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THE MONADNOCK BUILDING

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# TENANT HANDBOOK

February 2012  
685 Market Street  
San Francisco, California

## TABLE OF CONTENTS

|  |    |
|--|----|
| INTRODUCTION   | 1  |
| GENERAL INFORMATION  | 2  |
| BUILDING ENGINEERING   | 3  |
| AIR TEMPERATURE CONTROL  | 3  |
| LIGHT REPLACEMENT  | 4  |
| OPERABLE WINDOWS   | 4  |
| RESTROOMS  | 4  |
| TENANT SERVICES  | 5  |
| ELEVATORS  | 6  |
| BUILDING SECURITY  | 7  |
| CARD KEY ACCESS  | 8  |
| LIFE SAFETY SYSTEMS  | 9  |
| STAIRWELLS   | 9  |
| SUITE DOORS  | 10 |
| DISABLED PERSONS   | 10 |
| PROPERTY REMOVAL   | 11 |
| THIRD PARTY VENDORS, CONTRACTORS AND SUBCONTRACTORS<br>(CERTIFICATE OF INSURANCE REQUIREMENTS) | 12 |
| MESSENGERS, PICK-UPS, AND DELIVERIES   | 14 |
| MOVE IN / MOVE OUT   | 14 |
| FREIGHT ELEVATOR USE (MOVING OR DELIVERY OF FURNITURE OR<br>OTHER LARGE ITEMS)                 | 15 |
| JANITORIAL SERVICE   | 16 |
| RECYCLING/COMPOSTING/TRASH POLICY  | 16 |
| ELECTRONIC WASTE (E-WASTE) AND BULKY TRASH   | 17 |
| STORAGE  | 18 |
| PARKING  | 18 |
| BICYCLES   | 18 |
| COURTYARD  | 18 |
| MAIL   | 18 |
| SMOKING POLICY   | 19 |
| NEIGHBORHOOD AMENITIES   | 20 |

## INTRODUCTION

*Colliers International manages the Monadnock Building on behalf of The Prudential Insurance Company of America. The information presented in this Tenant Information Package is intended to familiarize you with our building, staff and services. Please take the time to review it thoroughly and retain it in a convenient place for future reference. If there is any additional information you need, please do not hesitate to contact us.*

Our website: [www.monadnocksf.com](http://www.monadnocksf.com)

### Overview

The Monadnock Building opened its doors for business in 1907, having withstood the great San Francisco earthquake and fire of 1906 while under construction. The Monadnock Building is one of the first steel frame, concrete encased buildings erected in San Francisco. The Monadnock Building, which over time was home to the executive offices of the nation's largest railroads, a Prohibition-era speakeasy and a legendary jazz club, flourished for decades until falling into disrepair in the latter half of the century. In 1977, the then-owner, unwilling to renovate the building, was persuaded by the architectural firm of Whisler-Patri to sell the building rather than tear it down. The Monadnock Building was sold to a private investor who subsequently sold it to the AT&T pension fund in 1986. The Monadnock Building was then completely renovated, modernized and restored to its original grandeur by the architectural firm of Whisler-Patri and Charles Pfister. The Monadnock Building is now considered an historical landmark building. It is centrally located in downtown San Francisco, with close proximity to the North Financial District, Union Square and the Moscone Convention Center. As one of the premier Class B buildings in San Francisco, The Monadnock Building has excellent accessibility to all forms of public transportation, including BART, MUNI, and the historic Street Cars that run from Fisherman's Wharf to the Castro.

## *GENERAL INFORMATION*

Management Office Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday (excepting certain holidays).

Any questions, comments or requests regarding any service rendered by the Management Office for the benefit of the tenants will be promptly handled by calling the Management Office.

Please also contact the Management Office should you schedule any vendors to work on site or for the delivery of any large items as Certificates of Insurances are required (please refer to the “Third Party Vendors, Contractors and Subcontractors” section).

Following is a directory of management staff:

|                    |              |                        |
|--------------------|--------------|------------------------|
| Property Manager:  | Frank Miskus | (415) 344-0004 ext. 14 |
| Property Assistant | Aya Chow     | (415) 344-0004 ext. 11 |
| Chief Engineer:    | Jim Carter   | (415) 344-0004 ext. 13 |

Following is a directory of onsite security:

|                |                        |
|----------------|------------------------|
| Security Desk: | (415) 344-0004 ext. 12 |
|                | (415) 495-5798 direct  |
|                | (415) 725-4103 mobile  |

## *BUILDING HOURS*

The Monadnock Building is open:

|                       |                         |
|-----------------------|-------------------------|
| Monday through Friday | 6:00 a.m. to 7:00 p.m.  |
| Saturdays             | 10:00 a.m. to 5:30 p.m. |
| Sundays               | Closed                  |

Outside of the above hours, the main lobby doors are locked. For tenant access, there is a white call button located at the far right hand door that will alert the security officer of your presence. Please also refer to the “Card Key Access” section on page 5.

HVAC (Heating, Ventilation, Air Condition) hours run Monday through Friday, 7:30 a.m. to 6:30 p.m. The building does not have central air-conditioning but rather, there are above ceiling temperature exchangers distributed throughout the floors. Extra hour HVAC is available at the prevailing rate.

## *BUILDING ENGINEERING*

The Monadnock Building has one chief engineer whose hours are from 5:30 AM to 2:00 PM, Monday through Fridays, with a half-hour lunch from 11:00 AM to 11:30 AM.

The Building Engineer maintains the common areas of the building including the electrical system, elevators, fire/life safety system, HVAC system, plumbing system, and restrooms.

The Building Engineer is not responsible for the maintenance of items inside tenant suites outside of Air Temperature Control and Light Replacement. However, the Building Engineer's services may be retained should you wish to do so for an additional charge. (Please see "Tenant Services" section.)

The Building Engineer is rarely at his desk as he is busy maintaining the building's systems, so please contact the Management Office at (415) 344-0004 should you have any of the following building maintenance requests:

- Air Temperature Control
- Light Replacement
- Restroom Issue

## *AIR TEMPERATURE CONTROL*

The Building Engineer regulates air temperature and airflow.

Since the position of the sun, amount of cloud cover and outside temperature will affect the interior temperature, maintaining optimum comfort levels for all tenants can be challenging at times. Building standard temperature ranges from 68 to 74 degrees. Should the air in your office deviate from a comfortable range, please promptly contact the Management Office at (415) 344-0004.

Please see the section "Operable Windows" for further details about the building's window system.

**We would like to remind you that use of any heating devices other than building-supplied equipment or building-approved equipment at 685 Market Street is prohibited. These devices are fire hazards and trip breakers within the building. Please contact the Management Office so that the Engineer may properly adjust the HVAC system.**

## *LIGHT REPLACEMENT*

The Building Engineer provides light replacement for all building standard light fixtures. For service, please call the Management Office at (415) 344-0004.

In order to conserve energy, we encourage you to review your lighting requirements periodically to determine where energy savings are possible. Should you find that you have excess illumination in your suite, please contact the Management Office so that the Building Engineer may evaluate what changes can be made.

When exiting your office in the evening, please be sure that all lights are turned off.

## *RESTROOMS*

Each multi-tenanted floor (floors 1 through 5) has two common area restrooms, one men's and one women's. Please note that these restrooms are locked and key-accessible only. Your suite key will also access the restrooms on that floor.

Restroom-only keys can also be provided for an additional charge. (Please refer to "Tenant Services" section.)

Trash should not be thrown away in our restroom compost receptacles. Only used hand towels and tissues may be disposed of as they will be composted.

As a gentle reminder, your fellow neighboring tenants also make use of these facilities. Please be courteous and keep a clean space that all can use. Personal items such as reading materials, flower arrangements, air fresheners, et cetera should not be left behind.

Should there be a janitorial or maintenance issue involving the restrooms, please report it to the Management Office at (415) 344-0004 so that it may be promptly resolved.

## *OPERABLE WINDOWS*

The building enjoys the use of operable windows on floors. Windows are located at the exterior walls and courtyard walls. Please note that they should not be opened more than 12 inches nor left open overnight. Should you wish to open the windows, please inform Building Management first so that they may adjust your HVAC settings appropriately. This is so that the system does not turn on to compensate for any temperature differences, which results in energy management and cost savings.

## TENANT SERVICES

All calls for tenant services must come through an authorized tenant representative.

Any request for maintenance or services above and beyond those agreed upon in the tenant's lease will be recorded on a tenant service work order, also known as a Tenant Work Authorization (TWA), which will accompany the employee or vendor performing the service. Prior to work commencing, your signature will be requested for chargeable services including but not limited to keys, furniture moving, picture/artwork/whiteboard hanging, special cleaning and special light bulbs.

If a major project is requested that requires the assistance of an outside contractor, the Management Office will solicit bids, submit for the tenant's approval and oversee any subsequent work activities. Per the terms of your Lease, there will be a management fee charged to the tenant for such projects, which will be quoted in the final proposal.

The following is a partial listing of additional services available to tenants (prices are subject to change):

- |                                 |  |
|---------------------------------|--|
| 1. HVAC for extra hours         | \$65 per hour  |
| 2. Engineering services         | \$65 per hour  |
| 3. Additional janitorial        | \$25 per hour  |
| 4. Additional security guard(s) | \$30 per hour, straight time and \$40 overtime and holidays. |
| 5. Extra keys                   | \$ 5 each (plus labor charge if required)                    |
| 6. Key Cards                    | \$25 each  |

A 15 minute minimum applies for HVAC and Engineering services, and a 1 hour minimum applies for additional Janitorial and Security Guard services. The Management Office can be reached by calling (415) 344-0004.

## ELEVATORS

Six elevators (one interior freight, four passengers, and one sidewalk freight), service The Monadnock Building.

The interior freight elevator, also known as Elevator #1, is the first elevator as counted from the left. This elevator services the basement through the tenth floor and has its own call button (located in the freight elevator frame on each floor). Tenant use of the freight elevator (office move ins/outs, to deliver large items, on a prolonged basis, etc) need to be reserved through Building Management first. Please give at least 24 hours advanced notice so that the proper arrangements can be made.

Elevators #2 through #5 (the four passenger elevators) service the first through tenth floors, with the exception of Elevator #3 as it also services the basement level. All four passenger elevators can be called with the centrally located call buttons on each floor.

Elevator #1 (interior freight)      Weight Capacity: 3,500 pounds  
Dimensions: H 125" x W 49" x D 75"

Elevator #2 through #5      Weight Capacity: 2,000 pounds

If any unusually heavy items are to be transported in the elevators, Building Management must be notified first.

The sidewalk freight elevator is located at the rear of the building at 170 Stevenson Street. Please note that the area directly in front of the sidewalk freight elevator is a No Parking, Tow-Away Zone.

Elevator #6 (sidewalk freight elevator)      Weight Capacity: 2,000 pounds  
Dimensions: H 82" x W 52" x D 62"



Should you be in an elevator when a stoppage occurs, remember you are perfectly safe **and** you are not alone.

- ◆ Towards the bottom of the elevator control panel is a red button marked “**alarm**”. Pushing this red button activates an alarm at the Security Station and alerts the Security Officer that there is a problem. The Security Officer, from our panel, can immediately identify the car involved and its location.
- ◆ Allow the guard to silence any pressed alarm as it interferes with communication.
- ◆ If you are unable to get a response and continue to be trapped, the next step to take is to press the button at the bottom of the control panel identified with a telephone symbol. Once you press this button, a call is placed to Otisline. Our elevator company’s hotline. An operator will answer the call and attempt to remotely troubleshoot the elevator. If they are unable to fix the problem, they will dispatch a technician to the building to assist. Otisline will also contact the security guard to establish communication with them.

If we cannot free up your car, we will call for an elevator mechanic, informing you of what we are doing. These calls take absolute precedence, so you can expect a prompt response.

Be calm. Be patient. We will do everything we can for you. You are safe - just temporarily inconvenienced.

## *BUILDING SECURITY*

The Monadnock Building has 24-hour security coverage, with a guard station located in the lobby. The lobby doors are unlocked during normal business hours. To gain after-hours access, please see the section entitled “Card Key Access”.

It is essential to the safety of all tenants to report any suspicious person(s) or activity as soon as possible. If an employee encounters a person who appears to be out of place or is causing a disturbance, he or she should contact the security desk immediately by dialing **(415) 344-0004 ext. 12** or calling Security on their cell phone at **(415) 725-4103**. Obtaining a thorough description can be extremely helpful in identifying an individual to Security or the police. Please notify the Management Office as well, so that we may ensure the proper procedures have been followed.

**REMEMBER: It is not advisable to confront an offending individual. If an individual appears to be unlawfully entering a space and/or poses a threat to a person’s safety, IMMEDIATELY contact the police by dialing 911. Then, if time permits, contact Building Security.**

## CARD KEY ACCESS

To access the building before or after normal business hours (see Building Hours section above), all office tenants will need a building-issued card key. Card keys are subjected to a \$25.00 per unit charge.

The Monadnock Building's restricted access hours ("after-hours"):

|                       |                          |
|-----------------------|--------------------------|
| Monday through Friday | 7:00 p.m. to 6:00 a.m.   |
| Saturdays             | 5:00 p.m. to 10:00 a.m.  |
| Sundays               | 12:00 a.m. to 12:00 p.m. |

Access to the building lobby will be facilitated through the use of a card key reader located at the far right main lobby door (nearest La Boulange).

Access to floors 2-10 will be restricted by card key to the single passenger elevator (Elevator #3) that will remain functioning after hours. A card key reader is installed inside the elevator on the wall housing the controls.

Tenants will still need to retain suite keys to access their space. The guard will not lend out suite keys to tenant space without prior authorization, so both suite keys and card keys must be provided to employees who will access the space after hours.

When exiting the building after-hours, it is important that your employees key-out on the reader built into the security desk.

Visitors will be asked to sign-out in our guest register. This will allow us to keep accurate records of who is physically present in the building in case of an emergency.

The maintenance of the card keys is the responsibility of a designated tenant administrator within your company. Online administration of the keys is facilitated through the website [www.onefacility.com](http://www.onefacility.com). OneFacility is correctly displayed and best viewed using Internet Explorer on a Windows-based computer.

A lost or stolen card key must be reported to your tenant administrator to have the key disabled. Replacement card keys are also subjected to the \$25.00 fee.

## *LIFE SAFETY SYSTEMS*

The Monadnock Building is equipped with life safety systems to protect life and property in the event of an emergency. The building incorporates a fire sprinkler system, with the water flow monitored by an outside alarm company. In the event of a fire, the sprinkler heads in the affected area will discharge. With the first water flow signal; the San Francisco Fire Department will be dispatched to the building in approximately three to five minutes.

The building also has a local fire alarm. Please follow pre-established evacuation procedures when you hear an alarm. Upon occupancy, new tenants will receive Life Safety training from the Building Engineer; for existing tenants, refresher-trainings can be scheduled by contacting the Management Office.

The halls and stairwells, which provide direct access to the street level, are one hour rated and designed made to withstand fire for one hour. The building is also equipped with ABC type fire extinguishers located in the hallways and in the kitchens of most suites. Please familiarize yourself with their locations. If you would like a brief training session on the use and handling of these fire extinguishers, please contact the Management Office.

These safety systems are designed to save lives, prevent injuries and loss of property. Still, your own safety may depend on your orderly and rational conduct if an emergency should occur.

**Please refer to *The Monadnock Building Emergency Guide: Fire/Evacuation & Earthquake Procedures* manual for more information regarding what to do in the event of an emergency.**

## *STAIRWELLS*

The two stairwells are for emergency exiting only and are not intended for floor-to-floor use. For tenant security, stairwell doors are locked from the stairwell side. Once you enter the front stairwell, you may exit only at street level via the building lobby. Once you enter the rear stairwell, you may exit only at street level via the building basement.

The stairwells may also be used as a refuge area in the event of an evacuation by disabled persons who cannot be assisted down the stairs. (Please refer to the "Disabled Persons" section.) Blocking open the stairwell doors is a fire code violation and compromises the integrity of the building's life safety systems.

## *SUITE DOORS*

Due to Fire Department code regulations, all suite main entry doors must be kept closed and not propped open to the hallways. If your suite entry doors need to remain open for business purposes, it is fire code regulation that they be on magnetic holders that are tied into the building's Life Safety System.

Please do not affix taped notes on the suite doors, as this can damage the wood finish. Taped signs can be attached to your suite signs.

## *DISABLED PERSONS*

If assistance is required to enter the building, there is a buzzer (door bell) located to the right of the building's main entry doors. A security officer will respond as quickly as possible. When the building's main doors are locked and the guard has toured out of hearing range, call the mobile phone at (415) 725-4103.

Wheelchair-accessible toilets are available in all restrooms on each floor.

Please advise us of any special requirements for disabled personnel or persons who may require assistance in the event of an evacuation.

### **In the event of an evacuation:**

The fire alarm for this building is a timed whooping sound along with flashing strobe lights and verbal instructions. This will be the signal for an evacuation of the building. Leaving all prosthetic equipment behind, proceed to the northeast stairwell with the assistance of an aide for the disabled. (The northeast stairwell, located off each elevator lobby, has the largest landing area. The stairwell landings on each floor are refuge areas for disabled persons who cannot be assisted down the stairs. Do not carry the disabled persons down the stairs. If a disabled person cannot walk down the stairs with assistance, then instruct them to stay in place on the stairwell landing. The company's designated Tenant Floor Warden will note which stairwell they are in and the floor number of the stairwell landing. They will then evacuate the building and immediately find the San Francisco Fire Department personnel stationed at the main lobby door to the building. It is the Floor Warden's duty to notify the S.F.F.D. personnel about the disabled person taking refuge on the stairwell landing so that they may be safely evacuated from the building.

Do not attempt to use any elevator during a fire alarm as they will not be available for your use; direct your aide to walk downstairs to notify Security of your location. The S.F.F.D.'s plan is to assure that you are safe behind fire-fighting lines.

## *PROPERTY REMOVAL*

Personal belongings should be placed in a secure, locked area at all times. It is important that any loss of property be reported immediately.

To further regulate the removal of property from the building, the following system has been implemented with security:

Tenants wishing to remove large items from the building must have their tenant administrator put a notice in [www.onefacility.com](http://www.onefacility.com) that will be verified by Security.

Every time property of a questionable nature is removed from the building, security will check for permission to remove the property. If permission is not found, security will attempt to contact your tenant administrator by telephone. If we are unable to verify authorization of the property removal, we will ask tenants to delay the property removal until such time that we can confirm authorization.

Security will not ask for passes from regular delivery agents, for packages from couriers, or for shipments usual to your business, occurring within normal business hours, and if the delivery agents are recognizable to the security officers.

Items that security will NOT ask for a pass to inspect include: bags, coats, laptops, bicycles, or any other personal items of a non-suspicious or mundane nature.

The purpose of this program is only the refinement of a normal security measure. The security of your personal belongings at work remains first and foremost your own responsibility. We cannot accept any liability through your participation in this program for items that may go missing in your suite or for other breaches of security that occur.

Please be sure to lock your suite door before exiting for the evening.

**THIRD PARTY VENDORS, CONTRACTORS AND  
SUBCONTRACTORS (CERTIFICATE OF INSURANCE  
REQUIREMENTS)**

Third party vendors, contractors and subcontractors may do work in tenant spaces provided that they offer evidence of insurance coverage by presenting a certificate of insurance to the Management Office.

Before commencement of service, the Management Office must be provided with a current Certificate of Insurance from your third party vendor, contractor and/or subcontractors that meet the minimum insurance requirements listed below. The Certificate of Insurance must name the Owner and Agent as additional insured with the certificate holder as stated below. Also, the Certificate of Insurance must be sent to the Management Office directly by the Insurance Agent.

**If evidence of insurance is not received, the Management Office reserves the right to refuse entry onto the property by the third party vendor, contractor and/or subcontractor. Please be advised that this is an Owner requirement.**

**MINIMUM REQUIREMENTS**

|                          |                            |   |                    |
|--------------------------|----------------------------|---|--------------------|
| <input type="checkbox"/> | General Liability          | Per Occurrence  | <b>\$1,000,000</b> |
|                          |                            | Per Occurrence Property Damage  | <b>\$1,000,000</b> |
|                          |                            | Products – Completed/Operations   | <b>\$1,000,000</b> |
|                          |                            | General Aggregate   | <b>\$2,000,000</b> |
| <input type="checkbox"/> | Comprehensive Auto         | Combined Single Limit each accident<br>(for owned, non-owned and hired automobiles) | <b>\$1,000,000</b> |
| <input type="checkbox"/> | Excess/Umbrella Liability  | Per Occurrence and Aggregate  | <b>\$4,000,000</b> |
| <input type="checkbox"/> | Workers' Compensation      | In accordance with State Law  |                    |
| <input type="checkbox"/> | Employers' Liability       | Each accident, disease policy limit,<br>disease each employee                       | <b>\$1,000,000</b> |
| <input type="checkbox"/> | Professional Liability/E&O | Per Occurrence and Aggregate  | <b>\$1,000,000</b> |

**BEST RATING**

Insurance companies and brokers are familiar with this rating system and can assist you in understanding this requirement. If required per contract, the following is the acceptable rating for each of the insurance carriers providing insurance:

***MINIMUM ACCEPTED BEST'S RATING REGARDING LIABILITY COVERAGE(S), WORKERS' COMPENSATION COVERAGE AND BONDS (WHEN APPLICABLE).***

**ACCEPTABLE BEST'S RATING IS: A-:VII OR ABOVE**

**ADDITIONAL INSURED**

***“Colliers International Real Estate Management Services (CA), LLC, its affiliates and ownership entities of its managed properties are included as Additional Insureds on the General Liability policy as their interests may appear in regard to work performed or services provided by the named insured.”***

**NOTICE OF CANCELLATION**

Required: 30 days written notice.

**CERTIFICATE HOLDER**

***The Monadnock Building  
clo Prudential Insurance Company of America,  
dba Colliers International  
685 Market Street, Suite 550  
San Francisco, CA 94105***

- Postal-mailed originals preferred. **For it to be accepted by Building Management, the insurance agent must fax or email the certificate to the following:**

Fax: (415) 543-1766    Email: achow@monadnocksf.com

## *MESSENGERS, PICK-UPS, AND DELIVERIES*

Bonded messengers (i.e., UPS, Federal Express) are allowed to make deliveries to the floors. Any other large deliveries i.e. furniture, copiers and an abundance of file boxes will need to be scheduled so that we can ensure the availability of the freight elevator. These deliveries must occur via the sidewalk elevator located on Stevenson Street. If a delivery will take more than 20 minutes it will need to be made before or after regular business hours. (Before 6:00 a.m., after 6:00 p.m.)

Prudential Insurance Company of America requires that Colliers International retain a copy of each supply/delivery vendor's certificate of insurance and keep a record of it in the Management Office. Until these requirements are met, we cannot permit any deliveries until we have the proper insurance certificate on file.

## *MOVE IN / MOVE OUT*

Tenant moves into and out of the Building must be scheduled through the Management Office a minimum of one week in advance if possible. All moves must be completed prior to 8 AM or scheduled after 6 p.m. on weekdays. Weekends are subject to availability.

All pertinent information regarding a tenant's move must be given to the Management Office, including the date, time, the name of the moving company, the name of the moving company's foreman, and the foreman's mobile number.

The moving company must have their certificate of insurance on file with the management office prior to the move in/out. Please forward the building's certificate of insurance requirements for vendors to the moving company to ensure adherence to the owner's insurance requirements.

They are also required to provide protection for all existing building items and improvements including, but not limited to, the floors, doors, walls, carpeting, and elevators.

The cost to repair any damage will be the responsibility of the Tenant.

Building Management, Maintenance, and Security will not give access to tenant suite for the moving company nor oversee the move in/out.



## *FREIGHT ELEVATOR USE (MOVING OR DELIVERY OF FURNITURE OR OTHER LARGE ITEMS)*

The freight elevator is available for tenant use by appointment only. Arrangements can be made by contacting the Management Office

Pre-approved (furniture) movers/deliveries will be required to provide their certificate of insurance to the Management Office. They are also required to provide protection for all existing improvements including, but not limited to, the floors, doors, walls, carpeting, and elevators.

The cost to repair any damage will be the responsibility of the Tenant.

The sidewalk freight elevator dimensions are as follows:

Height: 82"

Width: 52"

Depth: 62"

The interior freight elevator dimensions are as follows:

Height: 125"

Width: 49"

Depth: 75"

## *JANITORIAL SERVICE*

At the close of each business day, experienced janitorial personnel will vacuum, sweep, dust and generally clean every office and all public areas of the building in compliance with specifications established by building management and by the tenant's lease. They will also empty the trash, recycling and composting bins.

The regular maintenance program also provides for periodic washing of the windows and periodic cleaning of areas not reached during the daily routine. For example, items such as edge vacuuming or high dusting are done on a periodic cleaning schedule.

Please note that if there is no clear path of travel or if there are electronic equipment or cords on the floors, daily vacuuming may not take place due to an issue with clearance of the vacuum machine or to avoid damaging personal property.

For emergency cleanup and/or trash overlooked by the night janitor, contact the Management Office. This includes beverage or food spills. The sooner it is reported, the sooner it can be cleaned up. Coffee and tea are terribly staining.

If additional or special janitorial services are required, contact the Management Office.

## *RECYCLING/COMPOSTING/TRASH POLICY*

The Monadnock Building works with our tenants to comply with the San Francisco Mandatory Recycling and Composting Ordinance (No. 100-09) that requires all persons located in San Francisco to separate their recyclables, compostables and landfilled trash and to participate in recycling and composting programs.

The building participates in a mixed recycling and composting program with Recology Golden Gate. Blue bins denote mixed recyclables, green bins denote compostables, and black bins denote landfilled trash. Bins that are any other color should not be used.

The building will provide one blue, one green, and one black bin for a tenant's kitchen space. It is recommended that each desk be provisioned with a blue bin to promote desk-side (paper) recycling. Please note that the desk-side blue bin may not be fitted with a plastic liner to decrease the waste inherent with the use of such an item.

Mixed recycling, composting, and trash is removed from your office space nightly, Monday through Friday. If you want to dispose of material that is not in a

designated container (such as a flattened cardboard box) it should be clearly marked as “Trash/Basura” for the janitorial staff. However, as a precaution, do not leave anything on the floor near the trash can that you do not want discarded.

Tenants having large quantities of recycling, composting, and/or trash to remove may call the Management Office for disposal. Please remember to flatten all cardboard boxes and lids of any size so that it may be removed by the janitorial staff.

Mixed Recycling includes items such as, but not limited to, white paper, mixed paper, aluminum cans and foil, glass bottles, coffee cup lids, plastic clamshells, plastic utensils and broken down cardboard. For more Mixed Recycling information or downloadable posters, please go to <http://www.sfreycling.com/commercialRecycling.htm>.

Composting includes items such as, but not limited to, food waste, napkins/tissues, paper cups, paper plates, paper bowls, waxed paper items, tea leaves, coffee grounds, and utensils with the word “compostable” marked on them. For more Composting information or downloadable posters, please go to <http://www.sfreycling.com/commercialCompost.htm>.

Landfilled Trash include items such as, but not limited to, Styrofoam products, packing peanuts, plastic bags, plastic wrappers, plastic wrap, ZipLock bags, PLA utensils, Tatterware utensils and utensils with the word “biodegradable” marked on them. For more Landfilled Trash information or downloadable posters, please go to <http://www.sfreycling.com/commercialLandfill.htm>.

**Items that CANNOT be placed in the building’s trash: toner cartridges, electronic equipment (copiers, fax machines, computers), keyboard trays, batteries, desks, chairs, etc. (Please refer to the “Electronic Waste (E-Waste) and Bulky Trash” section.)**

## *ELECTRONIC WASTE (E-WASTE) AND BULKY TRASH*

Items that are e-waste (toner cartridges, fax machines, computers, light bulbs, batteries, etc) or bulky waste (keyboard trays, desks, chairs, filing cabinets, storage units, bookshelves, etc) are not items handled by the building and need to be properly disposed of.

Recology Golden Gate operates a service called “Recycle My Junk” that can help assist in correctly removing e-waste and bulky trash. Please note that the option to place your charges on the garbage bill is **not** available. For more information, please visit their website: <http://www.recyclemyjunk.com/businessCollection.htm> or call (415) 626-4000.

## STORAGE

The Monadnock Building has storage facilities conveniently located in the basement level. Storage rooms range in size from 60 to 800 square feet. Contact the Management Office for terms and availability.

## PARKING

The Monadnock Building does not have a parking structure. There are garages in the vicinity, including an 800-car public parking facility directly behind the building.

## BICYCLES

The building has a bicycle room with industrial strength racks available on the ground level to park your bicycle during normal business hours. Access to the room is restricted. To check out the key, go to the security desk in the lobby.

**Warnings:** Please note that use of the room is at your own risk. The Building is not responsible for lost or stolen bicycles and bicycle parts. Bicycles may not be taken up the passenger elevators into the offices nor be left overnight. If they are left for an extended period of time, they may be removed with no prior warning.

## COURTYARD

The courtyard is open to tenants for your use during building hours. We welcome you to take pleasure in the peaceful elegance of the courtyard while on a break or enjoy lunch with a friend. Please help us keep the area beautiful by properly disposing of any waste.

Tenants who wish to schedule private functions in the courtyard should contact the Management Office for details on availability, restrictions and costs.

## MAIL

1. A postal carrier will deliver incoming mail to the tenants' suites.
2. A plastic box is in place inside the Security Room where outgoing mail can be dropped daily for a 4 p.m. pick-up. The Security Room is located at the end of the elevator bank on the lobby level.

Note: A Federal Express "self-serve station" is available on the first floor located in the bicycle room.

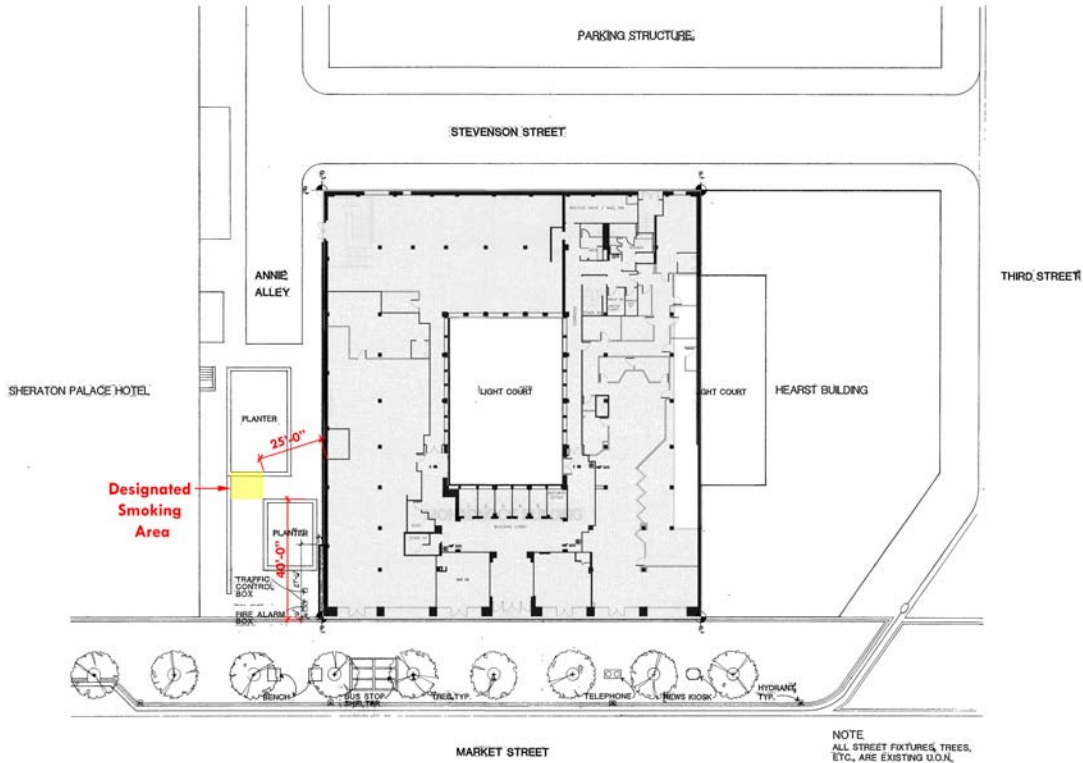
### SMOKING POLICY

The Monadnock Building is a non-smoking building. Smoking is prohibited inside the building and within 25 feet of all entries, outdoor intakes, and operable windows.

One designated smoking area, highlighted in yellow below, is located on Annie Street between the two planter boxes. An ash urn is available which complies with local laws.

No Smoking signs are posted throughout the first floor of the building and near the building entrances. The policy is enforced by our security officers and through e-mail communication to the tenants.

Diagram of the Monadnock Building Designated Smoking Area



## *NEIGHBORHOOD AMENITIES*

The Monadnock building's prime location places it within walking distance of the finest convention facilities, hotels, shops and restaurants San Francisco has to offer.

The Moscone Convention Center contains 2.0 million square feet. The Sony Metreon, located a block from the Convention Center, is a retail/entertainment development that opened in June of 1999. The Metreon features a 15-screen cinema, including an IMAX theater, a flagship Microsoft, Sony and Discovery Channel retail shops, as well as various restaurants and other entertainment attractions.

The Union Square Shopping District is the center of retail activity in the San Francisco Bay Area and contains approximately five million square feet of retail space. The shops clustered in the Union Square District represent the who's who of upscale shopping ranging from major department stores such as Neiman-Marcus, Barney's, Saks Fifth Avenue and Nordstrom, to boutiques such as Tiffany & Company, Cartier, Chanel, Hermes, Escada, Dior and Bulgari, Sephora, Levi's Store and the Banana Republic, Gap and Old Navy flagships. Recent additions to the area include Zara, H&M, and a Bloomingdales' with numerous retailers and restaurants in the Westfield Center.

Some of the finest hotels are located within the area, including the famous Sheraton Palace Hotel, the Marriott, the "W" Hotel and the Four Seasons, which opened in October of 2001. There are over 14,000 luxury hotel guestrooms within a radius of eight city blocks from The Monadnock Building.

The area around the Monadnock Building offers the best in culinary delights. Casual or fine dining exists on either side of Market Street. La Boulange is conveniently located at the building's retail level; the cafe offers brewed gourmet coffee and espresso, pastries, breakfast, cakes, hot sandwiches, and snacks. The building also has its own gourmet yogurt shop, YoCup, which is also located on the retail level. Coffee connoisseurs can easily find their favorite brew - Starbucks, Peet's, The Coffee Bean & Tea Leaf, and Tully's are all within walking distance of the building, as are many smaller specialty cafés. Specialty's Bakery and Grain D'or are located on the same block as the Monadnock Building, and Subway, California Pizza Kitchen and Quizno's are right around the corner on Third Street. The Galleria at the Post Montgomery Center has a dining court that offers Chinese, Middle Eastern, Burrito, Chili, Soup, Japanese, and Italian cuisine. Fine-dining in the Four Seasons and the Palace Hotel offer elegant alternatives to the more casual lunch. The choices are endless.