

# **655 West Broadway Electronic Tenant® Portal**

Created on March 5, 2020

## **Amenities: Parking Information & Policies**

### **Parking Information & Policies**

ABM Industries takes pride in being the parking operator for the 655 W. Broadway Garage. ABM was founded in 1909 and is now one of the largest facility management providers with over 100,000 employees, over 300 offices, and 20 international locations. ABM is dedicated to extending the life of building assets and providing an exceptional experience for customers.

For more information, concerning the 655 W. Broadway Garage, please contact the Parking Manager at (619) 238-8800.

### **Parking Rates**

Parking garage rates are subject to change and are currently as follows:

#### *Daily Rates*

- \$3.00 Each 15 minutes or part thereof
- \$35.00 Daily maximum
- \$10.00 After 5pm (ticket would have to be pulled after 5pm and exit before midnight)
- \$15.00 per day on Saturday & Sunday

**Parking garage rates are subject to change and are currently as follows:**

#### *Monthly Rates*

- \$210 Non-reserved
- \$150 Tandem Reserved parking
- \$260 Single Reserved

### **Monthly Parking**

Monthly parking is subject to current availability or as determined by Tenant's lease agreement. Each monthly parker must complete a Contract Form, which provides us with vehicle and contract information.

All monthly cardholders shall be issued a non-transferable key card, which allows them (24) hour access to the garage. The key card must be used first upon entry and then upon exit to the facility. No consecutive entrances or exits are allowed and successive entrances or exits will result in the gate not opening. For this reason, always use your card in the reader every time you exit, even when the gate is raised.

Monthly parking fees may be paid at the 655 W. Broadway parking office, located at the entrance to the garage. Payment is due on the 5th day of the month. Any monthly fees not paid by the third day of the month will result in deactivation of the key card. No credit for vacations or periods out of the garage is provided. Please make checks payable to: "ABM Parking Services."

If you forget your key card, you must pull a ticket. Upon leaving, the activity status of the card will be checked for usage and if found authorized, the ticket will be validated. Otherwise, you will be charged the normal daily parking rates.

If your card is lost, you must notify your employer and the Parking Manager so a new card can be issued. Please note there is an additional key card charge for any access card that is lost or damaged.

Please help us keep our parking records current by advising the Parking Office of any access card additions, deletions, vehicle information changes and name changes. No adjustment can be made to your account until this notification is received in writing.

### **Garage Rules and Regulations**

#### **Rules and Regulations**

- Cars must be parked entirely within the stall lines painted on the floor. All vehicles must be parked in designated parking areas and occupy only one stall. Drivers are asked to head into stalls, backing in your vehicle is not permitted.
- All directional signs and arrows must be observed.
- The speed limit shall be 5 miles per hour throughout the parking garage. Please proceed with caution and utilize the mirrors for blind corners.
- No trailers, towed vehicles or any vehicle over 18' are permitted in the garage.

- Stalls that are marked "Handicapped Parking" are reserved exclusively for those individuals with a valid handicap placard. Violators are subject to public citation and/or tow (CVC 22658a).
- Storage of vehicles for periods exceeding one week is prohibited and said vehicles shall be subject to towing at the Authorized User's expense.
- Parking is prohibited, unless the Landlord directs otherwise:
  - In areas not striped for parking;
  - In aisles;
  - Where "No Parking" or "Handicap" signs (unless the Authorized User is handicapped) are posted;
  - On ramps;
  - In crosshatched areas; or
  - In such other areas as may be designated by Landlord, its agent, lessee or licensee.

Authorized Users shall not load or unload in areas other than those which may be designated by Landlord for such activities. Authorized Users and unauthorized users parked in prohibited areas are subject to towing at their own expense.

Tenant and Authorized Users shall not park vehicles in any parking areas designated by Landlord as Visitor Parking spaces to the Building.

Tenant and Authorized Users shall not park any vehicles in the Building parking areas other than automobiles, pick-up trucks, motorcycles, motor driven or non-motor driven bicycles or four-wheeled trucks. Landlord, may, in its sole discretion, designate separate areas for bicycles and motorcycles.

- Any vehicle illegally parked in a "Reserved" stall is subject to a private citation and tow at the owner's expense. The reserved monthly parker must contact the Parking Manager or attendant to report any such violation prior to action by ABM Parking.
- Washing, waxing, cleaning or servicing of any vehicle by the Authorized User and/or his/her agents is prohibited. The use of this garage for the purpose of installing cellular phones, window tinting, washing, detailing, repairing etc. is prohibited.
- Parking stickers or any other device or form of identification supplied by Landlord shall remain the property of Landlord. Such parking identification device must be displayed as requested and may not be mutilated in any manner. The serial number of any parking identification device may not be obliterated. Devices are not transferable, and any device in the possession of an unauthorized holder will be void.
- The garage management reserves the right to refuse the issuance of monthly stickers or other parking identification devices to any Tenant, Authorized User, or his/her agents or representatives who willfully refuse to comply with these Parking Rules and Regulations or any City, State or Federal ordinance, law or agreement.
- Garage managers or attendants are not authorized to make or allow any exceptions to these Rules and Regulations.

## **Safety**

- For your protection, please lock your vehicle, take your keys and report any suspicious activity to the attendant or Parking Manager. Do not leave valuable belongings in the vehicle. ABM Parking is not responsible for any damage to your vehicle or the loss of any article from your vehicle. All responsibility for repairing damage to cars is that of Authorized Users.
- Loss or theft of parking identification devices from automobiles must be reported to the garage manager immediately. Lost or stolen devices previously reported and then found must be reported found to the office of the Parking Manager immediately.

Failure to follow any of the procedures could result in the revocation of your parking privileges, issuance of a private citation or towing at the owner's expense. California Vehicle Code Section 22657 authorizes the citing and towing of vehicles that are illegally parked without prior authorization.

## **Amenities: Retail Services**

655 W. Broadway has a variety of complimentary retail establishments to serve our tenants. Located in the building's lobby you will find [Bank of America](#), [Bruegger's Bagels](#) and [Copa Vida](#).

## Amenities: IQ SmartCenter

The first floor IQsmartCenter includes a state-of-the-art AV System with Oblong software, the first of its kind in San Diego. Hold your next corporate meeting in our newly remodeled boardroom!

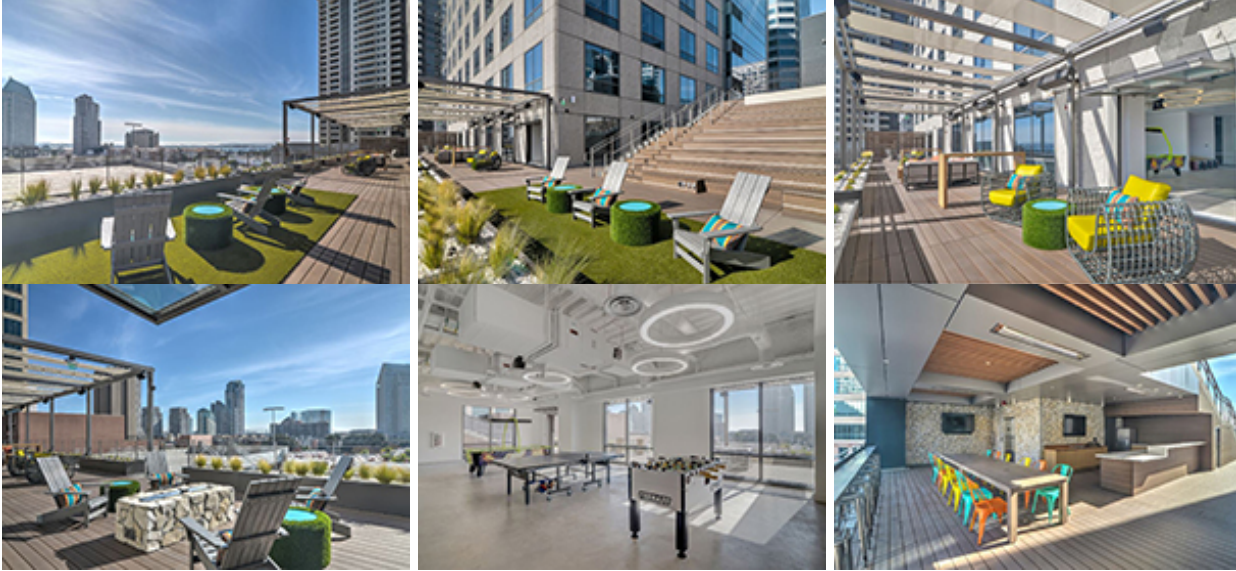
Click on image to enlarge.



## Amenities: Deck655

Deck655 is an outside deck off the sixth floor of the office tower which offers amphitheater seating, a grotto with bar, a fireplace and soft seating with panoramic city views. The interior of Deck655 features an arcade area that allows employees to get away and unplug. WiFi is available throughout the space.

Click on images to enlarge.



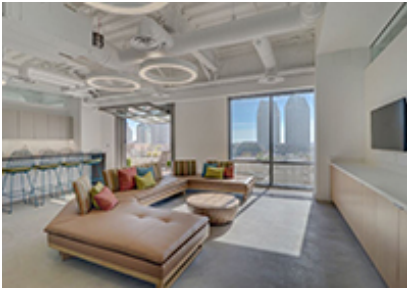
For more information about renting this space for your private party, please contact:

Creative Affairs Inc.  
Amanda McPhail  
(619) 993-0710  
[www.creativeaffairsinc.com](http://www.creativeaffairsinc.com)

## Amenities: PodFlexspace

Our PodFlexspace offers a cozy drop down space on the sixth floor for collaborative working environments. The spaces include a small huddle room and 10 person conference room for private meetings.

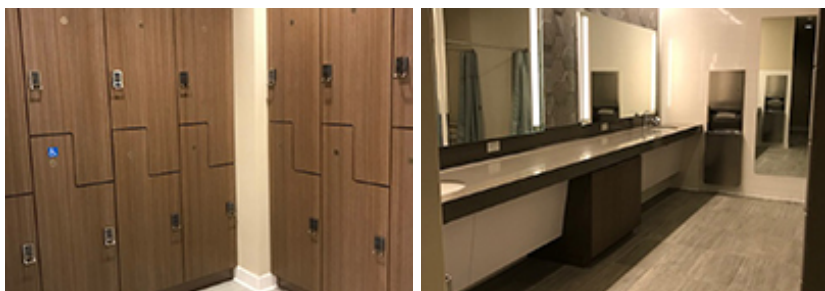
Click on image to enlarge.



## Amenities: Locker Rooms

Our first floor spa-like locker rooms allow you the opportunity to freshen up after your workout on the waterfront.

Click on image to enlarge.



## **Amenities: Car Wash**

iSmart Wash is located on level B2 of the parking garage. iSmartWash is a San Diego-based company, dedicated to helping reduce the “car wash footprint,” by using an advanced Eco-Friendly, fully biodegradable car cleaning system. To book your wash, [click here](#) and select 655 West Broadway for the location.

## **Amenities: Electric Vehicle Charging Stations**

655 West Broadway offers two (2) EV Charging Stations on level B1 of the parking garage.

### **EV Charging Station Rules:**

- As there are two (2) EV Charging Stations on-site, please do not abuse the privilege and be conscious of other tenants needing to use the stations. We need your assistance in making this resource available to as many EV drivers as possible.
- Please do not park in the EV Charging designated parking spaces when you are not charging your vehicle.
- Please limit your charging session to 2 hours maximum, and do not leave your vehicle there after your charging session is complete.
- Non-compliance of the above rules may result in loss of privileges.

## **Emergencies: Bomb Threat**

### **Telephone Threat**

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 619-702-0655

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or officer. It is up to the manager or officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, move away from the Building to allow for the clear passage of emergency personnel. Do not re-enter the Building until the Management Office or the Police or Fire Department has given clearance.

[Click here to download a Bomb Threat Report Form](#)

### **Suspicious Packages or Mail Bombs**

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or maim anyone close to them if they go off. Letter bombs are usually a large size manila envelope ¼" to ½" thick and are fairly rigid. They have been mailed from cities or small towns in the United States, as well as from foreign countries. They are usually mailed to a person by title, such as Chairman, President, Manager, Security Officer, etc.

#### **If a letter is suspected to be a letter bomb:**

- Clear everyone out of the area for at least 25 feet around it.
- Notify the police at 911 and the Management Office at 619-702-0655.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF

[Click here to download a Bomb Threat Report Form](#)

## **Emergencies: Civil Disturbance**

Should a riot or civil disturbance start outside the Building, the Security Officers will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

# **Emergencies: Earthquake**

## **Earthquake Preparedness**

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – minimum 3 day supply (7 day supply ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlight and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

## **During an Earthquake**

Most injuries resulting from an earthquake are caused by falling objects or debris dislodged by the quake. During an earthquake, observe the following:

- Remain calm, do not panic.
- Stay in office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should check damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.
- Elevators are equipped with seismic detectors and when activated will automatically stop at the nearest floor. People in an elevator during such time should exit the car and follow instructions from emergency personnel.

## **Following an Earthquake**

- Be prepared for aftershocks. Generally, the aftershocks are smaller than the main quake, however, some may be large enough to cause additional damage.
- If you smell gas, notify the Management Office or Security immediately.
- Check immediate location - make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared to go without emergency services and help yourself and others.
- Extinguish any fires; do not light matches or smoke.
- Listen for news or instructions on radio or television.
- Do not use telephone unless for dire emergencies; make certain that all telephone receivers are on their phone cradles.
- Ration food and water.

## **Emergencies: Elevator Malfunction**

In the event that an elevator stops with passengers in it, remember to remain calm. Pressing any emergency button within the cab will alert the Management Office that the cab is malfunctioning, what cab number it is, and what floor it is stuck on. The Security Officer will continue two-way communication with passengers until help arrives.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car will temporarily stop. Each elevator will automatically return to the lobby where the doors will open and they will then be out of service.

**IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.**

## **Emergencies: Emergency Contacts**

All Emergencies	911
Building Management Office	619-702-0655
Building Security/After Hours Emergencies	619-702-0055
Fire Department (non Emergency)	858-974-9891
Police Department (non Emergency)	619-531-2065

### **Important notes**

If you call 9-1-1 for a medical emergency, please be sure to notify the Management Office with your name, callback number, and location so that the Security Officer can guide the paramedics to the correct place.

In an alarm situation, unless you have something to report, please do not call the Management Office! Building management needs to attend to the situation, whether it is a false alarm or a true emergency, and telephone lines must be kept clear in the event of an emergency.

[Click here to download the Emergency Contact Information Form](#)

## **Emergencies: Fire & Life Safety**

### **Emergency Procedures - Fire Alarms During Business Hours**

In the event of a fire DURING business hours, the following emergency steps should be taken:

**Notify Fire Department:** Dial 911 and be prepared to give the operator the following information:

- Location: 655 W. Broadway, San Diego, California
- Cross Street: Bounded by Broadway and India and Broadway and Kettner Street.
- Extent of the fire and exact location;
- Your name, suite number, and call back phone number.

*Do not hang up until you are told to do so by the 911 operator.*

**Notify the Management Office:** Call the numbers below in the order they appear until you reach a 655 W. Broadway representative.

- Management Office: 619-702-0655
- Security Console: 619-702-0055

#### **Extinguish Fire:**

After you have called 911 and reported the fire, if the fire is small and contained, and if you can safely do so, you may attempt to put it out with a fire extinguisher. The fire extinguishers in the building can be used on all types of fires: wood, paper, clothing, gasoline, grease, paint, or live electrical equipment.

#### **Notify Floor Warden:**

Contact your Floor Warden and ask them to immediately initiate evacuation procedures. DO NOT USE THE ELEVATORS. Follow the Evacuation Procedures as outlined [here](#).

*NOTE: When the City of SAN DIEGO Fire Department arrives, they have absolute authority.*

### **Emergency Procedures - Fire Alarms After Business Hours**

In the event of a fire AFTER business hours, the following emergency steps should be taken:

**Notify Fire Department:** Dial 911 and be prepared to give the operator the following information:

- Location: give building address 655 W. Broadway and the floor number of the fire;
- Cross Street: Bounded by Broadway and India and Broadway and Kettner Street.
- Extent of the fire and exact location;
- Your name, suite number, and call back phone number.

*Do not hang up until you are told to do so by the 911 operator.*

Notify the Management Office: Call the numbers below in the order they appear until you reach a 655 W. Broadway representative. Give all the information regarding the fire to this representative.

- Management Office: 619-702-0655
- Security Console: 619-702-0055

#### **Extinguish Fire:**

After you have called 911 and reported the fire, if the fire is small and contained, and if you can safely do so, you may attempt to put it out with a fire extinguisher. The fire extinguishers in the building can be used on all types of fires: wood, paper, clothing, gasoline, grease, paint, or live electrical equipment.

#### **Evacuate the Building:**

- Leave the building via the nearest stairway. DO NOT USE THE ELEVATORS.
- Meet the Fire Department:
  - Meet the Fire Department at the front entry of the building nearest Broadway & Kettner give them details on the fire. Then, move well away from the building to avoid falling glass or debris.

*NOTE: When the City of SAN DIEGO Fire Department arrives, they have absolute authority.*

## **Emergencies: Flooding**

If possible, remove all desktop items and close file drawers to limit damage.

Building management will turn off the water source and shut down electrical power as required.

## **Emergencies: Homeland Security Threats**

We recommend that each Tenant have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks.

Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **California Office of Emergency Services**

<http://www.calema.ca.gov/>

### **San Diego Office of Emergency Services**

<http://www.sdcounty.ca.gov/oes/>

### **San Diego Terrorism Preparedness**

<http://www.sandiego.gov/newsflash/alert.shtml>

### **Department of Homeland Security**

<http://www.dhs.gov/index.shtm>

### **Federal Emergency Management Association**

<http://fema.gov/>

### **American Red Cross**

<http://www.redcross.org/>

### **Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

### **Local 8 (CBS)**

<http://www.cbs8.com>

### **NBC San Diego**

<http://www.nbcsandiego.com>

### **10 News (ABC)**

<http://www.10news.com/index.html>

### **San Diego Union Tribune**

<http://www.signonsandiego.com>

### **News Radio 600 AM**

<http://www.kogo.com/main.html>

## **Emergencies: Medical Emergency**

**In the event that an accident or illness of an employee or visitor takes place in your office area:**

- Call Emergency at 911.
- Give Emergency Dispatcher the following information:
  - Your name
  - Building name and address
  - Floor number and location of emergency on floor
  - Any details of accident or illness
- Do not move injured/ill person. Try to make them as comfortable as possible.
- Whenever possible, have someone meet the emergency unit in the lobby.
- Call the Management Office at 619-702-0655. Inform them you have called 911 and briefly describe the nature of the emergency.
- The emergency unit will be with you shortly and will administer necessary medical assistance.
- Determine, if possible:
  - Name, address and age of injured/ill person
  - Nature of problem
  - Allergies and if currently on any medication
  - Local doctor

The Building Management, Engineering, and Security staff will do all we can to make the person comfortable while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid and how and when to contact emergency services.

## **Emergencies: Power Failure**

All Office Buildings and Project Common areas have an emergency generator, which will provide emergency power for certain basic building function in the event of power failure. The functions include:

- Activating emergency lights on each floor throughout the building including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Bringing all elevators down to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)
- It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system (or by your Fire Warden), please remain in your offices.

**Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.**

## **Emergencies: Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## **Emergencies: Toxic Hazards**

If there is a toxic spill or exposure, immediately get to an area where you are not exposed and call 9-1-1. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 655 W. Broadway and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

**Welcome to 655 W. Broadway!**

## **Introduction: About 655 W. Broadway**

The design of 655 W. Broadway combines form and function, establishing a new center of commerce for San Diego's professional firms and those looking to find a new office in downtown; an office and location with elegance and grace. In addition, it provides tenants with spacious floor plates, ranging from 19,500 RSF to 23,000 RSF and state of the art technology. Ground floor uses include retail and a restaurant.

The design feels transparent to a passer by, a building for the users and the City. Glass and stone intrigue the pedestrian to explore. Along the west side, 655 W. Broadway responds to the movement of fluidity of San Diego's bay while the east side engages with the city's downtown grid. The juxtaposition is smooth and responsive.

Within the tower, visitors and tenants span the entire panoramic view of the bay and Pacific Ocean. The south side offers an unobtrusive view of Coronado Island the coast towards Mexico. The North West side looks towards Point Loma, a dynamic cusp in the San Diego coastline.

The location celebrates the best of downtown. A few blocks walk to and from the County and Federal courthouses, caddy-corner to the Santa Fe Depot, downtown's transit hub, three blocks east of Harbor Drive and the waterfront Esplanade, and minutes away from the central leisure activity points of Little Italy, Seaport Village, and Gaslamp Quarter.

## **Introduction: Operating Instructions**

### **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

### **Updates**

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

## **Operations: Accounting**

### **Checks sent by regular U.S. Postal Service mail:**

Avison Young for 655 W. Broadway ITF 655 WB LLC  
28176 Network Place  
Chicago, IL 60673-1281

### **Checks sent by overnight/ express mail:**

JP Morgan Chase  
Attn: Avison Young for 655 W. Broadway ITF 655 & 28176  
131 S. Dearborn, 6th Floor  
Chicago, IL 60603

## Operations: Building Management

The staff of 655 W. Broadway is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located in Suite 600.

**Please do not hesitate to contact the Management Office at:**

**Phone:** 619-702-0655

**Fax:** 619-702-6655

**Address:**

655 W. Broadway, Suite 600  
San Diego, CA 92101

**The following personnel are available to address your needs:**

<i>Senior General Manager</i>	<b>Barbara Putis</b>	619-702-0655	<a href="mailto:barbara.putis@avisonyoung.com">barbara.putis@avisonyoung.com</a>
<i>Property Administrator</i>	<b>Pearce Pavle</b>	619-702-0655	<a href="mailto:pearce.pavle@avisonyoung.com">pearce.pavle@avisonyoung.com</a>
<i>Chief Engineer</i>	<b>Paul Wolf</b>	619-702-3655	<a href="mailto:paul.wolf@gshgroup.com">paul.wolf@gshgroup.com</a>

## **Operations: Holidays**

Listed below are the Building Holidays observed each year that will assist you in planning your operations during the year.

**New Year's Day**  
**Martin Luther King Day**  
**President's Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**Day After Thanksgiving**  
**Christmas Day**

Certain services are not provided on weekends and the holidays listed above.

# Operations: Leasing

Listed below is the contact information for the authorized CBRE representatives.

Name	Company	Phone Number	E-Mail
Ryan Grant	CBRE	(619) 696-8354	<a href="mailto:ryan.grant@cbre.com">ryan.grant@cbre.com</a>
Jeff Oesterblad	CBRE	(858) 546-2637	<a href="mailto:jeff.oesterblad@cbre.com">jeff.oesterblad@cbre.com</a>

## Operations: Security

There is 24-hour security at 655 W. Broadway. The Security Console is located at the Lobby level and can be reached at 619-702-0055. After hours, the Building and your particular floor will be accessible only with a security access card.

The following security personnel are available to assist tenants and guests:

Title	Name	Phone Number
Post Commander	Edny Aguilar	619-702-0055

## **Policies: Contractors**

All contractors must sign-in at the front Security Console. Contractors must stay on the floor they are working on. Contractors will be asked to leave the building if they are found away from the construction location.

Material delivery and demolition/trash must be moved through the freight elevator. No material may be brought through the main entrance on the ground level of the building.

Material that can cause discomfort, inconvenience, or damage (such as open paint cans) cannot be carried on the freight elevator.

Alcohol and Substance Abuse Policy must be adhered to.

**Policy:** No alcohol or controlled substance will be permitted in the Building AT ANY TIME.

Employees, contractors, and vendors that are observed to have these items in their possession, or are found to be using or distributing such items during the regular performance of their duties in the Building will be subject to immediate dismissal and/or escorted from the Building.

All Building Rules and Regulations must be adhered to at all times.

[Click here to download the Contractor's Information Sheet](#)

## **Safety Precautions**

\*The use of any odor-causing or particulate-generating practices are prohibited during normal business hours.\*

All contractors are responsible for maintaining MSDS sheets on-site for any materials (i.e., paint, glue, etc.) used on-site. All contractors are responsible for providing signage and barricades in potentially hazardous areas. All cords that are located in traffic areas are to be taped down and labeled with "caution tape" to prevent tripping.

Noise is to be kept to a minimum. Tenant complaints should be acted upon immediately. If during the course of work, the contractor should disturb or cut any wiring (i.e. fire alarm equipment) or cause a water leak, it is imperative that they inform the Management Office or an Engineer immediately. (It is better to know ahead of time about a potential problem than wait until something happens.) No electrical panels, pneumatic lines or telephone equipment should be disconnected or tampered with on occupied floors. If down time is required it must be scheduled with the Chief Engineer (including core drilling).

## **Elevators**

All freight elevator requests must be made at least 24-hours in advance. The contractor's supervisor must request the use of the elevator in writing on company letterhead and it must contain the following information:

- Date of use, Time of use, Who will be using the elevator, What will the elevator be used for
- After-hours shall mean before 7:00 AM or after 6:00 PM, Monday – Friday, all day Saturday, Sunday and Holidays.
- Contractors may remove demolition debris after hours only with a freight elevator that has been pre-scheduled.
- Contractors must clean up any mess left after the delivery of supplies and/or debris removal is complete before signing out on the elevator release form.
- Contractors will be charged for any damage done to the elevator and Building property.
- Security Supervisor or Security Officer will monitor the elevators to ensure that the contractors complete the following items:
  - Pad elevators and lay protective flooring in elevators.
  - Masonite is laid across the lobby floor from the elevator to the front door. Masonite should be properly taped at all seams to protect the lobby floor.

## **Loading Zone**

To be used for loading and unloading only All contractors will be responsible for their own parking. Any violators of the "No Parking" in the loading dock will be towed, without warning, at their own expense. You must be actively loading or unloading.

## **Deliveries**

Delivery of supplies and trash dumpsters must be arranged with the Management Office prior to their delivery.

## **Management Office & Required Building Access**

Contractors may not use the telephone in the Management Office or the security console under any circumstances. Sub-contractors are not allowed in the Management Office or Leasing Office without prior approval or by appointment. Unless the General Contractor's superintendent is on site, prior approval is required for any subcontractors accessing the building during normal business hours. The General Contractor must provide an after hours access letter for any one requiring access to the building after hours, including their own personnel.

## **Housekeeping**

Walk-off mats both wet and dry should be placed at all elevators or entrances to construction and are to be maintained (i.e. vacuumed) at least twice a day by contractor (contractor to supply their own vacuum). Only designated restrooms may be used by the contractors (to be designated by owner). Elevators and elevator lobbies are maintained on a daily basis by the janitorial crew. In the past we have had drywall, paint and construction related fingerprints all over the stainless steel panels and wood in the elevator cabs. Remember, these are to be kept clean to accommodate our Tenants, their clients, and invitees. All Contractors are responsible for cleaning any mess they may leave in the Building or elevators. Do not use public restrooms for cleaning paintbrushes or any other construction related materials.

## **Miscellaneous**

No radios on occupied floors. Alcoholic beverages are not allowed on the premises or parking garage. No smoking is allowed in the Building and the parking garage (city ordinance). Insurance certificates must be provided for all contractors (This is a condition of the signed contract)

Any contractor or sub-contractor not adhering to the above rules will be told to leave the building.

[Click here to download the Contractor's Information Sheet](#)

## Policies: General Rules & Regulations

Except as otherwise provided in any provision of the Lease, Tenant shall comply with the following Rules and Regulations:

1. No sign, placard, picture, advertisement, name, or notice shall be installed or displayed on any part of the Premises without the prior written consent of Landlord if reasonably visible from outside the Premises. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors and walls shall be printed, painted, affixed, or inscribed at the expense of Tenant by a person approved by Landlord.
2. If Landlord objects in writing to any curtains, blinds, shades, screens, hanging plants, or other similar objects attached to or used in connection with any window or door of the Premises (except for any window coverings or similar items previously approved by or deemed approved by Landlord pursuant to the Lease), or placed on any windowsill, which is visible from the exterior of the Premises, Tenant shall immediately discontinue such use. Tenant shall not place anything against or near glass partitions, doors, or windows, which may appear unsightly from outside the Premises.
3. Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators, escalators, or stairways of the Building or Project. The halls, passages, exits, entrances, elevators, escalators, and stairways are not for the general public, and Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation, and interest of the Project and its tenants; provided that nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the roof of the Building without Landlord's consent.
4. The directory of the Project will be provided exclusively for the display of the name and location of tenants and their principals and employees only, and Landlord reserves the right to exclude any other names therefrom.
5. All cleaning and janitorial services for the Project and the Premises shall be provided exclusively through Landlord, and except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be employed by Tenant or permitted to enter the Project for the purpose of cleaning the same. Tenant shall not cause any unnecessary labor by carelessness or indifference to the good order and cleanliness of the Premises.
6. Landlord will furnish Tenant, free of charge, with one (1) key for each outside door lock in the Premises. Landlord may make a reasonable charge for any additional keys requested by Tenant. Tenant shall not make or have made additional keys other than through Landlord, and Tenant shall not alter any lock or install new or additional locks or bolts on any door of its Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys of all doors that have been furnished to Tenant, and in the event of loss of any keys so furnished, shall pay Landlord therefore in the amount of Landlord's actual cost. Landlord will also furnish each employee of Tenant, free of charge, with a security access card or other device or form of identification (see Parking Rules) for use in gaining access to the Parking Facility and for after-hours entry to the floor on which the Premises are located. Landlord may charge Tenant a reasonable standard charge for the replacement of any of Tenant's access cards that are lost or stolen.
7. No birds or animals of any kind shall be brought into the Building (other than trained assist dogs required to be used by the visually impaired). No bicycles, motorcycles or other motorized vehicles shall be brought into the Building other than into the Parking Garage.
8. The Building freight elevator(s) shall be available for use by all tenants in the Building, subject to such reasonable scheduling as Landlord, in its discretion, shall deem appropriate. No equipment, materials, furniture, packages, supplies, merchandise, or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be designated by Landlord.
9. Tenant shall not place a load upon any floor of the Building or Premises, which exceeds the load per square foot that such floor was designed to carry and which is allowed by law. Landlord reserves the right to reasonably prescribe the date, time, method, and conditions that any personal property, equipment, trade fixtures, merchandise, and other similar items shall be delivered to or removed from the Project. The times for such deliveries shall be on weekends and after or before Business Hours, as defined in the Lease. No iron safe or other heavy or bulk object shall be delivered to or removed from the Project, except by experienced safe men, movers, or riggers approved in writing by Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Project by maintaining or moving such equipment or other property shall be repaired by Landlord at the expense of Tenant.

10. Tenant shall not use or keep in the Premises any kerosene, gasoline, inflammable or combustible fluid, or material other than those limited quantities necessary for the operation or maintenance of office equipment. Tenant shall not use or permit to be used in the Premises any foul or noxious gas or substance, or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Project by reason of noise, odors or vibrations, nor shall Tenant bring into or keep in or about the Premises any birds or animals, except service dogs when accompanied by their masters.
11. Tenant shall not use any method of heating or air conditioning other than that supplied by Landlord or approved in writing by Landlord.
12. Tenant shall not waste electricity, water, or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air-conditioning and to comply with any governmental energy-saving rules, laws, or regulations of which Tenant has actual notice, and shall refrain from attempting to adjust controls other than thermostats installed in the Premises for Tenant's use. HVAC shall be provided during the Business Hours set forth in the Lease.
13. Landlord reserves the right, exercisable without notice and without liability to Tenant, to change the name and street address of the Building or Project.
14. Landlord reserves the right to exclude from the Building between the hours of 6 p.m. and 7 a.m. the following day, or such other hours as may be established from time to time by Landlord, and on Sundays and legal holidays, any person unless that person is known to the person or employee in charge of the Building and has a pass or is properly identified. Tenant shall be responsible for all persons for whom it requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. Landlord reserves the right to prevent access to the Project in case of invasion, mob, riot, public excitement, or other commotion by closing the doors to the Project or by other appropriate action.
15. Tenant shall close and lock the doors and windows of its Premises and entirely shut off all water faucets or other water apparatus, all gas outlets (excluding HVAC ducts, returns, and diffusers), and electricity, before Tenant and its employees leave the Premises, except with regard to Tenant's computers and other equipment which require utilities on a twenty-four hour basis. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Project or by Landlord for noncompliance with this rule.
16. Tenant shall not obtain for use on the Premises ice, drinking water, food, beverage, towel, or other similar services (except in connection with the use of any kitchen facilities in the Premises) or accept barbering or bootblacking service upon the Premises, except at such reasonable hours and under such reasonable regulations as may be fixed by Landlord.
17. The toilet rooms, toilets, urinals, wash bowls, and other apparatus shall not be used for any purpose other than that for which they were constructed or installed and no sweepings, rubbish, chemicals, or other unsuitable substances shall be thrown or placed therein. The expense of any breakage, stoppage, or damage resulting from violation(s) of this rule shall be borne by the Tenant by whom, or by whose agents, employees, invitees, licensees, or visitors, such breakage, stoppage, or damage shall have been caused.
18. Tenant shall not sell, or permit the sale, of newspapers, magazines, periodicals, theater tickets, or any other goods or merchandise to the general public in or on the Premises. Tenant shall not make any room-to-room solicitation of business from other tenants in the Project. Tenant shall not use the Premises for any business or activity other than that specifically provided for in Tenant's Lease.
19. Tenant shall not install any radio or television antenna, loudspeaker, or other devices on the roof or exterior walls of the Project. Tenant shall not interfere with radio or television broadcasting or reception from or in the Project or elsewhere.
20. Tenant shall not mark, drive nails, screw, or drill into the partitions, woodwork, or plaster or in any way deface the Premises or any part thereof, except in accordance with normal decorating practices. Tenant shall repair, at its own expense, any damage resulting from noncompliance with this rule in accordance with the provisions of the Lease regarding such work within the Premises.
21. Tenant shall not install, maintain, or operate upon the Premises any vending machines without the written consent of Landlord. Landlord is deemed to have approved all vending machines installed as part of the initial Tenant Improvements.
22. Canvassing, soliciting, and distribution of handbills or any other written material, and peddling in the Project are prohibited, and Tenant shall cooperate to prevent such activities.
23. Landlord reserves the right to exclude or expel from the Project any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs, or who is in violation of any of the Rules and Regulations of the Project.
24. Tenant shall store all its trash and garbage within its Premises or in other facilities provided for such purpose by Landlord. Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. In the event

Tenant must dispose of crates, boxes, etc., which will not fit into office waste paper baskets, it will be the responsibility of Tenant to appropriately dispose of same. In no event shall Tenant dispose of such items in public hallways or other areas of the Project, excepting the Premises, for disposal. All garbage and refuse disposal shall be made in accordance with directions issued from time to time by Landlord.

25. The Premises shall not be used for the storage of merchandise held for sale to the general public, for lodging, or for manufacturing of any kind, nor shall the Premises be used for any improper, immoral, or objectionable purpose. No cooking shall be done or permitted on the Premises without Landlord's consent, except that use by Tenant of Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate, and similar beverages or use of microwave ovens by employees shall be permitted, provided that such equipment and use is in accordance with all applicable federal, state, county, and city laws, codes, ordinances, rules, and regulations. Tenant shall be permitted to use microwave ovens, toaster ovens, and turbo convection ovens included in the Tenant Improvements, subject to compliance with all applicable codes.
26. Tenant shall not use in any space or in the Common Areas of the Project any hand truck except those equipped with rubber tires and side guards or such other material-handling equipment as Landlord may approve.
27. Tenant shall comply with all safety, fire protection, and evacuation procedures and regulations established by Landlord or any governmental agency.
28. Tenant assumes any and all responsibility for protecting its Premises from theft, robbery, and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.
29. Tenant's requirements with respect to the Premises or the Project will be attended to only upon appropriate application to the Project Management Office by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from Landlord, and no employee of Landlord will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.
30. No signaling, telegraphic, telephonic instruments or devices, or other wires, instruments, or devices, shall be installed in connection with any Premises without the prior written approval of Landlord. Such installations, and the boring or cuffing for wires, shall be made at the sole cost and expense of the Tenant and under control and direction of Landlord. Landlord retains, in all cases, the right to require (i) the installation and use of such electrical protecting devices that prevent the transmission of excessive currents of electricity into or through the Building, (ii) the changing of wires and of their installation and arrangement underground or otherwise as Landlord may direct, and (iii) compliance on the part of all using or seeking access to such wires with such rules as Landlord may establish relating thereto. All such wires used by Tenants must be clearly tagged at the distribution boards and junction boxes and elsewhere in the Building, with (i) the number of the Premises to which said wires lead, (ii) the purpose for which said wires are used, and (iii) the name of the company operating the same.
31. Tenant shall give Landlord prompt notice of all accidents to or defects in air conditioning equipment, plumbing, electrical facilities, or any part of the appurtenances of the Premises.
32. If any part of the Premises becomes infested with vermin, the Tenant, at its sole cost and expense, shall cause the Premises to be exterminated from time to time to the satisfaction of the Landlord and shall employ such exterminators as shall be approved by Landlord.
33. Landlord may waive any one or more of these Rules and Regulations for the benefit of Tenant or any other tenant, but no such waiver by Landlord shall be construed as a future waiver of such Rules and Regulations in favor of Tenant or any other tenant, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Project.
34. These Rules and Regulations (including the Parking Rules and Regulations) are in addition to, and shall not be construed to in any way replace, modify, or amend, in whole or in part, the terms, covenants, agreements, and conditions of Tenant's lease of its Premises in the Project; provided, however, that in the event these Rules and Regulations conflict with any provision of the Lease, the Lease shall control.
35. Landlord reserves the right to make such other and reasonable and non-discriminatory Rules and Regulations (including Parking Rules and Regulations) as, in its judgment, may from time to time be needed for the safety, security, care, and cleanliness of the Project and for the preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations hereinabove stated and any additional rules and regulations, which are adopted.
36. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant's employees, agents, clients, customers, invitees, independent contractors, and guests.

## Policies: Insurance Protection

I. The Service Contractor shall evidence at least the following insurance coverage, provided that the amounts listed below will not act as a limitation on recovery from Service Contractor's insurance:

A. Commercial General Liability

Commercial General Liability insurance on a form at least as broad as Insurance Services Office ("ISO") commercial general liability coverage "occurrence" form CG 00 01 04 13 or another "occurrence" form providing equivalent coverage, including but not limited to contractual liability coverage, independent contractor's liability, coverage for bodily injury (including death), property damage (including loss of use thereof), ongoing and completed operations, products liability, and personal and advertising injury, in the following amounts:

\$3,000,000 Per Occurrence Limit  
\$3,000,000 General Aggregate Limit

This coverage shall be primary to Owner and Manager's coverage, and Owner and Manager's coverage shall be noncontributory.

B. Excess or Umbrella Liability

Service Contractor shall provide Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability insurance with minimum limits equal to \$2,000,000 each occurrence and \$2,000,000 annual aggregate.

C. Worker's Compensation - Statutory Limits

D. Employer's Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

E. Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

F. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

G. Crime Insurance or Employee Dishonesty Policy

Service Contractor is responsible for loss to Owner and third party property/assets and shall maintain a comprehensive Employee Dishonesty insurance coverage for the dishonest acts of its employees in a minimum amount of \$100,000. Service Contractor shall name Owner as Loss Payee with respect to the comprehensive crime insurance coverage.

H. Errors and Omissions Liability (applicable for Uninterrupted Power Source (UPS) services and/or work only)

Service Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. The retroactive insurance date of such insurance shall be no later than the commencement date of the contract. Such insurance shall be provided for two years beyond the completion of the work.

II. The Commercial General Liability and Commercial Automobile Liability policies shall include the following as additional insured, including their affiliates, officers, directors and employees. Additional Insured endorsements CG 20 10 04 13 and CG 20 37 04 13 or their equivalent shall be utilized for the Commercial General Liability policy. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. 655 WB Operating, LLC
2. 655 West Broadway, LLC
3. Metropolitan Life Insurance Company

4. Metropolitan Tower Realty Company, Inc.
5. Jones Lang LaSalle Americas, Inc.
6. MCPP Owners LLC
7. MIM Property Management, LLC
8. their Successors and/or Assigns ATIMA, are added as an additional insured with respect to 655 West Broadway in San Diego, CA.

III. Service Contractor waives any and all rights of subrogation with respect to its Commercial Property and Worker's Compensation Liability insurance policies against the parties identified above in Paragraph II.

IV. All policies will be written by companies licensed to do business in the State of California and which have a rating by Best's Key Rating Guide not less than "A-/VIII".

V. Service Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except Property Insurance. Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words:

"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

VII. The following should be named as the Certificate Holder:

Jones Lang LaSalle Americas, Inc.  
655 West Broadway, Suite 600  
San Diego, CA 92101  
Attn: General Manager

## Policies: Moving Policy

The following is a checklist to assist your company in planning any company event, furniture/equipment move/delivery, and construction/installation. The following requirements and procedures must be followed to allow your vendor(s) to work at 655 W. Broadway.

Please contact the Management Office at 619-702-0655 to advise us of the date and time of the delivery/installation, etc.

Provide the Management Office with a current insurance certificate and the additional insured endorsement from your vendor listing the following as the additional insured:

### **It is agreed that the following are additional insured:**

655 WB Operating, LLC  
655 West Broadway, LLC  
Metropolitan Life Insurance Company  
Metropolitan Tower Realty Company, Inc.  
Jones Lang LaSalle Americas, Inc.  
MCCP Owners LLC  
their Successors and/or Assigns ATIMA, are added as an additional insured with respect to 655 West Broadway in San Diego, CA.

We strongly suggest that you have your vendor add your company as an additional insured as well. Uninsured vendors will not be permitted to work on the Premises.

Please provide a list of guests, name(s) of company(s), etc., that will need access and/or be working within your suite. Security will not allow after hours guest or visitor access to your suite if not scheduled in advance with the Management Office.

Protect specific areas of the Building(s) that are affected by the vendor's activity. The Engineering staff can assist you with any questions regarding this issue. The contracted vendor will also be aware of protection procedures. **The following areas are of most importance:**

- Elevators and door jams;
- Entrance doors;
- Stone flooring in the main lobby and exterior of the building.

Only the freight elevator should be used for moving large/heavy materials or furniture. The freight elevator must be reserved for use before 7:00 a.m. or after 5:30 p.m., Monday through Friday and all day on Saturdays and Sundays.

Vendors making deliveries that do not require the exclusive use of the freight elevator may make these deliveries during normal business hours.

All vendor trucks (delivery, installation &/or movers) must schedule and utilize the loading dock and/or service corridor accessible from Kettner Boulevard.

In case of a building emergency when the Management Office is closed, please call Security.

- Only the freight elevator should be used for moving large/heavy materials or furniture. The freight elevator must be reserved for use before 7am or after 5:30pm Monday through Friday and all day on Saturdays and Sundays.
- Vendors making deliveries that do not require the exclusive use of the freight elevator may make these deliveries during normal business hours.
- All vendor trucks (delivery, installation &/or movers) must schedule and utilize the loading dock and/or service corridor accessible from Kettner Boulevard.
- In case of a building emergency when the Management Office is closed, please call Security.
- Will after hour's air conditioning be needed? If so, your company will be charged per the lease agreement for the hours consumed. Please contact the Management Office to schedule.
- Please remember that an Engineering or Security Staff member must be authorized by the Management Office to open phone, electrical and/or mechanical rooms, as well as to lock off the freight elevator. This authorization will not be given unless the appropriate insurance is on file in the Management Office.

If you have any questions please contact the Management Office at 619-702-0655. Thank you.

[Click here to download The Moving Policy](#)

## **Policies: Smoking**

655 W. Broadway maintains a no smoking policy throughout the building including all common areas, lobby, rest rooms, stairwells, and elevators. Please do not smoke at building entrances.

## **Security: After-Hours Access**

All persons entering and leaving the building during non-business hours without an access card are asked to sign in and out on the form provided at the Security console. The Security Officers have been instructed to admit only those individuals who have been authorized by the Management Office for after-hours access.

## **Security: Building Access**

It is required that all tenants notify the Management Office in writing of any guests, vendors, or other non-building employees requiring access to the building and your suite after hours.

Please remind all guests that proper identification is required for admittance into the building. Without the authorization of the access request, the Security Officer will not admit your visitors.

## **Security: Deliveries**

All deliveries should be made via the building's loading dock. Clearance to the loading dock is 12 feet. It is necessary to make prior arrangements for all vehicles entering the loading dock for delivery on weekends.

No tenant deliveries can be accepted by the Security Staff.

## **Security: General Office Security**

### **Security Checklist**

For your own internal security and also for the security of the building, it is in your best interest to control the number of keys issued. Only people needing after hour access should be issued a key.

**The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:**

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Have adequate procedures for collecting keys prior to termination of employees.
- Establish a rule that keys must not be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- A responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or from a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

### **Suspicious Persons**

If you see suspicious or offensive persons in the building, please call the Management Office immediately. If possible, make note of appearance, clothing, etc. to assist Security Officers in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" is enough to deter a potential thief. Suspicious encounters of this type should be reported to the Management Office immediately.

**Security: Lost & Found**

Contact the Management Office at 619-702-0655 to claim items that have been lost or found in the buildings.

**Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Management Office at 619-702-0655 and we will send appropriate personnel to have them escorted off the premises.

## **Services: Building Signage & Directory**

Please contact the Management Office to order signage on the lobby directory or replace your suite signage. All common area signage must conform to the building's standard specifications.

[Click here to download a Signage Request Form](#)

## **Services: Cleaning Services**

Cleaning service is provided five nights a week, Sunday through Thursday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, please inform the cleaning personnel by leaving a large note on such items marked TRASH or in Spanish BASURA. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, contact the Management Office at 619-702-0655. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please contact the Management Office.

If you have any questions or comments regarding the cleaning services, then please notify the Management Office.

**\*Self-adhesive TRASH/BASURA labels are available from the Management Office.**

## **Services: Elevators**

The Building is serviced by three (3) low rise elevators (floors 6-12), five (5) high-rise elevators (floors 13-23), three (3) parking elevators (B2-P5), and one (1) service elevator. To reserve the service elevator for a move or delivery, please call the Management Office at 619-702-0655. No deliveries will be permitted in passenger elevators.

## **Services: HVAC**

If the temperature in your office needs adjustment, please contact the Management Office. Your call will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 7:00 a.m. to 6:00 p.m. Monday through Friday. Special arrangements should be made for any HVAC needed outside of these hours and will be billed back to tenants at a rate of \$50.00/hour.

## **Services: Mail Service**

The 655 W. Broadway mail room is located off the rear lobby entrance, next door to the parking office. The mail room is unlocked 24 hours a day. The [U.S. Post Office](#) delivers incoming mail between 12:30 and 1:00 P.M. and collects outgoing mail at 3:00 P.M. Monday through Friday. There are also [FedEx](#), [UPS](#), and [Overnight Express](#) drop boxes located in the mail room.

## Services: Maintenance Requests

For maintenance regarding air conditioning, lights, restroom plumbing, special cleaning needs or other maintenance items please submit your request through the [Angus Work Order System by clicking here](#). Please contact the Management Office if you require login information.

### Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

[Tenant Contact Information](#)

[Moving Policy](#)

[Bomb Threat Report Form](#)

[Vendor Insurance Requirements](#)

[Signage Request Form](#)

[Contractor Rules & Regulations](#)