

THE ORRICK BUILDING

405 HOWARD STREET



TENANT HANDBOOK

(Updated May 2020)

BUILDING MANAGEMENT
415 495 8181 OFFICE

TABLE OF CONTENTS

INTRODUCTION **1**

FORMS **2-17**

TENANT FORMS & REFERENCE GUIDE	2-3
TENANT CONTACT LIST	4
TENANT AUTHORIZED SIGNATORY LIST	5
FLOOR WARDEN INFORMATION SHEET	6
PERSONS WITH DISABILITIES FORM	7
ACCESS REQUEST FORM	8
PROPERTY REMOVAL PASS	9
CERTIFICATE OF INSURANCE REQUIREMENTS	10
BUILDING ENGINES	15
ABOVE-STANDARD SERVICE CHARGES	16
LOBBY EVENT APPLICATION	17

BUILDING INFORMATION **18-20**

PROPERTY MANAGEMENT OFFICE & SECURITY INFORMATION	18
BUILDING HOLIDAYS	18
RISER MANAGEMENT	19
SIGNS, LETTERING AND NOTICES	19
PEST CONTROL	19
SMOKING AREA	19
ENERGY CONSERVATION	19
GLOBAL REAL ESTATE SUSTAINABILITY INITIATIVE (GRESI)	20

BUILDING RULES & REGULATIONS **21-24**

AMENITIES **25-27**

PARKING	25
BICYCLE PARKING	25
SHOWER & LOCKER USE	25
COMMUTER ASSISTANCE	25-26
PUBLIC TRANSPORTATION	26
NEWSPAPERS	27
SHIPPING	27
AREA CONFERENCE CENTER	27
HEALTH CLUBS	27

JANITORIAL **28**

JANITORIAL	28
ABOVE-STANDARD JANITORIAL SERVICES	28

WASTE MANAGEMENT **29-32**

MIXED RECYCLING	30
COMPOST	30
LANDFILL	30
ELECTRONIC WASTE	30
LANDFILL CAN REDUCTION PROGRAM	31
EMPLOYEE GUIDELINES HANDOUT	32

SECURITY AND SAFETY **33-35**

SECURITY - DURING BUSINESS HOURS	33-34
SECURITY - AFTER BUSINESS HOURS	34
SUSPICIOUS ACTIVITY	34
CRIME PREVENTION MESSAGE	35
SOLICITING AND LOITERING	35

BUILDING ACCESS AND SECURITY **36-39**

BUILDING PHOTO IDENTIFICATION BADGE & ACCESS CARD	36
HOW TO OBTAIN A BUILDING PHOTO IDENTIFICATION BADGE & ACCESS CARD	36
BUILDING ACCESS - DURING BUSINESS HOURS	36
TENANTS	36
VISITORS	36
LONG TERM VISITORS OR TEMP EMPLOYEES	37
CONTRACTORS AND VENDORS	37
COURIERS AND DELIVERIES	37
BUILDING ACCESS - AFTER BUSINESS HOURS	37
TENANTS	37
VISITORS	3-39
LONG TERM VISITORS OR TEMP EMPLOYEES	39
CONTRACTORS AND VENDORS	39
COURIERS AND DELIVERIES	39
LOADING DOCK DELIVERIES	39
TENANT FUNCTION GUIDELINES	39

MOVING AND DELIVERIES **40**

PRIOR ARRANGEMENTS	40
SAFETY	40
CLEAN-UP	40
DAMAGES	40

CONTRACTOR RULES & REGULATIONS **41-44**

ALTERATIONS AND REMODELING **45**



INTRODUCTION

Welcome to The Orrick Building

On behalf of the JLL Property Management Team, we welcome you to The Orrick Building, located at 405 Howard Street. We are delighted to have you here and will do everything possible to make your tenancy enjoyable and rewarding. We look forward to having a long and pleasant relationship with you.

This handbook is intended to be a resource for the various services and amenities that are offered at The Orrick Building, as well as to provide the general operating procedures for the building. Included in this handbook are several forms that need to be returned to the Property Management Office. Please be sure to keep the information updated as staffing changes occur.

Communication is the most crucial element in implementing the policies and procedures in the Tenant Handbook. To ensure effective communication, we would like you to designate an individual as your "Tenant Contact" to serve as the primary contact between your company and the Property Management Office. An alternate Tenant Contact should also be designated. Your Tenant Contacts will be responsible for making requests or reporting issues, as well as conveying important information from our office to your employees. All communication from your company to the Property Management Office should be channeled through your Tenant Contact. It is also very important for the Property Management Team to know whom to contact if an emergency occurs in the building after normal business hours.

Please contact the Property Management Office with specific questions regarding the information in this handbook. We look forward to a long and enjoyable partnership with you.

Jason Smith, General Manager
415 786 2255
jason.smith@am.jll.com

Mani Thongkamsouk, Assistant General Manager
415 852 7502
Mani.Thongkamsouk@am.jll.com



TENANT FORMS & REFERENCE GUIDE

Enclosed are the basic request forms and reference materials that you may need during your tenancy at The Orrick Building. The following is a summary of each document:

Tenant Contact List

Please update and submit this form to the Property Management Office prior to move-in and then on an as-needed basis (but not less than annually) to ensure that the Property Management Office has the appropriate contact information on file.

Tenant Authorized Signatory List

Please update and submit this form to the Property Management Office prior to move-in and then on an as-needed basis (not less than annually) to ensure that the Property Management Office has the appropriate information on file. This form includes the names and signatures of all of the individuals of your company who are authorized to approve above-standard charges and/or sign Property Removal Passes. Security and the Property Management Office will reference these signatures to validate approval signatures. Tenants may have up to four Authorized Signatories.

Floor Warden Information Sheet

Please update and submit this form to the Property Management Office prior to move-in and then as changes in personnel occur (but not less than annually). This form includes the names of individuals designated as Floor Wardens. Each suite should assign one (1) Floor Warden per 10,000 square feet of occupied area. For additional information, please reference The Orrick Building Facility Emergency Plan.

Persons with Disabilities Form

Please update and submit this form to the Property Management Office prior to move-in and then as changes in personnel or physical conditions occur (no less than annually). This form is to list all individuals that may require additional assistance during an evacuation. For additional information, please reference The Orrick Building Facility Emergency Plan.



Access Request Form

This form must be submitted to the Property Management Office 72 hours in advance of ALL vendor/contractor activities taking place in the building. A current Certificate of Insurance must be on file with the Property Management Office for the vendor/contractor that will be on site. If the scope of work includes any services that may impact the building Life Safety System (demolition, drilling, fire sprinkler line work, etc.) an Engineer must be at the work site to operate the Life Safety System.

Property Removal Pass

This form is required to remove any furniture, equipment, boxes on a rolling cart, or items out of the building which are not customarily taken home by a business professional on a daily basis. If you intend to remove any property from the building, you may do so only through the freight elevator/loading dock and must present Security with a photo ID and a Property Removal Pass signed by an Authorized Signatory. Please note that property may not be transported through the main building lobby.

Certificate of Insurance Requirements

All vendors or contractors working in the building are required to provide the Property Management Office with a Certificate of Insurance per the Certificate of Insurance Requirements. Please give your vendors a copy of these requirements and ask that they submit the Certificate of Insurance to the Property Management Office in advance of any work taking place in the building.

Building Engines Guide

This page summarizes the basic purpose of the Building Engines online work order system. For further details, please contact the Property Management Office.

Above-Standard Service Charges

This menu of services outlines the current cost of some of the most common above-standard service requests. To schedule any of these services, contact the Property Management Office or enter the request in the Building Engines online work order system.

Lobby Event Application

This application must be submitted to the Property Management Office at least two weeks prior to the event date. Lobby events are subject to the terms and fees listed in the Lobby Event Application which are subject to change.



TENANT CONTACT LIST

Date: _____

Company Name: _____

Suite: _____

Main Phone: _____

Main Fax: _____

Executive / Lease Notice Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____

Primary Emergency Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____

Secondary Emergency Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____

Primary Day Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____

Secondary Day Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____

Accounts Payable Contact:

Name: _____

Email: _____

Work Phone: _____

Home/Cell Phone: _____



TENANT AUTHORIZED SIGNATORY LIST

This form includes the names and signatures of all of the individuals for your company that are authorized to approve above-standard charges and/or sign property removal passes. Security and Property Management will reference these signatures to verify approval signatures.

Company Name: _____ **Date:** _____

Authorized Signatory #1:

Printed Name: _____ Signature: _____

Approver For: ____ Property Removal Passes ____ Sundries /Above-Standard Charges

Authorized Signatory #2:

Printed Name: _____ Signature: _____

Approver For: ____ Property Removal Passes ____ Sundries /Above-Standard Charges

Authorized Signatory #3:

Printed Name: _____ Signature: _____

Approver For: ____ Property Removal Passes ____ Sundries /Above-Standard Charges

Authorized Signatory #4:

Printed Name: _____ Signature: _____

Approver For: ____ Property Removal Passes ____ Sundries /Above-Standard Charges



FLOOR WARDEN INFORMATION SHEET

COMPANY: _____ **SUITE/FLOOR:** _____ **DATE:** _____

Floor Warden(s): _____ Phone Number(s): _____

Stairwell Exit Warden(s): _____ Phone Number(s): _____

Elevator Safety Monitor(s): _____ Phone Number(s): _____

Searcher(s): _____ Phone Number(s): _____

Special Assistant(s) For Persons with Disabilities: _____ Phone Number(s): _____

NOTE: Each suite/floor should assign one (1) Floor Warden per 10,000 square feet of occupied area. In addition, Stairwell Exit Wardens should be assigned for each suite. Each Floor Warden shall appoint an Assistant Floor Warden to assume his/her duties and responsibilities in their absence. Stairwell Exit Wardens, Elevator Safety Monitors, Searchers and Special Assistants can be assigned and directed by the Suite Warden(s). As changes in personnel occur, this form must be updated and submitted to the Property Management Office.



PERSONS WITH DISABILITIES FORM

COMPANY: _____ **SUITE/FLOOR:** _____ **DATE:** _____

Disabled/Injured Person's Name: _____

Primary Office # or Location: _____ Nature of Disability: _____

Special Assistant/Instructions: _____

Disabled/Injured Person's Name: _____

Primary Office # or Location: _____ Nature of Disability: _____

Special Assistant/Instructions: _____

Disabled/Injured Person's Name: _____

Primary Office # or Location: _____ Nature of Disability: _____

Special Assistant/Instructions: _____

Disabled/Injured Person's Name: _____

Primary Office # or Location: _____ Nature of Disability: _____

Special Assistant/Instructions: _____

Disabled/Injured Person's Name: _____

Primary Office # or Location: _____ Nature of Disability: _____

Special Assistant/Instructions: _____

NOTE: *As changes in personnel or physical conditions occur, please forward an updated copy of this form to the Property Management Office.*



ACCESS REQUEST FORM

To schedule any vendor access, please submit this form not less than three (3) business days prior to the service date. The form will be returned to the Tenant to confirm approval or request further information.

Tenant: _____ Suite: _____

Tenant Contact: _____ Phone: _____ Email: _____

Description of Work: _____

ACCESS TYPE: (Check all that apply)

- Delivery/Pickup Loading Dock/Freight Elevator Access: (20 min max 6am – 6pm M-F)
- Repair/Maintenance Service Construction/Improvement Teledata/MPOE (IMG must pre-approve)

Vendor Name(s): _____

On Site Vendor Contact Name: _____ Cell Phone: _____

Date(s) of Work: _____ Start Time: _____ End Time: _____

ENGINEERING ASSISTANCE:

The following activities require engineering oversight of the Life Safety System. Please check if your work includes:

- Drilling Painting with Sprayer Odorous Work
- Demolition Work Sprinkler Work/Drain Disable Life Safety System
- Other _____

Current cost of engineering labor is \$110 per hour. All requests are subject to rejection based on engineer availability. Assistance will be billed to Tenant per the terms of the Lease Agreement and the Local 39 Stationary Engineers Union. By signing below, Tenant accepts terms for required Engineering Assistance.

Authorized Tenant Signature: _____ Date Submitted: _____

FOR OFFICE USE ONLY

Engineer to be present	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Appropriate COI on file	Y	<input type="checkbox"/>	N	<input type="checkbox"/>



PROPERTY REMOVAL PASS

If you intend to remove any property from the building, you may do so only through the Loading Dock and must present Security with a photo ID and this Property Removal Pass signed by an Authorized Signatory. Property may not be transported through the main building lobby.

Tenant: _____

Date(s) and Time(s) of Property Removal: _____

Name of Employee Removing Property: _____

The aforementioned individual is authorized to remove the specific items and quantities described below through the building Loading Dock exit:

Tenant Authorized Signature: _____ Date: _____

Tenant Authorized Signatory Printed Name: _____

NOTE: This pass is not valid unless signed by an Authorized Signatory and must be surrendered to the officer on duty.



Insurance Requirements
Foundry Square II – 405 Howard Street, San Francisco CA 94105
Office (415) 495-8181 ext. 1

Ownership allows for four levels of liability requirements based on the scope of work you will be performing in the building. Lower risks require less coverage. The different levels (low, intermediate, medium, high), including scope of work examples, and corresponding liability requirements are listed on the following pages.

All certificates of insurance should name the Certificate Holder as:

T-C Foundry Square II Owner LLC
c/o Jones Lang LaSalle Americas, Inc.
405 Howard Street, Suite 416
San Francisco, CA 94105
Phone: 415.495.8181

Additional Insureds (endorsement required):

Teachers Insurance and Annuity Association of America for the benefit of Real Estate Fund T-C Foundry Square II Owner, LLC and Jones Lang LaSalle Americas, Inc.

Waiver of Subrogation (endorsement required)

This policy must not be cancelled or changed so as to affect insurance described by the certificate until thirty (30) days after written notice of such cancellation or change has been delivered to 405 Howard Street, San Francisco, CA 94105.



LOW

If your scope of work includes:

- Drop off drycleaners, shoeshine
- “Feet on the ground” window washing (no ladders, scaffolding)
- Food service with liquor***
- Food service without liquor
- General janitorial services*
- Interior painting
- Interior design and similar services
- Parking surface maintenance
- Temporary office- valets, parking attendants

Required liability limits:

Commercial General Liability:

Each occurrence: \$1,000,000

General Aggregate: \$2,000,000

Worker’s Compensation:

Disability Benefits: Statutory Amount

Employer’s Liability: \$1,000,000 per occurrence

Commercial Automotive and General Liability:

\$1,000,000 per accident combined single limit bodily injury and property damage.

*Pollution liability preferred - \$1 million

**Professional liability insurance required - \$2 million

*** Liquor liability insurance required - \$1 million



INTERMEDIATE

If your scope of work includes:

- Door, window and glass installation and repair for buildings of 3 or less stories
- Masonry repair (tuck-point, grout replacement and minor brick restoration)
- Plumbing
- Electrical- repair and maintenance under \$50k
- HVAC- installation, repair or maintenance under \$50k
- Burglar alarm system
- Carpentry and cabinetry work
- Carpet and upholstery installers
- Commercial moving companies
- Fireplace repair and maintenance
- Garbage removal and disposal
- Installation of finishes- acoustic, ceramic, lathe, plaster and drywall, resilient floor, paint and vinyl walls
- Lawn care services*
- Locksmiths
- Millwork- wood and plastic
- Office equipment service/delivery
- Modular office installation
- Pest control*
- Sheet metal fabrication
- Tile and marble- installation and repair
- Waterproofing
- Wooden door installation

Required liability limits:

Commercial General Liability:

Each occurrence: \$1,000,000

General Aggregate: \$2,000,000

Excess Liability:

Each occurrence: \$1,000,000

Worker's Compensation:

Disability Benefits: Statutory Amount

Employer's Liability: \$1,000,000 per occurrence

Commercial Automotive and General Liability:

\$1,000,000 per accident combined single limit bodily injury and property damage.

*Pollution liability preferred - \$1 million

**Professional liability insurance required - \$2 million

*** Liquor liability insurance required - \$1 million



MEDIUM

If your scope of work includes:

- Any service not specifically listed in the low, intermediate or high risk categories
- Design services, except for those related to high risk activities
- Door, window and glass installation and repair for building greater than 3 stories
- Elevator service and maintenance
- Electrical and mechanical subcontractors
- Electrical- repair and maintenance over \$50k
- Fire system inspection, including monitoring and testing
- Installation of insulation
- Septic tank*
- Site work- grading, paving, earthwork and landscaping other than lawn care services
- Site work- minor repairs costing less than \$50k
- Storage tank installation/repair*
- Tree Trimming
- Unarmed security services
- Window washing (greater than 3 stories and no scaffolding)
- General contractors for tenant improvements
- Pool care services
- Snow removal
- HVAC- installation, repair or maintenance over \$50k

Required liability limits:

Commercial General Liability:

Each occurrence: \$1,000,000

General Aggregate: \$2,000,000

Excess Liability:

Each occurrence: \$3,000,000

Worker's Compensation:

Disability Benefits: Statutory Amount

Employer's Liability: \$1,000,000 per occurrence

Commercial Automotive and General Liability:

\$1,000,000 per accident combined single limit bodily injury and property damage.

*Pollution liability preferred - \$1 million

**Professional liability insurance required - \$2 million

*** Liquor liability insurance required - \$1 million



HIGH

If your scope of work includes:

- All contracts over \$5 million (national contracts excluded)
- Armed security services
- Asbestos abatement and removal*
- Concrete- structural repairs related to the building foundations or projects over \$50k
- Crane operations
- Curtain wall installation
- High risk electrical- installation and repair
- Elevators, escalators design and installation
- Fire system/sprinklers installation
- Roofing/sheet metal installation and repair
- Scaffolding or stages
- Site work demolition or excavation
- Structural steel installation and repairs

Required liability limits:

Commercial General Liability:

Each occurrence: \$1,000,000

General Aggregate: \$2,000,000

Excess Liability:

Each occurrence: \$9,000,000

Worker's Compensation:

Disability Benefits: Statutory Amount

Employer's Liability: \$1,000,000 per occurrence

Commercial Automotive and General Liability:

\$1,000,000 per accident combined single limit bodily injury and property damage.

*Pollution liability preferred - \$1 million

**Professional liability insurance required - \$2 million

*** Liquor liability insurance required - \$1 million



BUILDING ENGINES
ONLINE WORK ORDER SYSTEM
VISITOR CONTROL

Most day-to-day building maintenance requests are submitted via The Orrick Building's online work order system, known as Building Engines. This system is used to enter any building maintenance requests such as, janitorial issues, lights out, necessary repairs, etc.

Entering visitors in Building Engines using Visitor Control allows you to quickly and easily pre-authorize visitors for entry up to your space and connect in real-time to the security console in the lobby. This allows you to manage your visitors professionally and securely.

Please designate a primary "Requestor" for your office/floor. Requestors will be the individuals responsible for entering work orders and visitors into Building Engines. To log in, go directly to www.requestcom.com. Your username will be your first initial and last name, all in lower case (for example, Jane Doe's username is: *jdoe*). The initial passwords are set up as: *orrick1*. Usernames and passwords are all case-sensitive and passwords should be changed as soon as you log in for the first time.

If you would like to provide additional users with access to the system, please email the Property Management Office with the full name, email address and phone number for each Work Requestor and we will initiate the update.

Note that above-standard requests (such as locksmith services, overtime HVAC, etc.) may be billable. If you would like a cost estimate prior to commencing work, please note the request for proposal in the detail portion of the work order.

This system is an integral part of how we manage, track and maintain the building services and standards at The Orrick Building. Furthermore, by immediately dispatching building personnel via wireless device, we minimize response time to your requests and can better serve your needs.



ABOVE-STANDARD SERVICE CHARGES*

This menu of services outlines the current cost of some of the most common above-standard tenant requests. An Authorized Signatory may schedule any of these services by entering the request in Building Engines or by contacting the Property Management Office. Landlord will bill Tenant for services rendered plus an administrative fee, per the terms of the Lease Agreement.

- Heating/Ventilation – Fans Only: \$55/hour
- HVAC – Air Conditioning: \$150/hour plus Engineering Labor
- Engineering Labor: \$95/hour during regular business hours. \$125/hour during overtime. \$160/hour during double time. 4 hour minimum applies to weekend requests per the Local 39 Stationary Engineers Union. Rates are subject to available engineer pay scale. *Please note – All cancellations must be made 72 hours in advance to avoid being billed for a minimum of four hours per day at the scheduled engineer’s pay scale.*
- Door Keys: \$5/key, plus Engineering Labor
- Large Refrigerator Clean Out: \$50/unit
- Small Refrigerator Clean Out: \$35/unit
- Dishwasher Load and Run: \$30/unit/run
- Microwave Clean Out: \$25/unit
- Extra Security Officer: \$40/hour. 4 hour minimum
- Janitorial Service: \$45/hour during regular business hours. \$55/hour during overtime. Includes special requests for trash/recycling pick-ups, suite cleaning, etc...
- Trash/Recycle/Compost Bins: Slim Jim bins \$5/load. Medium bin \$10/load. Large bin \$25/load.
- Building Access Card: \$10/each
- Building Photo ID Card: \$10/each
- Replacement Cards: \$30/each
- Lobby Lighting: \$50/hour. After 9:00p.m. Monday – Friday
- After-Hours Suite Lighting: \$50/hour for full floor unless suite is metered.

*As of: March 2018



LOBBY EVENT APPLICATION

Tenant: _____ Tenant Contact: _____

Event Name and Description: _____

Event Date: _____ Event Start/End Time: _____

Lobby Lighting Start/End Time: _____ HVAC Start/End Time (optional): _____

Engineer On-Site During Event Start/End Time (optional): _____

GUIDELINES

- ❖ Lobby Event Fee: \$1,200.00, excluding administrative fee per the terms of the Lease Agreement
 - Includes dedicated janitor for basic cleaning after event, dedicated security officer to ensure compliance with building rules and provide guest assistance, and event coordination with property management.
- ❖ Events may not begin until 6:00p.m. and the lobby must be cleared out by 12:00a.m. (midnight).
- ❖ Lobby lighting:
 - Lighting adjustments can be programmed 72 business hours in advance.
 - No adjustments during event unless an engineer has been previously arranged to be onsite during event.
 - Lighting after 9:00p.m. is subject to charges, based on the current electricity rates.
- ❖ HVAC (Heating Ventilation Air Conditioning) Service is subject to charges, based on current electricity rates. Contact property management for a proposal.
 - No adjustments during event unless an engineer has been previously arranged to be onsite during event.
- ❖ Engineer assistance for lighting or HVAC service is optional and requires 72 hour notice. Subject to charges.
- ❖ Catering Companies:
 - Must supply waste bins for event and remove all waste off-site. Use of building waste bins is prohibited.
 - Recommend use of re-usable or compostable service ware.
- ❖ No sternos, candles, or open flames are permitted.
- ❖ No music or amplification devices until after 6:00p.m.
- ❖ Lobby furniture may not be moved.
- ❖ Event must be contained within designated public assembly area. Auxiliary power is available. Subject to charges.

ACTION ITEMS (Must be completed 1 week prior to event)

- Submit certificate of insurance for ALL vendors.
- Submit access request forms for ALL vendors.
- Test A/V equipment (there are 3-20 amp breakers in the lobby).



BUILDING INFORMATION

Property Management Office & Security Information

Please direct all requests and questions concerning the building to the Property Management Office.

JLL
405 Howard Street, Suite 416
San Francisco, CA 94105

Phone: 415.495.8181 x1
Security: 415.495.8181 x4, available 24 x 7
Office Hours: 8:00am to 5:00pm, Monday thru Friday

Jason Smith, General Manager
Jason.smith@am.jll.com

Mani Thongkhamsook, Assistant General Manager
Mani.Thongkhamsook@am.jll.com

Steve Hawkins, Chief Building Engineer
Steve.hawkins@ableserve.com

Andrew Blackwell, Security Site Supervisor
Andrew.Blackwell@aus.com

Building Holidays

The Property Management Office recognizes the following as building holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Building services may be provided by special prior request for these dates, subject to the terms of your Lease. Please contact the Property Management Office at least one week prior to the holiday for a proposal to schedule services.



Riser Management

The MPOE (Main Point of Entry) and riser closets are managed by IMG Technologies. IMG is the only vendor allowed to extend cabling from the MPOE to the riser closets located on each floor. To receive a quote and/or schedule any work requiring riser closet or MPOE access, contact IMG Service at imgservice@imgtechnologies.com or (888) 464-5520. Once work is scheduled and approved by IMG they will notify the Property Management Office.

Signs, Lettering and Notices

The Orrick Building does not have a main lobby directory; however, multi-tenant floors have a building standard directory at each elevator lobby, as well as at each main suite entrance door.

Please note that if you wish to display a sign or notice in any common area of the building, prior written approval from the Property Management Office is required. All tenant signage must be ordered through the Property Management Office and charges may apply.

Pest Control

Please notify the Property Management Office immediately if pests are detected within your premises or common areas. Our pest control service provider will respond quickly. Note that charges may apply.

Smoking Area

The Building has a No Smoking Policy including but not limited to tobacco, E-cigarettes and vaporizers. Tenants and their visitors who wish to smoke may do so 25 feet beyond the building entrance doors and air intakes.

Energy Conservation

You can help reduce operating costs and assist the building staff in conserving electrical energy by following a few simple rules. At the end of each working day, require employees to turn off all lights, coffee makers, computers and monitors.



Global Real Estate
Sustainability Initiative
(GRESI)

Welcome !

On behalf of TIAA-CREF Global Real Estate, I would like to thank you for selecting this property and extend a heartfelt welcome. This facility is an important part of our Global Real Estate Sustainability Initiative (GRESI), one of the most highly recognized and successful sustainability programs in the commercial real estate industry. GRESI defines and drives our ongoing efforts to improve the financial and environmental performance of our properties - through energy management, water conservation, waste reduction, and many other operational best-practices.

Since its inception in 2007, our efforts as part of the Global Real Estate Sustainability Initiative have saved tens of millions of dollars in cumulative energy savings, over 860 million kilowatt-hours portfolio-wide. This translates to over 457,000 metric tons of CO2 emissions prevented cumulatively, roughly equivalent to removing more than 89,000 cars from the road for one year. As a member of the building community, we welcome your active participation in our efforts to further seek reductions in energy, water, and waste, and ensure a positive experience for you and others who step through our doors.

In addition, TIAA-CREF is a long-time ENERGY STAR partner, and we highly recommend that you take advantage of the tools and resources available to promote sustainability and energy conservation within your own space. Our property management partners will regularly distribute communications with information on these resources; however, we encourage you to visit the [EPA ENERGY STAR's website](#). For example, the [Bring Your Green to Work](#) tip sheet and interactive chart are useful tools to remind your employees of small actions they can take to manage energy use.

If you have questions or ideas to bring forward, please discuss with the building's property management and engineering team. Together, we can continue to make a difference in the environment, generate lasting financial value, and cultivate a healthy and productive home for your business.

Regards,
Nicholas E. Stolatis, CPM, RPA, LEED AP
Senior Director - Global Sustainability & Enterprise
Initiatives TIAA-CREF | Financial Services





BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking garage (if any), the Property and the appurtenances.

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
2. Plumbing fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances. Damage resulting to fixtures or appliances by Tenant, its agents, employees or invitees, shall be paid for by Tenant, and Landlord shall not be responsible for the damage.
3. No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel.
4. Landlord may provide and maintain in the first floor (main lobby) of the Building an alphabetical directory board or other directory device listing tenants, and no other directory shall be permitted unless previously consented to by Landlord in writing.
5. Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent and Landlord shall have the right to retain at all times and to use keys to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost, and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of the Lease.
6. All contractors, contractor representatives, and installation technicians performing work in the Building shall be subject to Landlord's prior approval and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.



7. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage or loss.
8. Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises. Damage to the Building by the installation, maintenance, operation, existence or removal of Tenant's Property shall be repaired at Tenant's sole expense.
9. Corridor doors, when not in use, shall be kept closed. Propping open of corridor doors is strictly prohibited and in violation of fire code.
10. Tenant shall not: (1) make or permit any improper, objectionable or unpleasant noises or odors in the Building, or otherwise interfere in any way with other tenants or persons having business with them; (2) solicit business or distribute, or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
11. No animals, except those assisting handicapped persons, shall be brought into the Building or kept in or about the Premises.
12. No space heaters, sternos, toasters, or toaster ovens shall be used or kept by Tenant in the Premises, Building or about the Property. Tenant shall not, without Landlord's prior written consent, use electric hot plates in the Premises.
13. No flammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property. Tenant shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the Premises or any other portion of the Property, any asbestos-containing materials or any solid, liquid or gaseous material now or subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental Law which may now or later be in effect. Tenant shall comply with all Laws pertaining to and governing the use of these materials by Tenant, and shall remain solely liable for the costs of abatement and removal.



14. Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use, or permit any part of the Premises to be used, for lodging, sleeping or for any illegal purpose.
15. Tenant shall not take any action which would violate Landlord's labor contracts or which would cause a work stoppage, picketing, labor disruption or dispute, or interfere with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against Landlord or any of the Landlord Related Parties, nor shall the Commencement Date of the Term be extended as a result of the above actions.
16. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electronic or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
17. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and vending machines for sale of beverages, foods, candy, cigarettes and other goods), except for vending machines for the exclusive use of Tenant's employees, and then only if the operation does not violate the lease of any other tenant in the Building.
18. Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord. Persons operating bicycles in the parking garage shall practice courteous riding, giving right-of-way to pedestrians and traveling at safe speeds. Bicycles that are in a state of disrepair and appearing to be abandoned are subject to removal.
19. Landlord may from time to time adopt systems and procedures for the security and safety of the Building, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.
20. Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its



desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.

21. Tenant shall not canvass, solicit or peddle in or about the Building or the Property.
22. Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in the Common Areas, unless the Common Areas have been declared a designated smoking area by Landlord, nor shall the above parties allow smoke from the Premises to emanate into the Common Areas or any other part of the Building. Landlord shall have the right to designate the Building (including the Premises) as a non-smoking building.
23. Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
24. Deliveries to and from the Premises shall be made only at the times, in the areas and through the entrances and exits designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use, which is inconsistent with good business practice.
25. Tenant shall not hinder the work of cleaning personnel after 5:30pm, and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.
26. Holiday decorations must meet the following requirements: (a) The use of cut live trees are prohibited due to fire hazards. (b) Strung lights must be UL listed and no daisy chaining or extension cords are permitted. (c) Decorations may not be hung from overhead pipes, equipment or sprinkler heads. (d) Decorations are not permitted along the exterior windows.



AMENITIES

Parking

The parking garage is managed by Ace Parking. All parking inquiries may be directed as follows:

Ace Parking
Hours of Operation: Monday through Friday, 6am-7pm
Jon de Uriarte, Senior Operations Manager
jon_deuriarte@aceparking.com
415.852.7507

There are two Electric Vehicle Charging Stations located in the garage next to the elevator vestibule. Please contact Ace Parking for more information.

Bicycle Parking

There is a Tenant Bike Cage and Public Bike Rack for day use located in the parking garage. These are to be used for day use only and any bicycles or locks left overnight may be removed and disposed of. In addition, there are bike storage lockers available for rent from Ace Parking.

For bike cage access, contact your Facility Team to submit a work order through Building Engines.

Shower & Locker Use

The Orrick Building has shower and locker facilities in the parking garage available for tenant employee use. The lockers are available for day use only. Any items left overnight will be removed and properly disposed of. To check out a key for the locker room, please go to the lobby security desk.

Commuter Assistance

SF Environment offers a free Emergency Ride Home Program for employees of participating companies. Enrollment in this program is free for employers and provides a ride home in the event of an emergency to employees who bike, walk, carpool or take public transportation to work. To enroll in the program, or for additional program information, please visit www.sferh.org.

The Orrick Building is a long-standing member of TMA SF Connects (www.tmasfconnects.org), a privately funded non-profit that provides commute assistance and promotes workforce development among San Francisco employers, employees and job seekers. Their website has links to all public transit agencies,



rideshare, Clipper, vanpooling and other city, regional, local and state commute assistance organizations. Also available on their website are commuter resources on bicycling, cabs and car share.

The TMASF interactive map provides real-time traffic conditions, a trip planner, and links to public transit and paratransit options available within the Bay Area. To access the interactive map, please go to <http://www.tmasfconnects.org/traffic-transit-resources/real-time-traffic/>. TMASF Connects services are free to employees working in member buildings.

Public Transportation

- BART – Bay Area Rapid Transit, www.bart.gov
 - Embarcadero Station located on the corner of Market and Beale is the closest station.
- Buses, www.transbaycenter.org
 - The Temporary Transbay Terminal is located at Howard and Main.
- Ferry Services
 - Ferry Terminals are located behind The Ferry Building, at the foot of Market Street.
 - Golden Gate Ferry, www.goldengateferry.org, 415.455.2000
 - Alameda/Oakland Ferry, www.eastbayferry.com, 415.364.3190
 - Vallejo BayLink Ferry Service, www.baylinkferry.com, 707.643.3779
- Airports
 - San Francisco International Airport (SFO)
 - Information 650.761.0800
 - Lost and Found 650.876.2261
 - Parking 650.876.0227
 - Oakland Airport (OAK)
 - Information and Paging 510.577.4000
 - Lost and Found 510.577.4095
 - Parking 510.633.2571
- Transportation Information – Carpooling, Ridesharing, Alerts, Construction Updates, Etc...
 - Transportation Management Association of San Francisco, www.tmasf.org, 415.392.0210
 - 511 SF Bay, www.511.org, 511 – dial from any phone



Newspapers

Newspapers will be delivered to the lobby security console and should be picked up at the beginning of each business day. Security does not monitor who picks up the periodicals.

Shipping

Packages are delivered directly to the tenant suites by FedEx, UPS, USPS and other carriers whenever possible. Make sure a suite number is noted in the mailing address of each package. When creating a shipment please indicate that there are no weekend deliveries as the Building is closed. Security is not authorized or to sign for any packages. Security will not receive packages on behalf of Tenants.

- FedEx (1-800-GoFedEx)
 - The closest FedEx office is located at 400 Howard St., San Francisco, CA 94105.

- UPS (1-800-PICK-UPS)
 - The closest drop box is located at 301 Howard Street in the loading dock.



JANITORIAL

During business days, we have day porters on duty to provide common area janitorial services between the hours of 7:00am and 5:00pm. Tenant spaces are serviced by the evening janitorial staff between the hours of 5:30pm and 2:00am. If you have any special cleaning requests (e.g., carpet shampooing, glass partitions, refrigerator clean out, etc.) please contact the Property Management Office for a proposal and to schedule.

Moving companies and vendors must remove their boxes and pallets from the premises after deliveries. If there are boxes to be disposed of, please flatten them, stack them within your office space and clearly mark them "TRASH/BASURA". You can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the Property Management Office. Additional charges may apply for excessive or non-standard waste. At no time should boxes, trash or excess materials/equipment of any kind be left in the hallways, lobbies, freight elevator lobby or any area designated as a fire exit.

Above-Standard Janitorial Services

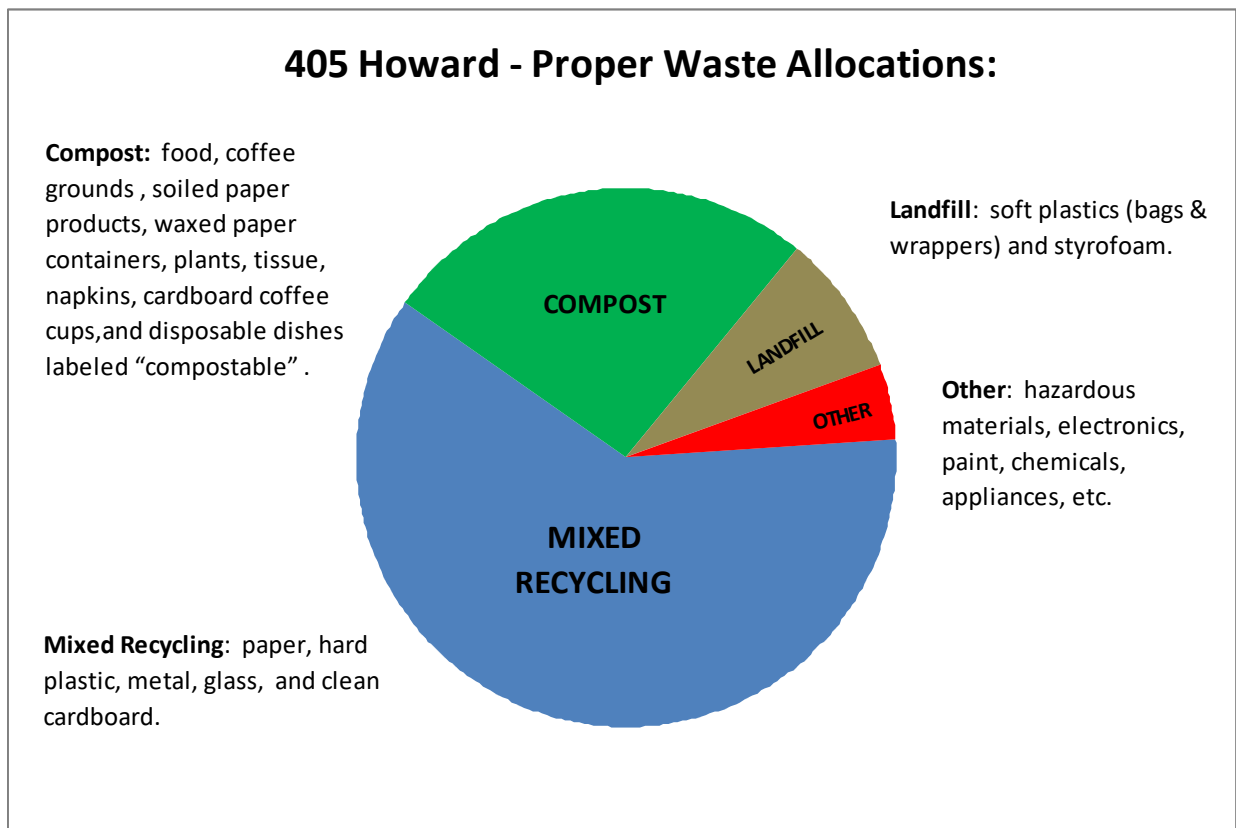
We are pleased to provide a number of above-standard janitorial services for your convenience. Some of the most common above-standard tenant requests for janitorial services include refrigerator/microwave clean out and dishwasher loading and running. The current costs for these and other above-standard janitorial services are located in the Above-Standard Service Charges section of this Tenant Handbook. An Authorized Signatory may schedule any of these services by entering the request in Building Engines or by contacting Property Management for a proposal. Landlord will bill Tenant for services rendered plus an administrative fee, per the terms of the Lease Agreement.



WASTE MANAGEMENT

The building has a mixed recycling program and composting program in accordance with San Francisco's Universal Recycling & Composting Ordinance. 100% of tenants participate in the program.

The building is currently diverting 92% of building waste from the landfill with aggressive recycling and composting measures. 405 Howard Street has established four waste streams in the building: Recycling, Compost, Landfill, and Hazardous Materials. Each building employee should have a copy of the tri-fold 405 Howard Waste Management Guidelines document located at the end of this section. Please let Property Management know if you'd like additional copies to provide to your employees. Each stream is further outlined as follows:





Mixed Recycling:

The comingled recycling program accepts paper, cardboard, glass, plastic and aluminum mixed together under the “recycling” category. There is no need to separate these items, as they are separated offsite by the trash hauling vendor. Recyclables are emptied on a nightly basis and the liners are replaced only as needed. Comingled recycling is sorted off-site by the municipal trash hauling contractor.

Compost:

Compostable items include food-soiled paper/cardboard, food, paper towels, Kleenex, compostable plastics, etc. Compost cans are located at each kitchen, most conference rooms, and are optional at workstations. Hand towels in restrooms are also composted. Compostable cans are emptied on a nightly basis and the liners are replaced only as needed.

Landfill:

Landfill waste cans are minimal throughout the building. The only items that should be sent to the landfill are Styrofoam and soft (non-rigid) plastics such as plastic wrap and potato chip bags. Landfill waste cans are emptied on a nightly basis and the liners are replaced only as needed.

Electronic Waste:

We have partnered with e-Waste Direct, Inc. to pick up electronic waste free of charge any time of the month. e-Waste Direct, Inc. was selected based upon its convenient services and environmentally responsible recycling methods.

Accepted Items: Computers, Keyboards, Monitors, Televisions, Printers, Fax Machines, Scanners, Copiers, DVD Players, Stereo Equipment, Cell Phones, and Telephones
Unaccepted Items: Large Household Appliances, Exercise Equipment, Batteries, Light Bulbs, and Furniture

To schedule a pickup, complete the online pick-up request at <http://www.ewastedirect.com/business-services/free-business-pickup/>. If you have any questions, you may call e-Waste Direct, Inc. by phone at 877.437.9558x1.



Landfill Can Reduction Program:

In an effort to reduce the number of landfill cans (and liners) in the building, employees are invited to participate in our *voluntary* trash can reduction program. Any of these can be done on an individual, departmental, or office-wide basis:

- Elimination: removing landfill cans from each workstation. Asking employees to use only centrally located landfill cans. Each workstation only has a recycling and/or compost container.
- Sharing: areas where workstations are in close proximity to one another share one can.
- Downsizing: using side-hanging “caddie” cans at each workstation. The small caddie will hang from your primary can and you will toss non-recyclable items in here.



Blue Mixed Recycling Can with Black Trash Caddie

405 HOWARD WASTE MANAGEMENT GUIDELINES

RECYCLING

PAPER

Cardboard / Paper Products

(not food soiled or waxed)

Envelopes (windows okay)

Magazines / Newspapers / Books

Shredded Paper (in paper bag
labeled "shredded paper")

BOTTLES & CANS

Aluminum Cans

Aluminum Foil

Glass Bottles & Jars (with lids)

Steel / Tin Cans

NON-COMPOSTABLE PLASTICS

Bottles (no lids)

Coffee Cup Lids (not cups)

Plastic Tubs / Containers w/ Lids

Plastic Cups / Plates / Utensils

COMPOST

Paper Coffee Cups / Plates

Coffee Grounds & Filters

Food Products / Plate Scrapings

Food-Soiled Cardboard Products

Food-Soiled Paper Products

Waxed Cardboard Boxes

Milk Cartons

Flowers / Plants

Napkins / Hand Towels / Tissue

Compostable Utensils

Clear Food Containers Marked
"COMPOSTABLE" or w/ the BPI

Logo:



Plastics marked "**BIODEGRADABLE**" are
NOT acceptable for Compost unless
marked "COMPOSTABLE" or w/ the BPI
Logo

LANDFILL

All Non-Rigid (soft) Plastic

Plastic Bags

Plastic Wrappers

Styrofoam

Foil Lined Containers (juice boxes)

Porcelain Plates / Cups

Plastic Bottle Lids



SECURITY AND SAFETY

The Orrick Building has a security officer on duty **24 hours a day, 365 days a year** at the Security Console on the first floor. While security officers can provide protection for the building, the cooperation of the tenants and employees within is essential. Observation of suspicious persons or activities, as well as emergencies, should be reported to Security at 415.852.7506

Security - During Business Hours

Although we try to maintain a secure working environment, many people enter the building every day, and we cannot guarantee complete safety. You can take several preventative measures to keep your area more secure. For example:

- A building access card is required to operate the building elevators. If you have a new employee who requires a building access card, please notify the Property Management Office. Charges may apply.
- Secure your premises. Do not allow anyone to “piggyback” into the building or your office without key card access. Be firm and direct. Say, “Please use your card to access the building. This is a building regulation”, and shut the door. Practice zero tolerance and do not assume it is okay “just this once” or allow yourself to be pressured into making exceptions.
- Make sure someone covers your company’s reception desk whenever the receptionist is away from the desk.
- Secure your portable equipment, especially electronic equipment.
- Report unwanted visitors immediately. Do not provoke a confrontation. You want them to leave your facility as soon as possible.
- Notify the Property Management Office of the name and badge number of any employees who have been terminated or laid off. Get this information to us as quickly as possible, preferably the same day.
- Make sure that your company appoints two alternate tenant contacts in addition to the main tenant contact.
- Read and learn the Facility’s Emergency Plan. It contains valuable information that can save time and lives in a crisis.
- Appoint Floor Wardens and Evacuation Team Leaders who will be calm and effective in an emergency.



- Announce in writing all visitors and guests to the Property Management Office and provide them with access cards or keys. Inform your remote offices and off-site personnel of our Security Policy.
- Keep workplaces and common areas in your premises neat and tidy. Do not store cartons and containers in your offices.
- If there is an emergency, call the Police Department first by dialing 911 and then report the emergency to the Security Staff at 415.852.7506

REPORT ALL EMERGENCIES TO THE SECURITY STAFF, SO THAT WE CAN PREPARE FOR THE ARRIVAL OF THE AMBULANCE, POLICE, FIRE DEPARTMENT OR ANY OTHER EMERGENCY RESPONSE TEAM(S).

Security - After Business Hours

After normal business hours, please make sure that all entry doors to your suite are locked. It is also a good practice to keep all entrance doors other than the main entrance to your suite locked at all times.

Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so without problems. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the security desk and security personnel will assist them.

The Property Management Office recommends that you keep all personal valuables locked up during non-business hours. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables or personal items.

Suspicious Activity

Any suspicious activities should be reported immediately to the Property Management Office during building hours or the security desk after building hours. Security officers are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, management personnel will escort the police officers directly to your suite.



Crime Prevention Message

The management staff is concerned about the safety and protection of our tenants, their employees and their property. We are conscious of the various criminal activities to which each of us is exposed on a daily basis.

To reduce crime, emphasis must be placed on preventative rather than reactive measures. Preventative measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

Soliciting and Loitering

Canvassing, soliciting, peddling and loitering are not allowed within the building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, **contact Security or the Property Management Office immediately.**

We request that these procedures be circulated among all employees and that everyone is made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. Please note that management does not provide security services to any tenant suite. Contracts for guard services are on behalf of the building owners and are for the protection of their interests in public (common) areas only. All criminal activities should be reported immediately to the police department at (415) 553-0123.



BUILDING ACCESS AND SECURITY

Our goal is to make security procedures easy to understand and consistently enforceable. Your participation is absolutely crucial to the success of our security program at The Orrick Building!

Building Photo Identification Badge & Access Card

All tenant employees at The Orrick Building are required to carry a Building Photo ID Badge and Access Card. Anyone entering the building without a Building Photo ID Badge will be required to sign in with Security. It is the responsibility of the tenant to report when an employee is no longer employed by them, if an access card has been lost or stolen, if a new or existing employee requires an access card, or if an access card had been reassigned to a different person. Access cards must be returned when a tenant vacates the building.

Any employee who forgets their access badge will need to call their reception desk and be escorted up to their floor. Security will not badge up employees.

How to Obtain a Building Photo Identification Badge & Access Card

To request a Building Photo ID Badge and Access Card, an authorized tenant contact must enter a work order request in Building Engines with a JPG-formatted photo attached. Please allow up to two business days for the Building Photo ID Badge and Access Card to be processed. Once processed, notification will be sent to the requestor that they are ready to be picked up from the lobby security console.

Building Access - During Business Hours

Tenants

All tenant employees at The Orrick Building are required to present their Building Photo ID Badge upon every entrance into the building.

Visitors

All visitors must be announced and approved by Tenant. Please submit visitors into Building Engines or provide a printout list to Security. Unannounced visitors will be required to wait while Security obtains verbal verification from tenant.



Long-Term Visitors or Temp Employees

Contractors, temporary employees, or long-term visitors who will be working at the building for a period of one week or longer must be provided with a building access card for elevator usage.

Contractors and Vendors

If a contractor or vendor is scheduled to do any work in your space, please submit an Access Request Form to the Property Management Office. Be sure to provide the date and hours of access, the name and company of the individual, and a description of work. The reviewed form will be returned to you to confirm approval or request further information. If you do not receive a response prior to the scheduled request, please contact the Property Management Office. During normal business hours, any contractors or vendors requesting access to the elevator banks are required to sign in at the Security Console in the lobby, or loading dock, at which time they will be asked to present a valid form of government issued photo identification and will be issued a date stamped Visitor's Badge to be worn on their person at all times while in the building. Security will provide elevator access to the appropriate floor.

Couriers and Deliveries

During normal business hours, any couriers or delivery people requesting access will be required to sign in with Security, at which time they will be asked to present a valid form of government issued photo identification and will be issued a date stamped Visitor's Badge. Security will provide elevator access to the appropriate floor.

Building Access - After Business Hours

Tenants

After normal operating hours, access to the building is limited to the ADA door that opens into the lobby, and employees must use their after-hours access card in order to gain entry into the building. Please note that Security Officers are not permitted to open office suites. **PLEASE NOTE: Any guests accompanying an access card holder will be required to sign in with Security and present a valid form of government issued photo identification prior to being admitted into the building.**

Visitors

Lists of authorized after-hours visitors may be submitted to the Property Management Office in writing or via e-mail. Guest lists submitted after noon on Fridays may not be processed and the visitors in question



may not be granted access if these lists are not submitted in a timely manner. Security has been instructed to adhere strictly to the aforementioned criteria and will deny access to any person not meeting criteria, regardless of title, rank or state of agitation.

Long Term Visitors or Temp Employees

A list of authorized contract, temporary employees, or long term visitors who will be working at the building after-hours must be submitted to the Property Management Office in writing or via e-mail. Lists submitted after noon on Fridays may not be processed and the visitors in question may not be granted access if the lists are not submitted in a timely manner. Security has been instructed to adhere strictly to the aforementioned criteria and will deny access to any person not meeting criteria, regardless of title, rank or state of agitation.

Contractors and Vendors

If a contractor or vendor is scheduled to do any work in your space after business hours, please submit an Access Request Form to the Property Management Office. Be sure to provide the date and hours of access, the name and company of the individual, and the description of work. The reviewed form will be returned to you to confirm approval or request further information. If you do not receive a response prior to the scheduled request, please contact the Property Management Office. Please note after-hours building access will only be granted if the onsite contractor/vendor contact name provided on the Vendor Access Form is the same person who shows up to do the work. Additionally, he/she MUST provide a valid form of government issued photo identification when signing in at Security and will be issued a date stamped Visitor's Badge. Security will allow them access to the building; however, it is the tenant's responsibility to provide them access into the suite.

Please note any additional crew or staff (with the contractor/vendor) will only be admitted to the building upon verification of the designated contractor/vendor contact's authorization to enter the building. Each contractor crew member or staff person will be required to sign in with Security, at which time they will be asked to present a valid form of government issued photo identification and will be issued a date stamped Visitor's Badge to be worn on their person at all times while in the building.

Couriers and Deliveries

After hours, any couriers or deliveries will be required to sign in with Security. The delivery will be confirmed by the intended recipient or authorized representative thereof by phone, at which time said recipient or authorized representative will be asked to meet the delivery person in the lobby or loading dock to receive their delivery. Security will not escort, or provide access to any Couriers or Delivery Personnel to the elevators or suites.

NOTE: Security does not provide suite access, nor will Security accept deliveries or packages should the intended recipient or authorized representative thereof not be available to accept them.



Loading Dock Deliveries

The Orrick Building tenants may submit a list of recurring deliveries to the Property Management Office, including vendor name and a general description of the delivery. All other deliveries must be coordinated by an Authorized Signatory through the Property Management Office in writing 24 hours in advance using the Tenant Access Activity Form.

Tenant Function Guidelines

If you are planning a special event or function (e.g., party, reception, fundraiser), please notify the Property Management Office in advance. The Property Management Office maintains certain policies and procedures that assist in coordinating the event, limit liability of the building, and provide for the safety of all visitors and guests. The Property Management Office may ask for the following: date and time of event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificates of insurance. No function may be held in the common area or on the grounds without prior property management approval.



MOVING AND DELIVERIES

Prior Arrangements

All moves and major deliveries requiring the use of the freight elevator or loading dock for 20 minutes or more, including moves within the building, must be coordinated with the Property Management Office at least 72 hours in advance.

Move-ins, move-outs, or other deliveries of furniture and equipment requiring more than 20 minutes of freight elevator usage **must be scheduled after business hours**. Business hours are Monday-Friday from 6am to 6pm. The freight elevator is available on a catch-as-can basis.

A current Certificate of Insurance must be on file in the Property Management Office for any contracted moving and delivery services.

Note: No pallets or pallet jacks are allowed in the Freight Elevator.

Safety

It shall be the responsibility of the tenant and vendor to perform the move in the safest manner possible. The tenant and vendor must maintain clearance of entrances, exits and building corridors. Accumulation of combustible material is prohibited.

Clean-Up

The tenant and vendor will be responsible for removal of masonite, tape, pads, corner boards, empty containers, boxes, pallets, and other debris associated with the move, prior to the next business day. These items should be removed by the vendor and disposed of off-site. Any items left in the loading dock will be removed by the landlord at the tenant's expense.

Damages

Any damage caused by the tenant or vendor, including but not limited to safety edges, doors, walls, elevator controls, carpets, etc., will be repaired by a building-designated contractor at tenant's expense.

A representative of the Property Management Office may prepare a punch list, prior to moving, of building areas involved in the move, and a follow-up punch list upon completion of the move, to determine any damage caused by tenant or vendor.

Note: Property Management reserves the right to refuse access to movers/delivery personnel, at its discretion. Any mover or delivery personnel who violates these moving rules will be asked to leave the building immediately and may be denied future access



CONTRACTOR RULES & REGULATIONS

The following Rules and Regulations shall govern the operations of the Contractor. For purposes of this document, Property Management shall mean JLL.

I. Standard Construction Procedures

- A. Contractor(s) shall be responsible for the security of their own materials, equipment and work and that of their Subcontractors.
- B. Doors to all work areas, including stairwell doors, mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited.
- C. All Contractors are to wear uniforms and/or name tags in order to be easily identified at all times.
- D. All gang boxes, tool boxes, tool chests, and other containers are subject to inspection when moved in or out of the Building. All Contractor and Subcontractor personnel, materials, tools and equipment are to enter and exit the Building through the service corridor and freight elevators only. Use of the passenger elevators is expressly prohibited.
- E. Contractor shall be responsible for the protection of their work and the areas adjacent to their work.
- F. No cutting or patching shall be permitted without prior written consent of Property Management. Request for permission to do cutting shall include explicit details and description of work and shall not under any circumstances diminish the structural integrity of the Building components or systems. If any work is to be done in another tenant's space or in any public area, such work is to be done only with explicit written permission and at times as directed by Property Management. Such work is to be done only under the direct supervision of a competent member of the Contractor staff and under observation of the Project Superintendent. Any such area is to be promptly repaired and returned to a fully functioning, complete and clean condition.
- G. To the extent possible, light fixture switching shall be provided and maintained during construction and lights should be turned off at the end of each day.
- H. No radios or other audio devices are allowed at any time.
- I. Smoking is permitted at designated areas only, and is not permitted inside the building or at any building entrance.



- J. Restroom sinks, toilets, and urinals may not be used to wash, clean or flush any construction materials or equipment. If approved and available, the slop sink in the janitorial closet may be used.

II. Access

- A. Property Management must be notified of any scheduled work by submitting the Tenant Access Activity & Engineer Request Form (Access Request). The Access Request Form must be signed by Tenant and submitted to Property Management one business day prior to any Contractor work. Work should be scheduled so that it in no way conflicts with, interferes with, or impedes the quiet and peaceful enjoyment of other tenants, or the progress of Property Management's work or operations. Any work that is in conflict with the above conditions will be rescheduled by the Contractor to such time as approved by Property Management. Any construction activities which create excessive noise, such as core drilling, or odors must be done before or after Building standard operating hours. Please note that if an Access Request Form is not received or the person listed on the Access Request Form is not present, access into the building will be denied. It will be the Tenant's sole cost and responsibility to reschedule the work, as needed.
- B. Any work that may impact the Fire Life Safety System requires pre-approval and on-site supervision by Engineering. Engineer requests may be included on the Access Request Form. For business hours requests, the form must be submitted two (2) *full* business days prior to work. Non business hours requests must be submitted three (3) *full* business days prior to work. All requests are subject to rejection based on engineer availability. Assistance will be billed to Tenant per the terms of the Lease Agreement and the Local 39 Stationary Engineers Union. Processes that require Engineer supervision include:
- Hot Work: soldering, welding, flammable or combustible materials
 - Dirty Work: sheet rocking, sanding, spraying or anything which will create a large amount of dust or fumes.
 - Fire & Life Safety Work: pre-action systems, FM 200 systems, sprinkler work, doors, strobes and detectors.
 - Construction work where there will be core drilling, anchor shooting or abrasive cutting.
- C. Contractors must sign in with Security at the Loading Dock and sign out at the end of each work day. Security will provide a visitor badge for each worker that must be worn at all times. This includes daytime access and after-hours access.
- D. Contractor shall be provided access to loading dock space and freight elevator facilities for a twenty (20) minute daily maximum. If additional loading/unloading time is needed, Contractor may make arrangements for unloading and hoisting after business hours. At no time during normal



working hours will the Contractor be given exclusive reserved use of the freight elevator. The use of passenger elevators by construction personnel is prohibited.

- E. Contractor shall be provided access to unloading areas as prearranged with Property Management. All materials unloaded at these areas will be moved to an area of use immediately and shall not be stored or used in a way which adversely impacts use or operation of the Building.
- F. Contractors must arrange access into Tenant space directly with the Tenant. An Access Request Form will only provide access into the building. Security does not provide access to Tenant spaces.
- G. Access to electrical closets should be noted on the Access Request Form. Electrical closet keys may be checked out and in at the Lobby Console with a valid driver's license deposited with Security.
- H. Access to telephone or data rooms requires pre-approval from the riser management company, IMG Technologies. Access into any base building telephone or data riser closet must be prearranged with IMG before submitting the Access Request Form. IMG may be contacted at: imgservice@imgtechnologies.com or (888) 464-5520. IMG will then authorize Property Management to allow access per the Access Request. Contractors may then check a tele/data closet key out and in at the Lobby Console with a valid driver's license deposited with Security.

III. Building Equipment

- A. Tools or materials will not be loaned to construction personnel at any time.
- B. Contractor materials and tool storage will be limited to the areas for which access has been granted. No flammable liquids, highly combustible liquids or hazardous materials will be allowed to be stored on any floor.
- C. No Building systems (e.g. life safety, mechanical or electrical) will be turned off, disengaged, or otherwise affected by Contractor without preapproval and supervision by Engineering. Such requests shall be made on the Access Request Form per the terms listed here within. No construction personnel will be permitted to operate, activate, or in any way manipulate the HVAC or other base building equipment. Fire Life Safety systems and devices, including sprinkler systems, shall be placed in service at the end of the work day, and the Contractor shall not leave the site until all systems are verified by Engineering as fully operational.

IV. Housekeeping

- A. Contractor must remove daily all personal rubbish (e.g. lunch debris, drink containers), surplus and waste material resulting from the performance of his or her work. At the request of Property Management, Contractor shall relocate any materials causing an obstruction as directed. Use of



the Building's debris box or trash compactor is prohibited. Furthermore, Contractor is responsible for compliance with the San Francisco Construction & Demolition Debris Recovery ordinance.

- B. Contractor will ensure that all mechanical rooms, electrical and telephone closets, and other Building and common areas, entered by Contractor or Subcontractors in conjunction with Contractor's work, will be cleaned and free of debris nightly.
- C. Public areas adjacent to the premises where Contractor's work is being performed shall remain free of dust and debris and materials at all times.

V. Parking

On-site parking, other than the public parking facility with standard parking rates, is not available at any time for Contractor personnel.

VI. Signage

Contractor shall not be permitted to post any identifying signage or advertising within the Building or visible from outside the Building.

The Rules of the Site may be amended or revised at any time. The amended or revised Rules of the Site shall become effective upon delivery to Contractor or publication by posting at the project site, whichever is earlier. For more detailed information on construction please see 405 Howard General Construction notes and requirements.

Contractor Rules & Regulations as-of April, 2013.



ALTERATIONS AND REMODELING

Tenant Alteration Projects

All alterations require the approval of the Property Management Office. Requests to make alterations should be sent, in writing, to the Property Manager. Only an approved contractor can perform alterations. All construction contractors including general, electrical, plumbing, or phone contractors, must register with the Property Management Office prior to performing any work in the building. In addition, installation/changes/additions of communications equipment, computer, or alarm systems must also be coordinated with the Property Management Office.