

MAIL SERVICE

Tenant mail will be delivered directly to their individual suites within the building. If there is no one available, the mail will be slid under the suite door.

There is a Fed Ex pick up station directly outside of the southern entrance near the Café.

MICSELLANEOUS

ELECTRICAL REQUIREMENTS

Prior to any alterations of the electrical wiring outlets, etc., please submit specifications to the Management Office for review by the building electrician.

WINDOW TREATMENTS

4040 Civic Center Drive is outfitted with building standard vertical blinds in all suites. To maintain a consistent, professional image both inside and outside, no blinds or blackout drapes should be installed without building approval. Also, we remind you that your lease restricts the exhibiting of any signs or lettering on the windows.

WINDOW CLEANING

The exterior and interior of the exterior windows of 4040 Civic Center are cleaned annually. Building Management will notify tenants one week in advance of interior cleaning so items such as desks, file cabinets, and personal items can be removed from in front of the windows.

SOLICITORS

Soliciting is prohibited at 4040 Civic Center. Please report solicitors to the Management Office.

SMOKING

Smoking is permitted outside the building. There are ash trays located on the north and south sides of the building. Smoking is not permitted within 25 feet of the building. Please dispose of cigarette buds and be courteous to the other tenants outside on the patio.

REMODELING/REDECORATING

Remodeling/redecorating work can be either minor or major in scope and includes any of the following:

- * Installing electrical or phone outlets
- * Installing or relocating light fixtures
- * Relocating doors
- * Repairing carpets
- * Installing new carpet
- * Adding or removing walls
- * Painting or wall covering

Kilroy Realty has the capacity to organize the work through every phase of construction with minimum involvement on your part. During the beginning phases we meet with you and find out exactly what your requirements are. Depending on how extensive the work is, we either have working drawings prepared or we make a written specification of the scope of the work. When this process is complete, bids are obtained from several outside contractors. The best bid is chosen and a formal proposal is prepared for completing the project. Upon approval of the proposal, contractors are brought on site and the work is coordinated through its completion. If you are interested in any of the above-listed services, contact the Management Office to discuss the appropriate fees.

PETS

Dogs are only permitted within the Building if included in the Tenant's Lease. Dogs are only permitted to use the freight elevator and must be on a leash. Dogs are not permitted within the common areas at 4040 Civic Center. Please be kind and courteous to other tenants of the building.

EMERGENCY TELEPHONE NUMBER

In case of any emergency, such as theft, a fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

LOST AND FOUND

If you lose an item, please check with the Management Office.

MOVING PROCEDURES

Moves during the day are limited to one load in the elevator. All other deliveries need to be performed after hours (between 5pm – 7am)

After-Hours Access and Elevator Key

You will need additional access cards and an elevator key for your move. It will be necessary to coordinate the supply and coding of these access cards to the building for after-hours use. Please indicate the on-site Property Manager at 4040 Civic Center Management Office to indicate the number of cards needed to schedule a convenient time to pick-up the cards. You will also be issued a freight elevator key which will enable your movers to stop the elevator and keep the doors open during the move. We request that you return the access cards and elevator key the next business day following your move. If the elevator key and access cards are not returned, your company will be charged accordingly.

Certificate of Insurance

Please see requirements sent separate by the Property Manager. A valid/approved insurance certificate must be

received by Property Management with 24 hours of a scheduled delivery of any item.

Elevator Access

The freight elevator is restricted on floors 2, 3 & 4, therefore using a passenger elevator may be necessary to access these floor. If a passenger elevator is needed for deliveries, pads must be placed in the elevator designated for the delivery. Property Management must have this request AND the insurance certificate at least 24 hours in advance of any delivery. Please contact the Property Manager to discuss further if needed.

Freight elevator Dimensions: 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

Building Overhang Clearance near Freight: 13' 6"

Land width near Freight: 12 '

Protective Materials

The Building requires standard protection for moving, including Masonite and protection on all wall edges. Please be sure that the movers pay particular attention to protecting the freight and/or passenger elevators and fire doors. Both of these doors have a unique paint on them which is expensive to repair if they are damaged.

Truck Access and Parking

Please have all personnel park in the appropriate, marked parking locations. We request that both cars and trucks be observant of the fire lanes surrounding the building and driveways.

It is difficulty for a trailer over 40 feet in length to reach the freight entrance. In particular, the left turn from the entry

driveway onto the building parking lot can be difficult for large trucks. This is where the palm trees are located.

Damage to trucks and property has been incurred in this location in the past, therefore we recommend that large trucks use the back entrance which is accessible via Scettrini Drive.

For larger pieces of furniture such as large conference tables, removal of the elevator hatch will be necessary. In rare cases, an exceptionally large piece of furniture may have to be moved on top of the elevator car. This work is performed by the building elevator maintenance contractor (ESR) and results in an additional charge. **Pallet jacks are not allowed in any elevator.**

If it is necessary to move an object on top of the elevator or through the escape hatch, the costs will be billed to the Tenant at the current hourly rate (including travel time).

Any problems or damage to the elevator, resulting from overloading, etc., that requires the services of ESR will be billed to the respective tenant.

ADDITIONAL CHARGES

Movers/Tenants are responsible for the cleanup of all public areas from the entrance of the building to the tenant suite. Any costs incurred for janitorial services will be passed on to the tenant.

Tenants moving out of the building must ensure that the vacant space is cleaned of any materials, equipment, debris, etc. Charges incurred by the building for the removal of such materials will be passed on to the tenant.