

# 333 MARKET

## Tenant Handbook Table of Contents

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Welcome to 333 Market Street!

Morlin Asset Management, LP as agent for Wells Fargo Bank, N.A., takes pride in our ability to provide first class office space and manage its physical and financial aspects efficiently and effectively. We believe that by managing the properties as if owned by ourselves, we can make certain our tenants and the space they occupy are both well cared for. We welcome your comments and suggestions and sincerely hope your tenancy here will be productive and successful.

The purpose of this guide is to provide tenants with a reference of various 333 Market Street procedures, and regulations. Please note that some of the information may change from time to time. Should any changes with the regulations, services, or procedures occur, the management staff at 333 Market Street will make every effort to inform you.

**Building office hours are from 8:30 A.M to 5:00 P.M., Monday through Friday.**

## 2. 333 Market Street Staff

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For general building emails, please contact:

[bm@333market.com](mailto:bm@333market.com)

General Manager

[joel@333market.com](mailto:joel@333market.com)

Joel Hirigoyen

Assistant Property Manager

[Adrienne@333market.com](mailto:Adrienne@333market.com)

Adrienne Thiesing

Tenant Services Coordinator

[christie@333market.com](mailto:christie@333market.com)

Josh Pettler

Building Services Coordinator

[jenny@333market.com](mailto:jenny@333market.com)

Jennifer Ryken

Chief Engineer

[mike@333market.com](mailto:mike@333market.com)

Mike Hutchison

Assistant Chief Engineer

[rodney@333market.com](mailto:rodney@333market.com)

Rodney O'Dell

Security Site Supervisor

[imogene@333market.com](mailto:imogene@333market.com)

Imogene Hendricks

Garage Manager

[joe@333market.com](mailto:joe@333market.com)

Joe Learmonth

### 3. Emergency Phone Numbers

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San Francisco Police Department 911

San Francisco Fire Department 911

#### HOSPITALS

St. Francis 415-775-4321

San Francisco General 415-206-8100

Veterans 415-221-4810

333 Market Street – Building Office 415-546-0333

333 Market Street – Security Direct 415-546-0333

Dial “0” for security after hours.

333 Market Street is staffed 24 hours a day with on site security. After hours, all calls will be answered by an automated voice message system. You may dial ZERO after hours to speak to security.

## 4. Moving Regulations

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### ***Policy & Guidelines***

#### **POLICY:**

There is one freight elevator for use by the entire building. Its specifications are as follows:

- The freight elevator is used for the delivery and removal of large items. During regular business hours the freight elevator is available on a first-come, first-serve basis. Acceptable usage for deliveries and removal of office furniture during normal business hours is limited to two loads under normal circumstances. During normal business hours, vehicles may not remain parked in the loading dock area for longer than 20 minutes.
- Hours of availability for tenant moves and large deliveries (more than one or two freight loads) are from 6:00 p.m. – 7:00 a.m. Our janitorial staff has priority use of the freight for trash removal from 9:00 p.m. to midnight each weeknight.
- There is a (4) hour minimum charge for the additional security officer hired to monitor the after-hours move and to run the elevators. Please contact building office for current hourly rates.

#### • **LOW RISE ELEVATOR DIMENSIONS**

**DOOR OPENINGS**            7' high                            3'6" wide

**CAB:**                            7'10" high    6'4" wide    5'2" deep

#### • **HIGH RISE ELEVATOR DIMENSIONS**

**DOOR OPENINGS**            7' high                            3'6" wide

**CAB:**                            7'10" high    6'6" wide    6'2" deep

#### • **FREIGHT ELEVATOR DIMENSIONS**

**DOOR OPENINGS**            7' high                            3'6" wide

**CAB:**                            7'10" high    8'3" wide    8'1" deep

Dimensions of  
Rear of Freight Elevator    11' high                            5'3" wide    3'5" deep

## GUIDELINES:

*Please observe the following guidelines regarding moving furniture, equipment and supplies in and out of the building.*

1. The tenant must make arrangements with the Building Office for use of the freight elevator for each move by entering a freight reservation request on the [Tenant Services Website](#). A firm arrival time by the moving company must be established. All requests and cancellations must be in by 12:00 P.M. the day of the move. If the cancellation is made after 12:00 P.M. the day of the move, the four (4) hour minimum charges will still apply.
2. Deliveries and removal of large quantities of furniture, equipment or supplies must be accomplished after 6:00 p.m. on weekdays, or at any time on weekend, with advance reservations as described above.
3. Elevator reservations are not confirmed until they appear as “Approved” status on our [Tenant Services Website](#).
4. As is standard practice in all commercial office buildings in San Francisco, building security officers will be hired at the tenant’s expense for all “after hours” freight reservations. As noted above, officers are responsible for operating the freight elevator and maintaining floor security during a move.
5. The moving company must supply the Building Office with a current insurance certificate prior to the beginning of a move. Please instruct your moving company to fax or mail their insurance certificate to the building office. Please note that the moving company will not be allowed access if the certificates are not received by the Building Office prior to the move. A copy of the “[Insurance Requirements for Movers](#)” is attached here. (Note: contact the Building Office for the insurance requirements applicable to other types of vendors). Additionally, the moving company must be a member of the local union.
6. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or “skip” type dollies. The masonite must be at least one-quarter inch thick, 4’ X 8’ wide sheets in elevator lobbies and 32” wide sheets of masonite in corridors must be taped together to prevent sliding. These masonite sections are to be provided by the Tenant or Moving Company.
7. All walls, door facings, elevator cabs and other areas along the route to be followed will be inspected by the movers in conjunction with the building management before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move. Any damages to the above will be noted prior to the move.

8. Any damage to the building or fixtures caused by the move will be repaired and costs billed directly to the tenant (not to the mover).
9. Any and all trash or refuse generated as a result of the move shall be hauled-off the property by the moving company during the same day that the move takes place. Failure to do so will result in the tenant being charged directly for debris removal. Tenants and Vendors are not authorized to place refuse in the building's trash compactor.
10. Building Security is not authorized to unlock any doors. Tenants should make prior arrangements for their movers to access their space.

## 5. Vehicle Entrance Dimensions & Use

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### GARAGE

Clearance 6' 8"

### TOWER LOADING DOCK DIMENSIONS

HEIGHT 15'8"  
WIDTH 26'3"  
PILLER OPENING 10'2"  
DOCK DEPTH 22'  
HYDRAULIC LIFT Weight Limit 5,000 lbs

### SATELLITE LOADING DOCK DIMENSIONS

HEIGHT 14'  
WIDTH 12' (Safe width 11'3" A/C duct)  
DOCK DEPTH 21'4"

### Parking Privileges:

The building has an attended, underground, valet style parking garage available for occupants and guests of 333 Market Street at an additional charge (unless otherwise defined in a Tenant's Lease).

See "[Monthly parking contracts](#)" for information on how to obtain monthly parking privileges.

## 6. Security

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The 333 Market Street Building is open from 7:00 am to 6:00 pm Monday through Friday (excluding holidays). An access card is required to enter the buildings at all other times.

All tenants are required to obtain an access card for the building. There is no charge for the initial access card to be issued.

Photographs for access cards are also required. Photographs are taken on Tuesdays from 9:00am – 11:00 am, Thursdays from 2:00pm – 4:00pm, and by appointment. Please check-in at the Security Console to have your photograph taken.

Before an access card is issued, the facilities contact for your office must input an access card request into our Tenant Service Request website. Please contact the security office for additional information.

Uniformed security guard coverage is provided on a twenty-four (24) hour basis. Our security officers are trained in responding to emergencies and are able to contact the property management staff at any time. Should a tenant wish to allow after-hour access to a client or contractor, a request can be made to the management office by entering a [Visitor Authorization](#) in our online Tenant Service Request website. Contact the building office for more information and access to the website.

**Security officers are not authorized to allow access to tenant spaces without prior arrangements being made with the building management office.**

It is imperative that you provide building management with any employee status changes as they occur. Please contact the security office immediately if a key card is lost or an employee with an access card is terminated.

### Security Precautions

Please familiarize yourself and your staff with these basic security precautions.

1. Be aware of all repair and delivery personnel who enter your office. If the person appears suspicious, obtain identification and telephone for his/her verification.
2. Institute a check-in/badge policy for all delivery and repair people.
3. Never leave the reception area unattended. Do not allow visitors to pass beyond the reception area without an escort.
4. Wallets, purses and all other valuables should ALWAYS be placed in a locked drawer or cabinet.
5. Never leave a rear or side entry propped open. Immediately close any door you encounter which has been propped open, and report this to the management office.
6. Report any lost or stolen key cards to the building management office immediately.
7. Always lock your door when working before or after normal business hours.

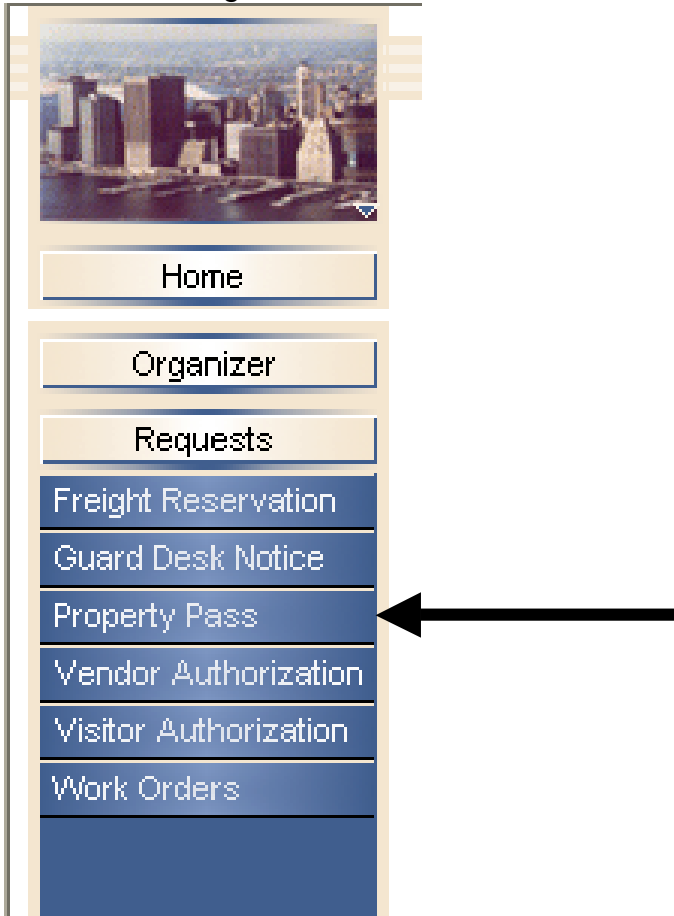
8. Never be fooled by a uniform. Demand identification. Uniforms are easily obtainable and often used as a disguise.
9. Immediately report peddlers or solicitors to the management office at 415-546-0333.
10. All members of the cleaning crew wear identification badges. If you encounter anyone who claims to be with the cleaning crew and is not wearing a badge, call for security immediately at 415-546-0333.



## 7. Property Removal

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Property may not be removed from the building unless accompanied by an approved form of removal. Such approval may be demonstrated by an entry of authorization on the [Tenant Services Website](#), under “Property Pass”. Please contact the Building Management office for further instructions on proper procedures for removing property from the building.



## 9. Access to Riser (telephone) Closets

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333 Market Street contracts with Montgomery Technologies to manage the riser closets throughout the building.

Tenants desiring access to these closets should contact Montgomery Technologies at 866-824-8362.

This includes Tenants who are coordinating the installation of new Telecommunication Lines through an outside vendor such as SBC, as well as extending lines from the Main Point of Entry (MPOE) to their floor.

Once Montgomery Technologies authorizes the access to the Riser Closet or MPOE, the tenant or their vendor may contact security in the main lobby to obtain access.

**PLEASE NOTE:** This policy does not include Wells Fargo Bank telephone issues. Wells Fargo Bank has their own secondary riser closet, separate from the building's main riser closet.

Wells Fargo Bank floors are equipped with the Avaya telecom system at 333 Market Street, (with the 371-prefix). Any requests for additions or changes should be made by calling: 1-877-932-1852, then go thru options 3, 2, 5, then 1.

For phone issues or repairs, call the same number and follow the same options, but the last prompt is "2".

Note that your phones are "Avaya 2420's", and your voice mail is called Avaya "Modular Messaging."

Please communicate this information to all management and administrative staff personnel who might be dealing with telecom issues or change requests.

If there are immediate post-move issues which have not been addressed, please contact:

Betty Joe Gerton  
Wells Fargo EFO - Voice Services  
415-477-7869  
MAC A0187-043  
201-3rd St, San Francisco CA 94103  
[bettyjoe.gerton@wellsfargo.com](mailto:bettyjoe.gerton@wellsfargo.com)

## 9. Life Safety Plan

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Please note: 333 Market Street offers a comprehensive and interactive “On-Line Life Safety Training Program” for the use of all Tenants. This service is provided at no charge.

To access the program, log on to [www.333market.com](http://www.333market.com) and click on the “Online Life Safety Training” link.

All tenants should encourage their office staff to access and review this information online.

Shortly after move-in, building occupants will be contacted by the Chief Engineer to coordinate formal life safety training for each floor. [Occupants MUST designate a Floor Warden](#) who will be required to attend the life safety training. Occupants should also designate an alternate Floor Warden to attend as well. There must be one Floor Warden per floor. If your Floor is divided into different departments, you should designate one alternate Floor Warden per department as well.

The building conducts recurring Floor Warden training on an annual basis. All Floor Wardens (and alternates) are required to attend this training. Approximately one month before the annual training is to take place, the Building Management will send notice to all Occupants, asking that they update their Floor Warden and [emergency contact information](#). It is incumbent upon all Occupants to notify the Building Office as soon as a staffing change takes place that would require you name a new Floor Warden.

The building’s approved Life Safety plan will be presented in full to the Floor Wardens at the time of training.

Following, you will find a general summary of 333 Market Street’s Life Safety Plan.

There are two stairwells in the tower building and two in the satellite building that provide direct access to the street level. These stairwells are designed to withstand fire for two (2) hours while providing adequate ventilation.

Fire extinguishers are located in clearly marked cabinets on each floor. Manual pull stations are located in every elevator lobby and at the entrance to each stairwell. Smoke detectors are located throughout the floors to constantly monitor for products of combustion.

In the event any life safety device is activated, the life safety system will transmit a high-pitched warbling tone and cause the strobe lights to flash on the affected floor. For your safety, all elevators serving a floor that is in alarm will immediately be recalled to the ground floor.

Back-up emergency power supplied by a diesel generator provides enough power to

operate the life safety system and related safety equipment, as well as sufficient lighting for relocation purposes. Electric and diesel fire pumps, along with a 15,000-gallon on-site water supply are ready and available for emergency situations.

Ceiling speakers located throughout the buildings are used to communicate emergency information via the building's public address system. **In the event of an alarm, do not call the building office or security.** Please follow the directions provided and REMAIN CALM.

**Fire Alarm:** An intermittent high-pitched whooping tone and the flashing of strobe lights (where applicable) is the indication that the manual pull station, smoke detector, or water flow switch has been activated on your floor. The siren and strobe lights will remain on until the cause for setting off the alarm has been removed and the system has been reset. The strobe lights and siren will sound on the floor of the incident, as well as the adjacent floors that need to be relocated (see below).

Emergency Announcements: Persons should relocate immediately upon hearing an alarm or the following message:

**“Attention! Attention! We have an emergency on floor \_\_\_\_\_. Follow the directions of your Floor Warden. Move to your exit stairwells and slowly walk down four floors and re-enter the building.”** (This message will be repeated).

Floor wardens should prepare to receive persons who are relocating when the following announcement is heard:

**“Attention! Attention! Please prepare to receive persons relocating to your floor.”** (This message will be repeated).

### **Relocation:**

As instructed in the announcement above, the process of relocation is simple. Whenever you hear an alarm, you should immediately go to the emergency stairwell and walk down FOUR floors and then re-enter the building. The floor you are relocating to will be notified before you get there so they will be expecting you.

**Never assume an alarm is false and never wait for the PA announcement before relocating. You should begin relocating as soon as you hear the alarm go off. Do not call the building office or the security console if an alarm goes off as building staff will be busy responding to the alarm and assisting emergency personnel.**

The high-rise building relocation plan has been established in order to provide for orderly and quick relocation of occupants on or near a floor threatened by fire danger. Due to the number of people in a high-rise building, full evacuation can be time consuming and dangerous, therefore, relocation of occupants nearest the fire danger to

a safe place within the building allows for persons to safely relocate and keep the stairwells clear for the fire fighting operations.

Rarely will an entire building be evacuated. The San Francisco Fire Department has total authority to relocate people and to evacuate all or part of the building upon their arrival. The San Francisco Fire Department, Fire Safety Director, or Floor Warden will inform you if additional relocation is necessary. If full evacuation of the building is necessary, personnel should report to pre-designated company assembly areas to be counted. It is the responsibility of the tenant to establish a designated company assembly area.

Floor relocation will include the fire floor, one (1) floor above and two (2) floors below the floor of incident. You should walk down the stairwell four (4) floors then re-enter the building.

For your convenience, each stairwell door has a symbol on both sides: circle, star, square or triangle. When relocating, note the symbol on the door of the floor that you are leaving and walk down four (4) floors and re-enter the building where you find a door with the same symbol.

An announcement will be made to the floors, which will be receiving those persons who are relocating. Floor Wardens should be prepared to direct persons coming onto the floor in order to ensure that persons relocating enter the space as quickly and safely as possible.

**Relocation of non-ambulatory and physically disabled:** Prior to an emergency, the Floor Warden must assign (2) people to assist each non-ambulatory and physically disabled individual in the event of an emergency. The persons assigned to these individuals are to be aware of the individual's schedules and know generally when he/she arrives and leaves the Building each day. If relocation or evacuation is necessary, the non-ambulatory and physically disabled individuals are to be assisted by the assigned personnel and taken to the first landing in the stairwell out of the way of the flow of traffic. The Floor Warden is to inform the Fire Safety Director or Building Manager of the location of the non-ambulatory and physically disabled personnel during an emergency.

The tenant is responsible for informing the Building manager of any non-ambulatory and physically disabled employees who may require additional assistance in the event of an emergency. The tenant must keep the Building Manager informed of any changes to this list. The Building Manager will inform the Fire Safety Director and Security on these changes.

Floor	Symbol	Relocate to
33	■	29
32	★	28
31	▲	27
30	○	26
29	■	25
28	★	24
27	▲	23
26	○	22
25	■	21
24	★	20
23	▲	19
22	○	18
21	■	17
20	★	16
19	▲	15
18	○	14
17	■	13
16	★	12
15	▲	11
14	○	9
12	■	8
11	★	7
10	▲	6
9	○	5
8	■	4
7	★	Street
6	▲	Street
5	○	Street
4	■	Street
3		Street
2		Street
1		Street

## Fire Emergency Procedures

### In the Event of a Fire

If you discover a fire, warn all persons nearby and follow the instructions below:

1. Report the fire to the San Francisco Fire Department by calling 911 then notify the Building Office or Security.
2. Operate the nearest manual pull station fire alarm located in the elevator lobbies or the entrance to either stairwell. **DO NOT ASSUME** someone else has or will report the fire.
3. Upon hearing any fire alarm or seeing a flashing strobe – relocate.
4. Walk to the stairwell exit nearest you and relocate down (4) floors and re-enter the building. **DO NOT USE THE ELEVATORS.**
5. Wait for further instructions.

**REMAIN CALM:** Follow the instructions of your floor warden. LISTEN for emergency communications through our public address system. Follow all instructions from the Fire Department or Fire Safety Director.

**Use the stairwells.** The stairwells are designed to resist fire penetration for two (2) hours and are pressurized to keep smoke from infiltrating this area.

**Do Not use the Elevators!!!!** In a fire emergency, the elevators will be recalled to the lobby where they can be used by the Fire Department as needed.

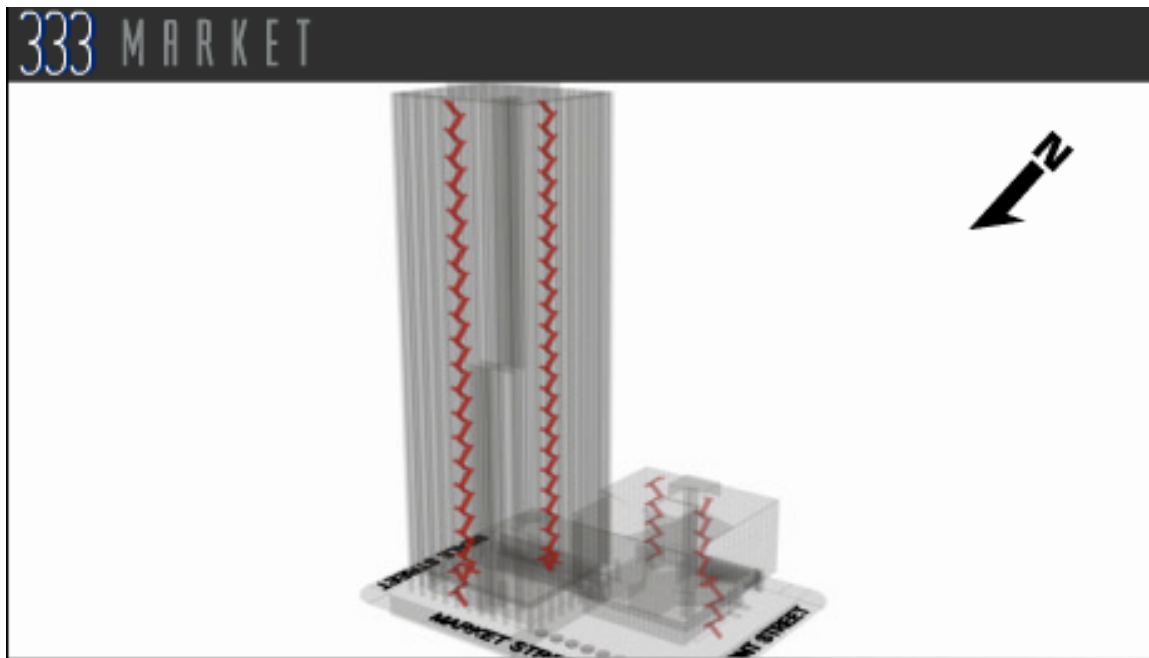
**Do Not open hot doors.** Before opening any door, touch it near the top to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and heat. **CLOSE ALL DOORS ALONG THE EXIT ROUTE.**

Floor Wardens are first to make sure that the fire has been properly reported and then to supervise the immediate relocation of persons near the fire, then relocation of the entire floor. Notify security using the red emergency phones in the stairwell when all occupants have been relocated. The red emergency phones are located in each stairwell on floors **2, 6, 10, 15, 19, 23, 27, 31 and 34.**

Persons familiar and trained in the use of fire extinguishers should attempt to extinguish **SMALL MANAGEABLE FIRES** only. **DO NOT** let the fire get between **YOU** and a means of escape.

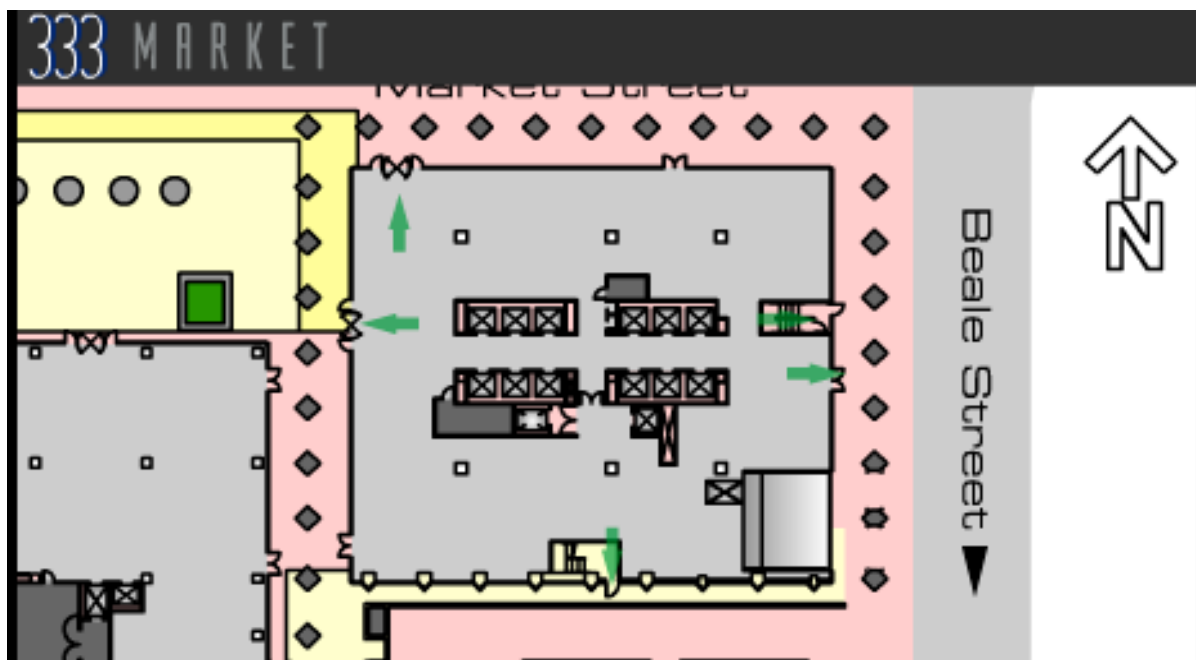
### Location of Stairwells

There are two stairwells in the tower building and two stairwells in the Satellite building.

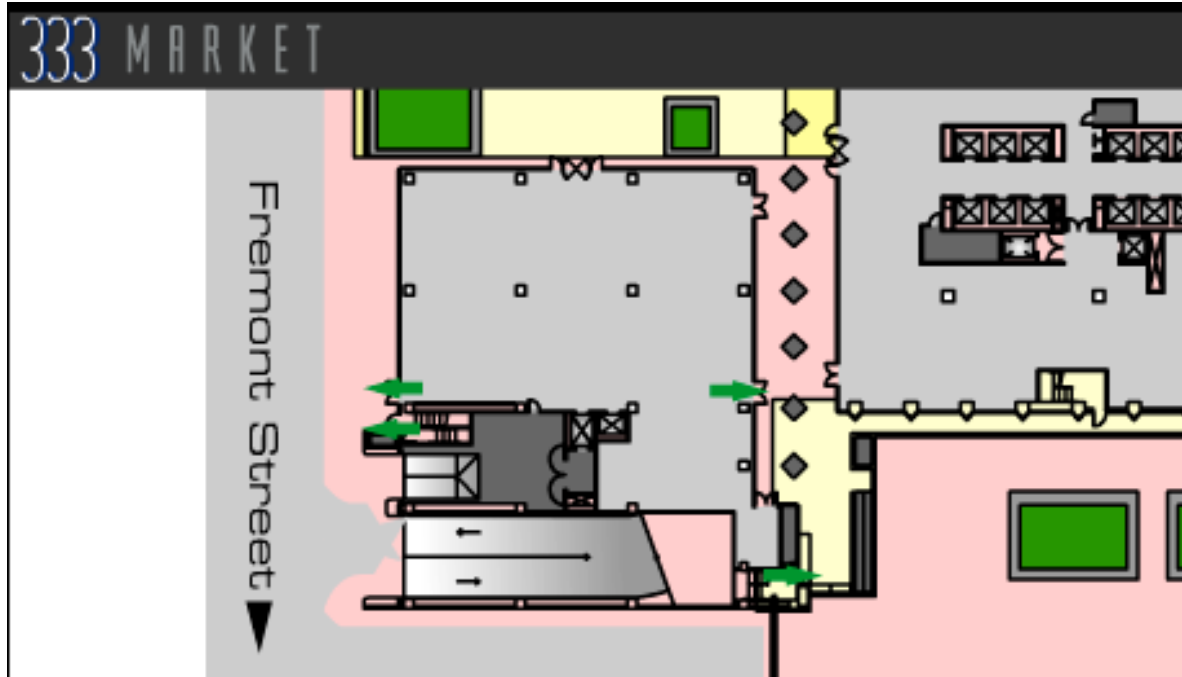


### Location of Exits

There are five exits in the tower building:



There are four exits in the satellite building:



### Fire Code Compliance Inspections

Once a year the building is visited by the San Francisco Fire Marshall. Each tenant space is inspected for compliance with the San Francisco Fire Code. It is the tenant's responsibility to ensure their space complies with the fire code. It is NOT the responsibility of the building management to ensure compliance.

Following are some common fire code violations:

- Use of extension chords in lieu of permanent wiring
- Failure to maintain 44" clear pathway in aisles and corridors
- Storage of materials which prevent the automatic closure of fire doors
- Failure to Provide 18-inch clearance below the deflector of sprinkler heads
- Failure to brace shelves
- Storage of materials which block exit pathways

### Life Safety Training

Each Floor at 333 Market Street will experience at least one (1) fire drill each year. This will consist of activation of an alarm, mobilization of emergency team members and relocation of floor occupants.

## Earthquake Emergency Procedures

### In the Event of an Earthquake

Most injuries incurred during an earthquake result from falling objects or debris dislodged by the quake. During an earthquake observe the following:

1. Remain Calm.
2. Take cover under desks, tables or strong doorways.
3. Keep away from windows and interior glass. Keep clear of file cabinets, shelves and high-stacked materials.
4. Check for any injured persons and administer first aid; prepare to evacuate of those seriously injured.
5. In the event of a fire resulting from a quake, follow the fire emergency procedures.
6. **DO NOT LEAVE THE BUILDING** unless instructed to do so by emergency personnel. You are much safer inside the building.

Elevators are equipped with seismic detectors and when activated will automatically stop the car on the nearest floor and open its doors. Exit the elevator and remain on the floor.

### **After The Earthquake**

Follow instructions issued by the Building Management. Be prepared for after shocks. Generally most are smaller than the main shock, but some may be large enough to cause additional damage. Relocation to Moscone Center will be done as necessary and when it is safe to do so. Information and instructions will be forth coming over the building's public address system as necessary.

1. Turn on your radio.
2. Immediately clean-up flammable liquids, medicines and other harmful materials, which have been spilled.
3. Open closet and storage doors carefully as objects may fall from their shelves.
4. If pipes are broken inside your suite, notify the Building Management Office. **DO NOT** flush toilets.
5. **DO NOT** touch fallen or damaged electrical wires.
6. **DO NOT** touch any electrical equipment, fixtures, outlets or switches while you are wet or standing in water.
7. **DO NOT** touch any wet electrical appliance while it is plugged in.
8. **DO NOT** use the telephone except to report emergencies.
9. **DO NOT** go sightseeing.
10. **DO NOT** smoke, use matches, candles or use any open flames. If you smell gas, call the Building Management Office immediately.

## Earthquake Preparedness Measures

Devise a plan to provide for your employees in the event of an earthquake or other disaster. We suggest that you have an emergency supplies which include but are not limited to the following:

1. Food and bottled water to last for 72-hours.
2. First aid kits
3. Blankets
4. Battery-powered lighting and radios
5. 5-day supply of prescription drugs

## Bomb Threat Emergency Procedures

In the Event of a Bomb Threat, report the threat immediately to the Police Department. You should also attempt to simultaneously have someone else report the threat to the building office or security. If simultaneous notifications cannot be made, please report the threat to the building office or security as soon as the report to the Police Department has been completed.

Due to the nature of bomb threats, each situation will be evaluated and acted upon on a case-by-case basis.

Immediate arbitrary evacuation upon receipt of a bomb threat is not recommended. If the Police or Fire Department suggest evacuation, it is important to have you people make a visual search of their own desks and surrounding areas. This is considered the most expedient and safest way of handling a bomb threat. The purpose of this is to locate any unusual items in your area, as you would know what is out of place in your area. Suspicious items might be cardboard boxes, cigarette packages, purses or briefcases left in unusual places. If an item is located, it is important to notify the proper authorities. Do not move or cover any suspicious packages.

In case of evacuation due to a bomb threat, the elevators can be used. However, in case of a bomb explosion or a fire, the stairwells must be used, as elevators servicing the area will be recalled to the ground floors.

## Receiving a Bomb Threat

It is absolutely essential that the person in receipt of a bomb threat call not risk breaking the telephone connection by attempting to transfer the call to another party. In case a bomb threat is phoned into your office, attempt to obtain a record of as much pertinent information as possible. Use questions on the [checklist below](#) to obtain this information. Keep a blank copy of the checklist near your phone. Building Management will quickly search the public areas of the building. In addition, they will assist the Police, Fire

Department and Bomb Squad in searching the tenant areas. Whenever possible, each floor should have a representative available to assist with the search of their area.

Refer to the "[Bomb Threat Checklist](#)" at the end of this document.

### Other Emergencies

#### Medical Emergencies

Have first aid kits located throughout your space for treatment of minor medical emergencies or call the Building Office for assistance. For any larger emergencies, **911** should be called immediately and then notify the Building Management so we can have an elevator waiting in the lobby when emergency personnel arrive. The building will be readied for the arrival of the emergency teams. Until professional help arrives, the person should be kept where they are and be made as comfortable as possible.

#### Toxic Emergencies

Any and all toxic emergencies should be called into **911** immediately. Notify Building Management as soon as possible. Know what the toxic substance is or where the problem began. Keep all other people out of the area and stand by for emergency teams. Have all related Material Safety Data Sheets available.

#### Civil Disturbances

Stay as far away from these disturbances as possible and do not get involved. All civil disturbances should be reported to Building Management. If the problem is out of control, call **911** and wait for the police to handle the problem.

## 10. Maintenance

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333 Market takes great pride in providing attentive and courteous maintenance to tenants at 333 Market Street. Should you require maintenance service, please contact the management office per the instructions listed in the Tenant Service Requests section of this manual. An engineer will be dispatched as soon as possible.

**HVAC** is provided 8:00 am to 6:00 pm, Monday through Friday and is also provided from 9:00 a.m. to 1:00 p.m. on Saturdays at no additional charge. Certain lease exceptions apply.

After hours HVAC can be scheduled through the management office. Charges for this service will be billed according to the rates on our published [Building Information Sheet](#) (attached here). Rates are subject to change upon Tenant Notification by the Building Office.

Requests for after hours HVAC must be made twenty-four (24) hours in advance. Certain Tenant's Lease exceptions apply.

**Keys** to suite entrances and interior offices will be issued to the Tenant upon completion of their space. If additional keys are required, they must be obtained from the Building Office. Only the designated representative of the Tenant will be authorized to request additional keys.

## 11. Janitorial & Cleaning Services

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The intention of the 333 Market Street Building is to provide its tenants with the cleaning services of a character customarily provided in “Class A” office buildings in the San Francisco Financial District. Night cleaning operations begin each weekday after 5:30PM. Below is a list of services that is provided to each tenant:

- Respond to tenant calls such as coffee spills, toner spills, special clean-up etc.
- Vacuum all high traffic or other soiled areas on a nightly basis, and all other carpeted areas as needed but not less than once a week.
- Empty trash containers and replace liners when soiled or damage, taking care to keep recyclables and non-recyclables separate.
- Spot-clean all walls, doorframes and light switches.
- Remove dust from all surfaces including desks, conference tables, file cabinets, bookshelves, picture frames etc.
- Spot-clean all carpets.
- Spot-clean all partition glass.
- All tenant lunch areas will be maintained by wiping all horizontal surfaces, chairs, spot-cleaning of appliance surfaces and cleaning and polishing sink fixtures. No dishes, microwave interiors, or refrigerator interiors are to be cleaned unless a separate arrangement is made between the tenant and the Contractor.
- Papers, folders and personal effects on desks and credenzas are not to be moved.
- Leave interior room doors and private office doors (open or closed and/or locked or unlocked) in the position that they were found.
- Clean, sanitize and polish all drinking fountains.
- Wipe clean smudged bright work.
- Check all Restroom paper supplies and re-supply if necessary
- Wipe down all Restroom counters and spot-clean walls.
- Police restrooms for trash and remove.
- Mop all restroom floors. Remove all black heel marks and urine burns as they occur.
- Remove all waste from Restroom receptacles.
- Clean all Restroom mirrors and bright work.
- Clean and sanitize all toilets and urinals (seats on toilets are to be left up after cleaning).

### Additional information regarding trash disposal:

Janitors will only empty one trash receptacle per desk / workstation.

Recycling should be consolidated to a central location on each floor by the tenant.

Janitors will empty one central recycling bin per floor.

The building has a limited inventory of large trash bins that tenants may request for use for the purposes of “spring cleaning”, etc. These bins are available on a first-come, first-serve basis. The cost of each bin is \$15, which is billed at the time

the bin is removed from the tenant's space. These bins will be delivered by the evening janitorial crew. If a tenant requests a bin for delivery during business hours, an additional \$15 charge, per bin, will be applied at the time of delivery. No tenant is authorized to place any refuse in the building's trash compactor. If a tenant has items for disposal that will not fit in their general use trash receptacles, they should contact the building office for proper disposal procedures. This includes items such as old furniture, Christmas trees, etc.

## 12. Recycling Program

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**Cardboard:** All boxes should be left broken down in the freight areas at the end of each day. (A charge will be incurred if boxes are not broken down). Our janitorial staff will remove the boxes for recycling pick-up. Please remember that cardboard should not be part of the waste stream. Please take care not to block the path of the fire doors in the freight elevator areas when leaving cardboard for recycling.

**Paper:** This includes white bond/photocopy paper, moisture seal envelopes without plastic windows, computer paper and adding machine tape. For Wells Fargo Business units, In order to establish recycling services, please complete the attached "[Recall Setup Form](#)". The form should be faxed to Christina Davis at 925-685-3387.

**Aluminum cans, Glass & Newspapers:** Use separate bins for empty aluminum cans, glass bottles and newspaper. These are most generally located in a central location on the floor. Ask your Offices Services for the location of these bins.

333 Market Street has made arrangements with the City of San Francisco to have it's compactor taken to the recycling plant at Pier 96 where trash is sorted and further items removed for recycling. For this reason, tenants are not authorized to place any items of refuse in the building's compactor.

### Recycling Program Summary

ITEM	CONTAINER	DISPOSAL
<b>Bottles And Cans</b>	Tenant-designated receptacle	Picked up as needed by nightly janitors.
<i>[i.e. glass bottles, #2, #4 and #5 plastic bottles, aluminum soda cans, tin or steel cans – Please rinse first. NO lightbulbs, broken glass, windows, mirrors, etc.]</i>		
<b>Cardboard</b>	Broken down boxes to be left in Freight Lobby for nightly pick-up	Tenant to break down boxes and leave in suite for evening pick-up, call building office for daytime pick-up, or place in designated dumpster.
<b>Dry Trash</b>	Desk-side recycling container (provided by tenant)	Tenant should consolidate dry trash to one central location, which will be emptied nightly by the janitor.

<p>Examples of “dry trash”: <i>mixed paper items such as colored paper, junk mail, envelopes, newsprint, phone books, magazines, post-it notes, six-pack drink holders, product packaging etc. NO hazardous materials</i></p>		
<p><b>Wet Trash/Food</b></p>	<p>Desk-side trash can with plastic liner (tenant provides can, building provides liner)</p>	<p>Taken out nightly by evening janitors.</p>
<p><i>[i.e. food scraps and wrappers, plant matter, coffee grounds, used cups/plates/napkins]</i></p>		
<p><b>White Paper</b></p>	<p>Individual Recycling Containers (provided by Tenant)</p> <p>Large copy-area bin (provided by Tenant)</p>	<p>Individual empties into central copy-area bin when full.</p> <p>Nightly janitor empties when full.</p>
<p>Examples of “white paper”: <i>white ledger paper, computer paper, blue/green bar paper, white letterhead, typing paper, etc. Staples ok; NO self adhesive envelopes/stamps, NO thermal fax paper, NO colored paper, etc.</i></p>		

*If you have any questions regarding recycling, please contact the Building Office at 546-0333 or San Francisco Recycling Program and Solid Waste Management Program at 554-3400, or you can visit [www.sfrecycle.org](http://www.sfrecycle.org).*

### **13. Multimedia Services**

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Wells Fargo Bank Tenants have access to Eight (8) DirecTV television channels.

The Channel guide is as follows:

11 = Fox

12 = NBC

13 = ABC

15 = CBS

16 = Bloomberg

17 = ESPN

18 = CNBC

19 = CNN

Additional channels may be available at an additional cost to the AU. Contact the building office for more information.

Non Wells Fargo tenants should contact the building office for information on obtaining multimedia services.

## 14. Tenant Service Requests

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In order to facilitate communications, we ask that you appoint a [tenant service representative](#), as well as an alternative representative. Please indicate your designated staff on the [form below](#). We request that you limit the number of people placing requests or service calls with the management office. Tenant requests should be placed by the tenant service representative, alternative representative or, if neither is available, by the receptionist.

All requests for service should be placed with the management office by logging into our tenant services website and entering your request online. This website may be found at [www.333market.com](http://www.333market.com)

A User ID and Password will be issued to the tenant services representative as requested by tenant in writing (an e-mail address is required). A member of the Building Staff will also instruct the representative in the use of the website. Please contact the Building Office for additional information.

For emergency requests (plumbing leaks, etc.) Please call the Building Office directly at 415-546-0333. Emergency requests are such requests that if not addressed immediately pose the likelihood of personal or property damage.

Non-emergency telephone requests will still need to be input into our tenant services request website for proper dispatch and tracking purposes.

**Do not make requests with the maintenance or janitorial staff directly.**

Tenants using the tenant services website will automatically receive a confirmation e-mail with an assigned work order number once the work is scheduled. You may use this number to track the status of the service request online.

Response times will vary according to the number and complexity of the tenant request received. Should we experience a building emergency or confront a project, which would delay response to your request, we will let you know as soon as possible. Similarly, if we are awaiting supplies or need a contractor's expertise in order to complete your request, you will also be informed. Please let us know if you are dissatisfied in any way with the response you receive.

## SERVICES PROVIDED BY 333 Market Street Building Office

**Building Services Coordinator – Jennifer Ryken**  
**Tenant Administrator – Josh Pettler**  
**Asst. Property Manager – Adrienne Thiesing**  
**General Manager – Joel Hirigoyen**

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### LIFE SAFETY / SECURITY ISSUES

Call Building Office: 415-546-0333 (after hours, dial extension “0” for security)

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### 24/7 MAINTENANCE

Submit service requests through building’s website:

[www.333market.com/tsr.html](http://www.333market.com/tsr.html)

- Access Card – To request new or replacement WFB access card
- Cleaning Day – To report spills in need of immediate clean up
- Cleaning Night – To request all other janitorial services
- Cleaning Trash Bin (Night Crew) – To request additional trash bins for “Spring Cleaning”. If you require this service during the day, enter it as a "Cleaning - Day" request.
- Electrical\* – To report power outages, electrical problems or request new outlets
- Elevator Problem – To report routine elevator problems (call buttons broken, etc)
  - For Elevator Emergencies, contact the Building Office via phone
- Hang Picture / Bulletin Board – To request hanging of pictures, white boards, etc.
- HVAC After Hours\* – To request Fans, AC or Heat after normal hours (*24 hours notice required*)
- HVAC Other – For Misc. HVAC related requests not fitting other categories
- HVAC Too Cold – To report cold temperatures
- HVAC Too Hot – To report hot temperatures
- Janitorial Supplies – To report restrooms out of supplies during the day.
- Keys / Locks / Door Repairs – To request new keys or report problems with locks / doors
- Lights Other – To report lighting related problems other than burned out lights
- Lights Out – To report lights not working
- Lobby Directory Signage – To request additions / changes to the Elevator and Main lobby directory
- Moving\* – To request use of the freight elevator after business hours
  - Note: Request will be confirmed by Building Office pending availability of freight elevator
- Painting – To request painting
- Pest Control – To report problems with pests
- Plumbing – To report clogged toilets or other plumbing related issues
  - ***Emergency issues regarding plumbing should be phoned into the Building Office***
- Repairs / Maintenance\* – To report misc. repairs and maintenance, such as carpet repairs, ceiling tiles, etc.

*\* request may be charged back to AU – notification / authorization of AU will occur if charges apply*

## 15. Alterations to Building Floors / Tenant Space

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**Requests for Alterations** to tenant spaces must be made through the building management office. This includes repairs, hardware installation, and any other minor alterations to your suite. All work must be requested in advance. Only requests made by the authorized tenant representative will be accepted.

Tenants may not call in an outside contractor to perform any work in their space without first coordinating with the Building Office. In most cases (lease exclusions excepted) tenants will be required to contract through the Building Office for all work.

All proposed alterations, remodeling or repair work must be approved in writing by the Building Management. Contractors performing work on the premises will be selected from an approved contractor list. Contractors performing such work must provide evidence of insurance in addition to necessary building permits. All work performed will be billed to the tenant by the management office. A 20% administrative fee will be included in the tenant's bill unless otherwise specified in Lease Agreement. The Building Construction Standards, a copy of which must be signed by any Contractor performing work (before work commences), will govern any alterations requiring more than one trade or a permit.

## 16. Tenant Charge Menu - Effective 04/15/06 (*charges are subject to change*)

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Unless otherwise agreed upon or set forth in the lease agreement, a 20% mark-up fee will be added to all parts and labor supplied by an outside contractor.

### BUILDING HOURLY LABOR CHARGES

	REGULAR	OVERTIME	DOUBLE
ENGINEERS*	\$75.00	\$112.50	\$150.00
JANITORS**	\$35.00	\$52.50	
SECURITY	\$45.00		

\* A (1/2) hour minimum charge applies to all Engineering rates during business hours, 4 hour minimum after hours.

\*\* A (1/2) hour minimum charge applies to all Janitorial rates during business hours, 4 hour minimum after hours.

Rates for other various services are specified on the Tenant Service Request website under "Building Information", "Tenant Charges."

Other charges may be assessed on a case-by-case basis.

Tenants will always be notified in advance of any billable services.

## 17. Building Rules and Regulations

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1. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed or printed or affixed on or to any part of the outside or inside of the Building or any part of the Premises visible from the exterior of the Premises without the prior written consent of Landlord, which consent may be withheld in Landlord's sole discretion. Landlord shall have the right to remove, at Tenant's expense and without notice to Tenant, any such sign, placard, picture, advertisement, name or notice that has not been approved by Landlord.
2. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved of by Landlord.
3. If Landlord notifies Tenant in writing that Landlord objects to any curtains, blinds, shades or screens attached to or hung in or used in connection with any window or door of the Premises, such use of such curtains, blinds, shades or screens shall be removed immediately by Tenant. No awning shall be permitted on any part of the Premises.
4. No ice, drinking water, towel, barbering or boot blacking, shoe shining or repair services or other similar services shall be provided to the Premises, except from persons authorized by Landlord and at the hours and under regulations fixed by Landlord.
5. The bulletin board or directory of the Building will be provided exclusively for the display of the name and location of tenants only and Landlord reserves the right to exclude any other names there from.
6. The sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by any of the Tenant Parties or used by Tenant for any purpose other than for ingress to and egress from its Premises. The halls, passages, exits, entrances, elevators, stairways, balconies and roof are not for the use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation and interests of the Building and its tenants. No tenant and no employees or invitees of any tenant shall go upon the roof of the Building.
7. Tenant shall not alter any lock or install any new or additional locks or any bolts on any interior or exterior door of the Premises without the prior written consent of Landlord.
8. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and 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 shall be borne by the tenant who, or whose employees or invitees, shall have caused it.

9. Tenant shall not overload the floor of the Premises or mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof.
10. No furniture, freight or equipment of any kind shall be brought into the Building without the consent of Landlord and all moving of the same into or out of the Building shall be done at such time and in such manner, as Landlord shall designate. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy equipment brought into the Building and also the times and manner of moving the same in and out of the Building. Safes or other heavy objects shall, if considered necessary by Landlord, stand on a platform of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property from any cause, and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of Tenant. The elevator designated for freight by Landlord shall be available for use by all tenants in the Building during the hours and pursuant to such procedures as Landlord may determine from time to time. The persons employed to move Tenant's equipment, material, furniture or other property in or out of the Building must be acceptable to Landlord. The moving company must be a locally recognized professional mover, whose primary business is the performing of relocation services, and must be bonded and fully insured. In no event shall Tenant employ any person or company whose presence may give rise to a labor or other disturbance in the Real Property. A certificate or other verification of such insurance must be received and approved by Landlord prior to the start of any moving operations. Insurance must be sufficient in Landlord's sole opinion, to cover all personal liability, theft or damage to the Real Property, including, but not limited to, floor coverings, doors, walls, elevators, stairs, foliage and landscaping. Special care must be taken to prevent damage to foliage and landscaping during adverse weather. All moving operations shall be conducted at such times and in such a manner as Landlord shall direct, and all moving shall take place during non-business hours unless Landlord agrees in writing otherwise.
11. Tenant shall not employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises, unless otherwise agreed to by Landlord. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the Building or the Premises. Tenant shall not cause any unnecessary labor by reason of Tenant's carelessness or indifference in the preservation of good order and cleanliness.
12. Tenant shall not use, keep or permit to be used or kept 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 and/or vibrations, or interfere in any way with other tenants or those having business therein, nor shall any animals or birds be brought in or kept in or about the Premises or the Building. In no event shall Tenant keep, use, or permit to be used in the Premises or the Building any guns, firearm, explosive devices or ammunition.

13. No cooking shall be done or permitted by Tenant in the Premises, nor shall the Premises be used for the storage of merchandise, for washing clothes, for lodging, or for any improper, objectionable or immoral purposes.
14. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline, or inflammable or combustible fluid or material, or use any method of heating or air conditioning other than that supplied by Landlord.
15. Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced into the Premises and the Building. No boring or cutting for wires will be allowed without the prior consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the prior approval of Landlord.
16. Upon the expiration or earlier termination of the Lease, Tenant shall deliver to Landlord the keys of offices, rooms and toilet rooms that have been furnished by Landlord to Tenant and any copies of such keys, which Tenant has made. In the event Tenant has lost any keys furnished by Landlord, Tenant shall pay Landlord for such keys.
17. Tenant shall not lay linoleum, tile, carpet or other similar floor covering so that the same shall be affixed to the floor of the Premises, except to the extent and in the manner approved in advance by Landlord. The expense of repairing any damage resulting from a violation of this rule or removal of any floor covering shall be borne by the tenant by whom, or by whose contractors, employees or invitees, the damage shall have been caused.
18. No furniture, packages, supplies, equipment or merchandise will be received in the Building or carried up or down in the elevators, except between such hours and in such elevators as shall be designated by Landlord, which elevator usage shall be subject to the Building's customary charge therefore as established from time to time by Landlord.
19. On Saturdays, Sundays and legal holidays, and on other days between the hours of 6:00 P.M. and 7:00 A.M., access to the Building, or to the halls, corridors, elevators or stairways in the Building, or to the Premises may be refused unless the person seeking access is known to the person or employee of the Building in charge and has a building issued access card or is properly identified. Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other

commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same by closing the doors or otherwise, for the safety of the tenants and protection of property in the Building.

20. Tenant shall be responsible for insuring that the doors of the Premises are closed and securely locked before leaving the Building and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before Tenant or Tenant's employees leave the Building, and that all electricity, gas or air shall likewise be carefully shut off, so as to prevent waste or damage, and for any default or carelessness Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Landlord. Landlord shall not be responsible to Tenant for loss of property on the Premises, however occurring, or for any damage to the property of Tenant caused by the employees or independent contractors of Landlord or by any other person.
21. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.
22. The requirements of any tenant will be attended to only upon application at the office of the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from Landlord, and no employee will admit any person (tenant or otherwise) to any office without specific instructions from Landlord.
23. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the prior written consent of Landlord.
24. Subject to Tenant's right of access to the Premises in accordance with Building security procedures, Landlord reserves the right to close and keep locked all entrance and exit doors of the Building on Saturdays, Sundays and legal holidays and on other days between the hours of 6:00 P.M. and 7:00 A.M., and during such further hours as Landlord may deem advisable for the adequate protection of the Building and the property of its tenants.
25. Tenant may maintain and use microwave ovens and equipment for brewing coffee, tea, hot chocolate and similar beverages; provided that Tenant shall (i) prevent the emission of any food or cooking odor from leaving the premises, (ii) be solely responsible for cleaning the areas where such equipment is located and removing food-related waste from the premises and the building, or shall pay Landlord's standard rate for such service as an addition to cleaning services ordinarily provided, (iii) maintain and use such areas solely for Tenant's employees and business invitees, not as public facilities, (iv) keep the premises free of vermin and other pest infestation and shall exterminate, as needed, in a manner and through contractors reasonably approved by Landlord, preventing any emission of odors, due to

extermination, from leaving the premises, and (v) shall utilize properly installed electrical outlets carrying sufficient amperage (extension cords and power strips are not authorized). Notwithstanding clause (ii) above, Landlord shall, without special charge, empty and remove contents of one (i) 15-gallon (or smaller) waste container from the food preparation area so long as such container is fully lined with, and the contents can be removed in, a waterproof plastic liner or bag, supplied by Tenant, which will prevent any leakage of food related waste or odors; provided, however, that if at any time Landlord must pay a premium or special charge to Landlord's cleaning or scavenger contractors for the handling of food-related or so-called "wet" refuse, Landlord's obligation to provide such removal, without special charge shall cease.

26. Pursuant to paragraph 25 above, Tenant shall provide all pest control services for their space. Building Management will service common areas only.
27. Smoking is not allowed inside of the building, at building entrances or the breezeway between the satellite and main tower buildings. Please restrict smoking to the plaza and the walkway on the Mission Street side of the building.

## 18. Insurance Requirements for Movers

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Morlin Management Corporation requires a Certificate of Insurance from each contractor, subcontractor or vendor making deliveries to or working on our premises. **Prior** to beginning work and/or deliveries, please provide our office with an original Certificate of Insurance, which contains the following information.

- 1) **Commercial General Liability** providing not less than:  
\$ 1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate.
- 2) **Workers' Compensation:** Insurance in compliance with applicable Federal and State laws.
- 3) **Employers Liability / Worker's Compensation**  
\$1,000,000 Bodily Injury for Each Accident.  
\$1,000,000 Bodily injury by Disease for Each Employee  
\$1,000,000 Bodily Injury Disease Aggregate.  
**Including a waiver of Subrogation in Favor of the Additional Insured below.**
- 4) **Comprehensive Automobile Liability** providing not less than: \$1,000,000 combined single limit per occurrence, bodily injury and property damage. Such insurance to include: all owned, hired, or non-owned vehicles.
- 5) **Umbrella Liability** Insurance with limits of not less than \$2,000,000 per occurrence.
- 6) **Additional Insured:**
  - 333 Market Street, LLC, a Delaware limited liability company
  - Morlin Asset Management, LP, a Delaware Limited Partnership
  - Morlin Management Corporation, a California Corporation**(All three of the above entities must be named and printed exactly as they appear)**
- 7) **Cancellation:** Issuing company shall provide **30 days written notice** to the certificate holder.

If you will be **immediately** delivering to or working on our premises, please **fax** a copy of your Certificate of Insurance to us at (415) 546-0198, and then forward an original copy via mail as soon as possible to: Morlin Management Corporation, 333 Market Street, Suite 500, San Francisco, CA, 94105.

For any work in the building which involves a type of labor which in the city of San Francisco is typically provided by unionized laborers, then all such labor must be performed by unionized laborers.

## 19. Building Information Sheet

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**Building Name:**

333 Market Street

**Building Address:**

333 Market Street  
San Francisco, CA 94105  
Between Beale and Fremont

**Date Built:**

1979

**Size:**

560,721 rsf Main Building  
69,117 rsf Satellite Building  
3,114 rsf "Off Floor" Storage

**Floors:**

33 Main Building  
+ 34<sup>th</sup> Floor Mechanical Space  
+ Roof  
+ Penthouse  
+ 1 Basement Level  
5 Satellite  
+ Mezzanine Level

**Building Hours:**

Mon – Fri: 7am – 6pm  
Sat: 8am – 1pm  
Access Card Required After Hours

**HVAC Hours:**

Mon – Fri: 7am – 6pm  
Sat: 9am – 1pm

**HVAC CFM per Floor:**

18,500

**Overtime HVAC Charges:  
(4 hour minimum)**

Fans Only: \$ 107.50 / hour  
Boiler & Fans: \$ 172.50 / hour  
Chiller & Fans: \$ 202.79 / hour

**Garage:**

Hours: Mon – Fri: 6:00am – 8pm  
Wknd: Monthly Parkers Only  
Valet Park: 124 cars  
Marked: 79 stalls  
\_ Hour Rate: \$2.50  
Daily Max.: \$30.00  
Monthly Rate: \$380.00

**Elevators:**

Tower:  
6 Cars (Flr 16-33)  
6 Cars (Flr 2 – 15)  
1 Freight (Bsmt – 34)  
Operates: 7am – 6pm  
Capacity: 4000 lbs.  
After Hrs Access: \$45/hour  
(4 hr minimum)  
1 Garage Shuttle (Bsmt – Lobby)

**Building Office Contact Info:**

333 Market Street, Suite 500  
San Francisco, CA 94105  
415-546-0333 phone  
415-546-0198 facsimile  
hm@333market.com

**Security Information:**

24 Hour Security Staff  
24 Digital Cameras in Public Areas  
Access Card Readers in Lobby and PEL's

**Building Access Ceilings:**

8'9" – 13'6" slab to slab

**Core to Window Depth:**

East 49', West 44'  
North 31', South 31'

**Window Mullion Spacing:**

5 feet

**Floor Load:**

(50) lbs/sf live load plus (20) lbs/sf partition load

**Electrical Service:**

277/480v  
120/208v  
No under floor ducting

**Telecommunications:**

Fiber-optics backbone

**Fiber Connections:**

ARC / IP Networks / MCI WorldCom / Metromedia Fiber  
Network Services

**ACM:**

None

**Sprinklers:**

Fully Sprinklered

**Typical Floor Size:**

18,500 rsf Tower  
15,000 rsf Satellite

**Major Tenants:**

U.S. General Services Administration  
Hanson Bridgett  
Wells Fargo Bank  
Hotwire

**Building Amenities:**

Carlton Cards  
Russell's Convenience Store  
Starbucks Coffee  
Sushi Tree Restaurant  
FEDEX Drop-box  
On-Site Postal Office  
Center of Transportation Hub  
(Muni, BART, Greyhound, AMTRAK)

## 20. Building Technical Fact Information

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The 333 Market Street Building was designed by architect Gin Wong and built in 1979. The 33-story office tower and adjacent 5-story satellite building have a combined area of 750,000 gross square feet.

The white exterior façade features vertical, diamond-shaped precast concrete columns and solar bronze windows and anodized aluminum window mullions. The travertine marble lobby opens onto a landscaped garden plaza paved with rose granite.

The Tower is a moment resisting steel frame structure with galvanized steel decking and concrete in fill floor. Recognized seismic authorities have determined that the building design will safely withstand even the most severe earthquakes.

### Typical Floor Sizes (Rentable Square Feet):

#### Tower

Low-Rise (2-15)	17,800
High-Rise (16-33)	18,000-18,600

#### Satellite

Floors (2-5)	14,000-14,500
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### Floor Load

50lb/sq. ft. live load plus 20lb./sq. ft. partition load; higher capacity near structural members.

### Ceilings

Finished ceilings are 8'10"-9' finished height

### Design Module

5'; columns 15' on center

### Elevators

Westinghouse Selectomatic Mark V

- 6 low rise
- 6 high rise (high rise elevators are SCR drive)
- 1 shuttle connecting garage and lobby
- 1 service, 3000lb. Capacity, serving all floors
- 2 satellite, serving garage through 5<sup>th</sup> floor

### Combination Stand Pipe Locations:

Located on each floor in both stairwell exits

## **HVAC**

HVAC provided by independent variable air volume (VAV) systems with V.F.D. Drives located on each floor – 18,000 CFM. Max, 100% outside air supply possible.

Typical HVAC array includes 12-14 VAV boxes per floor, each with independent thermostats. Air conditioning and ventilation is distributed through light fixtures, supply and return grills and perimeter air bar system. The ceiling is used as a plenum return system.

Tenant AC units are served by tower condensing water. (Note: tenant-condensing water is limited).

## **Electrical Service**

Lighting (each floor) – 277 volt, 225 amps

Power (each floor) – 110/220 volt, 225 amps (480 volt also possible).

Building back up – 630 kw diesel emergency generator.

## **Electrical/Telecommunications Distribution**

On each floor under floor (coring) or overhead (ceiling) distribution possible.

## **Life Safety System: Sieman's ELS-3 LLS**

The Life Safety System at 333 Market Street consists of the following:

Fire Detection System uses smoke detectors, pull stations and water flow Sensors for sprinkler system alarm.

Audible Alarm System will sound the alarm tone on the fire floor, one floor above, two Floors below and strobe lights for the hearing impaired.

Public Address System, to make announcement to all or selected floors.

Fireman's Communication System, using portable handsets for communications between elevators, elevator lobbies, stairwells, and firemen's room.

Stairway Intercom System, for communication between stairways and fireman's control room.

Elevator lobby smoke recalls elevators to the lobby.

Manual pull stations

Exit signs

Fire extinguishers

The emergency power and light system consist of a 630 KW emergency generator distribution switch board, and automatic transfer switches, to automatically provide power in the event of a loss of normal PG&E supplied power to the following systems in the building:

Life Safety System

Emergency Lighting (through out building)

Service Elevator

3 Passenger elevators (one per rise)

Stairwell and vestibule supply and exhaustion fans

Exit signs

Emergency plugs in electrical rooms

## 21. Tenant Occupancy

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**All tenants need to complete and return the following forms prior to occupancy:**

### Emergency Contact Information Form

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Cellular Telephone: \_\_\_\_\_  
Pager: \_\_\_\_\_

Alternate Emergency Contact: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Cellular Phone: \_\_\_\_\_  
Pager: \_\_\_\_\_

Additional Instructions:

**22. Tenant Service Representatives (Authorized to place service requests on behalf of the tenant)**

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TENANT: \_\_\_\_\_  
SUITE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_  
DIRECT PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
\*E-MAIL: \_\_\_\_\_

ALTERNATE: \_\_\_\_\_  
DIRECT PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
\*E-MAIL: \_\_\_\_\_

ALTERNATE (#2): \_\_\_\_\_  
DIRECT PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
\*E-MAIL: \_\_\_\_\_

*\* An e-mail address is required to set up tenant rep as a user on the tenant service requests website.*

### 23. Floor Warden Notification

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(Please complete this form for each floor you occupy)

Primary Floor Warden: \_\_\_\_\_

Direct Contact Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Secondary Floor Warden: \_\_\_\_\_

Direct Contact Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

In addition to the above, the San Francisco Fire Department requires that each tenant have an effective floor warden program. Please forward a current copy of your existing program to the Building Office as well as the following information:

- 1) Current list of Floor Wardens (if they change)
- 2) List of back-up Floor Wardens (if they change)
- 3) List of persons with disabilities requiring special assistance during relocations (as they change)

# 333 MARKET

## Month – to – Month Parking Contract

333 Market Street, San Francisco, CA 94105

Commencement Date: \_\_\_\_\_ Account #: \_\_\_\_\_

**Customer:** Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

**Car:** Make/Type of Car: \_\_\_\_\_ License: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

### This contract limits our liability – READ IT

1. Customer may park the Car described above in the parking garage for the Building, commencing on the Commencement Date specified above. Customer or the garage owner may terminate this Contract upon 30-days notice to the other party; provided that garage owner may terminate this Contract immediately if Customer breaches this Contract.
2. Customer will pay the monthly parking fee from time to time in effect for parking in the garage. Payments must be received by the 1<sup>st</sup> day of the month. Customer will receive 30 days prior notice of fee change. There will be a \$15.00 fee on all returned checks.
3. No credit will be provided Customer for failure to use the garage during any portion of the term of this Contract. Customer will comply with the rules (including hours of operation) for the garage from time to time in effect.
4. If customer receives valet-type parking, Customer will leave the keys in the Car so the garage operator may move Customer's Car as necessary. If Customer is assigned a specific parking space, Customer will properly park the Car in the space and lock the car.
5. Customer will indemnify garage owner against and hold garage owner and garage owner's agents harmless from any loss of liability incurred by them as a result of Customer's acts or omissions within or about the garage, including any loss or liability resulting from materials or property maintained or stored in Customer's Car.

CUSTOMER LEAVES THE CAR AT CUSTOMER'S OWN RISK AND THE GARAGE OWNER IS NOT RESPONSIBLE FOR FIRE, THEFT, DAMAGE OR LOSS TO THE CAR OR TO ANY ARTICLE LEFT IN THE CAR. THIS CONTRACT PROVIDES RENTAL PARKING SPACE ONLY AND NO BAILMENT IS CREATED. NO SUBSTITUTIONS.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By:

Name:

## 25. 333 Market Garage Parking Policy

- Upon the Commencement Date of Occupancy, the Accounting Unit (AU, hereinafter referred as Tenant) shall be allocated a right for the parking space(s) of passenger vehicles in the building garage, for use of tenants; it's employees, clients and invitees. As tenant occupies additional space, tenant shall be allocated additional rights for parking spaces. There is 1 monthly parking space available per 5,250 sq.ft. The allocation of parking rights to a tenant shall be on the basis by parking spaces allocated for that floor. The allocation formula is equal to the percentage that the total rentable square feet on said floor occupied by tenant bears to the total rentable space of that floor, to the sum of the 630,000 total square footage of the building divisible by 120 (the number of which represents the total number of parking spaces in the garage). That is  $630,000 \text{ sq.ft.} / 120 = 1 \text{ parking space per } 5,250 \text{ sq.ft.}$  As an example the 29<sup>th</sup> floor square footage is 18,906, divided by the 120 total spaces, provides for 4 monthly parking spaces. Depending on the AU's square footage on 29 in relationship to the formula will determine the number of monthly spaces available.
- Tenant shall pay for the use of the parking spaces allocated pursuant to the terms of this Policy at the prevailing San Francisco Financial District market parking rates charged to other tenants and parkers in the building that may be established from time to time.
- Garage parking is available to all employees but allocated spaces first to senior management and line management employed in operations conducted within the 333 Market Street Building. The Corporate Properties Group (CPG) administers garage parking. Requests for garage parking will be reviewed on a first come, first serve case-by-case basis by building management. AU line managers or as designated by the unit is responsible for the allocation and control of those parking stalls allocated to their business units.
- CPG provides supervision and access control over the garage parking area. Individuals seeking garage parking allocated to their AU must obtain line or senior management approval in writing and submit it to building management. Abuse of parking rules may result in withdrawal of parking privileges in the garage.
- Tenant shall provide building management with written notice of names of each party to whom tenant from time to time distributes tenant's parking rights hereunder, and shall cause each such party to execute CPG's standard contract form for garage users. If the parking charge is not paid within 5 days of the date due then, in addition to any other remedies afforded, CPG may suspend tenant's right until such parking charge is paid in full. The parking rights set forth in the contract are non-transferable, are personal to the employee and shall not inure to the benefit of any successor, or assignee of tenant. Further, if at any time during the term hereof, tenant releases to CPG any parking space provided for by this Policy, then tenant's right under this Policy to use such released parking space is terminated for the remainder of the occupancy term.
- Each vehicle must have a parking permit tag to park in the garage. The Garage Office provides the parking permit. All parking permits tags must be fully displayed on the rear view mirror whenever parking in the garage. All parking permits are assigned by the Garage office only after the individual's designated or parking allocation manager has approved the parking permit form and it has been counter-signed by the building manager.
- Garage parkers are not allowed to park their own vehicle when an attendant is on duty. "Pool

parking” is prohibited and transient (daily) parking is available on a first-come first serve basis during the hours of 6am-8pm Mon-Fri at the prevailing rates. As a Transient, if all parking stalls are full you must park outside the garage. The AU managers are responsible for ensuring that all staff allocated parking privileges and who make use of the parking garage complies with these general rules.

**Due to the buildings’ location there are ample garage parking options should there not be any spaces available in the buildings garage. A representative sample of locations and rates are presented below. Additionally, numerous “open” surface lots south of Mission Street are within easy walking distance to 333.**

ADDRESS	OPERATOR	NO. OF SPACES	PER MINUTE	DAILY MAX	EARLY BIRD	EVENING RATE	MONTHLY RATE
333 MARKET	ACE PARKING	78	\$2.50 /15MIN	\$30.00			\$380.00
50 CALIFORNIA	CENTRAL PARKING	73	\$3.00 /15MIN	\$30.00			\$435.00
1 CALIFORNIA	CENTRAL PARKING	114	\$3.00 /20MIN	\$30.00			\$400.00
123 MISSION	CENTRAL PARKING	49	\$2.50 /15MIN	\$25.00			\$325 -T \$350 -NT
425 MARKET	CENTRAL PARKING	77	\$2.50 /15MIN	\$28.00	\$20.00	\$10.00	\$360.00
555 MARKET	AMPCO	120	\$2.50 /20MIN	\$25.00			\$375.00
525 MARKET	CALIFORNIA PARKING	100	\$2.50 /20MIN	\$25.00			\$365.00
455 MARKET	AMPCO	100	\$8.00 /60MIN	\$20.00			\$380.00
100 FIRST	AMPCO	85	\$5.00 /60MIN	\$25.00	\$15.00	\$7.00	\$325.00
1 BUSH	STANDARD	220	\$2.50 /15MIN	\$30.00	\$20.00	\$10.00	\$400 -T \$420 -NT
220 BUSH	AMPCO	180	\$2.50 /15MIN	\$30.00			\$375 -T \$425 -NT
1 FRONT	CITY PARK	85	\$2.50 /15MIN	\$28.00			\$400.00
100 PINE	STANDARD	56	\$2.50 /15MIN	\$25.00			\$415.00
101 CALIFORNIA	IN-HOUSE	60	\$3.00 /20MIN	\$30.00	\$20.00	\$15.00	\$420.00
345 BATTERY	AMPCO	85		\$28.00			\$400.00
1 EMBARCADERO CENTER	IN-HOUSE	570	\$2.75 /20MIN	\$27.50			\$400.00
2 EMBARCADERO CENTER	IN-HOUSE	660	\$2.75 /20MIN	\$27.50			\$380 -T \$435 -NT

## 26. BOMB THREAT CHECKLIST

Questions You Should Try to Ask the Caller:

1. When is the bomb going to explode?  
\_\_\_\_\_
2. Where is the bomb right now?  
\_\_\_\_\_
3. What does the bomb look like?  
\_\_\_\_\_
4. What kind of bomb is it?  
\_\_\_\_\_
5. What will cause it to explode?  
\_\_\_\_\_
6. Did you place the bomb?  
\_\_\_\_\_
7. Why is the bomb here?  
\_\_\_\_\_
8. What is your name?  
\_\_\_\_\_
9. What is your address? Where are you?  
\_\_\_\_\_

What is the exact wording that the called used?

**Sex of Caller:** M \_\_\_ F \_\_\_ **Approx. Age:** \_\_\_ **Time Call Began:** \_\_\_

**Length of Call:** \_\_\_

**Caller's Voice:**

\_\_\_ Calm      \_\_\_ Soft      \_\_\_ Laughing      \_\_\_ Lisp  
\_\_\_ Deep Breathing      \_\_\_ Angry      \_\_\_ Loud      \_\_\_ Crying      \_\_\_ Raspy  
\_\_\_ Cracking Voice      \_\_\_ Excited      \_\_\_ Normal      \_\_\_ Deep      \_\_\_ Familiar  
\_\_\_ Accent      \_\_\_ Slow      \_\_\_ Distinct      \_\_\_ Ragged      \_\_\_ Disguised  
\_\_\_ Clearing Throat      \_\_\_ Rapid      \_\_\_ Slurred      \_\_\_ Stutter      \_\_\_ Nasal  
\_\_\_ Well Spoken/Educated

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

**Background Noises:**

- Street noises       P/A System       Factory/Machinery  
 Clear       Local       House noises  
 Animal noises       Office Machines       Static  
 Long Distance       Voices       Phone booth  
 Motor       Kitchen noises       Music

Other: \_\_\_\_\_

**Threat Language:**

- Foul     Incoherent       Irrational       Taped     Message Read

**Comments:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fill out completely immediately after a bomb threat and return a copy to the Building Office.**

**27. RECALL Set Up Form**

<input type="checkbox"/> NEW LOCATION	<input type="checkbox"/> CHECK HERE IF INSTORE LOCATION REQUIRING CHAIN & PADLOCK
<input type="checkbox"/> CLOSURE	
<input type="checkbox"/> RELOCATION	

NAME OF COORDINATOR SENDING REQUEST: Christina Davis

PHONE# 925-686-7438                      PAGER#

**CONTAINER AND FREQUENCY INFORMATION**

QTY. OF CONTAINERS:

<u>CONTAINER SIZE:</u>	<u>REQUESTED FREQUENCY SCHEDULE:</u>	
<input type="checkbox"/> 16 GALLON	<input type="checkbox"/> WEEKLY	
<input type="checkbox"/> 32 GALLON	<input type="checkbox"/> EVERY TWO WEEKS	CONTACT NAME: _____
<input type="checkbox"/> 64 GALLON	<input type="checkbox"/> EVERY FOUR WEEKS	CONTACT PH#: _____
<input type="checkbox"/> 175 GALLON	<input type="checkbox"/> EVERY EIGHT WEEKS	
<input type="checkbox"/> Under Desk Tubs	<input type="checkbox"/> EVERY TWELVE WEEKS	

**NEW/CURRENT ACCOUNT INFORMATION**

\*EFFECTIVE DATE: \_\_\_\_\_ BANK/COST CENTER#: \_\_\_\_\_  
DEPARTMENT NAME: \_\_\_\_\_ SERVICE HOURS: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ STE/FLOOR \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**\*EFFECTIVE DATE = DATE SERVICES MUST BE COMPLETED**

**RELOCATION INFORMATION:**

\*EFFECTIVE DATE: \_\_\_\_\_ BANK/COST CENTER#: \_\_\_\_\_  
DEPARTMENT NAME: \_\_\_\_\_ SERVICE HOURS: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ STE/FLOOR \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**\*EFFECTIVE DATE = DATE SERVICES MUST BE COMPLETED**

**COMMENTS:**

RECALL GENERAL PHONE NUMBER - 1.800.727.4733 - FAX NUMBER 909.594.7730.

VERNON HENDERSON - EXT. 112

AISHA JENKINS - EXT. 126

SANDRA CABRERA - EXT. 129