



Presidio Tenant Handbook

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DRAFT

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**All Documents, Policies, and Guidelines referred to throughout the Presidio Tenant Handbook are available from the Presidio Trust unless otherwise noted.

The Presidio Trust Compliance Process

Introduction

The Presidio is a National Park, a historic district, and a small city combined. The process for issuing building permits and certificates of occupancy must then reflect the necessity for meeting building and life/safety objectives at the same time that the natural and cultural resources of this very special place are preserved as a sustainable national park.

The Presidio Trust (created in The Presidio Trust Act, Public Law 104-333), the federal corporation charged with management of the Presidio, is responsible for issuing building and occupancy permits, and complying with federal environmental and historic preservation laws. A Compliance Process is used for all projects at the Presidio. This process was developed to consider effects of new building construction or the rehabilitation of existing buildings, as well as the surrounding environment as early as possible in the planning stages.

Many of the processes for rehabilitating buildings and sites at the Presidio parallel the construction processes of the private sector, but there are additional considerations, which result from its status as federal property, and for the Presidio, its particular status as a National Historic Landmark. There are also two major differences between the Permitting process of The Presidio Trust and most municipal permitting and review processes. First, it combines environmental and historic preservation compliance with life/safety building code compliance in one step. Second, most of the information and decision making is completed during the Preliminary Plan Review stage rather than the Design Development Phase.

National Historic Landmark

One of the primary considerations during rehabilitation of buildings and sites at the Presidio is its status as a National Historic Landmark (NHL). This designation is reserved for only the most significant, intact properties listed on the National Register of Historic Places. There are nearly 800 structures at the Presidio, including 474 buildings which are listed as “contributing” to the NHL status. However, NHL considerations do not prevent occupancy of these buildings, and in fact, The Presidio Trust encourages the adaptive reuse of Presidio buildings, subject to compliance with Historic Preservation obligations.

The buildings of the Presidio require special consideration when developing a rehabilitation proposal. The preservation of the fabric and character of historic buildings and landscapes is one item for review. Changes and additions should be made at a high level of skill which respect the NHL status of the Presidio. Environmental considerations, such as preservation and reuse of existing materials versus new installations, sustainability of materials, and life-cycle cost analyses, should all be reflected in the proposal.

Codes

Rehabilitation will also trigger changes to meet current building codes, including the Americans with Disabilities Act. The Presidio Trust requires full program accessibility for tenant-occupied buildings. Life safety considerations also play a primary role in evaluating proposals. There may be some leeway for alternatives for historic buildings, but tenants should be aware that in many cases their tenancy will constitute a change in occupancy, and will trigger additional code requirements. The Project Manager, in conjunction with other professional staff, will assist the tenant in making these evaluations, and will clarify the code requirements and acceptable alternatives, if any, tenants will be required to adhere to.

Documentation

A special consideration when rehabilitating historic buildings and landscapes is the requirement to document historic fabric prior to rehabilitation, especially those features that will be demolished as part of the process. There are three aspects to this requirement: documentation through measured drawings; photographic documentation; and possible curation of salvaged materials. Measured base drawings and site surveys will be necessary to develop rehabilitation plans at the Presidio. While there are plans for most buildings in the Presidio archives, their accuracy is rarely sufficient to develop construction drawings. The Presidio Trust will require an archival-quality copy of tenants' measured drawings as part of the final submittals. The Presidio Trust also requires that the tenant document in black and white photographs any features that may be destroyed or irreversibly altered during rehabilitation, and that the negatives and a contact sheet be included in the final submittals. In rare cases, a particular feature may be salvaged for the park's museum collections: if this occurs, tenants will be responsible for the costs of curation.

The Process

All tenants must first have their tenancy approved by The Presidio Trust. The proposed program will be evaluated in accordance with the *General Management Plan Amendment for the Presidio of San Francisco, 1994 (GMPA)*, and *The Presidio Trust Act*. Space requirements will also be reviewed. If the program is approved, The Presidio Trust Real Estate or Facilities Department will assign a Project Manager to tenants and developers or their design professionals. This Project Manager will be the primary contact throughout the entire design, compliance and permitting process. If the project is being undertaken by The Presidio Trust, the Project Manager will be responsible for submitting the project through the Compliance Process.

Submittals

The submittal process at the Presidio has four (4) phases: Preliminary design, Preliminary plan review, Design development and construction documents, then As-built drawings. For some simpler proposals, this process may be consolidated into three phases: Preliminary Plan review, Design Development and Construction Documents, then As-builts. The Presidio Trust will review and comment on submittals during the all phases of the project. A permit to proceed with construction will not be issued until Presidio Trust staff are satisfied that a complete set of construction documents, incorporating all previous review comments, has been received. The Presidio Trust staff are committed to prompt review of all submittals, and will work closely with the tenant and their development team throughout the process to ensure that Presidio Trust requirements are clearly understood and adhered to.

Project Checklist

Upon commencement of the project, during either pre-design or Preliminary design, the Project Manager will meet the tenant and his/her design professionals to review the project checklist. This checklist and accompanying documents provide tenants with background information and history about the particular building or site as well as applicable codes and standards that should be used in the development of construction plans. The Presidio Trust's goal is to ensure that design professionals are knowledgeable about opportunities and constraints by providing this information at the earliest possible planning stages. It is highly recommended that no design be undertaken until receiving this background information.

Preliminary Design

The Presidio Trust Compliance Process requires most of the information and design in the initial phases, making the Preliminary Design Phase the most critical. During this stage, the tenant's design team will develop project schedule and budget, conduct a complete code analysis of the building, investigate alternative solutions, develop preliminary plans, conduct a structural study (as necessary), obtain preliminary concurrence and develop other information related to the proposed use and rehabilitation or construction of the building. Using the project checklist as a guide, the tenant's design team will present solutions for meeting life safety/building code requirements in this specific building, as

well as applicable standards and guidelines used at the Presidio such as the Sustainable Building Guidelines, Secretary of Interior's Standards for Rehabilitation of Historic Properties, and accessibility requirements (ADA). The Presidio Trust is also dedicated to meeting the mandates of Executive Order 13123 for all Federal facilities, which requires a reduction in energy consumption by 30 percent. Working with the Presidio Trust project manager, the tenant's design team will develop a comprehensive Preliminary design, obtaining preliminary concurrence from Presidio Trust officials and technical staff in preparation for the Preliminary plan review.

Preliminary Plan Review

As soon as the applicant is prepared to present a Preliminary design along with the code analysis and solutions for meeting life safety and building code requirements, the Project Manager will contact the Compliance and Permitting Department of The Presidio Trust to arrange a Preliminary plan review meeting. Tenant shall submit, 1 week in advance of the scheduled meeting, the Preliminary plan review submission to the Presidio Trust. All staff who will interact with the project including, but not limited to, the Building Officers, Environmental Assessment Staff, Historic Preservation Staff, Facilities, Utilities Department, Fire Department, and Sustainability Personnel will meet with the project proponents and Project Manager. Issues ranging from the placement of dumpsters and smoke alarms to structural solutions and use of sustainable building methods will be discussed. Key issues that need further clarification or study will be identified and subsequent meetings on specific topics related to the project may be arranged as necessary. The outcome of the Preliminary Plan Review will be a decision document containing a set of detailed minutes summarizing the decisions and special requirements related to compliance for the specific project.

The decision document will be the guiding document for all subsequent analysis, plan checking and building inspection for the project.

Time Frame: The Presidio Trust Staff will respond to the Preliminary Design and Preliminary Plan Review Meeting within **7-10 working days** from the Preliminary Plan Review Meeting Date.

Design Development and Construction Documents Phase

Most design/code compliance issues shall have been resolved during the Preliminary Design and Preliminary plan review stage. However, if further refinement is still needed, follow up review worksessions may occur to review design development documents as they are being developed. Minutes from these meetings, once accepted, will constitute the records of the design decisions.

Upon completion of the construction documents, which incorporate all decisions and special requirements made during the Preliminary plan review phase and subsequent meetings, the tenant will apply in person for a Presidio Trust Building Permit. A permit application can be obtained from the Presidio Trust Permitting department or the Project Manager. The completed permitting and construction documents shall be submitted for

plan checking, review and approval to the Compliance and Permitting Office. A Phased Plan Submittal process will be provided to any applicants choosing to submit incrementally.

Time Frame: The Presidio Trust Staff will respond to the permit and Construction documents submission within **20 working days** from receipt of a complete permit submission.

Permit Plan Review

Completed construction documents shall be submitted for review by the Project manager, and the Engineering department, Fire Prevention Department, Historic Preservation Division, Building Permit Office, and Environmental plan checkers of The Presidio Trust. The review will be based on the decisions and special requirements documents formalized following the Preliminary plan review meeting and the codes, standards and guidelines adopted by The Presidio Trust and presented to the tenant during the Preliminary design phase.

Note: *A total of eight print sets plus two stamped and wet signed sets of complete drawings must be submitted to the Permitting Desk in Building 1750, Lincoln Avenue. If specifications are separate from the drawings, two sets of specifications and one diskette version must be included.*

The Presidio Trust Permitting office will provide the written corrections and comments to the applicant. Upon resolution of any outstanding issues or details, and payment of the permitting fees, the plans will be approved and a Presidio Trust Building permit will be issued.

Appeals Process

If issues are not able to be resolved during Preliminary Plan Review or Permitting Plan Review, an appeals process is available to applicants. An appeal to a decision made during the compliance process will be presented before the Deputy Director for Facilities for The Presidio Trust. The Deputy Director will provide a decision to the Compliance Manager. The Compliance Manager will provide a recommendation to the Executive Director of The Presidio Trust and a final decision will be provided to the applicant.

Pre-Construction Meeting

Upon approval of the construction documents and issuance of the building permit, a Pre-Construction Meeting will be held with the Project Manager, Tenant Manager, Health and Safety Manager, Fire Prevention Personnel and Building Inspector from The Presidio Trust and the Construction Manager and Tenant. The Pre-Construction meeting will cover construction sequence requirements, hazardous materials disposal, photo-documentation (if required), protection of building features or landscape materials and site safety. Procedures for building inspections and corrections will be reviewed.

Construction

During the Construction Phase, building and safety inspectors will make regular construction inspections for code-related items as well as non-code regulated items such as protection of historic features, landscape, etc. Inspection will be based upon the approved plans. Before any field changes are required, the inspector will review the summarized decisions and special requirements document produced during the Preliminary Plan Review phase and subsequent plan check requirements.

Certificate of Occupancy

Upon completion of construction to the approved plans and any necessary changes or additions required by The Presidio Trust, The Presidio Trust Compliance and Permitting Department will issue a Certificate of Occupancy. If ALL life safety and fire prevention requirements have been met, an applicant may apply in writing for a Temporary Certificate of Occupancy before final construction has been completed.

As-Builts

At the end of construction, tenants must submit the following as-built drawings (see *Documentation*) and any associated electronic files in the approved quantity and format;

- Floor plans
- Historic fabric removal
- Building elevation and sections
- Structural plan
- Utility systems
- Electrical/Mechanical/Plumbing plans (and other engineering disciplines)

For additional information, please contact the Permitting desk at The Presidio Trust at 561-4181.

Submittal Requirements

Summary

This information sheet describes the drawing submittal requirements and review process for tenant-initiated rehabilitation projects. Primary contact will be the Presidio Trust Project Manager. All drawings and submittals shall be prepared by licensed professionals (architect/engineer).

Review

Submittal

Preliminary design

Preliminary Plan Review

Design Development and Permit Drawings

Permit Plan Review

Construction

Presidio Trust Review

Consultation/assistance available

7-10 working days

Consultation/assistance available

Within 20 working days

Concurrent Oversight

For all phases of submittals in the development of the rehabilitation proposal, tenants must submit drawings, specifications, schedules, and cost estimates, as detailed below. These documents will undergo review for compliance with the National Environmental Policy Act and the National Historic Preservation Act (NEPA/NHPA) (see *Documentation*). Also, they will be analyzed by The Presidio Trust for compliance with applicable codes and standards, including ADA, the Secretary of Interior's Standards, environmentally sustainable practices, and similar documents.

Proposal

After the prospective Park Partner/tenant has defined its program proposal and functional space requirements, The Presidio Trust reviews the application for compatibility with the building and site. The prospective tenant then submits a proposal outlining the occupancy and the necessary improvements. Upon receiving approval, the tenant begins the Preliminary design process. Drawings are not required for this submission, but may be submitted at the discretion of the applicant if considered helpful in describing program requirements.

Preliminary Design Phase

The materials should convey the entire scope of the rehabilitation in general terms. Floor plans may be considered as annotated sketch plans, but should indicate all proposed architectural alterations, including accessibility upgrades and the proposed exiting system. Show existing elements to be demolished as dashed lines; new elements should be shaded solid. Indicate clearly extent of proposed removal or alteration of historic elements. Describe the Schematic approach to site, structural, mechanical, electrical, life safety and other systems upgrades as applicable. Describe clearly the scope of building

repair/rehabilitation. Identify proposed site improvements as they respond to historic analysis and program needs.

The scheme(s) will likely be developed with Presidio Trust professional staff assisting in the interpretation of the *Rehabilitation Guidelines* and facilitating the NEPA/NHPA compliance process. Limited supplemental materials or narrative may be necessary to show the proposed rehabilitation in sufficient detail.

Investment Tax Credits

If Investment Tax Credits are being sought, additional review procedures and documentation must begin as early as possible and no later than the preliminary design phase. Application and approvals requirements vary and time frames will be lengthened by the Investment Tax Credit process. For compliance purposes, it is important to document the steps taken throughout the design decision making process and the alternatives considered and rejected.

Preliminary Plan Review Drawings

Review: 7-10 working days

All drawings of this submission are to conform with Presidio Trust drawing and CAD standards. All plans should be produced in electronic format, compatible with AutoCAD release 14. Specifications and other text documents should be made available in MS Word 6.0.

Design submissions will be reviewed for consistency with the *Rehabilitation Guidelines*. Presidio Trust approval of the design proposal allows the tenant to proceed to the design development and construction documents phase, with the understanding that the final design shall not differ significantly from the approved preliminary design.

Show Preliminary space configuration and proposed occupancy. Submit complete code analysis for proposed occupancy and space plan.

Vicinity map and park map, index, basic occupancy, egress and construction calculations data, and project title.

Site Plan (1"=20' min. scale)

Site development plan (including removals)

Floor Plans (min. 1/8"-1'-0")

- Existing Conditions
- Demolition plans
- Architectural plans

Show all levels of building(s), including roof. Partial plans are acceptable if the area of work is limited.

Exterior Elevations (1/8"=1'-0" min. scale)

Indicate any proposed repairs, additions, alterations or treatments at building exterior.

Building Sections (1/8"=1'-0")	Show finished floor elevations, relation to grade, and significant vertical penetrations.
Preliminary structural floor plans (same scale as architectural)	Show existing systems and any proposed treatments or alterations.
Draft Structural Report	See <i>Presidio Trust Codes</i>
Preliminary mechanical and electrical plans	Show existing systems and proposed alterations; identify primary equipment and distribution.
Specifications (outline)	
Environmental Information	Provide draft report of known and expected hazards, and any environmental condition assessments performed.
Project Schedule	Use Microsoft Project as outline
Preliminary Cost Estimate	Per terms of lease

Final Design Development and Construction Documents Phase

All documents shall conform with Presidio Trust drawing and CAD standards. All plans should be produced in electronic format, compatible with AutoCAD release 14. All text documents should be available in Word 6.0.

All plan, section, and elevation drawings shall be drawn to scale (minimum 1/8"=1'-0") and of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall show in detail conformance with the provisions of all applicable building codes, relevant laws, ordinances, rules, and regulations. Clearly label existing and proposed elements.

Disabled Access Requirements

Information on plans shall demonstrate compliance with disabled access provisions of the Americans with Disabilities Act or allowable alternate standards under the State Historic Building Code.

Permit Drawings

Review: within 20 working days

Site Plan (where applicable to project)	Show all existing and proposed site features. Include associated detail drawings for all plans
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- Site Survey

- Site Protection and Demolition Plan
- Layout and Grading
- Planting plan, including plant lists
- Irrigation plan

Key Plan(s)	If necessary, to identify area of work
Architectural Floor Plans	Partial plans may be acceptable if work areas are limited.
<ul style="list-style-type: none"> • Basement • All levels of the building (including Mezzanine, penthouse, etc.) • Roof Plan 	
All Exterior Elevations Building Sections Structural Foundation and Framing Plans	Coordinate with architectural floor plans. Indicate all vertical and lateral load carrying systems. Sufficient architectural and structural details and schedules to indicate the scope of work
Electrical Plans	Coordinate with architectural floor plans.
Mechanical and Plumbing Plans	Coordinate with architectural floor plans.
Floor plans and details for other engineering disciplines as required by the scope of work	

Supporting Documents (where applicable to project)

- Specifications, including product literature with approved listing(s)
- Proposed rehabilitation schedule
- Cost estimate
- Reference plans showing existing conditions (see *Documentation* sheet)
- Structural calculations
- Geotechnical report
- Special inspections
- Environmental condition assessment (known and expected hazards, and plan for mitigating environmental hazards during rehabilitation)
- Energy calculations and compliance forms
- Occupancy calculations and exit diagrams
- Sprinkler hydraulic calculations
- Photographs (see *Documentation* sheet)

Construction

Written authorization must be obtained from The Presidio Trust prior to commencement of any excavation, demolition, removal, construction or alteration of any Golden Gate National Recreation Area site or structure. A permit to proceed with construction will not be issued until The Presidio Trust is satisfied that a complete set of construction documents, incorporating all previous review comments, has been received and approved.

Cultural resource and compliance specialists will monitor the project for design compatibility through review of all phases of submitted documents, and throughout the construction process for any deviations from the approved preliminary design. Archeological/architectural discoveries during demolition and/or construction may require further review. **In rare cases, such discoveries may require temporary or permanent cessation of the project.**

At the completion of construction, tenants must submit the following as-built drawings (see *Documentation*) and any associated electronic files;

- Floor plans
- Historic fabric removal
- Building elevation and sections
- Structural plans
- Utility systems
- Electrical/Mechanical/Plumbing plans (and other engineering disciplines)

Project Checklist for Preliminary Plan Review

Mailing Address:

The Presidio Trust

P. O. Box 29052

34 Graham Street

San Francisco CA 94129

Pre-Design

Obtain Information from The Presidio Trust:

- GMPA, 1994
- Presidio Trust Sustainable Building Guidelines
- Presidio Trust Drawings and CAD Standards
- Existing drawings, surveys, building condition assessments, physical history information, etc from The Presidio Trust upon availability
- Building Occupancy Type, existing and proposed
- Historic Landmark Status
- Environmental hazardous materials report
- Physical History including character-defining features assessment

Preliminary Plan Review

Site Analysis

- Confirm accuracy of the land survey by observation, measurement, and photos
- Examine factors that must be dealt with in design
 - Soil type
 - Wind currents
 - Traffic
 - Drainage onto site
 - Neighboring buildings
 - Overhead utility lines
 - Underground utility lines
 - Easements for future utilities
 - Cultural landscape definition
 - Archeological sensitivity
 - Landscape condition assessment
 - Solar orientation
 - Other

Preliminary Design: Meetings/Consultation

- Prepare submittal schedules
- Propose program and space/building requirements and improvements for approval
- Submit design proposal:
- Describe scope of work
- Indicate all proposed architectural alterations, including accessibility upgrades and the proposed existing system
- Describe conceptual approach to site, structural, mechanical, electrical, life/safety and other system upgrades as applicable
- Provide program and site analysis and their compatibility
- Environmental considerations
- Obtain written approval of Preliminary Plans and Program by The Presidio Trust

Preliminary Plan Review: Submittal Requirements**Codes Analysis**

- Building and codes analysis—verify compatibility with The Presidio Trust *Codes, Standards, and Guidelines*
- Fulfill accessibility requirements for same use and/or change in occupancy in building
- Provide special equipment requirements to The Presidio Trust
- Provide environmental information—a draft report of known and expected hazards, and any environmental condition assessments performed
- Provide Transportation Demand Management Plan
- Miscellaneous zoning requirements—Site Safety Plan
- Fencing—allowable types, heights, and distances from property and building lines
- Yard walls—allowable types, heights, and distances from property and building lines
- Exterior yard lighting
- Building yard security
- Required landscaping or open areas
- Required pavement drainage
- Restrictions on trash collection area
- Public improvements as required
- Other

Computer Aided Design and Drawing (CADD) and Geographic Information Systems (GIS) Standards

The Presidio Trust has adapted the standards developed by the Tri-Service CADD/GIS Technology Center. The following is a synopsis of the Tri-Service CADD/GIS Technology Center's history. Please reference their web page for further information. <http://tsc.wes.army.mil/default.asp>

Computer Aided Design and Drawing (CADD)

A/E/C CADD Standard Manual

<http://tsc.wes.army.mil/html/standards/aec/default.htm>

The "A/E/C CADD Standard Manual" has been developed by the Tri-Service CADD/GIS Technology Center to reduce redundant CADD standardization efforts within the Army, Navy, Air Force and Corps of Engineers. The manual is part of an initiative to consolidate existing CADD drafting standards into a format generic enough to operate under various CADD software packages (such as MicroStation[®] and AutoCAD[®]) and to incorporate existing industry/national standards.

The "A/E/C CADD Standard Manual" includes presentation graphics, level/layer assignments, electronic file naming, and standard symbology. In the final phase of the standards development, platform-specific software will be provided to aid the user in implementing the standards. In addition, nongraphic attribute data will be developed as part of the standard.

National CADD Standard

In 1995, the combined resources of the Tri-Service CADD/GIS Technology Center, the American Institute of Architects (AIA), the Construction Specifications Institute (CSI), the United States Coast Guard, the Sheet Metal and Air Conditioning Contractors National Association (SMACNA), the General Services Administration (GSA), and the National Institute of Building Sciences' (NIBS) Facilities Information Council began an effort to develop a single CADD standard for the United States. Working together, these organizations agreed to develop an integrated set of documents that collectively would represent the *United States National CAD Standard*.

Geographic Information Systems (GIS)

Tri-Service Spatial Data Standards (TSSDS) and Tri-Service Facility Management Standards (TSFMS) <http://tsc.wes.army.mil/>

The TSSDS and TSFMS are being developed to:

- Provide a standard for Geographic Information System (GIS) and Facility Management (FM) using CADD/GIS implementations at Department of Defense Air Force, Army, and Navy installations, and Army Corps of Engineers Civil Works activities.
- Provide a "nonproprietary" GIS/FM standard for use with commercially available "off-the-shelf" CADD, GIS, and relational database software.

- Provide a GIS implementation schema for approved Federal Geographic Data Committee (FGDC) Data Standards.
- Provide a GIS implementation schema for approved Defense Information Systems Agency (DISA) Data Standards.
- Provide a DeFacto standard for GIS implementations in other Federal, State, and Local Government organizations; public utilities; and private industry.

Software Standards

The Presidio Trust uses the following software packages in a Windows NT environment:

CADD:	AutoCAD R14/2000 and AutoCAD Architectural Desktop
GIS:	AutoCAD Map, AutoCAD World, and AutoCAD MapGuide
Graphics:	Adobe Illustrator and Adobe PhotoShop
Database:	MS Access
Word processing:	MS Word

Drawings, specifications, and other construction documents shall be submitted using these formats or compatible formats, via e-mail, 3.5" diskette, ZIP disk, or CD-ROM.

Drawing Standards

Submittals must conform to the requirements of Presidio Trust Drawing, CAD, and GIS Standards. Drawings created and submitted in digital format (CAD) shall meet the following requirements:

1. When applicable block libraries should accompany the submittal.
2. Plotting information should be submitted using a .pcp or .pc2 plot file.
3. Drawings which utilize the large Presidio base maps (surveys, site maps, landscape maps) should be created in model space at 1:1 scale, and developed as potential layers which can be added to the base maps by insertion at (0,0,0), rotation=0, scale=1. Once the new information is complete, base maps need no longer be referenced in the final file.

Layer Names

All layers shall be intelligently named; such that recipients, including The Presidio Trust, can determine what information resides on each layer. Note that the preferred standard for submittal is the long format convention.

Layer names should be assigned using one character for major group (discipline), four characters for minor group (construction type or type of information), and four characters for modifiers (optional). In order to accommodate special project needs the user may define an additional four-character field. Character groups are separated by hyphens (for a maximum of 16 characters.)

Building Major Groups

- A- Architecture, Interiors, Facilities Management
- S- Structural
- M- Mechanical
- P- Plumbing
- F- Fire Protection
- E- Electrical
- C- Civil Engineering and Site Work
- L- Landscape Architecture

Building Minor Groups

Construction/assembly types, or types of information. For example, architectural subgroups might include walls, doors, floors, ceilings, furniture, etc. Information types would include title blocks and borders, dimensions, schedules, area calculations and the like.

Sample Names - without modifiers

Architectural

- A-WALL walls
- A-DOOR doors
- A-GLAZ windows,
etc
- A-FURN furniture
- A-ROOF roof
- A-SECT sections
- A-SHBD sheet border
- A-CLNG ceiling info
- A-AREA area calcs
- A-LITE lights
- A-ELEV Elevators
- A-COLS column

Structural

- S-GRID column grid
- S-FNDN foundation
- S-SLAB slab
- S-ABLT anchor bolts
- S-COLS columns
- S-FRAM framing
- S-DETL details
- S-PCOL column plan
- S-SCHD schedules

Mechanical

- M-CHIM chimneys
- M-CMPA comp. air
- M-HVAC HVAC sys.
- M-CONT controls
- M-FUEL fuel piping
- M-TEST test equip.
- M-PPIP piping plan
- M-PDUC duct plan
- M-SCHD schedule

Mapping Major Groups

- B- Base map
- U- Utilities
- T- Text (Base map text)
- E- Environmental
- V- Vegetation
- C- Contractors (Special projects that do not fall into above categories)
- O- Other

Mapping Minor Groups

Base map information such as buildings, roads, and parking lots.

Base Map

B-STRC	structural features
B-REVS	revisions
B-DIMS	dimension text
B-RSVR	reservoirs
B-LAGN	lagoons
B-WALK	walk/trails
B-FENC	fences
B-SIGN	sign posts
B-ESMT	easements
B-RWAY	right-of-ways
B-BLDG	buildings
B-HRAL	handrails
B-RAMP	ramps
B-ROAD	roads
B-PAVE	pavements
B-PKNG	parking lots
B-RTWL	retaining walls
B-RECT	recreational

Detailed Utilities

Utilities

U-SURV-LINE	survey lines
U-STRM-DRNG-LINE	storm drainage lines
U-ELEC-LINE	electricity lines
U-GASP-LINE	gas lines
U-SEWR-LINE	sewer lines
U-WATR-LINE	water lines
U-TELE-LINE	telephone lines
U-TOPO-LINE	contour lines
U-CABL-LINE	cable lines
U-TELV-LINE	television lines

Utilities (Gas)

U-GAST-SYMB	miscellaneous symbols
U-GAST-VLVE	gas valves
U-GAST-ABDN	abandoned gas lines
U-GAST-VAULT	gas vaults
U-GAST-TEXT	miscellaneous text
U-GAST-NOTE	general notes/remarks
U-GAST-REVS	revision

U-GAST-DIMS	dimension text
U-GAST-PUMP	pump stations
U-GAST-METR	gas meters
U-GAST-MAIN	gas main
Utilities (Sewer)	
U-SEWR-MNHL	sewer manholes
U-SEWR-PIPE	sewer pipes
U-SEWR-NOTE	general notes/remarks
U-SEWR-TEXT	miscellaneous text
U-SEWR-ABDN	abandoned sewer lines
U-SEWR-ELEV	drop inlet /invert elevation
U-SEWR-PUMP	pump stations
U-SEWR-CLNO	sewer clean-outs
U-SEWR-SYMB	miscellaneous symbols
Utilities (Cable)	
U-CABL-ABDN	abandoned cable lines
U-CABL-UNDR	underground cable lines
U-CABL-OVHD	overhead cable lines
U-CABL-SYMB	miscellaneous symbols
U-CABL-CTXW	exposed wiring and conduits
U-CABL-CTCW	concealed wiring and conduits
Utilities (Water)	
U-WATR-PLNT	water treatment plants
U-WATR-HYDR	fire hydrants
U-WATR-PUMP	pump stations
U-WATR-VALV	water valves
U-WATR-VALT	water vaults
U-WATR-TEXT	miscellaneous text
U-WATR-METR	water meters
U-WATR-ABDN	abandoned water lines
Utilities (Electricity)	
U-ELEC-JBOX	junction boxes, pull boxes
U-ELEC-LITE	street lights
U-ELEC-SYMB	miscellaneous symbols
U-POLE-RISR	pole risers
U-ELEC-TEXT	miscellaneous lines
U-ELEC-SWBD	switchboards
U-ELEC-CTCW	concealed wiring and conduits
U-ELEC-CTXW	exposed wiring and conduits
U-ELEC-NOTE	miscellaneous notes

This is not an exhaustive list; please see the *Tri-Service CADD/GIS Technology Center Guidelines* for more complete information and examples.

**The Presidio Trust
Permits Fee Schedule**

All Presidio Construction Permit Fees are based at 75% of San Francisco Construction Permit Fees.

- 1. A. Plan Review Fees for Construction, Alteration, Grading & Demolition:** 50% of New Construction Permit Schedule
- B. Electrical Plan Review:** \$54.34 per hour or fraction thereof
- C. Mechanical Plan Review:** \$54.34 per hour or fraction thereof
- D. Back Check Fee:** \$54.34 per hour of fraction thereof
- E. Expediter Fee:** \$19.50
- F. Electrostatic Reproduction:** Minimum charge – Photocopy - \$2.80

2. New Construction Permit Fees:

Total Valuation

\$1.00-\$500.00	\$15.38 Minimum Fee
1.00-\$2,000.00	\$15.38 for first \$500, plus \$2.25 each additional \$100 or fraction thereof, to and including \$2,000
\$2,001-\$25,000	\$49.50 for first \$2,000, plus \$9.37 for each additional \$1000 or fraction thereof, to and including \$25,000
\$25,001-\$50,000	\$265.50 for first \$25,000, plus \$6.56 for each additional \$1000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$429.50 for first \$50,000, plus \$4.50 for each additional \$1000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$655 for first \$100,000, plus \$3.75 for each additional \$1000 or fraction thereof, to and including \$500,000
\$500,001- \$1,000,00	\$2156 for first \$500,000, plus \$3.18 for each additional \$1000 or fraction thereof, to and including \$1,000,000
\$1,000,001- up	\$3750 for first \$1,000,000, plus \$2.43 for each additional \$1000 or fraction thereof

Alteration Permit Fees

\$0-\$100,000	1.3 times New Construction Permit Fee
\$100,001 and up	\$857 + 1.3 times the New Construction Permit Fee values greater than \$100,000

A. Standard Inspection Fee: \$51.38 per hour or fraction thereof

B. Re-Inspection Fee: \$20.48 – Standard Inspection Fee

C. Off-Hours Inspection: 1.5 times Standard Inspection Fee
(2 Hour Minimum)

Temporary Certificate of Occupancy: \$51.38 – Standard Inspection Fee

Work Without Permit: Investigation Fee: Penalty

- A. Building Code Violations:**
9 times the application fee plus the original permit fee
- B. Electrical, Plumbing or Mechanical Code Violation:**
9 times the application fee plus the original permit fee

Plumbing Permit Fee Schedule:

For plumbing permit issuance:	\$12.42
For each plumbing fixture and waste discharging device:	\$10.65
For each sump ejector:	\$10.65
For each rainwater leader (all kinds):	\$10.65
For gas permit issuance:	\$12.42
For each gas line, including 1 outlet per line:	\$5.33
For each additional gas outlet:	\$2.36
For each water heater:	\$9.26

For each warm air furnace:	\$31.92
For each gas flue:	\$11.44
For water line permit issuance, including 1 to 4 outlets per line:	\$12.42
For each additional water outlet (over 4):	\$2.36

For Lawn Sprinklers:

For each control valve or vacuum breaker.	\$7.69
For each sprinkler head:	\$0.16
For fire sprinkler piping removal or alteration or replacement of valves, attachments or levers:	\$9.64
When permit fee has not been obtained for complete fire sprinkler system:	\$31.92
For replacing of fire sprinkler heads (except fused or broken heads)	
From 1 to 10 heads:	\$9.64
each head over 10:	\$0.24
For fire sprinkler piping installation:	
From 1 to 10 heads:	\$9.64
\$9.64 plus \$0.28 per additional head over 10	
\$145.69 plus \$0.21 per additional head over 500	
For flushing of fire sprinkler Systems subsequent to final inspection (re-inspection)	\$40.95
For each building, sewer, replacement, repair or sewer trap:	\$12.42
For side sewer installation or repair including inspection of connection to main sewer:	\$31.92
Minimum fee for all permits:	\$12.42

Electrical Permit Fee Schedule:

New Building (or major remodel requiring new main service)

Filing fee:	\$20.48	
Service Fees:		
0-100 amps:	\$51.38	
additional amp over 100 amps:	\$0.12	
Circuit Fees: 0-30 amp circuits		
@ circuit up to and including 50:	\$10.43	
@ circuit over 50:	\$5.14	
31-60 amp circuits, @ circuit:	\$12.41	
61-100 amp circuits, @ circuit:	\$16.35	
greater than 100 amp circuits:	\$16.35	
@ circuit, plus \$4.13 @ 100 additional 100 amps per circuit:		+ \$5.50
Temporary Wiring:	50% of the above	

Existing Building: (Not requiring New Main Service)

Miscellaneous remodeling, alterations, etc.- Fees will be based on the number of openings* within the ranges listed in the table below:

Filing Fee:	\$20.48
Fee Per Number of Openings:	
1 - 5	\$17.93
6 - 10	\$35.85
11 - 15	\$44.89
16 - 20	\$62.81
21 - 25	\$71.29
26 - 30	\$80.93
31 - 35	\$89.40
36 - 40	\$97.88
41 - 45	\$107.51
46 - 50	\$115.95
51 - 60	\$125.03
61 - 70	\$134.10
71 - 80	\$143.51
81 - 90	\$152.18
91 - 100	\$160.84
@ opening greater than 100	\$1.60

Chimney and Flue Permits:

Each chimney or flue: \$11.44

Demolition Permit Fee Schedule:

Construction Type II-1 Hr., II-N, or V: \$22.46
per 25 foot section of fraction
thereof, per each story

All other Construction Types per 25 foot \$33.68
section or fraction thereof per each story
If no frontage or more than 1, use shortest
side of building for determination

Re-Roofing Permits: \$51.38

Grading Permits: See New Construction Permit Schedule

Garage Door Permits:

Each garage door in an existing building: \$8.06

Extra Permit Work:

2 times the standard fees for work remaining
to be done or not covered in original permit scope

Sub-Sidewalk Construction and Use Permit Fee:

Use Permit, each separate street frontage: \$20.44

Extension of Time: Application Cancellation and Permit Expiration

Each application extension: \$24.60

Each permit extension: Standard Inspection Fee

Each inspection performed during
extension period: Standard Inspection Fee

Availability of Information

Summary

A great deal of information is available regarding the Presidio of San Francisco, from cultural and natural resource surveys to data about utility systems and building plans. Most of this information is available to tenants: specific requests should be made through the Real Estate Project Manager.

Drawings and Records

The Park Archives and Records Center (PARC) was established to house transferred Army records pertaining to the Presidio of San Francisco and its related and sub-installations in the San Francisco Bay Area. These records may be viewed only within the PARC (Building 667) under the direct supervision of the staff. No original materials will be released from the PARC. The PARC is open Mondays and Wednesdays, 10 a.m.-3 p.m. for drop-ins. It is also open by appointment on Tuesdays and Thursdays. Please call (415) 561-4807 for an appointment.

Researchers must register at each visit. Staff will instruct users in accessing documents and maintaining original file order, and will perform all re-files. Copies of records/drawings may be obtained; PARC staff will complete all photocopying. Small orders (fewer than 25 copies) may be processed while the user waits; larger orders will be made available for later pickup. Tenants shall provide a complete list of the drawings which they have copied to the Real Estate Project Manager. This will allow The Presidio Trust to understand the level of research conducted and permit easier cross-reference of information if necessary.

A fee will be charged to cover processing and photocopying costs. Currently, these fees are:

Standard photocopy (up to 8 ½" x 14")	\$0.25 each
Large format photocopy	\$1.80 per lineal foot

Environmental Information

Environmental information is available from The Presidio Trust. Requests for Environmental information should be routed through the Real Estate Project Manager.

Available through The Presidio Trust:

- Environmental Condition Assessment (Final)
- Preliminary Asbestos Data Reports

These reports are available for some, but not all, Presidio Buildings

Contact Information

Presidio Trust Reception:	(415) 561-5300
Presidio Fire Department:	(415) 561-5134
United States Park Police:	(415) 561-5505
Presidio Trust Deputy Director for Facilities	(415) 561-5330
Presidio Trust Permitting Desk:	(415) 561-4152
Presidio Trust Hazardous Waste/Materials Division:	(415) 561-4283
Presidio Trust Abatement Division:	(415) 561-4288
Presidio Trust Sustainability/Natural Resources Division:	(415) 561-5336
Presidio Trust Engineering Department	(415) 561-5327
Presidio Trust Utilities Department:	(415) 561-4284
Presidio Trust Telecommunications Department:	(415) 561-4005
Health and Safety Division:	(415) 561-5193
Landscape Architecture Division:	(415) 561-5327
Park Archives and Records Center:	(415) 561-4807
William Penn Mott Jr. Visitors Center:	(415) 561-4323
Presidio Trust Property Manager:	(415) 561-5372

Building Rehabilitation

Introduction

Building rehabilitation by a tenant at the Presidio should adhere to certain principles, which are derived from the *Secretary of Interior's Standards for Rehabilitation*, the *Guidelines for Rehabilitating Buildings at the Presidio*, *Sustainable Building Rehabilitation Guidelines*, and the *General Management Plan Amendment*. The following information sheets provide further guidance for the application of these principles, as well as details of the rehabilitation process for tenant-initiated projects under the authority of The Presidio Trust.

The Presidio's historic identity and spirit are inextricably linked to its continuous use as a military post from 1776 to 1994. The post was designated as a National Historic Landmark (NHL) in 1962, a designation reserved for those places exhibiting the highest levels of integrity. More than half of the Presidio buildings are historically significant, because they contribute to the landmark status. The intent of this section is to guide tenants in meeting their responsibilities in regard to the cultural resources of the Presidio. Note that while not all buildings are contributing structures, all lie within the NHL district, so that changes must be considered as occurring within a historic context.

There are four distinct, but interrelated, approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction. Generally, work at the Presidio will be limited to preservation and rehabilitation, which can be defined as follows:

- *Preservation* focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
- *Rehabilitation* acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

While these principles provide guidance, the tenant-initiated rehabilitation process is fluid, conducted as partnership between the tenant and The Presidio Trust. Careful decision-making is accomplished under the guidance of historic preservation professionals, such as architects, landscape architects, architectural historians, archeologists, and other similar professionals. The following information sheets are intended to amplify this guidance by providing both an overview of the principles involved, and specific requirements wherever possible (applicable codes, submittal requirements, etc.)

The Presidio Trust Codes, Standards, and Guidelines

Summary

Federal legislation and Presidio Trust policies clearly stipulate that as buildings are rehabilitated, attempts shall be made to meet the nationally accepted model building codes to the maximum extent feasible. In addition, all relevant state and local building code provisions will be given appropriate consideration. Rehabilitation proposals for buildings at the Presidio of San Francisco will be reviewed for compliance with these codes, and approvals/recommendations will be issued by The Presidio Trust.

CODES	as of JULY 1, 1999
Building	UBC 97
Electric	NEC 98
Mechanical	UMC 97
Plumbing	UPC 97
Accessibility	California/ADA
Energy	California Title 24
Fire Prevention	UFC 97
Fire and Life Safety	NFPA 101
Historic Building	California SHBC 98
Seismic URM	UCBC
Other Seismic	FEMA 273

Guidelines and Standards

- **Federal Emergency Management Agency (FEMA) 273** – Available from FEMA
- **Secretary of Interior Standards for Rehabilitation** – Available from Government Bookstore
- **Project Specific Design Guidelines**
- **Sustainable Building Guidelines**
- **Site Improvement Standards**
- **Site Specific Safety and Health Plan**
- **Photo Documentation Guidelines**
- **Resource Protection and Compliance Process**
- **Guidelines for Management of Hazardous Materials**
- **Guidelines for Structural Design**

Fire and Life Safety Codes

Introduction

The Presidio Fire Department is the designated Authority Having Jurisdiction (AHJ) and has a professional fire inspection staff, which is responsible for the inspection of all buildings within the Presidio. The fire inspectors are responsible for reviewing and approving design and construction documents, inspecting construction in progress, and the life safety inspection of subsequent occupancy. They establish occupancy loads for public assembly areas and enforce those standards. The tenant will deal with the same fire inspector during design, construction, and occupancy.

The Presidio Trust Hazardous Waste and Materials division is responsible for overseeing buildings and tenants throughout the design phase, construction phase, and occupancy. The Hazardous Materials staff track and inventory all hazardous waste and materials throughout the Presidio. They conduct site visits during construction to ensure materials are being contained and disposed of properly, and to be an informational resource for tenants, developers, and design professionals.

The Presidio Trust Health and Safety division is responsible for ensuring tenants, developers, and design professionals comply with all applicable Health and Safety guidelines, codes, and regulations. The Health and Safety staff conduct site visits during construction to ensure all Occupational Health and Safety standards are followed, and that working conditions for construction crews and visitors are adequate. The Health and Safety department is also an informational resource to help tenants develop Health and Safety plans and programs.

Guidelines for the Installation of Fire Sprinkler Systems

Goal

The intent of this guideline is to provide a reasonable degree of life safety for the occupants of buildings undergoing adaptive reuse and to assist in the long-term preservation of cultural resources by protecting such historic structures with fire alarm and smoke detection systems. This methodology will also allow for the enforcing agency to accept equivalent alternatives to the regular code.

Current Circulation

Within the boundaries of the Presidio are 749 buildings representing architectural styles from every major military construction period since 1848. 473 buildings have been identified as contributing to the national historic landmark district, including buildings constructed through World War II. The buildings, which consist of a variety of occupancy and construction types, are generally in good to fair condition with noticeable deficiencies relating to time period, inferior construction features and fire egress problems in contrast with existing codes. Although a small number of buildings have been retrofitted with some type of fire protection system, most of the historic, commercial, residential, business, assembly, and storage facilities are still in need of wet pipe sprinkler systems.

Recommendation

Automatic wet pipe sprinkler systems shall be installed in the following UBC defined occupancies:

Occupancy	Construction Type	Requirement
ASSEMBLY		
Group A, Division 1	I, II, III, IV, V	R
Group A, Division 2	I, II	NR (unless the building serves alcoholic beverages and exceeds 5000sf in area)
Group A, Division 2	III, IV, V	R
Group A, Division 2.1	I, II	NR (unless the building serves alcoholic beverages and exceeds 5000sf in area)
Group A, Division 2.1	III, IV, V	R
Group A, Division 3	I, II	NR
Group A, Division 3	III, IV, V	R
BUSINESS		
Group B	I, II	NR
Group B (high rise)		R

Group B	III, IV, V	R
EDUCATIONAL		
Group E, Division 1	I, II, III, IV, V	R
Group E, Division 2	I, II	NR
Group E, Division 2	III, IV, V	R
Group E, Division 3	I, II	NR
Group E, Division 3	III, IV, V	R
FACTORY		
Group F	I, II, III, IV, V	R
HAZARDOUS		
Group H	I, II, III, IV, V	R
INSTITUTIONAL		
Group I	I, II, III, IV, V	R
MERCANTILE		
Group M	I, II, III, IV, V	R
RESIDENTIAL		
Group R, Division 1	I, II, III, IV, V	R
Group R, Division 3	I, II, III, IV, V	R (see “note 2” for “one and two family dwelling” requirements)
STORAGE		
Group S, Division 1	I, II, III, IV, V	R
Group S, Division 2	I, II	NR
Group S, Division 2	III, IV, V	R
UTILITY		
Group U	I, II, III, IV, V	NR

R Required
 NR No Requirement

Note 1: Sprinklers must be provided in every story or basement of all buildings when the floor area exceeds 1,500 square feet, and at least 20 square feet of opening entirely above the adjoining ground level in each 50 lineal feet or fraction thereof of exterior wall in the story or basement on at least one side of the building is not provided (refer to NFPA 13, Section 904.2.2).

Note 2: In historic one and two family dwellings, residential sprinkler systems should be installed in accordance with the requirements of NFPA 13D. See “note 3” for new construction.

Note 3: All new construction, regardless of occupancy or construction type, shall be protected with complete, automatic wet pipe sprinkler systems.

Note 4: Sprinkler piping shall be hydraulically designed.

Systems must be designed by a California State Licensed fire alarm contractor possessing a C-16 license or a fire protection engineer. If designed by the contractor, the plans must be reviewed and approved by a fire protection engineer. Design criteria shall be in accordance with the requirements of NFPA (National Fire Protection Association) code 13. With the exception of sprinkler systems protecting one and two family dwellings, the flow switch for each system must be electronically monitored and connected to a “fire alarm communicator” which will telephonically transmit system activation and valve tamper information to the Park’s communication center via dual, dedicated telephone lines.

Guidelines for the Installation of Fire Alarm Systems

Goal

The intent of this guideline is to provide a reasonable level of life safety for the occupants of buildings undergoing adaptive reuse and to assist in the long-term preservation of cultural resources by protecting such historic structures with fire alarm and smoke detection systems. This methodology will also allow for the enforcing agency to accept equivalent alternatives to the regular code.

Current Circulation

Within the boundaries of the Presidio are 749 buildings representing architectural styles from every major military construction period since 1848. 473 buildings have been identified as contributing to the national historic landmark district, including buildings constructed through World War II. The buildings, which consist of a variety of occupancy and construction types, are generally in good to fair condition with noticeable deficiencies relating to time period, inferior construction features and fire egress problems in contrast with existing codes. Although a small number of buildings have been retrofitted with some type of fire protection system, most of the historic, commercial, residential, business, assembly, and storage facilities are still in need of early warning fire systems.

Recommendation

Fire alarm systems shall be installed in the following UBC defined occupancies:

Occupancy	Construction Type	Total	Partial
ASSEMBLY			
Group A, Division 1	I, II	R	R (S)
Group A, Division 1	III, IV, V	R	
Group A, Division 2	I, II	R	R (S)
Group A, Division 2	III, IV, V	R	
Group A, Division 2.1	I, II	R	R (S)
Group A, Division 2.1	III, IV, V	R	
Group A, Division 3	I, II	R	R (S)
Group A, Division 3	III, IV, V	R	
BUSINESS			
Group B	I, II		R
Group B (high rise)		R	
Group B	III, IV	R	R (S)
Group B	V	R	

EDUCATIONAL

Group E, Division 1	I, II	R	R (S)
Group E, Division 1	III, IV, V	R	
Group E, Division 2	I, II		R
Group E, Division 2	III, IV	R	R (S)
Group E, Division 2	V	R	
Group E, Division 3	I, II	R	R (S)
Group E, Division 3	III, IV, V	R	

FACTORY

Group F	I, II, III, IV, V	R	NR (S)
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HAZARDOUS

Group H	I, II, III, IV, V	R	
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INSTITUTIONAL

Group I	I, II, III, IV, V	R	
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MERCANTILE

Group M	I, II, III, IV, V	R	
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RESIDENTIAL

Group R, Division 1	I, II, III, IV, V	R	
Group R, Division 3	I, II, III, IV, V	R	

STORAGE

Group S, Division 1	I, II, III, IV, V	R	NR (S)
Group S, Division 2	I, II, III, IV, V	R	NR (S)

UTILITY

Group U	I, II, III, IV, V	NR	
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- R Required
- R (S) Required provided the structure is protected with an automatic sprinkler system
- NR (S) No requirement if the structure is protected with an automatic sprinkler system
- NR No requirement

Note 1: All new construction, regardless of occupancy or construction type, shall be protected with a complete fire alarm/smoke detection system.

Note 2: A total fire alarm system shall be “fully addressable” and include:

1. Manual fire alarm pull boxes.
2. Smoke detectors in all spaces throughout the structure.
3. Heat detectors as needed.
4. Sprinkler system waterflow device if applicable.

5. Specialized fire protection system activation device if applicable.
6. Notification appliances – evacuation horn/strobes.
7. A fire reset keypad/remote annunciator separate from the fire alarm control panel.
8. A fire alarm control panel that telephonically transmits through dual dedicated lines emergency information to the Park’s communication center.

Note 3: A partial fire alarm system shall be “fully addressable” and include:

1. Manual fire alarm pull boxes.
2. Smoke detectors in all spaces throughout the structure.
3. Heat detectors as needed.
4. Sprinkler system waterflow device if applicable.
5. Specialized fire protection system activation device if applicable.
6. Notification appliances – evacuation horn/strobes.
7. A fire reset keypad/remote annunciator separate from the fire alarm control panel.
8. A fire alarm control panel that telephonically transmits through dual dedicated lines emergency information to the Park’s communication center.

Note 4:

The Golden Gate National Recreation Area (and the Presidio Trust) operates a central alarm monitoring facility located in the Presidio, which utilizes the Radionics D6500 receiving equipment that supports the “Modem II” communication format. To facilitate optimum system performance and compatibility with this equipment, ALL fire alarm systems, under the jurisdiction of the Presidio Trust, must transmit “point-to-point” addressable information from the protected premises to the receiving location via dual, dedicated telephone lines, in the “Modem II” format. Alternate methods of transmission are not acceptable.

Systems must be designed and installed by California State licensed contractors in accordance with the requirements of National Fire Protection Association (NFPA) Codes 70 and 72. Circuit conductors and cables, where exposed, must be in metal conduit or raceways. Design layout and attachments must be sensitive to the materials and features of the historic structures and shall be submitted to the Presidio fire prevention office for review and approval prior to commencement of installation.

Guidelines for Management of Hazardous Materials and Waste

Hazardous Materials are useful products that exhibit hazardous characteristics such as ignitability, corrosivity, reactivity, or toxicity. A hazardous material becomes a hazardous waste when it can no longer be used for its intended purposes because it is contaminated, used, spent, kept beyond its shelf-life, etc. and is to be discarded. The owner of the hazardous material is responsible for determining when that material can no longer be used and then determining if the material is a solid and/or hazardous waste, in accordance with 40 CFR 261.

Hazardous waste is defined as spent, old, or other wise unusable materials that exhibit properties that exhibit hazardous characteristics such as ignitability, corrosivity, reactivity, or toxicity.

Hazardous Materials/Waste Activities

Each Presidio Trust tenant, concessionaire, permittee, and other non-Trust user that generates hazardous waste is responsible for compliance with the following:

- The Presidio Trust strongly encourages tenants to recycle or safely reuse hazardous waste/materials generated during normal operations.
- All non-Trust users will manage and dispose of their hazardous waste in accordance with all applicable federal, state, and local regulations. A Hazardous Waste Management Plan (HWMP) will be provided to the Trust Hazardous Materials/Waste Coordinator prior to initiation of any hazardous waste generation activities.
- A Hazardous Materials Management Plan (HMMP) will be provided to The Presidio Trust. Materials Safety Data Sheets (MSDS) will be provided for each hazardous material used by tenants to The Presidio Trust Hazardous Materials/Waste Coordinator and to the Presidio Fire Department.
- It is possible for small operations, with the agreement of The Presidio Trust, to combine the HWMP and the HMMP.
- Obtaining and using their own unique EPA Identification Number (unless they can prove themselves to be a conditionally-exempt small quantity generator);
- Designating and reporting to The Presidio Trust a Hazardous Materials Coordinator/Emergency Coordinator, and an Alternate Coordinator.

Non-Presidio Trust programs will be monitored by The Presidio Trust. All non-Trust Hazardous waste Management Plans shall be updated on an annual basis or as appropriate to maintain currency. New or updated procedures shall be submitted to The Presidio Trust Hazardous Materials/Waste Coordinator.

Hazardous waste generated during construction and/or renovation work will be managed and disposed of in accordance with all applicable federal, state, and local regulations. A work Plan and Site Specific Safety and Health Plan must be provided to The Presidio Trust Hazardous Materials/Waste Coordinator, Safety Occupational Health Manager, and The Presidio Trust Project Coordinator for Asbestos and Lead Abatement within twenty-four (24) hours after the pre-construction meeting. If plans are not provided, the issuance of a “Notice to Proceed” will be delayed. Refer to the section entitled *Site Specific Safety and Health Plan* for further information.

Hazardous waste generated by Presidio Tenants will not be accepted at Trust hazardous waste accumulation areas unless previously agreed upon by The Presidio Trust Hazardous Materials/Waste Coordinator. These parties will be responsible for providing and managing their own EPA ID numbers and for providing their own disposal.

Tenants will be notified through the Utility Clearance Process of any potential environmental hazards related to ground-disturbing activities. Tenants will comply with Title 22 and the Resource Conservation and Recovery Act, and all other applicable federal, state, and local laws. Tenants will be responsible for bearing the cost of any necessary sampling, worker protection, hazardous waste handling, and hazardous waste disposal.

Hazardous waste must be properly disposed of and may never be placed in dumpsters, septic systems, sanitary sewers, storm drains, washracks/oil-water separators, on land, by evaporation, neutralization, dilution, or other treatment processes, or in municipal landfills. Additionally, the following strict prohibitions must be observed:

- Never mix different types of wastes together (i.e. solvents and oils; oils and antifreeze, etc.)
- Never pour hazardous substances down any type of drain
- Never hose down a spill of hazardous substance
- No smoking or eating in areas where hazardous materials or hazardous waste are present

All items of hazardous waste must be recycled or disposed off-site by contract. Hazardous waste disposal contracts are to be developed and administered by the tenant and must be reported to The Presidio Trust Hazardous Materials/Waste Coordinator and The Presidio Trust Contracting Officer.

Hazard Communication

It is the responsibility of the activity, which generates or owns hazardous materials/waste to properly and accurately identify the waste. The activity must be able to accurately identify the contents of all containers holding hazardous materials or waste.

Hazardous Wastes will be identified both by common name and proper Department of transportation (DOT) shipping name as provided in 49 Code of Federal Regulations

(CFR), Section 172.101 and Section 172.101. Contact The Presidio Trust Hazardous Materials/Waste Coordinator for assistance in determining the proper DOT shipping name of hazardous waste/materials.

Tenants can request help from The Presidio Trust Hazardous Materials/Waste Coordinator for assistance in identifying all unknown hazardous wastes by using one or a combination of the following information sources/methods:

1. Package Information
2. National Stock Number (NSN)
3. Local Stock Number (LSN)
4. Federal Supply Class (FSC)
5. Contacting the Manufacturer
6. Laboratory Analysis

Laboratory Analysis shall be accomplished using a California State Certified Laboratory. Laboratory analysis will only be used to identify unknown hazardous wastes/materials after all other resources have been exhausted. Contact The Presidio Trust Hazardous Materials/Waste Coordinator for further guidance.

General Requirements for Accumulation Areas

All hazardous waste shall be managed in strict accordance with the federal Resource Conservation and Recovery Act (RCRA); Title 22, California Code of Regulations; and requirements listed herein.

Accumulation Areas shall be constructed to include all of the following specifications:

1. The site must have signs, legible from at least 25 feet away, that state “DANGER—HAZARDOUS WASTE AREA—UNAUTHORIZED PERSONNEL KEEP OUT,” and “NO SMOKING.”
2. Signs denoting each hazard class of hazardous waste stored in the area. Examples: “FLAMMABLE,” “CORROSIVES,” and “TOXIC.”
3. A sign listing the telephone numbers of people/organizations to call in case of a spill or emergency. At a minimum, the sign should state: “IN CASE OF SPILL OR EMERGENCY, IMMEDIATELY CONTACT **PARK COMMUNICATIONS AT 561-5505.**”
4. The site must be secure from unauthorized entry by an enclosure that completely surrounds the accumulation area. Keys for access into the site, an emergency contact person, 3 alternatives, and their home phone numbers must be stored in a facility’s Knox box.
5. The area must have a sprinkler system or foam producing equipment that has been approved by the Presidio Fire Department.

6. The Presidio Trust Hazardous Materials/Waste Coordinator must also maintain a written description of the waste generated and management practices for the facility showing that it is consistent with respecting the 180 day limit. The description must document procedures or document that the Primary Accumulation Areas are emptied every 180 days.

Safety Requirements for Accumulation Area

1. Ignitable and reactive waste should not be accumulated within 50 feet of the facility property line.
2. Aisle space between containers of accumulated waste must be maintained to allow for unobstructed movement of personnel, fire protection equipment, and spill control equipment.
3. Maintain a fire extinguisher with a current State Fire Marshal's tag affixed to it. The Presidio Fire Department's Fire Prevention office will advise the tenant of the type of fire extinguisher needed.
4. Have appropriate personal protective equipment available, such as rubber gloves, protective eyewear, apron, tyvek suit, etc. for material handling and spill cleanup.
5. Have adequate spill preparedness, which must include access to nearby means of communication, and posted spill-reporting procedures.

Segregation of Hazardous Waste

1. Hazardous wastes and hazardous materials shall not be stored together.
2. Non-compatible wastes shall be segregated. For example, combustibles and flammables such as fuels, lubricants, solvents, paints, and thinners are compatible and may be stored in the same area; however, corrosives and oxidizers are not compatible and may not be stored together. Any activity that generates non-compatible wastes shall contact The Presidio Trust Hazardous Materials/Waste Coordinator for guidance on safe management of these wastes.
3. Questions concerning the compatibility of hazardous waste/materials can be directed to The Presidio Trust Hazardous Material/Waste Coordinator

All hazardous waste generated at the Presidio shall be removed from the Presidio for off-site disposal by contract. The only exception is contractor generated hazardous waste which, in most cases, is manifested off by separate contract with a licensed hazardous waste hauler by the generating contractor. Hazardous waste inventories will be reported to The Presidio Trust Hazardous Material/Waste Coordinator every sixty days, due on February 28, April 30, August 31, October 31, and December 31.

Hazardous Waste Inventories

All substances classified as hazardous waste shall be reported to The Presidio Trust Hazardous Material/Waste Coordinator per the above schedule following the procedures listed below. Ensure that containers are not leaking, safe to handle/transport, and properly labeled. When overpacking leakers or containers that are in poor condition, The Presidio Trust Hazardous Material/Waste Coordinator must be requested to inspect for adequate packing and labeling.

1. Prepare a separate hazardous waste inventory form.
2. The tenant is responsible for completing the form and ensuring that the waste description is accurate and the form is completely and properly filled out.
3. The tenant will schedule for the pickup and removal of hazardous waste at the respective accumulation areas.
4. At a minimum, removals will be scheduled to ensure that hazardous waste accumulation does not exceed the 180-day holding limitation.

Hazardous Material Storage Requirements**Storage of Hazardous Materials**

All hazardous materials shall be stored in full compliance with 29 CFR 1910.106, Flammable and Combustible Liquids.

Hazardous Material storage areas shall be inspected monthly. At a minimum, the section shall:

1. Identify any leaking or damaged containers
2. Ensure proper segregation of hazardous materials
3. Ensure that all containers are properly labeled and marked
4. Ensure that inventory is being rotated such that older materials are used before the new stock.
5. Ensure that only needed materials are on hand/ordered
6. Ensure that unneeded, damaged, leaking, and excessive hazardous materials are properly and appropriately turned-in.

Spill Contingency Plan

Requirements

Tenant using hazardous materials and/or generating and storing hazardous waste shall maintain a Hazardous Materials Management Plan (HMMP) as described in Attachment 6 of the Presidio's Spill Contingency Plan. This document is different than, and is required in addition to, the Hazardous Waste Management Plan (HWMP).

The spill contingency plan will be reviewed annually and amended whenever:

1. The plan fails in an emergency.
2. The facility changes design, construction, operation, location, procedures or other circumstances, which require changes in established emergency response procedures.
3. The emergency coordinators change.
4. The emergency equipment changes.

Site Specific Safety and Health Plan

A written comprehensive Site Specific Safety and Health Plan (SSSHP) shall be prepared which will cover all on-site work to be performed by the tenant/contractor and all subcontractors. It is a stand-alone document and is an extension of the contractor's in-house safety and health program. The Plan provides site workers with appropriate safety and health guidance and is the basis for training the workers in the hazards specific to the particular job. The Plan's length depends on whether it is a complex or simple project addressing all aspects of the project. In general, the plan includes a description of the project, work tasks, objectives, personnel requirements, key personnel and responsibilities, job hazard analysis and provides a summary of potential risks appraised of work to be performed at the site. This plan is subject to review and approval by the Presidio Trust. Submittal requirements are 5 copies of the completed document. Allow 10 working days for initial review and comment, and 5 working days for a revised final document. Final approval is required prior to commencement of mobilization for demolition or construction. Consultation with the Presidio Trust during preparation is encouraged.

The prime contractor shall be responsible for development, implementation, and oversight of the SSSHP. The SSSHP shall establish in detail the protocol necessary for recognition, evaluation, and control of hazards associated with each task performed. The plan shall address site specific safety and health requirements and conditions. The level of detail provided in the Plan shall be tailored to the type of work, complexity of operations to be performed, and hazards anticipated. The Plan shall address in as much detail as possible anticipated tasks, their related hazards and anticipated control measures.

As work proceeds, the SSSHP shall be adopted to new situations and new conditions. Changes and modifications to the accepted SSSHP shall be made with the knowledge and concurrence of The Presidio Trust Safety and Occupational Health Office, Contracting Office, and Project Coordinator.

If unforeseen hazards become evident during the performance of work, the contractor shall verbally, and in writing, bring such hazard to the attention of The Presidio Trust Project Coordinator, and if necessary, The Presidio Trust Contracting Office and the Safety and Occupational Health Office for resolution as soon as possible. In the interim, necessary action shall be taken to re-establish and maintain safe working conditions in order to safeguard on-site personnel, visitors, the public, and the environment.

Specific components of the SSSHP include:

1. The organizational structure and designation of responsible persons, including those in charge of safety at the job site, those maintaining a safe, hazard-free work environment, and the specific responsibilities of those designated persons.

2. A description of project work conditions corresponding with risk assessments and task hazard analysis. This includes job processes and associated dangers, and the engineering, administrative, and other controls necessary to prevent injury and illness.
3. The scope of the proposed work procedures, describing how tasks will be achieved safely without creating hazardous work conditions.
4. The identified emergency response procedures including emergency contact sources, including the required steps to be taken in the event of a disaster and how this information will be communicated to employees.
5. Stipulated days and hours of operation including identification of specific times of projects disruption due to holidays, weekend hours, etc.
6. Identified methods and policies for site access and control, including the necessary steps to ensure that site security is maintained.
7. A description of staging/site plan, including:
 - Field office access and location
 - Identification of designated parking for site workers
 - Fencing and barricade plan
 - Signage plan
 - Traffic control plan
 - Debris management policy
8. Work site inspection procedures and methods, including how the site will be evaluated to determine if hazards exist, and the process to correct the unsafe work conditions.
9. Employee safety and occupational health training, including what will be the methods to ensure that site workers possess adequate training to fulfill job duties, and what types of protective equipment is required.
10. Safety and Occupational Health records management and documentation. This includes the management of medical records, respiratory fit testing results, audiogram tests, air monitoring records, inspection records, safety meeting minutes, etc.
11. Accident and incident reporting, including the policy to investigate and gather information regarding an employee injury, and who is responsible for this duty.
12. Identification of precautions in managing hazardous material use, including the mitigation measures and precautions to be instituted which address hazards noted in environmental condition assessments
13. Methods of waste control, which includes:

- The procedures and steps to be taken to store, transport, and dispose of waste/hazardous waste
- Identification of who will manage the process
- What hazardous conditions, in any, exist,
- How the conditions will be controlled to prevent any exposure or contamination

Prior to submittal to the contracting officer, the Site Specific Safety and Health Plan shall be signed and dated by the prime contractor's safety and health manager and site superintendent. The contractor shall submit the contractor's site specific safety and health plan to the contracting officer or representative (Presidio Trust Project Coordinator), and The Presidio Trust Safety and Occupational Health Officer for review.

Work performed shall comply with applicable federal, state, and local safety and occupational health laws and regulations. This includes, but is not limited to, Occupational Safety and Health Administration (OSHA) standards, 29 CFR Part 1910 and Part 1926. Where the requirements of applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements shall apply.

Guidelines for Structural Design

Summary

All Presidio buildings will require full NEHRP structural evaluation prior to alteration and occupancy. The Presidio Trust will review the draft evaluation and approve the final report. As part of the rehabilitation process, the Trust will also review the structural design submittals, which shall be based upon the NEHRP structural evaluation report.

Review

The draft report must be submitted as part of the Preliminary Plan Review. The final report must be submitted as part of Design Development and Permit Drawings.

Structural Evaluation

Buildings at the Presidio will be evaluated based on the National Earthquake Hazard Reduction Program (NEHRP), which uses a true-false checklist to identify possible weak links in the seismic-resisting system. Structural strengthening is to be provided for those deficiencies that may lead to a full or partial building collapse. The strengthening is intended to prevent building collapse and provide a minimum level of safety in and around the building in the event of an earthquake, although significant structural damage may still occur. NEHRP values shall be the basis for schematic design schemes. Higher performance levels may be considered based on proposed use. Design of new structural elements shall be based on NEHRP values in conformance with applicable codes and standards.

Research, inspections, assessments, testing and evaluation shall be performed by tenants in accordance with the standards of the NEHRP Handbook for the Seismic Evaluation of Buildings (FEMA-178). Particular references include:

- Section 2.3 Follow-up field work
- Section 2.4 Analysis of the building
- Section 2.5 Final evaluation
- Section 2.6 Final report

Procedure

Base Information

Use existing information where possible, including available drawings; route requests through the Lease Coordinator. (Refer to *Available Information*.)

Research and Field Work

Perform research and physical examinations described in NEHRP Section 2.3, and, if required, include probes, material testing, destructive investigations and geotechnical investigations. Use existing information and undertake additional inspections and documentation as required to complete structural assessment, drawings, cost estimate, recommendations and Report.

Any destructive investigation and materials testing must be approved by The Presidio Trust. Geotechnical investigations may require a Utility Clearance. Tenants shall obtain all necessary approvals and permits before beginning such investigations. Allow two weeks for processing such applications.

Assessments

Include system description, quantities, and condition assessment that clearly identifies structural deficiencies.

Calculations

Perform a structural evaluation of the building and complete NEHRP checklist items (Section 2.4).

Recommendations

Prepare structural and seismic upgrade recommendations, including sketches and written report. Note impacts on existing and historic materials caused by correcting deficiencies. Discuss advantages and disadvantages of the recommended solutions. The preferred solution will address all deficiencies, and provide the best balance between cost and impact on historic materials. The Presidio Trust is the approving authority.

Cost Estimate

Prepare cost estimates for each work recommendation based on measured quantities and unit prices. These estimates are for use in determining the preferred solution.

Final Report

Submit two (2) copies of the draft report to The Presidio Trust. Trust comments must be incorporated in the Final report; submit two copies of the Final evaluation report. The format of the submittal shall conform to NEHRP Sections 2.5 and 2.6:

- Building Description
- Evaluation Process
- Evaluation Results
 - Building systems
 - Lateral systems (shear walls, moment & braced frames, etc.)
 - Diaphragm
 - Connections
 - Misc.

- Recommendations
 - Alternatives
 - Cost estimates
- Appendices
 - NEHRP evaluation statements
 - Calculations
 - Half-size drawings and sketches
 - Laboratory reports
 - Photographs (labeled)

Utilities

Introduction

The Presidio Trust Utilities Department is responsible for operating and maintaining the electric, water, wastewater, storm drain, and refuse utility service to the residents and businesses of the Presidio. Our main function is to provide a quality utility service to the Presidio community that is dependable, cost efficient, and promotes a sustainable future. The following provides information to customers about the operations of the Presidio Utilities and the services and programs offered to our customers.

Important Telephone Numbers

Customer Service Center	(415) 561-4191
Energy Management Office	(415) 561-4294
Billing Inquiries and New Accounts	(415) 561-5334
Emergency Service	(415) 561-4275
Before You Dig	(415) 561-5058

Electric Power

The Presidio Trust Utilities Department owns, operates, and maintains an electric distribution system, consisting of both underground and over head electric lines, that provides electric power to all of the buildings on the Presidio. The Utilities Department currently purchases electrical power from the Pacific Gas and Electric Company (PG&E). High voltage electric power enters into the Presidio electric grid system at two main locations. It then passes through several substations and transformers where the voltage is lowered and delivered to residential and business customers as 120 volt single phase or 208/120 volt three phase.

To our business customers, the Utilities Department offers an Energy Management Program (EMP) designed to assist businesses in becoming more energy efficient. As part of the EMP, engineers from the Utilities Department will visit a business location to perform an energy and utility audit to determine how well the business utilizes resources. When the audit is complete, a summary will be presented to the business recommending methods to increase energy efficiency and better utilize resources.

Water Service

The Presidio Utilities Water Department provides clean, potable water to the entire Presidio community. The Water Department is responsible for the operation and maintenance of a 2 MGD water treatment plant, a six million gallon water storage reservoir, and a water distribution network with over 17 miles of below grade pipe. The water that is delivered to the Presidio Utilities customer is a high quality water that is in compliance with the California Clean Drinking Water Act.

The Water Treatment Plant, located on Baker Beach began operating in 1910, extracting water from Lobos Creek and distributing it to the residents of The Presidio. The arrangement is still the same today with Lobos Creek as the main source of water, but the treatment process was upgraded in 1995 to increase capacity and improve the treatment process. Lobos Creek is a naturally occurring, spring fed creek and is the last naturally occurring creek that flows to the Pacific Ocean in the San Francisco Peninsula.

The Presidio Utilities Department is working with the National Park Service to ensure that there is a minimum base flow to support the creek's natural flow path and riparian habitat. At times of heavy water demand, typically during the summer months, Lobos Creek cannot satisfy the Presidio community's water needs while still maintaining a minimum base flow. As needed, the Presidio Utilities will purchase water from the San Francisco Water Department.

As part of the commitment to developing a sustainable community, the Presidio Utilities Department is in the planning stage of developing a Water Reclamation Plant. This Plant will collect and process wastewater in accordance with quality standards and treatment processes contained in Title 22 of the California Department of Health Services.

Storm Drains

The Presidio Utilities operates and maintains a separate system for the collection and disposal of storm water. This system is comprised of storm sewers, open channels, culverts, and detention ponds all acting together to convey storm water away from structures and inhabited areas and into the San Francisco Bay.

Being a sustainable community not only means that we need to conserve energy and resources, but that we must survive within our environment without polluting it. As such, the Presidio Utilities takes great care in the maintenance of the storm sewer system so that we don't discharge pollutants into the San Francisco Bay. A large portion of the storm drain system discharges into Crissy Field wetlands which acts as a natural treatment system removing organic compounds, total suspended solids and nitrates. In addition, we continuously clean out collected sediment from storm pipe and inlets, clean out drainage ditches, and sweep the Presidio streets. The Presidio community must do their part by not discharging any substance (used oil, antifreeze, etc.) into the storm drains. Furthermore, it is a federal offense to dispose of anything, other than water runoff, into a storm sewer system.

Natural Gas

Pacific Gas and Electric Company (PG&E) maintains the natural gas distribution network and supplies natural gas to the Presidio community.

The Presidio Utilities, in conjunction with the National Park Service and PG&E, operates a Compressed Natural Gas (CNG) fueling station for alternative fuel vehicles. The CNG station is currently in a Pilot Study Phase and not available to the Presidio community.

Standard Schedule of Charges

High Voltage

Electric Crew Supervisor	\$75.00/hr
High Voltage Lineman	\$75.00/hr
Electrician Low Voltage	\$50.00/hr
Lineman Assistant	\$35.00/hr
55 Foot Bucket Truck	\$65.00/hr or \$300.00/dy
Auger Truck	\$65.00/hr or \$300.00/dy
Emergency Generator 125 kw	\$190.00/dy or \$800.00/wk
Emergency Generator 80 kw	\$150.00/dy or \$750.00/wk
Cable Trailer	\$33.00/dy or \$985.00/mo
High Potential Tester	\$50.00/dy

Water Distribution

Utility Water Plumber Supervisor	\$65.00/hr
Utility Water Plumber	\$65.00/hr

Sanitary and Storm Sewer

Utility Sewer Plumber Supervisor	\$65.00/hr
Utility Sewer Plumber	\$65.00/hr
Utility Sewer Laborer	\$35.00/hr
Vactor Truck and 2 Man Crew	\$155.00/hr or \$850/dy
Jetter and 2 Man Crew	\$145.00/hr or \$700.00/dy
Backhoe and Operator	\$125.00/hr or \$500.00/dy

All materials will be charged to the customer at cost plus 15%.

Utility Fees

Water Service Connection Fees

5/8" x 3/4"	\$1,370
1"	\$1,564
1 1/2"	\$2,027
2"	\$2,496
3"	\$3,744
4"	\$6,398
6"	\$9,643
8"	\$16,159
10"	Individual Estimate Required

Fire Line Connection Fees

2"	\$2,530
4"	\$4,620
6"	\$5,319
8"	\$7,309
10"	\$13,234

Electrical Connection Fees

-125 (amps)	\$255
125-200	\$338
200-300	\$420
300-400	\$503
400+	Individual Estimate Required

Note: The Presidio Utilities currently does not include a service charge to our residential or commercial electric customers.

Gas Service Connection Fees

Gas service is currently provided by PG&E. The Presidio Trust will coordinate service connection with PG&E and perform all necessary trenching and construction. Customers will be billed for the PG&E service connection and for the Presidio Trust construction costs. Based on previous gas line installations, the Trust construction costs are approximately 60% lower than construction services provided by PG&E.

Sewer Service Connection Fees

4"	\$2,963
6"	\$3,262
8"	Individual Estimate Required

Storm Drain Service Fee

Many municipalities in the Bay Area employ combined sewer systems (storm & sanitary). The Presidio Trust has separate sewer systems and proposes to recapture costs for future development and maintenance.

New Service Connection	\$2,250 per acre
Monthly Residential Charges	\$3.00 per month
Monthly Commercial Charges	\$3.00 per month per 3,000 sq. ft. impervious area

**FY 99 Utility Rates
For Tenants in Metered Buildings**

Commodity	Benchmark	Units	FY 99 Price
Electricity – Residential ¹	PG&E E-1 tariff	per kWh	\$0.122
Electricity – Small Commercial	PG&E A-1 tariff	per kWh	\$0.131
Electricity – Medium Commercial	PG&E A-10 tariff	per kWh	\$0.110
Electricity – Large Commercial	PG&E E-20 tariff	per kWh	\$0.094
Gas – Residential ¹	PG&E G-1 tariff	per therm	\$0.750
Gas – Commercial	PG&E GNR-1 and 2 tariffs	per therm	\$0.742
Water	City of SF Rates	per kgal	\$2.770
Sewer	City of SF Rates	per kgal	\$9.370

¹ To date, residential tenants are not charged separately for electric or gas service as the cost of utilities is included in their rent.

FY 99 Rates for Utilities in Non-Metered Buildings

	Electric per sq. ft.	Gas per sq. ft.	Water per sq. ft.	Sewer per sq. ft.	Annual Total per sq. ft.	Monthly Total Per sq. ft.
General Non-Residential	\$1.282	\$0.135	\$0.057	\$0.088	\$1.562	\$0.130
Dormitory	\$1.112	w/ elec	\$0.170	\$0.452	\$1.734	\$0.145
Warehouse	\$0.465	\$0.052	\$0.012	\$0.012	\$0.541	\$0.045
Residential	Total per Housing Unit				\$2,220	\$185

	Small Commercial sq. ft.	Medium Commercial sq. ft.	Large Commercial sq. ft.
Office	Under 3,000	3,001-34,000	>34,000
Warehouse	Under 8,000	8,001-90,000	>90,000

Presidio Telecommunications

Introduction

The Presidio Trust operates a Presidio-wide Telecommunications Department, which provides high quality phone and data service to residential and non-residential tenants. It is Presidio Telecom's intention to provide all tenants of the Presidio with a suite of services of the highest quality with unparalleled customer service in order to most efficiently and effectively meet all voice, video, and data communication needs.

Presidio Telecom Capabilities and Offerings

The Presidio Trust Telecom services are provided a Central Office located in Building 67. In addition to an 8 hour reserve battery, the system has a power generator which will assure telephone service, should there be a power outage. The system, a Lucent technologies 5ESS, has been rated as extremely reliable, and has recently been upgraded, along with the Voice Mail System, and is Y2K compliant.

Currently, The Presidio Trust Telecom offerings include: Centrex as well as regular telephone service, ISDN, T-1, PRI T-1, PBX trunking (Direct In Dial [DID], Direct Out Dial [DOD] and 2 way) as well as a host of features associated with these service offerings. Plans are being finalized to provide Digital Subscriber Loop (DSL) services and access to phone bills via The Internet.

Requirements

The Presidio Trust reserves the right to be the sole provider of telephone service within the Presidio.

When equal services are not available from The Presidio Trust, Presidio Telecom reserves the right to charge a fee to extend other telephone company's services within the Presidio.

The Presidio Trust reserves the right to be the sole provider of inside cable systems in Historic Buildings. This right may be relinquished only in writing and in conjunction with the tenant providing plans showing sufficient detail to assure that the inside cabling meets the Secretary of the Interior's Standards for Rehabilitation, Section 106 of the National Historic Preservation Act and the National Environmental Protection Act.

The Presidio Trust reserves the right, when called to determine a fault in the telephone service, to charge a fee if the fault lies outside of the equipment, cable, and services provided for that tenant by The Presidio Trust Telecom Department.

Depending on location and nature of the request, new Telephone Service could take as long as 6 months to provide. It is the sole responsibility of the tenant to notify The Presidio Trust of their telecommunications requirements as soon as they have been notified.

Presidio Telecom Offerings

Presidio Telecom has four available plan options, of which the tenant may choose which plan best suits its needs.

Plan 1

The Telecommunications Department will provide single point of contact for all of your telecommunications needs. We would provide inside cabling and dial tone to each work locations, as well as leasing the Lucent telephone sets. Our department will provide, install, program and maintenance all of your equipment and cabling. One call to our department will resolve any voice problems. LAN cabling can also be provided. All cabling will be tested prior to completion to assure quality and performance and is warranted to be free of manufacturer's defects and workmanship for the length of the lease. In the case of a service call to prove a fault, if no fault is found, a service fee will be charged.

Plan 2

The Telecommunications Department will provide telephone services to the Minimum Point of Entry in the building or site. The inside cable and equipment is the sole responsibility of the tenant and his chosen vendors. In the case of a service call to prove a fault, if no fault is found coming into the building, a service fee will be charged. If a fault is identified coming into the building; naturally, there will be no charge.

Plan 3

The Telecommunications Department provides the dial tone and leases the telephone instruments. Interior cable provided by others. In the case of a service call to prove fault, if no fault is found with the incoming services or the instrument, a service fee will be charged. The tenant can elect to call the cable vendor or pay the Telecommunications Department to make the necessary repairs. Cable repairs, not covered under Plan 1, are not warranted.

Plan 4

The Telecommunications Department provides for the sale of Lucent telephone equipment. This equipment comes with a 1-year manufacturer's warranty. The Telecom Department will act as the tenant's agent in exchanging the non-working equipment for working equipment. This will be a no charge to the tenant. Equipment out of warranty may be replaced on an-exchange bases. Current exchange rates will apply at the time of exchange.

Resource Protection and Compliance Processes

Resource Protection Review Processes

Any project proposed in Golden Gate National Recreation Area must be reviewed when such actions are to be implemented, funded or authorized by a federal authority (in this case, The Presidio Trust), to determine whether these projects may affect environmental and/or cultural resources. This is true whether initiated by park partners, permittees, potential tenants, other agencies, The Presidio Trust, or by National Park Service staff. As all tenant rehabilitation projects must be authorized by The Presidio Trust, all projects will undergo compliance review. This includes the rehabilitation of non-historic as well as historic structures, and also applies to post-occupancy projects.

Criteria triggering review include, but are not limited to: construction or development of any kind; grading or any activity involving soil disturbance; removal, alteration, disturbance or installation of vegetation; any activity that interferes with or alters the normal flow of surface water; any project which occurs in or affects floodplains or wetlands; projects, plans or programs with potential to affect the park visitor's experience by alteration of the aesthetics of natural and cultural landscapes; projects, plans or programs which may open new areas for visitor use, introduce new uses, or modify visitor use patterns; issuance or renewal of special use permits for projects that involve environmental disturbances or grant permission for special events with potential to affect park resources, visitor use or nearby communities; any activity or project which has the potential to disturb wildlife (particularly nest, roost, den, bedding, spawning locations or food sources, whether in natural areas or structures); any activity except routine maintenance which affects an historic property or its setting.

NEPA Review

The National Environmental Policy Act (NEPA) is the basic national charter for environmental protection. Among its provisions, this act declares that it is the policy of the federal government to “preserve important historic, cultural, and natural aspects of our national heritage.” To enact this policy, NEPA requires an interdisciplinary study of the impacts associated with federal programs. For the Presidio, this requirement was met primarily through preparation of the Final Environmental Impact Statement (FEIS) which accompanied the Final General Management Plan Amendment (GMPA) for the Presidio of San Francisco. Most tenant proposals will be covered under the FEIS; however, Trust review will determine if further NEPA compliance is required. If so, tenants will assist in the completion of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) to determine the effects of the proposed undertaking on the environment, and may be required to fund the costs of the EA or the EIS.

NHPA Review

Section 106 of the National Historic Preservation Act (NHPA) mandates that federal agencies take into account the effects of their actions on properties listed or eligible for listing in the National Register of Historic Places. This applies to Presidio Trust approval of tenant undertakings as well. The goal of the process is to make sure that preservation is fully considered in federal actions, thereby protecting our shared heritage from thoughtless or ill-considered damage. Federal law requires that all historic structures, landscapes and archeological sites in which The Presidio Trust and the Park Service have a legal interest are to be managed as cultural resources. Regardless of type, level of significance, or current function, every site is to receive full consideration of its historic values whenever a decision is made that might affect its integrity.

The Presidio of San Francisco is a National Historic Landmark, a designation reserved for only the most significant, intact properties. Currently, 473 historic buildings at the Presidio contribute to the NHL status, and are listed in the National Register of Historic Places. Therefore, Presidio sites and structures merit the utmost care in the rehabilitation process. Aboriginal peoples used this land, and the Presidio was occupied continuously for over 200 years by the military forces of three nations. As a result, the Presidio has an abundance of cultural resources. Almost all undertakings proposed for the site will require Section 106 compliance review to ensure the protection of these resources.

Section 106 compliance review is initiated through the Preservation Assessment form (5X). Under the Programmatic Agreement among the National Park Service, California State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP), most proposed actions may be approved (or disapproved) by the Cultural Resources Branch, Resource Management & Planning, Golden Gate National Recreation Area.

Project Managers will ensure that tenant undertakings are submitted for review; tenants are responsible for assisting with compliance requirements, including providing necessary documentation. Some projects may trigger additional procedures (utility clearances, archeological review); most will require documentation prior to rehabilitation. When samples are taken, whether archeological or as part of the rehabilitation of sites and structures, tenants may be required to pay for the costs of curation.

Investment Tax Credits

If Investment Tax Credits are being sought, Section 106 compliance will be reviewed by the California State Historic Preservation Officer (SHPO) through the Pacific West Region of the National Park Service. While The Presidio Trust will consult with tenants regarding their proposals, reviews and approvals will not be the responsibility of The Presidio Trust. However, local staff may provide construction oversight. Please contact The Presidio Trust Compliance Manager for further information and assistance (415-561-5357).

Cultural Resources

“Cultural resources” may be defined as an aspect of a cultural system that is valued by or significantly representative of a culture, or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible entities at the Presidio include archeological resources, cultural landscapes, and historic structures.

Most of the cultural resources at the Presidio will undergo preservation and/or rehabilitation. Preservation maintains the existing integrity and character of a resource by mitigating wear and deterioration through maintenance and stabilization procedures. Rehabilitation is the act or process of making possible an efficient, compatible use for an historic property (building, feature or landscape) through repair, alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Archeological Resources

The physical remains of past human activity, including evidences of the effects of such activity on the environment, are considered archeological resources. Any proposed disturbances of identified archeological resources at the Presidio, which may occur during the rehabilitation of sites and structures will be reviewed under Section 106. In the event that rehabilitation activities, such as excavation, disturb archeological resources, all activity must cease **immediately**, and The Presidio Trust Archeologist must be notified at (415) 561-4809. Allow 48 hours for evaluation and decision. Do not resume work until The Presidio Trust has issued notice to do so.

Cultural Landscapes

“Cultural landscape” refers to the organization and interrelationships of the natural and designed features of a site by use reflecting cultural values and tradition, and changes to those features over time. At the Presidio, this character is inextricably linked to its continuous military occupation since 1776; the Army created not only the built landscape, but also modified the character of the native landscape through the introduction of plant species and forests.

When preparing landscape plans, review available documentation (historic photographs, drawings, etc.) to understand the significance of the site. Assess existing site conditions to determine how rehabilitation measures will allow for retention of character-defining features and what materials are appropriate and compatible with the historic texture, color, form and scale of the site. Features to consider include natural systems (including drainages), topography, views, spatial organization, circulation (including roadways, sidewalks and pavements), vegetation, and site furnishings and objects. Consider how modifications such as accessibility provisions, service entrances and utility upgrades will minimize impacts to the historic scene. Proposed changes to these features will be reviewed under Section 106.

Historic Structures

More than half of the Presidio buildings have been identified as historically significant and they contribute to the National Historic Landmark status. These buildings must be rehabilitated and maintained in accordance with the guidelines established for the Presidio (*Guidelines for Rehabilitating Buildings at the Presidio of San Francisco*).

As with cultural landscapes, particular care should be taken with the character-defining features of the structure: those distinctive aspects, qualities or characteristics, which contribute significantly to its physical character. These include form, structure, materials, particular features such as roofs, windows, entrances and porches, interior spaces and finishes, and mechanical and electrical systems.

Accessibility is a particular consideration, as most buildings at the Presidio do not comply with current standards. The Presidio Trust requires that full program accessibility be achieved as part of the rehabilitation process.

Signs

Sign design standards will be applied at the Presidio, and the appearance and placement of building and tenant identification signs will be controlled by the *Presidio Tenant Sign Policy*. Signs constructed under this Policy will be compatible with the historic character of the Presidio. Sign approval will most likely occur as part of the overall Section 106 process. Refer to the *Signs* sheet for further details.

Laws and Regulations

The following are some of the key provisions that may affect tenant undertakings at the Presidio:

- Archeological and Historic Preservation Act
- Archeological Resources Protection Act (ARPA)
- National Historic Preservation Act (NHPA)
- National Environmental Policy Act (NEPA)
- Tax Reform Act of 1986, as amended
- Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation
- Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties
- Secretary of the Interior's Standards and Guidelines for the Treatment of Cultural Landscapes
- Final General Management Plan Amendment and Environmental Impact Statement for the Presidio of San Francisco (GMPA/EIS)

Documentation

Summary

All proposals with potential impact on cultural and/or natural resources must be reviewed pursuant to the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Project Managers will ensure that tenant proposals are submitted for review. However, tenants will be responsible for assisting with compliance requirements, including documentation of historic fabric. Please see *Tenant's Guide to Photodocumentation* for more information.

Documentation of Existing Historic Fabric

While regulations require review of proposed undertakings, they do not necessarily prohibit the alteration of the structure or site. However, The Presidio Trust does require documentation of existing conditions prior to carrying out any alterations. The Presidio Trust will require documentation of historic fabric as part of the tenant submittals during the rehabilitation process. Additional documentation may be required under NEPA/NHPA.

Drawings

Submit with Permit Plan Review

Photographs

Submit with Permit Plan Review

Technical Information

Submit with Permit Plan Review

Laws and Regulations

The following are some of the key provisions, which may affect tenant undertakings at the Presidio:

- Archeological and Historic Preservation Act
- Archeological Resource Protection Act (ARPA)
- National Historic Preservation Act (NHPA)
- National Environmental Policy Act (NEPA)
- Tax Reform Act of 1986, as amended
- Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation
- Secretary of Interior's Standards and Guidelines for the Treatment of Historic Properties
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- Final General Management Plan Amendment and Environmental Impact Statement for the Presidio of San Francisco (GMPA/EIS)

Sustainable Design

Introduction

"Sustainability" is an approach to design, which recognizes that every design choice has an impact on the natural and cultural resources of not only the local environment, but also regional and global environments. It embraces the concept that human civilization is an integral part of the natural world and, as such, has a profound effect, for good or ill.

While there is no one single definition of sustainability, the following are its main principles. Sustainable design:

- Respects and responds to the unique characteristics of each site while recognizing the interdependence of the entire planet.
- Conserves energy by minimizing the amount of energy required initially, and, second, by using energy efficient systems, fixtures, appliances and controls. Methods for reducing a building's energy load include using natural daylighting and natural ventilation, siting the project to optimize solar orientation, and using building mass to minimize internal temperature swings. Methods for reducing a community's energy load include using mass transit, and creating compact mixed-use neighborhoods to reduce vehicular transportation use.
- Uses environmentally responsible materials. Environmentally sensitive building materials are nontoxic, made with recycled materials, manufactured with low embodied energy, and come from renewable, salvaged, and certified sustainable sources. Selection of building materials using a life cycle or cradle-to-cradle approach, analyzes the environmental impact throughout the product's life.
- Conserves water by reducing consumption and recycling water through reclamation and treatment systems.
- Provides a healthy environment by reducing or eliminating the use or release of toxins and pollutants.
- Reduces or eliminates waste by reducing consumption, reusing materials, and by recycling. This includes recognizing that a building's function changes over time and designing for flexibility to reduce the waste generated from future remodeling.

Balancing Historic Preservation and Sustainable Design

Because of the necessity of complying with federal regulations on federally-owned historic buildings, the preservation of the historic character of existing Presidio buildings will take precedence over some sustainable design strategies that might otherwise be employed in the rehabilitation of existing buildings. This document has been developed with these specific historic preservation constraints in mind. It is intended that the design team first comply with the *Secretary of Interior's Standards* and the *Guidelines for Rehabilitating Buildings at the Presidio of San Francisco*, and then comply with actions listed in this document.

“Rehabilitation,” as defined by the *Secretary of Interior’s Standards*, assumes that some degree of repair or alteration to existing buildings (and/or sites) is required for efficient contemporary use. However, such modifications must not damage or destroy the character-defining features of the building or site.

Building rehabilitation, by its very nature, is an inherently sustainable practice. Existing structures represent energy that has already been expended, materials that have already been mined or harvested, components that have already been manufactured - the embodied energy of past generations. Reusing existing buildings, rather than constructing new buildings, conserves resources and preserves open space. Also, in many cases, the original building features are more sustainable than later modifications to the building. For example, original operable windows provide natural ventilation and cooling, while newer technologies, such as air conditioning, consume more energy to operate and require more specialized maintenance.

Every historic building is unique in terms of its potential for sustainability. Each building must be evaluated for its historic features that must be preserved, and the opportunities (and constraints) those features provide for improved sustainable performance. For instance, a building whose historic windows were previously replaced with modern windows incompatible with the historic character of the building, provides the opportunity to install new, historically compatible windows, with improved thermal performance. A building which retains its historic windows will not provide the same opportunity.

The Presidio Trust Sustainable Design and Building Guidelines

The Presidio Trust has developed guidelines to provide guidance on reducing the environmental footprint of building rehabilitation projects and all new development at the Presidio. These Guidelines are a draft document. This document will be developed further, and added to in the future, as The Presidio Trust refines its procedures and as more sustainable design methodologies and materials are developed. *Please see Presidio Trust Sustainable Design and Building Guidelines.*

The Presidio Trust also maintains a Sustainable Building Library to supplement these Guidelines. This library is located in The Presidio Trust Office, Building 34 Graham Street, which is accessible to the public. This library includes literature about sustainable design and building, as well as information on many different sustainably produced and recycled building materials and manufacturers.

Policy for Waste Minimization in Construction & Demolition

Introduction

As stated in President Clinton's Executive Order 12873 for Federal Acquisition, Recycling and Waste Prevention, the nation's interest is served when the Federal Government can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible. This Policy requires that on all construction and demolition projects, staff, contractors and sub-contractors maximize recycling and salvage opportunities. Construction and demolition contracts shall establish the following Goal and Practices to reuse, salvage and recycle as much material as is practical and profitable.

Goal

To promote the efficient use of resources, reduce disposal costs and divert material from landfill by aggressively increasing reuse, recycling and salvage practices in building construction, building demolition and roadway construction and removal.

Practice #1:

Utilize the following hierarchy of waste management to minimize waste at construction sites.

1. Reduce the amount of materials used whenever possible. Design using standard-sized materials to minimize waste from cuts and trims. Use *Presidio Trust Sustainable Building Guidelines* to identify resource efficient materials and practices.
2. Reuse and salvage materials whenever possible. Coordinate efforts with the Presidio Salvage Crew to identify materials that can be reused within the park, sold, donated or recycled.
3. Recycle or compost 80-100% of the following materials: wood, cardboard, metals, drywall, asphalt shingles, brick, rubble, paving asphalt, concrete, crushed rock, plant materials, land clearing debris and dirt. Maximize recycling of all other materials.

Practice #2:

When planning a demolition project, utilize the following hierarchy to minimize waste. Assess the feasibility of each option before choosing one or a combination of these.

1. Consider adaptive reuse and renovation of building(s) on-site
2. Consider adaptive reuse of non-historic building(s) off-site by moving the building(s).
3. Consider dismantlement of the building(s) for reuse elsewhere.
4. Salvage all possible elements and materials from buildings for "value-added"¹ reuse.²
5. In the case of demolition, separate materials on-site, in different containers for recycling.
6. Demolish and separate recyclable and compostable materials from the waste at an external transfer site.

¹ "Value-added" reuse refers to salvaging materials that will be refined to increase their worth (e.g. wood timbers may be planed and refinished then crafted into furniture)

² Identify any materials or elements to be retained within the park for reuse (e.g. unique architectural components)

Energy Efficient Practices for Presidio Buildings

Introduction

The goal of the Presidio and its tenants is to comply with Executive Order 13123 to reduce overall building energy consumption by 35% from the current design. All energy conservation retrofits to Presidio Buildings shall conform to Historical Preservation Guidelines and Policies. The majority of historic buildings in The Presidio were originally designed to utilize natural daylighting and ventilation benefits. These features should be retained in the rehabilitation process.

Design Components

Building Envelope

Energy Efficient Practices should be utilized to maximize the energy efficiency of the building envelope by minimizing heat loss and/or gain while maintaining and preserving the significant historical features of the buildings. Caulk and weather stripping should be added to all exterior windows and doors where it is appropriate in the historical context. Roofs, ceilings, crawlspaces, and attics should have insulation added to them to a minimum of R-19, exterior wall thermal performance can also be improved through added insulation. In historic buildings, this must be accomplished without damaging historic interior or exterior finishes.

Lighting Systems

Lighting Systems shall be rehabilitated to provide adequate lighting levels per Illuminating Engineering Society recommendations while minimizing lighting system energy consumption by meeting or exceeding California State Title 24 Energy Efficiency Building Standards.

Daylighting Maximizing daylighting possibilities by reopening existing filled windows, using translucent partitions, light shelves, and reconditioning and reusing existing skylighting should all be considered as valuable means of utilizing the benefits of daylighting. For non-historic buildings, consider adding skylights.

Interior Light Fixtures Interior Lighting Fixtures shall be either linear fluorescent fixtures utilizing low mercury T-8 lamps and electronic ballasts, or compact fluorescent fixtures. The Presidio Trust Engineering Department shall approve all other lamp sources on a case by case basis. For exit signage installations, light emitting diode (LED) light sources should be used. Existing incandescent or fluorescent exit signs should be retrofitted with an LED light source.

Exterior Lighting Fixtures, Exterior lighting fixtures shall utilize metal halide or compact fluorescent fixtures for white light sources. The fixtures should be located to

minimize glare and conceal the source of illumination where possible. Building façade illumination is not allowed.

Lighting controls Lighting controls are encouraged as an effective means of efficient energy use. Interior fixtures with three or more lamps should have dual-level switching. Use of occupancy sensors or sweep control systems are encouraged in all areas except paths of egress. If a sweep system is utilized it should be compatible with and connected to the Building's Energy Management System (see HVAC systems). Interior lighting shall be controlled by occupancy sensors or a lighting sweep system with the exception of any areas where inadvertent shutting off of the lighting would pose a hazard, such as electrical rooms and common areas where egress from the building is essential. Controls that dim fixtures when adequate natural lighting is available are also encouraged. All exterior fixtures shall be controlled by a photo cell or a scheduling point on the building's Energy Management System. The use of time clocks is discouraged.

HVAC Systems

The goal of an efficient HVAC system is to provide adequate fresh air ventilation per American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) standards and provide thermal comfort to building occupants while minimizing HVAC system energy consumption by meeting or exceeding California State Title 24 Energy Efficiency Building Standards. Refer to Presidio-specific climatological data for design criteria/

Natural Ventilation/Cooling Use of mechanical cooling solely for comfort is not allowed, and should only be used to protect equipment such as in computer rooms, or telephone equipment rooms, or spaces where the use requires mechanical ventilation. Ventilation and cooling in Presidio buildings can be achieved through operable windows, which should be retained and restored in the rehabilitation process. When adding new partitions, louvres are suggested as a sustainable means of providing fresh air throughout the building's interior.

Mechanical Ventilation In areas where natural ventilation is unavailable or inadequate, variable air volume systems are suggested which utilize variable speed drives to control fans. Fan motors should be premium efficiency.

Mechanical Cooling In equipment areas which require mechanical cooling, a high efficiency package unit or a high efficiency chiller shall be utilized. A variable speed chilling system should be used for all chillers greater than five horsepower.

Heating System Any new boilers should be high efficiency and condensing boiler technology should be used whenever possible. For furnaces, high combustion efficiency is required and the use of condensing furnaces is encouraged wherever possible. Electrical heating, including heat pumps, is strongly discouraged. Only when gas fired technology is not possible or feasible, heat pumps should be utilized instead of electric resistance heating. Hot water pumping should be variable speed pumping systems for all

pumps greater than 5 horsepower. Circulation pumps should be premium efficiency motors.

HVAC Control Systems All new HVAC control systems for major mechanical equipment should be compatible with and connected to the building's Energy Management System. Zone control may be accomplished through the use of local thermostats or connected to the Energy Management System. The Presidio Trust will install a Johnson Controls Metasys system to most non-residential buildings. This system includes a DX9100 control panel which will have points available to connect HVAC system controls. Contact The Presidio Trust Energy Management Office for further details.

Domestic Hot Water Systems The use of gas fired instant hot water heaters or gas fired condensing water heaters are encouraged. If gas water heating is not feasible, electric point of use water heaters are acceptable. The use of an electric tank water heater is strongly discouraged.

Office Equipment The use of energy efficient office equipment through utilization of the Energy Star labeling program through the Environmental Protection Agency is strongly encouraged.

Building Commissioning

In order to ensure the functionality of building energy efficiency features, proper commissioning and training of building occupants and maintenance personnel on the proper use and maintenance of the energy efficiency features is encouraged. Commissioning plans and procedures should be reviewed and approved by The Presidio Trust. Tenants should ensure that all staff members are trained on using building control systems.

Building Operation and Maintenance

In order to ensure the persistence of building energy efficiency features through proper operation and maintenance, the Tenant will submit a maintenance plan for all major mechanical equipment and building control systems to The Presidio Trust for review and approval.

Policy for Affirmative Procurement

Introduction

Executive Order 13101 “Greening the Government Through Waste Prevention, Recycling and Federal Acquisition” calls for government agencies to maximize the acquisition and use of recycled content products. Congress authorized the Comprehensive Procurement Guidelines (CPG), under section 6002 of the Resource Conservation and Recovery Act. The United States Environmental Protection Agency is required to designate products that can be manufactured with recovered materials and to list them in the CPG for use by federal agencies. This list is updated periodically and currently contains 46 products and has several more proposed.

Goals

- To meet recycled content recommendations for all items listed on the Comprehensive Procurement Guidelines by January 2000.
- To exceed the EPA guidelines for affirmative procurement and to test new products at the Presidio, modeling sustainable practices for other federal agencies.

Practices

- Require adherence to recycled-content guidelines for all purchases
- Provide contractors with information about the federal guidelines and require adherence with the guidelines in all contracts
- Develop an internal monitoring program to track recycled-content purchasing
- Develop an annual report, which demonstrates adherence with this policy

A key component of the CPG program is the Environmental Protection Agency’s list of designated products and the accompanying recycled-content recommendations. EPA has already designated or is proposing to designate the products listed below. EPA also publishes recycled-content recommendations for each item. All proposals, designations, and recommendations are published in the Federal Register.

Construction Products

Designated:

- Building insulation products
- Carpet
- Cement and concrete containing:
 - Coal fly ash
 - Ground granulated blast furnace slag

- Consolidated and reprocessed latex paint
- Floor tiles
- Laminated paperboard
- Patio blocks
- Shower and restroom dividers/partitions
- Structural fiberboard

Proposed:

- Carpet backing
- Carpet cushion
- Flowable fill
- Railroad grade crossings/surfaces

Landscaping Products

Designated:

- Garden and soaker hoses
- Hydraulic mulch
- Lawn and garden edging
- Yard trimmings compost

Proposed:

- Food waste compost
- Landscaping timbers and posts (plastic lumber)

Park and Recreation Products

Designated:

- Plastic fencing
- Playground surfaces
- Running tracks

Proposed:

- Park and recreational furniture
- Playground equipment

Transportation Products

Designated:

- Channelizers
- Delineators
- Flexible Delineators
- Parking Stops
- Traffic Barricades
- Traffic cones

Vehicular Products*Designated:*

- Engine Coolants
- Re-refined lubricating oils
- Retread tires

Miscellaneous Products*Designated:*

- Pallets

Proposed:

- Sorbents
- Awards and plaques
- Industrial drums
- Mats
- Signage
- Strapping and stretch wrap

Non-Paper Office Products*Designated:*

- Binders (paper, plastic covered)
- Office recycling containers
- Office waste receptacles
- Plastic desktop accessories
- Plastic Envelopes
- Plastic trash bags
- Printer ribbons
- Toner cartridges

Proposed:

- Plastic binders (solid)
- Plastic clipboards
- Plastic clip portfolios
- Plastic file folders
- Plastic presentation folders

Paper and Paper Products*Designated:*

- Commercial/industrial sanitary tissue products
- Miscellaneous papers-Newsprint, paperboard and packaging products, printing and writing papers

Building Permits

Introduction

After construction documents have been submitted for review and final comments received and incorporated, tenants will submit final documents in application for a building permit. In conjunction with this, tenants may also be applying for sign approval and/or utility clearance permit(s). This information sheet provides information about the application process, and indicates the additional requirements, such as the preparation of safety plans, which must be met prior to beginning work on the rehabilitation.

Permitting Process

Upon completion of construction documents, including revision for final comments, tenants will complete an Application for a Building Permit. The Project Manager will assist in the preparation of the application. A final set of construction documents, including plans, specifications, schedule and cost estimate will be part of the permit application. Approval for a building identification sign may be requested concurrently, if a separate sign application has not already been processed (see *Tenant Sign Policy*). Upon approval of the Building Permit application, tenants will receive a Notice of Issuance of Building Permit, which should be posted at the job site. Tenants will also receive the Building Permit itself, a longer document including various legal conditions for proceeding with rehabilitation. Tenants must also apply for a utility clearance, if any ground disturbance will take place (excavation, sign installation, landscape alterations, etc.)

General Permit Conditions

All building permits will contain certain requirements which must be fulfilled in order to proceed with rehabilitation. These requirements may vary with specific sites, or additional requirements may be made part of the permit, but tenants should expect to provide/agree to the following:

1. Applicant is responsible for ensuring that contractor(s) are aware of all pertinent standards and requirements prescribed in the lease provisions.
2. All required permits must be posted at the job site at all times during the performance of the work, including a copy of the Building Permit, all previously issued permits, and all approved plans, specifications, and drawings incorporated herein.
3. The Presidio of San Francisco is a National Historic Landmark. Because of its significance, all parties are to take all measures necessary during the performance of the work to maintain and protect the historic fabric of the buildings and site.

Applicant and/or contractor shall submit a *Cultural Resources Protection Plan* which includes, at a minimum, the following:

- Finishes to remain in place
- A description of the demolition and removal operations
- Identification of primary and secondary paths of travel
- Detailed description of the installation of temporary protection of historic elements to remain in the vicinity of construction activities
- Identification of items or elements to be removed and retained for reinstallation or potential reuse
- Description of methods of documentation and protection of salvaged elements
- Identification of proposed locations for storage of salvaged items

A pre-construction meeting between Trust project representatives and the Permittee and Permittee's contractor is required prior to beginning work.

4. Applicant and/or contractor must provide a comprehensive Site Safety and Health Plan, describing as a minimum the following:

- Site conditions and risk assessments
- Organizational structure and designation of responsible person(s)
- Proposed work procedures
- Site access and control
- Staging plan (including field office access, parking, fencing, debris boxes, hauling routes, signs, etc.)
- Emergency response procedures
- Safety officer responsibilities
- Inspection procedures
- Personal protective equipment and personnel training
- Accident reporting, record keeping
- Waste control
- Potential hazardous material precautions (include mitigation measures/precautions to address hazards noted in the Environmental Assessment)

A pre-construction meeting between Trust project representatives and the Permittee and Permittee's contractor is required prior to beginning work. Refer to the *Site Specific Safety and Health Plan* for further information on its requirements.

5. Work may not proceed until a Trust approved Knox Box is placed at the principal job entrance. The Knox Box will contain building keys, emergency phone contacts, and a list of employees authorized to be on the job site.
6. A project information sign must be provided at a location designated by The Presidio Trust. It shall provide relevant project information including project name, responsible parties and contractor name(s) with 24 hour emergency contacts and

phone numbers. See *Tenant Signs* for further specifications. No other commercial signage shall be permitted.

7. Emergency telephone numbers must be posted at all phones at the job site. FOR FIRE, POLICE OR EMERGENCY MEDICAL SERVICES CALL 911 or 561-5656.
8. A Utility Clearance is required for any work causing ground disturbance. Allow 10 days minimum for review of the application and issuance of the permit. No ground disturbance may occur until a Utility Clearance Permit has been obtained.
9. Fire protection during demolition, alteration, and/or construction will be in accordance with the Uniform Fire Code (UFC), Article 87.
10. Provide 2A10BC fire extinguishers with current State Fire Marshall tags affixed to them in all work/office areas.
11. Combustible materials shall not be allowed to accumulate on site.
12. Motorized equipment must be operated so that exhausts do not discharge against combustible materials. Refuel motorized equipment only after stopping the engine. Refueling shall be done 50 feet from buildings and/or combustibles. If temporary heat is to be provided, only electric or propane devices are allowed.
13. All fuels and flammable liquids shall be stored in a centralized location at least 50 feet away from any structure. Have storage lock-up clearly marked "FLAMMABLES--KEEP FIRE AWAY".
14. Smoking is NOT allowed in any building. The Permittee, or its contractor, shall designate outdoor smoking areas with adequate fire precautions.
15. A hot work permit is required for any cutting, welding or heat gun work. No open flame torch will be allowed. The permit will be issued to the general contractor and will be good through completion of work. The general contractor will be responsible for ensuring that all workers and subcontractors follow permit conditions. Contact the Presidio Fire Inspection and Prevention Office (561-5132) a minimum of three days prior to the date the hot work is needed to avoid delays in work.
16. Construction equipment, fencing, materials or debris containers shall not block access to fire hydrants, building egress or entrances, and fire department connections. Contractor may not hook up to any fire hydrants without written permission from the Presidio Fire Inspection and Prevention Office.
17. In the event of a failure of a fire protection system or an excessive number of accidental activations, the Fire inspector is authorized to require building tenants to provide firewatch personnel until the system is repaired. Every effort must be made to return the system to full operation on the day the defect is noted.

18. A fencing plan is required as part of the overall work/staging plan. Provide fencing as needed to maintain security, but ensure gates are wide enough and kept clear so as to provide unobstructed access at all times for fire apparatus. Presidio Fire Department shall have access to the site at all times. Double padlock all entrances to the site (one padlock to be provided by Presidio authority).
19. All construction vehicles must be properly registered and have a CHP terminal inspection within the past year.
20. Contractors are required to provide The Presidio Trust representative with work schedules defining the work hours that authorized personnel will be at the job site or in the buildings. Work hours outside of the approved 7:00 am. to 6:00 pm. time frame Monday through Friday, the contractor shall notify The Presidio Trust representative 48 hours in advance of any deviations from the regular work schedules.
21. No overnight or residential use of the jobsite by the Permittee or the Permittee's contractors is permitted at any time.
22. Project record documents (revised to show as-built conditions) are to be provided to The Presidio Trust upon completion of work in compatible digital format and 2 sets of full size vellum reproducibles. Permittees shall include the assigned drawing number on all record sets and all supporting design documents.
23. A survey for asbestos containing materials (ACM) and damaged lead-based paints (LBP) must be conducted in the area of demolition or construction and the report received prior to beginning demolition activities.
24. All ACM and damaged LBP must be removed from the areas of work prior to the start of any construction or demolition activities.
25. Upon completion of the abatement of ACM or LBP, copies of both the survey report and abatement closeout report shall be provided to The Presidio Trust. If during the survey ACM and LBP were found not to exist in the building or area of work, then no abatement is required and a copy of the survey report stating such shall be provided to The Presidio Trust.

Permit Application

Building Permit Applications are available from The Presidio Trust Permitting Department, 1750 Lincoln Blvd, San Francisco, CA 94129.

Rules for Non-Residential Use and Occupancy

Administration

The Presidio of San Francisco (“Presidio”) is a part of the Golden Gate National Recreation Area (“GGNRA”), a unit of the National Park system. The majority of the Presidio is administered by the Presidio Trust, which was created in 1996 under Public Law 104-333. Some portions of the Presidio, primarily along the north and west coastlines, remain under the authority of the National Park Service (“NPS”).

These *Rules for Non-Residential Use and Occupancy* (“Rules”) apply to non-residential use and/or occupancy of areas and buildings within the Presidio of San Francisco (“Presidio”) that are under the authority of the Presidio Trust (“Trust”). Note that certain services, such as public safety functions, are provided within the Presidio Trust managed area by NPS personnel: tenants are responsible for complying with the directives of such NPS staff. As the Presidio is a unit of the National Park system and subject to intensive public use and visitation, tenants are expected to cooperate in the provision of public services. NPS maintains a visitor center for the Presidio at building 102, Montgomery street. Questions regarding visitor services and activities may be directed to (415) 561-4323. The Presidio Trust offices are at Building 34, Graham Street. (415) 561-5300.

DEFINITIONS

- Agency: Means any agency, department, commission, board, bureau, office or other governmental authority having jurisdiction.
- Applicable Laws: Means all federal, state and local applicable laws, including, without limitation, all present and futures statues, regulations, requirements, rules, guidelines, ordinances, codes, licenses, permits, policies, orders, approvals, plans, authorizations, and similar items, and all amendments thereto, and all applicable judicial, administrative and regulatory degrees, judgements, and orders, of any agency, whether now existing or hereafter enacted, relating to or affecting Buildings, the operation of the Building’s occupant or the Presidio.
- Building: Means any non-residential structure or structures under the administrative jurisdiction of the Trust.
- Site: Means the site or lands proximate to a Building that are associated with the Tenant’s occupancy under their agreement with the Trust. In some cases, a Tenant’s agreement applies solely to a site or landscape, independent of structures.

Tenant: Means persons or entities that have signed a lease, permit, cooperative agreement, concessions contract, interagency agreement, license or other occupancy agreement with the Trust. Use of the term “Tenant” shall not be construed to confer any rights or benefits not granted under its agreement with the Trust.

PROMULGATION OF RULES

1. Tenants are responsible for ensuring that all of their employees, representatives, invitees, contractors, visitors, agents, sub-lessees, sub-permittees and other individuals or entities under their control are informed of and fully comply with these Rules.

BUILDING MAINTENANCE AND OPERATIONS

2. All Presidio Building and Site alterations, modifications, and/or improvements must receive the prior written approval of the Trust, and shall be in conformity with the Trust’s submittal and construction standards, requirements, procedures and related documents. Tenants shall contact the Trust’s Building Compliance Office at (415) 561-4181 for further instructions regarding Building and Site requirements.
3. All Building floor areas (including vestibules, entrances, vertical shafts and air returns), doors, fixtures, windows and plate glass shall be maintained in a safe and good condition. Common halls, elevators, stairways, exits, passages and entrances to Buildings shall not be obstructed or used for any purpose other than ingress and egress. External stairs, ladders or other architectural features or attachments provided for use as emergency exits shall be used for that purpose only, and not for convenience exiting. Only maintenance and inspection personnel authorized by the Tenant are allowed on roofs.
4. Exterior and interior areas of each Building and Site shall be kept free from trash and debris. Tenants shall provide an effective system for the collection and disposal of trash generated within the Building. At all times Tenants shall take sufficient precautions to ensure that all trash awaiting disposal is contained adequately to prevent dispersal by wind, rain, animals or other means. Areas dedicated to storing trash for disposal shall be kept free of loose debris, standing water or unrelated equipment.
5. Buildings and Sites shall not in any way be defaced. No planting or altering of lawns, foliage or vegetation located on the Presidio, including installation or removal of site features such as benches, trash receptacles, bike racks and path lighting are allowed without the prior written approval of the Trust. No antenna, loudspeaker or other device shall be installed on the roof or exterior walls of any Building or on any Site without the prior written approval of the Trust.

6. Tenants shall not make or permit any noise, odors or vibrations that are annoying, unpleasant, distasteful or that would interfere in any way with the Trust's use or administration of the Presidio or the quiet enjoyment of other Presidio tenants or park visitors.
7. Smoking is prohibited in the interiors of all Buildings, as well as areas immediately adjacent to Buildings.
8. In all aspects of their operations at the Presidio, Tenants shall use their best efforts to implement the goals of environmental stewardship and sustainability as described in the General Management Plan Amendment for the Presidio, dated July 1994. Tenants shall develop a recycling program in conjunction with their activities at the Presidio, and coordinate their recycling program with the Trust. As part of the recycling program, Tenants shall consider utilization of recycled and recyclable materials as well as source reduction in the acquisition of all consumables. Tenants shall also consider the use of recycled building materials and the installation of water- and energy-saving devices in the maintenance and operation of Buildings, as well as other water and energy conservation measures.
9. Toilet rooms, restrooms, urinals and washbowls shall not be used for any purpose other than their intended use. No toxic or foreign substance of any kind shall be thrown into these receptacles.
10. Tenants shall observe strict care that all water faucets, water apparatus, and electrical and natural gas appliances have been shut off as appropriate before leaving the Building, so as to prevent waste and hazardous conditions.
11. Kitchens or other cooking or food preparation areas, and related storage and dining areas, are subject to inspection by the Trust, the U.S. Public Health Service ("USPHS") and other Agencies.
12. Waste cooking oils, trim fat or bones shall not be flushed, drained or otherwise disposed of in drains. Disposal of such materials shall be in compliance with all Applicable Laws.
13. Tenants are responsible for the installation, maintenance and replacement of all interior and exterior signage related to their operations and services. Tenants are responsible for ensuring that exterior and interior signage is in compliance with the Trust's sign standards. Design and installation of exterior and interior signs must receive the prior written approval of the Trust.
14. Tenants shall notify the Trust of the location of any wildlife potentially affected by operation and maintenance of any Building. Control of wildlife, including insects, shall be subject to the GGNRA Integrated Pest Management ("IPM") plan, administered by GGNRA Natural Resources office and Maintenance Division.

15. Installation of vending machines and pay telephones in locations accessible to the general public is subject to the prior written approval of the Trust. Signage on machines or phones shall be generic in nature, with brand information only visible when at the machine or phone, and shall be subject to regulation and approval by the Trust. Cigarette vending machines shall not be installed anywhere on the Presidio.

PUBLIC SAFETY

16. Public safety functions at the Presidio are provided by the National Park Service (“NPS”) in cooperation with the Trust, including fire protection, police and emergency medical service. For immediate response in emergencies, call 911.
17. The Communications and Dispatch Center shall be contacted immediately in case of a police, fire, medical or public safety emergency, including, but not limited to, the following: (i) property damage or theft of more than \$500; (ii) any injuries on the Presidio requiring more than minor first aid treatment; (iii) any fire; (iv) any motor vehicle accident; (v) any incident that damages the Presidio’s natural or cultural resources; and (vi) any known or suspected violations of Applicable Laws. The Communication and Dispatch Center can be reached 24 hours a day at (415) 561-5656.
18. Basic law enforcement and security is provided by the U.S. Park Police and NPS park rangers, in accordance with Title 36 of the Code of Federal Regulations and other Applicable Laws. Presidio tenants and visitors are subject to all Applicable Laws and NPS and Trust policies regarding law enforcement at the Presidio, including traffic, use and possession of weapons, alcoholic beverages and controlled substances. Questions about Presidio law enforcement shall be directed to the U.S. Park Police at (415) 561-5185.
19. Tenants shall properly secure Buildings to ensure the safety of occupants and visitors, and shall appoint an authorized representative to coordinate security procedures with the appropriate Trust and/or NPS staff. Any security personnel employed or contracted by Tenants may act as private citizens but have no authority to take law enforcement action or carry firearms.
20. Violations of parking permits shall be reported to the U.S. Park Police at (415) 561-5185.
21. Unless waived in writing by the Trust, Tenants shall submit, prior to the issuance of a Certificate of Occupancy, a draft “Facilities Management and Safety Plan” to the Trust for approval. At a minimum, the plan should include: (i) descriptions of the organizational structure responsible for managing and maintaining the Building, including names of responsible personnel, addresses, phone numbers and 24-hour contact information; (ii) reporting procedures; (iii) accident and emergency

- procedures; (iv) list of approved sub-tenant or other sub-agreement organizations; (v) plans for ongoing maintenance and repair, including management of lead-based paint and asbestos; and (vi) the Tenant Safety and Health Committee (if applicable).
22. Within ninety (90) days of occupancy, Tenants shall submit a disaster plan to the Trust's Facilities Department for review and approval. The Trust Emergency Services Coordinator can be contacted at (415) 561-5193 for questions regarding these plans.
 23. Unless waived in writing by the Trust, Tenants shall maintain accurate keys and maps in exterior Knox Boxes as such Knox Boxes are approved by the Trust. Tenants shall place 24-hour emergency contact information and hazardous materials information (as applicable) into the Knox Box, and update such information annually. Questions about Knox Box requirements and management shall be directed to the Trust's Facilities Department at (415) 561-5327.
 24. Fire sprinklers, smoke detectors and monitored and unmonitored intrusion and fire alarm systems shall be maintained by Tenants in good working order at all times. Testing and servicing of alarm and sprinkler systems must be performed by licensed alarm or sprinkler contractors at intervals specified in fire codes. Contractors shall notify the Presidio Fire Prevention Office at (415) 561-5134 in advance of performing testing or servicing of detectors, alarms, and sprinklers. All Buildings are subject to inspection by Presidio Fire Inspectors to ensure compliance with Applicable Laws.
 25. No gas or electric stoves, range tops, toaster ovens, hot plates or space heaters are allowed in any Building without prior written approval by the Trust. Fires are prohibited within any Building, including fireplaces, wood or coal stoves, welding torches and asphalt kettles, without the prior written approval of the Trust.
 26. No storage of flammable or combustible liquids is allowed without the prior written approval of the Trust. The quantity of liquids, the Listed Flammable Liquids Cabinet used for storing the liquids, and the location of such cabinets must be approved in writing in advance by the Trust. A Hazardous Materials Management Plan ("HMMP"), Hazardous Materials Inventory Statement ("HMIS"), and Material Safety Data Sheets ("MSDS") for all chemicals, flammable/combustible liquids, oils, lubricants, fuels and gases shall be maintained by Tenants, and submitted to the Trust's Hazardous Materials Coordinator within 90 days of occupancy. The HMMP, HMIS, and MSDS shall be regularly reviewed and updated by the Tenant in consultation with the Trust's Hazardous Materials Coordinator.
 27. No exterior barbecues are allowed without the prior written approval of the Trust. If such barbecue is approved, each individual use of the barbecue is subject to prior written approval of the Trust.
 28. Each Tenant that generates hazardous wastes shall develop and submit to the Trust Hazardous Materials Coordinator within sixty (60) days of Building use and/or

occupancy a copy of the Tenant's hazardous waste standard operating procedure ("Hazardous Waste SOP") which shall include, but shall not be limited to, the following: (i) the identification of all hazardous wastes, (ii) the hazardous waste accumulation area locations, (iii) the requirements applicable to the hazardous waste storage, including but not limited to accumulation areas, safety, segregation of hazardous waste, appropriate hazardous waste containers, proper hazardous waste labeling and marking, and inspections, (iv) the requirements applicable to transportation of hazardous waste, including but not limited to manifesting requirements, (v) the procedures for proper disposal of hazardous waste, (vi) the procedures for hazardous waste minimization, (vii) the spill response and emergency procedures and the spill contingency plans, (viii) the hazardous waste training requirements, (ix) the maintenance of hazardous waste records, (x) appointment and identification of a responsible Tenant staff member and phone number for information regarding hazardous waste. Such Hazardous Waste SOP shall be updated annually and submitted to the Trust Hazardous Materials Coordinator. Any questions regarding the preparation of the Hazardous Materials SOP shall be directed to the Trust Hazardous Materials Coordinator at (415) 561-4283.

29. Tenants that generate hazardous waste are prohibited from using the Trust hazardous waste accumulation areas. Tenants are responsible for providing and managing their own accumulation areas in compliance with all Applicable Laws.
30. Tenants that generate hazardous waste must obtain and use their own independent Environmental Protection Agency Identification Number for any hazardous waste generated on the Presidio.
31. Tenants that handle, manage or otherwise use hazardous materials in or around Buildings must designate a Hazardous Materials Coordinator/Emergency Coordinator and an Alternate Coordinator. The names and contact information for the Emergency Coordinator and Alternate shall be submitted to the Trust and included in the Knox Box.
32. Tenants shall provide the Trust with all environmental reporting information as required under Applicable Laws.

MISCELLANEOUS

33. The Trust shall have the right, exercisable without notice, to change the identifying name and street address of any Building.
34. Residency in or overnight use and occupancy of any portion of Buildings is strictly prohibited, unless specifically authorized in advance by the Trust. Camping in the Presidio is prohibited.

35. Tenants are prohibited from discriminating against any visitor, employee, or applicant for employment on the basis of race, color, age, religion, sex, sexual orientation, disability or national origin.
36. Tenants, in consultation with the NPS Chief of Interpretation or authorized representative, shall inform front-office staff members of the Presidio's general themes and shall disseminate basic interpretive information to visitors. Tenants are encouraged to display information about the history of the Buildings they occupy.
37. Tenants shall establish a system or operating plan for tracking lost and found articles. Items not claimed within seven (7) days shall be turned over to a Trust representative.
38. Exterior areas immediately adjacent to Buildings shall remain open and accessible to park visitors, and these areas may be impacted by special events and other permitted activities approved by the Trust. All events inside a Building which require additional parking or may otherwise affect outdoor areas of the Presidio must be approved in advance by the Presidio Trust Special Events and Film Office (415) 561-5444.
39. Tenants shall appoint an authorized representative responsible for coordination with Presidio Trust Special Events and Film Office.
40. Pets are not allowed to roam unattended or off leash at the Presidio. Except for licensed service animals (seeing and hearing dogs), pets are not allowed in Buildings.
41. The Trust will forward public complaints regarding Buildings and operations to the appropriate Tenant for investigation and response in a timely manner. Tenants shall provide the Trust a copy of their response. Comments from Tenants about the activities or behavior of another Tenant shall be forwarded to the Trust at (415) 561-5300.
42. Vehicle repair or maintenance activities shall not be performed, except in the case of emergency, in any Presidio parking area, Building, or within other areas on the Presidio not specifically authorized for such activity, and vehicles shall not be stored or left in any parking area in a non-working condition.
43. Tenants and all other persons or entities on the Presidio are additionally subject to the NPS system-wide regulations governing the use of National Park system lands, and shall familiarize themselves with such regulations. These provisions are contained in Title 36 of the Code of Federal Regulations, available at public law libraries.

Operations and Maintenance

Introduction

Upon occupancy in The Presidio, there are various Operations and Maintenance items that Tenants need to be aware of, which have an effect on daily activities within The Presidio. Tenants and their employees are encouraged to use alternative methods of transportation to and through the Presidio in an effort to make the Park more environmentally sustainable. Building Interpretation Panels are required in all non-residential buildings in order to reinforce the historical value of the building and interpret its role in The Presidio. Because of the importance of providing visitors to The Presidio with a better understanding of the Park and its Tenants, Tenant Program Information is required of each tenant in the form of a brief description sheet. Special Events, Public Safety, and Physical Security are also subjects which require attention and involvement from each Tenant. Each Tenant must also be aware of the importance of recycling in The Presidio as part of the overall Waste Management Plan for the Park. All of these issues are discussed further in this section, and compliance with these issues will help retain the historical and environmental assets of The Presidio.

Transportation

The General Management Plan Amendment for the Presidio forecasts that at least 30% of all travel to and through the Presidio use alternative transportation (non-automobile) means, including public transit, bicycles, and walking. A transportation demand management plan and the upgrading of transportation facilities and infrastructure will provide incentives for alternative transportation usage.

Additional transportation information can be found at www.presidiotrust.gov.

Public Transit

The Presidio is served by the San Francisco Municipal Railway Company (MUNI) and the Golden Gate Bridge Highway and Transportation District (Golden Gate Transit).

The following table illustrates which MUNI bus lines provide service to the Presidio:

MUNI		
Bus Number	Presidio Locations Served	San Francisco Locations Served
#28	Golden Gate Bridge Plaza, Gorgas Gate	19 th Ave., San Francisco State University, Fort Mason
#29	Golden Gate Bridge Plaza, Fort Scott, Main Post, Letterman Complex	Sunset Blvd., San Francisco State University, City College, Candlestick Park
#41 (Commute Hours Only)	Lombard Gate	Downtown, Transbay Terminal, Union St.
#43	Letterman Complex	Marina District, U.C. San Francisco, City College

MUNI		
Bus Number	Presidio Locations Served	San Francisco Locations Served
#45	Lombard Gate	CalTrain Station, Moscone Center, Union Square, Union St.
#76 (Weekends & Holidays Only)	Golden Gate Bridge Plaza	Downtown, Embarcadero BART, Transbay Terminal Moscone Center, CalTrain Depot, Van Ness Ave., Lombard St.
#82X (Commute Hours Only, Express Service)	Main Post, Letterman Complex	Downtown, Embarcadero BART, Transbay Terminal, CalTrain Depot, Lombard St.

Golden Gate Transit buses provides service Marin County and Downtown San Francisco, stopping at the Golden Gate Bridge Plaza and the Presidio’s northeastern boundary (intersection of Richardson Ave. and Francisco St.). The following table illustrates which Golden Gate Transit bus lines provide service to the Presidio:

Golden Gate Transit		
Bus Number	Presidio Location Served	Marin Location Served
#2 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Marin Headlands, Marin City
#4 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Mill Valley
#8 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Tiburon
#10	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Tiburon, Mill Valley, Sausalito
#18 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	San Anselmo, College of Marin, Corte Madera
#20	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Canal, San Anselmo, Corta Madera
#24 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Lagunitas, Manor, San Anselmo, Greenbrae
#26 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Sleepy Hollow, San Raphael
#28 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	San Raphael, Canal, Larkspur Landing
#30	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	San Raphael, Larkspur Ferry
#32 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Peacock Gap, San Raphael
#34 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Venetia, San Raphael
#38 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Terra Linda
#44 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Lucas Valley
#48 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Novato, Ignacio
#50	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	San Marin, Novato, San Raphael, Sausalito

Golden Gate Transit		
Bus Number	Presidio Location Served	Marin Location Served
#56 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	San Marin, Rowland Park and Ride
#60	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Novato, San Raphael
#70	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Novato, San Raphael
#72 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Rhonert Park Expressway
#74 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Rhonert Park, Petaluma
#76 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Rhonert Park, East Petaluma
#78 (Commute Hours Only)	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Sebastapol
#80	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Santa Rosa, Novato, San Raphael
#90	Golden Gate Bridge Plaza & Richardson/Francisco Intersection	Sonoma Valley (Route 90), San Raphael

Transit passes for MUNI, BART, and Golden Gate Transit can be bought at the front desk of Building #34, the Trust’s offices. The Trust encourages all tenants to sell transit passes to the public.

Bicycles & Pedestrians

Pedestrians and bicycles can enter and exit the Presidio through all of the park’s gates (Marina, Gorgas, Lombard, Broadway, Presidio, Arguello, 15th Ave., Lincoln/25th Ave., Golden Gate Plaza East and Golden Gate Plaza West). All trails and roads are available to pedestrians, and all roads are open to bicycles. The only trails open to bicycles are the Bay Trail/Golden Gate Promenade and the Bay Area Ridge Trail. Additionally, San Francisco Bicycle Routes #2, #4, #55, #61, #65, and #95 travel through the Presidio (see [website](#) for more information).

Transportation Demand Management Plan

The Presidio Trust will prepare a Transportation Demand Management Plan (TDM), in order to efficiently accommodate current and anticipated transportation needs. As a condition of tenancy, tenants are required to participate in The Presidio Trust’s TDM program. The TDM *may* require tenant participation in the following:

- the designation of a Transportation Coordinator
- paid parking
- internal park bus/shuttle
- the sale of transit passes on-site
- Commuter Check transit subsidy program
- carpool/vanpool ride matching
- carpool vanpool financial support
- carpool/vanpool preferential parking
- information newsletter/website
- guaranteed ride home program

- alternative work hours
- bicycle financial incentives
- bicycle facilities
- program tracking via surveys
- employee orientation
- special event management
- carpool trip planning

Parking

The Trust is currently sponsoring a parking management study, which is intended to put into place long-term parking policies. Until study recommendations are adopted, the following policies are in effect.

All non-residential tenants at the Presidio, and their visitors/clients, will have access to parking. Tenants may be required to share parking areas with other tenants. No specific spaces will be reserved for a particular tenant or its visitors/clients. Individual parking spaces may not be reserved for any employees.

In most cases, parking for each tenant will be made available in nearby parking lots. Each lot will include handicapped accessible spaces. Unless otherwise posted, on-street parking is allowed on the Presidio. The Presidio Trust has the right to reassign parking lot assignments on a permanent or temporary basis.

Parking space configurations associated with a particular lot (i.e., the number and location of parking spaces) will be determined by The Presidio Trust. In cases in which the tenant is responsible for the maintenance and reconfiguration of parking areas as part of their rehabilitation work, The Presidio Trust will provide guidance as to the number of spaces, including handicapped accessible spaces.

The Presidio Trust has the right to regulate parking, including the administration of parking fees.

Building Interpretive Information

Summary

The idea of interpreting one's site is an important element in preserving the significant history within this unique multi-use National Park site. In response, the display of interpretive information in public areas is a requirement for all new tenants. Ideally, this information will be produced as a permanent graphic display in all non-residential Presidio buildings.

The goal of this requirement is to provide visitors and tenants with some Presidio history and information, and to enhance their understanding and appreciation of the Presidio as part of the National Park system. This material will consist of professionally designed graphics and text supplied by the tenant. Coordination of the design, location and installation of the interpretive materials begins with the tenant and the Presidio Trust Project Manager.

Specifications

The Building History Panels should have a simple, uncluttered design, with easy-to-read black and white text and graphics. The general format of the panels is consistent with the unigrid design utilized by The Presidio Trust for interpretive signs and publications throughout the park, and, therefore, will keep a consistent look to the interpretive signage in the Presidio.

Panel Elements:

The following are required elements, which must be on the panel:

- Header—unigrid style; white text and graphics on a black background
- Primary text—primary information components; black text on white background. Required components would be:
 - Architecture: date of construction, architectural style, unique features, etc.
 - Historic Use: description of historically significant use and other facts about the specific building/site
 - Re-Use—information about subsequent use and rehabilitation of building, as compared with original, if applicable
- Graphics—generally historic photograph or floor plan(s)

In addition, optional (text) elements might include:

- Archeology—information about archeological fabric/artifacts associated with the site
- Historic People and Events—related information for events associated with the site
- Landscape—role and significance of site-specific landscape
- Sustainable Practices—information about the use of sustainable practices during rehabilitation

Panel Layout:

Panel layout provided is for 8 ½” x 11” sheet, with the understanding that the final permanent panel will be an enlargement. (Approximately 130% enlargement would be ledger size: 11” x 17”).

- Use portrait orientation
- Frame for panel is 7.35” wide by 10.25” high with a 4 pt stroke
- Text margins are 0.25” in from inside of margin of frame
- The main text field is 6.75” wide with no icons, or 6.25” wide if icons are used
- If paragraph/element headings are adopted, subsequent lines of paragraph are indented 0.3”.
- Icons, if adopted, are 0.5” wide or less, and centered in column left of main text body. Under each icon, a label in 10 pt, normal, Arial font should identify the associated element, as listed below.

Technical Specifications

To comply with ADA requirement, text must adhere to the font sizes below. Text which is entirely upper-case lettering is not permitted, and a matte finish is required. If more space is needed for buildings with a rich history, a second panel may be used. This panel would consist of only the border frame, without the header box, would contain additional graphics and, perhaps, text for the optional elements. All required elements should be contained on the first panel. This will avoid excessive verbiage. The graphics should cover about 1/3 of the first panel, and may occupy 1/3 or more of a second panel. (See attached samples.)

Header:

- White text, black background
- Box, 7.3” wide x 1.675” high
- Arial font
- *Building Number*: 28-30pt., left justified
- *Building Name*: use original or historically significant name, 28-30 pt., left justified
- *Presidio of San Francisco/National Historic Landmark*: 2 lines, 13 pt., left justified
- *Golden Gate National Recreation Area*: 2 lines, 13 pt., right side of page, centered

Main Text:

- Black text, white background
- New Times Roman, 14 pt., fully justified
- Element headings (“Architecture,” “Historic Use,” “Re-use,” etc.) 16 pt., bold, italic. Explanatory text follows colon; subsequent lines are indented 0.3”.
- Required elements:
 - *Architecture*: provide date built, architectural style (description or reference)
 - *Historic Use*: include description of historically significant use and other interesting facts about this specific building
 - *Re-use*: include subsequent use and rehabilitation of building (where applicable)

- Optional Elements:
- *Archeology*: information on the archeological significance of this building or site (fabric/artifacts)
- *Historic people and events*: historical events, brief history of significant persons affiliated with building
- *Landscape*: the role and significance of landscape architecture at this site
- *Sustainable Practices*: The use of sustainable practices in rehabilitating the building (recycled materials, solar lighting, etc)

Graphics

- Include explanatory caption (New Times Roman, 13 pt., bold, italic), including date (if known) and photo credit/source
- Recommended graphics: historic photograph or floor plan
- Guidelines:
- One large image usually works better than two smaller images
- Graphics should fill no more that 1/3 of the panel
- Additional graphics may be provided on a second panel, only if they contribute significantly to the exhibit.

Tenant Program Information

Summary

The Presidio Trust requires all tenants and subtenants to provide a brief orientation flyer to be displayed at the Presidio Visitor Center. This will provide park visitors with a better understanding of the Presidio as part of the National Park system, and explain why so many different tenants are located here and what their contribution is to the Park as a whole.

Procedure

All tenants, including subtenants, should prepare a brief, one-to-two page flyer regarding their program which will be displayed at the William Penn Mott, Jr Visitor Center. These program information sheets will allow park staff and visitors to be informed about the wide range of tenant activities at the Presidio. The public component of such programs, as encouraged by the Presidio General Management Plan Amendment, should be a highlighted item of such orientation sheets. In addition to the display copy at the Visitor Center (anticipated to be part of a 3-ring binder), tenants may wish to provide copies for distribution to the public at the Visitor Center and/or their own offices.

Program information sheets shall be submitted to The Presidio Trust via the Project Manager within 60 days of occupancy.

Components

Tenants should include, at a minimum, the following information about their programs:

- Tenant name, including all public programs/divisions
- Presidio address and contact information
- Summary of primary tenant function
- Description of public programs and participation

It may be useful to include additional information, such as public participation, statistics, or photographs of public program activities. Information about the tenants building or site, its history, and the rehabilitation process may also be of interest.

Layout

The information flyer should be designed as a simple, black and white, 8 ½" x 11" sheet, ready to photocopy. Information should be restricted to a two-page maximum; to reduce the impact on the environment, double-sided sheets will be used for both the public display copy and for any additional copies, which may be provided as handouts to the public.

Rehabilitation Information

In addition to the flyer required after tenant occupancy, it may prove useful to provide a similar fact sheet during and regarding the building/site rehabilitation process. The format would be a similar (8 1/2" x 11"), but would provide a brief description of the building (in its original form), major components of the rehabilitation, sustainable practices or materials utilized, approximate schedule, and tenant information. This flyer would also be made available to the public at the Visitor Center, and could be posted at the job site as well.

Special Events

Summary

The Presidio has been transformed from a military post with limited public access to a national park with enhanced opportunities to experience its natural beauty and engage with its historic past. It provides a setting for a diverse array of special events, and a full calendar of activities draws thousands of participants to free concerts, corporate events, athletic competitions, cultural festivals, and traditional military observances, to name a few. Tenants are required to obtain a permit prior to hosting such events, by applying to the Presidio Trust Special Events and Filming Office.

Special events and activities taking place within the Trust managed areas of the Presidio, are under the jurisdiction of the Presidio Trust Special Events and Film Office. Tenants wishing to host special events, such as cultural programs, picnics, festivals and organized athletic events, must apply for a Special Use Permit. The Special Events and Film Office assesses all permit requests to ensure that the activities involved won't compromise regular visitor access and safety, endanger Park habitats, property, or the Park's natural and cultural resources. The following criteria indicate that an event may require a Special Use Permit:

- Use of park grounds beyond a tenant's leased site,
- Use of a building outside a tenant's leasehold,
- Events which create additional traffic, parking needs or visitation, including events which are held wholly within a tenant's leasehold.
- In cases of doubt, it is advisable to contact the Special Events and Film Office.

Site-Specific Permit Conditions

Each Special Use Permit issued by the Special Events and Film Office is based upon general conditions that protect regular visitor access and safety, Park habitats, property, as well as natural and cultural resources. Other permit conditions may be imposed, depending upon the proposed event activities and the site in which it is held. For further information, please contact The Presidio Trust Special Events and Film Office at (415) 561-5444.

Special Events which are held without a permit are subject to immediate cancellation at the discretion of the Presidio Trust.

Public Safety

Summary

The National Park Service (NPS), through interagency agreement with The Presidio Trust, is responsible for ensuring the safety of visitors, tenants, and residents at the Presidio. Fire protection and law enforcement services are provided by NPS personnel, who are well-trained public safety professionals with excellent response and apprehension records.

Emergency

An emergency is any situation that threatens human life or property and demands immediate attention. In the event of emergencies at the Presidio:

EMERGENCY SERVICE – DIAL 9-1-1
EMERGENCY CALL FROM A CELLULAR PHONE* – DIAL 561-5656

Non-emergency service – 561-5505

Note: if you accidentally dial 911, do not hang up. Please stay on the phone and explain your mistake to a dispatcher.

The Communications and Dispatch Center shall be contacted immediately in case of a police, fire, medical, or public safety emergency, including but not limited to the following:

- Immediate threat to human life,
- Property damage or theft of more than \$500,
- Any injuries on the Presidio requiring more than minor first aid treatment,
- Any fire,
- All motor vehicle accidents,
- Any incident that damages the Presidio's natural or cultural resources, and
- Any known or suspected violations of applicable laws.

During a major emergency or disaster, the park will activate an emergency information hotline to ensure that the Presidio community has the latest information. The telephone number to access the line, which will only be available during times of major emergency, is 561-INFO.

* 911 dialed from a cellular phone accesses the California Highway Patrol – dialing 561-5656 accesses the Presidio Dispatch Center, which may be able to send emergency service personnel more quickly to Presidio locations.

Knox Box

All non-residential buildings must be equipped with a Knox Box at the primary entrance. This will enable building access for emergency crews 24 hours a day. In addition to building access keys, the Knox Box must contain emergency contact information, and hazardous materials information.

Emergency Preparedness

All tenants are responsible for developing their own specific disaster and recovery plans. Such plans must be submitted to The Presidio Trust for review within 90 days of occupancy. Plans must address staff and visitor safety in the event of an emergency, and must include training exercises. Topics of Importance include:

Evacuation and Closures

- Building evacuation – if your building is damaged, you may have to evacuate your office, and may be unable to return for several hours or days. Prepare an evacuation plan, including alert system, emergency exiting plans for each floor, emergency contacts, etc.
- Park closure – major areas and/or entries to the park may be closed to traffic.
- Emergency staging areas – emergency responders from NPS, the Trust, as well as local, state or federal agencies may use open space at the Presidio for emergency response activities.

Preparations

- Insurance – maintain adequate business interruption insurance, coverage on office contents, and mandatory coverage for general liability.
- Information – back up computer files regularly. Store critical electronic files and important documents in a safe deposit box or off-site storage company.
- Training – tenants are required to practice building evacuation procedures annually. Tenants may contact the Presidio Fire Department for help in conducting fire drills.

Types of Disasters

Tenant materials need to address a variety of possible emergencies, and information shall encompass both prevention and response. Disaster planning must address: fire prevention and response; earthquakes; hazardous materials use and spills; medical emergencies; bomb threats; power loss; utility shut off procedures (water, gas, electric); crime; and personal as well as office preparedness (first aid kits, etc.)

Law Enforcement

Law enforcement is provided by NPS Law enforcement rangers and by members of the United States Park Police. (USPP) Patrols are conducted via horse, foot, bicycle, motorcycle and car, and may include assistance from canines.

Fire Department

Presidio Fire Department fire fighters and paramedics provide round-the-clock fire prevention and suppression, as well as emergency medical response services. Prior to occupancy, the Fire Prevention office participates in the review process, checks design and construction documents, inspects construction in progress, inspects occupied buildings, and establishes and enforces occupancy loads for public assembly areas. The Fire Prevention Office performs regular inspections, and can also assist tenants with disaster planning and training (fire drills, for example.)

Communications

A consolidated communications center, Park Dispatch, provides service for NPS Rangers, Presidio Fire Department and USPP, and assures speedy and coordinated dispatch of assistance throughout the Presidio.

Through mutual aid agreements, the San Francisco Police and Fire Departments provide additional services at the Presidio when needed.

Hazardous Materials

Tenants may be involved with hazardous materials either in regard to existing conditions at their site, or as part of their own activities. In either case, tenants are responsible for complying with all applicable laws regarding storage, use and disposal. Refer to the *Guidelines for Management of Hazardous Materials and Waste* for further information.

Hazardous Materials Storage

No storage of flammable or combustible liquids is allowed without the prior written permission of The Presidio Trust. When permitted, the quantity of materials, listed cabinet, and location must be approved in advance. A Hazardous Materials Management Plan (HMMP), Hazardous Materials Inventory Statement (HMIS) and Materials Safety Data Sheets (MSDS) for all chemicals, flammable/combustible liquids, oils, lubricants, fuels and gases shall be maintained and updated regularly, and submitted to The Presidio Trust Safety and Occupational Health Office within 90 days of occupancy.

Lead Based Paint

There is the potential for lead-based paints (LBP) to be found at many Presidio buildings. While NPS and The Presidio Trust have taken steps to stabilize or remove lead from in and around these structures, tenants should nonetheless exercise appropriate precautions, such as basic housekeeping and dusting. The Presidio Trust reserves the right to disturb soil and/or plantings adjacent to any building at any time in order to investigate or remediate possible hazardous material.

During the rehabilitation process, tenants must address the investigation, disturbance, handling, disposal, and/or remediation of LBP-affected materials in accordance with all applicable laws.

Asbestos

Many buildings at the Presidio have asbestos-containing material (ACM). The Park Records and Archives Center (PARC) has available for review reports contracted for by the US Army which document the presence and specific locations of ACMs at Presidio buildings. Tenants who wish to review these documents should arrange to do so with The Presidio Trust Environmental Department. Tenants should be aware that rehabilitation activities (including demolition and construction) may disturb asbestos and cause it to become friable. If asbestos becomes a known hazard, immediately contact the Trust, and cordon off the area until the material can be removed by a certified asbestos abatement contractor. National safety standards pertaining to the condition of asbestos in buildings must be met by each tenant.

Presidio-Wide Environmental Remediation

Environmental clean up of the Presidio is a Presidio Trust responsibility, through Base Alignment and Closure (BRAC) funding. Further information about specific planning and activities is available through The Presidio Trust Environmental Manager. Detailed remediation strategies have been or are being adopted, and the following projects have been completed or are underway:

- Comprehensive lead-based paint and asbestos surveys have been completed
- Most underground storage tanks have been removed
- Many abandoned petroleum fuel lines have been removed
- Planning for groundwater and contaminated soil clean up is underway
- Lead-based paint and asbestos abatement has been undertaken throughout the Presidio at properties with imminent hazard conditions.

Physical Security

Summary

The Presidio Physical Security Specialist will review all security system plans. Areas of particular concern are intrusion alarm selection, systems integrated with either fire detection or access controls, security lighting and landscaping. The Project Manager will coordinate review with the Presidio landscape architects to assure compliance with the cultural landscape guidelines.

Assistance

The Physical Security Specialist is available to assist tenants with physical security consideration and risk assessment. The degree to which a tenant requires intrusion protection, close-circuit television or other security measures is a decision made by the tenant. The Physical Security Specialist is willing to discuss and advise on selection and installation of systems to help ensure success.

Alarm Standards

The Presidio Trust and the Golden Gate National Recreation Area have a central alarm monitoring facility, all tenants who install alarms are required to use this facility. The use of this facility will help ensure appropriate notification and response of emergency personnel to any monitored event.

All reporting alarms must transmit in Radionics or Interactive Technologies Corporation format. Receivers designed to accept these two particular transmission formats are in use. Reverse engineered or unlicensed use of these formats will not be accepted. Each device must report separately, commonly called an addressed system. This will allow accurate response of personnel and minimize danger to all involved. Consideration will be given to pre-existing alarm systems.

It is possible to purchase a large variety of quality detection devices. The Trust requests that hardwired motion detectors use both microwave and infrared to determine an intrusion. These dual technology devices virtually eliminate false motion detection. Devices must be the appropriate size and type for the space protected. Stranded 22AWG copper wire is the minimum accepted for wired intrusion systems. Wire failure causes unnecessary response by law enforcement personnel and user difficulties. If it is necessary to install wiring outside of the protected space, additional wiring will be installed and bundled to ensure alarm notification if the wiring is cut.

Wireless systems may be appropriate for some locations. A wireless system must supervise the detection devices. Devices are to be polled at least once every 65 minutes. The system must also monitor the battery condition of each device. Devices must have a

tamper detection capability, to notify the central receiving station of theft or damage of the device.

The alarm panel is to be installed in a protected space. Either dedicated conventional phone lines, cellular phones, or both may transmit the signal to the central receiving station. Disconnection of the phone line shall provide notification of alarm.

Alarms must be of the siren type (not more than 15 watts) or an English language message as an audible indication of an unauthorized entry. Silent intrusion alarms or bells are not acceptable. Sirens must “time-out” and the system must reset within 15 minutes of the last device activation.

It is the responsibility of the tenant to ensure that all authorized employees and guests know how to disarm the alarm system. Persons on the premises, whose entry caused an alarm response and do not know how to disarm the system, will be considered unauthorized persons by law enforcement personnel.

Recurrent equipment failure, which causes undue emergency response or repeated employee error causing false alarms will be subject to fines.

Tenant Responsibility

All projects which are undertaken to enhance security shall be performed in a professional manner. The quality of the installation greatly determines the effectiveness, longevity and appearance of the system. The Trust requires that the installer be certified by the equipment manufacturer to ensure quality control. All systems are to be properly maintained and tested on a regular basis. Any major security enhancement, such as the use of a guard service, CC television, card readers, outdoor lighting, and alarm systems must be approved in writing by the Presidio Trust before the program is contracted or implemented. The Presidio Trust Project Manager will assist the tenant in obtaining such approvals.

Emergency Access

All Presidio facilities are to be accessible to responding emergency crews 24 hours a day. The Presidio Trust requires that all facilities be equipped with a Knox Box. The Knox Box is typically installed at the primary response entrance designated by the Presidio Fire Inspector. The method of mounting of the box is determined by the nature of the building structure and must be coordinated with the Presidio Trust Project Manager. The tenant(s) will be required to place a master key (or keys), which shall provide access to all areas of the building, in the Knox Box. These keys shall include keys for all key-operated fire alarm panels and devices. If hazardous materials/waste are to be stored or used in the building, Material Safety Data Sheets and Hazardous Material Management Plans are required to be provided in the Knox Box.

The Knox Box will be purchased by the tenant, with the cooperation of the Physical Security Specialist. This ensures that the device is properly mounted, equipped with the right type of keyway designated for Trust properties and that only legitimate users possess the device. Locking the box to put it into service must be done with the cooperation of the Presidio Fire Inspector.

Waste Management

Recycling and Waste Reduction

In accordance with the goals set for the State of California in 1989, The Presidio Trust is striving to reduce waste by 50% by the year 2000. This goal can only be reached by minimizing waste through a variety of practices, including source reduction, reuse, recycling, and composting.

In all aspects of their operations at the Presidio, tenants shall use their best efforts to implement the goals of environmental stewardship and sustainability as described in the *General Management Plan Amendment*. Tenants shall develop a recycling program in conjunction with their activities at the Presidio, and coordinate their recycling program with the Trust. Tenants should consider utilization of recycled and recyclable materials, as well as source reduction in the acquisition of all consumables. Tenants should also consider the use of recycled/recyclable materials during rehabilitation, and the installation of water- and energy-saving devices in the operations and maintenance of their building and site.

Tenants can help reduce waste by buying products made from recycled materials, using products with minimal packaging, reusing and repairing items rather than throwing them away, and using products which can be recycled at the end of their useful life.

Refuse and Trash Management

Tenants are required to keep the exterior and interior areas of their site free from trash and debris. Tenants shall provide an effective system for the collection and disposal of trash generated at their site. At all times, tenants shall take sufficient precautions to ensure that all trash awaiting disposal is contained adequately to prevent dispersal by wind, rain, animals, or other means. Areas dedicated to storing trash for disposal shall be kept free of loose debris, standing water or unrelated equipment. The Presidio Trust has a contract with a local disposal company to provide refuse collection.

Hazardous Waste Disposal

Toxic and hazardous materials may not be disposed of with regular refuse, nor poured down sinks, drains, or street catch basins. Tenants who generate hazardous waste must obtain and use their own independent EPA Identification Number for any hazardous waste generated on the Presidio. Tenants who generate hazardous wastes are prohibited from using Presidio Trust or National Park Service accumulation areas. Tenants are responsible for providing and managing their own accumulation areas in compliance with applicable laws, and shall provide the Trust with all environmental reporting information as required.

Each tenant that generates hazardous wastes shall develop and submit a copy of the tenant's hazardous waste management Standard Operating Procedure (SOP), within 60 days of occupancy. The SOP shall include, but not be limited to, the following:

- identification of all hazardous wastes
- safety plans
- hazardous waste accumulation area locations
- requirements applicable to hazardous waste storage, including but not limited to accumulation areas, segregation of hazardous wastes, appropriate hazardous waste containers, proper hazardous waste labeling and marking, inspections
- requirements applicable to the transportation of hazardous waste, including but not limited to manifesting requirements
- procedures for proper disposal of hazardous waste
- spill response and emergency procedures, and spill contingency plans
- hazardous waste training requirements
- maintenance of hazardous waste records
- appointment and identification of a responsible tenant contact and phone number

The Presidio Trust Policies for Recycling

Introduction

As stated in President Clinton's Executive Order 12873 for Federal Acquisition, Recycling and Waste Prevention, the nation's interest is served when the Federal Government can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible. This Policy requires recycling at Trust facilities, tenant facilities, public spaces and special events.

Goal

To reduce waste going to landfill by maximizing recycling opportunities at the Presidio National Park. To reduce waste per capita by 50% by 2005 based on 1998 baseline data.

Recycling at Office Facilities

- All facilities shall have an accessible location where recyclable materials are consolidated for collection.
- All facilities shall recycle glass, plastic and aluminum beverage containers, paper and cardboard.
- All facilities shall either participate in the Presidio recycling program or document another program through which they are accomplishing recycling goals.

Recycling at Public Spaces

- Outdoor recycling receptacles for glass, plastic and aluminum containers will be situated for public use at recreation sites and waysides throughout the Presidio.
- Public recycling receptacles will be available at indoor public gathering spaces, food services, meeting and conference centers.

Recycling at Special Events

- Permits for special events will include a requirement for recycling.
- Beverages must be served in recyclable containers.
- Special event planners may request services from the Presidio recycling program or document another plan for accomplishing recycling goals.

Recycling of Unusual Items

- Recycling of styrofoam, varied plastics, wood pallets, etc. will be handled on an on-call basis. Please call the Presidio Recycling Center for more details.
- Recycling of office equipment, furniture or building materials will be handled on an on-call basis. Please call the Presidio Salvage Depot for more details.

- The Recycling Program will not handle hazardous materials. For information about hazardous material recycling call The Presidio Trust Hazardous Materials Coordinator.

Move-In Procedures

Before moving in, all tenants will receive a *Tenant Welcome Package* from The Presidio Trust Non-Residential Property Manager, (415) 561-5372. This information will inform tenants of Presidio Trust Operations Policies for all buildings and sites.