

INTRODUCTION.....	3
WELCOME	3
ABOUT TRANSWESTERN.....	3
ABOUT 801 TOWER.....	3
OPERATING INSTRUCTIONS	4
OPERATIONS	4
ACCOUNTING.....	4
BUILDING MANAGEMENT	4
HOLIDAYS.....	5
LEASING	5
SECURITY	5
AFTER HOURS ACCESS.....	7
BUILDING ACCESS	5
DELIVERIES	6
GENERAL OFFICE SECURITY	6
KEY AND LOCK POLICY	6
LOST AND FOUND	7
SOLICITATION	7
EMERGENCY PROCEDURES.....	7
ACTIVE SHOOTER	7
BOMB THREAT	8
CIVIL DISTURBANCE	9
EARTHQUAKE	9
ELEVATOR MALFUNCTION	10
EMERGENCY CONTACTS	11
EVACUATION.....	11
FIRE AND LIFE SAFETY	11
FLOODING	12
HOMELAND SECURITY.....	12
MEDICAL EMERGENCY	13
PANDEMIC PREPAREDNESS.....	13
POWER FAILURE.....	15
SEVERE WEATHER.....	15
TOXIC HAZARDS	16
SERVICES	16
BUILDING SIGNAGE AND DIRECTORY	16
CLEANING.....	16
ELEVATORS	16
FORMS	17
HVAC	17
MAIL SERVICE	17
MAINTENANCE REQUESTS.....	17
SUSTAINABILITY.....	18
BICYCLE PARKING/STORAGE.....	18

CARPOOLING	18
GREEN INITIATIVES	18
GREEN TIPS	18
RECYCLING	19
AMENITIES.....	20
ON-SITE AMENITIES.....	20
POLICIES AND PROCEDURES	20
VENDORS/VISITORS	20
GENERAL RULES AND REGULATIONS	20
INSURANCE PROTECTION	21
MOVING PROCEDURES.....	21
SMOKING.....	22

Introduction

Welcome

The tenant information provided in this Tenant Handbook is meant to provide you with a better understanding of 801 Tower and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but some items may change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 801 Tower a premier Transwestern property.

About Transwestern

Transwestern's Management Services specialists are the best talent in the business raising the bar on what it means to provide a higher level of service.

No matter the scope or scale, our approach to adding quantifiable value to commercial properties and their operations will always be people-driven and client-focused. The way we see it, better is bigger.

We are privately held and guided by our culture and our values. That means taking an ownership mentality with our client's assets and going above and beyond to deliver The Transwestern Experience. See more at: www.transwestern.net.

About 801 Tower

801 Tower is a premier trophy office building built in Downtown LA. Constructed in 1992 to the highest institution quality standards with state-of-the-art systems, 801 Tower offers exceptional functionality for both traditional and creative buildouts.

Tenant spaces feature efficient, column-free 20,000 square-foot floor plates with unique 12-corner office configurations.

The building's extremely efficient thermal energy storage system drastically reduces peak-hour chiller usage. 801 Tower consumes 50% less energy than comparable buildings earning it the coveted LEED Platinum Certification in 2022.

The property is in the exciting Entertainment District of Downtown Los Angeles. The region offers the largest concentration of planned residential, hotel, and entertainment-related development in Southern California.

About Barings, LLC

Barings, LLC is one of the largest diversified global real estate managers with more than \$49 billion in assets managed or serviced. Barings, LLC, headquartered in Connecticut, U.S., is the flagship entity of the Barings organization. Barings serves more than 200 clients worldwide with 360 employees located in 25 offices across the U.S., Europe, and Asia. Barings is an affiliate of the MassMutual Financial Group and an SEC-registered Investment Advisor.

Operations

Accounting

For inquiries on all accounting matters, please contact the Building Management Office at (213) 258-4710

Remittance Address for Rent Payments:

CPF 801 Tower, LLC
P.O. Box 843709
Los Angeles, CA 90084-3709

Building Management Office

The staff of 801 Tower is dedicated to making your work environment as safe and pleasant as possible. The Building Management Office is in Suite 650. Please do not hesitate to contact the Building Management Office at:

Phone: (213) 258-4710

Address:
801 South Figueroa Street
Suite 650
Los Angeles, CA 90017

The following personnel are available to address your needs:

Neal Perkey General Manager Director of Sustainability 213.545.2696 Neal.Perkey@transwestern.com	Kelli Rapisardi Property Manager Fitwel Ambassador 213.258.4716 Kelli.Rapisardi@transwestern.com
Genevieve Verjan Tenant Associate 213.258.4717 Genevieve.Verjan@transwestern.com	Gerardo Galindo Chief Engineer 213.258.4710
Elizabeth Barba Security Site Patrol/Fire Safety Director 213.258.4710	Alicia Jose Parking Facility Manager 213.228.4158

Holidays

The Building Holidays observed each year are listed below to aid your planning operations during the year.

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

And at Landlord's discretion, other locally or nationally recognized holidays which are observed by other Comparable Buildings

Certain services are not provided on weekends and holidays listed above.

HVAC, Engineering, Parking Office, and Janitorial Services will not be provided outside of standard building hours unless previously arranged with Building Management.

Leasing

The leasing company for 801 Tower is Avison Young, located at 601 South Figueroa Street, Suite 4450, Los Angeles, CA 90017. The main phone number is 213.471.8718. Listed below is the contact information for the authorized representatives.

Principal John Eichler 213.760.2020 John.eichler@avisonyoung.com	Senior Vice President Tyler Stark 310.850.9152 Tyler.stark@avisonyoung.com
---	---

Security

801 Tower shall provide on-site building security equipment, procedures, and personnel that are comparable with those used in other Comparable Buildings. Landlord shall not be liable in any manner to Tenant or Tenant's members, employees, agents, contractors, or invitees for any acts (including criminal acts) of others, or for any direct, indirect, or consequential damages, or any injury or damage to, or interference with, Tenants business.

Building Access

801 Tower is a secured access building. The building and Parking Garage is accessible twenty-four (24) hours a day seven (7) days a week by utilizing a building-issued badge/access card.

Deliveries

All couriers/deliveries must register at the loading dock. For large deliveries please contact Building Management or refer to Angus for guidelines and procedures: <https://www.transwestern.com/angus>.

General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys before the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person oversees issuing all keys.
- Store keys systematically in a secured wall cabinet of either your design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call Security or Building Management immediately. If possible, make note of appearance, clothing, etc. to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Building Management Office immediately.

Key and Lock Policy

801 Tower maintains a Building Standard Key Control Program and any changes required to any locks in the building, including within Tenant premises, must be managed through the building engineering department.

Requests for lock changes or additional keys must be made by submitting a work request to the Angus work order system.

Lost and Found

Please contact Security at (213) 258-4713 to claim items that have been lost or found in the building.

Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Building Management Office at (213) 258-4710 and we will send appropriate personnel to escort them off the premises.

Emergency Procedures

Active Shooter

Response to Active shooter – Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES – When you are safe:

Call Security or 9-1-1, and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race, and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run – 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 9-1-1 when you are safe

Hide – 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

If the active shooter is nearby:

- 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 9-1-1, 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

Fight – 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

Bomb Threat

Telephone 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 Building Management Office at (213) 258-4710

Once the Building Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

If you are asked to evacuate the building, please move away from the building to allow access to emergency personnel. Do not re-enter the Building until the Building Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone nearby. Letter bombs are usually contained within a large-size manila envelope ¼” to ½ thick and are rigid.

However, the technology used in letter bombs has become increasingly sophisticated and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. – rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25-foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Civil Disturbance

Should a riot or civil disturbance start outside the building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off on the first floor and the police will be summoned.

Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3-day supply (a 7-day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape, and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.

- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves, and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite the evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Management Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Kone Elevators that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. Security personnel will establish two-way communication with elevator occupants, when not the Fire Safety Director until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Contacts

All Emergencies	911
Building Management Office	(213) 258-4710
Building Security/After Hours Emergencies	(213) 258-4713
Fire Department (non-Emergency)	(213) 847-5360
Police Department (non-Emergency)	(213) 486-6606
Hospital	(213) 977-2121

Important notes

If you call 911 because of a medical emergency, please be sure to also notify the Building Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Building Management Office, unless you have something specific to report. The Building Management Office is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so the Building Management may attend to the situation as quickly and efficiently as possible.

Evacuation

Detailed evacuation and safety procedures can be found at: <https://rjwestmoretraining.com>.

Fire and Life Safety

Fire Prevention

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, and mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches, or anything that could become a combustible item. Such furnishings should be flameproofed.

Where the potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate the fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The priority is to ensure that no personal injury occurs because of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Homeland Security

Transwestern recommends that each tenant have an emergency action plan in place to help their employees prepare for and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency.

Medical Emergency

If an accident or illness befalls one of your employees or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - a. Your name
 - b. Your Building's name and address
 - c. Your specific floor number and exact location of the emergency
 - d. Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Building Management Office at (213) 258-4710. Inform building management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - a. Name, address, and age of injured/ill person
 - b. The nature of the problem, as best you can surmise
 - c. All known allergies and current medications taken by the individual
 - d. A local doctor

Pandemic Preparedness

What You Need to Know

The influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and healthcare threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks

separated by months. The number of healthcare workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <http://www.flu.gov/professional/checklists.html>

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

Department of Homeland Security (DHS)

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an [e-mailbox—DHSPandemic@dhs.gov](mailto:e-mailbox-DHSPandemic@dhs.gov).

BOMA Resources

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio.
- Watch news reports on television.
- Read your newspaper and other sources of printed and Web-based information.
- Look for information on your local and state government Websites.
- Consider talking to your local healthcare providers and public health officials.

Power Failure

801 Tower is served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

1. Activating Egress lighting to each floor throughout the building, including all stairwells and exit signs.
2. Activating the building's emergency Fire, Life, and Safety Systems as well as the building's communication systems.
3. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please...DO NOT CALL the Building Management Office unless you need to notify us of the location of a disabled employee.

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, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce a particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance 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 adhere to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will protect you 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.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor, phone number, and what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Services

Building Signage and Directory

801 Tower has a set Building Standard Signage Program that tenants must comply with. Please utilize our Angus website for all signage and directory requests or contact the Building Management Office for more information on what this program requires.

<https://www.transwestern.com/angus>

Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, submit a work order via Angus: <https://www.transwestern.com/angus>. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please submit a work order via Angus: <https://www.transwestern.com/angus>.

If you have any questions or comments regarding the cleaning services, please notify the Building Management Office.

Elevators

801 Tower will provide nonexclusive, non-attended automatic passenger elevator service. A freight elevator is available per reservation via the Angus: <https://www.transwestern.com/angus>.

Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests that are also available on Angus: <https://www.transwestern.com/angus>.

A vendor scheduled to perform work within your suite or on your floor will be entered in the Angus as a **New Service Request** and under service type **Vendor Access**. Such services include supplemental A/C, technical support, computer repairs, copier machine delivery/maintenance, kitchen appliance repairs, office supply deliveries, document shredders, telecom work, plant services, etc. Once the request is approved, the tenant will then enter guests into the **New Visit** list for security. This request must be submitted 48 hours in advance and should include:

- A detailed scope of work
- Requests for freight elevator access (if applicable) and the estimated number of trips.
- Current certificate of insurance with 801 Tower named per our insurance requirements.
- Tenant(s) must be onsite during a scheduled visit. Building Management **Does Not** provide tenant suite access.

Access to the building may be refused unless the person seeking access has proper identification or has previously arranged access to the building. Tenant shall be responsible for all persons for whom tenant requests access and shall be liable to the landlord for all acts of such persons. The Landlord and agents shall in no case be liable for damages of any error about the admission to or exclusion from the building of any persons.

HVAC

If the temperature in your office needs adjustment, please submit a work order via Angus: <https://www.transwestern.com/angus>. Your work order will be immediately dispatched to Engineering.

The standard hours of operation of the heating and air conditioning systems are 8:00 am - 6:00 pm Monday through Friday and 9:00 am -1:00 pm on Saturday. Special arrangements should be made for any HVAC needed outside of those hours using Genea: <https://platform.geneaenergy.com>.

Mail Service

The mailroom is located on the P1 level of the parking garage.

Maintenance Requests

For all standard service requests, please use Angus: <https://www.transwestern.com/angus>

For escalated (priority 1) requests only, that require immediate service, please call (213) 258-4710. Priority 1 requests only include:

- Suspicious Odors
- Water Leaks
- Power Outage
- Trip/Slip Hazards (Standing Water, carpet tears, damaged flooring)
- Biohazards (Chemical Spills/Bodily Fluids)
- Building/Exterior Door Security
- Building/Mechanical Noises

Sustainability

Bicycle Parking/Storage

Commuting by bike to work is a great way to cut down on auto emissions and reduce your carbon footprint along with increasing daily physical activity. To support these initiatives at 801 Tower, we provide bicycle parking on the Podium Deck.

Access to bicycle parking is available at no charge and on a first come first serve basis. Please ensure your bike is securely locked for we are not responsible for any damage or loss due to theft.

Click Here for Safe Biking Tips: <http://zenhabits.net/6-tips-for-commuting-to-work-by-bike/>

Carpooling

At 801 Tower we encourage carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle. Please see below for links to carpooling information in the area.

<http://www.erideshare.com>

Green Initiatives

Transwestern has committed to providing recycling programs in all properties under our building management.

Please contact 801 Tower onsite Director of Sustainability, Neal Perkey at (213) 545-2696 or neal.perkey@transwestern.com for further information regarding the recycling program or any of the other green initiatives at 801 Tower.

Green Tips

At 801 Tower we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners, and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize the waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

Click on the links below for more Green Information:

<http://www.aboutmyplanet.com/>

<http://www.earthshare.org/green-tips.html>

<http://www.thegreenguide.com/>

Recycling

At 801 Tower we appreciate and support the positive effect that recycling can have on the environment and have provided access to recycling collectors throughout the Building. Please see below for a list of recyclable items vs. non-recyclable items.

Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers #1-7
- Aluminum/Tin/Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)
- Glass Bottles and Jars

Non-Recyclable Items:

- Anything in the above list that is soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Any Plastic w/out #1-7
- Tempered Glass

Below is a list of green initiative awards and certifications achieved by 801 Tower:

BOMA LA – Earth Award
BOMA LA – Pueblo Award
BOMA LA – Building of the Year
Los Angeles Better Buildings Challenge – Water Innovator of the Year
Los Angeles Better Buildings Challenge – Innovator of the Year
USGBC – Water Performance of the Year
Fitwel Built Certification
Fitwel Viral Response Certification
LEED Platinum Certification
Green Lease Leader Certification
WiredScore Gold Certification

Amenities

On-Site Amenities

Corner Bakery
801 S. Figueroa, Suite 150
Los Angeles, CA 90017
(213) 239-0424
<http://www.cornerbakerycafe.com/>

Policies and Procedures

Vendors/Visitors

General Rules and Regulations

A vendor scheduled to perform work within your suite or on your floor will be entered in the Angus as a **New Service Request** and under service type **Vendor Access**. Such services include supplemental A/C, technical support, computer repairs, copier machine delivery/maintenance, kitchen appliance repairs, office supply deliveries, document shredders, telecom work, plant services, etc. Once the request is approved, the tenant will then enter guests into the **New Visit** list for security. This request must be submitted 48 hours in advance and should include:

- A detailed scope of work
- Requests for freight elevator access (if applicable) and the estimated number of trips.
- Current certificate of insurance with 801 Tower named per our insurance requirements.
- Tenant(s) must be onsite during a scheduled visit. Building Management **Does Not** provide tenant suite access.

Access to the building may be refused unless the person seeking access has proper identification or has previously arranged access to the building. Tenant shall be

responsible for all persons for whom tenant requests access and shall be liable to the landlord for all acts of such persons. The Landlord and agents shall in no case be liable for damages of any error about the admission to or exclusion from the building of any persons.

Insurance Protection

Please contact the Building Management Office for information regarding insurance requirements at 801 Tower. Vendor COI requirements are also located online.

Vendor Procedures

1. The tenants are responsible for ensuring that the contracted vendor(s) submits the REQUIRED vendor insurance and acknowledges in writing and adheres to the prescribed rules and regulations regarding any move, delivery, or dispatch of equipment.
2. Use of the loading dock, service corridors, freight elevator, and stairwells must be pre-arranged at least two (2) working days in advance, through the Angus portal: <https://www.transwestern.com/angus>. It is the responsibility of the tenant/subtenant to ensure communication between the moving company and the Building Management Office to avoid conflicts in scheduling a move.
3. Any work required to be done, that will affect any existing tenant in the building, shall be scheduled during non-business hours, unless otherwise approved by Landlord. All noise or odor complaints by tenants shall be remedied immediately, and/or all operations are to cease until such noise or odor is abated.
4. **Business Hours** are between the hours of 8 AM – 6 PM, Monday – Friday. During this time, deliveries consisting of one trip can be made on a first-come, first-serve basis with a 30-minute limit in the loading dock. There are also 15-minute parking spaces available on P1. **All large deliveries/moves must be scheduled outside of normal business hours.**
5. **After Hours** are between the hours of **6 PM – 8 AM, Monday – Friday, and all-day weekends and holidays**. Anyone using the freight after hours must be authorized for entry into the building at the loading dock or at the Main Lobby Desk. This also requires a freight elevator operator with a 4-hour minimum labor charge.
6. **Parking** – Any general contractors, subcontractors, field workers, and vendors are required to pay parking fees. The Landlord does not offer free parking to any such personnel. The loading dock is used for loading and unloading only, not parking. Contractor vehicles parking illegally within the project will be cited and/or towed at the vehicle owner's expense.
7. Trucks arrive at the loading dock via the ramp on 8th Street. All vehicle traffic entering the dock is westbound only. Drivers must check in with building security and attain a freight pass at the loading dock podium upon arrival. There are no reserved parking spaces in the loading area. Parking of personal vehicles is prohibited.
8. Maximum heights, weights, times, and dimensions:
 - a. Loading Dock clearance is 12' high.
 - b. Loading Dock height: 12'
 - Please note that due to the curve into the 801 S Figueroa loading dock, the maximum allowable truck length is 22'.
 - c. Forklifts taller than 12' are not allowed on the dock floor.

- d. Loading dock maximum time: 30 minutes.
 - e. Freight elevator capacity is:
 - Freight elevator door clearance 8' H x 48" W.
 - Elevator cab is 56" D x 92" W x 10' H.
 - Weight: 4,000 lbs.
 - Pallet jacks are not allowed in the freight elevator.
9. Freight Elevator – Optimal times for extended use of the freight elevator are 6 PM to 8 AM (Monday – Friday) or weekends to avoid conflicts with daytime routine deliveries and nighttime janitorial crews. An “exclusive” reservation of the freight elevator must be shared with other scheduled business activities that occur after hours (i.e., contractors using the freight elevator to access their floor, but not to deliver or remove items) and with the janitorial staff. A freight elevator operator is mandatory for all vendors/contractors. Please note: In the event, the freight elevator is not functioning due to malfunction or emergency repair, every effort will be made to provide limited alternative access via a padded passenger car. In no event will the building take responsibility for cost or schedule changes because of the interruption of the freight elevator. The freight elevator is to be used by vendors, construction personnel, and equipment only. Under no circumstances are vendors or construction personnel with materials and/or tools to use the passenger elevators. All persons that wish to have access to the freight elevator for any reason must show a valid identification card, which shall be recorded by the loading dock officer.
10. All deliveries of materials must be made through the loading dock. The loading dock is in-transit area. The material must be kept moving to the destination. No materials, tools, or carts shall be stored in any stairwell, public corridor, freight elevator lobby, or electrical or mechanical rooms at any time.
11. The protection of the building premises including building corridors, walls, corners, doors, stairwells, freight elevator floor coverings (by Masonite, cardboard plywood, visqueen, and/or other approved materials), public areas, lobbies, and service areas **is required** during any move-in/out by a tenant or subtenant, or for the dispatch /delivery of oversized, heavy, or bulky items, and is at the sole expense of the tenant and/or freight, moving or delivery company. Any damages to the finishes shall be repaired at the tenant's expense. Anything over 500 lbs. delivered will require Masonite on the corridor floor.
12. Removal of disposable trash is the responsibility of the moving company.

Smoking

801 Tower maintains a no-smoking policy, including all common areas, all parking levels, the lobby, restrooms, stairwells, and elevators. The designated smoking area is located on the Podium Deck. Smoking near all building entrances is prohibited by law and is strictly enforced.