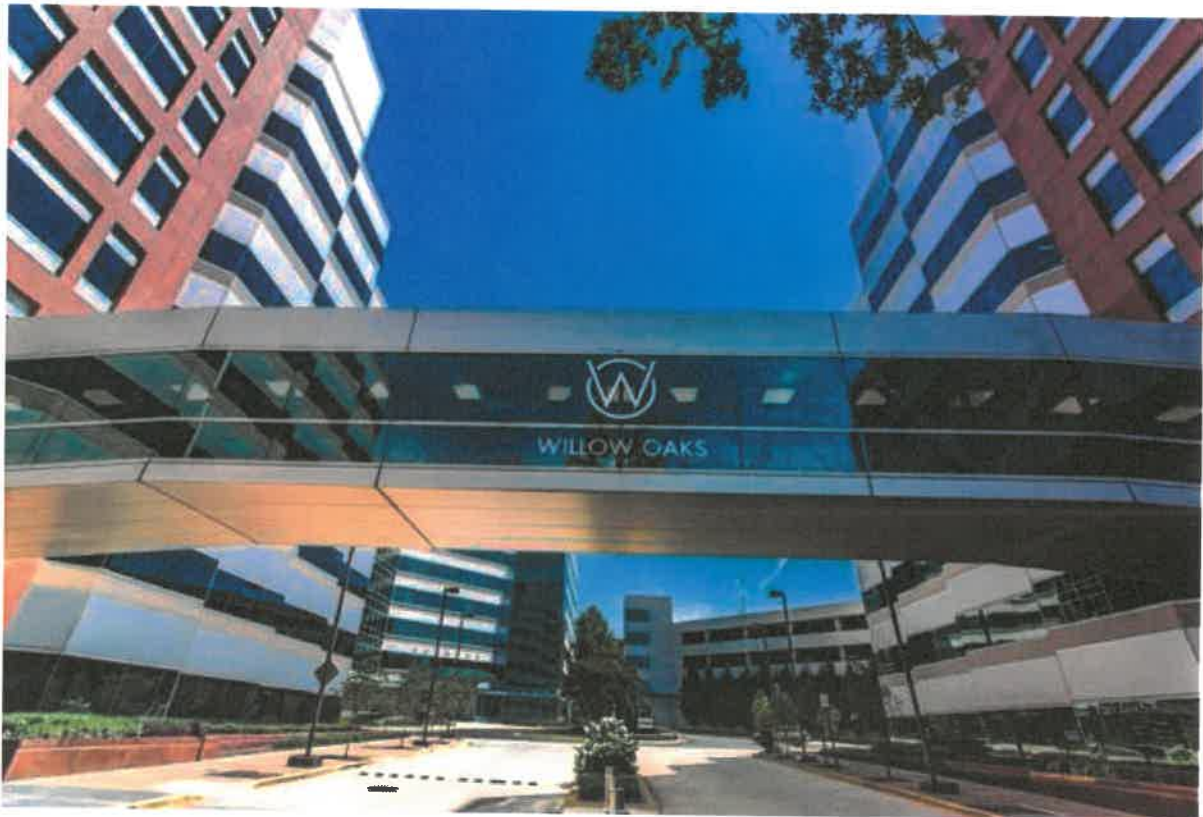


# External Contractors and Telecommunications Service Providers Installation and Access Guidelines



**WILLOW OAKS**  
CORPORATE CENTER

8280/8270/8260 Willow Oaks Corporate Drive  
Fairfax, VA 22031



The purpose of this document is to provide information to contractors and building occupants about our building vendor standards, tenant connectivity guidelines, and services within the building's-maintained riser. This document also sets the standards for the installation and abatement of riser cable and equipment at Willow Oaks Corporate Center. It is not intended for this document to replace the standards set forth in the Building Rules and Regulations. Rather, this is a quick overview of our building vendor standards and tenant connectivity guidelines. All documentation generated through these standard processes shall be the sole property of the building and shall remain within the building for future reference.

### **Building Directory:**

Timothy Cronin  
Senior Property Manager  
571-326-1601  
[Timothy.Cronin@Transwestern.com](mailto:Timothy.Cronin@Transwestern.com)

Stephanie Genebroso  
Assistant Property Manager  
571-255-7472  
[Stephanie.Genebroso@Transwestern.com](mailto:Stephanie.Genebroso@Transwestern.com)

Justin Beamer  
Property Administrator  
703-698-1888  
[Justin.Beamer@Transwestern.com](mailto:Justin.Beamer@Transwestern.com)

Carlos Monroy  
Chief Engineer  
571-989-8757  
[Carlos.Monroy@Transwestern.com](mailto:Carlos.Monroy@Transwestern.com)

Nelson Garcia  
Lead Engineer  
202-286-8672  
[Nelson.Garcia@Transwestern.com](mailto:Nelson.Garcia@Transwestern.com)

### **Building Addresses:**

**Willow Oaks I**  
8260 Willow Oaks Corporate Drive  
Fairfax, VA 22031

**Willow Oaks II**  
8280 Willow Oaks Corporate Drive  
Fairfax, VA 22031

**Willow Oaks III**  
8270 Willow Oaks Corporate Drive  
Fairfax, VA 22031

## **Willow Oaks Corporate Center Access Procedures**

### **General Access:**

Buildings are on restricted access on weekends and holidays. Access card is required.

### **Management Office Hours**

Monday – Friday

8:00 AM to 5:00 PM

### **8280 Building Hours**

Monday – Friday 7:00 AM to 6:00 PM

Saturday 9:00 AM to 1:00 PM

Sunday LOCKED

### **8270 Building Hours**

Monday – Friday 6:30 AM to 6:00 PM

Saturday 7:30 AM to 5:00 PM

Sunday LOCKED

### **8260 Building Hours**

Monday – Friday 6:30 AM to 7:00 PM

Saturday 7:00 AM to 5:00 PM

Sunday 7:00 AM to 5:00 PM

### **Loading Dock and Freight Hours:**

#### **8280**

Monday – Friday 6:00 AM to 6:00 PM

Locked on weekends

#### **8270**

Monday – Friday 7:00 AM to 5:00 PM

Locked on weekends

#### **8260**

Monday – Friday 7:00 AM to 5:00 PM

Locked on weekends

\*Please note that the loading docks are used for active loading/unloading only. After completing the loading/unloading process, vehicles should be immediately removed from the loading dock. Parking is available on the surface parking lot area. All loading docks are frequently used daily during business hours for deliveries.

[photos of the loading dock](#)

If you are doing any work on-site and need to use the loading docks and freight elevators, please contact Timothy Cronin or Stephanie Genebroso. We must ensure that any contractors; including sub-contractors, support personnel, or any other service personnel have their current Certificate of Insurance and security form on file. All scopes of work must be submitted and formally approved by management prior to arriving onsite. You must submit your COI to Stephanie Genebroso for approval.

When you email Stephanie, please provide the following information and he will send you a sample COI.

- What building
- Company Name that will be on site
- Date and time of arrival
- Purpose of the Work
- Type of work that will be conducted
- Estimated time needed to complete work
- Access requirements
- First/Last Names + Contact information of the Field Engineer on-site

All scopes of work must be submitted and formally approved by management prior to arriving onsite

## See example of a sample COI below.

### CERTIFICATE OF INSURANCE REQUIREMENTS

#### KBS II Willow Oaks, LLC

Insured:  
Willow Oaks Corporate Center  
8260, 8270, 8280 Willow Oaks Corporate Drive  
Fairfax, VA 22031

#### Required Coverages:

Commercial General Liability (CGL):	\$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury, Personal Injury, Property Damage, and Products/Completed Operations, and shall be written on a primary and non-contributory basis over any liability policy carried by OWNER, OWNER'S REPRESENTATIVE and PROPERTY MANAGER and include an endorsement clarifying such position if the base policy does not include equivalent language, for all claims or liabilities arising from, or incidental.
Commercial Automobile:	\$1,000,000 each occurrence Liability Insurance combined single limit for bodily injury and property damage. Evidence should indicate that liability coverage evidenced extends to both owned, hired, and non-owned vehicles.
Umbrella Liability:	\$1,000,000 minimum except \$5,000,000 for those services that can be defined as structural, mechanical, roofing, or remediation work. Such insurance shall be in excess of all liability coverage required.
Worker's Compensation:	Statutory Amount
Employer's Liability:	\$1,000,000 minimum
Professional Liability Insurance Coverage:	(Architects, Consultants and/or Engineers only): If requested, \$2,000,000 or project dollar amount.
Fidelity Bond (which includes employee dishonesty coverage):	Limits in an amount not less than the Dollar Amount of the Project (Or other if agreed to by Owner) for all employees of Vendor. ***This is ONLY required if Vendor is handling, managing, or processing of any of the project's monetary funds for the OWNER or for financial or other like services where vendor is inside premises unescorted during non-business hours.***

#### Required Endorsements:

Additional Insured Endorsement:	Additional Insured endorsement to the CGL, Auto and Umbrella Liability policies should be provided in favor of Owner, Owner's Representative and Manager.
Waiver of Subrogation Endorsement:	Waiver of Subrogation endorsement to the CGL, Worker's Compensation & Employer's Liability policies should be provided in favor of Owner, Owner's Representative and Manager.
Cancellation Notice:	Policies will include a cancellation clause providing that such insurance may not be cancelled, lapsed, reduced or materially changed without 30-days written notice to the Owner, Owner's Representative and Manager.

#### Endorsements must read:

"KBS II Willow Oaks LLC, KBS Capital Advisors, Inc. and Transwestern Carey Winston LLC dba Transwestern are named as additionally insured as regards to premises located at Willow Oaks Corporate Center, 8260, 8270, 8280 Willow Oaks Corporate Drive, Fairfax, VA 22031. All rights of subrogation against KBS II Willow Oaks LLC, KBS Capital Advisors, Inc. and Transwestern Carey Winston, LLC, dba Transwestern are hereby waived."

#### Certificate Holder must read as follows:

KBS II Willow Oaks, LLC  
c/o Transwestern Carey Winston, LLC  
8280 Willow Oaks Corporate Drive  
Suite LL115  
Fairfax, VA 22031

#### Additional insured to be listed as follows:

- 1) KBSII Willow Oaks, LLC
- 2) KBS Capital Advisors, Inc.
- 3) Transwestern Carey Winston, LLC

## Operations and Installation Procedure in the Building

Outline the process for obtaining approval to conduct installations within the building

- All scopes of work must be submitted and formally approved by Management prior to arriving onsite. You must submit your COI to [Stephanie.Genebroso@Transwestern.com](mailto:Stephanie.Genebroso@Transwestern.com) for approval.
- All core drills within the building require approval from a structural engineer. You must email [Carlos.Monroy@Transwestern.com](mailto:Carlos.Monroy@Transwestern.com) to schedule this.
- Once approved, you can schedule work.
- On the day of, you must park on the surface parking lot and contact Carlos Monroy.

Outline Building Access Restrictions

- 48 hours notice required for Freight and Loading Dock Access
- All approved vendors tradesmen shall enter loading dock only and use freight elevator only.
- Equipment installations can be completed during normal business hours, any loud noises or drilling must be completed before 8:00 AM or after 6:00 PM on weekends.
- Engineer coverage must be provided for all work completed outside normal building hours. Engineering rate is \$80/hour with a minimum of 4-hours.

Tenant Access Restrictions

- Riser closets for 8260 and 8280 buildings are centrally located in the core of the building. 8270 riser closets are located within tenant suites, tenant approval is required 48 hours in advance of site access.
- Closets are secure and can only be accessed by authorized personnel.

## Technical Information

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### Points of Entry:

- 8260/8270/8280 – The main point of entry is located along US-50 and Gallows Road near parking garage.

Verizon Enterprise (MCI)  
along US-50



Verizon Enterprise (MCI)  
along Gallows Rd near  
parking garage

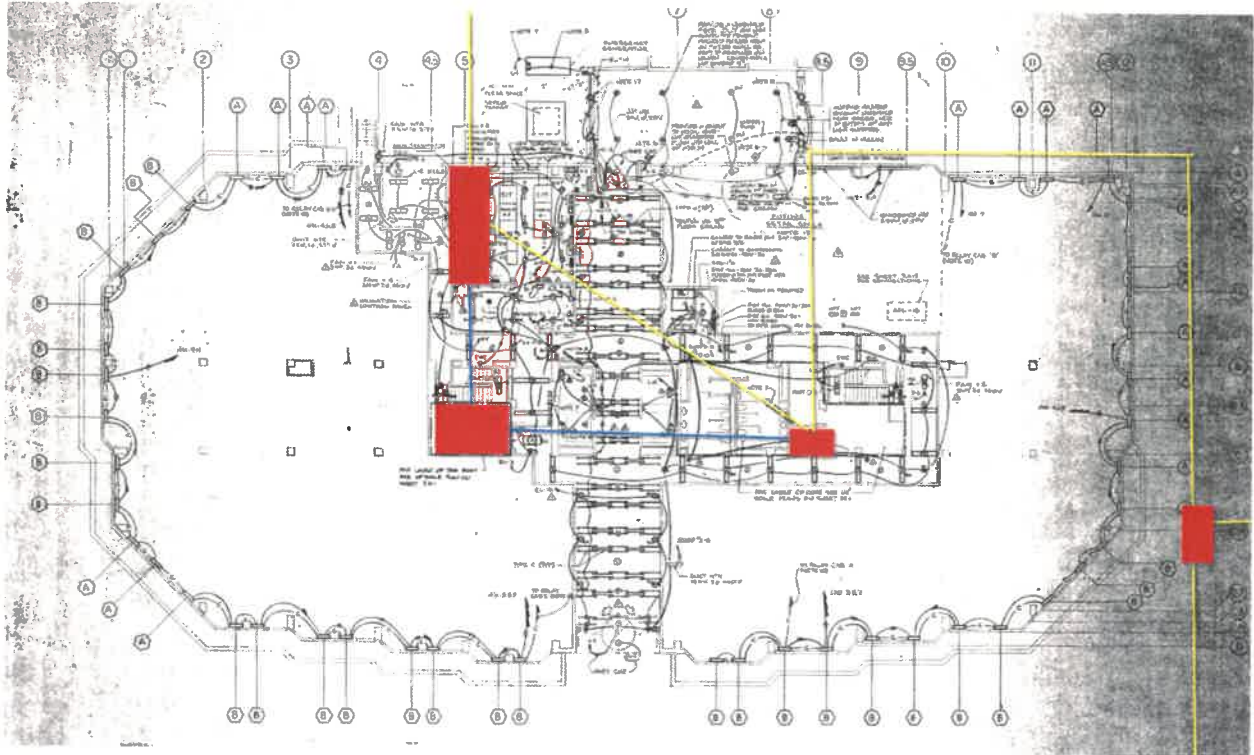


### Basement Schematics:

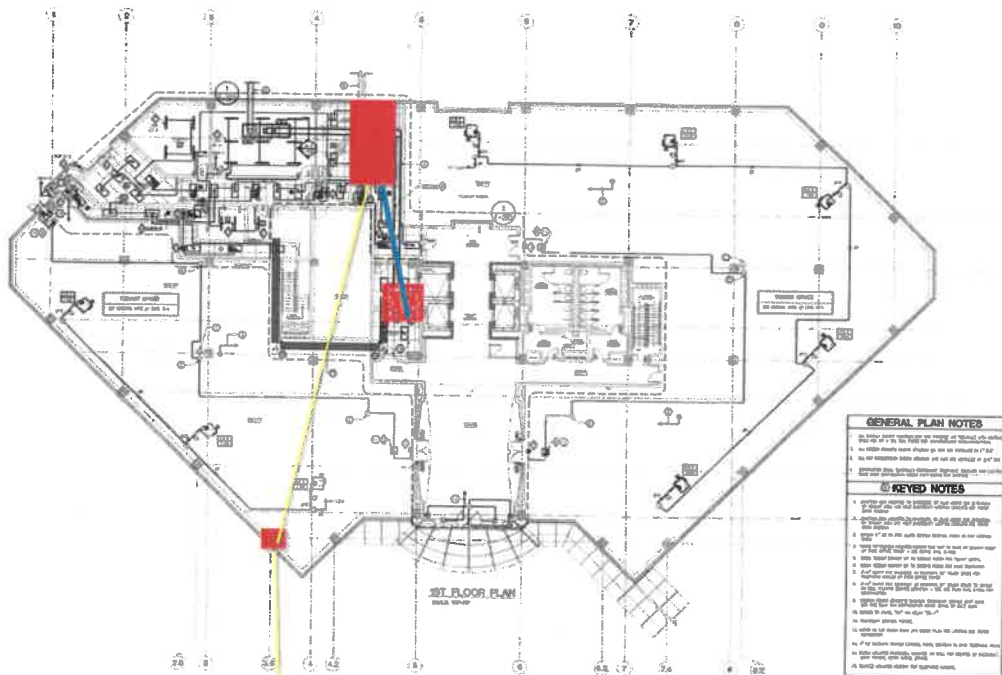
- 8260 – The main point of entry is indicated by yellow outline. Riser room is indicated by red rectangular shape. The blue outlines are the 4 – 4" underground conduits for connection between the main point of entry to riser room North and South.
- 8270 - The main point of entry is indicated by yellow outline. Riser room is indicated by red rectangular shape. The blue outlines are the 4 – 4" conduits for connection between the main point of entry to one riser room on the B side.
- 8280 - The main point of entry is indicated by yellow outline. Riser room is indicated by red rectangular shape. The blue outlines are the 4 – 4" conduits for connection between the main point of entry to riser room North and South.



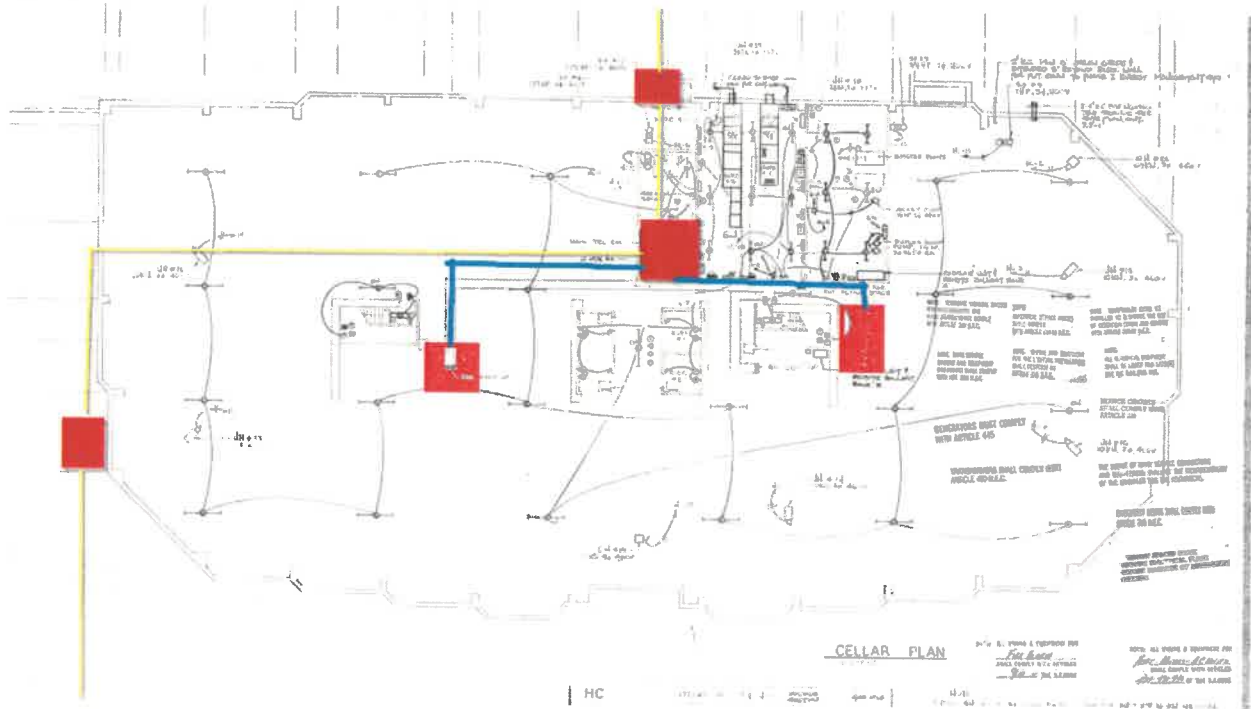
8260:



8270:



8280:



### Horizontal Pathway Specification:

- 8260 and 8280 - the blue outlines are the 4 - 4" conduits for connection between MPOE to riser room North and South.
- 8270 - The blue outlines are the 4 - 4" conduits for connection between MPOE to one riser room on the B side.



### Telecom Equipment Room Specifications:

Riser closets for the building are centrally located in the core of the building. Closets are secure and can only be accessed by authorized personnel.

**8260:**

#### Telecom Room and ISP Equipment

Cox comm rack  
North Mech Room



Conduits entering  
1st floor North Mech Room



Verizon Copper  
1st floor North Mech Room



**8270:**

#### Telecom Room and ISP Equipment

1st floor mtr Verizon rack



1st floor mtr Verizon floor  
rack



1st floor Verizon fdp  
rack



**8280:**

Telecom Room and ISP Equipment

Lower level phone room  
north



Mtr lower level Verizon fdps

Lower level Cox coax tap  
north



Mtr Verizon floor racks

MTR lower level  
north



Mtr Cox comm floor rack



Mtr Verizon copper



Mtr Cox coax equipment



Mtr verizon equipment



### **Riser Stack Plan:**

All riser rooms are stacked directly above each other with no offsets.

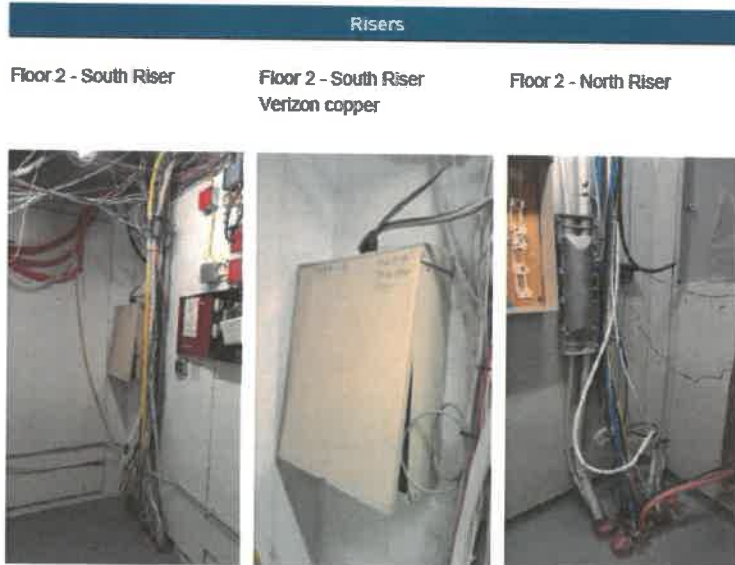
### **Riser Specifications:**

8260 - MPOE is indicated by yellow outline. Riser room is indicated by red smaller rectangular shape. The blue outlines are the 4 – 4" underground conduits for connection between MPOE to riser room North and South. All cables must be labeled throughout the riser for identification. Any core drilling must be approved by management.

8270 - MPOE is indicated by yellow outline. Riser room is indicated by red smaller rectangular shape. The blue outlines are the 4 – 4" conduits for connection between MPOE to one riser room on the B side. All cables must be labeled throughout the riser for identification. Any core drilling must be approved by management.

8280 - MPOE is indicated by yellow outline. Riser room is indicated by red smaller rectangular shape. The blue outlines are the 4 – 4" conduits for connection between MPOE to riser room North and South. All cables must be labeled throughout the riser for identification. Any core drilling must be approved by management.

### **8260:**



Floor 2 - North Riser  
Cox coax



Floor 2 - North Riser  
Building network fiber



Floor 3 - South Riser



Floor 3 - South Riser  
Unmarked fiber panel



Floor 3 - South Riser  
Verizon fiber panel



Floor 3 - North Riser



Floor 3 - North Riser  
Cox coax



Floor 3 - North Riser  
Verizon copper



Floor 4 - South Riser



Floor 4 - South Riser  
Verizon copper



Floor 4 - North Riser



Floor 4 - North Riser  
Cox coax



Floor 4 - North Riser  
Verizon copper



Floor 6 - South Riser



Floor 6 - South Riser  
Verizon copper



Floor 6 - North Riser



Floor 6 - North Riser  
Cox coax



Floor 7 - South Riser





Floor 7 - South Riser  
Verizon Enterprise fiber  
splice



Floor 7 - North Riser



Floor 8 - South Riser



Floor 8 - South Riser  
Verizon Enterprise fiber  
panel



Floor 8 - South Riser  
Verizon copper



Floor 8 - South Riser  
Verizon Enterprise rack  
equipment



Floor 8 - North Riser



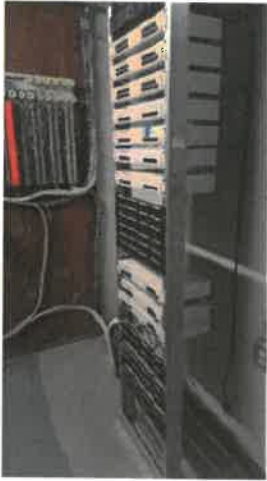
Floor 8 - North Riser  
Cox coax



Floor 8 - North Riser  
Verizon copper



Floor 8 - North Riser  
Decommissioned equipment



**8270:**

Risers

Floor 2 Riser



Floor 2 Riser  
Cox coax



Floor 2 Riser  
exiting above



Floor 3 Riser  
Entering



Floor 3 Riser  
Exiting



Floor 3 Riser  
Cox coax



Floor 4 Riser  
Entering



Floor 4 Riser  
Exiting



Floor 4 Riser  
Cox coax tap



Floor 6 Riser  
Entering



Floor 6 Riser  
Exiting



Floor 6 Riser  
unmarked fiber panel



Floor 6 Riser  
Cox coax tap



Floor 7 Riser  
Entering



Floor 7 Riser  
Coax tap



Floor 7 Riser  
unmarked fiber panels



8280:

Risers

Lower level south room  
vacant



North riser 1st floor conduit  
entering



North riser 1st floor cox coax  
tap



2nd floor north riser

2nd floor north riser Cox  
coax tap

2nd floor south riser



3rd floor north riser

3rd floor north Cox coax tap

3rd floor south riser





4th floor north riser



4th floor north riser Cox coax tap



4th floor south riser



6th floor north riser



6th floor north riser Cox coax tap



6th floor South riser



8th floor north riser



8th floor north riser Cox coax tap



8th floor south riser



8th floor riser south in house  
rack



**Specifications for cable runs from the riser:**

Cable must be plenum rated and securely hung by hangers including a tag with the tenant's name.

**Installation Codes:**

Cable must be plenum rated and securely hung by hangers.

**Project Closeout Requirements:**

- Once complete full as-built drawings must be submitted to property management
- Contractors are to take all waste materials with them and properly dispose.