



THE SWIG
C O M P A N Y

3415 Sepulveda

Tenant Handbook

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Introduction

Building Management

The management staff of 3415 Sepulveda would like to take this opportunity to thank you for selecting our building as your business address. This handbook was designed to provide tenants with answers to many commonly asked questions, as well as provide important and pertinent information.

The Swig Company is responsible for the management, maintenance, and overall operation of 3415 Sepulveda.

Office of the Building

3415 South Sepulveda Boulevard
Suite 310
Los Angeles, California 90034
310-397-1200

Email: SepCenterManagement@SwigCo.com

Office Hours: 8:30am to 5:30pm Monday through Friday

Building Staff

General Manager	Mei Chou
Assistant Property Manager	Melody Benton
Tenant Services Coordinator	Yoni Cagan
Building Engineer	Daniel Chadbourne
Post Commander, Security	Kaya Jones
Parking Manager	Rocio Gutierrez

Building Information

Hours of Operation

Building Management Office Hours:

8:30am to 5:30pm Monday through Friday
Closed Saturdays, Sundays and Holidays

Building Hours:

8:00am to 6:00pm Monday through Friday
9:00am to 1:00pm on Saturday
CLOSED: Sunday and Holidays

Rental and Parking Payments

Payments of ***rent and other building charges*** are made payable to “**SIC-Sepulveda Center, LLC**” and should be remitted to either the lock box address or City National Bank via ACH/Wire as indicated below:

PLEASE REMIT ALL PAYMENTS TO THE FOLLOWING LOCK BOX ADDRESS:

SIC-Sepulveda Center, LLC
P.O. Box 7510
San Francisco, CA 94120-7510

ACH AND WIRING INSTRUCTIONS (DO NOT MAIL CHECKS TO THIS ADDRESS):

Bank Name: City National Bank
555 South Flower Street, Twenty-First Floor, Los Angeles, CA 90071
Account Name: SIC-Sepulveda Center, LLC
Account #: 432959104
ABA # 122016066

Payments for ***parking*** are made payable to “**ABM Parking Services**” and should be remitted to:

ABM Parking Services
3415 South Sepulveda Boulevard, Suite 310
Los Angeles, CA 90034

Observed Building Holidays

The following holidays are observed at 3415 Sepulveda:

New Year's Day	Memorial Day	Veterans Day*
Martin Luther King Jr. Day*	Independence Day	Thanksgiving Day
Presidents Day*	Labor Day	Christmas Day

*Please note that the Building shall provide normal air conditioning and lighting during these three federal holidays.

Building Information

Main Suite Keys

Each new tenant is provided with two (2) complimentary keys to the main suite door. There is a charge for each additional key or replacement. To obtain additional keys, an authorized tenant representative must submit a work order request online through the Angus work order system. If the authorized tenant representative does not have an account setup in Angus, contact the Office of the Building.

Tenant Contact Information Form

Upon each tenancy at 3415 Sepulveda, each tenant must complete and return the "Tenant Contact Information" form to the Office of the Building via hand delivery or email (sepcentermanagement@swigco.com). The Tenant Information form provides vital information to the Office of the Building such as initial contact names, business hours, authorized tenant personnel (who are able to make decisions on behalf of your firm), emergency contacts, floor wardens, etc. This information will assist the Office of the Building in cases of emergencies and general tenant/building correspondence. It is the responsibility of all tenants to provide updated tenant information to the Office of the Building. When there is a change in any of the information requested, please notify the Office of the Building as soon as possible.

Building Directory and Tenant Signage

A directory located in the lobby of 3415 Sepulveda allows visitors to locate tenants by company name. Tenant door plaques and floor directory listings are provided through the Office of the Building at a nominal fee. To request a tenant door plaque and/or lobby directory listing, send a work order request online through the Angus work order system. If the authorized tenant representative does not have an account setup in Angus, contact the Office of the Building.

Onsite Parking

To arrange for monthly parking or to obtain validation stickers, please contact the Parking Manager at 310-397-3828 or you can visit the Parking Office located in the lobby next to the conference center. If an occasion arises in which you need to park your vehicle overnight, please contact the Parking Manager and Office of the Building for an overnight form to complete for approval prior to leaving the vehicle.

Air Conditioning

Air conditioning is provided during normal business hours between 8:00am to 6:00pm Monday through Friday and 9:00am to 1:00pm on Saturday. An additional fee is charged for after-hours air conditioning. There is a four (4) hour minimum for after hour requests if the requested time is not continued from the last business hour. To obtain after-hours air conditioning, an authorized tenant representative must send a work order request online through the Angus work order system no later than 12pm (noon) two days (48 hours) before the requested date. Please refer to the Tenant Sundry Charge list on page 9 to obtain current hourly rates.

Mail and Courier Services

Tenants of 3415 Sepulveda may retrieve their mail from their mailbox located on the basement level. Outgoing mail may be placed in the mailroom or the blue USPS drop box located on Sepulveda Blvd. in front of the building. There is a Federal Express, UPS, and Overnight Express delivery service drop box located on the basement level near the mail slots and around the corner to the right of the elevator lobby

Building Information

doors. Please be aware that packages left outside of the drop-off boxes will not be picked-up by the drivers. If packages cannot fit inside the drop-off box, you should either call the mail carrier to schedule a pick-up or drop-off the package to their nearest location.

Rules and Guidelines for 3415 Sepulveda Mailboxes & Keys

- New tenants of 3415 Sepulveda will be issued two (2) keys to their mailbox and assigned one (1) mailbox.
- The key should be given to the tenant representative or someone from the firm who is in charge of picking up the tenant's mail. Always keep the mailbox key in a safe place, such as a locked desk drawer.
- It is the Tenants responsibility to complete a change of address with their local U.S.Post Office.
- Your incoming mail address should read as follows:

Tenant Name / Company
3415 S. Sepulveda Blvd., Suite_
Los Angeles, CA 90034

- Upon completion of your lease and surrender of your premises, it is the responsibility of the tenant to return the mailbox key to the Office of the Building. Tenant will be responsible for all applicable fees associated with the replacement costs of key(s) and/or the re-keying of locks in the event the mailbox key is not returned, lost, stolen, and/or damaged due to negligence.

Janitorial and Maintenance Services

General office cleaning is provided Monday through Friday during evening hours with the exception of building holidays. Common area cleaning is provided Monday through Friday during normal business hours and includes building interior and exterior lobbies and restrooms. Above-standard cleaning request or trash removal needs beyond the ordinary level of service may be arranged through the Office of the Building. Such services may include cleaning of tenant's premises during the day; washing tenant's glass doors or windows; carpet shampooing; or removing discarded office equipment, packing cartons and other non-compactable trash. These types of requests and/or day porters may be arranged at a charge by an authorized tenant representative submitting an Angus work order request; refer to the Tenant Sundry Charge list on page 9 to obtain current hourly rates for day porter services.

Office Building Cleaning, Health and Hygiene

The Building follows the Centers for Disease Control and Prevention (CDC) recommendations including enhanced cleaning and disinfection protocols. Our building employees follow best practices with respect to wearing personal protective equipment. In addition, the following practices are in place:

- High availability of hand sanitizers with sanitizing stations at main entry points such as the main lobby and lower basement parking elevator lobby.
- Enhanced cleaning and disinfection practices by our janitorial team with additional wipe downs of high touch surfaces in the building utilizing EPA-registered disinfectants.
- Optimizing air distribution during normal and non-business hours by setting HVAC systems to full economization to utilize 100% fresh air as indoor and outdoor conditions permit. Maintain increased air exchanges via 24/7 exhaust systems. Adjust temperature settings to mitigate infectious aerosol concerns by maintaining relative humidity values as needed. Installation of CDC recommended Merv-13 air filters

Building Information

Engineering Services

3415 Sepulveda has a qualified one-man plant engineer to assist you and may be reached by contacting the Office of the Building at (310) 397-1200. Above standard engineering services may be requested by an authorized tenant representative submitting an Angus work order request; refer to the Tenant Sundry Charge list on page 9 to obtain current hourly rates for engineer services.

After-Hours Building Access

3415 Sepulveda is accessible to tenants via access card-key at all times. Visitors may be escorted in by tenants after-hours but must sign in and out at the security console. After signing in at the front desk with the security officer access to the elevator to the requested floor will be provided. Upon leaving visitors need to return to the front desk in the lobby to sign-out. The building parking garage and structure is locked and only accessible to tenants with a valid access card-key or by pulling a ticket and pre-paying the ticket at the parking kiosk before exiting. If there are any problems, security made be contacted through the intercom system or at (310) 391-7533.

Elevators

3415 Sepulveda has four (4) passenger elevators available for travel between floors with the appropriate card access. The basement and first floor levels are always available without card access.

3415 Sepulveda has one (1) freight elevator which is available on a reserved, first-come-first-serve basis during normal business hours (8:00 a.m. to 6:00 p.m. Monday through Friday and from 9:00 a.m. to 1:00 p.m. on Saturday). To permit an efficient flow for deliveries of furniture and material, the proper scheduling of elevators must be considered. Tenants may reserve a freight elevator for their exclusive use after-hours only (after 6:00 p.m. Monday-Friday, after 1:00 p.m. Saturday, all day Sunday). The date and time must be reserved by contacting the Office of the Building, no less than 24 hours in advance. If the elevator will need to be used for moving or delivery purposes, please refer to the Move-In/Move-Out Information Sheet).

Contractor and Vendor Access to the Building

A Vendor Access Request form is to be submitted to the Office of the Building for each licensed vendor and contractor that is scheduled to work in any part of the building or suite. In addition, a **current Certificate of Insurance** must accompany the Vendor Access Request form. It is the tenant's responsibility to inform the vendor of the certificate of insurance policy and to ensure it is followed. The Office of the Building will provide you with a list of approved contractors upon request. Please be sure to specify details with regards to the work that will be performed in your suite along with the specific time and date.

When your vendor or contractor arrives at the building, they need to sign-in with the security officer at the main lobby console. The security officer will have a list of the approved vendors from the Office of the Building. Only approved vendors and contractors will be authorized access.

Certificates of Insurance for Vendors and Contractors

The Ownership and Management of 3415 Sepulveda requires evidence of General Liability and Worker's Compensation insurance coverage from all licensed vendors and contractors providing services and/or work within the property. Vendors and contractors shall provide a certificate of insurance with coverage

Building Information

amounts to be dictated on a project-by-project basis; minimum amounts are as follows:

1. All vendors and contractors shall provide insurance coverage by an insurance company rated **A-VIII or better** in "Best's Insurance Guide".
2. Original Certificate of Insurance with a minimum of \$5,000,000.00 (per occurrence) General Liability coverage insuring against claims of bodily injury, liquor liability (if applicable), property damage, and damage with respect to products and completed operations. The Building Owners and Managers must be specifically listed as Additional Insured as follows:
 - **SIC-Sepulveda Center, LLC**
 - **THE SWIG COMPANY, LLC**
 - **3415 S. Sepulveda Blvd., Suite 310
Los Angeles, CA 90034**
 - **Any third party agents as designated by Landlord.**
3. Evidence of Workmen's Compensation coverage - \$1,000,000.00 - Original Document. If there are no employees, please provide a statement of such as required by law.
4. Business Auto Liability \$1,000,000.00 Stating any Hired and Non-Owned autos, or any auto

Certificates of Insurance for Tenants of the Building

Pursuant to the terms and conditions of the Lease Agreement, prior to occupancy in the building, each Tenant is required to provide the Landlord a current Certificate of Insurance as evidence of insurance coverage. Insurance coverage requirements may differ from tenant to tenant based on the terms and conditions of their lease. Please check with the Office of the Building and/or with your records to determine the required insurance coverage. The Building Owners and Managers must be specifically listed as Additional Insured as follows:

- **SIC-Sepulveda Center, LLC**
- **THE SWIG COMPANY, LLC**
- **3415 S. Sepulveda Blvd., Suite 310
Los Angeles, CA 90034**
- **Any third party agents as designated by Landlord.**

Conference Center

3415 Sepulveda has a conference room available on a "first come, first serve" basis to the tenants of the building. Reservations are made by submitting a request online through the Angus work order system. If the authorized tenant representative does not have an account setup in Angus, contact the Office of the Building.

Please refer to the Tenant Sundry Charge list to obtain current hourly rates.

3415 Sepulveda Conference Room Amenities:

- Large Conference Table - Seats 8 people
- Buffet space
- Flat-screen TV
- Wi-Fi Connectivity (upon request)

Building Information

Tenant Sundry Charges

Above standard services and the rates to provide these are listed below. Any services performed by an outside vendor (i.e., locksmith, plumbing, security, etc.), will be billed based on the actual invoice amount plus a Coordination Fee of 10%-20% as specified in your lease.

- Additional Suite Key \$ 5.00 / Key
- After-Hours Air Conditioning * \$75.00 / Hour **
- New Access Card-key \$10.00 / Card-key
- Replace Lost Access Card-key \$25.00 / Card-key
- Reserved Parking Signage \$55.00 / Sign
- Grey bin for trash/recycling disposal \$20.00 / Request
- Suite Access *** \$50.00 / Call
- Conference Center \$75.00 / hour

*There is a four (4) hour minimum if the requested time is not continued from the last business hour.

** If tenant has multiple suites or floors, tenant will be charged \$75/Hour per suite/floor.

*** Charge is incurred if suite access is required more than 2 times in a 6-month period.

(Prices are subject to change. Please contact the Office of the Building for the most current prices)

Security

Building Security

A Security Officer is on duty at 3415 Sepulveda 24 hours-a-day, seven days-a-week, including holidays. Security performs patrols in the building, the garage, and the perimeter of the building. Other areas such as the elevator lobbies and parking entrance are monitored by remote camera. Officers use radio contact and are trained in emergency response. In addition to their security responsibilities, officers often provide information to tenants, visitors, clients, and employees. The on-site Security Officer can be reached by calling the Lobby Security Console at (310) 391-7533.

Office Security

The building is open to the public during normal business hours and visitors are not screened. It is, therefore, advisable for you to take precautions against the possibility of undesirable situations. For example:

- Keep side doors locked. Employees who use these doors should be issued with keys.
- Staff the main reception area at all times, especially when your front door is unlocked, and instruct the receptionist on policies regarding visitors.
- Valuables should be stored in a locked desk or cabinet.
- The combination to a vault or safe should be accessible to authorized individuals only.
- Notify the Office of the Building immediately when solicitors or strangers are observed loitering on your floor. This will signify Building Management to immediately alert security that you have a solicitor and/or stranger on your floor that needs to be escorted off the premises.
- Maintain a current inventory of keys, PIN numbers, and/or card keys assigned or loaned to employees.

Building Access Cards

Prior to move-in, an authorized representative of the tenant firm should submit to the Office of the Building a list of employees who will receive After-hours Building Access Card-keys. The Security Post Commander will assign each designated employee a pre-numbered card. The cards and a numbered list will be returned to the tenant's authorized representative for distribution to his/her employees.

Please complete a “Building Access Key Card Request Form” to request the following:

- New Card-key - \$10.00 / Card-key (Card-key purchase required)
- Activate an Existing Card-key
- De-Activate an Existing Card-key
- Replacement for Lost Card-key - \$25.00 / Card-key
- Broken Card-key

Please email your completed Building Access Key Card Request Form to the Security Post Commander at sepulvedacenter@aus.com and a copy to the Office of the Building at SepCenterManagement@swigco.com.

Security

It is the sole responsibility of the Card-key holder to make sure that the Card-keys are properly cared for. Therefore, listed below are some tips on maintaining the Card-key:

- Do not scratch the Card-key. Light or moderate scratches should not cause the Card-key to misread, however, deep scratches which penetrate the outer covering and/or magnetic strip, will cause the Card-key to malfunction.
- Do not bend and/or punch holes in the Card-key.
- Do not expose the Card-key to extreme heat (i.e., do not place the Card-key on the dashboard of your vehicle). Extreme heat will cause the Card-key to warp and invalidate the Card-key.
- Do not expose the Card-key to any magnetic source, as this will erase the information stored in the Card-key.
- Do not submerge the Card-key in any liquid.

Parking Permits

Prior to move-in, an authorized representative of the tenant firm should submit to the Office of the Building a list of employees who will receive parking permits by filling out a Parking Permit Request form and a Parking Agreement & Application Form. Please e-mail your completed forms to the Parking Manager at Rocio.Gutierrez@abm.com.

Construction in Tenant Suites

Construction Rules and Regulations

The following rules and regulations shall be adhered to at all times while a Contractor, Subcontractor, and any other workman hired by Tenant, Subtenant, etc., performs any work in 3415 Sepulveda:

Review and Approval

Prior to commencement of the work, the Building Office must receive a complete set of plans (as applicable) for the proposed work, which shall include, but not be limited to, wall layout, electrical, plumbing, mechanical, and finish schedule (excluding decoration and furnishings, except for retail space). The completed plans for the work and any corresponding written information outlining the work to be completed ("Project") shall be subject to review and approval by the Building Office in accordance with any applicable lease provisions. Contractor shall use licensed contractors in good standing with the State of California for the Project to be completed in the Building. All mechanical, electrical, HVAC and plumbing work for the Project shall be subject to the prior review and approval by the Building Engineer, Operations Manager and/or Building office.

Safety Measures:

During the course of the Project through its completion, Contractor shall be responsible for the safety of its employees and agents, as well as the Building and its occupants, and shall protect the same as required by law. Contractor shall provide any necessary materials to be used in, on, or at the Project site including, but not limited to, carpet protectors, barricades, fire extinguishers, first aid kits and signage.

Indemnification:

During the course of the Project through its completion, Contractor shall be responsible for the safety of its employees and agents, as well as the Building and its occupants, and shall indemnify, defend and hold Owner, Landlord, and their officers, members, partners, directors, shareholders, employees and agents, and their successors and assigns, harmless from and against any and all loss, cost, claim, liability, damage and expense, including without limitation reasonable attorneys' fees, incurred in connection with or arising as a result of any work contracted. Said indemnification shall specifically include any claimed negligence on the part of the indemnified parties, as such parties make no warranties or representations whatsoever as to the condition of any property or as to its fitness for any particular use or purpose.

Insurance:

Contractor shall provide the Building Office with an original Certificate of Insurance evidencing appropriate coverage and naming the Building Owners as Additional Insured prior to commencement of the Project, as follows:

- a). Evidence of Workmen's Compensation coverage - Original Document of \$1,000,000.
- b). Evidence of Automobile Liability with a minimum coverage of \$1,000,000.
- c) Original Certificate of Insurance with \$5,000,000 minimum General Liability Coverage insuring against claims of bodily injury, liquor liability (if applicable), property damage, and damage with respect to products and completed operations. The Building Owners and Managers must be specifically listed as Additional Insured as follows:

- **SIC-Sepulveda Center, LLC**
- **THE SWIG COMPANY, LLC**
- **3415 S. Sepulveda Blvd., Suite 310 Los Angeles, CA 90034**
- **Any third party agents as designated by Landlord.**

Contractor shall verify the appropriate language in advance of the work to be completed. Please be advised that vendors and contractors will not be able to provide services and/or work within the Building until proof of insurance is provided to the Building Office.

Construction in Tenant Suites

Permits:

Contractor shall comply with applicable laws and all regulations and requirements of Municipal or other governmental or duly constitute bodies exercising authority at its sole cost and expense. This compliance shall include the filing of plans and other documents as required, and the procuring of any required licenses or permits.

Freight Elevator:

All construction personnel shall obtain access to the Project area and the transporting and removal of materials shall be made via the Building's freight elevator. Contractor shall verify and confirm the hours of operation with the Building Office (310) 397-1200.

Trash/Pollution:

During the entire course of the Project and through its completion, discarded materials, refuse, debris, etc., shall be cleaned and removed from the jobsite on a daily basis and disposed of in a container arranged for by Contractor solely for this purpose. Under no circumstances shall Contractor discard refuse in Building's trash receptacles, unless prior arrangements have been made through the Building Office. All salvageable items as determined solely by Building Owner and not reused in the Project shall, at the election of the Building Owner, remain the property of Building Owner and shall be stored as directed by the Building Office.

Contractor shall comply with hazardous waste and air pollution control regulations in effect for all materials, equipment, and work procedures on the Project and shall pay for any and all costs related thereto.

Storage:

Contractor shall have no right to store any materials in the Building at any time which Owner or Owner's Agents (i.e. Building Management and Engineering Offices) believe would cause a potential health or environmental hazard or safety risk.

Cleanliness:

Contractor shall maintain a clean work area at all times during the Project, including the Building's loading dock area, freight elevator lobbies, electrical closets and phone rooms. Contractor shall agree to provide protective covering approved by the Building Office for hallway carpet and walls from the suite under construction on any multi-tenant floor to, and including, the service area. Freight elevators are to be cleaned by Contractor after each use. Building management requires all work areas to be kept in a clean and neat condition, typical of a Class "A" Building. The Building shall take all necessary steps to make sure that all areas are kept in a clean and neat condition and shall back charge the master tenant for any repairs and maintenance items not taken care of by the tenant's contractor(s).

Damage and Restoration:

Contractor shall not demolish or remove any structural element of the Building without prior written approval from the Building Office. Contractor shall, under the supervision of the Building Office, neatly replace, patch, and finish all Building surfaces or features adjacent to the premises under construction that are displaced or disturbed in the performance of alteration work, such as, but not limited to, acoustical tile, rubber base, floor covering, paint, etc., including necessary corridor work. Upon completion of work, there shall be no discrepancy between the restorative work and the work existing prior to commencement of construction by Contractor.

Interference of Building Activities:

Contractor shall not proceed with core drilling, carpet tack strip installations, hanger shooting, anchoring, extensive demolition and painting with oil base paints, or other substances/materials which emit noxious fumes during the Building hours listed below or at any time unless with prior written approval by the Building Office.

Construction in Tenant Suites

Building hours for Contractors are as follows:

Monday through Friday: 6:00 p.m. to 8:00 a.m.

Saturday: 6:00 a.m. to 6:00 p.m.

Sunday and Holidays: 6:00 a.m. to 6:00 p.m.

In the event that Contractor needs to shut down various utilities to the suite, Contractor shall adhere to the following rules:

Access to utilities or a utility outage will be allowed after Building Contractor hours only with the prior written consent of the Building Office. Outages shall occur only after notice is given to the Building Office in writing five (5) working days in advance of the proposed outage, and the outage is approved by the Building Office. The Building Office reserves the right to refuse such outage or reschedule for the convenience of the Building and its tenants.

Parking:

Contractor and/or subcontractor parking are available in the Garage. Vehicles exceeding the maximum height limited may not park in the Garage. All parking shall be at Contractor's cost. No parking is allowed on the loading dock.

Security:

This Building is a 24-hour security operation. All after-hours work must be approved in advance by the Building Office. Owner shall not be responsible in any way for the safety and protection of Contractor's tools and/or materials in the Building.

Mechanical:

Contractor understands and agrees that no mechanical work shall proceed in the Building without the input and consultation of the Building's Manager and Engineer. Upon completion, Contractor shall provide balancing of any heating, ventilation or air conditioning system installed or revised by Contractor. Contractor shall provide final air balance report to the Building Engineer.

Fire Life Safety Test:

In conjunction with a major remodel of space in the Building, including any work that involves extensive mechanical, ingress/egress alterations, etc., the Los Angeles Fire Dept. requires that the newly completed work undergo a fire life safety test. This test must be scheduled in advance by the tenant and/or contractor and shall only be allowed after Building Contractor hours.

Handicapped Codes:

Contractor shall comply with any governmental or other duly appointed governing body's regulations regarding handicapped codes, etc., and shall, at its own expense, make whatever alterations such agencies shall require in conjunction with Contractor's work.

Supervision:

The Owner's representatives (i.e. Building Office, Engineering Department) shall have the right, but not the obligation, to inspect the premises where the work is proceeding at any time without notice to ensure compliance with the Building's Rules and Regulations.

Definition of Contractor:

The term "Contractor" as stated in these Rules and Regulations shall serve to mean Contractor, Sub-Contractors of Contractor, Contractor's employees and agents, Sub-Contractor's employees or agents, and all invitees of Contractor or Sub-Contractor.

Definition of Owner:

The term "Owner" as stated in these Rules and Regulations shall serve to mean the present owners of the Building and any successors in interest, as well as its employees and agents, including its Managing Agent, which is also referred to as the Building Office.

Construction in Tenant Suites

Definition of Project:

Any and all work associated with the construction, revision, remodeling, or change in any way to any space in the Building leased by a Tenant, Subtenant, etc., which is referred to as "demised premises."

Project Record Documents:

Contractor shall furnish a copy of the following documents to Building Office prior to, during, or after construction, **as applicable:**

- Contract drawings (including sepia prints if so required)
- Specifications
- Agenda
- Reviewed shop drawings
- Bulletins and change orders
- Contract and any modifications
- Building Permits
- Copies of warranties of tenant equipment
- Copies of Inspection record cards
- Final air balance report
- Final punch list
- Certificate of Occupancy
- Two (2) sets As-builts and 1 CAD disk

Emergency Procedures

Building Systems

3415 Sepulveda is designed to offer maximum protection to the building occupants. The building is periodically inspected and monitored 24 hours a day, seven days a week, including holidays. The Building is equipped with a fire and life safety system that supplement the existing security system. These systems include:

- A fire alarm panel which responds to public area and floor alarm conditions, components of this system include smoke and water flow detectors and manual alarm pull stations;
- A complete building-wide sprinkler system;
- Pressurized, fire-rated stairwells that draw smoke out of stair shafts;
- Multiple fire extinguishers per floor
- Elevators which are programmed to stop at the next available floor in the event of an earthquake, or recall to the lobby level in the event of a building alarm condition
- Fire evacuation maps on each floor.

Floor Wardens

Each tenant is required to appoint a tenant floor warden who will be responsible for coordinating the evacuation of the tenant firm. Full floor tenants must appoint 2 floor wardens and 2 alternate floor wardens. The building's emergency plans are coordinated with these individuals under the direction of the property manager. A formal floor warden-training program is conducted annually. Upon occupancy in the building and each year at the floor warden-training meeting, each tenant will receive a copy of the Tenant Floor Warden Emergency Procedures Plan for the building. In addition to fire emergencies this plan also includes information and instruction for responding to other possible building emergencies including bomb threats, civil disturbance, medical emergency and earthquake.

Fire Drills

Fire drills are conducted annually at 3415 Sepulveda. The drills are conducted by Building Management with the assistance of a certified high-rise fire-life safety consultant and tenant appointed floor wardens.

Participation in the Fire Drill by all building occupants is mandatory. Fire Drills are required by City Fire Code. Any person who fails to participate will be subject to the following penalty:

Any person who violates this section shall be punishable by at least a mandatory fine of \$500 up to and not exceeding \$1,000 or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment. Each person shall be guilty of a separate offense for each and every day, 17 or portion thereof, during which a violation of any provision of this section is committed, continued, or permitted by such person and shall be punishable accordingly.

Annual Fire Life Safety Training

All tenants at 3415 Sepulveda will have access to Online Fire Life Safety Training through RJWestmore Online Training System (<https://www.rjwestmoretraining.com/login.aspx>). The Training system contains tests for annual certification. The System also contains updated Building Emergency Procedures Plans. Please contact Building Management to activate this free training software.

Emergency Procedures

Reporting Emergencies

Life threatening emergencies should first be reported to 911. Remember, when calling 911, to provide your suite number and floor location. After notifying 911, please contact the Office of the Building. In this way, security can immediately prepare for the arrival of emergency response personnel. A freight elevator will be brought to the plaza for standby, and security will then assist with directing the fire department and/or paramedics to the tenant space.

The management staff of 3415 Sepulveda is well versed in emergency procedures and prepared to assist in emergencies. However, the staff is obviously limited to what it can do because of the large number of building occupants. Emergency exit routes are posted in the elevator lobby of each floor. Consequently, it is important that everyone in the building take responsibility by learning safety procedures, including evacuation routes in the building.

Other individual safety measures include storing First Aid and Emergency supplies in a specified storage area within your offices. All could become indispensable in a major emergency.

An Example of What to Include in an Emergency Supply Kit:

- Battery powered radios with extra batteries
- Blankets
- Cellular telephones
- Dust masks
- Duct Tape
- First Aid Kits
- Flashlights with extra batteries
- Hard Hats
- Leather work shoes
- Megaphone
- Non-perishable foods
- 100' x ½' rope
- Safety goggles
- Safety Vests
- Swiss army knife
- Utility shutoff tools and pry-bars
- Bottled water
- Whistle
- Windproof/waterproof matches

Other Miscellaneous items:

- Candles
- Cleansing towelettes
- Disposable toothbrushes
- Drinking cups
- Sanitation bags and ties
- Toilet paper

Workplace Crime Prevention Tips

Most people only take precautions against crimes when they are in their home or neighborhood. Crimes of any nature can happen without warning in the workplace just as easily as they could in your house. In an effort to make workplaces safer, the National Crime Prevention Council (NCPC) has compiled a list of workplace crime prevention tips.

Office Theft

- Keep your purse, wallet, keys or other valuable items with you at all times or locked in a drawer or closet.
- Check the identity of any strangers who are in your office-find out who they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or management about your suspicions.

Emergency Procedures

- Always let someone know where you'll be-whether it's coming in late, working late, and going to the photocopier or mail room, going out to lunch or a meeting.
- Be discreet. Don't advertise your social life or vacation plans and those of your coworkers to people visiting or calling your place of work.

Trouble Spots

- Reception area-Is the receptionist equipped with a panic button for emergencies, a camera with a monitor at another employee's desk, and a lock on the front door that can be controlled?
- Stairwells and out-of-the-way corridors - don't use the stairs alone.
- Talk to the building manager about improving poorly lighted corridors and stairways.
- Elevators-Don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- Restrooms-Attackers can hide in stalls and corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using restrooms that are isolated or poorly lighted.
- After hours-Don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask security to escort you.
- Parking lots or garages-Choose a well-lighted, well-guarded parking garage. Always lock your car and roll the windows up all the way. If you notice any strangers hanging around the parking lot, notify security or the police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you can get in – before you buckle your seat belt.

Workplace Violence

Violence in the workplace can take a number of different forms. While homicide in the workplace is rising, unknown assailants commit 75 percent of work-related homicides during robbery or other crimes. This refutes the media-created cliché of the "disgruntled worker." To assess a workplace's vulnerability to violence, ask yourself these questions:

- Is your office secure? Do you have easy-to-use phone systems with emergency buttons, sign-in policies for visitors, panic buttons, safe rooms, security guards, office access controls, good lighting and safety training?
- Does your employer take care in hiring and firing? Before hiring, are employment gaps, history, references and criminal and educational records thoroughly examined? Are termination procedures defined clearly with attention to advance notice, severance pay and placement services?
- Could you recognize potentially violent employees? Signs of stress that could erupt into violence include depression, frequent absences, talking in a louder-than-normal voice, being startled easily, increased irritability, impatience and concentration and memory problems.
- Are you encouraged to report unusual or worrisome behavior? Is there a clear, written policy that spells out procedures in cases of violence and sanctions for violators? Make sure you know to whom you should report unusual behaviors.
- Do you work in a supportive, harmonious environment? Is there a culture of mutual respect? Does your employer provide an employee assistance program (EAP)?

Move-In / Move-Out

Moving Policy

The following rules pertain to moving furniture, equipment and supplies in and out of 3415 Sepulveda.

MOVERS WHO DO NOT ADHERE TO THIS POLICY WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE IF ALREADY IN PROGRESS.

The mover must provide and install clean Masonite sections on all finished floor areas where heavy furniture or equipment is being moved with wheel or skip type dollies. The Masonite must be at least one-fourth inch thick. All sections of Masonite must be taped together to prohibit sliding.

1. The mover must provide and install approved protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
2. All floors, walls, door facings, elevator cabs and other areas along the route to be followed during the move will be inspected by the Office of the Building and moving company personnel before and after the move.
3. Tenant shall be responsible for all costs in connection with the repair of damage to the building or its fixtures caused by the move.
4. Only the service elevators shall be used for the movement of furniture, equipment and supplies unless prior approval to use an additional elevator is granted by the Office of the Building.
5. Moving of furniture, equipment or supplies will be allowed outside of business hours (M-F 8am-6pm; Saturday 9am-1pm) with the prior consent of the Office of the Building.
6. A representative of the tenant must coordinate with the moving company and the building office to make arrangements for use of the dock and freight elevator for each move. A Building Access Request Form must be submitted to the building office for approval at least 48 hours prior to the move.
7. The moving company must provide a current Certificate of Insurance at least 48 hours prior to the moving date.
 - The moving company shall provide insurance coverage by an insurance company rated A-VII or better in "Best's Insurance Guide".
 - Original Certificate of Insurance with \$5,000,000 minimum General Liability Coverage insuring against claims of bodily injury, liquor liability (if applicable), property damage, and damage with respect to products and completed operations. The Building Owners and Managers must be specifically listed as Additional Insured as follows:
 - **SIC-Sepulveda Center, LLC**
 - **THE SWIG COMPANY, LLC**
 - **3415 S. Sepulveda Blvd., Suite 310 Los Angeles, CA 90034**
 - **Any third party agents as designated by Landlord.**
 - Evidence of Workmen's Compensation coverage - Original Document - \$1,000,000.00.

Move-In / Move-Out

Tenant Move-out Checklist

The following list is designed to assist you in your move out of 3415 Sepulveda. We wish you the best in your future endeavors and hate to see you leave. If you have any questions please do not hesitate to contact us in the Building Office.

- Please provide the Building Office written confirmation advising of your intended move out date from the building.
- Choose your moving company and review the Moving Policy with them. Please ensure that your moving company complies with the insurance certificate requirements stated in the moving policy.
- Notify the Building Office via written request as soon as you have a firm move date, but not less than 48 hours in advance. Freight elevator and dock access are reserved on a "first come first served" basis.
- Complete a Card Key Access Request form to notify the Parking Company when to turn off access to the Building and Parking Garage.
- Notify the U.S. Post Office and your vendors / customers of your new address.
- Upon surrender and vacating of premises, each tenant is responsible for notifying and returning all mailbox keys to the Building Office.
- After the moving company has removed the furniture and boxes, clean your suite so that it is left in "broom clean" condition. If you require building assistance, please notify the Building Office and we will have the night cleaning crew remove any remaining trash for an additional charge.
- Turn in your suite and restroom keys to the Building Office.
- Provide the building office with your forwarding address and telephone number so that we may forward any remaining outstanding rent and sundry statements.

Office Building Rules and Regulations

1. The sidewalks, halls, passages, exits, vestibules, entrances, public areas, elevators and stairways of the Building shall not be obstructed by any of the Tenants or used by them for any purpose other than ingress to and egress from their respective Premises. Building stairwells are to be used for emergency purposes only. The halls, passages, exits, entrances, elevators and stairways are not for the general public, and Landlord shall, in all cases, retain the right to control and prevent access thereto by all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its Tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No Tenant and no employee or invitee of any Tenant shall go upon the roof of the Building. If the Premises are situated on the ground floor with direct access to the street, then Tenant shall, at Tenant's expense, keep the sidewalks and curbs directly in front of the Premises clean and free from dirt, refuse and other obstructions.
2. No sign, placard, picture, name, advertisement or notice visible from the exterior of any Tenant's Premises shall be inscribed, painted, affixed or otherwise displayed by any Tenant on any part of the Building without the prior written consent of Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice or liability, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors, windows and walls shall be printed, painted, affixed or inscribed at the expense of the Tenant by a person or entity selected by Landlord, using materials of Landlord's choice and in a style and format approved by Landlord. Written material visible from outside the Building will not be permitted. Landlord shall place Tenant's name on the directory in the lobby of the Building and on the individual floor directory, if available. Landlord reserves the right to restrict the amount of directory space utilized by Tenant. Tenant shall not have the right to have additional names placed on the directory without Landlord's prior written consent. If such consent is given, the addition of such names shall be at Tenant's expense.
3. The Premises shall not be used for the storage of merchandise held for sale to the general public, for lodging or sleeping. No cooking shall be done or permitted by any Tenant on the Premises, except the use by the Tenant of Underwriter's Laboratory approved microwave oven or equipment for brewing coffee, tea, hot chocolate and other similar beverages which shall be permitted, provided that the power required by such equipment shall not exceed that amount which can be provided by a 30-amp circuit and that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations. Repair and maintenance of garbage disposals, dishwashers, icemakers and other similar equipment shall be at Tenant's expense. If the Premises or any part of the Building become infested with vermin as a result of Tenant's use, Tenant shall reimburse Landlord for the expense of extermination.
4. No Tenant shall employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises, unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness. Landlord shall not be responsible to Tenant for any loss of or damage to property on its Premises, however occurring.
5. Landlord may make a reasonable charge for any additional keys. No Tenant shall have keys made except by Landlord's designated locksmith. No Tenant shall alter any lock or install a new or

Office Building Rules and Regulations

additional lock or bolts on any door of its Premises without the prior written consent of Landlord. Tenant shall in each case furnish Landlord with a key for any such lock. Each Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Building, which shall have been furnished to Tenant.

6. The carrying in or out of freight, furniture or bulky material of any description must take place during such hours as Landlord may from time to time reasonably determine, which shall not include peak hours of elevator usage. Landlord shall designate appropriate entrances and a "freight" elevator for deliveries or other transportation of goods to or from the Premises and Tenant shall not use any other entrances or elevators for such purposes. The installation and moving of such freight, furniture or bulky material shall be made upon previous notice to the Building Manager and the persons employed by the Tenant for such work must be reasonably acceptable to Landlord. Tenant may, subject to the provisions of the immediately preceding sentence, *move* freight, furniture, bulky matter and other material into or out of the Premises after 6 p.m. and before 7 a.m., Monday through Friday and on Saturdays and Sundays anytime. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building and placed in the Premises. Landlord will not be responsible for loss of or damage to any such property from any cause and all damage done to the Building by moving or maintaining such property shall be repaired at the expense of Tenant. Business machines and other equipment shall be placed and maintained by Tenant at Tenant's expense in a setting sufficient, in Landlord's reasonable judgment, to absorb and prevent unreasonable vibration and prevent noise and annoyance.
7. No Tenant shall use or keep in the Premises or the Building any kerosene, gasoline or flammable or combustible fluid or material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment; or without Landlord's prior approval, use any method of heating or air conditioning, including, without limitation, portable floor heaters and fans, other than that supplied by Landlord. No Tenant shall use or keep or permit to be used or kept any hazardous or toxic materials or any foul or noxious gas or substance in the Premises or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, vibrations, or interfere in any way with other tenants or those having business therein.
8. Any Tenant and its employees, agents or associates or other persons entering or leaving the Building after ordinary business hours will be required to sign the Building Register. The Security Officer in charge reserves the right, on behalf of the Landlord, to refuse to admit Tenant or any of Tenant's employees, agents, or associates or any other person to the Building after ordinary business hours without prior notification from the Tenant or other satisfactory identification demonstrating such person's right to access to the Building. Each Tenant shall be responsible for all persons for whom it requests after-hours access and shall be liable to Landlord for all acts of such persons. Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement or other circumstances rendering such action advisable in Landlord's opinion, Landlord reserves the right to prevent access to the Building during the continuance of the same by such action, as Landlord may deem appropriate including closing doors. Landlord also reserves the right to exclude or expel from the Building any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Building.

Office Building Rules and Regulations

9. Each Tenant shall see that the doors of its Premises are closed and locked, that all water faucets, water apparatus, equipment, lights and other utilities are shut off before Tenant or Tenant's employees leave the Premises, so as to prevent waste or damage; and for any default or carelessness in this regard, Tenant shall make good all injuries sustained by other Tenants or occupants of the Building or by Landlord. On multiple tenancy floors all Tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress.
10. No Tenant shall install any radio or television antenna, loudspeaker or other device on the roof or the exterior walls of the Building without the prior written consent of Landlord. No awnings, air conditioning units or other projections shall be attached to the outside walls or windowsills of the Building or otherwise project from the Building, without prior written consent of Landlord.
11. Each Tenant shall store all its trash and garbage within its Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city where the Building is located without being in violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes and at such times as Landlord shall designate.
12. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited and each Tenant shall cooperate to prevent the same.
13. Tenant and its authorized representative and invitees shall not make or permit any noise in the Building that is annoying, unpleasant or distasteful, interfering in any way with other tenants or those having business with them, or bring into or keep within the Building or Common Areas any animal (except for seeing eye dogs), bird, bicycle or other vehicle except wheelchairs or other similar devices, or such vehicles as are permitted to park in the parking areas, in accordance with the Rules and Regulations.
14. Landlord shall direct licensed electricians as to where and how telephone and electrical wires are to be introduced. No cutting or boring for wires shall be allowed without Landlord's consent. The location of telephones, call boxes and office equipment affixed to the Premises shall be subject to Landlord's approval. Neither Tenant, its subtenants, assignees, agents, employees nor contractors shall have access to or make any changes, alterations, additions, improvements, repairs or replacements (collectively, "work") to the telephone closets, telephone lines or any other communications facilities or equipment (collectively, the "telephone lines") within the Building without the prior written authorization of Landlord, which authorization may be withheld in Landlord's sole discretion. All contractors designated by Tenant to perform work on the telephone lines shall be licensed and shall be subject to Landlord's prior written approval, which approval may be withheld by Landlord in its sole discretion. Contractors performing work shall be required to provide evidence of insurance coverage satisfactory to Landlord, including, without limitation, naming Landlord as an additional insured on all liability policies. Any costs, expenses, and liabilities incurred by Landlord as a result of Tenant or Tenant's contractor performing work on the telephone lines shall be included in Tenant's indemnification obligations under the Lease.
15. Tenant shall not lay linoleum tile, carpet or any other floor covering to the floor of the Premises, except as approved by Landlord.

Office Building Rules and Regulations

16. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
17. Tenant assumes any and all responsibility for protecting its Premises from theft, robbery and pilferage, which includes keeping doors and other means of entry to the Premises closed and locked when the Premises are unattended.
18. Neither Tenant nor its employees shall park their vehicles in any parking area designated by Landlord as areas for parking by visitors to the Building. Neither Tenant nor its employees shall leave vehicles in the Building parking areas overnight nor park any vehicles other than automobiles, motorcycles, motor driven or non-motor driven bicycles or four-wheeled trucks in the Building parking areas. Landlord may, in its sole discretion, designate separate areas for bicycles and motorcycles. Landlord may establish additional Rules and Regulations that apply to the parking areas.
19. Smoking is allowed in the designated smoking areas near the North Parking Lot of the building only. There shall be no smoking in the common areas of the Building, which areas include, without limitation, the Tenant's premises, the lobby and the areas on individual floors in the Building devoted to corridors, fire vestibules, elevators, foyers, lobbies, electric and telephone closets, restrooms, mechanical and service rooms servicing the Building, janitor's closets, and other similar facilities for the benefit of all tenants and invitees. Smoking shall mean carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or the lighting thereof or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind. Each Tenant shall cooperate to enforce this prohibition, including giving notice of such to its employees.
20. Landlord may waive any one or more of these Rules and 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 and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such rules and regulations against any or all of the tenants of the Building.
21. Landlord may from time to time during the term of the Lease publish and distribute to Tenant a Tenant Handbook. Tenant shall comply with all procedures and regulations established by Landlord and included in the Tenant Handbook. Tenant understands and acknowledges that the provisions of the Tenant Handbook are subject to change and Landlord.
22. Tenant shall be charge a fee if there are excessive requests to open suite or internal doors. A \$25 fee will be charged after the 2nd request. This application is calculated biannually. The first period will take place from January 1 - June 30, and the second period from July 1 - December 31.
23. With the exception of Service Animals, no animals are permitted in the Building or a tenant's premises at any time. Service Animals brought into the Building or a tenant's premises must (i) be dogs who are recognized as Service Animals under Title III of The Americans With Disabilities Act, (ii) be individually trained to do work or perform tasks for a person with a disability, and (iii) be registered with the Property Management Office prior to bringing any such dog into the Building. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under ADA and are NOT allowed. To obtain more information on Service Animals please visit the website below:
https://www.ada.gov/regs2010/service_animal_qa.html

Building Forms

Building Forms

The Building Office requests that Tenants use the following forms when requesting certain building services.

In the past, some of these requests have been accepted verbally, leaving room for misunderstanding or mistakes. By providing these forms that can be easily filled out and emailed to the Office of the Building at SepCenterManagement@swigco.com, we will create documentation both for your use and for ours.

Additional forms may be obtained by contacting the Office of the Building at (310) 397-1200; however we suggest making copies and retaining the original for future use.

- Vendor Access Request Form
- Vendor Insurance Requirements and Sample Certificate
- Building Rules & Regulations for Contractors
- Tenant Suite Signage Request Form
- Tenant Lobby Directory Strip Request Form
- Monthly Parking Agreement
- Card and Key Request Form
- Tenant Information Form (Up-date this form when any of the information changes)
- Building Conference Room Reservation Form

Thank you in advance for your cooperation and please do not hesitate to call the Building Office should you have questions regarding the forms or any other material covered in this Tenant Handbook.



3415 SEPULVEDA

Vendor Access Request / Notification

Please submit (1) one working day in advance and include the Vendor's COI certificate. Submit telecomm (telephone / cable / internet) requests (1) one week in advance.

SUITE: _____ TENANT: _____

VENDOR NAME: _____

Date(s) of Access: _____

Hours requested: From: _____ am/pm To: _____ am/pm

Description of services to be provided: ^[1]

Additional services:
Guard Service: _____
Freight Elevator Access: _____
Access to MPOE ^[2] _____

Other Special Requirements:

Name of Authorized Tenant Contact: _____

Signed: _____ Date: _____

Email: _____ Phone: _____ x _____

Deliver or Email completed form and insurance certificate to:

The Swig Company
3415 South Sepulveda, Suite 310
Los Angeles, California 90034

Office: (310) 397-1200
Email: SepCenterManagement@SwigCo.com
Cc: MBenton@SwigCo.com

^[1] For telecommunication requests, please include the scope of work as submitted by the vendor - specify type of equipment / cable / conduit.

^[2] Use the building electrician for all work requiring access to the MPOE room.



3415 SEPULVEDA

Vendor COI Instructions & Sample

Instructions

Please forward the attached vendor insurance requirements and additional insured information to your insurance agent.

The additional insured certificate and proof of insurance needs to be received by the Building Management office before the work is performed. Your agent can generally turn these around within a day.

Send with the Vendor Access Form to: SepCenterManagement@SwigCo.com

Insurance Requirements

Need General Liability, Automobile and Workers Compensation as required by law.

Certificate Holder:

The Swig Company, LLC & SIC- Sepulveda Center, LLC
3415 South Sepulveda Blvd
Los Angeles, CA 90034

***Additional Insured must name:**

The Swig Company, LLC & SIC- Sepulveda Center, LLC

Description of Operations:

- Please make sure to reference "All Operations for 3415 S. Sepulveda Blvd" in the Description of Operations.
- If you are unable to issue an All Operations certificate, please continue to issue the certs by Project Name, Address, our Job # and with the above information provided.

Coverage limits

See attached sample COI.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
Broker Name and Address		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED		INSURER A :	
Outside Vendor/Contractor Company Name and Address		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: CL17122804415

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Policy #	Date	Date	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			Policy #	Date	Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Policy #	Date	Date	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Policy #	Date	Date	PER STATUTE OTH-ER 1,000,000 E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SIC - SEPULVEDA CENTER, LLC and The SWIG Company, LLC and its affiliates, subsidiaries, successors, directors, officers, employees and agents are named as Additional Insured as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

SIC-SEPULVEDA CENTER, LLC 3415 S. Sepulveda Blvd., Ste 300 Los Angeles CA 90034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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BUILDING RULES, REGULATIONS & PROCEDURES FOR CONTRACTORS

SIC-Sepulveda Center, LLC

**3415 S. Sepulveda Blvd.
Los Angeles, CA 90034**

BUILDING MANAGEMENT OFFICE		(310) 397-1200
Suite 310		
Daniel Chadbourne	Chief Engineer	(310) 313-9320
Phillip Hernandez	Sr. Operations Manager	(213) 362-0552

PARKING

No free parking is provided. Street parking is available. All contractors must pay for their own parking.

If a contractor is **authorized and approved** by the Office of the Building to work in the building for a tenant and is hired by a tenant, **parking validation is not available** through the Office of the Building. The contractor and its subcontractors must be validated by the tenant or pay the posted parking rates.

Contractors and its subcontractors must adhere to the garage speed limit of **5 MPH**. Please lock your doors and do not leave tools or equipment exposed in the car or truck bed. The parking operator and building ownership will not be held responsible for theft from or damage to vehicles. Do not park at the loading area except for deliveries. Vehicle must be moved once delivery is accomplished. Any vehicles left parked at the loading dock unattended will be towed at the vehicle owner's expense. Vehicles over 6'8" cannot be accommodated in the parking garage. Contractor will be responsible for the cost for any damage caused in the parking garage or to the building from entering the structure with vehicles that do not meet the garage clearance.

The contractor is responsible for keeping the area surrounding his/her vehicle clean and free from construction debris/materials. There shall be no prep work performed anywhere in the garage. Any clean up required by building staff will be billed back to tenant and/or its contractor accordingly.

EMERGENCY PHONE NUMBERS

Please provide the Building Management Office with a list of contractor, subcontractor and architect or engineers phone numbers for normal business hours and after hours should an emergency arise.

LOADING AREA

The loading and unloading is located directly in front of the building. Do not park at the loading area except for deliveries and temporary unloading. Vehicles must be moved once delivery and/or unloading are accomplished. Any vehicles left parked at the loading area unattended will be towed at the vehicle owner's expense.

ELEVATORS

- The freight elevator is available 24/7. Security must give access and monitor activity. No access given for deliveries through the main lobby. Deliveries can be made by first taking the parking elevator down to the basement for access to the freight elevator. The parking elevator is not available from 7 PM to 5 AM. In this case, the individual would have to request for Security to open the roll up gate to the basement and access the freight by taking the ramp down to the basement. The roll up gate is closed from 7 PM to 5 AM. The capacity of the freight elevator is 4,500 pounds.
- Moving/furniture deliveries must be completed during after-hours (Monday-Friday 6 PM - 8 AM, Saturdays after 1 PM and all day on Sundays).
- Movers/delivery people must lay Masonite on the carpet and put protection on the walls in the common areas/hallways.
- Lobby main doors are locked from 7 PM to 6:50 AM. Tenants will still have access using their key cards; guests need to be given access by security. Access through the back door (near Trimana) is unavailable from 7 PM - 7 AM.

To schedule after hours extended use of the Service Freight Elevator, contact the Building Manager a minimum of two (2) business days in advance. After hours deliveries and extensive freight movement must be scheduled in advance.

At no time may the passenger elevators be used for traveling up and down through the building or for bringing tools and equipment to the site.

The building engineer will instruct contractors and subcontractors on how to use the freight elevator. Any problems with the elevators should be reported to the building engineer immediately. All subcontractors will be familiarized with elevator operation and hours of availability. Contractors and subcontractors must provide a broom to sweep out the elevator and elevator tracks each evening. Workers should be made aware that the tracks must be kept clean in order for the doors to close properly. No pallet jacks are allowed in the freight elevator.

The elevator cannot be used exclusively by contractors or subcontractors and must be shared with other users. On rare occasions exclusive use may be granted through permission of building staff. Proper procedures for exclusive use of the freight elevator will be checked through Engineering and scheduled through the Building Management Office.

BASE BUILDING MODIFICATIONS

Anything which will alter the base building (such as coring), or the mechanical, electrical, fire, life safety or plumbing systems, must be pre-approved in writing by Landlord and coordinated with the Building Engineer and the Building Management Office at least 48 hours in advance.

FIRE / LIFE SAFETY SYSTEM

All work on the fire / life safety system, and fire sprinkler system must be coordinated with the Building Engineer. In no case is the fire / life safety system to be taken off line while work is being performed. Advise Engineering or Building Management if any work may cause excessive smoke or fumes. The smoke detectors are fume/dust sensitive and will alarm. If work is planned that will create dust or fumes, you must bag the smoke detectors while working in the area. Upon leaving for the day, all bags must be removed from the smoke detectors. The Building Engineer should be notified to check the area so that he can make the appropriate modifications to the detector heads, if need be. Evacuation of such smoke

or fumes should be considered as part of the construction procedure and coordinated with the Building Engineer.

When any work is to be performed in proximity to the main elevator lobby, freight elevator lobby or the return air duct, precautionary measures should be taken to protect smoke detectors from dust, paint overspray, etc. The use of gas powered air compressors in these areas is prohibited. Again, **NO PART OF THE FIRE / LIFE SAFETY SYSTEM SHALL BE OUT OF SERVICE WITHOUT PRIOR KNOWLEDGE OF THE BUILDING ENGINEER AND BUILDING MANAGEMENT.** This also applies to evenings, holidays, and weekends. Any testing or inspection of systems will include the Building Engineering staff and will be coordinated through the Building Management Office prior to test date.

Tenant and/or its contractor (s) will be responsible for any costs associated with the activation of any building fire alarms that result in charges assessed by the Pasadena Fire Department response.

AFTER-HOURS ACCESS

Any afterhours work must be coordinated in advance with Building Management. The name of the subcontractor, the on-site supervisor, and when possible, the names of the individual workers would be helpful.

Anyone requiring after-hours access to the building will need to show proper identification. There are no exceptions to this policy.

TRASH REMOVAL

Contractors are to provide a dumpster in a designated area approved by Building Management. Only one (1) bin is to be used between the hours of 6 a.m. to 5 p.m. It is necessary to keep the receiving area accessible for normal delivery vehicles at all times. The contractor and/or subcontractors are responsible for all hazardous material removal generated by their subcontractors; i.e., paint - either water base or oil, cleaning solvents, adhesives, etc. At no time are they to use the dumpster for disposal of hazardous items.

Trash should be removed from the floors under construction every day; no storing overnight. If it becomes necessary for Building Management to remove trash, the contractor will be billed accordingly.

Arrangements and the cost for pick up/emptying of the dumpster is the responsibility of the contractor.

GENERAL CLEANUP

All common areas, including the parking garage and the building, restrooms and elevators are to be kept clean at all times. If cleanup is required by the Office of the Building, the cost will be billed back accordingly to the general contractor.

REST ROOMS

Only restrooms on the floors under construction may be used or as directed by Engineering. It will be kept stocked by the building at no additional charge. It is the responsibility of the contractor to keep the restrooms clean throughout the day especially when shared with other tenants on the floor. Please report any malfunctions to the Building Management Office.

LOBBY

In the interest of maintaining a clean, attractive main lobby, workers using the Freight Elevator to gain access to the upper floors must make sure that they are not tracking dust, dirt, and/or grime through the building. Any damage or cleanup required will be billed back accordingly to the general contractor.

PROTECTION OF BUILDING INTERIOR, EXTERIOR - PUBLIC AREAS

The building interior shall be protected by contractor and sub-contractors as required by Landlord. The freight elevator door jams must be protected as well as any common area flooring, walls and wallpaper.

The courtyard areas may be used for lunch or coffee breaks. No sun bathing or lounging on the benches or grass areas is permitted. Trash must be disposed of in designated receptacles. There is NO SMOKING anywhere in or around the premises especially in the courtyard.

DEMEANOR

Contractors should behave in a professional and dignified manner. Any inappropriate behavior or dress will be reported to the contractor's supervisor for handling. In the event the problem is not corrected, the worker will be escorted from the building.

MUSIC

No radios, tape decks, or amplified sound will be permitted.

GENERAL

There is absolutely NO smoking or drinking of alcohol beverages allowed in the building. Please do not use tenant lounges, tenant kitchen and eating areas, private tenant restrooms or stairwells. These areas are for the tenants' use and are for their employees only.

UNOCCUPIED FLOORS

No contractors are permitted on unoccupied floors or in stairwells at any time. Any contractor found on an unoccupied floor or in stairwells that has not been authorized will be escorted from the building.

No roof access is permitted. The roof doors are alarmed and will summon Building Engineer and/or Building Management. If any contractor is found on the roof without authorization he/she will be escorted from the building.

NOISE

Any work that creates a noise nuisance that would potentially disrupt other tenants in the building will be scheduled in the early hours of the day before 8am and coordinated in advance with the Office of the Building. In the event that tenant complaints are received from any loud work done during regular business hours the contractor and/or subcontractor will be asked to re-schedule the work to a better suited hour if feasible and/or cease work immediately. The building hours are currently Monday through Friday from 8 a.m. to 6 p.m., but may be changed at Landlord's discretion.

INSURANCE

At all times during the performance of the work, contractor and sub-contractors shall maintain in force, at its sole cost, the following minimum insurance: (a) Workers Compensation Insurance in compliance with applicable Federal and State laws and Employer's Liability coverage with a \$1,000,000 limit of liability, (b)

Commercial General Liability Insurance with a \$1,000,000 bodily injury and property damage combined single limit.

No contractors or sub-contractors shall be permitted to perform work in the building until they have provided the appropriate insurance certificates, acceptable to Landlord. All liability insurance shall name the appropriate parties as indicated below as an additional insured with respect to the work being performed and provide that such insurance is primary to any liability insurance carried by Owner's Agent and/or Owner. All insurance policies carried by contractor whether specified herein or otherwise shall contain endorsements waiving the insurer's rights of subrogation against Owner and Owner's Agent.

Contractor shall furnish to Owner's Agent insurance certificates prior to any work being performed on site certifying that insurance coverage specified herein is in force and that Owner's Agent will be given not less than thirty (30) days written notice prior to any cancellation or material change.

ADDITIONAL INSURED:

- **SIC-Sepulveda Center, LLC**
- **THE SWIG COMPANY, LLC**
- **3415 S. Sepulveda Blvd., Suite 310 Los Angeles, CA 90034**
- **Any third party agents as designated by Landlord.**

MISCELLANEOUS

Landlord reserves the right to change and/or update these rules and regulations without notice.