

Watt Plaza Electronic Tenant® Portal

Created on January 21, 2021

Building Amenities: Auto

Aztec Auto Detailing

Located on the North West corner at the street level of the parking garage.

Hours of Operation (weather permitting): Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday, 7:00 a.m. to 5:00 p.m.

Services: Car Wash; Mini Detail; Complete Detail; Special Requests available.

310-277-5900

Bike Racks/Bike Lockers

Located in the North East corner at the street level of the parking garage. Bike Racks & Bike Lockers are available for use on a first-come, first-served basis. Bike Lockers are state-of-the-art and provide another option for those with high-end bicycles. Please call the parking office at 310-789-2178 for more details.

Electric Charging Stations

The parking structure is equipped with twelve electric vehicle charging stations, five are located on Level 3 and seven are located on Level 4 of the parking structure, and are available to monthly parkers to use 24 hours per day, 7 days per week with an electric vehicle charging pass. Electric vehicle charging passes may be obtained from the parking office. Vehicles must be moved out of the EV parking spaces once fully charged, as those parking spaces are for charging ONLY.

Front Door Club

Service includes: bottled water once per week, "flash valet" text for your car service, car wash pick-up and delivery.

Hours of operation: 7:00 a.m. to 7:00 p.m., Monday through Friday. Keys will be delivered to those individuals who have not exited by 7:00 p.m. and their cars will be parked in a designated "Valet" area. Find out more about the privileges and cost of this valet service by contacting the parking office.

310-789-2178

GEM Car Transportation

Service includes roundtrip transportation to Westfield Shopping Center.

Hours of operation: 11:00 a.m. - 3:00 p.m., Monday through Friday. Please call the parking office at 310-789-2178 to schedule an appointment.

Building Amenities: Banking

1st Century Bank

Lobby Level, 1875 Century Park East (North) Tower

Hours of Operation: Monday through Friday, 9:00 a.m. to 4:00 p.m.

Saturday - Closed

310-270-9500

Building Amenities: Business Services

Federal Express

Lobby Level, 1925 Century Park East (South Tower)

Hours of Operation: Monday through Friday, 9:00 a.m. to 7:30 p.m.

310-203-9928

On-Call Legal

Lobby Level, 1875 Century Park East (North Tower)

Hours of Operation: Monday through Friday, 8:00 a.m. to 6:00 p.m.

Specializing in Attorney Services, Reprographics, Copy & Print Center and Messenger Services.

310-858-9800

Building Amenities: Cleaners/Laundry

Noble Cleaners

Lobby Level, 1925 Century Park East (South Tower)

Hours of Operation: Monday through Friday, 8:00 to 6:00 p.m.

Dry cleaning service(s), include: alterations, ski wear, formal wear, leather, suede and household items; laundry service(s) include: shirts, fluff and fold, flat finish. Need your shoes repaired/shined? Drop off and pick-up service provided with a very short turn-around time.

310-552-3377

Building Amenities: Concierge Services

Fun Express

Building Management is pleased to introduce Fun Express, California's largest provider of discount entertainment programs. Each tenant and their employees will now be eligible to save up to 50% on southern California's best family entertainment. Fun Express carries tickets to Disney, Universal, Knott's, Sea World, and over 40 other southern California Dinner Shows, Movie Theatres, Water Parks and exciting activities. Employees can order via phone, mail or internet. Many tickets are available as eTickets and can be sent via email to employees the same business day as ordered.

VISA, MasterCard and Discover are accepted by Fun Express. Internet orders received by 3:00 p.m. and phone orders received by 4:00 p.m. on regular business days are processed/shipped or sent via email the very same business day. Fun Express is open 8:30 a.m. to 5:00 p.m., Monday through Friday. Orders are not processed on weekends and holidays.

Enroll in this new program via a simple registration process: simply [click HERE](#), then complete the Company Registration Form. The process takes less than 2 minutes and the program is free. Fun Express will approve your registration and email a confirmation to you containing a unique Employee Access Code (EAC) for your location. Your employees will then use this EAC when they shop online at www.FunEx.com.

If you would like more information about the program, [click HERE](#) for Program FAQs. We hope you will take advantage of this easy-to-use, valuable benefit opportunity. Please don't hesitate to take the opportunity to stretch your entertainment dollars.

www.FunEx.com

Building Amenities: Conference Rooms

Note: Due to COVID-19, the Conference Rooms will remain temporarily unavailable. We look forward to the opportunity in the future to share this exciting new amenity with you!

Watt Plaza Conference Rooms are ideal for company meetings, presentations and events.

Located in the 1875 Building on the Lobby Level, the large conference room can accommodate up to 81 people and the medium conference room can accommodate up to 32 people; depending on the required room set up. Set up can be configured into boardroom, classroom or auditorium seating.

The Conference Center can also be partitioned from the Center Lobby lounge area by a floor to ceiling sliding glass wall in which is ideal for larger events and would include exclusive use of the Pantry with sink for catering services, Large Conference Room, Medium Conference Room, Nook and adjacent Breakaway Lounge Area.

The conference rooms feature state of the art equipment including wall mounted touchscreen control panels, wireless connectivity, Ethernet connectivity, HDMI adaptor ring for multiple connectivity options, VoIP telephone, large flat screen TV monitor and ceiling-mounted loudspeakers as well as access to private restrooms. Both conference rooms feature a buffet counter for catering services and banquettes for additional seating.

Reservations:

Conference Center reservations are for Watt Plaza Tenants only and must be reserved via Angus "Reservations". Must be reserved with a minimum of 24 hours' notice on a first come, first served basis. A minimum of 24 hours' notice must be given for cancellation to avoid a 50% charge to your rent statement. Reservation charges will appear on your monthly rent statement.

Hours and Rates: (including setup and cleaning fees; "seminar" configuration is an additional \$50 setup fee)

Monday – Friday on a first come, first serve basis; no weekend reservations.

- Large Conference Room = \$200 per hour
- Medium Conference Room = \$150 per hour
- Partitioned Conference Center including Large and Medium Conference Rooms, Pantry, Nook and Adjacent Breakaway Lounge Area = \$700 per hour (2 hours minimum reservation)
- Entire Center Lobby including the Conference Center and Outdoor Patio (Afterhours ONLY) accommodates up to 345 people = \$1,500 per hour (3 hours minimum reservation)

To reserve a conference room at Watt Plaza, complete the Conference Room Reservation Form and submit via Angus "Reservations". For more information on onsite catering services or for a list of preferred catering vendors to enhance your meeting/event experience, click the link below.

- [Conference Room Reservation Form](#)
- [Conference Room Layout Options](#)
- [Watt Plaza Restaurants Catering](#)
- [Preferred Vendors – Catering and IT Services](#)



Building Amenities: E-waste Collection

Free E-waste Pick-up Dates

Watt Plaza offers free electronic waste (e-waste) recycling on a quarterly basis to all tenants. California Recycles, Inc. and Watt Plaza are working together to provide this service on:

- Wednesday, March 3, 2021
- Wednesday, June 2, 2021
- Wednesday, September 8, 2021
- Wednesday, December 1, 2021

Pick-up Locations are as follows:

*1875 & 1925 Building Loading Docks

CA Recycles, Inc. will accept the following items **FREE** of charge from all tenants of Watt Plaza:

- Cables & Cords
- Calculators
- Cameras
- Cell phones
- Cell Phones
- Components
- Computers
- Copiers
- DVD's
- Fax
- Keyboards
- Laptops
- Mice
- Microwaves
- Monitors
- MP3/IPODs
- Power Supplies
- Printers
- Scanners
- Stereos
- Telephones
- TV's
- VCRs

Please complete and submit your inventory form to CA Recycles, Inc. by no later than 12:00 noon on the Monday prior to your pick-up date. Please follow the instructions on the inventory sheet.

[Click here](#) for the Inventory Sheet.

For more information on CA Recycles, Inc. please visit www.californiarecycles.com or call 818-886-0600, extension 100.

**A designated area will be assigned for e-waste pick-up materials. Tenants may use the freight elevator to bring items down to the loading docks during the approved time period (2:00 p.m. â 3:00 p.m.) on the date of the pick-up.*

Building Amenities: Florist

Mystic Flowers & Gardens

- 1925 Century Park East, Suite M
- Hours of Operation: Monday through Friday, from 9:00 a.m. to 5:00 p.m.
- Mystic Flowers and Gardens specializes in custom floral arrangements, orchids, plants and plant maintenance, balloons, unique gifts and gourmet baskets. Delivery is within all Los Angeles areas; out-of-state order can be wired.
- **310-284-3417**

Building Amenities: Food Service

Let's Roll Sushi

Lobby Level, 1875 Century Park East (North Tower)

Hours of Operation: Monday through Friday, 10:00 a.m. to 4:00 p.m.

Serving sushi rolls, made to order poke bowls, fresh salads and more...

424-335-0735

Starbucks Coffee

Lobby Level, 1875 Century Park East (North Tower)

Hours of Operation: Monday through Thursday, 5:00 a.m. to 7:00 p.m.; Friday, 5:00 a.m. to 6:30 p.m.

The name speaks for itself! Serving a full line of delicious hot and iced coffees, fresh juices and an assortment of foodstuffs: fast salads, pastries, bagels, gift items and more....

310-553-8226

Taco Limon / Pizza Benne

Lobby Level, 1925 Century Park East (South Tower)

Hours of Operation: Monday through Friday, 7:00 a.m. to 3:30 p.m.

Check out their delicious Mexican and Italian inspired menu including breakfast options.

310-286-0464

Mickey Fine

Lobby Level, 1925 Century Park East (South Tower)

Hours of Operation: Monday through Thursday, 7:30 a.m. to 6:00 p.m., Friday until 5:30 p.m.

Wide selection of grab & go sandwiches, snacks, beverages, gifts, and over the counter medications.

Ask about their Complimentary Prescription Delivery Service to your office.

310-734-7714

Fooda Popup

1875 Building, 5th Floor, Suite 550 (back door)

Sweetgreen Outpost

1875 Building, 5th Floor, Suite 550 (back door)

Building Amenities: Notary Services

Dana Michelle Phantanom, Notary

Location: Building Management Office, 1875 Building, 11th Floor, Suite 1110

Hours of Operation: Monday - Friday / 8:00 a.m. - 5:00 p.m.

Customary fees apply. Please call to schedule an appointment.

(310) 789-2179

Building Amenities: Paper Shredding Service

California Recycles, Inc., our quarterly free e-waste pick-up vendor, also offers comprehensive paper shredding services including one-time service and regular service. Please call 818-886-0800 x. 100 for more details.

<http://www.californiarecycles.com/>

Building Amenities: Parking

The parking garage at Watt Plaza is managed by an on-site parking management company, which has an office in the garage on the first level. You may purchase parking follow up validation tickets for your visitors at the parking office. The Parking Manager can assist you in purchasing parking follow up validation tickets for your visitors. Each tenant is allocated a specific number of parking stalls as provided in the Lease. All tenants are billed on a calendar monthly basis by the parking office. Parking payment is due by the first of each month and considered late by the 6th. Additional parking rights may be purchased subject to availability. Please contact the Parking Manager at (310) 789-2178 for any parking needs. Parking rates are subject to change from time to time.

The parking entrances for Watt Plaza are located on the ground level of the Parking structure. The main entrance is located on Century Park East north of the 1875 Century Park East Building. Tenant's guests and vendors may use this entrance. Tenant is authorized to use any of the other nine (9) entrances and exits. All visitor parking for the Building is located on the up ramp between the first and second levels. Monthly parkers may park in any unreserved space.

Tenant and tenant's employees are required to purchase and utilize an AVI tag, which allows hands-free access at any of the entrances to and exits from the garage. There is a non-refundable deposit for the AVI tag.

It is also important to remember that the Building parking system has an "antipass-back" feature, which keeps track of each parker's card and remembers each transaction. When a parking card or AVI tag is used to enter the garage, it must be used to exit before it can be used to enter again. The parking card or AVI tag must be used to enter and exit the Building parking area every time, even if the gate arm is broken, inoperative or in the "up" position. If this process is not followed, the parking card or AVI tag will be "locked out" and will become inoperative. If this happens please notify the parking management company directly.

The parking facilities at Watt Plaza are available for monthly parkers 24 hours per day, 7 days per week. However, we do not permit long-term, overnight storage of cars in the garage. Vehicles parked overnight without the consent of the Building Management Office will be subject to a citation and/or towing at the vehicle owner's expense.

[Please see the Parking Section for more information.](#)

Building Operations: Accounting

Invoices for basic rent and miscellaneous charges will be sent in the last week of each month; please note that rent statements are provided as a courtesy only. Rent is due on or before the first day of each month in accordance with the terms of your lease, "Section 3. Rent" whether or not a rent statement is received.

Watt Management Company has a lock box banking system; payments must be mailed directly to the lock box address as indicated on your rent statement. For your convenience, listed below is the lock box for tenants in the respective building(s):

1875 Century Park East

Watt Plaza
P.O. Box 281
Rodeo, CA 94547

1925 Century Park East

Watt Plaza
P.O. Box 391
Rodeo, CA 94547

Please remember to note your suite number on your check and kindly return the remittance portion of the statement with your payment to the lock box. The inclusion of special notes referring to the application of funds is not only helpful, but encouraged.

Please do not submit your payment to the Building Management Office unless Building Management has directed you to do so – your payment may not be posted in a timely manner which could result in delinquencies/late fee.

Please contact the Accounting Department in the Building Management Office at (310) 789-2184 should you have any questions.

Building Operations: Building Management

The management company for the property is Watt Management Company and the staff for the property is located at the Building Management Office, 1875 Century Park East, Suite 1110. The building office is open between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday, building observed holidays excluded.

It is the responsibility of the management company to administer all leases for the property. There are many services that we provide to the tenants located at Watt Plaza and our staff is here to assist you in your needs. For all requests regarding service, please contact The Building Management Office at (310) 789-2179. You may also refer to this manual for assistance with these services.

The staff at the Office of the Building consists of the following:

Title	Name	Phone Number	Email
General Manager	Cameron Benson	(310) 789-2180	cbenson@wattcompanies.com
Property Manager	Dana Phantanom	(310) 789-2189	dphantanom@wattcompanies.com
Assistant Property Manager	Marla Garcia	(310) 789-2190	mgarcia@wattcompanies.com
Project Manager/Lease Administrator	Ruby Brown	(310) 789-2183	rbrown@wattcompanies.com
Senior Property Accountant	Donna Nathaniel	(310) 789-2184	dnathaniel@wattcompanies.com
Property Coordinator	CiCi Montgomery	(310) 789-2179	smontgomery@wattcompanies.com
Fax number		(310) 203-0225	

Building Operations: Holidays

Watt Plaza will be closing in observance of specific Federal Holidays.

Please review the chart below to confirm the closing of the "Building" and the closing of the "Building Management Office":

<u>HOLIDAYS</u>	<u>Building Management Office is CLOSED</u>	<u>Building is CLOSED</u>
New Year's Day:	Friday, January 1, 2021	Friday, January 1, 2021
Martin Luther King, Jr. Day:	Monday, January 18, 2021	
President's Day:	Monday, February 15, 2021	Monday, February 15, 2021
Memorial Day:	Monday, May 31, 2021	Monday, May 31, 2021
Independence Day:	Monday, July 5, 2021	Monday, July 5, 2021
Labor Day:	Monday, September 6, 2021	Monday, September 6, 2021
Thanksgiving:	Thursday, November 25, 2021 Friday, November 26, 2021	Thursday, November 25, 2021 Friday, November 26, 2021
Christmas Eve:	Friday, December 24, 2021	Friday, December 24, 2021
New Year's Eve:	Friday, December 31, 2021	Friday, December 31, 2021

The Building Management Office will close at **3:00 p.m.** on the following dates in observance of a Federal Holiday:

<u>HOLIDAYS</u>	<u>BMO CLOSSES at 3:00 p.m.</u>
Memorial Day:	Friday, May 28, 2021
Labor Day:	Friday, September 3, 2021
Thanksgiving:	Wednesday, November 24, 2021

Please note that calls placed after hours will be directed to Building Security.

Building Operations: Leasing

Title	Name	Phone Number
Vice President of Leasing	Kathy McKay	(310) 789-2182
Director of Leasing	Jamie Bergantz	(310) 789-2187

In general, please call 310-789-2179 and your needs will be taken care of or you will be directed to the appropriate person.

Building Operations: LEED

LEED Platinum

Watt Plaza was awarded the LEED Platinum Existing Buildings Operations and Maintenance (EB & OM) Certification by the U.S. Green Building Council in August 2013. It is the first office high-rise building in Century City to achieve this distinction in this particular category. ([click here](#) for the LEED Platinum Press Release).

What is LEED?

LEED EB & OM is Leadership in Energy and Environmental Design and is the U.S. Green Building Council's primary rating system for designing and constructing the world's greenest, most energy efficient and high-performing buildings.

How did Watt Plaza attain its LEED Certification?

The Certification was based on a number of green measures that positively impact the project itself, the broader community and reduce global climate change. Some of the measures include: water conservation, waste recovery, alternative transportation options, energy efficiency measures and an indoor air quality management program.

Where are some of the measures evidenced throughout Watt Plaza?

Alternative Transportation Option: Bicycle Racks located in the parking structure, ridesharing promotion, commuting information (click here for commuting information).

Energy Efficient Measures: Achievement of a consistent, high Energy Star rating (this is a benchmark of energy performance relative to similar building in similar climates) each year since 2004; installation/application of 3M Window Film throughout the building interior (this film rejects up to 79% of the heat that would otherwise filter through the window – which translates into a savings of about one ton of air conditioning for every 100 square feet of glass exposed to sunlight; during colder, winter months the window film works to reflect manmade heat back into the building, reducing heat loss by up to 30%. Indoor Air Quality Management Program at Watt Plaza includes proper maintenance of outdoor air introduction and exhaust systems; a high performance cleaning program consisting of green certified products and equipment; safety guidelines and a periodic green cleaning custodial effectiveness audit, all which enhance the indoor air quality, contributing to the comfort and well-being of the occupants.

Green Cleaning: Purchase of Sustainable Cleaning Products and Materials.

Restrooms: The common area restrooms have low-flow faucets, low-flush toilets, water free urinals, purchase of sustainable paper products.

Trash Disposal: A Waste Management Program averages 67% of all building waste to a materials recovery facility. An E-Waste (Electronic Waste) Program which includes quarterly E-Waste round-ups of computers, monitors, copy machines, etc. (click here for sample flyer).

Interested in learning about the U.S. Green Building Council?

The U.S. Green Building Council is a nonprofit membership organization whose vision is a sustainable built environment within a generation. Its membership includes corporations, builders, universities, government agencies, and other nonprofit organizations. Since USGBC's founding in 1993, the Council has grown to more than 17,000 member companies and organizations, a comprehensive family of LEED green building rating systems, an expansive educational offering, the industry's popular Greenbuild International Conference and Expo (www.greenbuildexpo.org), and a network of 78 local chapters, affiliates, and organizing groups. For more information, visit www.usgbc.org.

What measures or projects has Watt Management undertaken to continue to maintain its LEED Certification?

- Researching satellite irrigation controllers that water plant material as needed in accordance with particular weather conditions.
- Investigation with lighting vendors to achieve maximum reduction of Mercury in lamps.
- Continuous Solid Waste Data tracking.
- Compilation of upcoming Occupant Comfort Survey.
- Compilation of upcoming Occupant Lighting Survey.

- Conduct Custodial Effectiveness Audit for 2011.
- Continuous tracking of Sustainable Cleaning Products and Materials.
- Tracking of Sustainable Cleaning Equipment Maintenance and Repair.
- Tracking of Interior and Exterior Pest Management Practices.
- Continual maintenance and improvements of Building Exterior and Hardscape Management Plan.
- Compilation of an Alternative Commuting Transportation Survey.
- Constant monitoring/tracking of Building Energy Performance.

Building Security: 24 Hour Security

Building Security is on-site 24 hours per day / 7 days per week and is provided by Allied Universal Security Services. The primary function of Building Security is to observe and report. Our security officers are friendly & helpful. Building Security works in tandem with Building Management to assist tenants, visitors & vendors; administer & monitor building access; enforce building policies & procedures; monitor 24-Hour CCTV surveillance from our Security Command Center; assist in fire life safety & building emergencies; and conduct building security inspections.

Building Security Desks

Security Desks can be found in three locations: 1875 North Lobby, 1925 South Lobby and Center Lobby. Building Security Officers are instructed not to accept any type of delivery on behalf of tenants for various liability reasons. Belongings such as brief cases, boxes, equipment, etc. are not allowed to be left at the security desks for any reason or unattended by the owner.

Please Note: Security is not authorized to arrange for services such as access; access requests must be submitted via the [Angus](#) work order system between 8:00 a.m. and 5:00 p.m., Monday– Friday for Building Management approval/processing.

Building Security Telephone Numbers

(310) 789-2188

Building Management Office telephones transfer to the 1875 North Lobby security desk after 5:00 p.m. Monday - Friday, throughout the weekend, building observed holidays and when the Building Management Office is closed.

Elevator telephones are answered by Building Security; 24 hours per day/ 7 days per week. If the security officer is unable to answer the telephone, due to another emergency they may be handling, the telephone will transfer to the elevator emergency dispatch center.

Please feel free to contact Building Management Office at (310) 789-2179 if you would like to discuss any security issues.

Building Security: Building Access Cards

Building Access Cards for Tenants are processed Monday through Friday between the hours of 11:00 a.m. - 2:45 p.m.

How do I obtain a building access card?

1. Prior to contacting the Building Management Office for an appointment, the Authorized Suite Contact should update the "[Employee Access Authorization List](#)" to include all employees who are authorized to have after-hours suite access
2. The Authorized Suite Contact should send the complete, updated "[Employee Access Authorization List](#)" via the ANGUS Work Order System. Please select the "Tenant Info Sheet" request type and *attach* the updated form.
3. The Authorized Suite Contact should schedule an appointment with the Building Management Office via the ANGUS Work Order System. Please select the "Building Access Card" request type and include the pertinent information in the "Details" section including name(s) of employee(s) and requested time(s) of appointment(s). Please note that the associated non-refundable fee for a new access card is \$25; the fee needs to be approved by the Authorized Suite Contact in writing prior to services being rendered. The fee will be added directly to the monthly rent statement.
4. The employee receiving the access card should report to the Center Lobby at the designated time with valid photo identification, (Drivers License preferred) and the access card if applicable. Building Security will process the access card (which includes taking a photo) at that time.
5. Do not loan your access card; Building Security may retain the access card if it is being used by someone else.

Can building access be added to my Parking Access Card?

Yes, Building Access can be added to Parking Access Cards. However, please note that Building Access cannot be added to AVI transponders.

When do I need to use the Building access card?

All building entrances are locked and secured during the time periods listed below. Building Access Cards are required to access building entrances and building floors via elevator:

- Mondays through Thursdays: 7:00 p.m. - 5:59 a.m. the following morning.
- Fridays: After 7:00 p.m.
- Saturdays & Sundays: All Day
- Building Observed Holidays: All Day

Building Entrances & Exits

- a. 1875 Lobby (Main) Entry & Exit Doors
- b. 1925 Lobby Rotunda Doors & Revolving Door
- c. 1925 Egress (located near Chase Bank)

How do I use the Building Access Card?

Building Entry: In order to gain access to the 1875 Building Entrance after hours, please wave your card in front of the card key reader (black box with an LED light) located on the right-hand side of the left set of entry glass double doors. After entering the building, please wave your access card in front of the "IN" card reader located at the 1875 Lobby security desk. Upon exiting the building, please wave your card in front of the "OUT" card reader located at the 1875 Security Desk. A security officer can provide you with assistance if needed.

How do I use the Building Access Card? (Continued)

Building Elevators: In order to gain access to your designated floor after hours; (1) step into the elevator; (2) wave your card in front of the card key reader (black glass panel with LED light) located directly above the elevator floor buttons; (3) press the button that corresponds with your floor.

How do I terminate building card access?

1. Prior to contacting the Building Management Office with a request to terminate building access, the Authorized Suite Contact should update the "[Employee Access Authorization List](#)" to include all

- employees who are authorized to have after-hours suite access.
2. The Authorized Suite Contact should send the complete, updated "[Employee Access Authorization List](#)" via the ANGUS Work Order System. Please select the "Tenant Info Sheet" request type and *attach* the updated form.
 3. The Authorized Suite Contact should submit a termination request to the Building Management Office via the ANGUS Work Order System. Please select the "Building Access Card" request type and include the pertinent information in the "Details" section. Included on the building access card termination request should be the following information:
 - a. Name of Employee
 - b. Building Access Card Number (first set of numbers on the back of the card)
 4. Building Security will be notified and confirmation of building access card termination will be sent via e-mail to the Authorized Suite Contact.

Building Security: Building Access for Tenants, Visitors & Vendors/Contractors

Watt Plaza is considered an “open” building Monday through Friday from 6:00 a.m. to 6:59 p.m. The term “open” in this case refers to our security policy that allows tenants & visitors to gain access to the building, building elevators, and unsecured floors without checking-in with Building Security. This policy does not apply to vendors; all vendors need to check-in with Building Security. Please see the “After-Hours” periods for building entrances, elevators, and suite access below:

“After-Hours” Periods for Building Elevators and Entrances

During these time periods, all building entrances are locked and secured. Building Access Cards are required to access building entrances and building floors via elevator.

- Mondays through Thursdays: 7:00 p.m. - 5:59 a.m. the following morning.
- Fridays: After 7:00 p.m.
- Saturdays & Sundays: All Day
- Building Observed Holidays: All Day

Building Entrances & Exits

- 1875 Lobby (Main) Entry & Exit Doors
- 1925 Lobby Rotunda Doors & Revolving Door
- 1925 Egress (located near Chase Bank)

“After-Hours” Period for Suite Access

If you require assistance with suite access and do not have your suite key during the following time periods, a fee may be assessed:

- Mondays through Thursdays: 6:00 p.m. - 5:59 a.m. the following morning.
- Fridays: After 6:00 p.m.
- Saturdays & Sundays: All Day
- Building Observed Holidays: All Day

Building Security is unable to provide after-hours suite access to tenants. Building Security is not provided with key access to tenant suites. Building Engineers, if available, may be able to provide locksmith services at the industry standard fee listed below:

Engineer Rates

Monday - Friday Engineer Rate:	\$338.72 (minimum of 4 hours at \$84.68 per hour)
Saturday/Holiday Engineer Rate:	\$389.92 (minimum of 4 hours at \$97.48 per hour)
Sunday Engineer Rate:	\$511.68 (minimum of 4 hours at \$127.92 per hour)

Tenant will ultimately be responsible for all costs associated with any services provided, including building engineer’s time and materials. The associated fees must be approved by a Daily, Executive, or Emergency Contact prior to receipt of services. Building Security will furnish an [“After-Hours Suite Access Approval”](#) form for completion and signature.

Tenant “After-Hours” Access

- Tenant contacts should maintain current [“Tenant Information Sheets”](#) with the Building Management Office in order to avoid delays or possible denial of after-hours building access.
- Tenant’s requesting access to the building during the “after-hours” period must be listed on the [“Employee Access Authorization List”](#).
- Building Security will refer to the [“Employee Access Authorization List”](#) should the Tenant not have a Building Access Card.
- If the employee is not listed on the [“Employee Access Authorization List”](#) and the employee has not been granted authorized after-hours suite access in writing prior to the floor access request, Building Security will process the employee as a visitor (valid photo ID is required) and attempt to obtain

authorization by calling the Authorized Suite Contact.

- Building Security will require an authorized Tenant representative possessing a valid access card and identification to come to the Security Desk, sign for the employee and escort the guest to the suite.
- Tenant will be fully responsible for the employee/visitor.
- Access will be denied if Building Security is unable to reach the Tenant Contact by telephone to obtain approval.

Submitting Access Requests

All access requests need to be submitted to the Building Management Office via the [Angus Work Order System](#). All requests must be received at least (1) Full Business Day in advance of the requested access date. Weekend/Holiday access requests must be received by no later than (2) Full Business Days prior to the requested access date for proper processing. Please include the following information in your written request:

- Full Vendor/Contractor Name or Full Visitors Name
- Vendor/Contractor Contact Name & Phone No. (Vendor/Contractor only)
- Areas of Access
- Description of Work (Vendor/Contractor only)
- First day and time of access & Last day and time of access

Vendor/Contractor "After-Hours" Access

How do I process an access request for a vendor/contractor?

- The authorized tenant contact must submit a written access request (1-2) Full Business Days in advance to Building Management to allow adequate time for processing.
- **Contractors Only:** All contractors will be responsible for reading and signing a copy of our Contractor Rules and Regulations which can be found online in the electronic tenant handbook at the following URL: <http://www.wattplaza.info/main.cfm?sid=bsservices&pid=construction>. The signed Contractor Rules & Regulations should be submitted to the Building Management Office.
- **Contractors Only:** Depending on the nature of the work being performed a "scope of work" may be requested for review by Building Management/Engineers.
- **Contractors Only:** The signed copy of the contractor rules & regulations needs to be delivered via the Angus Work Order System to the Building Management Office before any work can commence.

Note: All vendors need to submit valid and accurate insurance certificates that meet building requirements; attached please find our Watt Plaza Vendor Insurance Requirements for your reference.

Visitor Access

How do I process an after-hours access request for a visitor?

- **After-Hours Access Only:** The authorized tenant contact must submit a written access request (1-2) Full Business Days in advance to Building Management to allow adequate time for processing.
- **After-Hours:** Monday- Friday (7:00 p.m. - 6:00 a.m.). All Saturdays, Sundays, and Building Observed Holidays are considered "After-Hours".

Leaving the Building After-Hours

To exit the Building 24 hours a day tenants, vendors and visitors may use the 1875 (North Lobby).

Note: Lobby Rotunda Revolving Doors are open at 6:00 a.m. and are locked at 7:00 p.m., Monday through Friday and remain locked over the weekend and holidays.

Building Security: Deliveries

All deliveries and pick-ups are handled at the back of the building. Each tower is equipped with a loading dock and freight elevator.

Loading Dock

During regular building hours (6:00 a.m. to 6:00 p.m.) deliveries must stay within the following guidelines:

- The size and scope of the delivery must not exceed the 30 minute time frame. For example, a delivery arriving at 6:00 a.m. should be completed in its entirety, by 6:30 a.m.
- Deliveries during the specified time should consist of a few small items or possibly 1 large item.

The loading dock door dimensions are 13' wide x 19' high.

Freight Elevator Usage

The interior dimensions of each freight elevator cab: 5' 3" wide x 9' deep. The rear half of the ceiling area is raised to a height of 10'. The doorway to the freight elevator is 4' 6" wide by 8' high.

Use of the freight elevator after-hours, weekends, or holidays must be approved in advance by Building Management. Operation of the freight elevator after-hours, weekends, or holidays requires the presence of a Building Security Officer; there is a 4 (four) hour minimum charge (\$35.00 per hour) for the Security Officer and payment for such is the responsibility of the tenant.

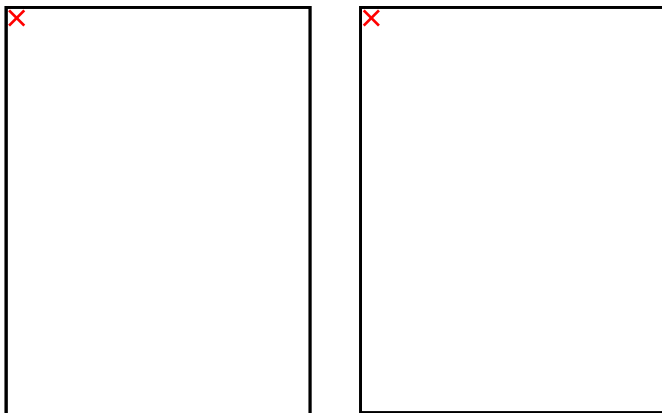
Freight Elevator Usage (Continued)

During regular building hours (6:00 a.m. to 6:00 p.m.), Monday through Friday, the freight elevator is available on a first-come, first-served basis; Security will issue an access card upon receipt of a current California Drivers' License, valid photo I.D., or equivalent form from the delivery person. The access card will operate the **freight elevator** to the approved floors only.

Stacking more than 3 bankers or storage boxes on a dolly present a safety concern for other tenants, guests or visitors in the building who may be walking nearby; or may present an unnecessary hazard for individuals evacuating the building due to an emergency situation.

Transporting boxes (such as those used to transport court documents) on a dolly in any of the passenger elevators must meet the following criteria (see photos below):

- The maximum number of storage boxes is (3), which is equal to or less than a height limitation of 35 inches ;
- The dolly must have two rubber wheels to minimize noise and prevent damage to the tile floors;
- The boxes must be securely strapped down to the dolly to prevent them from falling off.



Under no circumstances are deliveries of large items requiring a cart exceeding the height requirement above or number of boxes as stated herein, permitted access through any of the passenger elevators in the building(s). Resulting damage will be billed back to the Tenant.

To eliminate redundancy and increase efficiency, the Building Management Office recommends that each tenant submit an Approved Vendor List ([click here](#)). The Approved Vendor List form:

- should be completed by the Authorized Suite Contact and sent to the Building Management Office via the [ANGUS Work Order System](#). Please select the "Tenant Info Sheets" request type and attach the updated form.
- is for vendors making small deliveries during business hours only. Vendors listed on the "Approved Vendor List" will be provided floor access by Building Security automatically during business hours only.
- is essential for tenants to ensure that newspapers, periodicals or other deliveries are made to a tenant's suite during normal business hours.

How do I schedule an after-hours delivery or pick-up?

- Contact the Building Management Office via the [ANGUS Work Order System](#) or call (310) 789-2179 at least 48 hours before the intended freight elevator and loading dock usage.
- Prior to making a freight reservation the following must be completed:
 - a. Freight Elevator and Loading Dock Request Form ([click here](#))
 - b. Full Compliance with Watt Plaza Vendor Insurance Requirements ([click here](#))
- The scheduled delivery or pick-up is confirmed via email/message by the Building Management Office.

All after-hours deliveries or pick-ups must commence at 6:00 p.m. and be completed by no later than 5:30 a.m., Monday through Friday. Delivery times can be flexible during the weekends and holidays, in accordance with Building Management approval.

Cancellations/Alterations need to be submitted in writing via Angus during business hours (8:00 a.m. - 5:00 p.m. Monday-Friday excluding holidays) at least 48 hours before the confirmed freight elevator and loading dock usage in order for the request to be processed.

What happens when vendors arrive unannounced during business hours?

- Building Security will refer to the "Approved Vendor List".
- If the tenant has not authorized the vendor in writing, Building Security will inform Building Management.
- The Building Management Office will confirm that the vendor's insurance is in compliance with building requirements.
- Building Management will attempt to obtain access authorization from the Authorized Suite Contact via telephone and e-mail. Building Management will advise the Authorized Contact on the status of insurance compliance of the vendor.
- If the vendor insurance is not in accordance with Watt Plaza Vendor Insurance requirements, the Authorized Suite Contact may approve the vendor to make the delivery, provided the tenant agrees to be fully responsible for the vendor.
- All vendors will be required to provide valid identification.
- A sign-in/sign-out register is provided at the Lobby Rotunda Security Desk. The register must be completed by all vendors to include name, company, time in, and time out.

Building Security cannot accept deliveries for tenants nor can they "hold" any items left unattended at the Security Desk.

Building Security: Emergency Preparedness Products & Services

Emergency Preparedness Products & Services

SOS Survival Products
15705 Strathern St., #11
Van Nuys, CA 91406

(O) 1-800-479-7998

(E) sos-info@sosproducts.com

(W) sosproducts.com

Building Security: In Suite Security Measures

In Suite Security Measures

Listed below are security measures for consideration within your respective suites:

- Installation of an access key card system (for those tenants who wish to lock their suite at all times);
- Doorbell with intercom (for those tenants who wish to lock their suite at all times);
- Camera installation (visible deterrent cameras);
- Camera installation (non-visible cameras - 24/7 external or internal security monitoring service systems).

While you can elect to use the vendor of your choice (subject to building review and provided they meet building requirements), listed below are the building approved vendors for security surveillance:

- Card Key or Doorbell Vendor:

IVA Solutions
Contact: Chris Tucker
1879 Freeman Ave., Suite B
Signal Hill, CA 90755
O: 562-494-3301
cwtucker@ivasolutions.com

- Camera Vendor:

TRL Systems
Contact: Peter Javryd
9531 Milliken Avenue
Rancho Cucamonga, CA 91730
O: 909-456-2621
pjavryd@trlsystems.com

A written request must be submitted to Building Management via [Angus](#) for approval prior to installing any of the above suite security measures.

Building Security: Lost and Found

Listed below is the designated location and timeframe where inquiries can be made on “lost” items (excluding car keys):

Building Management Office: Monday - Friday / 8:00 a.m. - 5:00 p.m.
(except Building Observed Holidays)

Listed below is the designated location and timeframe where inquiries can be made on “lost” car keys:

Parking Office: Monday - Friday / 8:00 a.m. - 6:00 p.m.
Saturday / 9:00 a.m. - 4:00 p.m.

Listed below is the designated location and timeframe where “found” items can be submitted:

1875 Lobby Security Desk: 24 Hours a day / 7 days a week

How and where do I retrieve “lost” car keys?

Lost car keys can be retrieved from the Parking Office. Please stop by the Parking Office or call the Parking Office at (310) 789-2178 to inquire about your lost car keys.

How and where do I report a “lost” item?

Lost items should be reported to the Building Management Office at (310) 789-2179.

How and where do I turn-in “found” items?

Found items should be given to Building Security for processing. Please bring your found item to the 1875 Lobby Security Desk and hand it over to a security officer. The item submitted will be inventoried along with the name of the person who found the item, the time and the location where the item was found, the complete description of the item (i.e. if the laptop bag contained a laptop), etc.

How and where do I retrieve a “found” item?

Items can only be claimed at the Building Management Office at the designated times stated above.

How long are “found” items placed in the Building Management Office?

30 days from the date the found item is submitted; on the 31st day, all items are discarded.

Building Management and Security will assist to the best of its abilities, but it is ultimately the responsibility of the item's owner to follow-up on each particular case.

Building Security: Solicitation

Building Security works in conjunction with Building Management to enforce building policy and remove solicitors when discovered. The following procedures are recommended with regard to encountering solicitors:

In the event a solicitor gains entrance to your suite, you should:

1. Ask him or her to have a seat while an Authorized Suite Contact is notified.
2. The office manager should call the Building Management Office at (310) 789-2179 immediately.
3. Upon notification the Building Management Office will dispatch a security officer to the suite so that the solicitor may be directly informed of the building policy and be personally escorted off the premises. The solicitor should never be left alone or **unobserved** while in the Tenant's suite. Under no circumstances should the Tenant confront or attempt to **remove** a solicitor.
4. In case the solicitor exits your suite prior to the arrival of a security officer, please make note of his or her general description, approximate age, color of clothing, hair color and any other distinguishing features to assist Building Security in identification.

Building Security: Suite Security Alarms

The Building Management Office must be notified in writing prior to the installation of any tenant construction or repair work pursuant to Section 7 of your lease including but not limited to Suite Security Alarm Systems. All work must be approved in writing by Building Management prior to the commencement of any work.

Please address your notifications and requests to the following parties:

General Manager	Cameron Benson	(310) 789-2180	cbenson@wattcompanies.com
Property Manager	Dana Phantanom	(310) 789-2189	dphantanom@wattcompanies.com
Project Manager/Lease Administrator	Ruby Brown	(310) 789-2183	rbrown@wattcompanies.com

Address: 1875 Century Park East, Suite 1110, Los Angeles, CA 90067

All contractors and subcontractors must meet the following insurance requirements set forth by Building Management:

General liability insurance in an amount of no less than \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate.

A SEPARATE "ADDITIONAL INSURED ENDORSEMENT" must be provided.

THE ADDITIONAL INSURED ENDORSEMENT MUST BE ISO FORM CG 20 10 07 04 OR EQUIVALENT

The name of the Additional Insureds must read as follows:

WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

Worker's Compensation - with limits equal to or greater than statutory limits.

Business Auto Liability -- \$1,000,000 combined single limit for bodily injury and/or property damage.

The name of the Certificate Holder must read as follows:

WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

Complete, accurate copies of the required insurance certificates should be provided to the Building Management Office prior to commencement of construction. All contractors must read and sign a copy of the "Contractor's Rules and Regulations" and submit a signed copy to the Building Management Office prior to construction. All construction must be consistent with building standards. All construction or repair personnel must register with Building Security at the 1875/1925 Building Lobby during the week (Monday-Friday) and at the 1875 North Lobby during the weekend.

Building Security: Tenant Safety Awareness

Tenant Safety Awareness

Although Watt Plaza has security measures in place, there is no such thing as a "fail-safe" system. Even the most elaborate of security precautions (such as alarm systems, patrol officers, etc.) are not guarantees against crime. Please carefully consider and follow these suggestions.

Crime will always increase if the opportunity is greater and defenses are down. The professional criminal is always alert to:

1. Unprotected Property
2. Opportunity

PREVENTION comes with awareness and concern. Tenants of Watt Plaza can play a great part in reducing the chances a criminal opportunist may have by following the few simple precautions outlined in this Safety Awareness bulletin.

1. WATCH FOR STRANGERS

- Screen all visitors, and question any stranger in your office. Call 911 immediately if you feel threatened. After calling 911, please notify Building Security at 310.789.2188 for report purposes and provide adequate description so that Security can assist with directing the police to your suite upon arrival. A Security Officer will report to your suite and observe. Security is unable to use physical force to remove the person and thus the police will need to intervene.
- Report any suspicious activity to Building Security, immediately, including activity in the parking garage or around the exterior of the building.
- Be aware of persons loitering in the corridors and around the building. The target hours are 30 minutes before/after work and during the lunch hour. Thieves like to disguise themselves as a person on the move; get to know other people on your floor and in your suite.
- Do not allow unverified or unauthorized service people to take your office equipment without proper authorization and identification. If you have any doubt, please call to confirm service and their credentials with the vendor.
- Be aware of your surroundings at all times, including when walking to/from the parking areas. Make a special effort to look around corners when entering parking garages, etc. after dark. Have your car keys ready when exiting the building at night, and lock your doors upon entering your car. Walk in groups whenever possible, or ask for a security escort by calling 310-789-2188.
- Repairs and/or maintenance service calls made to your suite should be verified by your office manager. If you are not the contact person and an engineer or vendor approaches you, do not hesitate to ask them to wait before commencing work in order for the office manager to confirm that their presence was requested. In addition, please note that all Watt Plaza Engineers and Day Porters are in uniform at all times and are identified with a name tag. Nevertheless, do not hesitate to call the Security Console (310-789-2188) if you are uncertain of the reason for the contractor's visit. Please use similar precautions when hiring any vendors directly.

2. WATCH YOUR POSSESSIONS

- Always keep your purse or wallet securely locked in a desk or filing cabinet, even if you are away from your desk for only a few minutes. Purses left unattended outside a desk or in an unlocked desk drawer, and wallets left inside a hanging coat, are easy targets for theft.
- Packages and purses should be carried in front of your person to deter quick "grab and run" thefts. Leave all packages in the trunk of your car rather than in the interior, or in a locked drawer or cabinet in your office. Do not leave packages (i.e. shopping bags) on your desk or file cabinets.
- Do not leave the keys to a locked file cabinet or desk in the top drawer of your desk; this is a common habit and criminals know it.
- Do not leave checkbooks on top of desks. A few blank checks taken out of the back of the book may not be missed until you are notified by your bank that they have been cashed. Place the checks in a secure location when they are not being used.
- Avoid keeping large amounts of petty cash, and keep it locked up at all times.
- Do not leave office equipment or valuables near exit doors.
- Lock small office equipment (i.e. laptop computers, electronic organizers, etc.) in your desk drawer when leaving the office.

3. TAKE PRECAUTIONS

- Lock entrance doors during off hours and/or when the receptionist is not on duty, or provide a relief

- receptionist whenever the front door is unlocked or unattended.
- You may consider keeping the door locked if only one person is in your office.
 - Lock desks and file cabinets before you leave.
 - Keep all auxiliary entrance/exit doors locked **AT ALL TIMES** (even when just making a short trip to the restroom).
 - When leaving for the day, turn off electrical appliances and lights, and make certain all doors are locked.
 - Stairwells are for emergency exit only. People who prop open the doors and use the stairwells for activities such as smoking (which is against Building Rules and Regulations) give the office thief access to the building. Please contact the Security Desk or the Building Management Office if you are aware that this is happening on your floor.
 - Report lost or stolen office keys or access cards to the Building Management Office or Security **immediately**.
 - Call the security console at 310-789-2188 or stop by to request an escort as you exit the building. Building Security is available 24 hours a day, 7 days a week for escorts to your car.

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Building Security: Tenant Security Tips

Tenant Security Tips

Maintaining Personal Security

- Personal valuables should never be left unattended in plain sight.
- Use escort services which are available at all times; call Security at 310-789-2188 or go to the 1875 Building Security Console.
- Report items that appear out of place/suspicious immediately to The Building Security Main Desk (310) 789-2188.
- Be prepared to give accurate descriptions of race, age, sex, appearance, location, etc.

Maintaining Suite Security

- Never leave keys in a door lock.
- Report key loss to Building Management immediately.
- Retrieve keys from outgoing employees.
- Make sure that keys issued on a temporary basis are returned.
- Lock interior doors whenever possible.
- Check suite doors when you leave after hours.
- Report solicitors immediately to Building Security.
- Report damaged/malfunctioning doors to the Building Management Office immediately.

Maintaining Equipment Security

- Secure laptops to docking stations or locking cables.
- Store laptops with no locking devices and portable electronics in a secured cabinet.
- Tag and inventory property with serial numbers and model numbers.
- Submit a written request via the Angus work order system for all outgoing equipment.
- Use engravers and identification stickers.
- Use tracking software and PC marking systems.

Petty Cash

- Use a locked cash box.
- Lock cash boxes in a desk drawer or cabinet when leaving the office.
- Do not let cash accumulate.

Note: Building Security is here to observe and report.

LAPD West L.A. Division: Non-Emergency Phone Number for police report filing: (310) 444-0701.

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Building Services: Additional Space Requirements

Watt Plaza's leasing team is comprised of years of experience coupled with expertise on current market trends. Please direct all inquiries for additional space to the Vice President of Leasing at (310) 789-2182 or the Director of Leasing at 310-789-2187.

Building Services: Building Signage and Directory

Building Directory

Watt Plaza has an electronic building directory. The building directory touch screens are located on the lobby level at the 1875 North Lobby Security Desk and the 1925 South Rotunda Lobby Security Desk. The lobby directories provide location information for current tenants, building information, leasing availability, and traffic reports. Watt Plaza tenants enjoy the privilege of having their company information entered into the Building Directory free of charge. Please note that there is a maximum of (5) employee that can be listed for each associated company.

How do I request an addition, update, or change to my company information in the Building Directory?

1. The Authorized Suite Contact should submit a written request to the Building Management Office via the [Angus Work Order System](#).
2. Please select the "Directory Request" request type and include the full spelling of the company name as you would like it displayed and the full spelling of the (5) associated employees in the "Details" section.

Building Signage

Except as otherwise provided in the Lease, no sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed or affixed on or to any part of the outside or inside of the Building or Premises. Building Management reserves the right to remove any such sign without notice at Tenant's expense. Only those signs that are approved in writing by the Building Management Office may be displayed in public view. This includes but is not limited to point-of-purchase displays, sales and clearance signs, seasonal signs, special merchandising displays, placards, pictures, notices, etc.

Tenant Plaque: Watt Plaza has building standard tenant plaques which must be ordered through Building Management and each tenant is fully responsible for all associated costs. All tenant suites are required to have a tenant plaque adjacent to the suite entry door for identification purposes. The tenant plaque is composed of three pieces; (1) the "Fin" which contains the suite number written in English and Braille;(2) the "Tenant Insert" which is the glass portion of the sign that contains the Tenant name; (3) the metal back that is affixed to the wall. Suites without a tenant plaque will require a "Complete Unit" containing all three components.

How do I place an order for a new "Tenant Insert"?

1. The Authorized Suite Contact should send a completed "Signage Template for Mock-up" form (click [here](#)) to the Building Management Office via the [Angus Work Order System](#). Please select the "Signage" request type and include any pertinent information in the "Details" section.
2. Building Management will process the "Signage Template for Mock-up" and provide a layout to the Authorized Suite Contact via e-mail through the Angus Work Order System approximately (3-5) Business Days later for review and approval along with a Sign Quote.
3. The Authorized Suite Contact should check "As Submitted", sign and date the layout and sign and date the Tenant Plaque Quote and forward both documents to the Building Management Office via the Angus Work Order System.
4. Please allow (3-5) weeks from the date of approval for production and installation of the "Tenant Insert".

How do I place an order for a new "Fin"?

1. The Authorized Suite Contact should send a completed "Signage Template for Mock-up" form (click [here](#)) to the Building Management Office via the [Angus Work Order System](#). Please select the "Signage" request type and include any pertinent information in the "Details" section.
2. Building Management will process the "Signage Template for Mock-up" and provide a Tenant Plaque Quote to the Authorized Suite Contact for review and approval.
3. The Authorized Suite Contact should sign and date the Tenant Plaque Quote and send the document to the Building Management Office via the Angus Work Order System. Please allow (3-5) weeks from the date of approval for production and installation of the "Fin".

How do I place an order for a "Complete Unit"?

1. The Authorized Suite Contact should send a completed "Signage Template for Mock-up" form to the Building Management Office via the [ANGUS Work Order System](#). Please select the "Signage" request type and include any pertinent information in the "Details" section.
2. Building Management will process the "Signage Template for Mock-up" and provide a layout to the Authorized Suite Contact via e-mail through the Angus Work Order System approximately (3-5) Business Days later for review and approval along with a Sign Quote.
3. The Authorized Suite Contact should check "As Submitted", sign and date the layout and sign and date the Tenant Plaque Quote and forward both documents to the Building Management Office via the Angus Work Order System.
4. Please allow (3-5) weeks from the date of approval for production and installation of the sign.

Building Services: Cleaning

Building Management is dedicated to maintaining a clean building for the comfort and enjoyment of all our valued tenants. Building cleaning services are provided on a contract basis by ABM Janitorial. Day porter services are for maintenance of the common areas and are provided daily Monday through Friday from 6:00 a.m. to 5:00 p.m., excluding building observed holidays.

Day Porter Services

Day porter janitorial services are focused on maintaining the cleanliness of the building's common areas; it is essential that their time is used effectively to maintain those areas. Consequently, the following costs for service have been implemented:

- **Vacuuming**: Nominal fee of \$15 per ½ hour (minimum).
- **Mop-up**: Nominal fee of \$15 per ½ hour (minimum).
- **Trash Removal (Food Stuffs Only)***: Nominal fee of \$15 per ½ hour (minimum).
- **Large Rolling Trash Bin Rental**: \$65 fee per load; over a 24 hour rental period. Dimensions: H 44" X D 35" X W 69"

*Please note that "Trash Removal" refers to removal of Food Stuffs only and does not include the removal of cardboard boxes from your suite.

How do I dispose of cardboard boxes?

- Cardboard boxes can be removed by the night janitorial staff only.
- Cardboard Boxes must be broken down flat.
- Cardboard boxes must be folded so they are no-bigger than 18"x18".
- Cardboard boxes must be labeled "Trash" or "Basura".
- A maximum of 3 cardboard boxes can be discarded at a time.

May I remove boxes myself?

Yes, you may take boxes to the trash compactor via the freight elevator at no cost. Please submit your request via the [Angus Work Order System](#). Please select the "Remove Trash" request type and specify in the "Details" section that you would like to remove the boxes yourself. Building Management will engage a Day Porter to unlock the trash compactor for you; the trash compactor is located behind the 1875 building loading dock.

When do I need to rent a large rolling trash bin?

Large rolling trash bins should be rented for the removal of large amounts of trash from your suite.

Night Janitorial Services

The janitorial night crew is responsible for maintaining common areas and providing the following standard services within your suite:

Nightly

- Vacuum all carpeted areas.
- Dust mop or sweep all hard surface floors and spot clean when necessary.
- With the exception of computer equipment, dust all surfaces within reach. No personal items or papers will be moved.
- Spot clean file cabinets, doors, frames, switch plates, around door knobs and countertops.
- Empty all trash containers and replace liners where necessary.

Twice a Week

- Edge carpeted floors with small tool or broom.
- Dust baseboards, chair legs, rungs and other areas of furniture not dusted in nightly cleaning.

Monthly

- Dust picture frames.
- Dust window blinds.
- Scrub and wax or spray buff and machine polish building-standard hard-surface floors.

Available Over standard Services:

- Carpet Shampoo
- Partition Glass Cleaning
- Kitchen Detailing; i.e. microwave cleanout, refrigerator clean out, strip & wax floor, clean walls, cupboard cleanout, etc.
- High Dusting: (above six feet)
- Grout Floor Cleaning
- Private Restroom Detailing

Please feel free to contact the Building Management Office at 310-789-2179 with any other questions or concerns.

Building Services: Construction

The Building Management Office must be notified in writing prior to the commencement of any tenant construction or repair work pursuant to Section 7 of your lease. All work must be approved in writing by Building Management prior to the commencement of any construction.

Please address your notifications and requests to the following parties:

Cameron Benson	Dana Phantanom	Ruby Brown
Cbenson@wattcompanies.com	Dphantanom@wattcompanies.com	Rbrown@wattcompanies.com
General Manager, Watt Plaza	Property Manager, Watt Plaza	Project Manager, Watt Plaza

Address: 1875 Century Park East, Suite 1110, Los Angeles, CA 90067

All contractors and subcontractors must meet the following insurance requirements set forth by Building Management:

1. General liability insurance in an amount of no less than \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate.
 - A SEPARATE "ADDITIONAL INSURED ENDORSEMENT" must be provided.
 - THE ADDITIONAL INSURED ENDORSEMENT MUST BE ISO FORM CG 20 10 07 04 OR EQUIVALENT
 - The name of the Additional Insureds must read as follows:

WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

2. Worker's Compensation – with limits equal to or greater than statutory limits.
3. Business Auto Liability -- \$1,000,000 combined single limit for bodily injury and/or property damage.
4. The name of the Certificate Holder must read as follows:
WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

Complete, accurate copies of the required insurance certificates should be provided to the Building Management Office prior to commencement of construction. All contractors must read and sign a copy of the "[Contractor's Rules and Regulations](#)" and submit a signed copy to the Building Management Office prior to construction. All construction must be consistent with building standards. All construction or repair personnel must register with Building Security at the 1875/1925 Building Lobby during the week (Monday-Friday) and at the 1875 North Lobby during the weekend.

Commercial Parking Area:

The Loading Docks and the Commercial Parking Area between the Loading Docks located at the back of the building are constantly busy with deliveries coupled with those individuals performing tenant improvement work throughout the building. Security surveillance cameras have been installed along the back of the building along with new commercial parking signage located in the front of the available parking spaces. Building Management has developed various guidelines in order to ensure smooth traffic flow, to reduce the amount of illegal or inappropriate parking practices and to closely adhere to Los Angeles City Code Commercial parking requirements.

What types of vehicles are allowed to park in the Commercial Parking Area?

The Commercial Parking spaces are exclusively designated for construction workers having vehicles too large to fit into the Parking Structure and Commercial Vehicles (those with Commercial License plates) delivering goods or supplies. Commercial License plates are those having one letter either in the beginning or the end of the series. They may also have a CALT (California Licensed Transportation) sticker.

Can a Commercial Parking space be reserved?

Commercial Parking spaces cannot be reserved and are available on a first-come, first-served basis.

Is there a time limit on a Commercial Vehicle parking space?

Commercial Vehicles delivering goods or supplies have a maximum parking time frame of 30 minutes.

What are the hours of operation for the Commercial Parking Area?

Normal hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday. Special accommodations are made for those tenant improvement contractors and building service vendors working in the building in the evening and/or on weekends.

What will happen if a Non-Commercial Vehicle is parked in the Commercial Area?

A parking violation notice will be issued by Building Security and the vehicle information recorded in a database. The second occurrence will result in the vehicle being towed at the owner's expense.

Where should "messenger" vehicles park?

Messenger vehicles without Commercial License plates should park in the parking structure in the parking spaces designated with a "12-minute" grace period. Please note the first 0 to 12 minutes are free, thereafter daily rates apply.

When did the new guidelines/policies take effect?

Monday, March 21, 2011

Can vehicles park in the Loading Dock?

Other than regularly scheduled deliveries, no parking of any kind is allowed in the Loading Dock or in the Fire Lanes.

Access:

Once your contractor and scope of work have been approved in writing by Building Management and all the appropriate insurance has been filed with Building Management, completion of a written access request is required in order to permit access to your vendor. Written requests for contractor access should be provided to the Building Management Office no later than (1) Full Business Day in advance of the requested access date. Requests can be sent via the [Angus Work Order System](#) to the Building Management Office or mailed to:

Attn: Ruby Brown
Building Management Office
1875 Century Park East, Suite 1110
Los Angeles, CA 90067

Please note that the Watt Plaza Project Manager will coordinate access on your behalf for tenant improvements under their supervision.

WATT PLAZA
1875 Century Park East, Suite 1110
Los Angeles, CA 90067
Telephone 310-789-2179
Facsimile 310-203-0225

Building Services: E-waste Collection

Free E-waste Pick-up Dates

Watt Plaza offers free electronic waste (e-waste) recycling on a quarterly basis to all tenants. California Recycles, Inc. and Watt Plaza are working together to provide this service on:

- Wednesday, March 3, 2021
- Wednesday, June 2, 2021
- Wednesday, September 8, 2021
- Wednesday, December 1, 2021

Pick-up Locations are as follows:

*1875 & 1925 Building Loading Docks

CA Recycles, Inc. will accept the following items **FREE** of charge from all tenants of Watt Plaza:

- Cables & Cords
- Calculators
- Cameras
- Cell phones
- Cell Phones
- Components
- Computers
- Copiers
- DVD's
- Fax
- Keyboards
- Laptops
- Mice
- Microwaves
- Monitors
- MP3/IPODs
- Power Supplies
- Printers
- Scanners
- Stereos
- Telephones
- TV's
- VCRs

Please complete and submit your inventory form to CA Recycles, Inc. by no later than 12:00 noon on the Monday prior to your pick-up date. Please follow the instructions on the inventory sheet.

[Click here](#) for the Inventory Sheet.

For more information on CA Recycles, Inc. please visit www.californiarecycles.com or call 818-886-0800, extension 101.

**A designated area will be assigned for e-waste pick-up materials. Tenants may use the freight elevator to bring items down to the loading docks during the approved time period (2:00 p.m. - 3:00 p.m.) on the date of the pick-up.*

Building Services: Elevators

Passenger Elevators (1875 & 1925 Century Park East)

Ten passenger elevators service each building at Watt Plaza. Six (6) passenger elevators service floors 12 through 23 (hi-rise floors) and four (4) passenger elevators service the Lobby through 11 (low-rise floors). All passenger elevators access the VIP Motor Court parking area below the buildings.

Maximum Weight Capacity for the Low-Rise Elevators is 3,000 lbs. with a platform size of 5' x 6'8".
Maximum Weight Capacity for the Hi-Rise Elevators is 3,500 lbs. with a platform size of 5'8" x 6'8".

Freight Elevator Usage

The interior dimensions of each freight elevator cab are: 5' 3" wide x 9' deep. The rear half of the ceiling area is raised to a height of 10'. The doorway to the freight elevator is 4' 6" wide by 8' high.

Use of the freight elevator after-hours, weekends, or holidays must be approved in advance by Building Management. Operation of the freight elevator after-hours, weekends, or holidays requires the presence of a Building Security Officer; there is a 4 (four) hour minimum charge (\$35.00 per hour) for the Security Officer and payment for such is the responsibility of the tenant.

During regular building hours (6:00 a.m. to 6:00 p.m.), Monday through Friday, the freight elevator is available on a first-come, first-served basis; Security will issue an access card upon receipt of a current California Drivers' License, valid photo I.D., or equivalent from the delivery person. The access card will operate the freight elevator to the approved floors only. A non-refundable fee of \$25.00 is required for lost cards.

The maximum weight capacity of each freight elevator cab is 4,500 lbs. An overloaded cab will result in damage to the equipment; cab finishes and renders the elevator inoperable; any associated repair costs therein will be the responsibility of the tenant. Consequently, the tenant must ensure that all employees and vendors providing service at Watt Plaza are aware of the weight guidelines and appropriate freight elevator procedures. Please take into consideration that a power jack and a pallet can add up to 1,000 lbs. to the load and that improperly balanced loads may cause damage to the elevator rails and related equipment. Tenant is responsible for all damage caused by Tenant's, and/or Tenant's employees', guests' and vendors' use of the elevators.

Parking Garage Elevators

Three passenger elevators service the parking structure levels 1 through 6, the roof and B-1 through B-3.

Emergency Procedures (Elevator Malfunction)

All elevators are equipped with a telephone system that is connected directly to the Building Security Desk. Passengers riding in an elevator that comes to a brief halt for no apparent reason, should most importantly, remain calm. The first step is to press the "door open" button; if the doors do not open, pressing the designated button with the "phone" symbol (located on the car operating panel) will alert Building Security that the elevator is malfunctioning. Building Security will establish a two-way communication with the elevator passengers until assistance has arrived. Building Management, Building Security and experienced Otis Elevator Technicians will respond to ensure an expeditious and safe resolution. **UNDER NO CIRCUMSTANCES SHOULD PASSENGERS ATTEMPT TO OPEN THE DOORS AND EXIT THE CAB,** especially when the cab is not level with the floor. Watt Plaza has an elevator technician on site 32 hours per week (33% more time than most buildings). Should a problem arise after hours, an on-call Otis Elevator Technician is available in accordance with the industry-standard response time. Please ensure that all employees, visitors and vendors are aware of the proper elevator procedures.

All building passenger elevators are equipped with video surveillance 24 hours per day, 7 days per week* and a Captivate information screen which provides occupants with information regarding stocks, traffic, news, building events and more.

What happens if I drop my key or other valuables when entering/exiting the elevator cabs and the keys or other valuables fall into the elevator shaft?

- Contact the Building Management Office at 310-789-2179.
- There is no charge if the issue is reported during the following time period when the Otis elevator technician is on-site:
 - Monday through Thursday, 7:00 a.m. to 1:30 p.m.

- Friday, 7:00 a.m. to 1:00 p.m.
- The following charges apply if the item must be retrieved after hours:
 - Monday through Thursday, 1:31 p.m. to 6:59 a.m., \$210.00 per hour (3 hour minimum)
 - Friday, 1:01 p.m. through 12:00 midnight, \$210.00 per hour (3 hour minimum)
 - Weekends and Holidays, \$340.00 per hour (3 hour minimum)
- For retrieval of an item after hours, please complete the "[After Hours Item Retrieval Form](#)."
- Please note that there is no guarantee that the card will be found.

*Although video surveillance footage is monitored by security personnel (as well as recorded), such live monitoring is performed on a rotational basis and not all cameras are being viewed at all times. Moreover, the function of Watt Plaza security guards is to observe and report any suspect activity to the appropriate authorities, so there may be a delay from the time when the suspect activity is observed to the time when the authorities arrive or respond.

Building Services: Forms

For your convenience, below is a list of all the property forms that will expedite various requests.

[E-Waste Inventory Sheet](#)

[Freight Elevator Loading Dock Request Form](#)

[Insurance Requirements for Vendors](#)

[Parking / Extended Parking Form](#)

[Parking Keycard – Replace/Update/Delete](#)

[Parking Keycard Request Form](#)

[Signage Request Form](#)

[Tenant Information Sheet – Approved Vendor List](#)

[Tenant Information Sheet – Contact Sheet](#)

[Tenant Information Sheet – Employee Authorization List](#)

[Tenant Information Sheet – Suite Warden & Fire Life Safety Info Sheet](#)

Building Services: HVAC

Tenant comfort is a top priority here at Watt Plaza. HVAC (Heating Ventilating and Air Conditioning) is an important component to meeting our tenants needs in that regard. Please review the following information regarding standard and over standard HVAC.

Standard hours of HVAC service (applicable to most leases) are as follows:

- Monday through Friday: 8:00 a.m. - 6:00 p.m., excluding building observed holidays.
- Saturday: 8:00 a.m. - 1:00 p.m., by request only, except building observed holidays.

What is the associated cost for After-Hours HVAC?

- Monday through Friday: Each hour before 8:00 a.m. or after 6:00 p.m.: \$70.00 per hour.
- Saturday: Each hour before 8:00 a.m. or after 1:00 p.m.: \$70.00 per hour/ (8:00 a.m. - 1:00 p.m. free with prior request).
- Sunday and Holidays: All day: \$70.00 per hour

How do I order After-Hours HVAC?

After-Hours HVAC orders need to be placed through the GENE System by an Authorized Suite Contact (Daily or Executive Contact) as listed on the appropriate "Tenant Contact Sheet" submitted to Building Management. The GENE System has been populated with the appropriate contacts and those contacts have been sent all of the appropriate login information via e-mail. Once the contact has received their login information they may place an order using one of the following methods:

- Visit the following website and enter you username and password to gain access and follow the instructions in the GENE user manual:
<http://platform.geneaenergy.com/?CID=88c8564b-cd23-4fc1-b061-1b90fe8fcce3>

Or

- Click on the "After-Hours HVAC" icon located on the top of this page or on the main page of the Tenant Handbook under the "Quick Links" heading and follow the instructions in the GENE user manual.

How do I cancel an order for After-Hours HVAC?

Please follow the instructions in the GENE user manual.

[Click here for the GENE user manual.](#)

Building Services: Keys and Locksets

Locks and Keys - Building Engineering can assist with repairing most locks and manufacturing/reproducing keys depending upon the extent of the repair and the particular door to which the lock was installed. All door hardware installed at Watt Plaza must be pre-approved in writing and shall be Building-standard hardware:

Watt Plaza
Building Standard Materials
III. Hardware

- A. Schlage L-Series, "Sparta" Mortise passage, Style #17, ND 10S, #626 Satin Chromium finish.
- B. Schlage L-Series, "Sparta" Mortise Lockset, Style #17, ND 53PD, #626 Satin Chromium finish.
- C. Schlage D-Series cylindrical locks "Sparta" 626.
- D. Entrance Lock-D53PD SPA 626.

Note: REPLACE ALL NEW HARDWARE IN SAME LOCATION AS EXISTING UNLESS OTHERWISE NOTED ON THE PLANS. The tenant is not permitted to change, modify, or install any other type of hardware without written approval by Building Management.

Lockset Installation - for each lockset installed, three keys are issued; if additional keys are required, they may be obtained at an additional cost.

The price list for keys is indicated as follows: ([Key Price List](#)).

Key/Lock/Lockset Requests - All key/lock/lockset requests should be placed through the [ANGUS work order system](#).

All key requests are handled on a first-come, first-served basis during normal business hours and shall depend on the availability of the Engineering Staff, except for emergency re-keying.

Building Services: Mail Service

The Watt Plaza mailroom is located in the 1875 Century Park East (CPE) loading dock. The 1875 CPE loading dock entrance is accessible from the Plaza Level and located near the "Mystic Flowers & Gardens" suite. The mailroom is open 24 hours a day and is under 24 hour video surveillance. The mailroom may close for short periods when mail is delivered and the postal worker is filling mailboxes. Please note the telephone located inside the mailroom should only be used by the mail carrier and is not for tenant use.

Incoming Mail:

Mail is deposited into designated mailboxes in the mailroom by the United States Postal Service (USPS). Your mailbox is assigned and allocated prior to your move-in date. The location of your mailbox is communicated directly to the USPS via configuration sheets that are maintained by the Building Management Office. Large boxes have been designated for oversized packages, up to a certain size, that will not fit into your mailbox. If large parcels do not fit into the large boxes, the postal worker will contact the number provided on the Watt Plaza Tenant Roster to advise the tenant of a large parcel pick-up via the mailroom telephone. All tenants are encouraged to send a staff member to the mailroom as soon as you receive the call to avoid the large parcel from being returned to the Pruess Station; the actual estimated time in which you have to retrieve the parcel from the time the call is placed to you is approximately 30 minutes. If you are unable to retrieve the large package during that time, the mail carrier will leave a notice in your mailbox advising you of a large parcel attempted delivery. The large parcel will be brought back to the Pruess Station that same day and will remain there for (10) business days for your pick-up.

Outgoing Mail:

Small envelopes can be deposited into the vertical mail chute provided in the corridor of each floor. To prevent blockage, please refrain from dropping oversized envelopes into the mail chute. Oversized envelopes or large bundled mailings should be taken to the designated Outgoing Mail area denoted by a sign located in the 1875 CPE loading dock adjacent to the mailroom. There you will find a blue USPS outgoing mail bin in which to deposit your packages or large mailings. Currently, outgoing mail is collected by USPS at approximately 4:00 p.m., and 5:00 p.m. Monday through Friday excluding federal holidays and approximately 11:00 a.m. on Saturdays. Please keep in mind that the pick-up times may change from time to time and that the mail chutes are the domain of the [United States Postal Service](#).

Notice: Please note that mail deposited inside "Outgoing" mail slots located inside the mailroom are only retrieved once daily by the mail carrier who sorts and deposits mail into mailboxes. This usually occurs in the middle of the business day. Therefore, if you have outgoing mail to send later in the afternoon it is highly recommended that you utilize the blue USPS outgoing mail bin or the vertical mail chute.

Moving "In" or "Out" of Watt Plaza?

Please set-up your change of address and mail forwarding with the [United States Postal Service](#).

Certified Mail:

When an item is sent "Certified Mail" via USPS an advisory notice will be left in the recipient's mailbox notifying them of the package. The notice will indicate explain that the recipient may either report to the local post office branch to retrieve the item (address is printed on the notice), or call a phone number (also printed on the notice) and ask that it be re-delivered the following day. If the re-delivery option is selected, the recipient will need to sign the notice and leave it in their mailbox. When the carrier arrives the next day, the carrier will leave the item in the mailbox and remove the signed notice.

To whom do I report a clogged Mail Chute?:

Please contact the Building Management Office at (310) 789-2179.

Drop Boxes are located inside the mailroom for the following vendors:

[FEDEX](#)

800-GOFEDEX

[OVERNITE EXPRESS](#)

800-683-7648 (OVERNITE)

Stamps:

Tenants and visitors may purchase United States Postal Service stamps at Trimana Express located on the Plaza Level of off the retail corridor.

Note: Building Management cannot ensure the safety or accept responsibility of mail in bins or boxes left in the 1875 CPE loading dock. The United States Postal Service has no obligation to pick up mail not dropped into designated boxes.

Mailbox Access:

The Building Engineers time must be allocated to ongoing maintenance in order to appropriately maintain our building systems for the comfort and security of our tenants. Building Management has instituted a \$33.00 fee charged to those tenants who do not have their mailbox key and require Building Engineers to open their mailboxes. Please note that this fee will not apply in situations where a tenant has a mailbox key - but require the assistance of a Building Engineer - for example when experiencing difficulty with the mailbox locking mechanism.

As a reminder, Building Management has purchased a maximum of 3 keys per box in accordance with postal regulations. In the event that your key is lost, another key may be purchased at a cost of \$10.00. Once all three keys in stock have been issued a new lock will need to be installed. The new lock would need to be purchased at a cost of \$30.00. Please keep your mailbox keys in a safe and convenient place as to avoid additional assistance from Building Engineers and incurring additional costs.

Building Management has been working closely with the Los Angeles Postmaster and the Century City Chamber of Commerce regarding ongoing tenant mail issues in order to help improve the level of service our tenants receive. The Building Management Office should be notified of any problems and will attempt to assist, but are not responsible for lost, stolen, or damaged mail. We encourage you to contact USPS via email or phone with questions or to report concerns; please note the pertinent contact information below:

[Century City USPS Office](#)

Pruess Station
U.S. Post Office
1270 S. Alfred St.
Los Angeles, CA 90035

323-655-2853
323-655-1812

Henrietta T. Mcguffie
Preuss Station Manager
1270 S. Alfred St.
Los Angeles, CA 90034
Henrietta.T.Mcguffie@usps.gov

Una Person-Hodges
Manager, Customer Service Operations
Una.A.Person@usps.gov
323-321-8179

Joe Zapata
Postmaster, Los Angeles
Joe.G.Zapata@usps.gov
323-586-1201

Dennis Powels
Growth Coordinator, Los Angeles District
Dennis.A.Powels@usps.gov
323-480-2457

Phillip Chan
Customer Relations Coordinator
Phillip.D.Chan@usps.gov
323-586-3723

Angie Espinoza
Manager, Address Management Systems
7001 S Central Ave. Rm. 372
Los Angeles, CA 90052
angelica.espinoza@usps.gov

Liliana Hernandez

Address Management Systems
7001 S Central Ave. Rm. 372
Los Angeles, CA 90052
Liliana.G.Hernandez@usps.gov

WATT PLAZA
1875 Century Park East, Suite 1110 Los Angeles, CA 90067
Telephone: 310-789-2179
Facsimile: 310-203-0225

Building Services: Maintenance Requests

Watt Plaza employs a full staff of engineering professionals to ensure efficiency of building operations. All requests for repair and maintenance are processed through the Building Management Office via the [Angus Work Order System](#).

How do I submit a maintenance request to Building Management?

- Authorized Suite Contacts should submit all repair and maintenance requests through the [Angus Work Order System](#). [Click here for the Angus user manual](#).
- Maintenance requests in excess of building standard services will need to be approved by the Authorized Suite Contact prior to service being rendered. The Tenant will be billed at the current hourly rates, plus materials, as determined by Building Management. Rates are subject to change.
- Building Engineers will follow-up with the Authorized Suite Contact on the open work order to seek resolution.

Building Engineer Schedule

Building Engineers are onsite and available for service at the following times:

Monday - Friday: 6:00 a.m. - 5:00 p.m., excluding building observed holidays.

Saturday: 7:00 a.m. - 3:00 p.m., excluding building observed holidays.

Building Services: Pest Control

While pests pose significant problems to people, property and the indoor environment, the pesticides used to solve these problems bring risks as well. Building Management implemented an Integrated Pest Management Program in accordance with guidelines established under the LEED EB Rating System in an effort to maintain a healthy indoor environment for all building occupants. Watt Plaza continually evaluates the Pest Management Program in terms of its effectiveness and safety.

IsoTech Pest Management, Inc. is the company used here at Watt Plaza to treat the building exterior (including the parking structure), loading docks, common area corridors, common area restrooms, lobby and stairwells.

What if I notice a cockroach in the restroom or other common area?

Authorized Suite Contacts should place a work order in the [Angus Work Order System](#) using the request type "Pest Control Request". Please be sure to include specifics in the "notes" section.

In accordance with your lease terms, Tenant shall, at all times during the Term and at Tenant's sole cost and expense, keep the Premises and everything within the Premises, including but not limited to any alterations, improvements, fixtures and Personal Property, in good and sanitary condition and repair. Building Management strives to achieve economies of scale when possible, and therefore recommends that the IsoTech Pest Management, Inc. service be used for your needs. Consequently, should you choose to use IsoTech Pest Management, Inc. for your pest control needs, there will be an associated fee to be quoted by Building Management.

What if I notice a cockroach, ants, etc. in one or more areas within my suite?

- The authorized suite contact will advise Building Management of the pest problem within your suite via the Angus Work Order System.
- The Building Management Office (BMO) will inform the authorized suite contact of the associated fee and will offer to schedule the pest control service for the suite.
- The BMO will issue the pest control service quote to tenant for approval.
- Upon written approval from the tenant, the BMO will place the service request with IsoTech Pest Management, Inc. via email.
- IsoTech Pest Management, Inc. will respond within (1-2) Business Day(s) per contract guidelines.
- BMO coordinates suite access for IsoTech Pest Management, Inc. to complete the service.
- After service is complete, charges will appear on the tenant statement.

Can I use my own pest control vendor?

Yes, provided the following criteria are met:

- The vendor must be in full compliance with Watt Plaza Vendor Insurance Requirements ([click here](#)).
- The vendor must be in compliance with LEED Guidelines ([click here](#)).

Building Services: Storage Space

On-site Storage

Watt Plaza has an array of on-site storage space(s) available and offered at competitive market rates. Tenants can take advantage of having a storage space on-site instead of dealing with off-site pick-up and deliveries, limited storage locker hour access, etc.

Where are the Storage Spaces located?

1875 and 1925 buildings – floors 2 through 23 (applies to multi-tenant floors) – ea. space equals approx. 36 sq. ft.

Motor Court (located below each tower) – spaces range from 96 sq. ft. to 740 sq. ft.

B-3 Parking Level (bottom level of the parking structure) – spaces range from 135 sq. ft. to 575 sq. ft.

How can I obtain a storage space?

Contact Marla Garcia at the Building Management Office (310) 789-2179 or email mgarcia@wattcompanies.com for storage space availability, rental rates, storage leases, etc.

Who is eligible to rent a storage space?

New tenants or tenants that have an existing lease are eligible to rent storage space. Subtenants wishing to rent storage space can rent the space through the main tenant (their Landlord).

Rates

Storage space rates vary depending on the location within the building, accessibility and a comparative market study of the surrounding storage facilities within the area. Consequently, the spaces on each floor of the building rent at a higher square footage than the spaces on the B3 level of the parking structure.

Building Services: Telecommunications

There are a vast number of telephone communication companies in which to choose from. Watt Plaza has made the choice somewhat easier through a vendor screening and approval process; building management has established the recommended vendor list ([click here](#)) from which tenants can choose.

Bee Communications

Bee Communications is the Building Riser Management Company. They are responsible for overseeing and performing all riser cabling (all cabling from the provider drop-off point through the riser, to the telephone closets, to the backboard in your suite). Why? To ensure that the cabling and data lines remain neatly installed and to avoid interference to existing customer lines from new installations.

Bee Communications can provide you with an estimate to perform the following work: extend the line from the MPOE to the telephone closet/electrical closet on your floor, to the telephone backboard located in your suite.

Using A Building Approved Telecommunication Provider

For new and existing tenants, when scheduling telecommunication work with an approved telecommunication provider, please adhere to the vendor guidelines on the following pages.

B2B TV:

1. Contact the provider to schedule service.
2. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
3. On the date of service, please have your provider register at the Building Management Office, 1875 Century Park East, Suite 1110.
4. The provider will be required to indicate the description of service, access location and phone number.

Time Warner Cable:

1. Contact the provider to schedule service.
2. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
3. On the date of service, please have your provider register at the Building Management Office, 1875 Century Park East, Suite 1110.
4. The provider will be required to indicate the description of service, access location and phone number.

AT&T:

1. Contact the provider to schedule service.
2. Contact David Aguet of Bee Communications at 818-785-4664 or bwanabee@gmail.com;
3. David Aguet will provide you with an estimate to perform the following work: Extend the line from the MPOE to the telephone closet/electrical closet on your floor, to the telephone backboard located in your suite.
4. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
5. On the date of service, the AT&T provider will need to register at the Building Management Office, 1875 Century Park East, Suite 1110.
6. The provider will be required to indicate the description of service, access location and phone number.

Cogent:

1. Contact the provider to schedule service.
2. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
3. On the date of service, please have your provider register at the Building Management Office, 1875 Century Park East, Suite 1110.
4. The provider will be required to indicate the description of service, access location and phone number.

*

Level 3 Communications:

1. Contact the provider to schedule service.

2. Contact David Aguet of [Bee Communications](#) at 818-785-4664 or bwanabee@gmail.com;
3. David Aguet will provide you with an estimate to perform the following work: Extend the line from the MPOE to the telephone closet/electrical closet on your floor, to the telephone backboard located in your suite.
4. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
5. On the date of service, the Level 3 provider will need to register at the Building Management Office, 1875 Century Park East, Suite 1110.
6. The provider will be required to indicate the description of service, access location and phone number.

Verizon:

1. Contact the provider to schedule service.
2. Contact David Aguet of Bee Communications at 818-785-4664 or bwanabee@gmail.com;
3. David Aguet will provide you with an estimate to perform the following work: Extend the line from the MPOE to the telephone closet/electrical closet on your floor, to the telephone backboard located in your suite.
4. The Authorized Suite Contact should notify the Building Management Office of the scope of work along with the date and time of scheduled work via the [Angus Work Order System](#).
5. On the date of service, the AT&T provider will need to register at the Building Management Office, 1875 Century Park East, Suite 1110.
6. The provider will be required to indicate the description of service, access location and phone number.

For new and existing tenants, when scheduling telecommunication work with providers not on the approved telecommunication providers list, please adhere to the following procedures:

1. The provider must be in compliance with Watt Plaza Insurance Requirements ([click here](#)); Once insurance requirements are met or the authorized suite contact approves the provider to fall back on the tenant insurance, the tenant should contact the provider to schedule service;
2. The Authorized Suite Contact should contact David Aguet of Bee Communications at 818-785-4664 or bwanabee@gmail.com to provide scheduled service date and scope of work;
3. Notify the Building Management Office via the [Angus Work Order System](#). Please use the "Visitor/Vendor Access" request type and be sure to include the Scope of Work along with the date and time of scheduled work.
4. On the date of service, the provider will need to register at the Building Management Office, 1875 Century Park East, Suite 1110.

Terms to become familiar with:

MPOE (Main Point of Entry) - The location where the main telephone communications systems enter into the building.

Riser - the vertical conduit or path between floors of the building, which carries telephone lines, and high-speed circuits from the carrier drop off point located in the basement.

Frequently Asked Questions:

Q. Where are the electrical rooms/telephone closets located?

A. There are 2 electrical closets on each floor.

Q. Do all tenants have to choose from the providers on the recommended vendor list?

A. Yes - for television services; No -for internet or telephone.

Q. What are the advantages of using the approved telecommunication vendors?

A. See below:

- Insurance requirements have been met.
- Vendors are pre-screened (references checked, licensed and bonded).
- Discounted fees realized as a result of economies of scale.

Emergency Procedures: Armed Guard Service

Armed Guard Service

Should you need to hire an armed Security Officer(s) to monitor access into your suite, you can elect to use the vendor of your choice (subject to building review and provided they meet building requirements).

Note: Please notify the Building Management Office in advance once you arrange for armed guard services.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance arise outside the Building, the security officers will immediately lock all building entrances. The police will be notified; Building Management will keep you updated as information is received.

If a disturbance occurs in the main lobby, all elevators will be turned off at the first floor and card key access will be required by all tenants/occupants to gain entrance to other floors throughout the building(s).

Emergency Procedures: Elevator Malfunction

Passengers riding in an elevator that comes to a brief halt for no apparent reason, should most importantly, remain calm. The first step is to press the "door open" button; if the doors do not open, pressing the designated button with the "phone" symbol (located on the car operating panel) will alert Building Security that the elevator is malfunctioning. Building Security will establish a two-way communication with the elevator passengers until assistance has arrived.

Should a power outage occur, one passenger elevator in each bank of elevators will be operational using the emergency power generators. The other elevators will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

ELEVATORS MUST NOT BE USED FOR EVACUATION IN THE EVENT OF A FIRE; USE THE STAIRWELLS.

Emergency Procedures: Emergency Contacts

Tenant Safety is our top priority here at Watt Plaza. It is imperative that Tenants keep current [Tenant Information Sheets](#) on file with the Building Management Office. In case of an emergency, Building Management and Building Security must have the ability to notify Emergency Contacts on their mobile or home phones. Please note, the emergency contact information is kept strictly confidential.

Emergency Telephone Numbers

California Poison Control System Center:	(800) 222-1222
Caltrans (road closures):	(800) 427-7623
Cal/OSHA	(510) 286-7000
Cedar-Sinai Hospital	(855) 770 1858
Fire Department:	9-1-1 or 3-1-1 (non emergency info.)
LA City Bureau of Sanitation:	(800) 773-2489
LA City Non-Emergency Information Center:	(213) 473-3231 or 3-1-1
LADWP:	(800) 342-5397
LA Street Lights:	(800) 996-2489
Medical Emergency:	9-1-1
Police:	9-1-1 or (877) 275-5273 (ASK-LAPD)
Red Cross:	(213) 739-5200
Ronald Reagan UCLA Medical Center	(310) 825-6911
Southern California Gas Company:	(800) 427-2200
St. Johns Health Center	(310) 829-5511
Terrorist Threat:	1-877-A-THREAT / 1-877-284-7328
Toxic & Hazardous Material:	(800) 773-2489
UCLA Medical Center, Santa Monica	(424) 259-6000

3-1-1 Non-Emergency Services

Use 3-1-1 to report a non-emergency crime, or request for city services. If no one is in immediate danger and you haven't just witnessed a crime, use 3-1-1 instead of 9-1-1.

Examples: To report a vandalized vehicle; or to have an illegally parked vehicle towed.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials. Please notify Building Management after calling 911.

Emergency Procedures: Emergency Preparedness Training

Watt Plaza has teamed up with RJ Westmore to provide you with the most current Emergency Preparedness Training for the following areas/topics:

- Fire Life Safety
- Floor Warden
- Earthquake
- Bomb Threat
- Medical Emergency
- Power Failure and more...

To take advantage of this program, please start as follows:

1. Open the link www.rjwestmoretraining.com
2. If you are a Current User please follow the "Current User" Instructions. If you are a new user please skip down to the "New User" section for more instructions.

Current Users:

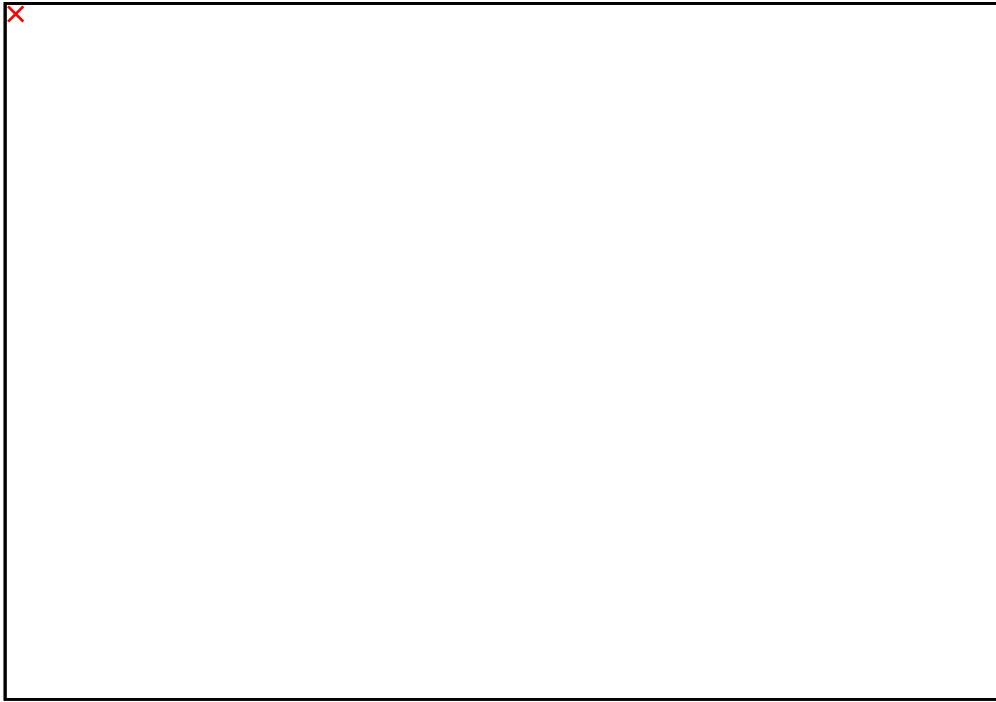
- If you have previously registered, just enter your email address and personal password on the "Login" screen. Click "Login" and you're in!
- If you forgot your password just click "Forgot Your Password?" and a temp password will be emailed to you.



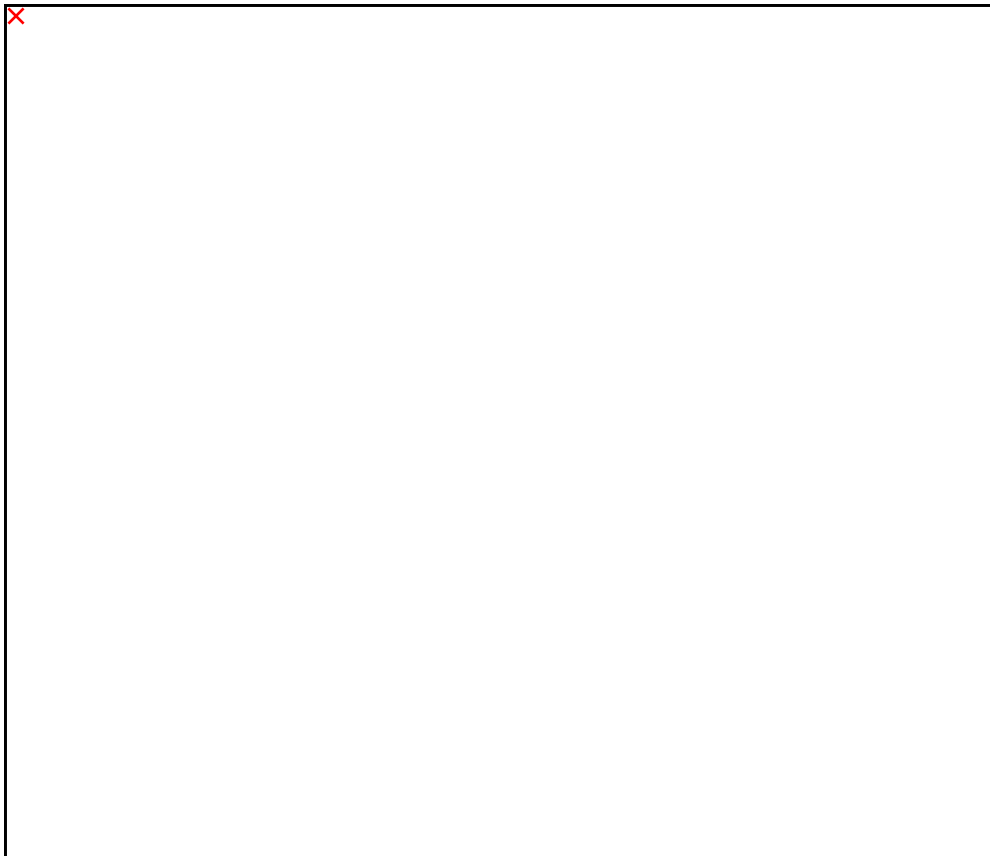
New Users:

- Your company has its own registration code that should have been emailed to you by someone within your company.
- If you don't know your company specific registration code contact your company management or just email support@rjwestmoretraining.com and we will email you your code immediately.



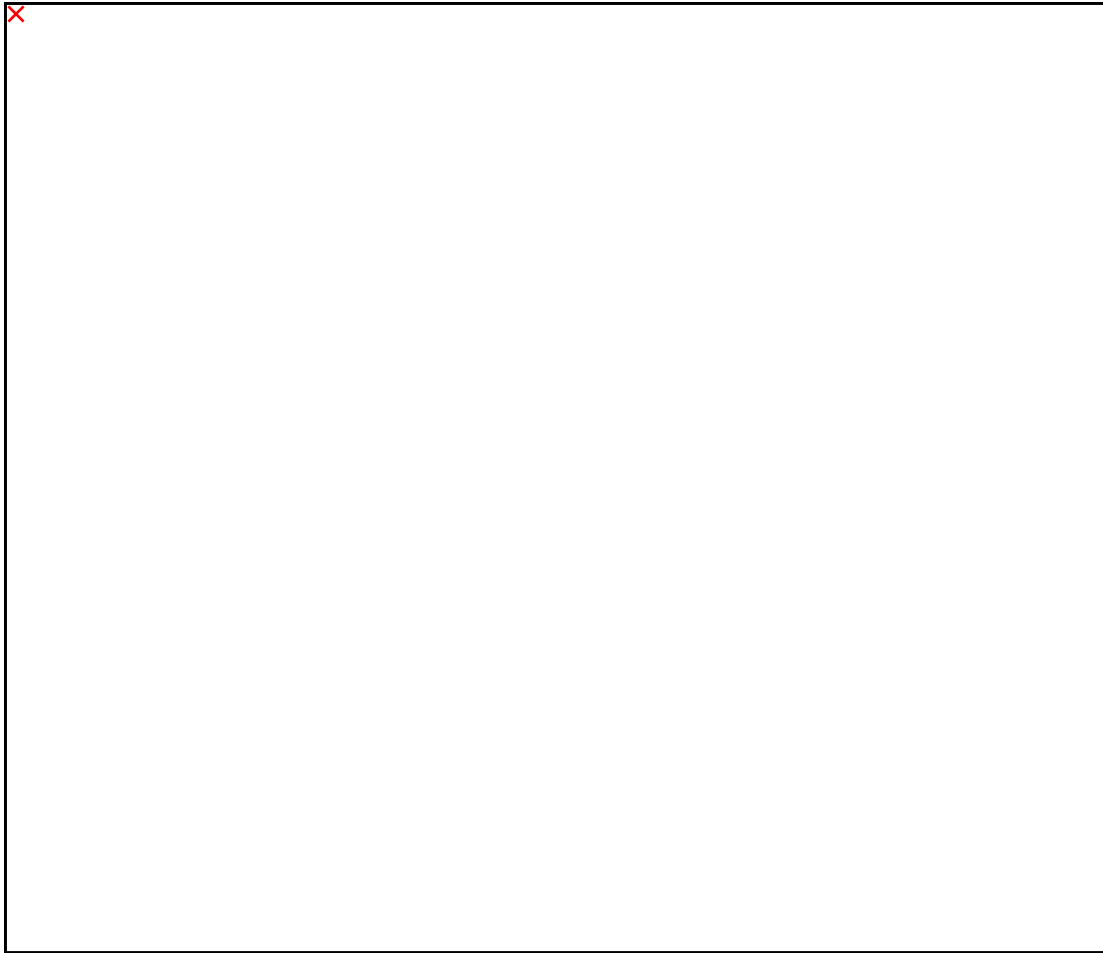


Sample screen shot of your Watt Plaza homepage



Features & benefits of your Watt Plaza Online Fire Life Safety Training program





Why is it that each tenant is required to complete the online safety training?

- Federal OSHA code 110.38, California State code Title 19 and Los Angeles City Fire Department code LAMC 57.409.1 require ALL occupants participate in onsite evacuation drills and be trained at least once annually. Watt Plaza has provided you with unlimited 24/7 access to your online fire life safety training system so you can do the online portion of your training at your convenience. It's animated by former Disney artists and only takes about 30 minutes. You can also watch each module one at a time at your own pace if you wish.
- Failure to participate can result in fines and penalties of \$100-\$1,000 per day and/or up to six months in jail.

Why is your participation required?

- YOUR LIFE SAFETY - Participation is required because there is a direct correlation between preparedness and life safety.

Introduction: Welcome

The information provided in this Electronic Tenant® Handbook is intended to provide you with a clear understanding of Watt Plaza and to facilitate your company's operations. Please take the time to familiarize yourself with the helpful information provided and note that the Building Management Office is available to assist with any inquiries or concerns.

Every attempt has been made to provide you with the most current and accurate information. Some items will change over time and the Building Management Office will consistently strive to promptly notify you of any such changes.

Welcome to Watt Plaza, a premier Watt Management Company property.

Introduction: About Watt Plaza

Watt Plaza was awarded LEED Platinum for Existing Buildings: Operation and Maintenance in August of 2013 and is one of the most prestigious office buildings located in the heart of Century City. Watt Plaza was developed by Watt Industries and is managed by Watt Management Company. Watt Management Company is proud of its many years of experience providing the finest quality service to its tenants.

This manual is designed as an information resource on Watt Plaza policies, procedures and tenant services. Phone numbers, addresses and information on subjects have been provided that will orient you to the Building and surrounding area. Safety systems (the responsibility of Building staff and tenants during an emergency) are outlined in this manual.

Watt Management Company reserves the right at its sole discretion to modify, amend or discontinue the use of information contained herein. The information herein does not modify or amend the provisions of your Lease in any way. The provisions of your Lease shall prevail in the event of any inconsistency between the provisions of your Lease and the information in this handbook.

Our goal at Watt Plaza is to provide you with a pleasant, productive and safe workplace. After your review, should you have any questions regarding the information presented or suggestions on how we may better serve you, please do not hesitate to contact the Building Management Office at (310) 789-2179.

Introduction: Operating Instructions

Navigation

Accessing the information in the tenant handbook is similar to searching for an item on a traditional Internet site. The main page features a Table of Contents that provides links (accessible by “pointing and clicking”) on each chapter. Links to specific information within the chapter are provided in the sub-sections of each chapter. Clicking the appropriate link on each page will also return you to the Table of Contents or chapter overview.

Special Features

Features of this Electronic Handbook are the [Leasing Center](#) and [Search Engine](#) which is usable to those who have Adobe Acrobat Reader. If you do not have this software, it is free of charge and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is continually updated, so please be sure to check periodically. Please contact the Building Management Office by calling (310) 789-2179 if you are experiencing difficulty accessing the Electronic Tenant Handbook or need assistance.

Parking: Overview

After a drive in the heavy Los Angeles traffic, both to and from work, Watt Plaza wants to make your parking experience hassle-free and pleasurable. The following information is created to help guide you through various parking procedures and guidelines with ease and get the most from your parking experience here at Watt Plaza. Building Management encourages tenants to take advantage of the various programs therein.

[Amenities](#): Need your car washed, no time to park your car, check out the information contained in this section.

[Commercial Parking Area](#): What are the rules and restrictions for parking in the commercial parking area?

[Frequently Asked Questions](#): After a hard day at work I arrive to my car and notice my tire is flat – who can I call? My battery is dead – can someone help me? How do I obtain a parking pass? Where and how can I obtain a parking card key?

[General Information](#): Where is the parking office, who staffs the garage and when? Review the general information here as a start.

[Hours of Operation](#): What time does the parking garage close? What time is the parking staff available to answer questions or process tickets?

[Rates](#): How much is it for a book of visitor follow up validation tickets? How much is it for a book of all day validations? What is the cost for Valet Parking? Shopping – Compare all available rates here.

[EV Charging Station](#)

[Rules and Regulations](#): Know the rules and kindly observe them. No – you can't smoke in the garage! Yes – overnight parking is available – upon request. Knowledge is power.

Parking: Amenities

Bike Racks/Bike Lockers – located in the North East corner at the street level of the parking garage. Bike Racks & Bike Lockers are available for use on a first-come, first-served basis. Bike Lockers are state-of-the-art and provide another option for those with high-end bicycles. Please call the parking office at 310-789-2178 for more details.

Car Wash - Aztec Auto Detailing is located on the North West corner at the street level of the parking garage. Hours of Operation (weather permitting): Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday, 7:00 a.m. to 5:00 p.m. Services: Car Wash; Mini Detail; Complete Detail; Special Requests available. 310-277-5900

Electric Charging Stations – the parking structure is equipped with twelve electric vehicle charging stations, five are located on Level 3 and seven are located on Level 4 of the parking structure, and are available to monthly parkers to use 24 hours per day, 7 days per week with an electric vehicle charging pass. Electric vehicle charging passes may be obtained from the parking office. Vehicles must be moved out of the EV parking spaces once fully charged, as those parking spaces are for charging ONLY.

Front Door Club – service includes: bottled water once per week, "flash valet" text for your car service, car wash pick-up and delivery. Hours of operation: 7:00 a.m. to 7:00 p.m., Monday through Friday. Keys will be delivered to those individuals who have not exited by 7:00 p.m. and their cars will be parked in a designated "Valet" area. Find out more about the privileges and cost of this valet service by contacting the parking office at 310-789-2178.

GEM Car Transportation – service includes roundtrip transportation to Westfield Shopping Center. Hours of operation: 11:00 a.m. - 3:00 p.m., Monday through Friday. Please call the parking office at 310-789-2178 to schedule an appointment.

Parking: Commercial Parking Area

Commercial Parking Area:

The Loading Docks and the Commercial Parking Area between the Loading Docks located at the back of the building are constantly busy with deliveries coupled with those individuals performing tenant improvement work throughout the building. Security surveillance cameras have been installed along the back of the building along with new commercial parking signage located in the front of the available parking spaces. Building Management has developed various guidelines in order to ensure smooth traffic flow, to reduce the amount of illegal or inappropriate parking practices and to closely adhere to Los Angeles City Code Commercial parking requirements.

What types of vehicles are allowed to park in the Commercial Parking Area?

The Commercial Parking spaces are exclusively designated for construction workers having vehicles too large to fit into the Parking Structure and Commercial Vehicles (those with Commercial License plates) delivering goods or supplies. Commercial License plates are those having one letter either in the beginning or the end of the series. They may also have a CALT (California Licensed Transportation) sticker.

Can a Commercial Parking space be reserved?

Commercial Parking spaces cannot be reserved and are available on a first-come, first-served basis.

Is there a time limit on a Commercial Vehicle parking space?

Commercial Vehicles delivering goods or supplies have a maximum parking time frame of 30 minutes.

What are the hours of operation for the Commercial Parking Area?

Normal hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday. Special accommodations are made for those tenant improvement contractors and building service vendors working in the building in the evening and/or on weekends.

What will happen if a Non-Commercial Vehicle is parked in the Commercial Area?

A parking violation notice will be issued by Building Security and the vehicle information recorded in a database. The second occurrence will result in the vehicle being towed at the owner's expense.

Where should "messenger" vehicles park?

Messenger vehicles without Commercial License plates should park in the parking structure in the parking spaces designated with a "12-minute" grace period. Please note the first 0 to 12 minutes are free, thereafter daily rates apply.

When did the new guidelines/policies take effect?

Monday, March 21, 2011

Can vehicles park in the Loading Dock?

Other than regularly scheduled deliveries, no parking of any kind is allowed in the Loading Dock or in the Fire Lanes.

Parking: Frequently Asked Questions

Frequently Asked Questions

I just moved my offices to Watt Plaza; how do I acquire a parking card key?

- Obtain a parking application/user agreement from your office manager/parking coordinator.
- Upon completion, submit the application to the ABM Parking office located at Watt Plaza, Level 1 next to the parking elevators via hand delivery, via email at Wendy.Tujab@abm.com, or via fax at (310) 789-1139. All parking applications must be approved by the office manager or parking coordinator.
- If paying individually, tenant may make a payment in the form of cash or check made payable to: ABM Parking. Please note that credit card transactions are accepted via online at <http:payments.abm.com>.
To make a payment via credit card:
 1. Request an invoice from the parking office before 5:00 p.m. to receive it the following morning;
 2. Visit <http:payments.abm.com>
 3. Pay the invoice on-line;
 4. Parking Manager is notified via email that the tenant can retrieve the cardkey from the parking office.

What happens if I need to replace my parking card key?

- Obtain a parking card request form ([click here](#)) from your office manager/parking coordinator.
- Upon completion, submit the form to the ABM Parking office located at Watt Plaza, Level 1 next to the parking elevators via hand delivery, via email at Wendy.Tujab@abm.com, or via fax at (310) 789-1139. All parking applications must be approved by the office manager or parking coordinator.
- A \$25.00 card key replacement fee will be required.

Frequently Asked Questions (Continued)

Sometimes I see other monthly parkers entering the parking structure and the gate arm will open and close without the driver swiping a cardkey.....what type of device enables this to occur, what is the cost and how can I purchase one?

The device is called an AVI (Automatic Vehicle Identification) Transponder. An AVI Transponder may be obtained by making a non-refundable deposit of \$35.00 in the form of cash or check, made payable to ABM Parking Services. Once the AVI Transponder is received, the transponder may be positioned on the rear view mirror or on the dashboard of your vehicle.

Can I have both an AVI Transponder and key card?

Yes. Please contact the parking office so they can link the two devices.

Do I need to be a tenant at Watt Plaza in order to obtain monthly parking privileges?

No.

Frequently Asked Questions (Continued)

If not, how do I rent a space?

Obtain a Parking User Agreement Application at the parking office. Once completed, the parking office personnel will verify the information. A payment of \$25.00 for the keycard plus the applicable parking rental fee is required in the form cash or check made payable to ABM Parking Services. After a few minutes wait time to input the information and process the payment, a card key is issued/activated. A monthly invoice is mailed to the address provided on the application. Electronic payment processing is available; please see parking staff for details.

Can my building card key with my photo I.D., issued by the Building Management Office, be programmed for entrance and exit throughout the parking structure?

Yes, the cardkey may be programmed for both building access and parking. To activate parking privileges on the cardkey, please adhere to the following:

- Obtain a parking application/parking user agreement from your office manager/parking coordinator.
- Upon completion, submit the application to the ABM Parking office located at Watt Plaza, Level 1 next to the parking elevators via hand delivery, via email at Wendy.Tujab@abm.com, or via fax at (310)

- 789-1139. All parking applications must be approved by the office manager or parking coordinator.
- Parking privileges can be activated the same day.

Frequently Asked Questions (Continued)

Sometimes I work late and although the parking structure is well lit, is it possible to have a Security Officer escort me to my car?

Yes. Please contact Security at 310-789-2188 for assistance.

Who can I call to report any suspicious activity in or around the parking structure?

Please contact the parking office at 310-789-2178 Monday through Friday, 8:00 a.m. to 6:00 p.m. The parking office will contact Traffic Enforcement; a patrol will be dispatched to the location. After hours, contact Building Security at 310-789-2188.

Can I park overnight in the parking structure?

Yes. Please note the following guidelines:

- Monthly parkers must complete an Extended Parking Form ([click here](#)).
- Once completed, submit the form to the ABM Parking Office located on the plaza level next to the parking elevators.
- The parking office will issue you an Overnight Parking Pass.
- The Overnight Parking Pass must be displayed on the vehicle dashboard.

Can ABM Parking personnel provide assistance with a battery “jump start?” or what if I discover I have a flat tire?

Yes. Parking personnel are pleased to provide emergency vehicle assistance. Please contact the parking office at 310-789-2178, Monday through Friday, 8:00 a.m. to 6:00 p.m. After hours, please contact building Security for assistance and they will contact the appropriate parking personnel.

Frequently Asked Questions (Continued)

What if I return to my car and I notice my vehicle has been damaged?

Please contact the parking office at 310-789-2178, Monday through Friday, 8:00 a.m. to 6:00 p.m. ABM Parking staff will assist with the claim process and take the necessary photos and information pertaining to the claim/incident for reporting.

Can I park my Motor Cycle anywhere in the parking structure?

No. There are designated parking spaces for motorcycles; convenient motorcycle parking is located on the north side of the parking structure next to Century Park East. Motorcycle parking is offered at a reduced rate of \$150.00 per month, per space. Please contact the Parking Office Monday through Friday, 8:00 a.m. to 6:00 p.m., at 310-789-2178 for details.

Is there a designated place to park and lock a bicycle in the parking structure?

Yes. Watt Plaza offers convenient bicycle parking located on the north side of the parking structure next to Century Park East. Bicycle parking is offered at no cost for tenants and visitors of Watt Plaza. Please contact the Parking Office Monday through Friday, 8:00 a.m. to 6:00 p.m., at 310-789-2178 for details.

Parking: General Information

The parking structure at Watt Plaza has seen significant changes over the last few years (the most recent addition of electric vehicle charging stations) followed by new graphics, signage as well as car wash, and Motor Court storage area refurbishments. Watt Plaza offers competitive market rates coupled with numerous parking amenities.

The parking garage is operated by:

ABM Parking Services
1150 South Olive Street
19th Floor
Los Angeles, CA 90015
(213) 284-7600

The parking office is located on the plaza level, just outside of the parking structure elevators and parking staff can be reached by calling: 310-789-2178

Personnel

Parking Manager:	Manny Trejo	Manny.Trejo@abm.com
Assistant Manager:	Wendy Tujab	Wendy.Tujab@abm.com
Office Clerk Administrator:	Jose Martinez	Jose.Martinez3@abm.com
Parking Attendant:	Rene Silva	
Porter(s):	Jose Mario Alvarado, Salvador Rosales, Cesar Rendon, Irma De Luna	
Valet Attendant(s):	Enrique Murataya, Manuel Ruiz, Samuel Arroyo	

Parking: Hours of Operation

Parking Structure Hours of Operation

- Monday through Friday, 4:30 a.m. to 10:00 p.m.
- Saturday, 9:00 a.m. to 4:00 p.m.
- **CLOSED ON SUNDAY**

Parking Office Hours of Operation

- Monday through Friday, 8:00 a.m. to 6:00 p.m.

Parking: Rates

Self Parking Rates

Daily Visitor Rates

Each 12 minutes \$3.50

Daily Maximum \$35.00

Monthly Parking Rates

Unreserved \$240.00

Reserved (Parking Structure) \$385.00

Reserved (Motor Court) \$440.00

VIP Valet (Front Door Club) \$410.00

Valet Parking Rates

Daily Visitor Rates

Each 12 minutes \$3.50

Daily Maximum \$35.00

Plus an additional \$3.25 Valet Service Charge per customer

Validations

1 – 12 minute book \$350.00

100 validations per book

1 – 1 hour book \$1,750.00

100 validations per book

1 – “All Day Sticker” book \$700.00

20 validations per book

[Click here to download the Extended Parking Form](#)

Parking: EV Charging Station

Electric Vehicle Charging Station

8:00 PM – 9:59 AM = 28¢ per kWh

10:00 AM – 12:59 PM = 36¢ per kWh

1:00 PM – 4:59 PM = 49¢ per kWh

5:00 PM – 7:59 PM = 36¢ per kWh

After fully charged there will be a grace period of 30 minutes to move your car. After the grace period, rate will be \$3.00/hour each additional hour.

These parking spaces are reserved for EV CHARGING ONLY.

To Charge Vehicle:

You must sign up with ChargePoint and set up your EV Charge Account. Sign up at

<https://www.chargepoint.com/drivers/join>

You may also use the ChargePoint app. See: <https://www.chargepoint.com/drivers/mobile>

Vehicles without an account may not charge at this location.

Parking: Rules & Regulations

Parking Garage Rules and Regulations

1. Monthly parking fees are due the first of every month. After the fifth business day of the month, parking privileges are subject to cancellation. NO deductions or allowances from the monthly rate will be made for days customer does not use parking facility. NO REFUNDS WILL BE MADE FOR UNUSED PORTIONS OF A MONTH. All checks are to be made payable to ABM Parking Services.
2. All key cards processing fee/replacement are non-refundable and are non-transferrable.
3. ABM Parking Services reserves the right to confiscate all non-valid or non-renewed permits and/or keycards.
4. Keycard holders should not take tickets from the ticket dispenser. However, if you need to take a ticket to gain access to the parking facility due to your keycard malfunctioning or being misplaced, please contact the Parking Manager for assistance or stop by the parking office located on Level 1 (street level) to obtain an exit pass (8:00 a.m. to 6:00 p.m.) before you attempt to exit the parking facility.
5. Monthly permit holders must park in designated areas. By accepting the monthly keycard, customer agrees to follow the instructions of parking personnel, posted signage, and all rules and regulations.
6. Maximum speed limit is 5 MPH. Observe all safety signs. Violation of any garage rule may result in suspension of parking privileges.
7. Handicapped stall usage is strictly monitored and offenders are subject to enforcement and ticketing by the City.

8. Customer agrees to report any damage caused by customer's vehicle.
9. All monthly parking agreements are on a month to month basis unless stated otherwise in your lease agreement. Unless specified otherwise, parking privileges are cancellable by either ABM Parking Services or Customer. Customer must provide a 30 day written notice to cancel.
10. Please contact the Parking Manager immediately when changing vehicles (i.e. new car) or deleting a keycard.
11. ABM Parking Services is not responsible for contents of vehicles parked in the facility. Please do not leave your keycard or other valuables such as cell phone or other items in your vehicle. Always lock your car each time you park.
12. No overnight parking or storage of vehicles is allowed over 24 hours without a written request to - and written approval by - the Parking Manager. All unauthorized vehicles will be impounded at owner's expense. ABM Parking Services does not assume responsibility for vehicles left after hours.
13. Unauthorized outside services such as: mechanical repairs, tune up / oil changes, window tinting, installation of phones, stereo or car alarm, washing/detailing, etc. will not be allowed on the premises.

Policies and Procedures: Contractor's Rules and Regulations

The information in the link below outlines the Rules and Regulations (R&R's) for contracted service personnel, which must be followed by all construction firms working at Watt Plaza (Watt Management). These R&R's apply to general construction, tenant improvement construction, and all other construction related activities. No deviation or exception will be permitted without the expressed, written approval of the General Manager at Watt Plaza, 1875 Century Park East, Suite 1110, Los Angeles, CA 90067. Questions or comments should be directed to Watt Management Company.

ALL CONTRACTORS, SUB-CONTRACTORS, SUPPLIERS, VENDORS AND DELIVERY SERVICES SHALL COMPLY WITH ALL TERMS OF THIS DOCUMENT INCLUDING INSURANCE COVERAGES.

[Click here to download a complete copy of the Contractor's Rules and Regulations](#)

Please direct any questions or comments to:

Watt Management Company
1875 Century Park East
Suite 1110
Los Angeles, CA 90067
Attn: General Manager

Policies and Procedures: General Rules and Regulations

1. The sidewalks, entrances, parking areas, elevators, stairways, corridors, lobbies or halls shall not be obstructed or used for any purpose other than ingress and egress.
2. No curtains, blinds or shades shall be attached to or hung in, or used in connection with, any window of the Premises other than Landlord's standard blinds. The interior of any windows shall not be coated or otherwise sun screened.
3. No sign, advertisement, notice or handbill shall be exhibited, painted or affixed by Tenant on any part of the Premises, the Building or the Property. Nothing may be placed on corridor walls or corridor doors other than Landlord's Building-standard signage. All Tenant identification and suite numbers at the entrance to the Premises required by Landlord shall be installed by Landlord, at Tenant's sole cost and expense, using Building-standard graphics. The Building directory located on the ground floor is provided exclusively for the display of the name and location of the Tenant under the Lease (or any assignee or subtenant of the Tenant who has been approved by Landlord) only, and Landlord reserves the right to exclude any other names from the directory. Tenant shall be furnished with space for names on the Building directory according to the terms of their Lease. Landlord's installation of Tenant's designated names on the directory may be subject to charges.
4. No Tenant shall mark, paint, drill into, or in any way deface any part of the Premises, Building or Property.
5. No bicycles, vehicles, birds, aquariums or animals of any kind shall be brought into or kept in or about the Premises or the Building (except for guide dogs, signal dogs or service dogs), and no cooking (except microwave) shall be permitted by Tenant on the Premises, except that the preparation of coffee, tea, hot chocolate and similar items for Tenant and Tenant's Representatives shall be permitted provided that the power for such items shall not exceed that amount which can be provided by a thirty (30) amp circuit. No Tenant shall cause or permit any unusual or objectionable odors to be produced or to permeate the Premises or the Building.
6. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises for general office purposes. No Tenant shall occupy or permit any portion of the Premises to be occupied as a medical office, or as a barber or manicure shop, or as an employment bureau, or any use not specifically allowed in this Lease without the express written consent of Landlord.
7. Tenant shall not make, or permit to be made, any noises or other actions that disturb or interfere with occupants of this Building or those having business there, whether by the use of any musical instrument, radio, phonograph, unusual noise, or in any other way. Tenant shall not, nor shall Tenant allow Tenant's Representatives to, congregate by, or limit access to any automatic teller machine located on the Property.
8. Neither Tenant nor any of Tenant's Representatives shall at any time bring or keep within the Premises or the Building any inflammable, combustible or explosive fluid, chemical or substance (including lit candles and space heaters).
9. No additional locks or bolts of any kind shall be placed upon any of the doors by Tenant, nor shall any changes be made in existing locks or the mechanism of the locks. Tenant must, upon the termination of its tenancy, restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, Tenant and in the event of the loss of keys so furnished, Tenant shall pay to Landlord the cost of replacing the keys or of changing the lock or locks opened by such lost keys if Landlord shall deem it necessary to make such changes.
10. The carrying in or out of any safes, freight, furniture, or bulky matter of any description must take place during the hours which Landlord may determine, and the moving of safes or other fixtures or bulky or heavy matter of any kind must be done upon previous notice to Landlord and under its supervision, and the persons employed by any Tenant for such work must be acceptable to Landlord, but such persons shall not be agents of Landlord, and Tenant shall be responsible for all acts of such persons. Landlord reserves the right to inspect all safes, freight or other bulky or heavy articles to be brought into the Building and to exclude from the Building all safes, freight or other bulky or heavy articles which violate any of these Rules and Regulations or the Lease of which these Rules and

Regulations are a part. Landlord reserves the right to prescribe the weight and position of all safes, freight, furniture or bulky or heavy matter, which must be placed upon supports approved by Landlord to distribute the weight.

11. No Tenant shall purchase water, ice, janitorial or other like services, from any person or persons not approved by Landlord.
12. Landlord shall have the right to prohibit any advertising by any Tenant that, in Landlord's reasonable opinion, tends to impair the reputation of the Building or its desirability as a prestigious office building and upon written notice from Landlord, Tenant shall immediately discontinue such advertising.
13. Landlord reserves the right to exclude from the Building between the hours of 7:00 p.m. through 6:00 a.m. Monday through Friday and at all hours on Saturday and Sunday, state and federal holidays all persons who are not authorized by Tenant. Such authorization shall be in accordance with procedures established by Landlord. Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.
14. No Tenant shall install, affix, attach or place a free standing water feature, artistic water fountain or art work utilizing water within the Premises at any time.
15. Any persons employed by Tenant to do any work in or about the Premises shall, while in the Building and outside of the Premises, be subject to and under the control and direction of the Landlord (but not as an agent or servant of Landlord), and Tenant shall be responsible for all acts of such persons.
16. All doors opening onto public corridors shall be kept closed, except when in use for ingress and egress.
17. Canvassing, soliciting and peddling in the Building are prohibited, and each Tenant shall cooperate to prevent the same.
18. All office equipment of any electrical or mechanical nature shall be placed by Tenant in the Premises in settings approved by Landlord, to absorb or prevent any vibration, noise and annoyance.
19. Smoking, which includes e-cigarettes and vaporizers, is not permitted in the Premises, as provided by law (Los Angeles Municipal Code section 41.50). There are exterior designated smoking areas.

Policies and Procedures: Move Checklist

Move-in

Here is a checklist of reminders to help facilitate your move to Watt Plaza. Please see your Tenant Manual for more details regarding each item below.

- If necessary, review construction plans with the Building Management Office:
(See [Building Services/Construction](#))
- Provide Building Management with Freight Elevator & Loading Dock Request Form to schedule move:
(See [Building Security/Deliveries](#))
- Confirm move date(s) with the Building Management Office. Call Building Management Office at (310) 789-2179.
- Provide Building Management with Vendor Certificates of Insurance for move:
(See [Building Security/Deliveries](#))
- Provide Building Management with your completed "[Tenant Information Sheets](#)"
- Schedule Building Access Card Appointments for Employees:
(See [Building Security/Building Access Cards](#))
- Order Suite Entry Keys & Restroom Keys from Building Management:
(See [Building Services/Keys and Locksets](#))
- Collect mailbox key(s) from Building Management Office. Please call the Building Management Office at (310) 789-2179 to schedule an appointment.
- Review Tenant Handbook with Building Management. Please call the Building Management Office at (310) 789-2179 to schedule an appointment for a Tenant Orientation.
- Complete "Signage Template for Mock-up" for Tenant Plaque:
(See [Building Services/Building Directory & Signage](#))
- Provide list of names for Building Directory:
(See [Building Services/Building Directory & Signage](#))
- Provide RMIS with Tenant Certificates of Insurance prior to move-in:
(See [Policies & Procedures/Tenant Insurance](#))
- Make arrangements for parking access with ABM Parking: :
(See [Parking/Access](#))
- Review Building Recycling Program:
(See [Policies & Procedures/Recycling](#))
- Schedule Emergency Preparedness Training with your employees:
(See [Emergency Procedures/Emergency Preparedness](#))

Move-out

Here is a short checklist of reminders to help facilitate your move from Watt Plaza. Please see your Tenant Manual for more details regarding each item below.

- Schedule Final Walk-through/Inspection with Building Management. Please call Ruby Brown, Project Manager, at (310) 789-2179 to schedule your appointment.
- Provide Building Management with Freight Elevator & Loading Dock Request Form to schedule move:
(See [Building Security/Deliveries](#))
- Confirm move date(s) with the Building Management Office. Call Building Management Office at

(310) 789-2179.

- Provide Building Management with Vendor Certificates of Insurance for move:
(See [Policies & Procedures/Tenant Insurance](#))
- Submit all mailbox keys and suite keys to Building Management:
(See [Building Services/Mail Service](#))
- Submit all building access cards to Building Management:
(See [Building Security/Building Access Cards](#))
- Submit parking cards & AVI Transponders to the Parking Office:
(See [Parking/Access](#))
- Make arrangements with Building Management to have excess bulky trash removed:
(See [Policies & Procedures/Recycling](#))

Policies and Procedures: Passenger Elevator Etiquette

Tenant safety and security rank at the very top of our priority list here at Watt Plaza. Therefore, the Building Management Staff thought it prudent to share some information with you regarding elevator etiquette. Hopefully you will find the following informative and useful:

Waiting for the Elevator

- Please refrain from pushing the elevator call button after someone has already pushed it. If the button is lit, usually indicates that it has already been pushed. Kindly wait for the first available elevator to respond.
- If you arrive as an elevator door is closing, regardless of how many people are in the car, it is polite to refrain from pressing the elevator call button until the elevator door has closed completely. If you press the button by mistake, and a door stops closing, do not board unless asked. Politely apologize and wait for their car to leave.
- It is inappropriate to block an elevator door from the outside for any reason. Do not abuse the safety devices built in to the elevator door.
- **Please refrain from placing your LEGS, FEET, ARMS, HANDS, UMBRELLAS, BRIEFCASES or any other BODY PART in front of a closing elevator door. The elevators are equipped with a code required feature called “nudging.” If the doors are held open longer than 20 seconds, the buzzer will sound and the doors will shut at a reduced speed and a reduced torque regardless if an object is in the way; this feature is required by Fire Code.**
- Always check the direction of the car before boarding. If you cannot see an indicator lamp, politely ask the riders of the car which direction the car is traveling. Please refrain from stopping the doors from closing to do this.

Entering the Elevator

- Allow passengers to exit before attempting to board. While waiting to board, stand away from the door opening. Do not board the car unless you are sure no one is getting off on your floor. If there is someone exiting, kindly allow them to clear the door before attempting to board.
- In general those standing nearest the door should be allowed to board first. Historically, gentlemen would allow ladies to board first to the extent that this is practical.
- To determine whether you should board the car, determine if there is enough room for you and your buffer space. As a rule of thumb, there should be room for two people for every one that is attempting to board.
- During high traffic times, you may find it necessary to board a car that is crowded. If there is not a verbal invitation to board, the passengers may welcome you by making room for you, consider that an invitation to board. If you are with someone else, do not assume that the invitation stands for all of you. It may be necessary to split up and agree to meet at your destination floor.

Inside the Elevator

- Once you enter the elevator please pay attention to which buttons have been pressed. If your desired floor has already been selected there is no further action required on your part.
- If pressing the call button would require you to push through someone, it is acceptable to ask someone else to push the call button for you as long as they are not further away from it or unable to reach the button for you (i.e. coffee in their hands, etc.) Conversely, if you find yourself close to the button panel in an elevator, you may have the additional responsibility of button management. It would be polite to make sure the other riders have had the button for their floor pressed. This keeps people from reaching through a crowd to the button panel and eliminates the stress for those that cannot reach the buttons.
- Regardless of your position, if you are asked to press a button, it is proper to press the button as requested or pass the request on to the closest person to the button panel.

- Oversized packages: In any case where you are carrying or pushing a large package, you should wait for an empty elevator. If you are invited to board a loaded car, be sure all riders agree to the invitation and that it is not mere polity. If you are unsure, insist that you are willing to wait for the next empty car.
- Transporting boxes (such as those used to transport court documents) on a dolly in any of the passenger elevators must meet the following criteria:
 - The maximum number of storage boxes is (3), which is equal to or less than a height limitation of 35 inches;
 - The dolly must have two rubber wheels to minimize noise and prevent damage to the tile floors;
 - The boxes must be securely strapped down to the dolly to prevent them from falling off.
- Holding the door for someone that is running toward the car is only appropriate when the car is empty or there is consensus among the passengers that it is ok to wait.
- Closing the door using the door close button should be done only when it is clear that no one is trying to board the elevator or when there are other cars available to go in the same direction. It is improper to close the door on someone that is moving toward the elevator.
- It is also acceptable to close the door when you are in a full elevator that stops at a floor for a passenger who indicates they would like to wait for the next car. Give them a chance to make their decision to board or not to board before closing the door.
- You should stand as close to a wall as possible. Consider your destination floor and stand near the back if you are going to a high floor. If you know you are getting off shortly, stand toward the front. If you choose to stand near the buttons, understand that you may have increased responsibility.
- Always allow as much space as possible between you and the passengers. Always stand facing the door.
- Please be considerate when talking on an elevator, talk softly and do not assume that everyone in the car cares about what you are saying. Please avoid lewd jokes and topics that could offend others.
- Singing, humming and whistling are generally discouraged. If you are wearing headphones, they should be turned down to a level that cannot be heard by other passengers.
- In general, it is inappropriate to touch other passengers on purpose. If you should accidentally bump into someone with you baggage or parts of your person, immediately apologize for invading their personal space.
- Always respect the personal space of the other passengers.
- If you are using an elevator while sick, consider waiting for the elevator to arrive empty. The close proximity of an elevator makes it a good place for germs to be transferred. If you have a cold, keep your mouth covered and avoid touching the buttons without a tissue. Always cover your mouth when sneezing in an elevator.
- **Never, under any circumstances, spit, urinate, or defecate in an elevator. It presents a serious health risk to elevator riders as well as maintenance personnel.**
- Riding an elevator while intoxicated should be avoided. Your impairment could present a danger to yourself and other riders.
- Take steps to ensure that the only buttons being pressed are the ones for which floor a passenger must exit. However, in the event that you mistakenly press a button for the wrong floor, wait until the doors open on that floor and apologize to those who remain in the elevator. You may press the door closed buttons to cut down on wasted time.
- When you find it necessary to take baggage onto an elevator, wait for an empty car when possible. If you must board an occupied elevator with baggage, be sure there is enough room for you and your baggage without violating the personal space of others.
- Try to stay near the doors with baggage in order to displace the fewest number of passengers upon your exit.

- The emergency stop button is for emergencies only. Do not use this button for personal reasons.
- Using a passenger elevator for the transport of cargo is not permitted.

Exiting the Elevator

- When standing between someone trying to exit and the door, do your best to move out of the way for them. If necessary, exit the elevator, allow them to leave and re-board.
- Historically, gentlemen allow ladies to exit the elevator first unless they are blocking the doors.
- In a crowded elevator, when there are others between you and the door, announce that the elevator has arrived at your floor and excuse yourself while making your way through the crowd. Pushing is discouraged.

Policies and Procedures: Pets

Building Management does not permit any animals such as dogs, cats, birds or animals of any kind to be brought into, kept in or about the Building (except for service animals), for any reason whatsoever. A service animal is medically necessary and federal laws protect the right of the person to be accompanied by the service animal in public places.

Service Animal Guidelines

Watt Towers welcomes tenants and guests with disabilities who use service animals. Service animals must be allowed to be in all areas where guests are normally permitted.

Service animals are dogs or miniature horses that are individually trained to perform work or tasks for individuals with disabilities. Animals that only provide emotional support or comfort are not service animals.

Service animals do not have to be certified or licensed nor must they wear a harness or vest.

If I am a tenant at Watt Plaza and if I have a service animal, do I have to complete the building management questionnaire and if applicable, the Waiver, Release and Indemnification Agreement?

Yes, the tenant questionnaire and the Waiver, Release and Indemnification Agreement can be accessed by clicking the following link: [\(Click Here\)](#).

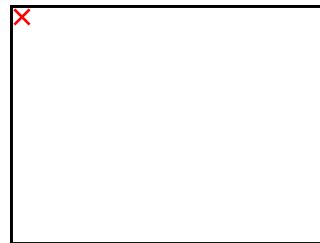
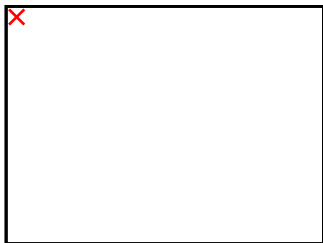
When can you exclude a service animal from the building?

- A manager or security guard may ask an individual with a disability to remove a service animal from the building if:
 - the animal is out of control and the animal's handler does not take effective action to control it; or the animal is not housebroken.
- Miniature horses may also be excluded if the facility cannot accommodate the size, weight, or type of miniature horse, OR if the miniature horse's presence compromises the legitimate safety requirements necessary to operate the building safely.
- If the building excludes an animal, its animal owner must still be allowed to remain in the building.

A Pet Waste Station area is located at the back of the 1875 building, just north of the loading dock (between the 1875 building and the parking structure – photos below).

We encourage all owners of therapy/service dogs who are tenants and guests of the building to visit the pet waste site and utilize the newly designated area. We have provided doggie waste bags as well as a conveniently located trash bin for disposal.

The goal of Building Management is to accommodate our tenants and guests without compromising the integrity of the building, landscaped areas and the overall environment; we anticipate that the Pet Waste Station is utilized and our goal is accomplished. We certainly appreciate your cooperation in this matter.



Policies and Procedures: Recycling

While playing an important role towards the achievement of the LEED Platinum Certification, Watt Plaza has a superior waste management service that coincides with the unique configuration of building facilities coupled with the needs of our occupants. The trash service is transitioning from what was a “comingled” system to separation of recyclables directly from the respective offices. Placing all of your recyclables in a small desk side container or large kitchen container helps to increase our very successful diversion rate; the average diversion rate at Watt Plaza is 71% and continues to increase; in other words, 71% of our trash is diverted from landfill and processed into recyclable materials. Building Management provides recycling containers at no cost to you and while participation is not mandatory, it is strongly encouraged.

Authorized Suite Contact(s):

Please submit your order forms via the Angus Work Order System to ensure the correct number of recycling containers are ordered for your suite. Select the “Inquiry” request type and list the amount of small and large recycling containers for your suite in the details section.

How the program works:

Please put all of your recyclables in your small desk side container. This includes all paper products, aluminum, glass, plastics etc. Please note however, that anything that contains food product on it is considered trash! If you want to recycle a plastic salad container, or a yogurt cup etc. please take that item to your break room/ kitchen and rinse it out first. Otherwise, please throw it in the trash. Please click on the [Recycling Program Flyer](#) for more information on what can be recycled.

In addition to your desk side recycling container, your suite will also have larger recycling containers to place in copy rooms, break rooms, kitchen areas etc. These will also have blue liners in which paper products, aluminum, glass and plastics can be recycled.

Can paper from our own personal shredder be recycled?

Yes. If your janitor already empties your shredding machine for you, then you don’t need to do anything. If not, tie up the bag of shredded paper and put it in one of the large central recycling containers for collection.

How is cardboard recycled at Watt Plaza?

Please flatten all cardboard boxes and place them next to one of the recycling containers and label them “Recycle”.

What if my office already has recycling containers?

You are welcome to continue using your current recycling containers. The janitor will place blue liners in your containers. You do not need to replace them with the cardboard recycling containers that are being offered.

Battery Drop Off

A collection box is located at the 1875 Lobby entrance near the Security Desk. This collection box ensures that old batteries will be properly disposed of at a local hazardous waste collection facility. All batteries including, but not limited to, AA, AAA, C, D, 9-volt and batteries for cell phones, cordless phones, digital cameras, game players, hearing aids, lithium photo, PDA’s, watches, electronics and power tools will be accepted. CAR BATTERIES ARE NOT ACCEPTABLE.

Grounds For Your Garden

Starbucks, our tenant located on the Lobby Level at Watt Plaza, implemented a program known as “Grounds For Your Garden” at the beginning of 2010. “Coffee grounds act as a green material with a carbon-nitrogen (C-N) ration of 20-1. Combined with browns such as leaves and straw, coffee grounds generate heat and will accelerate the compost process.” Also, “coffee grounds can be applied directly as a top dressing to acid-loving plants like blueberries, hydrangeas and azaleas.” – Starbucks.com. Starbucks at Watt Plaza has set-up a station by their condiment bar for the distribution of these used coffee grounds. Anyone who is interested can pick up a 5 lb. bag of coffee grounds. Please contact Sean Tu (the manager at Starbucks) at 310-553-8226 and visit the website below to obtain more information regarding composting with coffee grounds.

<http://www.starbucks.com/responsibility/environment/recycling>

Paint and Other Materials

Paint is considered a hazardous material in accordance with the Comprehensive Environmental Response, Compensation and Liability Act of 1980 and modified revisions to the law therein. Paint, thinner or similar substances cannot be included with your regular trash disposal here at Watt Plaza. Consequently, Watt Management gives you the option of contacting "College Hunks Hauling Junk" or a company of your choice (subject to Building Management approval). "College Hunks Hauling Junk" may be contacted via phone at 800-junk-usa or 800-586-5872 by visiting their website at <http://www.1800junkusa.com>. Building Management can arrange for a pick-up to your suite, but please note that a 15% Overhead Fee will apply to the total charges. Their clean-cut collegiate teams ensure that your items are recycled, reused or donated to the property facility.

Recycling Centers for paint, paint thinners, etc. (near the Century City area):

- UCLA S.A.F.E. Center
550 Charles E. Young Dr. W,
Los Angeles, CA 90095
(800) 988-6942
- Santa Monica Household Hazardous Waste Center
2500 Michigan Ave.
Santa Monica, CA 90404
(310) 458-2213

Furniture, Wood & Metal

Furniture, wood or metal cannot be placed in the trash compactor. If you need to dispose of these types of items, please contact a third party vendor to remove these items from your suite. "*Got Junk*" is an approved building vendor and can be used to remove furniture, appliances, office debris, etc. Got Junk can be contacted via telephone at 800-got-junk or 818-760-3000 or by visiting their website at <http://www.1800gotjunk.com>.

Quarterly E-Waste Pick-Up

Building Management schedules quarterly e-waste collection with California Recycles, Inc. on the following dates throughout the remainder of the year:

Wednesday(s), March 4th, June 3rd, September 9th, December 2nd

A few weeks prior to the E-Waste pick-up, a memo will be circulated via email to all tenant contacts regarding the collection process, instructions on completion of any necessary forms, submittal dates, etc.

California Recycles, Inc. is registered, insured and in compliance with state and federal regulations. The company's EPA ID is registered with the State of California Department of Toxic Substances (DTSC), and they are an approved collector with California Integrated Waste Management Board (CIWMB). All materials collected will be recycled under the most environmentally conscious processes and in strict accordance with the latest regulations from EPA, CIWMB and DTSC.

Listed below are Electronic Items accepted FREE of charge from all tenants of Watt Plaza at the E-Waste pick-ups:

Cables & Cords
Cameras
Cell Phones
Components
Computers
Copiers
DVD's
Fax
Keyboards
Laptops
Mice Calculators
Microwaves
Monitors
MP3/IPODs
Power Supplies
Printers
Scanners
Stereos
Telephones
TV's

VCR's

Building Management strongly encourages your participation in the various recycling programs listed above and continues to expand the effort towards a cleaner planet. The only way Watt Plaza can make a significant change towards being as environmentally conscious as possible is through the cooperation of you, our tenants.

Your continued cooperation in preventing items such as copy machines, fax machines, computer monitors, etc. from being left in the freight elevator foyers is appreciated. Improperly disposing of these items in this manner presents various problems: creates a safety hazard, impedes vendor deliveries, incurs non-scheduled recycling/disposal fees, creates inefficient labor allocation and increases labor costs. E-waste items should remain in your suite until the next quarterly e-waste collection period or of course, if you decide to take the equipment to an e-waste collection site yourself. Should this be a problem for you, building management can place your piece of equipment on a tenant call-in equipment list which will provide building management with the information to determine if more frequent e-waste collection days are necessary.

Please contact the Building Management Office with any concerns or questions. Watt Management is always open to hearing new and innovative recycling or conservation ideas.

Policies and Procedures: Return to Work Preparations

We hope that you, your families and coworkers are faring well and remaining healthy as the COVID-19 pandemic evolves. We are in the process of “Return to Work” preparations at Watt Plaza in anticipation of an impending easing of the Safer at Home orders. Our top priority is to ensure the utmost safety of our tenants, building staff and visitors. We know that the best way to achieve this is by partnering with you, our tenants.

We are continuing to monitor the fluid situation, and the additional COVID-19 related social distancing, health and safety policies and protocols that we are putting in place are guided by the latest CDC, WHO, federal, state, and local guidelines and orders.

Below is a list of precautionary measures that we have put in place in preparation for “Return to Work”:

- Pursuant to the Los Angeles Safer at Home order requirement, we have installed signage at all entry points listing all COVID-19 symptoms pursuant to the latest CDC guidance, and anyone who is experiencing any COVID-19 symptoms may not enter the building.
- We have also installed social distancing signage and markings at the entrances, and on the floors, walls and elevators on the lobby level and anywhere a line may form, for tenants and visitors to use as a guideline to maintain social distancing from one another.
- Elevator cars will be limited to a maximum of 4 occupants per trip to facilitate recommended social distancing set forth by the LA County Health Department (Appendix D). We have also applied NanoSeptic continuous self-cleaning skins on all elevator call buttons which are effective against viruses as an added precautionary measure.
- We have installed clear shields at the Security Desks and Valet Desk.
- We have installed hand washing signage in each restroom. As always, we will continue to have Safe T Gard tissue dispensers located in each restroom for you to utilize on the door handle when exiting the restrooms.
- We will continue our enhanced cleaning program for public areas, using an EPA registered disinfectant at an increased frequency on all touch points throughout the common areas including door handles, elevator buttons, restrooms, mailroom, etc.
- We have added hand sanitizing stations at both the 1875 and 1925 ingress/egress as well as at each elevator bank on the lobby level for all to utilize. We have installed hand sanitizing stations in each elevator lobby on the multi-tenant floors.
- The Los Angeles Safer at Home order requires that all of our employees and all building tenants and visitors wear face coverings while in the building. All of our building staff will continue to utilize PPE (personal protective equipment) when at the building, including face coverings. Please note that, pursuant to the Los Angeles order, essential businesses in operation must provide cloth face coverings to employees and contracted workers whose duties require close contact (within 6 feet for 10+ minutes) with others.
- Mail will continue to be delivered to the Mailroom and all deliveries will be allowed per usual as long as the delivery personnel are wearing PPE and following the social distancing guidelines.
- Each tower at Watt Plaza has two separate air handling stations—one for floors 1-11 and one for floors 12-23. They are constantly bringing in fresh air, mixed with some recirculated air when the air handler is in operation. All incoming and recirculated air is run through a filtration system using a Minimum Efficiency Reporting Value of 13 (commonly known as a MERV-13 standard). MERV-13, which is required to meet LEED standards, is generally considered “hospital grade” air filtration. These filters can trap up to 98% of airborne particles as small as .3 microns.

Please remember, even once the Safer at Home orders are relaxed and we are permitted to resume operations, Watt Plaza and all tenants and visitors will remain subject to all applicable state and local orders and CDC guidelines, including requirements to wear face coverings, implement social distancing protocols in the workplace, and practice proper social distancing and sanitation measures to minimize risk of COVID-19 spread. Our return to the building will be guided by these orders, and we strongly encourage our tenants to establish their own social distancing protocols in compliance with state and local orders, CDC and WHO guidance. Please encourage your workforce to review and comply with all signage and social distancing protocols in the building.

We are carefully monitoring the latest guidance and best practices with regard to COVID-19 safety, and the applicable orders regarding social distancing requirements. As these guidelines and orders change, we may adjust these COVID-19 related policies and protocols accordingly. We will keep you updated on all changes that affect you.

Please feel free to contact the Building Management Office at (310) 789-2179 with any questions or concerns.

Policies and Procedures: Suite Security Alarms

The Building Management Office must be notified in writing prior to the installation of any tenant construction or repair work pursuant to Section 7 of your lease including but not limited to Suite Security Alarm Systems. All work must be approved in writing by Building Management prior to the commencement of any work.

Please address your notifications and requests to the following parties:

General Manager	Cameron Benson	(310) 789-2180	cbenson@wattcompanies.com
Property Manager	Dana Phantanom	(310) 789-2189	dphantanom@wattcompanies.com
Project Manager/ Lease Administrator	Ruby Brown	(310) 789-2183	rbrown@wattcompanies.com

Address: 1875 Century Park East, Suite 1110, Los Angeles, CA 90067

All contractors and subcontractors must meet the following insurance requirements set forth by Building Management:

General liability insurance in an amount of no less than \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate.

A SEPARATE "ADDITIONAL INSURED ENDORSEMENT" must be provided.

THE ADDITIONAL INSURED ENDORSEMENT MUST BE ISO FORM CG 20 10 07 04 OR EQUIVALENT

The name of the Additional Insureds must read as follows:

WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

Worker's Compensation - with limits equal to or greater than statutory limits.

Business Auto Liability -- \$1,000,000 combined single limit for bodily injury and/or property damage.

The name of the Certificate Holder must read as follows:

WATT PROPERTIES, INC. dba WATT MANAGEMENT COMPANY, 1875/1925 CENTURY PARK EAST COMPANY, ALLSTATE INVESTMENTS LLC, ALLSTATE LIFE INSURANCE COMPANY and ALLSTATE INSURANCE COMPANY.

Complete, accurate copies of the required insurance certificates should be provided to the Building Management Office prior to commencement of construction. All contractors must read and sign a copy of the "Contractor's Rules and Regulations" and submit a signed copy to the Building Management Office prior to construction. All construction must be consistent with building standards. All construction or repair personnel must register with Building Security at the 1875/1925 Building Lobby during the week (Monday-Friday) and at the 1875 North Lobby during the weekend.

Policies and Procedures: Syringe/Needle Disposal

Syringe/Needle Disposal

Used syringes and needles are considered medical waste and can present a biohazard if not properly disposed. Watt Plaza is not a medical office building; therefore the property does not provide sharps containers to properly dispose of used needles and syringes. All needles and syringes should be properly disposed of outside the property. Please refrain from placing syringes and needles in any waste receptacles located on the property.

Please reference the links below for more information on sharps disposal and preventing needlesticks.

Center for Disease Control & Prevention (CDC): <http://www.cdc.gov/niosh/topics/bbp/sharps.html>

Stericycle: <http://www.stericycle.com/sharps-disposal.html>

Please feel free to contact the Building Management Office with any questions or concerns at (310) 789-2179.

Policies and Procedures: Tenant Alterations

Tenant, at its sole cost and expense, shall have the right to make alterations, additions, or improvements to the interior of the Premises (collectively, "Improvements"), if such Improvements are normal for general office use, do not adversely affect the utility of the Premises for future tenants or the systems serving the Building, do not alter the exterior appearance of the Building, are not of a structural nature, and are not otherwise prohibited under this Lease; provided that no such Improvements shall be made without Landlord's prior written consent, and all such Improvements shall be made in conformity with the requirements below.

Any Improvements to be installed by Tenant during the Term shall only be done in compliance with the following:

- No such work shall proceed without Landlord's prior written approval of (i) Tenant's contractor, and (ii) certificates of insurance from a company or companies approved by Landlord, furnished to Landlord by Tenant's contractor, for public liability and automobile liability and property damage insurance with limits of not less than \$1,000,000/\$1,000,000/\$2,000,000, endorsed to show Watt Properties, Inc. dba Watt Management Company, 1875/1925 Century Park East Company, Allstate Investments, LLC, Allstate Life Insurance Company, and Allstate Insurance Company as an additional insured and for workmen's compensation as required. Before commencing any work, Tenant shall give Landlord at least five (5) days' written notice of the proposed commencement of such work and shall, if required by Landlord, secure at Tenant's own cost and expense, a completion and lien indemnity bond in a form and by a surety acceptable to Landlord and in amount no less than the estimated cost of such Improvements to insure Landlord against liability from mechanic's and materialmen's liens and to insure completion of the work. In addition, Landlord may require such additional items or assurances as Landlord in its sole discretion may deem reasonable or desirable. Landlord shall have the right at all times to enter the Premises to post notices of non-responsibility on the Premises and record verified copies thereof in connection with all work of any kind upon the Premises.
- All such work shall be done in conformity with a valid building permit or other permits or licenses when and where required, and any work not acceptable to any governmental authority or agency having or exercising jurisdiction over such work, or not reasonably satisfactory to Landlord, shall be promptly replaced at Tenant's expense. Notwithstanding any failure by Landlord to object to any such work, Landlord shall have no responsibility therefor. Tenant covenants and agrees that all work done by or pursuant to the direction and instruction of Tenant shall be performed in full compliance with all laws, rules, orders, ordinances, directions, regulations and requirements of all governmental agencies, offices, departments, bureaus and boards having jurisdiction, and in full compliance with the rules, orders, directions, regulations, and requirements of the Insurance Service Office, and of any similar body. Landlord at its option may supervise such work, and Landlord shall be entitled to make a reasonable and customary charge for any supervisory services rendered.
- Tenant shall reimburse Landlord for any expense incurred by Landlord by reason of faulty or improper work done by Tenant or its contractors, for damage done by Tenant or its contractors to the Building or the Property, or by reason of inadequate cleanup.
- Tenant or its subcontractors will in no event be allowed to install plumbing, mechanical, electrical wiring or fixtures, or partitions over 5'10" in height.
- All work by Tenant shall be diligently and continuously pursued from the date of its commencement through its completion.
- Non-standard installations made by or for Tenant, whether temporary or permanent in character, made either by Landlord or Tenant, and all personal property attached to the Building (including floor coverings) shall be Landlord's property at the end of the Term and shall remain on the Premises without compensation to Tenant; provided that, at the option of Landlord exercisable by written notice to Tenant, Tenant shall, at Tenant's sole expense, within thirty (30) days after such notice, remove from the Premises any or all such improvements and personal property and repair all damage to the Premises caused by such removal. All other personal property shall be removed by Tenant on or before the end of the Term, provided that Tenant shall repair all damages caused by such removal.

Policies and Procedures: Tenant Information Sheet

In an effort to provide you with the best customer service, ensure your safety, and communicate with you more effectively, Building Management is requesting that you keep up-to-date Tenant Information Sheets on file.

Tenant Information Sheets

Please take some time to complete/update the Tenant Information Sheets ([click here](#)) for your suite(s). Perhaps you haven't updated these forms in a while or your staff has undergone some changes that will affect the accuracy of these documents. Having accurate information on file allows us to better serve your needs and prevents any untimely delays.

Below are links to the following forms for your review and processing:

- Employee Access Authorization List ([click here](#))
- Tenant Emergency Contact Sheet ([click here](#))
- Suite Warden and Fire Life Safety Information Sheet ([click here](#))
- Fire Extinguishers Sheet ([click here](#))
- Approved Vendor List ([click here](#))

Kindly forward your completed forms to the Building Management Office via the [Angus Work Order System](#). Please use the "Tenant Info Sheets" request type. Please follow the prompts in the system to attach the forms to the work order.

What is an Authorized Suite Contact?

- Authorized Suite Contacts are listed on the Tenant Emergency Contact Sheet as: Daily Contact, Executive Contact, Accounting Contact, and Emergency Contact.
- The purpose of an Authorized Suite Contact is to disseminate information from the Building Management Office to the company/tenant employees; alternately, to act as a liaison between the company/tenants employees and the Building Management Office.
- In most cases, the Authorized Suite Contact acts as an authority figure for after-hours access, approval of various work orders, HVAC (Heating Ventilating and Air Conditioning) requests, coordination of office moves, etc. Building Management kindly reminds everyone that all types of requests including light bulb changes, hot/cold calls, etc. should be filtered through an Authorized Suite Contact in order to best accommodate you.

We look forward to receiving your updated documents and providing you with great customer service. Please feel free to contact us at (310) 789-2179 with any questions or concerns.

Policies and Procedures: Tenant Insurance

Watt Plaza requires all tenants to be enrolled in an insurance tracking program through **Registry Monitoring Insurance Services, Inc. (RMIS)**

New Tenants

The insurance requirements from your lease, "Article 14", are sent immediately to RMIS following the execution of your lease as well as the contact information for the lease signatory. The lease signatory or a designated employee should provide RMIS with the contact information for your insurance agency. RMIS is responsible for collecting, verifying, certifying and tracking all tenant insurance. They are in possession of the insurance requirements from your lease and will work with your insurance agent directly to ensure that you have all the required insurance on file.

Existing Tenants

Renewals: The insurance requirements from your lease, "Article 14", are on file with RMIS and they will work with your insurance agent directly to ensure that they receive the updated certificates as they expire.

How does the system work?

The system RMIS has built simplifies the process of tracking your insurance. Instead of sending reminder or "deficiency" notices to you in the mail, RMIS **will primarily deal directly with your insurance agent or broker** to make sure all of the insurance requirements in your Lease are met. RMIS is staffed by insurance professionals who "speak the same language" as your insurance agent and will work with your agent in a fast, friendly and professional manner. With this new system, **our tenants will no longer receive notices in the mail regarding insurance deficiencies**. Any issues regarding your coverage will be handled directly with your agent or broker. If you, the tenant, ever need to contact RMIS directly, you will find pleasant, knowledgeable customer service representatives on the other end of the line. RMIS promises that a live person will answer the phone in most instances – and "same business day" call-backs on all voice mail messages.

What do you need to do?

All you need to do to get the process started is to **forward the following information to your insurance agent or broker:**

Issue new certificate(s) of insurance, prepared **EXACTLY** as before, with the following two (2) modifications:

1. **CERTIFICATE HOLDER** should be changed to:

WATT COMPANIES c/o RMIS
5703 CORSA AVE FL 1
WESTLAKE VILLAGE CA 91362-4001

2. The **ADDITIONAL INSUREDS** shown on any additional insured endorsement should be removed and replaced with the following:

Watt Ventures, Inc., together with its subsidiaries and/or their associated and/or subsidiary and/or affiliated entities, including, without limitation, all partnerships, limited liability companies and/or corporations affiliated therewith, and/or all partners, managers, members, officers, directors, employees and/or agents thereof, together with any and all persons and/or entities for which any of them act as a Managing Agent or are otherwise required by contractual obligation therewith to be named additional insureds hereunder.

Please remind your agent that Watt only accepts additional insured endorsements – additional insured language written on the certificate is not acceptable.

RMIS will contact your insurance agent directly from this point forward.

Please remember that you can also always call RMIS Customer Service (9:00 a.m. to 5:00 p.m. weekdays) at **(800) 400-4924** or the following account contacts:

Melissa Coogan
Registry Monitoring Insurance Services, Inc. (RMIS)
(800) 400-4924
Melissa@registrymonitoring.com

We appreciate your cooperation with our tenant insurance monitoring service through RMIS. As always, if

you have any problems, questions or concerns you can also contact the Building Management Office at (310) 789-2179.

Policies and Procedures: Trash Removal

Furniture, E-Waste, Wood & Metal

The Watt Plaza trash compactor will not accept furniture, e-waste, wood or metal items. Disposal of these types of materials will require you to contact a third party vendor. "Got Junk" is an approved building vendor and can be used to remove furniture, appliances, office debris, etc. Got Junk can be contacted via telephone at 800-got-junk or 818-760-3000 or by visiting their website at <http://www.1800gotjunk.com>.

Policies and Procedures: Vendor Insurance

The vendor insurance requirement of Watt Plaza exists not only for the owner's protection but for yours as well. We remind you that your Lease provides that you, as a tenant, bear full responsibility for any liabilities that arise out of your tenancy at Watt Plaza. **The Landlord can look directly to the tenant** for full defense and indemnification in the event claims or litigation arises from their activities at Watt Plaza if your vendors and contractors do not carry insurance.

Whenever you retain any person or company – anything from a moving company, or any sort of contractor or anyone else – to perform services related to your tenancy at Watt Plaza, it is our policy to ask that those persons and companies provide us with evidence of General Liability, Automobile and Workers' Compensation Insurance, and to name the owner, **1875/1925 Century Park East Company, as well as Watt Management Company** as additional insured's on the liability portion of that coverage.

Please provide us with Certificates of Insurance from all vendors, contractors and other service providers retained by you to perform services related to your suite(s) if you have not already done so.

Planning a move or delivery? Whether it's your full suite or one piece of furniture, please have the moving vendor provide us with certificates of insurance that meet the necessary guidelines, by no less than 48 hours in advance of your move.

May I allow a vendor to fall back on tenant insurance?

Yes.

Any person or company performing services on a tenant's behalf that has not provided the proper insurance documentation, will be deemed to be working for the tenant at the tenant's acknowledged sole risk; further, it will be assumed that the tenant has agreed in such an instance that the tenant's insurance is insuring the risk inherent in the activities of the vendor/contractor in question.

Watt Plaza Vendor Insurance Requirements [\(click here\)](#)

The Neighborhood: Metro Purple Line Extension

Please click on the below link for Metro Purple Line Extension construction updates for the Century City / Constellation Blvd. Station.

https://www.metro.net/projects/notices/notice_purpleline2_040518/