

# 650 California

# Tenant Handbook



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to 650 California Street. We are thrilled that you have chosen our property for your office workplace, and we look forward to a long-lasting and successful relationship.

This Tenant Handbook has been developed to provide you and your team with a convenient reference guide for commonly asked questions about the operations, procedures, and policies at 650 California Street. From time to time, the Property Management Team may issue new or revised material for you to include with this information.

Many sections in this Handbook reference forms that should be completed by each tenant company and provided to the Property Management Office. For your easy reference, we have included a complete set of these forms at the end of this Handbook. You may also access this Handbook, as well as pertinent electronic forms, digitally by visiting the property website at [www.650cal.com/tenant-resources](http://www.650cal.com/tenant-resources).

Additionally, we have included property emergency procedures in this Handbook for easy reference. Please note that the emergency procedures are of critical importance, so we encourage you to share this information with every employee in your office.

If you have additional questions or concerns, please feel free to contact the Property Management Office at 415.438.2690. Your tenancy makes our jobs possible, and it is our pleasure to assist you.

Last Updated	November 2022
Owner	Justin Pollard <a href="mailto:justin.pollard@columbia.reit">justin.pollard@columbia.reit</a>

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# PROPERTY MANAGEMENT OFFICE INFO & DIGITAL RESOURCES

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## YOUR PROPERTY MANAGEMENT TEAM

At Columbia Property Trust, we strive to design every detail of our buildings to enhance your workday and foster productivity for you and your team, including our carefully cultivated onsite property management team. They provide both a familiar face to welcome you to your building each day and a highly competent operational team, prepared to respond to your engineering, accounting, and other needs, whether day-to-day or long-term.

We invite you to get to know your property management team listed below. Our goal is to anticipate your workplace needs and exceed your expectations, and please never hesitate to let us know how we can serve you better.

### Management Office

P 415.438.2690

The Property Management Office is open Monday through Friday, 8:30 AM to 5:30 PM, excluding holidays, and is located at 650 California Street in Suite 200.

### Property Management Team Members

**Viviane Clausen**, Director – Property Management

P 415.438.2690 E [Viviane.clausen@columbia.reit](mailto:Viviane.clausen@columbia.reit)

**Justin Pollard**, Property Financial Manager

P 415.438.2692 E [justin.pollard@columbia.reit](mailto:justin.pollard@columbia.reit)

**Ashley Bow**, Tenant Service Coordinator

P 415.438.2690 E [ashley.bow@columbia.reit](mailto:ashley.bow@columbia.reit)

## Security

P 415.781.1178

C 415.238.3238

## EMERGENCY PHONE NUMBERS

911

### Fire Department

911 or 415.353.6300

### Police Department/Precinct

911 or 415.353.6500

### Paramedics

415.550.4911

### Poison Control

415.695.2096

## HOURS OF OPERATION

### Building Hours

650 California Street provides access to tenants and their employees 24-hours per day, 7-days per week via keycard access. Regular building hours are 8:00 AM - 6:00 PM Monday through Friday. All entrances to the building will be locked from 6:00 PM – 7:30 AM daily; however, the building lobby is staffed with security guards 24/7, should you need assistance with access.

### Building Holidays

The holidays listed below are recognized annually. On these dates, the Property Management Office will be closed, the building entrances will be locked (although access is still available via building access cards), and janitorial and engineering services will be unavailable. Heating and cooling are lowered to the after-hours levels.

Should you require HVAC, Security, Engineering or Janitorial services on any of the following holidays, after business hours, or on a weekend, please schedule with the Property Management Office with at least 48-hours' notice.

## HOLIDAYS

- New Year's Day (January 1<sup>st</sup>)
- MLK Jr. Day (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving (4<sup>th</sup> Thursday and Friday in November)
- Christmas Eve and Day (December 24<sup>th</sup> and 25<sup>th</sup>)

If your company or office recognizes any additional holiday(s) or planned closure(s) not listed above, please inform your Property Management Team of the specific date(s), so that we may ensure services are adjusted accordingly.

## PROPERTY WEBSITE

The website for 650 California Street is: [www.650Cal.com](http://www.650Cal.com). Here you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the Work Order System, and a digital copy of this handbook.

## COLUMBIA GATEWAY APP

As a tenant in a Columbia-managed building, you and your team have exclusive access to Columbia Gateway, a mobile app designed to help everyone who works at your building get more out of their workspace.

Columbia Gateway offers you an array of benefits:

- Important building updates, communications, and forms
- Seamless access to your building's amenities and programs
- Exclusive perks and specials at great eateries and shops, both nearby and online
- Fitness resources and recipes to keep you motivated
- Workday inspiration, weekly trivia, raffles, and more...

We invite you to download the Columbia Gateway app today, available in the Apple and Android app stores! Be sure to sign-up using your work email address. If you should have any questions or issues accessing the app, please let your Property Management Team know.

# AMENITIES

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To complement your workday, we strive to provide a mix of convenient services, programs, and amenities that foster a thriving, connected community at your building, one that reflects the unique personality of your company and colleagues, as well as the surrounding neighborhood. We are pleased to provide you and your team with onsite services and amenities, which you can access and utilize as follows.

## BICYCLE ROOMS/RACKS

A card access-controlled bicycle storage room with a capacity for up to 20 bicycles is located in the parking garage. There is no charge for use of the bike racks, but bicycle parking is first-come, first-served.

All tenants using the bicycle room are required to register their bicycle with the Property Management Office and complete the Bicycle Parking Agreement and Release of Liability form before card access will be granted. Release of Liability Form can be signed and submitted through the Columbia Gateway app.

Bicyclists are directed to enter and exit the garage through the parking ramp located on 725 Sacramento Street. Please use caution and walk all bikes up and down the garage ramp.

***As a reminder, bicycles are not allowed into tenant spaces or in passenger elevators.***

## BUILDING TECHNOLOGY

### WiredScore Certification

At Columbia, we rate our buildings through WiredScore, an international digital connectivity rating platform for commercial real estate that champions cutting-edge technology in office buildings. Certification through the WiredScore program provides you with the reassurance that your building can meet your team's technology needs and gives you an easy resource to find the technology providers and points of access available at your building.

650 California Street is Wired Certified Gold.



**Wired Certified Gold** means a building provides you with access to multiple high-quality internet service providers and a variety of cabling types, including fiber. The infrastructure measures in place ensure connectivity sources are protected, redundant, and prepared to meet your current and future connectivity needs.

On the Tenant Resources page of our website, [www.650Cal.com](http://www.650Cal.com), you will find an overview fact sheet of the connectivity and digital infrastructure features of the building. Available carriers are listed in case you are looking for a new or secondary internet connection.

Because your building is WiredScore Certified, you also have access to WiredScore Connect. This complimentary concierge service is designed to help any tenant get quickly and easily set up with the internet service providers in their building, and compare service and pricing available to find the best alignment with your company's specific needs.

For direct assistance from WiredScore's highly knowledgeable team, call 646.869.6000 or email [wsconnect@wiredscore.com](mailto:wsconnect@wiredscore.com), or visit [wiredscore.com/wiredscore-connect/](http://wiredscore.com/wiredscore-connect/) to learn more.

## Telecom & Data Providers

AT&T and Lumen provide physical cable into the building. Both carriers provide fiber optic and coaxial connection into the building, and Capital Communications provides a coaxial connection for cable television. Services are also available from other companies that can utilize connections from the main providers into the building.

Many other services may be brought into the building via one of the carriers with a physical presence. Tenants seeking additional or alternative services should contact the desired provider and notify the Property Management Office.

## Telephone Closets

Capital Communications is the Building's Riser Manager, who will work with you and your service providers to arrange and approve access into the riser (telephone) closets and the MPOE. If you or your service providers need access into these spaces, please contact Capital Communications at 415.861.1727.

Before any contractor may check out a key to a riser closet, they must first have clearance from our riser manager and present a valid certificate of insurance to the Property Management Office.

## CAFE

RedBay Café is located in the lobby and is open Monday through Friday from 7AM to 3PM. RedBay Café offers a variety of drinks and snacks including an array of pastries.

## CONFERENCE ROOM/CENTER

The conference center located on level B2 offers a flexible space plan, audio/visual, complimentary Wi-Fi. All reservations are on a first-come, first-serve basis between the hours of 8 AM-6 PM, Monday through Friday. 48-hour advance reservation is required. An executed Rules and Regulations agreement must be submitted by the meeting host prior to the reservation date. Conference Room Rules and Regulations agreement can be signed and submitted through the Columbia Gateway app. There is no fee to reserve the conference room, but fees for engineering, janitorial, or security may be required. Please contact the management office for setup options.

## ELECTRIC VEHICLE CHARGING STATIONS

There are 2 Electric Vehicle Charging Station (EVCS) located in the parking garage. They are managed through Blink Network. A Blink Network account is required for use. Below are the steps to follow to use the EVCS:

- Each user needs to register on Blink Network, if you have any questions, please contact Blink at 1.888.998.BLINK.
- Each user will receive an email from Blink Networks alerting the user that their vehicle has been fully charged. Once the vehicle is charged valet will move it from the EVCS to a regular parking space. This will enable users waiting to be able to use the EVCS space and increase efficiency.

## FITNESS CENTER

The Fitness Center is located on the Level B2 and is open 24/7. Day use lockers only and showers are available only while using the facilities. Towel service is provided. The fitness application can be found [www.650cal.com/tenant-resources/](http://www.650cal.com/tenant-resources/).

Employees of Tenants in the building can access the Fitness Center by submitting a Fitness Center Application Form to the Property Management Office. Fitness Center Application Form can be signed and submitted through the Columbia Gateway app. The cost to join the fitness center is a one-time fee of \$150 by check, money order or cashier's check.

## LOCKER ROOMS/SHOWERS

You will find the Locker Rooms/Showers for Tenant use located on the B2 level. These facilities can be accessed via your building badge if you have fitness center access.

## MAIL SERVICES & DELIVERIES

### **Incoming Mail**

Regular U.S. mail is delivered directly to assigned mailbox. The mailroom is located on the B1. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area is 1.800.ASK.USPS.

All incoming mail should be addressed as follows:

Tenant Name  
Street Address & Tenant Suite Number  
City, State and Zip

Please notify all client and other business associates of your proper mailing address.

Security does not accept or sign for tenant packages. Additionally, Property Management does not keep track of inbound and outbound packages. If a package is marked as delivered and is not found in the mailroom or tenant suite, please reach out to the freight company the parcel was shipped through.

### **Express Mail Services**

There is one FedEx drop box located in the Mail Room on B1. It is serviced Monday through Friday at 3 PM.

## LOST & FOUND

The Lost & Found is in the Property Management Office and is available to visit during normal business hours. Please be prepared to have supporting documentation/evidence to claim your item(s).

If you believe you have found an item that may have been lost by another Tenant or Visitor, please bring it to the Lobby Desk or the Property Management Office for safe keeping. Please include the location of where the item was found, as well date/time if possible.

If you believe you have lost an item, please contact the Property Management Office to report the missing item, and we will try our best to help recover the missing item(s).

## PARKING LOT/GARAGE

The Parking Garage is managed by SP Plus and is located at 725 Sacramento Street. The Parking Garage is available to permitted Tenant employees from 6:00AM to 7:00PM. Monthly parking is available, and it allows 24/7 access to the parking garage. Please do not allow guests to park in the Parking Lot/Garage unless they have been pre-registered/approved.

Please reach out to SP Plus for current availability and pricing.

Please keep in mind when using the Parking Lot/Garage:

- Speed limit is 5 miles per hour
- Be conscious of other Tenants and Visitors
- Obey all posted signs

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

650 California features an electronic perimeter access control system monitored by a third-party monitoring system. Outside business hours, tenants have access to the garage(s) and building entrances through the access control system.

### Building Hours & After Hours

The exterior doors to the building are open from 8:00 AM to 6:00 PM Monday through Friday, after which time the building is automatically locked by the computerized building access system. The building will also be locked during building-recognized holidays.

### Access Card System

Upon your move-in, access cards will be issued which provide building entry after hours.

The following guidelines and rules should be followed for building access cards:

1. Should you require additional or replacement cards, please submit a work order in Building Engines. There will be a \$20.00 fee for any replaced access cards.
2. All employees should be instructed not to lend their card to others and to keep the card in a safe place.
3. Should an employee be terminated or leave the company and not return their card, please promptly complete a work order with the name of the person and the card number so that we may deactivate the card.
4. Although the system has a record of card numbers and holders, we strongly recommend that each tenant maintain a record of employee names and card numbers for your files.
5. Upon move-out, all access cards must be immediately turned in to the Management Office.
6. All access card requests must be accompanied by a photo. Employees who need an access card may see security in main lobby to take a picture or provide a picture of their own to attach to the work order request.

Your building may be equipped to allow mobile credentials at building access points. Please contact the Property Management Office to inquire about this feature.

## Visitor Access

Visitors must be entered into Kastle with their full name prior to arrival at the building. After a visitor has shown his or her photo ID to the lobby desk attendant(s), Security will notify the Tenant's main contact of their arrival, to confirm if the visitor can be sent up to the Tenant's premises at that time.

Visitor passes will expire at the end of each business day, meaning a new visitor pass will be required each day for all visitors. Please be sure to enter all dates/times that each visitor will be onsite, as this will help make the process as seamless as possible.

## BUILDING SECURITY

### Hours & Contacts

Security services at 650 California Street are provided 24 hours a day, seven days a week. Security officers assist visitors, monitor access, and prevent solicitors from entering the building. The security console is located in the lobby. Building entrances are secured after business hours and unlocked between 8:00 AM to 6:00 PM Monday through Friday.

### Good Security Practices

For your safety, we ask that you review and follow our recommended building safety guidelines available at the back of this book. While not exhaustive in scope, the list may be used as an aid in establishing adequate internal security procedures.

### Property Removal Procedures

A Property Removal Pass is required for the removal of any large boxes or office equipment from the building (including but not limited to computers, printers, furniture, phones). The Property Removal Pass must be signed by an authorized Tenant representative, and Property Management, and left with the Lobby Desk Attendants. Please contact the Property Management Office to request a Property Removal Pass.

For a sample Property Removal Pass, please see the Important Forms section at the end of this Tenant Handbook or by visiting <https://www.650cal.com/tenant-resources/>.

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

650 California Street uses the Building Engines work order system, which allows tenants to submit work orders and make reservations for the Conference Center. Building Engines immediately alerts the Property Management Office to an issue and is the preferred way to receive maintenance requests. Building Engines can also be conveniently accessed through Columbia Gateway mobile app.

### Tenant Administrator

Each Tenant is responsible for designating at least two Tenant Administrators to authorize certain types of activities on behalf of the Tenant, including work orders.

Your Tenant Administrators are empowered to determine the following for your firm:

- Persons who will be granted after-hours access to the building
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Persons who should be notified in case of an emergency
- Persons who will comprise your emergency life-safety team

If your designated Tenant Administrator should change, please contact the Property Management Office immediately to ensure that we have up-to-date records.

All Tenant Administrators will have access to Building Engines, which will make it possible to track service requests; however, feel free to call the Property Management Office for any situations that require immediate attention.

### Service Requests

Your Property Management Team is dedicated to servicing the needs of each tenant. We encourage you to share your questions, comments, concerns, and complaints with our team, so that we can best respond to ensure we maintain our standard of exceptional service.

As a reminder, the Property Management Office is open 8:30 AM until 5:30 PM Monday through Friday, excluding holidays. After hours and on weekends, on-site security can be reached at the lobby console at 415.781.1178 or their cell phone 415.238.3238. In the event of an emergency, a member of the Property Management or Engineering teams can be reached after hours through on-site security.

#### **How to report a building problem/request (of any nature):**

1. Report the problem/request to your in-house Tenant Administrator

2. Tenant Administrator submits a request via Building Engines and follows up with a call to the Property Management Office
3. Identify the nature of problem/request, i.e., “office too hot/cold, light out, toilet overflow, needs special cleaning”
4. Identify location of problem/request, e.g., “18th Floor, Keith Hyde’s office, Northwest corner”, always report the name of the person experiencing the problem so that we can follow up with that person
5. Indicate the priority level of the request

The Property Management Team logs all calls and dispatches them to the appropriate party (engineering, cleaning, etc.).

## Maintenance Request Priority Levels

All problems/requests are handled on a priority basis and will be responded to as quickly as possible. For any situations that require our immediate attention, please also contact the Property Management Office.

### Priority Levels:

- **Priority 3:** Immediate concern for safety and integrity of staff and items in your area.
- **Priority 2:** Zero concern for safety of staff and some concern for integrity and items and your area.
- **Priority 1:** Zero concern for safety of staff or integrity of your area but would like attention of building staff as soon as someone becomes available.

Routine service requests include:

- Lock and key requests (must be coordinated by the building)
- Lighting requests (bulb out...)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)
- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups”
- Restroom supply requests
- Telephone Closet/Electrical Closet Access

Please note, building personnel are not authorized to repair any personal property items including furniture, equipment, etc. The response time for common requests will be responded to as soon as possible but may take up to 24 hours depending on building activities.



## Special Requests

From time-to-time, tenants may require additional services not provided for in their lease agreement. Should you require this type of service, our maintenance staff would be happy to assist you for a fee. Jobs scheduled after normal business hours will be charged at an overtime rate. Please contact the Property Management Office for current pricing for these services.

Tenants may also require special services including minor remodeling or other construction work. Such alterations require approval by the Property Management Team prior to work commencement. Should you require an outside contractor, the Property Management Team will be happy to provide you with a list of approved contractors. Tenants with specific questions regarding alteration work should consult their Lease to familiarize themselves with applicable terms and conditions and contact the Property Management Office for assistance.

## HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SYSTEMS

### Hours of Operation

HVAC services are provided Monday through Friday, from 8:00 AM to 6:00 PM excluding holidays.

### After-Hours Request

After-hours HVAC service can be made available at the Tenant's expense; however, please keep the following information in mind:

- To provide after-hours HVAC services, engineering labor must be scheduled in advance. To make sure that an engineer is available to provide requested services, please submit your request through the Columbia Tenant Work Order System at least 72 hours in advance.
- Invoices for after - hours HVAC service will be sent to your firm following the date of service based upon the rated defined within your Lease.

### Personal Heaters

As a reminder, personal heaters of any kind are not permitted anywhere in the building.

## INDOOR AIR QUALITY (IAQ)

Indoor environmental quality is a critical component of healthy buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

Your building's base systems, building common areas, and individual elevator cabs have been equipped with the latest bipolar ionization (BPI) technology. BPI is an air purification system that restores clean air to indoor space by safely emitting both positively and negatively charged particulates that attach to and deactivate harmful substances like bacteria, allergens, smoke, mold, and viruses.

## JANITORIAL SERVICES

Common areas are maintained by the Building Janitorial team. Night cleaning is provided as per the scope of work defined in your company's Lease. Additional porter services are available on request. Invoices for additional service will be sent to your firm following the date of service based upon the current rates.

### Porter Hours & Services

Day porters are on duty Monday through Friday from 6:00 AM to 3:00 PM to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call our office so that we may immediately dispatch a day porter.

A tenant may request Day Porter assistance by submitting a request through Building Engines.

### Dumpster/Bin Request

For the removal of large amounts of paper, cardboard, and any other paper related recyclables, please request a plastic bin. All tenant requests for bins must be completed via Building Engines for a fee of \$35 per bin.

### Night Cleaning

Nightly janitorial services are provided Monday through Friday evenings. Routine cleaning includes dusting, vacuuming, emptying wastebaskets and damp-mopping your kitchen area. In

addition, all restrooms and common areas are cleaned and stocked each night. Additional cleaning services are provided on a monthly, quarterly, and annual basis. If you discover that an area in your suite has been overlooked, please advise the Management Office so that we can ensure better service for you in the future.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives, or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

## Green Cleaning Policies & Products

650 California has a green cleaning policy and plan in place focused on reducing the overall impact of cleaning on health and the environment through a variety of measures, including the use of low-environmental impact cleaning products. For details, please see “Our Green Cleaning Policy” in this Handbook under “Sustainability, Energy Conservation, and Green Services.”

## Window Cleaning

Exterior is performed biannually with Interior window cleaning being performed annually. The Property Management Team will notify all Tenants in advance of the date(s) on which the window cleanings will occur. To protect your office and team’s belongings, we ask that all personal property, boxes, and equipment be moved away from the windows prior to when the window cleaning begins.

# GARBAGE & RECYCLING POLICIES & PROCEDURES

## Centralized Waste

### **Local Rules & Regulations for Separating**

#### **E-Waste**

The city does not permit any electronic waste in the regular trash flow. Electronic waste includes computers, printers, copiers, telephones, remote controls, etc. An outside vendor must be contacted to pick up e-waste. The Property Management Office can provide contact

information for e-waste vendors. Property Management also hosts an e-waste pickup event for all tenants monthly.

## PEST CONTROL SERVICE

650 California manages indoor pests in a way that protects human health and the surrounding environment by adhering to the principles of the Integrated Pest Management (IPM) system. IPM is a sustainable, science-based, decision-making process that considers the life cycles of pests and the environments in which they thrive to control pest damage with minimal harm to people and the environment. IPM includes preventative measures to avoid the need for extermination while using safe, environmentally friendly pest control practices. Below are a few tips to help do your part:

- Do not keep open, unsealed food in desks or file cabinets.
- Clean up crumbs or spilled drinks — even a few crumbs or a small spill can attract unwanted pests.
- Do not over-water plants.
- Rinse and dry recyclables before placing in bins.
- Keep work areas neat and organized.
- If you do see a pest, call the Property Management Office promptly.

## ELEVATORS (FREIGHT/PASSENGER/SHUTTLE)

The building is equipped with 10 passenger elevators, 2 service elevators and 1 shuttle elevator. Passenger elevators are for the exclusive use of people. Carts, dollies, hand trucks, large packages, etc. are not permitted on passenger elevators and must be transported via the service elevators.

Delivery of all large materials and supplies must be done via the service elevators. Please note service elevators are restricted to building staff, contractors, delivery companies, and movers; if tenant employees need to move large items, please notify the Property Management Office. More information about the service elevator can be found under “Loading Dock and Deliveries” in this Handbook.

### Destination Dispatch, How to Properly Call a Cab

All the elevators at 650 California use destination dispatch. To access your company’s floor, swipe your building badge on the reader and input the floor number. The reader will then display the letter of the elevator which will take you to your floor.

## Elevator Malfunction / Entrapment

All passenger and freight elevators are professionally maintained and are inspected regularly to ensure proper operation and safety. Should you encounter any irregularity or interruption in the operation of the elevators, please note the car number and notify building security or the property management office immediately.

If you become trapped in an elevator –

1. Remain calm.
2. Use the car emergency call button, intercom or telephone to contact building or emergency personnel.
3. Please be prepared to provide the car number and location of the car if it is known.
4. Never attempt to force the elevator doors or exit the elevator yourself and never accept the help of anyone except building personnel, elevator company personnel or emergency responders to exit the car. Doing so can be highly dangerous and may result in serious injury. Wait for help to arrive.

### **If Electrical Service Is Interrupted:**

If normal electrical service to the building is interrupted, elevator lights will blink, and elevators will stop temporarily. They will then automatically return to the lobby level one-by-one and open doors for you.

## STAIRS

There are 2 emergency stairwells that service the building. The emergency stairwells are located on the east and west side of the floors.

Never prop stairwell doors open, as this may compromise the balance of the HVAC system and may create a serious breach to security and fire protection. The only way out of a stairwell is to go down to the ground floor and exit the building.

Stairwell doors are locked at all times to prevent entry onto a tenant floor. Stairwells are for emergency use only and should not be used under normal circumstances.

## LOADING DOCK & DELIVERIES

Deliveries of packages, supplies, or office equipment requiring the use of dollies or carts should be delivered via the Loading Dock, between the hours of 06:00 AM and 06:00 PM, Monday through Friday. Use of the service elevator(s) during this time is on a first come, first-serve basis. Please note that no pallet jacks are allowed in building.

Any large deliveries that require the use of the loading dock or the freight longer than 30 minutes should be made after hours Monday through Friday, 06:00 PM - 06:00 AM, or on Saturday or Sunday. These deliveries should be coordinated through the Property Management Office. There is a minimum 4-hour security charge for this service. Please notify property management at least 72 hours in advance if security is needed.

Building personnel including Engineering and Security are not permitted to accept deliveries of any kind (furniture, supplies, etc.) on your behalf. The Property Management Team cannot be held responsible for deliveries made to the building lobby.

#### Loading Dock Measurements

- Loading Dock 1: 11' H x 23' D

#### Service Elevator Measurements

- Cab: 76 1/2" W x 62 1/2" D x 115H

## SIGNAGE

650 California has standard signage guidelines for the Main Lobby Building Directory, Floor Directory, and Suite entrance locations on common corridors only. Tenant Administrators should submit all signage requests and/or signage changes in writing to the Property Management Office.

Requests should include the exact spelling, punctuation, capitalization, line presentation and spacing requested. The request will be reviewed for compliance with building standards as well as conformance with individual lease criteria. A quote will be provided for approval prior to implementation.

# BUILDING POLICIES & PROCEDURES

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## BUILDING RULES & REGULATIONS

Please contact the management office for Building Rule and Regulations.

## MOVE-IN & MOVE-OUT INFORMATION

All move-ins and -outs must take place after hours. Please complete the after-hours contractor access form and send it along with the vendor's certificate of insurance to the management office. If you have any further questions, please contact the management office.

## TENANT ALTERATION & CONSTRUCTION GUIDELINES

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. Construction companies, electricians, plumbers, and personnel providing remodeling or repair services must be approved by the Property Management Office. It should be understood that the General Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The Property Management Office maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below. If you prefer to use a contractor who is not pre-qualified, please contact the Property Management Office.

All Contractors must be well-established with at least 5 years in business, be licensed in the jurisdiction of the property location to perform their trade work and provide references for comparable work in Class A commercial office space for the scope and quality of work tenant is proposing to complete.

The scope of these Rules and Regulations shall include, but not be limited to the following:

**General:** Work to be performed by any contractor within the property must be approved and scheduled in advance with the Property Management Office. All contractors must check in with the Building Security and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be given for any work request that involves the Fire/Life Safety systems at the property.

All required permits must be obtained prior to the start of any work and copies provided to the Property Management Office.

Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to the Property Management Office as soon as they become available.

**Insurance:** All general contractors and subcontractors must provide a current certificate of insurance evidencing adequate workman's compensation, general liability, and property damage coverage.

**Site Condition and Protection:** Contractor will provide floor, wall, and ceiling protection from the freight elevator to the entrance of the suite where the work is to take place. The type of protection is to be Masonite, with ends taped together to prevent tripping hazards. Protection will be provided by contractor for the freight elevator doorframe on the floor where the work is to take place. All carpet and elevator protection should be installed prior to the start of demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place throughout the duration of the work. The construction area is to be broom swept and all trash removed at the end of each work shift. Public areas leading to construction areas will be thoroughly cleaned at the end of each work shift at the contractor's expense. Contractor shall correct and repair any damages at their own cost.

**Debris:** Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area with prior written approval from the Property Management Office as to the specific location. Debris must not spill or be left around the dumpster. Contractor is responsible for cleanliness of the area. The Property Management Office reserves the right to require Contractor to remove the dumpster with 24-hour notice.

Demolition debris can only be removed from the building after-hours upon request. The freight elevator must be reserved in advance through the property's Work Order system. Paint and patching materials shall not be disposed of through the buildings plumbing.

**Noise and Noxious Odors:** Particularly noisy work such as core drilling (or fume producing work such as oil-based painting) must be approved by and coordinated with the Property Management Office and performed 6:00AM to 8:00AM or 6:00PM to 2:30AM. Odor producing work, such as staining of doors, must be approved by and coordinated with the Property Management Office so action can be taken to dissipate fumes, protect/disable the smoke detectors, and arrange for additional security, if necessary. If security is necessary, contractor is to pay for said cost.



If contractors or subcontractors personnel use radios or other music playing devices, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property.

**Egress and Ingress:** All movement of contractors and subcontractor materials will be through the loading dock, service corridors and freight elevator. No passenger elevator(s) are to be used. The freight elevator may be used for small material movement during business hours with prior written approval from the Property Management Office. The loading dock is located at 725 Sacramento Street.

Large material deliveries or debris removal must be approved by and coordinated with the Property Management Office and be performed after hours 6:00PM to 6:00AM or Saturday or Sunday. Access to the property outside of normal business hours must be requested at least 72-hours in advance and receive written approval from the Property Management Office. Delivery or removal of materials that are too large for the freight elevator must be coordinated with the Property Management Office.

A more detailed Building Work Rules and Regulations for Contractors will be distributed to contractors prior to the commencement of any work and acknowledgement of and agreement to Work Rules and Regulations must be received by the Property Management Office prior to commencement of any work.

**Sustainability Considerations:** All renovation and new construction projects of a scope that meets any of the following criteria shall also be required to comply with Columbia's Sustainable Design & Construction Guidelines, which are available from the Property Management Office.

For projects which do not meet any of the criteria below, tenants are encouraged to implement any sustainable design and construction practices described in the guideline document to the extent that it is practical to do so.

- New construction (including additions) 10,000 sf or greater.
- Alterations of 20,000 sf or greater.
- New, replaced, or relocated mechanical, electrical, or plumbing equipment that serves 20,000 sf or larger.
- Projects having a new, replaced, and/or relocated, HVAC system with heating equipment size of 480,000 BTU's or greater, or with a cooling equipment size of 600,000 BTUs or greater.
- Projects are pursuing LEED, WELL, or other sustainable building certification.

The Construction Rules and Regulations are provided upon request.

# VENDOR RULES & REGULATIONS

## Vendor Insurance Requirements

These will be provided should a vendor and/or contractor need to perform work in the building. Please refer to your Lease for Vendor Insurance requirements and information.

## Preferred Vendor Lists

At Columbia, we recognize the vital role our suppliers play in helping us meet the needs and expectations of our many stakeholders. We rely on our suppliers to deliver the level of quality, service, value, efficiency, integrity, and innovation that we ourselves strive to provide to our tenants, investors, partners, employees, and communities. Therefore, we seek to build and maintain a diverse, competitive, and highly capable network of suppliers in and across the regions in which we operate.

Our supplier selection process is stringent and helps us identify and build relationships with suppliers that meet our needs and expectations, align with our goals, and share our values. We actively manage our suppliers and monitor their ongoing performance to promote and build the best possible relationship between our organizations. We also seek to work with suppliers from a diverse range of backgrounds, in order to drive innovation and create a more resilient supplier network for Columbia.

We are committed to holding ourselves and our supplier community to the highest standards of business conduct and integrity, and we expect all suppliers with whom we engage to operate in accordance with our Vendor Code of Conduct. Visit our website at [www.columbia.reit/responsibility/overview/](http://www.columbia.reit/responsibility/overview/) for more details.

We encourage our tenants to follow these same guidelines when selecting suppliers and invite you to utilize our list of preferred vendors that meet these requirements for excellence, capability, competitiveness, and diversity. Please contact the Property Management Office for our current list of preferred vendors for this property.

# PROHIBITED ITEMS & BEHAVIOR

## Smoking

Columbia is committed to providing healthy buildings to all occupants. In compliance with local compliance/regulations Fitwel certification standards, smoking and the use of e-cigarettes and tobacco products is strictly prohibited in all areas of the building and anywhere onsite, including

within 25 feet of any building entrance, operable windows, doors, outdoor air intakes, or outdoor seating areas.

## Flammables

Flammable materials are not permitted anywhere on the premises. If, for any reason, you have any materials necessary for the operation of normal office equipment that require special care, they must be stored in safety containers, and the Property Management Team must be notified.

## Loitering & Solicitors

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, contact the Property Management Office immediately and we will make every attempt to escort the individual from the building.

## Non-Permitted Holiday Decoration

All holiday decoration must meet local and state authorities' requirements regarding the use of or restriction against live materials. In addition, decorations may not impede any means of egress, and nothing is to be hung from or cover exit signs or sprinklers.

If you are interested in adding holiday décor in your office space or the building, please contact the Property Management Office for specific guidelines and recommendations.

# EMERGENCY PREPAREDNESS & PROCEDURES

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## EMERGENCY ACTION PLAN

Please contact the management office for complete details of 650 California Street's Emergency Action Plan, including life safety equipment; sections of the plan are detailed below.

## EVACUATION/FIRE DRILLS

All occupants of the building are required to participate in fire drills. A written record of fire drills will be kept in the Fire Safety Plan for the building and maintained for three years. The Fire Warden in charge will be required to sign these records at the end of each scheduled drill.

Fire drills will be announced via the public address system. The announcement will consist of a statement by the Fire Safety Director followed by the appropriate tone signals. The tenant contact in charge will be informed of the drill.

Upon hearing the signal, all Deputy Fire Wardens will alert their area occupants that a fire drill is in progress and advise them to proceed to their exit stairwells. Searchers will report to their Fire Warden when their areas are clear.

Male and female Searchers will proceed immediately to various restrooms and other isolated areas to assure that everyone had heard, understands, and responds to the signal. When all areas are clear, Searchers will report to their Fire Warden. Aides to the Physically Challenged will assist physically challenged employees to the exit stairways and also report.

The Fire Safety Director will observe the exercise and point out deficiencies. The drill will end after the Fire Safety Director completes his/her safety orientation.

### **Fire Wardens »**

Fire Wardens are responsible for coordinating the evacuation of the entire floor, which includes working with assistants that are responsible for specific assigned area. Fire Wardens notify Property Management of their presence by using their access card to enter the building upon arrival each morning. If they are absent, the Deputy Fire Warden is assigned for the day.

### **Fire Warden Duties include the following: In Case of Fire**

1. Call 911 (preferably from a land line)
2. Initiate evacuation by notifying Deputy Fire Warden

3. Verify that all areas have been evacuated by taking reports from each Deputy Fire Warden, Searcher and Aide
4. Once evacuated, notify Main Lobby Security Console to give location, severity and type of fire, if known.
5. Reassemble and account for all people in your work area in the refuge area, denoted by your company.

### **If the Alarm Sounds**

1. If your floor encounters heavy smoke initiate evacuation by notifying Deputy Fire Warden.
2. Telephone the Main Lobby Security Console to determine the location of the fire. Usually only the fire floor and the floor above and two below will evacuate.
3. If your floor is not involved, instruct the Deputy Fire Warden(s) to inform people in their areas that they are not in danger. DO NOT EVACUATE unless directed to do so.

### **Additional Responsibilities**

1. Have an evacuation route clearly planned. Assist Deputy Fire Wardens in preparing evacuation plans for their individual areas
2. Assign people to assist physically challenged or disabled employees. Keep the Fire Safety Director informed of all people requiring or providing assistance.
3. Identify weak points during fire drills. Discuss these with the Fire Safety Director and work with Deputy Fire Wardens to correct deficiencies.
4. Maintain up-to-date organization charts of Deputy Fire Wardens, Searchers, and Aides. Report changes to the Fire Safety Director
5. Instruct new Deputies, Searchers, and Aides in their responsibilities during drills or actual evacuations
6. Inspect your area periodically for safety. Make sure all flammable substances are stored in approved containers.

### **Deputy Fire Warden »**

Firms occupying larger quarters will assign one Deputy Warden for each 7,500 square feet of area. The primary duties of Deputy Wardens are to be familiar with safety procedures and routes and to maintain order in the event of an evacuation. They are trained to assume Fire Warden responsibilities if necessary.

During an evacuation, Deputy Wardens will direct traffic away from elevators unless otherwise instructed

by Fire Warden, Fire Safety Director, or Fire Department personnel. Prior to entering a stairwell, Deputy

Wardens should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

### **Aides to the Physically Challenged »**

Two fellow employees are assigned to assist any physically challenged worker in relocating. Such Aides are officially assigned in advance and their names reported to the Fire Safety° Director. Upon reaching their relocation destination, they will request that their Fire Warden notify the Fire Safety Director of the physically challenged person's presence.

### **Floor Searchers »**

Floor Searchers are assigned in pairs, male and female, and have responsibility for inspecting areas of the office and lobby space which may contain people who cannot hear the alarm or may not be familiar with procedures. Upon hearing the fire alarm, Floor Searchers will inspect washrooms, storage areas, file rooms and other areas isolated from the main spaces of the office. They should make special note of persons with hearing impairments in their area and assure that they have relocated. Once their areas are clear, Floor Searchers report to their Fire Wardens and accept any further assignment requested, such as directing traffic away from elevators.

## **FIRE EXTINGUISHER LOCATION & BASIC INFO**

Extinguishers are placed throughout the building according to Fire Code; they are located by each emergency stairwell exit and strategically located throughout the building. Additional fire extinguishers are located in tenant suites. Familiarize yourself with the specific location on your floor.

## **MEDICAL EMERGENCY PROCEDURE**

### **If Someone Needs Immediate Medical Attention »**

1. Do not move the person. If necessary, administer first aid.
2. Call Paramedics. Dial 911 (preferably from a land line). Tell them your floor and suite number and direct the medical team to the 650 California Street entrance.
3. Call Property Management. Dial 415.438.2690. We will hold an elevator ready for the paramedic team. If a private physician has been called, let us know and we will escort the doctor to your office.
4. Post one person at the elevator to lead the medical team to the person in distress.

### **After Hour Emergency»**

Outside normal business hours, call the security console at 415.781.1178 or the security cell phone at 415.238.3238, which is staffed 24/7.

# BOMB THREATS/EXPLOSIONS/SUSPICIOUS PACKAGES

## Telephone Bomb Threat »

1. **Attract the attention of a co-worker** discretely and quietly while listening to the caller. Have the coworker call 911 and request that the call be traced.
2. **Get as much information as possible** from the caller about the location and type of bomb, its detonation time and the reason for its placement. Ask about the bomb's appearance and who is placing it.
3. **Ask the caller to repeat parts** of the message and make notes of any clues that might help police: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Accented or otherwise distinguishable? Does the person seem angry, rational, or deliberate? Make note of background noises.
4. **Call the Police Bomb Squad. Dial 911 (preferably from a land line).** Describe in detail the information you received on the phone.
5. **Call the Management Office.** They will notify in-house security, the chief engineer and other building staff.

The decision whether to inform other building occupants of the threat or to order an evacuation will be based on recommendations of local authorities and the judgment of senior company officials and the Property Manager.

Be prepared to assist authorities in search for the device BUT DO NOT TOUCH OR DISTURB ANY SUSPICIOUS OBJECT.

## Letter Bomb »

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5-3/4" by 4" by 2/16" thick and weigh between 2 and 3 ounces.

## Some Signs to Look For

1. **Size.** Is this letter unusually thick?
2. **Weight.** Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letter weigh as much
3. **Balance.** Is it heavier on one end?

4. **Feel.** Is there any springiness in the sides of the letter? Does it flex, indicating it is filled with folded paper, or is it stiff?
5. **Appearance.** Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
6. **Odor.** Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspect, **DO NOT OPEN IT**. Immediately inform the Police Bomb Squad and notify Property Management.

## CIVIL UNREST/DISTURBANCES

Civil disorders are an unlikely occurrence. However, if a riot situation developed, these are the likely steps that would ensure your safety.

- Notify Security by dialing 415.438.2690
- Remain within the building. Do nothing to antagonize the crowd. Inform all other personnel to do likewise. Do not travel to other buildings unless you are directed to do so by Security or the Police.
- Close all blinds in exterior rooms and then avoid window areas. You could become a target. Lock all doors.
- Focus your attention away from the incident. Leave the area of disturbance to prevent injury or possible arrest.
- Report to the core area of the building (away from the exterior of the building).
- Stay off the phone. Avoid unnecessary inquiries that tie up communications systems.
- Use good judgment and remain calm. Stay in your office/department unless you are in an unsafe position or instructed to leave by Security or the Police.
- Secure all valuable materials in a safe place or at least out of sight.
- Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area until it is safe to enter. Your safety is the primary concern.
- If demonstrators enter the premises, keep calm, be courteous, and avoid an incident. Avoid actions or verbal responses that may provoke the situation. Avoid arguments, provocative statements or engaging in a debate with participants. They have entered the building to propagandize, confront or agitate the building's occupants. Let them make their point. Frustrating them is dangerous and provocative. Do not try to reason with them. Call the Police to have individuals removed if you can do so without incident.



## POWER FAILURES

If normal power fails, an emergency generator will automatically provide electricity to stairwells, stairwell exits and elevators, as well as powering life safety and communication systems. After elevators have returned to the lobby in preprogrammed sequence, one elevator in each bank will remain in operation, powered by the emergency generator.

If a power failure appears to be extended, tenants will be informed by Send Word Now or the public address system. Instructions will be issued by the Fire Safety Director.

## EARTHQUAKES

### **Immediately Following an Earthquake »**

1. STAY CALM.
2. DO NOT attempt to evacuate office areas, as exits may be dangerous.
3. DO NOT use elevators.
4. Carefully move toward interior offices to limit exposure to further damage caused by aftershocks and/or broken glass.
5. Do not flush toilets.
6. Put phones back on cradles to help restore service.

### **Since help may be delayed, please do the following »**

1. Locate any people that are injured, trapped, or missing. Do not attempt to move injured persons unless a life-threatening situation exists.
2. Assess and begin to treat the injured. Survey the area for any life-threatening situations.
3. If fire exists, quickly evacuate floor and assist injured persons in relocation to a central location two floors below or out of the building.

If possible, notify the Property Management Office of your floor status and of any life-threatening situations.

The most important thing that any occupant can do is to make preparations. Forethought prevents panic and confusion. Please consider the following as you make your preparations:

- Identify hazards in places where you spend most of your time, such as heavy objects on high shelves, top-heavy furniture, computer terminals and unsecured furniture. Move or secure these items.
- Consider safe areas in each room where you may relocate if an earthquake occurs, such as under tables and desks or against inside walls.
- Know the location of stairwell exits should you be requested to evacuate. Elevators should not be used during an earthquake.
- Make sure all corridors and exit paths are kept clear of boxes, extra furniture or debris.

- Develop a personal disaster plan. Since you may not be able to immediately get home or use the telephone, it is important that other family members know what to do. Designate one or two out-of-state relatives for all local family members to report to in the event of an emergency.
- Put together an office emergency kit. Some suggested items are a portable radio, flashlight, spare batteries for both, walking shoes (with soles thick enough to resist broken glass), socks, towelettes, water, food items such as energy bars, latex gloves, heavy work gloves, dust masks, safety glasses, bandages, extra medication, and extra prescription glasses or contacts. All items should be placed in a small plastic bag and labeled.
- Each tenant is encouraged to store their own emergency supplies on site, including water, food, blankets, portable battery-operated radio etc.

# SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

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As a company, all of us at Columbia are committed to making a positive impact on all our stakeholders and the communities in which we operate. We work to engage all those who work in our buildings in this process, and believe that, by working together to achieve our shared goals, we can reduce our collective negative impacts on the environment, create positive change, and build a more sustainable and equitable future.

We also take a comprehensive approach to ensuring our buildings are equipped to provide healthy, efficient, productive, and sustainable experiences across our portfolio. Through sustainability focused programs, green/clean services, and community engagement, we partner with our tenants to achieve environmental goals, encourage efficient operations and conservation of resources, and promote sustainable, healthy communities.

## SUSTAINABILITY, ENERGY CONSERVATION & GREEN SERVICES

### Operating Healthy Buildings

Columbia Property Trust is committed to pursuing a comprehensive approach to health and wellness at our buildings and to providing our tenants and their employees confidence that their buildings offer safe and supportive work environments.

650 California has earned the following third-party recognition for best-in-class health, wellness, and safety programs at the building.

#### **Fitwel® Certification**

Fitwel is an industry leading building wellness health and wellness certification program developed by the U.S. Center for Disease Control and Prevention (CDC). Property features such as location, walkability and transit options, outdoor spaces, access to daylight and views of nature in workspaces, access to water supplies, fitness amenities, and other evidence-based criteria that create healthy, attractive work environments were assessed. To learn more about the Fitwel benchmarking program, visit [fitwel.org](http://fitwel.org).

## **LEED Platinum Certification**

Leadership in Energy and Environmental Design (LEED) is a green building certification program run by the U.S. Green Building Council (USGBC). LEED-certified buildings use less energy and water, put out less waste, save on maintenance costs, offer improved indoor air quality, and focus on health and wellness. To learn more about LEED certification, visit [usgbc.org](http://usgbc.org).

## **ENERGY STAR Certification**

The U.S. Environmental Protection Agency's (EPA) ENERGY STAR® program certifies properties that implement superior energy efficiency practices, follow responsible water usage, and reduce greenhouse gas emissions. ENERGY STAR-certified buildings use 35% less energy and cause 35% fewer greenhouse emissions than their peers on average. To learn more about the EPA's ENERGY STAR certification program, visit [energystar.gov](http://energystar.gov).

## **ENERGY STAR for Tenants**

Columbia is proud to have been recognized the Environmental Protection Agency's (EPA) ENERGY STAR program as an ENERGY STAR Partner of the Year. We invite all our tenant companies to join us in advancing the program's efforts to reduce energy and water usage and create more efficient operations at our buildings.

The best way you can join this effort is by participating in ENERGY STAR® Tenant Space, a new EPA recognition program for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

New Legislation will soon require that tenants in many major cities like New York and Washington, D.C., report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step to meeting this requirement. Your Property Management Team is here to partner with you, provide guidance and answer questions. To learn more about the program, criteria, and tips on how to prepare, visit [www.energystar.gov/buildings/tenants/about\\_tenant\\_space](http://www.energystar.gov/buildings/tenants/about_tenant_space).

## **Tenant Compliance for Resource Management and Reporting**

Your assistance toward our goal of conserving energy and water and increasing efficiency is important. In addition to the obvious environmental benefits of energy conservation, your efforts can help to lower building operating costs.

Please help us reduce our energy and water usage by complying with the following suggestions for resource management, as well as any additional requirements that may be included in your company's lease language:

- Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Please turn your office lights off whenever you leave your office for a period of more than thirty minutes, and do not leave lighting turned on when departing your office for the evening.
- Turn off computer and printing equipment when not in use or set to the "sleep" setting.
- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use – grouping appliances onto power strips can make it easier to switch off those that aren't needed.
- Control your window coverings to maintain your office temperature. Close draperies/blinds during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend, if you use your draperies/blinds to insulate/screen the window area.
- Use ENERGY STAR-rated appliances and LED lighting whenever possible.
- Report any water drip or leak immediately to the Property Management Office, to help us reduce water losses.

### **Energy and Water Use Data**

Tenants are asked to share their energy and water use data with the landlord for use in reporting whole building performance data to ENERGY STAR Portfolio Manager, for purposes of compliance with local laws and tracking progress toward Columbia's energy efficiency goals.

In turn, Columbia provides all tenants access to the building's ENERGY STAR score via the Columbia Gateway mobile app. We also can provide additional select energy and water performance data to tenants upon request, for use in your company's own environmental tracking and reporting programs. To make such a request on your company's behalf, please contact the Property Management Office.

### **Our Green Cleaning Policy**

Columbia's comprehensive Green Cleaning program includes sustainable cleaning systems and products to maintain a clean and healthy indoor environment for all occupants and foster longevity and efficient performance of our facilities and materials.

We strive to coordinate cleaning with other basic environmental management strategies in place, including controlling pollution and waste by reducing consumables, limiting indoor-polluting activities, ventilating buildings to reduce indoor contaminants, and designing buildings and ventilations systems to optimize indoor air quality.

Our protocols require the use of cleaning products, hygiene supplies, and hand soaps and sanitizers that meet the applicable standards for Green Seal, UL Ecologo, EPA Safer Choice, or similar programs, and we are committed to minimizing environmental impacts by ensuring procurement of products that have reduced toxicity, conserve natural resources, energy, and materials, and maximize recyclability and recycled content. Our cleaning products and materials are regularly logged and audited, and we also provide regular training for our team members and service providers to help ensure full compliance.

At 650 California, we employ the following measures and products as part of our Green Cleaning program:

- Identifying and removing harmful contaminants such as particulates, mold spores, bacteria, and viruses from the environment
- Reducing exposure to cleaning processes and chemicals that themselves may cause adverse health impacts, either to the building occupants, including cleaning staff, or the environment at large
- Using low environmental impact cleaning products and equipment with dust/particulate control, including HEPA-filter vacuum cleaners and micro-fiber rags
- Procurement of eco-friendly, locally sourced products and cleaning agents
- Use of refillable, pre-diluted cleaning products and containers
- Microfiber rags and recycled content paper towels and toilet paper

## SOCIAL PROGRAMS

### Diversity, Equity, & Inclusion (DEI)

At Columbia, we believe that valuing individual differences, maintaining equality, and creating an environment of inclusion across all facets of our business is essential to our success. We embrace our responsibility to have a positive impact on the communities in which we operate and weave that obligation into the fibers of our business. To better understand our commitment, we invite you to visit the Responsibility section on our website, [www.columbia.reit](http://www.columbia.reit).

# IMPORTANT FORMS

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All forms are available through the 650 California website at [www.650cal.com/tenant-resources/](http://www.650cal.com/tenant-resources/), in the Columbia Gateway app, and/or can be requested from the Property Management Office.

## AUTHORIZED USERS FOR WORK ORDER SYSTEM

A completed Tenant and Emergency Contact form should be completed and returned to the management office.

## BUILDING AMENITIES FORMS

### Fitness Center Waiver Form

A completed Fitness Center Application and Waiver of Liability form is required in order to obtain access to the facilities.

### Bicycle Agreement

The Bicycle Parking Rules & Regulations form is required prior to using the facilities.

### Conference Center Reservations / Room Set-Ups

Please contact the management office for pricing and room configuration options.

## CONTRACTOR ACCESS REQUEST FORM

A Contractor Access Request form is required during and after-hours for all vendors. Requests must be submitted to management a minimum of 24 hours prior to the request date.

## FLOOR WARDEN CONTACT FORM

Please contact the Property Management Office at 415.438.2690 for Floor Warden Contact Form requirement coverages.

## PROPERTY REMOVAL PASS

A Property Removal Pass is required for the removal of any large boxes or office equipment from the building and must be signed by an authorized Tenant representative and Property Management and left with the Lobby Desk Attendants.

## SAMPLE CERT. OF INSURANCE & REQ. COVERAGES

Please contact the Property Management Office at 415.438.2690 for insurance requirement coverages.