



## Property Management Team and Contact Information

**Bishop Ranch 2600**  
**Sunset Development Company**  
**Main Line: 925.277.1700**  
**Fax: 925.277.1309**

For updated information about your Bishop Ranch team, please visit <http://www.bishopranch.com/about/bishop-ranch-team>

### **Harout Hagopian, Senior Vice President, General Manager**

Email: [hhagopian@bishopranch.com](mailto:hhagopian@bishopranch.com)

Telephone: 925.277.1700

### Management Services

#### **Kris Vargas, Senior Property Manager**

Email: [kvargas@bishopranch.com](mailto:kvargas@bishopranch.com)

Telephone: 925.277.1700

#### **Shelbey Rogers, Property Manager**

Email: [srogers@bishopranch.com](mailto:srogers@bishopranch.com)

Telephone: 925.277.1700

#### **Brittany Beech, Assistant Property Manager**

Email: [bbeech@bishopranch.com](mailto:bbeech@bishopranch.com)

Telephone: 925.277.1700

Service requests should be submitted via Angus, our online work order system at <http://www.bishopranch.com/customer-resources/service-request> or by calling our Property Management office at 925.277.1700.

### Bishop Ranch Engineering

#### **Jeff Finazzo, Director of Facilities**

#### **Robert Bassi, Chief Engineer**

Jay Cmiel, Assistant Chief Engineer

Hector Rodriguez, Assistant Chief Engineer

### Bishop Ranch Landscape

Del Fitchett, Landscape Superintendent

Todd Gillies, Landscape Project Manager

## Marketing Department

### **Monica Magee, Director, Marketing**

Telephone: 925.543.0100

Email: [mmagee@bishopranch.com](mailto:mmagee@bishopranch.com)

## Transportation Center

### **Chris Weeks, Transportation Director**

Telephone: 925.830.0101

Fax: 925.830.1279

Email: [brtc@bishopranch.com](mailto:brtc@bishopranch.com)

Webpage: [www.bishopranch.com/transportation](http://www.bishopranch.com/transportation)

## Roundhouse Conference Center

### **Karyn Nash, Director of Catering & Conference Services**

Telephone: 925.968.4414

Email: [knash@roundhouse-sr.com](mailto:knash@roundhouse-sr.com)

Webpage: [www.roundhouse-sr.com](http://www.roundhouse-sr.com)

## Roundhouse Fitness

### **Katie Stephens, General Manager**

Telephone: 925.380.1410

Email: [katie@roundhouse-fitness.com](mailto:katie@roundhouse-fitness.com)

Webpage: [www.roundhouse-sr.com/roundhouse-fitness](http://www.roundhouse-sr.com/roundhouse-fitness)

**Building Emergencies: Dial 911 then call Sunset Development Property Management at 925.277.1700**

**Security Main Lobby Desk (24/7): 925.328.1971**

**Tara Etterlein, Security Account Manager**

## Tenant Handbook

The information provided in this Tenant Handbook is meant to provide you with a better understanding of Bishop Ranch and to help ensure your tenancy here is trouble-free and takes the maximum advantage of the services that we offer. There is a lot of information within this manual. Please familiarize yourself with it; it will certainly become

a great resource for you and your company. Please note that the Property Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Property Management Office, and you will be directed from there.

**The information contained herein is intended as a general guideline. Should any of the information conflict in any way with the terms of your Lease Agreement, the terms of the Lease shall prevail.**

Bishop Ranch is a 585-acre master-planned business community created to provide the ultimate location for your business, its employees and customers. There are many amenities and services that are available to Bishop Ranch tenants. These include free bus passes and transportation consulting, a premier 50,000 square foot conference center for corporate meetings or private events, a 375-room Marriott hotel across the street from the campus, many restaurants and shopping (including a large Target and Whole Foods market), dynamic events for employees and executives, and much more. The Roundhouse Market offers three quick serve concepts: Mexican taqueria (Pinto), Italian pizzeria (Quarterly) and gourmet sandwiches and salads (Bishop Farms). Many of these are detailed on our website at [www.bishopranch.com](http://www.bishopranch.com).

## **Accounting**

### **Rental Remittance**

Unless otherwise specified in your lease, rent is due and payable on or before the first of each month. Please make checks payable to 2600 CR, LLC and mail to:

**2600 CR, LLC**  
**PO Box 640**  
**San Ramon, California 94583**

### **Invoice Remittance**

Invoices for services rendered by Sunset Development Company are due and payable 30 days from receipt. Please make checks payable to 2600 CR, LLC and mail to:

**2600 CR, LLC**  
**PO Box 640**  
**San Ramon, California 94583**

### **Electronic Funds Transfer (EFT)**

We welcome EFTs. Please contact your Property Manager for more information.

## **Hours of Operation**

### **Property Management Office**

The Sunset Development Property Management office is open from 8am to 5pm, Monday through Friday, and is located at 2600 Camino Ramon, Suite 201, San Ramon, CA 94583. The phone number is 925.277.1700. Please feel free to call or visit with any questions.

If you need to contact Property Management after 5pm Monday through Friday, or on weekends regarding an emergency or building operations, please call security at 925.328.1971 or our Property Management Office at 925.277.1700. The calls coming in after normal business hours will be automatically transferred to an answering service, who in turn will contact the on-duty manager. If your matter is not an emergency, please email your Property Manager.

## **Building Access and Egress**

## **Lobby Entrances**

Building access is available from 7am to 7pm, Monday through Friday.

## **After Hours Access**

After-hours, entry to the buildings can be granted by issuing an electronic access card to your employees. Cards may be requested from your Property Manager.

## **Stairwells**

There are multiple stairwells in each building. The emergency stairwells are to be used for emergency exit only.

## **Parking Garage Access**

Parking Garage access is available with a building access card. Transponders are available for an additional charge.

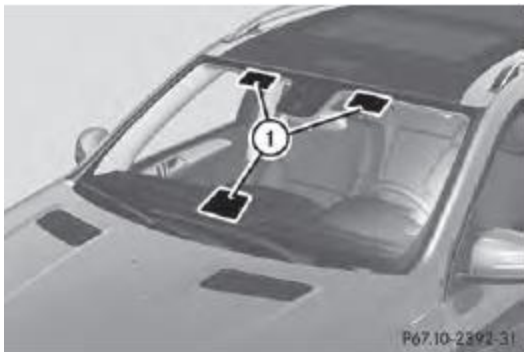
## **Building Access Card**

To use your building access card to enter the garage, you must proceed to the card reader podium carefully and swipe your card for the gate arm to raise. To exit the garage, your access card is not required. The gate arm will sense your vehicle and raise automatically. NOTE: Only one car can enter or exit at a time.

## **Transponder**

In most vehicles, the parking garage transponder tag can be affixed directly to a vehicle's interior windshield, dashboard or rear-view mirror by using the provided holder for hands free access into the BR2600 parking garage. NOTE: In vehicles equipped with an infrared reflecting windshield, the tag's radio waves may be blocked from passing through the window, which will prevent access to the parking garage.

If your vehicle is equipped with an infrared reflecting windshield, there are designated areas on the windshield that will allow the radio waves through (usually the center dashboard and to the right/left of the rear-view mirror) for access to the parking garage. These locations may vary by your vehicle's make/model but can be best seen from outside the vehicle by observing the light reflected off the windshield. Please refer to your vehicle's owner's manual or contact your local dealership.



## **Elevator Service**

Each lobby is equipped with three passenger elevators, one of which is a passenger/freight. There are freight elevators for larger deliveries, which are located in the loading dock. If you have a large delivery, please contact the Property Management office to reserve one of the freight elevators in advance.

## **Elevator Malfunction**

All elevators are equipped with emergency telephones which are located on the side panel inside each cab. All elevator phones automatically ring to our elevator company's 24-hour monitoring service. An elevator technician will be contacted immediately. Our on-site Security will stand by the elevator until the malfunction is resolved.

Each elevator has a number located on the side panel inside the cab. To ensure a quick response, callers will be asked to confirm the car number.

## **Dimensions**

Elevator dimensions are listed under the Move Guidelines section of this Handbook.

## **Air Conditioning and Heating (HVAC)**

Air conditioning and heating services are provided between the hours of 7am and 7pm, Monday through Friday except for the recognized holidays listed below.

Upon request, after-hours HVAC will be provided at an extra charge. Requests must be received by 3pm Monday through Thursday for same-day service and by noon on Friday to ensure weekend scheduling. Should the HVAC system fail to come on, please call security at 925.328.1971 and an engineer will be contacted to correct the issue promptly.

The charge for after-hours air conditioning and heating may vary due to fluctuating costs of energy and labor as detailed in your lease. Please contact the Property Management office for questions regarding rates.

## **Building Holiday Schedule**

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

## **Tenant Deliveries**

### **Loading Zones**

Daily deliveries during business hours are limited to 30 minutes. Trucks are to park in the designated loading zones near the lobby entrances or in the loading dock. All items being delivered through the lobby entrances must use the passenger freight elevator. The Property Management office should be contacted regarding large deliveries so that arrangements may be made to ensure there are no disruptions to the delivery or to other tenants. All large deliveries must be scheduled before or after business hours.

The loading dock hours of operation are 5am – 5pm, Monday through Friday. During the hours of operation, a security guard will be stationed at the loading dock entrance to verify the delivery and direct all deliveries to the appropriate off load location. Loading dock clearance, freight elevator dimensions, and load factors are as follows:

Loading Dock Height  
Clearance: 13' X 6"

Maximum Truck Length  
53' (with trailer included)

Freight Elevator  
Door: 4' W x 8.5' H  
Cab: 9' L x 6' W x 10' 11.5" H

Capacity: 5,500 lbs.

Passenger/Freight Elevator

Door: 3' 5.5" W x 7' 7.5" H

Cab: 5' 4" W x 6' 7" W x 8' x 8" H

Capacity: 3,500 lbs.

**After Hours Deliveries**

Bishop Ranch personnel, including security, are not authorized to accept any deliveries on behalf of tenants.

**Mail Service**

**Delivery Service**

The United States Postal Service provides daily mail service, both incoming and outgoing, to the onsite mailroom located in the building loading dock in the basement. See map on page 7. Mail is delivered at approximately 3pm, Monday through Friday.

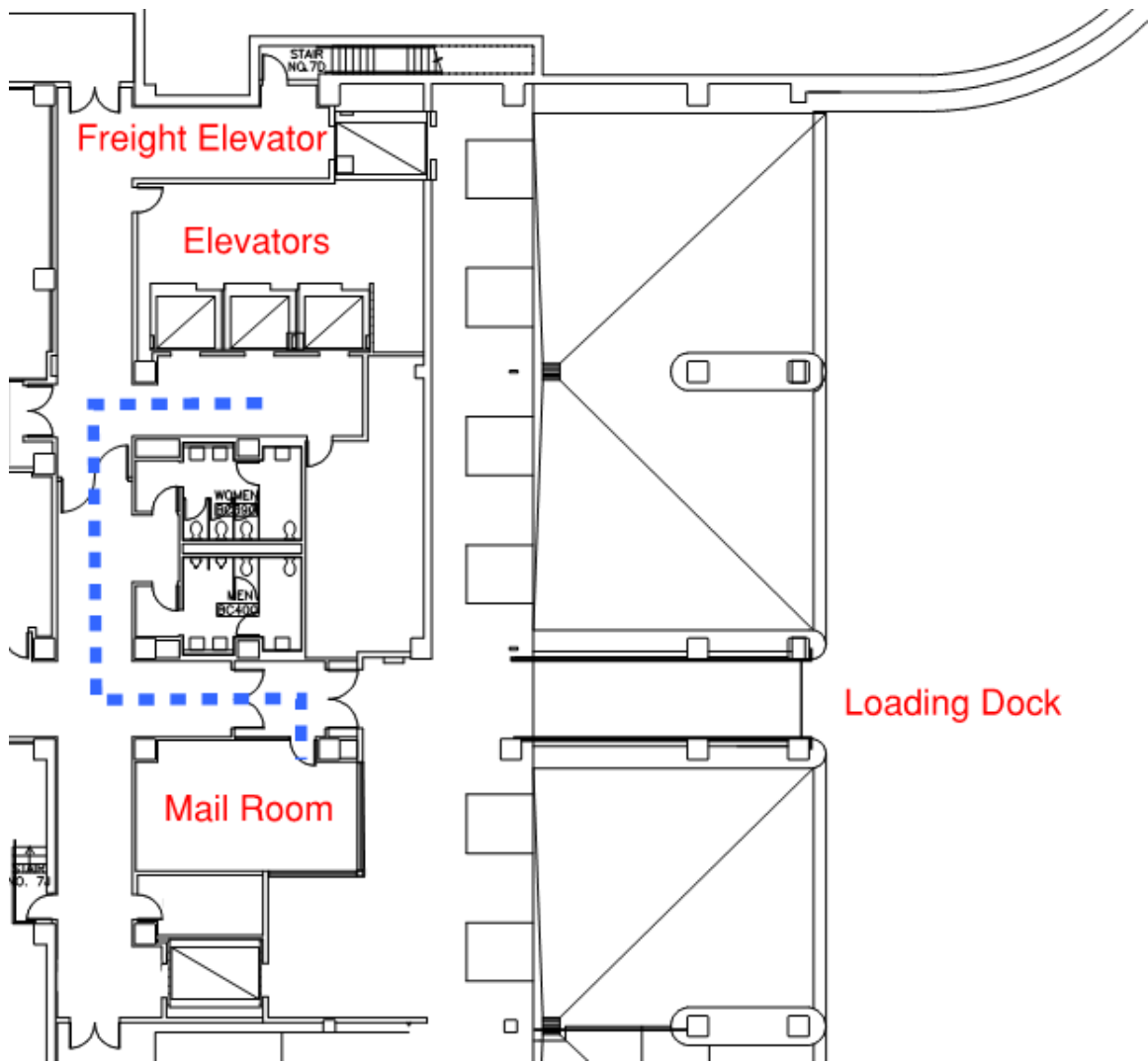
Each Tenant is assigned a mail box and mail room key. Please let us know if the assigned mailbox does not accommodate your mail needs.

**UPS and FedEx Express**

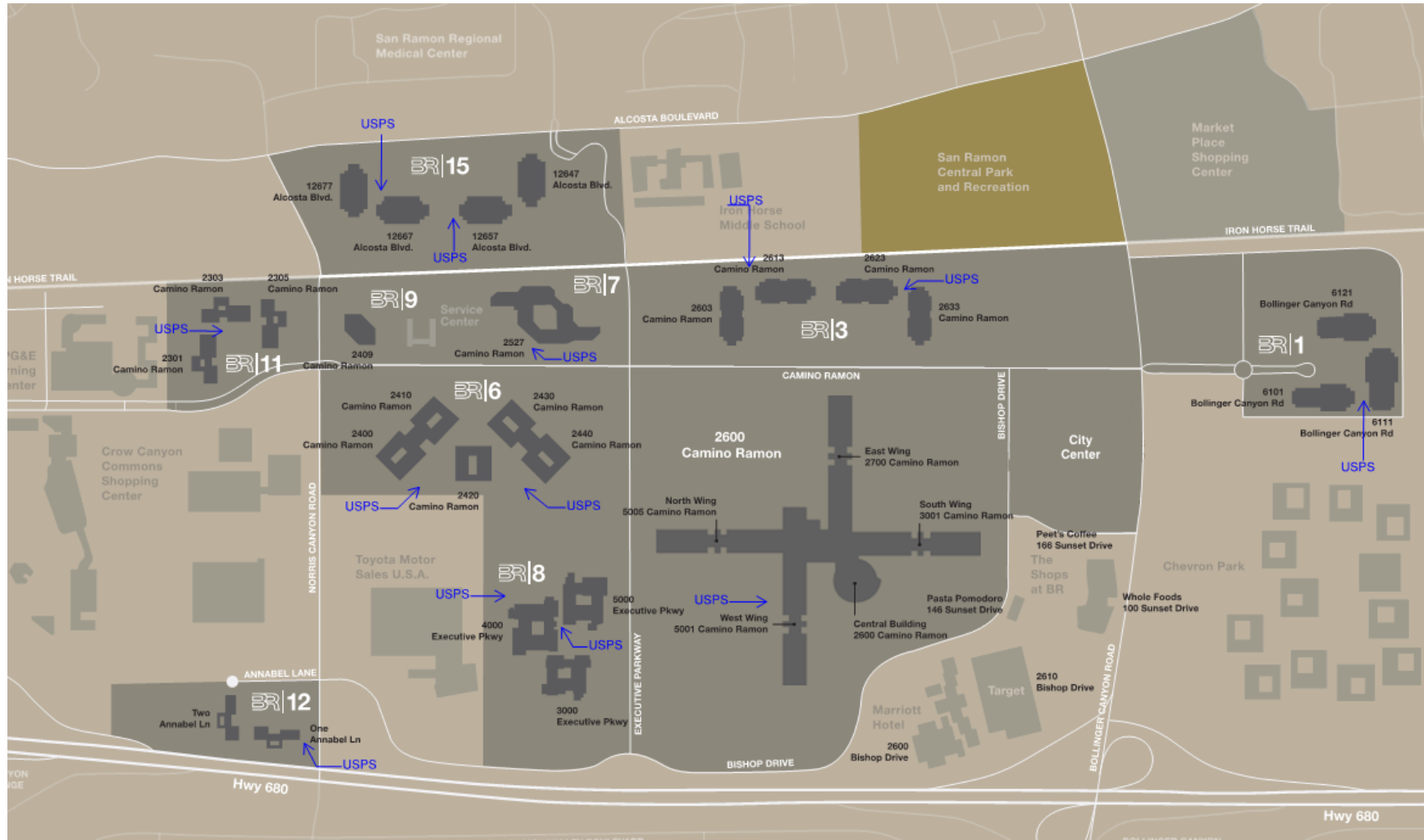
There is a UPS and FedEx Express drop box in the onsite mailroom located in the building loading dock basement. See map on page 7.

FedEx Express mail is picked up at 4pm, Monday through Friday. For large packages that will not fit in the drop box, please call FedEx at 1.800.463.3339.

UPS mail is picked up at 4:30pm, Monday through Friday. For large packages that will not fit in the drop box, please call UPS at 1.888.742.5877.



## USPS Drop Box Locations





## Building Services

Basic janitorial and maintenance services are provided as stated in your lease. Services include cleaning, pest control, and elevator and mechanical maintenance. Any additional services, such as overtime air conditioning or heating, removal of heavy or excess trash, or special cleaning above basic building standard, can be arranged by calling the Property Management Office. These additional services are billed to the individual tenant.

Sunset Development Company utilizes the electronic Angus Anywhere system for dispatching work requests to our teams in the field. You may submit a work order through our website at <http://www.bishopranch.com/customer-resources/service-request>. To sign up for this service, please contact your Property Manager, who will provide you with a login and password. We prefer that each company has a limited number of individuals who are authorized to order work for your office to ensure timely coordination.

As always, our office staff is available from 8am to 5pm at 925.277.1700 to take any service requests you need by telephone if you prefer.

For after-hours emergencies, please call security at 925.328.1971 or contact our Property Management office at 925.277.1700.

## Janitorial Specifications

The following are standard janitorial services provided Monday through Friday. Please reference your lease for scope.

### OFFICE AREAS (DAILY)

1. Empty all waste baskets and disposal cans. If liners are used, replace as necessary
2. Spot dust desks, chairs, file cabinets, counters and furniture
3. Spot vacuum all carpets and walk-off mats; spot clean as necessary
4. Sweep all hard surface floors with treated dust mop

### OFFICE AREAS (WEEKLY)

1. Vacuum carpets completely
2. Perform low dusting of furniture
3. Dust window sills and ledges

### OFFICE AREAS (QUARTERLY)

1. Perform all high dusting of doors, sashes, moldings, etc.
2. Dust venetian blinds as needed

### OFFICE AREA CORRIDORS AND LOBBIES (DAILY SERVICE)

1. Vacuum carpets and dust mop any hard floors as necessary
2. Spot clean carpets of all spillage
3. Clean all thresholds

### OFFICE AREA CORRIDORS AND LOBBIES (WEEKLY)

1. Perform all high dusting of doors, sashes, moldings, etc.
2. Vacuum and clean all ceiling vents
3. Polish any metal railings, placards, etc.

### STAIRWAYS (DAILY)

1. Sweep all hard surface steps
2. Dust banisters

### STAIRWAYS (WEEKLY)

1. Sweep all hard surfaces
2. Spot mop all spills as needed

### RESTROOMS COMMON AREA (DAILY SERVICE)

1. Empty all waste containers and replace liners as needed
2. Clean all metal, mirrors, and fixtures
3. Sinks, toilet bowls and urinals are to be kept free of scale
4. Clean all lavatory fixtures using disinfectant cleaners
5. Wash and disinfect underside and tops of toilet seats
6. Wipe down walls around urinals
7. Refill soap, towel, and tissue dispensers

8. Wet mop tile floors with disinfectant solution
9. Refill sanitary napkin machines as necessary

### **RESTROOMS COMMON AREA (WEEKLY)**

1. Perform high dusting and vacuum vents
2. Use germicidal solution in urinal traps, lavatory traps, and floor drains

### **RESTROOMS COMMON AREA (MONTHLY)**

1. Scrub floors with power machine
2. Wash down all ceramic tile and toilet compartments

### **ELEVATORS (DAILY)**

1. Vacuum floors
2. Clean thresholds
3. Spot clean walls and polish surfaces

### **GENERAL**

All glass entry doors to offices, corridors, or lunch rooms are to be cleaned as necessary.

Please note that we do not stock paper towel dispensers within Tenant suites, only within common area restrooms. We do offer this service for Tenant breakrooms or private restrooms, for an additional charge. Please contact your Property Manager for more details.

## **Building Amenities**

BR2600 offers office space that is between two of the best retail, restaurant and conference offerings in the region, the 2600 Roundhouse Market and Bishop Ranch City Center (opening winter 2018). Tenants can shop, meet for drinks or dine at a wide selection of food offerings.

## **Conference Center**

The Roundhouse Conference Center is a state-of-the art 50,000 square foot conference center consisting of a large auditorium, two lecture halls, a multi-purpose meeting / banquet room, and six meeting rooms that can accommodate up to twenty people. Roundhouse also offers a variety of locations throughout the campus for private events.

## **Roundhouse Market**

The Roundhouse Market provides breakfast and lunch. Enjoy a collection of three delicious restaurants with seasonal fare, beautiful lakefront views and a relaxing space for a mid-day break.

Breakfast is offered from 7am to 10am, Monday through Friday.

Lunch offers three food venues: The Pinto is a modern take on Mexican cooking with an array of tacos burritos, large plates and salads. Quarterly is a Neapolitan-style pizzeria serving 8" pizzas and other oven-baked dishes with all house-made ingredients. Bishop Farms offers a selection of salads, sandwiches and wraps made to order.

Lunch is offered from 11am to 3pm, Monday through Friday.

## **Lakeside Coffee and Wine Bar**

Lakeside Coffee Bar, located in the Roundhouse lobby offers a variety of Equator coffee and teas, and an assortment of fresh pastries, offered from 7am to 4pm, Monday through Friday.

Happy Hour offers wine, beer and appetizers from 4pm to 6:30pm, Tuesday through Thursday.

## **Briefcase**

Offers a wide-range of grab-and-go convenience items including premade packaged food, snacks, beverages and sundries. Briefcase is located to the right of the main Roundhouse Market entrance and is opened from 10:00 am to 5:00 pm Monday through Friday.

## **Lake Amenities**

The lake at BR2600 offers an array of active amenities including volleyball, bocce, two floating docks, row boats and a water bike. Tenants can enjoy games, boating or a stroll along the water front.

The volleyball court, bocce courts and row boats are available for use on a first come, first serve basis. All tenants have been provided a complimentary volleyball and bocce ball set, however, these items can also be checked out from the 2600 Camino Ramon main lobby security desk at no cost.

The row boats and the water bike can be checked out at no cost from 10am to 5pm, Monday through Friday, by calling 925.272.4463. No reservations required.

All of the above amenities can be reserved ahead of time through the Roundhouse Conference Center for private events by calling 925.968.4414.

## Parcourse and Walking Paths

Tenants can enjoy the exterior walking trails, one mile around the lake and three miles around the entire building. The pathway around the perimeter of the campus includes a variety parcourse stations. A map can be found on the Bishop Ranch [website](#).

## Fitness Center

Roundhouse Fitness is a state-of-the-art fitness center offering the latest premier cardiovascular and strength training equipment. Our energetic and engaging team of knowledgeable fitness professionals and certified trainers are dedicated to serving the health, fitness and wellness needs of our tenant employees.

Roundhouse Fitness offers a wide range of group classes for muscle conditioning, mind/body and dance fitness such as Boot Camp, Pop Pilates, Yoga, U-JAM and Zumba. Memberships also includes periodic individual and team-based challenge programs as well as a complimentary health assessment. Personal training is available for an additional fee.

For membership inquiries, please call 925.380.1410 or visit [www.roundhouse-sr.com/roundhouse-fitness](http://www.roundhouse-sr.com/roundhouse-fitness).

Hours of Operation: Monday through Friday, 5:30am to 7:30pm.

## Bike Shop

Store or repair your bike at the Bishop Ranch Bike Shop is located inside the Roundhouse Fitness Center. Lock your bike safely with your own lock. Get an assigned locker for your clothes (as supplies last). Do your own basic repairs using our tools and buy the supplies at the bike part vending machine.

Bishop Ranch Bike Shop has all the tools and supplies you may need. Use our FixIt Station in the bike shop offering a high-quality pump and all the tools to do any basic repairs. We have a bike part vending machine that has spare tubes, lights, and power snacks. Pay with any major credit card.

Contact Bishop Ranch Transportation Center to arrange access on your access badge. You will need to share your bicycle make, model and serial number with us to obtain access to the bike shop and for locker assignments. Please email [brtc@bishopranch.com](mailto:brtc@bishopranch.com) or call 925.830.0101.

## Bright Horizons Child Care at Bishop Ranch

Bright Horizons at Bishop Ranch is located directly across the street at Bishop Ranch 3 (2603 Camino Ramon). They serve children 6 weeks through 5 years old with infant through kindergarten prep programs in addition to back-up and drop-in care. Visit [www.brighthorizons.com](http://www.brighthorizons.com) for more information.

## Food Trucks

Bishop Ranch, in conjunction with The Food Truck Mafia, sends gourmet food trucks to Bishop Ranch four days a week from 11am to 2pm. The locations rotate among BR1, BR3, and BR15. The menu and schedule are updated every week on our website.

## Building Security



### Guard Service

A park-wide patrol officer is on duty 24 hours a day. In the event of an emergency, please contact 911 first, and then call security at 925.328.1971.

### Twenty-Four Hour Access

Twenty-four hour access is provided to tenants via a building access card which is provided to tenants from the Property Manager. If you require access and do not have your keys, please call security at 925.328.1971. Security can provide an employee access, but they must get approval from your company's primary or emergency contact first.

### Utility Area Access

Certain circumstances require a tenant's contractors to gain access to our telephone closets or roofs. For telephone closets, approved vendors must check keys out at the Main Lobby Security Desk. Please refer to page 37 of this handbook for more information on Rules and Regulations regarding Telecommunications. Roof access is only granted on a supervised basis and should be coordinated through your Property Manager.

### **Sunset Employees and Vendors Providing Access**

Building personnel are not authorized to open any locked area for tenants. Tenants must have a key to gain entry. If a janitor or other service provider refuses to provide access, please understand that a strict policy is the only way to ensure your ongoing security.

### **Suite Keys and Locks**

To add or change locks to or within your suite, please contact your Property Manager. All lock additions and modifications must be coordinated through our office. For reasons of fire/life safety and cleaning access, all locks are to be on the building master system. Any lock that is changed by the tenant will be rekeyed to the building master system at the tenant's expense.

### **Security Escorts**

Upon request, a security officer will escort employees from the building to their vehicle. To make arrangements, please call security at 925.328.1971 and the security officer will arrange to provide an escort for employees to their vehicle.

### **After Hours Emergencies**

In the event of an after-hours building emergency, please call security at 925.328.1971 or contact our Property Management office at 925.277.1700. One of our staff members will be contacted immediately. Please remember to dial 911 first in a life-threatening emergency.

### **Security is Everyone's Responsibility**

Please make sure that your valuables, including laptops, are kept out of the line of vision of windows and doors and are stored in a safe place. Be sure that your entry doors are locked after regular business hours. The Property Management office should be contacted if any strangers behaving in a suspicious manner are noticed on the premises.

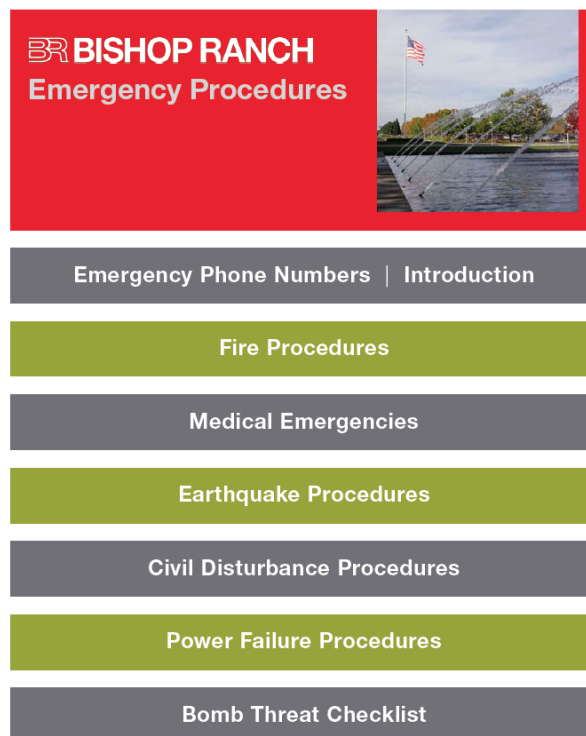
## Emergency Guidelines

Information concerning Sunset Development Company's Emergency Preparedness Program is provided to you in a separate handbook.

The goal of the program is to establish an assertive emergency preparedness program that will educate your company on how to become fully self-sufficient in the event of a disaster and how to resume business with minimal interruption.

The emergency preparedness program at Bishop Ranch consists of the following: annual floor warden training and evacuation drills.

Please contact your Property Manager for any information that you require. Additional information is also available at [www.bishopranch.com](http://www.bishopranch.com).





## Power Failure Procedures

From time to time, power outages will occur during scheduled outages or due to unforeseen causes. Each tenant within Bishop Ranch must be prepared for power interruptions. In the event of a power failure, emergency generators will provide power to life safety systems and equipment including emergency egress lighting and the building fire alarm system.

When possible, Bishop Ranch Property Management will notify tenants of scheduled outages. Should you require assistance please call Bishop Ranch Property Management at 925.277.1700 any time of day.

During and after a power outage:

- The building's fire life safety system and emergency lighting circuits are backed up by an emergency generator.
- Tenants can also receive updates by:
  - Calling 800.PGE.5002 (800.743.5002) for 24-hour power outage information.
  - Check Bishop Ranch's Facebook page for updates:  
<https://www.facebook.com/BRCommunity>
  - Notifications through the Athoc emergency notification system.

In the absence of a broader natural disaster, once power is restored tenants may re-enter the building assuming no hazards or alarms are present.

For businesses under proprietary generator power, the following protocols must be met:

- Bishop Ranch does not provide any operational support to critical facility operation. Operation of tenant space under generator power is at the tenant's risk and must be fully coordinated and planned by the tenant and their consultants and engineers in order to assure that operations will be supported and safe without power.
- Egress lighting must be provided via the generator in order to assure that a safe egress is maintained at all times. The building will not receive services, elevators will not be available, and all management functions should be assumed to be as if it were after hours.
- All powered telecom functions in the MPOE or other common areas will not be powered and may not be on generator circuits.
- All OSHA and other occupational compliance requirements must be accounted for and adhered to by the tenant including but not limited to illumination, ADA, and air delivery.
- A 24/7 Fire Watch must be established within the first 24 Hours of the building's power failure. Such a fire watch must be comprehensive for the entire building. If the tenant occupies part of the building, access and other planning must be coordinated with Sunset in advance of a power failure.

As the manager of Bishop Ranch, Sunset is providing these details as a courtesy. Coordination and management of operations under generator power is a highly specialized trade that requires significant planning and investment that we cannot provide as a landlord and building owner.



## Bishop Ranch is easily accessible for commuters, customers, and visitors

Quick freeway access with close proximity to the 680 diamond lane combined with free and plentiful parking helps make transportation to Bishop Ranch simple by car or transit. We actively support a regional and local commuter bus fleet, carpools and vanpools by providing Bishop Ranch focused ride match tools and a preferential proximal parking program for carpools and vanpools. We also offer electric vehicle charging infrastructure for all kinds of electric vehicles. Express transit service runs as frequently as every 10 minutes during commute times. Connections to regional transit are easy and free using the BR/ECO Bus/Clipper Pass with routing and schedule information and updates provided by our staffed transportation center. Pass holders can ride all County Connection buses for free as well as connections to local BART stations. All buses provide real time next bus arrival notifications and free Wi-Fi. Express buses to local train stations with easy transfers to regional BART trains and ACE trains make regional transit another viable alternative. Regional luxury direct busing is also available between San Francisco and Bishop Ranch. A bike sharing fleet of 100 comfortable, GPS tracked, park-anywhere bikes are available on site providing an ideal way to enjoy the park like setting. Several pods of car sharing vehicles provided by City CarShare are located throughout Bishop Ranch provide another great way to zip to meetings or appointments during the day. The Iron Horse Regional Trail provides a paved, direct, car-free, bicycle route to Bishop Ranch from regional BART stations. Bishop Ranch is transit oriented, bicycle friendly, and automobile convenient site. For more information, please visit us at: [www.bishopranch.com/transportation](http://www.bishopranch.com/transportation).



### San Francisco Express Bus **Service Summary**

The Bishop Ranch Transportation Center is your “one-stop-shop” for transportation information and assistance exclusively for Bishop Ranch employers and employees. All of our services are provided free. Call 925.830.0101 or [brtc@bishopranch.com](mailto:brtc@bishopranch.com).

## Free Commuter Assistance Services

The 96X and 97X are the primary busses used by Bishop Ranch tenants since they provide express connections to BART. Bishop Ranch bus passes can be used for free rides on all County Connection routes using our BRECO Clipper Card. Check Bishopranch.com for schedules serving San Ramon. [www.cccta.org](http://www.cccta.org)

- One-on-one commute trip planning assistance to fit your lifestyle and circumstances  
<https://www.surveymonkey.com/r/?sm=sou3DS%2fWJNHLin1nrGUJdg%3d%3d>
- **We will give your employees \$25** to try one of the commute modes listed below. Take the pledge at [www.511contracosta.org/commuterprogram/](http://www.511contracosta.org/commuterprogram/) and we will send them a \$25 check.
- Free Bishop Ranch BR/ECO Bus Pass & Clipper Card for employees:
  - Easy online pass requests & renewals: [www.bishopranch.com/transportation](http://www.bishopranch.com/transportation)
  - Schedules: <http://cccta.org/maps-schedules/>
  - Express routes to Walnut Creek (96X, 95X) and Dublin (97X) BART stations
  - Express route to ACE Train station in Pleasanton (92X)
  - Express route to Mitchell Park & Ride in Walnut Creek (92X, 93X)
  - Three local routes serving Bishop Ranch and nearby cities (21, 35, 36)
  - Weekend bus routes available to/from Walnut Creek BART (321)
- Regional Direct Luxury Express Bus Service
  - Express Bus San Francisco: <http://www.bishopranch.com/customer-resources/transportation/buses/regional-express-buses/>
  - Movie: <http://vimeo.com/77178153#at=0>
- Scoop Subsidized Carpool
  - Bishop Ranch helps pay your Carpool driver using Scoop  
<https://www.takescoop.com/>
- BRiteBikes, 100 Bicycle One Way Bike Share System Using Social Bicycles
  - BRiteBikes website: <http://britebikes.socialbicycles.com/>
- Bishop Ranch Carpool/Vanpool Ride-matching Assistance
  - Bishop Ranch Enterprise Vanpool Partner Page  
<http://www.enterpriserideshare.com/content/vanpool/en/StartVanpooling.html>
- Guaranteed Ride Home Program: Uber, Lyft, Taxi free in an emergency
  - <http://511contracosta.org/guaranteed-ride-home/>
- Preferential Carpool and Electric/Hybrid Vehicle Parking Programs
  - <http://www.bishopranch.com/assets/pdfs/CarpoolVanpool-Parking-Application.pdf>
- Vanpool Incentives
  - <https://www.bishopranch.com/customer-resources/transportation/cars/vanpool/>
- Delivery of NEW FasTrak Flex Card
  - <http://www.bishopranch.com/customer-resources/transportation/cars/>
- Electric Vehicle Charging Infrastructure – Chargepoint, Blink, Level 1, 2 & 3
  - <https://www.google.com/maps/d/edit?mid=z66EBkjFGJkQ.kpoBbvXh5QQ>
- Gasoline Delivery While You Are at Work – Booster Fuels
  - <https://www.bishopranch.com/customer-resources/transportation/cars/booster/>
- Traffic & Transportation Text Alert
  - To sign up, text “bishopranch” to 94502



## Community & Outreach



From business seminars, Food Trucks and the Farmers Market, there's always something happening at Bishop Ranch. The Community and Outreach team is always available to answer any questions or hear any comments you might have about what we can do to make your experience even better at Bishop Ranch! Call at 925.543.0100 or email us at [amenities@bishopranch.com](mailto:amenities@bishopranch.com).

### Throughout Bishop Ranch...

#### Fitness Classes

We know how important it is to get up and move during your workday, so we offer a variety of exercise classes at the Bishop Ranch Fitness Center at 12667 Alcosta Boulevard, Suite 135 (BR15). Check out our website [Bishopranch.com](http://Bishopranch.com) for the most up-to-date information on class offerings and schedules.

#### Food Trucks

Bishop Ranch in conjunction with The Food Truck Mafia sends gourmet food trucks to Bishop Ranch four days a week. The locations rotate among BR 1, BR 3, and BR15. The menu and schedule are updated every week [on our website](#).

#### CSA Deliveries

Bishop Ranch tenants enjoy weekly deliveries of seasonal, organic food directly from Contra Costa growers. Check out the Doorstep Farmer's Website at [Doorstepfarmers.com](http://Doorstepfarmers.com) for more information.

#### San Ramon Farmers Market at Bishop Ranch

Every Thursday and Saturday year-round, Bishop Ranch hosts the San Ramon Farmers Market at BR3, next to the South Parking Garage (rain or shine). The market rotates the best artisan producers and organic growers. Please visit [sanramonfarmersmarket.org](http://sanramonfarmersmarket.org) for more information.

#### Bright Horizons Child Care at Bishop Ranch

Bright Horizons at Bishop Ranch is located in the Bishop Ranch Office Park at Bishop Ranch 3 (2603 Camino Ramon). They serve children 6 weeks through 5 years old with infant through kindergarten prep programs in addition to back-up and drop-in care. Visit [brighthorizons.com](http://brighthorizons.com) for more information.

### **Preferred Vendors and Special Offers**

At Bishop Ranch, our tenants are members of an exclusive community with special offers and discounts to hotels, restaurants and businesses. To redeem discounts, identify yourself as a tenant or present a company business card with a Bishop Ranch address. Check our website at [Bishopranch.com](http://Bishopranch.com) for more information.

### **Special Events and Programs**

B2B Seminars, Tech Talks, cooking classes, festivals and art walks all happen here at Bishop Ranch. Many of our events are exclusive for tenants only. Check out our events calendar on our website for the latest happenings.

### **Medical and Dental Services**

Our roster of **on-site medical professionals** makes it convenient to maintain good health. Providers in Bishop Ranch 11 include medical, dental, pediatric, optometric, laboratory and John Muir Urgent Care. Tenants can also take advantage of nearby San Ramon Regional Medical Center.

### **Job Postings**

Hiring? Bishop Ranch tenants seeking additional staff can post job opportunities to the Bishop Ranch site at no cost. All job opportunities are presented in the same format, so prospective applicants can quickly find information about the job and your company. To post a job opportunity, visit our website and complete the Job Opening Form.

### **Newsletter and Weekly E-blasts**

Want to get the latest in Bishop Ranch news? Email us at [amenities@bishopranch.com](mailto:amenities@bishopranch.com) and we'll sign you up for our weekly Community and Outreach email!

### **Contact us on Facebook**

Our community is growing fast – and we want you to be a part of it! For Facebook “Like” us at [Facebook.com/brcommunity](https://Facebook.com/brcommunity), and for Instagram follow [@bishopranch](https://www.instagram.com/bishopranch).



## Rules and Regulations

The following rules and regulations have been developed for the safety and well-being of all tenants. Any violation of these rules and regulations by Tenant shall constitute a default by Tenant under their lease. When using the term "Tenant", this also includes their employees, vendors and guests.

1. Tenant shall comply with all smoking laws. Smoking is prohibited inside the buildings, outdoor dining areas or within 25 feet of any building entries or exits. Smoking is permitted in designated smoking areas outside of the building, which from time to time can be relocated by Landlord at their discretion.
2. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed, affixed or otherwise displayed by Tenant on or to any part of the outside or inside of the Building or the Premises without the prior written consent of Landlord and Landlord shall have the right to remove any such sign, placard, picture, advertisement, name or notice without notice to and at the expense of Tenant. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved by Landlord. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which may appear unsightly from outside the Premises in Landlord's sole discretion. Tenant shall not install any radio or television antenna, satellite dish, loud speaker, or other device on or about the roof area or exterior walls of the Building without prior written consent of Landlord. Such an installation may require the payment of additional rent.
3. The sidewalks, halls, corridors, passages, exits, entrances, courtyards, vestibules, elevators and stairways or other parts of the Building not exclusively occupied by Tenant, shall not be obstructed by Tenant or used by it for any purpose other than for ingress to and egress from the Premises. The halls, corridors, passages, exits, entrances, courtyards, vestibules, elevators, stairways, balconies and roof are not for the use of the general public. No parcels or other articles shall be placed, kept or displayed in corridors, stairways, on window ledges, in windows or other public parts of the Premises. Tenant shall not permit its employees and invitees to congregate in the lobbies, corridors or other common areas of the Premises. Except as permitted in the lease, in no event may Tenant go up on the roof of the Building, or access any utility closets in the building or penthouse.
4. Landlord will furnish Tenant with an amount of keys and access cards to the Premises specified in the lease, free of charge. Additional keys and/or access cards shall be obtained only from Landlord and Landlord may make a reasonable charge for such additional keys. No additional locking devices shall be installed in the Premises by Tenant, nor shall any locking devices be changed or altered in any respect without the prior written consent of Landlord. All locks installed in the Premises excluding Tenant's vaults and safes, or special security areas (which shall be proposed by Tenant in a written notice to Landlord and subject to reasonable approval by Landlord), shall be keyed to the master key system. Landlord may make a reasonable charge for any additional lock or any bolt (including labor) installed on any door of the Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Premises. For any electronic security system installed by Tenant, Tenant may issue its own access cards but shall at all times retain the key override on Landlord's master key system and building standard hardware at each door. Tenant shall abide by Landlord's regulations with respect to the installation of such a system, including receiving specific approval for any installation of security equipment in common areas, or on suite entry doors. Tenant shall in no case cut or damage any door

frames, stone, wood, metal or wallcovering in common areas and at all times shall observe standard mounting heights and locations approved by Landlord. All security system installations shall be removed, and conditions restored at the termination of the lease at Tenant's cost.

5. The restrooms, commodes, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be deposited therein and Tenant shall bear the expense of any breakage, stoppage or damage resulting from its violation of this rule.

6. Tenant shall not overload the floor of the Premises with files, safes or any other items without prior written consent of Landlord. Tenant shall pay the cost of structural review by Landlord's structural engineer should such review be determined necessary in Landlord's sole discretion.

7. Tenant shall not mark, drive nails, screw or drill into the partitions, woodwork or drywall or in any way deface the Premises or any part thereof. No boring, cutting or stringing of wires, laying of floor coverings, installation of wallpaper or paint, or any other construction work excluding low voltage tele/data cabling shall be permitted except as directed by Tenant to Landlord through a Tenant Request and performed and supervised by Landlord and affiliates. All tele/data cabling work shall conform to Landlord's guidelines.

8. Tenant shall not remove, alter or replace the ceiling light diffusers, light bulbs or ballasts, ceiling tiles or air diffusers in any portion of the Premises.

9. Tenant may use freight elevators in accordance with such reasonable schedule as Landlord shall deem appropriate. Tenant shall schedule with Landlord, by written notice given no less than forty-eight (48) hours in advance, its move into or out of the Building which moving shall occur after 6pm or on weekend days if required by Landlord in its sole discretion; and Tenant shall reimburse Landlord upon demand for any additional security or other charges incurred by Landlord as a consequence of such moving. The floors, corners and walls of elevators and corridors used for moving of equipment or other items in or out of the Project must be adequately covered, padded and protected and, Landlord may provide such padding and protection at Tenant's expense if Landlord determines that such measures undertaken by Tenant or Tenant's movers are inadequate. Landlord shall have the right to prescribe the weight, size and position of all heavy equipment or furnishings brought into the Building and also the times and manner of moving the same in or out of the Building. Heavy objects shall, if considered necessary by Landlord, stand on distribution plates of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such heavy objects from any cause and all damage done to the Building by moving or maintaining any such heavy object or other property shall be repaired at the expense of Tenant. There shall not be used in any space, or in the public halls of the Building, either by any Tenant or others, any hand trucks except those equipped with rubber tires and side guards.

10. Tenant shall not employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises unless otherwise agreed to by Landlord in writing. Tenant shall not cause any unnecessary labor by reason of Tenant's carelessness or indifference in the preservation of good order and cleanliness. Landlord shall in no way be responsible to any Tenant for any loss of property on the Premises, however occurring, or for any damage done to the effects of Tenant by the

janitor or any other employee or any other person. Janitor service will not be furnished on nights when rooms are occupied after 9:30pm. Window cleaning shall be done only by Landlord.

11. Tenant shall not use or keep in the Premises or the Building any weapon, kerosene, gasoline, flammable, combustible or noxious fluid or material, any device that produces flames, or that reaches abnormally high or low temperatures, any generator, or use any method of heating or air conditioning other than that supplied by Landlord. Written or e-mail permission from Landlord may grant not more than a 12 hour limited exception to this rule for catering purposes only assuming such use meets all applicable code restrictions.

12. Tenant shall not use, keep or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to the Landlord or other occupants of the Building by reason of noise, odors and/or vibrations, or interfere in any way with other tenants or those having business therein, whether by the use of any musical instrument, radio, electrical device or apparatus in connection with a loudspeaker or other sound system (including any bright, changing, flashing or moving light or lighting device, unusual noise, or in any other way, without Landlord's prior written consent. No flashing or neon lights shall be used which can be seen outside the Building.

13. Tenant shall not have any animals or birds brought in or kept in or about the Premises, the Building, or the Complex.

14. Tenant shall assure that employees use the common areas and parking lot in a manner that preserves the quiet enjoyment for all Tenants of the Complex including observation of restricted parking spaces and designated smoking areas.

15. The Premises shall not be used for the storage of merchandise except as such storage may be incidental to the use of the Premises for general office purposes. Tenant shall not occupy or permit any portion of the Premises to be occupied for the manufacture or sale of liquor, weapons, narcotics, or tobacco in any form.

16. The Premises shall not be used for lodging or sleeping

17. The Premises shall not be used for any illegal purposes.

18. No cooking shall be done or permitted by Tenant on the Premises, except that use by Tenant of Underwriters' Laboratory approved portable equipment for brewing coffee, tea and similar beverages and of microwave ovens approved by Landlord shall be permitted provided that such use is in accordance with all applicable federal, state and local laws, codes, ordinances, rules and regulations.

19. Landlord reserves the right to direct cabling contractors as to where and how tele/data wires and any other cables or wires are to be installed. Landlord will submit to Tenant its Cabling Guidelines and Regulations. Any deviation from such guidelines must be approved by Landlord. No boring or cutting for cables or wires will be allowed without the consent of Landlord.

20. No furniture, packages, supplies, equipment or merchandise will be received in the Building or carried up or down in the elevators, except between such hours and in such elevators as shall be



designated by Landlord in its Move Guidelines. Couriers, caterers, and any other delivery persons shall use the building's freight elevators in the buildings where they are present. In its use of such, Tenant shall not obstruct or permit the obstruction of walkways, ingress and egress to the Building and tenant spaces and at no time shall Tenant park vehicles which will create traffic and safety hazards or create other obstructions.

21. Outside of the Hours of Operation as defined in the Lease access to the Building or to the halls, corridors, elevators, or stairways in the Building, or to the Premises may be refused unless the person seeking access is known to the person or employee of the Building in charge and has a pass or is properly identified. Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. Tenant assumes all responsibility for protecting its Premises from theft, robbery and pilferage. In case of invasion, mob, riot, public excitement, or other commotion, the Landlord reserves the right to prevent access to the Building during the continuance of the same by closing the doors or otherwise, for the safety of the Tenants and protection of property in the Building. Landlord reserves the right to close and keep locked all entrance and exit doors outside of Hours of Operation and during such further hours as Landlord may deem advisable for the adequate protection of said Building and the property of its tenants, and to implement such additional security measures as Landlord deems appropriate for such purposes. The cost of such additional security measures, as reasonably allocated by Landlord to Tenant, shall be reimbursed by Tenant within thirty (30) days after receipt of Landlord's demand therefore.

22. Landlord shall furnish heating and air conditioning (HVAC) during the Hours of Operation outlined in the Lease to provide a reasonable comfort range determined at their discretion. In the event Tenant requires After Hours HVAC Landlord shall on notice provide such services at the rate established by Landlord, which may be adjusted from time to time based on utility and other costs. Tenant acknowledges that Landlord may encounter unforeseen breakdowns with Building equipment that may result in some interruption of HVAC services during Hours of Operation.

23. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building. No Tenant, employee or guest of Tenant may possess or consume illegal substances while on the property. No Tenant or employee of Tenant may violate any Local, State or Federal Statutes while on the property.

24. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the written consent of the Landlord.

25. Tenant agrees that it shall comply with all fire and security regulations and training programs that may be issued from time to time by Landlord and shall cooperate fully with the fire life safety program of the Building as established and administered by the Landlord. This shall include participation by Tenant and its employees in exit drills, fire inspections, floor warden trainings and other programs relating to fire and life safety that may be established by Landlord from time to time. Tenant also shall provide Landlord with the name of a designated responsible employee to represent Tenant in all matters pertaining to such fire or security regulations. Tenant agrees that it will not do or permit anything to be done in the Premises or keep any article which shall in any way increase the rate of fire or other insurance on the Building or which is prohibited by fire laws or regulations or by any other

applicable statutes, rules and regulation nor will Tenant use or permit the Premises to be used for any disorderly or extra hazardous purpose or for any other purpose than specified by Tenant's Lease.

26. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of those Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Project. Additionally, to be valid any such waiver must be granted in writing or e-mail.

27. Canvassing, soliciting, peddling or distribution of handbills or other written material in the Building and Project is prohibited and Tenant shall cooperate to prevent same.

28. Landlord reserves the right to (i) select the name of the Project and Building and to make such change or changes of name, street address or suite numbers as it may deem appropriate from time to time, (ii) grant to anyone the exclusive right to conduct any business or render any service in or to the Building and its tenants, provided such exclusive right shall not operate to require Tenant to use or patronize such business or service or to exclude Tenant from its use of the Premises expressly permitted in the Lease, and (iii) reduce, increase, enclose or otherwise change at any time and from time to time the size, number, location, layout and nature of the common areas and facilities and other tenancies and premises in the Project and to create additional rentable areas through use or enclosure of common areas. Tenant shall not refer to the Project by any name other than the name as selected by Landlord (as same may be changed from time to time), or the postal address, approved by the United States Post Office. Without the written consent of Landlord, Tenant shall not use the name of the Building or Bishop Ranch in connection with or in promoting or advertising the business of Tenant or in any respect except as Tenant's address. Without the written or email consent of Landlord, Tenant shall not use photos of the Building or Complex and for all such approved uses Tenant shall use Landlord's current and approved photographs, unless such photo is a one-off feature of the Tenant's brand or employee(s) in the context of Bishop Ranch and is separately approved.

29. Tenant shall store all its trash, recyclables and electronic waste within the Premises until removal of same is conducted by Landlord and landlord's representatives. No material shall be placed in the trash receptacles or designated in any other way as trash if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City of San Ramon without being in violation of any law or ordinance governing such disposal. Tenant shall make best efforts to comply with Landlords sustainability programs. Tenant is responsible for furnishing its own trash cans, which shall be of a reasonable size and quantity. Tenant shall appropriately dispose of electronic waste. Should Tenant retain any outside contractors for shredding or other services, Tenant shall receive e-mail or written permission from Landlord and shall furnish Landlord with a schedule, scope of work and certificate of insurance for such vendor, all of which is subject to the reasonable approval of Landlord. Tenant assumes all liability for said outside contractor's while they are at the Complex.

30. The directory of the Building will be provided for the display of the name and location of tenants and Landlord reserves the right to exclude any other names therefrom. Any additional or changed name that Tenant shall desire to place upon the directory must first be approved by Landlord and, if so approved, a charge will be made for each such name or change.

31. Except with the prior written consent of Landlord, Tenant shall not sell, or permit the sale from the Premises of, or use or permit the use of any sidewalk or common area adjacent to the Premises for the sale, distribution or display of newspapers, magazines, periodicals, theater tickets or any other goods, merchandise or service, nor shall Tenant carry on, or permit or allow any employee or other person to carry on, business in or from the Premises for the service or accommodation of occupants of any other portion of the Building, nor shall the Premises be used for manufacturing of any kind, or for any business or activity other than that specifically provided for in Tenant's lease. This extends to the use of websites, email, social media or other electronic or online media that are directed towards Bishop Ranch customers and can reasonably be viewed as solicitation and or abuse of a Tenant's location or status as a Bishop Ranch tenant.

32. The word "Tenant" occurring in these Rules and Regulations shall mean Tenant and Tenant's Representatives. The word "Landlord" occurring in these Rules and Regulations shall mean Landlord's assigns, agents, clerks, employees and visitors.

33. Where conflicts are present between these Rule and Regulations and the other sections of the Lease, the Lease shall prevail.

34. Landlord reserves the right to modify these Rules and Regulations at any time and shall distribute the new Rules and Regulations to Tenant via e-mail with each subsequent modification.

### **Smoking Ordinance**

Due to the passing of the City of San Ramon, Ordinance No. 250, smoking is prohibited in the buildings, atriums, courtyards, and within a reasonable proximity of any entrance.

Questions regarding the ordinance should be directed to the City of San Ramon at 925. 973.2500.



## Above Standard Guidelines

### Introduction

Many of Bishop Ranch's tenants have special requirements in their offices that necessitate equipment that is considered "Above Standard." Standard equipment is equipment that would normally be used for general office purposes. This includes many items installed by Bishop Ranch including carpet, walls, electrical-duplexes, doors, with standard hardware and so forth. There are also standard items that the tenant installs such as furniture, personal computers, one task light per person, artwork, etc. Some above standard equipment like supplemental cooling systems must be installed by Bishop Ranch and some items are installed at the tenant's direction such as security systems. Above standard equipment presents a unique challenge to both Bishop Ranch as the landlord, and the tenants dependent on such equipment. To better define what is considered above standard and what to communicate to landlord for above standard items, Bishop Ranch has prepared this document. **Please read it in its entirety as there are many items that are critically important for tenants to understand. Unfortunately, issues related to these items tend to arise at the worst possible times. It is important for tenants to fully understand our policy before failures and emergencies arise.**

As always, Bishop Ranch is here to assist our tenants in any way we can to ensure that employees and businesses are able to maintain top notch offices at Bishop Ranch.

As a general rule, standard equipment installed by Bishop Ranch is maintained by the Landlord. For instance, for an issue with a standard light fixture in a space, Bishop Ranch engineers or electricians will act to resolve it. If a tenant's carpet becomes frayed due to abuse, Bishop Ranch construction will fix the carpet for a charge under a Tenant Request. For **any maintenance** issues with above standard items, the tenant must direct their own contractor to maintain or repair equipment. Certain rules apply when that maintenance requires interaction with the base building systems.

**All collateral damage due to the failure of above standard items is the sole responsibility of the tenant that owns such items. This would include above-standard items that were pre-existing and accepted by the current tenant (i.e., independent HVAC, Security, etc.)**

### Above Standard Electronic Equipment and Supplemental Cooling

In recent years, there has been a huge growth in the number of heat producing electronics that companies require to operate their daily business. Bishop Ranch's building standard office space is engineered to air condition office occupants with a normal amount of lights and equipment. The standard system is not designed to handle additional heat load presented by extensive servers and other equipment.

## Excess Power Use

No tenant may install any system or devices that will result in a disproportionate use of power. This means an amount that is greater than their pro-rata share of the building's total power service after subtracting out the power required for the penthouse and base building systems. The pro-rata share is based on the tenant's total rentable square footage versus the total building rentable square footage.

## Satellite Dishes and other Roof Equipment

Bishop Ranch allows tenants to utilize the building's roof for the placement of antennas and other devices that they need for their business. Typically, there is an additional rent charge for these placements and a lease addendum is required. Bishop Ranch's construction team must install the weather head and complete the roof penetration and waterproofing, the installation of the equipment is to be completed by the tenant. Antennas are to be used for proprietary use; no third-party operators may utilize Bishop Ranch roof space (cellular tower operators for example). No installation shall interfere with any existing installation's reception or operation and Bishop Ranch reserves the right to require relocation of equipment, or to revoke rooftop privileges should interference result from a new installation. Restoration applies at lease end.

## Security Systems

Many tenants install their own suite security systems. This does not present any issues to Bishop Ranch, but some guidelines must be followed.

All installations outside of the suite at the suite entry must be approved by the Landlord. We require that equipment placed at the suite entry conforms to our standards aesthetically and with our standard mounting locations. **No modification of door frames or hardware is allowed. This includes cutting of door frames, drilling of doors or walls, etc. Bishop Ranch will require immediate restoration of any violation of this rule at the tenant's cost.** If new hardware is required, a Tenant Request must be submitted that details the scope of work required to run wire, prep doors, or any other work that would result in the modification or replacement of any tenant improvement. Bishop Ranch requires that all rated doors that require raceways be re-certified.

With any security system, the tenant must coordinate with the property manager to assure unencumbered access for janitorial service after installation.

All locks must remain keyed to the Bishop Ranch key system and the key must override the electronic locking system.

Tenants must get written approval for any security equipment placed in common areas and **under no circumstances can any device be placed in fine finishes such as stone or wood. If a device is placed in such a location, it must be immediately removed and restored at the tenant's cost. A device or outlet can only be placed in fine finishes with written landlord approval and the cost for the installation may include restoration charges up front.**

Bishop Ranch mandates the use of electric locksets with few exceptions. This prevents the cutting of door frames that is required for electrified strikes and also provides a more secure solution. Doors that will receive an electronic lockset must be pre-prepped and certified if it is in a rated corridor.

The restoration of all security systems and damage due to their installation will be part of the restoration cost at move out.

## Adopting Used Equipment

If a tenant chooses to adopt an abandoned piece of above standard equipment, the equipment is then considered tenant property. Typically, the equipment is sold via a bill of sale for \$1.

The equipment then becomes subject to all the rules stated in this document with the exception of restoration provisions, which will be waived.

## Fire Suppression Systems and Extinguishers

Any fire suppression system other than the base building fire sprinkler system and building standard fire extinguishers are considered above standard equipment.

It is the tenant's responsibility to ensure all fire extinguishers are up to date. Bishop Ranch can service fire extinguishers on request for a fee.

## Teledata Cabling

Bishop Ranch has a comprehensive cabling guideline which should be referenced for teledata cabling installations. Those guidelines are in the following section beginning on page 36.

## Other Above Standard Items

While supplemental cooling units are the most typical above standard item that Bishop Ranch construction installs for tenants, there are many other items that are considered above standard that are commonly installed. These include:

- Reverse osmosis or other water filters
- Any appliances
- Coffee makers and any kitchen equipment
- Point of use water heaters and insta-hots
- Above standard draperies and window coverings
- Sump pumps
- Above standard lighting (see below)

Other examples of tenant installed above standard items include:

- Aquariums
- Plants and living walls
- Medical equipment including defibrillators, medical devices and all plumbing, vacuums or other devices associated with medical equipment
- Audio visual equipment and other electronics
- Water features

## Above Standard Lighting

Bishop Ranch accommodates many **above standard installations of lighting** including pendant lighting, specialty fixtures, LED lighting, low voltage lighting and other types. **As a general rule, we are willing to have our engineers assist in changing bulbs in these fixtures so long as there is a not an unreasonable amount of lamps to change and the tenant has the bulbs on hand.** If there is a wholesale replacement required, or any element of the lighting is broken (such as a transformer), Bishop Ranch construction will need to be used on a Tenant Request with a charge.

## Conclusion

Bishop Ranch management and construction are here to ensure that your office space is safe, comfortable, and productive. These guidelines are designed to clarify responsibility so that you are able to accomplish everything that you need to for your business while keeping the operation of the building safe, continuous and fair to all other tenants and to the landlord. We look forward to continuing to build our partnerships with tenants and providing the best experience possible here at Bishop Ranch. As always, if you have any questions, please contact your Property Manager.

## MPOE, Telephone Closet and Riser Rules

Sunset Development Company has partnered with Montgomery Technologies to manage the telecommunications infrastructure at Bishop Ranch. The goal of this program is to ensure the security and quality of all tenant's access to public and private networks. As a single point of contact, Montgomery Technologies streamlines the installation and extension of voice and data circuits and provides third party oversight over this critical infrastructure.

Montgomery Technologies works with the tenants, telecommunications service providers, building staff (including security) and cabling vendors to manage and maintain the building's common telecom areas. They work directly with building security to monitor and restrict access to sensitive telecom closets; providing clearance only to those who are allowed and/or licensed to work in these designated areas. **Tenants will still be able to use their vendor of choice for phone and data cabling within their suite.**

As the exclusive manager of the building's internal wiring systems, Montgomery Tech is responsible for connecting your voice and data systems to your preferred service provider within the building. Service providers (such as AT&T, TW Telecom, Comcast, etc.) deliver their services to the building's MPOE (minimum point of entry) and terminate the circuits to specific demarcation points on the

telecommunications frame. From here, Montgomery Tech will extend circuits using the building's riser system to the proper floor(s) and suite(s) for tenants. The wiring of each circuit is recorded in their proprietary database for quick-reference; the database is extremely useful for troubleshooting if it ever becomes necessary.

Montgomery Technologies utilizes local union contractors to perform low-voltage wiring and cabling at an established market rate. They work closely with several contractors in the area to provide tenants with the highest quality work and competitive bidding from structured cabling vendors.

In addition, Montgomery Technologies provides a 24/7 call center at 844.824.0100 or [service@montgomerytech.net](mailto:service@montgomerytech.net) to assist tenants with their technology requirements. The service center is a valuable resource available to all tenants in the building and is prepared to handle any questions you may have related to technology and telecommunications needs. Whether you need a telephone line, cable television, or a fiber-optic link, Montgomery Technologies can assist in both the provisioning and deployment of telecommunications services to your offices.

As your landlord, we are conscious of the increasing sensitivity around information technology for your business. We are excited to have Montgomery Technologies join the Bishop Ranch team to add an additional layer of security in the MPOE and riser closets where risks are highest.





## Telecommunications Guidelines

### I. Introduction

Sunset Development Company has engaged Montgomery Technologies to establish the following riser management standards to instill best practices, ensure continuity of services, and create documentation standards throughout the building.

Telecommunication services are vital to the commercial success of the tenants. Building ownership recognizes the importance of managing and protecting the telecommunications infrastructure.

These policies and procedures have been developed to provide the Building Management Staff and its tenants with a resource guide for telecommunication issues.

### II. Management Policies

#### General Conditions

1. All tenants and service providers are required to use the Riser Manager to make the connections from the telephone company entrance cable to the building riser system in the main telephone room (MDF) and intermediate distribution frames (IDFs). No tenant or tenant vendors will be allowed to do this portion of the cabling.
2. Riser Manager warrants that all circuits will be installed within 48 hours of drop-off by service provider.
3. No vendors or tenants will have access to the main telephone room in the building. The only exception to this policy will be registered tenants or service providers previously granted permission to place equipment in this room and then only to the extent of such prior permission. A sign-out, sign-in system (like that described below for telephone closets) will be instituted for any vendors who maintain equipment in the MDF/MPOE pursuant to such prior permission.
4. At the time of move-out, all tenants are required to remove all IT systems, as described in the tenants lease that are installed in the telephone closets and within the tenant space. In addition, tenants are required to contract with the Riser Manager to remove the connections at the Main Telephone Room and telephone closets.
5. Service providers and tenants requiring space within the riser system and or building are required to sign a telecommunications license agreement prior to performing any installation or construction in the Building (unless the service provider is already bound by a license agreement which covers its operations in the Building). If, in the future, additional telecommunication service providers are

- granted access to the building, Owner may require such providers, at their expense, to build new rooms in the basement or other mutually agreeable area of the Building to house their equipment.
6. Riser Manager will engineer all cable infrastructure routes within the riser system. Please reference Section VI “Riser Installation Work Approval Process” on page 40.
  7. All vendors and vendor’s employees, conducting business on behalf of the tenants are required to be registered union companies and in good standing with their local union hall.

## **Telephone Closets**

1. New tenants are not allowed to install telephone or data systems (commonly referred to as Information Technology Systems (IT)) in the building telephone closets. This includes peripheral equipment such as printers, routers or other similar devices. Space for tenant’s systems must be included within tenant’s premises. Existing tenants will be advised on a case-by-case basis that relocation of their equipment may be required due to OWNER requirements or regulatory code violations. However, if current tenants relocate within the building they are required to move their IT systems into their suite.
2. The only tenant-provided equipment permitted in the telephone closets is termination blocks for the purpose of connecting to the building riser system.
3. All station wiring for individual telephones, fax machines, modems, etc. will be terminated within the tenant’s suite. This includes all wiring for computers attached to Local Area Networks (LANs). No LAN equipment such as concentrators, hubs or patch panels may be installed in the building’s telephone closets.
4. Tenants are required to make sure all new suites must be equipped with a minimum of a 4’ x 4’ ¾” fire rated plywood backboard for mounting wiring blocks, telephone system and other peripheral equipment. A larger backboard may be installed if approved in writing by the Property Manager.
5. Tenants will be required to secure Riser Manager written approval before installing any cable through the telephone closets for cabling specifications. All project requests will be submitted in writing and are subject to Owners approval. All requests will include a complete scope of work, The Owner and Riser Manager will not be responsible for any damage that might occur to tenants’ cable if installed in building closets.
6. All registered vendors and tenants are required to contact the Riser Manager at 844.824.0100 for access into the building’s telephone closets. Any work within the closets is subject to the Manager’s supervision and/or approval during the work process.
7. A key sign out and sign in procedure has been established for vendors. Please check with your Property Manager for current key sign in/out policies and procedures.
8. All vendors hired by tenants to work in the telephone closet must first contact the Riser Manager and satisfy OWNER vendor requirements, including insurance requirements. Documentation is kept on file with the OWNER and must be renewed each year. Each vendor must register with the Riser Manager prior to performing any work. OWNER may require service providers to sign a license agreement on OWNER’S standard form prior to performing any installation or construction in the Building.
9. Vendors are only allowed to work on a tenant’s proprietary systems.
10. All employees of registered vendors are required to wear vendor-provided identification badges at all times in the building. This badge must be worn in such a manner that is visible to all security and building personnel. If any employee of a registered vendor is not wearing a company identification badge, they will not be permitted to continue their work until such a badge is obtained and verified by

security or the property manager. Neither OWNER nor Riser Manager will be responsible for any delays this stoppage of work may cause.

11. Telephone closets will be outfitted with a unique key that only opens that closet. Storage of equipment, building supplies or other miscellaneous items is not permitted in the telephone closets. All closets will be inspected on a regular basis or after any project.

### **III. Tenant Pricing and Invoicing**

Riser Manager charges per hour, per technician, with a one-hour minimum charge for work done in the riser system. Service hours are from 8am to 5pm Monday through Friday. Union requires any work scheduled after hours is considered overtime with the following rates: Time and a half for Monday through Saturday, Sundays and holidays will be invoiced at double time.

The service technician will report to the local contact with service order. Upon completion of the work, tenant will acknowledge that the work has been completed to the tenant's satisfaction.

An invoice will be generated and is due 30 days from invoice date.

For pricing inquiries, contact Montgomery Technologies at 844.824.0100 or [service@montgomerytech.net](mailto:service@montgomerytech.net).

### **EMERGENCY SERVICE PRICING**

The Riser Manager understands that mission critical services need immediate attention. Emergency situations arise that can require the Riser Manager to make special arrangements to meet your demands. The Riser Manager will be onsite within 4 hours of a minor outage and within 2 hours for a major outage. Below are the guidelines followed by the Riser Manager to accommodate your emergency request Tenants will not be charged if the problem is in the buildings copper riser cable plant.

- 1. Emergency requests are covered in conjunction with their standard service offering. The Riser Manager provides service 24 hours a day, 7 days a week, 365 days a year through our toll-free number: 844.824.0100.**
- 2. Technicians are available from 8am to 4pm Monday through Friday on regular time. After hours work is considered overtime.**
- 3. Weekday emergency requests carry a 2-hour minimum charge.**
- 4. Weekends and holiday emergency requests carry a 4-hour minimum charge.**
- 5. Time commitments are based on the availability of our technicians. The Riser Manager will make every effort to exceed your service demands.**

## Sustainability Program



For more than sixty years, Sunset Development Company has specialized in greenfield suburban development, recognizing that environmental sustainability is critical to the vitality of our communities.

At Bishop Ranch, Sunset Development has won countless awards and established benchmarks in recycling, transportation, waste management, energy use and water conservation. Sunset has also made great strides towards sustainability by providing abundant open space, appropriate landscaping and sensible land planning that allows tenants to enjoy an environment where nature, people and business can thrive. As a responsible steward of the Bishop Ranch land, Sunset Development will continue to develop and enhance our sustainability program.

In 2010, Bishop Ranch earned certification under the Leadership in Energy and Environmental Design (LEED) program.

Along with this benchmarking effort, Sunset continues to devote significant amounts of capital to enhance Bishop Ranch and its amenities, adding new outdoor work areas and alternative office space concepts to accommodate the "Generation Y" worker. Gourmet mobile food and Farmers Markets encourage the use of our courtyards and reduce travel by car.

## Leadership in Energy and Environmental Design (LEED)

Bishop Ranch is the proud recipient of Gold Level Certification for the LEED Operations & Maintenance: Existing Buildings system. LEED is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies aimed at improving performance across energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

Many buildings in Bishop Ranch are LEED Gold, but some certification levels vary and can be found on the glass plaque at building entries. BR2600 received LEED Gold in 2011. More information can be found at [www.usgbc.org](http://www.usgbc.org)



## Transportation Programs

Bishop Ranch has the best transportation program of any business park in the United States and has received every prestigious transportation award available for our type of location, included being named as a “Best Workplace for Commuters Best of the Best Award.”

The program achieves close to 20% percent reduction in vehicle traffic among employees of the Ranch employers by removing thousands of cars from the road each day. By locating at Bishop Ranch, companies achieve an average reduction of nearly a pound per rentable square foot of pollutants from the atmosphere per year attributed to our transportation program alone.

We attain these results by distributing more than \$2 million in free employee transit passes annually. Every major company in Bishop Ranch participates in our program in some form.

## Janitorial - Green Cleaning

Bishop Ranch has implemented “Green Cleaning,” as defined by the American Green Building Council (the “LEED” certification agency), in its entire 30 building portfolio. Bishop Ranch uses "Green Seal" certified, nontoxic, eco-friendly chemicals, microfiber towels, green products, and HEPA filter vacuums at all of its buildings for routine nightly cleaning, and is the largest non-owner occupied business park to have made the switch to green chemicals. This eliminates the use of thousands of gallons of non-green chemicals each year, while reducing paper waste by more than 25 tons annually. Early clean times also help to reduce energy usage (lighting).

## Microfiber Cleaning

- Indoor Air Quality - Contributes to better indoor air quality with superior dust and dirt containment.
- Source Reduction – Use less water, chemicals and consumables.
- Color Coding – Reduces the risk of cross contamination by identifying use in different departments and surface areas.

## Upright Vacuums – NSS Pacer 112 UE and Pro-Team Backpack Vacuums

- 3 Stage Filtration System- Top filled, two-ply poly-lined filter bag, motor filter and HEPA Exhaust filter.
- With a HEPA filter, the Pacer removes 99.97% of airborne particles 0.3 microns or greater in diameter, resulting in extraordinary clean air.
- Pacer uprights have received the Carpet Rug institute green label certification.

## Green Cleaning Products

- All cleaning products are environmentally preferable, bio-based, highly concentrated solutions. Each product is specially formulated using corn-based alcohol, biodegradable surfactant and food grade dye. Contents are Non-Toxic, phosphate free and do not contain ammonia, petroleum distillates or alkalis.
- Orbio Multi-Surface Cleaner
- 710 Multi-Purpose Disinfectant Cleaner

## Green Construction

All Bishop Ranch offices have been retrofitted with energy saving lights and ballasts and the park has been retrofitted with motion sensors in office areas to reduce energy usage. We recycle 100% of our used light bulbs.

Bishop Ranch recycles over 70% of its construction debris when constructing space for tenants. We reuse or recycle 100% of our lighting fixtures, and over 85% of our ceiling tile. Our total recycled construction materials exceed 750,000 tons per year. We use low-VOC construction materials, finishes, surfaces which reduce the impact of chemicals, creating a healthier workplace for employees.

## Building Energy Use

ENERGY STAR was introduced by the EPA in 1992 as a voluntary, market-based partnership to reduce greenhouse gas emissions through energy efficiency. An ENERGY STAR certified building meets strict energy performance standards set by the EPA and uses less energy, is less expensive to operate, and causes fewer greenhouse gas emissions than its peers. Energy use in commercial buildings accounts for nearly 20% of U.S. greenhouse gas emissions at a cost of more than \$100 billion per year. Commercial buildings that earn the Energy Star must perform in the top 25% of buildings nationwide compared to similar buildings and be independently verified by a licensed professional engineer each year. Energy Star certified buildings use 35% less energy and emit 35% less carbon dioxide than average buildings.

Bishop Ranch is proud to have all Energy Star certified buildings.

## Landscaping

Bishop Ranch composts 100% of its landscaping waste and has shifted our new installations to almost 100% drought tolerant and native and adaptive species.

From Bishop Ranch's beginnings, landscape design and maintenance has been a strong area of focus that has resulted in a lush green surrounding to each of the buildings. We encourage people to spend time outside to decompress, meet friends and family and enjoy the great San Ramon weather.

## Green Vehicles

All Bishop Ranch security vehicles are hybrid vehicles and Bishop Ranch employees have a fleet of all electric vehicles available to use while in Bishop Ranch.

Eco Parking spaces have been designated in prime parking locations throughout Bishop Ranch, to encourage our tenant's employees to drive their hybrid and electric vehicles. Priority carpool parking has also been added to incentivize carpools. Applications for carpool permits are available from the Bishop Ranch website.

Several Bishop Ranch Charging hubs have been established with a mixture of Level 1, Level 2 and Level 3 charging stations. These hubs support-EV users who are in a hurry with the highest capacity charger on the market and those planning to charge while they work with Level 1 & 2 charging. The charging points are located at Bishop Ranch 3, 6, 2600 and 3005 Bishop Drive parking garage.

## Recycling and Waste

Bishop Ranch tenants are required to provide their own trash and recycling containers at move in. Size and location requirements vary drastically by tenant. We recommend that at least each work station have a bin for recycling and determine centralized locations for trash and compost.

**Bishop Ranch janitors identify recycling containers as the bins with clear liners in them.**

Tenants are welcome to have larger trash, recycling and compost containers in break rooms or other places as necessary.

Our recycling program has been designed to maximize the diversion of valuable recyclable materials.

Our specification for what items go in each bin is as follows:

**Recycling is:**

**Paper**

All kinds of paper are acceptable, just to name the most common: white copier paper, letterhead, bond, facsimile, legal/ruled pad, messages, colored, blue prints, newspapers, magazines, glossy printed brochures, envelopes, card board, supply boxes (from stationary, paper clips, etc.) post-it notes, card stock, telephone books, junk mail, folders and full file folders and binders. **Also, staples and clips need not be removed from the paper.**

**Aluminum**

**Plastic & Glass**

Aluminum, glass and plastic containers of all types, (juice bottles, toner bottles, soda bottles, etc.) may be put directly in your recycling bin.

**Compost Is:** Used paper towels, used disposable food containers, disposable beverage cups, and discarded food.

**Trash Is:** Plastic wrapping, Kleenex, Packing peanuts and preformed packing foam and broken office supplies like pens, rulers and binders.

**Comingling of different types of recycling is acceptable since all recycling is sorted at the vendor's site.**

**E-Waste:**

Electronic waste such as computer monitors, peripherals, electronic product components, universal power supply units, batteries, lamps and ballasts cannot be put in normal trash or recycling bins and will not be picked up by our hauling contractor. It is your responsibility to arrange for the removal of such items. There are electronic product recycling and recovery service companies that are certified to dispose of e-waste.

For help finding a contractor, or to find out when our next on-site e-waste pickup will be, please contact us at 925.277.1700.

To schedule a pickup directly with E-waste Direct call 855.392.7831 or visit their website at [www.ewastedirect.com](http://www.ewastedirect.com).



## Move Guidelines

We want your move into Bishop Ranch to be smooth and trouble-free. In order for us to assist you, please take a few minutes to read the following guidelines. These guidelines can be utilized on all future moves of large equipment, furniture or supplies being taken into or out of the building.

### Designated Move Hours

- Monday through Friday - Before 7am or after 6pm
- Saturday and Sunday - All day

*(Daytime deliveries must be limited to one elevator load. Elevators are not reserved for daytime deliveries.)*

### Prior Arrangements

In order to prepare elevators and avoid conflicts, all deliveries of furniture and equipment must be arranged in advance with the Property Management Office.

Upon designation of the selected move contractor, a meeting will be held between your move coordinator, contractor and Property Manager.

An authorized representative of the tenant must be in the office when shipments arrive. All furniture and equipment deliveries should be coordinated through the Property Management Office.

Since limited loading space and elevators are available during normal office hours, move-ins should be accomplished during the designated hours. Proper protection for building property, as required by Property Management, must be provided by the moving company. Repair for any damages will be the responsibility of the tenant.

### Loading Dock and Delivery Zones

Daily deliveries are limited to 30 minutes. Trucks are to park in the designated loading zones near the lobby entrances or in the loading dock. All items being delivered through the lobby entrances must use the passenger freight elevator; all deliveries through the loading dock must utilize the freight elevator. The Property Management office should be contacted regarding large deliveries so that arrangements may be made to ensure there are no disruptions to the delivery or to other tenants.

The loading dock may be utilized for deliveries between the hours of 5am – 5pm, Monday through Friday. Weekend deliveries must be scheduled through the Property Management office in advance. During the hours of operation, a security guard will be stationed at the loading dock entrance to verify the delivery, and the loading dock guard will direct all deliveries to the appropriate off load location. Loading dock and freight elevator dimensions and load factors are as follows:

#### Loading Dock Height

Clearance: 13' X 6"

Maximum Truck Length  
53' (with trailer included)

## **Elevators**

There is a passenger/freight elevator located in each lobby of the building. This elevator is primarily used for small deliveries during business hours. Elevator dimensions and load factors are as follows:

Passenger/Freight  
Door: 3' 5.5" W x 7' 7.5" H  
Cab: 5'4" L x 6' 7" W x 8' 8" H  
Capacity: 3,500 lbs.

In addition, there's a designated freight elevator at which is accessible from the loading dock and can service all four floors. The freight elevator is available for minor deliveries during the hours of 7am to 5pm, Monday through Friday. This consists of one elevator load only. Major moves must be performed before 7am or after 6pm, Monday through Friday, and may be arranged all day on Saturday and Sundays. Elevator dimensions and load factors are as follows:

Freight Elevator  
Door: 4' W X 8' 5.5" H  
Cab: 9' L X 6' W X 10' 11.5" H  
Capacity: 5,500 lbs.

## **Protection**

The moving companies must provide Masonite to cover all areas during the move. This applies to the exterior entrance and the interior floor spaces.

Corner boards must be provided in corridor areas and door jambs, including elevators. Suitable protection must be provided to protect walls, doors, floors and elevator lobbies.

Carpet protection from elevators to the tenant space must be provided on tenant floors, either with plywood or Masonite. Walls and doors must also be covered as needed. Corner boards must be provided in elevator lobbies and corridors and walk-off plates must be provided to protect door thresholds.

## **Insurance**

Prior to any moves, the moving company shall supply Sunset Development Property Management with a certificate of insurance. Please contact the Property Manager for required limits and additional insured verbiage. Certificate should be mailed to 2600 Camino Ramon, Suite 201, San Ramon, CA 94583 or sent via e-mail to your Property Manager.

## **Clean Up**

Removal of plywood, Masonite, tape, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be done immediately following the move.

## **Safety**

It shall be the responsibility of the mover/tenant to perform the move in the safest manner possible in order to avoid blocking of the building corridors, exits and entrances, and accumulation of large amounts of combustible material.

## **Security**

During large moves, additional security may be required if determined appropriate by Property Management, or at the request of Tenant. The cost of additional security will be the responsibility of the tenant.

## **Punchlist**

Sunset Development Property Management maintains a punch list of building areas. Upon completion of the move, a follow-up inspection may be conducted to determine any damage caused by the movers. Any damages are to be repaired and/or replaced by building designated contractors at Tenant's expense.