

# 425 California Street Tenant Handbook



CALFOX, Inc.



*425 California Street*  
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*425 California Street*  
**BUILDING INFORMATION**

The 425 California Street Building was designed by John Carl Warneke and constructed by the Cahill Construction Company in 1968. The building's glass curtain wall design features stepped bay windows, a unique visual feature both from the exterior and interior.

**Building Description**

- Twenty-seven story modern, class A glass and aluminum construction high-rise office tower
- Approximately 7,000 square feet floor plates with efficient side core design
- Efficient design with high window-line to square foot ratio
- California Street location in center of San Francisco's Financial District
- On-site engineering
- 24-7 Lobby Attendant

**Building Data**

- Modern building systems throughout
- Four Passenger and one sidewalk elevator on Sansome Street
- 40 lbs. / square foot live load in office areas
- HVAC hours 8:00 am – 6:00 pm
- Sprinkler coverage throughout the building

**Surroundings**

- Nearby amenities include the Embarcadero Center, multiple gyms and a wide variety of restaurants.
- Starbucks located within one block.
- Bart/Muni Metro situated within a few blocks.

425 California Street  
**BUILDING MANAGEMENT OFFICE CONTACTS**

The building management office is open Monday through Friday, 8:30 a.m. – 5:00 p.m.  
The management office can be reached at:

Phone: **(415) 233-7191**

Fax: **(415) 433-8301**

The following JLL representatives are available to assist you:

**Brian Lu**

*General Manager*

- Lease Administration, Leasing and Subleasing, Building Management

(P) (415) 233-7191

[brian.lu@jll.com](mailto:brian.lu@jll.com)

**Gene He**

*Assistant General Manager*

Lease Administration, Leasing and Subleasing, Building Management

[gene.he@jll.com](mailto:gene.he@jll.com)

**Eddie Vasquez**

*Chief Engineer*

- Suite Repairs & Service, Hot/Cold Comfort Calls, Day to Day

(P) (415) 982-7962

[eddie.vasquez@jll.com](mailto:eddie.vasquez@jll.com)

**Lobby Attendant**

(415) 398-1186

**BUILDING WEBSITE**

[www.425cal.com](http://www.425cal.com)

- Tenant Documents, link to the online work order system, list of amenities, etc.

*425 California Street*  
**BUILDING ACCESS INFORMATION**

**Access – During and After Business Hours**

The building is open to Tenants and their authorized guests during the following hours:

Monday to Friday	<b>6:00 a.m. to 6:00 p.m.</b>
Weekends & Holidays	<b>Closed</b>

Tenants must use a valid building card to access the elevators at all other times, including weekends and holidays. To obtain a valid access card, please contact the authorized Tenant Contact in your office. Subtenants should contact their Sublessor (per their sublease) to obtain access cards from management. Tenants will need suite keys to enter their office. Additional access cards and keys may be ordered for a fee.

In order to ensure that your after-hours visitors and guests are granted access quickly and with minimal disruption, we ask that you submit the names of all after-hour visitors to the building office team via email by **2:00 p.m.** each day. This information is forwarded to the lobby attendant who will grant elevator access to your guest. Tenants are responsible for giving guests access to their suites.

All after-hours visitors and employees not possessing a 425 California Street access card will be required to present valid identification and sign in at the Lobby Attendant desk.

Please note: Tenants are responsible for notifying management immediately of any employee terminations so that we may deactivate badges accordingly.

*425 California Street*  
**BUILDING SECURITY INFORMATION**

**Security – During Business Hours**

While we strive to maintain a secure working environment, many people enter the building throughout each day, and we cannot guarantee complete safety. We recommend you take several preventative measures to keep your work area more secure. For example:

1. Lock all doors when leaving your suite unattended.
2. Instruct all employees to keep valuables in a secure area such as a locked desk or file cabinet when leaving them unattended.
3. Keep safes, vaults, strongboxes and similar devices locked, especially when unattended. Do not give out combinations or leave them where they can be easily found.
4. Notify the lobby attendant immediately at (415) 398-1186 if you see loiterers, peddlers, or canvassers on the premises.
5. Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will help in the recovering of the items.

**Security – After Business Hours**

After business hours, please ensure that all entry doors to your suite are locked.

Do not allow anyone to follow you into the building after hours. If you encounter someone having problems gaining entry into the building, do not let them in.

**Soliciting and Loitering**

Canvassing, soliciting, peddling and loitering are not allowed on the premises. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, please contact the lobby attendant immediately at (415) 398-1186.

*425 California Street*  
**ENGINEERING SERVICES**

The Building Engineers are available Monday to Friday from 8:00 am to 4:00 pm. You may request engineering services through our Angus online work order system which can be accessed through our website ([www.425cal.com](http://www.425cal.com)).

Standard work requests such as changing standard lightbulbs, temperature adjustments, restroom issues, etc. are completed at no cost. Above-standard work requests including hanging art, keyboard tray installations, keys, etc. will incur a charge. After-hours HVAC requests will incur a \$150 per hour charge.

**OTHER INFORMATION**

**Signs, Lettering and Notices**

Signage, notices or literature should not be posted in any public area of the building without prior written approval from the management office. Solicitation of any sort is not allowed on the premises.

**Tenant Events**

While you are welcome to hold functions and events in your suite, the Building has certain requirements designed to limit the impact on other tenants, provide for the safety of your guests and simplify the coordination of the event.

If you are planning a tenant function, please turn in the Special Events form to Building Management, along with the information requested, for review and approval. You can find the Special Events form under Tenant Documents → Building Forms on our website.

**Smoking Areas**

425 California Street provides a smoke free environment for its tenants and their visitors. Smoking is prohibited throughout the building including corridors, stairwells and interior common areas. We require that anyone smoking do so at least twenty-five (25) feet from any building entrance.

**Bike Policy**

Bicycles are not permitted inside the building, including your suite. We offer a secure bike cage for our tenants in the garage of the 101 Montgomery St building located a few blocks away. Please contact Building Management for access to the cage, as well as further instructions.

## **Administrative and Above-Standard Fees**

Any above-standard work or coordination of services on Tenant's behalf may incur a 10% administrative fee.

Additionally, the following above-standard fees will incur a cost:

- Suite Keys: \$15 for the first key and \$5/key for additional keys in the same batch
- Mailbox Keys: \$25/key
- Above-standard engineering requests: \$108/hr (in 30-minute increments)

## **Mail Information**

The building mail room is located in the basement and can be accessed from the lobby using the freight elevator to the basement. Emails are sent daily to notify tenants when the mail has arrived and is ready to be picked up. If you would like to be added to this email list, please contact the Property Administrator.

Per Building Management, no USPS or other packages should be left outside a Tenant's Suite doors at any time if the tenant is not available to receive them. Instead, please ask the delivery person to return between Monday and Friday during building hours to ensure receipt of the package from the intended recipient. Please note lobby attendants will not accept deliveries.

All USPS mail is managed by USPS and outside of our control. If you experience issues with your mail, we encourage you to contact the USPS Postmaster at 415-552- 2330 or 415-864-1826.



*425 California Street*  
**MOVE-IN/MOVE-OUT INFORMATION**

All move-ins and move-outs must be coordinated with the management office. The move must be scheduled after business hours. 425 California Street does not have a loading dock or freight elevator.

When you are planning a significant move, please schedule it well in advance so that the Management Office can ensure you experience the least amount of disruption and inconvenience to other tenants is limited.

The following procedures are required for all moves:

- Notify Building Management of all vendors scheduled to enter the building to ensure coordination and consent prior to the move.
- Tenant must provide the Management Office with a Certificate of Insurance for all vendors.
- All furniture installations/de-installations and wire work must be done by a union crew.
- Flooring along the path of travel between the freight elevator and the Tenant's suite must be protected with Masonite.
- Furniture must not be stored in the building lobby or on the sidewalk facing the building.
- Tenants are responsible for the activities and behavior of their delivery vendors while at 425 California St.
- The building will not be able to open suite doors for movers after-hours – we recommend that tenants provide a staff member while movers are on-site.
- Pallet jacks are not allowed within the building, its elevators, or its entrance lobby.