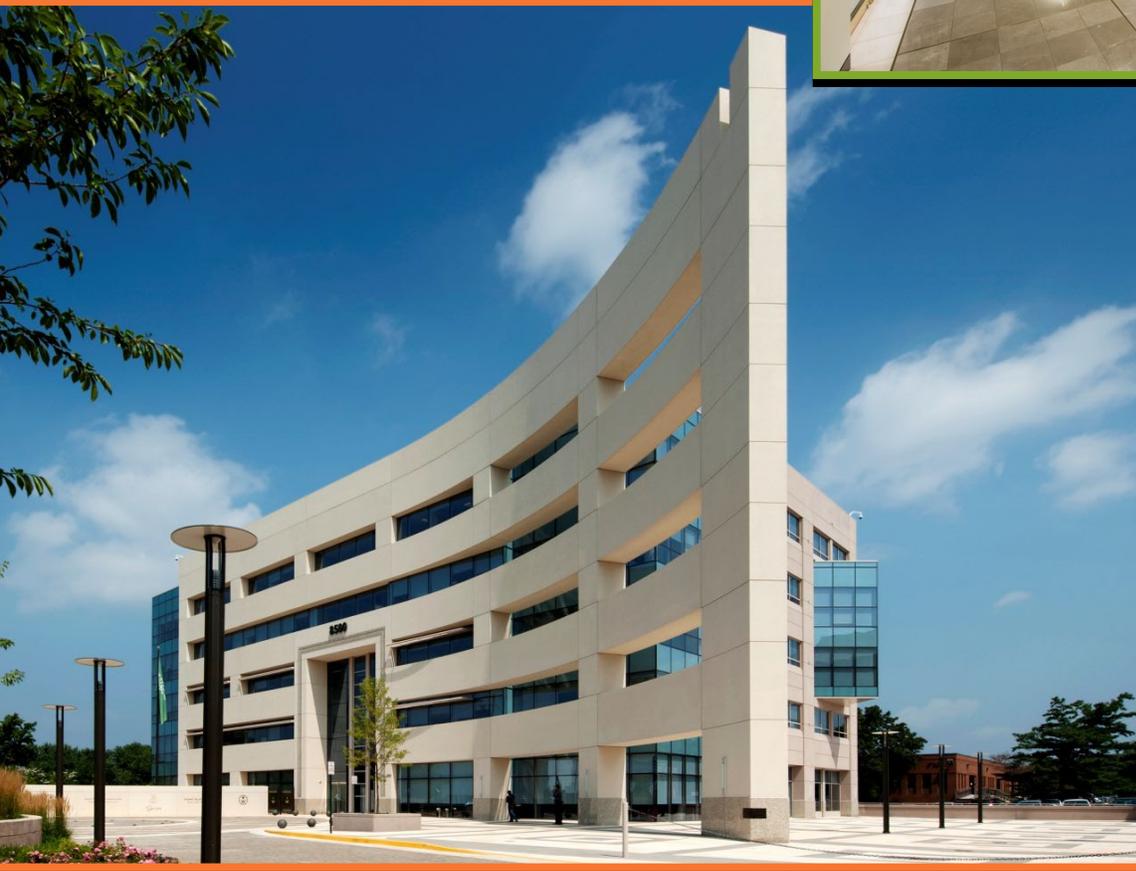


ADDING VALUE WHILE REDUCING RISK

ORR
PARTNERS
PROPERTY MANAGEMENT



WWW.ORRPARTNERS.COM/PROPERTY-MANAGEMENT

COMMERCIAL PROPERTY MANAGEMENT



OVERVIEW

Orr Partners recognizes the importance of providing property owners with the best level of service. Our unique process includes working closely with you to identify and implement strategic solutions designed to streamline your facility operations to save costs.

We have a special talent for fine tuning the countless, interconnected variables of the property management process, achieving just the right blend of building amenities, sustainable concepts, and operating costs. More importantly, we listen to you and deliver solutions that meet your required functions, schedule and budget.

Orr PM manages a commercial portfolio over 500,000 square feet across all asset classes valued at over \$600 million in the DC metro

area. Orr Partners is one of the Mid-Atlantic's best known owners' representation firms. Since 1988, Orr has managed the development and construction of over \$3 billion worth of new and renovated projects that span the full range of building types.

FOCUS ON FINANCE

Orr's detailed accounting software and financial analysis equip you with the tools to make informed decisions based on a deep understanding of the impacts various options may have on your property. Our customized reporting and operating budgets capture all operating costs with reports specifying monthly and cumulative expenditures. We can provide the short and long term projections that are invaluable in decision making.

SERVICES

- Industry Standard Accounting
- Timely Transparent Reporting
- Efficient Utility Management
- Sustainability Management
- Preventative Maintenance
- Owner's Mission Support

PRIMARY PROPERTY SERVICES

At Orr, providing outstanding service is our property management staff's primary goal. These services include the following:

- Maintaining continuous communication with your staff on all building-related issues
- Developing and implementing a comprehensive facility operation plan and manual
- Creating Annual Operating and Preventative Maintenance Budgets
- Employing all persons necessary to properly maintain and operate your building
- Ensuring maintenance and repairs are performed by trained technicians
- Managing leases and tenant relations
- Providing emergency services 24 hours a day, 7 days a week, as needed
- Managing A/R and A/P processes and providing monthly budget reports
- Employing industry financial controls and practices endorsed and approved by large U.S. institutions, ensuring the best financial practices are in place
- Providing institutional quality reporting with detailed insight into the performance of your building
- Establishing and maintaining orderly books, records and files containing all documents and papers pertaining to the building and operational maintenance
- Conducting annual Operating Expense (OPEX) reconciliations



- Soliciting competitive bids, making recommendations and entering into contracts on building-related service contracts including, but not limited to:
 - Lighting Systems
 - Pest Management
 - Janitorial Services
 - Exterior and Interior Landscaping
 - Automatic Doors
 - Recycling Program
 - Refuse Removal
 - Building Generator
 - Fire Life and Safety
 - Electrical Switchgear
 - Electrical Systems
 - Elevator Maintenance
 - Parking Lot Maintenance
 - HVAC Systems
 - Window Cleaning
 - Security
 - Painting



OPTIONAL ADVISORY SERVICES

- Managing construction of major capital and tenant improvement projects
- Analyzing Capital Expenditure (CAPEX) needs and Return on Investment (ROI)
- Conducting acquisition and disposition analysis
- Performing debt and financing analysis
- Producing Net Present Value (NPV) analysis

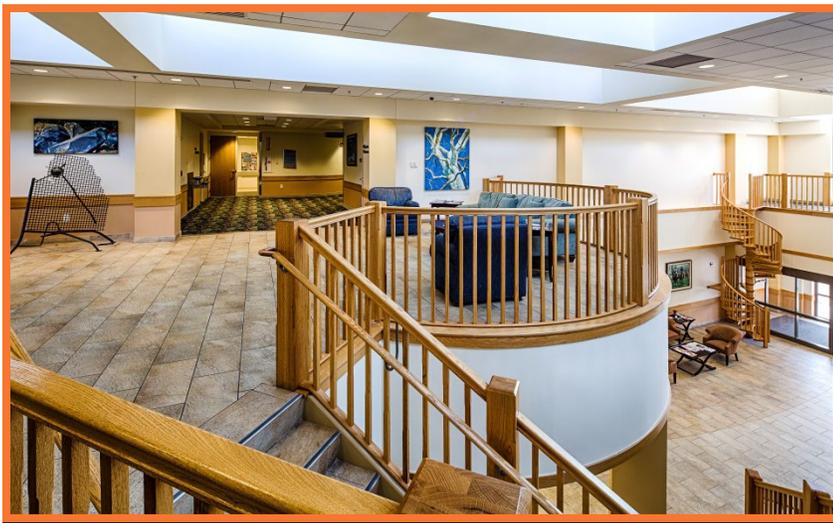
CORNWALL MEDICAL OFFICE BUILDING



The property owner retained Orr Partners as property manager due to the level of customer service the company provided during the development process. Orr uses the latest technology to support the tenants including a **web-based facility maintenance program** that provides a direct link to the maintenance department for submitting and tracking service requests and accounting systems that customize financial reports for each tenant. We provide an **expert team of building specialists**, including highly trained on-site building engineers that have a reputation for **prompt, responsive service** with tenants and owners. Orr's building systems experience and integrated solutions allow us to effectively address maintenance and lifecycle needs. The property is

LOCATION	Leesburg, VA
SQUARE FT	100,000
DESCRIPTION	Medical Office Building
MANAGED SINCE	2008

comprised of over 20 individual practices ranging from 1,000 to 6,300 SF, including requirements for outpatient surgery, wet and dry labs, diagnostic imaging, and dialysis. Most of the suites contain special sound attenuating construction as well as radiation protection, electromagnetic frequency shielding, 24/7 constant temperature, and conditioned power supply.



CULTURAL MISSION OF THE ROYAL EMBASSY OF SAUDI ARABIA



The owner engaged with Orr Partners to manage the property prior to building commissioning based on the level of customer service Orr demonstrated through the development process. Day-to-day operational procedures, cost management practices and benchmarking are used to provide the owner with **state-of-the-art, detailed information and reports** that expedite and enhance their decision-making process. This property consists of three levels of underground parking with a five-story building above with hard offices, a café with seating for 50, a theatre, a ballroom, and a museum.



LOCATION	Fairfax, VA
SQUARE FT	80,000
DESCRIPTION	Class-A Office Building
MANAGED SINCE	2011



1950 ROLAND CLARKE



Orr Partners manages these adjacent properties for Greenblum & Bernstein, P.L.C., a law firm which occupies most of 1950. The remaining space is occupied by commercial tenants. Orr PM is responsible for **building operations and management of this property** to include maintenance, repairs and replacements. We provide a **superior environment** for Greenblum & Bernstein, as well as all their tenants and guests.

LOCATION	Reston, VA
SQUARE FT	107,170
DESCRIPTION	Office Building
MANAGED SINCE	2016



5560 & 5570 STERRETT PLACE



Orr PM manages these two office buildings, built in 1982 in the heart of Columbia. We provide **outstanding service to the tenants**, while maintaining the facility systems and equipment to the **highest standards** using our extensive experience with aging assets.

LOCATION	Columbia, MD
SQUARE FT	63,426
DESCRIPTION	2 Class-B Office Buildings
MANAGED SINCE	2019



HOUSE OF SWEDEN



Orr Partners was retained by the Swedish government to manage House of Sweden, which houses the **Embassy of Sweden** and the **Embassy of Iceland**, along with an **Event Center**. As Property Manager, we provide regular on-site engineer services and maintenance, along with capital improvement plans. In addition, Orr provides guidance to embassy/event center staff in navigating a positive

LOCATION	Washington, DC
SQUARE FT	87,300
DESCRIPTION	Embassy & Event Center
MANAGED	2014-2019



relationship with neighboring buildings, as well as **mediating with U.S. government organizations**, such as Department of Consumer and Regulatory Affairs (DCRA). This high-profile embassy and event center requires the careful attention to detail at which Orr excels.

1920 ASSOCIATION DRIVE



This property, built in 1971, presents Orr Partners with the **challenges of maintaining an aging asset and its building systems**. Despite this, our experienced building engineers and on-site facility managers have provided the client with an **immaculate, sustainable property**. Orr Partners is providing the best level of service while working closely with the owner to identify and implement strategic solutions designed to streamline their facility operations, while providing **exceptional service for their tenants**.

LOCATION	Reston, VA
SQUARE FT	51,000
DESCRIPTION	Class-B Office Building
MANAGED	2012-2019



JOHN H. COOK, III, MD, SECRETARY/TREASURER, CORNWALL MEDICAL DEVELOPMENT

“The staff at Orr are both **good listeners and effective managers**. They communicate in a timely and effective manner and are **diligent in addressing issues that arise** daily on the property. Their budgeting and accounting procedures are accurate and **produce the critical information that allows the property’s owners to make informed decisions.**”



DR. MUSAIID ASSAF, ASSISTANT CULTURAL MISSION ATTACHÉ
FOR TECHNICAL AFFAIRS, SAUDI CULTURAL MISSION – U.S.A.



“We have been **extremely pleased with the level of customer service** Orr provides. Their **experience and attention to detail are second-to-none**. They handle every issue that arises in a timely manner and with a great attitude. All of the **financial reporting is 100% accurate.**”

“Orr’s staff has **diligently worked to resolve problems** and to assist Grubb and Ellis in its leasing efforts [at McLean Village]. Their work has **added value to the property and helped reduce investment risks**. We appreciate the staff at Orr and their **quick and effective responses**. This extends to the management, the billing, oversight of repairs, or help with tenant relations.”



ROB MEEKS, SENIOR VICE PRESIDENT, GRUBB & ELLIS COMPANY



“The [Orr] team is the **best property management company** I have ever encountered. They are competent, **professional and extremely reliable**. I cannot be happier with the job they have done and continue to do for us and would **highly recommend Orr.**”

JOEL WHITE, MANAGER AT RICHARD B. WIRTHLIN, LLC, OWNER OF 1920 ASSOCIATION DR.