

McCarthy Cook

**China Basin
Electronic Tenant Handbook**

Created on February 6, 2012

Building Amenities: Bicycle Parking

China Basin is happy to provide plenty of bike parking for our tenants; both indoor and outdoor racks are available.

BIKE ROOM PARKING: There are THREE bike rooms at China Basin. You will find the rooms in the following locations:

- **Courtyard Level:** On the courtyard level one room is located in between Lobby 1 and Lobby 3 (Wharfside Building) and the other one is near the entrance of Lobby 5 (also the Wharfside building).
- **Parking Garage:** The room in the parking garage is located near column line B37 (which is near the 3rd Street side of the property in the unreserved section of the garage).

GETTING A BIKE ROOM KEY: In return for a bike room key, you must bring a \$25.00 check to the management office and also fill out a bike room usage agreement. The check should be made out to SPF China Basin Acquisition, LLC. The \$25.00 is fully refundable if you return the key. For added security there are security cameras inside the bike rooms on the courtyard level.

PARKING GARAGE BIKE RACKS: Bike racks are also located in the parking garage of China Basin. They are located in two different areas of the garage. Some racks are located at the entrance of the garage (3rd Street) but you will find the majority of the racks near the freight elevator (just off of the drive lane halfway in between the entrance and exit of the garage).

OUTDOOR BIKE PARKING: There are outdoor bike racks at each end of the property, 3rd Street and 4th Street.

Please remember there are absolutely no bikes allowed in either the Wharfside or Berry Buildings. If Building Management or Security sees someone bringing in a bike that person will be asked to cooperate with the policy and remove the bike from the building.

BICYCLES, SCOOTERS, SKATEBOARDS & ROLLERBLADES

Riding of bicycles, scooters, skateboards and roller-blades on the property is prohibited. Once on the property, please walk or carry your mode of transportation. For further information please contact the management office.



Building Amenities: Building Infrastructure

The following vendors provide China Basin tenants a high level of Internet Connectivity:

- Cogent Communications
Please contact Ernesto Pomarejos, Regional Wholesale Manager
408-350-4189 (o)
408-608-2101 (f)
925-238-6906 (c)
epomarejos@cogentco.com
<http://www.cogentco.com>
- Level 3 Communications
<http://www.level3.com>
887-2LEVEL3 or 877-253-8353
- AT&T
<http://www.att.com>
888-944-0447
- Abovenet
<http://www.above.net/>
- Time Warner Telecom
<http://www.twtelecom.com>
- Verizon
<http://www22.verizon.com>



Building Amenities: Laundry Locker

Laundry Locker's Convenient Dry Cleaning Digital Lockers are now in the parking garage here at China Basin. Their sleek black lockers for patented Dry Cleaning and Wash & Fold Service are located next to the Garage Cashier near column C14. Laundry Locker is Eco-Friendly with Free Next-Day Delivery!

How does Laundry Locker work?

1. Simply place your clothes in the digital locker (on your 1st order include your name & phone), then enter a secret 4 digit code, turn the dial to lock the locker.
2. Text LAUNDRY to 66746, go online or give them a call to place your order.
3. When your order is returned the next business day, you will receive an email/text with the locker # and code (last 4 of your phone) to pick up your clothes.

Laundry Locker does not charge a Membership Fee or a Delivery Fee and offers Free Next-Day Service. Their Eco-friendly practices include being 100% "perc" free, using GreenEarth Dry Cleaning and reusing or recycling hangers and all materials. Have a question? They have dedicated Customer service here in SF at (support@laundrylocker.com) or give them a call 415.255.7500.

www.LaundryLocker.com



Building Amenities: Parking

The entrance to the China Basin parking garage is off of 3rd Street (right across from AT & T ballpark). The garage is open to tenants and the public during the work week and to monthly parkers only on the weekends. There is also special event parking for events held at AT & T Park, which includes the San Francisco Giant's baseball games.

For Daily and Monthly rates please contact Ace Parking at 415-625-0755.

[Please click here to view our Transportation Map](#)



Building Amenities: Shuttle Service China Basin

The free China Basin Shuttle operates Monday through Friday 6:45 a.m. to 6:45 p.m. and is available to all China Basin tenants, their employees, business associates, and clients. Consult the enclosed map/schedule for further details. Or log onto www.sfminibus.com/chinabasin for more information.

[Click here to view the Shuttle Schedule](#)



Building Amenities: Mission Bay Shuttle Service

The Mission Bay Shuttle welcomes China Basin tenant ridership. Tenants and guests of China Basin are invited and encouraged to use the Mission Bay Shuttle (there is no charge). For complete details about the shuttle, schedule and route please see the Mission Bay website, www.missionbaytma.org. The leg of the shuttle that is most convenient for China Basin tenants/guests is the East Side Express. The East Side Express stops on 4th Street near the China Basin parking garage exit. Once you get on the Mission Bay Shuttle it will take you to the Powell Street Bart Station.

To access the GPS System to track the MB Shuttle please follow these steps:

Web access:

1. www.frotp.com
2. Select "Mission Bay" from the list of cities in the drop down menu
3. Select the "Kiosk" button at the top of the main menu
4. Select "China Basin" as the bus stop

Mobile phone:

1. www.frotp.mobi
2. Select "Mission Bay" from the list of cities in the drop down menu
3. Select "East" route
4. Select "China Basin" as the bus stop

Shuttle Service Overview

Mission Bay Shuttle	Powell St. BART Caltrain (4th & King) Mission Bay – 4th St, Mission Bay Blvd, Owens, Berry St., China Basin	Mon-Fri 7am to 10am 3:45pm to 8pm	12 to 30 min.
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[Click here to view the Shuttle Map](#)

[Click here to view the Shuttle Time Table](#)

Where to board the Mission Bay Shuttle:

- Powell Street BART Station-- in front of 835 Market Street (in front of Bebe and Juicy Couture stores)
- Caltrain Station—directly in front of the Caltrain Station on 4th Street

- Transbay Terminal—on Main Street just east of Folsom Street in the Caltrans Bike Shuttles Zone
- Mission Bay Blvd South—in front of the Valet Parking zone at 555 MBBS (UCSF Cardiovascular)
- China Basin—on Fourth Street just after the 4th Street Bridge crossing (across the street from the SF Library) heading to Powell St. BART; adjacent to the pedestrian entrance to China Basin on 4th.
- 1650 Owens—just south of the entrance to 1650 Owens
- 1500 Owens—across from the street from UCSF Orthopedics clinic
- Crescent Cove-Going to BART: on Berry at 5th Street on the Mission Creek side. Coming FROM BART (5-7pm only): on Berry at Fifth on west side of street. All other times, on creek side.
- Caltrain at Townsend-on Townsend Street (immediately after the bus has turned from 4th Street) in front of Walgreen's.



Building Amenities: Wharfside Usage

With 40 days advance notice, you can reserve the Wharfside Area for employee/client events, Giants pre-game events, etc. The minimum cost is \$250.00 per event (cost depends on the size of the event).

We require 40 days notice from you so that we can notify BCDC (Bay Conservation and Development Commission) of our intent to close the wharf to the general public.

We also need a basic outline of your event with certain information including:

1. Date of Event
2. Time of Event
3. Number of people attending event
4. Catering Yes or No
5. Alcohol Yes or No
6. If it is being catered, we will need a current "Certificate of Insurance" on file in the Building Office from the caterer. Please have one faxed to the Building Office at 415-543-1623 or e-mailed to mmead@mccarthycook.com. A separate line item for liquor liability coverage is required.

7. Specifics on how the caterers plan on bringing food/equipment to the Wharf.
8. How many security personnel will you need (1 per 150 people is the usual at the cost of \$35 per hour/per guard).
9. How many Janitorial personnel will you need (2 per 150 people is the usual at the cost of \$40 per hour/per janitor).

You will also need to work out the moving-in and moving-out of equipment such as tables/chairs (we have no staging or storage areas here in the Building). Equipment/supplies should arrive no more than 2 hours prior to your event and must be removed within 2 hours after the event (or first thing in the morning if it is late in the evening). If that is the case, the equipment is then left on the wharf at your own risk.

We suggest a contingency plan for inclement weather (such as a tent if it rains). It is preferable during a Giants pre-game event that your invitees enter on 3rd Street and check in with you at a registration table. This will save a crowd at Lobby 4 where all people must sign in-and-out after 6:00 pm. Otherwise, we would need a list of all attending if they will be entering the Building after these hours through Lobby 4.

Hopefully this will assist you in planning a successful event!

Building Operations: Accounting

Tax ID #30-0706260

If you have any questions/comments regarding these or other matters, please call us at 415-543-3521 or visit the Building Management Office, Suite 140.

Rent

You will be sent a rent statement at the end of each month for the following month's rent. RENT IS DUE AND PAYABLE ON THE FIRST OF EACH MONTH. Please mail it to the following address (the building lockbox).

**SPF China Basin Holdings, LLC
P.O. Box 748210
Los Angeles, CA 90074-8210**



Building Operations: Building Management

The Building Management is located off the Courtyard, near Lobby 2 in Suite 140. We can be reached at (415) 543-3521. The fax number is (415) 543-1623. The office is open Monday-Friday from 8:00 a.m. - 5:00 p.m. The main entrance to the property is in Lobby 4, located mid-block on Berry Street. We have security officer's on-site 24-hours/day and their desk is also in Lobby 4. The phone number to the Security Desk (415) 543-6770.

Following is the China Basin Management Team:

Randy Valdez Operations Manager rvaldez@mccarthycook.com	Emily Bradley Property Manager etbradley@mccarthycook.com
John Favor Chief Engineer jpf@mccarthycook.com	Garth Phillips General Manager gvp@mccarthycook.com
Bently Luneau Security Director brl@mccarthycook.com	Richard B. Hayes Vice President, Leasing Northern California rbh@mccarthycook.com
Meredith Mead Assistant Property Manager mmead@mccarthycook.com	Michael Freeman Executive Vice President mdf@mccarthycook.com
Gale O'Brien Building Service Coordinator gob@mccarthycook.com	Bryan Graham Development and Property Accountant bkg@mccarthycook.com



Building 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 Jr. 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. A Building Security Officer will be on duty 24 hours a day and may be contacted at (415) 543-6770.



Building Operations: Leasing

The Leasing Office is located off the Courtyard, near Lobby 2 in Suite 140. We can be reached at (415) 543-3838. The fax number is (415) 543-1623. The office is open Monday-Friday from 8:00 a.m. - 5:00 p.m. The main entrance to the property is in Lobby 4, located mid-block on Berry Street.

The following personnel are available to assist you:

Richard B. Hayes
Vice President, Leasing
Northern California
rbh@mccarthycook.com
415-543-3838

[Click Here to view available space listings](#)



Building Operations: Leasing Center

add text

Building Security: After Hours Access

An After-Hours Access Card Reader System is in place for entering the complex during non-business hours. Non-business hours are considered Monday thru Friday, before 7:00 a.m. and after 6:00 p.m., and weekends and holidays when the Building office is closed. The access card allows the tenant to enter the Buildings from their designated lobby by swiping their card at the entrance to the lobbies.

For those people who have access cards to the Building's Garage, the same access card will work on the lobby doors (as well as the Garage doors).

Security guards do not open tenant Suites, so you must make your own arrangements for your employees/guests to enter your Suite. Note: The Building's Card Reader System is to enter the Building only (not individual Suites).

Available for download is an "[After Hours Access Card Request](#)" form to fill out when you need new cards, to inform us of terminated employees, and to request a replacement card for lost or stolen cards. There is a \$25.00 fee for replacement cards payable upon receipt of the replaced card. Please make checks payable to: China Basin/San Francisco LLC.

The person that fills out this form is your Suite representative whose signature we have on file in the Building Office (Authorized Contact Person). New cards usually require at least 48-hours notice to prepare, once we receive the request. Once ready, the cards can be picked up in the Building Office. You may also request access cards through the tenant workorder system, [Workspeed](#).

We have 24-hour Security located in Lobby 4 of the Berry Street Building. Security is instructed to deny access to the building to anyone that does not have proper authorization.

If you have any questions, please contact us in the Building Office at (415) 543-3521 or fax the form to us at (415) 543-1623.



Building Security: Building Access

Tenant Profile

In order to keep the Building Office's records current, please complete the enclosed Tenant Profile form which provides us with standard information concerning your Company, (i.e. a contact person in case of an emergency during non-business hours, your type of business, your regular business hours, etc.). Please fill in the name of and provide signature sample(s) of the person(s) with the authority to request and issue office keys, after-hours access cards and property removal passes. [Click here to download a Tenant Profile Form.](#)



Building Security: Deliveries

PICKUPS AND DELIVERIES

The loading dock on Berry Street is available for large pickups and deliveries Monday- through-Friday before 8:00 am or after 5:00 pm and on weekends. Special arrangements must be made in writing with the Building Office for pickups and deliveries (excluding small deliveries such as office supplies, packages, etc. during the business day). It is imperative that Management in the Building Office receive a memo or e-mail from the appropriate person in your office (e-mailed or faxed at least 24 hours prior to the delivery). Security will be alerted to allow the delivery/pickup and run the large freight elevator if required.

Security will not open your Suite door for any delivery people or accept any deliveries on your behalf (someone from your office must be present for all deliveries/pickups). Along with this procedure the Building Office must have a current "Certificate of Insurance" for any contractors, subcontractors (including movers) that will be working in the Building on your behalf.



Building Security: General Office Security

Security Checklist

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.
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- 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 Office of the Building immediately. If possible, make note of appearance, clothing, etc. to assist building security 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 Office of the Building immediately.



Building Security: Key & Lock Policy

KEYS

To re-key doors or to order additional keys to your Suite, please have the Authorized Contact Person log onto Workspeed and enter the request. When ordering additional keys, please specify the key number that is engraved on your original key. Keys are \$7.00 each. If outside locksmith services are required, actual charges plus a 15% management fee will be billed to the tenant. Please request services through the Building Office.

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



Building Security: Lost and Found

Any employee or visitor who has lost or misplaced an item should contact the Building Management Office, 415-543-3521.



Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Building Management Office at 415-543-3521 and we will send appropriate personnel to have them escorted off the premises.

Building Services: Building Signage and Directory

China Basin will arrange for each tenant to receive door identification and floor signage. Building Management will also input your company name and suite number onto the Lobby Directories (which are the Touch Screens) that are located in each building lobby. The signage request form needs to be filled out so you can state precisely the way you want your signage to read. Delivery and installation of the signs takes approximately 1 to 2 weeks. You will be billed accordingly for Suite and Floor signage. For your benefit, please send your written signage request to the Building Office as soon as possible.

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



Building Services: Cleaning

Nightly service is performed as needed Monday through Friday, except for holidays. Carpets will be vacuumed and unobstructed surfaces dusted as needed. Trash will be emptied nightly. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. 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, then contact the Building Management office at 415-543-3521. Special cleaning services can be arranged at tenant expense.

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

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



Building Services: Elevators

There are passenger elevators in each of the six Lobbies of China Basin. There are two parking garage elevators also available. One is located off the Courtyard, near the Focaccia Market and Bakery (between Lobby 1 and Lobby 3). The other one is located between Lobby 3 and Lobby 5. Also, China Basin has three freight elevators for use. Please see the section on [Moving Procedures](#) for further details.



Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[Tenant Profile Form](#)

[After Hours Access Form](#)

[Lobby Directory and Suite/Floor Signage](#)

[Key Request Form](#)

[Tenant Contact Information Form](#)

[Floor Warden Information Form](#)

[Vendor Certificate of Insurance](#)

[Tenant Certificate of Insurance](#)

[Contractors/Movers Certificate of Insurance](#)

[Workspeed Quick Reference Guide](#)



Building Services: HVAC

HEATING, VENTILATION, AND AIR-CONDITIONING (HVAC)

Please notify the Building Office **at least 48 hours in advance** when you require air circulation or air conditioning after hours and/or on weekends. You may make this request in Workspeed. Your company will be invoiced for any after hours air request. **Following are the billing rates:**

Air circulation	\$ 35.00/hr
Air circulation with cooling/heating (four hour minimum)	\$175.00/hr

48 hours notice must be received by building management.



Building Services: Mail Service

MAIL SERVICES

CHINA BASIN MAILROOM (pick-up only)

Located between Lobby 3 & Lobby 5

Pick-Up: 8:00 A.M. to 5:00 P.M. Monday-Saturday

[USPS](#) Drop Boxes & USPS Express Mail are outside Lobby 4. Last pick-up 5:00 P.M.

MAIL ROOM

China Basin's [U.S. Postal Service](#) Mailroom is located on the ground floor between Lobbies 3 and 5 in the Wharfside Building. The Mailroom is open from 8:00 A.M. to 5:00 P.M. Monday through Saturday for **pick-up only**. Individual suite mailboxes are assigned by the U.S. Postal Service. New tenants can pick up their initial mailbox key at the China Basin management office. Mailboxes are located in front of the Berry Street Building for out-going mail.

Our mailing address is 185 Berry Street, (your Suite #), San Francisco, CA. 94107-1739.

You must inform the [U.S. Postal Service](#) in writing when you move in to and out of the building (Moving forms can be found at any [U.S. Post Office](#)).

U.S. POST OFFICE

The nearest [U.S. Postal Service](#) office is at 460 Brannan Street (near 4th Street) and is open 8:00 a.m. to 5:00 p.m., Monday through Friday.

UPS, FEDERAL EXPRESS AND AIRBORNE/DHL

The drop boxes for [UPS](#), [Federal Express](#), and [Airborne/DHL](#) are located in the Loading Dock near Lobby 4. Packages must be in by 5:00 pm Monday thru Friday.



Building Services: Maintenance Requests

For your convenience this handbook includes the link to Workspeed, the Tenant Service Request System. Use this system to submit routine maintenance requests directly to the engineering department, track the status of previously submitted requests, download important documents and communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into Workspeed](#)

Once you have logged into the system there are three options:

- Complete a Maintenance Request Form
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using Workspeed contact the Building Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable provides details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the management office.

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through Workspeed.

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](#).



Building Services: Recycling/Compost/Trash

Recycling Procedures at China Basin

China Basin participates in a Co-Mingling Recycling Program. Co-Mingling means all recyclable items such as paper, bottles, and cans no longer need to be separated. At each person's desk there should be a blue recycling container to dispose of all above mentioned items, as well as a black "caddy" which is used for all "trash" items. In the evening the janitorial crew utilizes separate containers to keep the recyclable and non-recyclable items separate.

The following items are recyclable:

Paper Items:

- Corrugated Cardboard
- Cereal boxes-no lining
- Computer & ledger paper
- Egg cartons-paper only
- Envelopes-windows okay
- Junk mail & brochures
- Magazines
- Newspapers
- Phone Books
- Shredded paper-placed in sealed paper bag and labeled "Shredded Paper"
- Wrapping Paper

Bottles & Cans:

- Aluminum cans
- Aluminum foil
- Glass bottles & jars-including metal caps and lids
- Spray cans-must be empty
- Steel (tin) cans

Plastics:

- All plastic bottles
- All plastic tubs and lids
- Coffee cup lids
- Plastic containers and clamshells
- Plastic cups and plates
- Plastic flower pots
- Plastic toys, non-electronic

The following items are **NOT RECYCLABLE:**

- Batteries
- Electronics
- Ceramic dishes or cups
- Coat hangers
- Compostable plastics
- Food soiled paper (all paper cups, plates, napkins, take-out boxes and greasy pizza boxes)
- Light bulbs
- Liquids
- Mirrors
- Plastic bags or plastic films
- Soy milk or juice boxes
- Styrofoam
- Waxed cardboard
- Window glass

For more information about the City and County of San Francisco Recycling please go to:
www.sfrecycling.com.

China Basin Composting Procedures

Since October 2009, a mandatory composting ordinance has been put in place for the City and County of San Francisco stating that all residents and businesses must compost. The purpose of the composting program is to help the city achieve its 75% waste diversion goal in 2010 and 100% diversion goal in 2020. Instead of going to the landfill, food scraps, food soiled paper products, plant trimmings, etc. gets sent to a composting facility where it is broken down and becomes compost. This nutrient rich soil is then used by Bay Area local farms to grow local produce.

Compostables should be placed in the green container in the main kitchen/breakroom areas. They are lined with compostable bags. Our janitors will pick up recyclables, compostables and trash every night. They have two collection bins to ensure that recyclables and trash from your desk stay separated. The compostable bags will be placed on the top of the trash collection bins.

The following items are compostable:

Food Scraps (*Anything that used to be alive*)

- Bread, grains and pasta
- Coffee grounds
- Dairy
- Eggshells
- Fruit (pits and nuts too)
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)
- Vegetables

Soiled Paper

- Coffee filters
- Greasy pizza boxes
- Paper cups and plates
- Paper ice cream containers (metal rim is okay)
- Paper bags, napkins, tissues and towels
- Paper take-out boxes and containers
- Paper tea bags
- Waxy paper milk and juice cartons (no foil liner)

Plants

- Flowers and floral trimmings
- Leaves

Other

- Cutlery clearly labeled "Compostable"
- Plastic clearly labeled "Compostable"
- (green stripe or sticker to allow for easy identification)
- Small pieces of lumber or sawdust from clean wood only
- (no plywood, pressboard,
- painted, stained or treated wood)
- Vegetable wood crates (metal wire is okay)
- Waxed cardboard and paper

For more information about the City and County of San Francisco Composting program please go to:
www.sfrecycling.com <http://www.sfrecycling.com>.

E-Waste Recycling and Other Waste Disposal:

Universal Waste Management and Golden Gate Disposal are China Basin's two approved vendors for Electronic Waste and debris/old furniture disposal. Electronic Waste Events are scheduled periodically throughout the year at China Basin. The management office will send a notice to the Tenant Contacts when an E-Waste Event is scheduled. If you have a need for a pick up that does not coincide with a China Basin event, you may contact Universal Waste Management or Golden Gate Disposal directly. To make arrangements to dump old office furniture (or other items that don't belong in the regular trash) please call either Universal Waste Management or Golden Gate Disposal.

Universal Waste Management	Golden Gate Disposal (Recycle My Junk)
www.unwaste.com/	www.recyclemyjunk.com/
Phone: 888-832-9839	415-626-4000

If you order such service from Golden Gate Disposal or Universal Waste Management please let the management office know in advance when the pick up is scheduled for.

And **NEVER** put hazardous materials in the trash (i.e. fluorescent light bulbs, paint, glue, used hypodermic needles, etc.). If you have further questions about disposing of these items please contact the management office at 415-543-3521.



Building Services: Telephone Riser Management

IMG

877-611-8908

China Basin has partnered with IMG to provide the management services of our telecommunication riser system. IMG handles all riser management circuit activities within the Buildings. IMG is responsible for all telecommunications including: new circuit installs, circuit moves and route management for communications cabling.

Please contact James Chinetti who is the Director of Carrier Services with IMG. James will be able to assist you with choosing the best telephone/internet provider for your company. His phone number is 415-926-7197 and his email is jchinetti@imgtechnologies.com. James is a great resource and is happy to help you.

IF YOU ARE A NEW TENANT: Please contact IMG prior to your move in to China Basin so you can set up new phone service. You can reach them at 877-611-8908 (24-hour service).



Building Services: Utility Conservation

Water and electrical conservation are very much a part of our operation here at China Basin. Please help our community in this regard by following some suggestions.

Water - Be cautious and conserve whenever possible.

Electricity - Please turn office lights, computers and machines off at the end of the day as well as coffee makers and other appliances. Also, it is a good idea to lower and close window blinds during hot days and on weekends to keep you space cool.



Building Services: Notary Services

Notary services are available at the UPS Store at 660 4th Street, at Townsend Street. Please see their website for more information.

<http://www.theupsstorelocal.com/4592/>

Emergency Procedures: Bomb Threat

BOMB THREATS

General Information

Bomb threats are usually received over the telephone, but can also be sent via mail. Most bomb threats are a hoax, meant to be disruptive. However, all bomb threats should be treated seriously.

Emergency Procedures

If a threat is received by telephone, the employee receiving the call should:

- Keep the caller talking to get as much information as possible.
- Contact Security immediately.
- Fill out the attached Bomb Threat Information sheet during the call or immediately thereafter.
- Notify the police at 911. Information to be provided should include the name of the property, street address, street intersection, location of event on the property, location phone number, etc.

DIRECTION AND CONTROL

- Notify all members of the EMT by telephone.
- Identify and review roles assumed by available EMT members, making adjustments as required.

COMMUNICATION

- All security and housekeeping radios should be silenced until the threat is cleared, as radio transmission could trigger an explosion.
- If appropriate, notify tenants of the situation via a memo with a request that they advise of any unusual items.

PROPERTY PROTECTION

- Search the common areas of the property and vacant spaces for any unusual items.
- Unusual items should not be touched, but reported to emergency personnel on property. Bombs could be concealed in shopping bags, boxes, briefcases, or other small containers.

LIFE SAFETY

- If ordered by the Property Manager, or the local authorities, evacuate all, or a portion of the property. Everyone should be evacuated to a location at least 500 feet from the property.
- Tenants should be notified of the evacuation via a memo on RREEF letterhead.
- Security and EMT members should position themselves throughout the property to assist in a calm and orderly evacuation.
- Once evacuated, all exterior doors should be locked, with a checkpoint established to monitor any further re-entering of the property.
- All non-essential persons should clear the parking lot.

RECOVERY AND RESTORATION (in the event a bomb explodes)

- Complete a written damage assessment of the property (possibly including a video tape).
- Contact tenants of damage and accessibility.
- Contact corporate office.
- Contact hazardous materials consultant.
- Establish location and personnel to log all people who enter/leave the building.
- Establish a recovery team, if necessary. Establish priorities for resuming operations.
- Continue to ensure the safety of personnel on the property. Assess remaining hazards.
- Conduct an employee briefing.
- Keep detailed records.
- Account for all damage-related costs. Establish special job order numbers and charge codes for purchases and repair work.
- Notify employees' families about the status of personnel on the property. Notify off-duty personnel about work status.
- Notify insurance carriers and appropriate government agencies.
- Protect undamaged property.
- Assess the value of damaged property.

- Assess the impact of business interruption.
- Consider special needs of employees and tenant employees.

COMMUNITY OUTREACH

- Refer all media questions to the designated spokesperson and designated media briefing area.
- Offer assistance as available to governmental leaders, emergency aid organizations, etc.

[Click here for the Bomb Threat Checklist](#)



Emergency Procedures: Contagious Diseases and The Flu

From the San Francisco's Emergency Planning website www.72hours.org

Contagious Disease

A contagious disease emergency could affect many people. It could cause mild illness, hospitalization, or death in rare cases. In the event of an infectious disease emergency, the San Francisco Department of Public Health will provide up-to-date information and instructions to the public through media and public outreach sources.

To find out how to prepare yourself and your family for a contagious disease emergency, visit the [San Francisco Department of Public Health](#) Communicable Disease Control and Prevention site.

This site also provides information on what San Francisco is doing to prepare for an avian or pandemic flu emergency, including mass distribution of medications or vaccines.

The Flu

What is the flu?

The flu is a common infectious disease caused by influenza (flu) viruses. The flu usually affects a person's breathing system. Seasonal flu generally occurs in the fall and winter and is caused by human influenza viruses.

What about H1N1 swine flu?

H1N1 swine flu is an influenza virus that was found in April 2009. It caused illness in people worldwide. A flu pandemic due to H1N1 swine flu was declared in June 2009. We expect that H1N1 will still be around this year along with other flu viruses. This is why it is important for everyone 6 months and older to get a flu shot.

How does the flu spread?

The flu spreads through tiny wet drops produced when a person coughs, sneezes, or talks. A person can get the flu by breathing in these wet drops, or by touching items and surfaces covered with these drops and then touching their mouth, nose, or eyes.

When can someone spread the flu to others?

People who have the flu may spread it to others about 1 day before getting sick to 5 -7 days after. Children and people with weak immune systems can spread the flu virus for a longer period of time. However, people are most contagious during the first three days of illness.

How can I protect myself from the flu?

Use healthy habits:

- Get vaccinated
- Clean hands often with soap and water or use alcohol-based hand rub
- Don't share personal items like toothbrushes or drinks
- Cover your mouth and nose with a tissue (or shirt sleeve) when sneezing, coughing, or nose blowing
- Clean frequently touched items and surfaces with soap and water

Is there a vaccine?

Yes. It is important for everyone 6 months and older to get a flu shot this fall and winter. This year's flu shot will protect against the H1N1 swine flu virus and 2 other flu viruses. Contact your provider for updates on where you can get the vaccine. For [flu vaccine information click here](#).

Do I need to wear a mask?

People who feel sick may be asked by their doctor to wear a mask while in the doctor's office or clinic. People who are sick may choose to wear a mask when around others.

What are signs and symptoms of the flu?

The usual signs and symptoms of the flu are cough, sore throat, runny or stuffy nose, body aches, headache, chills, and feeling very tired. Most people also have a fever. Others may throw-up and have diarrhea.

Is it a cold or the flu?

In general, the flu is worse than the common cold. Colds are usually milder than the flu.

Symptom	Flu	Cold
Fever	Usually 102 degrees F, but can go up to 104 degrees F and usually lasts 3 to 4 days.	Rare in adults and older children, but can be as high as 102 degrees F in infants and small children.
Headache	Sudden onset and can be severe	Rare
Muscle Aches	Usually, and often severe	None or mild
Tiredness/Weakness	Can last 2 or more weeks	Mild
Extreme Exhaustion	Sudden onset and can be severe	Never
Runny Nose	Sometimes	Often
Sneezing	Sometimes	Often
Sore Throat	Sometimes	Often
Cough	Usually, and can become severe	Mild to moderate

How serious is the flu?

The flu does not usually cause serious problems. Occasionally it can cause severe disease. Some people have had to go to the hospital and a small number of people have died. Historically, seasonal flu causes about 36,000 deaths in the United States each year.

Who is more likely to get very sick with the flu?

Below is a list of people who may get very sick if they have the flu. It is important that they, and the people around them, get a flu shot.

- People with lung disease like asthma
- People of all ages with ongoing medical conditions like diabetes, heart disease, kidney or liver disease, blood cell disease including sickle cell, or neurological diseases that affect swallowing or breathing
- Pregnant women and women who have given birth within 2 weeks
- Children younger than 5 years, especially those younger than 2 years
- Adults age 50 years and over
- People with weak immune systems (due to disease or medicines)

What should I do if I am sick with a flu-like illness?

We recommend that you stay home and stay away from others until 24 hours after your fever is gone (without the use of fever-reducing medicine like acetaminophen (e.g., Tylenol) or ibuprofen (e.g., Motrin, Advil).



Emergency Procedures: Earthquake

General Information

An earthquake can occur at any time.

Emergency Procedures

If you are indoors when shaking starts:

- “DROP, COVER AND HOLD ON”. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- If you are inside, remain indoors during the earthquake.
- If you are in bed at the time of the earthquake, stay there and cover your head with a pillow.
- In office buildings, be aware that the fire alarms and/or sprinklers may activate.
- If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors when shaking starts:

- Move to a clear area if you can walk safely. Avoid power lines, buildings, and trees.
- If you are driving, pull to the side of the road and stop. Avoid stopping under overhead hazards (e.g. bridges, overpasses, power lines or large overhead signs).
- If you are on the beach or another low-lying area close to the ocean or bay, you could be in the path of a tsunami.

Once the earthquake stops:

- Check those around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger. Keep them warm with blankets or additional clothing.
- Evacuate buildings using the stairwells, not the elevators.
- Check around you for dangerous conditions, such as fires, downed power lines, gas leaks and structural damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Avoid broken glass.
- Use extreme caution around spilled hazardous materials, such as bleach, lye, garden chemicals, paint, gasoline or other flammable liquids. When in doubt, leave the area.
- Replace phones that may have shaken from their cradles.

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust.
- Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.



Emergency Procedures: 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 Building Management that the cab is malfunctioning, what cab number it is, and what floor it is stuck on. The Guard 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.



Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	415-543-3521
Building Security/After Hours Emergencies	415-543-6770
Fire Department (non Emergency)	415-558-3300
Police Department (non Emergency)	415-553-0123
San Francisco General Hospital	415-206-8000

Important notes

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

In an alarm situation, unless you have something to report, please do not call the building 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.



Emergency Procedures: Evacuation

Berry Building

After undergoing an extensive construction project in 2007, the Berry Street Building is now a 6 story building (previously it was 3 stories tall. The floor between the 3rd & 4th floors (previously the roof) is called the interstitial space and supports tenant and base building mechanical systems. The new expansion design employs a base isolation seismic system in this location. The Berry building tenant suites are comprised primarily of the following types of uses: typical office space, medical research, laboratories and out patient care.

Elevator Rises:

- The Berry Building has (3) elevator rises located within Lobbies 2, 4, and 6. There is also (1) elevator rise for the building's freight elevator which is located off of the loading dock. Should any of the following alarm conditions exist: smoke detector activation, sprinkler flow etc... the fire recall system will release the fire doors adjacent to the elevator lobbies, automatically cancel elevator calls and send the elevators to the ground floor and remain out of service during the condition.

Berry Building Lobbies & Entries:

- Lobby 2, located at the east-end of the property near the corner of 3rd Street, has entries to the lobby from Berry Street and from the courtyard and is directly across from Lobby 1 (courtyard side).
- Lobby 4, is considered the property's main entry located (mid-block) between 3rd and 4th with access from Berry Street and the courtyard, directly across from Lobby 2. Security personnel are stationed at this location on a 24x7 basis. Directly adjacent to Lobby 4 is the property's Loading Dock and the Berry building Freight Elevator which, is accessible from Berry Street and the courtyard.
- Lobby 6, located at the west-end of the property near 4th Street has access to lobby entries from the courtyard and Berry Street.

Berry Street Building Evacuation Routes

Tenants and guests in the Berry Street building and near Lobby #2 would proceed to fire stair marked #1. You will exit the building on the Berry street side and then proceed to the Willie Mays Plaza at AT & T Park (across 3rd Street).

Tenants and guests in the Berry Street building in between Lobby #2 and #4 would proceed to fire stair marked #2 and exit the building on the Berry street side and then proceed to the Willie Mays Plaza at AT & T Park (across 3rd Street).

Berry Street Building Evacuation Routes (cont.)

Tenants and guests in the Berry Street building near Lobby #4 would proceed to fire stair marked #4 and exit into Lobby #4. Then either exit the Courtyard or Berry Street exits. You will exit the building and proceed to the Willie Mays Plaza (at AT & T Park) or the public walk way to the left of the public library.

Tenants and guests in the Berry Street building near lobby #6 would proceed to fire stair marked #5 and exit the ground floor onto Berry Street and then proceed to the public walk way to the left of the public library.

Fire Alarm / Evacuation

Upon hearing the activation of an alarm or being notified by property management, occupants should begin evacuation procedures and then proceed to the nearest safe stairwell and begin evacuation to the ground floor and exit away from the property. Occupants should immediately proceed to a safe refuge area that has been pre-determined allowing your individual offices to determine if all personnel are accounted for and have evacuated the premises.

In the event that evacuation from the building is required, it is important for all occupants to follow safe

stairwell procedures:

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping (carry them with you).
- Use handrail that is most continuous (usually center).
- Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
- Move quickly, but do not run.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Provide assistance for those who are slower moving or physically impaired.
- Evacuate and proceed to a safe refuge area.
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do no smoke, eat or drink.
- Do not spread false information, rumors, etc.
- Complete evacuation. Do not congregate in the stairwell.

Emergency Evacuation Procedures for the Physically Impaired

The San Francisco Fire Department requires an updated list indicating the name, location and nature of disability of each person who is physically impaired. For the purpose of this procedure, any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically impaired.

Fire Alarm / Evacuation (cont.)

Physically impaired may include but is not limited to:

- Persons confined to wheelchairs
- Persons dependent on crutches, canes, walkers, etc.
- Persons recovering from surgery
- Pregnant women
- Persons with significant hearing or sight impairment
- Extreme cases of obesity

Persons who are physically impaired could be further defined as anyone who without the assistance of another person would have difficulty evacuating to a safe location either inside or outside the building or would slow down the evacuation of other occupants within the building.

Every individual placed on the physically impaired list must be assured that information provided to Building Management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANTS TO THE PHYSICALLY IMPAIRED must be assigned prior to an emergency. Those assigned must know Safe Refuge Areas outside the building and know how to best assist the occupant who is physically impaired.

Upon hearing the fire alarm, the Assistants for the physically impaired and the occupant who is physically impaired should proceed to the stairwell. Enter the stairwell last and remain on the stairwell landing with the door closed: one Assistant or the Warden will notify Building Staff of your exact location-Floor # and Stairwell #, the other assistant will remain with the physically impaired until assistance arrives. If conditions become unbearable and further evacuation is necessary, assist the person to an outside Safe Refuge Area.

Wharf Building

The Wharf Building is a six story mixed tenant use structure. The building consists primarily of typical office space and telecommunication facilities. During 2007 the ownership has approved the installation of a Life Safety System including a multi-riser back-bone that will allow for devices such as, manual pull stations, smoke detectors and horn/strobe lights to be installed in common areas and tenant suites. The installation has created a dedicated Wharf building addressable life safety system panel for current and future devices installed in the building consistent with what is present in the Berry building. A fire sprinkler system is not present throughout the Wharf building. However in some tenant locations internal sprinkler systems or fire suppression system are present as required by code (such as telecommunication sites or server room applications). A building wide fire sprinkler system is not present and not required in the Wharf building;

however fire hose cabinets are present throughout.

Elevator Rises:

- The Wharf building has (3) passenger elevator rises with their locations within lobbies 1, 3, and 5. These passenger elevators serve floors 6 to the first (ground) floor, a freight elevator is accessible and located between lobby 3 and 5. This elevator serves all six floors and allows access to the first floor and the lower level parking garage. An additional garage shuttle elevator is also accessible from the courtyard between Lobby 1 and lobby 3 and also serves the lower level parking garage. Should any of the following alarm conditions exist: manual pull station activation, smoke detector activation, sprinkler flow etc... the fire recall system will release the fire doors adjacent to the elevator lobbies, automatically cancel elevator calls and send the elevators to the ground floor and remain out of service during the condition.

Wharf Building Lobbies & Entries:

- Lobby 1, located at the east-end of the property near 3rd Street, directly across from Lobby 2, with access from the courtyard and from the south channel side promenade.
- Lobby 3, located mid-block with access from the courtyard directly across from Lobby 4, and from the south channel side promenade.
- Lobby 5, located at the west-end of the property near 4th Street directly across from Lobby 6, with access to lobby entries from the courtyard and south or channel side promenade.

Wharf Side Building Evacuation Routes

Tenants and guests in the Wharf Side building and are near Lobby #1 would proceed to the fire stairs marked #1 these stairs will take you to the Wharf Side then proceed to the Willie Mays Plaza across 3rd Street at AT & T Park.

Tenants and guest in the Wharf Side building and are in between Lobby #1 and Lobby #3 can proceed to the fire stairs marked #2. These stairs will take you to the ground floor Court Yard. Then proceed to the Willie Mays Plaza across 3rd Street at AT & T Park. Fire Stair #2 will also access the roof.

Tenants and guests in the Wharf Side building and are near Lobby #3 would proceed to fire stairs marked #3. These stairs will take you to the ground floor of Lobby #2. Then exit the building Wharf Side and proceed to the Willie Mays Plaza across 3rd Street at AT & T Park or the public walk way to the left of the public library. Fire Stair #3 will also access the roof.

Wharf Side Building Evacuation Routes (cont.)

Tenants and guests in the Wharf Side building and near Lobby #5 would proceed to fire stairs marked #4 and #5. These stairs will lead you to the ground floor by the break rooms. Exit the building either on the Court Yard side or Wharf Side and proceed to the public walk way to the left of the public library. Fire Stair #4 will also access the roof.

Tenants and guests in the Wharf Side building and near Lobby #5 and on Floors 2,3,4,5 proceed to fire stairs marked #6. These stairs will lead you the ground floor of Lobby #4. Exit either Wharf Side or Court Yard side and proceed to the public walk way to the left of the public library.

Fire Alarm / Evacuation Berry Street and Wharfside Buildings:

Upon hearing the activation of an alarm or being notified by property management, occupants should begin evacuation procedures and proceed to the nearest safe stairwell to exit to the ground floor and away from the property. Occupants should immediately proceed to a safe refuge area that has been pre-determined allowing your individual offices to determine if all personnel are accounted for and have evacuated the premises.

In the event that evacuation from the building is required, it is important for all occupants to follow safe stairwell procedures:

-Remain quiet and calm.

-Remove high-heeled shoes to avoid tripping (carry them with you).

Safe stairwell procedures (cont.)

- Use handrail that is most continuous (usually center).
- Keep to one side. Walk in single file. Emergency Personnel will be coming up the stairs.
- Move quickly, but do not run.
- Allow others to enter into stairwell flow, but do not unnecessarily hold up traffic.
- Provide assistance for those who are slower moving or physically impaired.
- Evacuate and proceed to a safe refuge area.

Safe stairwell procedures (cont.)

All injuries should be treated at stairwell landings when required and safe to do so.

- Do no smoke, eat or drink.
- Do not spread false information, rumors, etc.

Complete evacuation. Do not congregate in the stairwell.

Emergency Evacuation Procedures for the Physically Impaired

The San Francisco Fire Department requires an updated list indicating the name, location and nature of disability of each person who is physically impaired. For the purpose of this procedure, any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically impaired.

Physically impaired may include but is not limited to:

- Persons confined to wheelchairs
- Persons dependent on crutches, canes, walkers, etc.
- Persons recovering from Surgery

Emergency Evacuation Procedures for the Physically Impaired (cont.)

- Pregnant women
- Persons with significant hearing or sight impairment
- Extreme cases of obesity

Fire Alarm / Evacuation (cont.)

Persons who are physically impaired could be further defined as anyone who without the assistance of another person would have difficulty evacuating to a safe location either inside or outside the building or would slow down the evacuation of other occupants within the building.

Every individual placed on the physically impaired list must be assured that information provided to Building Management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

ASSISTANTS TO THE PHYSICALLY IMPAIRED must be assigned prior to an emergency. Those assigned must know Safe Refuge Areas outside the building and know how to best assist the occupant who is physically impaired.

Fire Alarm / Evacuation (cont.)

Upon hearing the fire alarm, the Assistants for the physically impaired and the occupant who is physically impaired should proceed to the stairwell. Enter the stairwell last and remain on the stairwell landing with the door closed: one Assistant or the Warden will notify Building Staff of your exact location-Floor # and Stairwell #, the other assistant will remain with the physically impaired until assistance arrives. If conditions become unbearable and further evacuation is necessary, assist the person to an outside Safe Refuge Area.



Emergency Procedures: Fire and Life Safety

Fire Alarm Systems consisting of Life Safety devices have been installed in the Berry Street and Wharf buildings. The devices consist of common area smoke detectors, elevator fire recall, elevator lobby smoke doors, magnetic hold open devices, fire rated doors (common corridors), manual pull stations, horn/strobe lights and fire extinguishers. In the Berry building a building wide fire sprinkler system present, please note that this type of system is not present in the Wharf building, however fire hoses (wet system) are located in the common area corridors throughout the building. No public announcement system is present in either the Berry or Wharf buildings. The property's life safety system devices and alarms are monitored by onsite engineering and security personnel and an off site- monitoring service. Inspections of life safety system devices are conducted on regular basis to ensure devices are functioning as required and meet all necessary certification.

Fire Life Safety Training

General Guidelines for Fire Life Safety & Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair and report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

General Guidelines for Fire Life Safety & Fire Prevention (cont.)

Fire Emergency

***IF YOU DISCOVER A FIRE*, you should remain calm and:**

- 1. Activate the buildings fire Alarm by pulling the nearest fire alarm pull station. Fire Alarm Pull Stations are located in the corridors adjacent to the stairwells and are red in color.**
- 2. Call 911 from a safe location.**
- 3. Evacuate or relocate and assist all others in the immediate area.**
- 4. Close doors behind you to isolate fire.**
- 5. Proceed to stairwells and listen for instructions. NEVER use the elevators.**
- 6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.**
- 7. If smoke is present, stay low and crawl with body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth.**



Emergency Procedures: Flooding

General Information

From the San Francisco's Emergency Planning website www.72HOURS.ORG

- If flooding is likely, and time permits, move valuable household possessions to upper floors of your home.
- If water has entered a garage or basement, do not walk through it.
- Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- Stay clear of water that is in contact with downed power lines.
- Do not allow children to play around high water, storm drains or any flooded areas.
- If you are asked to leave your HOME, shut off electric circuits. If advised by your local utility, shut off gas service as well. If you are asked to leave CHINA BASIN, the building engineers are in charge of all utility services.



Emergency Procedures: Hazardous Materials

Chemical Agents

Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals or plants. Most chemical agents cause serious injuries or death. Severity of injuries depends on the type and amount of the chemical agent used, and the duration of exposure.

Were a chemical agent attack to occur, authorities would instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately. Exposure to chemical agents can be fatal. Leaving the shelter to rescue or assist victims can be a deadly decision. There is no assistance that the untrained can offer that would likely be of any value to the victims of chemical agents.

Biological Agents

Biological agents are organisms or toxins that have illness-producing effects on people, livestock and crops. Because biological agents cannot necessarily be detected and may take time to grow and cause a disease, it is almost impossible to know that a biological attack has occurred. If government officials become aware of a biological attack through an informant or warning by terrorists, they would most likely instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately.

A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims may need to be quarantined. Also, some medical facilities may not receive victims for fear of contaminating the hospital population.

In the event of a hazardous materials incident notify Security and Engineering immediately by calling 415-543-6770.

- Isolate the spill. Place markers around the spill. Keep people away from the area.
- Report information. Give your name, the exact location of the material released, telephone number and your extension. Report any injuries. Identify the type of materials involved, if known. Describe the effect of the incident, i.e., the activity of the hazardous material and its reaction on the surroundings; describe the colors, smells or visible gases being produced.
- Identify the type of materials involved, if known. Describe the effect of the incident i.e., the activity of the toxin and its reaction - colors, smells or visible gases being produced, and any injuries.
- If it is necessary, evacuate the immediate area and keep others out. If fumes are being produced, restrict the area. Move away from the hazard and take your personal belongings. Do not enter a restricted area to get your belongings or go back for them. Only trained and properly equipped emergency personnel may enter an area that is contaminated.

- Activate a buddy system and assist others who cannot leave on their own. Employees will stay with their partners and observe them for signs of chemical or heat exposure. Each member will periodically check the integrity of his/her partner's clothing for possible effects.
- Refrain from smoking. Strike no matches or lighters.
- Do not eat or drink. Do not apply cosmetics; they mask true skin color and tone.
- Speak only the facts you know. Rumors are dangerous. Emphasize positive things. Your attitude will affect the attitudes of those around you.
- Respond specifically as directed over the Public Address System.
- Stay clear of arriving emergency vehicles and remain out of the way. Make yourself available for questioning by Security and carefully document all details immediately.



Emergency Procedures: Homeland Security

HOMELAND SECURITY ADVISORY SYSTEM

Threats & Protection

The Homeland Security Advisory System was designed to provide a simple, straightforward means to communicate the Federal government's assessment of the level of risk of threat acts to the public. The system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. Risk includes both the probability of an attack occurring and its potential gravity. Threat Condition characterizes the risk of terrorist attack. At each threat condition, federal departments and agencies, along with the private sector, implement a corresponding set of "Protective Measures" that reduce vulnerability or increase response capability during a period of heightened alert. The following Threat Conditions outline those increased risks of a terrorist attack and the suggested Protective Measures:

1. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
 - Refining and exercising as appropriate preplanned Protective Measures;
 - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
 - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Checking communications with designated emergency response of command locations;
 - Reviewing and updating emergency response procedures; and
 - Providing the public with any information that would strengthen its ability to act appropriately.

3. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
 - Increasing surveillance of critical locations;
 - Coordinating emergency plans as appropriate with nearby jurisdictions;
 - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
 - Implementing, as appropriate, contingency and emergency response plans.

4. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
 - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
 - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
 - Restricting threatened facility access to essential personnel only.

5. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for

substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.

McCarthy Cook/Rreef recommends 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.oes.ca.gov>

San Francisco Office of Emergency Services & Homeland Security

http://www.sfgov.org/site/oes_index.asp?id=1394

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

McCarthy Cook/Rreef recommends 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.

American Red Cross

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

Center for Disease Control and Prevention Emergency Preparedness and Response

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

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

San Francisco Chronicle

<http://www.sfgate.com/chronicle/>

KCBS 740 AM

<http://www.kcbs.com/>

KGO-TV (ABC)

<http://abclocal.go.com/kgo/>

KPIX-TV (CBS)

<http://www.cbs5.com/>

KTVU-TV (FOX)

<http://www.ktvu.com/index.html>



Emergency Procedures: Medical Emergency

In case of any Medical Emergency please call 911.

Once 911 has been called please notify the China Basin Security Desk, 415-543-6770. Security is able to facilitate Emergency Personnel a lot quicker if they are aware they will be coming to the building.

The closest hospital to China Basin is San Francisco General Hospital: 1001 Potrero Avenue.
415-206-8000.



Emergency Procedures: Power Failure

POWER OUTAGES: In an emergency condition such as a loss of power no prior announcement will be made. During the actual outage notification may not be possible by telephone or via e-mail as well.

ROLLING BLACK OUTS: China Basin's Block designation is (1A). This designation positions the property to be selected in the first stages of a Rolling Black Out, which are conducted in a sequential manner. Rolling Black Outs are service interruptions caused by electric power shortages or an electric power grid emergency. In the event PG & E conducts a Rolling Black Out, the property is subject to a power curtailment from 90 to 120 minutes. PG & E will make an attempt to notify building management in the event of a Rolling Black Out. If they do notify building management, building management will then in turn notify all tenant contacts.

In both above situations, Rolling Black Outs and Power Outages tenants are advised to gain as much information as possible by outside sources such as the radio.

PROPERTY SYSTEMS AFFECTED IN AN OUTAGE CONDITION

HVAC: Lack of typical Heating and Cooling to all common areas and tenant suites.

BUILDING ELECTRICAL: During an "outage" all electrical outlets will be non-functional.

BUILDING LIGHTING: All common area and tenant suite lighting will be affected. Emergency lighting will be in affect during the "outage" and will remain operational for the duration of 90 to 120 minutes.

BUILDING PLUMBING: During an "outage" restrooms located in common areas or within tenant suites will be affected and will be non-operational.

ELEVATORS: All passenger elevator service will be discontinued and will remain so during an "outage".

CARD ENTRY SYSTEMS: All systems that feed from the property electrical system and are not on a battery back up (UPS system) may become non-operational.

TELEPHONE SERVICE: Potentially you may experience a loss or disruption of service during an "outage". Check with your telephone provider to determine how your offices might be affected.



Emergency Procedures: Tsunamis

From the San Francisco's Emergency Planning website www.72hours.org

A tsunami is a series of waves created by a sudden, significant displacement of the ocean floor. They can be generated by an underwater earthquake or landslide. Tsunami waves are almost impossible to see in the open ocean and are capable of moving hundreds of miles an hour. When they approach shallow coastal waters they can increase dramatically in height.

Tsunamis can cause great loss of life and property damage. Their waves carry enormous energy and can destroy most structures either directly by their impact or by flooding. People caught in open coastal areas, such as on beaches, streets or sidewalks in the inundation area, are at great risk of drowning or being washed out to sea.

Tsunami waves may be generated by an event thousands of miles away (Distant Source) and take four or more hours to reach our coast. They may also be generated locally (Local Source) and arrive in as little as 10- 15 minutes, before there is time for an official warning from local emergency notification systems. Experts have determined that a Local Source tsunami that produces significant damage is extremely unlikely to occur in San Francisco.

How will I know if a tsunami is approaching?

- Outdoor Public Warning System sirens will sound for five minutes.
- AlertSF, NOAA Weather Radios and Emergency Alert System broadcasts will also be used to notify the public of potential tsunamis.

In the event of any of the above, tune your radio to KCBS 740 AM or other local station for information from emergency officials.

If you are on or near the beach and observe the water receding in an unusually rapid manner, immediately evacuate eastward to higher ground—even if no official warning has been issued.

When evacuating the western inundation area:

- Walk to higher ground
- Bring your pets in a carrier or on a leash
- Offer assistance to persons who are mobility impaired
- Take only necessary items (keys, wallet, ID, mobile phone, appropriate outerwear)
- Wait for the "all clear" message before returning to low-lying areas. Tsunami waves can continue to arrive for several hours after the initial wave and sometimes may be spaced an hour or more apart.

What else can I do to prepare for tsunamis and other emergencies?

- Visit www.tsunami.gov for National Weather Service information.
- Visit www.72hours.org or call 3-1-1 for additional information on tsunamis and emergency preparedness.
- Sign up at www.AlertSF.org to receive emergency text alerts by mobile phone and email.

Introduction: Welcome

Welcome to China Basin!

We hope your tenancy here will be successful, productive and lengthy. We have created this handbook to assist you in settling into your new location, to orientate you to building operations and to let you know about our community.



Introduction: About China Basin

China Basin, a San Francisco historical landmark is comprised of two structures, the six-story Wharfside Building and five-story Berry Building, connected by a landscaped, open-air courtyard. The campus is situated on the San Francisco Bay and is directly across the street from the San Francisco Giant's ballpark. A multi-level wharf promenade flanks China Basin, providing tenants with outdoor seating areas and views overlooking the Bay.

It all began with the 6-story Wharfside Building, constructed in 1922 to house a warehousing and fruit packing operation. Pacific Bell then became a tenant while at the same time, the wharf side docks continued to serve as a berthing station for boats utilizing the Mission Bay waterways. In the 1990's the 3-story Berry Street Building was built to complete China Basin (or so we thought!). In 2007 construction was started to add two stories to the Berry Street Building and by the end of 2008 the construction was complete. With this additional 175,000 square feet of office/lab space China Basin now is 916,000 square feet. Along with adding onto the Berry Street Building, China Basin underwent a complete aesthetic overhaul. Renovation occurred throughout the Wharfside building corridors and lobbies for both buildings. Building Signage, courtyard pavers and landscaping were all updated as well throughout the property. To complete the transformation China Basin modernized the parking garage equipment, added additional bicycle parking and three Zipcars to the garage for tenant and neighborhood use.

China Basin offers tenants a vibrant location at the gateway to Mission Bay. This master-planned redevelopment area is one of the most active, high-growth business and residential communities in San Francisco. The neighborhood features a diverse array of restaurants, from take-out to white-tablecloth cuisine. Housing options are plentiful, with a high concentration of new units for sale and lease. Between the entertainment attractions, retail and service establishments in the area, it makes it easy to work, live, and play within walking distance of China Basin!



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.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Forms section](#) and a [Search Engine](#). In order to be able to use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at the property. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the property management office.

Policies and Procedures: General Rules and Regulations

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Project. In the event of any conflict between the Rules and Regulations and the other provisions of this Lease, the latter shall control.

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant. Two keys will be furnished by Landlord for the Premises, and any additional keys required by Tenant must be obtained from Landlord at a reasonable cost to be established by Landlord. Upon the termination of this Lease, Tenant shall restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, Tenant and in the event of the loss of keys so furnished, Tenant shall pay to Landlord the cost of replacing same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such changes.
2. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises.
3. Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the vicinity of the Building. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building. Any tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for access to the Building. Landlord will furnish passes to persons for whom Tenant requests same in writing. Tenant shall be responsible for all persons for whom Tenant requests passes and shall be liable to Landlord for all acts of such persons. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building or the Project during the continuance thereof by any means it deems appropriate for the safety and protection of life and property.
4. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice to Landlord. All moving activity into or out of the Building shall be scheduled with Landlord and done only at such time and in such manner as Landlord designates. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building and also the times and manner of moving the same in and out of the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. Any damage to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility and expense of Tenant.
5. No furniture, packages, supplies, equipment or merchandise will be received in the Building or carried up or down in the elevators, except between such hours, in such specific elevator and by such personnel as shall be designated by Landlord.
6. The requirements of Tenant will be attended to only upon application at the management office for the Project or at such office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord.
7. No sign, advertisement, notice or handbill shall be exhibited, distributed, painted or affixed by Tenant on any part of the Premises or the Building without the prior written consent of the Landlord. Tenant shall not disturb, solicit, peddle, or canvass any occupant of the Project and shall cooperate with Landlord and its agents of Landlord to prevent same.
8. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have caused same.
9. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the

partitions, woodwork or drywall or in any way deface the Premises or any part thereof without Landlord's prior written consent. Tenant shall not purchase spring water, ice, towel, linen, maintenance or other like services from any person or persons not approved by Landlord.

10. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
11. Tenant shall not use or keep in or on the Premises, the Building, or the Project any kerosene, gasoline, explosive material, corrosive material, material capable of emitting toxic fumes, or other inflammable or combustible fluid chemical, substitute or material. Tenant shall provide material safety data sheets for any Hazardous Material used or kept on the Premises.
12. Tenant shall not without the prior written consent of Landlord use any method of heating or air conditioning other than that supplied by Landlord.
13. Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit 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, or interfere with other tenants or those having business therein, whether by the use of any musical instrument, radio, phonograph, or in any other way. Tenant shall not throw anything out of doors, windows or skylights or down passageways.
14. Tenant shall not bring into or keep within the Project, the Building or the Premises any animals, birds, aquariums, or, except in areas designated by Landlord, bicycles or other vehicles.
15. No cooking shall be done or permitted on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, Underwriters' laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages for employees and visitors, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.
16. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises provided for in the Summary. Tenant shall not occupy or permit any portion of the Premises to be occupied as an office for a messenger-type operation or dispatch office, public stenographer or typist, or for the manufacture or sale of liquor, narcotics, or tobacco in any form, or as a medical office, or as a barber or manicure shop, or as an employment bureau without the express prior written consent of Landlord. Tenant shall not engage or pay any employees on the Premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises.
17. Landlord reserves the right to exclude or expel from the Project any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
18. Tenant, its employees and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.
19. 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 system, and shall refrain from attempting to adjust any controls. Tenant shall participate in recycling programs undertaken by Landlord.
20. Tenant shall store all its trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in San Francisco, California without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entry-ways and elevators provided for such purposes at such times as Landlord shall designate. If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, servants, employees, contractors, visitors or licensees, Tenant shall forthwith, at Tenant's expense, cause the Premises to be exterminated from time to time to the satisfaction of Landlord and shall employ such licensed exterminators as shall be approved in writing in advance by Landlord.
21. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
22. Any persons employed by Tenant to do janitorial work shall be subject to the prior written approval of Landlord, and while in the Building and outside of the Premises, shall be subject to and under the

control and direction of the Building manager (but not as an agent or servant of such manager or of Landlord), and Tenant shall be responsible for all acts of such persons.

23. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord, and no curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises other than Landlord standard drapes. All electrical ceiling fixtures hung in the Premises or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and a warm white bulb color approved in advance in writing by Landlord. Neither the interior nor exterior of any windows shall be coated or otherwise sunscreens without the prior written consent of Landlord. Tenant shall be responsible for any damage to the window film on the exterior windows of the Premises and shall promptly repair any such damage at Tenant's sole cost and expense. Tenant shall keep its window coverings closed during any period of the day when the sun is shining directly on the windows of the Premises. Prior to leaving the Premises for the day, Tenant shall draw or lower window coverings and extinguish all lights. Tenant shall abide by Landlord's regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Building Common Areas.
24. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.
25. Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.
26. Tenant must comply with all city and state NO-SMOKING" ordinances. If Tenant is required under any ordinance to adopt a written smoking policy, a copy of said policy shall be on file in the office of the Building.
27. Tenant hereby acknowledges that Landlord shall have no obligation to provide guard service or other security measures for the benefit of the Premises, the Building or the Project. Tenant hereby assumes all responsibility for the protection of Tenant and its agents, employees, contractors, invitees and guests, and the property thereof, from acts of third parties, including keeping doors locked and other means of entry to the Premises closed, whether or not Landlord, at its option, elects to provide security protection for the Project or any portion thereof. Tenant further assumes the risk that any safety and security devices, services and programs which Landlord elects, in its sole discretion, to provide may not be effective, or may malfunction or be circumvented by an unauthorized third party, and Tenant shall, in addition to its other insurance obligations under this Lease, obtain its own insurance coverage to the extent Tenant desires protection against losses related to such occurrences. Tenant shall cooperate in any reasonable safety or security program developed by Landlord or required by law.
28. All office equipment of any electrical or mechanical nature shall be placed by Tenant in the Premises in settings approved by Landlord, to absorb or prevent any vibration, noise and annoyance.
29. Tenant shall not use in any space or in the public halls of the Building, any hand trucks except those equipped with rubber tires and rubber side guards.
30. No auction, liquidation, fire sale, going-out-of-business or bankruptcy sale shall be conducted in the Premises without the prior written consent of Landlord.
31. No tenant shall use or permit the use of any portion of the Premises for living quarters, sleeping apartments or lodging rooms.
32. Tenant shall not purchase spring water, towels, janitorial or maintenance or other similar services from any company or persons not approved by Landlord. Landlord shall approve a sufficient number of sources of such services to provide Tenant with a reasonable selection, but only in such instances and to such extent as Landlord in its judgment shall consider consistent with the security and proper operation of the Building.
33. Tenant shall install and maintain, at Tenant's sole cost and expense, an adequate, visibly marked and properly operational fire extinguisher next to any duplicating or photocopying machines or similar heat producing equipment, which may or may not contain combustible material, in the Premises. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any

other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises.



Policies and Procedures: Insurance Protection

As stated in your lease (usually paragraph 24(b) or paragraph 26), SPF CHINA BASIN HOLDINGS LLC must be named as additional insured in your coverage and we require a current copy of your insurance policy or a certificate of insurance.



Policies and Procedures: Moves & Deliveries

DELIVERIES & MOVING POLICIES & PROCEDURES

The following information has been assembled to assist tenants and vendors in the movement of materials in and out of the property. They are to be viewed as the property procedures and must be adhered to with no exceptions unless agreed to by property management in advance of the activity. The following procedures are required for move in/move out and for larger than the typical deliveries to the property. Tenants should contact the management office for assistance or if questioning whether these procedures apply to an expected delivery.

- 1. AFTER HOURS DELIVERIES:** Deliveries of mechanical office equipment, furniture, or movement of large amounts of office documentation must occur during non- business hours: M-F after 6:00PM and completed no later than 8:00 AM or be scheduled on the weekends. These time frames allow for extended use of the loading dock and/or dedicated use of the freight elevator and to minimize disruption to normal property operations and our tenants. This is also to ensure the safety and comfort of all our tenants while they are here during normal business hours.
- 2. BUSINESS HOURS DELIVERIES:** Allowable deliveries during business hours are: FedEx, UPS, USPS, office supplies, water, catering, and items able to fit on a hand truck. A minimal amount of office equipment is allowed; such as 1 to 2 copiers or 1 to 2 pieces of furniture. This must be approved in advance by the Management Office.
- 3. NOTIFICATION:** The Property Management Office must be notified by the tenant in advance of any delivery that will require the use of the loading dock, freight elevator, security staffing or movement through the property's common areas. Notification should be at least 48-hours in advance and is required in writing on the tenant's letterhead or via e-mail. The notification must be from the authorized office representative (tenant contact) on file with Management Office. A CONFIRMATION APPROVAL must be received by the tenant from the Property Management office via e-mail to move ahead with the move/and or delivery. If you have not received an email confirmation, the delivery and/or move has not been approved and will not be accepted at the loading dock.
- 4. CERTIFICATE OF INSURANCE:** Prior to the commencement of any services being conducted on the property on a tenant's behalf, move in or move-out, installation or repair, the property requires a current Certificate of Insurance be on file in our office. The Certificate must be all the property requirements, limits and additional insured parties. Please contact the Management Office for the COI requirements or see the requirements at <http://chinabasin.info> (see quick links, and click on forms).
- 5. SITE-WALK:** To better insure that all parties are aware of the property procedures and access restrictions etc., Property Management stresses the need to conduct a site-walk prior to the activity. This will allow for a more complete view of requirements and any possible restrictions (loading dock, street access, protection, path of travel) to be addressed. The tenant representative and vendor contact should be present and should be scheduled in advance with Property Management at a minimum of 48 hours prior to the activity.
- 6. TENANT OR VENDOR CONTACT:** During the activity a tenant and or vendor representative should be on-site. This will ensure that if a condition warrants, a tenant or their vendor is available to respond in a timely matter if necessary. It is also required that contact information is available should the tenant or vendor representative leave the property. The Property After-hours policy requires tenants and vendors to check in at the Security Console located at Lobby 4 to gain access to the property. Vendors are required to sign-in and sign-out.
- 7. COMMON AREA PROTECTION:** Vendors will be required to protect the property's common areas (path of travel) during delivery or removal. Plywood or masonite will be used for protection on the exterior surfaces such as the courtyard pavers. And masonite will be required also on the interior surfaces such as the hallway carpet or tile floors. Protection of columns or corners with cardboard cover caps is also mandatory. The dollies and carts that are used during the move or delivery must have rubberized wheels and leave no wheel marks. Additionally whenever floor protection is laid down and taping sections together is required the tape utilized must not leave an adhesive residue. (Painter tape rather than duct tape.)

8. **MOVE MONITOR:** Property Management will require a Move Monitor to be present based on the volume of material, nature of movement (crane lift etc...) access, safety related conditions. The Monitor will assist vendor or tenant to ensure that all necessary procedures and/or precautions are taken. The Monitor will be supplied by the property and the tenant or vendor will incur a cost for this assistance. The hourly service cost is \$35.00 per hour with a 4 hour minimum.
9. **TRASH/RECYCLING ITEMS:** please be aware that if your delivery or move results in an abundance of recycling items or trash that needs to be disposed of you will need to make arrangements with the Management Office to schedule a special pick up. The janitorial staff will not dispose of boxes or bins of trash if they are not instructed to do so.
10. **BUILDING INFORMATION:** China Basin consists of two (2) buildings with a courtyard in between the buildings and the Wharfside promenade along the water. The central loading dock is located near Lobby 4 of the Berry Street Building. The dimensions of the loading dock are 12'7" high and 30' long. Access to the Wharfside building is possible, near Lobby 5. Which dock you use is determined by where you are physically placed within the Building(s). Access via the Wharfside building near Lobby 5 will be considered on a case by case basis.
11. **AVAILABILITY OF LOADING DOCK:** Tenants are required to check with the Building Office regarding which loading dock to use and the availability of each. Once availability is determined, your request to use the dock must be made in writing either on your letterhead or via e-mail. Building Management will then notify Security and arrange for access.
12. **PASSENGER ELEVATORS:** Use of the passenger elevators for a move is prohibited.

13. **FREIGHT ELEVATORS:** All freight elevators must be reserved prior to the move. Arrangements can be made through the Building Office. There are three (3) freight elevators available:
 - a. The "large freight" elevator is located between Lobbies 3 and 5 of the Wharfside Building. Security is required to operate this elevator. Please call the Building Office for arrangements and costs.
 - b. The "medium" passenger/freight elevator is located near Lobby 5 (also in the Wharfside building). This elevator runs from the Garage up to the 6th Floor. You can access this elevator from the Courtyard. This elevator does not require Security to operate it. The dimensions of the elevator are 10' high, 6' deep, 7'10" wide. The door measures 6'8" high and 4' across.
 - c. For moves in the Berry Street Building, please use the freight elevator which is located in the loading dock area of the Berry Building.
 - d. Before all moves, please check in with our 24-hour Security staff located in Lobby 4.
14. **MOVES/DELIVERIES DURING BASEBALL SEASON:** The Buildings are located directly across from AT & T Park. Keep in mind there may be parking and traffic congestion on ballgame days. Also, for a move during a ballgame, a Security person may have to be hired, at your expense, for entry constraints during your move. Again, a Security person can be hired through us with a minimum of four (4) hours.

Please call the Building Management Office with any questions or to make any arrangements. The phone number is 415-543-3521.

[Click here for the Furniture Inventory Checklist](#)



Policies and Procedures: Tenant Alterations

Landlord's Consent to Alterations: Tenant may not make any improvements, alterations, additions or changes to the Premises or any mechanical, plumbing or HVAC facilities or systems pertaining to the Premises (collectively, the "Alterations") without first procuring the prior written consent of Landlord to such Alterations, which consent shall be requested by Tenant not less than thirty (30) days prior to the commencement thereof, and which consent may be withheld in Landlord's sole discretion. The construction of the initial improvements to the Premises shall be governed by the terms of the Tenant Work Letter.



Policies and Procedures: Contractors

[Click here to download a complete copy of the Contractor Rules and Regulations.](#)



Policies and Procedures: Smoking

China Basin is a non-smoking building. Please observe the "No Smoking" signs posted in various locations throughout the building, particularly in the restrooms, lobbies and stairwells. Ashtrays have been provided in the plaza and have been placed in compliance with State Executive Order W-42-93, to keep smoke from entering the lobbies. Please use the ashtrays provided and do not smoke in the lobby entranceways.



Policies and Procedures: Windows

Please do not apply any reflective or tinted film to the windows, as it can cause the glass to absorb too much heat and crack or shatter. No alterations or additions are to be made without written permission from China Basin.



Policies and Procedures: Bicycle Parking

The Management of China Basin encourages bike transit to the property. Although we encourage bike riding, bikes ARE NOT ALLOWED inside the buildings. Please know the following locations are where you should park your bike:

BIKE ROOMS: There are three bike room locations at China Basin, two locations off of the courtyard and one room in the parking garage. If you do not have a key to the bike room please come to Suite 140 with a \$25 check (refundable key deposit) for a key.

BIKE RACKS IN THE PARKING GARAGE: There are racks below the loading dock and at the 3rd Street entrance.

BIKE RACKS AT 3RD STREET AND 4TH STREET ENTRANCES

****Bringing your bike to China Basin After Hours:** If it is after 6:00pm or before 6:00am please have a Security Guard open a loading dock bay so you can bring your bike in and park in any of the more secure areas of the campus.



The Neighborhood: Driving Directions

DRIVING DIRECTIONS TO CHINA BASIN

From the Peninsula/South Bay

1. Take 1-280 North (or I-101 North to I-280 North) to the Fourth Street Exit.
2. Fourth Street becomes King Street.
3. Continue for 2 blocks and turn right onto Third Street.
4. Turn right immediately after the Berry Street intersection into the building parking garage.

From the East Bay

1. Take I-80/Bay Bridge to the Fifth Street Exit. Exit onto Harrison Street.
2. Turn left onto Second Street and continue to King Street.
3. Turn right onto King Street.
4. Turn left onto Third Street.
5. Turn right immediately after the Berry Street intersection into the building parking garage.

From the North Bay

1. Take Highway 101 South/Golden Gate Bridge to the Marina Blvd. Exit.
2. Continue on Marina Blvd. past the Marina Green.
3. Turn left onto Bay Street (go 1.5 miles approximately)
4. Turn right onto Embarcadero (go 2 miles approximately)
5. Turn left onto Third Street.
6. Turn right immediately after the Berry Street intersection into the building parking garage.