

BUILDING INFORMATION

**FIGUEROA TOWER
660 SOUTH FIGUEROA STREET
LOS ANGELES**

The information contained herein does not modify or amend the provisions of your lease in any way. In the event of any inconsistency between the provisions of your lease and the following information, the provisions of your lease will prevail.

Milbank Real Estate Services (“Milbank”) reserves the right, at its sole discretion, to modify, amend or discontinue the use of the information contained herein.



We would like to thank you for choosing Figueroa Tower as the home of your business.

Milbank is committed to providing a quality working environment for you, your employees and your clients. Serving you is our business. We appreciate your input.

Your Tenant Handbook is designed to assist you in obtaining full use of the services and facilities of Figueroa Tower. We have also included information that will assist you in understanding the building's emergency procedures and systems.

Please take time to read this information and use it as your personal reference throughout your tenancy.

We at Milbank are available to provide additional assistance and can answer any questions you have concerning the building. Please feel free to call at any time.

Sincerely,

Milbank Real Estate Services, Inc.



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BUILDING MANAGEMENT OFFICE

Website: www.milbank.us

Management Address: 660 S. Figueroa Street
24th Floor
Los Angeles, California 90017

Main Office: Phone (213) 403-1400
Fax (213) 403-1440
Email info@milbank.us

Hours 8:30 a.m. - 5:30 p.m. Monday through Friday, except holidays

Maintenance: Hotline (213) 403-1498
Fax (213) 403-1440
Email maintenance@milbank.us

Hours 8:30 a.m. - 5:30 p.m. Monday through Friday, except holidays

In case of emergencies during off-hours, follow the instructions on the Maintenance Hotline number to page an on-call Engineer.

BUILDING SECURITY

At least one security guard is on duty at all times.

Security Hours: 24 hours a day, 7 days a week

Location: Security Desk in the Sky Lobby

Phone: (213) 403-1464



EMERGENCY NUMBERS

Police 911 or (213)625-3311
Fire Department 911 or (213)485-5971
Paramedics 911 or (800)582-2258

Poison Control (800) 876-4766
Suicide Prevention (800) 999-9999
Burn Center (800) 500-2876
Toxic, Chemical & Oil Spills (800) 424-8802

Good Samaritan Hospital (213) 977-2121
1225 Wilshire Blvd.

California Hospital Medical Center (213)748-2411
1401 S. Grand Ave.

Security Desk (213)403-1464
Building Maintenance Hotline (213)403-1498
Parking Booth (213)403-1467



PAYMENT OF RENT AND OTHER CHARGES

Invoices for basic rent, parking and other charges will be sent by the first day of each month. Please remember, however, that the basic rent is due on or before the first day of each month, in accordance with the terms of the lease. Please refer to your lease for late charges.

Basic rent and service payments should be made payable to:

FIGUEROA TOWER

And mailed to: **PO BOX 811490 Los Angeles, CA 90081-0490**

Payments may be delivered to the Management office from 8:30 a.m. to 5:30 p.m. Monday through Friday, except holidays.

HOLIDAYS

Management Offices will be closed in observance of the following holidays. There will be Security in the building on these days, but no Management, Maintenance or Engineering services.

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

ADDITIONAL SPACE REQUIREMENTS

Should your company have the need for additional space requirements, please contact the Management at (213) 403-1400.



KEYS

Control over office building keys and access cards are one of the most significant parts of our overall security in the building. In the event you are locked out of your suite during normal business hours, call the Maintenance Hotline. Identification will be required before access is permitted. If this happens after-hours, you will need to contact someone from your firm, as Security does not have key access to any tenant suites.

For each lockset installed, two keys are issued. If additional keys are needed, they may be obtained at an additional cost by contacting the Management Office.

All door hardware must be pre-selected building standard hardware. Tenants are not permitted to change, modify or install any other type of hardware unless it is pre-approved by Management. All re-keying of tenant door locks must be scheduled through Management and re-keyed to the building's General Master and to the Floor Master. Improperly coded keys can jeopardize the security of your suite.

MAIL SERVICE

Tenant's mailboxes are located in the elevator lobby on Level P2 and P3.

A U.S. Postal Service mail drop box is located in the Ground Floor lobby. Mail is picked up from there Monday through Friday at 4:00 p.m. The nearest U.S. Post Office is located at Macy's Plaza (at Seventh and Flower).

Additionally, there are Federal Express and UPS drop boxes on Level P6, which is most easily accessed by going through the Sky Lobby. The last pick-up times for both Federal Express and UPS are at 5:00 p.m. Monday through Friday.

Two other nearby locations have later drop-off deadlines: Kinko's, located at 835 Wilshire at the corner of Figueroa, is closest. The last drop-off time is 6:00 p.m. There is also a Federal Express office located at 735 S. Figueroa. West Coast packages are accepted until 7:00 p.m., and East Coast packages are accepted until 6:30 p.m.



DELIVERIES

For all large deliveries, please use the freight elevator.

It can be accessed through the Sky Lobby or through the alley (Lebanon Street) during normal business hours, 8:00 a.m. to 6:00 p.m. Monday through Friday, except the holidays.

Under no circumstances are deliveries requiring carts or dollies to be made through passenger elevators. Resulting damage will be billed back to your company.

All vendors making deliveries must always sign in at the Security Desk before going to their respective floors.

In the case of a delivery of furniture, large shipments, et cetera, contact Management to use the freight elevator. Use of the freight elevator before-hours, after-hours, on weekends or holidays must be approved at least 24 hours in advance by Management.

All new tenants who need freight elevator access to move in must schedule use through Management.

In the above cases, use **Form A - After Hours Access Request**. This form is also available online at www.milbank.us in the Tenant Section.

The inside dimensions of the freight elevator cab are 5' 1 1/4" wide by 7' 7" deep by 9' high. The doorway to the freight elevator is 4' wide by 8' high.

The maximum weight capacity is 4,000 pounds. It is your responsibility to inform your employees and vendors of the weight limitation, as they sometimes fail to realize that a power jack and a pallette can add up to 1,000 additional pounds to a load being transported. Further, be aware that improperly balanced loads can cause damage to the elevator rails and related equipment.

In cases where furniture or other property is being removed from the premises, fill out **Form B - Property Removal Pass**, so that Security can allow the carrier to leave the building. This form is also available online at www.milbank.us in the Tenant Section



PASSENGER ELEVATORS

There are 9 passenger elevators servicing Figueroa Tower:

- > Four elevators go between the Sky Lobby and Floors 12-24
- > Two elevators go between the Sky Lobby and Floors 7-11
- > Three elevators go between the levels of the Parking Garage, Ground Floor, and the Sky Lobby.

Each elevator, including the freight elevator, is equipped with a telephone system, which connects directly to the Security Desk. If an elevator malfunctions and you are unable to exit the elevator, pick up the telephone receiver and Security personnel will notify the correct person to get you out as quickly as possible. Under no circumstances are you to attempt to climb out on top of the cab roof.

PARKING

The parking garage is an above-ground structure located on Levels P2 - P6. The entrance is located off the Lebanon Street alley. Carpool parking is located on Level P6.

All visitors parking for the building is by valet. Validation stamp books may be purchased by calling the Management office.

The parking garage is available for monthly parking 24 hours a day, 7 days a week. However, we do not permit long-term, overnight parking. Vehicles parked overnight without the consent of Management will be subject to a citation and/or towing at vehicle owner's expense.

Monthly parking is accessible only with an access card. To obtain access cards, please use **Form C - Access Card Request form**. One form must be filled out for each person requesting a card, and must be signed off with an Authorized Signature (see page 32). This form is also available online at www.milbank.us in the Tenant Section.



TENANT REPRESENTATIVES

All tenants of Figueroa Tower are required to have on file with Management a completed **Master Authorization Form - Form D**, which designates, among other things, who in your office will be the represented Authorized Signature. This form can also be downloaded from the Tenant Section of our website at www.milbank.us.com.

Please keep the office updated with any changes or revisions in telephone numbers, emergency contacts, authorized signatures, and billing information.

TENANT DIRECTORIES

Each tenant may obtain identification in the two lobby directories, as specified in the lease.

There are two separate forms - one for the Sky Lobby directory and one for the Ground Floor Lobby. Please use **Forms E and F - Directory Signage** - to request directory strip changes, additions, or deletions. This form is also available online at www.milbank.us in the Tenant Section.

Space on the directories is not guaranteed for subtenants.

SIGNAGE

Except as otherwise provided in the lease, no sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed or affixed on or to any part of the outside or inside of the building or premise.

Prior to moving in, you will receive **Form G - Door / Elevator Signage** form. This provides for suite entry door signage on your floor. This form is also available online at www.milbank.us in the Tenant Section.

Requests to change the lettering on door, and lobby signage should be made to Management in writing. All changes will be at the tenant's expense and must conform to building standards.



HEATING & AIR CONDITIONING

The standard hours of Heating, Ventilation and Air Conditioning (HVAC) are Monday through Friday 8:00 a.m. to 6:00 p.m.

If you need HVAC at times other than those listed above, please submit **Form H - After Hours HVAC Request** to the Management office. This form is also available online at www.milbank.us in the Tenant Section.

For same day service, please call the Maintenance hotline as soon as possible, advising the staff that a form is forthcoming. Weekend requests need to be submitted by 3:30 p.m. on Friday. If Management is closed in observance of a holiday, requests need to be submitted by 3:30 p.m. on the last business day prior to the holiday.

After hours HVAC services will be billed on your monthly rent statement according to the rates set forth in the Service Costs section of this manual, though rates are subject to change.

Thermostats are to be adjusted by the Engineers only. Please contact the Management office if, for any reason, you feel uncomfortable with the existing temperature in your office.

The blinds installed in each suite are an important part of maintaining comfortable temperatures. In the evening, blinds should be closed to help maintain existing temperatures. During periods of high sun intensity and hot temperatures, the blinds should be closed to assist in limiting increased suite temperatures.

ENGINEERING

We have a staff of qualified engineering professionals to ensure the efficient operation of the building. The quickest way to receive a response from an Engineer is to call the Maintenance hotline and relay your request. The Maintenance staff will immediately summon an Engineer to your suite. See the section of this manual on Service Costs for hourly billing information.

Please note that employees of the building are forbidden to perform any services outside their normal duties unless directed by Management.



JANITORIAL SERVICES

During the day, maintenance of the common areas is provided from 6:00 a.m. to 5:30 p.m. Monday through Friday. If there is a mishap in your suite, please call the Maintenance line and a day porter will be sent to clean up.

A professional janitorial company provides thorough, nightly cleaning on a contracted basis. The cleaning staff starts their duties at approximately 6:00 p.m. Monday through Friday. The janitorial personnel have been instructed to lock all corridor doors upon completion of their nightly duties, and to leave interior doors as they found them. The janitors are also instructed to turn all lights off when they leave unoccupied offices, and leave all papers, books and supplies as they found them.

The responsibility of the cleaning staff is to maintain each suite in a first-class office building condition. Special arrangements can be provided by contacting the Management office.

STORAGE

Additional storage is available on the 12th Floor. Please contact the Management office for rates and sizes.

LOST AND FOUND

Lost and Found for the building is located at the Security Desk. It will be necessary to present identification and describe the lost item in order to retrieve lost property.

PETS

We do not permit any pets - such as dogs, cats, birds, reptiles, et cetera - to enter the building for any reason whatsoever. This requirement will be strictly enforced at all times, with the exception of seeing eye dogs for visually impaired or disabled persons.



LIABILITY INSURANCE

Please ensure that a copy of your Certificate of Liability Insurance is forwarded to Management upon moving into your suite. Insurance must provide at least the minimum protection as specified in the Lease.

Milbank Real Estate Services, Inc. as manager and Figueroa Tower I,LP; Figueroa Tower II,LP; Figueroa Tower III, LP as owner are to be listed as "Additional Insured." It is the Tenant's responsibility to ensure that the current Certificate is on file in the Management office at all times.

For a copy of **Certificate of Liability Requirements**, see **Exhibit L**.

VENDOR INSURANCE

All vendors delivering merchandise and/or coming onto building property to provide services for tenants are required to provide Management with a Certificate of Insurance, naming Milbank Real Estate Services, Inc., Figueroa Tower I, LP; Figueroa Tower II,LP; Figueroa Tower III, LP as additional insured. Please see **Exhibit L - Certificate of Liability Requirements** for more information.

The following is a sample list of vendors and situations that would require a Certificate of Insurance:

- Any type of Construction
- Repairs
- Cleaners
- Installations
- Movers
- Deliveries
- Plant Service
- Caterers
- Telephone Technicians
- Carpet Cleaners



CONSTRUCTION

All suite alterations, no matter how significant in scope, are subject to Building approval procedures and Contractor rules and regulations as set forth in your lease. Below is a summary of the Building standard guidelines and procedures:

All alterations and work to Tenant's premises must receive prior approval of Management. These include:

- Any alteration and/or addition
- Painting
- Nailing, boring or fastening into ceilings, walls or floors
- Electrical work
- Erection of partitions

1. Contractor Rules and Regulations: All contractors must read and sign a copy of the **Rules and Regulations Governing Construction - Exhibit M**.

2. It is mandatory that, for certain trades, only Management pre-approved Contractors be utilized. This includes:

- Structural Engineering
- Sprinklers
- Electrical
- HVAC
- Fire / Life / Safety
- Mechanical Engineering
- Building Keys

3. Your architect/space planner is responsible for the plan check and the Building permit, and must include all Code requirements (ADA/DAD, Title 24, et cetera) on the design documents. These documents must be submitted to Management for review prior to construction.

4. Approval of construction documents is for general area arrangement only and does not include specific approvals for engineering, material types, construction, details, finishes, or code compliances.

5. It is important to read the **Certificate of Liability Requirements - Exhibit L**. These requirements must be made part of any agreement with the general contractor.

6. Prior to the commencement of work, a meeting must be scheduled with your office representative for the construction, your Contractor and architect, and Management representatives. At this meeting, Management will go over the rules and regulations.



7. This meeting, it is imperative that the Contractor bring the awarded subcontractors 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. Work cannot commence until the kick-off meeting is completed and all documents have been transmitted to Management.
9. It is essential that the Contractor pay strict attention to Management guidelines regarding noise, dust control and painting. It is also essential that the Contractor be familiar and comply with all access, freight elevator and loading dock/alley procedures.
10. Contractors must supply "as-built" drawings, certified air balance reports, mechanical drawings, HVAC drawings, and electrical drawings. Please refer to **Exhibit M - Rules and Regulations Governing Construction** for specifics.
11. Upon completion of work, copies of all permits and final inspection documentation - including, but not limited to, unconditional releases - must be forwarded to Management. It is also essential that, tenants forward final cost notification to Management. This information is critical as property taxes are triggered by the Building permit process.
12. Construction Personnel: All construction or repair personnel must register with building security in the Sky Lobby. Construction personnel may not use the passenger elevators. All construction personnel should park in the building's parking garage, if space permits, and pay normal vendor rates.
13. Certificates of Insurance: The level of insurance requirements varies by construction trade. All certificates must be forwarded to Management and reference Milbank Real Estate Services, Inc., Figueroa Tower I, LP; Figueroa Tower II, LP; Figueroa Tower III, LP as additional insured.



SERVICE COSTS

The following are examples of services that require a signed service Invoice/work order prior to the work being performed:

Non-Building Standard Light Bulbs: This work will be performed by one of our Day Porters; you will be charged only for the cost of materials.

Minor Moving: If you require services to move minor furniture, small equipment or file boxes, we can provide a Day Porter at a cost of \$21.00 per hour for labor, with a minimum ½ hour charge. Overtime costs are \$27.50 per hour.

Custom Cleaning: Nightly cleaning of your suite is performed according to the Building standard cleaning specification. However, you may sometimes find it necessary to have extra cleaning services performed, including dishwashing, glass cleaning, carpet cleaning, floor mopping, or furniture polishing; These services can be provided on a regular basis and can be included in your monthly bill, if you so desire.

Rubbish Pick-up: Trash receptacles are emptied nightly. The rate of extra trash removal during normal business hours is \$21.00 per hour for labor, with a minimum ½ hour labor charge. Overtime costs are \$27.50 per hour.

Air Conditioning; Normal hours of HVAC operation are Monday through Friday from 8:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 12:00 p.m. For after-hours HVAC services, complete and return the form “After Hours HVAC Request Form” at page 36

Engineering Services: Engineering labor costs \$52.50 per hour, plus the cost of materials. Billing is charged in increments of 30 minutes, with a minimum 30-minute charge, and is based on the Engineer's regular time schedule.

Keys: Each request for keys requires an individual price quote but, generally speaking, keys cost \$3.00 each. Re-keying and new Lock Set costs vary depending on the job order and configuration. Labor charges are based on the Engineering Services rate of \$52.50 per hour, with a ½ hour minimum.

Other Services: A 15% surcharge will be added to any outside services arranged for by Management.

All prices are subject to change without notice.



PARKING COSTS

The parking garage is open 24 hours a day, 7 days a week for monthly parkers.

Visitor parking is available on P2, with access from 7:00 a.m. to 7:00 p.m., Monday through Friday. Valet service is available to all visitors at no extra charge.

Management does not assume any responsibility for vehicles or their contents. Please remember to lock your vehicle.

Monthly and visitor parking are available at the prevailing rates. Please call Management for a current schedule. Validation sticker books are also available through Management.

Monthly Parking Keycards:

After filling out an **Access Card Request Form — Form C**, each new tenant needing monthly parking is issued a parking access keycard. Do not leave the card on the dashboard of your car, as exposure to extreme heat may cause the card to warp or bend.

Monthly parking fees are due 10 days in advance of the 1st of the month. If a card is lost, stolen or destroyed, there will be a \$35.00 replacement fee.

When entering or exiting the parking garage, always flash your card in front of the reader, even if gates are in the "up" position. The cards are programmed to comply with an "in-out" sequence so, if the card is not read upon both entering and/or exiting, the card will not function at the next usage.

Security Reminder:

Always lock your vehicle and place valuables out of sight. Milbank cannot be held responsible for the car's contents.

General Information:

All rates include the 10% City of Los Angeles Parking Tax. Accessible handicap parking is available on all levels. Maximum vehicle clearance is 7 feet 9 inches. Vehicles in excess of that may not enter the garage.



ON-SITE SECURITY

At least one professionally trained security guard is on duty 24 hours a day.

All security systems are controlled and monitored 24 hours a day by the on-site security staff. Computerized access keycards are provided for the building entrances, parking facilities and elevators for after-hours use. Closed circuit television cameras are located in key locations to assist the security staff.

ACCESS CARDS

Computerized access cards are provided for the building entrances, parking facilities and elevators for after-hours use.

To obtain an access card, fill out the **Access Card Request Form - Form C** found on page 31, You will receive your card within 48 hours of returning the completed form to the Management office. Please note that this form is also available online at www.milbank.us in the Tenant Section.

If, for any reason, the employment of an individual is terminated, please notify Management as soon as possible so that we may de-activate the card. If the terminated employee's access card is not returned to the Management office within 3 days, your company will be charged a \$35.00 fee on the next billing cycle.

VISITOR ACCESS

Figueroa Tower is open to the public from 8:00 a.m. until 6:00 p.m., Monday through Friday. For after-hours access to the building, a valid security access card or prior security clearance is required. If you expect visitors after hours, return a completed **After Hours Access Request - Form A** to the Management office no later than 3:30 p.m. of the effective date. All visitors will be required to sign in at the Security Desk in the Sky Lobby.

If a visitor requests access to the building and Building Security has not received an approved **After Hours Access Form -Form A** from Management, the unaccompanied visitor will be denied entry into the building. This form is also available online at www.milbank.us in the Tenant Section.



COURIERS

If your firm uses a courier service that requires entrance into the building after hours, please have the courier sign in at the Security Desk. Security will then grant the courier access to the designated floor via the freight elevator. A list of authorized couriers/ vendors must be provided to Building Security.

SOLICITORS

Our security staff attempts to prevent unauthorized persons, including solicitors, from entering the building. We are successful in the majority of cases but, due to the high volume of persons entering and exiting the building at certain times of the day, these people may manage to elude our security,

In the event a solicitor gains entrance to your suite, ask him or her to have a seat. Immediately call the Security Desk at (213) 403-1464 and a security officer will immediately arrive to your suite to escort the solicitor off the premises.

If the solicitor leaves your suite prior to the arrival of the security officer, please make note of his or her general description, approximate age and color of clothes, as this information will assist the security staff in identifying the solicitor.

SECURITY DESK

The security officer on duty at the Sky Lobby security desk is trained to assist anyone requiring information concerning policies and procedures of Figueroa Tower.

Our security officers are instructed not to accept any type of delivery on behalf of a tenant. In addition, we do not allow anyone to leave briefcases, boxes, equipment, etc. at the Sky Lobby console, even for a short period of time. Should the security officer be called away from the Lobby momentarily in an emergency situation, such personal items would be left unprotected and subject to theft.

STAIRWELLS

The stairwells are for emergency exit only. Under no circumstances are tenants allowed to use the exit stairwells for any other purpose. The stairwell doors are locked from inside the stairwells and can be unlocked by security in case of emergency.

PROPERTY REMOVAL

In order to best protect you from theft, our security guards have been instructed not to allow the removal of any property or equipment from the building without a **Property Removal Pass - Form B**, on Page 30. This form is also available online at www.milbank.us in the Tenant Section.

The Property Removal Pass must be signed by who ever is designated on the **Master Authorization Form - Form D**, found on page 32, and then submitted to Management. Management will then give a copy of the form to Security. Failure to produce this form will result in the denial to remove property from the premises.



FIRE/LIFE SAFETY

Milbank was a part of a comprehensive Fire/Life Safety Emergency Preparedness Plan that would include fire, explosion, bomb threats, medical emergencies and earthquake preparedness.

Every suite needs to fill out the following Fire Safety Forms and return them to Management as soon as possible. All of these forms are also available online at www.milbank.us under the Tenant Section.

Single floor tenants must complete **Floor Warden - Form I and Fire Safety for the Physically Impaired - Form K.**

Tenants on multi-tenant floors must complete **Suite Monitor — Form J and Fire Safety for the Physically Impaired - Form K.**

The head Security officer holds Fire/Life Safety meetings **every third Thursday of the month**, along with a certified instructor, who will show an audio-visual presentation. New tenants must attend the meeting within their first 2 months in the building, plus one meeting each year after that.

You will receive a comprehensive Fire/Life Safety Emergency Preparedness Plan, which includes fire, explosion, bomb threats, medical emergencies and earthquake preparedness.

The following elements represent the major aspects of the Figueroa Tower Emergency Preparedness Plan:

1. Instruct all high-rise building occupants of the procedures to be followed in the event of fire, earthquake or other emergencies, including evacuation procedures. Documentation of occupant instruction shall be maintained.
2. Appoint Floor Wardens and Suite Monitors for each suite, with Alternates, who will assist in emergency evacuation procedures.
3. Conduct annual fire drills on each floor.
4. Maintain a listing of disabled persons located within the building who would require assistance evacuating the building via the stairwells in emergency situations.



FIRE CODE REQUIREMENTS

As required by Title 19 of the California Code of Regulations, Sections 3.09 and 3.10, and Los Angeles City Fire Code, Section 57.33.39, each tenant within a high-rise building shall assist in the implementations of the building's emergency plan.

1. Each tenant shall assist Management in providing instruction to all tenants in fire, earthquake and related emergencies, on an annual basis. The head Security officer holds monthly Fire/Life Safety meetings, with a certified instructor who will show an audio-visual presentation. New tenants must attend the meeting within their first 2 months in the building, plus one meeting each year after.
2. Each tenant shall provide emergency personnel, as follows:

SINGLE TENANT FLOORS:

- Floor Wardens:** responsible for overseeing occupant instruction, supervising and ensuring the safe and complete evacuation during a fire, other emergency, or fire drill.
- Stairwell Monitors:** responsible for checking the safety of a designated stairwell and instructing occupants in safe stairwell procedures.
- Search Monitors:** responsible for a systematic search of all floor areas.
- Elevator Monitor(s):** responsible for assisting evacuation movements by directing occupants to emergency exits.
- Assistants for Physically Impaired:** assigned as needed to anyone who will need assistance walking down stairs.

MULTI-TENANT FLOORS:

- Suite Monitor:** responsible for overseeing occupant instruction, supervising and ensuring the safe and complete evacuation during a fire, other emergency or fire drill,
- Group Leader:** responsible for directing all occupants to the stairwell or exit and leading occupants to a Safe Refuge Area.
- Assistants for Physically Impaired:** assigned as needed to anyone who will need assistance walking down stairs.

3. Each tenant must participate and cooperate in the required Fire Drills, held annually. Any tenant not participating will be fined by the Los Angeles Fire Department.
4. Each tenant shall help in the safety effort by promoting good fire prevention practices, and by reporting or correcting hazardous conditions.
5. Finally, it is recommended that each tenant provide their Floor Wardens & Monitors with a flashlight, radio, batteries, and First Aid Kit.



MEDICAL EMERGENCIES

When a medical emergency arises, unless you have been trained in first aid, do not attempt to move or aid anyone.

1. Call 911.
2. Be ready to describe the location and nature of the emergency and the condition of the victim.
3. While waiting for medical help, keep the victim comfortable, Contact Management or the Security Desk so that a security officer is standing by with the freight elevator to escort the emergency personnel to the floor where the emergency exists.

PREVENTATIVE MEASURES

The following preventative measures will help reduce the chance of fire.

Extension Cords and Temporary Power Taps:

The Los Angeles City Department of Building and Safety has imposed more strict enforcement of the code prohibiting the use of extension cords and temporary power taps. Specifically, the code prohibits the use of any unshielded or unprotected cords; thus, no extension cords are allowed under any circumstances.

If you wish to check the legality of a device used for surge protection, locate the UL (Underwriters Laboratory) sticker and look for the approved designation. If it says "temporary power source," "temporary tap" or any other phrase indicating "temporary," be advised that it does not comply with code.

We realize that you may want to add some electrical receptacles in your space as a result of this code enforcement. If so, please remember that, pursuant to your lease, you will need to contact Management with plans for approval, or to receive a quotation for installation.

Fire Extinguishers:

Each tenant is responsible for the annual servicing of all fire extinguishers located within its premises. Outside servicing vendors need to be approved by Management and the Los Angeles Fire Department. Every fire extinguisher must be properly tagged. The tag will specify the name, number and registration information regarding the testing company, and the type of service and date service was performed.



Storage of Items in Freight Elevator Lobbies:

No storage whatsoever is allowed in the freight elevator lobbies.

The security and janitorial staff has been instructed to notify the Management office whenever items are left there during business hours, at which point Management will dispose of the items immediately.

After hours, the night janitorial staff will discard all items left in the freight elevator lobbies.

In the event Management finds it necessary to remove items from a freight elevator lobby and cannot find who left the items there, the service cost will be apportioned to all tenants on that particular floor.

EVACUATION PROCEDURES

If it becomes necessary to evacuate a floor or floors due to a large fire or a great amount of smoke, the items below are of extreme importance.

1. Keep calm. Do not panic,
2. If possible, close all doors you see open, as this will slow the spread of fire.
3. Do not attempt to use the passenger or freight elevators. The elevators will be removed from service, rendered inoperable, or taken under the Fire Department's control.
4. Use the exit stairwells. Enter the stairwells and **walk down 5 floors**,
5. Walk rapidly. Do not run.
6. Before opening any doors, feel the door with the back of your hand. If it is hot, do not open the door.
7. If you are caught in smoke, take short breaths and breathe through your nose. Crawl along the floor, where the air is cooler.
8. Do not go back for personal belongings.

STAIRWELL SAFETY

For everyone's safety, follow the following procedures for stairwell safety during emergency evacuations:

1. Move quickly. Do not run.
2. Go to the nearest safe stairwell or exit. Do not use elevators.
3. Remove high-heeled shoes. Carry shoes with you.
4. Use handrails and keep to the right side.



5. Allow room for others, but do not unnecessarily hold up traffic.
6. Any injured persons are to be kept on stairwell landings.
7. There is absolutely no smoking.
8. Do not carry liquids in the stairwell.
9. Disregard all faulty information, rumors, etc.
10. Assist those who are slower moving or disabled.
11. Complete evacuation. Do not congregate in stairwell.
12. Exit to a "Safe Refuge Area" - Figueroa Street, Seventh Street, or Lebanon Street (the alley).



EARTHQUAKE PROCEDURES

Instruct all employees in earthquake preparedness, as follows:

1. Keep calm and do not panic. If you take the proper precautions, chances are that you will not get hurt.
2. Remain where you are. In earthquakes, most injuries occur as people are entering or leaving buildings (from failing glass and construction materials, etc.).
3. If you are indoors, sit or stand against an inside wall, in an inside doorway, or take cover under a desk or table (in case the wall or ceilings fall). Keep away from windows and outside doors.
4. Do not go outside. If you are already outside, stay away from overhead electrical wires, poles, or anything else that might shake loose and fall.

Power Failures:

If a power failure results from an earthquake, the emergency generator will start, supplying electricity to the building's emergency circuits for minimum elevator service, emergency lighting, etc. No electrical power will be provided to tenants.

Elevators:

In an earthquake, the elevator will automatically stop with doors closed. It will then move to the nearest floor, where the doors will open and remain open. Exit the elevator.

In the unlikely event you are inside an elevator cab that stops between floors, pick up the emergency phone and you will be automatically connected to security personnel. The elevator will be moved to the nearest floor and the doors will be opened.

Immediately Following an Earthquake:

Office Managers should immediately survey their office area to ascertain and report whether any personnel require medical assistance.

Office Managers should verify the physical status of their office and immediately report to Management all damage and serious conditions: fire, smoke, loose wires, ruptured pipes, and any other damage that requires immediate action. Office Managers should correct dangerous situations whenever possible without placing themselves or others in jeopardy of harm or injury.



BOMB THREATS

It is usually the telephone operator or office receptionist who receives a bomb threat. It is especially important that these individuals are made aware of suggested bomb threat procedures, and should receive a copy of the below Bomb Threat Checklist, Make notations as soon as possible.

BOMB THREAT CHECKLIST

When was call received? Date: _____ Time: _____

Questions to Ask

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Caller Details

Gender: Male / Female

Length of Call: _____

Probable Race: _____

Probable Age: _____

Caller's Voice

____ Calm

____ Angry

____ Excited

____ Slow

____ Rapid

____ Accent

____ Soft

____ Loud

____ Nasal

____ Laughing

____ Crying

____ Well - Educated

____ Slurred

____ Stuttering

____ Raspy

____ Lisp

____ Deep Voice

____ High-Pitched

____ Foul

____ Incoherent

____ Taped

____ Irrational

____ Monotone

____ Cracking Voice

____ Familiar

____ Clearing Throat

____ Deep Breathing

If voice is familiar, whom does it sound like? _____

Background Sounds

____ Office

____ Factory

____ Machinery

____ Music

____ Baby

____ Home

____ Street

____ Phone Booth

____ Static

____ Animals

____ Motor

____ PA System

____ Local

____ Long Distance

____ Other



SERVICES

The following services are available through Management.

Entertainment Services:

Restaurant Suggestions & Discounts Cultural Event Information,
Movie Tickets, Sporting Event Tickets

General Services:

Flower Delivery
Interior Plant Service
Notary
Auto Detail & Car Wash
Oil & Lube Service
Storage Space
Satellite Television

Discounts:

Restaurants Retail Shops Amusement Parks,
Movie Theatres, Messengers, and Office Supplies.

Please refer to the online newsletters for details on these services.



PROPERTY REMOVAL PASS

This will authorize _____ of _____
NAME COMPANY

To remove the following items from the premises:

PLEASE INDICATE SERIAL NUMBER(S) IF APPLICABLE

Authorized By: _____ TITLE
PRINT NAME

SIGNATURE DATE

COMPANY SUITE

Received By: _____ DATE TIME
SECURITY ASSISTANCE

Security Officer's signature certifies that items removed were physically compared to the items on this form, and that only those items were removed.



ACCESS CARD REQUEST FORM

Please complete and return this form for each employee that is to receive a building or parking access card. All charges will appear on your monthly invoice. We ask that you please TYPE or PRINT CLEARLY all information. (Please note that cards will not be issued unless all required information is provided, including vehicle information.)

PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____
 TENANT NAME: _____ SUITE NUMBER: _____
 OFFICE PHONE: _____ EXTENSION: _____

VEHICLE INFORMATION

MAKE: _____ MODEL: _____ PLATE: _____ STATE: _____

ACCESS CARD INFORMATION

(Circle One)

NEW	CHANGE	LOST	CANCEL (If canceling, card number: _____)		
BUILDING ACCESS		None	Always	Bldg Hours	Other _____
PARKING ACCESS		None	Always	Bldg Hours	Other _____
ELEVATOR ACCESS		None	Always	Bldg Hours	Other _____

ACCESS TO FLOOR(S): _____

APPROVAL INFORMATION

Tenant hereby acknowledges and agrees that upon loss of or damage to employee's keycard, such tenant shall be required to pay \$35.00 to Management for the replacement cost of a new keycard.

PRINT NAME _____ SIGNATURE _____ DATE _____

FOR BUILDING MANAGEMENT USE ONLY

Card Number Assigned: _____ Charge to Tenant: _____
 Cancelled/Assigned By: _____ Date: _____

Please sign here when card is received. It is understood that lost or stolen items should be immediately reported to Milbank for removal from the system.

PRINT NAME _____ SIGNATURE _____ DATE _____



MASTER AUTHORIZATION FORM

COMPANY NAME: _____ SUITE # _____

I. BILLABLE AUTHORIZATION:

Names of those authorized to request and sign service invoices for billable services (e.g., freight elevator reservations, after-hours air conditioning, engineering services, janitorial services, special cleaning, excessive trash removal, construction order, etc.):

Signature by one of the above persons on a service invoice constitutes AGREEMENT BY _____ to pay for the service(s) provided. (Company Name)

II. KEYS/LOCKS:

Name(s) of those authorized to request and sign forms for key/lock request:

III. ACCESS:

Name(s) of those authorized to request and sign forms for security clearance (e.g., after-hours access, property removal passes, etc, **NOTE: All valid key card holders have authority to sign people into the building.**

IV. KEY CARD ACCESS REQUESTS:

Name(s) of those authorize to request and sign forms for new key cards and/or card changes:

V. EMERGENCY CONTACTS:

Please list below in order of priority the names and home phone number of persons we may contact, at our sole discretion, after hours, in case of emergency:

Please list the number of employees you currently have in your office: _____

The representatives from _____ listed above are authorized to sign for those services as indicated. Company

_____	_____
Name (Typed)	Signature
_____	_____
Title	Date

Please complete and return to Management



DIRECTORY (ENGRAVED) SIGNAGE FORM – SKY LOBBY

Example:

CLIENT NAME (ALL CAPITAL LETTERS)

SUITE NUMBER

MILBANK

0000

Smith, John

EMPLOYEE NAME (Upper and Lower Case Letters)

Please print clearly. Typing preferred. No guarantee on illegible information.

	SUITE NUMBER	EMPLOYEE NAME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



DIRECTORY (FILM) SIGNAGE FORM- GROUND LOBBY

Example:

*CLIENT NAME
(ALL CAPITAL LETTERS)*

*SUITE
NUMBER*



MILBANK

0000

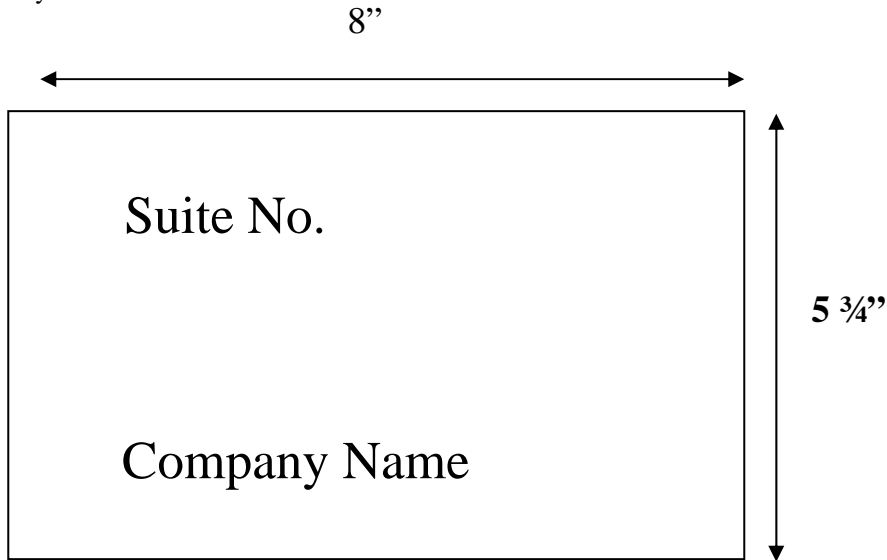
Please print clearly. Typing preferred. No guarantee on illegible information.

	SUITE NUMBER	COMPANY NAME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



DOOR / ELEVATOR SIGNAGE FORM

Example of Sign Layout-



Please indicate below exactly what text you wish to appear on the finished sign.

Suite #: _____

Text: _____

Finally, please indicate whom we should contact in your office if we have any questions.

Contact: _____

Phone: _____

Fax: _____

For Management Use Only:

Full Plaque _____ or Insert Only _____



AFTER HOURS HVAC REQUEST FORM

Company Name: _____ Date : _____

Requested By: _____

AUTHORIZED PERSONNEL ONLY

DAY	HOURS	SUITE /FLOOR

Authorized Signature _____



FLOOR WARDEN SHEET - SINGLE TENANT FLOOR

SUITE: _____

DATE: _____

TENANT NAME: _____

<u>POSITION</u>	<u>NAME</u>	<u>SUITE</u>	<u>PHONE#</u>
FLOOR WARDEN	_____	_____	_____
& ALTERNATE	_____	_____	_____
STAIR MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
SEARCH MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
ELEVATOR MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
ELEVATOR MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____

PLEASE KEEP ALL LISTS CURRENT



SUITE MONITOR SHEET – MULTI – TENANT FLOOR

SUITE: _____

DATE: _____

TENANT NAME: _____

<u>POSITION</u>	<u>NAME</u>	<u>SUITE</u>	<u>PHONE #</u>
SUITE MONITOR	_____	_____	_____
& ALTERNATE	_____	_____	_____
GROUP LEADER	_____	_____	_____
& ALTERNATE	_____	_____	_____

PLEASE KEEP ALL LISTS CURRENT



FIRE SAFETY FOR THE PHYSICALLY IMPAIRED

SUITE: _____ TENANT NAME: _____

DATE: _____ SUITE/FLOOR WARDEN: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION: _____ PHONE: _____

ASSISTANT 1: _____ PHONE: _____

ASSISTANT 2: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION: _____ PHONE: _____

ASSISTANT 1: _____ PHONE: _____

ASSISTANT 2: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION: _____ PHONE: _____

ASSISTANT 1: _____ PHONE: _____

ASSISTANT 2: _____ PHONE: _____

PLEASE KEEP ALL LISTS CURRENT



CERTIFICATE OF LIABILITY REQUIREMENTS

INSURANCE REQUIREMENTS FOR MILBANK

Dear Tenant and Vendors:

As part of doing business with Milbank Real Estate Services, Inc., you are required to provide evidence of insurance in the form of a Certificate of Insurance.

You will note that we have designated certain trades and/or services to different categories based on risk level. The insurance requirements vary depending on the risk category. Please review this form carefully to find the applicable category and requirements for your trade/service.

Please allow ample time to obtain and submit your Certificate of Insurance. If we do not receive a correct Certificate before the work is scheduled to commence, you will not be permitted to start. **A correct Certificate will list, as additional insured, Milbank Real Estate Services, Inc. as manager and Figueroa Tower I, LP; Figueroa tower II, LP; Figueroa Tower III, LP, as owner. Suite number that work will be done in needs to be identified.**

Please forward immediately the original certificate to:

Milbank Real Estate Services, Inc.
660 S. Figueroa Street, 24th Floor
Los Angeles, CA 90017
Attention: Raymond Yashouafar
Tel (213) 403-1400
Fax (213) 403-1440

Thank you in advance for your cooperation.

Sincerely,

Milbank Real Estate Services, Inc.



CERTIFICATE OF LIABILITY REQUIREMENTS

MINIMUM CONTRACTOR/SUBCONTRACTOR INSURANCE REQUIREMENTS

The following Minimum Contractor/Subcontractor Insurance Requirements are based on risk exposure and scope of work.

CATEGORY 1 -High Risk/Major Exposure

General Contractor	New Construction Trades	Armed Security Guards
Major Renovation Trades	Demolition	High Rise Window Washing
Swimming Pool Management	High Rise Curtain Wall Repair	

Minimum General Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate - Milbank must be named as additional insured,

Minimum Umbrella Liability: \$5,000,000 Combined Single Limit/ \$5,000,000 Aggregate - Milbank must be named as additional insured.

Minimum Automobile Liability: \$1,000,000 Combined Single Limit

Workers' Compensation Insurance

Minimum A.M. Best Rating: A

CATEGORY 2 - Moderate to Risk/Exposure

HVAC	Plumbing	Elevators and Mechanical
Electrical	Concrete	Demolition
Roofing	Movers	Framing/Drywall
Trash Hauler	Mechanical	Asphalt
Alarm Systems	Interior Sprinklers	Carpentry
Unarmed Security Guards	Investigation	Locksmiths

Minimum General Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate -

Minimum Umbrella Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate

Minimum Automobile Liability: \$1,000,000 Combined Single Limit

Workers' Compensation Insurance

Minimum A.M. Best Rating: A8



CATEGORY 3 - Moderate to Low Risk/Exposure

Exterior Painting	Landscaping	Computer Cabling
Masonry	Phone Cabling	Glass
Flooring (all types)	Insulation	Snow Removal
Millwork/Cabinetry	Exterior Sprinklers	Carpeting
Pest Control	Waterways Management	Commercial Cleaning

Minimum General Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate -

Minimum Umbrella Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate

Minimum Automobile Liability: \$500,000 Combined Single Limit

Workers Compensation Insurance

Minimum A.M. Best Rating: A

CATEGORY 4 - Low Risk/Exposure

Blinds/Draperies	Interior Decorator	Light Cleaning
Temporary Labor	Wallpaper	Ceramic Tile Walls
Interior Painting	Interior Plant Maintenance	

Minimum General Liability: \$500,000 Combined Single Limit/ \$1,000,000 Aggregate -

Minimum Automobile Liability: \$300,000 Combined Single Limit

Workers' Compensation Insurance

Minimum A.M. Best Rating: A

CATEGORY 5 -Temporary Labor (any non-Milbank employee)

Temporary Services Agencies	Valets
Parking Attendants	Temporary Office Staff

An "Alternative Employer Endorsement" is required for any temporary agency naming Milbank Real Estate Services, Inc. as manager and Figueroa Tower I, LP; Figueroa tower II, LP; Figueroa Tower III, LP, as owner and as additional insured. "Occupational Accident Coverage" is not sufficient. An appellate court decision has ruled that an employer of temporary employees is in reality directing, supervising and controlling temporary employees. Therefore, the property owner could be classified as a direct employer in some claims. The "Alternative Employer Endorsement" helps protect the interests of both the owner and the managing agent and is available without extra premium cost.

Minimum General Liability: \$500,000 Combined Single Limit/ \$1,000,000 Aggregate

Workers' Compensation Insurance Minimum A.M. Best Rating: A



CATEGORY 6 - Specialty Firms

Architects and Engineers must also carry Professional Liability Insurance,
Technical Consultants must carry Errors and Omissions Insurance.
Environmental Firms must carry specialized coverage's such as asbestos or pollution insurance.

Minimum General Liability: \$1,000,000 Combined Single Limit/ \$2,000,000 Aggregate -
Workers' Compensation Insurance Minimum A.M. Best Rating: A



RULES & REGULATIONS GOVERNING CONSTRUCTION

The following building standards shall apply, without exception, to all construction within the building. All contractors and subcontractors shall abide by the following requirements unless specifically excepted, in writing, by Figueroa Towers I, LP; Figueroa Tower II, LP; Figueroa Tower III, LP. ("Owner").

Contractor, as defined in this document, refers to all employees and/or subcontractors of Contractor, whether direct or indirect employees.

Tenant, as defined in this contract, refers to all employees, representatives, consultants or other contractors employed by the Tenant.

GENERAL CONDITIONS

- 1.0 It is the intent of this construction policy that Contractor will provide the optimum level of Services with the least disruption to building operations, tenants, visitors and other trades working at the property, and to maintain a higher than "Minimum Code" standard, commensurate with a recently renovated or newly constructed major class "A" office building. It is further the intent to insure reasonable high standards of efficiency, workmanship, quality, neatness, and consideration for future maintenance and modification of the property.
- 1.1 It shall be the responsibility of the Contractor to plan and perform all work utilizing the best methods and materials to maintain all previously stated standards and goals.
- 1.2 This policy, therefore, shall be a guide for, rather than a limitation to, effectively performing said construction. If Owner determines Contractor's activities on the property, at any time, to be unacceptable, then Contractor shall be required to effect prompt action to overcome such unacceptable condition(s) and any additional cost resulting from such action shall be borne solely by Contractor.
- 1.3 The words "adequate," "necessary," "needed," or "required" as indicated in these specifications shall be construed to mean "as determined by Owner."
- 1.4 Contractor personnel shall not loiter on or about the premises during unscheduled service hours and shall not solicit "odd jobs," extra work or, in any manner, harass or annoy employees, tenants or visitors of the Premises.
- 1.5 Without, in any way, limiting responsibility of Contractor for the proper conduct of its personnel, the conduct of all Contractor's personnel and subcontractors (and their personnel) shall be guided by this set of Standard Rules and other special instructions applicable to Contractor's services as may be issued by Owner from time to time through its authorized representative.



- 1.6 Contractor shall notify the appropriate public safety agency immediately of any fire, emergency, or criminal activity observed or evidence of such activity discovered by Contractor.
- 1.7 Contractor shall notify Owner immediately of any fire, emergency, damage to premises, personal injury or hazardous condition discovered on the premises by Contractor.
- 1.8 Contractor will utilize any forms or documents furnished, approved or deemed necessary by Owner.
- 1.9 Contractor will not be compensated for any services performed by Owner.
- 1.10 Contractor shall provide Owner with copies of all said permits and licenses required prior to commencement of work.
- 1.11 Contractor shall provide evidence of worker's compensation insurance and comprehensive liability insurance (with limits of, not less, than Two Million Dollars [\$2,000,000] per occurrence). Contractor shall name Milbank Real Estate Services, Inc and Figueroa Tower I, LP; Figueroa Tower II, LP; Figueroa Tower III, LP as additional insured on certificate of insurance. Copies of said insurance certificates shall be delivered to Owner prior to commencement of construction.
- 1.12 Contractor assumes all liability, except where such liability arose as a result of Owner's gross negligence. Promptly, upon written notice from Owner to Contractor, Contractor shall correct cure or defend any claim against Owner, Owner's agents, or the building lender.
- 1.13 Contractor shall sign the attached Hold Harmless Agreement. Said agreement shall be returned to Owner prior to commencement of said work.
- 1.14 All of the Contractor's personnel (and/or subcontractors) must sign in and out with security daily.

GENERAL STATEMENT OF WORK AND SPECIAL CONDITIONS

- 2.1 Contractor is responsible for obtaining all building permits and licenses which are required by competent lawful authority, and for the payment in full of any permit fees relating there to.
- 2.2 Contractor, and any subcontractor or material supplier, involved in said work shall conduct their work in such manner that it is not disruptive to tenants of the building. Contractor shall, if requested by Owner, cease any work that in Owner's opinion is disruptive to tenant or building operations. Said work shall be rescheduled to occur during a time that will not conflict with normal operating hours of the building.
- 2.3 Prior to commencement of construction. Contractor and/or Tenant shall provide Owner with a copy of the proposed work schedule.



- 2.4 Tenant shall be responsible for any costs which Contractor incurs while performing scope of work, without additional compensation, including but not limited to freight, elevator service, additional security (if required), restoration of carpets or other building finishes damaged during the course of work.
- 2.5 Requests for clarification or change to construction documents shall be made by Tenant's space planner/architect responsible for generating the working drawings. A copy of said changes shall be approved by Owner.
- 2.6 Contractor is responsible for verifying the scope of work, field conditions and dimensions prior to submitting bids. No addition to Contractor's bid shall be allowed for Contractor's failure to adequately inspect the project site and identify existing conditions.
- 2.7 Contractor shall maintain and furnish adequate proof to Owner of a valid California Contractor's License.
- 2.8 Owner may require Contractor to furnish data on all materials which Contractor is using or intends to use on the premises. Owner may, using OSHA guidelines and reasonable judgment require Contractor to provide a substitute for any material to be used on the premises.
- 2.9 Contractor shall not deliver, handle or remove any hazardous material without the prior consent of Owner.
- 2.10 Contractor shall fully comply with the provisions of the federal Occupational Safety and Health Act of 1970 and to any regulation pursuant of the Act.
- 2.11 Contractor shall use the freight elevator and loading dock for transporting equipment, materials and supplies to the work site. The freight elevator and loading dock must be reserved in advance. The freight elevator shall not be held on floors by movers or Contractors except for the time required too load or unload the elevator.
- 2.12 Contractor's personnel (and/or subcontractors) transporting materials and/or tools to the work site shall not use the passenger elevators.
- 2.13 Contractor shall park in the garage (if space permits) unless dropping off materials and tools. Contractor shall pay the prevailing parking rates.
- 2.14 Contractor may be assigned custody of keys, operating equipment and other materials deemed necessary by Owner for the performance of construction project. All keys, equipment and materials shall remain Owner's property and be returned immediately upon discharge or transfer of personnel from the premises, or completion or termination of this contract.
- 2.15 Tenant is responsible for all Contractor parking charges incurred during work.



- 2.16 Contractor may use freight elevator, subject to freight elevator rules and regulations. No passenger elevators shall be used for transport of tools or equipment to the site. All scheduling of freight elevators shall be done through Owner.
- 2.17 Building personnel are not authorized to accept or sign for any supplies or equipment to be delivered to the site on behalf of Contractor.
- 2.18 No radios, tape decks or amplified sound shall be permitted in work areas.
- 2.19 All material, as well as methods and processes used in the performance of said work shall conform to the standards of the building and Contractor shall familiarize itself therewith. All work shall be performed in a safe and lawful manner.
- 2.20 Contractor shall cover common area floors and walls with adequate protection.
- 2.21 Contractor shall provide Owner with a list of daytime and after hour telephone numbers.
- 2.22 Contractor shall behave in a professional and dignified manner while in the building. Any inappropriate behavior or dress shall subject the Contractor to removal from the building. Any work people, subcontractors, mechanics, etc. must work in harmony, and not interfere, with any other labor/trades employed by the Owner, or any other Tenant and its Contractors.
- 2.23 All Contractor personnel shall wear uniforms or badges identified with the company's name.

GENERAL HOUSEKEEPING

- 3.1 Contractor shall be responsible for the removal of all debris, trash and other materials related to said work. Contractor shall ensure that building public areas, including but not limited to corridors, restrooms, stairwells, lobbies and entryways of the building, are free from and clear of any debris, trash, storage materials and other material arising from said work.
- 3.2 Contractor shall furnish, at his sole expense, trash containers and pick-up service for debris arising during the course of construction,
- 3.3 All work areas and trash container areas shall be maintained in an orderly condition. All trash shall be placed in the bin. Owner assumes no responsibility for the Contractor's bins. Bins shall be emptied daily and are not allowed to overflow.
- 3.4 Upon daily completion of work, Contractor shall remove all materials, supplies, debris and rubbish. All building common areas shall be left in broom-clean condition. Should clean up not be performed at the end of the day, Owner shall authorize clean-up at a charge of \$150.00 per occasion. Said clean-up charges shall be billed to Tenant.
- 3.5 Contractor is expected to keep designated Contractor's parking area clean of all debris.



- 3.6 Contractor shall take any and all precautionary actions necessary to assure pedestrian safety. Signs and other methods approved by Owner shall be utilized to deter said pedestrian traffic.
- 3.7 Contractor shall not store any supplies, materials or equipment in any area of the building other than the work site.
- 3.8 Contractor shall take steps to protect elevators, corridors and all building common areas from damage.
- 3.9 All construction requiring the Contractor's use of lobbies or common area corridors shall have floor protection with ¼ - inch Masonite panels taped to the floor. All corners, edges and joints shall be anchored to provide safe transitions. Material shall be installed from freight elevator to the suite under construction, and service corridor from freight elevator to loading dock.
- 3.10 Restroom wash basins shall not be used to fill buckets, make paste, wash brushes, etc. If facilities are required, arrangements shall be made with Owner.
- 3.11 Except when hauling or delivering construction material, suite entrance doors shall remain closed at all times.
- 3.12 Food and related lunch debris shall not be left at the work site or elsewhere in the building, but shall be immediately and properly disposed of by Contractor,
- 3.13 Construction employees are not to use the Ground Floor lobby or immediate outside areas as eating locations.
- 3.14 Contractor shall be responsible for final construction clean-up, which shall include removal of construction debris, dusting of window sills and light diffusers, cleaning of cabinets and sinks, and vacuuming of work site. Work site shall be left in broom-clean condition upon completion of project.
- 3.15 All common areas shall be kept clean of building materials at all times, so as to allow tenants access to the building and their suites.
- 3.16 Smoking is not permitted at any time in the construction site or anywhere in the building itself, including common areas.
- 3.17 Existing drapes must be wrapped with visquene and tracks must be kept free of debris. Materials may not be placed to lean against windows or safety bars during the course of construction.
- 3.18 Building windows shall be covered with visquene to protect solar tint.



GENERAL CONSTRUCTION REQUIREMENTS

- 4.1 All new ceiling systems shall utilize T-bar drop-in tiles, 2 feet by 2 feet. Hard ceilings shall be installed with access panels to mechanical equipment, as pre-approved by Owner. All access panels shall be a minimum of 2 feet by 2 feet.
- 4.2 The maximum allowable height of ceilings above the floor slab shall not be greater than 8 feet, 6 inches.
- 4.3 All life safety and applicable building codes shall be strictly enforced (e.g. tempered glass, fire doors, fire dampers, exit signs, smoke detectors, alarms, etc.).
- 4.4 Contractor shall advise Owner prior to taking any action which may, temporarily or permanently, compromise the building's fire/life/safety systems. Contractor shall provide continuous supervision during any period when systems are disabled.
- 4.5 Contractor shall not weld or burn with an open flame without prior written approval of Owner. All such work shall be performed under the direct and continuous supervision of Owner.
- 4.6 Fire extinguisher shall be provided by the Contractor and shall be on hand at all times during open flame operations.
- 4.7 No anchoring of walls or supports to the concrete slabs shall be allowed during the normal working hours of 8:00 a.m. to 5:30 p.m. Monday through Friday.
- 4.8 Any work which may be disruptive to other building occupants, including but not limited to jack hammering, core drilling, or tack-hammering of carpet strips shall be done between 6:00 a.m. and 8:00 a.m. Monday through Friday, between 6:00 p.m. and 10:00 p.m. Monday through Friday, or scheduled for Saturday or Sunday from 7:00 a.m. to 10:00 p.m.
- 4.9 No saw cuts allowed.
- 4.10 Contractor understands that all ceiling tiles or hard ceilings in public corridors and/or tenant suites that are altered by Contractor in order to facilitate construction shall be restored to original condition. (Upon Owner's request, 2 foot by 2 foot access panels shall



be installed.) Ceiling tiles in public areas are to be replaced at the end of each workday. In addition, Contractor shall replace any ceiling tiles damaged by said Contractor,

- 4.11 Contractor understands that any penetration of any fire rated wall below or above the ceiling shall be repaired in such manner as to retain the wall's fire rating.
- 4.12 Any and all work to be performed which affects the building's fire alarm and/or fire sprinkler system shall be performed by an Owner-approved contractor. All such work shall be scheduled in advance through Owner. Contractor acknowledges that it is responsible for any damage to fire alarms or other related expenses caused by Contractor, should such expense be incurred.
- 4.13 All condensate lines and other piping shall be made of copper, as approved by the City of Los Angeles.

ELECTRICAL REQUIREMENTS

5.1 Newly installed wiring colors for panel boards shall be as follows:

208/120 3 Phase 4-wire

Phase A - Black

Phase B - Red

Phase C - Blue

Neutral - White

480/277 3 Phase 4-wire

Phase A - Brown

Phase B - Orange

Phase C - Yellow

Neutral - Gray

Circuit wire color shall be continuous from point of connection at breaker to point of termination. Switch legs on either voltage may be purple or pink, or the voltage phase color from which it is fed.



- 5.2 Contractor shall update schedules for all electrical panels added or altered in Contractor's work, accurately identifying all new and existing circuits.
- 5.3 Contractor shall provide a set of "as-built" drawings, air balance reports, HVAC drawings, electrical drawings, and mechanical drawings. All drawings and reports shall be provided to Owner prior to, and a condition of, final payment being released.
- 5.4 Any sub-panels installed shall be of Westinghouse manufacture, utilizing same breaker style as the master panel from which it is fed.
- 5.5 Electrical outlets and lighting circuits shall be properly identified. Outlets shall be labeled on back side of cover plate with the electrical panel/circuit supplying the outlets. Circuits in conduit shall be identified by circuit number, voltage and panel numbers on every J box cover.
- 5.6 All wiring shall be installed in conduit and suspended properly, not touching ceiling tile.
- 5.7 All sensor or control wires not in conduit shall be plenum rated and shall be run and tied in continuous contact with a supporting member. Control wiring, tubing, communications wiring, or any other elements of Contractor's work shall be supported by ceiling wires.
- 5.8 All electrical panels shall be marked off with "Caution - Electrical Hazard Barrier" tape or other appropriate signage. Room doors shall be shut at the end of each day's work. Any electrical closet door that is opened, with the panel exposed, shall have a tradesperson present. All electrical panel covers are to be replaced at the end of each work day.
- 5.9 Contractor shall notify Owner of any existing panel circuit breakers that are doubled-up due to lack of spare circuit breakers, overloaded circuits, or the need for a sub-panel.
- 5.10 Contractor shall provide to Owner a written report listing the voltage and current measured/recorded on each phase of all applicable panels, feeders, transformers, etc.
- 5.11 Contractor shall not interrupt power to existing tenants. Any required power interruption shall be approved by Owner at least 72 hours prior to occurrence.
- 5.12 Panel "branch circuits" (i.e. circuit breakers shall not be used to serve more than one (1) tenant. If, by special condition or circumstance, shared circuits are approved by Owner, individual disconnect switches shall be provided, adjacent to the panel, for each feed.
- 5.13 The existing Main Services are equipped with safety "ground fault sensing and tripping" mechanisms. Contractor shall take any and all reasonable steps to ensure that work performed does nothing to jeopardize or affect this system.
- 5.14 All branch circuit wiring shall be limited to the area (floor, sector, quadrant) served by the local panel, and shall not be mixed or extended into other areas.



- 5.15 If more than one (1) standard 20 amp 120 volt circuit per 1,000 square feet of area is required, this shall be the determining factor in the need for a sub-panel.
- 5.16 Any light fixture that is to be reused for new construction, either incandescent or fluorescent, Contractor shall wash and re-lamp said fixtures. Only Sylvania or General Electric energy-saving lamps may be installed as replacements. If a used fluorescent fixture is determined to have a failed ballast, it shall be replaced by the Contractor with an equivalent ballast at the time of the wash and re-lamp.
- 5.17 Contractor shall retrofit all existing recessed incandescent fixtures with Osram Delux EL 11 watt fluorescent bulbs.

MECHANICAL REQUIREMENTS

- 6.1 VAV boxes shall be building standard.
- 6.2 Means of accessibility for all VAV boxes will be provided by building standard 2 feet by 2 feet ceiling tile, except where hard dry wall ceiling is specified, then a minimum 2 feet by 2 feet access door shall be located in such a manner as to provide unobstructed access to controls.
- 6.3 HVAC loads shall be calculated based on the latest publications of the ASHRAE Fundamentals Handbook. Internal design conditions shall be:

Summer- 75 F DB/50% RH Winter-72 F
- 6.4 Supply air outlets shall be building standard.
- 6.5 Return air grilles shall be building standard.
- 6.6 No supplemental HVAC equipment shall be installed without prior approval of Owner. All supplemental HVAC equipment shall be furnished with a calibrated and certified accurate KWH meter located in the main electrical room for said floor.
- 6.7 A manual balancing damper shall be installed for each individual supply air diffuser in the duct to the diffuser. Damper must be at least 6 feet from supply register.
- 6.8 Dampers shall be furnished complete with indicating locking type operating quadrants, steel or aluminum structure, axles with minimum 3/8-inch square rods, and bearings at both ends.
- 6.9 Contractor shall not run any ductwork from the zone box to the diffuser in excess of 25 feet in length. No more than the last 50 feet of any duct shall be flexible duct. Flexible duct shall be Genflex or Norcross insulated flexible duct. End of duct connections to diffuser top hat shall be made with hard radius sheet metal 90 degree angle connectors.



- 6.10 Flex duct shall be of manufactured lengths with male and female collars. Collars shall be held with sheet metal screws and duct sealant.
- 6.11 All duct runs from mains to terminal boxes shall be externally insulated with foil back glass materials and constructed of rigid metal material, and shall conform to the latest standards of SMACNA and ASHRAE. All duct branches shall utilize Y fittings or duct extractors/tuning vanes, and all duct joints shall be sealed using an approved high-pressure sealant. Duct tape will not be acceptable.
- 6.12 All duct and VAV boxes shall be properly suspended using approved building hangers and supports. At no time shall duct or components of the system rest on ceiling tiles, ceiling grid, or other systems (such as conduits, et cetera).
- 6.13 All ducts from the main supply to the VAV boxes shall be sized to provide maximum design airflow at an average velocity of not greater than 1500 feet per minute. AH ducts from the VAV boxes to outlet diffusers shall be sized to provide maximum design airflow at an average velocity of not greater than 1000 feet per minute.
- 6.14 Demising walls for fire containment or sound proofing constructed of rigid dry wall material, insulquilt, lead or other materials shall provide adequate openings sufficient in size to allow return air to flow with minimum resistance,
- 6.15 Return air openings shall be sized to provide a minimum of one square foot of cross-sectional flow area for each 1,000 cfm of maximum design airflow for the space enclosed; no return air opening shall be smaller than 2 feet wide by 1 foot high. Fire dampers shall be installed in the return air openings if wall is used as part of the building's fire wall system.
- 6.16 There shall be a total 100% separation of the HVAC system from adjoining suites.
- 6.17 Contractor shall notify Owner at least 24 hours prior to installation of ceiling to allow engineering inspection of mechanical work.
- 6.18 All room temperature sensors shall be mounted on walls before air balance.
- 6.19 All diffusers and return air grilles shall be installed prior to air balance.
- 6.20 A mechanical diagram indicating demolition of existing HVAC equipment to be reused shall be submitted to Owner prior to commencement of work,
- 6.21 All existing equipment to be reused shall be thoroughly tested for correct operating functions, including but not limited to maximum and minimum velocity set-point accuracy, room temperature readout versus actual space temperature, cooling and heating set-point accuracy on exterior zones, and performance testing of the heating controls. Contractor shall advise Owner, in writing, of any deficiencies in operation.



- 6.22 Said diagram shall indicate the proposed ducting layout, location and type/size of all terminal controls, supply and return air grille locations, directions of throw for each grille or diffuser, proposed maximum airflow throw (in cfm) for terminal control and diffuser/grilles, and all thermostat locations.
- 6.23 Said diagram, or a separate corresponding table/list, shall indicate space use and designation (i.e. room number) for each room projected number of persons for design loads, lighting design loads, and other equipment design loads.
- 6.24 Said diagram shall identify location and size of all fire dampers.
- 6.25 Said diagram shall indicate proposed zone box sizes/capacities, manufacturer and model.
- 6.26 Preexisting room temperature sensors, ductwork and air conditioning grilles shall be inspected by Owner prior to demolition. Should Owner elect not to retain materials, Contractor will be responsible for disposal.
- 6.27 Contractor shall provide a schedule of mechanical as-builts. Said as-builts shall be provided to Owner prior to, and as a condition of, final payment being released.

PLUMBING

- 7.1 Plumbing devices located above the ceiling line shall have readily available accessibility. The type of ceiling construction shall dictate means of access (i.e. lift out tile or access door in hard lid). Access doors will be a minimum of 18 inches by 18 inches, and rated appropriately. Final positioning of these access doors should be coordinated with the general Contractor and approved by the Chief Engineer and/or Owner.
- 7.2 Concrete floor penetrations for any piping shall be core drilled to a diameter 1 inch larger than the piping running through it. Penetration shall be sleeved with a ½ inch lip above floor line, secured with riser clamp, and sealed with fire rated and agency approved sealant.
- 7.3 Plumbing subcontractor will coordinate with general Contractor to ensure that wall piping penetrations will be restored to original so as to maintain existing ratings and appearances of wall.
- 7.4 All plumbing fixtures and/or hardware shall be on illustrated original submittal sheets, and will be subject to approval of Owner or their designated representative.
- 7.5 The intent of these and the following guidelines are to assure the highest degree of quality for all installations.
- 7.6 Owner reserves the right to modify these provisions as necessary.



SUPPLY PIPING

- 8.1 Piping shall be copper pipe Type L hard drawn. Fittings shall be wrought hard drawn copper. No flare or compression fittings will be allowed above ceilings or in walls, or on main runs. All horizontal mains above ceiling shall be no less than $\frac{3}{4}$ inch diameter.
- 8.2 Soft copper tubing shall only be used for tie-ins from last isolation valve to end device (i.e. dishwasher, water filter, chromomite, etc.).
- 8.3 Pipe nipples shall only be used when absolutely necessary, and then only brass nipples will be accepted.
- 8.4 Solder shall be no-lead content 95/5 or "bridget" brand.
- 8.5 No new line(s) shall be installed without a minimum of 3 isolation valves: the first at the point of connection, the second just ahead of the angle stop, the third being the angle stop. If device would normally not require an angle stop (i.e. valves for a water heater), then angle stop is omitted.
- 8.6 Isolation valves shall be a full port ball type isolation valve, connections shall be threaded F.L.P, Manufacturer, and model number shall be a NIBCO model #T585-70, rated at 150# and 600# WOG. No exceptions.
- 8.7 Angle stops shall be Brass craft or equivalent on piece angle stop with threaded F.I.P. inlet for plumbing fixture supply valves.
- 8.8 All valves shall be readily accessible (i.e. centered behind access doors, above lift-out tiles, or underneath sinks).
- 8.9 Cast iron waste lines shall be no-hub type manufactured by American Foundry or equivalent. No copper piping for waste lines will be allowed.
- 8.10 Connections shall be made with stainless steel no-hub bands with hex-headed take up screws only.
- 8.11 Clean-outs shall be required for any horizontal 90 degree change of direction. No exceptions.
- 8.12 Grade shall be a minimum of 2%.
- 8.13 Vertical or horizontal pipe hanger spacing shall be in compliance with Uniform Plumbing Code minimum requirements.
- 8.14 Insulation shall be a minimum of 1-inch fiberglass with zeston fittings and 24 gauge galvanized insulation shields at hangers. No exceptions.
- 8.15 When dishwashers or private showers are specified, water heaters type will be determined by Owner,



- 8.16 Water heaters will be A.O, Smith commercial rated, American, Lochinvar, or equivalent.
- 8.17 Water heater shall be ceiling suspended with a smitty pan on a 1 5/8-inch uni-strut fabricated support base. This support base shall also be further supported with seismic latitudinal and longitudinal uni-strut supports.
- 8.18 Smitty pans and relief valve drains shall be piped by indirect waste to nearest lavatory tailpiece.
- 8.19 Chronomites shall only be used when a single lavatory installation is specified.
- 8.20 Installation shall be per manufacturer's specifications.

CONSTRUCTION INSPECTIONS

- 9.1 Contractor shall notify Owner at least 72 hours in advance of "Rough-In" HVAC inspection by the city building department, at such time. Owner shall inspect Contractor's work for compliance with aforementioned standards.

FINAL CONDITIONS

- 10.1 A fully approved permit shall be submitted to Milbank.
- 10.2 A copy of all Unconditional Lien Releases, executed by Contractor and indicating payment in full by Tenant, shall be submitted to Milbank.
- 10.3 Upon completion of all work, Contractor shall provide to Landlord a copy of all "As Built" plans, including electrical, plumbing and air distribution (HVAC) systems, showing all new additions, relocations and/or removals to the existing systems.
- 10.4 Any millwork or other finishes which require application of lacquer shall be finished at a location other than the building premises.
- 10.5 All demolition shall occur during hours when the building is not in normal operation.



ACKNOWLEDGED AND AGREED TO ON BEHALF OF CONTRACTOR

Contractor's Company Name: _____

Accepted By: _____

Signature: _____ Date: _____

ACKNOWLEDGED AND AGREED TO ON BEHALF OF TENANT

Tenant's Company Name: _____

Accepted By: _____

Signature: _____ Date: _____

