



# Watt Plaza – Tenant Frequently Asked Questions:

Below answers indicate the pathway for where to find corresponding information on our online Tenant Handbook.

## Building Management:

- Q How do I generate access for a vendor that will need to use the loading dock and/or freight elevator?** [Wattplaza.com > Security > Building Access for Tenants, Visitors & Vendors/Contractors](#)
- Q When are my vendors / employees required to use the freight elevator versus the passenger elevators when using a dolly?** [Wattplaza.com > Security > Deliveries > Page 2 of 4](#)
- Q Where can I find the insurance requirements for my vendors?** [Wattplaza.com > Policies & Procedures > Vendor Insurance](#)
- Q How do I add / remove employees from my Authorization List and schedule them for a building access card?** [Wattplaza.com > Security > Building Access Cards](#)
- Q Where can I find a list of approved telecommunications vendors and do I have to use one of those vendors?** [Wattplaza.com > Services > Telecommunications](#)
- Q Where can I find the Retail Tenant's phone numbers and hours?** [Wattplaza.com > Amenities](#)
- Q I have a light out in my suite, how do I get it replaced?** [Angus work order under request type "Lighting";   
http://www.ng1.angusanywhere.com/tenant/5468/Main/default.aspx](#)
- Q I am going to be working after lease hours, how do I turn on the air conditioning?** [Wattplaza.com > Services > HVAC \(link for Genea\)](#)
- Q My company name changed, how do I update our suite signage?** [Angus work order under request type "Signage";   
http://www.ng1.angusanywhere.com/tenant/5468/Main/default.aspx](#)
- Q Does the building have a recycling program and what can I put in recycling?** [Wattplaza.com > Policies & Procedures > Recycling](#)

## Parking:

- Q How do I add / delete an employee's monthly parking?** [Wattplaza.com > Parking > Frequently Asked Questions](#)
- Q I used my parking key card to access the garage upon arrival and then my transponder to leave for the day, why won't the gate arm open and let me out of the garage?** [Wattplaza.com > Parking > Frequently Asked Questions > page 2](#)

- Q I forgot my parking key card, how do I access the garage?** [Wattplaza.com > Parking > Frequently Asked Questions](#)
- Q I have an electric vehicle and utilize the EV charging stations located in the garage, can I leave my car in the charging parking spot after it is finished being charged?** [Wattplaza.com > Parking > Amenities](#)
- Q I am going on a business trip for a week; can I leave my car in the garage overnight?** [Wattplaza.com > Parking > Frequently Asked Questions > Page 4](#)

## Security:

- Q What is the role of Building Security?** [Wattplaza.com > Security > 24 Hour Security](#)
- Q We have an unruly client in our office; will Security escort them off property?** [Wattplaza.com > Security > In Suite Security Measures](#)
- Q Are all occupants required to take the online RJ Westmore Training annually?** [Wattplaza.com > Emergency Procedures > Emergency Preparedness Training](#)
- Q My coworker is having a medical emergency; what should I do?** [Wattplaza.com > Emergency Procedures > Emergency Contacts](#)
- Q I feel uncomfortable walking to my car at night when it is dark; will Security escort me to my vehicle?** [Wattplaza.com > Parking > Frequently Asked Questions > Page 4](#)

## WHAT'S INSIDE



### EMPLOYEE NEWS

Employee News & Spotlight

### GREEN TIPS

Watt Plaza Recycling Program Statistics

### EVENTS

- Tenant Summer Fiesta
- Halloween Event
- Tenant Holiday Party

### WATT PLAZA CHARITIES 2018 RECAP

### NEW TENANTS / RETAIL AMENITIES

# EMPLOYEE NEWS

## Employee News

**Cici Montgomery,**  
Building Management – New Property Coordinator

**Franklin Granados,**  
Day Porter – New Additional Day Porter

## Employee Spotlight



**Rene Silva,** Valet Auditor has been serving Watt Plaza for 37 years, and witnessed the initial construction of the two towers. Rene began his career as a Traffic Director and worked his way up the chain to Valet Auditor. He arrives to work with an enthusiastic attitude and is always willing to do more than what is required of him on a daily basis. In fact, Rene has never

been late to work and possesses an outstanding attendance record! He consistently exceeds Watt Plaza's high standards and expectations and gladly accepts any task or project. Aside from work, Rene enjoys dining out and loves to travel with his wife and daughter. Thank you, Rene for all of your hard work and dedication. We're very fortunate to have you as part of the Watt Plaza team.



## 2019 Tenant Event Schedule

Here is a quick look at upcoming events:

### January

**City of Hope Blood Drive:** Wednesday, January 16th

**Food Truck:** Every Wednesday

### February

**Workplace Violence:** Wednesday, February 13th

**Girl Scout Cookies Booth:** TBD

**Food Truck:** Every Wednesday

### March

**Quarterly E-Waste Pick Up:** Tuesday, March 5th

**Food Truck:** Every Wednesday

### April

**Light It Up Blue:** Entire month

**Earthquake Preparedness:** Wednesday, April 3rd

**SOS Survival Products Table Event:** Wednesday, April 3rd

**Earth Day Event:** Monday, April 22nd

**Food Truck:** Every Wednesday

### May

**Health Fair:** TBD

**Food Truck:** Every Wednesday

### June

**LA Food Bank Drive:** Monday, June 3rd

**Quarterly E-Waste Pick Up:** Tuesday, June 4th

**CPR Training Tenants:** TBD

**Food Truck:** Every Wednesday

# EVENTS

## Tenant Summer Fiesta

We hope you enjoyed our **Tenant Summer Fiesta, Tenant Appreciation** on July 27th with great food, mariachi band, photo booth, and small giveaways. We value your tenancy here at Watt Plaza and had a great time seeing all of you that attended.



## Halloween Event

The **Halloween Event** on October 31st was such a fun event! Thank you to all the participants of the pumpkin carving, costume, and suite décor contests! We wouldn't be able to host this fun and exciting event without you!



## Annual Tenant Holiday Party

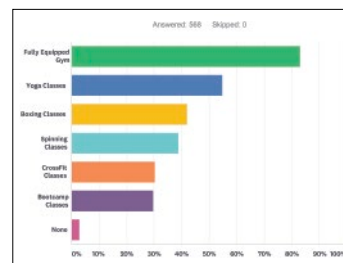
We hope everyone enjoyed the **Annual Tenant Holiday Party** on December 7th with treats, music, photo booth, and Santa.



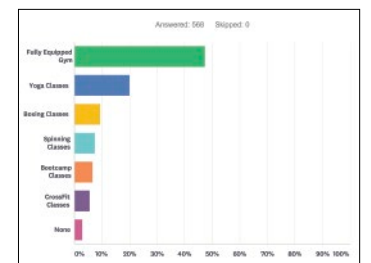
## Fitness Amenity Survey

Thank you to all that participated in the **Fitness Amenity Survey** on November 7th! Your feedback is much appreciated!

Q2 Which fitness amenities would you be interested in at Watt Plaza (select all that apply)?



Q3 Which fitness amenity would you be interested in MOST at Watt Plaza?



# NEW TENANT

## at Watt Plaza

Please join us in welcoming our newest tenant to Watt Plaza:

➔ Mickey Fine

# Watt Plaza Recycling Program Statistics



## RETAIL AMENITIES

**Aztec Auto Detailing Car Wash**  
310-277-5900

**Federal Express**  
310-203-9928

**1st Century Bank**  
310-270-9500

**Legal Vision Consulting Group**  
310-945-5550

**Let's Roll Sushi**  
424-335-0735

**Mystic Flowers & Gardens**  
310-284-3417

**Noble Cleaners**  
310-552-3377

**Notary Services**  
310-789-2179

**On-Call Legal**  
310-858-9800

**Parking:**  
• Electric Charging Stations  
• Front Door Club  
310-789-2178

**Starbucks Coffee**  
310-553-8226

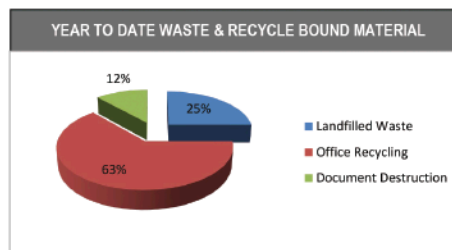
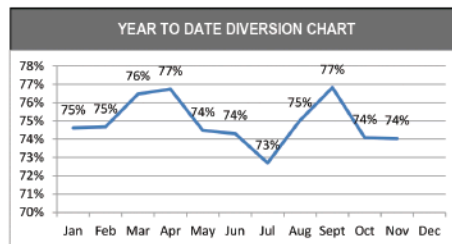
**Mickey Fine**  
(TBD)

**Taco Limon / Pizza Benne**  
310-286-0464

**Trimana**  
310-772-0726

## 2018 Year to Date Recycling Report

MATERIALS IN WASTE STREAM	TOTAL WEIGHT (Tons)
Landfilled Waste	124.73
Office Recycling	315.90
Document Destruction	57.61
Other	0.00



MONTHLY SUMMARY (Tons)					
Month	Landfilled Waste	Office Recycling	Doc. Destruc.	Other	Diversion %
Jan	11.94	29.87	5.24	0.00	75%
Feb	10.29	25.10	5.24	0.00	75%
Mar	12.00	33.77	5.24	0.00	76%
Apr	11.51	32.72	5.24	0.00	77%
May	11.90	29.51	5.24	0.00	74%
Jun	10.75	25.84	5.24	0.00	74%
Jul	10.89	23.77	5.24	0.00	73%
Aug	12.07	31.01	5.24	0.00	75%
Sept	10.36	29.09	5.24	0.00	77%
Oct	11.79	28.45	5.24	0.00	74%
Nov	11.22	26.77	5.24	0.00	74%
Dec	0.00	0.00	0.00	0.00	

<b>YTD AVE DIVERSION PERCENTAGE</b>	<b>75%</b>
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YEAR TO DATE ENVIRONMENTAL STATISTICS					
	<b>Carbon Footprint Reduction (MTCO2E)</b>	<b>-1,694.96</b>		<b>Cubic Yards of Landfill Space Saved</b>	<b>1,419.86</b>
	<b>Total Number of Trees Saved</b>	<b>5,967</b>		<b>Gallons of Water Saved</b>	<b>2,457,000</b>
	<b>Gallons of Gasoline Saved</b>	<b>6,318</b>		<b>Kilowatts of Energy Saved</b>	<b>1,404,000</b>

Watt Plaza has 2 - 3 yard bins in front of the compactor to capture the buildings wet waste from the first floor retail / food tenants. While these bins are not weighed, industry standard for this kind of waste is 125 lbs per cubic yard which is 750 lbs per pickup. Watt Plaza has 1 - 30 yard compactor that captures all of the office waste and recycling from the 2 buildings. There is a source separated recycling program in place for the office tenants and all recyclables are collected in blue bags while the wet waste is collected in clear bags. The compactor is taken to the La Puente Hills MRF where approximately 90% of the compactor loads are successfully diverted from the landfill for recycling.



# WATT PLAZA GIVES BACK – 2018 RECAP

Watt Companies is proud to participate in several charities; Building Management would like to highlight your generosity towards the various organizations. Consequently, we have provided a donation summary of the 2018 charities for your viewing pleasure. Your participation in these various charities has positively impacted many lives.

## March:

**City of Hope** collected 22 units of blood on March 6, 2018 from 24 donors, which helped benefit 66 patients!

## April:

Did you notice that the lights in the Watt Plaza exterior water fountain were “blue” in observance of **World Autism Awareness month**?

## June:

Watt Plaza tenants donated approximately 100 pounds of canned and dry food during the “LA Food Bank Drive!” The donations allowed **LA Food Bank** to distribute meals to hungry children and their families, seniors and individuals in Los Angeles County.

## August:

**City of Hope** collected 20 units of blood on August 9, 2018 from 26 donors, which helped benefit 60 patients!

## October:

Did you notice that the lights in the Watt Plaza exterior water fountain and Parking Structure Elevator Lobbies were “pink” in observance of Breast Cancer Awareness month?

In addition, Watt Plaza made a nominal donation to **American Cancer Society’s** “Making Strides Walk for Breast Cancer”.



## November:

Watt Plaza partners with **URM** (Union Rescue Mission) by collecting donations of socks, clothing and hygiene items for the “Annual Thanksgiving Outreach”. We were able to collect (5) 30 gallon bags of various needed items.

In addition, Watt Plaza made a nominal donation to the **Union Rescue Mission**.



## December:

Watt Plaza partnered with the **Building Owners and Managers Association of Greater Los Angeles (BOMA/ GLA)** for their 29th annual “Holiday Toy, Food and Clothing Drive” in which we were able to collect (6) 40 gallon bags of various needed items.

Watt Plaza was proud to host and support **Autism Works Now** and **Glorious Pies!** They were able to sell all 100 pies on Thursday, December 13th. Profits from each pie sold were donated to **Autism Movement Therapy, Inc.**

