

TENANT TOPIC: MAIL / BIKE CAGE



MAIL

Outgoing Mail:

Outgoing mail can be placed in the mailbox next to the security desk in the Main Lobby. Please do not use the mail chute on your floor.

Misdirected Mail:

When you receive mail for another 425 California St Tenant that has mistakenly been placed in your mailbox, kindly place it in the wire basket next to the mailboxes for re-sorting.

Return to Sender:

If the address is correct but the envelope is not for you, please write "Return to Sender," cross out the address, and place it in "Outgoing Mail." Please do the same for mail that is addressed to another building.

BIKE CAGE

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.

For Your Safety: Always walk your bike up and down the garage ramp. We also recommend the use of bike locks to secure your bike in the bike cage.
