

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

Created on September 24, 2020

## **Building Amenities: On Site Amenities**

400|450 North Brand Boulevard has always provided first class services and amenities to its tenants. Concentrating on "Raising the Bar" of our Class-A standards has been our motivation and reason for earning national recognitions (LEED Platinum Certification, two-time TOBY winner, Energy Star and BOMA 360), as well as achieving high tenant retention rat

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

- Onsite 24-Hour Fitness Super Sport Club
- Executive Parking
- Automated Pay on Exit System
- After-Hour Parking Escort Service
- Comprehensive Alternative Transportation Program
- Commuter Incentive Program
- Car Pool Parking
- Electrical Car Charging Stations
- GO Glendale Transportation Management Services

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

- Full-Service Restaurant
- Snack Shop
- 24-Hour Security
- Central Courtyard
- Conference Facilities
- Retail banking and 24-Hour ATM
- Use of Captivate Lobby Screens for special announcements
- Storage Space
- Personalized Commuting Services provided by GO Glendale

## **Building Operations: Accounting**

Questions regarding your statement can be answered by calling the Management Office at 818.553.6724. Please ask for Amanda Kullman or Mary Reyes-Vivar.

KW Fund V – Brand, LLC  
P.O. Box 102008  
Pasadena, CA 91189-2008

## Building Operations: Building Management

The staff of 400|450 North Brand Boulevard is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 920. Please do not hesitate to contact the management office at:

**(P)** 818-553-6724

**(F)** 818-553-6799

**Address:**

400 North Brand Boulevard, Suite 920  
Glendale, CA 91203

The following personnel are available to address your needs:

<b>Title</b>	<b>Name</b>	<b>Phone Numer</b>	<b>E-Mail</b>
Associate Director	Lillian Lainez	818-553-6724	<a href="#">E-Mail</a>
Property Manager	Mary Reyes-Vivar	818-553-6724	<a href="#">E-Mail</a>
Sr. Assistant Property Manager	Amanda Kullman	818-553-6724	<a href="#">E-Mail</a>
Chief Engineer	Tim Spafford	818-662-0406	<a href="#">E-Mail</a>
Parking Manager	Carolyn Garcia	818-553-6724	<a href="#">E-Mail</a>

## **Building Operations: Holidays**

Building Holidays:

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

## Building Operations: Leasing

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 Director - Brokerage:**

**Shaun H. Stiles**

**Work** (213) 629-6521

[Shaun.Stiles@cushwake.com](mailto:Shaun.Stiles@cushwake.com)

**Director:**

**Katie Cowan**

**Work** (213) 629-6549

**Mobile** (310) 560-2186

[Katie.Cowan@cushwake.com](mailto:Katie.Cowan@cushwake.com)

**Building Security: After Hours Access**

[Please click here for after-hours access information.](#)

## **Building 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). During these hours, visitors to 400|450 N. Brand may access Client suites via the tower elevators located at the Lobby Level in each building without special security clearance. However, Client floors that have extended secured hours will require all visitors to sign in with the Lobby Security.

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

After hours, the Building moves into a secured access mode in which access to the Building entrances are restricted. The Security access mode is in effect from 7:00 pm until 7:00 am Monday through Friday and all-day Saturday and Sunday, as well as "Building Holidays". After-hours access policies are summarized below.

Please note additional guidelines may be instituted at the request of a Client to further restrict access to their suites by extending the hours that their floor is in a security mode. Please note however, that this can only apply to full floor Clients.

#### **Messenger / Contractor Access**

All messengers, delivery companies, vendors and service contractors will be required to sign-in with Security at the Lobby Operations Center

1. Messengers and delivery companies are required to sign in and leave a form of identification or car keys and will be given an Access Badge. Upon completion of their business they will return to the console to sign-out, return the badge and redeem their I.D/car keys.
2. Contractors will first be confirmed to have access to the building by Security. This is done by Security checking to see if an Access Request Form is on file and approved by Building Management. Upon completing access confirmation, individuals are required to sign in and leave a form of identification or car keys and will be given an Access Badge. Upon completion of their business they will return to the console to sign-out, return the badge and redeem their I.D/car keys.

#### **Client 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.



**Building 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.

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

### **Signage Request Instructions**

When signage is needed, please forward a request in writing on your Company Letterhead and forward it to the Cushman & Wakefield Management Office. Please see the Sample Letter on the next page.

Once the letter is received in the Management Office, it will be forwarded to the signage company and they will in turn create a proposal / specification sheet for your approval. The proposal package will be forwarded to Management.

Once Management has looked it over, the proposal package will be forwarded to the Client for approval. The Client will be required to approve and sign the proposal that will depict what the signage will look like after production. Please make sure to check for spelling errors before signing the proposal. The signage company is not responsible for the costs to make new and corrected signage if the error is the fault of the Client.

Once the proposal is approved, please forward it to Management and it will be forwarded to the signage company for production.

When the signage is completed, delivered and installed the invoice will be sent to Management and paid. The costs for the signage will then show up on your monthly rent statement as an over standard charge.

## **Building Services: Elevators**

### **Passenger Elevators**

Standard Operating Hours:

All Day / 24 Hours a day, Monday through Friday

Elevators are in "Security Mode" from the hours of 7:00 pm to 7:00 am Monday through Friday and all-day Saturday and Sunday. All elevators travel from the Lobby to the 9th Floor.

### **Passenger Elevator Security Mode:**

During non-business hours, all elevators are programmed for security mode. Access is restricted to those who have a Building Key Card programmed with after-hours access only. No one else is able to access the elevator without prior written authorization from the Cushman & Wakefield Management Office in the form of an Access Request Form.

Please note: 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. The freight elevator is to be used for these deliveries. See Freight Elevator section for details.

### **Freight Elevator**

Normal Operating Hours:

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

### **General Information**

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

Freight elevators are used to transport deliveries and courier services. However, they are also used as passenger elevators when not in use for a delivery.

The Client representatives listed on the Client Authorization Signature Form may schedule freight elevator reservations, loading dock parking, and after-hours access. Please refer to the Access Request Form. Contractors requesting services on behalf of a Client will be referred to the approved Client contact or the Cushman & Wakefield Management Office. Any access requests by employees, visitors, vendors, etc. which are not on file and which have not been previously approved through Cushman & Wakefield Management Office will be referred to the Client Emergency contact representative for access approval.

To ensure processing time, all after-hours access requests must be received no later than 4:00 pm Monday through Friday – preferably one business day in advance. After-hours requests that are not on file with the Cushman & Wakefield Management Office by 4:00 pm may result in a delay and/or access refused. Illegible, incomplete or unauthorized requests will be returned to the Client representative before processing.

### **Freight Elevator Reservation**

After-hours scheduling is necessary for the use of the freight elevator at least 24-hours in advance if any one of the following apply:

- Delivery or removal of more than two (2) elevator loads
- Delivery of office large office furniture or delivery of any product in pallets
- Delivery or removal requires more than thirty (30) minutes parking in the Loading Dock
- Use of the Freight elevator is prior to 7:00 am or after 7:00 pm Monday through Friday or any time on weekends or holidays.

Reservation of a freight elevator is subject to availability and requests will generally be handled on a first come – first served basis. All reservation requests must be submitted in writing on the Access Request Form to the Cushman & Wakefield Management Office. A key card will be designated for freight elevator reservations, and when the necessary approvals have been obtained from management, the key card can be checked out at the Lobby Operations Center and used for the delivery. The key card must be returned

upon completion of the delivery. If not returned, a \$10.00 key card replacement charge will be to the Client's account.

## 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](http://www.adobe.com).

### Generic Forms

- [Tenant Information Form](#)

Click '**Next**' for 400 Brand-specific forms!

### 400 North Brand Boulevard Forms

- [400 Access Request Form](#)
- [400 Floor Warden Manual](#)
- [400 Master Authorization Form](#)
- [400 Request for Key Card](#)
- [400 Telephone Room Access Request](#)
- [400 Request for Copy of Surveillance Video Activity](#)

Click '**Next**' for 450 Brand-specific forms!

### 450 North Brand Boulevard Forms

- [450 Access Request Form](#)
- [450 Floor Warden Manual](#)
- [450 Master Authorization Form](#)
- [450 Request for Key Card](#)
- [450 Telephone Room Access Request](#)
- [450 Request for Copy of Surveillance Video Activity](#)

## Building Services: Mail

Mailroom	Lobby
Location	Level
	Between
Pick-up	11:00
Schedule:	am &
	12:30 pm
	Between
Delivery	11:00
Schedule:	am &
	12:30 pm

Mail drop-off boxes for regular and overnight mail are located in the Mail Room on the lobby level. Daily mail pick-up by the U.S. Post Office is between 11:00 a.m. & 12:30 p.m. Monday through Saturday. Mail is delivered to Client mailboxes between 11:00 a.m. & 12:30 p.m. Monday through Saturday.

### 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

Please call (800) 275-8777 for more information on these and other postal office locations.

### 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.

### Newspapers

Newspapers are delivered to the Lobby Operations Center and can be picked up by the Client.

## Emergency Procedures: Bomb Threat

Most bomb threats are made by telephone to places of employment. Additionally, incidents using email or social media have started to be used. If the threat is made via the 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, you can respond in a calm manner, ask for specific information about the bomb and listen for some identifying characteristics of the caller.

**If via email or social media it is important to:**

- Retain the message within the system used, outreach to in house IT department should be considered to protect the source message.
- **The message should not be replied**
- Print out a copy of the message
- Note any IP address or other indicator 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. Have your co-worker notify the Police Department at 911 to request the call on your line be traced and for the Police Department response.
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 property management office at (818) 553-6724 to advise of the presence of this incident.
7. Assure that the emergency services have been notified 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 property 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 property 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.



# Emergency Procedures: 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:

- A. Hotel, 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 may be identified who may require special emergency evacuation because of a physical disability.
- B. Owner(s) or operator(s) of 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.
- C. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the Building Managers 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 is to be used only to provide safe and quick evacuation in 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.

A printable form outlining all the information provided here is available as a PDF file.

Physically Disabled Persons

# Emergency Procedures: Earthquake

## Before the Earthquake

### Mitigation

Non-structural hazards such as unsecured bookcases, large hanging plants, etc., must be identified and effort must be made to correct potentially dangerous situations. In some cases, this may not be feasible. For this reason, awareness of the existence of these problems is of the utmost importance. Be Prepared to remain 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 (if required).

## During the Earthquake

During an earthquake you will usually be safer inside the building than you are 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 try to 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 time.

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

## **Emergency Procedures: Emergency Communications**

Emergency communications take place via two-way radios, pagers, telephones, and cellular phones.

### **Cellular Phones**

The Property Manager, Assistant Property Manager, and Chief Engineer have 24-hour cellular phones. After regular business hours, Security will contact these persons on their home telephone first. If the member being called is not at home, Security will proceed with calling the individual via cellular phone.

### **Two-Way Radios**

Security, Engineering, Management, and Janitorial staffs all carry two-way radios to conduct normal daily business. If an emergency arises, these radios are the primary means of coordinating the response.

### **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.

### **Tenant Emergency Contacts**

The Tenant Emergency Contact Form provides for the listings of Tenant emergency contact numbers for use by Security and Cushman & Wakefield Building Management in an emergency situation.

## Emergency Procedures: 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 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

# Emergency Procedures: 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. (The following ten-digit number for the fire department (818) 473-1155 should only be used if a problem occurs within the 911 system).

Give the following information:

- Building name (400 N. Brand)
- Building address (400 N. Brand Boulevard, Glendale, CA 91203)
- Nearest cross street (Lexington)
- 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!

## Fire Fighting

Building policy is NOT to attempt to fight the fire.

## Evacuation

Proceed to the safest exit or stairwell and begin to evacuate, unless told to do otherwise by building staff or 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, use only if a problem occurs in the 911 system. (Dial additional digit if needed for outside line).

- 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, wave a bright object to attract the attention of the emergency responders.
4. If windows can be opened and you must have air, open the window. Break windows only as a last resort, as it will become impossible to close them if necessary.

## 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 that it is not warm before opening it. If the door is warm, DO NOT OPEN IT. 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 the elevators. If you are in an elevator when the alarm sounds, DO NOT push the emergency stop button.
  5. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff.

Note: You may be called upon to assist the floor warden with people who may need assistance on your floor.

**If You Do Not Participate in a Fire Drill:**

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

**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.

## **Emergency Procedures: Flooding**

### **Flooding and Water Damage**

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

1. Notify the Cushman & Wakefield Management Office by calling (818) 553-6724. They will dispatch an engineer 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.
3. If you know the source of the leak and are confident you can stop it by turning off the faucet or unclogging the drain, do so.
4. Be prepared to assist in protecting property as needed.



# Emergency Procedures: 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.

For your own safety and the safety of others, it is imperative that you familiarize yourself with your floor emergency evacuation routes.

## Evacuation Floor Plans: 400 North Brand

- Each floor is equipped with emergency evacuation maps.
- Floor plan maps are located at the entrance to each stairwell exit. Floor plans on floors 2 and 3 are different from those on 4 through 9.

## Evacuation Floor Plans: 450 North Brand

- Each floor is equipped with emergency evacuation maps.
- Floor plan maps are located at the entrance to each stairwell exit. Floor plans on floors 2 and 3 are different from those on 4 through 9.

## **Emergency Procedures: Floor Warden Manuals**

Each building Floor Warden Manual was prepared by F-11 Productions in cooperation with the Building Management and the Glendale Fire Department to help ensure the safety of our building's occupants in the event of an emergency.

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 correct procedures to be followed during a fire, earthquake, bomb threat or medical emergency and their duties as wardens and monitors. This manual can also be used to assist the Suite/Floor Wardens and Monitors in the training of all occupants.

The Floor Warden Manual contains EMERGENCY INFORMATION including emergency telephone numbers and Building Emergency Personnel and the building's evacuation policy; information on the BUILDING'S EMERGENCY SYSTEMS; GENERAL INFORMATION on fire, fire prevention, earthquake, bomb threats, medical emergencies and fire equipment; pre-emergency plans and emergency actions for all members of the FLOOR RESPONSE TEAM; and information on the required FIRE DRILLS.

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

### **Floor Warden Manual: 400 North Brand**

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

For your own safety and the safety of others, it is imperative that you familiarize yourself with your 400 N. Brand building floor emergency evacuation routes.

In order to be able to view the manuals, 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](#).

[Click here to open the Manual](#)

### **Floor Warden Manual: 450 North Brand**

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

For your own safety and the safety of others, it is imperative that you familiarize yourself with your 450 N. Brand building floor emergency evacuation routes.

In order to be able to view the manuals, 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](#).

[Click here to open the Manual](#)

## **Emergency Procedures: Medical Emergency**

If there is a medical emergency:

1. DO NOT move the person. Notify the Fire Department paramedics at 911. Secondary contact number: (213) 486-4423. This number should only be used if a problem occurs with the 911 system.

Give them the following information:

- A. Building name (400 N. Brand)
- B. Building address (400 N. Brand, Glendale, CA 91203)
- C. Nearest cross street (Lexington)
- D. Floor/suite number
- E. Nature of emergency
- F. Victim's name and location
- G. Your call back telephone number

**DO NOT HANG UP UNTIL THE FIRE DEPARTMENT OPERATOR DOES SO FIRST.**

2. Call the office of the building. Dial: (818) 553-6724.
3. Try to make the victim comfortable. If you are trained in first aid or CPR, assist as needed.
4. Gather as much as information as you can about the person and his/her injury (signs/symptoms and chief complaint of victim).
5. Have someone at the elevator lobby on the floor to direct security personnel and paramedics to the victim's location.

Only provide first aid or CPR if you are trained. Otherwise, wait for the Fire Department.

## Emergency Procedures: Power Failure

Electrical power to the Buildings is provided by 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. Therefore, 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 Cushman & Wakefield Management Office by calling (818) 553-6724. Inform them of the floor and suite where you are located. 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 also be made to inform you of the procedures to follow during evacuation.
- 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 Management.

## **Emergency Procedures: Safe Refuge Area**

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

### **Remember:**

You should never evacuate to the roof of the building unless you are directed to do so by building management or the fire department.

### **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.

### **Safe Refuge Area: 400 North Brand**

In the event a complete building evacuation is necessary, evacuate to the outside safe refuge location. Personnel will be assigned to assure your safety if crossing of the streets is necessary.

### **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, these refuge sites should not be utilized. An alternate location will be specified at the time of the emergency.

### **Safe Refuge Area: 450 North Brand**

In the event a complete building evacuation is necessary, evacuate to the outside safe refuge location. Personnel will be assigned to assure your safety if crossing of the streets is necessary.

### **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, these refuge sites should not be utilized. An alternate location will be specified at the time of the emergency.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 400I450 North Brand Boulevard and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

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

**Welcome to 400I450 North Brand Boulevard; a premier Cushman & Wakefield property.**

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

### **Property Description**

Built in 1998 (400) and 2000 (450), the project is one of the most recently constructed office buildings in Glendale and features impressive architectural design, elegant lobbies with stone flooring, an outdoor plaza with attractive landscaping, seating areas, and a water fountain for the public's enjoyment. Encompassing a full city block, the project has institutional quality finishes, efficient multi-tenant floor plates, premier view corridors, and a 24-hour Fitness Super-Sport Club - featuring a swimming pool, basketball and racquetball courts, and executive locker rooms.

### **Location**

400|450 North Brand is a 420,452 square foot Class-A office project composed of two buildings that are nine stories tall. Located in the heart of The Glendale Central Business District (CBD), the project is south of the Ventura freeway between Milford Street to the north and Lexington Drive to the south.

### **Excellent Location**

The buildings are strategically positioned in the region between the San Fernando and San Gabriel valleys, only nine miles north of Downtown Los Angeles and miles east of Burbank-Glendale-Pasadena Airport. The Property's location along Glendale's prestigious Brand Boulevard offers exceptional visibility as well as direct access to the entire Southern California freeway, a large highly skilled labor pool, and quality markets for employees and executives.

### **Outstanding Amenities**

In addition to the 24-Hour Super Sport Center and Sundry Shop, tenants of 400|450 North Brand are within distance of an extensive amenity base including numerous restaurants, shops, entertainment venues, the Glendale Galleria shopping mall, and the Americana at Brand, an open-air center.

### **Premier Tenants**

The Property is occupied by diversified high profile tenants including Fortune 100 companies. In addition, nearly 50% of the property is leased to tenants rated as Investment Grade by Standard & Poor's.

## **Introduction: Operating Instructions**

### **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

### **Special Features**

This Electronic Tenant® Handbook has special features, such as a [Forms Section](#) and [Search Engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

### **Updates**

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of 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 Management Office.



## **LEED and Sustainability: Energy Star**

<http://www.energystar.gov/index.cfm?fuseaction=bygtw.showSplash>  
[Tenant Conservation Partnership](#)

## **LEED and Sustainability: Introduction**

400|450 N. Brand is a world filled with people whose lifestyle and cultural is focused on good Environmental Stewardship.

We understand the affects that our Environmental Stewardship has on the community, land and natural resources. This has led to taking our commitment very seriously in order to achieve successful performance results that will create a greener cleaner life for future generations.

## **LEED and Sustainability: LEED**

400|450 N. Brand is the proud recipient of Platinum Level Certification 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 \(USGBC\)](#), 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 N. Brand has implemented several sustainable practices, some of which are incorporated into the Tenant Handbook to encourage Tenants to adopt them and further the improvement our project makes to the environment.

1. Green Cleaning
2. Purchase of Sustainable Cleaning Products
3. Indoor Air Quality Best Practices
4. Reduce Indoor and Outdoor Water Consumption
5. Reduce Energy Consumption
6. Purchase of Ongoing Consumables
7. Ongoing Purchase of Sustainable Goods
8. No Smoking Policy
9. Waste Management and Recycling Program
10. Indoor Integrated Pest Management

## **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)

## **Policies and Procedures: 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 and Procedures: Gatherings and Special Events**

### **Permits for Gatherings and Special Events**

400|450 North Brand holds a general fire permit from the Glendale Fire Department (GFD) for use as a commercial office building. Any time space is used for another activity the GFD requires a special permit.

### **Permit Coordination**

Contact:

Glendale Fire Department  
Fire Prevention Department  
(818) 548-4810

The GFD requires fire permits for parties and other special events at 400|450 North Brand. The City's Permit Services Center (for the GFD) is located at 633 E. Broadway, Suite 101, on the northwest corner of Broadway and Glendale Boulevard. The Permit Services Center is your one-stop destination for the various approvals needed to undertake work in Glendale.

Therefore, at least four weeks prior to your event date, we suggest you submit your event plans to The City's Permit Services Center to obtain your fire permit. At the same time, please also submit your plans to Cushman & Wakefield Management Office. This will allow adequate time for the City's Permit Services Center to process the request, schedule the required fire inspectors for the event and issue the documentation. If the City's Permit Services Center requires an inspector to be present at the event, a fee will be charged.

Permits are required for:

- Social gatherings where food and alcohol are served
- Congregation of large numbers of people (change in suite occupancy)
- Presence of flammable decorations

In order to coordinate the permit, The City's Permit Services Center will require the following information:

- Client Company, suite number and contact name and phone number
- Date and time of event
- Type of event (i.e., large meeting, party, luncheon, etc.)
- Type of service set-up of refreshments (i.e., food, alcoholic beverages, etc.)
- Company name, contact name, and telephone number of your caterer
- Number of guests expected
- Floor plan indicating food preparation, cooking, serving areas, fire extinguisher locations, seating and tables for guests

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

Clients are responsible for moving all supplies, furniture, fixtures and other personal property into, within and out of the Building. To ensure a smooth move, the following rules should be complied with:

### **Notification**

The Cushman & Wakefield Management Office shall receive an Access Request Form listing the date of the move, the name of the movers, specific times associated with the move, etc. Designating a Client representative to coordinate with the Cushman & Wakefield Management Office on the specifics of the move is helpful.

### **Freight Elevator / Loading Dock Reservation**

Clients and their moving company must make arrangements with the Cushman & Wakefield Management Office for use of the freight elevator prior to move-in and move-out and must also complete the Access Request Form. Reservations for the freight elevator should be made Monday through Friday before 4:00 PM and at least 48 hours ahead of the time needed. The freight elevator reservation cost is \$30.00 per hour with a four-hour minimum charge. Please refer to the Freight Elevator section for more information. It is important that the Access Request Form be completed and forwarded to the Cushman & Wakefield Management Office as soon as possible to ensure the desired date is reserved.

### **Certificate of Insurance**

The moving company must provide a Certificate of Insurance with the appropriate coverage and provisions as designated by the Cushman & Wakefield Management Office. Please refer to the Insurance section for specific requirement information.

### **Security Check-In**

On the date of the move, the moving company must check at the Lobby Operations Center. After clearance is verified, Security will provide assistance with the utilization of the freight elevator. It is important that a Client representative be present to meet the moving company at the suite to provide them access to the suite. Security officers are not authorized to open doors to the Client suites. In the event of a move-out, on the date of the move, if the Cushman & Wakefield Management Office has received all keys, special authorization can be obtained to allow Management to provide access during business hours to the suite for a designated Client Representative. Please make arrangements in advance.

### **Protection of Building Interiors**

The moving company must provide and install protective coverings for all doorframes, freight elevator cabs and other areas along the route during the move. All dollies must be equipped with rubber tires. All walls, door facings, freight elevator cabs and other areas along the move route will be inspected after the move. Any damage to the Building or fixtures caused by the move will be repaired and invoiced to the Client.

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

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

Shortly after the Cushman & Wakefield Management Office is informed of the move-out, a representative of the Office will contact you to schedule a pre move-out inspection of the suite. During this inspection, any damage to the Premises will be noted and the suite will be checked against all approved construction drawings on file. At this time, 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 Cushman & Wakefield Building Management.

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

Unless exceptions have been previously approved by the Landlord, all furniture, fixtures, equipment, decorations, etc. must be removed from the Premises so that it is left in a clean condition. Vendor provided equipment should be also removed (i.e.: leased equipment, copy machines, water coolers, coffee service, vending machines, etc.). If arrangements must be made for a vendor to remove equipment after your departure, please forward appropriate notification and vendor Certificates of Insurance to the Cushman & Wakefield Management Office prior to your move.

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



A post move-out inspection will be conducted by the Building the first business day following the move out. It is advised that a Client Representative be present for the inspection. During the inspection, the suite will be checked for cleanliness (complete removal of trash, supplies, furniture, etc.), damage, alterations and Client Improvement and furniture removal per the Lease.

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

All keys must be turned into the Cushman & Wakefield Management Office on the last day of your occupancy. If you wish to retain keys for individuals involved with the move, please notify the Cushman & Wakefield Management Office. These keys will be turned into Security on the day of your move, after it is completed. Security access / parking cards should be turned in to the Parking Office on the last day of your occupancy. Special validation accommodations can be made to allow egress from the parking garage for Client employees on the last day of occupancy and on the date of the move.

### **Telephone Equipment Removal**

All telephone equipment and cabling must be removed from the suite and telephone room by your authorized phone vendor.

### **Final Meter Reading- Utility Billing**

If your suite has over-standard utility metering, your last month's rental statement will contain an estimated billing for all over-standard electrical and/or chilled water usage. This estimate will be based on an average of the last three months of your occupancy. A final meter reading will be completed for all over-standard electrical meters on the last day of your occupancy. The appropriate balance billing or a check for the credit due will be forwarded to you at your new location.

### **Security Deposit**

All security deposits held by the Landlord will be forwarded to you in a timely manner at your new address, which you should notify Cushman & Wakefield Building Management of prior to your move-out. 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.

## **Policies and Procedures: Parking Rules, Access & Programs**

[Please click here for information regarding Parking Rules, Access and Programs.](#)

**Policies and Procedures: Recycling Program Narrative**

[Please click here for the Recycling Program Narrative.](#)

## **Policies and Procedures: Rules and Regulations**

### **Disturbances, Hazards and Nuisances**

Client shall not use the Premises in any manner that unreasonably interferes with the operations of the other Clients of the Building, through the creation of noise, odors or otherwise. Clients shall not cause or maintain any nuisance in the Premises or the Building, and shall keep the Premises free from items of a noxious nature or which creates a fire hazard (through undue load on electrical circuit or otherwise) or other hazard, or which cause unreasonable heat or vibration. Without limiting the generality of the foregoing, Client shall not use any sound equipment in such a manner that it can be heard outside the Premises.

### **Windows**

Client shall maintain window coverings on all windows in the Premises so that the Building presents a uniform exterior appearance, and shall not install any shades, screens, drapes or other materials on any window without the Landlord's prior written consent. Client shall keep window coverings closed while they are exposed to the direct rays of the sun.

### **Plumbing Fixtures**

Client shall not use any plumbing fixtures for any purpose for which they are not intended, nor shall water be wasted 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**

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

### **Carpet Pads**

Portions of the Premises where carpeting has been provided by the Landlord, Clients shall install and maintain pads to protect the carpeting under all furniture having casters other than carpet casters.

### **Birds and Bikes**

Client shall not bring any birds or other animals into the Building, and shall not permit bicycles or other vehicles inside of the Building or on the sidewalks outside the Project, except in areas designated by the Landlord for such purposes.

### **Solicitation**

Landlord reserves the right to restrict or prohibit canvassing, soliciting, or peddling in the Building and/or the Project.

### **Food and Beverages**

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. Except as otherwise provided in the Lease or with Landlord's prior written consent and in accordance with arrangements approved by Landlord, Client 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.

### **Refuse**

Client shall place all refuse in the proper receptacles provided by the Client at its expense in the Premises or in receptacles (if any) provided by the Landlord for the Project (see Trash Removal/Recycling Serviced section).

### **Obstructions**

Client shall not obstruct or place anything in the sidewalks or driveways outside the Building or in the 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 Client's expense, remove any such obstruction or thing without notice or obligation to Client.

### **Ventilation**

Client shall prevent papers and other obstructions from being placed on heat, ventilating and air conditioning convectors and any interference with the heat, ventilating and/or air conditioning systems in the Premises.

### **Energy Conservation**

Client shall make every effort to practice energy conservation policies and shall cooperate with Landlord in establishing and implementing such conservation programs as Landlord may develop from time to time.

### **Employees, Agents and Invitees**

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

### **Security**

All persons entering and leaving the Building at any time other than during normal business hours shall comply with Landlord's after hours Building security procedures, and Landlord will have the right to prevent any person from entering or leaving the Building or Property unless provided with a key and/or key card to the Premises, or has the proper prior clearance provided to Security by the Client (Access Memo).

## **Policies and Procedures: Smoking**

Cushman & Wakefield (C&W) is committed to providing its tenants and their employees with a smoke-free work environment to protect the health, welfare, and comfort of employees from the adverse effects of tobacco smoke from cigarettes, cigars, and pipes.

400|450 N. Brand implemented a No Smoking policy with the intent to prevent or minimize exposure of building occupants, indoor surfaces and systems to tobacco smoke. Furthermore, this policy intends to avoid conflict between smoking and non-smoking employees, and ensure accommodations for nonsmokers' preferences.

Smoking is prohibited within the office building. Although per AB-13 prohibits smoking within 20 feet (6.5m) of any door, window or air intake of any government building within the state, including buildings owned or occupied (e.g. leased) by any government entity, including public universities, or public buildings leased to private firms.

**Effective Date:** January 1, 1995

**General Provision:** "No employer shall knowingly or intentionally permit, and no person shall engage in, the smoking of tobacco products in an enclosed space at a place of employment."

## **Policies and Procedures: Telephone Closets**

Individual Client phone switches may not be placed in phone rooms. Any equipment installed on a given floor requires prior approval from Cushman & Wakefield Building Management. No other equipment (computer or otherwise) or materials are allowed in these rooms. These telephone rooms are not designed for network data and communications centers requiring environmental controls and dry and clean conditions. Because these rooms are common access areas and core drilling and wire pulling for multiple users is a necessary ongoing activity, sensitive equipment stored in these rooms is vulnerable. The equipment is best kept in a separate safe area within your premises where cleanliness, temperature and security can be controlled.

A Telephone Room / Closet Access Request is required to request entry to your floor phone room, other floor phone rooms or the main phone room. Please note any request / requirement to pull riser wiring and / or core drilling must be pre-approved at least five working days prior to scheduled work. This will allow Building Management the time needed to notify other tenants of the scheduled intrusion.

The main MPOE phone room for both buildings is located at 400 N. Brand's loading dock area. Transition conduit is run horizontally between 400 into 450 N. Brand's main telephone room (located on the ground floor next to the service elevator lobby) where the vertical risers terminate. An access memo is required to request entry to any of these phone rooms.

Insurance compliance must be verified with Building Management prior to scheduling any work.

If you require additional information regarding phone installation, please contact Building Management at 818.553.6724.

## **Policies and Procedures: Tenant Improvements**

All Client suite alterations, no matter how significant the scope, are subject to Building Standard approval procedures and Contractor Rules and Regulations. Please check your lease for any custom guidelines.

A Tenant Improvement Handbook is available through the Management Office. 400|450 N. Brand changed from a traditional building operations model of Building Efficiency to a culture of Good Environmental Stewardship that earned them Platinum Certification. In consideration of our effort to re-certify the projects and encourage our Tenants to adopt the culture of Good Environment Stewardship, beginning with sustainability practices at the Tenant Improvement stage, we have included in the Tenant Improvement Handbook building standard "Green Options" to be considered.

It is up to each Tenant to determine the economic impact implementing these options will have to their Improvement Allowance. However, it has been known that Green Certified or USGBC Certified products are available at the prevailing rates of non-certified products. "Green-Options" and recommended "Sustainable Practices" are marked with the green light bulb, as seen at the top of this paragraph. We also hope you will consider re-using existing equipment, and structural elements such as HVAC, ceiling tiles, lighting, doors, hardware etc., while not compromising tenant plans to prevent unnecessary construction waste or creating risks.

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

### **Alteration Scope:**

All alterations and work to Client's premises must receive prior approval of the Landlord. These would include but are not limited to:

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

### **Standard Procedure**

The following documents serve as the standard alteration guidelines for the Building. A copy of these documents should be obtained from the Cushman & Wakefield Management Office as soon as alterations are in the planning process. All work must conform to these guidelines.

- 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

### **Miscellaneous:**

Below are additional summary comments regarding alterations

1. All work must conform to the Contractor Regulations and Guidelines and Tenant Improvement Building Specifications.
2. The Building Specifications provide a list of pre-approved Contractors. These Contractors have a proven track record of quality work and/or have worked in the Building and are familiar with its procedures and standards. Utilizing these contractors should prove beneficial to the Clients.

It is mandatory that for certain trades only Building pre-approved Contractors are utilized. These include:

- Structural Engineering
- Sprinkler
- Electrical
- HVAC

Please note that only one approved Building Contractor/Engineer exists for the following work. These Contractors must be used:

- Fire / Life / Safety: 400 Building – Tri-Signal Integration, 450 Building – National Fail Safe



- Mechanical & Electrical Engineering: Schirmer Engineering
- Building Keys: Office of the Building/Engineering

All keying systems must comply with the Building's Master Key Plan; therefore, the Engineering Department must handle all keying situations.

3. The Architect / Space Planner is responsible for plan check and the Building permit, and must include all Code requirements (i.e. ADA/DAD, Title 24, etc.) on the design documents. These documents must be submitted to Cushman & Wakefield Building Management for review prior to construction commencement. All Client documents must be forwarded on CADD disk system. Please contact the Cushman & Wakefield Building Management for specific information.
4. Approval of the construction documents is for general area arrangement only and does not include specific approvals for engineering, material types, construction, details, finishes, Code compliance, etc.
5. It is important to note that insurance and indemnity requirements are attached to the Contractor Regulations and Guidelines. These requirements must be made a part of any agreement with the general contractor.
6. Prior to commencement of work, a "kick-off" meeting must be scheduled at your convenience with the Client Representative for construction, your Contractor and Architect, and Office of the Building representatives. At this meeting, Cushman & Wakefield Building Management will go over the rules and regulations.
7. At the kick-off meeting, it is imperative that the Contractor bring the awarded subcontractor employee list for Building Access, insurance certificates for all contractors and subcontractors, a copy of the building permit, mechanical / electrical permits (if available) and a copy of the executed construction contract with the indemnity requirements.
8. Any questions on the Contractor Regulations and Guidelines will be addressed at the kick-off meeting. As you are aware, work cannot commence until the kick-off meeting is completed and all documents have been transmitted to Cushman & Wakefield Building Management.
9. It is essential that the Contractor pay strict attention to Cushman & Wakefield Building Management's guidelines on noise, dust control, and painting for the protection of the Client-occupied floors. It is also essential that the Contractor be familiar with and comply with all access, freight elevator and loading dock procedures.
10. Contractors must supply "as-built" drawings, certified air balance reports and, at the conclusion of the project, fill out the NESHAP / OSHA Tenant Build-Out Record. (Attachment 6 to the Contractor Regulations and Guidelines). Please refer to the Contractor Regulations and Guidelines for Tenant Improvement Work for specifics.
11. Upon completion of the work, copies of all permits and final inspection documentation must be forwarded to the Office of the Building. It is also essential that Clients forward final cost notification to the Office of the Building. This information is critical as property taxes are triggered by the Building permit process and this information is required by our tax consultants.

### **Certificates of Insurance:**

The level of insurance requirements will vary depending on the vendor's construction trade. It is important that the General Conditions be consulted for the appropriate coverage required per trade. All certificates must be forwarded to the Office of the Building and reference Insurance Requirements located under the COI Requirements tab in this handbook as additional insured.

### **Contractor Access Badge / Parking Procedures:**

The procedures on the following pages specify rules and regulations regarding contractor access and parking.