

MISCELLANEOUS

ELECTRICAL REQUIREMENTS

Prior to any alterations of the electrical wiring outlets, etc., please submit specifications to the Management Office for review by the building electrician.

WINDOW TREATMENTS

303 Second Street is outfitted with building standard drapes in all suites. To maintain a consistent, professional image both inside and outside, no blinds or blackout drapes should be installed without building approval. Also, we remind you that your lease restricts the exhibiting of any signs or lettering on the windows.

WINDOW CLEANING

The exterior windows of 303 Second Street are cleaned three times per year and the interior windows are cleaned twice a year. Building Management will notify tenants one week in advance of interior cleaning so items such as desks, file cabinets, etc., may be removed from in front of the windows.

SOLICITORS

Soliciting is prohibited at 303 Second Street. Please report solicitors to the Management Office.

SMOKING

In accordance with Section Part II., Chapter V., Article 19C of the San Francisco Municipal Health Code, smoking is not permitted at 303 Second Street

REMODELING/REDECORATING

Remodeling/redecorating work can be either minor or major in scope and includes any of the following:

- * Installing electrical or phone outlets
- * Installing or relocating light fixtures
- * Relocating doors
- * Repairing carpets
- * Installing new carpet

MISCELLANEOUS (cont.)

- * Adding or removing walls
- * Painting or wall covering

Kilroy Realty has the capacity to organize the work through every phase of construction with minimum involvement on your part. During the beginning phases we meet with you and find out exactly what your requirements are. Depending on how extensive the work is, we either have working drawings prepared or we make a written specification of the scope of the work. When this process is complete, bids are obtained from several outside contractors. The best bid is chosen and a formal proposal is prepared for completing the project. Upon approval of the proposal, contractors are brought on site and the work is coordinated through its completion. If you are interested in any of the above-listed services, contact the Management Office to discuss the appropriate fees.

PETS

The only animals allowed in the building are dogs aiding the visually or hearing-impaired and certification will need to be provided. No other animals are permitted, in accordance to the City Health Codes.

EMERGENCY TELEPHONE NUMBER

In case of any emergency, such as theft, a fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

LOST AND FOUND

If you lose an item such as keys, glasses, etc., check with Building Management and/or 24-hour Security personnel to see if anyone has turned the item in.