

VENDERS, CONTRACTORS, DELIVERIES INSURANCE REQUIREMENTS

Certificates of Insurance must be on file for all vendors, contractors, delivery companies, and persons who will be on site and working within the building.

It is the responsibility of the person scheduling the delivery or visit to ensure that the Property's insurance requirements are met, and to verify that a Certificate of Insurance has been submitted and received by the Building Management.

Please contact the management office for a copy of the insurance requirements and additional insured language.

Kilroy Realty Corporation requires an original Certificate of Insurance and Endorsement from all vendors before work or service is performed in the building.

The Certificate of Insurance shall be endorsed to provide that the above additional named insured will receive 30 days written notice of cancellation or material change in policy provisions.

Please contact Building Management for complete insurance requirements during normal business hours.

Must include endorsement, facsimiles are not acceptable.

In the circumstance that vendors or contractors need to perform work in your suite during non-business hours, please provide written notification to the management office including:

- Names(s) of the individuals(s) and the company.
- Date they will be working and the approximate time.
- Description of the work to be done.
- Time the contractor will arrive and depart.

INSURANCE REQUIRMENTS (cont.)

FOOD & CATERING DELIVERIES

During business hours, food and catering deliveries are made by the delivery person checking in with the Security Console personnel, and obtaining usage of the loading dock/freight elevator for their wheeled cart/table delivery. Non-commercial vehicles are NOT allowed in the loading dock (for liability reasons).

The parking garage within the building can accommodate non-commercial vehicles with ½ hour minimums (current rate is \$4.00 for the first ½ hour).

The freight elevator can then be used for the delivery. You may want to direct the delivery person to the parking manager of the parking garage if you know it is a non-commercial type vehicle in which they are delivering in (i.e. Waiters on Wheels) for ease of your delivery

The entrance to the parking garage is on Folsom Street for the North Tower and Harrison Street for the South Tower.

If the food delivery is hand-carried, the delivery person will be allowed to deliver directly to you.

Persons ordering food deliveries **after** normal business hours must come to the Lobby to pick up the order. The Lobby Attendant will call your office when the delivery has arrived.