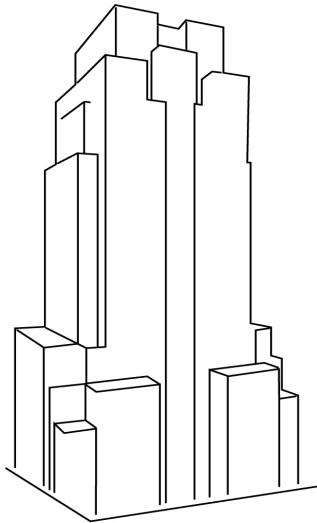


TENANT HANDBOOK



Park Tower
980 9th Street



PARK TOWER

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SECTION 1 - BUILDING SECURITY

PREFACE

Park Tower is professionally staffed by 24-hour, 7-day security staff employed by Securitas Security Services, on premises to monitor the building security system and life-safety controls. An officer is positioned at the security console in the main lobby, where they monitor cameras located at building entries, passenger and service elevator lobbies, the bottom of each stairwell, the loading dock, garage entrances and stairwells, and garage elevator cabs. After-hours access is controlled by a computerized key card access system for each user, which allows cardholders entry to the Building and to only the floor(s) for which the card is programmed.

BUILDING HOURS

Building hours when Lobby doors are open to the public are 7:00 a.m. to 6:00 p.m., Monday through Friday. After-hours, weekend and holiday access requires an Access Card. For your safety and protection, sign in and out for all after-hours visitors and Tenants is required until 5am daily. When Lobby doors are locked, after-hours visitors should press the intercom button located directly outside the side door (next to the main entry doors on Library Lane or at the "9th" Street entrance) which links to the Security Console. Security will assist.

CARD ACCESS SYSTEM

Entry to the Building and to floors after business hours is gained by using proximity access cards. Card readers exist at the side door next to main entry on Library Lane and on 9th Street, in two passenger cars in each elevator bank and in the freight elevator. LEDs provide visual confirmation that the card has been read and whether door has been unlocked or the elevator activated. At tenant's initial move into the building, Access Cards will be provided for requested employees at no charge. Additional Access Cards are available from Building Management at a cost (2019: \$10.00 per card). Please report terminated employees and lost, damaged or stolen cards immediately; cards will be deactivated, and replacements may be purchased. Please protect cards from extreme temperatures that may cause damage. Defective cards returned will be replaced at no charge. Please notify the Building Management Office in writing of any list revisions; cooperation in keeping this list current and accurate will be greatly appreciated.

For those with parking on site, access to and from the parking facility is permitted 24 hours, 7-days weekly. To exit, hold the card up to the monthly exit readers. An "anti-passback" feature is active to ensure that one parker is using the card; the card must be used alternately to enter, and then exit the parking facility. It will not permit two entries or two exits consecutively to ensure that it is not being "passed back" to another exiting parker. If the sequence is broken (i.e., enter, exit, enter, exit, enter, enter), it will not open the gates, and it will need to be programmed at the garage office. Garage exits are equipped with intercom to the garage attendant during business hours, and building security after garage hours.

GENERAL OFFICE SECURITY

Park Tower Management takes many precautions to protect Tenant belongings. The following tips can help reduce thefts, especially if these tips are shared or posted in tenant offices.

- Lock all doors when the office is unattended or when practical control of entrance and exit areas is not possible. In the event of emergency evacuation, be sure to lock entry doors to Premises if time permits. However, if there is a fire on your floor, you should leave your door closed but unlocked so that access to the area of the fire can be facilitated.
- Hang coats, jackets away from the entrance to the office, where they can't be easily stolen while you are busy.
- Keep valuables out of sight and under lock and key. A minimum amount of cash should be kept in the office. Both petty cash and stamps should be locked in the office safe.
- Keep purses and gift packages out of sight, locked inside a cabinet or desk if possible. Purses should not be left on or under desks.
- Lock desks when not seated at them.
- Be wary of solicitors and peddlers. Challenge any unknown person in your suite or corridor. A simple "May I help you?" may prevent many potential problems. An old trick is to engage you in conversation while secretly making a survey of your office setup for later use. Solicitation is NOT permitted in the Building. If solicitors enter your suite, please inform them of this policy. Please call Building Management and report solicitors immediately.
- Do not let persons other than employees and clients into your restrooms; entry doors should be locked at all times.
- If any unauthorized person comes to your office to do work, check his identity with the Building Management Office.
- Keep fire exit stairwell doors closed at all times. In addition to closed stairwells being an integral part of our fire life safety system, they are also a vital part of the Building's security system.
- Do not let anyone else into the Building when you enter by using your Key Access Card. Should suspicious or undesirable persons be seen loitering in or around the Building, please report them to Building Security. A security guard will be dispatched to investigate the situation immediately.

SOLICITATION

Solicitation, canvassing, or peddling in the building is prohibited. Should you notice this in the building, please notify Building Management and a Security Officer will be dispatched to address the issue.

LOST AND FOUND

Contact the Building Management Office at **916-557-1800** to claim items that have been lost or found in the building. Lost and found items are held for thirty (30) days.

SECTION 2 - EMERGENCY PROCEDURES

OVERVIEW

The following guidelines for your safety are to be used in conjunction with any emergency procedures provided by your Company. Park Tower is a twenty-five (25) story Class A office building, constructed with numerous safety features including a life-safety system that meets or exceeds all code requirements. In the event of emergency, building occupants should follow instructions contained herein and in annual occupant training. These procedures are intended to minimize the loss of life and property during emergency situations. Earthquakes, power outages, fires and other emergencies may occur with little warning, so we recommend that all tenants read the following carefully and keep it handy. Through cooperative pre-planning with the Sacramento Fire Department, the threat to life safety and property loss can be minimized. The overall effectiveness of this system relies on your training and requires your disciplined response in the event of an emergency. We encourage all tenants to participate in the Emergency Plan for Park Tower. Prevention is the best key to Life Safety - Building Management strongly urges all tenants and their employees to:

- FAMILIARIZE themselves with the location of fire exit stairwells, fire extinguishers, emergency telephones and fire alarm pull boxes.
- REVIEW their office emergency procedures, as well as those outlined in the tenant manual prepared by Building Management.
- ESTABLISH a pre-planned emergency evacuation/relocation route from the desk to a predestinated safety area.
- PARTICIPATE in the Building Evacuation/Relocation Drills and Online Training with AK Preparedness.
- AWARENESS and PRE-PLANNING are the keys to responding to emergency situations in a responsible and effective way and will minimize loss of life and property in an actual event of emergency.

LIFE SAFETY SYSTEMS

Smoke and heat detection alarms, illuminated exit signs on each floor, pressurized stairwells, fire sprinklers and strobe lights are just part of the life-safety system, which is remotely monitored 24/7 to ensure immediate response. System components and features include:

- Computer-Based Control System
- Automatic Fire Sprinkler and Standpipe System
- Manual Fire Pull Stations
- Smoke and Heat Detection Systems
- Smoke Evacuation Systems
- Automatic Door Release Systems
- Elevator Recall and Emergency Car Service
- Fireman's and Emergency Communications System
- Emergency Power Back-up for Fire Alarm Detection.
- Fireman's Command and Control Center

Computer-Based Control System: The Simplex Fire/Life Safety system oversees automated life-safety and fire control functions within Park Tower. This control greatly streamlines the control system providing a more reliable system with a greatly improved response time. The panel is located within the Fireman's Control Center located on the ground floor. Various other remote computing devices are located throughout the Building. Remote data terminals are in the Security Console and in the Engineering Office. Override control panels are located in the Fireman's Control Center to allow Fire and Engineering personnel access to the system in the event manual control of individual systems is needed.

Automatic Sprinkler and Standpipe Systems: The Building has an automatic sprinkler system. Individual sprinkler heads operate when surrounding temperatures reach 165 degrees. A high output pump supplies water to the system. Standpipes, located in each of the two main stairwells, with access locations on each floor, provide fire hose connections, sprinkler services and test valves. Any water flow detected on a given floor will automatically sound the fire alarm on that floor, the floor above, the floor below, in the elevator cabs and in the stairwells and initiate emergency notification of Building personnel, as well as notification to our outside alarm monitoring contractor.

Manual Fire Pull Stations: Stations are located next to each of the two (2) main stairwell entrances on each floor, in freight elevator lobbies and in each passenger elevator lobby. Activation of these stations immediately sounds alarm and initiates strobe lights on that floor, on the floor above and the floor below. At the same time, the alarm reports to the Building Security Console, as well as to an outside agency for Fire Department notification. Strobe lights are intended to provide a visual alarm to the hearing impaired.

Smoke and Heat Detection System: Various smoke and heat detection devices are located throughout the Building, both in occupied and non-occupied areas such as in duct systems, which will upon activation annunciate an audible signal (whooping sound) as well as energize flashing strobe lights on the affected floor, the floor above and the floor below. This initiates notification to our monitoring agency for reporting to the Fire Department.

Smoke Evacuation System: These fan systems are designed to keep stairwells and other fire emergency egress areas clear of smoke and fumes. These systems are automatically activated in the event of the detection of smoke by a sensor, by water flow or by a manual start command.

Automatic Door Release Systems: In the event of an alarm condition, this system will automatically close various doors to isolate fire and smoke. These doors include all emergency egress doors and elevator lobby doors. All fire exit stairwell doors will be automatically unlocked.

Elevator Recall and Emergency Car Service: Heat and fire may cause damage to portions of the elevator control system, making it possible for elevators to malfunction. For this reason, elevator lobby and elevator shaft smoke detectors have been installed as a safeguard. In the event of fire or smoke in elevator areas, all cars in the affected bank of elevators are recalled to a safe floor and elevator doors will open. Control of elevator systems would be released to the Fire Department who may operate individual cars via key switch override.

The following chart indicates the "safe" floor to which elevators will return depending on the location of the fire:

Location of Alarm	Low Rise Elevators	High Rise Elevators	Freight Elevator
Atrium / 2-3	4 th Floor	14 th Floor	N/A
4 TH through 12 TH FL	Lobby / 1	N/A	N/A
14 TH through 25 th FL	N/A	Lobby/1	N/A
Freight Elevator Lobby Any	N/A	N/A	Loading Dock / 1
Freight Elevator Lobby / 1	N/A	N/A	2 ND FL

Firemen and Emergency Communications System: In addition to portable communication equipment used by the Fire Department, a system of telephone jacks has been installed in stairway vestibules and elevator lobbies on each floor. Handsets for these stations are stored in the fire control room, and a series of emergency telephones have been installed in the building stairwells on floors 2 (on the south core of the building), 3 (on the north core of the building), 7, 11, 16, 20, and 24. These stations may be activated by opening the cover and lifting the handset. The call will go directly to the Security Console in the lobby of the Building.

Emergency Power Backup System: A diesel-powered emergency generator serves as an emergency supply source to be used in the event of loss of commercial power. This system starts automatically and will restore emergency electrical service for approximately 6 hours. Emergency power serves the elevator system, fire and life safety systems and designated emergency light fixtures.

Fireman's Command and Control Center: The Fireman's Command and Control Center is located on the lobby floor adjacent to the Security Control Office near the freight elevator. The Center is the focal point for control of fire and other related emergency operations. Its systems include:

- Telephone communication lines.
- Elevator location indicators and emergency elevator override controls.
- Fire alarm enunciator panel used to locate the floor reporting an alarm as well as the alarm type.
- Fireman's override panel used to manually operate building life-safety fans and systems.
- Emergency paging system used for emergency announcements.
- Fireman's telephone console for use in communications with remote jack system.
- Central computer system for control of entire life-safety system
- Smoke detector location panel.
- Emergency generator indicator.

Fire Pump The fire pump is located in the basement. The equipment is detailed as follows:

- One (1) centrifugal diesel fire pump.
- One (1) jockey pump.
- One (1) diesel fuel tank.
- One (1) 15,000 gallon water storage tank.

Helistop: There is a helistop located on the roof of the Park Tower Building for use by Fire Department as an alternate means of access for their personnel or an alternate method of evacuation of the Building. However, no person shall go to the roof unless expressly directed to do so by the Fire Department.

EVACUATION

All occupants of Park Tower have a responsibility to remain calm, follow instructions by the Fire Department or Building personnel and relocate in an orderly fashion in the event of an emergency. Do not attempt to determine the cause of the alarm; evacuate. Should it be necessary to evacuate during an emergency, it will be conducted in accordance with the Building Fire Evacuation Plan under the direction of the Fire Safety Director and/or the Sacramento Fire Department. In an emergency situation, the Fire Department will call for the evacuation of the fire floor, the floor above and floor below for firefighting purposes. A high-rise office building presents a unique challenge in that the complete evacuation of a tall building is impractical and time consuming. In most instances, the Fire Department will instead relocate the affected floors four floors down from their original position.

- Under no circumstances should you use the elevators for either a full or partial evacuation.
- In the event of an emergency, ALL stairwell doors will automatically unlock. REMEMBER; use the stairwells only for emergency relocations and evacuation.
- Always feel the door and doorframe before you open it. Use the back of your hand and check the entire door from top to bottom. If it feels warm or hot, DO NOT OPEN THE DOOR. Seek another exit.
- Close your office door as you leave. This will help contain the fire. Do not lock your door and do not attempt to return for valuables. Leave the lights on for fire-fighting personnel.

When exiting into the stairwell, be prepared to allow room for firefighters on their way up to the fire floor.

- Disabled/mobility impaired are to be assisted to the stairwell vestibule. If you can provide assistance in relocating this person without endangering yourself, the impaired person or any other occupant of the Building, then do so. If in doubt, allow the Fire Department to assist in their relocation/evacuation.
- Shoes (high-heeled) should be removed to avoid the possibility of tripping in the stairwell.
- Do not panic. Remain calm and walk. DO NOT RUN. KEEP TALKING TO A MINIMUM.
- Once on the relocation floor, wait for instructions given over the public-address system. The Fire Safety Director will keep you informed of the situation via this system which is located throughout the individual floors and in the stairwells.
- FIRE/EXPLOSION/EARTHQUAKE: The authority to order an evacuation of the Building under any of these circumstances will be the Fire Department or any Civil Authority.
- BOMB THREAT: The responsibility for ordering an evacuation will reside with the senior officer in attendance of each individual tenant space. The Building Manager or his/her designate will advise you of all information on a timely basis.

EMERGENCY EVACUATION ASSEMBLY AREAS

Fire Floor		Relocate To
26	to	22
25	to	21
24	to	20
23	to	19
22	to	18
21	to	17
20	to	16
19	to	15
18	to	14
17	to	12*
16	to	11
15	to	10
14	to	9
12*	to	8
11	to	7
10	to	6
9	to	5
8	to	4
7	to	3
6	to	Park
5	to	Park
4	to	Park
3	to	Park
2	to	Park
1	to	Park

***PLEASE NOTE THERE IS NOT A 13TH FLOOR**

FIRE PREVENTION

Fire procedures have been established to facilitate opportunities for escaping without injuries in the event of a fire. For all fires requiring the use of a fire extinguisher and/or leaving the floor, please remember the following:

- REMAIN CALM. Pull the Fire Alarm.
- Then contact the Fire Department by phone at 911. State your name, company name, floor, suite number, address and extent of fire. Additional information may be required by the Emergency operator such as the nearest cross-street (9th & J), call back phone number, Security Console Number (916-557- 1800) and additional related information.
- Notify the Building Management Office or Security Guard (if after hours) at 916-557-1800. State your name, company name, floor, extent and severity of the fire; then inform your Floor Warden. DO NOT PANIC.
- If the severity of the fire prevents you from performing the above, pull the nearest fire alarm in the elevator lobby or as you are exiting into the stairwell from the fire floor. A whooping sound will be heard within 3-5 seconds and the strobe lights will activate. This immediately notifies Security and the Fire Department. Do not pull fire alarms on any other floor.
- DO NOT USE THE ELEVATORS. Evacuation will be through the two (2) exit stairwells. Each floor has been assigned Floor Wardens who can be identified by a red arm band. Follow this person's instructions without hesitation.
- Conforming with the Sacramento Fire Department regulations:
 - Tenants on the floor of the fire, the floor below the fire, and the first floor above the fire, should evacuate to four floors down via the stairway nearest their location unless other directions are given via the Emergency Communications System to evacuate the Building. Stay in your group so that the Floor Warden can account for everyone.
 - Tenants relocating to the street should immediately proceed to the center of Cesar Chavez Park which is a safe location away from the Building. This is done for two reasons: to be well away from any possible falling glass and so as not to disturb emergency personnel in the performance of their duties. Upon relocation to the street, stay in your group so that the Floor Warden may ensure that all are accounted for.
- Fire alarm pull station locations are situated at each emergency stairwell exit, as well as in the elevator lobbies throughout the Building. These locations are indicated later within this handbook. These stations are connected to a monitoring system, which will contact the Sacramento Fire Department, and to the Fireman's Control Center. PULL THE LEVER. You will receive a response within 3-5 seconds of a high-pitched whooping tone from the Emergency Communications System and activation of strobe lights on the affected floor, the floor above and the floor below.
- Fire extinguisher locations are in the corridors near the entrance to both stairwells.
- Smoke detector locations are in the elevator lobbies, vestibules, the tops of all shafts, and throughout the Building. Activation of the detector results in the following:
 - Emission of a whooping alarm, identical to the pull box alarm, on the floor where smoke is detected, the floor above and the floor below, in the stairwells and in the elevator cabs.
 - Flashing strobe lights are located in the ceiling at various locations on the floors.
 - Automatic recall of elevators from a fire floor to a safe floor when the smoke detector in that elevator lobby is activated.

- Unlocking of all stairwell exit doors.
- Automatic closure of all smoke doors.
- Start up of stair pressurization fans.
- Start up of smoke evacuation fans.
- Emergency Communications System: Initial emergency instructions will be given over this public address system throughout the Building. You may receive your emergency instructions from the Communications Center which is located in the Fireman's Command and Control Room on the ground floor. This system can be broadcast to the entire Building or to individual floors. Your instructions may be received via this system, or if the situation warrants, by telephone to individual tenants.
Remember, the acronym RACE for the correct priority of procedures to follow for a serious incident:
 - RESCUE: or evacuate anyone in immediate danger.
 - ALARM: report the fire.
 - CONTAIN: close all doors, confine the fire to its immediate area.
 - EXTINGUISH: attempt to put out the fire or prevent its spreading by proper use of fire extinguishing equipment.

MEDICAL EMERGENCY

In case of a medical emergency:

- If the accident/physical emergency is of an urgent nature, TENANT shall be responsible for calling the Sacramento Fire Department at 911. **DO NOT MOVE AN INJURED PERSON.**
- Be prepared to describe the exact location of the incident, the apparent nature of the emergency, and condition of the victim.
- All accidents and sudden physical emergencies are to be reported to the Building Management Office or Security at 916-557-1800. They will have the freight elevator on standby for ambulance personnel and equipment.
- If possible, position someone to direct responding emergency teams to the victim (s).

Park Tower recommends that each office maintain information that may address future concerns on medical concerns and allergic reactions to medications.

BOMB THREAT

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion.
- Description of the device.
- Reason the caller has placed the bomb.
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Property Management Office at 916-557-1800 when a bomb threat is received, the individual who receives the threat should complete a Bomb Threat Report Form and immediately submit it to the Management Office. In the event that you are asked to evacuate the Building, move away from the Building to allow for the clear passage of emergency personnel. Do not re-enter the Building until the Management Office or the Police or Fire Department has given clearance.

POWER FAILURE/ELEVATOR MALFUNCTION

Park Tower is equipped with an emergency generator system to power certain building systems during a power outage. These systems include all alarm and life safety systems, limited emergency lighting to each floor, and one elevator in each bank. All elevators will be automatically lowered to their lowest landing, and the doors will open. If an outage is of short duration, it should cause little concern. If it is of a longer duration, however, you may desire or be instructed to leave the Building. If so, you could use one of the available elevators or the stairways.

FLOOD

There are numerous early warning devices and sensors in Park Tower to alert Property Management to emergencies, but despite this, restroom overflows and coffee stations can create potential water damage. The impact of such occurrences can be controlled with adequate preparedness. In the event of serious water damage and physical loss, the possibility of resuming operations within a reasonable time depends on the availability of spare parts for key equipment. It is the Emergency Coordinator, Fire Warden, or Tenant Contact's responsibility to ensure that the key areas are reviewed from a business interruption standpoint before a loss, to ensure prompt restoration of operations. Serious damage to a major computer installation could possibly bring operations to a standstill. The impact of such an incident should be thoroughly explored, and the perceived difficulties mitigated by providing a contractual agreement for the emergency use of external facilities or computer services. Establish a detailed disaster recovery plan for restoration of the tenant space and equipment replacement. The security of records is of prime importance in planning a recovery program. Storage methods that will provide protection against water damage or the maintenance of duplicate records at another location (if possible) should be given thorough consideration.

CIVIL DISTURBANCE

Although civil disorder rarely disrupts an office building operation, they can occur. General precautions:

- If participants enter your suite, be courteous and do not provoke an incident. If necessary, call the Sacramento Police Department at 911 and then the Building Management Office. Avoid unnecessary inquiries that will tie up communication systems.
- Employees should stay away from the demonstration to avoid possible incidents or injury.
- In the event of a riot or public disturbance, the Building Management Office may find it necessary to limit some service or to restrict access to the Building to protect Tenants and their property.
- Floor wardens will be kept informed directly by telephone, or via the Emergency Communications System. Floor emergency teams are to stand by to assist in potential evacuation/ relocation.

EARTHQUAKE

When an earthquake happens – keep calm, DO NOT run or panic, REMAIN WHERE YOU ARE and take shelter. If you are indoors, stay there, take immediate shelter under your desk, a table, in public lobbies or exit stairwells. Stay away from windows, outside doors, large bookshelves or fixtures. If you are outdoors, remain there, but keep away from buildings, as glass or other objects could loosen and fall. Do not attempt to enter any building until advised it is safe to do so. Be prepared for AFTER SHOCKS.

After the Earthquake use extreme caution in entering buildings or work areas; DON'T use lighted matches, lanterns or torches until you are advised there are no gas leaks, etc.

- Stay away from damaged areas.
- If there is a fire or power failure, refer to that section in this manual.
- Inspect your offices for damage and provide an itemized report to the Management Office.
- Advise local utilities of power outages or potential gas leaks.

SEVERE WEATHER

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, or a winter storm condition. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon.

A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators. If evacuated, do not return to your office until advised to do so.

ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind • Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible; find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

SECTION 3 - BUILDING SERVICES

HEATING / VENTILATION / AIR CONDITIONING / LIGHTING

HVAC and lighting service will be furnished during the hours of 7:00 a.m. through 6:00 p.m., Monday through Friday, and from 8:00 a.m. to 1:00 p.m., Saturday, except for holidays generally (refer to Holiday Schedule). These services will be controlled and managed for maximum energy conservation by the Trane BMS. For HVAC and lighting on Saturday please contact the Building office for the PIN code.

Energy Conservation

It is our objective to keep the temperature in your office space as comfortable as possible while also honoring our commitment to conserving energy by operating our mechanical plant efficiently. If you have temperature concerns, we would appreciate your bringing it to our attention so that it may be dealt with promptly. Park Tower is equipped with a central plant that supports our heating, ventilation and air conditioning system to maintain inside temperatures based on occupancy loads, inside building temperatures and outside weather conditions. The Building Management System was upgraded in 2019 and operates year round to monitor supply air temperature on each floor during the day and adjust outside air dampers and chilled water valves to match demand. Use of outside air economizer to adjust the temperature to meet fluctuating demands is a very cost-effective way to make a substantial decrease in monthly energy charges and savings are ultimately shared with our tenants.

Another important component of the air conditioning and energy conservation design is the installation of blinds along the exterior windows of the Park Tower Building to reduce solar heat. You are encouraged to operate the blinds by opening and closing them to achieve comfort.

Lighting Control Zones

The Lighting Controls within the Building Automation System turns off and on all lighting in tenant spaces and all lobby lighting on a predetermined schedule. Emergency lighting and wall outlets remain on at all times. Currently, the schedule runs 7:00 a.m. to 6:00 p.m. for controlled lighting weekdays with Saturdays, Sundays and holidays meeting building operating hours as specified in your lease. Should you desire lighting service during off-periods; the request can be made by dialing in your preauthorized code by means of a touch-tone phone. Please turn off individual room light switches at the end of the day or during the day any time an area is to be unoccupied for more than thirty minutes.

Janitorial crews are instructed to leave all light switches in the off-position upon completing work in each area. This action will prevent an area from being lighted automatically at 7:00 a.m. the following day, if the tenant is not actually using the space at that time. We hope you can see the potential for cost savings by cooperating with our efforts to reduce unnecessary lighting at Park Tower. Electricity is the largest single operating cost item and lighting accounts for about 40% of total consumption. Success in reducing costs in this area will have a direct and favorable effect on keeping operating expenses to a minimum.

After-Hours Service

With the use of a touch-tone telephone, tenant areas can be programmed for lighting and operation of the HVAC system after normal business hours. Charges for such additional services will be billed directly to the Tenant.

SPECIAL SERVICES

Floor Loads

Floor loads in core areas are specially designed for law or other libraries, heavy computer equipment, files or similar materials: 130 lbs./sq.ft., live load in the outer bays; 200 lbs./sq.ft. in the inner core

Cable Television

The Building has been pre-wired for cable Installation in individual suites at Tenant expense; vendor list is provided on Building Website.

Other Special Services

Please contact the Building Management Office at 916-557-1800 for special services required for such items as minor furniture moving, hanging pictures or minor repairs. Any special janitorial requests, such as cleaning carpets, should also be arranged through Building Management. Building employees will not perform any work outside of regular duties unless under special instructions from Building Management.

MAIL SERVICE

Incoming mail for tenants of Park Tower will be delivered to the mailroom located in the Lobby near the Library Lane entrance. The mailroom is operated and staffed by the US Postal Service (USPS). In the mailroom each tenant has a locked mailbox assigned by suite number. All box keys are controlled by the USPS; to receive a key to your box, a representative from your company must sign for key(s) at the Building Management Office and deliver this form to the USPS representative in the mailroom. Mail deliveries to the boxes are made Monday through Friday between the hours of 9:30 a.m. and 1:00 p.m. Outgoing mail and parcels for the day should be placed as instructed in the slot or outgoing bins in the mailroom to be picked up by the Postal carrier at the posted time(s), typically in the vicinity of 4pm, Monday through Friday. Should you have questions, please call the Post Office at 916-373-8055.

For your convenience, overnight FedEx and UPS drop boxes are also located in the loading dock area, which can be reached via the ground floor lobby. Pick-up times are 4:45pm Monday - Friday, unless otherwise posted.

BUILDING SIGNAGE

In order to maintain a uniform appearance, multi-tenant floor Tenant suite signage is limited to Building Standard lettering. **Please do not attach any signage to windows, doors, elevators or walls within common area.** Please allow up to four weeks for processing sign orders, and note that no signage will be approved or ordered for any

subtenant without a Sublease Agreement and Consent to Sublease signed by Landlord. If additional signage is required, please contact the Building Office in Suite 260 for coordination.

Computerized Touchscreen Directory

There is a computerized touchscreen directory located in the Security Console which provides a listing of each Tenant in the Building, as well as the principals, executives and managers of the firm that require identification. This service is at no charge to the Tenant and can be accommodated once requested via Electronic Directory Request Form signed by an authorized representative of the Tenant.

STORAGE

The following information is offered regarding storage at Park Tower. The 1010 8th Street building also offers Storage Area for lease. Should you be interested, please contact the Park Tower Management Office.

STORAGE IS AVAILABLE FOR LEASE IN PARK TOWER BY TENANTS ONLY

- **LOCATION:** Basement level.
- **RATE:** \$1.00 per square foot per month. Thereafter, subject to periodic adjustment if market rates warrant.
- **SIZE:** Spaces currently range from 32 square feet to approximately 963 square feet.
- **TERM:** Month-to-Month.
- Storage area has fluorescent lighting and is fully sprinklered.
- Tenant's Certificate of Insurance must be revised to include storage premises, as well as Tenant's office premises.
- Storage height limitation per fire code regulation: 18-inch clearance from the bottom of the sprinkler head to any obstruction, such as stacks, files, or shelving.
- Storage of hazardous materials is not allowed.
- **ALL MATERIALS MUST BE STORED ON PALLETS OR SHELVING.**
- Space availability is on a "first-come, first-served" basis.

Should you desire to lease storage space please submit the appropriate form at your convenience or call the Building Management Office. Upon receipt of this form and based upon the availability of space to accommodate your storage needs, arrangements will be made to view the storage area to be leased. If satisfactory, an appropriate storage lease will be prepared for your execution. Any requests that cannot immediately be fulfilled shall be placed on a priority waiting list and Tenant shall be advised when space becomes available.

JANITORIAL SERVICE

Janitorial service for Park Tower is provided under contractual agreement with Able Building Maintenance. Service is provided five (5) days a week, Monday through Friday, excluding Building holidays. The Able Branch Manager tours the building monthly to address concerns and inspect; don't hesitate to schedule a visit.

Cleaning Specifications

Day Porter service occurs daily during the business week to maintain a consistently high level of appearance and cleanliness in public areas, elevators and restrooms. Unless prior arrangements are made, janitorial services may not be provided to portions of Tenant premises that are occupied after 7:00 p.m.

Carpet Cleaning

Unless otherwise provided in your lease, carpet cleaning during the term of the lease will be at Tenant's expense. The janitorial contractor is equipped to provide this service to tenants of the Building at a very competitive rate. Please contact the Building Management Office for details and cost estimates.

Windows

Window Cleaning

Exterior and interior window washing, as well as cleaning of the partition glass located in Tenant space will be performed regularly. Additional interior window cleaning can be performed per written request to be billed directly to you by Able Building Maintenance.

Window Coverings

To maintain a consistent exterior appearance at Park Tower, blinds are installed as window coverings for each suite. Please do not affix any sign, advertisement, decoration, banner, picture, decal, etc. at any time to any window within your premises or elsewhere in the Building.

LIGHTING

Light Replacement

Building Maintenance replaces building standard lamps at no charge to Tenant. For service, please submit a tenant request via the building portal or call the Building Management Office.

Zones

Advanced Automated Systems is the lighting control system for Park Tower. There are up to ten zones per floor. The average estimated maintained lighting level at desktop is a 50-foot candle, with the additional capability to increase to 70-foot candles.

Electrical Distribution

Power enters the Building from a SMUD transformer vault via two 4000 amp, 480/277 volt, 3 phase, 4 wire switchboards. Power to each floor is fed from two electrical closets on each floor. Two branch circuit termination points are provided for each floor so that circuit lengths are limited to less than 100 feet and increased wire sizes can be avoided. Each electrical closet has one 100 amp lighting panel (277/400 volt), as well as two 120/208-volt branch circuit convenience load panels (42 poles each). Step-down transformers are located on every second or third floor and are 150 KVA in size. All building standard breakers are 20 AMP. Park Tower has an emergency generator serving stairwells and elevator lobby, pressurization fans, emergency lighting, fire alarm system, smoke detectors, security system and one elevator in each of the high-rise and low-rise elevator banks, as well as the freight elevator. Park Tower provides a total of 8 watts per square foot: 2 watts for lighting, 3 watts for equipment, and 3 watts for future tenant demand. This is independent of the 7 watts per square foot operating Building mechanical equipment.

TRASH / RECYCLING

Tenants of Park Tower participate in a recycling program; each Tenant is provided with receptacles for separating and collecting specified recyclable materials: white and mixed paper, cardboard, glass, aluminum cans and batteries. Recycling receptacles are retained in each Tenant's premises until pick-up by designated janitorial personnel. Electronic waste is collected in a designated area in the basement. Per State regulations, computer monitors and televisions need to be recorded. All other electronics may simply be deposited into the appropriate boxes in the basement recycling area. There is also an area in the basement for "Office Swap". Contact the Management Office for information on these programs.

Notwithstanding the recycling program, any paper, box or container either in or on top of a trash receptacle is considered trash and will be removed by the janitorial staff. Boxes and cardboard containers to be removed should always be broken down, bundled and marked "Recycling" for the janitorial staff to remove. **PLEASE DO NOT LEAVE BOXES OR CONTAINERS IN THE CORRIDORS, SERVICE ELEVATOR LOBBIES, RESTROOMS, DOORWAYS, STAIRWELLS OR ANY PUBLIC AREA THROUGHOUT THE BUILDING.**



Recycling Programs at Park Tower

- **Paper Recycling:** Cardboard boxes are available from Management for recycling. Employees are responsible to empty any individual recycling into the centralized box in copy/work rooms. Janitors are responsible for emptying these copy/work room boxes as needed nightly for transport to recycling bins at the loading dock.
- **Cardboard Recycling:** Cardboard boxes are to be broken down by tenants and retained within tenant space. Janitors will remove them for recycling.
- **E-Waste Recycling:** Security personnel will accept CPU units, mouse, keyboards, monitors, televisions and other computer accessories. You will be asked to complete a short form, as required by the State of California's SB-50 program and deposit e-waste in containers in our basement for pick-up by our recycler. For large amounts of disposal, please contact the building office for assistance. You are welcome to bring personal e-waste for disposal.
- **Can & Bottle Recycling:** Black can and bottle boxes are placed in kitchens/breakrooms. These boxes are emptied as needed by janitors and items deposited into dumpsters in our basement for collection and recycling.
- **Battery Recycling:** Household batteries can be deposited in a "battery bin" located in the loading dock. You are welcome to bring batteries from home for recycling.
- **Compact Fluorescent/Fluorescent Tube Recycling:** Please create a work order on the [Park Tower](#) website and we will collect them.
- **Starbucks Coffee Grounds:** Coffee grounds are available FREE from Starbucks. They are useful for depositing in your garden as plant food/composting. Pick them up any day from our very own Starbucks.
- **Office Swap:** Within the basement recycling area there is space for unwanted office items and furniture **that still have useful life**. Tenants are invited to contribute unwanted office items here or to "shop" for items of use at office or to take home for personal use.
- **Sustainable Business Resource Guide:** For other recycling/energy conservation programs or to become a Sustainable Business, go to the Sustainable Business Program's website: www.SacramentoSustainableBusiness.org or call 916-649-0225.

SECTION 4 - BUILDING OPERATIONS

BUILDING MANAGEMENT

Property Management services are provided for Park Tower by Hines, also an ownership partner. The Building Management Office is located in Suite 260 on the second floor. The office hours are 8 a.m. to 5 p.m., Monday

through Friday. The telephone number is (916) 557-1800. When the office is closed, this line will automatically be picked up by the guard at the Security Console in the main lobby of the Building. All requests for extra engineering or maintenance services, janitorial, security, etc. should be directed to the Building Manager during regular office hours. The following personnel are available to address tenant needs and can be reached at 916.557.1800

Title	Name	Email
General Manager	Tricia Crichton	tricia.crichton@cushwake.com
Assistant Property Manager	Myrrh Santos	myrrh.santos@cushwake.com
Engineering Manager	Keith Ray	keith.ray@cushwake.com

BUILDING HOLIDAYS

Listed below are the Building Holidays observed each year that will assist you in planning your operations during the year.

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Although an engineer is always on duty during normal building hours as specified, certain services are not provided on weekends and the holidays listed above. On these days Park Tower will have no janitorial services. A Building Security Officer will be on duty 24 hours a day and may be contacted at 916-557-1800. Additionally, Building access and the elevators will be programmed for the holiday schedule which will require usage of your key access card both day and night on each scheduled holiday.

SECURITY

There is 24-hour security at Park Tower. After hours, the Building and your particular floor will be accessible only with computer-coded security access cards. Observation cameras in the parking garage, at the building entrances and in the lobby will be monitored by a security guard located at the console in the main lobby 24 hours a day. Any time an outside emergency service is called, please notify the Building Management Office or Security. This will allow us to arrange to have an elevator ready for emergency personnel. The following security personnel are available to assist tenants and guests:

Title	Name	Phone Number
Security Site Supervisor	Earl Bassard	916-557-1800

EMERGENCY CONTACTS

Park Tower Management Office	916-557-1800
Park Tower Security/After Hours Emergencies	916-557-1800
Fire Department	916-228-3035
Or In Case of Emergency	911
Police Department	916-264-5471
Or in Case of Emergency	911
Paramedics	911
Poison Control Information	1-800-876-4766
Kaiser Hospital	916-973-6600
Sutter General Hospital	916-733-3003
Sutter Memorial Hospital	916-733-1000
Mercy Hospital	916-453-4424
University Med Center Hospital	916-734-3797
Ambulance Service	Public: 911

LEASING

Leasing services are provided by Newmark Knight Frank. Listed below is the contact information for the authorized representatives.

Title	Name	Phone Number	E-Mail
Leasing	Chris Lemmon	916-920-4400	clemmon@ngkf.com
Leasing	Mike Riley	916-920-4400	mriley@ngkf.com
Leasing	Lucas Lugo	916-920-4400	llugo@ngkf.com

RENTAL PAYMENT

Rental and Other Invoice Remittance

All rental payments (including operating expenses/estimates) are due and payable on or before the first day of each month. Checks are to be made payable to: **Prime US-Park Tower, LLC** and mailed to:

Checks mailed via Regular delivery:

Prime US-Park Tower, LLC
P.O Box 741574
Los Angeles, CA 90074-1574

Checks mailed via Overnight delivery:

Bank of America Lockbox Services Lockbox 741574
2706 Media Center Drive
Los Angeles, CA 90065-1733

Or by WIRE/ACH/SWIFT:

Bank of America

WIRE: 026009593

ACH: 052001633

SWIFT: BOFAUS3N

Account Number: 446026633060

Account Title: Cushman & Wakefield US Inc.

Prime US – Sub REIT Inc, Sole Member of Prime US – Park Tower LLC

SECTION 5 - BUILDING ACCESS

GENERAL ACCESS

Building hours are 7:00 a.m. to 6:00 p.m., Monday through Friday. All lobby doors are open at this time. After-hours, weekend and holiday access requires Access Card programmed to grant access into the Building after hours and to your particular floor in the Building. (The card also includes access to the garage for monthly parkers.) Card readers are at the side door next to the main lobby door on Library Lane or at the 9th Street entrance, in two passenger elevators in each elevator bank and in the freight elevator. The elevator system is in secured mode after hours. The Access Card will enable an authorized person to travel to the floor where his/her offices are located and from that floor to the main lobby only. After-hours access to the Building for those persons without computer entry cards shall be made by contacting the security guard who will verify the name of the person entering against the names on the One-Time Specific Request For After-Hours Access list for your firm. Upon verification, the security guard will give them access to the lobby and the elevator by use of a master security card. Anyone leaving the Building after hours will be requested to sign out. See the section on Security for additional information on the Key Access Card.

Access Card Control System Instructions

A.) For Ground Floor Entry to the Building & Entry to All Call Elevators for Access to Office Floors:

- One reader is located at east lobby entry door and one at west lobby entry door and the elevator readers are located inside the elevator cabs at the west end of each elevator bank and also in the freight elevator.
- For all readers in both the garage and the building, simply hold the key card in front of the reader, within 5-7".
- When the card has been properly read, the light on the reader will illuminate a steady green. At this time, you have 10 seconds to enter/exit through the lobby door, or if using an elevator, to depress your floor button. Please note that when using the elevator, only the button for the floor(s) to which you have authorized access will operate or light. If the light stays red, try Steps 1 and 2 again.
- If longer than 10 seconds has elapsed between the time you activated your card and opened the lobby door or pushed the elevator floor selection button, your call will be canceled; try Steps 1 through 3 again.
- If your card is invalid, the yellow light will show.

B.) To Call Elevator for Exiting or Accessing another Floor after Hours

- Push the elevator call "DOWN" button on your floor lobby.
- When the elevator arrives you have two options.
- You may push the Lobby button in the elevator cab with no use of your key card and the elevator will return to the ground floor.
- If you wish to access another floor, and are authorized to do so, follow steps in section A. and depress desired floor button when the reader illuminates steady green light. NOTE: If your card is not authorized for access to a particular floor, the floor button will not stay lighted and access will be denied.

ELEVATORS

There are a total of eleven (11) elevators servicing the Park Tower building. Office needs are serviced by two banks of elevators: five (5) in the low-rise bank, servicing floors 1-12; five (5) in the high-rise bank, servicing floors 14-25; and one freight elevator. Elevators are the Electronic 411 by Otis Elevators. The waiting interval is estimated to be approximately 25 seconds during peak traffic periods.

Elevator Card Reader Operation: On after-hours operation, two elevators at the west end of each elevator bank will operate only with an access card. The card readers are proximity type readers. A yellow or green LED will provide visual confirmation that the card has been read and that the elevator has been activated.

Elevator Dimensions - Freight Elevator

Door: 4' W x 8'7" H
Cab: 5'6" W x 9'4" D (interior Dimensions)
Capacity: 4,000 lbs
Speed: 350 feet per minute
Height: 10' (12' at ceiling override)

NOTE: This will accommodate a 16' stud placed at a diagonal in the cab.

Elevator Dimensions - Passenger Elevator

Door: 3'6" W x 8'7" H
Cab: 6'8" W x 5'5" D (interior Dimensions)
Capacity: 3,500 lbs
Speed: 700 Feet per minute - high-rise elevator
500 Feet per minute - low-rise elevator
Height: 9'

Emergencies

In the event of an emergency (fire, earthquake) do not use the elevators. Should you incur a problem while in an elevator, press the alarm button on the elevator panel. This activates the intercom speaker, which connects to Otis Elevator. Otis will alert Building Security to an entrapment, and they will speak to the passengers until assistance arrives.

SUITE KEYS AND LOCKS

Each suite has a standard mortise lock on its entry door. The tenant receives two keys to this door upon moving into the suite. Additional keys may be obtained through the Building Management Office at a charge of \$5.00/key. For reasons of fire/life-safety and cleaning access, all locks are to be on the master system (unless otherwise negotiated in lease). Since all building keys are part of an intricate building Master/Sub master keying system, keys to the suite should not be duplicated outside the building. Locks that must be re-keyed to comply with this policy will be done so at Tenant's expense. Please do not add or change locks to, or within, your suite except through request to Building Management. All keys should be surrendered upon termination of lease.

Locked Premises

Building personnel are not authorized to open any locked suite area for any Tenant. The Tenant must have a key to gain entry. Should you find yourself locked out, authorization for entry must be obtained from an authorized representative of the company involved.

STAIRWELLS

Stairwells are to be used only in an emergency situation. They are not to be used as a means of non-emergency egress from the Building and smoking is never allowed within the building. Stair doors and street level exits are electronically monitored and inspected regularly. Once in the stairway, a telephone is located approximately every fourth floor and is a direct link to the Console; however it may be necessary to walk down to the ground level to exit. However, in the event of an emergency, the magnetic locks will automatically be released and access to and from any stairwell will remain readily accessible.

VISITORS

After Hours

Visitors after normal business hours are required to sign in and out with Security. Should lobby doors be locked, press the intercom button by the side door on Library Lane or at the 9th Street entrance and Security will assist. After-hours visitors are granted access when accompanied by a Tenant with a valid Key Access Card or if the visitor's name is on the One-Time Specific Request for After-Hours Access list for your firm. In the latter case, Security will access the elevator for that visitor.

Visitor Awareness

It is important that visitors to Park Tower are advised of the Building's emergency plan and procedures to follow, in the event of an emergency. Prior to any large meeting, advise occupants of the location of stairwells, to listen to announcements made over the communication system and to follow instructions given by the Floor Warden.

DELIVERIES/TENANT VENDORS

Hours of delivery are 7:30 a.m. through 5:30 p.m., Monday through Friday. All deliveries that are not on your Tenant Vendor List require arrangements with the Building Management Office to verify approved insurance for use of freight elevator and dock access; and to be listed on the daily **B**uilding **A**ctivity **R**eport (BAR). Any deliveries not on the BAR or your tenant vendor list will be turned away by security.

Deliveries scheduled outside of the hours listed must be made with the Building Management Office. For large delivery items please contact Building Management for scheduling arrangements. Deliveries to Tenants of Park Tower should be made only at the loading dock on Library Lane. This area is monitored by Building Security. The freight elevator is to be used for all deliveries. Hand trucks, wheeled dollies, or other forms of delivery equipment are not allowed in passenger elevators. Only hand trucks equipped with rubber tires and side guards will be permitted in the Building. Security reserves the right to limit the delivery time in loading dock. Deliveries must be accepted by an employee of the consignee. Under no circumstances will a member of the Building Staff, Building Engineers or Building Security sign a shipment acceptance. There are no exceptions. If attempts to contact consignee are unsuccessful, unaccepted shipments will be returned to shipper. Park Tower, its owners or agents will assume **no responsibility** for shipments left unattended at any loading area. Shipments and deliveries should be scheduled to permit immediate transportation to tenant storage area or suite.

LOADING DOCK FACILITIES

There is easy access to Park Tower's loading dock via Library Lane from J Street between the Building and the garage. The loading dock is 30' x 56' with a height clearance of 13'. The loading dock is at the same level as the freight elevator and is secured by a roll-up door. Our 24-hour security guard will control the use of the loading dock during and after building hours.

SECTION 6 - BUILDING AMENITIES

CONFERENCE CENTER

Park Tower provides a Conference Center for the use of its tenants. The Center has the capacity to handle groups as large as 100 people, or it can be divided into two smaller conference rooms. The following audio-visual aids are available on a first-come, first-served basis:

- Ceiling mounted projector with multi presentation capabilities in Conference Room A, a control panel in each room with direct HDMI or VGA plug in options for projection to the screen and/or TV's.
- Projection screen in Conference Room A
- Sound system with recording capabilities
- Microphones
- 3 – 65" LED 4k TV Screen in each room – Two in Room A, One in Room B
- Wi-Fi and secure network capabilities
- Cable T.V.
- Conference Calling Capabilities from each room

There is also an adjacent food preparation facility available if the meeting is to be catered. Reservations for the Conference Center must be made through Building Management. Reservations are available on a first-come, first-served basis. Please contact the Building Management Office for pricing, agreement forms and availability.

FITNESS CENTER

There is a Fitness Center available on the 2nd floor for active building occupants **only**. The center includes treadmills, elliptical, stair steppers, weight machines and individual weights. Men's and women's showers and lockers are available on a day use basis in the 2nd floor facility and in the Building's Lower / Basement Level. Access is provided through the access card after completing a "Fitness Center Waiver" form received by the Building Management office.

PARKING

The Park Tower parking facility is operated and managed by SP+ Parking (916-442-2217) and serves Library staff and patrons in addition to Building Tenants and visitors. Garage parking is controlled by access system for both monthly and visitor parking that also interfaces with building security. Monthly parking rent is paid directly to SP+ Parking which offers on line payment options. Tenant access cards provide access to the garage and may also be used to gain after-hours access to the Building, if so authorized. Monthly parkers may park in any parking stall not marked "...Visitor..." on levels three and above, on a first- come, first-served basis. No monthly parking is permitted in the visitor area; this is strictly enforced to assure ample parking for guests and visitors. Event parking is scheduled for general public access after-hours and on weekends. Spaces are designated for visitor two-hour parking located on level 2. Four Clipper Creek and two Tesla EV charging spaces are available on the 2nd floor. Visitors access the garage by either swiping a credit card or pulling a ticket at the J Street entrance. Exiting visitors may

pay cash or credit card at the pay on foot machine located on the Level 1 elevator staircase or via credit card only at the right lane 8th Street exit verifier. The pay on foot machine will issue a processed ticket after payment and this ticket will be inserted at the 8th Street verifier to open gate arm. Tenants may wish to validate visitor parking tickets and may purchase validation tickets from the Parking Office next to the Library Lane entrance. Parkers are solely responsible to park and secure their vehicle and possessions and accept all liability for any loss or damage that occurs on site.

Contact the Parking Manager to execute Parking Agreements for Monthly Parking at least two (2) business days prior to the first day you desire your agreement to become effective. Monthly parking quantities and rates may be dictated by your lease or current rates provided by SP+. Leases may include option for parking at the Park Tower Annex Garage at 1010 8th Street, across the street from the main garage. Levels 2 and above are dedicated to monthly parking. Parking payments may be billed to individuals or to company/employer. Late fees will be assessed on payments received after the 6th of each month and access is subject to suspension pending payment. No overnight or extended term storage of any form of vehicle shall be permitted unless parker has the express written consent of the Landlord. Such vehicles shall be subject to towing at vehicle owner's expense. Parking areas have a 5mph speed limit to ensure the safety of drivers and pedestrians in the garage; repeat offenders driving dangerously may have parking privileges suspended or revoked. Directional and other posted signs and arrows should be observed at all times. Cards are not transferable; monthly parkers not in possession of their card may pull a ticket and have it validated by the Garage Office subject to confirmation of identity and confirmation that card was not used in the same period.

Both garages are equipped with roll-down gates and are secured after posted operating hours unless open for event parking. Monthly cardholders seeking after-hours access scan cards at the outside card readers located at the left-hand entrance to the 980 garage and the Merchant Alley entry to the 1010 Annex garage.

TRANSPORTATION PROGRAM

For Tenants who commute by bicycle, bike racks are located on the first level of the garage, as well as secured parking area on the 2nd level ramp subject to completion of a User Agreement.

Shuttle Service: Park Tower operates a Tenant Shuttle, with free service offered to all tenants of Park Tower. The shuttle operates on an "on-call" basis from 8:00 am to 4:15 pm, Monday through Friday, excluding holidays, and serves the downtown area:

- East to 22nd Street
- West to the Sacramento River
- North to "D" Street
- South to "S" Street

The shuttle can be picked up in Library Lane, or the driver can be called at 916-613-3230 to arrange a pick up.

from an off-site business location. When transporting Tenants from the Building, the Shuttle may wait at a given location for a rider for up to five (5) minutes if so requested, or until another request for transportation comes in, whichever occurs first. At the end of the five (5) minute period the Shuttle will return to Park Tower to await the next rider request. Common 'Shuttle' Courtesy is expected. Sacramento International Airport runs are **not** available.

Please note:

No reservations are taken under any circumstances – All use is on a first come first served basis. No personal use is offered. All use is strictly Business related (I.E. No transportation from personal vehicles/lots, public transportation stops or residences).

SACRAMENTO MONTESSORI SCHOOL

Their educational community is offering Park Tower Tenants preferential access for enrollment of their children.

Days/Hours of Operation

6:30 a.m. to 6:00 p.m. Monday through Friday.

We accept children ages six weeks to six years of age.

- Infant Program for ages six weeks to two years
- Toddler Program for ages two to three years
- Early Childhood/Preschool Program for ages three-to-six years

For more information please contact

Administrative Office 1123 D Street,

Sacramento, CA 95814 Phone: (916)

444-7786 Fax: (916) 444-7987

www.MontessoriSacramento.com

Don't forget to mention you are a Park Tower Tenant to receive your discounted rates.

SECTION 7 - POLICIES AND PROCEDURES

Leases typically include current Building Rules and Regulations; the following guidelines should be observed by all tenants, their employees and guests to ensure safety and order in the Building. Lessor reserves the right to modify, supplement or rescind any of these rules periodically.

1. Common areas and interior corridors, vestibules, elevators and stairways of the Building shall not be obstructed or used by Tenants for any purpose other than ingress to and egress from their respective Premises. Except with Lessor approval, building stairwells are to be used for emergency purposes only. Lessor shall, in all cases, retain the right to control and prevent access thereto by any persons whose presence could be detrimental to the safety, character, reputation and interest of the Building and its Tenants. No Tenant employee or invitee of any Tenant shall go upon the roof of the Building. If Leased Premises are situated on the ground floor with direct access to the street, then Tenant shall keep adjacent sidewalks and curbs clean and free from dirt, refuse and other obstructions.
2. No sign, placard, picture, name, advertisement or notice visible from the exterior of any Tenant's Premises shall be inscribed, painted, affixed or otherwise displayed by any Tenant on any part of the Building without the prior written consent of Lessor. Lessor may remove, at Tenant's expense and without notice or liability, any sign installed or displayed in violation. Written material visible from outside the Building will not be permitted. Landlord shall place Tenant's name on the directory in the lobby of the Building and on the individual floor directory, if available. Landlord reserves the right to restrict the amount of directory space utilized by Tenant. Tenant shall not have the right to have additional names placed on the directory without Landlord's prior written consent. If such consent is given, the addition of such names shall be at Tenant's expense.
3. The Premises shall not be used for the storage of merchandise held for sale to the general public, for lodging or sleeping. No cooking shall be done or permitted by any Tenant on Premises, except the use by the Tenant of U.L. (Underwriter's Laboratory) approved microwave oven or equipment for brewing coffee, tea, hot chocolate and other similar beverages which shall be permitted, provided that the power required by such equipment shall not exceed heat amount which can be provided by a 30-amp circuit and that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations. Toaster ovens are not allowed. Repair and maintenance of garbage disposals, dishwashers, icemakers and other similar equipment shall be at Tenant's expense. If the Premises or any part of the Building become infested with vermin as a result of Tenant's use, Tenant may be billed the expense of extermination.
4. No Tenant shall employ any person or persons other than the Lessor's janitorial contractor for the purpose of cleaning Premises, unless agreed to by Landlord in writing. Janitorial services may not be furnished to portions of the Tenant's premises occupied after 7:00 p.m., unless agreed in writing that such service is to be provided at a later hour for specifically designated rooms.
5. Landlord will furnish each Tenant with keys to each door to its Premises on move in at no cost. Lessor

may charge a reasonable rate for any additional keys. Tenant shall not have keys made except by Lessor. No Tenant shall alter any lock or install a new or additional lock or bolts on any door of Premises without prior written consent and Tenant shall in each case furnish Lessor with key for any such lock. Each Tenant upon termination of tenancy shall deliver to Landlord all keys to doors in the Building that have been furnished to Tenant. In the event of the loss of any key furnished to Tenant by Landlord, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such a charge.

6. The movement of freight, furniture or bulky material of any description must utilize the Freight Elevator and take place during such hours as Landlord may from time to time reasonably determine, which shall not include peak hours of elevator usage. Moves of more than two loads will be scheduled after 6 p.m. and before 7am Monday through Friday and on Saturdays and Sundays, and Insurance may be required for each vendor.
7. No Tenant shall use or keep in the Premises any kerosene, gasoline or flammable or combustible fluid or material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment; or without Lessor prior written approval. Tenants will not use any method of heating or air conditioning, including portable floor heaters and fans. Tenants shall not use or keep or permit to be used or kept any hazardous or toxic materials or any foul or noxious gas or substance in the Premises or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, vibrations, or interfere in any way with other tenants or those having business therein.
8. Tenant and its employees, agents or associates or other persons entering or leaving the Building after ordinary business hours may be required to sign the Building Visitor Log. Security acting for Lessor may refuse to admit Tenant or any of Tenant's employees, agents, or associates or any other person to the Building after ordinary business hours without building access card or prior notification from Tenant. Lessor reserves the right to exclude or expel from the Building any person who in Lessor or Security Officer's judgment is intoxicated or under the influence of drugs or who is in violation of any of the Rules and Regulations of the Building.
9. No curtains, draperies, blinds, shutters, shades, screens or other coverings, hangings or decorations shall be attached to, hung, or placed, or used in connection with any window of the Building without the prior written consent of Lessor. No files, cabinets, boxes, containers or similar items shall be placed in, against or adjacent to any window of the Building to be visible from the outside of the Building. Tenant shall cooperate fully with Lessor in closing window coverings when solar load is high on Premises. Tenant shall not obstruct, alter or in any way impair the efficient operation of Building heating, ventilating, air conditioning, electrical, fire safety or lighting systems, nor shall Tenant tamper with or change the setting of any thermostat. No personal heaters are allowed. Lessor reserves the right to install solar film on the windows of the Building to aid the efficiency of the HVAC system and to reduce energy costs. Tenant shall

not remove solar film from any window. Tenant shall also cooperate with Landlord to comply with any governmental energy-saving rules, laws or regulations.

10. Tenant shall secure doors of its Premises, and ensure that all water faucets, water apparatus, equipment, lights and other utilities are shut off before Tenant or Tenant's employees leave the Premises, to prevent waste or damage.
11. Lavatory rooms, toilets, urinals, wash bowls shall not be used for any purpose other than that for which they were constructed; no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule may be borne by the Tenant who, or whose employees or invitees, shall have caused it.
12. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited and each Tenant shall cooperate to prevent the same. Except with the prior written consent of Lessor, no Tenant shall sell, or permit the sale at retail of newspapers, magazines, periodicals, theater tickets, airline tickets or any other goods or merchandise to the general public in or on the Premises nor shall any Tenant carry on or permit or allow any employee or other person to carry on business from the Premises for the service or accommodation of occupants of any other portion of the Building, nor shall the Premises of any Tenant be used for manufacturing of any kind or any business or activity other than that specifically provided for in such Tenant's lease.
13. No Tenant shall install any radio or television antenna, loudspeaker or other device on the roof or the exterior walls of the Building without the prior written consent of Landlord. No awnings, air conditioning units or other projections shall be attached to the outside walls or windowsills of the Building or otherwise project from the Building, without prior written consent of Landlord.
14. There shall not be used in any space or public halls of the Building, either by any Tenant or any others, any hand trucks except those equipped with rubber wheels and side guards or such other material-handling equipment as Landlord may approve. No other vehicles of any kind except wheelchairs or other similar devices shall be brought by any Tenant into the Building or kept in or about the Premises.
15. Tenant shall store trash and garbage within its Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed in the city where the Building is located without being in violation of any law or ordinance governing such disposal. Each Tenant shall participate in the recycling program for the Building
16. Tenant, its employees and invitees shall not make or permit any noise in the Building that is annoying, unpleasant or distasteful, interfering in any way with other Tenants or those having business with them, or bring into or keep within the Building or common areas any animal (except for registered assistance dogs), bicycle or other vehicle except wheelchairs or other similar devices or such vehicles as are permitted to park in parking areas.
17. Tenant shall not mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof, except to install normal wall hangings. Tenant shall repair any

damage resulting from non-compliance with this rule. Tenant shall not install any floor covering to the Premises, except as approved by Lessor.

18. Neither Tenant, its subtenants, assignees, agents, employees nor contractors shall have access to or make any changes, alterations, additions, improvements, repairs or replacements (collectively, "work") to the telephone closets, telephone lines or any other communications facilities or equipment (collectively, the "telephone lines") within the Building without the prior written authorization of Lessor, and subject to working with a Riser Manager at Tenant cost where applicable. Contractors performing work shall be required to provide evidence of insurance coverage satisfactory to Lessor, including naming Lessor, Manager and Lender as an additional insured on all liability policies. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
19. Tenant assumes any and all responsibility for protecting its Premises from theft, robbery and pilferage, which includes keeping doors and other means of entry to the Premises closed and locked when the Premises are unattended.
20. There shall be no smoking in the Building, which areas include Tenant's premises and common areas.

SMOKING

Park Tower is designated a "no-smoking" building. In accordance with the City of Sacramento Ordinance No. 90-051, dated October 9, 1990 and the County of Sacramento Ordinance SCC No. 0810, dated September 14, 1990, there will be no smoking anywhere in or around the Building. The designated smoking area is on 8th Street by the parking garage west wall. We appreciate your cooperation in keeping this building a smoke-free environment.

TENANT ALTERATIONS

Please contact Building Management with any requests for pricing of alterations. Should tenant intend to manage alterations internally, Lessor will request plans and specifications, proposed schedule, approval of contractors after review of their qualifications and insurance. Upon approval, Lessor may request permit, performance bond, lien releases and other items as project may dictate. Building standard locks, doors, and frames must be used and are available for purchase from Landlord's inventory.

MOVING PROCEDURES

For your move into Park Tower to be smooth and trouble-free, we suggest meeting with Building Management 30 to 60 days prior to occupancy to coordinate details of your move and to answer any questions you may have. Please take a few minutes to read the following guidelines which can also be utilized on future moves of large equipment, furniture or supplies being taken in or out of the Building.

Prior Arrangements

All deliveries of furniture and equipment must be scheduled with the Building Management Office. Upon designation of the selected moving contractor, a meeting between your moving coordinator and Building Management will be held. An authorized representative of the Tenant must be in the office when the moving shipments arrive. All equipment and furniture deliveries should be coordinated through the Building Management Office. Limited loading space is available during the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday. **MAJOR MOVES MUST BE PERFORMED AFTER 6:00 P.M., MONDAY THROUGH FRIDAY OR ON WEEKENDS.**

Protection of Building/Premises

Proper protection for building property, as required by Building Management, must be provided by the moving company. Movers or tenants must supply clean Masonite sections (4' x 8' x 1/4" minimum) to be used as runners on all finished floor areas when furniture, materials or equipment are being moved with wheel or skid-type dollies. Masonite must be taped together using a heavy-duty tape to inhibit sliding. Masonite must extend into elevator lobbies and all corridors that are being used.

All walls, door facings, elevator cabs and other areas along the route to be followed will be inspected by the movers in conjunction with Building Management before and after the move. The mover must provide and install protective coverings on door facings and other areas along the route to be followed. Protective pads for the elevator cabs are available through the Building Management Office. It is the tenant's responsibility to assure that the facility is protected during any move.

A representative of the Park Tower Building Management Office will prepare a punch list, prior to moving activity, of building areas involved in the move and a follow-up punch list upon completion of the move, to determine any damage caused by movers. Any damages are to be repaired and/or replaced by building-designated contractors at Tenant's expense. Prior to any move-ins, the move all vendors must supply Building Management with a Certificate of Insurance. Please contact Building Management COI requirements.

Elevator Use

The freight elevator is available for moves, with prior arrangement through the Building Management Office during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Protective pads for the freight elevator are available through the Building Engineering Office.

Clean-Up

Removal of plywood, Masonite, tape, pads, corner boards, empty containers, packing materials and cardboard boxes from public areas (corridors, elevators, lobby, etc.), supplied by the moving contractor, must be accomplished prior to 5:00 a.m. the following day.

Safety

It shall be the responsibility of the mover/Tenant to perform the move-in in the safest manner possible to avoid the blocking of building corridors, exits and entrances and to prevent the accumulation of large amounts of combustible materials.

Security

Additional security may be required if determined by Building Management, or at Tenant's request, during large moves to protect your belongings and monitor access. This additional expense is invoiced to the Tenant.

Tenants Insurance Certificate

A Certificate of Insurance reflecting coverage to fully comply with the requirements under your lease must be delivered to the Building Management Office prior to your move-in and before any tenant contractor or vendor may enter the Premises. **Tenant Information Required To Help Coordinate Your Move-In**

- Anticipated moving date(s).
- Name of moving company and person to contact.
- Name of any additional companies (furniture, equipment) and person(s) to contact.
- Expected time of arrival at the Building. Hours of entire move.
- Executive in charge of move.
- List of individuals requiring keys and/or key access cards.
- Any anticipated early arrivals of new furniture.
- Number of elevator loads required for the move.
- Permitted parking assignments.

Property Removal Procedure

- Arrangements should be made with the Building Management Office for removal of large items after or before Building operating hours. Building Maintenance and Security personnel have been instructed not to allow removal of items without prior written authorization from the Building Management Office.
- Office furniture and fixtures may not be removed from the Building without the above-mentioned authorization.
- It is also required that the Building Management Office be notified 24 hours in advance, whenever practicable, of authorized removal date.

SECTION 8 - FORMS

For your convenience, we have included frequently used building forms and documents.

[Building Access/Parking Card Keys Request Form](#)

[After-Hour Lighting & HVAC Access](#)

[Key Request Form](#)

[Mail Delivery & Pick-up Form](#)

[Emergency Contact Information](#)

[Form Emergency Team Roster](#)

[Disabled Persons Emergency Information](#)

[Form Hazardous Materials Information Form](#)

[Conference Center Reservation Form](#)

[Fitness Center Agreement](#)

[Bicycle Locker Agreement](#)

[Electronic Directory Request](#)

[Form](#)

[Emergency Evacuation Assistance List](#)

[Bomb Threat Check List](#)

[Agreement for Interior](#)

[Construction](#)

[Park Tower Rules and](#)

[Regulations Tenant Vendor List](#)