

Revised | February, 2023

# 580 CALIFORNIA TENANT HANDBOOK



# Introduction

## Welcome to 580 California!

We are happy that you have chosen this Jones Lang LaSalle Building in which to conduct your business. We look forward to having a long and pleasant relationship with you. Included in this manual are several forms that need to be returned to the Building 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 Guide. To ensure effective communication, we at Jones Lang LaSalle would like you to designate a "Tenant Contact" as the contact between your company and the Building Office Staff. An alternate tenant contact should also be delegated. Your Tenant Contacts will be responsible for making requests or reporting problems, as well as conveying important information from our office. We suggest that all communication from your company to the Building Office be channeled through your tenant representatives, so that we can better service your company's needs. It is also very important for the Building Staff to know whom to contact if an emergency occurs in the building after normal business.

Within two weeks of occupancy, once the Tenant Contacts have been chosen, please fill out the Tenant Contact - Floor/Suite Contact Form, the After-Hours Emergency, After-Hours Contact Form and the Tenant Holiday Schedule Form located in the Guide and submit them to the Building Office.

Note: The Tenant Contact - Floor/Suite Contact Form should be updated as personnel changes occurred.

Below is a list of the forms that should be returned to the Building Management Office. Please send the forms via mail or bring them to the office directly as soon as possible. Be sure to keep a copy for your reference. Please feel free to contact the Building Management Office if you have any questions at (415) 392-3202.

### FORMS DUE BACK TO THE BUILDING MANAGEMENT OFFICE:

Tenant Authorization, Emergency & Business Contact Information Sheet	_____
Tenant Holiday Schedule Form	_____
Floor Warden Persons Requiring Assistance (Included in the Emergency Guide)	_____
Bicycle Waiver	_____



580 California is an iconic Class A office tower located at the intersection of California and Kearny Streets, in the heart of the North Financial District in downtown San Francisco. San Francisco's famous Cable Cars, Chinatown, Union Square and North Beach are easily accessible, as are the major transportation lines serving the City.

Building Hours: 7:00 A.M. to 6:00 P.M., Monday through Friday.

Observed Holidays: New Year's Day  
Martin Luther King Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Parking: Hours of Operations are 6:00 A.M. to 2:30 P.M., Monday through Friday (Subject to Change)

The parking garage entrance is located on Spring Street. Vehicles must enter Spring Street from California Street.

For current rates or more information, please call (415) 677-9466

## Building Management Office

Jones Lang LaSalle Americas, Inc.  
580 California Street, Suite 1350  
San Francisco, CA 94104

Phone: (415) 392-3202  
Security: (415) 291-5475, 24 hours / 7 days  
Office Hours: 8:00 A.M. to 5:00 P.M., Monday through Friday.

The building offers many services and conveniences. Please direct all requests and questions concerning the building to our office at the above number.

Below is a list of our Building Staff:

Laurie Rummelhart	General Manager	<a href="mailto:laurie.rummelhart@jll.com">laurie.rummelhart@jll.com</a>
Florence Ha	Property Administrator	<a href="mailto:Florence.Ha@jll.com">Florence.Ha@jll.com</a>
Loretta Chohey	Chief Engineer	
Gino Mallamo	Engineer	
Sun Yi	Engineer	
Ro Guian	Day Porter	

## Postal Services

The U.S. Postal Service will deliver your company's mail to your mail box which is located in the mail room on the Lower Level 1 floor near the Parking Garage office. The nearest U.S. Post Office is located at 150 Sutter Street, San Francisco. The phone number is (415) 765-9005. The building is not responsible for any mail or packages lost or delivered incorrectly. Please call the U.S. Postal Service for any questions regarding mail and packages.

## Newspapers

Delivery persons deliver newspapers to which you have subscribed daily to the security console. Please notify your newspaper carrier that the Security Staff cannot be responsible for deliveries left at the security console.

## Parking

Although building security patrols the garage, the building is not responsible for vehicle theft or damage. Please lock your vehicle at all times, and do not leave it in the garage overnight. If an overnight stay becomes necessary, please notify the Building Management Office and security.

## Signs, Lettering and Notices

The building directory is located at the Security Console on an interactive tablet. Directory listings provide company names and suite numbers only. Floor directories are located in the elevator lobbies. If you require additional listings or wish to make changes to your current listing, please contact the Building Management Office at (415) 392-3202.

Signs or notices are not permitted in building common areas and cannot be visible from the building exterior. If there are any questions regarding signage, please contact the Building Management Office.

## Lost and Found

Please report any lost or missing items to the Building Management Office. Items found can be brought to the security console at the front lobby. Found items are kept for a maximum of 30 days.

## Energy and Water Conservation

580 California has achieved the highest rating available of LEED Platinum from the US Green Building Council. This certification reflects the property's commitment to sustainability and the environment through best-practices.

Your assistance is needed in our continuing efforts in energy and water conservation. Some ways that you can help include turning off all non-essential equipment and lighting and reporting dripping faucets or running toilets immediately.

## Pest Control

Please notify the Building Office immediately if pests are detected within your premises or common areas. Our pest control operator will respond quickly. A tenant invoice may be required.

## Smoking Area

580 California provides a smoke-free environment for its tenants and their visitors. Smoking is prohibited in corridors, stairwells and common areas.

In accordance with the City and County of San Francisco Public Health Ordinance, smoking is permitted only at the curb. If there is no curb, smoking must be at least 15 feet from exits, entrances, operable windows, and vents.

# Building Services

## Angus Work Order Request Program

All service requests are issued and processed through the Angus Work Order Request Program. The Angus Work Order Request Program is the fastest, most effective method of getting the building services when you need them, where you need them and how you need them.

The online Angus Work Order Request Program will provide you with the most convenient means to request building services - 24-hours a day, 7-days a week. It is another way we are working harder to make your life easier. Better service through true innovation.

**Why Use Angus Work Order Request Program?** Angus Work Order Request Program will make reaching Building Management and Engineering easier, faster and simpler.

**Comprehensive** – The status and history of any service request can be tracked online.

**Simple** – No faxes or e-mail messages to write. Just log on and submit your request with a few simple clicks.

**Efficient** – You can provide as much or as little detail as is necessary.

**Immediate** – Building Management & Engineering Staff are notified immediately of a service request.

Angus is automatically registered to authorized tenant contacts. For more information, please contact the Building Management Office at (415) 392-3202.

## Janitorial

During the day, we have a day porter on duty who provides janitorial services Monday through Friday between the hours of 7:00 A.M. and 3:00 P.M. Your company may have needs that fall outside of normal services during this time; the charge will be approximately \$63.00 per hour regular time and \$95.00 per hour overtime billed to the closest 15 minutes (prices subject to change).

If you require cleaning of above-standard improvements (e.g., parquet floors, glass partitions), or have any special cleaning requests (e.g., carpet shampooing, dishwashing, stripping/waxing of vinyl floors) please contact the Building Management Office to obtain a quotation. The charge will be billed on the first invoice after the work is completed.

Moving companies and vendors must remove their boxes from the premises after deliveries. If you have boxes to be disposed of, please flatten them, stack them within your office space and clearly mark them "trash." You can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the Building Management Office. 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.

## Recycling

Jones Lang LaSalle has instituted a building-wide recycling program for paper, cardboard, glass and aluminum products used on the premises. These items are collected in special bins marked "recyclable" and removed weekly by a waste disposal contractor. Please place your recyclable items in the specially marked containers provided for this purpose. **Do not mix recyclable materials with normal trash and compostable items.** If you would like to schedule a recycling education, please contact Florence Ha at Florence.ha@jll.com or (415) 392-3202.

## HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems in the building operate Monday through Friday, 6:00 A.M. to 6:00 P.M. If at any time during working hours you desire adjustment to the temperature within your suite, submit a work order through the Angus Work Order Request Program. To avoid damage and minimize delays, please do not adjust thermostats without assistance. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please keep blinds closed when in direct sunlight.

## OVERTIME HVAC SERVICE

If your company needs to have HVAC service before or after regular service hours, the charges and terms are as follows;

<u>Full HVAC:</u>	Weeknights	<b>\$180.00/hour</b>
	Weekends and Holidays	<b>\$230.00/hour, minimum of 4 hours</b>

Fans Only: **\$21.46/hour**, 7 days a week, no minimum time limit.  
Keep in mind that running fans only is not sufficient to provide a comfortable working environment for more than one or two hours.

**Requests for after-hours HVAC service must be submitted by 12:00 P.M. on the day before the service is being requested Monday - Friday. Same day requests cannot be accommodated. For after-hours HVAC Service on Saturdays and Sundays, the request must be submitted by 12:00 P.M. on the Thursday before the weekend that the service is requested.**

## Engineering- Maintenance and Repairs

Emergencies and any request that requires immediate attention should be called into the Building Management Office at (415) 392-3202. Otherwise, if you experience a problem within your suite that requires maintenance assistance and/or repair, please have your tenant representative:

1. Issue the request through the Angus Work Order Request Program located on the Jones Lang LaSalle website, <http://www.ng1.angusanywhere.com/Tenant/JLL/newyorkave/Default.aspx>
2. Describe the problem as accurately as possible.

The Building Management Staff will address the problem as soon as possible, sending someone to assist you or making whatever other arrangements are necessary. If the repair or maintenance work is not the Landlord's responsibility, then tenant will be charged for such work at Landlord's cost-plus appropriate mark-up. Please make your service request directly to the Building Management Office or through the Angus Work Order Program online. Maintenance personnel are required to receive instructions and assignments from the Building Management Office only. This procedure helps the management staff keep track of your requests and ensure that they are resolved in a timely fashion.

Above standard engineering services are billable at **\$103** per hour in 15-minute increments

## Lighting/Electrical

If you need light bulbs or ballast installed, please issue the request through the Angus Work Order System online or by contacting the Building Management Office.

## Keys

New tenants receive two keys per lock set. You can purchase additional keys and locks by placing a work order through Angus. Building Management cannot provide or make keys for tenant's furniture (file cabinets, desks, etc.). Alterations to locks can be made only with approval from the Building Management Office. **Prices subject to change.**

Additional keys may be requested at **\$7.50** per key.

# Building Amenities

## Conference Center



580 California offers a common Conference Room for the exclusive use of our tenants, located on the 1st floor at the rear of the main lobby. The room contains three tables that may be configured as a single table (pictured above), or alternatively set up class-room style, with seating for 14 people. Additional seating may be brought in if needed.

The room is equipped with:

- an 80" HD TV monitor with video conferencing capability and Apple TV. It can also be connected to a laptop or tablet and used as a display;
- a Polycom telephone for conference calling;
- marker boards;
- open Wi-Fi
- an adjacent pantry containing a refrigerator, microwave oven, coffee maker, dishwasher, dishware/flatware/glasses/mugs and coffee and tea supplies.

The Conference Room is available Monday through Friday from 8:00 a.m. to 5:00 p.m. by reservation only.

Reservations should be made via Angus AnyWhere, our online work order system under "New Reservation" on the upper left side of the screen.

The cost to reserve the Conference Room is a flat fee of \$75.00. For more information, please contact the Building Management Office at (415) 392-3202.

## Bicycle Storage Facility, Showers & Lockers



580 California offers a fully-equipped bicycle storage facility, including showers and lockers. These facilities are made available at no charge, and are meant for day use only. There are 23 bike racks of various types, a repair station, 18 private lockers and men's and women's restroom/shower rooms.

Access entry and exit for this room is accessible only via the double doors on Kearny Street, which is secured by a card reader. Employees may request ongoing card key access via Angus AnyWhere.

Users of the lockers will provide their own locks, which may not be left overnight. A signed liability waiver will also be required (see Page 32). The Building Ownership and Management are not responsible for any loss or damage.

Showers provide soap only. All personal items must be removed after use.

### Storage Rooms

Please contact the Building Management Office at (415) 392-3202 to inquire about availability.

### On-Site Shops/Services

The following shops/services are available on the premises during business hours:

- Leaf & Ladle
- Starbucks





## 580 CALIFORNIA BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking garage, 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. All locks shall be building standard restricted keyway. 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 this Lease.
6. All contractors, contractor's 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. All vendors performing work or delivering within the building will be required to submit a valid Certificate of Insurance that meets Landlord's requirements. Please contact the Building Management Office for sample forms and guidelines.
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.

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 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.
13. 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.
14. 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 Lease Term be extended as a result of the above actions.
15. 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.
16. 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 machines for sale of beverages, foods, candy, cigarettes and other goods), except for 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.
17. Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.
18. 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.
19. 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.
20. Tenant shall not canvass, solicit or peddle in or about the Building or the Property.
21. Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in the building, 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.
22. 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.

23. 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.
24. The work of cleaning personnel shall not be hindered by Tenant after 5:30 P.M., 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 services.

# Building Access and Security

## General Security

Security officers represent 580 California's interests with respect to incidents that occur in the common area of the building. The officers can also assist tenants with incidents within tenant spaces, but they can only do so in support of tenant staff, pending arrival of the Police Department. Tenant employees must take the lead in resolving incidents within their spaces. Security officers can act as support and provide backup to the tenant employees. All tenant employees (part-time and full-time) should be aware of their company's written policies regarding security issues.

Every office must provide the Building Management Office with a written list of persons that we can contact in after-hour emergency situations. These people should be listed in the order in which they will be contacted. Jones Lang LaSalle will use this list only if your office cannot be secured at night or for some other emergency requiring Management to get into the space immediately. Building security officers are not able to stand guard at a tenant space for any period of time.

Please update the Building Management Office as soon as your office emergency contacts change. The time lost trying to contact the right person could prove critical in an emergency.

No personnel will be allowed access to 580 California or tenant spaces since all authorized personnel should have in their possession an access key card or access code suite keys unless the visitor is registered on BluB0x or approved ahead of time in writing by management. If an employee without access card or visitor arrives at the building and asks for access without prior BluB0x registration, the security guard may telephone the suite if the employee or visitor provides a telephone number. Someone from the suite will have to come down to the lobby and escort the employee or visitor up to the suite. If necessary, the tenant emergency contact will be notified for instruction. However, the security guard is not permitted to "key up" any individual in the building for any reason without proper written or verbal authorization by management or the designated tenant appointee.

Security officers do not have access into tenant spaces except in emergencies. After-hours lock out services requires authorization by designated tenant appointee and is billable at \$250 per incident.

## Vendors and Contractors

In special cases where you have vendors or contractors (carpet cleaning, installation of computer equipment, etc.) coming in after-hours or on the weekends, you must notify the Building Management Office by email to [Florence.ha@jll.com](mailto:Florence.ha@jll.com). Please include the name of the company coming, the date, and the approximate time. Also give a description of what they will be doing. Request that the individual(s) have some form of identification to present to the guard on duty. The vendor will need to provide a valid Certificate of Insurance to the Building Management Office before coming on site. Insurance requirements are listed in Insurance Requirements – Policies and Procedures. Please note that the guard does not have the authority to let vendors or contractors into tenant spaces without prior authorization.

As hard as we try, there are still occasions when we may need to escort an unwanted visitor from 580 California or to investigate a theft. The inconvenience caused by these situations can be minimized if the correct procedures are observed.

## Security Cards

To gain access to the building and tenant floor during normal and after hours, security card system is used. Access key cards are required for any individual to enter 580 California. Tenants should also carry the correct key to their suite. Security officers do not have access into tenant spaces except in emergencies. After-hours lock out services requires authorization by designated tenant appointee and is billable at \$250 per incident.

To request an access card, please submit your request via Angus Work Order System. **Please note that there will be a \$20 charge for each new card.**

## Visitors

Tenants must register their visitors through BluB0x systems and visitors must check in at the Security Desk located in the lobby. Upon confirmation, visitors will be allowed access to the elevators. If you need access to BluB0x systems to register your visitors, please contact Florence Ha at [Florence.Ha@am.jll.com](mailto:Florence.Ha@am.jll.com).

**Please note, the building is not permitted to accept any packages or deliveries.**

## Security and Safety

While security officers can provide protection for the Building, the cooperation of the building occupants within is essential. Observation of suspicious persons or activities, as well as emergencies should be reported to Security at 415-291-5475.

### Security - During Business Hours

Elevators are locked during regular 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 preventive measures to keep your area more secure. For example:

1. Lock all doors when leaving your suite unattended.
2. Instruct employees to keep valuables in secured areas (locked desks, file cabinets or closets) when leaving them unattended.
3. Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults. Do not leave combinations where they can be found or easily deciphered.
4. Notify the Building Management Office if you see loiterers, peddlers or canvassers on the premises.
5. Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
6. Check wastebaskets at the end of the day to ensure that no items of value have been left there.

### 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 at 415-291-5475; security personnel will assist them.

The 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.

## Building Occupant Responsibilities

- **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 receptionist desk, whenever the receptionist is away from their 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.
- **Provide updated key access information.** This is done with the forms in this Tenant Handbook.
- **Send the name and deactivate access card number of any employees who have been terminated or laid off.** Get this information to us as quickly as possible, preferably the same day.
- **Provide the Building Office with current accurate information**, updated phone numbers and after-hours contacts and expect to receive calls in case of incidence.
- Make sure that your company appoints two alternate tenant contacts in addition to the main tenant contact.
- **Read and learn the Facility’s Emergency Procedure Manual.** 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 Building 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 415-291-5475. Make sure each employee has an emergency phone number saved on their phone.
- If there is a medical emergency, call 911 first. Second, report the medical emergency to the Security Staff at 415-291-5475, so that we can prepare for the arrival of the ambulance and the emergency response team.

We request that these procedures be circulated among all employees and that everyone be 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.

## 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 immediately at 415-291-5475

# Service Animal Policy and Requirements

580 California Street is a private property and does not permit animals in the building, with the exception of Service Animals.

## Service Animal Designation

The Service Animal designation in San Francisco is in compliance with the US Department of Justice's definition of Service Animals. Service Animals are dogs that have been individually trained to do work or perform physical tasks for people with disabilities. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

Please note that dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under Title II and Title III of the American Disability Act (ADA).

Additional information can be found on the U.S. Department of Justice website: [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

## Building Access Permissions

### Employer Notification

A formal letter will need to be submitted from the company that is the current leaseholder confirming that the employee is authorized to bring the dog into 580 California as a Service Animal. Upon submission, please provide the following:

1. Name of Employee and Building Access Card number
2. Description of the work or task the dog has been trained to perform.
3. Photograph of Service Animal  
A current photograph of the service animal is requested to ensure smooth check in process with our security staff.
4. Service Dog Tag or License  
A copy of the service dog tag or service dog license issued by the city or county in which the dog resides in.
5. Dog License Registration  
A copy of the current dog license issued by the city or county in which the dog resides in. Current dog license registrations confirm that the dog is up to date on all vaccinations and is a requirement for building safety.

### Service Animals Must Be Under Control

**Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.** In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Documentation can be submitted to [Florence.Ha@ill.com](mailto:Florence.Ha@ill.com)

If there are any questions, please contact the Building Management Office at (415) 392-3202.

# Moving and Deliveries

## General Information

All tenant moves—into, out of, or within the building—must be coordinated with the Building Management Office. Please notify the Building Management Office of your proposed moving date so that use of the freight elevator can be scheduled. The moving contractor must provide evidence of liability insurance coverage at least five (5) days prior to the day of the move.

We require that all moves that will last for more than 20 minutes be undertaken during non-business hours to simplify access to the building and minimize any inconvenience to other tenants.

## Loading/Unloading

When moving into, out of or within the building, please contact the Building Management Office for assistance. Jones Lang LaSalle requires that the moving contractor provide protection for building carpets, walls and elevators during loading and unloading. If you are not using a moving contractor, please call the Building Management Office for assistance in coordinating the use of the elevator and protection of carpets.

## Loading Dock Hours and Access

Please ask the moving contractor to contact the Building Management Office well in advance of the moving date to schedule use of the service elevator. The service elevator is available with approval of the Building Management Office. Approval is also required for moves that are scheduled to take place during the weekend.

The loading area or delivery entrance is located on the Spring Street side of the building, and is easily accessible. The following rules are designed to ensure a smooth, continuous flow of material from the street area to the tenants in the building:

- \* A 20-minute unloading limit is observed at the loading dock, except for move-ins and move-outs scheduled after hours or on weekends.
- \* Hand carried deliveries are permitted.
- \* Two and four-wheel dollies, carts, and other types of material conveyors may **not** be taken in the passenger elevators. Only hand-held packages may be transported in passenger elevators during normal business hours.
- \* When moving bulky materials, office furniture or equipment in or out of the building, please contact the Building Management Office for assistance.





## 580 CALIFORNIA BUILDING RULES FOR 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 arranged with the Building Management Office at least one week in advance. Our telephone number is (415) 392-3202.

Move-ins, move-outs or other deliveries of furniture and equipment for a suite must be scheduled after hours (Monday- Friday 6:00 P.M. - 7:00 A.M.) or during the weekend. Additional security must be retained to monitor the move and will be assigned at the loading dock and garage areas. The current rate to hire security is \$45.00 per hour, with a four-hour minimum (except holidays), rate is subject to change. Building Management Office will arrange for the additional security and Tenant will be billed back.

Small deliveries that can be hand carried (i.e., chairs, side tables, lamps, computers) may be scheduled during regular business hours which consists of no more than two freight loads.

A current Certificate of Insurance with an Additional Insured Endorsement must be on file in the Building Management Office for any contracted moving services. If you wish to obtain the specifications for insurance for 580 California, please contact the Building Management Office.

### **Passenger Elevators are not to be used for deliveries, no exceptions.**

Masonite is **ALWAYS** required to protect our floors.

Movers must provide Masonite (floor protection) for the following areas (Masonite must be taped end to end).

Movers may use the freight elevator (Car F) only. The freight elevator dimensions are 8.75' (h) x 6'5" (w) x 5.5' (d); doorframe is 4' x 8' 5". Capacity is 12 people or 3500 lbs.

The loading dock dimensions are 12' (w) x 22' (l) x 14' (h).

Movers must also protect all door jambs associated with the move (both elevator and tenant space).

### **Safety:**

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

Additional Building Security personnel is required and will be at tenant's expense and is arranged through the Building Management Office.

**Clean-Up:**

The tenant/mover will be responsible for removal of Masonite, tape, pads, corner boards, empty containers, boxes and other debris associated with the move, prior to the next business day. Cleaning equipment is to be provided by the movers.

**Damages:**

Any damage caused by the tenant/mover, 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 Building Management Office will 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/movers.

**Miscellaneous:**

The Health Code Article 19E of San Francisco states that smoking is prohibited in all enclosed places of employment. Hence, smoking in the Building is prohibited at all times.

The Building Management reserves the right to refuse access to movers/delivery personnel, at its discretion. Any mover who violates these rules will be asked to leave the Building and may be denied future access.

# Vendor Insurance Requirements

## Indemnity Agreement

Vendors working at 580 California are required to complete and sign the Indemnity Agreement.

## Indemnification Clause

Vendor assumes all risks and liabilities for and, to the fullest extent permitted by law, agrees to indemnify and hold Owner, and Owner's stockholders, members, partners, directors, officers, managers, employees, agents and affiliates (collectively, together with Owner, the "Indemnified Parties") harmless from any and all claims of loss, damage, liability and expense, including reasonable attorney's fee and costs, arising or incurred in connection with the providing of products and services (the "Work") as specified herein.

## Waiver of Subrogation

Vendor(s) shall require all policies of insurance that are in any way related to the Work and that are secured and maintained by Vendor and all tiers of Subcontractors to include clauses providing that each underwriter shall name Owner as additionally insured and waive all of its rights of recovery, under subrogation or otherwise, against Owner and the other Indemnified Parties.

## Vendor Insurance

All general liability insurance coverage required herein or in any other agreement between the parties shall be written on an "Occurrence Basis". Vendor shall at all time during the period in which the Agreement is in force, provide, maintain and require all Vendors to provide and maintain the following types of insurance protecting the interest of the Indemnified Parties and their respective agents, employee's or representatives with limits not less than those as set forth below.

### LIMITS:

- General Liability = \$1,000,000 per occurrence
- Workers' Compensation = Statutory per occurrence
- Employer's Liability = \$1,000,000 per occurrence
- Auto Liability = \$1,000,000 per occurrence

**ADDITIONAL INSURED:** All Insurance Certificates must have the "Additional Insured Endorsement" attached to the Insurance Certificate. (Acceptable forms CG20101185, CG20101093, CG20101001 with CG 20371001, CG20261185 with CG20371001, or CG20100413 and CG20370413.) **The following should be included as Additional Insureds:**

- I&G Direct Real Estate 43, LP
- J.P. Morgan Investment Management, Inc.
- Jones Lang LaSalle Americas, Inc.

*Please note: Blanket additional insured endorsements which only extend where required by written contract are NOT ACCEPTABLE unless you are contracted directly with the building.*

### **CERTIFICATE HOLDER:**

I&G Direct Real Estate 43, LP  
c/o Jones Lang LaSalle Americas, Inc.  
580 California Street, Suite 175  
San Francisco, CA 94104  
Attention: Property Manager

**WORKERS COMPENSATION INSURANCE** (WC) coverage limits are as follows:

- Workers compensation insurance in accordance with the laws of the state with jurisdiction.
- Employers' Liability coverage in limits not less than \$1,000,000 minimum limit.

**The CGL insurance shall have primary coverage limits not less than the following:**

- BODILY INJURY LIABILITY/PROPERTY DAMAGE LIABILITY - \$1,000,000 for each occurrence, combined single limit with a \$2,000,000 policy aggregate. ENDORSED SUCH THAT THE POLICY AGGREGATE APPLIES TO EACH **PROPERTY LOCATION**.
- PERSONAL INJURY LIABILITY - \$1,000,000 each person and a \$2,000,000 policy aggregate.
- AUTOMOBILE LIABILITY INSURANCE (Auto) - covering all owned, leased, non-owned and hired automobiles used in connection with the Work with coverage limits specified above.
- COMPREHENSIVE CATASTROPHE LIABILITY INSURANCE (Umbrella) - indemnifying for ultimate net loss sustained by reason of any liability whether imposed by law, assumed under contract, or otherwise incurred arising out of the Work.
- BODILY INJURY - including damages for care and loss of services, because of bodily injury, including death at any time resulting there from, sustained by any person or persons \$1,000,000 per person and a \$2,000,000 policy aggregate.
- PROPERTY DAMAGE - for losses due to damages to or destruction of tangible property, including loss of use of such property resulting there from in compliance with the amounts set forth above.
- PROFESSIONAL LIABILITY – Consultant shall provide liability limits of at least \$2,000,000 per claim and \$2,000,000 in the aggregate. The policy shall include an option to purchase an extended reporting period provision, clause or endorsement, for up to 24 months or the vendor agrees to maintain the policy for 2 years following the project completion.
- LIQUOR LEGAL LIABILITY – if Vendor's Work includes any activity or matter that is or may be excluded from coverage under a commercial general liability policy (e.g., the sale, service or consumption of alcoholic beverages), Vendor shall obtain such endorsements to the commercial general liability policy or otherwise obtain insurance to insure all liability arising from such activity or matter (including liquor liability, if applicable) in such amounts not less than \$2,000,000 for each occurrence and aggregate.

**SCHEDULE OF EXCESS LIABILITY (UMBRELLA) LIMITS**

- **\$2,000,000** for: carpet & flooring contractors, painters, exterminator, glass contractors, display sign and display set-up contractors, plumber, landscaper, hood vent cleaner, sheetrock and framing contractor, mechanical contractor, carpenters, gate/door contractors, security equipment installer, security contractors, moving companies.
- **\$10,000,000** for: roofing/skylight contractors, electrical contractors, structural steel contractors, cleaning contractors, and concrete contractors.

**Prior to scheduling any work onsite, please submit your Certificate of Insurance and a signed Indemnity Agreement to [Florence.Ha@jll.com](mailto:Florence.Ha@jll.com) for approval.**

# Alterations and Remodeling

## Tenant Alteration Projects

All alterations require the approval of the Building Management Office. Requests to make alterations should be sent, in writing, to the property manager. Alterations can be performed only by Jones Lang LaSalle staff or an approved contractor. All construction contractors including general, electrical, plumbing or phone contractors must register with the Building Management Office prior to performing any work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the Building Management Office.

## Communication Installations

When changes or additions to your communications network are necessary, your telephone installation contractor must contact the Building Management Office as well as **Summit Riser Systems (SRS)**, who is 580 California's preferred provider for riser management. SRS needs to ensure that house cabling lines are properly assigned and code requirements are met.

Phone Number: (866)778-6648

Contact Names: Joanna Roberts

When you order a new telephone line or circuit, please contact SRS to bring that line from the carrier drop off point (also known as the Minimum Point of Entry or MPOE located in the basement) to the backboard located within your suite. Jones Lang LaSalle has negotiated with SRS to provide fast, quality service at competitive prices. This riser program does not dictate which carrier you choose for your telecommunications services or who can be used for you in suite data/telephone cabling needs.

### How Does This Work?

Example: Your company needs another phone line/fax line or T-1.

Step 1: Call your telecommunications provider (SBC, Verizon, MCI, Sprint, etc.) and order your line as usual. Your provider will give you the installation date to drop the line off at the minimum point of entry (MPOE). They will usually give you the new telephone number, circuit number and binding post number.




Step 2: Your next call should be to SRS to notify them of the installation date. SRS will provide you with a cost estimate for the work and confirm a schedule with you to extend your line from the MPOE to your backboard.

Step 3: At this time, you may also consult with SRS for any of your in-suite voice and data cabling needs if desired. This includes system design, installation, circuit extensions, moves, additions & changes; phone system and data networking services; sales and tech support and installation. Or consult with your preferred telecommunications provider.

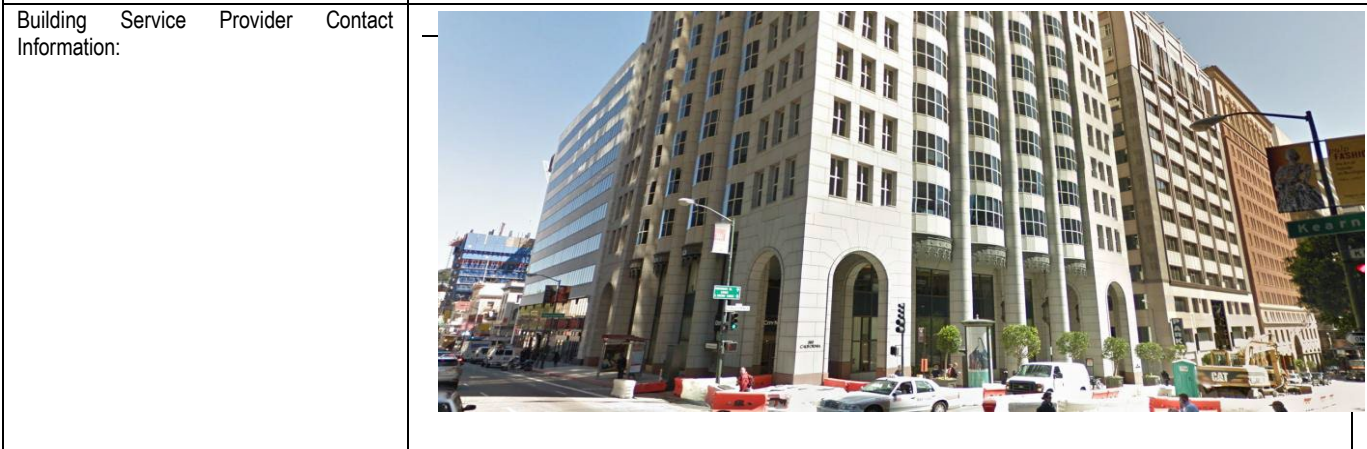
When your provider arrives on the installation date, they will check out the key to the Main Telephone room (MPOE) from security. However, they will not be given the key to enter the building telephone closet on your floor, only SRS will have access to those keys.

# Building Technology Information

Jones Lang LaSalle - 580 California Street; San Francisco, CA 94104 - 2017 Building Technology Report		
Incoming Building Services	Available	Notes
Analog, DSL & ISDN (384Kbs/.1.5Mbs)	Yes	AT&T
T1, DS1 (1,500Kbs, 1.5Mbs)	Yes	AT&T
Fiber Optics (DS3, OC3, OC12)		<p><b>AT&amp;T</b> - AT&amp;T Incoming SM fiber from the C/O - Fiber enters the primary MPOE room from the central office. MPOE room is located in the basement level of the building. AT&amp;T has (1) Ciena 5140 located in the 1.2 telecom data closet in basement with high speed Ethernet capabilities. AT&amp;T's switching equipment is located within a freestanding relay rack and equipment cabinet. Fiber FAP's are mounted to the plywood backboard. AT&amp;T EMUX INC Backbone is located in the 1.2 telecom data closet as well and they have a FTP on the 4th and 20th floors. AT&amp;T also has a DS3 (ACI-2098 Advance Concept Inc) unit located inside the 1.1 MPOE room as well. AT&amp;T has (1) Cisco OptEMan 3400 switch located in the 20th floor riser closet.</p>
Fiber Optics (DS3, OC3, OC12)		<p><b>Level 3</b> - Level 3 Incoming SM fiber from the C/O - Fiber enters the primary MPOE from the central office via a outside vault into the building MPOE room. Level 3 has a fiber enclosure canister located in the MPOE room, basement 1.2 telecom data closet, 11th floor, and 19th floor riser closet. All tenant connections are made on a tenant by tenant basis from the in-suite MDF location to the primary Level 3 Backbone FAP locations placed throughout the building.</p>
Fiber Optics (DS3, OC3, OC12)		<p><b>Cogent</b> - Cogent Incoming SM fiber from the C/O - Fiber enters the primary MPOE from the central office via a outside vault into the basement level MPOE room. Cogent also has a 4 post enclosed equipment cabinet located in the basement 1.2 telecom data closet and in 3rd, 12th, and 18th floor riser closets. All tenant connections are made on a tenant by tenant basis from the in-suite MDF location to the Cogent riser backbone FAP locations.</p>
Fiber Optics (DS3, OC3, OC12)		<p><b>Zayo</b> - Zayo Incoming SM fiber from the C/O - Fiber enters the primary MPOE from the central office via a outside vault into building basement level MPOE room. Zayo has a wall mounted, fiber enclosure panel located in the MPOE room. Zayo does not have a fiber riser backbone in place at this time. All tenant connections are made on a tenant by tenant basis from the in-suite MDF location to the primary MPOE room.</p>
Fiber Optics (DS3, OC3, OC12)		<p><b>Century Link</b> - (Formerly OnFiber Communications/Quest) - Incoming SM fiber from the C/O - Fiber enters the primary MPOE from the central office via a outside vault into building basement level MPOE. Century Link/OnFiber has a wall mounted fiber enclosure panel located in the 1.1 MPOE room. Century Link/OnFiber does not have a fiber riser backbone in place at this time. All tenant connections are made on a tenant-by-tenant basis from the in-suite MDF location to the primary MPOE room.</p>

Fiber Optics (DS3, OC3, OC12)		<b>Verizon</b> - Verizon Incoming SM fiber from the C/O - Fiber enters the primary MPOE from the central office via a outside vault into the basement level MPOE room. Verizon also has a 2 post free standing equipment rack located in the basement 1.2 telecom data closet. All tenant connections are made on a tenant-by-tenant basis from the in-suite MDF location to the primary MPOE room.
Incoming Copper Pairs for voice, DSL and T1 Services.	Yes	<b>AT&amp;T</b> - Existing copper cable plant feeds the primary MPOE room located in the basement level of the building. 2000 copper pairs originate from the primary MPOE room and are divided up and terminated in the basement 1.2 telecom data closet, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd and 23rd floor riser closets.
Distance from Central Office	N/A	Not Surveyed
<b>TV Services</b>	<b>Available</b>	<b>Notes</b>
Satellite TV		<b>DirectTV-B2B TV</b> - B2B TV has satellite-based TV services available with a vertical riser distribution system in place with taps located in all the riser closets. DirecTV/B2B TV has a satellite dish located on the rooftop of the building.
Satellite TV		<b>Dish Network</b> - Dish Network has satellite-based TV services available with a vertical riser distribution system in place with distribution taps located in the 8th and 23rd floor riser closet of the building. Dish Network has a satellite dish located on the rooftop of the building.
<b>Internal Infrastructure</b>	<b>Notes</b>	
Building Riser System Layout	MPOE is located on the basement level of the building. The building is at 60% of telecom capacity from AT&T with both fiber and copper-based services available. House copper backbone cabling originates in a secure MPOE and is distributed throughout the building via the telecommunication closets. There is one riser closet per floor in the building which are located in the hallway corridors with some closets located inside occupied tenant suite spaces. The primary riser closet contains the majority of all the carriers for the building as well as the base copper backbone. There is an adjacent secondary 1.2 data closet that acts as overflow for the main MPOE room. All closets stack vertically from the MPOE to the 23rd floor. On average there are (6) 4" sleeves within each riser closet. The building is at 60% vertical conduit/sleeve capacity. AT&T, Level 3, Zayo, On Fiber Communications and Cogent all have services available in the MPOE or 1.2 room.	
MPOE and Building Phone Rooms	Typical MPOE layout with backboard and power outlets available. JLL's riser management company controls all access to the telecommunication closets and MPOE at this building. All closets are locked and secure.	

Additional Data or Telecom Resources	Primary MPOE room is located on the basement level of the building. Access is granted by security to MPOE and Telco riser closets with property management approval.
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<b>AT&amp;T</b>	<b>(888) 944-0447</b>
<b>Cogent</b>	<b>(877) 875-4432</b>
<b>Direct TV</b>	<b>(800) 531-5000</b>
<b>Leve3</b>	<b>(877) 253-8353</b>
<b>Dish Network</b>	<b>(800) 333-3474</b>
<b>OnFiber Communications</b>	<b>(213) 688-9765</b>
<b>Verizon</b>	<b>(800) 837-4966</b>
<b>Zayo</b>	<b>(866) 364-6033</b>



**Meridian Network Services: (844) 686-5536**

Meridian Network Services has the technical knowledge, carrier relationships, and industry experience to sort through the confusion. No matter the size of your business, we get you the right telecom solutions and the best pricing, giving you time to focus on what matters most: your business.



**Summit Riser Systems, Inc.**

***info@summitrisersystems.com (866) 778-6648 [www.summitrisersystems.com](http://www.summitrisersystems.com)***

Summit Riser Systems is the largest riser management firm in the Western United States. SRS provides extensive riser management, structured cabling, telecommunication access and rooftop leasing expertise to the real estate community throughout the United States with offices in Irvine, San Francisco, Denver, Seattle, Houston, Dallas, and Austin.





JLL  
580 California Street, Ste. 1350  
San Francisco, CA 94104  
Phone 415.392.0624

## BUILDING RULES - CONSTRUCTION

Your full cooperation is required in adhering to the following procedures while performing construction work in this building. Our goal is to minimize inconvenience to tenants and visitors while construction is in progress. Repeated and flagrant violations of these Construction Rules and Regulations will result in a subcontractor being banned from the building and job site. If you have any questions, please contact the building manager.

All general contractors, subcontractors, suppliers, material men, and their employees and anyone working for or on their behalf shall be immediately advised of the following building rules and regulations concerning their proper conduct within the Building. It is the general contractor's responsibility to ensure that its subcontractors and suppliers read and understand these rules and regulations. Ignorance of these rules and regulations is not a waiver of liability or responsibility.

### Before Construction Begins

1. **All contractors/subcontractors performing work must be UNION labor with active and good standing membership with their associated trade.**
2. The general contractor shall meet with the property manager to review the construction schedule, building access, special requirements and these Construction Rules and Regulations.
3. A list of all employees assigned to this job including full name, home address, home phone number, social security number and driver's license number, will be provided by contractor to property manager for review and approval at least seven (7) days in advance of project start date. The property manager and/or engineer retain the right during the entire project to deny access to buildings and grounds for any employee the contractor provides. It is understood that any employee removed from this job may affect the project schedule, which may require a revision in the project time table and completion date.
4. Construction workers shall park their vehicles in the location specified by the property manager.
5. Subcontractors will not secure or disrupt any fire protection system or construct any fire protection system without prior approval of the property manager or building engineer. The owner, property manager or building engineer shall be notified immediately in the event of such an occurrence.
6. One week notice must be given to the property manager for any fire or life safety testing. Twenty-four-hour notice must be given to the property manager prior to taking the life safety system off line. Contractor shall immediately notify the property manager when testing is complete or the system is ready to be placed on line. If the life safety system is to be off line for 48 hours or more the owner's insurer requires written notification to the owner.
7. No radios will be allowed on the occupied tenant floors, including Walkman type radios with headsets.
8. Tobacco chewing or smoking will not be permitted on the construction site or in the building.
9. The property manager will furnish keys to the electrical and mechanical rooms upon request. All keys will be signed out at the beginning of each work shift and signed back in at the end of each work shift, unless otherwise agreed to in advance by property management.
10. Building hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday. Any work that results in excessive noise, odors or dust will be completed before or after these hours or on Saturday or Sunday. All after hours work must be coordinated with the property manager 24 hours prior to performing said work. Contractors needing to work on weekends will provide the Property Manager with a list of contractors scheduled to work. This list should include the number of employees, the company, and the estimated hours the contractors will be working.
11. Subcontractors shall not secure, enable, test, start or open any life safety, mechanical, electrical, domestic water, condenser water, and chilled water or hot water systems without prior approval of the owner, property manager or building engineer. Authorization will be given on a case-by-case basis.
12. The general contractor must provide Material Safety Data Sheets to the property manager for every substance being used on the construction site prior to the start of construction. The general contractor shall also maintain these sheets at the job site.
13. The contractor is required to provide and make available a fire extinguisher within the demised premises during construction.

14. Any contractor found guilty of rudeness, use of profanity, or lack of courtesy to a building tenant, visitor, or employee will be immediately ejected from the premises, and will not be allowed to return. Graffiti or vandalism will not be tolerated. Any contractor caught in the act shall be immediately removed from the premises, and will not be allowed to return. Any expenses associated with the removal or repair resulting from the graffiti or vandalism will be at the contractor's expense.
15. The contractor will be required to furnish the Property Manager with a list of subcontractors prior to the commencement of the job. This list will include phone numbers and contacts for each subcontractor.
16. Rubber or polyurethane wheels are required on all material handling equipment-transporting materials across granite, marble or stone surfaces.
17. Clothing shall be appropriate for construction trade involved, i.e. no shorts, sandals, which would be unsafe for the employee. Clothing containing words, symbols or other forms of communication considered offensive or in bad taste by building management shall not be allowed on site. Proper safety equipment shall be required as determined by the contractor, i.e., safety glasses, goggles, respirators, etc.
18. Prior to any work, building management must approve all construction drawings.
19. General Contractor shall submit a Certificate of Insurance with a hold-harmless clause indemnifying the building, the owner, and its agent. I&G Direct Real Estate 43, LP and Jones Lang LaSalle Americas, Inc., as Agent, as Agent are named as Additional Insured's, and their respective agents, members, partners, employees, officers, directors, shareholders and lenders.

### Demolition

1. Demolition debris shall be removed through the garage level and not through the ground floor lobby and main entrance. If this is not feasible, permission to deviate from this instruction must be obtained from the property manager.
2. During demolition, contractor shall use plastic or other similar protective coverings to keep dirt and dust contained in the areas being demolished. All portions of the building on the travel route for debris removal shall be protected, including floors, walls, doors and doorjamb.
3. When moving materials in and out of elevator cabs the doorjamb, walls, floors, ceiling and threshold must be adequately protected with pads, plywood, Masonite, cardboard or other appropriate materials. No materials will be allowed in an elevator cab without the cab being completely protected. It is the subcontractor's responsibility to request this padding from the appropriate contractor's representative.
4. All common areas of the building, including doors, frames, walls, floors, ceilings, plants and artwork shall be covered with the proper protective materials during demolition and construction and returned to original condition prior to the start of each work day, unless agreed to in advance.
5. Demolition materials may only be removed prior to, or after, building hours.

### Material Stocking

1. Material may be transported between floors by use of the stairwells or by use of the designated freight elevator. The property manager shall be notified in advance of such material stocking and the building engineer will install the elevator wall protective pads before material is to be transported. The general contractor is further responsible to protect the doorjamb, floor, ceiling and threshold. If materials are transported by use of stairwells all appropriate wall and floor surfaces, railings, doorframes and doors shall be protected.
2. Trucks may park in the loading zone or in front of the building only long enough to unload material. All other trucks are to park in the parking lot in the area designated by the property manager.
3. Delivery of construction materials to the job site shall be made through the garage and not through the ground floor lobby and main entrance. If this is not feasible, permission to deviate from this rule shall be obtained from the property manager.
4. Deliveries of sheet rock before 6:00 PM during weekdays must be made through the stairwells and not through the main lobby and freight elevator.
5. Large material deliveries must be made prior to, or after, building hours.

### Construction

1. No one shall be allowed to endanger the Building, its premises, or its occupants in any manner whatsoever. In the event that a situation occurs which threatens the Building or its occupants in any manner, the contractor, subcontractor, supplier, etc. must take steps to correct the hazardous condition. In the event that the contractor's personnel fail to correct the hazardous condition, the owner reserves the right to immediately take steps to correct the situation at the contractor's expense.
2. No gasoline operated devices, i.e.: concrete saws, coring machines, welding machines, etc., shall be permitted within the building premises. All work requiring such devices shall be electrically operated.

3. All gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards.
4. The last person to leave the job site at the end of a workday is responsible for turning off the lights.
5. All doors between the premises under construction and the building common areas must be closed at all times except for ingress and egress purposes. The contractor must hang temporary doors in door cuts into corridors as soon as these door cuts are made.
6. The contractor is responsible to keep the building and exterior areas clean and tidy and for daily cleanup. Throughout the course of the day, corridors, stairwells, elevators, and elevator lobbies and electrical and janitorial closets cannot be cluttered or blocked. Where dust and debris have fallen in building common areas or construction spills have occurred the contractor must immediately clean the area. Failure to keep the job site, public areas, building and exterior areas clean will result in a back charge, including a fee for managing the clean-up work and processing the appropriate paper work. The contractor shall provide a mop, mop bucket, broom and vacuum on the job site to be immediately used to remove dirt and debris in the common areas.
7. Contractor shall place a carpet remnant immediately inside all exits from the premises under construction for construction workers to use to wipe their shoes every time they exit the job site.
8. If any windows are removed for a debris chute or other purposes they shall be replaced if rain is a possibility and the rain can enter the building through this opening. Particular attention must be given to the possibility of rain at night or on weekends.

### **Requirements for Coring into the Decks**

Any holes 2" or less don't require structural bracing. If holes are up to 4", and they are in the thin part of the fluted deck no bracing is required. If those holes are in the thick part of the deck, then structural bracing is required. Structural bracing is required for any holes larger than 4".

### **Clean Up**

1. A construction dumpster can be located within the loading dock, but must be removed prior to building hours, and not returned until after building hours. The contractor shall monitor and clean the area around the dumpster periodically. Particular care must be taken so that no nails or other sharp objects are left on the area surrounding the dumpster area or on the travel path to the dumpster.
2. The job site and building common areas must be kept clean and tidy at all times. Subcontractors must remove all trash and related items when they are finished with their jobs.
3. Restrooms are provided only for convenience and it is a privilege for construction workers to use the bathrooms. The contractor is responsible for its employees and subcontractors use of the rest rooms. Failure to keep the rest rooms in the condition provided by owner to tenants and to clean up dirt and debris immediately shall result in owner's personnel performing clean up and the contractor will be back charged for these costs. Repeated violations of this rule will result in the revocation of this privilege.
4. Trash from lunches must be removed from the work area each day.
5. Unused construction material may be stored within the space under construction, but only if done so in an orderly manner.
6. All work performed in occupied tenant spaces must be cleaned by contractor prior to their leaving the job or at the end of the business day. If owner is required to perform additional cleanup (initial and/or follow-up), it will be done at the contractor's expense.

### **Punchlist**

1. If the tenant has occupied the premises, the contractor's highest priority is to be courteous to tenant's employees, respect their privacy and disrupt their work as little as possible.
2. Any material, paint or other product used in completing the punch list shall not be stored in the premises once the tenant has accepted possession of the premises.
3. Protective coverings shall be used to cover the improvements and tenant's personal property as necessary. Drop cloths shall be used when any sanding of sheet rock or painting is being done. All sheet rock dust shall be immediately wiped off the walls and base and vacuumed off the carpeting.
4. The contractor's work schedule to complete the punch list shall be arranged to least disrupt the tenant's business operations and must be approved in advance by the tenant and property manager. All activities creating excessive noise and dust must be done after normal business hours.
5. The contractor shall cause the completion of the punch list to occur as quickly as possible. Any unnecessary delays may result in the owner completing the punch list items and back charging the contractor.

# TENANT AUTHORIZATION, EMERGENCY AND BUSINESS CONTACT

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day-to-day operations of the property or in the event of an emergency. Once you have filled out this information sheet, kindly email to Florence Ha at [Florence.Ha@jll.com](mailto:Florence.Ha@jll.com). If you have any questions, please do not hesitate to call the Building Management Office at 415.392.3202.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Business Hours: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

**EMERGENCY:**

Please list below persons to be contacted in case of an **emergency or to authorize admittance** to the suite listed above:

Name & Title	Direct Phone	Home Phone	Mobile Phone	e-mail address

After normal business hours, please admit individuals not possessing keys to our office on the following basis (check one):

- Anyone presenting reasonable identification
- Only persons cleared by phone with any of the above persons
- No one without our written authorization

**DAY TO DAY BUSINESS OPERATIONS:**

Please list below persons to be contacted for **day-to-day business operations**:

Name & Title	Main Phone	Direct Phone	e-mail address

**ANGUS WORK ORDER, SERVICE AND PROPERTY REMOVAL REQUESTS:**

Please list below persons authorized to request and **sign for work, service the removal of material or equipment** from building:

Name & Title	Main Phone	Direct Phone	e-mail address

**BILLING**

Please list below person to be contacted regarding payment of rent (or where the rent statement should be mailed or emailed):

<b>Name:</b>	
<b>Title:</b>	
<b>Street Address:</b>	
<b>City, State &amp; ZIP:</b>	
<b>Phone:</b>	
<b>E-mail Address:</b>	

## 2023 TENANT HOLIDAY SCHEDULE

Please place a check by the holidays your company will be observing. If your company will be taking half-day on any of these days, just note "1/2" in the space provided. Also, please note the actual date the holiday is observed. Once completed, please submit via email to Florence Ha at [Florence.Ha@jll.com](mailto:Florence.Ha@jll.com).

Company Name: \_\_\_\_\_ Suite # \_\_\_\_\_

Martin Luther King Day	Monday, January 16	_____
President's Day	Monday, February 20	_____
Memorial Day	Monday, May 29	_____
Independence Day	Monday, July 4	_____
Labor Day	Monday, September 4	_____
Columbus Day	Monday, October 9	_____
Thanksgiving Day	Thursday, November 23	_____
Day After Thanksgiving	Friday, November 24	_____
Christmas Eve	Sunday, December 24	_____
Christmas Day	Monday, December 25	_____
New Year's Eve	Sunday, December 31	_____
New Year's Day	Monday, January 1	_____

# FLOOR WARDEN / PERSONS REQUIRING ASSISTANCE

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite # \_\_\_\_\_

Floor Warden(s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Assistant Floor Warden(s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Searcher(s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Elevator Lobby Monitor(s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Exit Monitor(s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Aide(s) to the Disabled:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

*Special Assistance:*  
 Please list below any employees who may require special assistance during an emergency:

<u>Name</u>	<u>Disability</u>	<u>Floor / Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

# BICYCLE FACILITIES USE WAIVER

## Bicycle Storage, Lockers, and Showers

580 California offers a fully-equipped bicycle storage facility, including lockers and showers. These facilities are made available at no charge, and are meant for day use only. There are 23 bike racks of various types, a repair station, 18 private lockers and shower rooms.

### RULES AND REGULATIONS:

- All users are required to be registered with the building and complete the Bicycle Facilities Use Waiver.
- Access entry and exit for this room is permitted only via the double doors on Kearny Street, by secured card reader.
- The racks and lockers are available on a first-come-first-served basis.
- Users are responsible for the storage and security of their own bicycles. Bicycles and locks may not be left overnight.
- Users of the lockers will provide their own locks. Personal items and locks may not be left overnight.
- Showers rooms provide soap only. All personal items must be removed after use.
- Building Management reserves the right to remove bicycles, locks, or personal items left overnight.
- The Building Ownership and Management are not responsible for any loss or damage.

I, \_\_\_\_\_ desire to use the bicycle facilities located at the 580 California Street building in San Francisco, California. In exchange, for I&G Direct Real Estate 43, LP ("580 California") allowing me to use the bicycle facilities, I agree to abide by all rules and regulations for use of the facility (such rules and regulations can be revised as required by management) and I hereby release 580 California from any and all liability, damage and claims arising from my use of the bicycle facility, or my inability to use the bicycle facility, or any loss or damage to any of my personal property brought into or used in the bicycle facility, or any personal injury occurring during the use of the bicycle facility. I also agree not to store any bicycles/bicycle locks overnight or for any extended period of time on the bicycle rack without the prior written consent of 580 California.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Building Access Card Number: \_\_\_\_\_

Make and Color of Bike: \_\_\_\_\_