

# **BRITANNIA HACIENDA VIII, LLC**

## **TENANT HANDBOOK**

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## I. MOVE-IN INFORMATION

In preparation for your move to Britannia Hacienda VIII, LLC, we have included the below information to assist with an easy move-in process.

It is required that you complete the following forms and return them to the Management Office prior to your scheduled move-in. When submitting the forms, please keep one copy for you and return the original to the Management Office. If you have any questions, please contact the Management Office at (415) 772-0481.

### **IMPORTANT FORMS TO PROVIDE MANAGEMENT OFFICE BEFORE MOVE-IN (See Section VIII)**

- ☐ Tenant Contact Information Sheet
- ☐ PG&E Energy Star Benchmarking Form
- ☐ Certificate of Insurance for Moving Company and other Vendors doing work in the space (Refer to Certificate of Insurance Requirements in Section VIII)

### **UTILITY CONTACT NUMBERS**

**Rubbish:** City of Mountain View – Recology (650) 967-3034

**Water Service:** City of Mountain View Water (650) 903-6329

**Gas and Electric Service:** Pacific Gas & Electric (800) 743-5000

### **CITY OF SOUTH SAN FRANCISCO BUSINESS LICENSE**

In order to operate a business in Mountain View, you must have a Business License on file with the City. If you have any questions, please call City of Mountain View at 650-903-6028 or visit the website at [www.mountainview.gov/city\\_hall/admin\\_services/business\\_licenses.asp](http://www.mountainview.gov/city_hall/admin_services/business_licenses.asp) for more information.

## II. MANAGEMENT OFFICE INFORMATION

### IMPORTANT NUMBERS

#### After-Hour Call Center:

415-772-0481

#### Management Office:

CBRE

101 California Street, 44<sup>th</sup> Floor

San Francisco, CA 94111

415-772-0481 Main Office

415-772-0459 Fax

#### Management Office Staff:

Leni Batz, Associate Director	<a href="mailto:Leni.Batz@cbre.com">Leni.Batz@cbre.com</a>	415-772-0480
Maryann Bui, Real Estate Manager	<a href="mailto:Maryann.Bui@cbre.com">Maryann.Bui@cbre.com</a>	415-772-0491
Jeanette Wright, Real Estate Svcs. Coordinator	<a href="mailto:Jeanette.Wright@cbre.com">Jeanette.Wright@cbre.com</a>	415-772-0481

### BUSINESS HOURS & HOLIDAYS

#### Office Hours:

Monday – Friday

9:00 a.m. to 5:00 p.m.

#### Management Office Holidays for 2012:

January 2, 2012	New Years Day Observed
January 16, 2012	Martin Luther King Jr. Day
February 20, 2012	President's Day
May 28, 2012	Memorial Day
July 4, 2012	Independence Day
September 3, 2012	Labor Day
November 22, 2012	Thanksgiving Day
November 23, 2012	Day After Thanksgiving
December 24, 2012	Christmas Eve
December 25, 2012	Christmas Day Observed
December 31, 2012	New Year's Eve

## III. BUILDING OPERATIONS

### GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons on the premises.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your building when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your building keys and building access card with you when you leave the premises.
5. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
6. Notify the police and the Management Office of any crimes.
7. Collect keys and building access cards from employees who have resigned or have been terminated from your firm.
8. Copy and distribute these general guidelines to your entire office staff.

### BUILDING MAINTENANCE

Building Engineers are available to maintain campus operations and to complete work orders. Please log-in to <http://britannialifescience.com> to enter a work order for Engineering.

#### Urgent Requests

Please notify the Management Office of any URGENT maintenance or repair requests, or requests requiring immediate attention. We will have a building dayporter or a building engineer assist you as soon as possible.

#### MANAGEMENT OFFICE: (415) 772-0481

When requesting Maintenance, please be prepared to provide the following information:

1. Your name, company name and address
2. Contact phone number
3. Clearly identify the nature and location of the problem

#### General Maintenance Requests

For general maintenance requests not requiring immediate attention, please login to <http://britannialifescience.com> to complete a work order request. An engineer or property staff will then be assigned the work order to respond to the problem.

### PARKING

#### Parking Guidelines & Reminders

To ensure the safety of our visitors and proper use of our parking lot please adhere to the following guidelines:

1. Phone the Management Office if you observe any hazards in the parking areas.
2. Remember to always lock your vehicle and remove any valuables including cellular phones. We are not responsible for any damages to or theft from your vehicle.

3. Please be considerate and ask your guests to be considerate of short term parking restrictions.
4. Please observe all directional, speed limit and stop signs throughout the parking area.
5. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
6. Employees, who need to park their vehicles overnight at the premises, please email [BritanniaParking@cbre.com](mailto:BritanniaParking@cbre.com) with the following information regarding the vehicle:
  - A. Color
  - B. Vehicle Make
  - C. Vehicle Model
  - D. Vehicle License
  - E. Location where the vehicle is parked
  - F. Contact Information
  - G. Dates of when vehicle will be parked onsite
7. Trailers and towed vehicles are not permitted in the parking areas.
8. Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
9. All vehicles must be parked in designated stalls and may occupy only one space.

### VENDOR REGULATIONS

When arranging for services provided by an outside vendor for work in the building, tenants and vendors are asked to please comply with the following guidelines:

- Inform the Management Office at (415) 772-0481 in advance of performing any work. The vendor will need to provide a Certificate of Insurance, and depending on the scope of work, the Property Manager may request additional information, including drawings, detailed scope of work, copies of permits, etc.
- The Vendor must provide a Certificate of Insurance to the Management Office prior to starting any work
- CBRE, Britannia Hacienda VIII, LLC, and HCP, Inc. must be named as Additional Insureds and Certificate Holder. An **Additional Insured Endorsement Form** (found in Section VIII of this Manual) must be included as part of, but separate from, the Certificate of Insurance in order for it to be acceptable. A copy of the certificate may be faxed to the Management Office at 415-772-0459 or emailed to [Jeanette.Wright@cbre.com](mailto:Jeanette.Wright@cbre.com). Please mail the original copy to:

CBRE, Inc.  
Attn: Jeanette Wright  
101 California Street, 44<sup>th</sup> Floor  
San Francisco, CA 94111

### RENT PAYMENT INFORMATION

Rent statements will be mailed to you before the 1<sup>st</sup> of each month. Your monthly rent statement will list amounts due for the month, including past due charges and outstanding credits. Your monthly rent statement will include a return remittance slip with our lock box address and a return envelope. Please include the remittance slip to ensure appropriate credit to your account.

If by check, remit to:  
HCP Life Science REIT

If by Wire, remit to:  
HCP Life Science REIT

File 51142  
Los Angeles, CA 90074-1100

Bank of America  
ABA: 026009593  
Acct: 1235928034

If by ACH, remit to:  
HCP Life Science REIT  
Bank of America  
ABA: 121000358  
Acct: 1235928034

If by overnight mail, remit to:  
Bank of America Lockbox Services  
File 51142  
Ground Level  
1000 W. Temple Street  
Los Angeles, CA 90012

### **SMOKING**

In compliance with State Law, smoking is prohibited inside the building. Please use designated smoking areas and refrain from smoking at building entryways or in stairwells. Do not discard of cigarette waste on walkways, planters or building landscaping.

### **SOLICITORS**

The campus has adopted a "No Solicitors" policy. Please notify the Management Office at 415-772-0481 of any solicitors on the premises.

### **GENERAL SAFETY GUIDELINES**

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons on the premises.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your building when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your building keys and building access card with you when you leave the premises.
5. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
6. Notify the police and the Management Office of any crimes.
7. Collect keys and building access cards from employees who have resigned or have been terminated from your firm.
8. Copy and distribute these general guidelines to your entire office staff.

## IV. SUSTAINABILITY

CBRE and HCP are committed to sustainability and have made significant efforts to implement sustainability practices within the Britannia Life Science portfolio in the Bay Area.

### Energy and Water Conservation

Please see below a list of tips on how to better utilize your space while conserving resources. Many of these tips are low-cost or no-cost solutions. We recommend considering what green upgrades will be a good fit for your space and contacting PG&E to find out what rebate programs are available.

#### Tips for Space Utilization – Toward a Greener Tomorrow

##### Energy and Lighting

- Install interior lighting sensors that lower lights during peak sunlight hours.
- Install motion detectors in offices and conference rooms to ensure lights are only in use when rooms are occupied.
- Install timers and program lighting to turn off at set times/or based on use.
- Retrofit all T12 lamps to high-efficiency T8 or T5 lamps.
- Harvest daylight by installing light sensors in atriums and along window lines.
- Install high efficiency LED exit signs.
- Conduct an energy audit.
- Work with janitorial staff and occupants to ensure all energy-consuming equipment is turned off when not in use.

##### HVAC

- Ask your HVAC vendor to inspect thermostats semi-annually to ensure they are working properly.
- Set thermostats to energy-efficient heating/cooling levels during weekends and evenings.
- Turn off heating, cooling and lights in unoccupied spaces.
- Utilize air and water economizers to take full advantage of free cooling.
- Reduce food facility set points (HVAC and hot water) during closed hours.
- Avoid placing lamps near the thermostats in your space (heat requires HVAC to work harder than necessary).

##### Water Conservation

- Use aerators and water restrictors on all faucets.
- Use low-flow toilets for all restrooms and waterless or low-flow urinals.
- Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.

### Energy Star

All buildings in the portfolio are benchmarked through Energy Star, pursuant to California law, AB 1103 that requires all commercial building owners in the state to benchmark the energy consumption of their properties. The benchmarking is done through an interactive energy management tool called Energy Star Portfolio Manager maintained by the US EPA, which tracks energy and water consumption. This legislation will enable anyone looking to purchase, finance or lease a commercial property the ability to compare performance in terms of energy consumption.

Tenant Participation: In many cases, the utility meters and accounts are in the tenant's name. Therefore we require our tenant's participation to enable CBRE to input your utility information into EPA Energy Star Portfolio Manager and satisfy the mandate of AB1103. Please see Section VIII for a copy of the *Data Release Authorization for Benchmarking Analysis Form*.

### Recycling

CBRE and HCP encourage our tenants to recycle. It not only helps save the environment, but it will also help reduce your trash expenses. Please contact the local waste disposal company to order your recycling and composting bins. To encourage recycling in the office, set-up clearly-labeled recycling stations in break-rooms and copy-rooms. We also advise suggest providing a recycling bin at each desk and designating an area in the office to collect batteries, cell phones, and other electronics for recycling.

### Commute Alternatives

As part of the effort to reduce our carbon footprint, we encourage tenants to utilize mass transit and alternate commute methods to get to work. For more information on shuttle routes, van and carpools please visit [www.mountainview.gov/services/learn\\_about\\_our\\_city/commuter\\_information.asp](http://www.mountainview.gov/services/learn_about_our_city/commuter_information.asp).

Local Resources for Bay Area Commute Information:

- 511.org, services Bay Area - Ridematching Services, transit information, traffic status and trip planning call 511 or visit [www.511.org](http://www.511.org)
- Alliance - Peninsula Traffic Congestion Relief - Commute options and financial incentives, [www.commute.org](http://www.commute.org)

Please find below commuter benefits that we recommend you consider offering for your employees:

- Encourage biking to work and have bike lockers and showers available for bicyclists.
- Encourage carpooling, use of mass transit, and shuttle services.
- Utilize teleconference and video-conferencing to reduce travel.
- Provide commuter incentives to employees and/or offer telecommuting options.
- Have Electric Vehicle Charging Stations available to employees.



## V. BUILDING RULES & REGULATIONS

These Rules & Regulations, as amended from time-to-time by Britannia Hacienda VIII, LLC, "Landlord", shall govern all activities which take place at "the Property". As used in these Rules & Regulations, the term "Tenant" includes any person or entity that leases space in the Property from landlord and any person or entity that subleases space in the Property from another Tenant under that Tenant's Lease with Landlord or sublease from another Tenant.

1. All loading and unloading of goods shall be done only at such times, in such areas, and through such entrances as may be designated for such purposes from time-to-time by Landlord. Each Tenant shall load and unload goods only in the areas and through the entrances assigned to that Tenant by Landlord for that purpose. No Tenant shall in any way obstruct any other Tenant's designated location for loading and unloading of goods nor otherwise impede or hinder any other Tenant's ability to use its designated location for the loading and unloading of goods.
2. All garbage and refuse shall be kept in containers specified or approved by Landlord, shall be placed in the location or designation by Landlord and shall be prepared for collection in the manner and at the times and places required by the trash collection service for the Property. Tenant shall refrain from placing any of its garbage or refuse in receptacles assigned to any other Tenant or, on the ground in or around the trash enclosure. Each Tenant shall pay the cost of removal of its refuse or garbage. If Landlord shall provide or designate a service for picking up refuse and garbage, each Tenant shall use the same at that Tenant's cost. No Tenant shall place in any trash receptacle any material, which cannot be disposed of, in the ordinary practice of trash disposal. Trash receptacles in the Property are intended solely for the disposal of refuse or debris from the respective Tenant's business activities conducted within its Premises, and are not to be used for refuse or debris generated by a Tenant's off-site activities. Tenants are responsible for keeping the trash enclosures clean and orderly.
3. No Tenant shall, without first obtaining the written consent of Landlord, (i) erect any radio or television antenna, loudspeaker, recreational equipment or other improvement, on the roof, exterior walls of the Premises or on the grounds of the Center, or (ii) make any penetration in the roof or exterior walls of the Premises. Any such work or improvement that is completed without first obtaining the written consent of the Landlord may be removed without notice at any time at the sole cost of the Tenant who completed the work or improvement.
4. No Tenant shall, without first obtaining the written consent of Landlord, use any loudspeaker, television, phonograph, radio or other similar device in such a manner that the device may be heard or seen outside of the Premises. Each Tenant shall conduct its business in a quiet and orderly manner so as to not create unreasonable noise.
5. No Tenant shall, without first obtaining the written consent of Landlord, inscribe, display, print or affix any sign, placard, picture, advertisement, name or notice on or to any part of the Property or of the Premises if that sign, placard, picture, advertisement, name or notice would be visible from the outside of the Premises. All Tenants' identification signs and lettering shall be completed in accordance with all applicable laws and restrictions. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of the respective Tenant by a person approved by the Landlord.
6. The sidewalks, driveways, passages, parking lots, exits and entrances in the Center shall not be obstructed by any Tenant or used by any Tenant for any purpose other than ingress and egress to

and from the Center and parking adjacent to the Tenant's Premises. No Tenant shall in any way impede, obstruct or restrict any other Tenant's ingress or egress from that other Tenant's Premises or related facilities. The sidewalks, driveways, passages, parking lots, exits and entrances of the property are not for the use of the general public. The Landlord retains the right to control and prevent access to such areas by any and all persons whose presence, in Landlord's judgment, might be prejudicial to the safety, character, reputation and interests of the Center and its Tenants. However, nothing contained in the paragraph shall be construed to prevent such access by any person with whom a Tenant normally deals in the ordinary course of the Tenant's business, unless such person is engaged in illegal activities, is engaged in activities not permitted by the terms of the Tenant's Lease with Landlord or is creating a nuisance.

7. The outside areas immediately adjoining each Tenant's Premises shall be kept unobstructed and clear and free from dirt and rubbish.
8. No Tenant shall park or permit the parking of any vehicle under its control or the control of any employee, invitee, contractor or agent of that Tenant in any parking area assigned by Landlord to another Tenant. The only vehicles allowed to be parked in the parking area are automobiles, motorcycles, motor-driven or non-motor-driven bicycles or trucks. All vehicles must be parked entirely within the painted stall lines of a single parking stall. Each Tenant shall be responsible for insuring that its employees, invitees, contractors and agents observe all parking regulations as stated by Landlord from time-to-time. Vehicles parked in violation of the foregoing Rules shall be subject to removal by Landlord at the sole cost and expense of the vehicle owner.
9. Each Tenant shall be responsible for insuring that its employees, invites, contractors and agents refrain from conducting any of the following activities in the common area: auto detailing or cleaning, oil changes, glass repair or replacement, auto mechanical or maintenance work, vehicle storage. The above does not include towing an inoperable vehicle from the site, flat tire repair or emergency use of jumper cables.
10. The plumbing facilities in the property shall not be used for any other purpose other than that for which they are constructed, and no foreign substances of any kind whatsoever shall be placed therein. Each Tenant shall bear the cost of any breakage, stoppage, or damage resulting from the violation of this Rule by that Tenant or by that Tenant's employees, invitees, contractors, or agents.
11. Each Tenant shall use, at that Tenant's cost, such pest extermination contractor as Landlord may direct and at such intervals as Landlord may require.
12. No Tenant shall cause or permit any obnoxious or foul odors that disturb the public or other Tenants. If any such odors occur from time-to-time, the Tenant shall, upon written notice from Landlord, take immediate steps to remedy the problem and prevent a recurrence thereof.
13. The Premises shall not be used for the storage of merchandise by any Tenant or its employees, invitees, contractors or agents, except as such storage may be incidental to the use of the Premises authorized by the Lease between the Tenant and Landlord. In no event shall goods or materials of any kind be stored by a Tenant in any common areas of the property or in any other location visible from the exterior of the Premises.
14. No portion of the Property shall be used for lodging, including (but not limited to) sleeping overnight in the Premises or sleeping in any vehicle parking in the parking area of the Center.
15. No Tenant, nor any Tenant's agents, servants, employees, contractors, visitors or licensees, shall at any time bring or keep any live animal in or about the Premises or the Center.
16. No Tenant, nor any Tenant's agents, servants, employees, contractors, visitors or licensees, shall at any time bring or keep upon the Premises or in or about the Property any inflammable, combustible or explosive fluid, chemical or substance, except such fluids, chemicals or substances reasonably related to the use of the Premises expressly authorized in the Lease between that Tenant and Landlord, or required for use with that Tenant's office and printing equipment. Any

such fluids, chemicals or substances shall be stored only in amounts that are reasonable for such approved use, and only in compliance with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations.

17. Landlord will furnish each Tenant with two (2) keys to each door lock in such Tenant's Premises free of charge. Landlord may make a reasonable charge for any additional keys made at the request of the Tenant. No Tenant shall, without the prior written consent of Landlord, (i) place any additional lock, bolt, or mail slot upon any of the doors or windows of the Premises, nor (ii) make any change in the existing locks or the mechanism of those locks. If Landlord gives its written consent to any change listed in the previous sentence, the Tenant shall furnish Landlord with a key for any such lock.
18. Each Tenant shall ensure that the doors of its Premises are closed and locked, that all water faucets, water apparatus, all equipment, lights and other utilities are shut off before the Tenant or its employees leave the Premises, so as to prevent waste or damage.
19. Employees, agents, and contractors of Landlord shall have no obligation to perform work for any Tenant or to do anything outside the scope of their regular duties for Landlord at the request of any Tenant, unless under specific written instructions from Landlord.
20. Each Tenant shall comply with all safety, fire protection, and evacuation procedures and regulations established by Landlord and any governmental agency. Each Tenant agrees that it shall comply with all fire and security regulations that may be issued from time-to-time by Landlord or by any such governmental agency. Each Tenant shall also provide Landlord with the name of a designated responsible employee to represent the Tenant in all matters pertaining to such fire or security regulations.
21. Each Tenant assumes all responsibility for protecting its Premises from theft, robbery, and pilferage, which responsibility includes keeping doors, and other means of entry to the Premises, closed and locked when the Premises are unattended.
22. Each Tenant shall comply with any and all federal, state, or local laws, rules, regulations, ordinances, or other enactments regarding conservation of water, electricity, or other utilities.
23. Water, electrical, and other utility connections in the common areas of the Property are for use solely by the Landlord and its agents and contractors in providing maintenance, lighting, and other services to the common areas of the Property, and shall not be used by any Tenant or its employees, invitees, agents, or contractors.
24. Landlord shall not be responsible to any Tenant for the non-observance or violation of these Rules & Regulations by any other Tenant.
25. Each Tenant shall be responsible for the observance of these Rules & Regulations by that Tenant's employees, agents, contractors, customers, invitees, visitors, and guests.
26. Landlord may waive any one or more of these Rules & Regulations for the benefit of any particular Tenant or Tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules & Regulations in favor of any such other Tenant or Tenants, nor prevent Landlord from thereafter enforcing any such Rules & Regulations against any and all of the Tenants of the Property.
27. Each Tenant shall ensure that its employees, agents, contractors, customers, invitees, visitors, and guests do not rollerblade or skateboard in any parking lots or common area of the Center. Trespassers seen using the property for the above activities should be immediately reported to the Management Office.
28. These Rules & Regulations are in addition to, and shall not be construed to modify or amend in any way, the terms, covenants, agreements, and conditions of (i) any Lease of any Premises in the Center, and/or (ii) any Declarations of Covenants, Conditions and Restrictions, or similar documents applicable to the Center, including (but not limited to) the Declaration of Covenants, Conditions and Restrictions for Britannia Point Eden Business Park, as amended from time-to-time.

29. Landlord reserves the right to issue such other reasonable Rules & Regulations as, in its judgment, may from time-to-time be necessary or appropriate for the safety, care and cleanliness of the Center, and for the preservation of order therein.

## VI. BUILDING & AREA AMENITIES

### AREA AMENITIES

Restaurant Name	Address	Phone	Cuisine
Samovar Deli & Catering	1077 Independence Ave	(650) 469-3592	Russian
Michael's Cafe	2053 Landings Dr	(650) 691-6988	American
Lakeside Café at Aquatic Center	3160 N Shoreline Blvd	(650) 965-1745	American
Michael's at Shoreline Restaurant	2960 N Shoreline Blvd	(650) 962-1014	American
Plaza Deli Cafe	2680 Bayshore Pkwy	(650) 965-3189	American
Sunny Bowl	1477 Plymouth St	(650) 625-0361	Korean

Service Name	Address	Phone	Service Type
Staybridge Suites			
Extended Stay Hotel Sunnyvale	900 Hamlin Ct	(408) 745-1515	Hotel
Larkspur Landing Sunnyvale	748 N Mathilda Ave	(408) 733-1212	Hotel
Courtyard by Marriott	4320 El Camino Real	(650) 941-9900	Hotel
Dinah's Garden Hotel	4261 El Camino Real	(650) 493-2844	Hotel
Crowne Plaza Hotel Palo Alto	4290 El Camino Real	(888) 444-0401	Hotel
The Zen Hotel	4164 El Camino Real	(650) 835-4198	Hotel
Ujena Swimwear	1931A Old Middlefield Way	(650) 938-1010	Shopping
Therapy	250 Castro St	(650) 691-1186	Shopping
Fleurty	2284 Old Middlefield Way	(650) 965-2121	Shopping
San Antonio Shopping Center	550 Showers Dr	(650) 941-0446	Shopping
Excel Limo & Sedan Service	1901 Old Middlefield Way	(866) 535-5545	Limousine Service
Yellow Cab	1601 Charleston Rd	(866) 986-1222	Taxi
E Z Limo		(855) 584-2078	Limousine Service
Mountain View Caltrain	600 W Evelyn Ave	(800) 660-4287	Commuter Service
Shoreline Ampitheatre	One Amphitheatre Parkway	(650) 967-3000	Concert Theater
Starlite Dance Club -			
Cheryl Burke Dance	1400 North Shoreline Blvd	(650) 864-9150	Dance Lessons
Western Ballet	914 N Rengstorff Ave	(650) 968-4455	Performance
Computer History Museum	1401 N Shoreline Blvd	(650) 810-1010	Museum
Century 16	1500 N Shoreline Blvd	(650) 326-3264	Movie Theater
Green and Fresh Cleaners	580 N Rengstorff Ave	(650) 967-8899	Cleaners
Courtesy Cleaners	835 Leong Dr	(650) 961-4616	Cleaners
California Cleaners	2425 California St	(650) 964-6916	Cleaners
Vogue Cleaners	595 Escuela Ave	(650) 967-3954	Cleaners

## VII. EMERGENCY PROCEDURES

### EMERGENCY PHONE NUMBERS

Emergency:	911 Cellular Phone Users: (650) 903-6395
Fire Department:	911
Police Department:	Non-Emergency: (650) 903-6395 Emergencies: 911
Management Office:	(415) 772-0481
After-Hours Emergencies:	(415) 772-0481

### FIRE

#### IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire
2. Confine the fire by closing all doors in the area
3. Notify the Fire Department (911) and provide the following information:

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

4. Notify the Management Office at (415) 772-0481
5. Attempt to extinguish the fire only under the following conditions:
  - If the fire is small and can easily be extinguished.
  - You are familiar with the operation of an extinguisher and it can be done safely.
  - You have someone with you.
  - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

**NOTE:** FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO

REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

### **IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:**

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:

- Building Name
- Building Address
- Nearest Cross Street
- Suite Number or Exact Location of Fire
- Your call back number

NOTE: Do not hang up until the Emergency Operator does so.

2. Call the Management Office at (415) 772-0481

- Report your building number, floor and suite number.

3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!

4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.

5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other misted material.

6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.

7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.

8. DO NOT JUMP!

### **FIRE SAFETY REMINDERS**

1. Post Emergency Phone Numbers for all employees.

2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.

3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.

4. Never use the elevators.

5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.

6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.

7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

## FIRE PREVENTION TIPS

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

### Operating a Fire Extinguisher:

- To open the cabinet, turn the handle and pull open.
- Remember the "P-A-S-S" method for effective fire extinguisher use:

**P** – Pull the safety pin. This is usually the pin with a string attached.

**A** – Aim the hose, nozzle or horn at the base of the fire.

**S** – Squeeze the trigger handle

**S** – Sweep from side to side and watch for the re-flash of the fire.

**NOTE:** ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHERS SHOULD BE SERVICED IMMEDIATELY!

## EARTHQUAKES

### Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- ☐ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ☐ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.



- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

#### **Additional Supplies to Consider**

- ❑ Heavy work gloves
- ❑ Hard Hats & Goggles
- ❑ Work shoes
- ❑ Generator
- ❑ Shovels, crowbars
- ❑ Catalytic heater
- ❑ Dust masks
- ❑ Chemical toilets, waste bags, lime
- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Portable stove
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

#### **During An Earthquake**

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.

7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

### **If You Are Outside of the Building When an Earthquake Occurs**

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

### **After an Earthquake**

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Management Office.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
8. Listen to the radio for emergency reports.
9. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

### **EXPLOSIONS**

If an explosion occurs, please adhere to the following procedures:

1. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:
  - Your name, location (building and suite number) and phone number.
  - Your company name.
  - Exact location of explosion.
  - Cause (if known) of explosion.
  - Extent of casualties, and number and type of injuries.
  - Whether explosion caused fire and if so, location of fire.
2. Evacuate all persons from the area if necessary.

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

### **MEDICAL EMERGENCIES**

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address
- Exact location and name of sick or injured person.

**NOTE:** Do not hang up until the emergency operator does so.

2. Call the Management Office at (415) 772-0481.  
Provide the following information:

- Your name and company name
- Nature of medical emergency
- Exact location and name of sick or injured person
- Whether or not you have called for trained assistance
- A number where you can be reached

3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.
5. Designate a responsible person to do the following:
  - Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
  - Whenever possible, have an elevator standing for the rescue team.

**NOTE:** CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Management Office. All occupants are encouraged to participate.

## **BOMB THREATS**

*Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.*

### **Telephone Bomb Threats**

1. The person receiving the call should try to get as much information as possible from the caller and should WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.
2. LISTEN CAREFULLY. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found in section VIII of this manual).

5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the Management Office at (415) 772-0481 and provide the following information:
  - Your name
  - Your location (building and suite number)
  - Your phone number
  - Name of any other person who heard the threat
  - Name of any employee threatened by the caller and his/her work location
  - Time the bomb is to detonate if known
  - Location and description of the bomb if known
  - Any reason given for planting the bomb
  - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

### **Written Bomb Threats**

Upon receipt of a written bomb threat:

1. Immediately notify the Management Office at (415) 772-0481
2. Do not destroy the note
3. Do not let others handle the note
4. Turn the note over to building management or emergency personnel

### **Personal Receipt of Bomb Threats**

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.
- Methodically search from one end of your work area to the other.

### **Searching Your Suite for A Suspected Bomb**

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.

- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

**NOTE:** If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to Management Office.

### **Suspicious Packages**

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked “Confidential” or “Personal”.
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as “Confidential” or “Personal”)
- Oily stains or discoloration

### **Upon Receipt of A Suspicious Package**

1. Do not allow anyone to handle the package.
2. Immediately call the Management Office at (415) 772-0481

### **SUSPECTED BOMB SAFETY PRECAUTIONS**

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
  - Do not use radio equipment to transmit messages
  - Do not change lighting conditions
  - Remove all flammables
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.

3. If a suspected bomb is identified:
  - Do not touch it
  - Do not attempt to move or carry it
  - Remove all flammable material from the area
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

## EVACUATION

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet
  - Remove high heeled shoes
  - Exit in a single file and keep to the right using hand rails
  - Move quickly, but do not run
  - Assist those who may have trouble on the stairs or who have been injured
  - Treat injuries on stairwell landings only and only when safe to do so

### Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

## CIVIL DISTURBANCES

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify the Management Office at (415) 772-0481 and provide the following information:
  - Exact location of the disturbance, demonstrators and/or rioters
  - Approximate number of demonstrators or rioters
  - Your name, company name and call back number

## POWER FAILURE

In the event of a power failure (name of building) is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems and water for the restrooms.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- ☐ **Emergency Lighting** – flashlights, flares, light sticks.
- ☐ **Batteries** – keep a fresh supply
- ☐ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ☐ **Radios** – portable transistor radios with extra batteries and two-way radios

## HAZARDOUS MATERIAL

- Notify Management Office at (415) 772-0481.
- Give your name, the exact location of the incident, your telephone number and extension.
- Identify materials involved, if known.
- If required, evacuate the immediate area and keep others out.
- Assist those who cannot leave on their own.
- Refrain from smoking, eating, drinking and applying cosmetics.
- Await instructions.



## VIII. IMPORTANT FORMS

- ✓ Tenant Contact Information Sheet
- ✓ Certificate of Insurance Requirements
- ✓ PG&E Energy Star Authorization Form
- ✓ Staff Contact List
- ✓ Rent Payment Addresses
- ✓ Bomb Threat Questionnaire (Emergency Handbook Exhibit A)

## TENANT CONTACT INFORMATION

Date Completed:

Completed By:

Name:

Title:

Phone:

E-Mail:

Company name:

Suite:

Business address:

Type of business:

Estimated number of employees:

### **Emergency Contact Information**

*During off-hours, an emergency may occur in or outside tenant space, requiring tenant notification. This information will be kept confidential. Please fill in requested information and thank you for your time.*

#### Executive Contact #1

Name:

Title:

Office Phone:

Home Phone:

Cell Phone:

E-Mail:

Emergency Contact #1

Name:

Title:

Office Phone:

Home Phone:

Cell Phone:

E-Mail:

Emergency Contact #2

Name:

Title:

Office Phone:

Home Phone:

Cell Phone:

E-Mail:

Facilities Contact

Name:

Title:

Office Phone:

Cell Phone:

E-Mail:

Accounting Contact

Name:

Title:

Office Phone:

E-Mail:

# BRITANNIA HACIENDA VIII, LLC

## CERTIFICATE OF INSURANCE REQUIREMENTS

**THE COVERAGE INDICATED BELOW MUST** be provided through an insurance company which carries an A.M. Best rating of no less than "A-" "VIII". A certificate indicating this coverage with separate Additional Insured Endorsement shall be on file in our office **PRIOR TO COMMENCEMENT OF THE WORK**, and shall provide for thirty (30) days prior written notice of cancellation or reduction of coverage.

**PAYMENT WILL BE WITHHELD** for work performed under your Service Contract until evidence of **ALL** insurance coverages required is received by CBRE.

The **MINIMUM REQUIREMENTS ACCEPTABLE** are:

<b>1</b>	<b>COMMERCIAL GENERAL LIABILITY</b> <b>Bodily Injury and Property Damage</b>	<b>\$2,000,000 each occurrence</b> <b>\$2,000,000 aggregate</b>
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<b>2</b>	<b>AUTOMOBILE LIABILITY COVERAGE</b> <b>Bodily Injury and Property Damage</b>	<b>\$1,000,000 combined single</b> <b>limit each occurrence</b>
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This coverage must include coverage for Owned, Hired and Non-Owned Vehicles. If no owned vehicles, Hired and Non-Owned coverage is required.

<b>3</b>	<b>WORKERS' COMPENSATION</b> <b>EMPLOYER'S LIABILITY LIMIT</b>	<b>STATUTORY REQUIREMENTS</b> <b>\$1,000,000</b>
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Statutory coverage as required by state in which the work is to be performed. If you are self-employed with no other employees, a qualified self-insured, or not required to carry Workers' Compensation, you must submit a letter stating this, or a copy of your certificate of self-insurance. A Waiver of Subrogation endorsement issued in favor of C B Richard Ellis and Owner must be attached to the certificate.

**4** **ADDITIONAL INSURED ENDORSEMENT** - (Form "B" CG 2010 11/85 or equivalent). The terms of your Service Contract require you to name **HCP Life Science REIT, Inc., HCP, Inc., CBRE, INC and Britannia Hacienda VIII, LLC as an Additional Insured in an endorsement to your policy (attached to the certificate)**. The endorsement may include the following clause, or a separate endorsement may be issued. **This endorsement must be attached to the certificate:**

### **PRIMARY COVERAGE**

*"The insurance afforded by this policy for the additional insured(s) is primary insurance and any other insurance maintained by or available to the additional insured(s) is non-contributory"*

**Note:** We ask the additional insured endorsement provide coverage for "all operations" or "all operations performed for **HCP Life Science REIT, Inc., HCP, Inc., CBRE, INC. and Britannia Hacienda VIII, LLC** in order to minimize paper work for you and us.

**5** **INCREASED LIABILITY COVERAGE**

Due to the size and nature of this project the minimum limits of liability for insurance shall be in excess of our standard requirements above. These minimum limits are to be: \$ N/A for N/A.

### **PROFESSIONAL LIABILITY**

This coverage must include damages by reason of any act, error, or omission committed or alleged to have been committed by the consultant or anyone for whom the consultant is legally liable, including contractual liability coverage sufficient to cover the liability assumed as indicated: \$ N/A.

**Please fax all forms to (415) 772-0459 or mail to:**

**HCP Life Science REIT, Inc**  
**c/o CBRE, Inc.**  
**101 California Street, 44<sup>th</sup> Floor**  
**San Francisco, CA 94111**

BRITANNIA HACIENDA VIII, LLC  
ADDITIONAL INSURED ENDORSEMENT SAMPLE

POLICY NUMBER: \_\_\_\_\_  
LIABILITY

COMMERCIAL GENERAL

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED --- OWNERS, LESSEES OR  
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

Name of Person or Organization: HCP Life Science REIT, Inc., HCP, Inc., CBRE, Inc., Project Manager Advisors, Inc., and Britannia Hacienda VIII, LLC.

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.



## PACIFIC GAS AND ELECTRIC COMPANY DATA RELEASE AUTHORIZATION FOR BENCHMARKING ANALYSIS FORM

*Automated benchmarking is a powerful tool that makes it easy for building owners and utilities to get the information they need to identify the best energy efficiency measures that can improve building energy performance.*

### DATA RELEASE AUTHORIZATION FOR BENCHMARKING ANALYSIS

I, \_\_\_\_\_  
NAME TITLE (IF APPLICABLE)

of \_\_\_\_\_ (Customer) have the following mailing address  
NAME OF CUSTOMER OF RECORD

\_\_\_\_\_ and wish to participate  
MAILING ADDRESS CITY, STATE, ZIP

in the U.S. Environmental Protection Agency's (EPA) national energy performance benchmarking program, an element of the ENERGY STAR® program. I understand, on behalf of Customer, that the EPA requires information about Customer's facility (which Customer will provide directly to the EPA), and also Customer's monthly utility billing data and other data as may be required by Portfolio Manager in order to calculate Customer's benchmarking score and other energy information that will help Customer track the energy usage and efficiency of its facilities. I understand, on behalf of Customer, that it is convenient and desirable to have PG&E automatically release such data on Customer's behalf directly to the EPA, so that Customer's benchmarking information will remain up-to-date. I also understand, on behalf of Customer, that it is desirable for Utility to have access to Customer's benchmarking information, so that Utility may better assist Customer in managing its facility energy use and efficiency.

I authorize, on behalf of Customer, the disclosure by Utility of Customer's monthly billing data, building square footage, occupancy type and operational characteristics as may be required by the EPA in order to benchmark Customer's facilities. A list of these facilities and their account information is provided herewith (see back). I authorize, on behalf of Customer, Utility to electronically transfer such data for the accounts listed herein to the EPA's ENERGY STAR® Portfolio Manager application. This data transfer is at the request and on behalf of Customer and as such, Customer agrees to release and hold harmless the Utility from any liability, claims, demands, causes of action, damages or expenses resulting from: 1) any release of information or data to the EPA for the national energy performance benchmarking program pursuant to this authorization; 2) the unauthorized use of this information or data by the EPA; and 3) from any actions taken by the EPA with respect to such information or data. I understand that Customer may cancel this authorization at any time by submitting a written request to Utility.

I, \_\_\_\_\_ (print name of authorized signatory), declare that I am authorized to execute this document on behalf of the Customer of Record listed at the top of this form. I understand that the Utility reserves the right to verify any authorization request submitted before releasing information or data or taking any action pursuant to this authorization. I understand that Customer may cancel this authorization at any time by submitting a written request to Utility. *[This form must be signed by someone who has authority to legally bind the customer in these matters.]*

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE TELEPHONE

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
MONTH YEAR CITY AND STATE WHERE EXECUTED

#### SUBMIT FORM TO:

Benchmarking Program Office  
245 Market Street, Mail Code N8A  
San Francisco, CA 94105

## FACILITY INFORMATION

Company Name as it appears on PG&E bill	PG&E Account #	Building Name
Building Address	City	State      Zip + 4
Electric SA ID #1	Gas SA ID #1	
Electric SA ID #2	Gas SA ID #2	
Electric SA ID #3	Gas SA ID #3	
Operating hrs/week	Number of Occupants	Gross Square Footage
Number of PCs	Percent of space with air conditioning	
If computer data center included:	Data center floor area	Operating hrs/week
If parking garage included:	Parking floor area	Operating hrs/week

Company Name as it appears on PG&E bill	PG&E Account #	Building Name
Building Address	City	State      Zip + 4
Electric SA ID #1	Gas SA ID #1	
Electric SA ID #2	Gas SA ID #2	
Electric SA ID #3	Gas SA ID #3	
Operating hrs/week	Number of Occupants	Gross Square Footage
Number of PCs	Percent of space with air conditioning	
If computer data center included:	Data center floor area	Operating hrs/week
If parking garage included:	Parking floor area	Operating hrs/week

Company Name as it appears on PG&E bill	PG&E Account #	Building Name
Building Address	City	State      Zip + 4
Electric SA ID #1	Gas SA ID #1	
Electric SA ID #2	Gas SA ID #2	
Electric SA ID #3	Gas SA ID #3	
Operating hrs/week	Number of Occupants	Gross Square Footage
Number of PCs	Percent of space with air conditioning	
If computer data center included:	Data center floor area	Operating hrs/week
If parking garage included:	Parking floor area	Operating hrs/week

**(To benchmark additional locations, copy this side while blank, then submit completed copies with original benchmarking authorization form.)**



"PG&E" refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation. Funding for this program is provided by California utility customers and administered by PG&E, under the auspices of the California Public Utilities Commission.

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January 2009

C-4470

## Real Estate Management Contact Information

Leni Batz | Associate Director  
CBRE | Asset Services Group  
101 California Street, 44<sup>th</sup> Floor  
San Francisco, CA 94111  
415.772.0480 Tel  
415.772.0459 Fax  
[elaine.wolfe@cbre.com](mailto:elaine.wolfe@cbre.com) | [www.cbre.com](http://www.cbre.com)

Jay Amaral | Chief Engineer  
725 Saginaw Drive  
Redwood City, CA 94063  
650.367.7643 Tel  
650.367.7169 Fax  
510.377.2882 Nextel  
[jay.amaral@cbre.com](mailto:jay.amaral@cbre.com) | [www.cbre.com](http://www.cbre.com)

Maryann Bui | Real Estate Manager  
CBRE | Asset Services Group  
101 California Street, 44<sup>th</sup> Floor  
San Francisco, CA 94111  
415.772.0491 Tel  
415.772.0459 Fax  
[maryann.bui@cbre.com](mailto:maryann.bui@cbre.com) | [www.cbre.com](http://www.cbre.com)

Jeanette Wright | Real Estate Services Coordinator  
CBRE | Asset Services Group  
101 California Street, 44<sup>th</sup> Floor  
San Francisco, CA 94111  
415.772.0481 Tel  
415.772.0459 Fax  
[jeanette.wright@cbre.com](mailto:jeanette.wright@cbre.com) | [www.cbre.com](http://www.cbre.com)

### Emergency Telephone Numbers

Police	911
Fire	911
Paramedics	911

Allied Barton Security  
650.642.8162



## Rent Payment

Rent statements will be mailed to you before the 1<sup>st</sup> of each month. Your monthly rent statement will list amounts due for the month, including past due charges and outstanding credits. Your monthly rent statement will include a return remittance slip with our lock box address and a return envelope. Please note the change in mailing addresses for check remittance; the updated address is in bold below. Please include the remittance slip to ensure appropriate credit to your account.

*If by check, remittances should be mailed to:*

HCP Life Sciences REIT  
**File 51142**  
Los Angeles, CA 90074-1100

*If by ACH, remit to:*

HCP Life Sciences REIT  
Bank of America  
ABA: 121000358  
Acct: 1235928034

*If by Wire, remit to:*

HCP Life Sciences REIT  
Bank of America  
ABA: 026009593  
Acct: 1235928034

*If by overnight mail, remit to:*

Bank of America Lockbox  
Services  
**File 51142**  
Ground Level  
1000 W. Temple Street  
Los Angeles, CA 90012

## BOMB THREAT INFORMATION FORM

### QUESTIONS TO ASK:

When is bomb going to explode?

Did you place the bomb?

Where is it right now?

Why?

What does it look like?

What is your name?

What kind of bomb is it?

What is your address?

What will cause it to explode?

### EXACT WORDS USED BY CALLER:

### DESCRIPTION OF CALLER:

Sex:

Race:

Age:

### DESCRIPTION OF CALL:

Number at which call was received:

Time:

Date:

### CALLER'S VOICE:

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Crying   | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Familiar        |

If voice was familiar, who did it sound like?

### BACKGROUND SOUNDS:

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Phone Booth      |
| <input type="checkbox"/> Crockery     | <input type="checkbox"/> Music         | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> PA System    | <input type="checkbox"/> House Noises  | <input type="checkbox"/> Railroad         |
| <input type="checkbox"/> Factory      | <input type="checkbox"/> Motor         | <input type="checkbox"/> Airplane         |
| <input type="checkbox"/> Machinery    | <input type="checkbox"/> Static        | <input type="checkbox"/> Other:           |

### THREAT LANGUAGE:

- |   |                                     |                                       |
|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped        |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message Read |

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_  
Date: \_\_\_\_\_

EXHIBIT "A"

BOMBTH