

**400 & 450 North Brand Blvd  
Electronic Tenant® Portal**

**Created on June 17, 2023**

## **Amenities: On Site Amenities**

As a Class-A property, 400|450 North Brand Boulevard has earned national recognition as a LEED Platinum certified building, a two-time TOBY winner, and Energy Star and BOMA 360 recognition.

Below is a list of the services and amenities that helped lead to these notable accomplishments.

- 400/450 Wellness Programs
- Onsite 24-Hour Fitness Super Sport Club
- Executive Parking
- Automated Pay on Exit System
- Comprehensive Alternative Transportation Program
- Commuter Incentive Program
- Carpool Parking
- Electric Vehicle Charging Stations
- Secured Bike Room
- Full-Service Restaurant
- Sundry Store
- 24-Hour Security
- Central Courtyard
- Conference Facilities
- Retail banking and 24-Hour ATM
- Captivate Lobby Screens for special announcements
- Storage Space

## **Amenities: Ten Spot – Virtual Wellness**

Ten Spot is the workforce engagement platform creating social connections through technology-driven experiences.

As a Ten Spot member, exclusively brought to you by Cushman & Wakefield, you have access to live and on-demand services, events and content available 24/7 whether you are in the office, working from home or on the go! Join challenges, chat with colleagues and connect with teammates through group activities.

Why Ten Spot?

- Boost productivity, wellbeing and focus
- Reduce burnout and missed workdays
- Create connections that unite a distributed workforce
- Reduce attrition rates and the costs of replacing talent
- Create positive sentiment through a much stronger culture

# Emergencies: Bomb Threat

Most bomb threats are made by telephone to places of employment but, incidents using email or social media are on the rise. If the threat is made via telephone, you may be able to obtain vital information about the caller's whereabouts.

## Ask questions:

- Where is the device?
- When is it set to go off?
- What does it look like?
- Who are you?
- Why are you doing this?

When you are prepared for such a call, respond in a calm manner, ask for specific information about the bomb and listen for identifying characteristics of the caller.

## If via email or social media, it is important to:

- Retain the message within the system used and contact your in-house IT department to protect the source message.
- Do not reply to the message.
- Print out a copy of the message.
- Note any IP address or other indicators as to the source of the message.
- Note any language used within the message which might provide direction as to potential location, timing for action, type of device.

All bomb threats should be taken seriously. DO NOT assume that they are made only to building personnel. Anyone can receive a bomb threat and everyone should be prepared.

## If you receive a bomb threat via telephone:

1. Attract the attention of a co-worker and have them call the Police Department at 911. Request the call on your line to be traced for the Police Department.
2. Keep the caller on the phone (DO NOT HANG UP).
3. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
4. Ask about the bomb's appearance and who is placing it.
5. Listen for background noises or distinguishing voice characteristics that might aid police.
6. Contact the [Building Management Office](#) at (818) 553-6724 to advise of the presence of this incident.
7. Assure that emergency services have been notified via 911 and relay all information. The following 10-digit emergency phone number for your area as a secondary contact should be used only if a problem occurs in the 911 system: (818) 548-4814.
8. Survey your immediate work area and report all suspicious items to building security. DO NOT touch a suspected bomb or unusual device.

## If you receive a bomb threat via email or social media:

1. Follow steps identified above.
2. Communicate with your internal resources (floor warden, office manager, human resources manager, etc.)
3. Contact [Building Management Office](#) or security staff to advise of situation.
4. Conduct search of office areas to confirm no suspicious packages or items are located within the office area. Similar searches will be undertaken by building management and engineering staff.

## Suspicious Objects

A SUSPICIOUS OBJECT is defined as any package, parcel, container, or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for.

If A Suspicious Object Is Found:

1. DO NOT touch it.
2. Move everyone away from the affected area.
3. Notify the Police Department at 911 or (818) 548-4840.
4. Notify [Building Management](#) at (818) 553-6724.
5. Open doors, and if possible, windows in the area.
6. DO NOT allow the use of two-way radios.
7. Prepare to evacuate the floor.

If evacuated, DO NOT return to the floor until given the "All Clear" by the Police Department, the Building Engineer, or Security Personnel.

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# **Emergencies: Disability Assistance**

## **Assisting Those with Physical Disabilities**

California Code of Regulations Title 19 Section 3.09(d)5(b)

"Assure that the requirements of subsection (d)(4)(F)," procedures to identify and assist the non-ambulatory and physically disabled" are accomplished as follows:

1. Hotels, motels and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The Inn-keeper shall provide a place on the registration form so that guests who may require special emergency evacuation because of a physical disability may be identified.
2. Owner(s) or operator(s) of a building shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) shall be notified in writing by those who have disabilities.
3. Information provided in the list shall include any special emergency evacuation needs and the permanent work location of such physically disabled persons. The list shall be located in the Building Manager's office.

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to your Floor Warden and the Office of the Building. They will assign people who will assist you in the event of an evacuation.

- Name
- Suite/room/department
- Telephone number
- Phone extension
- Special needs
- Inclusive dates (if applicable)

Each individual placed on a Physically Disabled list must be assured that the information provided to building management will be kept confidential and will be used only to provide a safe and quick evacuation in case of an emergency.

Assistants must be assigned to these individuals prior to an emergency. Those assigned to assist the physically challenged should know the type of disability and how to best assist them.

# Emergencies: Earthquake

## Before the Earthquake

### Mitigation

Non-structural hazards such as unsecured bookcases, large hanging plants, etc., must be identified and corrected. In cases, which this may not be feasible, awareness of these issues is of the utmost importance. As emergency situations may keep individuals in the building for 5-7 days, it is strongly recommended that all tenants maintain an adequate amount of emergency supplies. This should include:

### *Supplies*

Water, Food, First Aid Supplies, AM/FM Radio, Gloves, Flashlights, Dust Masks, Goggles, Fire Extinguishers, Hard Hats, Sanitary Supplies, Blankets, Prescription Medication.

## During the Earthquake

During an earthquake, it will usually be safer inside the building than outside. If you do feel a tremor:

1. DUCK - Duck or drop down to the floor.
2. COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
3. HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
4. DO NOT ENTER OR EXIT the building during the shaking. There is danger of falling debris.
5. DO NOT USE ELEVATORS. Elevators will automatically move to the next floor in direction of travel and open.
6. IF YOU ARE OUTDOORS, move away from buildings, falling objects, and power lines.

## After the Earthquake

Contrary to what most people think, most buildings are designed to withstand a major earthquake. Once the shaking stops:

1. BE PREPARED FOR AFTERSHOCKS. If you are outside, DO NOT return to your office until authorized.
2. CHECK INJURIES and administer first aid if necessary (and if qualified). DO NOT move victims unless absolutely necessary.
3. REPLACE TELEPHONE HANDSETS that have been shaken off, but DO NOT use the telephones except to report fires or medical emergencies.
4. DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

## Preparing for an Earthquake

We can't predict when we'll have an earthquake, and you may not always be at your office when an earthquake occurs. To help you become better prepared, here are some additional tips for specific locations:

### *OUTSIDE*

Move to a clear area away from trees, signs, buildings, electrical wires and poles.

### *On a SIDEWALK*

Duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.

### *DRIVING*

Pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.

### *In a CROWDED AREA or PUBLIC PLACE*

Do not rush for exits. Move away from display shelves containing objects that could fall.

### *In a WHEELCHAIR*

Stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.

### *In a KITCHEN*

Move away from the refrigerator, stove, and overhead cupboards. (Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.)

### *In a STADIUM or THEATER*

Stay in your seat and protect your head with your arms. DO NOT try to leave until the shaking is over, then leave in a calm, orderly manner. Avoid rushing toward exits.

## **First Aid Kits**

First Aid Kits are vital following any emergency:

### *Office*

Store the kit in a location that will be accessible following the turmoil of an earthquake.

### *Cars*

Don't forget your cars! You also need a well-stocked first aid kit for each vehicle.

Check and update all of your first aid supplies twice a year. A good time to do this is when your clocks change for Daylight Savings.

To be useful, a first aid kit must be both accessible and ready.

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# **Emergencies: Emergency Communication**

## **Public Address System**

The public address (EVAC) system is designed to cover one floor, any combination of floors, or the entire Building. The system is controlled through the Fire Panel, located in the Fire Control Room. An emergency announcement can be manually sent over the system to give Clients and all Building Occupants specific details and instructions of an emergency. This system is only used in the event of an emergency, testing notifications, or a drill.

## **24-Hour Security**

The Security Console is manned 24 hours a day and can be reached at (818) 662-9123 for the 400 Building and (818) 662-9911 for the 450 Building.

## **Emergencies: Emergency Contacts**

### **FOR ALL EMERGENCIES DIAL 9-1-1**

Call 911 when reporting a fire or medical emergency. After dialing 911, please call the Cushman & Wakefield [Building Management Office](#) at (818) 553-6724. Below is a list of emergency telephone numbers.

POLICE (non-emergency)	(818) 548-4840
FIRE DEPARTMENT	(818) 548-4814
PARAMEDICS (non-emergency)	(213) 486-4423
LOCAL HOSPITAL (Glendale Memorial Hospital)	(818) 502-1900
POISON CONTROL	(800) 876-4766
SUICIDE PREVENTION	(213) 594-0960
RAPE CRISIS HOTLINE	(818) 242-1106
DRUG ABUSE HOTLINE	(800) 274-2042
FBI (L. A. Field Office)	(310) 996-3300
CIVIL DEFENSE – DISASTER SERVICES	(213) 485-2121
CA STATE POLICE	(213) 744-2331
U. S. MARSHAL	(213) 894-4830
U. S. SECRET SERVICE	(213) 894-4830

### **Lobby Operations Center (LOC)**

The Lobby Operation Center (LOC) monitors the fire life safety systems of the Building as well as security systems. Should you need assistance, please dial the following numbers:

400 N. Brand Boulevard	(818) 662-9123
450 N. Brand Boulevard	(818) 662-9911

# Emergencies: Fire & Life Safety

## Remember the 3 C's:

- CLEAR anyone in immediate danger.
- CONFINE the fire by closing doors as you leave the area.
- CALL the FIRE DEPARTMENT at 9-1-1.

## If Fire or Smoke is Discovered:

1. Safety of Life. If fire is in the occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing doors as you leave the area.
2. Notification. Activate the manual pull station. Notify the Fire Department at 911.

## Give the following information:

- Building name
- Building address
- Nearest cross street
- Floor/suite number
- The nature of the emergency
- Your call back number

If time permits, notify [Building Management](#) at (818) 553-6724 or Building Security at (818) 662-9123. DO NOT hang up until the emergency operator does so first!

## Evacuation

Proceed to the nearest exit or stairwell and begin to evacuate, unless otherwise directed by the Fire Department.

## Basic emergency information you need to know:

- Who your Floor Warden is
- Where your nearest exit is
- Where your secondary exit is

**The following phone numbers are alternate emergency numbers to be used only if a problem occurs within the 911 system.**

- Fire department: (818) 688-8000
- Paramedics: (800) 688-8000
- Police: (818) 548-4840

## If You are Trapped Inside an Office or Room

1. Close as many doors as possible between you and the fire.
2. Wedge cloth material along the bottom of the door to keep smoke out.
3. Use the telephone (if available) to notify the Fire Department of your status. Open curtains, blinds or drapes. Stay by the window and wave a bright object to attract the attention of the emergency responders.
4. Break windows only as a last resort.

## Fire Alarm

When You Hear a Fire Alarm Activated:

1. If leaving a room, feel the door with the back of your hand to ensure it is not warm before opening it. If the door is warm, DO NOT OPEN. When leaving your office, remember to close doors behind you, but DO NOT lock them.
2. DO NOT return to your office or room for personal belongings.

3. If smoke is present, stay low. The best quality air is near the floor. DO NOT attempt to run through heavy smoke or flames.
4. DO NOT use elevators. If you are in an elevator when the alarm sounds, DO NOT push the emergency stop button.
5. Proceed to the nearest exit or stairwell and begin to evacuate, unless otherwise directed by the Fire Department.

### **Fire Drills**

Fire drills are required by C.C.R., Title 19, 3.10, and the Los Angeles City Fire Code Section 57.33.19C. Participation for all building occupants must be MANDATORY. Any person who fails to participate will be subject to penalties.

### **PENALTY:**

(Added to Ordinance N. 170.854, effective 4/16/96) Any person who violates this section is punishable by at least a mandatory fine of \$500 up to and not to exceeding \$1,000 or by imprisonment in the County jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each day, or portion thereof, during which a violation of any of provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

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# **Emergencies: Flooding**

## **Flooding and Water Damage**

Serious water damage or flooding can occur from damaged pipes or clogged drains. If a water leak occurs, follow these procedures:

1. Notify the [Building Management Office](#), who will dispatch engineering to your location. Advise them of the exact location and severity of the leak.
2. If there are electrical appliances or outlets near the leak, there may be possible hazards from electric shock. If there is any possible danger, evacuate the area immediately.

## **Emergencies: Floor Plans**

### **Evacuation Floor Plans**

- Each floor is equipped with emergency evacuation maps.
- Floor plan maps are located at the entrance to each stairwell exit.

## **Emergencies: Floor Warden Manuals**

The Floor Warden Manual was prepared by F-11 Productions in cooperation with the Glendale Fire Department to ensure the highest safety in the event of an emergency, including fire, earthquake, bomb threats, and medical response. The manual also provides essential information for annual building fire drills.

The Floor Response Team Manual, which is part of the Floor Warden Manual is also part of the Emergency Plan. It is designed to instruct all Suite Wardens, Floor Wardens and Monitors on the appropriate procedures during all types of emergencies.

Please take time to review your building's Floor Warden Manual.

[Click here to open the 400 North Brand Manual \(opens in new window\)](#)

[Click here to open the 450 North Brand Manual \(opens in new window\)](#)

## **Emergencies: Medical Emergency**

If there is a medical emergency:

1. Please call 911.

Give them the following information:

1. Building name
2. Building address
3. Nearest cross street
4. Floor/suite number
5. Nature of emergency
6. Victim's name and location
7. Your call back telephone number
8. Notify [Building Management](#) at (818) 553-6724.
9. Assign an individual at the elevator lobby to direct paramedics to the victim's location.

Only provide first aid or CPR if you are trained. Otherwise, please wait for paramedics.

## Emergencies: Power Failure

Electrical power is provided by the City of Glendale Water & Power. Each of the buildings' power is on a separate grid.

The buildings are served by two separate utility sources of power 1) City Power and 2) Emergency Generator Power. If partial power is lost, emergency lighting will be supplied from our emergency back-up generator. The emergency generator serves exit signs, stairwells and intermittent lights on the floors, etc.

If you should experience a power failure, follow these procedures:

- Remain calm.
- Notify the [Building Management Office](#) by calling (818) 553-6724. A Public Announcement will be made if the power failure is a local problem.
- If it becomes necessary to evacuate the Building, a Public Announcement will inform you of the evacuation procedures.
- If you are informed that the problem is Building-wide, follow the directions you are given over the Public Announcement System.
- While our stairs are well illuminated from our emergency generator, we recommend you not attempt to use the stairways without a flashlight. If total power is lost, the stairwell will become dark and hazardous.
- Once you have evacuated the Building, you will not be allowed to re-enter the building until full power has been restored and/or the building has been re-opened by Building Management.

## **Emergencies: Safe Refuge Area**

In the event a complete building evacuation is necessary, evacuate to the designated safe refuge location. Safe refuge areas are located at a minimum of 300 ft. from the building. When evacuating, be careful when crossing the street.

### **Remember:**

- Follow instructions from your floor warden, building staff, or emergency personnel.
- If in the Stairwell, stay to the right and hold onto the handrails.
- Remove shoes that make it difficult to walk in the stairwell.

### **Note:**

In the event of a Bomb Threat, your usual refuge sites should not be utilized. An alternate location will be specified at the time of the emergency.

*Click to enlarge.*

## **Introduction: Welcome**

**Welcome to 400I450 North Brand, proudly managed by Cushman & Wakefield.**

This handbook will provide you with important information and guidelines regarding the property. Please note, individual lease contracts may supersede any information included in this handbook, of which the contents may be subject to change over time.

# **Introduction: About 400|450 North Brand**

## **Property Description**

400|450 North Brand is a 440,770 square foot Class-A office property composed of two nine-story buildings. Built in 1998 and 2000, respectively, the property is one of the most recently renovated commercial office buildings in Glendale, featuring sleek architectural design, elegant lobbies with stone flooring, and institutional quality finishes. Encompassing a full city block, the project has premier view corridors and efficient multi-tenant floor plates.

## **Location**

The property sits in the region between the San Fernando and San Gabriel Valleys, only nine miles north of Downtown Los Angeles and seven miles east of Bob Hope Airport.

Located in the heart of The Glendale Central Business District, the property sits south of the Ventura freeway between Milford Street to the north and Lexington Drive to the south. Most notable is the property's key location along Glendale's prestigious Brand Boulevard, which offers quality markets for employees and executives and exceptional visibility.

## **Outstanding Amenities**

Both buildings offer many attractive features specific to the property. Complimentary private conference rooms are available by reservation and offered exclusively for tenants. The property houses the popular 24-Hour Fitness Super-Sport Club, featuring a swimming pool, basketball and racquetball courts, and executive locker rooms. Tenants may also enjoy the outdoor courtyard with attractive landscaping, water fountain, and seating areas.

Tenants are within walking distance to an extensive neighborhood amenity base of numerous restaurants, entertainment venues, the Glendale Galleria shopping mall, and the world-class Americana at Brand.

## **Premier Tenants**

400|450 North Brand is occupied by diversified high-profile tenants, including Fortune 100 companies, and nearly 50% are tenants rated as Investment Grade by Standard & Poor's.

# Introduction: Gallery



















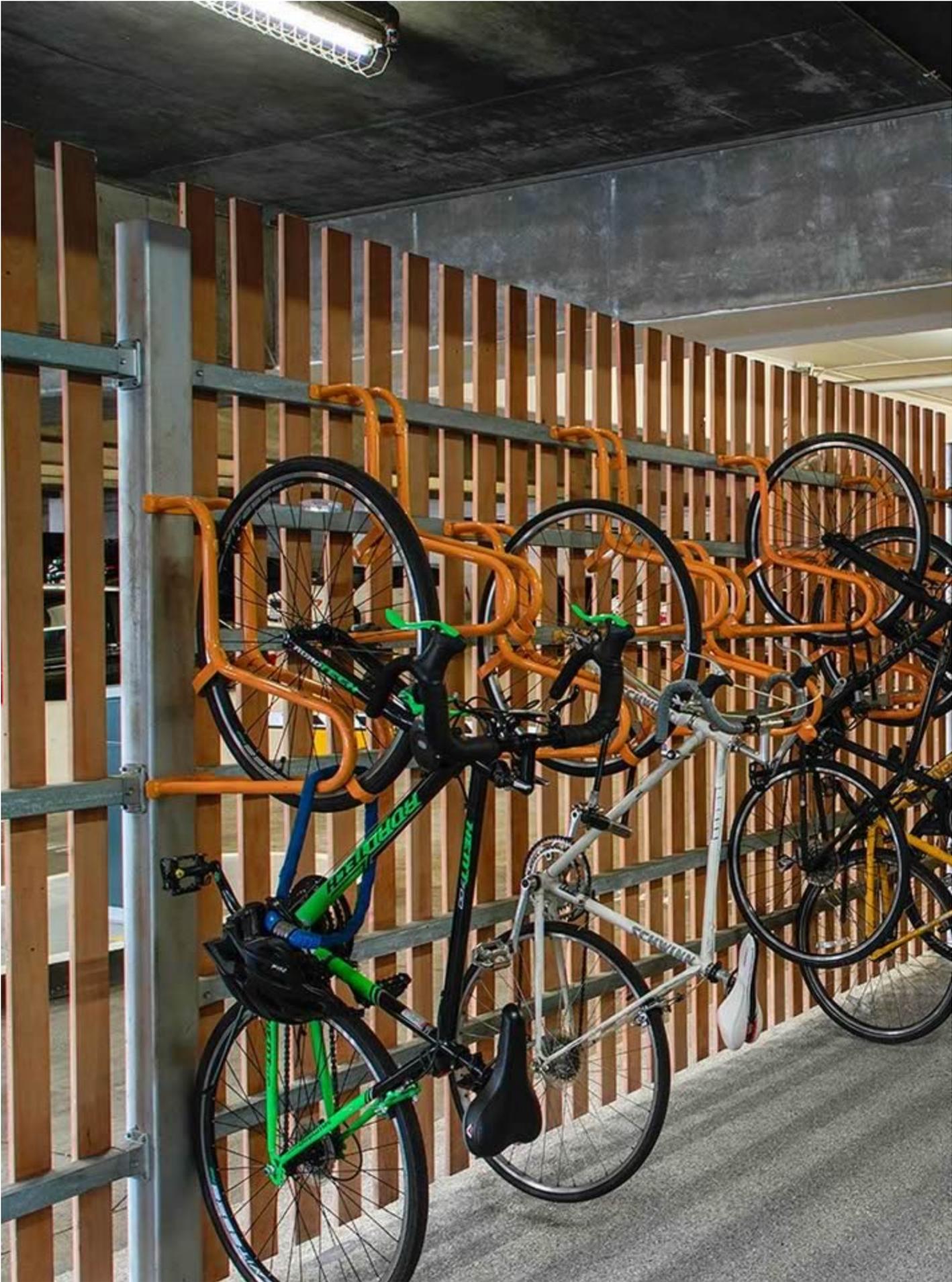


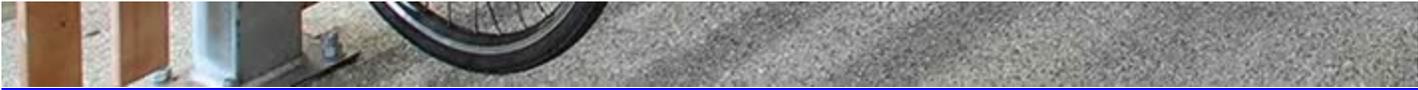


















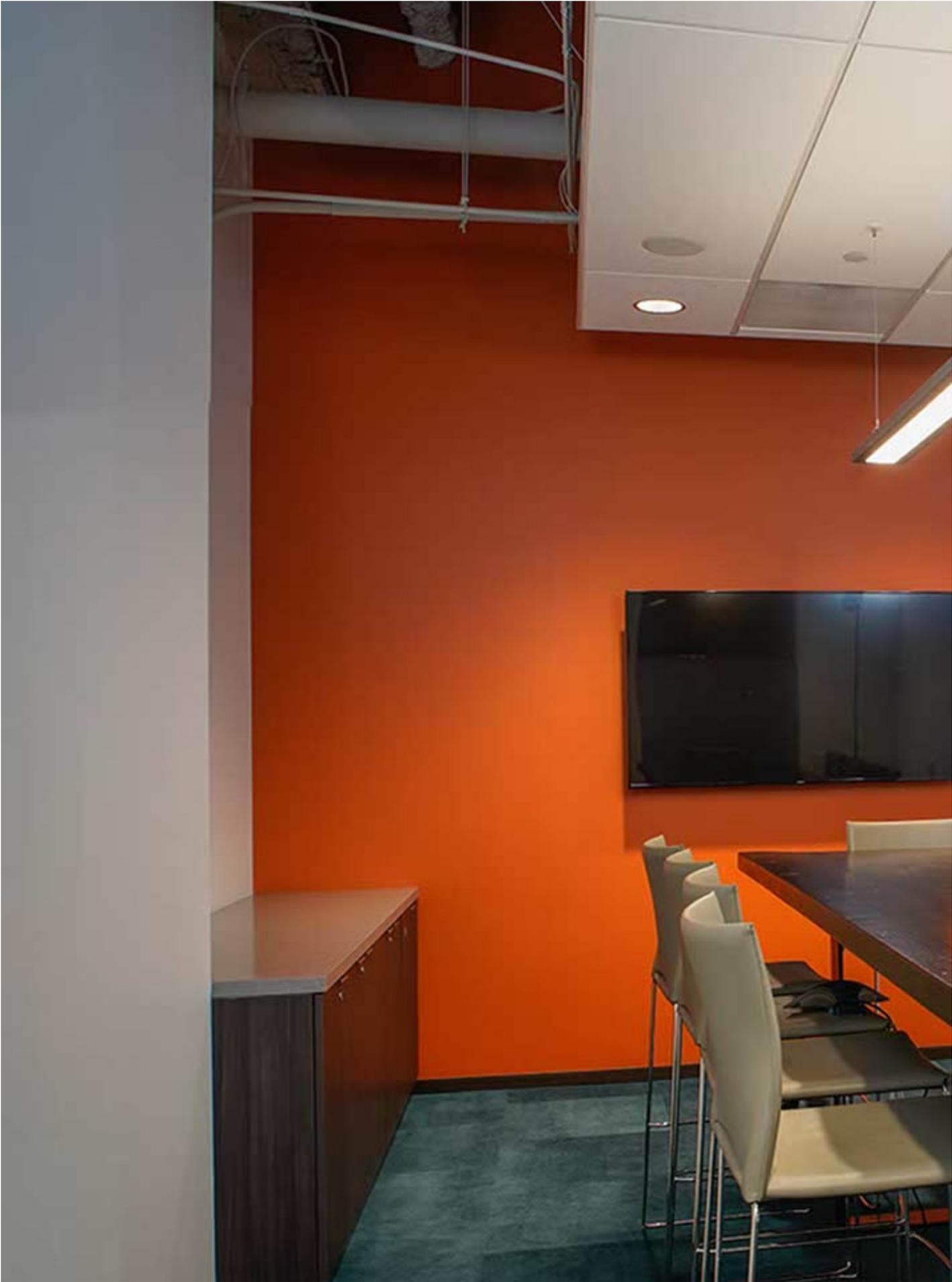














## Leasing: Leasing Contacts

The leasing company for 400|450 North Brand Boulevard is Cushman & Wakefield, located at 900 Wilshire Blvd., Suite 2400, Los Angeles, CA 90017.

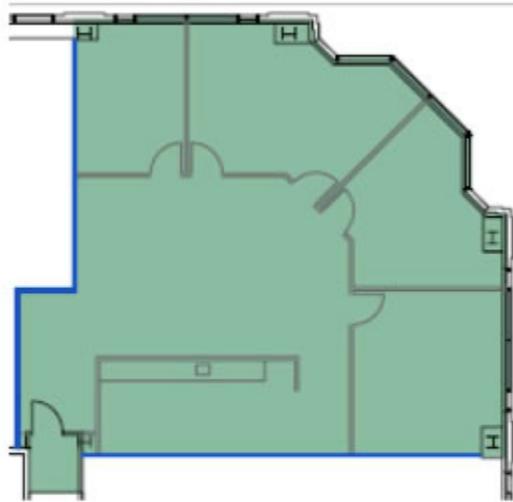
Listed below is the contact information for the authorized representatives:

Executive Managing Director	<b>Shaun Stiles</b> Office: (213) 596-2255 Mobile: (626) 616-7845 <a href="mailto:Shaun.Stiles@nmrk.com">Shaun.Stiles@nmrk.com</a>
Managing Director:	<b>Katie Cowan</b> Office: (213) 596-2289 Mobile: (310) 560-2186 <a href="mailto:Katie.Cowan@nmrk.com">Katie.Cowan@nmrk.com</a>

# Leasing: Leasing Availability

## 400 North Brand Floor Plans

400 NORTH BRAND | SUITE 840 2,237 R.S.F.



### CONTACT

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213 629 6521  
shaun.stiles@cushwake.com  
License # 01125641

Katie Cowan  
213 629 6549  
katie.cowan@cushwake.com  
License# 01758914

Suite 840

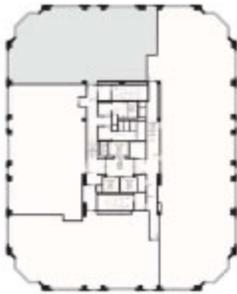
# 400 NORTH BRAND | SUITE 850 3,725 R.S.F.



HYPOTHETICAL SOCIAL DISTANCING FLOOR PLAN



HYPOTHETICAL STANDARD FLOOR PLAN



FLOOR PLAN



HYPOTHETICAL PERCH AND WORKSTATIONS

## CONTACT

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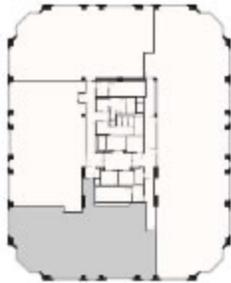
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HYPOTHETICAL SOCIAL DISTANCING FLOOR PLAN



HYPOTHETICAL STANDARD FLOOR PLAN



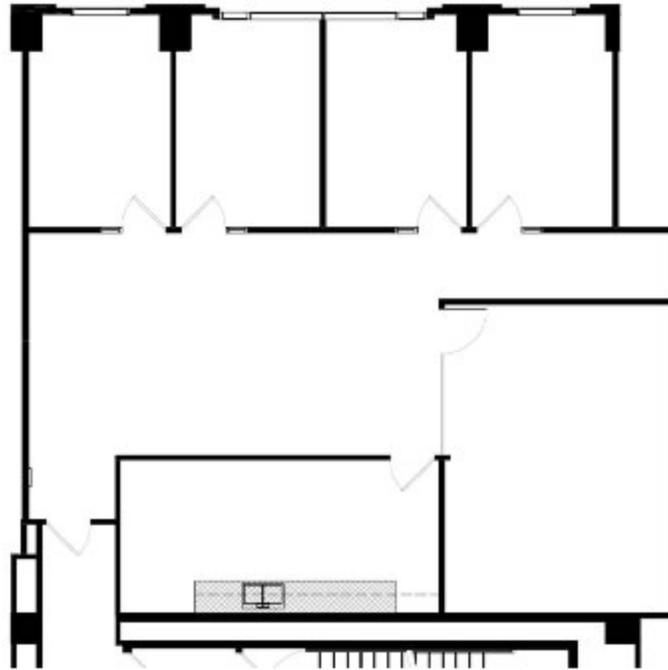
HYPOTHETICAL PERCH AND WORKSTATIONS

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# 400 NORTH BRAND | SUITE 920-2,071 S.F.



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Katie Cowan  
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katie.cowan@cushwake.com  
License# 01758914

Suite 920

**450 North Brand Floor Plans**

Suite 840

## **LEED and Sustainability: LEED**

400|450 North Brand is the proud recipient of Platinum Level Certification (2015) and Gold Level Certification (2020) for the LEED Operations & Maintenance: Existing Building. LEED is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies aimed at improving performance across all the metrics that matter most: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

Developed by the [U.S. Green Building Council \(USGBC\) \(opens in new window\)](#), LEED provides building owners and operators a concise framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions.

The LEED for Existing Buildings Rating System helps building owners and operators measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impacts. LEED for Existing Buildings addresses whole-building cleaning and maintenance issues (including chemical use), recycling programs, exterior maintenance programs, and systems upgrades. It can be applied both to existing buildings seeking LEED certification for the first time and to projects previously certified under LEED for New Construction, Schools, or Core & Shell.

## **LEED and Sustainability: Sustainability**

Since 2008, 400|450 North Brand has implemented sustainable practices:

- Green Cleaning
- Purchase of Sustainable Cleaning Products
- Indoor Air Quality Best Practices
- Reduce Indoor and Outdoor Water Consumption
- Reduce Energy Consumption
- Purchase of Ongoing Consumables
- Ongoing Purchase of Sustainable Goods
- No Smoking Policy
- Waste Management and Recycling Program
- Indoor Integrated Pest Management
- Raised Garden Bed on Parking Roof

## **LEED and Sustainability: Tenant's Guide: Why Focus on Energy?**

[http://www.energystar.gov/index.cfm?c=tenants\\_guidebook.tenants\\_guidebook-why\\_focus\\_on\\_energy](http://www.energystar.gov/index.cfm?c=tenants_guidebook.tenants_guidebook-why_focus_on_energy)  
(opens in new window)

## **LEED and Sustainability: ENERGY STAR**

<http://www.energystar.gov/index.cfm?fuseaction=bygtw.showSplash> (opens in new window)

[Tenant Conservation Partnership](#) (opens in new window)

## Operations: Building Management

The building management staff is dedicated to creating a safe and efficient work environment for all its tenants. For any inquiries, please contact the management office at:

**Office:** (818) 553-6724

**Fax:** (818) 553-6799

**Address:**

450 North Brand Boulevard, Suite 850  
Glendale, CA 91203

**Office Hours:**

Monday through Friday, from 8:30 am to 5:30 pm, except holidays

The following personnel are available to address your needs:

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>
Senior Property Manager	Kristine Kadymyan	(818) 553-6724	<a href="#">E-Mail</a>
Assistant Property Manager	Jeff Wong	(818) 553-6724	<a href="#">E-Mail</a>
Chief Operating Engineer	Miguel Gonzalez	(818) 662-0406	<a href="#">E-Mail</a>
Parking Manager		(818) 662-9007	<a href="#">E-Mail</a>
Security Supervisor	Jorge Martinez	(818) 210-3293	<a href="#">E-Mail</a>

# Operations: Holidays

## Building Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## **Policies: Electrical Rooms**

Electrical rooms are located on each floor of the Building. Access for electrical work to be performed in an electrical closet by a Client's contractor must be arranged through Cushman & Wakefield. An Access Request Form provides Building Management with the necessary information to authorize entry.

Once access has been authorized, arrangements will be made for Security to inform Engineering upon vendor's arrival of their need for access. 24-hours' notice is recommended; however, in the event of an urgent request for access, we ask that the Client fill out the Access Request Form and hand deliver it to Management immediately.

Depending on the type of work being performed, a Building Engineer may be required to be present. Please note this over-standard service would be billable to the Client.

Cleanliness of the electrical closet is of utmost importance to Building Management. We ask that each Client communicate to any vendor requesting access the need to keep the rooms clean and free of debris. No equipment is allowed to be stored in these closets.

Insurance compliance must be verified with [Building Management](#) prior to scheduling any work.

## **Policies: Move In and Move Out Procedures**

Tenants are responsible for moving supplies, furniture, fixtures and all other personal property. To ensure a smooth transition, please see the following guidelines:

### **Access/Freight Reservations**

A Vendor Access Request Form must be submitted to [Building Management](#) at least two business days prior to the moving date.

### **Certificate of Insurance**

Moving companies must provide a Certificate of Insurance with the appropriate coverage and provisions as designated by the Building Management Office prior to the moving date. Please refer to the Insurance section for specific requirement information.

### **Security Check-In**

On arrival, the moving company must check in at the Security Console in the Main Lobby for either building, at which point Security will provide freight elevator access once clearance is verified. A tenant representative must be on-site to provide suite access as Security is not authorized to grant this access. In the event of a move-out and all keys have been returned, please coordinate with the [Building Management Office](#) to obtain suite access.

### **Protection of Building Interiors**

Protective coverings must be installed for all doorframes, freight elevator cabs and any other areas that may be impacted during the move. All dollies must be equipped with rubber tires. Any damage to the Building or fixtures caused by the move will be repaired and invoiced back to the Tenant.

### **Special Move-Out Notes**

#### **Pre-Move-Out Inspection**

During this inspection, any damage to the Premises will be noted and any alterations subject to removal will be discussed. If you wish to leave the fixtures or alterations, which, pursuant to the terms of your Lease, were to be removed upon your departure, please address the issue with Building Management.

#### **Clean-up / Removal of Furniture, Fixtures, Trash, etc.**

Unless otherwise approved by the Landlord, all furniture, fixtures, equipment, decorations, etc. must be removed from the Premises during the move out. All telephone equipment and cabling must be removed from the suite and telephone room by your authorized telecom vendor. If arrangements must be made for a vendor to remove any equipment, please submit an Access form and Certificates of Insurance to Building Management prior to your move.

#### **Post Move-out Inspection**

A post move-out inspection will be conducted the first business day following the move out. It is advised that a Tenant Representative be present for the inspection.

#### **Key and Security Access Card Return**

All keys and keycards must be returned to Building Management on the last day of occupancy.

#### **Security Deposit**

In the event that repairs and/or clean-up costs were billed against your deposit, a letter denoting such debits will accompany your returned deposit to your new address.

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# **Policies: Rules and Regulations**

## **Employees, Agents and Invitees**

In these Rules and Regulations, "Tenant" includes the employees and other agents and invitees of the Tenant and all other persons permitted by Tenant to use or occupy the Premises.

## **Disturbances, Hazards and Nuisances**

Tenant shall not use the Premises in any manner that unreasonably interferes with the operations of other tenants of the Building, by noise, odors, or otherwise. Tenant shall not cause or maintain any nuisance in the Premises or Building and shall keep the Premises free from items of a noxious nature or which creates a fire hazard or other hazard. Tenant shall not use any sound equipment in such a manner that noise can be heard outside the Premises.

## **Windows**

Tenant shall maintain window coverings in the Premises per the building standard and shall not install any shades, screens, drapes or other materials without the Landlord's prior written consent.

## **Plumbing Fixtures**

Tenant shall not use any plumbing fixtures for any purpose for which they are not intended nor waste water by tampering with any such fixtures.

## **Personal Use of Premises**

The Premises shall not be used for residential or sleeping purposes or for the storage of personal effects not required for business purposes.

## **Heavy Articles**

Tenants shall not, without prior Landlord's written consent, place or move any safe or other heavy article within the Premises which may damage the Building. Landlord may designate the location of any heavy articles within the Premises.

## **Carpet Pads**

Tenant shall install and maintain pads to protect carpeting under all furniture within the Premises.

## **Animals and Bikes**

Tenant shall not bring any animals into the Building nor shall permit bicycles or other vehicles inside of the Building, except in areas designated by the Landlord for such purposes.

## **Solicitation**

Landlord reserves the right to restrict or prohibit all canvassing, soliciting, or peddling on the property.

## **Food and Beverages**

Except as otherwise provided in the Lease or with Landlord's prior written consent, Tenant shall not permit the preparation, solicitation of orders for, sale, serving or distribution of food or beverages or the use of equipment for dispensing food or beverages in the Premises. Only persons approved by the Landlord may prepare, solicit orders for, sell, serve or distribute foods or beverages in the Building or use the elevators, corridors or common areas for any such purpose.

## **Refuse**

Tenant shall place all refuse in the proper receptacles.

**Obstructions**

Tenant shall not obstruct or place anything in the sidewalks or driveways outside the Building, lobbies, corridors, stairwells, and similar common areas of the Project or use such locations for any purpose other than access to or exit from the Premises. Landlord may, at Tenant's expense, remove any such obstruction without notice.

**Ventilation**

Tenant shall prevent paper and other obstructions from being placed on heat, ventilating and air conditioning convectors in the Premises.

**Energy Conservation**

Tenant shall make every effort to practice energy conservation policies and cooperate with Landlord in establishing and implementing such conservation programs Landlord may implement.

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## **Policies: Smoking**

Cushman & Wakefield (C&W) is committed to providing its tenants with a smoke-free work environment.

Per California law, smoking is prohibited within 20 feet of all main entrances, exits, and operable windows.

## **Policies: Tenant Improvements**

All tenant suite alterations are subject to approval, aligning with Building Standard specifications and Contractor Rules and Regulations. Please check your lease for any explicit guidelines.

A comprehensive Tenant Improvement Handbook is available through [Building Management](#) and will be the main point of reference. As a Platinum and Gold Certified building, 400|450 North Brand proudly operates under a culture of Good Environmental Stewardship, evolving from a traditional building operations model of Building Efficiency. We believe this begins with the sustainability practices at the Tenant Improvement stage and have included recommended “Green Options” and “Sustainable Practices” standards within the Handbook.

Below is a general summary of the Building Standard guidelines and procedures:

### **Alteration Scope:**

All alterations and work to tenant premises must receive prior approval from the Landlord. These include but are not limited to:

- Any alterations and additions
- Painting
- Constructing partitions
- Miscellaneous electrical work
- Nailing, boring, or fastening into ceilings, walls, or floors

### **Standard Procedure**

The following documents serve as mandatory or recommended tenant alteration guidelines and can be obtained from the Building Management Office:

- General Conditions: Specific contractual and procedural contractor guidelines
- Building Specifications: Technical building standard criteria for physical construction and building finishes
- Contractor Rules and Regulations: Rules and regulations regarding contractor access and operations in the building
- Pre-Approved Contractors List: These Contractors have a proven track record of quality work and are familiar with the building’s procedures and standards.

It is mandatory that for certain trades, only building pre-approved contractors are utilized. These include:

- Structural Engineering
- Sprinkler
- Electrical
- HVAC
- Fire Life Safety: 400 Building - Tri-Signal Integration / 450 Building - National Fail Safe
- Mechanical & Electrical Engineering: Schirmer Engineering

All keying systems must comply with the building’s Master Key Plan. The Engineering Department handles all keying situations.

### **Certificates of Insurance:**

#### Tenant Insurance

All tenants are required to keep certain insurance policies in full force and effect throughout the term of the lease. Please refer to the insurance section of your lease for the type of insurance coverage, limits and cancellations provisions required. A current copy must always be submitted to the [Building Management Office](#).

#### Vendor Insurance

All companies or individuals performing services must provide a valid Certificate of Insurance to the [Building Management Office](#) prior to commencement of any work.

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# Security: Building Access

## ***Building Hours***

### **Normal Business Hours**

Access to the building is unrestricted during normal business hours (7:00 am to 7:00 pm, Monday through Friday). However, tenant floors with extended secured hours will require all visitors to sign in at the Main Security Console.

### **Secured Access (After-Hours)**

The building transitions into secured access mode, in which access to the building entrances are restricted, from 7:00 pm until 7:00 am, Monday through Friday, all-day Saturday and Sunday, and on building holidays. After-hours access policies are summarized below.

Please note, full floor tenants have the ability to request for secured access mode during normal business hours.

### **Messenger / Contractor Access**

All messengers, delivery companies, vendors and service contractors will be required to sign-in at the Main Security Console.

### **Tenant Contractor / Vendor Access**

All contractors must enter the Building through the Loading Dock, but will still be required to check-in with Security at the Lobby Operations Center and following the procedures listed herein. Clients who have contractors working in their suite must forward an Access Request Form to the Cushman & Wakefield Management Office. This form should list the contractor and the employees requiring access to the Client floor. All contractors must have a Certificate of Insurance on file with the Cushman & Wakefield Management Office prior to being given access to the Building.

### **Messenger / Courier Access**

All messengers and couriers will be required to sign in with Security at the Lobby Control Center as follows:

Access through Main Lobby Entrance or Loading Dock:

- All individuals must register their name, location of delivery and time of arrival on the Sign-in Log
- If the delivery is after-hours, the messenger/courier will be required to show picture identification in order to proceed with the delivery.
- Please Note: Under no circumstances will Security accept a delivery for any Client.

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## **Security: Keys**

All after-hours visitors, employees, and contractors who require suite access must make prior arrangements with the Client. Security does not have individual suite keys and cannot allow access to a Client suite at any time.

## **Services: Building Signage and Directory**

### **Signage Request Instructions**

Please send all signage requests in writing to the Cushman & Wakefield Management Office and refer to your lease for any specifications. A proposal package including renderings will be sent for approval.

Once the proposal package is approved and signage installed, any applicable charges will be billed on the monthly rental statement as an over-standard charge.

# Services: Elevators

## Passenger Elevators

Normal Operating Hours:

7:00 am to 7:00 pm, Monday through Friday

Non-Business Operating Hours ("Security Mode"):

7:00 pm to 7:00 am, Monday through Friday

All day Saturday and Sunday

During non-business hours, all elevators are programmed for security mode. Access is permitted only for those who have an access key card programmed for after-hours access. For all after-hours building access card and/or programming requests, please reach out to Security Supervisor Jorge Martinez at (818) 210-3293 or [jmartinez@400brand.com](mailto:jmartinez@400brand.com).

## Freight Elevator

Normal Operating Hours:

7:00 am to 7:00 pm, Monday through Friday

Non-Business Operating Hours ("Security Mode"):

7:00 pm to 7:00 am, Monday through Friday

All day Saturday and Sunday

## General Information

- Manufacturer: Mitsubishi
- Type: Gear
- Capacity: 3,500 lbs.
- Platform Size: 7 ft. wide x 6 ft. deep x 9 ft. tall
- Entry Doors: 4 ft. wide x 8 ft. high

The freight elevator is used for all deliveries and material transports. This includes construction personnel with tools, deliveries via dollies or flat carts, and client or vendor mail carts (UPS, Federal Express, etc.) are not permitted to transport via passenger elevators.

## Vendor Access

All vendor access requests must be received one business day in advance, no later than 4:00 pm, through a Vendor Access Request Form. After-hours requests that are not submitted within this time frame may be denied access.

## Freight Elevator Reservation

After-hours reservations are necessary for the use of the freight elevator and must be submitted one business day in advance if any of the following apply:

- Delivery or removal of more than two (2) elevator loads
- Delivery of large office furniture or delivery of any product in pallets
- Delivery or removal requires more than thirty (30) minutes parking in the Loading Dock

Freight elevator reservations are subject to availability on a first come, first served basis and must be indicated on the Vendor Access Request Form.

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## 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 [Building Management Office](#), as well.

### Forms

- [Tenant Contact Form \(opens in new window\)](#)
- [Tenant Emergency Contact Form \(opens in new window\)](#)
- [Access Card Request Form \(opens in new window\)](#)
- [Bike Room Disclaimer Form \(opens in new window\)](#)
- [400 Access Request Form \(opens in new window\)](#)
- [400 Key Request Form \(opens in new window\)](#)
- [400 Property Removal Form \(opens in new window\)](#)
- [400 Floor Warden Manual \(opens in new window\)](#)
- [400 Telephone Room Access Request \(opens in new window\)](#)
- [450 Access Request Form \(opens in new window\)](#)
- [450 Key Request Form \(opens in new window\)](#)
- [450 Property Removal Form \(opens in new window\)](#)
- [450 Floor Warden Manual \(opens in new window\)](#)

## **Services: Mail**

The 400 Mail Area includes a FedEx drop box, serviced at 5:30 pm each business day.

The 450 Mail Room is located adjacent to the Security Console.

### **U.S. Post Office Locations**

The three (3) U.S. Post Offices located in our vicinity are as follows:

- 313 East Broadway, Glendale, CA 91205
- 3370 Glendale Boulevard, Los Angeles, CA 90039
- 120 East Chevy Chase Drive, Glendale, CA 91205

### **Couriers**

Messengers and couriers are provided access to 400|450 North Brand during standard business hours. Deliveries requiring a dolly are restricted to the freight elevator.