

HINES WARNER CENTER BUILDING INFORMATION MANUAL

***5700 Canoga Avenue
5820 Canoga Avenue
21271 Burbank Boulevard
21281 Burbank Boulevard
21301 Burbank Boulevard
Woodland Hills, California***



MANAGED BY

Hines

This manual does not modify or amend the provisions of your lease in any way. In the event of any inconsistency between the provisions of your lease and this manual, the provisions of your lease will prevail unless owner or owner's agent has agreed otherwise in writing.

The owner or owner's agent reserves the right in its sole discretion, to modify, amend or discontinue the use of this manual. No such actions by owner or owner's agent will modify or amend the rights or obligations of parties under your lease.

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EXHIBITS (These Building Forms may also be downloaded directly from the Building website)

- A. TENANT SET-UP FORM
- B. TENANT CONTACT AUTHORIZATION
- C. EMERGENCY TENANT CONTACTS
- D. SECURITY ACCESS CARD EMPLOYEE INFORMATION SHEET
- E. VENDOR/CONTRACTOR WORK AUTHORIZATION FORM
- F. INSURANCE REQUIREMENTS FOR VENDORS AND CONTRACTORS
- G. KEY ORDER FORM
- H. SUITE IDENTIFICATION SIGN REQUEST
- I. DIRECTORY STRIP ORDER FORM
- J. AFTER HOURS HVAC REQUEST
- K. PROPERTY REMOVAL AUTHORIZATION
- L. MOVING AGREEMENT
- M. BUILDING RULES AND REGULATIONS
- N. PARKING RULES AND REGULATIONS

GENERAL BUILDING INFORMATION

1. BUILDING NAME, ADDRESS

HINES WARNER CENTER
5700 & 5820 Canoga Avenue and
21271, 21271 & 21301 Burbank Boulevard
Woodland Hills, California 91367

2. BUILDING MANAGEMENT OFFICE

The Building Management Office is located at 5820 Canoga Avenue, Suite 220. Regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. You can reach the Building Management Office at 818.887.3300.

Please feel free to stop by during regular business hours or call if you have any questions, problems or suggestions. For after-hours emergencies, you may reach the Management Staff by calling security at 818.429.5597 or the security office at 818.593.8158. The guard on duty will contact the appropriate individual for you. For non-emergencies, you may leave a message on the answering service.

The Building Management Staff is available to answer any questions you may have. Please feel free to call any one of them.

3. TENANT CONTACT

Each Tenant is requested to select one individual as a liaison between the Building Management Office and the Tenant. This individual will be authorized to act on behalf of the Tenant in such instances as maintenance requests, vendor/contractor authorization requests, keys, after-hours HVAC, security, and other general information as outlined in this manual.

As many of the requests involve additional billing amounts, it is very important that the authorized signature be on file and current in the Building Management Office (see [Exhibit B](#)).

4. BUILDING OPERATING HOURS

The Building's operating hours are Monday through Friday 7:00 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.

The Building's main Lobby doors will be locked between 6:00 p.m. and 7:00 a.m. Monday through Friday, and all hours throughout every weekend as well as holidays. A security access card will be required to enter the Building during these times. Holidays will be the following nationally recognized days:

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

5. SMOKING POLICY

In accordance with current California State Law, and to promote a clean environment, Hines Warner Center prohibits smoking in ***all public and enclosed areas*** (corridors, elevators, restrooms, parking structure, entry areas, etc.), except in Designated Smoking Areas where signs are posted or cigarette urns are located.

6. SECURITY ACCESS

The Buildings are equipped with a security access system. Access key cards may be used for after-hours entry to the Building and are required for accessing the elevators at any time. The key card is not needed for exiting the Building, or during normal building operating hours. All of the passenger elevators are equipped for key card access. By using the access key card and pressing the desired floor number, the elevator will travel to the designated floor. The access key card will only access the floor(s) for which it is programmed. Each access key card may be programmed for one or all of these activities. The Tenant Contact is responsible for notifying the Building Management Office of the appropriate access levels for their employees. A Security Access Card Employee Information Sheet ([Exhibit D](#)) will be required before any access key cards are issued.

Access key cards are programmed by the Building Management Office specifically for each employee and should not be transferred or used by anyone other than the individual who has been assigned the card. Each time the access key card is used it will automatically be recorded on the Building's security system. Access cards are required for all after-hours entry. Security officers do not have the authority to allow employees into the Building offices.

A refundable \$10.00 deposit is required for each access card. The deposit will not be refunded if the card is broken, severely damaged, lost or stolen. Another \$10.00 will be required before a replacement is issued.

6.1. VENDOR ACCESS

For vendor and contractor access, it is the tenant's responsibility to provide the Office of the Building with a Vendor/Contractor Authorization Form ([Exhibit E](#)) and accompanying Certificate of Insurance information for access at any time. Vendors and Contractors include but are not limited to construction companies and movers. The Office of the Building confirms freight elevator availability and compliance with Building Rules and Regulations such as the use of an approved contractor, insurance requirements, etc., and forwards the authorized form to appropriate management staff and security personnel.

Please note that access for contractors will only be granted by the Office of the Building. For security reasons, please note that on-site security personnel cannot grant elevator access to anyone after hours.

7. TENANT PARTIES

The Building Management Office should be notified in advance of any plans for a party, reception, open house, etc., to be held in your office or elsewhere on the Property. This will allow the Management Staff to alert security of your gathering and to offer assistance so that you and your guests have an enjoyable time.

Whenever you host a special event and serve alcoholic beverages, **host liquor liability insurance** is required. Proof of such insurance must be provided to the Building Management Office **prior** to your gathering.

8. AFTER HOURS ACTIVITY

The Building Management Office must receive a written request for any activities scheduled in your office after normal business hours at least 48 hours in advance of the activity. This includes construction, move-in/move-out, special cleaning services, equipment maintenance or installation, parties, etc. **Outside contractors, services, visitors, etc., will not be provided access to the Building after hours without prior approval from the Building Management Office.**

9. KEY AND LOCK POLICY

For your safety and the protection, it is the Building policy that all keys must be issued by the Building Management Office. We ask that the Tenant Contact order additional keys from the Building Management Office. The Tenant will be billed on their monthly rent statement. Only an authorized representative of the Tenant will be able to request additional keys. ([See Exhibit G](#)).

Please do not add or change locks to (or within) your suite without **first** contacting the Building Management Office. We **must** coordinate all lock additions and modifications. For reasons of security, fire safety, and

cleaning access, **all locks** are to be on the Building's master system.

Locks that must be re-keyed to comply with this policy will be done so at the Tenant's expense.

10. PARKING

10.1. GENERAL

The visitor parking entrances for Hines Warner Center are located on Burbank Boulevard and Canoga Avenue. The parking facilities are managed by Standard Parking, Inc. The parking office is located on the P-1 level of the parking structure at 5830 Canoga Avenue, and can be contacted by telephone number 818.703.1603 Monday through Friday. The cashier hours are as follows:

Monday through Friday
6:00 a.m. - 10:00 p.m.

Visitor parking is available on the surface lots, while tenant parking is assigned by management to the parking structure(s) or surface lots as designated.

The parking gates may be activated by a parking access card which is placed inside the vehicle on the windshield behind the rear view mirror, or on a hang tag if provided, and read by the AVI readers located at each entrance/exit. When exiting the parking structure and surface lot, the card must also be used. Violation of parking policies (see [Exhibit N](#), and also included in your Lease) may lead to loss of parking privileges.

Parking access cards are issued to tenants and their employees when monthly permits are purchased through the Parking Office. If a parking access card is lost or stolen, an additional deposit fee of \$30.00 is required. It is the tenant's responsibility to retrieve cards from terminated employees and return them to the Parking Office. Otherwise, there will be a \$30.00 fee for each parking access card not returned. Individual monthly tenants are charged a deposit per card, refundable upon termination and return of the parking card.

To receive a parking access card, the tenant must fill out a form obtained through the Parking Office and supply the following information:

- Company name
- Suite number
- Telephone number
- Automobile make/model/year/license plate number

If an individual drives more than one car, information should be provided for each vehicle. Only one parking access card is issued per parker; however, this card may be used in multiple vehicles.

The Parking Office should be notified as soon as possible about lost or stolen parking access cards so they may be terminated in the system.

Please report any operational problems to the Parking Manager, Norma Cobian, at the Parking Office, or Security if after-hours.

Each tenant will receive a monthly print-out of the parking access cards for their company. If a tenant has a terminated employee on the list, the monthly parking rate will remain until the Parking Office has received written notice to cancel the parking privileges. Once the Parking Office has been notified, the parking access card will be deleted and the card will be invalid.

The monthly rental is payable one (1) month in advance. It is due and payable on the first day of the month and must be paid not later than five (5) days after the due date. After the fifth of each month, a \$10.00 late charge may apply, and/or all delinquent parking cards may be deactivated. All returned checks are subject to a \$20.00 returned check fee.

10.2. PARKING RATES

While monthly tenant parking spaces and fees have been established in your lease, additional monthly parking

spaces, if available, can be arranged on a month to month basis with the Parking Office.

10.3. VISITOR PARKING

Visitors may pay by cash, check or validation stamps. *No leave and return parking on the same ticket.*

Validation for visitor parking may be purchased by tenants from the Parking Office. They are sold in books of 20-minute stamps, one hour stamps, and all day.

10.4. DELIVERY / MESSENGER PARKING

Deliveries and messengers have a 20-minute free parking period. Additional time is charged at regular visitor rates.

11. SIGNS

There are to be no signs of any kind on the interior or exterior of the Building or visible through any window other than those approved by the Landlord.

To maintain a uniform and attractive appearance, door lettering is not permitted. Hines Warner Center tenants are provided with one standard suite identification sign bearing the suite number and the firm name at tenant's cost (see [Exhibit H](#)).

All signs are to be ordered through and installed by the Building Management Office.

Lobby directory strips are provided by the Management Office for a cost of approximately \$35.00 per strip (see [Exhibit I](#)).

12. WINDOW COVERINGS

Unless otherwise stipulated in your Lease, only the building standard vertical blinds are to be used. Placing plants, books, etc., on your window sills is not allowed in order to avoid an untidy appearance and scratching of the windows and sills.

13. LOST AND FOUND

Any items found in the Building thought to be lost or misplaced should be turned in to the Building Management Office. Items found after normal business hours should be turned in to the security officer, who will then turn them over to the Building Management Office the next working day. For items thought to be lost, please contact the Building Management Office.

BUILDING SERVICES

14. TRANSPORTATION MANAGEMENT PROGRAM

Large building owners with multiple tenants must comply with the Warner Center Specific Plan, which involves designing and implementing trip reduction plans for their properties. Hines Warner Center works closely with, and is a member of, the Warner Center Transportation Management Organization (TMO) regarding this effort. The Warner Center TMO is a non-profit incorporated coalition of area large employers and building owners working together with the public sector to improve mobility by providing the Warner Center commuter with a variety of attractive methods of getting to work, resulting in reduced vehicle travel miles, cost savings to commuters, and reduced mobile emissions.

The Warner Center TMO maintains a computerized up-to-date database with carpooling registrants to provide free matching assistance to employees interested in finding others with similar commute schedules. In addition, the Warner Center TMO has partnered with the City to implement a comprehensive vanpool support program and has established and is supporting a large vanpool fleet. The Warner Center TMO also coordinates with

different transit agencies to increase bus ridership.

Hines Warner Center retains a Transportation Management Coordinator who receives assistance from the Warner Center TMO to design, manage and monitor trip reduction plans for the property. The Transportation Management Coordinator may be reached at the Office of the Building for further information regarding these transportation management programs.

15. MAIL

The mailroom is located in the main lobby.

15.1. MAIL SERVICE

Mail is available for pick up at the Building's mailroom. Packages and articles of mail that require your signature will be delivered to your office by the postal carrier. The Office of the Building has no access to or authorization to handle U.S. Postal Service property. Should you have any questions about your delivery, please contact the Postal Service "Supervisor on Duty" at 818.348.3226.

Mail pick-up times are posted on the deposit box located in the Building's mailroom. Additionally, there are three Standard Blue Mail Receptacles adjacent to the Burbank Boulevard entrance. Pick-up time at these boxes is 3:00 p.m.

The full service Post Office serving Hines Warner Center is located at 21200 Oxnard Street in Woodland Hills.

15.2. EXPRESS MAIL SERVICE

A Federal Express drop box is available in the elevator lobby of Phase IV parking.

16. DELIVERIES

Tenants must receive all deliveries and are responsible for their shipments. Building and security personnel cannot accept any deliveries for your company. Deliveries to your office may be made from the front entrance of the building, Monday through Friday. The Tenant and/or delivery driver will be responsible for the delivery transportation from the receiving door to the Tenant office. Delivery companies should be advised that shipments **must** be delivered to your office and not left in the loading areas. All pick-ups and deliveries **must** be made via the padded designated freight elevator. Deliveries of office equipment and furniture fall under the moving guidelines and must be approved by the Office of the Building in advance.

A security officer will periodically monitor delivery activity. Passenger vehicles are not allowed in the loading areas. Delivery trucks should not park in the parking structure. Delivery trucks should park in the loading areas, or where security officers designate. After-hours large deliveries must be scheduled by contacting the Building Management Office at least two days prior to freight delivery.

Passenger elevators are not to be used for any delivery that would require the use of hand trucks, carts, etc. All deliveries must use the designated freight elevator only; however, a passenger elevator may be padded and designated for freight when necessary.

Pallet jacks are not allowed for deliveries into or out of the building; heavy items must be moved with a hand truck or cart, and floor protection is required. Any damage, whether exterior or interior, caused by a delivery arranged by the tenant must be reported immediately. All costs incurred for repairs will be the responsibility of the tenant.

17. CLEANING/HOUSEKEEPING/TRASH REMOVAL

Cleaning is on a contract basis five times a week, Monday through Friday, excluding holidays. Cleaning standards for a Class "A" office buildings will be maintained. Please notify the Building Management Office

immediately if a deviation from these standards exists so that appropriate corrective action can be taken.

Wastebaskets should contain only that trash which is to be removed by cleaning personnel. Any trash to be removed that is not in the usual wastebasket should be clearly marked with "Trash" and/or "Basura" emblems, available in the Building Management Office. Tenant is responsible for removal and disposal of large packing cases or shipping boxes.

Coffee grounds must be placed in plastic bags for wastebasket disposal and must not be washed down any plumbing facilities, nor poured into plant containers. Liquids should not be placed in wastebaskets. Tenant will be charged for any plumbing and pest control services due to improper disposal.

All food items should be refrigerated or thrown out at the end of each business day, and should not be left on counters, desks, tables, etc.

If food deliveries are made to the suite, the Tenant is responsible for ensuring that food and beverages are not spilled or splattered in the lobbies, elevators, or corridors. If an accident occurs, please notify the Building Management Office immediately.

Pest control service is provided for the common areas and the grounds around the Building.

Unless provided in your Lease, carpet cleaning during the term of the Lease will be at each Tenant's expense. The janitorial contractor is equipped to provide this service. Please contact the Building Management Office for details and cost estimates.

17.1. RECYCLING

Hines Warner Center is concerned with waste prevention and is recycling all solid waste in the Building. A significant portion of the Building's waste is successfully utilized by secondary waste fiber industries. Separation of materials is necessary. Containers and instructions are provided by the Building Management Office at no cost to the Tenant.

17.2. SPECIAL CLEANING REQUESTS

Special cleaning requests should be made by contacting the Building Management Office. Items such as carpet cleaning, vacuuming furniture, or cleaning kitchen areas are chargeable items.

18. MAINTENANCE REQUESTS

All requests from Tenants, such as light bulb replacement, temperature control changes, etc., should be made by the Tenant Contact through a web-based work order program. The link to this program can be found on the Tenant Services homepage on the website. The web-based work order program will automatically notify and dispatch building staff for services requested. Training for the web-based work order program will be provided upon move-in.

Hines Warner Center will furnish and replace all building standard fluorescent tubes for a 4' fixture. Please utilize the web-based work order program to generate a service request whenever a replacement is needed. All other non-standard lights will be replaced and billed to the Tenant accordingly.

19. HEATING, VENTILATING AND AIR CONDITIONING

Heating, ventilating and air conditioning (HVAC) is provided between 8:00 a.m. and 6:00 p.m., Monday through Friday (excluding holidays), and 9:00 a.m. to 1:00 p.m. on Saturdays.

19.1. AFTER-HOURS HVAC

HVAC is available beyond regular operating hours at a charge of \$65.00 per hour, with a two-hour minimum charge. Please contact the Building Management Office by 3:00 p.m., Monday through Friday, for week-night usage and 3:00 p.m. Friday for weekend usage. A signed After-Hours HVAC Request Form ([Exhibit J](#)), signed

by the Tenant Contact, must be left with the Building Management Office.

19.2. HVAC ADJUSTMENTS

Temperature control adjustments will be made by the Building Engineering Staff. Do not attempt to remove the locked covers or tamper with the thermostats.

Additional electric heaters are **not** permitted in high-rise buildings pursuant to Fire Department and Building & Safety Regulations, which prohibits electric fan powered heaters.

20. ELEVATORS

Passenger elevators are not to be used for any delivery that would require the use of hand trucks, carts, etc.

20.1. ELEVATOR PROBLEMS

If you or your employees experience any problems with the elevators, please contact the Building Management Office as soon as possible. In the event of a problem, an emergency telephone inside each elevator will automatically call a 24-hour elevator dispatch.

In the event of a power outage, the Office Building elevators will be powered by a power back-up system and will automatically return the elevators to the lobby where the doors will open. The elevators will be out of service once they return to the lobby.

21. TELEPHONES

Telephone installation and servicing must be coordinated between the Tenant and the telephone company of their choice. Landlord will approve where and how all telecommunication cabling (including, but not limited to telephone and telegraph wires, computer cables, cable television and fiber optic cabling) are to be introduced to the Premises. No boring or cutting for wires will be allowed without the consent of Landlord. Location of telephone, call boxes, and other office equipment affixed to the Premises shall be subject to the approval of Landlord. Prior to commencing work, all telecommunications, service and repair personnel must report to the Office of the Building. Major installations, especially those involving a telephone contractor who has not previously performed work in the building or who requires access outside your premises, must be coordinated in advance with the Office of the Building. In all cases, Certificates of Insurance are required of the contractor engaged in such repair, maintenance and/or installation work. Contact the Office of the Building for specific requirements. Four important items should be remembered when ordering your telephone service:

1. The Hines Warner Center building code requires that all telephone lines must be installed in a conduit or be Teflon coated. Many telephone companies do not provide for these requirements in their proposal.
2. Major telephone systems often require additional air conditioning or ventilation to cool their mini-computers. It shall be the tenant's responsibility to install and maintain such additional air conditioning.
3. All Building telephone closets are locked to prevent tampering. Please call the Building Management Office to have the doors opened for service or installation of wiring.
4. In accordance with your Lease, all telephone equipment is to be installed within your suite. Tenant equipment is not permitted in the Building's telephone closets.

22. MOVING POLICY

The rules pertaining to moving furniture, equipment and supplies into and out of Hines Warner Center are set forth in [Exhibit L](#).

23. FLOOR LOADING

The Building is designed to accept normal weight limits per floor. We ask that you notify the Building Management Office before any heavy items including but not limited to safes, computer equipment, or large files, etc., are moved into the Building.

The Landlord reserves the right to hire a structural engineer at Tenant's expense and to designate or approve the location of any such equipment to assure floor load limits are not exceeded.

24. FEE SCHEDULE

The following is a summary of fees and charges for services.

- | | |
|---|------------------|
| A. After-Hours HVAC
(Two Hour Minimum) | \$65.00 per hour |
| B. Duplicate Keys | \$ 3.00 each |
| C. Re-Key Lock | \$50.00 per lock |

The above fees may be adjusted periodically and are subject to a 10% administrative fee.

SECURITY AND SAFETY PROCEDURES

25. SECURITY

Security officers are on duty 24 hours per day, seven days a week, including holidays. During business hours, a security supervisor is on duty policing the property. Hines Warner Center will be closed to the public during non-business hours. Access will be available to individuals who possess a properly programmed access key card, a suite key, and are on an authorized tenant access list. Should you anticipate having any visitors at the Building after hours, please notify the Office of the Building. The visitors must be met in the main lobby by an individual with a properly programmed access key card in order to activate the elevators after normal building hours (Section 6.0). Security officers are not permitted to perform this function.

25.1. SOLICITING

Solicitors are not allowed in the Building at any time. If a solicitor enters your office, please contact the Building Management Office immediately. **If possible, make note of appearance, clothing, etc. to assist building personnel in locating the solicitors.**

25.2. SUSPICIOUS PERSONS

If you see suspicious persons in the Building, on the grounds or in the parking garage, please contact the Building Management Office or Security immediately. **If possible, make note of appearance, clothing, etc., to assist building personnel in locating them.**

25.3. AFTER-HOURS PROPERTY REMOVAL

Should removal of items such as computers, furniture, pictures, catering supplies, large containers, etc., need to be removed after hours, please contact the Building Management Office for Property Removal Authorization (see Exhibit K).

The signature authorizing the removal will only be that of the authorized Tenant Contact.

The release form will be surrendered to the security officer and checked before the item is removed. Your cooperation regarding this procedure is appreciated.

25.4. REPORTING THEFTS

The security of each suite is the responsibility of the Tenant. Valuables, purses, etc., should not be left in plain view. We recommend that purses be locked in a desk and that all valuables be put away and locked up at night.

It is advisable to record all serial and identification numbers and to keep these numbers in a secure place. Make sure that your corridor doors are closed and locked when leaving your suite.

Any property which is determined to have been stolen should be reported to the Los Angeles Police Department and the Building Management Office.

26. SAFETY/EMERGENCY PROCEDURES

Emergency procedures specific to various situations are covered in a separate manual. The Building has a power back-up system which will provide emergency power for certain basic building functions in the event of a power failure. These functions include:

- A. Activating emergency lights on each floor throughout the Building.
- B. Activating all stairwell lighting.
- C. Elevator cab telephones will remain operational.

It is seldom necessary to evacuate any building during a power failure unless you are directed to do so through your floor warden.

Please be sure to update and inform the Building Management Office of any disabled personnel.

26.1. EMERGENCY TENANT CONTACT

Please provide the Building Management Office with a list of at least two, preferably three persons who can be contacted in case of an emergency after normal business hours. The names, addresses and telephone numbers will be kept confidential in the Building Management Office (see Exhibit C).

26.2. INJURED OR SICK PERSONS

Should an individual be injured or become ill, the Tenant should contact the Paramedics by dialing 911, and then contact the Building Management Office or Security so they can assist with any necessary actions.

27. FIRE/LIFE SAFETY

A separate Fire/Life Safety Manual which outlines emergency procedures is available to each Tenant via the website at www.hineswarnercenter.com. In addition, emergency training will be provided by the Building Management Office. Please contact the Building Management Office to receive this information.

Important Telephone Numbers:

Police	Los Angeles Police Dept. West Valley Police Station 19020 Vanowen Street Reseda, CA 91335	911 emergency 877.ASK.LAPD (5273) non-emergency 818.374.7611 general inquiries
Fire	LAFD/Fire Station 84 21050 Burbank Blvd. Woodland Hills, CA 91367	911 emergency 818.756.8684 non-emergency 818.756.8561 non-emergency
Paramedics		911
Poison Control		800.222.1222
Burn Hotline		800.500.BURN (2876)
Kaiser Foundation Hospital	5601 DeSoto Avenue Woodland Hills, CA 91367	818.719.2000

LEASE INFORMATION

28. RULES AND REGULATIONS

In order to ensure a standard level of use of the Building by all of its occupants, Building Rules and Regulations have been established. The Rules and Regulations of the Building have been included as [Exhibit M](#) to this Manual. These Rules and Regulations are subject to change and are at the sole discretion of the Building Management Office. Please familiarize yourself with them.

29. LEASE RENEWALS AND EXPANSIONS

Please contact the Building Management Office if you have any questions regarding the terms and conditions of your Lease, lease renewals, expansions or options.

30. RENTAL PAYMENTS

Please indicate on your records that your office rent payments are to be received on or before **the first day of each month**, as required by your Lease. You will not receive a monthly rent statement. Annual rent statements are provided for your convenience. Rent checks are to be made payable to Warner Center Acquisitions Partners LLC and sent to the lockbox address provided to you.

31. INSURANCE PROTECTION

The insurance policy for the Building does not cover loss or damage to Tenant's valuables, furniture or equipment, nor does it cover accidents which occur in Tenant occupied spaces.

31.1. TENANT INSURANCE

All Tenants are required, under the terms of their lease, to provide the Landlord with proof of Comprehensive General Liability Insurance, Property/Automobile Insurance, and Workers' Compensation (either by policy or certificate) and to name the following entities as additional insureds on such liability policy or certificate:

Hines West LLC, a Delaware limited liability company and **WARNER CENTER ACQUISITIONS PARTNERS, LLC**, a Delaware limited liability company and their Shareholders, Partners, Agents and Employees and **LNR Warner Center Property Owners Association**, as their interest may appear.

It is mandatory that the policy or certificate and additional insured endorsement be received prior to occupancy date. This is most easily accomplished by sending a photocopy of the Insurance Article of your Lease to your firm's insurance agent or broker, along with the Landlord's name and commencement date of your Lease. The certificate should be mailed directly to the Building Management Office.

31.2. VENDOR INSURANCE

All vendors are required to provide proof of insurance prior to starting any work at Hines Warner Center. Every vendor is required to provide proof of Comprehensive General Liability Insurance, Workers' Compensation Insurance, Auto Insurance, Employee Dishonesty Insurance etc. as specified in the attached Insurance Requirements. (See Exhibit F).

Each Certificate of Insurance and each Endorsement must name the following entities as certificate holders and additional insureds respectively:

Hines West LLC, a Delaware limited liability company and **WARNER CENTER ACQUISITIONS PARTNERS, LLC**, a Delaware limited liability company and their Shareholders, Partners, Agents and Employees and **LNR Warner Center Property Owners Association**, as their interest may appear.

It is mandatory that the policy and endorsement be received prior to the work commencement date. The documents can be emailed to the building office, but they must be followed by the originals in the mail.