External Contractors and Telecommunications Service Providers Installation and Access Guidelines

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11790 Sunrise Valley Drive

Reston, Virginia 20191



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 riser. This document also sets the standards for the installation and abatement of riser cable and equipment at 11790 Sunrise Valley Drive, Reston, Virginia. 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 vendors 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:**

Carla Hyatt

Property Manager

(703)448-0392

[Carla.Hyatt@Transwestern.com](mailto:Carla.Hyatt@Transwestern.com)

Lee Ann Taylor

Property Administrator

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Walter Chavez

Chief Building Engineer

(703)793-0539

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Angel Ravelo

Lead Engineer

(703)476-1264

[Angel.RavelPena@Transwestern.com](mailto:Angel.RavelPena@Transwestern.com)

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11790 Sunrise Valley Drive

Reston, Virginia 20191

**Reston Square Access Procedures**

**General Access:**

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

**Management Office Hours:**

Monday – Friday

8:00 AM-5:00 PM

**Building Hours:**

Monday – Friday

7:00 AM-6:00 PM

\*Please note that the loading dock is used for active loading/unloading only. After completing the loading/unloading process, vehicles should be immediately removed from the loading dock. Parking is available in the parking garage. The loading dock is frequently used daily during business hours for deliveries.



Loading dock reservation must be made with the Property Management office 24-hours in advance of scheduled use. If you are doing work onsite and need to use the loading dock and freight elevators, it must be reserved beforehand to ensure availability. We must ensure that any contractors, including sub-contractors, support personnel, or any other service personnel, have their current Certificates of Insurance (“COI”) on file. All scopes of work must be submitted and formally approved by management prior to arriving onsite. You must submit your COI to the Property Management Office for approval.

When you contact the Property Management office, please provide the following information and we will send you the appropriate Certificate of Insurance requirements.

The required elements should include:

* Company name
* First/last names of all participants
* Date and time of arrival
* Vehicle license plate (one per company)
* Purpose of the work
* Type of work that will be conducted
* Estimated time needed to complete work
* Affected locations for the work
* Access requirements
* First/last names + contact information of the field engineer on-site

**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 Property Management prior to arriving onsite. You must submit your COI to [LeeAnn.Taylor@transwestern.com](mailto:LeeAnn.Taylor@transwestern.com) for approval.
* All core drills within the building require x-ray scan and approval from the base building structural engineer, Fernandez & Associates. Contact information provided upon request.

Outline Building Access Restrictions

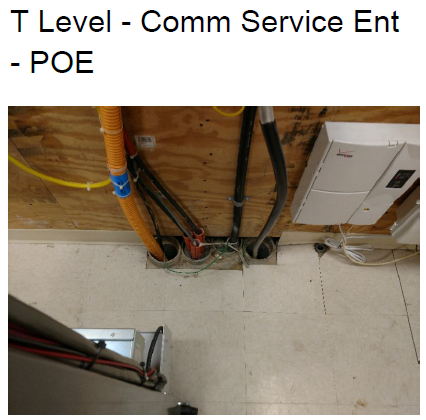
* 24 hours’ notice required for freight and loading dock access
* All tradesmen shall enter loading dock only
* Equipment installations can be completed during normal business hours. Any drilling or loud work must be completed before 7AM or after 6PM M-F or weekends.
* Engineering coverage must be provided for all work completed outside normal building hours. Engineering rate if $75/hour with a minimum of 4-hours.

**Technical Information**

**Points of Entry:**

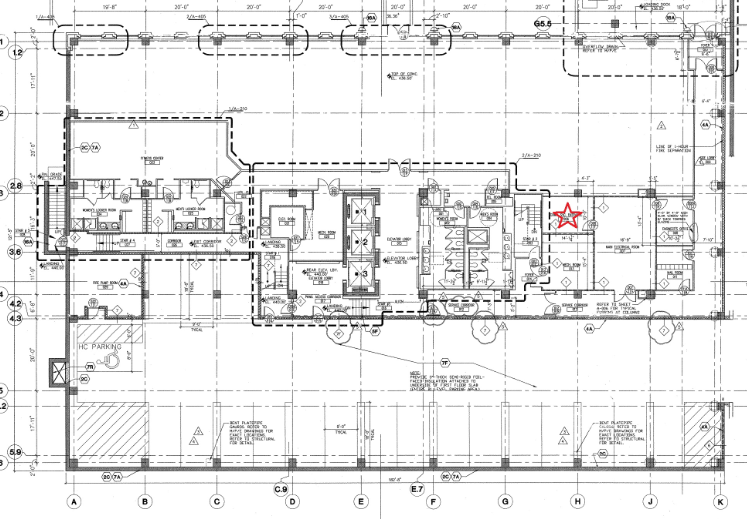
The main points of entry are located at a hand hole at the North of the Property. There are four (4) 4” conduits entering the building.

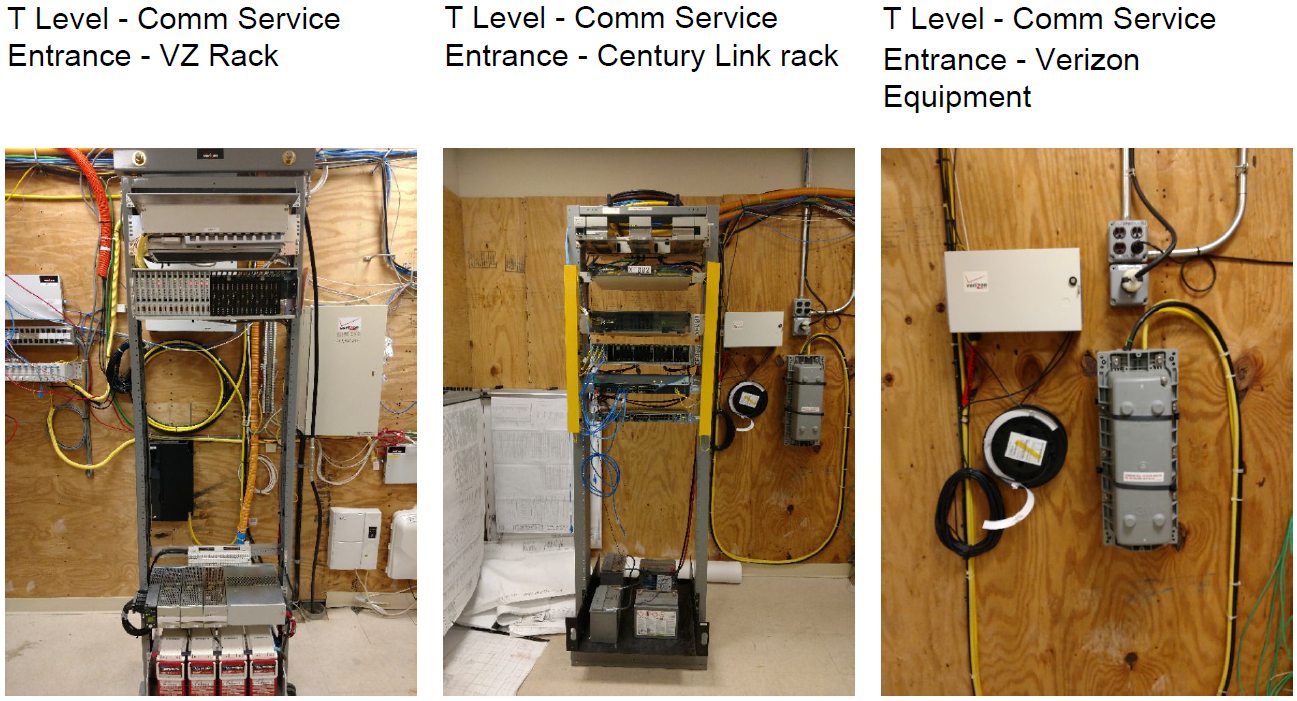




**Basement Schematics:**

Reston Square Main Telco Room is located on the T level inside the main electrical room. The room is starred in red on the below diagram.





**Horizontal Pathway Specification:**

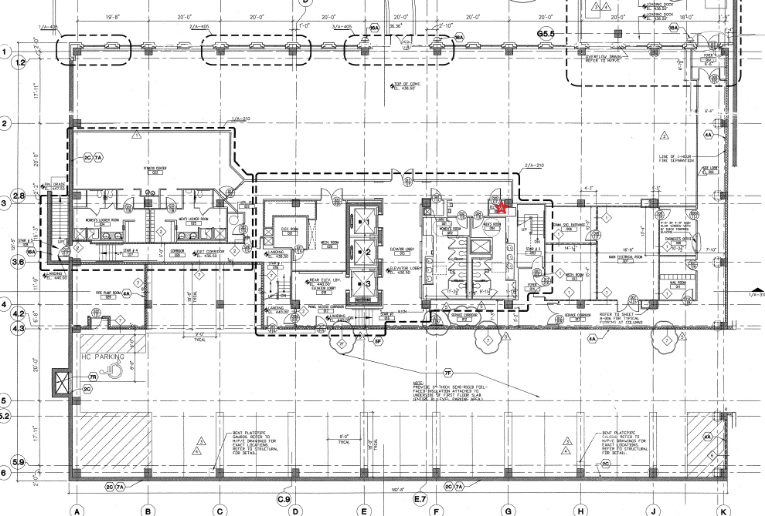
The path from the Point of Entry runs in conduits that pass under the concrete slab from the main telephone closet to the T level riser closet.

**Telecom Equipment Room Specifications:**

Riser closet for the building is centrally located in the core of the building. Closet is secure and can only be accessed by authorized personnel.

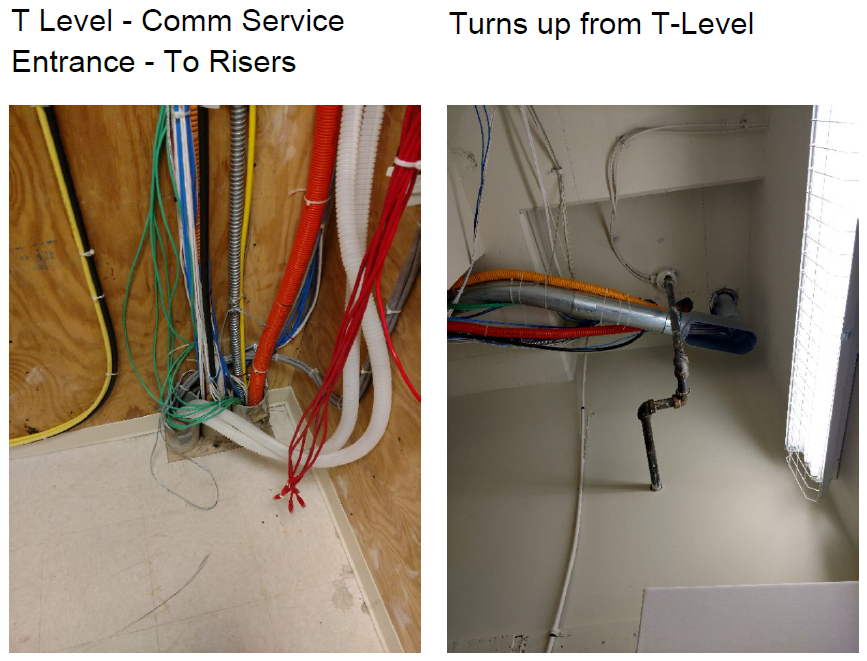
**Riser Stack Plan:**

All riser rooms are stacked directly above each other with no offsets. They are shown in red on the below diagram.



**Riser Specifications:**

All cables must be labelled throughout the riser for identification. Any core drilling must be approved by management and the building structural engineer. Three (3) 4” conduits from the main telco room to the riser.



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

Cable must be plenum rated and securely hung by hangers.

**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.
* Contractors must maintain cleanliness and repair any damages to floor and/or ceiling tiles.