



YGNACIO CENTER

Tenant Manual

HALL EQUITIES GROUP

2033 N MAIN STREET # 210 WALNUT CREEK CA 94598

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YGNACIO CENTER

WELCOME TO YGNACIO CENTER!

We look forward to a long and productive relationship with you. Please let us know how we can assist as you settle into your new office space. Our goal is to make your transition as smooth as possible and to ensure you have all the information and resources you need.

This Tenant Services Manual was designed to answer many of the immediate questions you may have about the property, building regulations, policies, and operating procedures. Most day-to-day questions can be found in the first section, General Information.

The Moving, Deliveries, and Contractors and Emergency Procedures sections outline the official property policies and serve as a guide to understanding how the building is managed.

We have also included commonly used tenant forms, which may be duplicated for your convenience, as well as an Amenities section highlighting local features you may enjoy.

Hall Equities Group takes great pride in providing high-quality tenant services and responsive attention to building maintenance and tenant needs. We encourage you to share your feedback at any time so we can continue improving your experience at Ygnacio Center.

Sincerely,

Property Management Team



Hall Equities Group

GENERAL INFORMATION

WORK ORDER REQUESTS

Ygnacio Center utilizes the Angus online service request platform for tenants to submit and track work orders (e.g., lighting, temperature adjustments, general maintenance, etc.).

Each tenant's designated Day Contact will be provided access to the system upon move-in. Day Contacts can log in through the Resources page on our website at www.YgnacioCenter.com. Detailed login instructions are provided in the Appendix.

Work orders submitted after 4:45 p.m. will be processed the following business day. For service requests requiring immediate attention, please contact the Property Management Office directly at (925) 935-2033.

BUILDING ACCESS

For your protection, a security officer is on duty 24 hours a day, 7 days a week, 365 days a year.

Building lobby doors are open to the public Monday through Friday, from 7:00 a.m. to 6:00 p.m. At all other times and on holidays, a cardkey is required for access.

The Property Management Office will provide a reasonable number of access cards upon your company's initial occupancy at Ygnacio Center. Replacement or additional cards will be billed to the tenant at a cost of \$10.00 per card (price subject to change).

BICYCLES

Bicycles are not permitted inside Ygnacio Center at any time. However, complimentary bicycle parking is available in the building's parking garage, accessible 24 hours a day, 7 days a week to tenants and their visitors.

Arrivals during after-hours periods may contact Security via the intercom at the garage entrance for access.

A secure Bicycle Room is also available in the Amenity Center for tenant use. Access to this room is controlled by building access badge and requires completion of a waiver form. Additional details are provided in the Amenity Center section of this manual.

ACCESS BADGES

Access badges allow authorized employees to enter the building and operate elevators during non-business hours, including evenings, weekends, and holidays.

Please contact the Property Management Office to request new employee badges or to report lost, damaged, or terminated-employee badges for deactivation.

The Property Management Office will provide a reasonable number of badges upon your company's initial occupancy at Ygnacio Center. Replacement or additional badges will be billed to the tenant at \$10.00 per badge (price subject to change).

ELEVATOR USE

To protect both passengers and building finishes, all deliveries, carts, and equipment must use the loading docks and freight elevators. Lightweight airline-style handcarts are permitted in the passenger elevators only if they are adequately padded to prevent damage to the lobby and elevator floors.

The left-most elevator (when facing the elevator bank) is designated as the freight elevator in each building. All moving must occur via the freight elevator or the building stairwells.

YC1 Freight Elevator	10'	Height
	2' 8"	Depth
	6' 7"	Width
YC2 Freight Elevator	8' 5"	Height
	4' 4"	Depth
	6' 7"	Width
YC3 Freight Elevator	9' 6"	Height
	5' 6.5"	Depth
	7'	Width

Freight elevator door openings measure 7' high x 4' 6" wide.

Business Hours Deliveries (7:00 a.m. – 6:00 p.m.) are limited to one (1) elevator load per day. Furniture moves are prohibited during business hours. All move-ins and move-outs must be scheduled at least 48 hours in advance with Property Management.

MOVING COMPANY REQUIREMENTS:

Moving companies must provide Masonite to protect:

- Ground floor lobby from the loading entrance to the elevator
- Floor corridors from elevator lobby to the tenant suite entrance
- Carpeted elevator floors

In addition, moving companies must provide:

- Walk-off plates to protect door thresholds on all floors
- Corner boards on all door jambs, including elevators

EMERGENCY PROCEDURES

Ygnacio Center is equipped with a modern life safety system, which includes:

- Two exit stairwells in each building
- Smoke detectors at all elevator lobbies
- Visual and audible enunciation devices

The Property Management Office provides training on emergency procedures for situations such as fire, earthquake, bomb threat, or civil disturbance. We recommend that tenants assign at least one Floor Warden per 5,000 square feet of office space. Floor Wardens are responsible for monitoring tenant premises in accordance with fire safety regulations.

A complete Life Safety Plan is updated annually and distributed during the Annual Floor Warden Training. Life Safety Plans are also available upon request to all employees.

For more detailed guidance, please refer to the Emergency Procedures sections that follow.

HVAC & LIGHTS

Standard Service Hours

HVAC and lighting services are provided Monday through Friday, 7:00 a.m. – 6:00 p.m., excluding holidays. (Service may vary depending on the terms of your lease.) Additional service hours are available by written request to the Property Management Office at least 24 hours in advance via the Angus Work Order System. Note that additional services are billable.

OVERTIME HVAC CHARGES

Overtime HVAC is a building-specific charge calculated based on equipment type, electricity consumption, maintenance, and depreciation. Each suite is metered for overtime use, and charges appear on monthly invoices. After-hours HVAC requests can be entered through the Angus Work Order System. The per-hour cost is based on square footage and is subject to change as PG&E electricity rates fluctuate. Please contact Property Management for current rate information.

WINDOW BLINDS

Window blinds play a key role in regulating your office's heating and cooling. Sunlight affects suites on the same thermostat or ventilation unit differently. To maintain a comfortable temperature:

- Adjust blinds before sunlight hits the window.
- Blinds do not block 100% of sunlight, and do not need to be fully closed to impact temperature.
- Routine adjustments may take time to produce noticeable effects.

Blinds are routinely closed by janitorial staff on weekends. Tenants are encouraged to adjust blinds on Mondays as needed.

PROHIBITED EQUIPMENT

Space or floor heaters are not permitted on the premises.

HALL EQUITIES GROUP - ONSITE PROPERTY MANAGEMENT OFFICE

Campus Website: www.YgnacioCenter.com

Address:

2033 N. Main Street, Suite 210
Walnut Creek, CA 94596

Phone: (925) 935-2033

The Property Management Office is located on-site in Suite 210. Please do not hesitate to contact any member of the management team at (925) 935-2033.

Office hours: Monday through Friday, 8:00 a.m. – 5:00 p.m.

Hall Equities Group employs a team of professionals dedicated to the comfort, efficiency, and aesthetic appeal of the buildings and campus. The property management staff includes:

- Dianne Gress – Portfolio Manager – DianneG@HallEquitiesGroup.com
- Monique Luppès – Sr. Assistant Portfolio Manager – MoniqueL@HallEquitiesGroup.com
- Jenna Harper – Assistant Portfolio Manager – JennaH@HallEquitiesGroup.com
- Anthony Mattos – Engineer
- Roberto Zavala – Engineer

HOLIDAYS

Ygnacio Center observes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Building services—including janitorial, lighting, HVAC, and engineering—are not provided on these holidays unless arranged in advance. Additional services on holidays are subject to a fee.

The Property Management Office may observe additional holidays from time to time, during which limited building services may be available.

INSURANCE REQUIREMENTS – TENANT

All tenants of Ygnacio Center must have a valid Certificate of Insurance (COI) on file with the Property Management Office. The certificate must be completed in accordance with your lease and reflect the coverage and limits of liability outlined below:

Additional Insured:

Ygnacio Center Walnut Creek, LLC
Ygnacio Orton, LLC
Ygnacio Orton B, LLC
Ygnacio Orton C, LLC
Ygnacio Hourany, LLC

Ygnacio SPI, LLC
Ygnacio BeaMark, LLC
Ygnacio CALPS III, LC
Ygnacio CALPS I A, LLC
Hall Equities Group

Certificate Holder:

Hall Equities Group
2033 N Main Street, Suite 210
Walnut Creek, CA 94596

Coverage: As required in the lease agreement

Please note that these policies **may not be canceled or changed** without **30 days' written notice** delivered to Hall Equities Group.

INSURANCE REQUIREMENTS – VENDOR

Any company performing work on behalf of, or in, Ygnacio Center must have a valid Certificate of Insurance (COI) on file with the Property Management Office.

Exceptions: Vendors performing work solely for tenants that does not impact the building's systems or equipment are exempt. For example:

Required COI: Vendor performing a repair on a tenant's telephone system

Not required: Food delivery or flower vendors

The following vendors must provide proof of insurance at all times.

- Carpet cleaning
- Moving and storage
- Telephone equipment
- Construction and demolition
- Electrical wiring and cabling

All certificates must comply with the limits of liability stated below and include an ISO Additional Insured Endorsement CG 2037 or CG 2026.

Additional Insured:

Ygnacio Center Walnut Creek, LLC
Ygnacio Orton, LLC
Ygnacio Orton B, LLC
Ygnacio Orton C, LLC
Ygnacio Hourany, LLC

Ygnacio SPI, LLC
Ygnacio BeaMark, LLC
Ygnacio CALPS III, LC
Ygnacio CALPS I A, LLC
Hall Equities Group

Certificate Holder:

Hall Equities Group
2033 N Main Street
Walnut Creek, CA 94596

Required Coverage:

Coverage	Limits
Workers' Compensation	As required by statute
Employers Liability	\$500,000
Commercial General Liability	\$1,000,000 or greater per occurrence (combined single limit for personal injury, death, and property damage)
Commercial Automobile Liability	\$1,000,000 or greater per occurrence (combined single limit for personal injury, death, and property damage)
Product & Completed Operations Liability	\$1,000,000 or greater per occurrence (combined single limit for personal injury, death, and property damage)
Contractual Liability	\$1,000,000 or greater per occurrence (combined single limit for personal injury, death, and property damage)

Policy Changes & Cancellation:

These policies may not be canceled or modified to reduce coverage without 30 days' written notice delivered to the Property Management Office.

Submission:

- **Email:** ygnaciocenter@hallequitiesgroup.com
- **Mailing Address:**
Hall Equities Group
2033 N. Main Street, Suite 210
Walnut Creek, CA 94596
Phone: (925) 935-2033

JANITORIAL SERVICES

Janitorial cleaning is provided Monday through Friday. Day staff maintain common areas, while the night crew performs more extensive cleaning.

For tenants hosting evening events or with employees working late, please notify the Property Management Office in advance so cleaning can be scheduled appropriately.

Desk and Work Area Cleaning: Janitorial staff will not clean desks or work surfaces containing personal items. To have these areas cleaned, please remove all personal belongings prior to the scheduled cleaning.

Questions or concerns regarding janitorial services should be directed to the Property Management Office, which can make adjustments as needed. Special or additional cleaning services can also be arranged through the management office at a minimal cost.

KEYS & LOCKS

The Property Management Office will provide a reasonable number of keys per employee, including mailbox keys, when your company initially moves into Ygnacio Center. Subsequent keys will be billed at \$15.00 per key (price subject to change).

If additional keys or a lock change are needed during your tenancy, the designated Day Contact or Executive Contact must submit a work order via the Angus Work Order System.

To ensure proper access for emergency personnel, tenants are not permitted to contact a locksmith directly. Any locks rekeyed without the knowledge of the Hall Equities Group Property Management Office will require re-pinning at the tenant's expense.

Tenant Advisory: Please keep keys secure and report any lost or missing keys immediately to the Property Management Office to ensure the safety and security of your suite.

LOST AND FOUND

If you lose an item, please check with the Property Management Office to determine if it has been found or returned. If the item has not yet been recovered, leave your name, phone number, and a description of the lost item, and we will contact you if it is turned in.

Items that are found may be delivered to the Property Management Office or the security desk in the 2033 N. Main Street lobby.

MAILBOXES

All buildings have a mailroom with tenant-specific mailboxes. Mail is delivered and picked up Monday through Saturday.

A FedEx and UPS drop box is available in the mailroom at 2033 N. Main Street lobby and in the YC1 Garage.

Off-site carrier locations:

- **FedEx:** 1909 Mt. Diablo Blvd, Walnut Creek – open weekdays, 7:00 a.m. to 10:00 p.m.
- **USPS:** 2070 N. Broadway, Walnut Creek – open weekdays, 8:00 a.m. to 5:00 p.m.

Direct pick-ups can be scheduled as follows:

- **FedEx:** (925) 934-8254
- **UPS:** (925) 934-9310
- **USPS:** (800) 275-8777

PARKING

Ygnacio Center has three parking garages:

- YC1 Garage: 1990 N. California Blvd – accessible from N. Main Street
- YC2 Garage: 2033 N. Main Street – accessible from Pringle Street
- YC3 Garage: 2001 N. Main Street – accessible from California Blvd

HOURS OF OPERATION

- YC1 Garage: Open 24 hours, 7 days a week
- YC2 Garage: 7:00 a.m. – 7:00 p.m., Monday through Friday
- YC3 Garage: 7:00 a.m. – 7:00 p.m., Monday through Friday

Note: On Sundays and holidays, YC2 and YC3 are closed. A limited number of tenants with parking access cards have 24/7 access. Overnight parking and vehicle storage are strictly prohibited.

GARAGE RATES:

- Monthly: \$100.00
- Hourly: \$2.00 per 20 minutes
- Daily maximum: \$18.00

EV CHARGING STATIONS

Stations are available in YC2 and YC3 Garages. For details, please refer to Section 5.4 – Amenities.

PEST MANAGEMENT PROGRAM

Ygnacio Center contracts with Crane Pest Control for campus-wide pest management. Crane services focus primarily on the exterior of the buildings.

Tenants can help prevent pests from entering the buildings by:

- Storing food in sealed containers
- Avoiding over-watering plants
- Reporting any pest sightings immediately

For questions or additional information, please contact the Property Management Office at (925) 935-2033.

RENT PAYMENTS

Base Rent and Additional Rent charges are due on the **first day of each month**. Miscellaneous charges, such as keys, additional HVAC, or Tenant Service Vendor (TSV) fees, will appear on your monthly courtesy statement, as well as on any separate invoices generated in our accounting system.

PAYMENT INSTRUCTIONS:

All checks should be made payable to **“YGNACIO CENTER”** and submitted to **Hall Equities Group**.

Bank Accounts by Building:

1. YC1 (1990 North California Blvd.)
 - ABA: 121108441
 - Acct #: 7550766801
2. YC2 (2033 North Main Street)
 - ABA: 121108441
 - Acct #: 7550727701
3. YC3 (2001 North Main Street)
 - ABA: 121108441
 - Acct #: 7550728501

Overnight Payments Only:

Hall Equities Group
2033 N. Main St., Suite 210
Walnut Creek, CA 94596

Late Fees: Applicable in accordance with the provisions of your lease.

Bill.com Users: Always confirm you are selecting the correct Hall Equities account for your building. Using the wrong account may delay processing and result in late fees.

For questions concerning Base Rent, Additional Rent, or miscellaneous charges, please contact the Property Management Office.

SECURITY

Security personnel are present at Ygnacio Center 24 hours a day, seven days a week. Tenants must have their own building access card and office key to enter their suite after business hours. Please plan any after-hours access in advance and coordinate with the Property Management Office as needed.

We encourage tenants to take an active role in maintaining a safe environment. In multi-tenant buildings, it is impractical to screen every visitor. Occasionally, solicitors, vagrants, or petty thieves may enter, and it may be up to you to recognize unusual behavior. If you notice anyone who appears suspicious or out of place in or around the building, **immediately contact Security at (925) 944-9936**, providing the location and description of the individual. This includes door-to-door salespersons or “information distributors.”

Tenant Safety Best Practices:

- Keep personal items such as wallets, purses, radios, and cell phones on your person or out of sight.
- Never leave reception areas unattended with doors unlocked.
- Escort visitors, including delivery personnel, to inner offices rather than directing them unescorted.
- Politely engage strangers in your work area (“Hello, may I help you?”).
- Report immediately to Security or the Property Management Office if you see loitering or if any equipment or valuables are missing.

SERVICE DOG POLICY

Ygnacio Center **welcomes trained service dogs.**

If you plan to bring a service dog into the building, please contact the Management Office at (925) 935-2033 or via email at ygnaciocenter@hallequitiesgroup.com to request the Ygnacio Center Service Dog Policy Form. Complete and return the form to the Property Management Office prior to bringing the service dog on-site.

TENANT-INSTALLED SIGNAGE

Tenants may install signage within their leased premises in accordance with their lease agreement. Any signage visible from common areas or the exterior must be reviewed and approved by the Property Management Office prior to installation.

Guidelines include:

- Signage must comply with all applicable building, municipal, and ADA regulations.
- Materials, size, design, and placement must be consistent with building aesthetics and branding standards.
- Installation and removal of signage must be performed by licensed contractors approved by Property Management.
- Tenants are responsible for the costs of installation, maintenance, and removal of any approved signage.

For review and approval of proposed signage, please contact the Property Management Office at (925) 935-2033 or ygnaciocenter@hallequitiesgroup.com.

SMOKING

By law and building policy, smoking is prohibited inside Ygnacio Center at all times. This includes: private offices, stairwells, lobbies, restrooms, and all other indoor areas, 24 hours a day, seven days a week, including holidays. Compliance with this policy is a requirement of each tenant’s Lease Agreement.

DESIGNATED SMOKING AREAS:

To accommodate tenants who smoke, a designated outdoor smoking area has been established at least 25 feet from all building entrances. Ash urns are provided for safe disposal. We encourage tenants to remind their employees to use these designated areas.

E-CIGARETTES / VAPING DEVICES:

Until conclusive clinical data demonstrates no health risk, E-cigarettes and other vaping devices are treated the same as traditional tobacco products and are not permitted indoors at any Hall Equities Group-managed property.

SOLICITORS / SALESPEOPLE

Soliciting (door-to-door sales, flyer distribution, or similar activities) is strictly prohibited at Ygnacio Center.

If you are approached inside or outside your suite, please notify Security immediately at (925) 944-9936 so the individuals can be escorted from the building.

This policy protects tenants from unwanted solicitations and helps prevent individuals from using the guise of a salesperson to commit theft or other unauthorized activities.

TENANT CONTACT INFORMATION

Maintaining accurate contact information is essential for keeping your company informed about the property. The Tenant Contact Form may be submitted at any time to indicate updates or changes to your designated contacts.

The following guidelines may assist in completing the form. One individual may serve in multiple roles. Executive and Day Contacts must be located on-site.

Executive Contact:

- Primary contact in the event of a building emergency (e.g., earthquake, fire, bomb threat).
- Must have the authority to make decisions regarding evacuations and life safety measures.
- Accuracy and currency of this information is critical for fast and effective notifications.

Day Contact:

- Authorized to submit day-to-day maintenance requests and requests for special or overtime services (which may involve billback charges).
- Serve as the primary contact for routine building communication.
- Recommended to limit to one or two individuals for efficiency.

Lease/Rent Contact:

- Responsible for receiving and processing communications regarding lease and rent matters, including reconciliation letters.

Receipt of Invoices Contact:

- Responsible for receiving and processing invoices for above-standard services.

IT Contact:

- Designated as the primary contact for IT-related issues.

TENANT IMPROVEMENTS / ALTERATIONS

If your premises require alterations—such as additional electrical outlets, painting, or other modifications—please contact the Property Management Office before any work begins.

All alterations must be coordinated and supervised by Property Management, even if your lease allows certain work to be performed by your company or its vendor. This ensures compliance with building standards, safety regulations, and protection of building systems.

VISITORS

If your premises require alterations—such as additional electrical outlets, painting, or other modifications—please contact the Property Management Office before any work begins.

All alterations must be coordinated and supervised by Property Management, even if your lease allows certain work to be performed by your company or its vendor. This ensures compliance with building standards, safety regulations, and protection of building systems.

WASTE MANAGEMENT

Ygnacio Center is a green campus and has implemented a campus-wide recycling program to protect the environment and preserve natural resources.

Tenants are encouraged to participate by using the provided trash, recycling, and compost bins in kitchens or other central locations within their suites. Tenants may provide additional bins for their space as needed.

Waste Guidelines:

- **Cardboard:** Flatten all cardboard, label as “Trash,” and place in the designated cardboard bin for recycling.
- **Compost:** Use lined green cans provided in kitchens or central locations.
- **Mixed Recycling:** Use lined recycling cans in kitchens or central locations.
- **Non-Recyclable Trash:** Use lined trash cans in kitchens or central locations.

For a comprehensive list of compostable, recyclable, and landfill materials, please visit Recycle Smart at <https://www.recyclesmart.org/businesses/general>

MOVING, DELIVERIES & CONTRACTORS

SCHEDULING MOVES & DELIVERIES

To ensure smooth operations, all moving and large furniture deliveries should be scheduled with the Property Management Office:

- **Standard Moves:** Notify Property Management at least three months in advance, or as soon as possible, to secure the freight elevator and loading dock. Reservations are made on a first-come, first-served basis.
- **Large Deliveries:** Schedule at least two weeks in advance.

Move Timing Restrictions:

- Moves must start no earlier than 6:00 p.m. and end no later than 7:00 a.m., Monday through Friday.
- Moves on Saturdays and Sundays are not restricted.

Any changes to scheduled dates or times must be communicated to Property Management as soon as possible.

MOVERS AND OUTSIDE VENDORS

- Provide the name, telephone number, and onsite supervisor contact for any moving company or outside vendor performing work in the building.
- Vendors must schedule a site visit prior to the move and comply with all building rules and regulations.
- Ensure vendors have proper protective equipment (e.g., Masonite, walk-off plates) to prevent damage.
- Vendors must report any electrical issues or elevator malfunctions immediately to the Property Management Office.
- Vendors are responsible for removing all trash, packing cartons, and moving boxes from the building.
- Tenants may be financially responsible for any damage caused by their vendors.

INSURANCE REQUIREMENTS

- All movers and vendors must provide a Certificate of Insurance prior to any work.
- Certificates must comply with the insurance requirements outlined in the Tenant/Vendor Insurance section of this manual.
- No work may commence until the Certificate of Insurance has been received and approved by the Property Management Office.
- Certificates may be submitted via email (ygnaciocenter@hallequitiesgroup.com) or mail (Hall Equities Group, 2033 N. Main Street, Suite 210, Walnut Creek, CA 94596).

Tenant Advisory: *Tenants are responsible for coordinating and supervising their vendors to ensure full compliance with all building rules, regulations, and protective measures.*

DIRECTORY LISTING AND SIGNAGE

Prior to your move, please provide in writing the exact way your company name should appear on building signage and in the building directory.

Use the Signage Form included in this Tenant Move Manual and submit it to the Property Management Office at least two months before your scheduled move.

This ensures your company name is accurately represented in official building directories and on any approved exterior or lobby signage.

COMPANY INFORMATION, TENANT EMPLOYEES & TENANT CONTACTS

Prior to your move, please provide the Property Management Office with the following:

1. A list of employees who will be working at your Ygnacio Center location.
2. The names of your Tenant Contacts, including:
 - Executive Contact(s): Primary contact for emergencies and critical notifications.
 - Day Contact(s): Authorized to request day-to-day maintenance, special, or overtime services.
 - Lease/Rent Contact(s): Responsible for receiving and processing rent or lease-related communications.
 - Invoice/Accounts Contact(s): Responsible for receiving and processing monthly invoices.
 - IT Contact(s): Primary contact for IT issues, if applicable.
3. A list of all authorized signatories and designated contacts, including the Tenant Move-In Contact.

The Tenant Move-In Contact should also request a supply of access cardkeys from the Property Management Office to ensure proper access during and after the move.

PARKING

Visitors are responsible for finding their own parking when visiting Ygnacio Center.

- If the dimensions of a vehicle exceed the capacity of our garages, special parking arrangements must be made with the Property Management Office at least two weeks in advance.
- Loading areas must remain clear for active loading and unloading. Parking in designated loading areas is restricted by local laws and posted time limits, and violators may be ticketed and/or towed at the vehicle owner's expense.
- A **maximum of 20 minutes** is permitted for vehicles parked in loading dock areas.

WALK-THROUGH

All moves should be preceded by a walk-through of the common areas that will be used by the movers (the designated path of travel).

- Participants in the walk-through should include representatives from the tenant, the moving company, and Property Management.
- Any pre-existing damage along the path of travel will be documented.
- This process protects the tenant, as pre-existing damage cannot be attributed to the move or billed back to the tenant.

MAIL DELIVERY

Prior to your move-in, please notify the United States Postal Service (USPS) and all clients of your new mailing address.

- Mail is delivered by USPS directly to each tenant mailbox at the property.

DAMAGE PREVENTION / PROTECTIVE MEASURES

The moving company and/or vendor is required to install adequate protective coverings (e.g., Masonite) along all common area paths of travel prior to beginning any move or large delivery. On tenant floors, protection must be provided in the corridor from the elevators to the tenant suite entrance. Passenger elevator floors, walls, and doorframes must be protected with Masonite or approved padding, and walk-off plates must be used to protect thresholds.

All protective materials must be installed in a manner that does not create a trip hazard and must remain in place for the duration of the move. The Building Security Officer or Building Engineer will inspect and approve all protective coverings prior to the start of the move. Failure to provide adequate protection may result in delay or cancellation of the move and/or repair costs charged to the tenant.

DAY OF MOVE: OVERSIGHT, SAFETY, SECURITY AND HVAC

An authorized representative of the Tenant must be present on-site for the entire duration of the move—from the time the moving company arrives until all activity has concluded. Security and Property Management will not provide access to the Tenant's premises, nor will they be responsible for securing the space once the move is complete. Under no circumstances will Security or Property Management sign for furniture deliveries, equipment, or any other items related to the move on behalf of the Tenant.

At the Landlord's sole discretion, and depending on the size or scope of the move, a Property Management representative may be on-site to monitor activity. Property Management reserves the right to require additional security officer coverage to oversee the move if deemed necessary. Any associated costs for supplemental security services will be charged to the Tenant.

It is the responsibility of the moving company and the Tenant to conduct all moving activities in a safe and orderly manner. Building corridors, entrances, exits, and fire egress routes must remain clear at all times, and combustible materials may not be stored or accumulated in any area of the building.

If after-hours HVAC service is required during the move, please complete an *Additional HVAC Request Form* and submit it to the Property Management Office at least one (1) week prior to the scheduled move. All after-hours HVAC service requested in connection with a move will be billable to the Tenant.

AFTER THE MOVE: CLEAN-UP

All protective materials and moving equipment, including Masonite, tape, pads, corner boards, walk-off plates, empty containers, boxes, and carts, must be removed from all common areas (corridors, elevators, elevator lobbies, main lobby, etc.) immediately following the move and no later than the close of business on the same day. Any tape adhesive or residue left on floors, walls, or elevator finishes must be thoroughly cleaned and removed.

If excess debris or trash remains, Property Management will arrange for additional removal services and charge the associated cost to the Tenant.

Any damage to building finishes, walls, floors, elevators, or other areas that can reasonably be attributed to the moving company will be repaired by Property Management, and all costs will be billed to the Tenant.

Elevator dimensions and specifications can be found in the *General Information* section under "Elevator Use."

For questions or concerns regarding move procedures, please contact the Property Management Office at (925) 935-2033.

MOVE IN RULES AND REGULATIONS

1. **Scheduling:**

Moves are scheduled on a first-come, first-served basis. Only one move may be accommodated at a time. To schedule your move, please contact the Property Management Office at (925) 935-2033 and provide the following information:

- Date(s) and time(s) of the move
- Tenant company name
- Moving company name, contact person, and phone number
- Estimated duration of the move, and the number and size of trucks expected
- Name(s) and phone number(s) of on-site representatives for both the Tenant and moving company

2. **Loading Dock Use:**

Only one truck can be accommodated in the loading dock at a time. Vehicles may remain in the dock area only while actively loading or unloading. **No parking** is permitted in the

loading dock at any time. Trucks parked on the street are subject to City of Walnut Creek parking restrictions and enforcement.

3. **Elevator Use:**

The moving company must designate one individual to serve as the elevator operator for the service elevator throughout the move.

4. **Protective Materials:**

Duct tape is strictly prohibited on any floors, walls, doors, or doorframes due to damage and residue it leaves behind. Use only approved protective materials (e.g., Masonite, corner guards, or padded coverings).

5. **Heavy or Oversized Items:**

The Tenant must notify Property Management in advance of any items exceeding **2,000 pounds** or of unusual size, shape, or weight that may require review and approval by the Landlord. Elevator dimensions and structural load limits must be observed at all times. Items too large for the service elevator must be hoisted under arrangements approved and coordinated through the Landlord. The Tenant's moving contractor should include in their pricing any additional elevator contractor fees associated with hoisting services.

6. **Identification:**

All moving company personnel must be easily identifiable by wearing company uniforms and visible name badges at all times while on-site.

7. **Compliance:**

All moving activities must adhere to the Building Rules and Regulations and any instructions provided by Property Management.

CHECKLIST OF VENDORS

This list is intended to help remind you of outside vendors involved in a move. Please remember that all outside vendors must submit a Certificate of Liability Insurance to the Property Management Office, preferably one month prior to the scheduled date of work and/or move. Also, all outside vendor visits to the building must be scheduled in advance with the Property Management Office as the loading dock areas, freight elevators as well as other considerations must be pre-arranged well in advance.

Possible Vendors may include, but are not limited to, the following:

- Moving Company
- Furniture Retailer, Furniture and/or Office Equipment Assemblers
- Interior Decorators, Designers, Company Architects
- Computer Vendors and/or Computer Technical Support and Installers
- Phone and Data Installers
- Repair persons
- Office Supply Delivery People
- Landscape / Plant Care Service
- Paper shredding service
- Off-site document storage service
- Caterers

Please remember that this is only a partial list designed to help you remember all of the possible outside vendors involved in your move. There may be outside vendors unique to your company's move. Please feel free to call the Property Management Office with any questions or concerns at (925) 935- 2033.

VOICE AND DATA CARRIERS – RULES AND REGULATIONS

Below is a list of current voice and data carriers with a physical presence at Ygnacio Center:

- 1990 N. California Blvd. (YC1): AT&T, Comcast
- 2033 N. Main Street (YC2): AT&T, Verizon, Comcast
- 2001 N. Main Street (YC3): AT&T, Comcast

The Riser Manager for Ygnacio Center is Montgomery Technologies (MT). All vertical cable installations or modifications within riser closets must be performed by, or under the direct supervision of, Montgomery Technologies. Such work must be coordinated directly through MT, who will notify Property Management once scheduling is confirmed.

Montgomery Technologies Contact Information:

Phone: (844) 824-0100

Email: service@montgomerytech.net

When contacting MT, please reference your specific building (YC1, YC2, or YC3) to ensure you are connected with a technician familiar with that location.

Prior to scheduling any work, confirm with the Property Management Office that the proper Certificate of Liability Insurance (COI) for the vendor is on file. Work may not commence until all required documentation has been received and approved.

All vendor personnel and technicians must check in with the Property Management Office before beginning work to obtain the appropriate access authorization forms and instructions.

EMERGENCY PROCEDURES

EMERGENCY CONTACTS

Type	Contact	Phone Number	Location / Notes
Fire / Police / Medical	Emergency	911	—
Fire Department	Non-Emergency	(925) 941-3300	—
Police Department	Non-Emergency	(925) 943-5844	—
Hospital	John Muir Medical Center	(925) 939-3000	1601 Ygnacio Valley Road, Walnut Creek (1.6 miles)
Hospital	Kaiser Permanente	(925) 295-4000	1425 S. Main Street, Walnut Creek (1.2 miles)
Hospital	John Muir Hospital – Concord	(925) 682-8200	2540 East Street, Concord (6.6 miles)
Poison Control	—	1-800-222-1222 (toll-free)	—
Property Management Office	Ygnacio Center	(925) 935-2033	—
Building Security	Securitas	(925) 944-9936	—

Important Note:

If you call **911** due to a medical emergency, please also notify the **Property Management Office** at **(925) 935-2033** with your name, callback number, and location so that Security can quickly guide emergency personnel to your exact suite or area.

EMERGENCY COMMUNICATION AND DETECTION SYSTEMS

The building is equipped with a variety of alarm and detection systems located throughout all common areas and tenant spaces. These systems include smoke detectors and fire alarm pull stations, which are monitored 24 hours a day.

When a fire alarm is activated, it emits an intermittent “whoop” tone through the speakers and activates the “FIRE” strobe lights to provide both audible and visual alerts.

FIRE ALARM PULL STATIONS

Fire alarm pull stations are located at the three exits on the first floor. These pull stations are connected to the lobby Fire Control Center, which is monitored 24 hours a day by in-house lobby staff and an offsite central alarm station.

FIRE EXTINGUISHERS

Portable fire extinguishers are located inside fire extinguisher cabinets along the exit corridors throughout the building. All tenants and personnel should familiarize themselves with the location and proper use of fire extinguishers, but should not attempt to fight a fire that is beyond their capability or training.

SMOKE DETECTORS

Smoke detectors are located throughout the building, including elevator lobbies, select tenant spaces, and designated mechanical rooms. Activation of a smoke detector triggers the following safety measures:

- Elevator Lobby Detectors: Automatically return all elevators to the first-floor lobby.
- Mechanical Room Detectors: Stop the main air supply and activate exhaust fans.
- Release all elevator lobby doors from their magnetic holders.
- Send a signal to the lobby Fire Control Center, which is monitored 24 hours a day.

EMERGENCY EVACUATION FLOOR SIGNS

Emergency evacuation floor signs are located next to all stairwell entrances and within elevator vestibules. These signs provide clear directions to the nearest exits and are intended to assist occupants in safely evacuating the building during an emergency.

STAIRWAY SIGNS

Stairway signs are posted throughout all building stairwells to indicate the designated fire escape routes. These signs feature green arrows and dotted lines and include “You Are Here” markers showing the location of:

- Fire alarm pull stations
- Fire extinguishers
- Combination standpipes
- Fire hoses
- Speakers and sirens

In addition, the signs provide:

- The Property Management Office telephone number
- Reminders to avoid using elevators during an emergency
- Instructions to call 911 and listen for further guidance
- Directions regarding evacuation procedures for occupants with disabilities

These signs are intended to guide occupants safely and efficiently to exits during an emergency.

FIRE SAFETY ORGANIZATION

DUTIES OF THE FLOOR WARDEN

PRE-EMERGENCY

The Floor Warden is responsible for preparing their floor or area of responsibility for all potential emergencies. Key duties include:

1. Emergency Response Plan – Develop and implement an Emergency Response Plan specific to your company.
2. Occupant Training – Train all floor occupants in accordance with your Emergency Response Plan.
3. Equipment Familiarity – Know the location and proper use of all fire and emergency-related equipment on the floor or area of responsibility.
4. Area Wardens – Appoint Area Wardens if the floor is large and beyond the control of a single individual.
5. Floor Knowledge – Be fully familiar with the floor layout, the number of occupants, and all exit locations.
6. Disabled Occupants – Maintain an updated list of disabled occupants and ensure each has selected an assigned aide.
7. Coordination with Management – Provide the updated disabled occupant list to the Property Management Office.
8. Building Procedures – Be fully aware of existing Building procedures as they relate to Floor Wardens.

9. Fire Prevention Training – Train floor occupants in fire prevention measures and safe exit procedures.
10. Refuge Site – Designate a refuge site in close proximity to Ygnacio Center.
11. Emergency Team Selection – Select and train personnel to assist during emergencies, including:
 - Deputy Floor Warden
 - Searchers
 - Elevator Lobby Monitors
 - Aides for the Disabled
 - Stair Monitors

DURING AN EMERGENCY

During an emergency, the Floor Warden is responsible for executing the Emergency Response Plan and ensuring the safety of all floor occupants. Key duties include:

1. **Implement the Emergency Response Plan** – Activate and follow the plan developed for your floor.
2. **Occupant Control** – Maintain control of all occupants and ensure orderly movement.
3. **Directed Relocation** – If instructed, guide occupants to designated exits and/or refuge areas on appropriate floors.
4. **Stairwell Safety** – Assess the safety and availability of stairwells before directing occupants.
5. **Elevator Avoidance** – Ensure tenants are guided away from elevators and directed to use stairs.
6. **Communication** – Be prepared to relay vital information to the lobby or the Fire Department.
7. **Arrival Reporting** – Upon relocation to a refuge area, communicate your arrival and status to the lobby.
8. **Head Count** – Conduct a head count to identify any missing occupants and immediately report this information to the lobby or Fire Department.

DUTIES OF THE DEPUTY FLOOR WARDEN

The Deputy Floor Warden assists the Floor Warden and supports the execution of the Emergency Response Plan. Key responsibilities include:

1. **Assume Floor Warden Duties** – Act in place of the Floor Warden in their absence, performing all responsibilities as outlined in the Floor Warden duties.
2. **Support Role** – Perform all tasks and assignments as directed by the Floor Warden during both pre-emergency preparations and emergency situations.

DUTIES OF THE SEARCHERS

Searchers are responsible for assisting in the safe evacuation of all floor occupants during an emergency. Their duties are divided into Pre-Emergency and During Emergency responsibilities:

PRE-EMERGENCY

1. **Familiarity with Plan** – Become thoroughly familiar with the Emergency Response Plan, the floor layout, number of occupants, and all emergency exits.
2. **Equipment Knowledge** – Know the location and proper use of all fire and emergency-related equipment within the floor or assigned area.
3. **Task Assignment** – Perform all tasks as assigned by the Floor Warden.

DURING AN EMERGENCY

1. **Search and Direct** – Check all areas to identify occupants who may not have heard the fire alarm. This includes remote floor areas, restrooms, computer and telephone rooms, break rooms, copier rooms, and similar spaces. Direct all occupants found to the nearest exit.
2. **Room Clearance Marking** – After checking each office or room, close the door and place a Post-It note or other marker indicating the area has been cleared.
3. **Maintain Composure** – Remain calm and set an example to help others remain calm.
4. **Report Status** – Report All Clear to the Floor Warden once assigned areas have been checked.
5. **Follow Assignments** – Perform any additional tasks as assigned by the Floor Warden or Deputy Floor Warden.

DUTIES OF THE ELEVATOR / LOBBY MONITORS

PRE-EMERGENCY

1. Become completely familiar with the Emergency Response Plan, floor layout, number of floor occupants, and location of emergency exits.
2. Know the location and proper use of all fire and emergency equipment on the floor or within your area of responsibility.
3. Perform all tasks as assigned by the Floor Warden.

DURING AN EMERGENCY

1. Assist the Floor Warden as directed.
2. Act as a crowd control monitor, directing occupants away from elevators and toward the nearest stairwell for relocation or evacuation. (Exit at your own discretion.)
3. Maintain composure and help keep others calm through example.

DUTIES OF THE STAIR MONITORS

PRE-EMERGENCY

1. Become completely familiar with the Emergency Response Plan, floor layout, number of occupants, and location of emergency exits.
2. Know the location and proper use of all fire and emergency equipment on the floor or within your area of responsibility.
3. Perform all tasks as assigned by the Floor Warden.

DURING AN EMERGENCY

1. Test the exit door for heat before opening (use the back of your hand).
2. Verbally instruct evacuating occupants on proper stairwell procedures and direct them to the correct refuge or relocation floor.
3. Remind relocating occupants to check doors for heat before entering any floor.
4. Ensure stairwell doors close securely—do **not** prop them open.
5. Exit at your own discretion after confirming all occupants have entered the stairwell.
6. Provide the Floor Warden with an accurate head count upon reaching the refuge floor.
7. Maintain composure and help keep others calm by example.

DUTIES OF THE AIDES FOR PERSONS WITH DISABILITIES

PRE-EMERGENCY

1. Each person with a disability should select one or more aides of their choice.
2. Aides must know the exact location of the building's designated refuge area or safest exit route.
3. Aides and the individual they assist must become familiar with the assigned exit and procedures.

DURING AN EMERGENCY

1. Assist the individual in reaching the designated exit or refuge area.
2. Position the person in a location away from the main path of travel used by evacuating occupants and wait for the Fire Department's arrival.
3. Remain with the individual until relieved by Fire Department personnel or directed otherwise by the Floor Warden or fire officer.

FIRE CLASSIFICATION AND METHODS OF EXTINGUISHING

CLASS A FIRES – Common Combustibles

Materials: Paper, wood, cloth, rubber, and certain plastics.

Extinguishing Method: Use water or water-based extinguishers to reduce temperature and cool the material below ignition point.

CLASS B FIRES – Flammable Liquids and Gasses

Materials: Gasoline, oil, grease, paint, and flammable gases.

Extinguishing Method: Eliminate oxygen or interrupt the chemical chain reaction; use foam, CO₂, or dry chemical extinguishers.

CLASS C FIRES – Energized Electrical Equipment

Materials: Electrical panels, wiring, motors, appliances, etc.

Extinguishing Method: De-energize the equipment, then treat as a Class A or B fire; CO₂ or dry chemical extinguishers are used before de-energizing.

CLASS D FIRES – Combustible Metals

Materials: Magnesium, potassium, sodium, titanium, etc.

Extinguishing Method: Use only specialized extinguishing agents (Class D powder); do not use water.

CLASS K FIRES – Cooking Oils and Fats

Materials: Commercial kitchen grease or animal/vegetable fats.

Extinguishing Method: Use a Class K wet chemical extinguisher to cool and neutralize cooking oils, creating a soapy layer that prevents re-ignition

USING A FIRE EXTINGUISHER

The use of a fire extinguisher is simple. The acronym **P.A.S.S.** can help you remember the correct steps. Fire extinguishers should **only be used for small fires** (no larger than a wastebasket).

Always stay low, keep your back toward the nearest exit, and call **911** to report any fire before attempting to extinguish it.

To use:

1. **Pull** the pin.
2. **Aim** the nozzle at the base of the fire.
3. **Squeeze** the handle.
4. **Sweep** from side to side at the base of the flames.

California law requires that all fire extinguishers be **serviced annually by a licensed technician**. Please report any missing, discharged, or damaged extinguishers to the **Property Management Office** immediately.

RECOMMENDATION TO ALL TENANTS

Take a practice “emergency” walk to establish the locations of emergency exits and firefighting equipment, and mark them on your floor plan.

Read the instructions marked on each fire extinguisher in advance to ensure proper usage — **you will not have time to read instructions during a real emergency.**

EMERGENCY PREPAREDNESS FOR ALL TENANTS

1. Know your environment:
 - Locate all stairwells, exits, fire extinguishers, and emergency/first aid supplies in your suite.
 - Identify your Floor Wardens for guidance during emergencies.
2. Personal preparedness:
 - Keep a change of clothes, comfortable walking shoes, medications, and other essential items for up to 72 hours.
3. Practice and review:
 - Familiarize yourself with emergency procedures in this Tenant Guide and your company’s internal plan.
 - Take a practice walk to locate nearest exits, stairwells, and fire extinguishers.
 - Read instructions on each fire extinguisher in advance — you will not have time during a real emergency.

Note: Employees designated as Floor Wardens have additional responsibilities; see the Floor Warden section.

FLOOR WARDENS

Assignment:

1. Minimum of two (2) Floor Wardens per floor or per tenant company, plus two (2) alternates.
2. Floor Wardens must wear the issued orange safety vest for identification during emergencies.

Pre-Emergency Duties:

1. Be fully familiar with floor layout, number of occupants, exits, and stairwells.
2. Know the location and operation of all emergency equipment in the suite.
3. Assign staff to search all offices, restrooms, conference rooms, closets, and storage areas.
4. Assign aides to assist employees who are physically impaired. Submit a list of such individuals using the List of Physically Impaired Persons form.
5. Maintain a record of Floor Warden assignments and updates using the Floor Warden Form.

During Emergency:

1. Direct occupants to nearest stairwells and exits.
2. Provide assistance to physically impaired employees.
3. Take headcounts after relocation to a safe floor or assembly area.
4. Maintain calm and ensure others remain calm.
5. Report any issues to Property Management or emergency personnel.

EARTHQUAKES

BEFORE AN EARTHQUAKE:

1. Secure bookcases, file cabinets, and shelves to prevent tipping.
2. Secure water storage to prevent spillage.
3. Fasten wall attachments, computers, appliances, and machinery.
4. Install lips on the front edges of shelves and bookcases to prevent items from falling.
5. Prepare an emergency kit to sustain occupants for at least 72 hours, including:
 - Packaged water
 - Portable radio or television
 - Batteries
 - Flashlights, rope, and small tools
 - Canned goods and can opener
 - Dried foods
 - First-aid kits
 - Prescription medications
 - Blankets
 - Sturdy, comfortable shoes

DURING AN EARTHQUAKE

1. Remain calm and reassure others.
2. Take cover under a sturdy desk, table, or other solid furniture.
3. Stay clear of windows, filing cabinets, shelves, and glass doors.
4. Listen for building announcements and follow instructions.
5. Do **not** attempt to leave the building; you are safer inside than outside.
6. Do **not** use elevators or stairwells until it is officially safe.
7. If in an elevator, remain calm. The elevator will go to the nearest floor and open; then move to the elevator lobby.
8. If a fire occurs as a result of the earthquake, stay calm and follow instructions from your Floor Warden and public address announcements.

AFTER AN EARTHQUAKE

Floor Warden Responsibilities

1. Maintain calm control over occupants.
2. Conduct search, rescue, and head count.
3. Administer first aid to injured persons.
4. Survey for damage.
5. Establish internal and external communications.

General Guidelines for All Occupants

1. Watch for aftershocks and keep your head protected.
2. Be alert for falling glass or objects; close blinds if possible.
3. Report any injuries to Property Management immediately.
4. Do not use matches, candles, or open flames. Report any gas odors to Property Management.
5. Be prepared to shut off natural gas, water, and electricity if instructed.
6. Turn on a radio for updates; use telephones only for emergencies.
7. Gather tables toward the center of the building if needed.
8. Move people to the center of the building and provide first aid as necessary.
9. Do not evacuate until instructed; follow the directions of the Floor Warden.
10. If evacuation is ordered, stay clear of other buildings and watch for falling debris.
11. If a fire occurs, immediately follow emergency response procedures.

MEDICAL EMERGENCY

In the event of a medical emergency, upon feeling that you may need help:

1. Immediately inform the closest person to call 911 and summon medical help. Specify that it is a medical emergency.
2. If no one is around, immediately call 911 and request medical help.
3. GIVE BUILDING ADDRESS, FLOOR, SUITE NUMBERS, AND YOUR PHONE NUMBER.
4. Call the Property Management Office at (925) 935-2033.

Upon being informed of another person in need of medical help:

1. Immediately call 911.
2. GIVE BUILDING ADDRESS, FLOOR, SUITE NUMBER, AND PHONE NUMBER.
3. Make the injured person as comfortable as possible.
4. Call the Property Management Office at (925) 935-2033.
5. Give location and phone number.
6. If safe to do so, move the person needing assistance close to the elevator.
7. Send someone to wait at the elevator to guide medical units.

Building Staff Response

1. Call 911 to ensure medical response.
2. Send someone to the front of the building to meet responding units.

3. Recall the elevator (typically the freight) for responding personnel.
4. Guide medical units to the elevator and provide assistance getting to the floor and person needing assistance.

Medical Tips

- Check breathing, clear airway.
- Stop bleeding, apply direct pressure.
- Soothe burns with cool running water.

BOMB THREAT

The responsibility for evacuation and notification of each tenant employee resides with the Senior Officer of each tenant. The Senior Officer will be advised of all information on a timely basis.

Bomb Threat Procedure

If you receive a bomb threat by telephone:

1. Try to get as much information as possible from the caller, including: detonation time, bomb location, floor, kind and size of bomb, reason for placement, whether caller planted the bomb, caller's name.
2. Note the following: time of call, caller gender, voice and accent, background noises, caller emotions.

Upon hanging up:

1. Notify the Police Department at (925) 943-5844 or 911.
2. Notify the Property Management Office at (925) 935-2033.
3. Notify your supervisor.
4. The Property Management Office will notify all tenant companies by phone.
5. If advised to evacuate by your Senior Officer, do so quickly and move at least three (3) blocks away.
6. Remember, you can search your area faster and more thoroughly for a suspicious package since you know your area best.

If You Find a Suspicious Package

1. Do not move or touch it.
2. Notify authorities immediately and leave the area.

Suspicious Device Procedure

1. Do not attempt to move or touch it.
2. Call 911.
3. Inform the Property Management Office immediately at (925) 935-2033.
4. Evacuation of the immediate area is the decision of the tenant.

CIVIL DISTURBANCE

Upon receiving notice that a civil disturbance threatens the building or your suite:

1. Call 911.
2. Call the Property Management Office at (925) 935-2033.
3. Notify others in the office.
4. Stay away from the area.

PANDEMIC / INFECTIOUS DISEASE OUTBEAK

Flu pandemics and infectious disease outbreaks occur regularly. Prevention focuses on non-pharmacological interventions and hygiene.

General Response During an Infectious Disease Outbreak

- Wash hands often; dry with disposable towels.
- Use a hand sanitizer with at least 62% alcohol.
- Avoid touching nose, eyes, or mouth.
- Cover your mouth with your elbow when coughing.
- Stay home if you are ill.
- Avoid crowded areas whenever possible.
- Keep staph infections covered and seek treatment immediately.

AMENITY CENTER

Ygnacio Center provides tenants with a shared Amenity Center for meetings, casual work, and wellness.

- **Hours of Operation:** Monday – Friday, 8:00am – 5:00pm

Conference Rooms

- Castle Rock: Capacity 18
- Iron Horse: Capacity 7
- Juana Sanchez de Pacheco: Capacity 15
- Miwok: Capacity 7
- Mt. Diablo: Capacity 48
- Features include HDMI + AV inputs, video conferencing

Showers

- Two single-use showers available with locker storage for day use.
- Towels are not provided.

Bike Storage

- Secure bike parking with lift and maintenance tools.
- Bring your own lock.
- Overnight storage not allowed.
- Bike parking form required for access.

Open Space Wi-Fi

- Network: Ygnacio Center
- Password: YCcomposts!

Storage and Lockers

- Available in Amenity Center and YC2/YC3 garages.

GARAGE INFORMATION

Ygnacio Center has three garages:

- YC1 Garage (1990 N. California Blvd) – open 24/7
- YC2 Garage (2033 N. Main Street) – 7:00am–7:00pm Mon–Fri
- YC3 Garage (2001 N. Main Street) – 7:00am–7:00pm Mon–Fri

Executive Garage – YC2 Level 2, monthly rate \$275, contact Property Management.

Monthly Parking Rates: \$100/month, \$2 per 20 minutes, \$18 daily max.

EV Charging Stations

- YC2 Level B: 27 stalls (7 Tesla, 20 regular EV)
- YC3 Lower Level 2: 38 stalls (17 Tesla, 21 regular EV)
- First-come, first-serve; user pays via Powerflex app

ADDITIONAL AMENITIES

BANKS

Ygnacio Center is closely surrounded by several banking options:

1. **Bank of America Financial Center** – 1330 N. Main St, Walnut Creek
2. **First Citizens Bank Banking Office** – 101 Ygnacio Valley Rd, Suite 425, Walnut Creek
3. **First Republic Bank** – 1400 Civic Drive, Walnut Creek
4. **Wells Fargo** – 1499 N. Main St, Walnut Creek

HEALTH AND FITNESS

Nearby fitness facilities include:

1. **CB Fit** – 1840 N. Broadway, Walnut Creek | (925) 448-8202
2. **CorePower Yoga** – 1375 N. Main Street, Walnut Creek | (925) 300-4047
3. **Orange Theory** – 1531 Locust Street, Walnut Creek | (925) 278-6313
4. **Renaissance Club Sport** – 2805 Jones Road, Walnut Creek | (925) 938-8700

HOTELS

Convenient lodging near Ygnacio Center:

1. **Residence Inn** – 2050 N. California Blvd, Walnut Creek | (925) 433-5215
2. **Courtyard by Marriott** – 2250 Contra Costa Blvd, Pleasant Hill | (925) 691-1444
3. **Renaissance Club Sport** – 2805 Jones Rd, Walnut Creek | (925) 938-8700
4. **The Marriott** – 2355 N. Main St, Walnut Creek | (925) 934-2000
5. **Holiday Inn Express** – 2730 N. Main St, Walnut Creek | (925) 932-3332
6. **Hilton Embassy Suites** – 1345 Treat Blvd, Walnut Creek | (925) 934-2500

RESTAURANTS AND CATERING

1. **A Sweet Affair Bakery** – 1990 N. California Blvd, Suite 10, Walnut Creek | (925) 943-2253
2. **Lettuce Restaurant & Catering** – 1632 Locust St, Walnut Creek | (925) 933-5600
3. **The Counter Walnut Creek** – 1699 N. California Blvd, Walnut Creek | (925) 935-3795
4. **The Cheesecake Factory** – 1181 Locust St, Walnut Creek | (925) 952-8450
5. **Extreme Pizza** – 1630 Cypress St, Walnut Creek | (925) 930-6100
6. **Kacha Thai Bistro** – 1665 Mt. Diablo Blvd, Walnut Creek | (925) 988-9877

BART

Ygnacio Center is conveniently located directly across from the Walnut Creek BART Station (200 Ygnacio Valley Road). Bay Area Rapid Transit (BART) provides rail service throughout the San Francisco Peninsula, including San Francisco and SFO International Airport, and destinations around the East Bay and South Bay, including Oakland, Berkeley, Fremont, Richmond, and Pleasanton.

Wheel Bus Service

The City of Walnut Creek offers several free transportation options for residents and visitors:

- **Route 4, Downtown Trolley** – Operates 7 days a week from the Walnut Creek BART Station. Provides complimentary hop-on, hop-off service between shopping, restaurants, and entertainment destinations downtown. Buses run every 15 minutes during peak hours.
- **Route 5, Creekside/Walnut Creek BART** – Weekday service from Walnut Creek BART Station along California Blvd., South Main Street, and Creekside Drive. Convenient access to Kaiser Hospital, Los Lomas High School, and neighborhoods along Creekside Drive.
- **Route 7, Shadelands Express** – Weekday service between Pleasant Hill/Contra Costa Centre BART Station and the Shadelands Business Park.



ENERGY STAR®

Ygnacio Center has maintained consecutive ENERGY STAR® certification since 2011. ENERGY STAR® is a U.S. Environmental Protection Agency (EPA) voluntary program promoting energy efficiency to save money and reduce environmental impact

Class A best practices at Ygnacio Center include:

- Motion-sensor lighting throughout the building.
- HVAC operation optimized for prime business hours.
- Use of outside air during cooler parts of the day.
- LED lighting projects to reduce energy consumption.

For more information on ENERGY STAR® programs, visit: <https://www.energystar.gov/about/>

Green Building Features / LEED

Ygnacio Center has achieved LEED Gold certification and continually works to improve sustainable operations. Features include:

- Integrated Pest Management and efficient fertilizer use for landscaping.
- Reduced water consumption via drip irrigation and faucet aerators.
- Multiple transportation options, including BART and buses, to reduce carbon emissions.
- Restroom paper products made from recycled materials; compostable products are properly labeled.
- Sustainable cleaning practices using low-impact chemicals and microfiber equipment.
- Weekend energy optimization: janitorial staff close blinds to reduce heat load and minimize Monday HVAC start-up energy.
- Tenant suite renovations using pre- and post-consumer recycled materials.
- Energy-sensing systems leveraging machine learning without compromising occupant comfort.
- Garage sweepers that recapture nearly all water used during cleaning.

Learn more about LEED certification at: <http://www.usgbc.org/leed>

RECYCLING AND COMPOSTING

Ygnacio Center is a green campus with a “full circle” recycling and composting program. All tenants are encouraged to participate to reduce waste and protect natural resources.

Program Details:

- Kitchens and break rooms are equipped with three bins:
 - **Blue** – Recyclables: paper, newspaper, cardboard, plastic bottles, glass bottles/jars, aluminum/steel cans, clean aluminum foil/tins.
 - **Black** – Landfill: non-recyclable waste.
 - **Green** – Compost: food waste, napkins, soiled paper plates, and other biodegradable products labeled as recycling symbol #7. Paper towels in restrooms are also compostable.

Tenant Responsibilities:

- Ensure proper separation of waste into the designated bins.
- Provide additional bins in their suite if necessary.
- Avoid contamination of recycling and compost streams.

For a comprehensive list of acceptable materials, visit RecycleSmart:

<https://www.recyclesmart.org/businesses/general>

APPENDIX

FORMS

- After Hours HVAC Request Form
- Building Access Application
- Contact Information Form
- Electronic Directory Signage Form
- Parking Application Form – Tenant

YGNACIO CENTER

2033 N. Main St., Suite 210
Walnut Creek, CA 94596
Tel: 925-935-2033

AFTER HOURS HVAC REQUEST FORM

COMPANY NAME: _____

BUILDING: 1990 N. California Blvd.

REQUESTED SERVICE DATE: _____

START TIME: _____ **END TIME:** _____

5/1 - 10/31:

\$100.00 per hour, with a 4-hour minimum required.

11/1 - 4/30:

\$85.00 per hour, with a 4-hour minimum required.

An Administration Fee may be applied as per the terms in your lease.

Authorized Signature: _____

Print Name: _____

Phone Number: _____ Date: _____



Hall Equities Group

YGNACIO CENTER

2033 N. Main St., Suite 210
Walnut Creek, CA 94596
Tel: 925-935-2033

AFTER HOURS HVAC REQUEST FORM

COMPANY NAME: _____

BUILDING: 2033 N. Main Street.

REQUESTED SERVICE DATE: _____

START TIME: _____ **END TIME:** _____

5/1 - 10/31:

\$100.00 per hour, with a 4-hour minimum required.

11/1 – 4/30:

\$85.00 per hour, with a 4-hour minimum required.

An Administration Fee may be applied as per the terms in your lease.

Authorized Signature: _____

Print Name: _____

Phone Number: _____ Date: _____

We will process your request in as timely a manner as possible.
Requests must be submitted at least 48 hours prior to ensure fulfillment.



Hall Equities Group

YGNACIO CENTER

2033 N. Main St., Suite 210
Walnut Creek, CA 94596
Tel: 925-935-2033

AFTER HOURS HVAC REQUEST FORM

COMPANY NAME: _____

BUILDING: 2001 N. Main Street

REQUESTED SERVICE DATE: _____

START TIME: _____ **END TIME:** _____

Rate is \$85.00 per hour, with a 4-hour minimum required.

An Administration Fee may be applied as per the terms in your lease.

Authorized Signature: _____

Print Name: _____

Phone Number: _____ Date: _____

We will process your request in as timely a manner as possible.
Requests must be submitted at least 48 hours prior to ensure fulfillment.



Hall Equities Group

YGNACIO CENTER

2033 N. Main St., Suite 210
Walnut Creek, CA 94596
Tel: 925-935-2033

BUILDING ACCESS APPLICATION

- ☐ New Card \$10.00 each
 - ☐ Replacement Card \$30.00 each Previous Card # _____
 - ☐ Reuse Card # _____
- (Charges will be billed directly to monthly rent statement)*

Building:

- ☐ 1990 N. California Blvd. **Suite:** _____
- ☐ 2033 N. Main Street **Suite:** _____
- ☐ 2001 N. Main Street **Suite:** _____

A request for a HID Proxy card has been received. The building access will be programmed; however authorization for 24 hour building access needs to be authorized by the appropriate individual from your office. Please remember to update your after hours authorization list each time you add or take away an applicant.

Please complete the information below and have it signed by an authorized individual.

APPLICANT NAME: _____

COMPANY: _____

SUITE #: _____ BUSINESS PHONE#: _____

I authorize 24 hour building access to the above applicant:

Signature: _____ Date: _____

Print Name: _____ Title: _____

Card acceptance signature: _____ Date: _____

PLEASE NOTE:

We will process your request in as timely a manner as possible.
However, the standard completion time for this request is 24 hours.

ELECTRONIC DIRECTORY SIGNAGE FORM

Company Name: _____

Suite: _____

Logo: Note: When submitting company logos, the files have to be in .jpg or a .bmp format. Logos should be no more than 150 pixels wide and no more than 50 pixels high.
Logos should be e-mailed to ygnaciocenter@hallequitiesgroup.com

Floor: _____

Building: _____

Phone: _____

Individual Name: _____

Suite: _____

Company: _____

Title: _____

Phone: _____

Authorized By: _____
Print name

Dated: _____

2033 N. Main Street, Suite 305,
Walnut Creek, CA 94596
T.925.935.2033
ygnaciocenter@hallequitiesgroup.com



Ygnacio Center 1, 2 & 3 2033 N.
Main Street, Walnut Creek, CA
94596 (925) 945-3676

APPLICATION FOR MONTHLY PARKING

Please complete all fields and email form to:
dgrouev@pci-sf.com

SUBMIT / EMAIL

APPLICATION FOR		PLEASE COMPLETE THIS SECTION IN FULL
☐ INDIVIDUAL ACCOUNT ☐ BUSINESS ACCOUNT (MULTIPLE)		
☐ NEW ACCOUNT ☐ CHANGE TO (current parker) EXISTING ACCT #: _____ ☐ ACCOUNT TERMINATION		Location: ☐ Non-Tenant – 1YC, 1990 N. California ☐ Tenant – 1YC 1990 N. California Blvd. ☐ Tenant – 2YC 2033 N. Main St. ☐ Tenant – 3YC 2001 N. Main St. EFFECTIVE DATE: _____
☐ LOST / REPLACEMENT KEY CARD #: _____ ☐ OTHER: _____		
Key Card #	TERM DATE:	

The issuance of a monthly access to the customer identified below ("Customer") constitutes permission to park the vehicle identified below in the "Facility" subject to the terms and conditions specified in this Application. Acceptance of Customer's Application and the extension of monthly parking privileges to Customer are on the condition and with express understanding that Parking Concepts, Inc. or the Landlord will not be responsible for damage to Customer's vehicle or for personal property left in the vehicle. PLEASE READ PAGE TWO FOR FULL RULES AND REGULATIONS.

APPLICANT INFORMATION

FIRST NAME		LAST NAME	
COMPANY NAME (if billed to company account)			
BILLING ADDRESS	STREET	CITY	STATE ZIP
DAYTIME PHONE		EVENING PHONE	

ALL INVOICES, UNLESS SPECIFICALLY REQUESTED, WILL BE ELECTRONICALLY MAILED. PLEASE PROVIDE BELOW THE E-MAIL ADDRESS TO WHICH YOU WOULD LIKE US TO E-MAIL YOUR MONTHLY INVOICE.

E-MAIL ADDRESS:

VEHICLE INFORMATION

	MAKE	MODEL	COLOR	LICENSE PLATE #	STATE
1.	MAKE	MODEL	COLOR	LICENSE PLATE #	STATE
2.	MAKE	MODEL	COLOR	LICENSE PLATE #	STATE
3.	MAKE	MODEL	COLOR	LICENSE PLATE #	STATE
4.	MAKE	MODEL	COLOR	LICENSE PLATE #	STATE

Only one vehicle is permitted to park at a time. Multiple vehicles will be charged the daily rate as posted.

Customer acknowledges that he/she has read and understands all terms and conditions of this application as specified on the second page of this application and accepts the terms and conditions to the parking privileges granted.

Customer Signature: _____ Date: _____

FOR OFFICE USE ONLY

Key Card/Tag #: _____	Account No. Assigned: _____	Billing Effective Date:
Parking Rate: \$ _____	Date Entered: _____	_____
Card Deposit: \$ _____	Entered By: _____	Billing Termination Date:

Ygnacio Center • Walnut Creek • CA • 94596



PARKING CONCEPTS INC.

GENERAL TERMS AND CONDITIONS TO MONTHLY PARKING PRIVILEGES

1. This is a license to park one vehicle in the Facility described within the Application. NO BAILMENT IS INTENDED OR CREATED IN THIS GRANT OF MONTHLY PARKING PRIVILEGES.
2. Individual parkers please include a \$25.00 non-refundable activation fee with first month's payment. A \$2.50 Monthly Processing Fee applies to each account.
3. Monthly parking charges are payable in advance and due on the 1st day of the month. A grace period of 5 days is granted whereby all payments must be received by 5:00pm on the 5th calendar day of each month. If payment is not received as specified, a \$25.00 late fee per access card will be charged for re-activation; otherwise, all parking privileges under this Application are terminated. No pro-rata against monthly charges will be allowed.
4. Reinstatement of parking privileges is the sole discretion of Parking Concepts. No offset will be allowed for parking charges incurred by Customer after termination of parking privileges. To qualify for reinstatement, Customer will be required to pay the full monthly charge for each month starting with the month of termination through and including the month of reinstatement.
5. Where applicable, lost or damaged access cards issued must be reported to Parking Concepts immediately. A \$30.00 replacement fee will be charged for a replacement of a lost or damaged card.
 - a. Parkers that forget their access card must contact an employee immediately after pulling a ticket. Ticket fees will be waived only once per month. Failure to contact an employee promptly may result in parker paying for the non refundable ticket they pull.
6. Where applicable, use of the monthly access card by person(s) other than the designated user may result in cancellation of parking privileges. Exchanging vehicles or operating more than one vehicle per card will result in confiscation of the card and immediate termination of parking privileges.
7. Monthly parking is subject to change at the discretion of the Operator and Ownership, with thirty days written notice to the Customer. Less guarantees in lease, Parking Concepts reserves the right to terminate monthly parking privileges under this Application with written notice to Customer.
8. Extended storage of vehicles is not permitted. A vehicle must exit the Facility daily. Vehicles left in the Facility for longer than one week shall be considered abandoned and shall be subject to legal process including (a) lien sale proceedings; (b) removal from garage at vehicle owner's expense; (c) vehicle boot, (d) small claims court proceedings and (e) proceedings under sections 10652 of the California Vehicle Code.
9. This Application constitutes the entire agreement between Parking Concepts and the Customer for monthly parking privileges. Except for a written agreement signed by Parking Concepts, no attendant or other person working in the Garage has authority to alter or change the terms and conditions set forth in this Application.
10. Monthly card holders may park in any space except those designated for disabled, reserved and restricted areas as directed by the attendant. A valet attendant may park and retrieve your vehicle on your behalf.
11. Monthly Parking terminations must be provided thirty (30) days in advance. Terminations made within thirty (30) days will be billed at the contracted rate without pro-rata.

Special Considerations:

 - a. Parking Concepts will waive the 30-day notice and allow cancellations, additions, deletions & other changes to be requested until 5pm on the 15th of the current month for the following month's billing. After this grace period expires, invoices stand as generated. Individual account holders must submit cancellation request online at www.monthlyPARK.com.
12. Customer agrees to follow the instructions of garage personnel and/or posted signage.
13. All vehicles are to be properly parked within the lines indicating a single parking stall. Vehicles parked improperly or in a grossly negligent manner are subject to tow at the vehicle owners expense.