

BUILDING HOURS & ACCESS

303 Second Street is open to the public Monday through Friday. Normal hours of operations for 303 Second Street are 7:00 a.m. to 6:00 p.m. The building is closed on Saturday and Sunday.

BUILDING ACCESS

Tenant employees holding a valid building pass can enter the building after 6:00 pm on weekdays, weekends, and holidays. 24 Hour Fitness patrons enter on the North Tower near the gym's entrance. Individuals entering the building will be asked to show photo ID. Everyone entering or exiting the building "after hours" must sign in and out.

Access to the complex during these times is restricted to the 2nd Street entrances on the North and South Towers. Entry and Exits are monitored by our 24-hour Security staff.

VISITORS

Please contact the management office and let us know if you are expecting a large crowd of guests, media, or vendors to the building prior to their arrival during normal business hours.

Prior arrangements through the building office must be made for any after hour visitors or vendors.

PROPERTY REMOVAL PASSES

In an effort to protect your company's property and any equipment you may bring in or out of the building, your company has been provided with Property Removal Authorization Passes.

If you need to leave the building with hand-carried items such as office equipment, boxes, packages, computers or

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other items that are not obviously personal items, please get a Property Removal Authorization Pass from the person authorized to do so from your office. When you leave the building, the Security Officer in the lobby will accept the pass and verify its validity.

If you need to remove large equipment or items that cannot be carried by hand, you will need to have your authorized signer contact the Building Officer, in writing, with details of what is being brought in or out of the Building.

A Property Removal Authorization Pass is **not** appropriate for large items that are cumbersome and could potentially damage the passenger elevators. Contact your office manager for a list of your company's authorized signer(s). Please contact the building management office for additional Property Removal Authorization Passes.

BUILDING HOLIDAY'S

303 Second Street is closed on the following holidays:

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

Should you require cleaning, ventilation, air conditioning (HVAC), lighting, or any other service on any of the above holidays, please contact the management office two business days in advance.

Since the building staff and contractors observe these building holidays, there will be a charge for any building services provided. We will be glad to give you a cost estimate for any such services.

BUILDING PARKING

GARAGE

The parking garage at 303 Second Street features valet parking, as well as daily and monthly parking, in an indoor parking lot located beneath the building. The garage is available to the public Monday through Friday, 5:00 a.m. to 9:00 p.m. The entrance is situated off of Folsom Street and Harrison Street and offers convenient and easy access for both employees and visitors.

If you wish to reserve a space on a monthly basis, or for a special event, contact the garage at 415-974-6806 for availability and rates.

BICYCLES & BICYCLE RACKS

During regular business hours, Monday through Friday, tenants who wish to bring bicycles into the building should enter via the loading dock entrance on Folsom or Harrison Street, and use a service elevator to reach their respective floor.

On weekends and holidays, tenants may enter via the main lobby and carry their bicycles to the service elevator to reach their respective floor.

Bicycle racks are available in the parking garage (A levels) of the North and South Towers. Bicycles racks are also on the perimeter of the building as well as on Second Street.

Bicycles are **not allowed** to be taken through the lobby area or taken up in the passenger elevators.