

TENANT HANDBOOK

PART A - WORKING IN THE PRESIDIO

PART B - RULES FOR NON-RESIDENTIAL USE AND OCCUPANCY OF AREAS AND BUILDINGS

PART C - PROJECT COMPLIANCE REVIEW AND PERMITTING GUIDELINES

PART D - CONSTRUCTION GUIDELINES

TENANT HANDBOOK INTRODUCTION

THIS HANDBOOK CONTAINS FOUR COMPONENTS:

Part A - Working in the Presidio

This is a quick reference guide that addresses common questions and provides an overview of the Presidio's history, amenities, and resources.

Part B - Rules for Non-Residential Use and Occupancy of Areas and Buildings

These rules apply to all Presidio non-residential tenancies and address requirements related to building interiors, exteriors, and common areas. Tenants are responsible for ensuring that all of their employees, representatives, invitees, licensees, contractors, visitors, agents, subtenants, and other individuals or entities under their control fully comply with the rules.

Part C - Project Compliance Review and Permitting Guidelines

Part C addresses the pre-construction compliance and permitting requirements for any type of new construction, rehabilitation, or repair work at the Presidio. It also addresses the considerations that are associated with the Presidio's status as a National Historic Landmark District.

Part D - Construction Guidelines

Following the pre-construction requirements outlined in Part C, Part D addresses the requirements that apply to actual construction through the close-out of a project.

INTRODUCTION (CONT.)

Interpretation

The Trust expects that this Tenant Handbook will be updated from time to time. Before undertaking any significant activity (e.g., planning for an alteration within its premises), and otherwise from time to time, a tenant should review the current Tenant Handbook. The most current version of the Tenant Handbook will be available on the Presidio Trust website (www.presidio.gov) and on the Presidio WorkSpaces Tenant web portal coming in summer 2016.

For questions regarding *Working in the Presidio* and *Rules for Non-Residential Use and Occupancy of Areas and Buildings*, contact the Presidio WorkSpaces Property Management Office at (415) 561-2449. For questions regarding the *Project Compliance Review and Permitting Guidelines* and the *Construction Guidelines*, including codes, regulations, standards, rules, and policies referenced therein, contact the Presidio Trust Permitting Office at (415) 561-5327. We welcome the opportunity to engage with tenants to ensure that activities are conducted in compliance with current requirements.

Further, in order to clarify which version of the Tenant Handbook applies, the Trust has adopted the following interpretation requirements:

This Tenant Handbook is effective from April 1, 2016 (“effective date”) and supersedes and replaces all prior versions. The Trust may from time to time elect to replace this Tenant Handbook with a new version in whole or in part. Further, the Trust may from time to time, and independently of the foregoing, elect to adopt revised codes, regulations, standards, rules, and/or policies, whether promulgated by the Trust or by third parties, to replace versions of same that are referenced within this Tenant Handbook.

For clarification, for periods prior to the effective date, a prior “Tenant Handbook,” including any part or subset thereof, means, collectively, the Trust’s corresponding codes, regulations, standards, rules and policies then in effect, regardless whether such codes, regulations, standards, rules and policies were called the “Tenant Handbook,” any part or subset thereof, or any other names.

Notwithstanding anything to the contrary, if any part or subset of this Tenant Handbook, or any referenced code, regulation, standard, rule, or policy is expressly contrary to these interpretation requirements, then that part, subset, code, regulation, standard, rules, or policy shall govern to the extent of the inconsistency. For

example, the interpretive provisions set forth in the “the Presidio Trust 2013 Building Codes Standards and Guidelines” regarding projects in various stages of design development shall apply to applicable projects in accordance with the provisions therein.

Notwithstanding anything to the contrary, but subject to the following paragraph, if the Trust (or its representatives) previously approved in writing an otherwise prohibited activity under a prior version of the *Rules for Non-Residential Use and Occupancy of Areas and Buildings*, then that approval shall continue to apply to that otherwise prohibited activity under the current *Rules for Non-Residential Use and Occupancy of Areas and Buildings*.

These interpretation requirements are not intended to modify or limit a tenant’s obligations, whether pursuant to its lease, any other agreement or otherwise, to comply with applicable laws (including, without limitation applicable life-safety laws), as such laws may be modified from time to time.

In the event of any inconsistency between the express terms and conditions of a tenant’s lease and/or development agreement, on the one hand, and this Tenant Handbook, on the other hand, the tenant’s lease and/or

development agreement shall govern to the extent of the inconsistency.

In the event that a tenant’s lease refers to codes, regulations, standards, rules, and policies that are addressed within this Tenant Handbook by name(s) other than those set forth in this Tenant Handbook, the references to those codes, regulations, standards, rules, and policies in this Tenant Handbook shall mean the corresponding references in the tenant’s lease, provided that this Tenant Handbook is not intended to replace or supersede other codes, regulations, standards, rules, and policies that are not expressly addressed within this Tenant Handbook. Further, for clarification, in the event that a tenant’s lease requires compliance with, or refers to, codes, regulations, standards, rules, and/or policies that are not addressed in, or are not inconsistent with, this Tenant Handbook, such additional codes, regulations, standards, rules, and/or policies shall apply to the tenant and its tenancy in accordance with the terms and conditions of the tenant’s lease.

PART A

WORKING IN THE PRESIDIO

WELCOME TO THE PRESIDIO!

Thank you for joining the Presidio community.

This guide is a “how to” manual for working in the Presidio. It introduces the park’s amazing history and resources and provides detailed information about managing your workspace.

While this guide is a helpful reference tool, please keep in mind that it is not a substitute for your lease, the applicable rules, and other important guidelines for working in this unique environment.

As you settle into your new space and get to know the Presidio, please feel free to contact the Presidio WorkSpaces Property Management Office. They are here to help and welcome your questions and feedback. And don’t forget that the best source for ongoing news about the park is available at www.presidio.gov.



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WORKSPACES Provided by the Presidio Trust
with RiverRock Real Estate Group

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CONTACT INFORMATION

PRESIDIO WORKSPACES: PROPERTY MANAGEMENT OFFICE

Monday to Friday, 8:30 am to 5 pm
222 Halleck Street, Suite B
(back side of building)
San Francisco, CA 94129

Mailing Address:
P.O. Box 29546
San Francisco, CA 94129

Phone: (415) 561-2449
Fax: (415) 561-2443

General Inquiries:
info@presidioworkspaces.com

Maryn Craig, Project Coordinator
mcraig@presidioworkspaces.com
(415) 561-2439

Kayla Egnew, Assistant Property Manager
kegnew@presidioworkspaces.com
(415) 561-2438

Joe Vega, Senior Portfolio Manager
jvega@presidioworkspaces.com
(415) 561-2440

Jenny Mercado, Lease Administrator
jmercado@presidioworkspaces.com
(415) 561-4091

Sarah Ng, Project Coordinator
sng@presidioworkspaces.com
(415) 561-2449

PRESIDIO WORKSPACES: LEASING OFFICE

(415) 561-5335
leasing@presidiotrust.gov

PRESIDIO TRUST

103 Montgomery Street
P.O. Box 29052
San Francisco, CA 94129
(415) 561-5300
TTY: (415) 561-5301
www.presidio.gov
presidio@presidiotrust.gov

Work Order Service Center

Monday to Friday, 7 am to 5 pm
(415) 561-4270
woservicecenter@presidiotrust.gov
After hours maintenance emergencies
and lockouts:
(415) 677-2267

Utility Service Applications

(415) 561-4105
yesutilbilling@presidiotrust.gov

Utility Billing Inquiries

(800) 637-4242
yescs@yesenergymgmt.com

Presidio Parking Office

222 Halleck Street, Suite B
(back side of building)
San Francisco, CA 94129

Jon de Uriarte, Senior Operations Manager
(415) 561-4265
Fax: (415) 561-4264
jon_deuriarte@aceparking.com

FIRE, MEDICAL OR POLICE

Emergency dispatch for police or fire
from a land line – 911
from a cell phone – (415) 561-5656

Presidio Emergency Information Line

(415) 561-4500
From this line, tenants can listen to recorded
information following a disaster, including a
major earthquake or other large-scale event.

United States Park Police (USPP)

1217 Ralston Avenue (Fort Scott)
Non-Emergency (415) 561-5505

San Francisco Fire Department

(415) 558-3200
Station #51 (serves the Presidio)
218 Lincoln Boulevard on the Main Post

HOSPITALS

California Pacific Medical Center

California Campus
(415) 600-6000
3700 California Street
(between Cherry and Maple Streets)

California Pacific Medical Center

Pacific Campus
(415) 600-6000
2333 Buchanan Street
(between Webster and Clay Streets)

St. Mary's Hospital

(415) 668-1000
450 Stanyan Street
(between Hayes and Fulton Streets)

Kaiser Permanente

(415) 833-2000
2425 Geary Boulevard
(between Divisadero and Baker Streets)

CONTACT INFORMATION (CONT.)

THIRD PARTY UTILITY COMPANIES

**AT&T
(Phone/Cable Service)**
(800) 310-2355
www.att.com

**Comcast
(Cable Service)**
(888) 485-3514
www.comcast.com

**Pacific Gas & Electric (PG&E)
(Gas Service Only)**
(800) PGE-5000
www.pge.com

**PRESIDIO TRUST WASTE
REDUCTION OFFICE**
(415) 561-4260

COOKING OILS

Bently Biofuels Collection Service
1728 Ocean Avenue, #124
San Francisco, CA 94112
(415) 728-8766
www.gotgrease.net

**Darling International (kitchen grease
disposal)**
429 Amador Street
San Francisco, CA 94124
(415) 647-4890
www.darlingii.com

SF Greasecycle
525 Golden Gate Avenue
San Francisco, CA 94102
(415) 695-7366
www.sfgreasecycle.org

HOUSING FOR PRESIDIO-BASED EMPLOYEES

Housing preference is available to qualifying Presidio-based employees. A Presidio-based employee is someone who works a minimum of 32 hours per week on a non-temporary basis for an approved business, organization, or institution located in the park.

The Presidio Trust also offers housing at discounted rents to eligible employees.

[Learn more about housing for Presidio-based employees.](#)



PRESIDIO PARKWAY AND THE TUNNEL TOPS



The San Francisco County Transportation Authority, the Federal Highway Administration, and Caltrans recently replaced the highway that runs through the Presidio to the Golden Gate Bridge. Construction of the new Presidio Parkway was completed in 2016.

The Presidio Parkway is seismically safe and is designed to fit more seamlessly into the park setting, with

fewer impacts on resources, views, and the visitor experience.

A section of the roadway was moved into at-grade tunnels, [allowing a magnificent new park landscape to reconnect the Crissy Field waterfront to the Main Post](#). Construction of the new “Tunnel Tops” landscape is underway. The Tunnel Tops site will open in 2019.

WASTE, FRAUD, AND ABUSE HOTLINE

The Presidio Trust is committed to serving the public and upholding the highest ethical standards.

The Trust has established an anonymous, independent hotline that allows anyone in the community to report a matter of concern related to fraud, waste, or abuse.

How Does it Work?

A special toll-free number is available to anyone 24 hours a day, 7 days a week.

Call (877) 888-0002.

You will be greeted by an interviewer who will document the situation in detail. You do not need to provide your name, and the interview is not recorded.

The interviewer will provide you with a report number and ask you to make one call back at a later date.

The information reported is then relayed to a designated senior management team within the Presidio Trust. This team will look into your concern.

Using the report number and scheduled call back date given to you by the interviewer, you call back for a follow-up. At that time, you may be given a management response, asked for additional information, or provided with appropriate instructions on how to pursue your concerns.

PAYING RENT AND OTHER OBLIGATIONS

There are three ways to submit rent payments:

By Check

You may either mail your check (payable to the Presidio Trust) to Presidio WorkSpaces, P.O. Box 29546, San Francisco, CA 94129; hand deliver your check to the Presidio WorkSpaces office; or deliver it to the drop box located at 220 Halleck Street south entrance (facing the Fire Station next to the side entry door).

Via Online Banking

If you use online banking, the payee is "The Presidio Trust" at the address P.O. Box 29546, San Francisco, CA 94129.

Online at www.pay.gov

On www.pay.gov, you can pay by credit card or ACH. Retrieve the form named "Presidio WorkSpaces." Complete the form, making sure to include your Tenant ID number (located in the upper right hand corner of your

rent statement). You may also self-enroll with www.pay.gov, allowing you to save your submitted form, including your billing and contact information, so you do not need to re-enter the information with each subsequent payment.

Rent is payable in advance and is due on the first day of the month. Any payments made after the first may be assessed a late fee according to the terms of your lease. Please refer to the terms of your lease for details. In addition to late fees, your lease may provide for an accrual of interest on a daily basis from the date the rent is due until the date the payment is received in the Presidio WorkSpaces office.

Although rent shall be paid without any prior demand or notice, as a courtesy Presidio WorkSpaces will send by either email or mail a monthly statement to your business. The statement will reflect account history prior to the 18th of the previous

month, including rent, service district charges and additional charges as applicable. The statement will also include your Tenant ID number in the upper right hand corner; please include this number with your payment to ensure proper application. In the event a statement is not received, please refer to your lease agreement for payment details. You may also call Presidio WorkSpaces Property Management Office for assistance.

All checks are converted to an electronic fund transfer (EFT). By sending your completed and signed check, you authorize the use of your account information for payment or the copying of the check for processing, if necessary. EFT transactions typically occur within 24 hours. A fee of \$25 will be applied in the case of insufficient funds.

UTILITIES

Gas

Pacific Gas and Electric (PG&E) provides gas service to the Presidio's tenants. Please refer to your lease for information about transferring gas service. For questions, please contact PG&E or Presidio WorkSpaces Property Management Office.

Electricity, Refuse and Recycling, Water and Sewer

The Presidio Trust Municipal Services Department provides the following utilities to tenants:

- Electricity
- Refuse and Recycling
- Water
- Sewer
- Fire Service

An application for utility services is provided by Presidio WorkSpaces Property Management Office at move-in. Changes in service may be requested directly from the Trust's Utility Service Applications.

Payment of Presidio Trust Utilities

Depending on your lease terms, you may receive a separate utility usage summary from YES! (Yardi Energy Solutions) utility billing. This summary will be sent to you electronically around the 10th of every month. The amounts shown on the summary, plus any unpaid utility charges, will also show up on your rent statement from Presidio WorkSpaces.

Utility charges can be paid the same three ways rent can be paid:

1. By check mailed or delivered to Presidio WorkSpaces, 222 Halleck Street, Suite B, P.O. Box 29546, San Francisco, CA 94129
2. Via online banking with payee "Presidio Trust" at P.O. Box 29546, San Francisco, CA 94129
3. By credit card or ACH payment on www.pay.gov. You may send payments for rent and utilities or you can combine payments.

If you use www.pay.gov to pay your utilities, retrieve the form named

"Presidio WorkSpaces." Complete the form making sure to include your Tenant ID number (located in the upper right hand corner of your rent statement). You may also self-enroll with www.pay.gov, allowing you to save your submitted form, including your billing and contact information, so you do not need to re-enter the information with each subsequent payment.

Telecom

Telecommunication service is available through third-party providers (see p. A-7). These companies link service to the Presidio Trust's telecommunication center and from there service gets routed to individual buildings. Please contact a provider of your choice to initiate service. There will be an additional charge through the Trust's utility billing process if you require copper and/or fiber lines. In this case, please include the number of copper and/or fiber lines needed on your utility application.

Alternatively, you may select an option that allows your service provider to coordinate with Trust staff to determine the number of lines needed. Advance approval from the Trust is required for the installation of jacks and drilling for new wiring, etc. Please contact the Work Order Service Center for direction.

KEY DISTRIBUTION AND LOCK-OUTS

Presidio WorkSpaces Property Management Office will distribute a complimentary set of keys to each new tenant at move-in. These keys will open building entrances and doors to leased space. Additional keys may be requested from the Presidio WorkSpaces Property Management Office. Charges for additional keys will be processed through the Presidio Trust's Work Order Service Center and will be included in a subsequent monthly rent statement.

Locked Out?

If you are locked out during normal business hours, please contact Presidio WorkSpaces Property Management Office at (415) 561-2449. After hours, please call (415) 677-2267. Please note that an after-hours lock-out will be treated as a billable work order, with charges included in a subsequent monthly rent statement.

For your safety and the safety of others, please do not tamper with any doors or locks. Please contact Presidio WorkSpaces Property Management Office for any lock or key-related request. Your premises may not be re-keyed without prior written approval from the Presidio Trust. At vacancy, all keys must be returned to the Presidio WorkSpaces Property Management Office.

BUSINESS SIGNAGE

Interior Signage

Interior signage is considered an alteration to the building and must be approved by the Presidio Trust. Only reversible signage systems are allowed. Informal methods of posting signs—including those using tape, tacks, and nails—are prohibited due to the damage they can cause to historic buildings. If you need to change your name on the interior sign or want to request additional signage please contact Presidio WorkSpaces.

Exterior Signage

All exterior signage must comply with the [Presidio Tenant Sign Guidelines](#). Depending on the type of tenancy and location of your building, you could be eligible for additional exterior signage.

The Tenant Sign Guidelines set standards to provide a reasonable balance among the following factors:

- The needs of tenants to identify their businesses, services, and other activities
- The needs of Presidio visitors and business clientele to find their destinations
- The Presidio Trust's responsibility to prevent visual discord and a feeling of commercialization, and to avoid clutter in a national park site

In addition to permanent exterior signs, the Tenant Sign Guidelines also cover temporary exterior signs such as building-mounted banners, streetlight banners, windmasters, and construction signs. Temporary signs are allowed to announce special events like grand openings, exhibits or limited-time programs. Please refer to the Tenant Sign Guidelines for more information.

Forms for new or modified signage may be requested from Presidio WorkSpaces. Once completed, please return the signage request forms to Presidio WorkSpaces for distribution to the Presidio Trust for approval prior to installation.

INTERPRETIVE INFORMATION

The Presidio Trust routinely publishes brochures, postcards, and web-based information about the park's history and current activities. Tenants are asked to disseminate this information to their visitors as it becomes available. To receive informational materials, please email presidio@presidiotrust.gov. Tenants are also encouraged to display information about the history of the premises they occupy.

REFUSE AND RECYCLING

Collection

Refuse, recycling, and compost collection is provided through a contract between the Presidio Trust and Recology Golden Gate. Each tenant is required to complete the Presidio Trust’s waste reduction section of the utility application provided by the Presidio WorkSpaces Property Management Office at move-in. For questions about appropriate service levels and missed or special collections, contact the Presidio Trust Waste Reduction Office at (415) 561-4260.

Composting

To participate in Recology’s food waste diversion program, contact the Presidio Trust Waste Reduction Office at (415) 561-4260. Food scraps, paper towels, plant debris, and food-related paper packaging are acceptable in designated food-waste receptacles. [View a complete list of acceptable material.](#)

Do’s and Don’ts on Trash Day

- Please make sure to separate all waste from recycling and to place each in the correct bin. **Collection will not occur if items are not properly separated.**
- Raccoons and skunks are attracted to open or over-flowing refuse and recycling containers, so please make sure both remain tightly secured. Depending on availability, the Presidio Trust Waste Reduction Office may provide you with a new or replacement elastic cord. Contact them at (415) 561-4260.
- All refuse and recycling must be placed inside containers. If you have large items, please contact the Presidio Trust Waste Reduction Office to set up a large-item pick up from Recology. This must be set up 24 hours in advance and certain rules and/or fees may apply.
- If you find your bin size is not adequate (whether too small or too large for your regular needs), please let us know. A different size may be requested by submitting a Municipal Services Utility application by contacting (415) 561-4105 or yesutilibilling@presidiotrust.gov, or the Presidio WorkSpaces.
- Electronic waste is not collected, and tenants are required to arrange for its proper disposal. For assistance, please contact the Presidio Trust Waste Reduction Office at (415) 561-4260.
- Tenants who operate facilities with cooking oil waste are required to arrange for its proper disposal. Please refer to your lease for specific requirements. A list of approved vendors is on page 7.
- If you have an issue with others using your receptacles, contact the Presidio Trust Waste Reduction Office to request a Recology lock.

Office Supply Disposal and Donation

Disposing of office furniture or supplies? Call the Presidio Trust Waste Reduction Office at (415) 561-4260. The Waste Reduction Office provides advice on the best disposal options and strives to promote re-use of materials from paper, pens, and binders to office furniture.

BUILDING MAINTENANCE + ALTERATIONS

Maintenance and Janitorial Services

If maintenance and janitorial services are included in your lease, please contact the Presidio WorkSpaces Property Management Office if you have a question or concern.

Tenants who have retained third-party property maintenance or janitorial firms must provide Presidio WorkSpaces with copies of all such contracts, along with the certificates of vendor insurance.

Please refer to the [Presidio Trust Green Cleaning Guidelines](#).

Inspections

In addition to those at move-in and move-out, Presidio Trust inspectors will also conduct annual inspections of your premises. Trust staff members will contact you each year to coordinate your inspection. Depending on the terms of your lease, these may be billable to you. Please refer to your lease or contact the Presidio WorkSpaces Property Management Office if you have questions.

Building and Landscape Alterations

Due to the Presidio's status as a National Historic Landmark District, all construction, landscaping, tenant improvements, and other alterations (minor and major) must be reviewed, authorized, and monitored by the Trust. Please contact the Trust's Work Order Service Center for requests. Requirements and approval times vary and will depend on the scope of work and the necessary level of review, permitting, and inspection. All alterations must comply with the Tenant Handbook. **Any work undertaken without prior Presidio Trust approval is considered a lease violation. The Trust may require the reversal of unauthorized work at the tenant's expense.**

LIFE SAFETY

Life Safety Contractors

The fire equipment and life safety systems listed below require annual inspections, service, and certification. Depending on your lease, you may be responsible for conducting these. Please consult the Presidio WorkSpaces Property Management Office if you have questions about your responsibility under your lease. If you are responsible for conducting these activities, please submit updated inspection forms and other relevant data to the Presidio WorkSpaces Property Management Office for record keeping. If you would like to have the Presidio Trust arrange for such inspections please contact Presidio WorkSpaces for assistance. Please note that this work will be billed on your monthly statement.

- Fire Extinguisher - yearly
- Fire Alarm System - yearly
- Fire Sprinkler System - every five years

Upon request, Presidio WorkSpaces will provide a list of fire alarm system contractors approved by the Presidio Trust Fire Protection Office.

A life safety contractor not included on the existing list may also be considered, provided the contractor submits documents for review and approval by the Presidio Trust Fire Protection Office prior to the commencement of work. These documents include:

- Company description, including years of operation, and experience in the design, installation and maintenance of fire and life safety systems
- Copy of California contractor's license
- Authorized distributor/technician certification for equipment to be inspected or serviced
- Certificate of insurance

Security Alarms

Tenants have the option of installing security alarms. In such cases, tenants are responsible for providing and maintaining the devices. No alarm may be installed without prior approval from the Presidio Trust. All systems must be fully compatible with the Presidio Trust's communication equipment, along with other requirements. To ensure compliance, please submit initial designs to the Presidio WorkSpaces Property Management Office for review and distribution to the Presidio Trust for approval prior to installation.

PEST MANAGEMENT

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to controlling pests using a combination of practices. IPM solves pest problems while minimizing risks to people and the environment.

The Presidio Trust's first goal is to keep insects and rodents from entering buildings. To achieve this, the Trust closes building cracks, seals below- or at-grade crawl spaces, and screens roof-top gutters.

If further measures are needed, trained staff members select the most effective management methods, limiting the use of pesticides. The most effective, long-term way to manage pests is by using a combination of techniques.

If you are concerned about insects or rodents in or near your workspace, please contact the Presidio Trust Work Order Service Center (see page 5). Prompt reporting and early treatment help keep buildings pest free.

WORKING NEAR WILDLIFE



The Presidio is home to an extraordinarily diverse wildlife population. More than 600 species, from expansive birds of prey to North America’s tiniest butterfly, make their home in the park. Even coyotes are regularly spotted here.

The diversity of wildlife extends beyond the typical “urban” wildlife seen in most city parks and neighborhoods. As one of the last large open spaces in San Francisco, the Presidio is truly a wildlife refuge.

The presence of wildlife around the park enlivens both the visitor and resident experience with sounds and sights that capture the imagination and deepen a sense of community and place. Wildlife also provide important ecological functions—pollinate flowers, prey on “pest” species, decompose organic matter, and replenish nutrients in soils.

Birds

Because it is one of the largest open spaces in San Francisco, with plentiful food and water, the Presidio is a haven for many bird species seeking either a permanent home or a safe resting place on a migratory journey.

More than 85 percent of the animals regularly seen in the Presidio are birds—including more than 65 species that live and nest in the park, and up to 175 additional species called “neotropical migrants.” Many of these migratory birds stop here (perhaps in your backyard) during their annual trips from their nesting grounds in the tropics where they spend the winter, and northward again in the spring.

Species like Barn Swallows may nest on your building and are protected by the International Migratory Bird Treaty. If there is a problem with the location of a bird nest (e.g., the nest is near a doorway), contact nature@presidiotrust.gov.

Coyotes

Since 2002, coyotes have been seen in the Presidio and other parts of the city. Coyotes are smart and adaptable animals. Regular extended contact with humans can cause them to lose their natural fear of people and may in turn cause behavioral problems.

In order to keep coyotes naturally timid of human contact, please restrict food sources (pet food and trash) and keep your distance from coyotes. If you have a direct close encounter with a coyote in the Presidio you may scare it away by making loud noises and/or waving your arms. To report a coyote incident of concern, contact coyote@presidiotrust.gov or (415) 561-4148. For more information, visit www.presidio.gov/coyote.

To help protect the park’s nature and wildlife please...

- Keep cats indoors and dogs on a leash and supervised while outdoors
- Clean up after your animal and keep food indoors
- Keep refuse and recycling containers tightly sealed
- Respect the privacy of bird nests
- Call the Presidio Trust Work Order Service Center for rodent and pest problems (toxic products can harm hawks and owls)
- Do not release unwanted pets (e.g. turtles) into the park
- Stay on trails
- Abide by the terms of your lease and other documents, including the Presidio Residential Rules and Rules for Planting in Containers

PARKING AND VEHICLES

Parking Permits

Parking is regulated throughout the Presidio. Depending on your lease, you may be entitled to a monthly parking permit.

Hourly and daily permits must be purchased from pay stations and be properly displayed. Please contact the Presidio Parking Office at (415) 561-4265 for current rates, to request monthly permits, or for general questions or inquiries.

Parking Violations

Parking violations can be reported to the U.S. Park Police at (415) 561-5505.

Electric Vehicle Charging Stations

Electric vehicle charging stations are available at the following locations:

1. In front of the Crissy Field Center, near Mason Street at East Beach.
<http://www.parksconservancy.org/assets/conservation/environmental-sustainability/pdfs/vehicle-charging-station-fact.pdf>

2. In the parking lot of Building 558 Presidio Boulevard.
3. Behind Building 103 (Presidio Trust office) on Taylor Road in the Main Post.
4. Behind the Thoreau Center for Sustainability (between Lincoln Boulevard and Edie Road in the Letterman District).

City CarShare

Carsharing is a membership-based service that allows participants to have periodic access to a vehicle without owning one. City CarShare, a Bay Area non-profit organization, operates three drop-off/pick-up vehicle pods in the Presidio.

- 1080 Torney Avenue near the Thoreau Center for Sustainability
- 20 Keyes Avenue on the Main Post
- 1801 Wedemeyer Street in the Public Health Service District

To learn more about City CarShare or to register for membership, visit www.citycarshare.org.

Guaranteed Ride Home

Do you want to carpool, take the bus, or bike to work but are concerned about how you would get home if you became ill, had a family emergency, or were required to stay late?

The Presidio Trust Guaranteed Ride Home Program offers employees who use an alternate commute mode a way to get home in the event of an emergency. Whether you face a family illness or are asked to work unscheduled overtime, the program ensures that you'll get home via taxi or rental car with minimal extra expense to you and your employer.

Presidio employers must register for this program for their employees to be eligible. If your Presidio employer is registered and you are a full- or part-time Presidio employee who lives within 100 miles of the park, you are eligible to use the program. You must sign up with your employer and use an alternative travel mode (e.g. vanpool, bike, bus, carpool, or walking) on the day a Guaranteed Ride Home is requested.

Please follow these links to find out how employers and employees can join the Guaranteed Ride Home Program.

Information for Employers

http://www.presidio.gov/lease/Documents/GRHEmployer_accessible.pdf

Information for Employees

http://www.presidio.gov/lease/Documents/GRHEmployee_accessible.pdf

If you have questions or would like additional information, please contact the Presidio Trust Transportation Department, at transportation@presidiotrust.gov.

PRESIDIGO SHUTTLE



The Presidio Trust operates a free shuttle service—PresidiGo—serving park residents, employees, and visitors.

There are two PresidiGo Shuttle routes: Around the Park and Downtown.

This section provides an overview of the service. Complete information—including routes and schedules—is available at <http://www.presidio.gov/shuttle>. You can also register there for email alerts and advisories.

Get shuttle info and schedules:
www.presidio.gov/shuttle.

For real time departures and live tracking, use presidiobus.com

The PresidiGo Shuttle operates on a limited weekend schedule on federal holidays.

Residents should obtain a PresidiGo Shuttle pass from the Presidio Residences office (see Contact Information).

PresidiGo **AROUND THE PARK SHUTTLE**

The Around the Park shuttle is free. It provides a connection between the Presidio Transit Center and nearly 40 destinations within the park. The shuttle runs two 30-minute loops:

- *the Crissy Field Route serves the northern Presidio including the Main Post, Golden Gate Bridge, Fort Scott, Crissy Field Center, and Letterman District.

- *the Presidio Hills Route is a bi-directional route serving the Officers' Club, Main Post, Inspiration Point, Washington Boulevard, Baker Beach, and Public Health Service District.

Both routes originate at the Presidio Transit Center and connect with MUNI and Golden Gate Transit at several locations. The shuttle runs weekdays from 6:30 am to 7:30 pm. It operates weekends from 11 am to 6:30 pm.

Around the Park operates on a limited weekend schedule on federal holidays.

Note: Due to heavy traffic on Lincoln Boulevard near Baker Beach, the

Around the Park Presidio Hills Route is occasionally unable to stop at the Lobos Valley/25th Avenue Gate stop. When there is heavy traffic, passengers are asked to walk to the next closest stop at Baker Beach (Lincoln Boulevard and Pershing Drive).

PresidiGo **DOWNTOWN SHUTTLE**

The Downtown shuttle route make stops at the Presidio Transit Center on the Main Post, the Letterman District, Union Street/Van Ness Avenue, Embarcadero BART, and the Transbay Terminal.

The shuttle operates from 5:45 am to 9:30 pm on weekdays and 9 am to 7:30 pm on weekends.

Presidio Employees and Residents: Free every day, with appropriate boarding pass.

Visitors on Weekdays: No passes are required from 9:30 am to 4 pm, during the quarter-hour headways during the evening commute, and from 7:30 pm onwards. At all other times a valid

MUNI Passport (not a MUNI Fast Pass) is required.

Visitors on Weekends: The PresidiGo Downtown shuttle services runs from 9 am to 7:30pm. No pass is required

The Downtown shuttle operates on a weekend schedule on most federal holidays. Check notices inside the shuttles for current information.

CalTrain Connector Shuttle

The Presidio Trust operates a shuttle service that connects the PresidiGo Downtown route to the CalTrain station at 4th and King Streets. This connector shuttle is funded through contributions from Presidio employers and is only open to Presidio employees and residents who display an appropriate boarding pass.

The CalTrain Connector runs Monday to Friday during commute hours only. It runs a loop between the CalTrain station and the Transbay Terminal, where it makes a coordinated transfer with the PresidiGo Downtown Shuttle.

SPECIAL EVENTS

Park Events

The Presidio is one of the Bay Area's favorite venues for special events, including festivals and athletic events. To the extent possible, large community activities that involve major road closures are held on Sundays before 11 am.

[View a list of major special events](#), along with potential impacts to Presidio tenants.

Tenant Events Requiring a Permit

Any and all events that you are planning for areas outside your premises should be discussed with the Presidio Trust to determine whether a permit is required.

If you are planning an event inside or outside your premises that include the following elements, you must contact the Presidio Trust:

- attendance of more than 50 people
- need for road closures, detours, or intermittent traffic stoppages
- tents or canopies
- valet parking or shuttle service
- food trucks

Please note that outdoor trampolines and inflatable "jumpy houses" are not allowed at any time in any location in the Presidio.

If you are planning an event outside your premises or one that includes any of these elements, please contact the Presidio Trust at (415) 561-5447.

PUBLIC SAFETY SERVICES

United States Park Police (USPP)

Law enforcement and security are provided by the U.S. Park Police, 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, as well as Presidio Trust and National Park Service policies regarding law enforcement at the Presidio, including traffic, use and possession of weapons, alcoholic beverages, and controlled substances. Questions about Presidio law enforcement can be directed to the U.S. Park Police at (415) 561-5505.

The Communications and Dispatch Center can be contacted immediately in case of a police, fire, medical or public safety emergency. The Communication and Dispatch Center can be reached 24 hours a day by calling 911 or extension 5656 from a landline or (415) 561-5656 from a cell phone.

The USPP will conduct “**courtesy checks**” upon request for Presidio tenants who plan to be away from their workplace for three or more days.

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

To sign up for a courtesy check, visit the U.S. Park Police Headquarters at 1217 Ralston Avenue (Fort Scott District) IN PERSON to complete a courtesy check request form.

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

San Francisco Fire Department (SFFD)

The San Francisco Fire Department serves the Presidio and has a station located at 218 Lincoln Boulevard on the Main Post.

For emergencies, call (415) 561-5656 from a cell phone or 911 from a landline.

OTHER SERVICES

Postal Services

A branch of the United States Postal Service (USPS) is located in the Presidio.

The Marina branch of the USPS is used for new service requests, reporting a problem with mail service, parcel pick-up, mail holds, and direct contact with your mail carrier.

To submit an online change of address request to the USPS, visit www.usps.com/umove.

United States Postal Service — Presidio

210 Lincoln Boulevard
(through spring 2016)

558 Presidio Boulevard
(starting summer 2016)

San Francisco, CA 94129
(415) 563-4976

Hours:
Monday to Friday, 9:30 am to 4 pm;
closed for lunch 1:30 pm to 2 pm

United States Postal Service — Marina Branch

2055 Lombard Street
(between Fillmore and Webster
Streets)

San Francisco, CA 94123
(415) 351-1875

Hours:
Monday to Friday, 8:30 am to 5:30 pm
Saturday, 9 am to 4:30 pm

Express Shipping

Drop-off boxes for Federal Express (FedEx) and United Parcel Service (UPS) are located near the front entry of the Presidio USPS branch.

PREMISES MOVE-OUT

Please contact Presidio WorkSpaces Property Management Office at least 30 days prior to your planned move-out. It is also recommended to review your responsibilities at move out required per your lease, including the required condition of the premises at vacancy and any other obligations before returning possession to the Presidio Trust.

Presidio WorkSpaces Property Management Office will provide you with insurance requirements if you plan to use a third-party moving company. You will be required to provide evidence of the company's insurance coverage before your move-out date. Presidio WorkSpaces will also discuss options for making arrangements for proper floor protection and corner guard protection with either the Work Order Service Center or your moving company. If you use the Presidio Trust for this, you will be charged through the billable work order process. On the day of your move, please do not block streets, sidewalks, or driveways.

EMERGENCY PREPAREDNESS

Presidio Emergency Information Line

(415) 561-4500

Tenants can listen to recorded information following a disaster such as a major earthquake or other large-scale event.

In a serious emergency, local services will be affected, so a basic rule of thumb is for people to be able to take care of each other for 72 hours before help arrives. SF72, a website brought to you by the San Francisco Department of Emergency Management, is your hub for emergency preparedness:

www.sf72.org/home

At SF72, you will find information about what to do in an emergency, simple steps to get connected, and useful guides to help you get prepared. Please familiarize yourself with the information contained in the website, being sure to remember that it is not meant to be a substitute for abiding by the terms of your lease and other important requirements of working in the Presidio.

STAYING CONNECTED

Presidio WorkSpaces Portal

The portal, which will be launched in summer 2016, will allow Presidio tenants to track billing information and to make work order requests, among other functions.

Presidio Website

The [Presidio website](#), offered by the Presidio Trust, is the most comprehensive resource for news and information about the park.

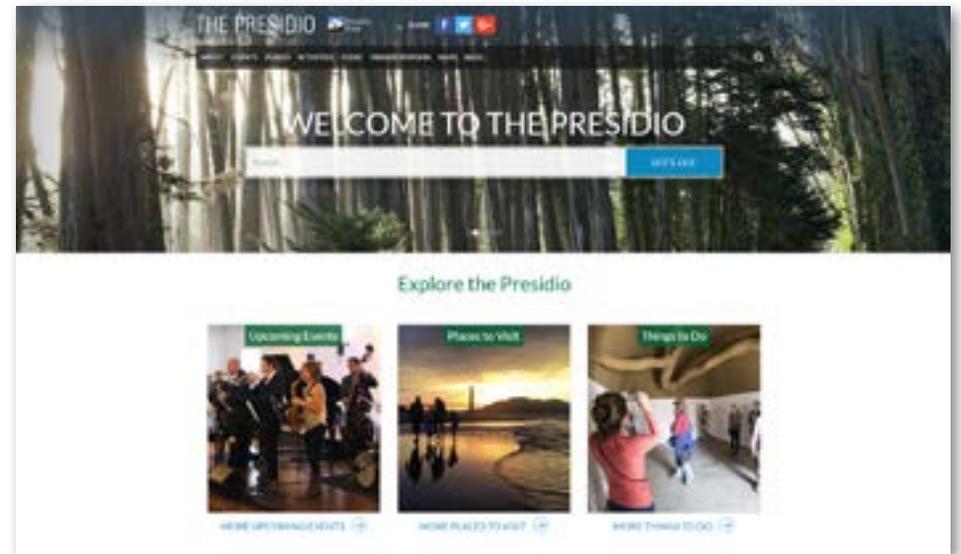
Social Media

Get Presidio updates and share your photos, comments, and favorite park experiences.

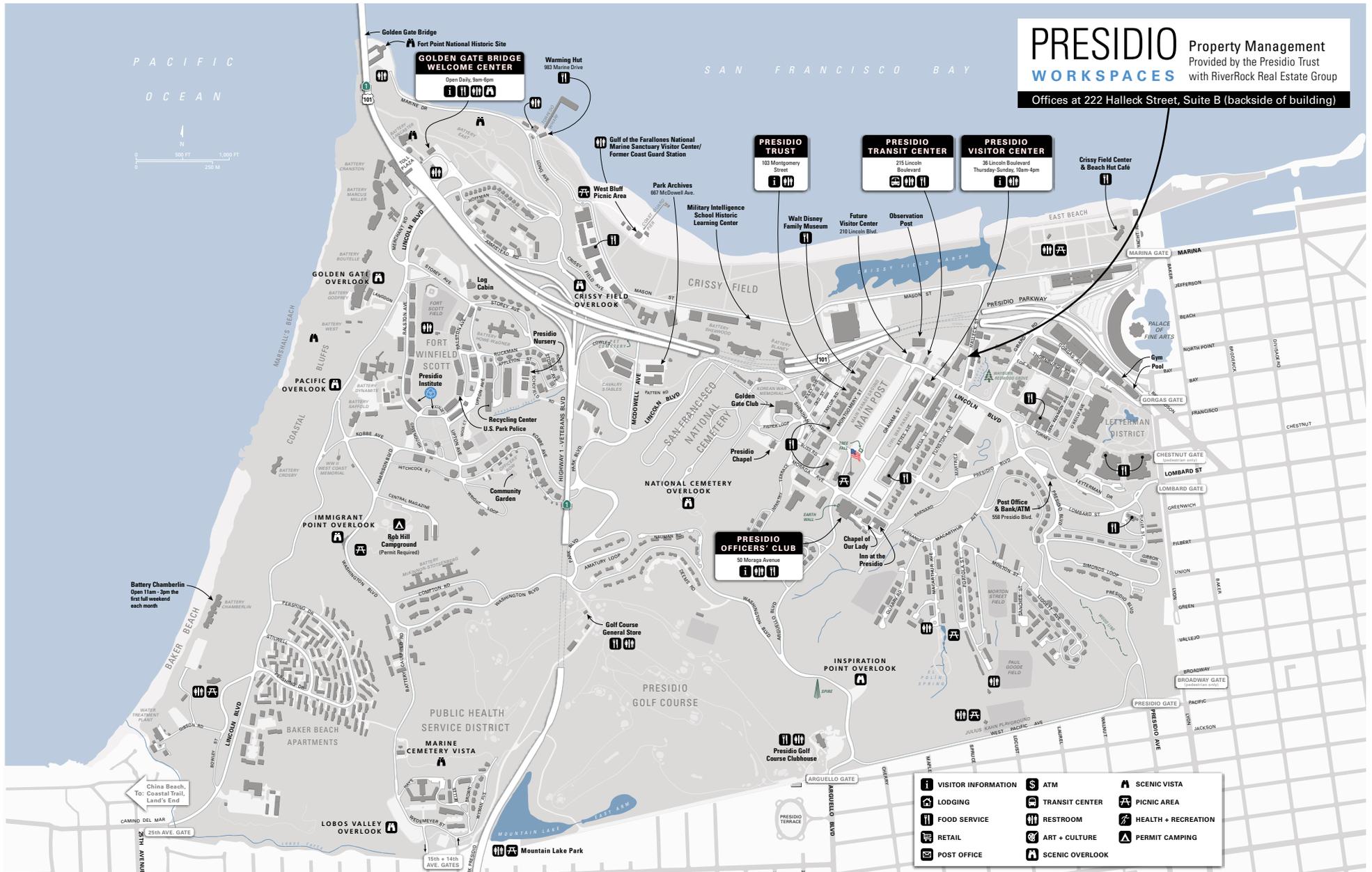
Follow us @PresidioSF



#presidioSF



PRESIDIO MAP



PRESIDIO AT A GLANCE



▲ 1,491 acres with 991 acres of **open space**

200+ **organizations** ▶



22 **residential neighborhoods** ▼



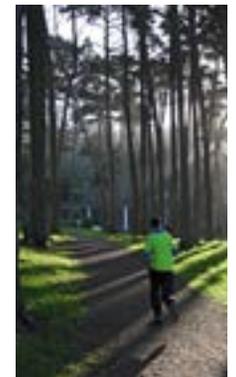
A nationally-recognized 18-hole **golf course** ▶



▲ 3,000 **residents**



24 miles of **hiking trails** ▼



▲ 8 **scenic vistas**



▲ 15 miles of **bikeways**



◀ Hundreds of **free public programs**, including nature walks, art and history exhibits, and community festivals

PRESIDIO AT A GLANCE

More than **400 buildings** listed on the National Register of Historic Properties



Extraordinary **habitats**—coastal bluffs and dunes, a saltwater marsh, a complete watershed, a spring-fed lake, and a forest planted by the U.S. Army. ▼



13 distinctive plant communities supporting **300 native plant species**



11 venues for events and celebrations

4 stunning sculptures by Andy Goldworthy ▼



2 overnight sleeping options including Inn at the Presidio and Rob Hill Campground

A dozen restaurants ▼



6 picnic areas



ABOUT THE PRESIDIO AND THE PRESIDIO TRUST

The Presidio has a deep and rich history. Presidio lands were home to native peoples for more than a thousand years. In 1776—the same year this country was founded—the Presidio was established as Spain’s northernmost outpost in the Americas. It then served as a Mexican frontier outpost from 1822 until 1846, when it began its tenure as the most important U.S. Army post on the Pacific Coast.

In 1989, Congress decided to close many military bases—including the Presidio. The Presidio, however, was fortunate to have a pre-ordained future. A 1972 law written by Congressman Phillip Burton indicated that the Presidio would become part of the national park system should the military ever leave.

As the Army prepared to depart, the community and the National Park Service began planning for the Presidio’s future as a public park. However, the high costs of transforming the Presidio—with nearly 800 buildings and the infrastructure of a small town—led some in Congress to consider selling the post. The Presidio’s future was uncertain.

Community advocates rallied, and Congresswoman Nancy Pelosi led a bipartisan effort to save the Presidio through partnership between government and a broad coalition of supporters. A new federal agency, the Presidio Trust, was formed in 1998 to work with the National Park Service and the non-profit Golden Gate National Parks Conservancy to combine public funding with

contributions from park tenants, residents, volunteers, donors, and others. Congress mandated that the Trust become financially self-sufficient within 15 years. In 2013, the Trust achieved that goal, ushering in a new era of public purpose.

The Presidio today is a “partnership park” with many organizations and individuals contributing to its ongoing revitalization. Today, a diverse community lives and works in buildings once used by the military. Visitors come from around the world to experience nature and history, enjoy public events, attend conferences, or take in Golden Gate views. The Presidio is a vibrant place that invites discovery, welcomes the exchange of ideas, and inspires service.

The Presidio

Located at the Golden Gate, the Presidio was the U.S. Army’s premier post for generations. Today, it is a National Historic Landmark District and a new kind of national park site that offers broad benefits for the American people.

The Presidio Trust

The Presidio Trust is an innovative federal agency created to save the Presidio as forever a public place.



PRESIDIO HISTORY

circa

700

Ohlone begin occupying a site along the northern shoreline

1776

Spain establishes El Presidio de San Francisco

1822

A year after Mexico declares independence from Spain, the Presidio becomes a Mexican frontier outpost

1846

The Presidio becomes a U.S. Army post



1861

Fort Point is constructed to protect San Francisco Bay

1906

The Presidio is a refuge following the San Francisco earthquake and fire

1915

The Panama Pacific International Exhibition is held on the northern shoreline



1917

The Presidio serves as an officers' training center during WWI



1924

The first dawn-to-dusk transcontinental flight touches down at Crissy Field on June 23, 1924



1937

The Golden Gate Bridge opens to traffic on May 28, 1937

1945

The Presidio reaches the peak of its strategic military importance during WWII



1962

The Presidio is declared a National Historic Landmark District

1972

The Golden Gate National Recreation Area is created with the stipulation that the Presidio will join if the Army leaves

1989

The Base Realignment and Closure Commission lists the Presidio for closure



1994

The U.S. Army lowers its flag and the Presidio joins the Golden Gate National Recreation Area and is managed in its entirety by the National Park Service for four years

1995

The Tides Foundation begins rehabilitating the former Letterman Hospital to house the Thoreau Center for Sustainability, a center for non-profit organizations.

PRESIDIO HISTORY



1996

Bi-partisan legislation led by Congresswoman Nancy Pelosi creating the Presidio Trust is signed by President Bill Clinton

1997

President Clinton appoints the Trust's founding board of directors

1998

The Presidio Trust assumes responsibility for the interior 80 percent of the Presidio, and the Trust board meets for the first time

1999

The Presidio Trust, the National Park Service, and the Army sign agreements ensuring environmental remediation of the Presidio

2000

The San Francisco Film Centre completes rehabilitation of the historic former Sixth Army Headquarters on the Main Post

2001

The Crissy Field marsh and the historic air field are restored by the National Park Service, the Golden Gate National Parks Conservancy, and community stewards



The *Presidio Trust Management Plan* is adopted; a campaign to improve and expand trails throughout the Presidio and the Golden Gate National Recreation Area is launched with partners

2002

2004

Congresswoman Nancy Pelosi commemorates the Presidio's 10th Anniversary as a national park site



2005

The Letterman Digital Arts Center and the Bay School of San Francisco open at the Presidio

2006

A Redwood grove is dedicated in honor of park champions Dr. Edgar and Peggy Wayburn

2007

The Camping at the Presidio program is launched



2008

Restored airplane hangars take on recreational uses at Crissy Field; artist Andy Goldsworthy creates the sculpture *Spire*

2009

The Walt Disney Family Museum opens following the rehabilitation of an historic Montgomery Street Barracks building

2010

A newly rehabilitated Public Health Service District opens as the Presidio's first "green" neighborhood



2011

Restoration at El Polín Spring is completed

2012

The park's first lodge, Inn at the Presidio, opens to the public; the Fort Scott Council is established to advise on the National Center for Service and Innovative Leadership

2013

The Presidio Trust operates without annual taxpayer support

NATURE AND WILDLIFE

The Presidio's land tells a story of people, place, and change. Over thousands of years the geology, topography, and climates created diverse natural landscapes. Many generations shaped these wilds, from the Native Ohlone to Spanish, Mexican, and American settlers who brought their traditions and created an enduring military presence at the Golden Gate.

Many habitats that have been lost in the urban San Francisco Bay Area still thrive in the Presidio. The Presidio is truly an oasis of nature in the city.

Today, the Presidio Trust, in partnership with the National Park Service and Golden Gate National Parks Conservancy, is dedicated to enhancing and protecting the Presidio's open spaces. For generations to come the Presidio will remain a refuge where visitors can experience California's natural heritage.

5 species protected by the Endangered Species Act



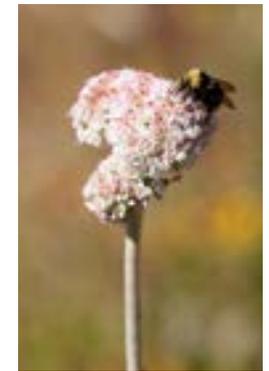
3 watersheds hosting a wealth of water resources including natural springs, wetlands, creeks, and a natural lake

Have You Seen Me?

The Presidio's rich and varied resources contribute significantly to the San Francisco Bay Area's designation as an international biodiversity hotspot.



100s of native bee, dragonfly, and spider species



>350 native plant species



60,000 eucalyptus, pine, cypress, and redwood trees originally planted by the U.S. Army



14 native plant communities, including oak woodlands, chaparral, and dunes



iNaturalist

Share your observations of nature in the Presidio using the iNaturalist app (download at www.inaturalist.org)

ACTIVITIES



Art + Culture

Artist Andy Goldsworthy has four installations on display in the park: *Wood Line*, *Spire*, *Tree Fall*, and *Earth Wall*. For details, visit the website (www.presidio.gov/art). Culture lovers will also enjoy the Walt Disney Family Museum, Arion Press, and the China Brotsky Art Gallery at the Thoreau Center for Sustainability.

Dining + Picnicking

Casual cafés and fine dining establishments can be found around the Presidio. The park's latest additions are *The Commissary* and *Arguello*, new restaurants by the Presidio Trust and award-winning chef Traci Des Jardins. For a list of restaurants, visit the website (www.presidio.gov/food). For informal outdoor gatherings, visit the picnic areas at Crissy Field, El Polín Spring, Baker Beach, and Immigrant Point Overlook. Off the Grid events take place on the Main Parade Ground from April to October.

Entertainment + Culture

Nearly every day of the week there are events and programs happening at the Presidio: talks, tours, film screenings, family fun, music, dance, and more.

Visit www.presidio.gov/events for the schedule. Culture lovers will also enjoy the Walt Disney Family Museum, Arion Press, and the China Brotsky Art Gallery at the Thoreau Center for Sustainability.

Golf

Presidio Golf Course was rated the #16 public course in the nation by *Golfweek* magazine. Once restricted to military officers and private club members, today the 18-hole course is open to the public. The course includes a driving range, a full service restaurant, and a pro shop. To book a tee time or make a restaurant reservation, visit www.presidiogolf.com.

Birding

With many habitats, from a tidal marsh to a cypress forest, the Presidio is a haven for birds. Approximately 300 bird species have been sighted in the Presidio and more than 60 are known to breed here. The park is an important resting point for migratory birds along the Pacific Coast Flyway. Popular bird watching locations include El Polín Spring and the marsh at Crissy Field.

Beaches

Enjoy the sandy shorelines at Baker Beach and Marshall's Beach in the western Presidio and along the northern waterfront at Crissy Field. Mountain Lake also features a small beachfront not far from a playground.

History

The park's history is reflected everywhere, from the forest planted by the U.S. Army to the 433 historic buildings. The Presidio Officers' Club on the Main Post is the starting point for connecting with the park's heritage. To learn about the exhibits and offerings visit www.presidio.gov/officers-club. Other popular places for connecting with the past are at El Polín Spring, Fort Point National Historic Site, San Francisco National Cemetery, the World War II West Coast Memorial, and the Marine Cemetery Vista. Outdoor historic interpretive panels are located around the park, particularly on the Presidio Promenade trail.

Playgrounds

Take the kids to Julius Kahn or Mountain Lake Playgrounds. The Main Parade Ground on the Main Post is also a wonderful place to gather and play.

Volunteer

Spend a few hours helping to care for the park's great outdoors. Drop-in opportunities are available every day of the week except Monday. Organizations can also set up a special group service project.

Visit www.presidio.gov/volunteer or email volunteer@presidiotrust.gov for details.

Hiking + Biking

Explore the Presidio on the park's extensive hiking and biking trail network. With 24 miles of trails, 15 miles of in-road bike lanes, and eight overlooks and vistas, the Presidio offers experiences to suit any mood. Enjoy a history walk that traces the birthplace of San Francisco, a contemplative journey through a shaded forest, or a major workout along the coastal bluffs.

Visit www.presidio.gov

PRESIDIO TENANT ORGANIZATIONS

WELCOME AND ORIENTATION

- 1 Presidio Officers' Club**
50 Moraga Avenue
www.presidio.gov
- 2 Presidio Transit Center**
215 Lincoln Boulevard
www.presidio.gov
- 3 Presidio Trust**
103 Montgomery Street
www.presidio.gov
- 4 Presidio Visitor Center**
36 Lincoln Boulevard
(415) 561-4323

FOOD AND DRINK

- 5 Arguello**
50 Moraga Avenue
(415) 561-3650
www.arguellosf.com
- 6 Beach Hut Café**
1199 East Beach
(Crissy Field Center)
(415) 561-7761
www.parksconservancy.org
- 7 Café Rx**
1013 Torney Avenue
(415) 561-2273
www.caferx.com
- 8 The Commissary**
101 Montgomery Street
(415) 561-3600
www.thecommissarysf.com
- 9 Golf Course General Store**
(415) 561-4661
www.presidiogolf.com
- 10 House of Air**
926 Mason Street
(415) 345-9675
www.houseofair.com

- 11 Presidio Bowling Center**
93 Montgomery Street
(415) 561-2695
www.presidiobowl.com
- 12 Presidio Café**
300 Finley Road
(415) 561-4600
www.presidiocafe.com
- 13 Presidio Palms Café**
39 Mesa Street
www.presidiopalmscafe.com
- 14 Presidio Social Club**
563 Ruger Street
(415) 885-1888
www.presidiosocialclub.com
- 15 Round House Café at the Golden Gate Bridge Pavilion**
(415) 426-5228
- 17 Sessions at the Presidio**
One Letterman Drive, Bldg D
www.facebook.com/SessionsSF
- 18 Starbucks**
One Letterman Drive, Bldg C
(415) 441-1740
- 2 TRANSIT**
215 Lincoln Boulevard
(415) 561-4435
www.presidio.gov/food
- 19 Walt Disney Family Museum**
104 Montgomery Street
(415) 345-6800
www.waltdisney.org
- 20 Warming Hut**
983 Marine Drive
(415) 561-3042
www.parksconservancy.org

RECREATION AND WELLNESS

- 21 Batter's Box SF**
933 Mason Street
(707) 412-8228
www.battersboxsf.com
- 22 Body of Work Studio**
569 Ruger Street
(415) 561-3991
www.abodyofwork-sf.com
- 6 Crissy Field Center**
1199 East Beach
(415) 561-7752
www.crissyfield.org
- 10 House of Air**
926 Mason Street
(415) 345-9675
www.houseofair.com
- 25 La Petite Baleen Swim School**
933 Mason Street
(866) 896-3603
www.swimlpb.com
- 26 Planet Granite**
924 Mason Street
(415) 692-3434
www.planetgranite.com
- 11 Presidio Bowling Center**
93 Montgomery Street
(415) 561-2695
www.presidiobowl.com
- 37 Presidio Dance Theatre**
386 Arguello Boulevard
(415) 561-3958
www.presidiodance.org
- 12 Presidio Golf Course**
300 Finley Road
(415) 561-4661
www.presidiogolf.com
- 27 Presidio Sport & Medicine**
1162-B Gorgas Avenue
(415) 561-6655
www.presidiosport.com

- 28 Presidio YMCA**
1151 Gorgas Avenue (pool)
63 Funston Avenue (gym)
(415) 447-9622
www.ymcasf.org/presidio
- 24 San Francisco CrossFit**
1162-A Gorgas Avenue
(415) 937-7323
www.sanfranciscocrossfit.com
- 16 SenSpa**
1161 Gorgas Avenue
(415) 441-1777
www.senspa.org

VISITOR AMENITIES AND RETAIL

- 29 Golden Gate Bridge Pavilion Store**
(415) 426-5220
www.goldengatebridgestore.org
- 30 Inn at the Presidio**
42 Moraga Avenue
(415) 800-7356
www.innathepresidio.com
- 31 Post Office/First Republic Bank (ATM)**
210 Lincoln Boulevard
- 1 Presidio Officers' Club**
50 Moraga Avenue
www.presidio.gov
- 2 Presidio Transit Center**
215 Lincoln Boulevard
www.presidio.gov
- 3 Presidio Trust**
103 Montgomery Street
www.presidio.gov
- 4 Presidio Visitor Center**
36 Lincoln Boulevard
(415) 561-4323

- 32 Roaring Mouse Cycles**
934 Mason Street
(415) 753-6272
www.roaringmousecycles.com
- 33 Rob Hill Campground**
(group only; permit required)
(415) 561-5444
www.presidio.gov
- 34 Sports Basement**
610 Mason Street
(415) 437-0100
www.sportsbasement.com
- 2 TRANSIT**
215 Lincoln Boulevard
(415) 561-4435
www.presidio.gov/food
- 19 Walt Disney Family Museum**
104 Montgomery Street
(415) 345-6800
www.waltdisney.org
- 20 Warming Hut**
983 Marine Drive
(415) 561-3042
www.parksconservancy.org

HISTORY

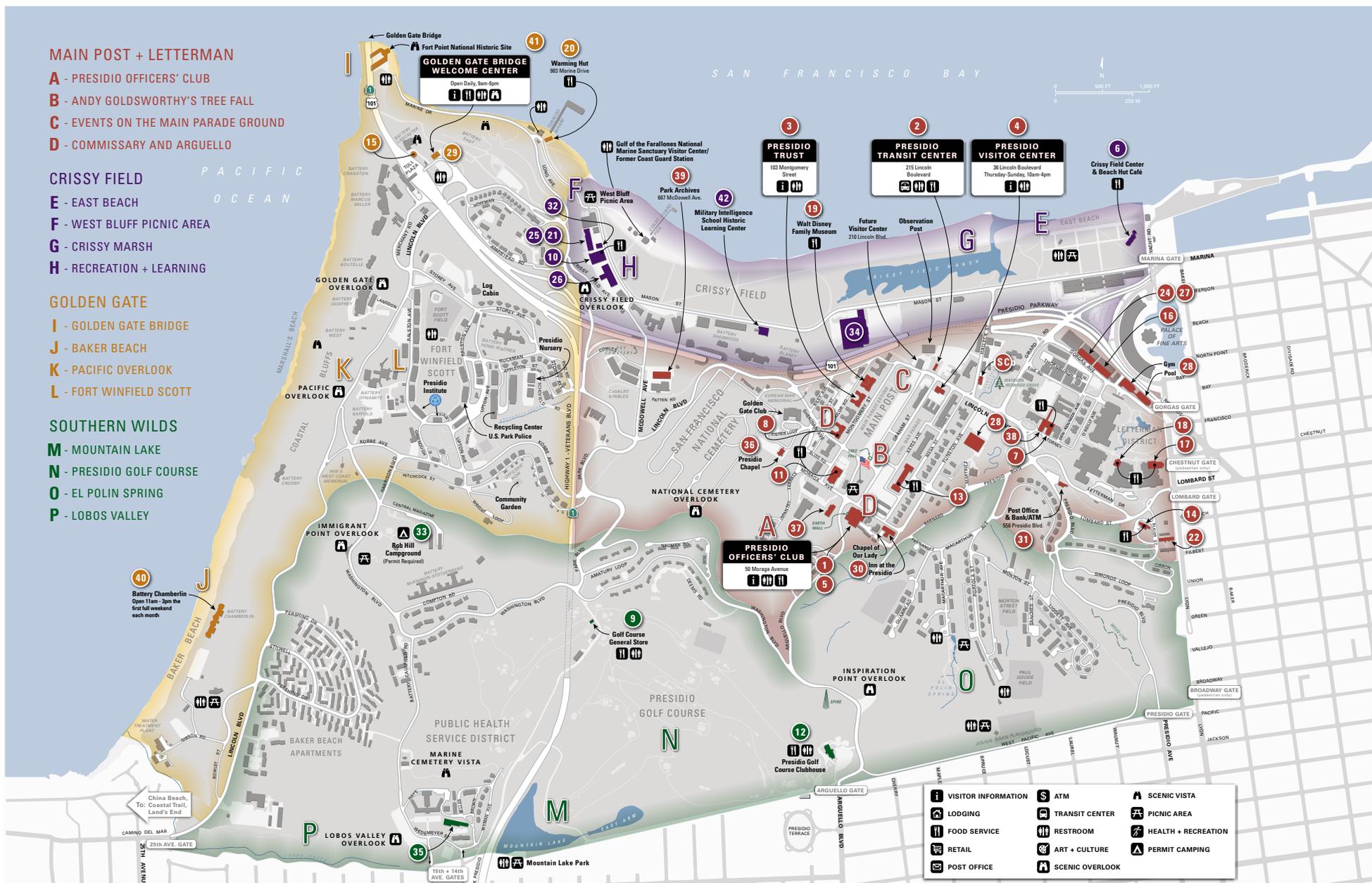
- 40 Battery Chamberlin**
www.nps.gov/prsf
- 41 Fort Point National Historic Site**
www.nps.gov/fopo
- 42 Military Intelligence School Historic Learning Center**
640 Mason Street
(415) 921-5007
www.njahs.org/640
- 39 Park Archives**
667 McDowell Avenue
(415) 561-2808

- 1 Presidio Officers' Club**
50 Moraga Avenue
www.presidio.gov
- 8 Society of California Pioneers**
101 Montgomery Street
(415) 957-1849
www.californiapioneers.org

ENTERTAINMENT AND CULTURE

- 35 Arion Press**
1802 Hays Street
(415) 668-2542
www.arionpress.com
- 38 China Brotsky Art Gallery at the Thoreau Center**
1014 Torney Avenue
(415) 561-6300
www.thoreau.org
- 36 Presidio Chapel / Interfaith Center**
130 Fisher Loop
(415) 561-5444
www.presidio.gov
- 37 Presidio Dance Theatre**
386 Arguello Boulevard
(415) 561-3958
www.presidiodance.org
- 1 Presidio Officers' Club**
50 Moraga Avenue
www.presidio.gov/officers-club
- 3 Presidio Trust Gallery**
103 Montgomery Street
www.presidio.gov
- 19 Walt Disney Family Museum**
104 Montgomery Street
(415) 345-6800
www.waltdisney.org

DESTINATIONS AND AMENITIES MAP



PRESIDIO DESTINATIONS (REFER TO MAP ON PAGE 38)

MAIN POST + LETTERMAN

The “heart of the Presidio” is now the center of the visitor experience, featuring history, museums, events, restaurants, art, and culture.



A **PRESIDIO OFFICERS' CLUB**
San Francisco's most historic building is now one of the Bay Area's most popular cultural destinations with music, talks, family fun, and the Presidio Heritage Gallery.



B **ANDY GOLDSWORTHY'S TREE FALL**
Built inside the historic Power Magazine, this sculpture reveals the relationship between the natural and built environments.



C **MAIN PARADE GROUND**
From Off the Grid Picnic at the Presidio to the Presidio Kite Expo, the Main Parade Ground is the backdrop for outdoor fun.



D **THE COMMISSARY AND ARGUELLO**
Enjoy fine dining or casual gathering at these authentic Presidio eateries.

CRISSY FIELD WATERFRONT

The breathtaking northern waterfront offers bay views, easy hiking, birdwatching, indoor and outdoor recreation, picnic areas, and beaches.



E **EAST BEACH**
Take a dip in the waves, catch some rays, and enjoy the display of local windsurfers.



F **WEST BLUFF PICNIC AREA**
Enjoy outdoor gatherings with an amazing Golden Gate view.



G **CRISSY MARSH**
Bring your binoculars and spot an awesome array of birds.



H **RECREATION AND LEARNING**
The former airplane hangars house recreational and educational organizations.

PRESIDIO DESTINATIONS (REFER TO MAP ON PAGE 38)

GOLDEN GATE

The western shoreline features Pacific Ocean views, rugged hiking, beaches, and the quintessential San Francisco experience... a walk on the Golden Gate Bridge.



I GOLDEN GATE BRIDGE

After strolling on the Art Deco gem, visit the bridge pavilion for exhibits, food at the Round House Café, and links to nearby trails.



J BAKER BEACH AND MARSHALL'S BEACH

Enjoy stunning views of the Pacific Ocean, Marin Headlands, sunsets, birdlife, and Golden Gate Bridge.



K FORT POINT NATIONAL HISTORIC SITE

Overlooking the Golden Gate, Fort Point defended San Francisco Bay from the Gold Rush through World War II. Enjoy amazing views and learn about Army architecture.



L FORT WINFIELD SCOTT

Once dedicated to defending San Francisco Bay, today the campus is home to the Presidio Nursery as well as the Presidio Institute, dedicated to solving complex challenges.

SOUTHERN WILDS

Get a taste of the great outdoors and experience natural areas, the Presidio forest, trails, and creeks.



M MOUNTAIN LAKE

The Juan Bautista de Anza expedition camped at this natural lake on its 1776 journey to establish the Presidio. Today, it is a peaceful oasis and a living laboratory for ecological restoration.



N PRESIDIO GOLF COURSE

Renowned for its spectacular forest setting and challenging play, the course also features a restaurant, driving range, and pro shop.



O EL POLÍN SPRING

This "outdoor classroom" welcomes school groups, birders, history buffs, and picnickers. It is located at the heart of Tennessee Hollow, the park's largest watershed.



P LOBOS VALLEY

Lobos is the Spanish word for "wolf," one of the many creatures that once roamed this valley. Restored with community support, the site is alive with wildflowers, birds, and butterflies.

SPECIAL EVENT VENUES

To inquire about venues, contact the Presidio Trust at (415) 561-5444.



Presidio Officers' Club

Located in the heart of the park, the Presidio Officers' Club is the park's most historic building. It features a second-floor ballroom with stunning bay views. A courtyard on the ground floor is a beautiful backdrop for a variety of small gatherings.



Golden Gate Club

Built in 1949, the Golden Gate Club was the enlisted men's service club and the site of several historic events. Today, it is a popular venue for celebrations, conferences, meetings, and trade shows. It features a large ball room with bay views, several breakout rooms, and an elegant courtyard.



Observation Post

No other venue in San Francisco brings guests closer to awe-inspiring Golden Gate views than the Observation Post at the Presidio. With an open floor plan and panoramic views, the ballroom is ideal for celebrations and ceremonies as well as meetings and retreats.



Log Cabin

Built in 1937, the historic Log Cabin was once a non-commissioned officers' club. The rustic cabin with a Spanish red-tile roof is a popular venue for celebrations, meetings, and events. The large lawn is a perfect setting for wedding ceremonies and receptions, and offers views of the San Francisco skyline.



Chapel of Our Lady

Built in 1864, the Chapel of Our Lady was the Presidio's first house of worship. Today it is a popular setting for weddings and celebrations of life. A courtyard area is well-suited for standing receptions.

SPECIAL EVENT VENUES

To inquire about venues, contact the Presidio Trust at (415) 561-5444.



Presidio Chapel

Built in 1931, the chapel features Spanish Mission Revival architecture, arched stained-glass windows, a magnificent fresco, a high ceiling with redwood beams, wrought-iron chandeliers, and lovely oak doors. An outdoor garden is the perfect place for taking photos, gathering before a ceremony, or hosting a standing reception.



Presidio Golf Course Clubhouse

The clubhouse at Presidio Golf Course is designed in the Craftsman style and features vaulted ceilings, French doors, rich cherry wood paneling, a large limestone fireplace, and an outdoor terrace. Popular for celebrations and meetings, the venue offers sweeping views of the golf course and the Presidio forest.



Presidio Institute at Fort Scott

Located in Fort Winfield Scott's century-old barracks buildings, the Presidio Institute is dedicated to leadership development. This stately Mission Revival style campus offers small- to mid-sized meeting spaces, includes a catering kitchen, and is adjacent to a large parade ground with views of the Golden Gate Bridge. The spaces are well-suited for trainings, retreats, and corporate events.



San Francisco Film Centre

The San Francisco Film Centre hosts a beautiful 2,775 square foot event space. Known as the Palm Room, the venue offers an expansive view of the historic Main Post and the Golden Gate Bridge. Contact them at propmgr@sffilmcentre.com.



Inn at the Presidio

The Inn at the Presidio allows for a complete park experience for small meetings and social gatherings. In addition to lodging, the Inn features two 425-square-foot meeting spaces accommodating up to 20 persons each. A dining room and catering kitchen are also available.



The Commissary, Arguello, & Transit

The Commissary, Arguello, and Transit, three restaurants by the Presidio Trust and award-winning chef Traci Des Jardins, are available for special events. Des Jardins and the Presidio Trust also offer *Presidio Foods Catering*, a food and event planning service that supports events occurring within the park. Learn more at www.presidio.gov/food.



Presidio Social Club

Presidio Social Club hosts a variety of events and parties in its private dining room, on its patio, or throughout its entire restaurant. Contact them at info@presidiosocialclub.com.

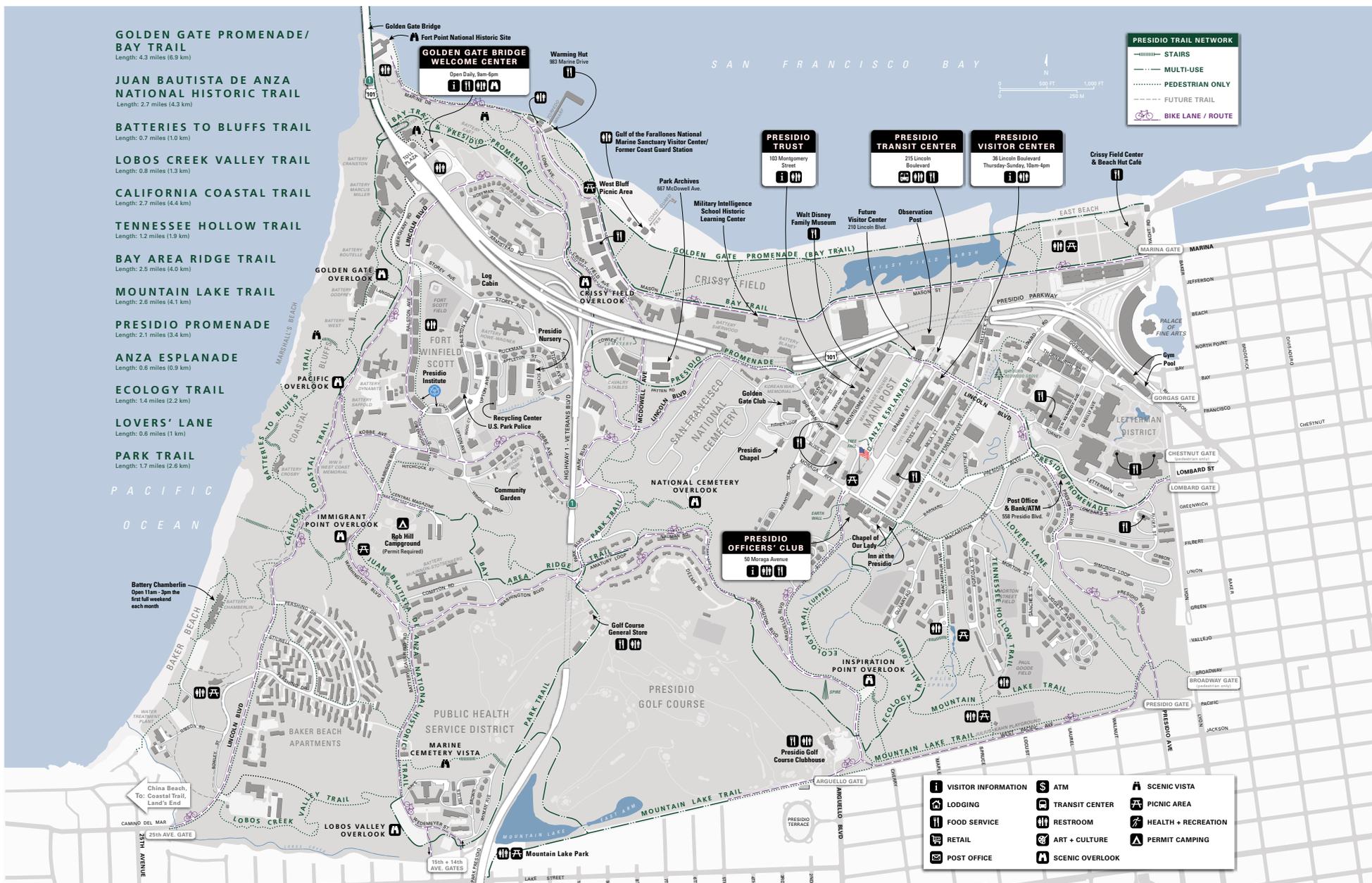


Walt Disney Family Museum

The Walt Disney Family Museum offers venue rental space at its Main Post facility. Contact them at events@wdfmuseum.org.

TRAILS

For complete information about the Presidio trails network, as well as accessibility and volunteer opportunities, visit www.presidio.gov/trails.



VOLUNTEER OPPORTUNITIES

Volunteer activities happen just about every day of the week in the Presidio. The drop-in programs listed below provide flexible opportunities that work with any schedule. A summary of programs is below. Note: there are no programs on Mondays. Presidio organizations are invited to contact the Presidio Trust to set up a special group service project for their teams. Contact us at volunteer@presidiotrust.gov.

SATURDAYS

Habitat Restoration with Presidio Park Stewards

Every Saturday, 9 am to Noon. Meeting location is the Presidio Transit Center.

Presidio Nursery

Every Saturday, 1 to 4 pm. Meeting location is 1249a Appleton Road, Fort Scott.

SUNDAYS

Habitat Restoration with Presidio Park Stewards

Every Sunday, 10 am to 1 pm. Meeting location is the Presidio Transit Center.



TUESDAYS

Landscape Care with Presidio Campground Stewards

Every First Tuesday, 10 am to 1 pm. Meeting location is the Inspiration Point Overlook.

Trails Maintenance with Presidio Trail Stewards

Every Second Tuesday, 10 am to 1 pm. Meeting location is the Inspiration Point Overlook.



WEDNESDAYS

Habitat Restoration with Presidio Park Stewards

Every Wednesday, 9 am to Noon. Meeting location is the Presidio Transit Center.

Presidio Nursery

Every Wednesday, 1 to 4 pm. Meeting location is 1249a Appleton Road, Fort Scott.

THURSDAYS

Landscape Care with Presidio Shoreline Maintenance

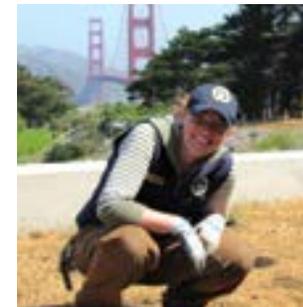
Every Thursday, 9 am to Noon. Meeting location varies.

Habitat Restoration with Park Stewardship San Francisco

Every Thursday, 1 to 4 pm. Meeting location varies.

Presidio Sustainability Stewards

Every Second Thursday, 9 am to Noon. Meeting location is the Presidio Transit Center.



FRIDAYS

Garden and Landscape Care with Presidio Garden Stewards

Every Third Friday, 9 am to Noon. Meeting location is the Inspiration Point Overlook.

Forest and Tree Care with Presidio Forest Stewards

First and Second Fridays, 9 am to Noon. Meeting location is the Inspiration Point Overlook.



Volunteer Information

T (415) 561-5332
 E volunteer@presidio.gov
 W www.presidio.gov/volunteer

PART B

RULES FOR NON-RESIDENTIAL USE AND OCCUPANCY OF AREAS AND BUILDINGS

PURPOSE

These Rules for Non-Residential Use and Occupancy (“Rules”) apply to non-residential commercial 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”). Failure to comply with these rules is a violation of your lease. Tenants are responsible for ensuring that all of their employees, representatives, invitees, contractors, visitors, agents, subtenants, sub-permittees and other individuals or entities under their control are informed of and fully comply with these Rules. Capitalized terms are defined in the final section of these Rules.



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- » Deliveries
- » Moving Furniture or Office Equipment
- » Heavy Equipment
- » Plumbing
- » Building Keys
- » Recycling and Refuse Disposal
- » Residing and Overnight use of Commercial Buildings
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- » Vending Machines
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RULES FOR BUILDING MAINTENANCE + OPERATION

Building and Site Modification

All Presidio Building and Site alterations, modifications, and/or improvements must be approved in advance by the Presidio Trust, and shall be performed in accordance with each Tenant's lease and with the Design Guidelines and with the Presidio of San Francisco Construction Guidelines. Tenants shall contact the Work Order Service Center at (415) 561-4270 or by email at workorderservicecenter@presidiotrust.gov for further instructions regarding Building and Site requirements. All contractors, contractor's representatives and installation technicians performing work in the Tenant's premises must provide a certificate of insurance to the Trust's property managers and

shall be subject to the Trust's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with the Trust's standard rules, regulations, policies and procedures, which may be revised from time to time.

Use of Building Common Areas

Sidewalks, doorways, vestibules, halls, stairways, elevators and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Tenant's premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in common areas or elsewhere about a building.

Corridor Doors

Tenants shall keep all corridor doors closed when not in use.

Deliveries

Deliveries to and from the Tenant's premises shall be made only at the times in the areas and through the entrances and exits reasonably designated by the Trust. Tenant shall not make deliveries to or from their premises in a manner that might interfere with the use by any other Tenant of its premises or of the common areas, any pedestrian use, or any use which is inconsistent with good business practice.

Moving Furniture or Office Equipment

Movement in or out of a building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, if any, shall be performed in a manner and restricted to hours reasonably designated by the Trust. Tenant shall obtain the Trust's prior approval by providing a detailed listing of the activity, including the names of any contractors, vendors, moving companies or delivery companies, which approval shall not be unreasonably withheld. Tenant shall assume all risk for damage, injury or loss in connection with the activity. Tenant shall cover the walls and floors

RULES FOR BUILDING MAINTENANCE + OPERATION (CONT.)

of the elevator cabs to prevent damage to the interior.

Heavy Equipment

The Trust has the right to approve the weight, size, or location of heavy equipment or articles in and about the Tenant's premises, provided that approval by the Trust shall not relieve Tenant from liability for any damage in connection with such heavy equipment or articles.

Plumbing

Plumbing fixtures and appliances shall be used only for the purpose for which they were designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances. Waste

cooking oils, trim fat or bones shall not be flushed, drained or otherwise disposed of in drains.

Building Keys

In no case shall Tenant make copies of keys or re-key any interior or exterior doors in the Tenant's premises. All re-keying must be performed by the Presidio Trust lock shop.

Recycling and Refuse Disposal

Exterior and interior areas of each Building and Site shall be kept free from trash and debris. Tenants shall take sufficient precautions to ensure that all trash and recyclables awaiting pick up are 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. If enclosures are not kept in order the Trust will arrange for cleanup and Tenants will be held responsible for cleanup charges.

Residing and Overnight use of Commercial Buildings

Residency in and overnight use and occupancy or lodging use of any portion of any Building is strictly prohibited. Camping in the Presidio is prohibited except at Rob Hill Campground.

Pets and Service Animals

Pets are not allowed to roam unattended or off leash at the Presidio. Owners of pets and service animals

must properly dispose of all animal wastes. No animals other than service animals assisting individuals with disabilities in accordance with Applicable Laws are permitted in Buildings.

Smoking

Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in a Building, including without limitation the common areas, or within 20 feet of a Building or any adjacent Buildings.

Vending Machines

Installation of vending machines and ATMs in locations accessible to the general public is subject to the prior

RULES FOR BUILDING MAINTENANCE + OPERATION (CONT.)

written approval of the Trust. Cigarette vending machines shall not be installed anywhere on the Presidio.

Exterior Appearance

The Trust shall have the right to designate and approve standard window coverings for the Tenant's premises and to establish rules to assure that a Building presents a uniform exterior appearance.

Signage

All interior and exterior signage must be in compliance with Trust's Tenant Sign Guidelines. Tenants are responsible for the cost of the installation, maintenance and replacement of all interior and exterior signage related to their operations and services. No signs, advertisements

or notices shall be painted or affixed to windows, doors or other parts of a Building, except those of such color, size, style and in such places as are first approved in writing by the Trust and consistent with the then current sign guidelines, if applicable. All tenant identification and suite numbers at the entrance to the Tenant's premises in multi-tenant Buildings shall be installed by the Trust using the standard graphics for a Building. Tenants are typically responsible for costs and should reference lease terms. No nails, hooks or screws shall be inserted into any part of the Tenant's premises or a Building except by a Building maintenance personnel and with the Trust's prior approval.

Use of Exterior Areas

No planting or altering of lawns, foliage or vegetation located in the Presidio, including installation or removal of features such as benches, trash receptacles, bike racks and path lighting are allowed. Tenants must in addition comply with the [Rules for Planting in Containers](#). No antenna, loudspeaker, satellite dishes or other device shall be installed on the roof or exterior walls of any Building or any Site. All events which require additional parking or may otherwise effect outdoor areas of the Presidio must be approved in advance by The Presidio Trust Special Events Department at (415) 561-5444.

Environment, Conservation and Safety

In all aspects of their operations at the Presidio, Tenant shall use their best efforts to implement the goals of environmental stewardship and sustainability. Tenant shall develop recycling and composting programs in conjunction with their activities at the Presidio, and coordinate their recycling and composting programs with the Trust. As a part of their recycling and composting programs, Tenant shall consider using recycled, composted, and recyclable materials and should consider source reduction in the acquisition of all consumables. Tenant shall also consider water and energy conservation measures. Tenant shall observe strict care that all water faucets and other water

RULES FOR BUILDING MAINTENANCE + OPERATION (CONT.)

apparatus, and electrical and natural gas appliances have been shut off as appropriate before leaving a Building, so as to prevent waste and hazardous conditions.

Pest and Weed Control

The use of pesticides and herbicides is prohibited. The Presidio is home to an extraordinarily diverse wildlife population. If assistance is needed with any wildlife issues, please contact the Presidio Trust at (415) 561-2763.

Disturbances

Neither Tenant nor its agents, employees, contractors, guests or invitees shall cause levels of noise that are disturbing to any other tenant of the Presidio or to visitors to the Presidio, and shall not engage in

public behavior such as cursing, public intoxication, and any illegal behavior or activities. Neither Tenant nor its agents, employees, contractors, guests or invitees shall interfere with or disrupt any ceremony to be held in the Presidio or any public events to be held in the Presidio. Tenant shall not: (a) interfere in any way with other tenants or persons having business with them; (b) solicit business or distribute or cause to be distributed, in any portion of a building, handbills, promotional materials or other advertising; or (c) conduct or permit other activities in any Building or in the landscaped areas outside of any Building that might, in the Trust's sole opinion, constitute a nuisance.

Vehicles

Except in the case of emergency, vehicle repair or maintenance activities are prohibited in the Presidio, and vehicles shall not be stored or abandoned in any parking area in a non-working condition. Washing vehicles on Presidio grounds is strictly prohibited.

Facilities Management Plan

Upon request by the Trust, Tenant shall submit a draft "Facilities Management Plan" to the Trust for approval. At a minimum, the plan should include: (i) a description of the organizational structure responsible for managing and maintaining a building, including names of responsible personnel, addresses, phone numbers and 24-hour contact information; (ii) reporting procedures; (iii) accident and emergency procedures; and (iv) a list of sub-tenant or other sub-agreement organizations and individuals.

RULES FOR PUBLIC SAFETY

Emergency Plans

Upon request by the Trust, Tenant shall submit an Emergency Plan for review and approval. At a minimum, the plan should include: (i) key contacts in case of an emergency, who will notify other employees of the event and keep track of employee whereabouts during and after the event; (ii) an evacuation plan; (iii) a list of emergency supplies to be kept within the Tenant's premises; (iv) a shelter-in-place plan. Please reference the Emergency Preparedness section of the Tenant Handbook for further details.

Safety and Security

Tenant shall at all times properly secure Building's doors and windows as directed by Trust's property manager. Doors that are intended to stay closed shall not be propped open. Tenant suite windows shall remain closed and locked when Tenant is not present. No security personnel employed or contracted by a Tenant has any authority to take law enforcement

action or to carry firearms. The Trust may from time to time adopt security and safety systems and procedures. Tenant, its agents, employees, contractors, guests and invitees shall comply with the Trust's safety and security systems and procedures.

Fire Safety

Fire sprinklers, smoke detectors, fire extinguishers and monitored and unmonitored intrusion and fire alarm systems located within the Tenant premises shall be maintained by Tenant in good working order at all times. Testing and servicing of alarm, fire extinguishers and sprinkler systems must be performed by contractors on the Authorized Fire/Life Safety Contractors List at intervals specified in the then-applicable fire code. Tags are located on each extinguisher, identifying the date of the last annual service. Please contact the Trust's property manager for assistance.

Cooking and Fire Safety

No gas or electric stoves, range tops, toaster ovens, hot plates or space heaters are allowed in any Building without the prior written approval of 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.

Barbecues

Each individual use of a barbecue is prohibited without the prior written approval of the Trust.

Flammable & Explosive Materials

No flammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Tenant's premises, or within or outside a Building, except for those substances as are typically found in similar premises used for general office purposes and used by Tenant in a safe manner and in accordance with all Applicable Laws.

Electrical Equipment

Tenant shall not install, operate or maintain in the Tenant's premises or in any other area of a Building electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by the Trust. Electric and gas heating devices are prohibited without the Trust's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service a Building.

MISCELLANEOUS RULES

Discrimination

Tenants are prohibited from discriminating against any employee or applicant for employment or any visitor on the basis of race, color, age, religion, sex, sexual orientation, disability or national origin.

Trust Regulations

Tenant must comply with the Regulations set forth in [36 C.F.R. Parts 1001-1010](#).

Reputation Impairment

Tenant shall not use or occupy the Tenant's premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Tenant's premises, a Building or the Presidio. Tenant shall not use, or permit any part of the Tenant's premises to be used for any illegal purpose.

RULES FOR USE + OCCUPANCY DEFINITIONS

Applicable Laws

Means all applicable federal, state and local 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, judgments, and orders of any agency, department, commission, board, bureau, office or other governmental authority having jurisdiction, whether now existing or hereafter enacted, relating to or affecting a Building, the operation of a Building, the occupants of a Building, or the Presidio.

Building

Means any commercial structure under the administrative jurisdiction of the Trust.

Site

Means the 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 the Tenant's lease or other agreement with the Trust.

PARTS C + D

C. PROJECT COMPLIANCE REVIEW AND PERMITTING GUIDELINES

D. CONSTRUCTION GUIDELINES

PURPOSE

Among its many responsibilities, the Trust reviews projects proposed in Area Bⁱ of the Presidio for compliance with federal environmental and historic preservation laws, issues building permits, oversees construction activities and grants certificates of occupancy. The guidelines contained in Parts C and D of this handbook were created to both ensure public safety and protect the park's natural and cultural resources. They cover the construction of new structures and landscapes, the rehabilitation of existing structures and landscapes and the repair, replacement or expansion of existing infrastructure or other facilities.

The guidelines provide general information only and are not meant to substitute for code requirements or other regulatory obligations or binding conditions associated with specific

projects. Several of the Presidio's requirements parallel those of the local public sector, with additional considerations resulting from the Presidio's status as a federal property and a National Historic Landmark District. Part C addresses the various components of the two-part pre-construction review process, comprised of compliance approvals and the issuance of permits. Part D includes information about fees, inspection procedures, expectations for overall management of a construction project and post-construction obligations. It is the responsibility of all project applicants, including managers of Trust-led projects, to follow these guidelines and to make sure that all necessary approvals are in place before starting any type of new construction, rehabilitation or repair work in the Presidio.

ⁱ The Trust manages the interior 80 percent of lands, known as Area B, of the Presidio; the National Park Service manages coastal areas of the park, known as Area A. The agencies work together to preserve open spaces, improve the Presidio trail system and provide visitor programs.

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C.1

DESIGN AND COMPLIANCE

Part C of this handbook addresses the design, compliance, permitting and other pre-construction requirements for any type of new construction, rehabilitation, or repair work in the Presidio. This part also addresses the considerations that are associated with the Presidio's status as a National Historic Landmark District.

C.1.1 Codes and Standards

Design for any type of new construction, rehabilitation, or repair work in the Presidio must comply with all applicable laws, codes, regulations and standards, including but not limited to the following:

- The list of current reference standards and applicable International Building Code ("IBC") sections adopted for building, electrical, mechanical, plumbing, accessibility, energy, fire prevention, fire and life safety and historic buildings (available electronically¹ or through the Trust Permitting Office).
- U.S. Green Building Council LEED® project certification requirements. All new construction projects are required to achieve LEED® Gold certification or better. Adaptive use projects are required to achieve LEED® Silver certification or better.
- American Society of Civil Engineers' ("ASCE") *Seismic Rehabilitation of Existing Buildings (SEI Standard 41-06)*.
- The U.S. Food and Drug Administration ("FDA") Food Code (food service and inspections).
- Uniform Federal Accessibility Standards ("UFAS"), the Americans with Disabilities Act ("ADA") and the Architectural Barriers Act Accessibility Standards ("ABAAS"), depending on the project type.
- The National Environmental Policy Act ("NEPA") and all mitigations that might be identified in a project's Record of Decision.
- The National Historic Preservation Act ("NHPA"); the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*;² the *Secretary of the Interior's Standards and Guidelines for the Treatment of Cultural Landscapes*³; and all requirements under any written agreement resulting from any applicable Section 106 consultation process.
- The Secretary of the Interior's Historic Preservation Professional Qualifications Standards.
- Standards and Guidelines for Federal Agency Historic Preservation Programs.
- Guidelines for Rehabilitating Buildings at the Presidio of San Francisco.⁴
- Archaeology and Historic Preservation, Secretary of the Interior's Standards and Guidelines (Federal Register Vol. 48 #190, p. 44739).
- The Native Americans Graves Protection and Repatriation Act.
- Curation of Federally-Owned Collections (36 CFR Part 79).
- The Archaeological Resources Protection Act.
- The Archaeological Data Preservation Act of 1974.
- The federal Endangered Species Act.
- The Migratory Bird Treaty Act.
- The Clean Air Act.
- The Clean Water Act.

- Executive Order 13112 (Invasive Species).
- Executive Order 11990 (Wetlands Protection).
- Unified Federal Policy for a Watershed Approach to Federal Land and Resources Management (65 FR 625).
- Presidio Trust Management Plan (“PTMP”).⁵
- Presidio of San Francisco Vegetation Management Plan and Environmental Assessment (“VMP”).⁶
- The Presidio Trust Land Use Control Master Reference Report (LUCMRR) and associated site-specific Land Use Control Addenda (LUCs) and Land Use Notifications (LUNs).

The contractor who will be legally responsible for the scope of work permitted by the Trust (“Contractor”) is required to understand and fully comply with all applicable laws, codes, regulations and standards pertaining to design, permitting, construction, temporary facilities and general operations within the Presidio. These include those that may be enforced in cooperation with other agencies.

C.1.2 Trust Designated Representative (“TDR”)

The Trust will assign a TDR to each project. The TDR will serve as the primary point of contact between the Trust, the developer/applicant (“Applicant”) and the Contractor throughout the course of a project. If there are multiple concurrent projects in a district, the TDR will help ensure that the activities are coordinated. Generally, a Trust project manager assumes the role of TDR through the completion of construction documents, at which time TDR responsibilities are transferred to a Trust construction manager.

The TDR has the authority to represent the Trust and to make certain project-related decisions. A TDR does not take the place of the Trust’s assigned building inspectors or third-party inspectors. Additional Trust staff will support the TDR as needed.

C.1.3 Initial Project Meeting

The TDR will coordinate an initial project meeting with the Applicant’s architecture/engineering (“A/E”) team and other Trust staff and professionals as needed to review the project’s program, scope of work, expected impacts and schedule. At that time, the TDR will also review compliance and permitting requirements and discuss other policies and procedures, as applicable.

C.1.4 Design Review Committee (“DRC”)

The DRC is part of the Trust’s Planning Department and includes a designated administrator and staff representing the fields of architecture, landscape architecture and historic preservation. It has two functions: (1) to review and approve projects, whether initiated within or outside of the Trust, based on their consistency and compatibility with Trust design standards, sustainability objectives and district-specific planning and design guidelines; and (2) to act as a resource for third-party design teams. It takes a “big picture” view of the Presidio’s built environment and evaluates each project based on its appropriateness to its unique setting in the Presidio.

Some design components are pre-determined, such as standard Presidio landscape elements, utility specifications and life-safety systems that are required for all projects. For more information on landscape-related requirements, refer to the Trust’s Landscape Standards, which also provide information on the Presidio’s general design vocabulary as it applies to site furnishings, lighting and signage. Because it is an evolving document, the TDR can provide the most recent version of the Landscape Standards.

The design review process does not substitute for technical advice provided by third-party design and engineering professionals or review for compliance under the National Historic Preservation Act (“NHPA”) or National Environmental Policy Act (“NEPA”).

C.1.4.1 Design Review Submittals

Submittal of a *Design Review Project Description Form*,⁷ to be completed by the TDR, initiates the DRC process. The form is submitted to the DRC administrator and is accompanied by additional information to help clarify specific aspects of the project. Additional materials may include drawings, maps, a site plan, photographs, product information or “cut” sheets or other graphics.

Based on the initial submittal, the DRC will place a project into one of two categories: (1) minor project, or (2) major project. Minor projects are those that entail only signage, landscaping, or exterior building modifications. Minor projects require review only at the schematic design stage. All other projects are considered major and require review at three stages: schematic design, design development and completion of construction drawings.

The DRC will evaluate projects for consistency with the following criteria at the three stages of review:

Schematic Design

- General consistency or compatibility with the following, as applicable:
 - The Trust’s *District-Specific Planning and Design Guidelines*⁸
 - The surrounding or adjacent historic district
- Sustainability, maintainability and appropriateness of proposed materials and equipment, depending on use

Design Development

Same as schematic design stage, with the addition of the following, as applicable:

- Compatibility of landscape design, including compliance with an approved plant list
- General architectural merit, including color, texture, style, massing, etc.
- Quality of draft National Earthquake Hazard Reduction Program (“NEHRP”) evaluation (see Appendix A)
- Energy efficiency of mechanical systems
- LEED® project certification strategy

Completion of Construction Drawings

Same as design development stage, with the addition of conformance with Trust standards or requirements regarding the following, as applicable:

- Recycling and waste disposal
- Roadway and parking
- Signage
- Lighting (fixtures and light levels)
- Storm water management
- Green building and compliance with LEED® requirements (See minimum certification thresholds in Section C.1.1)
- LEED® Registered Project Checklist

The DRC meets on a bi-weekly basis. Submittals are due one week in advance of the anticipated meeting date. Appendices B, C and D include information and a checklist for each of the three DRC reviews. For major projects, the Trust recommends that the Applicant obtain written approval from the DRC before proceeding from one design stage to another.

The DRC administrator will contact the TDR within five business days after a

design review to report its outcome and provide written comments, if applicable. Each project is either approved as submitted, approved with condition(s), or rejected with re-submittal required. If revisions are required, they must be submitted to the DRC administrator within ten business days after receiving the DRC’s written comments. Depending on the nature of the project, additional meetings may be needed among the TDR, the Applicant and the DRC. The DRC administrator will schedule these meetings.

C.1.4.2 Arbitration Procedure

If the Applicant disputes any of the DRC’s recommendations, the elements of concern will be reviewed by an arbitration panel. The arbitration panel consists of:

- DRC members (one vote collectively)
- The Trust’s Chief of Planning, Projects & Programs (one vote)
- The Trust’s Chief of Business Operations (one vote)

The arbitration panel will submit its vote tally and recommendation to the Trust’s Executive Director, who will issue the final decision.

C.1.5 National Environmental Policy Act (“NEPA”) and National Historic Preservation Act (“NHPA”) Review

As a federal agency, the Trust reviews all projects for compliance with the NEPA and the NHPA. This process is known as the “N2 review.” Completion of the N2 review is a legal obligation that the Trust must fulfill on behalf of its tenants, applicants or staff. Permit review or execution of a lease or other binding commitment cannot occur before a project’s N2 review has been completed.

The N2 review team is inter-departmental and has representation from the following fields: archaeology, architecture, forestry, historic preservation, landscape architecture, law, natural resources, pest management and transportation. N2 meetings occur weekly.

As the first step in the N2 review, the TDR will notify the Trust’s Historic Compliance Coordinator (“HCC”) of a project in its early stages of planning and describe its preliminary details. The HCC will provide initial advice regarding NEPA and NHPA and offer suggestions for coordination with other Trust departments or stakeholders. Once the project is sufficiently developed and compliance issues identified, the Applicant will submit a completed *N2Project Screening Form*⁹ to the HCC. The form consists of approximately 30 questions. Applicants are asked to be as specific as possible about project dates, design approach, construction methods and expected impacts. In addition to the

project screening form, the Applicant must provide a location map and other attachments that will help describe the overall project. These attachments may include, but are not limited to, a site plan, design and/or construction drawings, photographs and product information or “cut” sheets. The screening form and all N2 submittals are due one week in advance of the anticipated meeting date.

The milestone for reviewing architectural, utility or landscape projects is typically at the schematic or design development stage, depending on the complexity of the project. Also at this phase, depending on the project and its scope, Trust archaeologists will produce a site-specific archaeological management assessment. This document will provide recommendations for avoiding impacts on archaeological resources, which may include further archaeological research or oversight.

If all N2 issues have been resolved at the schematic or design development stage, N2 staff may recommend “administrative review” of a project. This decision will be made by N2 staff in consultation with the TDR. Under administrative review, a Categorical Exclusion (CE) and/or Certificate of Compliance (CoC) is issued, along with one or more stipulations to avoid adverse effects associated with the project. The TDR must certify when each stipulation is met, sign the CE and/or CoC, and return it to the HCC. No N2 meeting is required under administrative review.

If a full N2 review is necessary, N2 staff will prepare an agenda for the next scheduled meeting, including a project summary. The agenda will be issued to Trust staff and others, including the public, who may provide comments and questions prior to the meeting. N2 staff will prepare draft meeting minutes and develop conditions to avoid adverse effects associated with the project. The draft minutes will reflect input from N2 staff and other Trust specialists, along with comments received from others. The draft will be circulated to solicit questions and comments within five business days of the meeting. Within five subsequent business days, N2 staff will distribute final minutes and conditions via electronic mail and then prepare a CoC and/or CE for the project’s administrative record. The TDR must sign the CE and/or CoC and return it to the HCC upon completion of the project.

C.2

PERMITTING

In addition to approval from the Trust, construction projects within Area B of the Presidio may also require approval and permits issued by other governmental agencies with regulatory authority in the Presidio. The Contractor is solely responsible for identifying, obtaining and maintaining in force all applicable, local, state and federal laws, codes, regulations and standards governing the project. Whenever there is a conflict or overlap among the above-referenced laws, codes, regulations, or standards, the more stringent applies.

The Trust Permitting Office issues demolition permits, building permits, construction permits and excavation clearances. The Permitting Office maintains a list of permit application requirements and other pre-requisites, along with a roster of all permits issued by the Trust. Permit application procedures are summarized in the Trust's *Permit Submittal Documents and Required Procedures*.¹⁰ The Permitting Office also oversees building inspections; coordinates fire alarm, sprinkler, and life-safety inspections; and issues certificates of occupancy at project completion.

Depending on the scope of a project, construction may require the services of Trust and/or third-party inspectors. The Trust provides a *Request for Inspection and Contractor Instructions* form¹¹ for this purpose. Contractors are required to facilitate inspections at the job site, cooperate with inspectors and comply with all inspection findings. Arranging for and/or conducting inspections does not relieve the Contractor from compliance with all applicable codes, laws and regulations governing the project. Inspections take place during normal hours of construction. Inspections outside of these hours are only permitted at the discretion of the Trust and may trigger additional fees.

The Trust may issue an early-entrance license to allow for measurements and tests, including those required as part of a permit application. Destructive testing

of building fabric requires prior Trust approval. Work performed in the Presidio does not require a business license.

C.2.1 Structural Evaluation and Report

Prior to alteration or initial occupancy, all Presidio buildings require a full structural evaluation pursuant to the NEHRP. For each project, the Trust must review a draft evaluation and must review and approve the subsequent final evaluation and report. The Trust will also review structural design submittals, all of which must be based upon the NEHRP structural evaluation.

The draft evaluation must be submitted as part of the design review process (see Section C.1.4.1). The final evaluation and report must be included with the set of required submittals associated with a building permit application (see Section C.2.2.1). Appendix A, *Structural Report and Procedures*, provides more information on the NEHRP and structural evaluation and report requirements.

C.2.2 Building Permit

A building permit is required for almost any alteration to a building, no matter how minor. Examples of activities requiring a building permit include but are not limited to:

- Demolition
- Opening of any kind in a wall, ceiling, or floor
- Installation of or modification to any building system (e.g., exterior envelope, mechanical, electrical, plumbing, or structural system)
- Installation of or modification to any life-safety system (e.g., fire alarm or fire sprinkler installation)

- Alteration or upgrade to an exterior hardscape within a landscape
- Work requiring ground disturbance
- Disturbance, including removal, of any material that contains or could contain a hazardous substance (drywall, flooring, insulation, heat exhaust flues, paint, adhesives, etc.)
- Control or encapsulation of a hazardous material or substance
- Alterations to building access, including alterations that would impede access by persons with disabilities

C.2.2.1 Building Permit Submittals

The Applicant or Contractor may submit a *Building Permit Application*¹² once the 100% set of construction documents (“CDs”) is completed. In addition to the permit application, the following documents, all of which require Trust review and approval, must be submitted:

1. Two full-size sets of CDs, wet-signed and stamped by the Architect or Engineer of Record.
2. Two sets of engineering calculations (e.g., Title 24 energy calculations, hydraulic calculations and any other applicable calculations), all wet-signed and stamped by the Engineer of Record.
3. Final structural evaluation and report pursuant to the requirements of the NEHRP (see Appendix A).

Depending on the scope of the project, other supporting documents may be required by the Permitting Manager, including but not limited to the following:

1. Full set of project specifications.
2. Mechanical, electrical, plumbing and fire-safety testing and inspection reports.
3. Two full-size sets each of fire sprinkler and fire alarm drawings with calculations, wet-signed and stamped by the Engineer of Record. This portion of the submittal may be deferred if this scope will be provided by design-build subcontractors (see this section, below).
4. Structural calculations for building design and for manufactured assemblies.
5. Material submittals and “cut” sheets.
6. Geotechnical or soils reports.
7. Special inspection and testing reports, including final affidavit.

All submittals must be provided in PDF or other format acceptable to the Permitting Manager. Permit submittals in PDF format may be transferred to an

FTP site established by the project’s A/E team. From there, they will be available for review by Trust resource specialists and consultants involved with building permit review and specific inspections.

Submittal documents that are not prepared by the project’s A/E team but by design-build subcontractors (typically mechanical, electrical, plumbing, fire sprinkler and alarm drawings) are commonly received after the main building permit submittal package as deferred submittals. These design-build documents may be submitted as part of the main building permit package. Deferred or delayed submittals are allowed but increase the review time and permit costs.

Before a permit is issued, the Contractor must provide evidence of general liability and worker’s compensation insurance and the balance, if any, of the permit fee must be paid and the building permit job card must be signed. Once all requirements are met to the satisfaction of the Permitting Manager, a building permit will be prepared. A project approved for construction may not be changed unless a description of the proposed change or amendment is submitted in writing to the Permitting Office and approval, also in written form, is issued by the Permitting Manager.

Once issued, the building permit job card and one set of the approved permitting documents must remain at the job site until a Certificate of Occupancy is issued by the Trust. Permit Department Bulletins are periodically distributed to provide additional information and guidance. Bulletins may be obtained through the TDR. A building permit will expire if the Contractor fails to respond to its issuance or if work lapses or is abandoned for a period of six months.

The Permitting Manager should be consulted for guidance related to food service facilities.

C.2.2.2 Building Permit Review

The building permit review period starts once all required documents have been submitted, with review generally lasting approximately 25 working days.

A project’s A/E team must be available to the Permitting Manager during the review period to help clarify issues or answer questions. The building permit is issued only after all comments or questions have been addressed to the satisfaction of the Permitting Manager.

C.2.3 Excavation Clearance (“Dig Permit”)

Prior to any ground disturbance, the Contractor is required to obtain an excavation clearance, commonly referred to as a “dig permit,” from the Trust Permitting Office. The excavation clearance identifies field locations of Trust-owned utility systems; it also includes a review of potential natural and cultural

resource, archaeological and tree protection issues. The excavation clearance follows completion of a site-specific soil management plan (see Section C.3.2.10), but additional environmental requirements for soil management may be identified, particularly if the proposed work is different from or a modification to the project's site-specific soil management plan.

C.2.3.1 Compliance with "USA Dig" Regulations

Trust-owned utilities include water lines, sanitary and storm sewers, high-voltage installations and certain telecommunication installations. The Contractor is required to call Underground Service Alert of Northern California ("USA Dig")¹³ to locate utilities, including natural gas pipelines owned by Pacific Gas and Electric Company ("PG&E") and telecommunications installations owned by others. The Contractor is also required to maintain a current USA Dig ticket during excavation, pursuant to USA Dig regulations.

C.2.3.2 Excavation Clearance Submittals

An *Excavation Clearance Application*¹⁴ must be submitted by the Contractor. The application will also call for a site map and detail map showing the excavation scope area. The application and both maps may be converted to PDF format and sent electronically to the Permitting Office. Alternatively, one printed copy may be submitted to the Permitting Office for distribution to project reviewers.

The review and processing of an excavation clearance requires ten working days, with the Contractor responsible for notifying USA Dig of its issuance. Field markings of Trust-owned utilities are valid for 28 calendar days or as designated by USA Dig. The Contractor is responsible for protecting field markings and maintaining a valid USA Dig Ticket number for the entire duration of excavation. The excavation clearance, approved set of documents, Trust reference number and USA Dig ticket must remain at the job site through completion of excavation.

An excavation clearance expires after six months. A new application form must be submitted for any subsequent ground disturbance or expansion of the scope area. The subsequent scope of work and work area must be re-established and approved by the Trust.

C.2.4 Hot Work Permit

A Hot Work permit is needed for any cutting, welding, or heat gun use and is issued by the Presidio Fire Protection Officer ("FPO"). No open flame torch is allowed. The FPO must be contacted at least three days prior to the date of the planned work.

C.2.5 Insurance

No permit will be issued before proof of adequate insurance is provided by the Contractor. Current insurance requirements may be obtained through the TDR.

C.2.6 Fees

Permit fees cover the cost of plan review and any inspection services, most commonly provided by third-party contractors. Charges also cover administrative fees and the cost of Trust staff time for municipal and specialty reviews or inspections (e.g., archaeology, remediation, etc.). Permit fee amounts vary, depending on a project's scope of work and projected cost of permitting activities.

Additional fees are charged if documents are received after the main building permit package is submitted and for re-inspection of work, scope changes, after-hours inspections, a temporary certificate of occupancy and other services. Contract document deficiencies, contract changes and contractor inefficiencies that affect the plan review or inspection process may also require additional fees, as determined by the Permitting Manager.

Inspection fees vary based upon the type of inspection(s) or re-inspection(s). To minimize costs, the Contractor should provide a complete set of accurate submittal documents and coordinate inspections and testing to maximize efficiencies and reduce the number of site visits.

C.3

PRE-CONSTRUCTION

C.3.1 Construction Management Plan (“CMP”) – Required for All Projects

The Contractor is required to submit a CMP to the TDR. An approved CMP is also required for projects undertaken directly by the Trust. A CMP describes how construction will be planned and administered and is tailored to the project's specific scale and level of complexity. While the TDR may advise the Contractor on the CMP's content, the Contractor is responsible for development and implementation of the CMP. The CMP must be approved by the Trust before construction can commence. A copy of the approved CMP and any approved amendments must remain at the job site until a Certificate of Occupancy is issued by the Trust.

While the following documents are required for every CMP, additional documents may be necessary, depending on a project's scope and expected impacts (see Section C.3.2).

C.3.1.1 Construction Debris Recycling Plan (“CDRP”)

Because the Trust records all construction waste management activities in the Presidio, each Contractor must prepare a CDRP, describing how construction debris will be documented, collected, sorted and quantified. Construction projects are required to divert 100% of all Portland cement concrete and asphaltic concrete from landfills and to divert at least 65% of all remaining construction and/or demolition debris. If construction debris is to be mixed and transported to an off-site facility for processing, the CDRP must identify the registered transporter and the registered facility. Quantities are based on weight unless volume is more appropriate.

For further information, refer to the Trust's *Format for Contractor's Solid Waste Management Plan*¹⁵ and *Waste Minimization Checklist for Deconstruction and*

Demolition.¹⁶ The TDR will provide additional direction if a project is to be LEED® certified and the classifications of construction debris or salvaged building materials used by LEED® are different from those used by the Trust.

C.3.1.2 Exhaust Measures for Construction Equipment and Vehicles

The Contractor must develop an idling policy that complies with the *PTMP's Environmental Impact Statement* condition for construction equipment emissions.¹⁷ Additionally, the Contractor must document that all construction equipment and vehicles conform to applicable requirements, which can be found on the California Air Resources Board website.¹⁸ These requirements include, but are not limited to, the following:

- No vehicles are to idle for more than five minutes.
- Engine horsepower is not to be increased.
- Vehicles must have particulate traps, oxidation catalysts and other suitable control devices.
- Vehicles must use ultra-low sulfur diesel fuel with sulfur content of 15 parts per million or less.
- Vehicles must be tuned to the engine manufacturer's specifications in accordance with a defined maintenance schedule.
- Vehicles are not to be unnecessarily operated or staged near occupied buildings, residences, lodging, schools or childcare facilities.

C.3.1.3 Construction Sequence and Project Schedule

The Trust requires project sequencing information and an overall schedule for every project in the Presidio. The project schedule must be developed with Microsoft Project (version 2010). The Contractor is responsible for obtaining the schedule template (format and calendar) from the TDR and for creating and updating the project schedule. Unless otherwise directed, the project schedule must be updated monthly during construction and submitted to the TDR for review and approval. The schedule must be detailed and show individual tasks, anticipated start and finish dates, critical paths and milestones, resources and work progress summaries. A narrative is also required that fully describes the general construction approach, its work phases and sequencing.

C.3.1.4 Construction Parking and Traffic Management Plan (“CPTMP”)

The Trust regulates all parking and traffic in Area B of the Presidio, including that associated with construction. The United States Park Police (“USPP”) has sole authority to issue citations.

The CPTMP must include measures to ensure consistent compliance with existing regulations throughout the course of construction, including limitations on haul routes. The CPTMP must also contain information on how its contents will be communicated to the Contractor’s personnel, subcontractors, suppliers, vendors and others. For specific information on haul route restrictions, see Section D.1.8.

The Contractor is responsible for each designated construction parking area, including security, access and egress, and trash and debris removal. If the Trust determines that fencing of a construction parking area is necessary, the Contractor must provide, install and maintain the required material. Contractor must remove the required fencing as soon as the construction parking area is no longer in use. Construction-related parking is unlikely to be available at no cost, unless specifically provided for through a construction contract or other binding project-related document. Parking in residential neighborhoods is generally restricted to residents with permits. Depending on the project, its location and impacts, temporary parking permits for construction-related vehicles in a residential area may be available through the TDR. Designated construction parking areas may not be used for lay-down of construction materials.

The Trust encourages the use of public transportation and other alternatives to single-occupant vehicles. To facilitate this, the Trust operates PresidiGo, a free shuttle service with routes both around the park and to downtown San Francisco. The downtown shuttle links the transit center in the Main Post to the financial district, with stops at the intersection of Union Street and Van Ness

Avenue, the Embarcadero BART station and the Transbay Terminal. The TDR can help make arrangements for PresidiGo passes.

The TDR can also provide information on transportation options such as carpooling, vanpooling, or the use of private shuttles for transporting workers to project sites or to off-site parking areas. If third-party shuttle service is proposed, the Contractor must submit details of the proposed service to the Trust for review and approval. Use of vehicles and drivers for organized transport of passengers within the Presidio is subject to applicable provisions of California law.

C.3.1.5 Project Roster

A project roster must be developed and distributed to all project personnel. The roster must include the name, mailing address, e-mail address, telephone numbers (both landline and cellular) and facsimile number for the following project contacts:

- Architect of Record
- San Francisco Fire Department
- Contractor’s Site Superintendent
- Engineer of Record
- Presidio Emergency Dispatch 561-5656
- Presidio Trust Designated Representative (“TDR”)
- Presidio Trust Fire Protection Officer (“FPO”)
- Presidio Trust Utilities Department
- Project or Construction Manager
- Personnel Designated for 24-Hour Contact
- State-Certified Safety Officer
- State-Certified Traffic Control Officer or Civil Engineer (as applicable)
- State-Certified Erosion Control Representative (as applicable)
- United States Park Police (“USPP”)
- Other personnel as appropriate

C.3.1.6 Site Logistics Plan (“SLP”)

The SLP must show the entire project site on one plan sheet. Additional plan sheets must include a project vicinity map that depicts the general project site location within the Presidio; delineates project site boundaries, including building footprint(s); and identifies neighboring buildings and adjacent streets. A legend

must indicate the scale of the drawing and provide an arrow showing north directed toward the top of the plan sheet.

The SLP must describe the job site set-up and depict locations for the following items, as applicable:

- Project site office (the TDR can provide information about office space available for rent)
- Concrete pump and mobile crane set-up locations
- Construction and site security fencing and gates
- Entrances and exits for deliveries and personnel
- Existing utility substructures and surface equipment
- Features intended to control storm water pollution, dirt or dust from construction activities
- Fire hydrants
- Lay-down areas
- Parking areas, including for construction vehicles
- Portable restrooms
- Signage for:
 - Deliveries and parking
 - Project description and contact information
 - Safety (“Hard Hats Required,” “Keep Out,” “Construction Entrance,” “Guest Sign In,” etc.)
- Security lighting
- Site soils and material stockpiles
 - Soil to be excavated or disrupted
 - Soil or material stockpiles, with details of erosion and dust control measures
- Storage areas
- Temporary water and electrical connections
- Tower crane location with swing radius
- Trash and recycling bins
- Tree protection zones

- Truck staging areas
- Vehicular traffic routes
- Other relevant features

The SLP must also include anticipated start dates (including initial mobilization) and finish dates for each phase or stage of work. A new plan sheet must be created each time a modification is made.

C.3.1.7 Site-Specific Safety and Health Plan (“SSHP”)

The Contractor must submit a SSHP for review and approval by the Trust that covers all on-site work to be performed by the Contractor and all subcontractors. All work performed in the Presidio is governed by the Federal Occupational Safety and Health Administration (“OSHA”) and must comply with all applicable federal occupational health laws and regulations. This includes, but is not limited to OSHA Standards 29 CFR Part 1910 and Part 1926. OSHA representatives may perform periodic job site safety inspections.

The Contractor is responsible for obtaining all necessary OSHA permits for specific construction operations, if applicable. The Contractor must also provide annual activation notifications for all project permits. The Contractor must specifically note in the SSHP when a more stringent criterion or standard is being applied (e.g., California OSHA). Environmental and safety awareness training will be required for all construction workers. Other minimum requirements are explained in the Trust’s *Outline for Site-Specific Health and Safety Plan*.¹⁹

As work progresses, the SSHP must be adapted to any unanticipated job situations or conditions.

C.3.2 Project-Specific Submittals

The approval or acceptance of any document, or issuance of any permit referenced in Section C.3.1, does not relieve the Contractor from additional requirements, depending on the project’s scope of work. The TDR or other Trust representatives will provide assistance if additional measures are required. Each additional project-specific submittal will need Trust review and approval before construction can commence. Among the project-specific submittals that may be required are the following.

C.3.2.1 Cultural Resources Protection Plan (“CRPP”)

Cultural resources,ⁱ including cultural landscapes,ⁱⁱ that may be affected by project activities must be identified early in the pre-construction process. Depending on the project’s scope of work, a Contractor may be required to submit a CRPP to the Trust for review and approval. All cultural resource protection measures identified in an approved CRPP must be in place before construction or demolition activities can begin. N2 staff are available to assist in the preparation of a CRPP.

C.3.2.2 Demolition and Material Salvage Plan

A demolition and material salvage plan must be prepared and submitted to the Trust for review and approval if a project requires the demolition or salvage of architectural building elements. All salvaged building material will continue to be the property of the Trust, unless provided for otherwise in a development agreement, lease, construction contract, permit condition, or other document governing the project. If material is salvaged off-site, it is to be delivered to a location specified by the TDR. For additional guidance, the Contractor may refer to the Trust’s *Waste Minimization Checklist for Deconstruction and Demolition* (see Reference #16 in Section D.5).

C.3.2.3 Dust Prevention and Control Plan (“DPCP”)

A DPCP is required for all projects that will create dust emissions. The DPCP must either demonstrate that there will be no discharge of dust from the construction site or, if dust will be discharged, include documentation of how the Contractor will reduce construction-generated particulate matter emissions to a level acceptable to the Trust (PM-10 standard).ⁱⁱⁱ For building demolition projects, the Contractor must file an application for a permit with the Bay Area Air Quality Management District (“BAAQMD”) at least ten working days before the commencement of work. Depending on the scope of the work, the same may be true for rehabilitation or other types of projects in the Presidio.

ⁱ *Definition of cultural resource:* 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 archaeological resources, cultural landscapes and historic structures.

ⁱⁱ *Definition of cultural landscape:* The organization and inter-relationships 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 military occupation from 1776 to 1994.

ⁱⁱⁱ The PM-10 standard includes particles with a diameter of 10 micrometers or less (0.0004 inch or one-seventh the width of a human hair). The U.S. Environmental Protection Agency’s health-based national air quality standard for PM-10 is 50 micrograms per cubic meter (“µg/m³”) (measured as an annual mean) and 150 µg/m³ (measured as a daily concentration).

Depending on the scale of the project, a water truck may be required for dust control. In such cases, the TDR or Trust construction manager will review the scope of earthwork activities to determine the appropriate amount of watering. Under dry conditions, a site may require watering three or more times per day. Trucks hauling soil, sand or any other loose material must be covered. Vehicle speeds on construction access roads and within any construction site may not exceed posted limits or 15 miles per hour, whichever is lower.

The DPCP must include the name, mailing address, telephone numbers (both landline and cellular) and facsimile number of the person who will be available to the project on a 24-hour basis throughout the course of construction. The same information must be included in the project roster (see Section C.3.1.5). The DPCP must include a description of site conditions during construction operations, including outside of normal working hours and during each specific phase of construction. It must also detail how dust creation and transmission will be reduced or eliminated, including, but not limited to the following:

- Procedures that will be used to keep public streets and adjacent properties along the haul route free of dirt, dust and other debris;
- Plans to control dust on graded sites, if any, including areas not under construction; and
- Methods to ensure that dust will not be generated during phases of work occurring after the above measures have been curtailed.

C.3.2.4 Excavation, Shoring and De-Watering Plan

Excavation and shoring plans are considered during the Trust’s building permit review and general permit conditions are issued by the Trust. The Contractor and relevant subcontractors may need to obtain or activate additional permits from OSHA for trench work, if required by specific site conditions.

If de-watering is required, a de-watering plan must be submitted to the Trust’s Water Department for review and approval. The plan must describe how any groundwater will be pumped, stored, tested and ultimately discharged. An additional discharge permit may be required from the Trust Water Department if groundwater is to be discharged into a storm water or sanitary sewer system. If de-watering is required, it must also be identified in a Storm Water Pollution Prevention Plan (see Section C.3.2.11).

C.3.2.5 Hazardous Material Abatement Plan (“HMAP”)

Asbestos-containing material (“ACM”) and lead-based paint (“LBP”) are present in many Presidio structures. Activities such as demolition, repair or rehabilitation may disturb ACM, LBP or other hazardous materials.

If a project requires hazardous material abatement of any type, a HMAP must be prepared and submitted to the Trust for review and approval before abatement can occur.

The Contractor must address the investigation, disturbance, handling, disposal and/or remediation of both ACM and LBP in accordance with Trust specifications and all applicable local, state and federal laws, codes, regulations and standards governing the work. These include, but are not limited to, those from the U.S. Department Housing and Urban Development, the U.S. Environmental Protection Agency (“EPA”), BAAQMD, OSHA, the National Institute for Occupational Safety and Health, the California Occupational Safety and Health Administration and the California Department of Public Health. Whenever there is a conflict or overlap among the above-referenced laws, codes, regulations, or standards, the more stringent applies.

All workers performing regulated work must be appropriately trained and, depending on the activity, certified.

Disposal is addressed in the Trust’s *Disposal Requirements for Asbestos-Containing Material and Lead*.²⁰ The 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.

The National Park Service Archive and Record Center has reports contracted for by the U.S. Army that document the presence of specific locations of ACM at Presidio buildings. The TDR can help arrange a review of these documents.

C.3.2.6 Historic Documentation

In most cases, the Trust will require the Applicant to produce documentation of any historic landscape, building or building fabric to be altered or demolished. Documentation must be produced and approved by the Trust before the alteration or demolition can occur. Methods may include measured record drawings, photo documentation, or, possibly, curation of salvaged materials. The Trust will require an archival-quality copy of the Applicant’s applicable historic documentation as part of the final project close-out submittal (see Section D.2.3.1).

Measured base drawings and site surveys are necessary to develop rehabilitation plans at the Presidio. While there are plans for most buildings in the National Park Service Archive and Record Center, their accuracy is rarely sufficient to develop accurate construction drawings. N2 staff are available to assist in the collection of historic documentation in preparation for project reviews.

C.3.2.7 Natural Resources Protection Plan (“NRPP”)

All construction projects in the Presidio are required to adopt measures to protect natural resources from the impacts of construction activities. Unless determined otherwise during the Trust’s pre-construction design and compliance review process, the Contractor must submit a NRPP for Trust review and approval. All natural resource protection measures identified in an approved NRPP must be in place before construction or demolition activities can begin.

The Contractor must provide for tree protection, including compliance with specific actions that may be required by the Trust’s forester. In addition to the Trust’s *Standard Tree Protection Measures*,²¹ the Contractor may refer to the VMP for information on vegetation and tree protection, trimming and removal.

The Trust’s *Wildlife Implementation and Monitoring Plan*²² provides guidance on vegetation protection. Trust natural resource specialists will assist in selecting appropriate measures to protect nesting birds and other wildlife.

C.3.2.8 Noise Suppression Plan (“NSP”)

An NSP is required if construction noise measured at the construction site boundary is expected to exceed 80 decibels (“dBA”) (A-weighted scale per American National Standards S-1.4-1971, or the latest approved revision thereof as measured at the construction site boundary). Construction noise is limited to 80 dBA (A-weighted scale per American National Standards S-1.4-1971, or the latest approved revision thereof) as measured at the construction site boundary. Activities that generate noise in excess of 80 dBA are restricted to the hours of 9:00 AM to 5:00 PM, Monday through Friday. An NSP shall be based on specific anticipated equipment and construction methods.

C.3.2.9 School Traffic Control Plan

A school traffic control plan must be submitted for most projects located near a school, as determined by the Trust. If the project is not located near a school but abuts a school bus stop or school walk route, extra traffic control personnel and devices are required to ensure school bus and pedestrian safety during school hours. The TDR can provide a map of existing schools in the Presidio.

C.3.2.10 Site-Specific Soil Management Plan (“SSSMP”)

An SSSMP details how soil at the project site will be managed and must comply with the requirements and procedures outlined in the Trust’s *Presidio Soil Management Guidelines*.²³ The SSSMP must describe soil-disturbing activities, including excavation and grading of site soils, import of fill soils and disposal of excess soil. The Presidio *Soil Management Guidelines*, which are managed

by the Trust Remediation Department, describe procedures for characterizing soils, requirements for soil re-use at the project or elsewhere in Presidio and requirements for off-site disposal. The Trust Remediation Department will review the SSSMP. The SSSMP must be approved before the work can begin.

C.3.2.11 Storm Water Pollution Prevention Plan (“SWPPP”)

Construction projects that disturb less than one acre of soil must adhere to the Trust’s *Storm Water Management Plan*.²⁴

Using criteria of the California Water Resources Control Board, dischargers whose projects disturb one or more acres of soil are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity.²⁵ Construction activities subject to this permit include clearing, grading and disturbances to the ground such as stockpiling or excavation.

The Construction General Permit requires the development and implementation of a SWPPP. The SWPPP must contain a site map(s) that shows the construction site perimeter; existing and proposed buildings, lots, roadways and storm water collection and discharge points; general topography both before and after construction; and drainage patterns across the project. The SWPPP must list best management practices (“BMPs”) that the discharger will use to protect from storm water runoff and the placement of those BMPs. Additionally, the SWPPP must contain monitoring protocols. Section A of the Construction General Permit describes the elements that must be contained in a SWPPP. The California Stormwater Quality Association’s Construction Best Practices Handbooks are available for additional reference.²⁶

A SWPPP must be written by a SWPPP developer certified by the California Water Resources Control Board. The certified SWPPP developer must provide the TDR with all permit registration documents for review and approval before submitting to the California Water Resources Control Board.

Once approved by the Trust, the permit registration documents will be electronically filed by the Trust’s assigned signatory with the California Water Resources Control Board’s Storm Water Multiple Application and Report Tracking System (“SMARTS”). The assigned signatory will provide data entry rights to SMARTS so the Contractor can manage (and amend, if required) the SWPPP throughout the duration of the project. Copies of the SWPPP will be provided to the Trust’s assigned signatory and the project’s TDR. A copy of the SWPPP must be kept at the construction site for review at all times.

At the conclusion of the project, a site walk with the TDR will be required to ensure that all work is complete, the site is in stable condition and final erosion control measures, if any, have been properly installed. Any outstanding

conditions identified at the site walk must be remedied to the Trust’s satisfaction. A subsequent site walk will likely be required for this purpose. Once the Trust determines that the site is in satisfactory condition, the TDR will direct the Contractor to complete a Notice of Termination, available on-line from SMARTS. Once complete, the Contractor will request that the Trust’s assigned signatory certify the Notice of Termination via SMARTS. Final approvals from SMARTS will be retained by the Trust.

C.3.2.12 Traffic Control Plan (“TCP”)

Depending on a project’s scope, a TCP may be required by the Trust. A TCP must be developed by a state-certified traffic control supervisor or civil engineer and conform to the then-current edition of the *California Manual on Uniform Traffic Control Devices*. Among other requirements, a TCP must address the control of traffic entering and exiting a project site and describe how signage, safety zones and flaggers will be used. In addition to vehicular traffic, the TCP must also address pedestrian and bicycle traffic.

C.3.3 Conferences and Meetings

Contractors are required to attend the following conferences and meetings.

C.3.3.1 Pre-Construction Conference

A pre-construction conference is required for all projects before mobilization can occur. The purpose of the conference is to review and confirm Presidio-wide requirements and project-specific protocols and conditions. The conference is organized in coordination with the TDR and will include the Contractor’s key staff and Trust support staff, including the FPO, utility personnel and other specialists, depending on the project’s scope of work. A separate pre-construction conference focused on inspections and testing may be required by the Permitting Manager, also depending on the project’s scope of work (see Section D.1.10.3).

C.3.3.2 District Construction Coordination Meeting

Contractors working on projects in close to proximity to each other or within the same Presidio planning district must attend weekly district meetings. The purpose of the meetings is to coordinate activities to minimize the potential for conflicts; improve efficiency and safety; and reduce impacts on the public, residential and commercial tenants and Trust operations. Each Contractor must provide a “look-ahead” schedule at each meeting, along with supporting exhibits necessary for effective coordination (e.g., staging and hauling plans, locations of temporary road closures, anticipated utility outages, etc.). Each Contractor must have decision-making authority for their respective project. The Trust is the final

decision-maker, should conflicts arise involving project coordination.

C.3.4 Notifications to the Public, Presidio Residents and Tenants

Advance notification is required for activities that may affect the use and enjoyment of the Presidio by the public and/or the Presidio's non-residential and residential tenants.

The Contractor must work with the Trust's External Affairs Department to develop a public information plan for projects with significant public impacts, as determined by the Trust. The public information plan must be approved by the External Affairs Department before mobilization can begin. Public notification will be issued by the External Affairs Department at its discretion. Unless otherwise directed by the Trust, the Contractor must submit a monthly project update to the TDR that includes a description of the current project phase of work, a "look ahead" to activities occurring in the next reporting period, identification of any traffic and pedestrian concerns, a description of noise-generating activities and a description of hauling and staging operations. The External Affairs Department may use information from these reports at its discretion. If the project site has a "web cam," arrangements can be made with the TDR to post images on the Trust's website.

For projects with limited impacts or impacts that are generally expected to affect only non-residential and/or residential tenants of the Presidio, the TDR will submit draft notifications to the Trust's Real Estate Asset Management Department for review and approval. Notifications must contain a general project description, construction schedule, hours and days of operation, summary of expected impacts (e.g., noise, temporary parking changes, anticipated power outages, etc.) and contact information for the project's TDR. If applicable, haul routes, traffic detours and other transportation controls must also be included. The notifications must be approved by the Trust's Real Estate Asset Management Department at least 15 working days before mobilization is expected to occur. Staff of the Real Estate Asset Management Department or the respective property manager will send the notifications to non-residential and residential tenants 5 to 10 working days before mobilization is expected to occur.

C.3.5 Public Safety

The USPP provides all police services in the Presidio. The San Francisco Fire Department provides fire and emergency services to the Presidio. All alarm systems are required to report to the Presidio's central alarm monitoring facility.

C.3.5.1 Fire Protection

As the designated Authority Having Jurisdiction in the Presidio, the FPO is responsible for the following activities:

- Inspecting all buildings within the Presidio
- Reviewing and approving design and construction documents
- Inspecting construction in progress
- Conducting post-occupancy life-safety inspections
- Determining occupancy loads for public assembly areas and enforcing those determinations

All new construction and all existing buildings undergoing major rehabilitation, alteration, or change of use require fire sprinkler and fire alarm systems. The FPO requires separate permits for fire sprinkler and fire alarm installations. Each sprinkler and alarm system must be installed by a Trust-approved professional fire and life-safety contractor, licensed to design, install, certify, service, test and maintain the specific system. Upon request, the FPO can provide a QVL of fire and life-safety contractors.

Fire alarm, smoke detection and fire sprinkler systems must comply with Fire and Life Safety Codes as adopted by the Trust. The FPO can provide detailed requirements for alarm, smoke detection and fire sprinkler systems, including requirements for how these fully addressable systems must communicate with the monitoring facility.

C.3.5.2 Police Services

The USPP Physical Security Specialist is responsible for reviewing and approving security systems prior to installation and will evaluate the Applicant's intrusion alarm selection, access controls, security lighting and landscaping. The TDR will coordinate review to ensure compliance with N2 and other potential requirements.

The Physical Security Specialist will assist the Applicant with physical security considerations and risk assessment and also can provide a current copy of the USPP's Guidelines for Physical Security Installations. Specific intrusion prevention measures (e.g., security cameras, alarms, etc.) are chosen by the Applicant.

Alarm-related contractors are subject to Presidio Trust approval. The USPP can provide a QVL of contractors to design, install, service, test and maintain alarm control systems in the Presidio.

C.3.5.3 Emergency Access

All Trust facilities must be accessible to responding emergency crews 24 hours a day. The Trust requires that all non-residential facilities be equipped with a Knox Box, typically installed at the primary response entrance, as designated by the FPO. The method of mounting the Knox Box depends on the type of building and must be coordinated by the TDR and the FPO. The Contractor is responsible for purchasing and installing the Knox Box at the approved location.

D.1

CONSTRUCTION

Following the pre-construction requirements outlined in Part C, Part D addresses the requirements that apply to actual construction through the close-out of a project at the Presidio.

D.1.1 Construction and Demolition Noise

Construction equipment must be adequately muffled and maintained to minimize project noise (see Section C.3.2.8). The Contractor and all equipment operators must comply with noise criteria established by the Trust, as well as with the standards and levels included in San Francisco Municipal Code Section 2909.²⁷ Construction noise is limited to 80 dBA (A-weighted scale per American National Standards S-1.4-1971, or the latest approved revision thereof) as measured at the construction site boundary.

D.1.2 Construction Trailer, Material and Waste Storage

Job trailers, waste management containers and portable restrooms must be installed within the project site but outside of any right-of-way. Material storage and deliveries are also prohibited in a right-of-way.

The Trust requires recycling and documentation of construction debris that is diverted from landfills (see Section C.3.1.1). All dumpsters and receptacles for food refuse must be water-tight, wildlife-proof and secured at all times. The Trust prohibits the accumulation of debris, litter or trash on construction sites.

Job sites require an on-site hazardous liquid material spill clean-up kit that contains a 25-pound bag of Floor-Dri (or its equivalent), absorbent pads and other materials for immediate clean-up. If hazardous liquids are stored at off-site lay-down areas, this requirement applies there as well.

D.1.3 Crane and Concrete Pumps

Tower cranes may be required at project sites with little or no setbacks. The Trust strongly prefers electric cranes because they generate less noise and no fumes or emissions. The Contractor must apply for a crane erection and set-up permit and comply with OSHA regulations, including those associated with operator certification. The Contractor must maintain at the job site all records of crane inspection and certification (issued by a certifying agency or the OSHA crane certifier). Mobile cranes and concrete pumping rigs have the same requirements.

The Contractor is prohibited from trimming or pruning trees; if tree pruning is deemed necessary by the Trust, it will be undertaken by the Trust forestry crew.

D.1.4 Delivery Requirements

Traffic control for project deliveries must be coordinated with the Trust's Planning Department, with assistance from the TDR. Roads will not be closed unless the Trust grants an encroachment permit. The TDR may also identify possible staging locations for deliveries along approved haul routes.

Delivery and all other on-site vehicles are prohibited from idling for more than five consecutive minutes. The San Francisco Police Department enforces the San Francisco Municipal Transportation Agency's traffic restrictions for local streets, including those leading to and from the Presidio gates.²⁸

D.1.5 Emergency and Other Contacts During Construction

If a construction-related emergency arises such as a sewer collapse or a water main break, the Contractor must immediately contact the Presidio Dispatch line at (415) 561-5656. Depending on the type of emergency, notification will be relayed to the Trust Utilities Department.

If a natural disaster or other type of emergency occurs, the Presidio Emergency Information Hotline, containing recorded information, will be activated at (415) 561-4500.

Other important contact information is as follows:

- **Emergency dispatch for police or fire**
 from a land line – 911
 from a cell phone – (415) 561-5656
- **Presidio Trust**
 - **MAIN OFFICE**
 103 Montgomery Street
 San Francisco, CA 94129
 (415) 561-5300
 TTY: (415) 561-5301
www.presidio.gov
presidio@presidiotrust.gov
 - **FIRE PROTECTION OFFICER**
 (415) 561-4001
 - **INFRASTRUCTURE MANAGEMENT**
 (415) 561-5305
 - **PERMITTING OFFICE**
 1750 Lincoln Boulevard – 2nd Floor (1/4 mile inside the 25th Avenue Gate)
 San Francisco, CA 94129
 (415) 561-5327
 Counter hours are
 Monday–Friday, 8:30 AM – 4:00 PM, (daily lunch break from 12:00 to 12:30)
 No appointment is necessary, though a courtesy call is recommended
permit@presidiotrust.gov
 - **UTILITIES DEPARTMENT**
HIGH VOLTAGE
 (415) 561-2745

- **STORM AND SANITARY SEWER**
 (415) 561-4274
- **WATER**
 (415) 561-4135
- **WORK ORDER SERVICE CENTER**
 (415) 561-4270
woservicecenter@presidiotrust.gov

- **United States Park Police**
 USPP Headquarters
 1217 Ralston Avenue
 (Fort Scott area)
 (415) 561-5505 (non-emergency phone number)

D.1.6 Enforcement and Corrective Action

The TDR is responsible for monitoring construction and will conduct random site visits to determine if operations are in compliance with the project’s approved CMP and other conditions and requirements, including protection of public safety. If a project is out of compliance, the Trust will impose corrective action in a three-step manner. The first step is a verbal warning and an explanation of the violation with a time-frame given for compliance. The second step is a written warning or correction notice with a time-frame given for compliance. The third and final step is a “Stop-Work Order” (or “Red Tag”). A Stop-Work Order immediately halts all activities until the violation(s) is corrected and the Contractor has demonstrated to the Trust’s satisfaction that there will be no recurrence of the violation(s).

Failure to correct any violation may subject the Contractor to fines or other penalties.

D.1.7 Fencing and Site Security

A temporary (i.e., removable) construction and site security fence approved by the Trust must be securely installed around the perimeter of each project site, as identified in the project’s SLP (see Section C.3.1.6). At a minimum, the fence and gate(s) must be six feet in height and constructed of chain-link mesh with colored slats, the color of which must be approved by the Trust. Additional or alternative protection measures may be required by the Trust, depending on potential hazards or adjacent uses. Fence and gate post installations are subject to an excavation clearance (see Section C.2.3).

All gates must accommodate emergency vehicle access and entrances must be kept clear at all times. All gates must be double-padlocked; one padlock will be provided by the Trust.

D.1.8 Haul Routes

All haul routes are subject to Trust approval. All roadways in the Presidio are open for public use, including those that may be approved for construction hauling. The Contractor is encouraged to develop haul routes that maximize the use of the Presidio's primary roadways, limiting disruption in residential areas and other sensitive locations. The Contractor must minimize the potential for conflict associated with the shared use of public roadways and limit delivery and construction vehicles to those capable of negotiating travel lanes in a safe manner. No construction traffic will be permitted on any roadways other than those approved for project hauling. Unless approved by the Trust, roads are not to be used to stage construction equipment or delivery trucks.

The Contractor is responsible for informing all subcontractors, vendors and suppliers of a project's approved haul route. The Contractor must comply with the same weight restrictions that apply to San Francisco streets outside the Presidio gates. Over-sized vehicles and over-weight equipment transport require special encroachment permits and are subject to review and approval by the Trust.

The Trust reserves the right to change a designated haul route if conditions warrant.

D.1.9 Hours of Operation

Allowed hours of operation, including staging and deliveries, are limited to 7:00 AM to 6:00 PM, Monday through Friday. Work in residential areas may not begin until 8:00 AM. No construction is permitted on Saturdays, Sundays, or federal holidays. After-hours equipment maintenance at a project site is prohibited. Further restrictions may apply, including those referenced in Section C.3.2.8 and those included in a project's development agreement, lease, construction contract, permit, or other binding document.

Change to a work schedule, including staging of construction equipment and/or delivery of materials, requires written approval from the TDR at least 48 hours before the date of the proposed change. A request for work outside of the allowed hours of operation must include the reason for the proposed schedule change; number of workers and supervisors who will be on the site; location of the work (interior, exterior, etc.); equipment that will be used; and expected noise level or other impacts. Requests must include contact information for supervisory personnel.

The Presidio accommodates numerous activities and special events each year, especially on weekends, so the Contractor is encouraged to consult the current Presidio Special Events Schedule with Expected Impacts.²⁹ The TDR may provide further guidance on schedule restrictions. The Trust reserves the right to place restrictions or additional requirements on activities scheduled outside of the allowed hours of operation.

D.1.10 Inspections

During construction, the Contractor is required to facilitate any needed inspections and comply with the findings contained in the inspection reports. To minimize costs and maximize efficiencies, the Trust recommends the coordination of inspections and testing to reduce the number of site visits. The Contractor should consult with the permitting manager on specific requirements. Inspection request forms are available from the Permitting Office.

D.1.10.1 Building Inspections

The Permitting Office will provide the Contractor with both a building permit job card and information on building inspection procedures.

An inspection will be scheduled to occur within 48 hours after the Permitting Office has received a completed request form for work that is ready for inspection. After the inspection is complete, the inspector will communicate either approval to proceed or the need to address outstanding issues, in which case a subsequent inspection will be required. A copy of all inspection request forms must be kept at the project's job site office.

D.1.10.2 Elevator Inspections

Elevator construction is governed by Chapter 30 of the IBC, supported by the American Society of Mechanical Engineers Safety Code A17, Safety Code for Elevators and Escalators. All elevator inspections are arranged by the Contractor and conducted by a Certified Competent Conveyance Inspector, certified by the State of California to inspect and certify elevators and lift systems.

D.1.10.3 Special Inspections and Testing

Contractors must use an independent testing agency for code-required special inspections and tests. The special inspector observes work for conformance with approved construction documents and reports any non-conforming work. The special inspector makes regular reports, as frequently as daily, depending on the type of work to be inspected, and provides a final signed and stamped report (affidavit), filed with the Permitting Office. For assistance, the Permitting Office can provide a QVL of special testing and inspection firms. Contractors may not use a special testing or inspection firm that is not on that QVL without prior

written approval from the Trust.

The Trust's Special Inspection and Testing Schedule and Application is also available from the Permitting Office. Two copies must be completed and signed by the Applicant, the Engineer or Architect of Record, the Contractor and the special inspector. A pre-construction conference with the building inspector, special inspector, Contractor and applicable subcontractors may be required by the Permitting Manager to review the duties and responsibilities of the special inspector, inspection and testing procedures and schedule requirements. Communication to the special inspector for inspection appointments is the responsibility of the Contractor.

D.1.11 Lay Down and Staging

The Contractor is responsible for managing all lay-down and staging areas, including access, egress and on-site activities. BMPs must be applied at all lay-down and staging areas. The use of lay-down and staging areas is subject to the same hours of operation and noise, dust and other restrictions imposed on the construction site, including those contained in the project's SWPPP (see Section C.3.2.11). The Contractor must provide security to the lay-down and staging areas and keep the areas free of trash and debris. If the Trust determines that fencing of a lay-down or staging area is necessary, the Contractor must provide, install and maintain the fencing material until project completion, at which time it must promptly be removed by the Contractor. Temporary resurfacing of a lay-down or staging area, if required by the Trust, is also the responsibility of the Contractor.

Although the Trust reserves the right to deny a Contractor's request for staging and lay-down space beyond the assigned construction site, if necessary, space outside of the construction area may be available for that purpose. At project completion, all lay-down and staging areas must promptly be returned to their pre-construction condition.

D1.12 Signage

D.1.12.1 Construction Signage

At least one construction sign must be posted at the project site that includes the project name and lists the Trust as property owner. The sign must not be an advertisement for the parties involved with the project and must only include the project's basic information, such as building number, street name, primary project participants and the Trust's emergency telephone number ((415) 561-5656). The construction sign must be legible from the street. Details on sign material, mounting, fabrication and permitting are described in the *Presidio*

*Project Identification (Construction) Sign Signage Specifications.*³⁰ Construction signage requires approval and permitting from the Trust. Construction signage may be posted ten days before the start of construction and must be removed no more than ten days after project completion.

The Trust may also provide and mount interpretative signage, requiring coordination between the TDR and the Contractor. Construction and other project-related signage must be described in the project's SLP (see Section C.3.1.6). Limited directional signage at the Presidio gates may be provided by the Trust if necessary. No other signs are permitted.

D.1.12.2 Post-Occupancy Tenant Signage

Exterior tenant signage may be installed during the course of construction or after occupancy commences. All such signage must conform to the Trust's *Tenant Sign Guidelines – Non-Residential Exterior Signs*.³¹

D.1.13 Special Operations

Staging of construction equipment or delivery vehicles within the Presidio is discouraged. Prior review and approval from the Trust's Planning Department is necessary for special operations, including staging of concrete "readi-mix" trucks, material delivery transports, heavy equipment set-up, or any activity that might require a temporary road closure(s). The Trust may limit staging locations, number of trucks and duration of operations.

Right-of-way encroachments are used only as a last resort. If a right-of-way encroachment is necessary, the TDR will assist the Contractor in processing an application for an encroachment permit through the Trust's Planning Department. The Trust's External Affairs Department must be notified of any impending encroachment and will determine what type of further notification, if any, will be required (see Section C.3.4). An encroachment permit application requires an operation-specific TCP that is designed by a state-certified traffic control supervisor or civil engineer (see Section C.3.2.12). A minimum of two business days is needed for processing an encroachment request.

D.1.14 Telephone, Data and Alarms

The TDR will assist the Contractor in planning for new telephone and data service that conforms to Trust requirements. The Contractor is responsible for distribution of telephone and data lines and for contacting and making arrangements with a selected telephone carrier and internet service provider.

Fire, life-safety and security alarm systems require analog lines. To monitor mandatory fire life-safety systems, the Trust will provide two analog numbers to

each commercial building. Tenants must order a separate analog circuit from a telephone carrier for security alarm system monitoring. An in-cab telephone line is required in building elevators for emergency notification.

D.1.15 Utilities

The Trust's Utilities Department is responsible for providing the following services to all buildings in the Presidio:

- Copper lines (non-residential buildings only)
- Electricity
- Fiber lines (select non-residential buildings only)
- Storm water management
- Waste reduction (refuse and recycling)
- Water/sewer
- Utility pole attachment
- Conduit rental

A completed utility application is required to initiate utility service planning, assignment of accounts, or temporary or permanent service. Utility applications and service rate sheets are available from the Trust's Municipal Services Department.

D.1.15.1 Gas and Electricity

The Trust's Utilities Department purchases electrical power from PG&E and distributes it through the Trust's high-voltage system. PG&E also owns and operates the distribution network through which natural gas is supplied to the Presidio. If a viable gas meter is present, it is the responsibility of the Applicant or Contractor to contact PG&E to open an account to receive gas service. If no functional gas meter exists, the Applicant or Tenant must contact the Trust's Infrastructure Management team to establish new gas service.

D.1.15.2 Water and Sewer

The Trust operates its own water treatment facility in the Presidio and distributes water from a reservoir in the Presidio through a Trust-owned distribution system. While the Presidio's own sources provide most of the water in the park, the Trust purchases supplemental water from the San Francisco Water Department when needed. The Trust also provides the collection system for waste water, which is conveyed via connector lines to San Francisco's Department of Public Works' system for treatment.

The Trust's Utilities Department operates and maintains a separate system for the collection and disposal of storm water. This system is comprised of storm sewer pipes, open channels and retention ponds all acting together to convey storm water away from structures and inhabited areas for discharge into Crissy Field and the San Francisco Bay. It is a federal offense to dispose of anything other than water runoff into the Presidio's storm drain system.

All domestic and fire service lines installed by the Contractor must be inspected, tested, chlorinated and flushed, with oversight required by the Trust's Water Department. Upon satisfactory water sample test results, the Contractor must coordinate with the Trust's Water Department to tap the water main, make final connections and install water meter(s). Unless otherwise stipulated by written agreement, all costs associated with inspecting, testing and connecting to water lines are borne by the Contractor. The Presidio's water system connection procedure and associated requirements are defined in the Trust's *Water Distribution Specification*.³²

D.1.15.3 Planned Outages

Utility service interruptions may be needed for a variety of reasons during a construction project. To ensure timely notification to the Trust's customers, the Contractor must request a service interruption at least 15 business days before the anticipated event. Interruption requests are made using the Trust's *Planned Shutdown Input Sheet*.³³ Notifications to residents and commercial tenants about planned outages are coordinated by the Trust's Utilities Department.

D.1.15.4 Temporary Hook-Up

The Trust provides temporary construction-related water and electrical service. The Contractor is responsible for providing temporary electrical panels and distribution. Backflow preventers are required for all temporary water service hook-ups.

The Contractor must submit an application to the Trust's Municipal Services Department for temporary utility service through the TDR, including anticipated capacity loads, project site stub-out locations and service dates. Once the application is approved, the Trust's Utilities Department will identify special requirements, if any, and establish a billing account.

D.1.16 Procedures for Items Unearthed During Excavation

Even when a site is outside of a known zone of interest and is not considered an area of archaeological significance, unusual artifacts and military objects, including unexploded ordnance ("UXO"), may still be found. Should excavations disclose or unearth an object of potential historical, military, or archaeological

interest or significance, the Contractor must immediately stop work, leave the object in place and note its position. The Contractor must also immediately notify the TDR and allow Trust specialists to determine the next appropriate response, including the appropriate disposition of the disclosed or unearthed item(s) and the terms under which excavation work may be resumed. Failure to follow these procedures is a violation of federal law.

D.2

PROJECT CLOSE-OUT

The close-out process is the final project milestone. Project close-out formally establishes the acceptance of the improvements by and the transfer of maintenance to the Trust.

D.2.1 Occupancy

D.2.1.1 Temporary Certificate of Occupancy (“TCO”)

ATCO may be issued upon request when a project is substantially complete. The TCO allows for office set-up, marketing efforts and other similar activities. No business activity may be conducted in space covered by a TCO. A TCO will not be issued without inspection by and approval from the FPO, the Director of Public Safety and Municipal Services and the Permitting Manager.

D.2.1.2 Certificate of Occupancy (“CO”)

A building or space cannot be occupied or used and no change in occupancy can commence until the Permitting Manager has issued a CO. The CO pertains to building and life-safety codes and signifies satisfactory completion of the building permit requirements, as confirmed by the FPO, the Director of Public Safety and Municipal Services, the Permitting Manager and relevant inspectors, including special inspectors.

D.2.2 Close-Out Submittals – Required for All Projects

Unless specified otherwise in a construction contract or other binding agreement, within 30 days after receipt of a CO, the following close-out documents must be delivered by the Contractor to the Trust.

D.2.2.1 Drawings, Calculations, Specifications, Revisions, Shop Drawings and Substitutions

The Contractor must provide three complete printed sets of as-built drawings, calculations and specifications, produced in a format approved in advance by the Trust. The sets must include any revisions, shop drawings and substitutions approved during construction (e.g., field changes and the final location of equipment and utility lines).

In addition to the printed sets, as-built drawings must also be provided to the Trust in both PDF and AutoCAD format in the version then in use by the Trust. Calculations and specifications must also be provided in PDF format. CAD drawing files should be assembled to include all external reference files. CAD documents converted from file formats other than AutoCAD “DWG” files must follow guidance on formatting from Microstation. Electronic files must be delivered on a clearly labeled CD/DVD or on a USB memory stick.

D.2.2.2 Keys, Special Tools and Spare Parts

Each article must be clearly labeled, noting the name and location of the building and/or site component with which the article is associated (door, appliance, heating or ventilation equipment, etc.). The Contractor must include any necessary instructions or other pertinent information

D.2.2.3 Material Safety Data Sheets

Material Safety Data Sheets must be provided according to standards established by OSHA. All sheets must be submitted in PDF format.

D.2.2.4 Operating and Maintenance Manuals

Whenever a manufacturer produces an operating and maintenance manual for a fixture, finish, appliance or any other equipment installed by the Contractor, three complete printed sets of that manual, along with a PDF version, must be provided to the Trust.

D.2.2.5 Post-Construction Contact Roster

Along with listing the Contractor, a post-construction roster must contain all project subcontractors, suppliers and manufacturers. The name, mailing address, e-mail address, telephone number (both landline and cellular) and facsimile number for each contact must be included in the post-construction roster. The roster must be submitted to the Trust in PDF format.

D.2.2.6 Project Photographs

The Contractor must provide photographs documenting the project site, both interior and exterior, before and during construction and after project completion. All photos must be submitted in PDF format. A sufficient number of photos must be provided to clearly illustrate each trade and show work/installations per construction detail drawings. Each photo must be dated and labeled according to the Trust's labeling convention, with location, including building number and compass coordinates. The following is an example of the Trust's photo labeling convention, assuming a shot taken of the northwest view of Building 103 in August 2014: [2014.08.Building.103.NWview](#)

D.2.2.7 Warranties for all Installed Equipment, Fixtures and Finishes

Whenever a manufacturer produces a warranty for a fixture, finish, appliance, or any other equipment installed by the Contractor, that warranty must be provided in PDF format to the Trust.

D.2.3 Project-Specific Documents

The approval or acceptance of any close-out document referenced in Section D.2.2 does not relieve the Contractor from additional requirements, depending on the project, its scope of work and binding terms and conditions. The TDR or other Trust representatives will provide assistance if additional close-out documents are necessary. Among the project-specific close-out documents that may be required are the following.

D.2.3.1 Archival Submission

If documentation of historic fabric (building or landscape) is required for permitting, the Trust will also require an archival-quality copy of that

documentation as part of the final project close-out. This may include, but is not limited to, measured record drawings and photographs. All submissions must comply with the requirements of the National Archives, records 49, 50 and 51.³⁴

D.2.3.2 Disaster Plan

In general, disaster plans are developed to protect the safety of employees, visitors, contractors and others at risk from potential hazards. This includes incorporating procedures for persons with disabilities and functional needs. Disaster plans are also designed to prevent environmental contamination and protect facilities, physical assets and electronic information.

D.2.3.3 Facilities Management and Safety Plan

A facility management and safety plan must describe the means and methods necessary to ensure that a site remains safe and well-maintained. It must include a list of scheduled inspections and repairs, waste and recycling protocols and a plan for safety training and emergency response, including incident, injury and accident reporting.

D.2.3.4 Hazardous Material Inventory Statement

A hazardous material inventory statement must include details on the physical properties of each hazardous material stored or located at a site. These include the location of the material, its trade or chemical name, hazard class, quantity, container type and other information.

D.2.3.5 Hazardous Material Management Plan

A hazardous material management plan must describe methods to ensure that each hazardous material at a site is stored and handled in a safe manner. It must also include a schedule of inspections and identify security measures, including how personnel will be trained for handling each hazardous material. The plan must also include detailed information for use by emergency responders.

D.2.3.6 Historic Preservation Maintenance Plan

A historic preservation maintenance plan is generally comprised of a written inventory of historic building and site components that require periodic inspection and maintenance (e.g., building or site systems, fixtures and finishes). A preservation maintenance scope is required for each item. Additional information may be required, depending on the historic preservation scope.

D.2.3.7 Investment Tax Credit Requirements

The Contractor is solely responsible for compliance with Section 106 of the National Historic Preservation Act, necessary to the tax credits review process. The process includes review by the California State Historic Preservation Office in Sacramento and the National Park Service Technical Preservation Services Office in Washington, D.C.

Early coordination with Trust project and N2 staff in the preparation of a tax credit proposal is essential for successful completion of the tax credit review process. The Trust will work with the Contractor to resolve issues relating to the tax credit review process and may provide assistance during design and construction. Additionally, the Trust must review Parts 1, 2 and 3 of each tax credit submittal, along with all amendments, prior to their submission to the State Historic Preservation Office. A cover letter is also prepared by the Trust, either confirming concurrence with the submittal or describing specific concerns.

D.2.3.8 LEED® Certification Documentation

A project of the U.S. Green Building Council, LEED® and its certifications focus on environmentally sound development and post-occupancy operating and maintenance practices. Documentation will depend on the type of project and certification category.

D.2.3.9 Transportation Demand Management Plan

The goal of a transportation demand management plan is to help households, employees and visitors make more of their commute trips on transit, by bike or on foot, or in vehicles like taxis and car shares. Such a plan in the Presidio will incorporate transportation options offered by the Trust and other providers, including the PresidiGo shuttles.

D.3

LIST OF ABBREVIATIONS AND ACRONYMS

ABAAS	Architectural Barriers Act Accessibility Standards	CRPP	Cultural Resources Protection Plan	NEHRP	National Earthquake Hazard Reduction Program	SSSMP	Site-Specific Soil Management Plan
ACM	asbestos-containing-material	dBA	A-weighted decibels	NEPA	National Environmental Policy Act	SWPPP	Storm Water Pollution Prevention Plan
ADA	Americans with Disabilities Act	DPCP	Dust Prevention and Control Plan	NHPA	National Historic Preservation Act	TCO	Temporary Certificate of Occupancy
A/E	architecture/engineering	DRC	Design Review Committee	NRPP	Natural Resources Protection Plan	TCP	Traffic Control Plan
ASCE	American Society of Civil Engineers	EPA	U.S. Environmental Protection Agency	NSP	Noise Suppression Plan	TDR	Trust Designated Representative
BAAQMD	Bay Area Air Quality Management District	FDA	U.S. Food and Drug Administration	OSHA	Occupational Safety and Health Administration	UFAS	Uniform Federal Accessibility Standards
BMPs	best management practices	FPO	Fire Protection Officer	PG&E	Pacific Gas and Electric Company	USA Dig	Underground Service Alert of Northern California
CoC	Certificate of Compliance	HCC	Historic Compliance Coordinator	PTMP	Presidio Trust Management Plan	USPP	United States Park Police
CDs	construction documents	HMAP	Hazardous Material Abatement Plan	QVL	qualified vendor list	UXO	unexploded ordnance
CDRP	Construction Debris Recycling Plan	IBC	International Building Code	SLP	Site Logistics Plan	VMP	Presidio of San Francisco Vegetation Management Plan and Environmental Assessment
CE	Categorical Exclusion	LBP	lead-based paint	SMARTS	Storm Water Multiple Application and Report Tracking System		
CMP	Construction Management Plan	LEED®	Leadership in Energy and Environmental Design	SSHP	Site-Specific Safety and Health Plan		
CO	Certificate of Occupancy	N2 review	Project review process to ensure compliance with NEPA and NHPA				
CPTMP	Construction Parking and Traffic Management Plan						

D.4

APPENDICES

Appendix A: Structural Report And Procedures

Structural Evaluation

Structural strengthening is required if deficiencies are found that may lead to a full or partial building collapse. In addition to preventing building collapse, strengthening is also meant to provide a minimum level of safety in and around a building in the event of an earthquake, even if significant structural damage has occurred. Designs for new structural elements must be based on NEHRP values. Higher performance levels may be required, depending on proposed use and applicable codes and standards. For instance, the IBC requires a structural evaluation in the event of a change in occupancy.

Building-specific research, inspections, assessments, testing, calculations and other required activities must be performed by the Applicant in accordance with the standards of the NEHRP and criteria contained in Seismic Rehabilitation of Existing Buildings (ASCE/SEI Standard 41-06).

Procedure

Base Information

Use existing information where possible, including available drawings; route requests for information through the TDR.

Research and Field Work

Perform research and physical examinations 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 the subsequent procedures. Any destructive investigation and materials testing must be approved by the Trust. Geotechnical investigations will require an Excavation Clearance (see Section C.2.3). The Applicant must obtain all necessary approvals and permits before beginning such investigations. Allow ten working days for processing such applications.

Assessments

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

Calculations

Perform specified structural evaluation and calculations.

Recommendations

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

Cost Estimate (by Others)

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

Report Submittal

Two copies of the draft NEHRP structural evaluation must be included in a project's design development package and submitted to the DRC for review and comment. Any Trust-required modifications must be incorporated into the final NEHRP structural evaluation and report. The format of the final submittals must conform to NEHRP requirements. A copy of the final evaluation and report must be part of the project's building permit submittal package (see Section C.2.2.1).

Appendix B: Schematic Design Submittal

During a project’s schematic design phase, a project schedule and budget will be developed and a complete code analysis of the building and/or site will be conducted.

Schematic design materials should convey the entire scope of the rehabilitation or new construction 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. The extent of proposed removal or alteration of historic elements must be clearly indicated. Existing elements to be demolished should be shown as dashed lines; new elements should be shaded solid. The schematic approach to site, structural, mechanical, electrical, life-safety and other system upgrades (as applicable) must be clearly indicated. Proposed site improvements in response to historic analysis and program needs must be identified. Preliminary approaches to address LEED® project certification must be described.

The scheme(s) will likely be developed with Trust professional staff assisting in the interpretation of the rehabilitation guidelines and facilitating the N2 compliance process (see Section C.1.5). The following is a checklist for a standard schematic design submittal:

- Proposed program and space/building requirements and improvements
- Scope of proposed work
- Photos clearly depicting the existing building and site
- Program and site analysis, including compatibility with overall site context
- Description of expected materials to be used, including color palette and finishes
- Preliminary LEED® checklist
- Response to environmental considerations

- Description of conceptual approach to:
 - Site conditions, both existing and proposed
 - Structural system and potential upgrades
 - Mechanical, electrical, plumbing, building envelope, fire, life-safety and other system upgrades as applicable
 - Meeting anticipated utility demand and load requirements
- Three half-size sets of complete drawings and PDF version of files, along with site plan showing the location of all proposed architectural alterations, including accessibility upgrades and proposed exiting route(s)

For smaller projects, the Trust may determine that a full set of schematic drawings is not required; in these cases, the following minimum drawings must be submitted:

Site plan (min. 1"=40')	Site development plan, including demolition
Floor plans (min. 1/16"=1'0")	Floor plans and architectural details for all affected areas
Sections (min. 1/16"=1'0") and/or 3-D drawings (SketchUp or similar software approved in advance by the Trust)	Show elevations in relation to grade and significant vertical elements

Appendix C: Design Development Submittal

Building on work developed during a project’s schematic phase, the following is a checklist for a standard design development submittal:

A. Site Analysis – Factors that must be considered in design, including:

- Soil type
- Wind currents
- Traffic
- Drainage onto site
- Neighboring buildings
- Overhead utility lines
- Underground utility lines
- Easements for future utilities
- Cultural landscape definition
- Landscape condition assessment
- Solar orientation

B. Compliance with Codes and Standards – Factors that must be incorporated in the design, including:

- ADA accessibility requirements
- Building and code analysis – verify, pursuant to Section C.1.1
- Draft NEHRP structural evaluation and report (see Section C.2.1 and Appendix A, Structural Report and Procedures)
- Special equipment requirements
- Building security
- Exterior lighting
- Required landscaping or open areas
- Required pavement and drainage
- Restrictions on refuse/recycling collection area
- Green building strategy and compliance with LEED® project certification

C. Design Development Review Drawings:

- Three half-size sets of complete drawings and PDF version of files, including site plan, floor plans, exterior elevations, building sections, preliminary structural floor plans and preliminary mechanical and electrical plans. The following table summarizes the Trust’s drawing standards for a design development submittal and lists what each type of drawing must contain.

Site plan (min. 1"=20')	Site development plan, including demolition
Floor plans (min. 1/8"=1'0")	All levels of buildings including roof. Partial plans are acceptable if the area of the work is limited.
Exterior elevations (min. 1/8"=1'0")	Any proposed repairs, additions, alterations, or treatments at building exterior.
Building sections (min. 1/8"=1'0") and 3-D drawings (SketchUp or similar software approved in advance by the Trust)	Finished floor elevations; elevations in relation to grade and elevations in relation to significant vertical penetrations or other elements.
Preliminary structural floor plans (min. 1/8"=1'0)	Existing structural floor plans or systems and any proposed treatments or alterations.
Preliminary mechanical and electrical plans	Existing systems and any proposed alterations. Identify primary equipment and distribution.

Appendix D: 100% Construction Documents Submittal

The following is a checklist for a 100% construction documents submittal.

A. Construction Documents Review Drawings:

- Two full size sets of complete drawings and PDF version of files. All plan, section and elevation drawings must be drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed and must show in detail conformance with the provisions of all applicable building codes and other project requirements. All existing and proposed elements must be clearly labeled. (See Section C.1.1 for Trust codes and standards and Section C.2.2.1 for more specific building permit submittal requirements.) The following table summarizes the Trust’s drawing standards for submittal of 100% construction documents and lists what each type of drawing must contain.

Site plan(s) (min. 1"=20')	All existing and proposed site features. Include associated detail drawings for each of the following plans: <ul style="list-style-type: none"> - Site survey - Site protection and demolition - Layout and grading - Planting , including plant list - Irrigation
Key plan(s)	If necessary, to identify area of work.
Architectural floor plans (min. 1/8"=1'0")	<ul style="list-style-type: none"> - Basement - All levels of the building, including mezzanine, penthouse, etc. - Roof plan - Partial plans may be acceptable if work areas are limited.
All exterior elevations (min. 1/8"=1'0")	Any proposed repairs, additions, alterations or other treatments at building exterior.
Building sections (min. 1/8"=1'0")	Finished floor elevations; elevations in relation to grade and elevations in relation to significant vertical penetrations or other elements.

Structural foundation and framing plans (min. 1/8"=1'0) and structural calculations	Coordinate with architectural floor plans. Indicate all vertical and lateral load-carrying systems and architectural and structural details and schedules to clearly explain the full 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 disciplines as required by the scope of work	

B. LEED® Registered Project Checklist

Note:

- If specifications are separate from the drawings, two sets of specifications and one electronic version must be included in PDF format.

D.5

REFERENCES

The following are electronic links to key resources referenced in Parts C and D.

1. [Applicable Building Codes](#)
2. [Secretary of the Interior's Standards for Treatment of Historic Properties \(36 F.F.R. 68\)](#)
3. [Secretary of the Interior's Guidelines for the Treatment of Cultural Landscapes](#)
4. [Guidelines for Rehabilitating Buildings at the Presidio of San Francisco](#)
5. [Presidio Trust Management Plan](#)
6. [Presidio of San Francisco Vegetation Management Plan and Environmental Assessment](#)
7. [Design Review Project Description Form](#)
8. Trust's District-Specific Planning and Design Guidelines (Letterman, Main Post and Mid-Crissy Districts)
[Letterman](#)
[Main Post](#)
[Mid-Crissy](#)
9. [N2 Project Screening Form](#)
10. [Permit Submittal Documents and Required Procedures](#)
11. [Request for Inspection—Contractor Instructions](#)
12. [Building Permit Application](#)
13. [Underground Service Alert of Northern/Central California and Nevada](#)
14. [Excavation Clearance Application](#)
15. [Format for Contractor's Solid Waste Management Plan](#)
16. [Waste Minimization Checklist for Deconstruction and Demolition](#)
17. Presidio Trust Management Plan Environmental Impact Statement
[Volume 1](#)
[Volume 2](#)
[Volume 3](#)
18. [California Air Resources Board Requirements](#)
19. [Outline for Site-Specific Health and Safety Plan](#)
20. [Disposal Requirements for Asbestos-Containing Material and Lead](#)
21. Standard Tree Protection Measures (pending)
22. Wildlife Implementation and Monitoring Plan (pending)
23. Soil Management Guidelines (pending)

24. [Storm Water Management Guidelines](#)
25. [California Environmental Protection Agency's Construction General Permit Order 2009-009-DWQ](#)
26. [California Storm Water Quality Association's Best Management Practices Handbooks](#)
27. [San Francisco Municipal Code, Section 2909](#)
28. [San Francisco Municipal Transportation Agency's Map of Restricted Traffic Streets](#)
29. [Presidio Special Events Schedule with Expected Impacts](#)
30. [Presidio Project Identification \(Construction\) Signs—Specifications](#)
31. [Tenant Sign Guidelines—Non-Residential Exterior Signs](#)
32. [Presidio Trust Water Distribution Specification](#)
33. [Presidio Trust Planned Shutdown Input Sheet](#)
34. [National Archives Record Management](#)