

## ELEVATORS

There are three passenger elevators and one freight elevator in the building.

**Passenger Elevators:** All Tenants. Access cards needed after hours.

**Freight Elevator Access:**

Floor 1 and Floor 5 –All tenants

Floor 2- GSA Access Only

Floor 3 and Floor 4- Pasha Access Only

## ELEVATOR DIMENSIONS

### Freight Elevator

42" x 84" Door opening width

79 ½ Cab Width

55 ½ Cab Depth minus rail. (Deduct 2 ½ for rail and add 5" at door opening)

119" Cab Height

3000 lbs. Weight Capacity

Elevator service is available 24 hours a day. If any elevator fails to operate properly, please notify Building Management at 415-464-8646.

All elevators sound a tone to indicate floor changes to people with visual disabilities.

If you are detained inside an elevator cab due to a malfunction, **REMAIN CALM**. Modern elevator technology will prevent an elevator from falling, so there is no physical danger involved, only inconvenience.

Building Staff will take the necessary steps to release you from a "stuck" elevator as quickly as possible. However, due to safety regulations, they are limited in the assistance they may provide.

Our elevator maintenance technicians will be dispatched immediately in case of a "stuck" elevator in order to correct the problem. Building staff will remain in constant contact with people in a "stuck" elevator to let them know what is being done to release them.

## **HVAC SYSTEM**

### **GENERAL SERVICE**

Heating, air conditioning (HVAC), and lighting are provided Monday through Friday from 7:00 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 1:00 p.m. The HVAC system is centrally controlled and is designed to provide you with consistent temperatures within your premises. Should the temperature level change abruptly or be outside of a reasonable level in your office, please call the Management Office.

### **COMPUTER ROOM HVAC**

If you require special air conditioning for any computer facilities you have, please contact the Management Office for details concerning the requirements for this service.

### **LIGHTING CONTROL**

As you may expect, energy-related costs are the single largest operating expense. In an effort to reduce costs to all tenants, we have implemented certain energy management measures. On Monday through Friday, the building is controlled by an automated lighting control system. After 6:00PM all lights, except emergency lighting, are automatically turned off until 7:00PM on the next business day.

## **AFTER HOURS LIGHTING**

If full-lighting is needed after hours, on the weekends or holidays, you may make arrangements in advance by calling the Management Office. We will provide after-hours lighting to your floor when requested.

Some areas of 4040 Civic Center are controlled by occupancy sensors. These sensors detect air movement and maintain the lights in the area when it is occupied. When an area is unoccupied, the sensors will detect there is no one in the area and automatically turn off the lights to conserve energy.

If any adjustment is required for a sensor in your suite, please contact the Management Office and an engineer will promptly adjust the necessary sensors. The lights, which are not controlled by sensors, are controlled by individual switches. In order to reduce operating costs, please turn off all of the lights in your suite when you leave in the evenings. Calculators, radios, computers, and coffee machines should also be turned off each evening. Every tenant will benefit from these simple measures to conserve energy.

If you have a light out in your office, please call the Management Office to place a work order. Standard lighting is replaced at no cost to the tenant. For a fee, the engineering staff can replace any custom or specialty lighting, such as track, accent, or spot lighting.