



HCP – STANDARDS INITIATIVE OVERVIEW

HCP, Inc. and Hastings Architecture Associates have been collaborating to develop a system of standards relating to HCP's current portfolio of medical office buildings. The standards are comprised of the following three initiatives:

1. Common Area & Exterior Building Analysis
2. Design Guidelines (Common Area Improvements & Tenant Improvements)
3. HCP Building Data Site

COMMON AREA & EXTERIOR BUILDING ANALYSIS

What is the analysis and how is it used?

The Common Area & Exterior Building Analysis is a system where various components of an existing building are rated based on their condition, both aesthetic and function. Individual component ratings are then combined to create two overall scores. The Common Area Score is a compilation of all components relating to the interior common areas of an existing building, whereas the Exterior Score is a compilation of all components relating to the exterior building shell.

The Common Area & Exterior Building Analysis system provides:

- a method to analyze the state of an existing building and its components.
- a means to quantify the needs of a particular building with respect to the state of other buildings in the surrounding market or within the HCP portfolio as a whole.

Scoring System

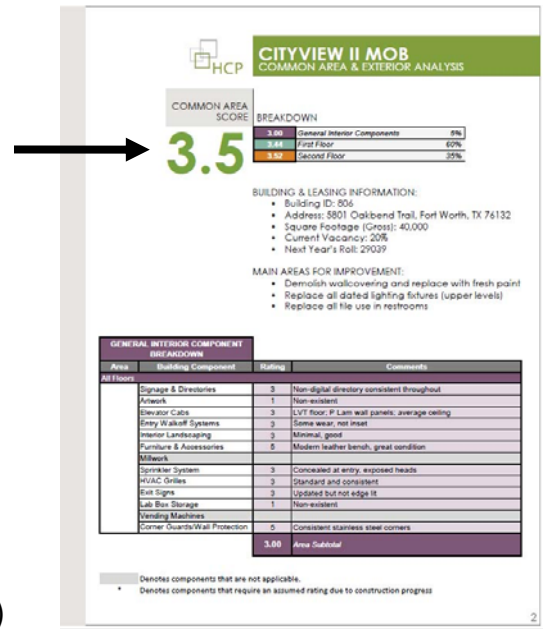
Each interior and exterior component (where applicable) is given an individual score of 1-5 based on a standardized scale. Examples and general definitions found in the 'Grading Scale & Examples' document help illustrate what constitutes a 1-5 in each category. Generally, a score of 1 is considered non-existent or in very poor condition. A score of 5 is considered in great condition, needing little or no improvement.

In some cases, it is difficult to break down a component into 5 distinct ratings. Exterior building components and General Interior components, for this reason, are given a score of 1, 3, or 5 only. All other building components are given a score of 1 through 5.

Below is an outline illustrating the analysis breakdown and the components that make up both the Common Area Score and Exterior Score.

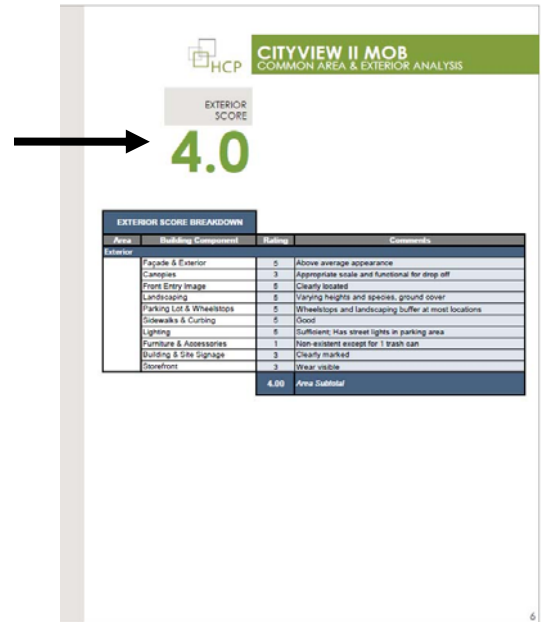
1. Common Area Score

- *General Interior Components*
 - Signage & Directories
 - Artwork
 - Elevator Cabs
 - Entry Walkoff Systems
 - Interior Landscaping
 - Furniture & Accessories
 - Millwork
 - Sprinkler System
 - HVAC Grilles
 - Exit Signs
 - Lab Box Storage
 - Vending Machines
 - Corner Guards/Wall protection
- *Individual Floors* (First Floor, Second Floor, etc.)
 - *Area* (Main Lobby, Corridors, etc.)
 - Floor Coverings
 - Wallcoverings & Base
 - Ceiling Elements
 - Lighting
 - Doors, Hardware, & Sidelights



2. Exterior Score

- Façade & Exterior
- Canopies
- Front Entry Image
- Landscaping
- Parking Lot & Wheelstops
- Sidewalks & Curbing
- Lighting
- Furniture & Accessories
- Building & Site Signage
- Storefront



What does the Building Analysis mean for your building?

The analysis system allows us to quantify the general condition of your building by rating individual components of both the exterior and interior spaces. A lower Common Area or Exterior score does not necessarily mean a particular building will receive CapEx renovation funds over another building with higher scores. The scores are also not a reflection on the quality of property management. Instead this system is designed to be used as a tool in conjunction with other key factors, such as leasing and market specific factors, in order to begin determining which buildings need work and where.

When to update building documentation?

It is a crucial element that the information displayed on the FTP is current and valid. In order to successfully maintain the site all Project Managers are responsible for sending images to Hastings Architecture Associates minding the following guidelines:

- Photography of all common areas of each floor (i.e. Entry Lobbies, Corridors, Restrooms, Elevator Lobbies, and Elevator Cabs) must be updated every year.
- Photo documentation must be taken prior to and after any renovation, regardless of size.
- All photos must be taken with a flash camera (phone with flash does not apply).
- Images that are required to be taken (12+ per each space)
 - 2 images at opposite corners of each space
 - 10+ images of each space
 - 3 detailing the ceiling condition
 - 3 detailing the flooring condition
 - 3 detailing the wall condition
- All images need to be segregated in folders by building, then by floor and then by its particular space accordingly (see below for nesting example).
 - Building Name (i.e. Lucerne Medical Plaza)
 - Floor Level (i.e. Third Floor)
 - Common Area (i.e. Elevator Lobby)
 - Elevator Lobby Images
- Final photograph files
 - All files must be converted to JPEG files (if not already).
 - All images must be reduced to a file no larger than an 854 x 480 pixel image.

DESIGN GUIDELINES

What are the Design Guidelines?

HCP, Inc. currently owns over 250 medical office buildings throughout the country. Every year, HCP invests in CapEx renovations in order to maintain quality facilities throughout the portfolio. Although the scope of work and budget may vary significantly between renovations, it is imperative that the decisions affecting these projects are deliberate and consistent. For this reason, Hastings Architecture has developed a set of Design Guidelines for both Common Area Improvements & Tenant Improvements that outlines standard objectives for all CapEx renovations.

How are these guidelines to be used?

The goal of these documents is not to dictate finite standards that may be applied without question or examination. Instead, the Design Guidelines should be used as a tool in conjunction with reasoning and contextual analysis as provided by a design professional. These guidelines outline design intent by space and product type and include standard product specifications as illustrations for design intent. Each standard specification may or may not be appropriate for every project, so it is important to consider the needs of each project independently. This multi-faceted approach will allow the scope of each common area improvement project or tenant improvement project to be altered in order to reflect building and tenant-specific needs while still maintaining an overall intent that is consistent throughout HCP's portfolio.

HCP BUILDING DATA SITE

What is the Building Data Site?

The Building Data Site is a website designed to function as a central access point for data relating to HCP medical office building properties. The site acts as both an archive for building drawings and documentation as well as an updated location for active project information.

Property managers, general contractors, and other parties involved with HCP properties or projects may be given access to the site in order to provide a shared source for property data. These parties will have restricted access where only those pages pertaining to associated properties may be viewed. Due to the nature of the data contained on the site, it is imperative that username and password login information is not shared with anyone.

Overview of Site Navigation

1. The web address for the HCP Building Data Site is: hcp.haa.us
Do not type *www.* before the address – enter it exactly as shown above.
2. Once you are directed to the site, click ‘Enter’ and you will be prompted for a username and password. Enter the username and password provided to you (both are case-sensitive).

Please note that your username and password will allow access only to pages that pertain to properties in your company’s management portfolio. If you attempt to navigate to a page where you have not been granted access, you will be prompted once again for a username and password in order to move forward. In this case, use the browser back button to return to the last accessible page to continue browsing.

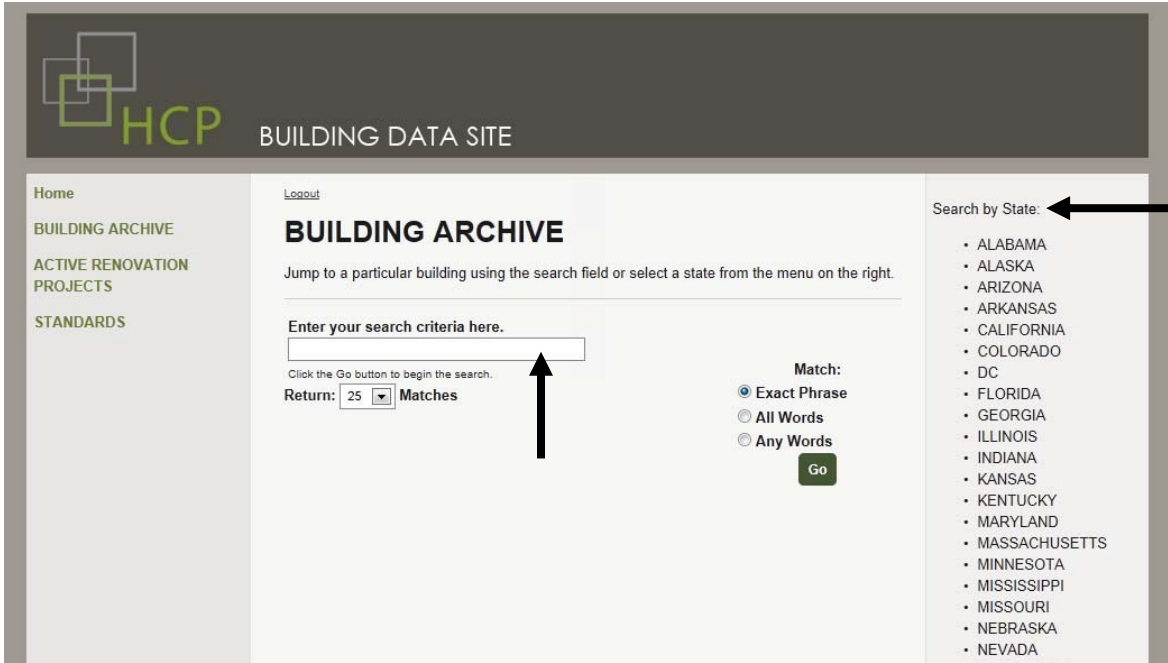
3. After entering your username and password, you will be redirected to the Building Data Site homepage where the navigation to the left shows 3 main sections titles in green:
 - **Building Archive**
 - Source for archived data/drawings by building
 - HCP designates what information may be accessed on the site. Here are a few examples of the type of data that might be found for a particular building:
 1. Floor Plans
 2. Common Area & Exterior Building Analysis
 3. Building Photos
 4. Leasing Information
 - Any information that may be pertinent for future reference. If you have any information or files that may be beneficial in this category, such as updated photos, as-built drawings, etc., please forward on to us. If you are unclear if the information is beneficial, please don’t hesitate to contact us or forward it on. We would prefer to have too much information than not enough. For compatibility with the website, please submit only JPEG, PDF or DWG files.

- **Active Renovation Projects**
 - Source for data relating to a specific renovation project.
 - Examples of the type of data found here:
 1. Construction Documents
 2. Project Schedule
 3. Punch Lists
 4. Field Reports
 5. Site Visit Photos
- **Standards**
 - Source for all documents relating specifically to the three HCP Standards Initiatives, including:
 1. ‘Design Guidelines/Spec Books for Common Areas’
 2. ‘Design Guidelines/Spec Books for TI projects’
 3. ‘Grading Scale & Examples’ document relating to the Common Area & Existing Building Grading System



4. If you navigate to the Building Archive on the left, you have two options for finding a particular building. You may either search for the building name in the search box (i.e. searching ‘Las Colinas’ would then show options for Las Colinas MOB 1, 2, & 3) or select the appropriate state from the list to the right. This will redirect you to a page where you may then select the specific building page containing the data outlined above.

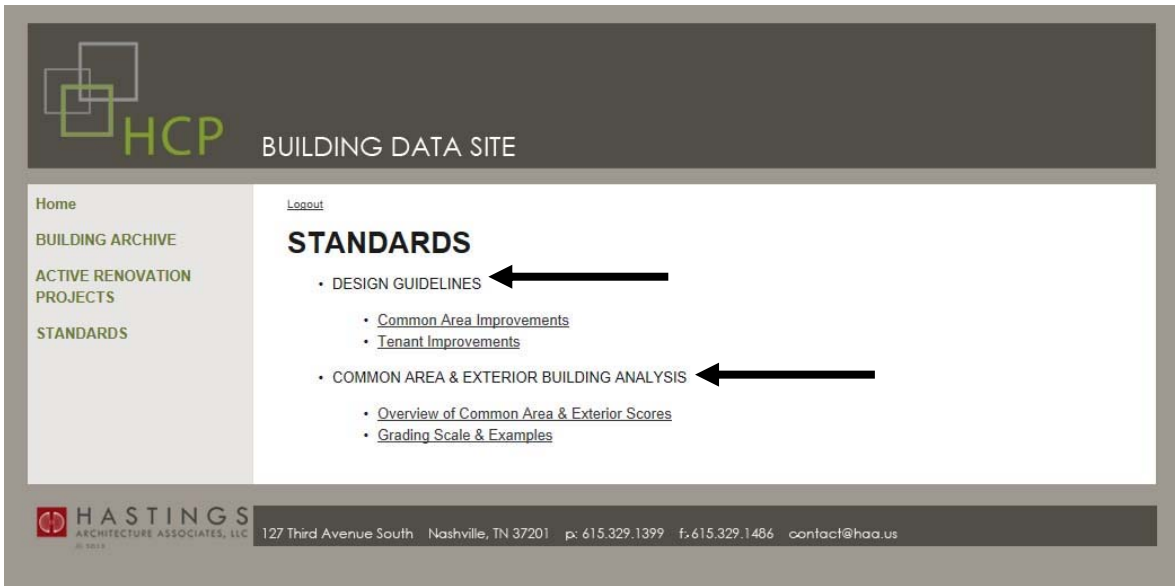
HCP – Standards Initiative Overview



5. If you navigate to the Active Renovation Projects on the left, you are automatically directed to a page with a list of all active renovation projects. If you click on a project, you may then browse through the applicable data for that project as outlined above.



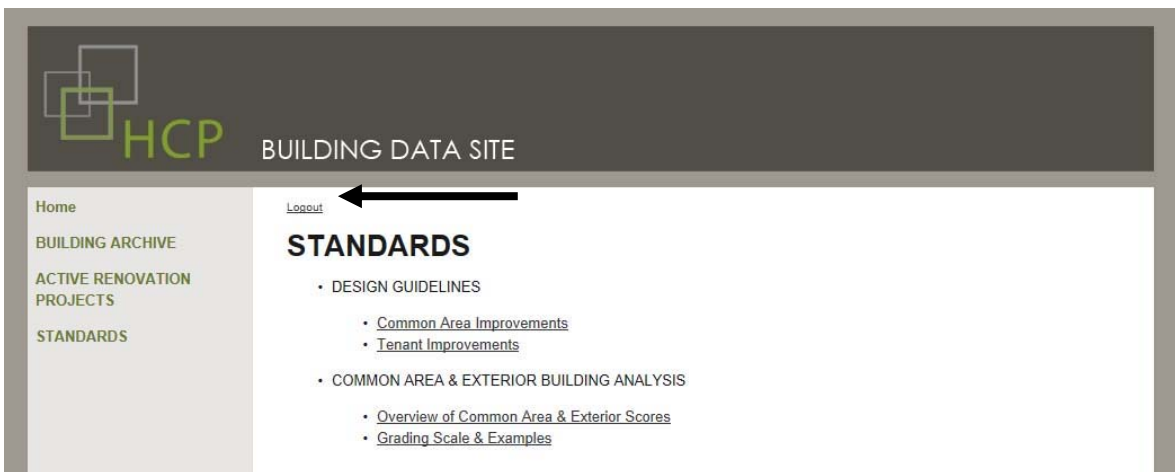
6. If you navigate to the Standards on the left, you are automatically directed to a page with a list of the standards documentation as outlined above. Click on any of the bulleted items to view each particular document.



7. A few general notes when browsing:

- Depending on the browser used (Internet Explorer, Firefox, Safari, etc.), PDFs may either be viewed directly within the browser or may pop up as a separate window for viewing. This again will depend on the settings within your browser. If the PDF opens in the browser, you may navigate to the previous page by clicking the browser back button. If the PDF opens in a new window, you may close the window after viewing and should find the previous page still open in your browser.
- Any drawing, spreadsheet, pdf, or photo may be saved to your local drive by right clicking the link to the file and selecting 'Save Link As'.

8. Once you are finished browsing, click on the small 'logout' link at the top of any page to end your session. If you forget to logout, your session will automatically time out after a certain period of inactivity and will require you reenter your username and password.



STANDARDS & BUILDING DATA SITE QUESTIONS

Feel free to contact Hastings Architecture with any questions regarding the standards initiatives or the Building Data Site at the contact information below:



HASTINGS
ARCHITECTURE ASSOCIATES, LLC

127 Third Avenue South Nashville, TN 37201
P 615.329.1399 F 615.329.1486 www.haa.us
©2012

KATELYN KING
Email: kking@haa.us

STEPHANIE OAKLEY
Email: soakley@haa.us