

## **BUILDING HOURS & ACCESS**

4040 Civic Center is open to the public Monday through Friday. Normal hours of operations for 4040 Civic Center are 7:00 a.m. to 6:00 p.m. The building is closed on Saturday and Sunday.

## **BUILDING ACCESS**

Tenant employees holding a valid building access card can enter the building 24 hours/7 days a week.

## **VISITORS**

Please contact the management office and let us know if you are expecting a large crowd of guests, media, or vendors to the building prior to their arrival during normal business hours.

Prior arrangements through the building office must be made for any after hour visitors or vendors.

## **BUILDING HOLIDAY'S**

4040 Civic Center is closed on the following holidays:

New Year's Day  
Memorial Day  
Labor Day

President's Day  
Independence Day  
Thanksgiving Day  
Christmas Day

Should you require cleaning, ventilation, air conditioning (HVAC), lighting, or any other service on any of the above holidays, please contact the management office two business days in advance.

Since the building staff and contractors observe these building holidays, there will be a charge for any building

services provided. We will be glad to give you a cost estimate for any such services.

## **BICYCLES & BICYCLE RACKS**

Bicycle racks are available in the northern 2 story parking garage.

Bicycles may be taken through the lobby area and brought up in the passenger elevators for floors 2, 3 and 4 due the restricted access on these floors. (Freight elevator on floors 2, 3 and 4 open into private tenant spaces).

## **BUILDING STAFF CONTACT INFORMATION**

The building is managed by Cushman & Wakefield

### **Our Contact Information**

Cushman & Wakefield  
100 Drakes Landing Road Suite 210  
Greenbrae, CA 94904  
Phone: 415-464-8646  
Fax: 415-464-8663

**MANAGEMENT OFFICE: 415-464-8646**  
**Stacey Daniels – Property Administrator**  
**Mikhail Osipov – Assistant Property Manager**  
**Don Denne – Property Manager**

### **ENGINEERING OFFICE:**

Todd O'Donnell  
Please contact Todd via the work order request system at  
[www.PMREQUEST.com](http://www.PMREQUEST.com)

**AFTER HOURS EMERGENCY: 888-638-1729**