

# TENANT WELCOME PACKAGE

Available online at: [www.presidio.gov](http://www.presidio.gov)

Welcome to the Presidio of San Francisco!

This guide provides important information that will help your organization get settled in the park. Please complete and return pages two and three, but keep this booklet on hand as you will need to refer to it frequently while you are a tenant here.

An electronic version of the Tenant Welcome Package is online at [www.presidio.gov](http://www.presidio.gov). If you have any questions, please contact CB Richard Ellis, the Presidio's Non-Residential Property Managers, at (415) 561-2449.

## CONTENTS

Getting Started: Tenant Contact Information.....	p. 2-3
Important Contact Information .....	p. 4
Emergency Contact Information.....	p. 5
Building Keys.....	p. 6
Utilities and Telecommunications.....	p. 6
Signage.....	p. 6
Refuse and Recycling.....	p. 7
Security Alarms.....	p. 7
Mail Service/Express Shipping.....	p. 8
Join the Tenant Directory.....	p. 8
Paying Rent.....	p. 9
Work Orders and Maintenance Requests.....	p. 10
Life Safety Procedures.....	p. 11-12
U.S. Park Police Courtesy Checks.....	p. 13
Rules for Non-Residential Use and Occupancy.....	p. 14

## GETTING STARTED: TENANT CONTACT INFORMATION

*Please complete the Tenant Contact Form and return to CB Richard Ellis.*

**Fax:** (415) 561-2443

**Email:** corey.olender@cbre.com

Please assign an Office Manager as the person authorized by your organization to be the liaison between you and CB Richard Ellis, the Property Management Office. This person has the authority to do the following:

1. Order lock changes, installations and additional keys for your space.
2. Order work services for billable engineering time (i.e. minor work repairs and any construction related work). When a work order is placed, our work order desk will check this Tenant Contact Information form to ensure that the work order is from a person authorized by your organization per above.
3. Change, add and delete names of additional authorized personnel.

## GENERAL INFORMATION

**Name of Business** \_\_\_\_\_

**Building #** \_\_\_\_\_

**Suite #** \_\_\_\_\_

*(if applicable)* **Subtenant of** \_\_\_\_\_

**# of Employees**

**Full-time** \_\_\_\_\_

**Part-time** \_\_\_\_\_

**Mailing Address**

**Street** \_\_\_\_\_

**PO Box** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**WEBSITE** \_\_\_\_\_

## Tenant Contact Information, cont.

### List Office Manager to Receive General Email Announcements

Name	Position	Phone	Fax	Email

### List Emergency Contacts Including Contacts for After Hour Emergencies

Name	Position	Work Phone	Cell and/or Home Phone	Email

### List Main Contact for Lease Issues

Name	Position	Phone	Fax	Email

### List Main Contact for Billing Issues

Name	Position	Phone	Fax	Email

### List Transportation Coordinator

Name	Position	Phone	Fax	Email

### List Public Contact Information for Listing on Presidio Trust Website

Name	Phone	Fax	Website	Email

## IMPORTANT CONTACT INFORMATION

### **CB Richard Ellis (non-residential property management)**

Corey Olender, Administrative Assistant

T: (415) 561-2449

F: (415) 561-2443

E: [corey.olender@cbre.com](mailto:corey.olender@cbre.com)

Signe Anderssel, Assistant Real Estate Manager

T: (415) 561-2439

F: (415) 561-2443

E: [signe.anderssel@cbre.com](mailto:signe.anderssel@cbre.com)

Danielle McKinney, Senior Real Estate Manager

T: (415) 561-2440

F: (415) 561-2443

E: [danielle.mckinney@cbre.com](mailto:danielle.mckinney@cbre.com)

### **Work Orders and Maintenance**

During Regular Business Hours: (415) 561-2442

After Hours Emergencies: (415) 677-2267

E: [wodesk@presidiotrust.gov](mailto:wodesk@presidiotrust.gov)

### **Presidio Trust Transportation Department (parking issues)**

T: (415) 561-5438

### **Trash/Recycling**

Dave Seabury, Presidio Trust Waste Reduction Coordinator

T: (415) 850-8047

### **Presidio Trust Utilities Department**

T: (415) 561-2124

## IN CASE OF EMERGENCY - CONTACT INFORMATION

**EMERGENCY**  
**911**

**EMERGENCY- IF CALLING FROM A CELL PHONE**  
**(415) 561-5656**

**NON-EMERGENCY DISPATCH**  
**(415) 561-5505**

When calling in an emergency, please identify the building number where you are located. Please note that you are calling from the Presidio of San Francisco, which is deemed federal jurisdiction, NOT the City of San Francisco. This is important because some street names (such as Montgomery Street) can be found both in the Presidio and in the City of San Francisco.

## BUILDING KEYS

The Presidio Trust will provide tenants with two keys to each exterior door lock on the premises at no cost. Additional keys may be purchased from the Presidio Trust. Please contact the Work Order Desk at (415) 561-2442 or [wodesk@presidiotrust.gov](mailto:wodesk@presidiotrust.gov) for duplicate keys, change of locks, or additional locks.

Upon move out, please return all keys to CB Richard Ellis.

For safety and emergency reasons, it is important that tenants do not alter any lock or install any new or additional lock or bolt on any door.

## UTILITIES AND TELECOMMUNICATIONS

### Utilities

If you occupy a multi-tenant building, utilities will be billed to you by CB Richard Ellis and charges will appear on your monthly rental statements, based either on direct usage or your percentage share of the building. Please familiarize yourself with the utility section of your lease to clarify how this will affect your particular space.

Tenants that occupy single tenant or duplex buildings should contact CB Richard Ellis for direction on how to set up their individual service.

### Telecommunications

Please contact the service provider of your choice to arrange for your telecommunications needs. Please note that depending upon the historic nature of your leased space, you may need permission to install new jacks, drill for new wiring etc. Please contact CB Richard Ellis for direction.

## SIGNAGE

To ensure that all signage is in compliance with the Presidio Trust signage policy, the Trust will install and make any changes to tenant identification signage for each building. Please forward all requests for signage changes or additions to CB Richard Ellis at (415) 561-2449.

## REFUSE AND RECYCLING

Refuse collection is provided to all tenants by Golden Gate Disposal and Recycling.

Recycling collection is required, and the following options are available:

- The San Francisco Conservation Corps (SFCC) offers a free weekly recycling collection to Presidio organizations. The SFCC also provides a recycling drop off site at 1243 Appleton Street in the Fort Scott area of the Presidio. It is open 8 a.m. to 5 p.m. every day.
- Recycling and food waste collection services are available from Golden Gate Disposal as well. Golden Gate Disposal charges a fee for recycling and food waste services.

**Please note that state law prohibits the placement of any batteries, electronics, microwave ovens, and fluorescent lights in with the regular garbage. For guidance on disposal, visit [www.sfrecycle.org](http://www.sfrecycle.org)**

For information about recycling, fees, available container sizes, scheduling, and proper disposal options for hazardous materials, please contact the Presidio Trust Waste Reduction office at (415) 561-4260, at [dseabury@presidiotrust.gov](mailto:dseabury@presidiotrust.gov), or at [jkaller@presidiotrust.gov](mailto:jkaller@presidiotrust.gov).

## SECURITY ALARMS

Each tenant, at their discretion, is responsible for providing and maintaining intrusion alarms for their premises. To ensure that all installations are fully compatible with the Presidio's communication equipment system, designs must be submitted to CB Richard Ellis and approved by the Presidio Trust before proceeding with installation. For information concerning intrusion systems, please refer to the detailed requirements in the Tenant Handbook.

## MAIL SERVICE AND EXPRESS SHIPPING

### General Mail Service

Presidio tenants have two options for general mail delivery:

#### *Post Office Box*

The United States Postal Service (USPS) operates a Presidio branch office at 210 Lincoln Boulevard on the Main Post. Presidio tenants may set up a post office box for mail at this location. To open a post office box, visit this office and bring a copy of your executed lease. To reach the Presidio branch of the post office, call (415) 563-4976. Their hours of operation are Monday to Friday, 8:30 a.m. to 5 p.m.

#### *Direct Delivery to your Presidio Building*

In many instances, the Postal Service can deliver mail directly to your Presidio location provided there is a receptionist or USPS approved mailbox installed and accessible to the carriers. To find out if direct delivery is available at your Presidio location, please contact the CB Richard Ellis office at (415) 561-2449. If it is determined that you are able to have direct mail delivered, you will need to go to the Marina Post Office, 2055 Lombard (cross street Fillmore), and submit a Change of Address form.

### Express Shipping Service

Federal Express has a drop-off box located on the Main Post, at the intersection of Anza Street and Lincoln Boulevard (next to the bus shelter across the street from the post office and bank).

DHL, Federal Express, and UPS have a drop-off box inside the front entry to 1012 Torney Avenue at the Thoreau Center.

## JOIN THE TENANT DIRECTORY

The Presidio Trust invites your organization to be listed in **The Presidio Pages**, a directory of organizations located in the park. Participation is free. The directory allows members of the public to find and patronize your organization.

The Presidio Pages (also known as the Tenant Directory) can be found online at [www.presidio.gov](http://www.presidio.gov). The Trust also produces a printed edition once a year. Your listing would include your contact information, description, and category (for example “Food and Restaurants” or “Consultants and Professional Services”).

Upon move in, you should have received a welcome letter with instructions on how to join. If you need assistance or another copy of the instructions, please contact CB Richard Ellis at (415) 561-2449.

## PAYING RENT

Rent (including Service District Charge, if applicable) and utilities\* are due and payable on the first day of the month. Please return a copy of your statement with your check. Please note that these monthly statements are issued for your convenience. If the invoice is lost or misplaced, timely payment of rent and any additional costs are still due per the terms in your lease.

Make checks payable to:

The Presidio Trust  
c/o CB Richard Ellis  
P.O. Box 29546  
San Francisco, CA 94129-0546

Subtenants: Please forward rent payments to your landlord.

\*Please note that some utility statements are sent from the Trust Utility Department and are payable directly to the Trust at this address:

The Presidio Trust  
Accounts Receivable/Utility Billing  
P.O. Box 29052  
San Francisco, CA 94129-0052

Questions: (415) 561-2449

### Notice to Customers Making Payment by Check

**Authorization to Convert your Check:** If you send us a check to make your payment, your check will be converted into an “electronic fund transfer.” Electronic fund transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

**Insufficient Funds:** The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by electronic fund transfer.

**Transaction Information:** The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under “other withdrawals” or “other transactions.” You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for record keeping purposes.

**Your Rights:** You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a federal law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

## WORK ORDERS AND MAINTENANCE REQUESTS

**During Regular Business Hours:** (415) 561-2442

**After Hours Emergencies:** (415) 677-2267

**E:** [wodesk@presidiotrust.gov](mailto:wodesk@presidiotrust.gov)

Please call the work order desk for the following requests:

- building repairs or maintenance
- estimates for building repairs or maintenance
- to report Presidio-wide maintenance emergency repairs (ie: water breaks, clogged storm sewers, downed trees)
- Pest Control/Extermination Services: To ensure that the services used are in compliance with environmental guidelines, it is important that all work is coordinated with the Presidio Trust

**Payment:** If you have any questions regarding who is responsible for work, please refer to your lease agreement or contact CB Richard Ellis. Per your lease agreement, if you are responsible for maintaining the building, please call the Work Order Desk for work estimates or pre-notification and approval of work if you plan to use outside vendors.

**Building Inspections:** The Presidio Trust will perform an annual condition assessment report for all occupied commercial buildings at the Presidio. CB Richard Ellis will work with each tenant to schedule times for these inspections.

**Maintenance Contracts:** Please provide copies of all maintenance contracts for any internally maintained systems to CB Richard Ellis.

**Janitorial:** Please contact CB Richard Ellis at (415) 561-2449 with questions about this service.

**Building and Landscape Alterations:** Due to the Presidio's historic nature, all construction, landscaping and alterations (minor or major) must be reviewed and authorized in writing and monitored by the Trust. This includes the removal, addition or change to walls, doors, electrical outlets, carpets, and painting of the premises, as well as any additions you may want to make to exterior flowerbeds or landscape materials. Any work undertaken without prior approval will be considered a lease violation.

Presidio buildings are renovated according to applicable standards and guidelines such as the Sustainable Building Guidelines, the Secretary of Interior's Standards for Rehabilitation of Historic Properties, and disabled accessibility requirements (ADA).

To request building or landscape changes, please forward any requests in writing to CB Richard Ellis. Please allow as much time as possible for the approval process, which may include an environmental and historical review and a building permit.

## LIFE SAFETY PROCEDURES

Per standard life safety procedures, the following items located in your leased space need to be regularly inspected or updated. If any of these items are found to be out of compliance during the Annual Building and Fire Inspections, please know that CB Richard Ellis will schedule the work and you will be billed accordingly. Please review your lease to determine the items for which you may be responsible.

**Fire Extinguishers:** Need to be serviced, inspected and certified each year by a licensed fire extinguisher contractor. Contractor's License must be from the California State Fire Marshal's office, and a copy of said license will need to be submitted to the Presidio Fire Department (PFD) prior to service being scheduled. Please check the tags on the equipment in your space to verify the date that this annual service was last done and schedule service accordingly. No permit is required from the PFD for this standard service.

**Fire Alarm Systems:** Need to be tested, inspected and certified each year by a licensed fire alarm contractor. Contractor's License must be a California C-7, and contractor must possess manufacturer's technician certification for the equipment they will work on. All maintenance, testing and service requires a permit from the PFD, which can be obtained by calling (415) 561-4220. Please check the tag on your alarm panel to determine when this annual service was last done and schedule service accordingly.

**Fire Sprinkler Systems:** Need to be tested each year as part of the fire alarm system test. Additionally, visual inspection and certification must be conducted every five years by a licensed (California C-16) fire sprinkler contractor. All fire sprinkler system maintenance, testing and service require a permit from the PFD, which can be obtained by calling (415) 561-4220. This service will depend on the length of time you have occupied your space.

### PROFESSIONAL LIFE SAFETY CONTRACTORS

Listed here are Fire Alarm and Fire Sprinkler Contractors that have been provided by the PFD. These vendors have done work in the park and have required licenses on file (however a permit will still need to be issued where applicable). If you choose a different vendor, please note the requirements detailed above that will need to be met prior to the PFD issuing a permit for your scheduled service. Please supply copies of completed inspection forms to CB Richard Ellis so we can update your files.

**(continued on next page)**

The following life safety contractors are approved to conduct design, installation, service; testing and maintenance work on life safety systems:

<b>Fire Alarm Systems</b>	<b>Fire Sprinkler Systems</b>
<p>Major Alarm 3010 Cascade Blvd Shasta Lake, CA 96009 (530) 276-9600 Contact: Steve Ameral</p> <p>Northwest Protection Services, Inc. 75 Magnolia, Suite B Petaluma, CA 94952 (707) 543- 8131 <a href="http://www.nwpsinc.com">www.nwpsinc.com</a> <a href="mailto:sales@nwpsinc.com">sales@nwpsinc.com</a> Contact: Todd Gross</p> <p>Muscio Electric 901 Palmetto Ave Suite D Pacifica, CA 94044 (650) 359-5360 <a href="http://www.muscioelectric.com">www.muscioelectric.com</a> Contact: Rod Muscio</p>	<p>DPW, Inc. 203 East Harris Ave South San Francisco, CA 94080 (650) 588-8482 <a href="http://www.dpwinc.com">www.dpwinc.com</a> <a href="mailto:fg@dpwinc.com">fg@dpwinc.com</a> Contact: Fred Guerrero</p> <p>Pribuss Eningeering 523 Mayfair Avenue South San Francisco, CA 94080 (650) 588-0447 <a href="http://www.pribuss.com">www.pribuss.com</a> <a href="mailto:mail@pribuss.com">mail@pribuss.com</a> Contact: Leonard Camuso</p> <p>Pro-Tech Fire Protection Systems 8540 Younger Creek Drive, Suite 2 Sacramento, CA 95828 (916) 388-0255</p> <p>Emerald Plumbing &amp; Fire Protection PO Box 2026 Burlingame, CA 94011 (650) 344-9370 Contact: Tom O'Connor</p>

The life safety contractors listed above have submitted the appropriate California State Contractors License and technician certification, copies of which are on file in the PFD. Fire extinguisher vendors can be found in your local telephone book.

Life safety contractors not listed above must submit copies of their California State Contractors License and a description of the company’s background, experience in designing, installing and maintaining life safety systems and the number of years in operation to the PFD for review and approval prior to conducting any work. Fire alarm contractors must also submit authorized distributor and technician certification for the specific equipment to be installed serviced or tested for review and approval prior to conducting any work.

Submissions can be sent to:

Timothy T. Phipps, Fire Chief  
Presidio Fire Department  
201 Fort Mason  
San Francisco, CA 94123

Please see separate “Security Alarms” section for information on intrusion alarms.

## U.S. PARK POLICE COURTESY CHECKS

The United States Park Police will conduct “courtesy checks” upon request for Presidio residents and employers who plan to be away for an extended period.

Courtesy checks provide an extra patrol to a Presidio home/workplace and are an extension of normal patrol duties. As time permits during a shift, a patrol officer(s) will visit your home/workplace to make a physical inspection of the building exterior and grounds. If there is a problem or the officer has a question regarding security, then the officer will contact you.

**The courtesy check program is available for Presidio residents and tenants who will be away from their home or workplace for three days or more days. You must register for the program by completing a form at the U.S. Park Police headquarters, located at 1217 Ralston Avenue in the Fort Scott area of the park.**

For directions or more information, please contact Sgt. David Williams at (415) 561-5173.

## RULES FOR NON-RESIDENTIAL USE AND OCCUPANCY

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*”).

### 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 future statutes, 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. **Building and Site Modification:** 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 in Historical buildings need to submit specific forms to go through the N2 process. Tenants shall contact the CB Richard Ellis Office at (415) 561-2449 for further instructions regarding Building and Site requirements.
3. **Building Maintenance:** 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. **Trash Disposal:** 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. **Building and Site Modifications:** 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, satellite dishes 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. **Disturbances:** 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:** Smoking is prohibited in the interiors of all Buildings, as well as areas immediately adjacent to Buildings.
8. **Environment and Conservation:** 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. **Plumbing:** 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. **Conservation and Safety:** 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. **Health Inspections:** 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. **Cooking Waste Disposal:** 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. **Signage:** All interior and exterior signage must go through the The Presidio Trust Sign Shop and be in compliance with Trust’s sign standards. Tenants are responsible for cost of the installation, maintenance and replacement of all interior and exterior signage related to their operations and services.
14. **Wildlife:** Tenants shall notify the work order desk @ 561-2442 of the location of any wildlife potentially affected by operation and maintenance of any Building.
15. **Vending Machines:** 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.
16. **Pest and Weed Control:** The use of pesticides and herbicides is prohibited. Because much of the Presidio is a natural environment, wildlife pests are expected. For assistance, please refer to IPM (Integrated Pest Management) Fact Sheets available at landlords offices. (This language was taken from the residential rules)

## **PUBLIC SAFETY**

17. **NPS Fire, Police and EMS:** 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 or from a cell phone dial 561-5656.
18. **Police, Fire, Medical or Safety Emergencies:** 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 911 or (415) 561-5656 from a cell phone.
19. **Park Police:** 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) 561-5505.

20. **Pets:** Pets are not allowed to roam unattended or off leash at the Presidio. Except for licensed service animals (seeing or hearing dogs), pets are not allowed in buildings. Did not change language moved from misc. to public safety
21. **Safety and Security:** 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.
22. **Parking Violations:** Violations of parking permits shall be reported to the U.S. Park Police at (415) 561-5505.
23. **Facilities Management and Safety Plan:** 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).
24. **Disaster Plan:** Unless waived in writing by the Trust, Tenants shall submit, within ninety (90) days of occupancy, a disaster plan to the Trust’s Facilities Department for review and approval. The Trust Emergency Services Coordinator is Aimee Vincent and can be contacted at (415) 561-5368 for questions regarding these plans.
25. **Knox Boxes:** Unless waived in writing by the Trust, tenants shall maintain accurate keys and maps in exterior Knox boxes and such Knox boxes shall be 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 know box requirements and management shall be directed to Matt Kiolbassa at 415-561-5133
26. **Fire Safety:** Fire sprinklers, smoke detectors, fire extinguishers 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, fire extinguishers and sprinkler systems must be performed by licensed alarm, extinguisher or sprinkler contractors at intervals specified in fire codes. Contractors shall obtain permits from Matt Kiolbassa, Presidio Fire Prevention Office at (415) 561-5133 in advance of performing testing or servicing of detectors, alarms, fire extinguishers, and sprinklers. All Buildings are subject to inspection by Presidio Fire Inspectors to ensure compliance with Applicable Laws.
27. **Cooking and Fire Safety:** 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.
28. **Hazardous Materials Management Plan:** 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.

29. **Barbecues:** 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.
30. **Hazardous Materials:** 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.
31. **Hazardous Waste:** 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.
32. **Hazardous Waste:** 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.
33. **Hazardous Waste:** 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.
34. **Environmental Reporting:** Tenants shall provide the Trust with all environmental reporting information as required under Applicable Laws.

## MISCELLANEOUS

33. **Street Addresses:** The Trust shall have the right, exercisable without notice, to change the identifying name and street address of any Building.
34. **Residing and Overnight use of Non-residential Buildings:** 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. **Discrimination:** 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. **Interpretive Information:** 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. **Lost and Found:** 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. **Public Access and Event Parking:** 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 Dept. at (415) 561-5444.
39. **Presidio Trust Special Events:** Tenants shall appoint an authorized representative responsible for coordination with The Presidio Trust Special Events Dept.
40. **Public Complaints:** 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.
41. **Vehicles:** 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.
42. **NPS Regulations:** 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.
43. **Vehicles:** Washing vehicles on Presidio grounds is strictly prohibited.