE IS A REAL FIRE EMERGENCY.**
- **CLOSE THE DOORS BEHIND YOU** and evacuate the building via the nearest stairwell.
- **NEVER USE AN ELEVATOR DURING A FIRE EMERGENCY!** Smoke or flames could enter the elevator shaft.
- **FEEL THE DOOR** that leads from your office to the corridor before opening it. If the door is **HOT** or **SMOKE** is seeping in, do not open it. If you become trapped in your office, keep the door closed and seal off any cracks. Use a phone to call the Fire Department by dialing 911.
- If the door feels cold, **OPEN CAUTIOUSLY**. Be prepared to slam the door shut if the hall is full of smoke or if you feel heat pressure against the door. If hall is clear, proceed with escape plan.
- If caught in smoke or heat, **STAY LOW** where air is better (lay or crawl on the floor). Take short breaths (through your nose) until you reach a safe area. (stairwell or building exterior)
- The Fire Department may use the stairwells to go to the fire area. Occupants should **STAY TO THE RIGHT** when going down the stairwells.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Fire Provisions

Page: 3 of 3

[Back](#) |

### If You Hear a Fire Alarm (continued):

- Remember the most important thing is to **STAY CALM** and **ALERT**. If you are exiting a stairwell and it becomes impassable, you should make your way to the other stairwell and continue down. Only proceed to a higher floor if instructed to do so by the emergency personnel on-site.
- Each tenant is responsible for making arrangements to move any disabled, pregnant or employees requiring special attention to a specified safe location. If you are unable to move a disabled employee or transport them to the stairwell, call 911 and give them your exact location.
- Once you have left the building, proceed to a safe distance away from the building to avoid injury from explosion or shattering glass.
- **DO NOT RETURN TO THE BUILDING UNTIL YOU HAVE RECEIVED THE "ALL CLEAR" FROM THE FIRE DEPARTMENT.**

**Safe location:** Office with exterior window, door, telephone. Always notify all emergency personnel of your location during fire.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Bomb Threat

Page: 1 of 3

| [Next](#)

- If building management receives a generalized bomb threat, meaning the threat was not specific to a location, and does not have information suggesting whether the threat is factual, management will promptly inform each tenant that threat has been made. Each tenant will then have the option of deciding whether or not to evacuate the premises and, if the decision is to evacuate, when to return to the building.
- If, however, the bomb threat is specific to an impending danger to persons or the building, management may order immediate evacuation of all or part of the building. We urge all tenants to refrain from concluding that evacuation is warranted only if management has required it. Rather, in every case each tenant should decide upon the course of action it deems appropriate.
- Management will, in all cases, inform the police about the threat. You should be aware; however, the police are unlikely to act on the threat unless it is specific or unless they have some other reason for believing the threat is serious. Thus, the police action or inaction is no guide to the seriousness of the threat or the potential danger to people in or around the building.
- In most circumstances, the police will search your premises if you have evacuated them and have requested a police search. If you would like a police search for your offices, we will coordinate the search with the police.
- We have attached guidelines for you to follow in case you receive a bomb threat. Please review and distribute to all of your employees. Every employee should know after the caller hangs up, he/she should (a) use caller ID to recall number and record it, (b) notify the police by dialing "911" and (c) then notify building management.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Bomb Threat

Page: 2 of 3

[Back](#) | [Next](#)

In order to make this policy work, it will be important for management to contact tenant representatives who have authority to decide whether to evacuate their premises. Please update your contact information as necessary by faxing or delivering the response sheet included to the management office at 703-761-7577 so we may know whom to call. Click here to download a Tenant Contact Information Sheet.

### Bomb Threat Procedures

The safety of our tenants is of highest priority to us. We recommend the following procedures be followed in the event a bomb threat call is received:

- Remain calm. Attempt to obtain as much information as possible from the caller per the checklist.
- Attempt to have the call traced before making the next call by reviewing caller ID and make a note of the number.
- Immediately call the police (911) to report the details of the call and request they immediately send officers and bomb specialists to the building(s) address being threatened.
- Inform the Property Management Office at 703-761-7577 providing the details of the call. Management will assess the situation and determine the best way to quickly inform the tenants and if a general evacuation is required. In most cases, each tenant will have the option of deciding whether or not to evacuate its premises and, if the decision is to evacuate, when to return to the building.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Bomb Threat

Page: 3 of 3

[Back](#) |

### Bomb Threat Procedures (continued)

- Should a general evacuation be required, no one is to reenter the building until the police have given the all clear. Persons wishing to reenter the building prior to the all clear must sign a waiver form.
- As time permits, complete the attached checklist and submit it to the Property Manager to assist in the police investigation.

Be prepared! Please take the time to train anyone who answers your organization's telephones on these procedures. Keep a copy close to the receptionist's phone.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 1 of 10

| [Next](#)

This section is designed to outline the policies, procedures and security measures in place at 8300 Greensboro Drive in case of a biological, chemical or radiological event in or around the Building. Please review the information in this section carefully as it contains important life safety information. The links listed below are designed to help you find specific information quickly and easily.

[Click here to review the policies and procedures for a biological incident.](#)

[Click here to review the policies and procedures for a suspicious substance.](#)

[Click here to review the policies and procedures for a chemical agent incident.](#)

[Click here to review the policies and procedures for a radiological incident.](#)

If you have any questions regarding this material please do not hesitate to call the Building Management Office at 703-761-7577.

### Biological Event

The building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such a situation.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 2 of 10

[Back](#) | [Next](#)

### Biological Event (continued)

The staff does not have the training to determine whether an unknown substance is actually hazardous. And calling the public agencies each time an unknown substance is found overtaxes their resources. The building occupant's concerns regarding either an unknown substance or a potential threat against the building will not be ignored. The management staff will take some action to investigate all concerns and seek assistance, if needed.

**Should a biological or chemical threat erupt outside the building, the following procedures will be implemented.**

- Building Staff will immediately shut down the building HVAC systems and outside air intakes.
- Building Staff will immediately secure the perimeter by locking down the building. No one will be allowed admittance into the building. Unless otherwise directed by the local or Federal government agencies.
- There will be notification to occupants to implement emergency response procedures below and to freeze movement inside the building. However, in the event of instructions from external agencies to evacuate building, building occupants are to follow the emergency evacuation plan.
- The tenant Contact is to obtain communication equipment, (suggested two-way radio), a battery power flashlight and signage to post at stairwells and elevators on the respective floors.
- The tenant Contact is to direct persons to assemble on the floor in the designated centralized gathering place within the building.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 3 of 10

[Back](#) | [Next](#)

### Building Staff will:

- Advise Tenant Contacts of availability of building facilities.
- Advise Tenant Contacts of instructions from external agencies.

### Tenant Contact will:

- Bring a current employee roster.
- List and identify all occupants on their respective floor. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place.
- Inventory supplies.
- Assesses situation and deter movement on floor.
- Provide calm, intelligent leadership to co-workers.
- Confirm handicapped persons, requiring assistance.
- Communicate information and instructions from Property Management staff and Public Safety officials to co-workers.
- Cooperate in documentation of event circumstances and review conduct of evacuation with the Property Management staff and Public Safety officials if appropriate after the emergency is over.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 4 of 10

[Back](#) | [Next](#)

### Suspicious Substances

Unknown substances can take a variety of forms - from powder on the carpet, to oily liquids, to suspicious packages or envelopes left at the reception desk or in the mailroom. Office managers and tenant contacts, as well as, property management staff, should become aware of the different kinds of cleaning substances, and other materials used in the office environment. Early recognition of harmless substances is an imperative step in limiting disruptions. When confronted with an unknown substance it should first be determined if the substance can be identified. Examples of easily identifiable non-hazardous substances include cleaning residue, such as cleaning powders; food residue, such as powdered sugar; concrete dust left by employees working in the loading dock or built-out space; spilled soda or other liquid on a tile floor or delivery area.

The following general rules and observations can be adopted as needed to minimize the number of incidents that require Hazmat responses:

1. Take a good look at the "powder" being investigated. If it is coarser than very fine sand, it may not become airborne and may not pose an inhalation risk.
2. Any substance found in conjunction with received credible threats, potential release devices, or other observed suspicious activities or items should be taken seriously.
3. Reception of collective information regarding observations of unusual health difficulties, surprising behavior, and suspicious activities focused in and about the building requires investigation.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 5 of 10

[Back](#) | [Next](#)

### Suspicious Substances (continued)

Response to an unknown substance found at the facility will follow these rules. It may be harmful if:

- An unexplained odor or human health signs or symptoms are present.
- It is a solid; granules are much finer than sand (and the material is a consistency or a size that could be easily inhaled, i.e. has the appearance of flour or confectioners sugar).
- A specific threat has been made; a possible dissemination device has been found that coincides with the discovery of the unknown substance, or both.
- There is colored residue, dead foliage, dead insects and / or animal life in the vicinity.

### Responsive actions if the substance appears to be a threat:

#### Follow the procedures of:

- Notify your supervisor immediately. Call 911. Call property manager.
- Isolate the substance

Do not touch, sniff, taste or handle the substance. Stay back.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 6 of 10

[Back](#) | [Next](#)

### Suspicious Substances (continued)

If it is small enough in size, and it is possible to cover the envelope, package, or substance without disturbing it, do so carefully (Use protective gloves from a first aid kit if available) Use whatever is nearby (e.g., clothing, paper, trash can, copy paper box) and DO NOT REMOVE this cover.

If you make physical contact with the suspicious substance, wash the area (usually your hands) thoroughly. If the substance is found on your clothing or shoes, remove the clothing and put into a trash container, or plastic bag. Knot or twist the bag to close it. Do not squeeze the bag. This will force air out of the bag. Cover the container with some kind of lid, or turn it upside down. Leave the contaminated items; do not carry them around in your possession.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 7 of 10

[Back](#) | [Next](#)

### Suspicious Substances (continued)

If you make contact with an unknown substance take the following precautions:

- Close off the area.
- Close the door.
- Restrict access to the immediate area.
- Reduce the air circulation for that particular location. Don't keep walking in and out of the room.
- Contact the building management staff from another location and request the building ventilation system be turned off for that location.
- Direct others away from the area.
- Evacuate outside of isolation radius.
- Move people out of the adjacent desks, offices, and cubicles, that is in close approximation to the substance. Clear the entire room. Persons who may have come in contact with the unknown substance should be evaluated by emergency medical services (EMS).
- Execute evacuation plan.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 8 of 10

[Back](#) | [Next](#)

### Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determinations as to whether an attack has occurred may be made by either detection or symptoms of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent incident requires quick reaction because rapid response has a direct impact on the number of lives saved.

### Response to a chemical agent incident will follow these general rules:

1. Recognition of a potential chemical agent incident.
2. You observe two or more people suddenly in physical distress with no obvious cause. For example:
  - Breathing difficulty or uncontrollable coughing.
  - Collapse.
  - Complaints of nausea
  - Seizures.
  - Blurred vision.
  - Complaints of an unusual odor.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 9 of 10

[Back](#) | [Next](#)

### Chemical Agent (continued)

#### Actions to be taken:

- **Notify 911.**
- Stop people from entering the area. **Do not enter the contaminated area.**
- Do not evacuate people into the contaminated area/chemical cloud. Direct them to evacuate in the opposite direction of the incident or release.
- Make notification to building engineering staff to shut off ventilation to area.
- Ensure people who need assistance receive help from emergency personnel.

### Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation itself. In an explosion, the fact that the radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. As well as utilizing explosive devices to disperse radiological material, a “carrier” could spread radiological matter (particles of radiological waste, etc.) throughout an area. The effects of this type of attack would not become evident for several days or weeks. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Biological/Chemical/Radiological Event

Page: 10 of 10

[Back](#) |

### Radiological Event (continued)

#### The following are some indicators of a radiological release:

- A stated threat to deploy a radiological device.
- The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles).
- Nuclear placards or warning materials along with the other wise unexplained causalities.
- Unexplained causalities with symptoms of radiation sickness.

#### Response

- If the results of the investigation indicate that a radiological terrorism incident is a realistic possibility, the responsive actions will depend on the evidence discovered.
- If a suspected material or a dispersal device is found and if the threat is deemed credible, the general steps outlined for responding to an unknown substance should be taken.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Medical Emergency

Page: 1 of 2

| [Next](#)

In the event of a medical emergency:

- **Call 911 and give dispatcher:**
  - Your address
  - Company name
  - Floor and suite number
  - Describe the nature of the emergency
  - Notify the Management Office at 703-761-7577. We may or may not be able to help, but we will arrange for emergency service elevator standby.
- Send someone down to the lobby to meet ambulance attendants at main building entrance.
- Keep victim warm.
- **Determine, if possible, patient's details:**
  - Name, address and age
  - Nature of illness
  - Known allergies/currently taking any medications
  - Local doctor and last treated
  - Telephone number of closest relative



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Medical Emergency

Page: 2 of 2

[Back](#) |

### Helpful Procedures:

- Comfort and reassure the patient with a calming tone of voice.
- **DO NOT MOVE THE VICTIM, DO NOT LIFT HEAD OR NECK**, further injury could result.
- Monitor breathing for any change.
- Help the victim rest comfortably.
- Give rescue squad all above information upon their arrival.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Power Failure

If power failure is limited to specific areas within your suite, contact the Property Management Office at 703-761-7577.

### Power Failure Building Wide:

- Within seconds, the building emergency generator powers up emergency lighting, the fire pump, the fire panel and the elevators.
- The Property Management Office will be in close contact with Virginia Power to determine the nature and anticipated length of outage. Property Management will endeavor to contact each tenant to advise them of Virginia Power's response. Most commercial telephone systems and telephone jacks require electricity to operate. We suggest that every tenant keep a residential type telephone or cellular phone available for emergency use during outages. Telephone jacks for most facsimile machines and computer modems are on "dedicated lines," and often are not electrically operated. If this is the case, you will be able to use your phone on this line. Please test prior to an emergency.
- If Virginia Power advises that the outage will last a significant period of time, each tenant determines whether their company will wait for restoration or will evacuate. If a tenant chooses to evacuate, the stairwell or elevator may be used.

### Before Power is restored:

Turn off any equipment that might be damaged by a power surge, including computers, printers, televisions and other electronics (postage machines, etc.).







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Elevator Malfunction

In the event you find someone trapped in the elevator, please follow these procedures and notify the Property Management Office as soon as possible at 703-761-7577.

- Communicate with trapped passengers.
- Inform them they are safe.
- Inform them help is in progress.
- Instruct passengers to stand clear of door.
- Request number of passengers trapped.
- Request status of passengers (any ill or hurt).
- Ask if lights are on.
- Ask if they have their location (i.e. floor number).
- Keep passengers informed on status of situation.
- Inform the passengers a phone is available at the front of the elevator that will connect directly to Datawatch Systems. This phone can be used to obtain an estimated time when help will arrive, if they have a medical emergency or they have an urgent message to be relayed.

Please remain in the vicinity until Property Management has arrived to handle this situation.

8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 1 of 8

| [Next](#)

There are a number of severe weather situations that may have an effect on building operations. Our primary concern is for the safety of the building occupants. Please use the links listed below and review the safety information for the following instances of severe weather.

### [Severe Thunderstorms](#)

#### [Tornados](#)

#### [Hurricanes](#)

#### [Flooding](#)

### Severe Thunderstorm

A severe thunderstorm is defined as a storm that produces hail at least 3/4-inch in diameter and/or winds of 58 mph or higher. These storms spawn tornados.

#### Warnings:

*Severe Thunderstorm Watch* - Severe thunderstorms are possible in the watch area. Remain alert for approaching storms.

*Severe Thunderstorm Warning* - Severe thunderstorms are occurring in the warning area. Remain alert to signs of an approaching storm and seek shelter if threatening conditions exist.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 2 of 8

[Back](#) | [Next](#)

### Severe Thunderstorm (continued)

Look For:

- Darkening skies
- Towering thunderhead clouds
- Lightning
- Increasing winds

### Emergency Actions:

- Plan ahead as to what actions you will take in the event a severe thunderstorm may occur in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- Go inside a home or large building or an all-metal automobile (not a convertible).
- Do not use telephones except for emergencies.
- Do not stand under or near a tall isolated tree or a telephone pole.
- In a heavily wooded area, seek shelter in a low area under a thick growth of small trees.
- In open areas, go to a low place such as a ravine or valley.
- Get off or away from open water, tractors and other farm equipment, motorcycles, bicycles, golf carts, etc.
- Stay away from wire fences, clotheslines, metal pipes and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 3 of 8

[Back](#) | [Next](#)

### Lightning

Lightning may strike miles away from the parent cloud. Precautions should be taken even if the thunderstorm is not directly overhead. If you are caught in a level field or open area and you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

### Tornados

Tornados travel at an average speed of 30 mph, but have been known to reach speeds of 70 miles per hour. While most tornado damage is caused by the violent winds, most tornado injuries and deaths result from flying debris. Tornado winds can reach speeds of over 200 mph. Some tornados are clearly visible; while rain or low hanging clouds obstruct others. Tornados may appear nearly transparent until dust and debris are picked up into the column of air.

### Warnings:

*Tornado Watch* - Weather conditions are such that tornados are possible in the watch area. Remain alert for approaching storms.

*Tornado Warning* - A tornado has been sighted or indicated by weather radar. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)  
[Local Weather](#)  
[Traffic Conditions](#)

## Severe Weather

Page: 4 of 8

[Back](#) | [Next](#)

### Tornados (continued) Look For:

- Severe thunderstorms
- Dark, often greenish colored sky
- Large hail, 3/4-inch in diameter or more
- Loud roar; similar to a freight train

### Emergency Actions:

- Plan ahead as to what actions you will take in the event a tornado occurs in your area.
- During watches be prepared to take immediate action.
- During warnings, if the skies become threatening, take immediate action.
- In a building, go to the basement or to an interior part of the lowest level, away from windows, doors and outside walls.
- In high-rise buildings, go to interior small rooms or hallways on the lowest floor possible.
- In most cases closets, bathrooms (without windows) and interior halls offer the best protection.
- Get under something sturdy, lie face down, draw your knees up under you and cover the back of your head with your hands.
- Mobile homes, even if anchored, offer little protection from tornados and should be abandoned.
- If there is no nearby shelter, lie down flat in the nearest ditch or ravine.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 5 of 8

[Back](#) | [Next](#)

### Hurricanes

A hurricane is an intense tropical weather system with a well-defined circulation and maximum sustained winds of 74 mph or higher. Hurricane season in the Atlantic/Caribbean region starts in June and extends through November. In the United States, the peak hurricane threat exists from mid-August to late-October. An average of ten tropical storms (six of which become hurricanes) develop over the Atlantic/ Caribbean each year. Typically, five hurricanes strike the United States coastline every 3 years. Of these five, two will be major hurricanes (Category 3 or greater). Category 3 hurricanes produce sustained winds of over 110 mph. The most violent activity takes place around the eye, called the eyewall, of the hurricane. As hurricanes move ashore they sweep the ocean inward, spawn tornados and produce torrential rains and flooding. Although property damage has increased in recent years, timely warnings have greatly diminished hurricane fatalities in the United States.

Along the immediate coast, the storm surge is the greatest threat to life and property. The major threat to inland areas is flooding from the torrential rains. Hurricane-force winds can destroy poorly constructed buildings and mobile homes. Debris left outside during a hurricane become flying missiles, which can cause injury or death.

### Warnings

*Hurricane Watch* - Hurricane conditions are possible in the area specified in the watch, usually within 36 hours. Prepare to take immediate action.

*Hurricane Warning* - Hurricane conditions are expected in the warning area, usually within 24 hours. Complete all storm preparations and evacuate if directed by local officials.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 6 of 8

[Back](#) | [Next](#)

### Hurricanes (continued) Plan Ahead:

- Plan what actions you will take in the event a hurricane may occur in your area.
- Know the hurricane risk in your area.
- Learn safe routes inland.
- If you live in a mobile home, plan to evacuate. These dwellings are unsafe in high winds, no matter how well they are anchored.
- If you live in a high-rise, plan to evacuate. Hurricane winds are stronger at higher elevations.
- If you live on a coastline, an offshore island, or near a river or a flood plain, plan to evacuate.
- Know where local shelters are located.
- Review your insurance policy.

### Within The Warning Area:

- Monitor radio and television broadcasts for official weather bulletins.
- Complete preparation activities, such as putting up storm shutters, storing loose objects, etc.
- Follow instructions issued by local officials and, if evacuating, leave early - if possible, in daylight.
- In the final analysis, the only real defense against hurricanes is the informed readiness of your community, your family and you.





[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 7 of 8

[Back](#) | [Next](#)

### Floods

Flash floods are the number one weather-related killer in the United States. Six inches of fast moving water can knock you off your feet. Twenty-four inches of water will carry away most automobiles. Nearly half of all flash flood fatalities are auto related. Be aware that roadways may not be intact under floodwaters. Flash flooding occurs within 6 hours of the rain event. Flash flood waters can move at incredible speeds, uprooting trees, moving boulders, and destroying bridges and buildings.

Most flash flooding is caused by slow-moving thunderstorms, thunderstorms repeatedly moving over the same area or heavy rains from hurricanes and tropical storms. Occasionally, floating debris or ice can restrict the flow of water at natural or man-made obstructions. Flash flooding can occur downstream when the ice or debris are suddenly released.

### Environmental Clues:

- Listen for distant thunderstorms - runoff from a faraway thunderstorm could be headed your way.
- Look out for rapidly rising water.
- When driving look out for flooding at highway dips, bridges and low areas.

8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577







[Overview](#) [Emergency Contacts](#) [Organization](#) [Life Safety Systems](#) [Fire Provisions](#) [Bomb Threat](#)  
[Biological/Chemical/Radiological Event](#) [Medical Emergency](#) [Power Failure](#) [Elevator Malfunction](#) [Severe Weather](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Severe Weather

Page: 8 of 8

[Back](#) |

*Flash Flood Watch or Flood Watch* - Flash flooding or flooding is possible within the designated watch areas – Be Alert.

*Flash Flood Warning or Flood Warnings* - Flash flooding or flooding has been reported or is imminent - take necessary precautions at once.

*Urban and Small Stream Advisory* - Flooding of small streams, streets and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

### Emergency Actions:

- Plan ahead as to what actions you will take in the event a flash flood occurs in your area.
- Remember - you may only have seconds to react when confronted with a flash flood.
- During watches be prepared to take immediate action.
- During warnings if the skies become threatening, take immediate action.
- Get out of areas subject to flooding and head for higher ground.
- Avoid already flooded and high velocity flow areas.
- Never drive through flooded roadways - the depth of floodwaters is not always obvious.
- If your vehicle stalls, leave it immediately and seek higher ground.
- Be extra cautious at night when it is harder to recognize flood dangers.
- Never allow children to play around high water, storm drains, viaducts or gullies.





[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**Executive Fitness Center:** This section provides information regarding the executive fitness center located at 8300 Greensboro Drive.

**Retail Services:** This section provides tenants with a list of the current retail tenants at 8300 Greensboro Drive.

**Parking:** This section provides information regarding the parking garage located at 8300 Greensboro Drive.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Executive Fitness Center

The building is equipped with a fitness center accessible with a properly activated Datawatch card. Cards are activated for this reader by fully completing a license agreement form. [Click here to access the forms section.](#) Extra copies are available at the entrance to the fitness center.

The facility includes treadmills, elliptical machines, stationary bicycles, stair steppers, a universal machine, sit-up board, and free hand weights. Lockers are provided for user's clothes during the work out and showers & saunas for both men and women. The facility is located on the Lower Level.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Retail Services

- [Bank of America](#)
- Dr. Nicole Van, DDS
- Carver's Deli



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Parking

Page: 1 of 3

| [Next](#)

There are four (4) levels of parking available. Handicapped parking spaces are located on the P-2 and the P-3 levels closest to the building entrances. Please respect people with special needs by not using these spaces. The parking garage is equipped with several access control gates. In order to pass through these gates, you will need to use the Datawatch magnetic card that automatically activates the card reader, raising the gate.

**Parking Facility Hours of Operation:** Monday - Friday, 6:00 am - 8:00 pm

### Visitor Parking

Additional visitor parking spaces are located at the front of the building with a "two hour" maximum parking limit. Handicapped spaces are also located near the front entrance. The two-hour limit does not apply to vehicles displaying valid handicapped permits. Vehicles that do not observe the two-hour limit or are parked in handicapped spaces without displaying a valid handicap permit may be towed at the owner's expense.

Visitors exceeding the two hour limit designated at the front entrance lots should utilize the Visitor call box to gain access to P-4.

### To operate the call box:

1. Pull up to the P-4 visitor's call box
2. Push button "A" or "Z" to scroll through the tenant names
3. Push the "CALL" button once the company name has been highlighted





[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Parking

Page: 2 of 3

[Back](#) | [Next](#)

### Visitor Parking (continued)

This will dial and ring the telephone number you provided to me. The contact person for your company will be able to speak to the visitor. Upon approving the visitor, your contact person will press the number “9” button on your phone to give the visitor access. If a visitor is not approved, please just hang up.

Tenants parking on the P-4 level will now be required to use the Datawatch reader (the smaller brown box located to the left of the call box). If you do not have a Datawatch card with P-4 parking access, please see your office manager.

### Monthly Parking

Persons requesting monthly parking should see their office manager for guidance on receiving a monthly parking pass.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Executive Fitness Center](#) [Retail Services](#) [Parking](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Parking

Page: 3 of 3

[Back](#) |

### Parking Rules and Regulations

Parking permits are issued and accepted by the holder subject to the following rules and regulations.

- Employees of tenants at 8300 Greensboro Drive authorized to park in the parking garage are subject to the employer's allotment of parking permits and lease provisions Two-hour parking should be utilized by clients and visitors only.
- Parking permits are not transferable to other persons. Monthly contract parkers must use the parking cards to enter the parking garage.
- Anyone who loses a parking card will be charged a fee for replacement.
- If an employee terminates, notification must be given immediately and the employee must surrender his/her parking card to the tenant representative.
- Do not park in a "Reserved" space unless that space has been issued to you.
- Vehicles in violation of parking rules and regulations are subject to towing at the owner's expense.
- The landlord or building management will not be responsible for any losses due to theft, collision or any other damage done to vehicles in the parking garage or elsewhere on the premises of 8300 Greensboro Drive.
- Building management reserves the right to modify or change any of the above rules and regulations at any time.

Parking is enforced by Al's Towing. If your vehicle is towed, you should call 703-790-1156.





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**[Building Rules & Regulations:](#)** This section outlines the general rules and regulations of 8300 Greensboro Drive.

**[Moving Procedures:](#)** This section provides information regarding moving policies and procedures.

**[Office Space Alterations:](#)** This section outlines the policies and procedures for office space alterations at 8300 Greensboro Drive.

**[Smoking Policy:](#)** This section outlines the smoking policy in place at 8300 Greensboro Drive.

**[Solicitations:](#)** This section outlines 8300 Greensboro Drive's solicitation policy.

**[Lost and Found:](#)** This section provides information regarding the lost and found policy of the building.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 1 of 6

| [Next](#)

- No tenant may obstruct, encumber or use the sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls or other parts of the Building for any purpose other than ingress or egress to and from the Leased Premises. Landlord will have the right to control and operate the public portions of the Building, and the facilities furnished for the common use of the tenants, in such manner as Landlord deems best for the benefit of the tenants generally. Tenant may not permit people to visit the Leased Premises in such numbers or under such conditions as to interfere with the use and enjoyment by other tenants of the entrances, corridors, elevators and other public portions or facilities of the Building.
- Tenant will keep closed the doors leading to the corridors or main halls during business hours except as they may be used for ingress or egress. Tenant may not place any additional locks upon any doors of the Leased Premises, nor may Tenant change any existing locks or the mechanisms thereof; except that Tenant may, at its sole cost, install security locks on all entry doors and fire doors opening into the Leased Premises, and also on the doors to any offices within the Leased Premises, if Tenant at the end of the Term returns to Landlord all keys of stores, offices, storage and toilet rooms, either furnished to, or otherwise procured by Tenant, and if any keys so furnished are lost, Tenant will pay to Landlord the cost to replace. If Landlord requires, Tenant will at its sole cost remove any additional locks which it installs or causes to be installed, reinstall the original hardware, and repair to Landlord's satisfaction any damage to doors or frames. Upon request Tenant will give access to any such locked area(s).



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 2 of 6

[Back](#) | [Next](#)

- Tenant may not attach awnings or other projections to the outside walls of the Building without Landlord's prior written consent. No drapes, blinds, shades, or screens may be attached to or hung in, or used in connection with any window or door of the Leased Premises, without Landlord's prior written consent. Such awning, projections, curtains, blinds, screens or other fixtures must be of a quality, type, design, and color, and attached in a manner approved by Landlord.
- Tenant may not construct, maintain, use or operate within the Leased Premises or elsewhere in or outside of the Building, any electrical device, wiring or apparatus for a loud speaker system or other sound system unless Tenant first obtains Landlord's prior written consent, except that this restriction will not apply to computers, radios, television sets or dictating machines, or paging systems, if such items are not audible outside of the Leased Premises. Subject to the provisions of Section 9 of the Lease, Tenant may not mark, paint, drill into or in any way deface any part of the Leased Premises or the Building. Tenant may not throw anything out of the doors or windows or down the corridors or stairs.
- Tenant may not use or permit the use of the water and wash closets and other plumbing fixtures for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances may be thrown therein. All damages resulting from any misuse of the fixtures will be borne by Tenant, whose servants, employees, agents, visitors, or licensees caused the same.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 3 of 6

[Back](#) | [Next](#)

- No vehicles or animals of any kind (except seeing-eye dogs or similar animals providing assistance to persons with disabilities) may be brought into or kept in or about the Leased Premises or the Building, and no cooking may be done or permitted by Tenant in the Leased Premises except in kitchens constructed as part of Tenant's Leasehold Improvements. Tenant may not cause or permit any unusual or objectionable odors to be produced upon or emanate from the Leased Premises.
- Neither Tenant, nor any of Tenant's servants, employees, agents, visitors or licensees, may at any time bring or keep upon the Leased Premises any flammable, combustible or explosive fluid, chemical or substance, except as otherwise permitted pursuant to Section 44(a) of the Lease.
- Canvassing, soliciting and peddling in the Building is prohibited and Tenant will cooperate to prevent the same.
- Any person employed by Tenant to do janitorial work within the Leased Premises will obtain Landlord's consent and such person will, while in the Building and outside the Leased Premises, comply with all instructions issued by the superintendent of the Building.
- No hand trucks, except those equipped with rubber tires and side guards, may be used in the Leased Premises or in the public halls of the Building either by any tenant or by jobbers or others to deliver or receive merchandise.
- Access plates to under floor conduits must be left exposed. Where carpet is installed, carpet must be cut around access plates.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 4 of 6

[Back](#) | [Next](#)

- Tenant will adjust the thermostat, if adjustable, to the setting which uses the least amount of energy upon leaving the Leased Premises daily.
- Mats, trash, or other objects are not permitted in the public corridors.
- Landlord and/or its parking contractor may establish reasonable rules and regulations for the use of all parking facilities at the Property.
- Landlord may determine when Tenant may move its property, i.e., furnishings, files, etc., into or out of the Leased Premises. Tenant may request permission from Landlord for any such move, and will abide by Landlord's reasonable rules regarding any such move.
- Tenant may not purchase spring water, ice, coffee, soft drinks, towels or other like service, from any company of persons whose repeated violations of Building regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
- Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management or night watchman on duty. Landlord may at its option require all persons admitted to or leaving the Building between the hours of 6 p.m. and 8 a.m., Monday through Friday, and at all times on Saturday, Sundays and Holidays, to register. Tenant will be responsible for all persons for whom it authorizes entry into or exit out of the Building, and will be liable to Landlord for all acts of such persons.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 5 of 6

[Back](#) | [Next](#)

- The Leased Premises may not be used for lodging or sleeping or for any illegal purpose.
- Landlord does not maintain suite finishes which are non-standard, such as kitchens, bathrooms, wallpaper, special lights, etc. However, should the need for repairs arise, Landlord will arrange for the work to be done at Tenant's sole cost.
- No auction sales may be conducted in the Building without Landlord's consent.
- Tenant may not use any other method of heating than that provided by Landlord without Landlord's consent.
- Tenant will keep window coverings closed at the appropriate time of day to prevent direct solar penetration of the Leased Premises.
- Tenant may not receive any freight, furniture or other bulky matter of any description, except at such times as reasonably approved by Landlord. All moving of furniture, material and equipment in the Building outside of the Leased Premises, including the elevators, must be with Landlord's prior written consent and according to Landlord's reasonable rules and instructions; however, Landlord will not be responsible for any damage to, or charges for, moving the same. Tenant will remove promptly from the public area(s) within or adjacent to the Building any of Tenant's personal property there delivered or deposited. Landlord may prescribe the weight, method of installation, and position of safes or other heavy fixtures or equipment. Tenant will repair, at its sole cost, all damage caused to the Building by delivering, maintaining or removing any fixture or article of Tenant's furniture or equipment.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Building Rules & Regulations

Page: 6 of 6

[Back](#) |

- Tenant will purchase and use chair mats to protect the carpeting under all chairs on casters used in the Leased Premises.
- No smoking is permitted in any public or common areas of the Building, including the lobby of the Building, hallways, elevators, stairwells, and public restrooms in the Building.

The foregoing rules and regulations shall be subject to reasonable amendments thereto, upon Landlord providing written notice thereof.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Moving Procedures

Page: 1 of 3

| [Next](#)

In an effort to make tenant moves more convenient, safe and damage free for all tenants in the building we ask that tenants and moving contractors observe the following procedures:

- It is necessary to schedule all moves in writing with the management office at least one week in advance of the moving date. Start time and approximate finish times should be indicated. Moves may be conducted after 6pm M-F, and all day Sat. and Sun.
- A Certificate of Insurance from the moving contractor must be submitted to the building management office prior to the start of the move. The certificate of insurance must show that contractor maintains insurance coverage's as follows: (a) Worker's Compensation - statutory amount; (b) Employer's Liability - \$500,000; (c) Commercial General Liability including Personal Injury - \$1,000,000 per occurrence and \$2,000,000 general aggregate;
- Liability, including owned, non-owned & hired autos - \$1,000,000 combined single limit; and (e) Excess Liability – \$5,000,000.
- The certificate holder should be listed as: 8300 TYSONS, LLC & QDC PROPERTY MANAGEMENT, INC., 1001 G STREET, NW, SUITE 700 WEST, WASHINGTON, DC 20001
- The description of operations should read: 8300 Greensboro Drive, Mclean, VA , QDC Property Management, Inc.; 8300 Limited Partnership & Newport Place Corporation, American Realty advisors and PM Realty Group. General Liability is primary and contributory. Waiver of Subrogation applies in favor the Additional Insureds.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Moving Procedures

Page: 2 of 3

[Back](#) | [Next](#)

- The tenant and moving contractor assume full responsibility for the repair of any and all damage to the walls, doors, frames, carpeting or any other part of the building which is damaged during the course of the move. We invite you to walk with a representative of property management and your contractor so that a fair assessment of the condition of the space is agreed upon. All related building common areas with a representative of QDC Property Management, Inc. prior to the move to note any existing conditions or damage prior to the move. In the event you decide not follow this course of action, the determination of damage cause during the move shall be at the sole discretion of QDC Property Management, Inc.
- All common area corridor floors, marble/tile floors and elevator floors must be covered with masonite or equivalent and secured so that the surfaces form a continuous layer that will not separate when being used. It is further recommended that some form of floor and wall protection be provided inside the tenant space. Walls, door frames, etc. along the path of the move should be protected as well.
- All moving personnel must be clearly identified by means of caps, T-shirts, badges or other obvious means. Otherwise the lobby host may ask them to leave the premises.
- Only the designated freight elevator may be used during the move. Weight limits must be observed. If you have any questions or are unsure as to the capacity of the elevators, please call one of the property managers and ask.
- All trash, empty boxes, packing materials, moving equipment etc. must be removed from the property.







[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Moving Procedures

Page: 3 of 3

[Back](#) |

- All corridors, restrooms and common areas used by moving personnel must be left clean, vacuumed, free of debris and ready for use by other building occupants.
- All common areas, halls, lobbies and stairways must be kept passable during the move.
- Any trash, pallets, debris of any kind left in the loading dock or the surrounding area from the moving company will be discarded by property management at the tenant's expense.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Office Space Alterations

Page: 1 of 5

| [Next](#)

The following pages contain important information and regulations for all tenant space alterations.

### Contractor Rules and Regulations

- All demolition, construction and painting that may be disturbing to other building occupants must be done before or after normal business hours: 8:00 am – 6:00 pm, Monday – Friday and 8:00 am – 1:00 pm, Saturday.
- Demolition, construction equipment, trash, building materials, etc., may only be brought into or out of the building through the loading dock area and in the freight elevator, before or after normal business hours.
- Tenant will notify the Property Manager of the start and completion dates, hours and days the workmen will be in the building and any changes.
- Use of the freight elevator must be scheduled in advance through the management office by calling 703-761-7577.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Office Space Alterations

Page: 2 of 5

[Back](#) | [Next](#)

### Contractor Rules and Regulations (continued)

- All construction debris must be removed from the building in suitable containers so as not to create any disturbance, damage to the building, trash or additional cleaning for building employees. Adequate precautions must be taken to protect building common areas (i.e. floors, walls, doors, elevators, etc.). Failure to do so may result in an assessment for damages.
- No construction debris or material may be left in or around the building (i.e. hallways, elevator, lobbies or loading dock area) even on a temporary basis and may not be deposited in the building's trash receptacles.
- Workmen will conduct themselves in a reasonable manner (i.e. shall not use profanity, create a nuisance to other, building occupants, loitering in the building, etc.).
- Any alterations/deviation from the approved plans must be submitted to Quadrangle Management, Inc. on behalf of the landlord, for review and written approval prior to proceeding with the work.
- All contractors should provide for their own parking off site or pay for parking in the building's garage. Vehicles found parked in the loading area/alley will be towed.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Office Space Alterations

Page: 3 of 5

[Back](#) | [Next](#)

### Contractor Rules and Regulations (continued)

- Any work requiring us to shut down any part of the mechanical, electrical or plumbing system must be scheduled before or after normal business hours. We require 48 hours advanced notice to the Property Manager for scheduling.
- Any work requiring a connection to the building's fire alarm system is subject to the building owner's requirements.
- Tenant shall be responsible for all construction project management services and obtaining all permits for work performed.
- For any after-hours work, 48 hours prior written notice is required.
- Existing building equipment exposed to construction or demolition must be properly protected.
- Contractor and subcontractor shall only stay on designated floor(s).
- All contractors and subcontractors are required to submit a Certificate of Insurance as follows. The information below should be included in the certificate of insurance description block as detailed above.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Office Space Alterations

Page: 4 of 5

[Back](#) | [Next](#)

### Requirements of Tenant and Tenant Contractors

- Tenant shall submit Contractor's credentials to Landlord for approval prior to start of construction.
- Tenant or Tenant's Contractor shall obtain all necessary permits, conduct inspections and obtain a new Certificate of Occupancy for the space. A copy of the Building Permit and the original Certificate of Occupancy shall be furnished to the Landlord.
- Tenant shall not make any modifications to Landlord's Base Building Systems without Landlord's written permission and any and all required modifications shall be at Tenant's sole cost and expense. Landlord's review of plans shall not constitute approval to modify base building systems.
- A full time qualified superintendent employed by the General Contractor shall be on site at all times while work is being performed in the space.
- Tenant and Tenant's Contractor agree to be bound and comply with Landlord's rules attached hereto and restrictions regarding Contractor activities.
- Landlord shall be named as an additional insured on Contractor's Liability Policy and a Certificate of Insurance shall be provided prior to start of construction. The liability policy shall be for not less than five (5) million dollars.
- Tenant agrees to indemnify, defend and hold Landlord harmless from any claims, actions or suits resulting from Tenant's construction activities.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Office Space Alterations

Page: 5 of 5

[Back](#) |

### Requirements of Tenant and Tenant Contractors (continued)

- Prior to final payment by Tenant to Tenant's Contractor, Tenant shall obtain a final Release of Lien and Waiver of Claims and furnish a copy to the Landlord.
- In the event a lien is filed as a result of Tenant's work, tenant shall within three (3) business days have the lien removed from record or otherwise discarded.
- Prior to final payment to Tenant's Contractor, Tenant shall meet with the Landlord who will provide a list of all areas damaged by the Tenant's Contractor(s). Tenant agrees to promptly and properly repair all damaged areas to Landlord's satisfaction and at no cost to Landlord prior to final payment.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Smoking Policy

Smoking is prohibited in the building's tenant spaces and common areas such as the lobbies, corridors, stairwells, and restrooms. There are designated smoking areas outside building entrances and in the parking garage. By utilizing the ash tray/cans in those areas and not blocking the entrances, we will create a pleasant first impression for our visitors and clients.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Solicitations

The building maintains a strict "**NO SOLICITING**" policy. If you are visited by a solicitor, please call the Lobby Host at 703-893-8070 immediately and provide a physical description of the solicitor.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577





[Building Rules & Regulations](#) [Moving Procedures](#) [Office Space Alterations](#) [Smoking Policy](#) [Solicitations](#) [Lost and Found](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Lost and Found

All items found are turned over to the property management office for safe keeping until the owner claims them. Contact the Lobby Host at 703-893-8070 to report a lost item.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Banks & ATMs](#) [Business Services](#) [Entertainment](#) [Hotels](#) [Maps](#) [Restaurants](#) [Transportation](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Chapter Overview

**[Banks & ATMs:](#)** This section provides contact and location information for banks and ATM?s in the neighborhood.

**[Business Services:](#)** This section provides detailed information about mail centers, printers, dry cleaners and other useful services in the neighborhood surrounding 8300 Greensboro Drive.

**[Entertainment:](#)** This section provides information on the neighborhood's best bars, clubs, cultural centers and other entertainment options.

**[Hotels:](#)** This section provides the contact and location information for the hotels in the neighborhood surrounding 8300 Greensboro Drive.

**[Maps:](#)** This section provides local maps as well as driving directions to and from major transportation hubs.

**[Restaurants:](#)** This section provides tenants with contact and location information for the restaurants located in 8300 Greensboro Drive's neighborhood.

**[Transportation:](#)** This section provides tenants with information regarding the public transportation options.



8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577



[Banks & ATMs](#) [Business Services](#) [Entertainment](#) [Hotels](#) [Maps](#) [Restaurants](#) [Transportation](#)

## Quick Links

[Forms](#)

[Local Weather](#)

[Traffic Conditions](#)

## Transportation

### Metro Rail

8300 Greensboro Drive is located in close proximity to the Vienna Metro Station which is serviced by the orange line. The entrance is located at the Median of I-66 at Nutley St. The Vienna Metro Station is served by a number of Metrobus routes including 12A,E,F,G, 12C,D, 12L,M, 12R,S, 20F,W,X,Y, 2B, G and 2W. The following CUE and Fairfax connector route are all available: CUE - Gold Route, 1 & 2, CUE Green Route, 1 & 2, Fairfax Connector Bus, 402, 403, 621, 622 and 623. [For more information regarding the Arlington Transit Bus click here.](#)

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](http://www.wmata.com)



**METRO  
MAP**  
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8300 Greensboro Drive, McLean, Virginia 22102 · P:703.761.7577