

400 & 450 N. Brand Blvd., Glendale, Ca. 91203

BUILDING ACCESS PROCEDURES

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Normal Business Hours:	7:00 am to 7:00 pm	Monday through Friday
Secured Access Hours:	7:00 pm to 7:00 am All Day	Monday through Friday Saturday & Sunday
Building Holidays:	New Years Day President's Day Independence Day Thanksgiving Day	Martin Luther King Jr. Day Memorial Day Labor Day Christmas Day

BUILDING HOURS

1. 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.

2. 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.

STANDARD AFTER HOURS ACCESS PROCEDURES

Standard after hours procedures provide two means for which employees, visitors and/or guests may be allowed access to the Building after hours. *Please note that our Security Guards perform routine patrols that take approximately 20 minutes.* Our surveillance system records over activity every 60days, therefore the following procedures are important should an incident occur and proof of entry of their employee, visitor or vendor is requested by the Client.

1. Building Occupant and Client Employee

Any individual provided with a Building Access Keycard can enter the building through the main lobby. Individuals without a Building Access Keycard will not be granted access by Security without prior consent by the Client and Building Management. Please be aware once again that Security **does not have keys** to the individual Client suites, so they will not be able to let the Client employee into the suite without a Client representative present.

Whether an employee or vendor has an access keycard, all who enter are required to sign-in. This procedure provides an extra level of security for every Client. This is an especially important procedure when two or more people come in and not all scan their card in the elevator, thus not providing proof of entry.

2. Building Visitors

Individuals requesting access to a floor that does not have an Access Memo will not be granted access to the tenant suite without an Access Request Form being properly filled out and approved by Building Management. When there is no Access Request form on file and there is no one in the Clients Suite to receive the visitor, the Visitor should call the person whom they are visiting to notify the MAIN TENANT CONTACT whose name appears on the Building Emergency Contact List for the Client Company to verify access.

Providing pre-notification and approval by Management will prevent delays your visitor will experience at our Building.

3. Verification of Identity

Personal identification and escort by an authorized Client representative may also grant access for visitors or employees without an Access Request Form. The following are the guidelines for access under these circumstances.

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Note: An authorized representative is defined as an individual who has after-hours access under normal circumstances. Authorized visitors with an Access Request form on file are not considered authorized Client representatives. Thus, visitors are not allowed to authorize other visitor's access.

ACCESS SET-UP AND MAINTENANCE

1. Initial Set-up:

Prior to move-in, new Clients must provide the Cushman & Wakefield Management Office with a list of the names of all persons accessing the Building. On the Access Request Form (see Forms section), Clients shall provide the employee name and the floor(s) they require access to, along with any special instructions (i.e. Building access and/or parking access). **It is also recommended to notify Building Management immediately following any personnel changes.**

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

CLIENT CONTRACTOR / VENDOR ACCESS

All contractors must enter the Building through the Loading Dock, but will still require checking-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.***

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 this includes accidental lock-outs.***

If an accidental lock-out of forgotten key incident occurs during business hours (when Management and Building staff is present), Employees are to first contact their Officer Manager to arrange access. In the absence of anyone at all within the company to provide access, exterior and interior doors will not be opened without prior consent of the Main Contact and employee providing a form of identification.