

Building Handbook

Tenant Handbook

Table of Contents

INTRODUCTION

[Welcome](#)
[About 375 Beale Street](#)

MANAGEMENT AND MAINTENANCE

[Management and Maintenance](#)

MOVE - IN GUIDELINES

[Moving In](#)
[Prior Arrangements](#)
[Loading Dock Access](#)
[Elevator](#)
[Protection of Buildings Common Area](#)
[Clean - Up](#)
[Safety Precautions](#)

SECURITY INFORMATION

[Building Hours of Operation](#)
[Building Access and Badges](#)
[Visitor Management](#)
[Property Removal Pass](#)
[Keys](#)
[Stairwells](#)
[Smoking](#)
[Deliveries](#)
[After Hour Deliveries](#)
[Emergency Phone Numbers](#)
[Fire / Life Safety - Floor Wardens](#)
[Persons With Disabilities](#)

GENERAL BUILDING INFORMATION

[Location](#)
[Notices to Landlord](#)
[Office Mailboxes](#)
[Handicapped Accessibility](#)
[Life Safety / Fire Protection](#)
[Electrical](#)
[Contractors](#)
[Janitorial](#)
[Solicitors](#)
[Rules and Regulations](#)

BUILDING AMENITIES

[Building Amenities](#)

RULES AND REGULATIONS

[Rules and Regulations](#)
[Bike Storage](#)
[Lockers](#)

LOCAL AMENITIES

[Overview](#)
[Restaurants](#)
[Neighborhood Services](#)
[Hotels](#)

NEIGHBORHOOD

FORMS

[Forms](#)

EMERGENCY MANAGEMENT

[Preparis Login](#)
[Preparis Information](#)
[Emergency Procedures](#)
[COVID-19 Updates](#)

Introduction

Welcome

Thank you for choosing 375 Beale Street for your new office location.

The information provided in this Tenant Handbook is meant to provide you with a better understanding of 375 Beale Street and to facilitate your company's operations. There is a great deal of information contained within this guide; take the time to familiarize yourself with this guide book and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will do their best to promptly notify you of any changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Cushman and Wakefield

About 375 Beale Street

The Bay Area Metro Center, located at 375 Beale Street, is an 8-story building that was formerly a World War II tank assembly plant-turned-U.S. Postal Service which is now serving as headquarters for three regional government agencies. This collaborative center will include the Metropolitan Transportation Commission, the Association of Bay Area Governments and the Bay Area Air Quality Management District and provide a public space for the city.

This renovated building includes governing board and public meeting spaces, a resource center, as well as offering a food service retail space and an on-site bicycle parking facility.

Management and Maintenance

Management and Maintenance

Building Management

Cushman & Wakefield of California, Inc.
375 Beale Street, Suite 256
San Francisco, CA 94105
Phone (628) 220-2080

Senior Property Manager - Ebony Horace
Senior Assistant Property Manager - Annie Thai
Property Administrator- Jessica Lo
Senior Property Accountant - Victor Lee

Engineering

Chief Engineer - Ryan Snider
Journeyman – Manny Santana
Journeyman – Adrian Nathaniel
Journeyman – Alexander Huber

Building Security

Security Console Desk Line #1 (628) 220-2090

**Matters concerning Building Operations should be referred to the Building Management Office
between the hours of:**

Monday through Friday 8:00 a.m. to 5:00 p.m.

Move - In Guidelines

Moving In

The keys to your suite will be provided to you by the Property Manager on or before the day you move in. Two keys are allotted per door at no charge. Extra keys may be requested through the Building Management Office at a cost. The Property Manager or a designate will be happy to answer any questions you may have.

Prior Arrangements

All equipment and furniture deliveries should be coordinated with the Building Management Office well in advance of such activity. An authorized representative of the Tenant must be present when the move begins to provide movers' access to the Suite. Any company contracted by the Tenant to work within the Building must provide the Building Management Office with a Certificate of Insurance prior to the commencement of any work.

Loading Dock Access

Limited loading dock space is available Monday through Friday, 7:00am to 5:00pm for small deliveries (Max 30 minutes or less). Large moves and/or deliveries must occur before 7:00am, as early as 6:00pm or any time on weekends and holidays, with prior arrangements made with the Building Management Office. Additional security is required for after-hour use during moves and/or deliveries. The tenant will be billed for security services for after-hour use.

Small vehicles (vans/pickup trucks/cars) off-loading only are allowed to park in the loading dock. Loading dock access can be gained at Street level via Beale Street. Your cooperation concerning the Loading Dock is appreciated. Loading Dock can be reserved through building management and/or through [Angus Anywhere](#).

Loading dock vehicle height clearance is 13 feet, 3 inches.

Elevator

The Freight Elevator may be reserved for any move by contacting the Building Management Office and/or reserving through our designated online portal: [Angus Anywhere](#). Freight Elevator dimensions are as follows:

Door Frame Height - 9' 4"

Cab - 6' 10" W x 8'D

Protection of Buildings Common Area

Suitable protection must be provided to protect walls, doors, elevators and elevator lobbies. Carpet protection from the elevator to Tenant spaces must be provided either with plywood or Masonite. Walls and doors must be protected leading to Tenant spaces. Cover boards must be provided in elevator lobbies and corridors. Walk-off plates must be provided to protect door thresholds.

Broken elevator safety edges, broken doors, damaged controls, or any other damage which occur during any move will be repaired by the Building's designated contractor at the Tenant's expense. Please see protection checklist on the building website.

Clean - Up

It is the responsibility of the Tenant to dispose of materials used to protect the Building's common areas during any move. Plywood, Masonite, tape, pads, corner boards, empty containers, boxes and carts must be removed from public areas (corridors, elevators, lobby, etc.) prior to the next business day.

Safety Precautions

It shall be the responsibility of the mover/Tenant to perform the move in the safest manner possible, avoiding blocking of Building corridors, entrances and exits. Additional Building security and janitorial personnel are available upon request, at the Tenant's expense.

Security Information

Building Hours of Operation

Normal business hours are Monday through Friday, 7:00 a.m. to 7:00 p.m.

The building is monitored by on-site security staff 24 hours, 7 days per week. Security monitors all exterior doors and common areas.

Building Access and Badges

The Building is open from 7:00 a.m. to 7:00 p.m., Monday through Friday. Tenants should make sure that their suite doors are closed and locked by end of their business day to prevent unauthorized access.

All Tenants will receive an access card to the building. These cards should be used at all times to enter the building and to use the elevators. Authorized tenant representatives must provide the management office with an authorization form for all new hires or changes in access levels. Separations or terminations of any employee must be reported immediately. The authorization form must include work hours and employee status (i.e. employee, manager, temporary employee). See Attachments D and E. Employers are responsible to collect the access card from the terminated or separate employee and any affiliated contractor and/or vendor in order for the access card to be deactivated immediately.

Access card photographs are taken at the Security Badging Office located on the 1st floor, Monday through Friday, from 9:00 a.m. to 3:00 p.m. by appointment.

Visitor Management

Visitors

For visitors requiring building access, designated tenant representatives will have the ability to enter detailed information in [Angus Anywhere](#). This is updated in real-time and monitored by 1st floor Lobby Security. When the visitor arrives and checks in at the Lobby console, they must present a valid photo ID and then are issued a visitor pass.

If the visitor is not registered into [Angus Anywhere](#) prior to their arrival, verbal authorization must be obtained. Once authorization has been obtained, security will issue the visitor a badge and give them access to their floor. If no verbal authorization is obtained; no access will be granted, no exceptions. If a visitor arrives after hours and not requested into [Angus Anywhere](#).; the requestor must meet their visitor on the 1st floor.

Depending on Lobby traffic and conditions, this process may delay building entry. We strongly urge tenants to utilize [Angus Anywhere](#) accordingly.

For agency visitors, the procedure is the same except security will grant them access to the 7th floor lobby during agency business hours only, Monday through Friday, 8am to 5pm.

If after-hours access has been requested by an agency employee, authorization on [Angus Anywhere](#) must be obtained before granting access. If the visitor is not registered, the request must be verbally authorized through a phone call or the requestor may meet their guest at the security desk on the 1st floor. If no verbal authorization is obtained; no access will be granted, no exceptions.

Employee Access

All Employees must show security their access card before proceeding to the elevator and carry their badge at all times in the building. Employees may not prop any exterior doors at any time, i.e. Harrison building entrance.

If an employee does not have their access card, the employee will need to present a valid photo ID to the security officer at the main security console. The officer will search the data base and confirm the access rights before granting access. If in the system, Security will provide the employee with access to their floor. The employee will need to contact their Human Resources or other authorized individual to gain a temporary access card and/or authorization for a new card if it is lost or stolen.

If any employee does not have their access card and is requesting access to their floor after business hours; verbal authorization through a phone call must be obtained from an authorized representative before granting access. No access will be granted if no one is available to authorize access, no exceptions.

Property Removal Pass

Any time furniture, computers, equipment, cartons, office supplies, etc. are removed from the Building; they must be accompanied by a Property Removal Pass to ensure that the items have been removed with the full knowledge and consent of the Tenant. A Property Removal Pass must be signed by an authorized employee and submitted to the Lobby Attendant upon removal. We recommend that only a limited number of persons in your organization be authorized to sign Property Removal Passes. Authorized personnel must provide a sample signature to the Building Management Office before property is removed. See Property Removal Pass, Attachment H.

Keys

Additional keys may be obtained, for a fee, through the Building Management Office. For security reasons, keys must not be duplicated outside of the building. See Key and Lock Request Form, Attachment B.

Stairwells

Stairwell #2 nearest elevators allow staff to move freely between authorized floors using your secured card access to gain entry. All other stairs are for evacuation purposes and exit at ground/1st floor level. Smoking is prohibited in the stairwells or anywhere else in the Building.

Smoking

375 Beale Street maintains a no smoking policy throughout the building, including all common areas, the lobby, restrooms, stairwells and elevators.

The use of electronic cigarettes is prohibited wherever smoking of tobacco products is prohibited.

State law also prohibits smoking where food is served in outdoor dining areas of restaurants, cafes and coffee shops.

Please do not smoke at building entrances and at least twenty-five feet away from the building.

Deliveries

The Loading Dock is available Monday through Friday and monitored by security cameras. Tenants must prearrange with Building Management all LARGE deliveries. The Building assumes no responsibility for the condition of goods received. The Loading Dock is reserved for incoming and outgoing deliveries only, and no personal vehicles will be permitted to park in that area. The Security Office is not authorized to accept deliveries for any Tenant.

After Hour Deliveries

Persons ordering food or other deliveries after building hours must utilize the visitor request through our online portal: Workspeed and provide a contact number on the request. The Security Officer will call the requestor when the delivery person arrives.

Persons who are authorized to request that an employee of your company be granted an Access Card, sign a Property Removal Pass, and request copies of keys are asked to complete the forms. See Attachments A and B. These persons will also have the authority to request billable services and/or overtime services such as heating, ventilation, air conditioning, lighting, etc.

Emergency Phone Numbers

Please list the name of the person(s) to contact in the event of a building emergency on Attachment B.1. These persons should have the authority within your company to make critical decisions about your office in the event of an emergency or catastrophic event at the building.

Fire / Life Safety - Floor Wardens

Floor Wardens will be trained to assist your employees during a building emergency. Please designate one (1) Floor Warden per floor or suite, two (2) Search Monitors per 50 employees in your offices (at a minimum), one (1) Stair Monitor for each stairwell and one (1) Elevator Monitor per floor to direct people

away from using the elevators and towards a stairwell. Also designate a back-up employee for each of these positions. See Attachment C.

Persons With Disabilities

Persons with disabilities should designate a Personal Aid to assist them during an emergency evacuation. Please list all employees with disabilities or write “NONE” if you currently do not employ any such persons.

Service Animals:

Service animals are allowed in the building, however in situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions:

- (1) Is the dog a service animal required because of a disability?
- (2) What work or task has the dog been trained to perform?

Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person’s disability.

General Building Information

Location

375 Beale Street is located in the heart of San Francisco's finest office district, San Francisco's South of the Market (SOMA). Commuters from Marin County, the East Bay and the Peninsula, as well as San Francisco, can travel to work via several forms of public or private transportation. The building is an easy walk to downtown's finest restaurants and shopping areas.

Notices to Landlord

Any notices to the Landlord should be addressed to:

Cushman and Wakefield
375 Beale Street, Suite 256
San Francisco, CA 94105

Office Mailboxes

Mailboxes are located in the first (1st) floor hallway near the Beale Street garage entrance and freight elevator. Mailbox access will be restricted to tenant's designated staff. Security is not authorized to accept or sign for any mail, packages or deliveries.

UPS and FedEx outgoing boxes will be located on the first (1st) floor. Drop boxes located in the Beale Street garage near entrance.

Handicapped Accessibility

The building is handicapped accessible on all floors. Please advise us of any special requirements for handicapped personnel. See Attachment C.1.

Life Safety / Fire Protection

375 Beale Street is equipped with a comprehensive Fire/Life Safety System. Among the most important safety features are:

- Pressurized elevator lobbies on floors two (2) through five (5),
- Smoke detectors that are strategically located throughout the property in the common core areas,

ventilation ductwork, and tenant spaces

Manual fire pull stations on each floor directly adjacent to the entrances to emergency exit stairwells

Voice communication to every floor and in the emergency stairwells

Fire sprinklers are ceiling-mounted and are dispersed throughout tenant spaces and common areas. In the event of a power outage, a diesel generator provides emergency power to the Building and all of its Life/Safety Systems

Shortly after your move-in you will be contacted by the Building Management Office in order to arrange a meeting to review all emergency procedures to be initiated in the event of fire, earthquake, bomb threat, workplace violence or civil disturbance. We ask that you be prepared to appoint Floor Wardens to monitor your premises in accordance with the City's fire safety regulations.

Electrical

Electrical power is distributed at 120 volt single phase, most of which is on 20 amp breakers; emergency power is provided by a diesel-powered motor generator.

Contractors

Prior to any contractor performing work in your office space, you must notify the Building Management Office at least 24 hours in advance and provide a current Certificate of Insurance to the Building Management Office. This is done to keep Management informed of the presence of workers in the Building (for security) and to ensure that workers adhere to the Building's Rules and Regulations (Page 10). Please note that "contractors" includes telephone vendors who are pulling new wire.

Janitorial

The Building Management Office provides the following basic cleaning service:

Carpets: Routine vacuuming and spot cleaning as needed. An estimate will be given upon request for extensive spotting or for a full carpet cleaning.

Dusting: Hand dusting of all surfaces such as furniture, filing cabinets and window sills. Papers, folders, and personal contents will not be moved or cleared unless notified. Spot clean as needed.

Floors: Sweep all wood, vinyl, tile, rubber and similar types of flooring using an approved cloth or dust mop. Wet mop if spillage has occurred. NO stains, dirt, streaks or dust should be present at the start of the business day.

Trash Pick Up: Trash contained inside of wastebaskets will be disposed of after hours. Additional items will not be disposed of unless it is marked TRASH in large letters and placed on the trash item(s). The Management office should be contacted in advance and advised of the location of the additional trash. Charges may be assessed for additional trash pickups.

Solicitors

Soliciting is prohibited on the premises. Please report solicitors to the Security Desk in the main lobby or the Building Management Office immediately.

Rules and Regulations

Building Rules and Regulations, See Page 10.

Building Amenities

Building Amenities

Bike Racks

Building Occupants: There are eighty four (84) bicycle racks located on the 2nd floor across from the Wellness Center, accessible from the Harrison Street employee entrance. The indoor bicycle parking area features both double-decker stacked bicycle parking and vertical storage racks. Bicycles shall be parked in the racks and not brought up through the elevators and onto the agency/tenant floors.

Public: Additional bike racks are available in the Beale Street garage. Please see parking attendant for additional assistance.

Bike parking stalls are available at a first come, first serve basis. All bicyclists must be prepared to bring their own locks. Bikes left on rack longer than (3) three days without notice will be considered abandoned and removed from the area. If your bike has been removed, please contact Building Management at 628-220-2080 or 375Bealest@cushwake.com. Please be courteous to other riders and *park at your own risk*.

Repairs: A bike repair station is available to building occupants located on next to the 2nd floor Harrison Street employee entrance.

Lockers

On the second floor, eighty-eight (88) lockers are available within the men and women's locker rooms, the Wellness Center and the bike rack corridor. They are all available on a first come, first serve basis for all building tenants. Lockers are intended for temporary short term use during the day; for example a period of 1 - 2 hours during a workout or other gym activities only. As new tenants arrive in the building, locker use will naturally increase and leaving locks on lockers longer than that will permit others from being able to share the facility. Therefore, establishing and following this policy now is important so that all tenants, current and future may enjoy equal access to the facilities. Lockers are not intended to be used as long term storage throughout the day. No overnight use. Locks are not provided and users must bring their own lock. 375 Beale assumes no liability for loss or theft of items placed in the lockers. Your security badge will grant you access in either the Locker rooms.

Wellness Center

Tenants may enjoy a workout, stretching and other planned activities in the Wellness Center. Your badge will grant you access into the Wellness Center. There are ten (10) lockers available for use within this space.

Warming Kitchen

The Warming Kitchen is located on the 1st Floor and must be reserved if required for food preparation for a meeting. The Warming Kitchen is equipped with two industrial refrigerators, two microwave and a dishwasher. Please note that there may be a deposit required to secure the reservation and applicable fees for use of the space and clean-up. Events for the regional government agency tenants have priority over all uses by tenants of this space. Please contact BAHA: 415-778-6657 or email:

375bealemeetings@mtc.ca.gov for more information.

Multi-Purpose Rooms (Yerba Buena/Ohlone)

There are two multi-purpose rooms located throughout the first floor available through reservation. The

rooms have LCD screens for multi-media presentations. Operating rules will be provided separately. Conference room tables, stackable chairs and other equipment is available. Please note that there is a deposit required to secure the reservation which can be made in advance and applicable fees for use of the space and clean-up. Events for the regional government agency tenants have priority over all uses by tenants of this space. Please contact BAHA: 415-778-6657 or email: 375bealemeetings@mtc.ca.gov for more information.

Rules and Regulations

Rules and Regulations

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Building.

Access to the Building and the Premises shall be controlled by a card access system. Tenant shall have the right and responsibility to control access to the Premises or portions thereof, including hours of access and levels of security clearance. Tenant, at Tenant's sole expense, may install its own security system within the Premises, provide Tenant's own security service for the Premises, or both; provided that any such Tenant- installed security system shall be subject to Landlord's prior approval and shall be compatible with Landlord's card access system and that Tenant shall give Landlord keys or access codes to any such system.

All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical hold backs have been installed.

Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the vicinity of the Building.

Tenant and its Representatives must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building.

Any tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. After-hours access by Tenant's authorized Representatives may be provided by card- key access or other procedures adopted by landlord from time to time. Tenant shall pay for the costs of all access cards provided to Tenant's Representatives and all replacements thereof for lost, stolen or damaged cards.

Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for such access. Landlord and its agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property.

Residency in or overnight use and occupancy of any portion of Building is strictly prohibited.

Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed, when the Premises are not occupied.

Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.

Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.

The requirements of Tenant will be attended to only upon application at the management office of the Building or at such office location designated by Landlord. Employees of Landlord shall not

perform any work or do anything outside their regular duties unless under special instructions from Landlord.

No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to Landlord, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide Landlord with not less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install such padding or take such other actions or prescribe such procedures as are appropriate to protect against damage to the elevators or other parts of the Building. Courier delivery services companies such as FedEx, UPS, and DHL accepted. Tenant shall not overload the floor of the Premises. Tenant shall not mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent first had and obtained; provided, however, Landlord's prior consent shall not be required with respect to Tenant's placement of pictures and other normal office wall hangings on the interior walls of the Premises (but at the end of the Term, Tenant shall repair any holes and other damage to the Premises resulting therefrom).

Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.

Tenant must comply with requests by the Landlord concerning the informing of Tenant's Representatives of items of importance to the Landlord.

Tenants are responsible for the cost of the installation, maintenance and replacement of all interior signage related to their operations and services within their premises and Landlord's prior approval.

Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants and other occupants of the Building, in such manner as is customary for comparable buildings in the vicinity of the Building. No items shall be stored in any common area at any time. Licensed service animals are not allowed to roam unattended or off leash in the Building. Pets are not allowed in buildings.

Tenant shall not use any method of heating or air conditioning other than that which may be supplied by Landlord, without the prior written consent of Landlord.

Tenant shall not waste electricity, water or air conditioning and shall cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls.

Space heaters are not allowed in the Building.

The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or agents, shall have caused it.

No cooking shall be done or permitted by Tenant on the Premises. No gas or electric stove, range

tops, toaster ovens and hot plates are permitted. Underwriter's Laboratory-approved equipment and microwave ovens may be used in the designated kitchen/pantry areas for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors that are objectionable to Landlord, other tenants or occupants of the Building.

Refrigerators are not permitted to be used in areas other than a kitchen/pantry area.

Tenant shall store all its trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City and County of San Francisco without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes at such times as Landlord shall designate.

Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

Except for any such materials used or tested in Tenant's laboratory that is part of the Premises, Tenant shall not use or keep in or on the Premises or the Building any kerosene, gasoline or other inflammable or combustible fluid or material or use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other tenants or occupants of the Building or those having business therewith.

Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority.

Bicycles of any kind are not permitted in the building at any time except in the designated storage spaces.

Bicycles shall be parked in the racks and not brought up through the elevators and onto the agency/tenant floors.

Tenants shall comply with the following Rules and Regulations for the Bicycle Storage and Locker Area (BSL Area).

Bike Storage

Bike racks will be accessible by Users during Building business hours only (7:00 am – 7:00 pm).

Users must store bicycles on the provided bicycle racks only. If the rack is full, the User shall inquire with the Property Manager for the location of alternate bike storage area.

User shall not block the entrance to the BSL Area or position bicycles in a manner that will impede others from entering or exiting the BSL Area.

Bicycle owners' locks should be used to secure bikes stored in the BSL Area at all times.

Locks will not be provided.

Bike racks are intended to be used by Users while they are present at 375 Beale. Bike racks will be checked nightly by Building Security. If a bicycle is left on the rack for more than three consecutive nights without prior permission from the Property Manager the lock will be cut and the bicycle removed by Building Security. Contact Building Security to reclaim your bike.

Users shall report any suspicious activity, vandalism or damage to Building Security immediately.

All Users agree to use the bike racks at their own risk and assume any and all liability.

Any violations of these Rules and Regulations will result in cancellation of bike storage privileges.

Lockers

The BSL Area will be accessible by Users during Building business hours only (7:00 am - 7:00 pm) and available on a first come first serve basis.

The BSL Area may be subject to closure from time to time by the property manager for the purposes of maintenance, repair, renovation or construction. To the extent possible, a minimum of 24 hours of advance notice will be posted on the website.

Locks should be used to secure personal belongings stored in the Locker Areas at all times and removed daily.

Lockers are intended for temporary short term use during workouts or other gym activities only.

Lockers are not intended to be used as long term storage throughout the day.

Personal items may not be stored in lockers overnight.

Locks will not be provided.

The Locker Areas will be checked nightly by Building Security and any locks remaining on lockers will be cut and contents confiscated for pick up by locker user at a later date.

All Users agree to use the BSL Area at their own risk and assume any and all liability.

Any violations of these Rules and Regulations will result in cancellation of the locker room privileges.

For the safety of all tenants and personnel of 375 Beale Street, the only access permitted to and from the bike racks is via the Harrison Street. Bicycles are not permitted on vehicle entrance and exit lanes, or Loading Dock.

The Property Manager reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the BSL Area.

Landlord shall have the right to make such other reasonable Rules and Regulations pertaining to the Building, including without limitation the Premises, or the Common Area as necessary or appropriate for the management of the Building and the preservation of good order therein.

Local Amenities

Overview

375 Beale Street is located in one of the most desirable business locations in San Francisco - the South of the Market (SOMA) district; adjacent to scores of retail shops, business and financial services, world-famous restaurants, luxury hotels, The Embarcadero and Ferry Building. Public transit systems such as; MUNI, BART, and CALTRANS provide convenient and rapid access to all points of the San Francisco Bay Area.



Restaurants

[Click here to make a reservation on Open Table](#)

RESTAURANTS	Address	Cuisine	Telephone
Breakfast/Lunch Options			
Phil'z Coffee	300 Folsom Street, Suite 111C	Coffee House	415-230-6359
Sweet a little	460 Brannan Street	Fresh bubble tea delivery	sweetalittle.com
Proper Food	100 First St. (Enter on Mission)	Sandwiches	415-992-6781
Howard St. Coffee	180 Howard Street	American	415-344-0224
Oasis Grill	100 First Street, Suite 110	Mediterranean	415-240-4291
Portico	245 Market Street (at Beale)	American	415-777-9950
Prima Café	215 Fremont Street, Suite 5B	Breakfast/juices	415-222-9918
Perilla	510 Mission Street	Vietnamese	415-777-1893
Subway	215 Fremont Street	Sandwiches	415-615-0742
Café Algiers	50 Beale Street, Suite 102	Sandwiches	415-512-8681
Elixiria	25 Beale Street, Suite 2	Juice bar	415-948-6537
Senor Sisig	Food Truck	Mexican	855-sisig-55
Phat Thai	Food Truck	Thai	phattaisf.com
G Food Truck Lounge	431 2nd Street	Assorted variety	415- 361-5426
Sausalito Café	50 Beale Street/100 First Street	Breakfast/lunch	415-541-0400
Gabby's Café	201 Harrison Street	Deli/store	415-777-3354
Sweet Joanna's Café	101 Howard Street	Sandwiches	415-974-6822
Café Venue	215 Fremont Street	Sandwich/soup	415-357-1144
Whole Cakes	100 First Street, Suite GB01	Bakery	415-997-8181
Noah's Bagels	2300 16th Street	Bagels/coffee	415-861-2802
415 Catering	N/A	Catering	415-282-2640
Tender Greens	30 Fremont Street	Salads	415- 543-5200
Dragon Eats	555 Folsom Street	Vietnamese	415-795-1169

Spice Kit	405 Howard Street, Suite 310	Fast Food	415-882-4581
Organic Coup	101 Spear Street	Organic chicken	415-546-3988
Super Duper Burgers	98 Mission Street	Hamburgers	415-974-1200

Eatsa	121 Spear Street	Healthy Fast Food	415-930-4006
-------	------------------	-------------------	--------------

Dinner/Drink Options

Prospect	300 Spear Street	American	415-247-7700
EPIC Steak House	369 The Embarcadero	American	415-369-9955
Town Hall	342 Howard Street	American	415-395-9800
Osha Thai	4 Embarcadero Center	Thai	415-788-6742
Rosa Mexicano	30 Mission Street	Mexican	415-874-4300
Chaya Brasserie	132 The Embarcadero	International	415-777-8688
Boulevard	1 Mission Street	International	415-543-6084
21st Amendment	563 2nd Street	American	415-369-0900
Perbacco	230 California Street	Italian	415-955-0663
The Slanted Door	1 Ferry Building #3	Vietnamese	415-861-8032
RN74	301 Mission Street	French	415-543-7474
Roy's	575 Mission Street	Asian Fusion	415-777-0277

Local Kitchen & Wine

Merchant	330 1st Street, Suite 1	New American	415-777-4200
Fly Trap	606 Folsom Street	Persian	415-243-0580
Proper Food Restaurant	100 1st Street		415-992-6781
Water Bar	399 The Embarcadero	Seafood	415-284-9922
Palomino	345 Spear Street	Italian	415-512-7400

Neighborhood Services

Neighborhood Services Address		Service	Telephone
Priority Parking	390 Main Street #1	Parking	415-284-9986

Host Parking	400 Spear	Parking	415-644-0998
San Francisco Florist	120 Howard Street	Flowers	415-778-6400
Ferry Plaza Wine	Ferry Building #23	Wine	415-391-9400
SOMA Cleaners	201 Spear Street	Dry Cleaning	415-777-9995
Mojan Cleaners	245 Market Street, Suite B	Dry Cleaning	415-536-3811
Federal Express Store	3 Embarcadero Center	Shipping	415-989-1660
US Post Office	180 Steuart Street	Shipping	415-896-0762
Pampered Hands Salon	180 Howard Street, Suite G-3	Salon	415-777-4263
One Twenty for Hair	155 Main Street	Hair Salon	415-543-2807
Corepower Yoga	215 Fremont Street, Suite 7A	Wellness	415-200-4137
Dr. Veda Szeto	245 Market Street	Optometry	415-777-2870
Rincon Chrio	180 Howard Street	Chiropractic	415-896-2225

Hotels

Hotels	Address	Distance	Telephone
Harbor Court Hotel	165 Steuart Street	0.5 mile	415-882-1300
Hotel Griffon	155 Steuart Street	0.5 mile	415-495-2100
Hotel Vitale	8 Mission Street	0.6 mile	415-212-8156
Hyatt Regency	5 Embarcadero Center	0.7 mile	415-788-1234

Neighborhood

Forms

Forms

[Floor Warden Form](#)
[People with Disabilities Form](#)
[375 Beale Building Access Card Form](#)
[BAMC Building Construction Access Request Form](#)
[Authorization and Emergency Contact Form](#)
[Key Request Form](#)
[BAMC Game Reservation Form](#)

Emergency Management

Preparis Login

Preparis Information

Preparis : How to Manage Users

Adding Users

Log in to your PreParis account at preparisapp.com

In the top pane, click on “Manage”, then “Users”

On the right of the screen, click on “New User”

Enter employee’s contact information in designated field. Please note; the “role” that should be selected is “Tenant Administrator”

If you would like for your employees to access Preparis you may select to “send registration email”
Then click on “Save User”

Edit/Removing Users

Log in to your PreParis account at preparisapp.com

In the top pane, click on “Manage”, then “Users”

Select the users name you want to remove or edit

REMOVE: On the right of the screen, click on the symbol of a trash can.

EDIT: edit the fields desired then click on “Save and Finish”

Any questions please feel free to contact the Building Management Office at 628-220-2080 or 375Bealest@cushwake.com.

[Preparis Reference and Emergency Information](#)
[Storing Preparis as a Contact](#)

Emergency Procedures

COVID-19 Updates

Masks Commended

Recomienda el uso de mascarillas • 建議佩戴口罩
Inirerekomenda ang mga Mask



It is recommended to wear a mask for additional protection regardless of vaccination status. En todo el mundo llevar una mascarilla puesta como protección adicional, independientemente del estado de vacunación. Nenda ang lahat na magsuot ng mask para sa karagdagang proteksyon anuman ang katayuan ng pagbabakuna. 其疫苗接種狀態，建議所有人佩戴口罩增加額外防護。 You may choose to require patrons to wear masks for added safety, and may enforce other rules as needed. Pueden optar por exigir que todos los clientes lleven mascarilla para mayor seguridad y pueden imponer otras normas según sea necesario. In ng mga negosyo na hilingin sa mga tumatangkilik na magsuot ng mga maska sa karagdagang kaligtasan, at maaaring magpatupad ng iba pang mga panuntunan kung kinakailangan. 求顧客佩戴口罩以達到額外防護，亦可根據所需，執行其他規定。 Other rules • Otras normas • Iba pang mga patakaran • 其他規定

• Otros consejos de seguridad • Mga karagdagang kaalaman sa kaligtasan • 額外安全提示
• Stay home if sick and talk to your doctor • Magsuot ng maska at magbabakuna • 保持居家及佩戴口罩
• Póngase un cubrebocas para obtener protección adicional y lávese las manos • 佩戴口罩加強保護及清潔雙手
• Magsuot ng maska para sa karagdagang proteksyon at hugasan ang iyong mga kamay • 佩戴口罩加強保護及清潔雙手

City and County of San Francisco sf.gov/masks

SF is OPEN

SF ya está abierto • 三藩市現已開放 • Bukas ang SF

San Francisco celebrates a safer reopening!

Protect yourself, your family, and your community by following these prevention measures:

¡San Francisco está celebrando una reapertura segura! Siga estas medidas de prevención para protegerse y proteger a su familia y a su comunidad.
三藩市慶祝安全重開! 採取以下防護措施, 保護自己, 家人及社區

Ipinagdiriwang ng San Francisco ang isang mas ligtas na muling pagbubukas!
Protektahan ang iyong sarili, ang iyong pamilya, at ang iyong pamayanan sa pamamagitan ng pagsunod sa mga hakbang sa pag-iwas:

Get vaccinated

Vacúnese
Magbabakuna

Stay home if sick, and talk to your doctor

Quédese en casa si está enfermo y consulte a su médico
如果身體不適, 請留在家中並諮詢您的醫生
Manatili sa bahay kung may sakit, at kausapin ang iyong doktor

Maximize fresh air

Aumente al máximo el flujo de aire fresco
保持大量新鮮空氣
Padaluyin ang sariwang hangin

Wear a mask for added protection and clean your hands.
Póngase un cubrebocas para obtener protección adicional y lávese las manos.
佩戴口罩加強保護及清潔雙手.

Magsuot ng maska para sa karagdagang proteksyon at hugasan ang iyong mga kamay.

City and County of San Francisco #VaccinateSF #StayStrongSF #ShopDine49

Get Vaccinated, San Francisco!

¡Vacúnese, San Francisco!
三藩市疫苗齊接種!
Magbabakuna, San Francisco!

Stop the spread of COVID-19.

Ponga fin a la propagación de COVID-19.
停止新型冠狀病毒傳播。
Itigil ang pagkalat ng COVID-19.

Vaccines are safe.

Las vacunas son seguras.
疫苗是安全的。
Ligtas ang mga bakuna.

Vaccines are free.

Las vacunas son gratuitas.
疫苗是免費的。
Libre ang mga bakuna.

No insurance required.

No se requiere seguro.
接種疫苗無需醫保。
Walang kinakailangan ng insurance.

Getting vaccinated will help keep you, your family, and your community safe and healthy.
Vacunarse les ayudará a usted, a su familia y a su comunidad a mantenerse seguros y saludables.
接種疫苗有助您保障自己、家人和社區的安全與健康。
Ang pagbabakuna ay makakatulong na mapanatili kang ligtas at malusog ang iyong pamilya at ang iyong pamayanan.

To learn more, visit sf.gov/GetVaccinated or call 311.
Para obtener más información, visite sf.gov/GetVaccinated o llame al 311.
欲知詳情, 請瀏覽: sf.gov/GetVaccinated 或致電311。
Upang matuto nang higit pa, bisitahin ang sf.gov/GetVaccinated o tumawag sa 311.

City and County of San Francisco