
i|o AT PLAYA VISTA



TENANT MANUAL

FOR

12130 & 12180 MILLENNIUM

OFFICE OF THE BUILDING

12150 Millennium, Suite P100

PLAYA VISTA, CA 90094

310 862 9490 OFFICE

310 862 9491 FACSIMILE



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OFFICE OF THE BUILDING

12150 Millennium
Suite P100
Playa Vista, CA 90094
310/862-9490 Phone 310/862-9491 Fax
ioPlayaVista@LPC.com

OFFICE OF THE BUILDING HOURS

The Office of The Building is open Monday – Friday 8:00am to 5:00pm



BUILDING STAFF

Property Manager

Raquel Martin – rmartin@lpc.com

Property Assistant

Jennifer Tisdale-Cook – jtisdalecook@lpc.com

Chief Engineer

Michael Ruelas – Michael.Ruelas@abm.com

Parking Facility Manager

Nereida “Nery” Aleman – Naleman@lazparking.com

PARKING OFFICE

Post Commander

IO.Security@auservices.com

Please direct all inquiries to the Office of The Building.

EMERGENCY PHONE NUMBERS

EMERGENCY 911

POLICE DEPARTMENT 911 or 310/482-3334

FIRE DEPARTMENT 911 or 310/427-2000 or

213/485-5971 **PARAMEDICS 911** or 310/427-2000 or

213/485-5971 **SECURITY DESK**

(12130 Lobby- East Building)

(12180 Lobby -West Building) 310/862 9407

IF YOU DO HAVE AN EMERGENCY, PLEASE REMEMBER:

Don't panic. Stay calm. Give your name, address and suite number.

Speak slowly and clearly. Don't hang up the phone until you are told to do so.



Building Hours

The lobby will be open during the following hours:

Weekdays: 8:00 a.m. – 6:00 p.m.

The building is closed to the general public on Saturday, Sunday and all observed Holidays.

Holiday Schedule

The Office of the Building will be closed on observed legal holidays. On these days the following conditions will prevail:

- The Office of the Building and maintenance staff will be off-duty.
- There will be no janitorial service (unless requested before 2:00 p.m. on the preceding business day). A service fee may apply.
- There will be no air conditioning, heating or ventilation (unless requested before 2:00 p.m. on the preceding business day). After hour service fees shall apply
- Security staff will be on-duty.

Unless specified to the contrary per your Lease terms; the observed holidays are:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day



MOVING IN

Keys, Locks and Access Cards

If applicable, upon move in, you will receive two keys for your suite. All keys are issued from the Office of the Building and may not be duplicated by any other locksmith. The key is specific to the project and in an effort to maintain your safety and the integrity of the keying system; tenants are not authorized to duplicate any key. Should additional keys be required, the building can issue duplicates at the Tenant's expense.

You are not authorized to change the locks to your premise or within your premise. Should you require this service, you must go through the Office of the Building. All fees associated with the request to change the keying system will be at the tenant's expense. For reasons of fire safety and cleaning access, all locks are to be on the master keying system. *Locks that must be re-keyed to comply with this policy will be done so at the tenant's expense.*

For your security, all key/lock requests must be made in writing, via a Work Order generated through the Electronic Tenant Portal work order system (further explained within this manual) by an authorized signatory.

Part of the security program designed for the project requires the use of an access key card; each respective employee, as designated by tenant, will receive one card for building perimeter access. The perimeter access includes the parking garage, the building entrance and the gym facilities. Unless specifically excluded in your Lease, a fee of \$25.00 per key card shall apply.



Building Signage Directory Strips (If applicable)

Orders for directory strips are to be made in writing by an authorized signatory, stating the listing desired, the suite number, and the exact manner in which the strip is to be read on the directory. For example:

Company Listings

ABC Company

Please refer to your lease regarding the signage that is permitted for your suite. Please call the office of the building for current pricing and approvals for your signage. Your lease dictates the signage available to you.

Door Signage

If applicable, orders for "Building Standard" Door Signage are to be made in writing by an authorized signatory, stating the listing desired, the suite number, and the exact manner in which the sign is to read. Door signage is provided at move-in. Additions or any changes made thereafter will be charged at the then current price. All signage will require Landlord approval prior to proceeding.



Freight Elevator Reservations

Reservations for the freight elevator are made on a first come/first served basis by calling the Office of the Building. Move-in/out times are between 6:00 p.m and 6:00 a.m. Monday through Friday and all day on Saturdays and Sundays. No other elevator car may be utilized to move onto your floor, unless approval has been obtained from the Office of the Building.

Moving Company

Your mover must be financially responsible, bonded and carry a minimum of \$1,000,000 combined single limit property damage and public liability insurance. This is the minimum amount for any mover working in this building. A certificate of insurance must be received by the Office of the Building prior to the move-in. The certificate must name the Building Owner and Building Management Company as additional insureds. Please refer to (Form "G") Minimum Insurance Requirements (attached) for the exact insurance requirements. **This form should be sent to your moving company for certificate preparation purposes.**

In making your arrangements, please note that you are responsible for removing all trash and packing associated with the move and for protecting the lobby floor, corridors and freight elevator car. Any damage to the building, elevator cars and or project will be repaired by Landlord at tenant's expense. Obviously, you may seek to mitigate your liability exposure by having your moving company provide the required insurance coverage's. You will be required to setup a pre-move in walk through with building management as well as have the moving company put up protection on the corners of the common area and floor protection for common area hallways.

Authorized Signatures

Please complete the Authorized Signatures Form (Form "A") attached and forward it to the Office of the Building. This form should bear signature(s) only of those executives authorized to sign Work Order Forms (for miscellaneous chargeable services), Property Removal Passes or to authorize After-hour Entry to personnel or guests of your organization. **PLEASE REMEMBER TO KEEP THIS FORM UPDATED AND CURRENT, Landlord is not liable or responsible for loss of property, damage or other stolen articles, or unauthorized access to your premise.** You are responsible for making any future changes that become necessary to this or any other building signatory or information. Changes must be in writing to the attention of the Office of the Building. An employee of your firm who is currently listed as an authorized signatory must sign this correspondence. For your protection, any work order, property removal pass or entry memorandum bearing a signature, which is not on the Authorized Signatures Form, will be denied.



After-Hours and Weekend Entry

For the benefit and security of all our tenants, employee entry into the building outside of normal business hours is permitted only by a building access card. Building sign in/out procedures are implemented from 7:00 p.m., to 7:00 a.m., Monday through Friday and 24 hours a day on Saturdays, Sundays and holidays. **During these times, all persons entering/leaving the building must sign in/out at the security console.**

To add a new employee to the access list or to delete an employee from the list, please complete the Security Card Add/Change Form (Form "D") attached and forward to the management office and/or place a work order on the portal. If you know of a visitor coming to the building after-hours or on the weekends, please have an authorized signatory forward the attached Entry Memorandum (Form "E") to the office of the building on your company's letterhead so that we may notify the security staff. You must have your own entry key to your suite. Security guards do not have keys to any suites. Building personnel are not authorized to admit employees or visitors.

Note that the lobby doors on the ground level will remain locked after-hours, on the weekends and on holidays, and elevators are secured at the ground floor.

Property Removal

Removal of furniture, equipment and business machines is permitted only upon written approval by property management prior. Any outside vendor picking up the property must be insured (see vendor insurance requirements). Schedule with property management. Building management must be notified prior to removing furniture from the property and will be liable for any damage to the property.



Rental Remittance

Rent is due on or before the first of each month whether invoiced or not. Late fees apply to all rents that are not paid on time per lease. Please reference your lease for your guidelines. As a courtesy, statements are delivered to each tenant by the first of each month. Miscellaneous service charges are due within thirty 30 days of billing.

Preferred method of payment - Checks may be sent via regular USPS mail to the property's lockbox at:

CV Latitude 34, LLC
PO Box 102224
Pasadena, California 91189-2224

If tenant is sending a check via Overnight delivery, please use the following address. (Please note - All overnight mail by special couriers should be sent to the actual site address listed below and should reflect Lockbox Services and the Lockbox Number in the reference section of the air bill):

JP Morgan Chase
ATTN: CV Latitude 34 LLC & 102224
2710 Media Center Dr.
Building #6, Suite #
120 Los Angeles, CA 90065

Should a tenant wish to Wire or ACH their payment directly, please contact the Building Management Office for instructions.



Move-In Checklist

- ❑ Certificates of Insurance to Building Management for Tenant (Form “G”) and all vendors involved with move-in.
- ❑ Order/install phones/cable.
- ❑ Order additional office keys from the Office of the Building via property work order system.
- ❑ Arrange reservation of freight elevator with the Office of the Building.
- ❑ Order signage per lease from the Office of the Building.
- ❑ Complete Building Forms (attached) and return to the Office of the Building. (Forms “A-G”)
- ❑ Contact Parking Office to purchase parking key cards and /or validation booklets.
- ❑ Order building access cards. (Form “D”)



SERVICES & FACILITIES

Maintenance Requests and Repairs

Requests for repairs concerning building operations and services should be sent to the Office of the Building via a completed Work Order Portal. **To eliminate duplication of effort and ensure responses are properly relayed, please designate one primary and one alternate contact to make these requests.** Please make sure to assign your work order to a specific department to ensure faster resolution.

Alterations

If you desire any alterations or modifications such as additional electrical or other interior work. Please forward a work order (Form "H") to the office as well as contact the property manager of the building. No alterations can be done until all lease requirements are met and landlord approval has been obtained in writing.

All construction/tenant improvements must be completed by a building approved contractor and approved by the Landlord, in writing, prior to the start of any construction work. Please contact the Office of the building for a list of approved contractors and building standards.

If you wish to choose your own contractor, please be sure that they have met all insurance requirements by landlord. Prior to beginning any work in the building, vendors must submit a certificate of insurance, which complies with the insurance requirements as noted on (Form "G") attached.

Please note that any telephone, fax and/or computer cabling must adhere to current code requirements. Your contractor is responsible for knowing these codes and installing appropriate cables.

Heating & Air Conditioning

Each suite is climate-controlled and any adjustments necessary to maintain a comfortable environment should be referred to the Office of the Building. Only the engineering staff is properly trained to adjust the controlling thermostats.



After-Hours Heating & Air Conditioning

For those tenants who require after-hours heating or air conditioning (Monday through Friday after 6:00 p.m., Saturday after 1:00 p.m., or anytime on Sundays and holidays), please note that there is an additional charge for these services.

Please send work order on system at least 24 hours prior to request, which designates the users for ordering after hours HVAC over the telephone. Please check with the Office of the Building for the current charge per hour.

Service Elevator and Deliveries

All deliveries should be made by use of the freight elevator. No deliveries on dollies/handcars may be made on passenger elevators. Any delivery, into the loading dock, must be pre-arranged with the Office of the Building. Please refer to the "Freight Elevator Reservation" section of this manual.

Cleaning Service

Normal building standard janitorial services are provided Monday through Friday nights, except holidays. Day Porter services are also provided Monday through Friday 8:00 a.m. to 5:00 p.m. and can be dispatched to take care of any janitorial concerns (fees may apply).

Parking Facilities

LAZ Parking operates the parking facilities for i|o at Playa Vista and offers monthly parking, as well as, the sale of validations. Visitor parking is specifically identified by parking signage and located on Level P-1; additional visitor parking is available anywhere on the roof (P-6).

For your convenience, there is an on-site Parking Manager located on the P1 level that will be happy to assist you in your parking needs. The telephone number to the Parking Office is 310-862-5182. The Parking Office is open Monday through Friday from 7:00 a.m. to 4:30 p.m. **Note: For safety purposes please adhere to the 5 mile per hour garage speed limit.**



Elevator Service

Elevator service is available 24 hours per day. All requests for use of the freight elevator for freight transfer should be made by calling the Office of the Building. In the event the freight elevator fails to operate properly please contact the security officer on duty (310) 862 9407.

Should passengers become detained inside, an alarm button and auto dial phones are located in each elevator for notification. The telephone dials the elevator company emergency call center, which is monitored 24 hours a day 365 days a year, directly. In such circumstances please do not panic, there is little danger of running out of air; an elevator technician will be dispatched immediately to address the issue and remove the occupants. No one is allowed to pull you out of the elevators, only emergency service individuals like fire fighters, police or elevator technician.

Mail Service

There is no mail delivery/pick-up on Saturday, Sunday or Holidays. Building staff, including security

Work Orders

Requests for repairs concerning building operations and services should be submitted through the Tenant Services work order system. To eliminate duplication of effort and ensure responses are properly relayed, please designate one primary and one alternate contact to make these requests.

[HTTP://www.tenanthandbooks.com](http://www.tenanthandbooks.com)

Service fees may apply; any work order requiring tenant reimbursement will be redirected to the appropriate tenant representative for approval prior to the commencement of any work.

Cleaning

Janitorial Service is provided by a contracted service. Please refer to your Lease for the standard services provided. If you desire a non-building standard cleaning service (e.g., carpet shampooing, cleaning of private restrooms, cleaning of refrigerators) please contact the Office of the Building. We will have a janitorial representative contact you to discuss your requirements. The management office will bill directly for incurred charges, including a 5% administrative fee.

Recycling Program

All refuse is commingled and brought to a recycling center where it is sorted and disposed of as appropriate. The recycling program complies with all state and local ordinances.



Amenities

Additional onsite facilities:

- **Fitness Gym**

- ✓ Located at 12150 Millennium (Parking Structure), the facility is state of the art, complete with aerobics exercise room. Men's and women's locker rooms are provided. To accommodate all users, there is a strict Locking Procedure in place: Lock and Use. You may lock your valuables up while enjoying the gym; however, no lock can be left on any locker if you are not using the facility. Reserving a locker to work out at a future time is not permitted. Absolutely no overnight use is permitted. Lock and Use is strictly enforced. Locks found to be in non-compliance are subject to removal and disposal.
- ✓ All users must execute a Use Liability Agreement **prior** to using the facilities. **Absolutely NO exceptions.** Please contact the office of the building to obtain the Agreement.
- ✓ Please follow all Fitness center rules and regulations posted inside Fitness center.
- ✓ No one outside of IO tenants are allowed to use the Fitness Center.

- **Hammocks**

Please enjoy the hammocks that are put out on east lawn during business hours.

- **BBQ area**

- ✓ IO Tenants can reserve the BBQ area to enjoy. Please contact the management office to reserve the area. You will be responsible for all cleanup of area and grill. If not cleaned, building will clean area and bill you back including trash removal. See attached Agreement to Tenant Handbook



SAFETY & EMERGENCY PROCEDURES

Tenant After-Hours Emergency Telephone Numbers

Please complete (Form “B”) After-Hours Emergency Telephone numbers. This list should reflect the names and after-hour telephone numbers of those individuals in your firm who are to be contacted in case of an emergency. Please remember to include their email addresses.

Emergency Procedures

Please feel free to call the Office of the Building at (310) 862 9490 with any questions you may have after you review the following material.

The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. After-hours or on weekends and holidays, the answering service will pick up the office telephone lines. Numbers to call in an emergency:

Emergency	911
Police Department	911
Fire Department	911
Security Desk	(310) 862 9407 or 213 259 7593

It is the tenant’s responsibility in an emergency to directly notify the proper agencies. Following the emergency call, you should notify the Building Management Office (310) 862 9490 or Building Security (310) 862 9407.

IF YOU DO HAVE AN EMERGENCY, PLEASE REMEMBER:

- Don’t panic. Stay calm.**
- Give your name, address and suite number.**
- Speak slowly and clearly.**
- Don’t hang up the phone until you are told to do so.**



Theft

To assist you in safeguarding your possessions, we suggest that you take the precautions listed below:

1. Upon leaving the premises at the end of a business day, lower the shades to the perimeter windows, lock doors and then check doors to determine that they are properly secured.
2. Instruct your personnel, especially receptionists or those in front offices, to notify their superiors and Building Security of any suspicious persons loitering in or about your premises, or of peddlers, beggars or solicitors.
3. Serial numbers on all items, which have them, should be recorded to aid police in recovering property in the event of loss or theft.
4. Be suspicious of any persons who enter your office and once finding the office occupied, make excuses that they have the wrong company or suite number.
5. Laptops should be secured when visible or locked up while away from them. We suggest: A docking station with a locking capability, a leash lock or anything that may secure a laptop to a desk while you are away.
6. Handbags, coats and other articles of value should not be left unguarded in reception areas or front offices, even for a few minutes. Portable articles, when left on desks or in open drawers, are easy targets for the expert sneak thief.
7. When closing a vault or safe, be sure to see that the combination is thoroughly mixed.
8. Do not leave a memorandum of vault or safe combination in a desk.
9. Occasionally, examine wastebasket contents at the end of the day to see if any equipment or other valuables may have been secreted for removal later.



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10. When deliveries are made, do not leave the delivered items unguarded.
 11. Keys for entrance doors, cabinets or files where valuables are kept should not be left in unlocked drawers.
 12. When an employee entrusted with an entrance key leaves your employ, you should immediately request that the building access card be deactivated and/or the employee's name be removed from the access list by completing the Security Card Add/Change Form (Form "D"). This form must be submitted as soon as possible to the Office of the Building along with a picture of the employee. Consideration should be given to changing cylinders on the lock if the employee has not returned the key.
 13. Keep checkbooks under lock after 5:00 p.m. Any theft may be reported to the Security Officer on duty. The Officer will take an incident report. You, however, are responsible for making any reports to the police.



Special care should be taken during the times best suited for pilferage...30 minutes just after the opening of a business day, at lunch hour and just before business close.



Emergencies

It should be understood that every situation differs and that specific rules cannot possibly be written to cover each and every emergency. It is our intention that this guide will provide sufficient knowledge to conduct yourselves safely and effectively in the event of an emergency. Awareness of this information and the establishment by each tenant of a training program would be most helpful in times of emergency. If we can be of further assistance please do not hesitate to call us at (310) 862-9490.



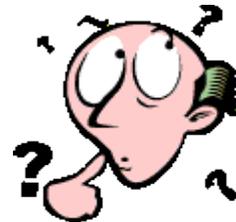
Fire

In the event of an observed fire, please remain calm and follow these steps:

- Activate corridor Fire Pull Station, if nearby.
- Call **911** and give the following information:
 - **Location:** 12180 Millennium (West Building) 12130 Millennium (East Building). Please make a note of your building address.
 - **Your Floor # and Suite #**
 - **Your name and as much information as possible.**
- Stay on the telephone long enough to know that the information was received and understood.
- Notify your Floor Wardens, Office Manager and others of responsible position in your suite.
- See attached copy of refuge map.
- Call Building Security at 310 862 9407 or 213 259 7593.

Small fires may be put out by use of a fire extinguisher. **WHILE TO ATTEMPTING TO EXTINGUISH A SMALL FIRE, HAVE SOMEONE CONTACT THE FIRE DEPARTMENT. SHOULD YOU BE ALONE, CONTACT THE FIRE DEPARTMENT PRIOR TO ATTEMPTING TO EXTINGUISH A FIRE.**

Never use water to extinguish an electrical fire. Do not attempt to fight a spreading fire alone. Do not go back into a fire area since carbon monoxide can distort your judgment and make you a victim.



The Office of the Building may conduct a Fire Drill at least once a year. However, tenants may hold fire drills and practice evacuation of their suite or floor by making prior arrangements with the Fire Department through their Floor Warden. Arrangements **MUST** be made in advance through the Office of the Building in order for other tenants to be notified prior to your drill.



Fire Hose Cabinets

Fire extinguishers are located in identified cabinets in the hallways and/or tenant areas. All tenants are urged to keep a fire extinguisher, dry chemical or Co2 within their suite in addition to those provided by the building. Tenants may use extinguishers with due caution as indicated.

Fire Stairs

The enclosed stairwells are the only safe means of exit from the building during an emergency. **Do not attempt to use the elevators, EVER!!** If you are on an elevator during an emergency, **get off at the next stop** proceeding directly to the nearest stairwell and exit the building

REMEMBER: Stay calm. Walk, do not run.

What You Can Do to Prevent Fires

It is to your advantage to designate one person on your floor or suite to be an inspector for conditions that cause fire.

- Do not allow accumulation of trash or waste material.
- Do not overload electrical outlets.
- Throwing trash, empty boxes or packaging materials in the stairwells is NOT permitted. The stairwells are your exit.
- Rubbish and waste will be removed from your suite by the building maintenance contractor provided it is clearly marked as trash and /or in the appropriate waste container.
- In the event a waste paper basket catches fire and no water is available, turn an empty basket over the burning fire. If handled correctly, the fire will extinguish without oxygen. **Please remember to have someone contact the Fire Department PRIOR to attempting to extinguish any fire.**
- Keep waste paper baskets away from draperies.
- Burning popcorn thrown into a waste paper basket can ignite and start a fire.
- Extinguish and dispose of cigarettes in a proper manner.



Fire or Floor Wardens

The fire department has recommended that each tenant appoint a “Warden”. Full floor tenants should appoint two (2). These wardens should be volunteers employed by the tenant or tenants of that floor and should be personnel who command the respect of fellow employees, are generally calm during emergency situations, and who are familiar with the building exits, both up and down. (Please complete Form “F” and return to the Office of the Building).



Recommended Checklist for Fire/Floor Wardens:

- Learn the locations of exits so that you may direct traffic properly.
- Learn the locations of pull stations.
- Learn the location of fire extinguishers and proper operation of each type of extinguisher.
- Do not attempt to use a water or soda acid extinguisher where electrical appliances or other electrical equipment is located. Familiarize your co-workers with the operation of equipment, according to instructions on the labels of the extinguisher. For electrical fires, use only dry chemical or Co2 extinguisher. It is suggested that each tenant purchase a Co2 or dry chemical extinguisher. Multi-floor tenants must have at least one extinguisher on each floor. Photocopy machines should have an extinguisher mounted nearby.
- Direct all traffic to stairs.
- Direct employees away from the building (if it is necessary to evacuate the building) so that the Fire Department may have unhampered access to the building and employees will not be injured by falling glass, etc.
- Have an up-to-date list of all emergency telephone numbers ready for use if needed: Fire Department, Police Department, Building Manager, Security Desk (located on page 5)
- Do not hold fire drills or evacuation drills until you have notified your Property Manager so that all tenants may be aware that it is a drill and not an emergency.
- The Office of the Building may hold annual Fire/Life Safety training for all Floor Wardens.



Bomb Threat

Any person receiving a call that a bomb has been placed in your suite or building should make every effort to get as much information as possible **from** the person calling. Do not attempt to transfer the call.

Whoever answers the phone must try to extract the following information:

When is the bomb going to explode?

Where has it been placed?

What does it look like?

What is your name?

Why did you place the bomb?

Keep the person talking, find out all you can and ask the caller for their name and address.

Pay attention to the caller's voice (male/female, age speech, etc.) Listen for background noises, which might give a clue to the place from which the call is being made.

Ask the caller to repeat the message.

NOTE TIME AND DATE. WRITE EVERYTHING DOWN.



Bomb Threat (continued)

Call Emergency – 911: Give them your name, your company, the address of the building you are located in, your floor and suite number. Repeat any information given you by the caller, word-for-word, as well as, any descriptive information.

To prevent panic, notify your floor Warden(s), your company supervisor, and the Office of the Building. Orders to evacuate will be at the discretion of your company supervisory personnel. The Office of the Building will not issue an order to evacuate the project tenancy.

If you are ordered to evacuate, follow the same procedure as in a fire: **use the stairs, not the elevators.** Remember to take purses, packages, briefcases, etc... as all of these items could be mistaken for a bomb and may be destroyed by the bomb squad if left behind.

Call Building Security at 310 862 9407 or 213 259 7593

Do not touch or handle any unusual objects you may find. Report them to the authorities.

Be aware of any suspicious persons entering your suite. Out of the ordinary activity should be reported to the authorities.

Bomb Explosion

In the event of an explosion, resulting in fire; these steps should be followed:

- Follow fire procedures.
- Evacuate the premises, Exit in an orderly manner – **do not run or push and do not use the elevators.** Call Emergency – 911.
- Call Building Security at (310) 862 9407

All switchboard operator and/or receptionists should be thoroughly trained to react promptly and properly. Good communication is a **MUST.**



Evacuation

If it becomes necessary to evacuate, **WALK** to the nearest stairway, as shown on the floor plan located in the elevator lobby. **WALK DOWN** and **OUT** of the building and **AWAY** from the building. **NEVER** use the elevators.

Earthquake Procedures

If we suffer a major shock in a high-rise building, the greatest possible danger will be from breaking glass. Therefore, it is strongly recommended that tenants stay away from the exterior window line/walls of the building. If you are outside during an earthquake, immediately move away from any building and attempt to take cover from the hazard of falling glass.

Inside the building, other hazards (i.e., suspended ceilings, lighting fixtures, etc...) may fall. A very simple way of taking cover is to kneel beneath a desk. Another alternative is to make your way to the elevator lobby(s) or restroom(s) located at the core of the project. The core of the project will offer more support than the exterior (window line) of the project and is generally considered to be the more structurally secure portion of the building, with little or no chance of falling debris. If you are trying to exit from the building, ***under no circumstances should you ever use the elevators.***

If such an event should take place, it is entirely possible that the electricity service will be interrupted. There is an emergency generator that will provide emergency lighting; however, we strongly recommend that flashlights be kept at strategic locations such as the reception desks within the suites. In addition to flashlights, a good battery-operated portable radio should be kept ready. First Aid Kits should also be in a prominent position. Unless you have an emergency situation, it is essential that you stay off the phone, including your cell phone, in order to leave phone lines open for emergency services.



i|o
at Playa Vista

Safe Refuge Locations



12180 Millennium Dr & Restaurant

Safe Refuge: Walk east toward the 12130 Millennium building. Your safe refuge area is in the grassy area around the hammocks and bbq grilling station on the east side of i|o's campus.

12130 Millennium Dr

Safe Refuge: Walk east toward Wayne's Way (the private road between i|o and the 72andSunny campus). Cross Wayne's Way, veering left of the wood fence and up the slight incline. Your safe refuge area is around the picnic and open grass area of Central Park approximately 25 paces after crossing Wayne's Way.



APPENDIX



FORM "A"



12130 and 12180 Millennium

AUTHORIZED SIGNATURES

TENANT & SUITE NUMBER _____

WORK ORDERS

Print name

Signature

Print name

Signature

PROPERTY REMOVAL PASS

Print name

Signature

Print name

Signature

AFTER HOURS ENTRY

Print name

Signature

Print name

Signature



FORM "B"



12130 and 12180 Millennium

AFTER-HOURS EMERGENCY TELEPHONE NUMBERS

TENANT & SUITE NUMBER _____

PRIMARY TENANT CONTACT: _____
(Individual's Name – Please Print)

TELEPHONE NUMBER: _____ Home
_____ Work*
_____ Cell*
_____ E-mail *

ALTERNATIVE TENANT CONTACT: _____
(Individual's Name – Please Print)

TELEPHONE NUMBER: _____ Home
_____ Work*
_____ Cell*
_____ E-mail *

NOTE: The emergency telephone numbers listed above should be for notification after regular business hours. * Denotes required information



FORM "C"



12130 and 12180 Millennium

PROPERTY REMOVAL PASS

TENANT & SUITE NUMBER _____

DATE: _____

This removal pass will authorize: _____

(Individual's Name)

to remove the following material(s) or equipment from the premises. Please indicate serial number (s) if applicable.

AUTHORIZED BY: _____

(Signature of individual authorizing removal)



FORM "D"



12130 and 12180 Millennium

SECURITY CARD ADD/CHANGE FORM

**Please use Revised Form
(Second sheet, attached)**

OFFICE USE ONLY: _____

DATE ENTERED INTO SECURITY SYSTEM: _____

ENTERED BY: _____



FORM "E"



12130 and 12180 Millennium Entry Memo

THIS ENTRY MEMO MUST BE COMPLETED BY TENANT, SIGNED BY A CURRENT AUTHORIZED SIGNATORY AND BE APPROVED BY BUILDING MANAGEMENT OR ACCESS WILL BE DENIED

ON _____ THE BELOW LISTED FUNCTION WILL OCCUR IN THE BUILDING AT APPROXIMATELY _____.

- _____ MEETING
- _____ AFTER HOUR VISIT/WORK
- _____ CONSTRUCTION
- _____ CARPET CLEANING
- _____ MOVE IN
- _____ MOVE OUT
- _____ TELEPHONE SERVICES
- _____ OTHER _____.

NAME OF COMPANY
TO BE ALLOWED ACCESS _____.

NAME OF TENANT _____.

TENANT APPROVAL _____.

BUILDING MANAGEMENT APPROVAL _____.

FREIGHT ELEVATOR ACCESS _____ YES _____ NO

CERTIFICATE OF INSURANCE RECEIVED _____ YES _____ NO

ADDITIONAL
COMMENTS: _____



FORM "F"



12130 and 12180 Millennium

EMERGENCY INFORMATION

PHYSICALLY AND/OR HEARING IMPAIRED*

SUITE# _____ DATE: _____

TENANT NAME: _____ REVISED* _____

SUITE/FLOOR WARDEN: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION (SUITE #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION (SUITE #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____

OCCUPANT: _____

NATURE OF DISABILITY: _____

LOCATION (SUITE #): _____ PHONE: _____

ASSISTANT: _____ PHONE: _____

*KEEP ALL LISTS CURRENT



FORM "G"



i|o
at Playa Vista

RE: Insurance Requirements
CV Latitude 34 LLC
12130, 12150 & 12180 Millennium
Playa Vista, CA 90094

All vendors, contractors and subcontractors brought onto the premises are to provide property management with certificates of insurance evidencing the following minimum coverages before work commences. Failure to do so will delay any work your company proposes to do at the property.

All coverages must be placed with a BEST's "A" rated carrier - any lower rating will not be accepted.

1. **Commercial General Liability** insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 from the aggregate of all occurrences in the policy year, including but not limited to premises- operation, products-completed operations and contractual liability.
2. **Comprehensive Automobile Liability** covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence. **If the "any auto" box is checked on the certificate, this is acceptable in place of the owned, hired, or non-owned box being checked. The "owned autos only" box does not need to be checked if the vendor does not have any owned vehicles and states as such.*
3. **Umbrella/Excess Liability** insurance on the above with limits of \$ (see UMBRELLA/EXCESS LIABILITY LIMITS chart on page 3).
4. **Employer's Liability** insurance in an amount not less than \$1,000,000.
5. **Workers' Compensation** insurance in accordance with the laws of the state with jurisdiction.
6. **Property insurance** "the equivalent of causes of loss – special form" for the full replacement cost of all personal property, equipment, etc. owned by the contractor (vendor) and brought onto the property. Any deductible on covered losses shall be borne by contractor (vendor).
7. Except where prohibited by law, all insurance policies shall contain provisions that the insurance companies waive the rights of recovery or subrogation against CV Latitude 34 LLC, Clarion Partners LLC, LPC West, Inc., Lincoln Property Company Commercial, Inc., MetLife Real Estate Lending LLC, its Affiliates and/or Successors and Assigns, State Street Bank and Trust Company, Its Affiliates and/or Successors and Assigns and their agents, servants, invitees, employees, co-leases, co-venturers, affiliated companies, contractors, subcontractors and their insurers.
8. The Certificate shall include and name the following parties (*which include owner, property*

1 (Rev. 02.19.19)



manager and lender) as Additional Insureds for all liability policies, with the supporting [REDACTED] 17 or the equivalent for ongoing and completed operations:

Additional Insureds entities must be listed as follows:

CV Latitude 34 LLC
Clarion Partners LLC
LPC West, Inc.
Lincoln Property Company Commercial, Inc.
MetLife Real Estate Lending LLC, its Affiliates and/or Successors and Assigns
State Street Bank and Trust Company, Its Affiliates and/or Successors and Assigns

The policy number on the endorsement page must be the same as the policy number on the General Liability section of the Certificate of Insurance.

Include Primary and Non-Contributing wording as follows:

"With respects to claims arising out of the operation of the named insured, such insurance as afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the above Additional Insured " ---or equivalent wording---

An authorized Representative of the Insurance Company must sign the Endorsement Page.

9. The Certificate Holder shall be:

CV Latitude 34 LLC
c/o LPC West, Inc.
12150 Millennium, Ste. 100
Playa Vista, CA 90094

10. Certificates and/or policy endorsements should provide each of the additional insureds with 30 days' prior written notice of cancellation except for 10 days' notice due to non-payment of premium.

Please email a copy of the certificate and endorsements to Cara McCoy with the building management office at cmccoy@lpc.com and mail the original. Should you have any questions, feel free to contact the management office at (310) 862-9490.

Sincerely,

LPC West, Inc. as Agent for
CV Latitude 34 LLC

2 (Rev. 02.19.19)



Client#: XXXXXX DATE (MM/DD/YYYY)
X/XX/XXXX

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURED Company Name Company Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Contact</td> </tr> <tr> <td>PHONE (Inv. No. Ext.): XXX-XXX-XXXX</td> <td>FAX (Inv. No.):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: XX.XX.COM</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: American Casualty Co of Reading PA</td> <td style="text-align: right;">XXXX</td> </tr> <tr> <td>INSURER B: Continental Insurance Company</td> <td style="text-align: right;">XXXX</td> </tr> <tr> <td>INSURER C: Cymra Insurance Company (CA)</td> <td style="text-align: right;">XXXX</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME: Contact		PHONE (Inv. No. Ext.): XXX-XXX-XXXX	FAX (Inv. No.):	E-MAIL ADDRESS: XX.XX.COM		INSURER(S) AFFORDING COVERAGE		INSURER A: American Casualty Co of Reading PA	XXXX	INSURER B: Continental Insurance Company	XXXX	INSURER C: Cymra Insurance Company (CA)	XXXX	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																					
INSURER E:																					
INSURER F:																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Ded: \$0 GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X X	Policy Number Needed Here	05/01/2018	05/01/2019	EACH OCCURRENCE ≤1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) ≤300,000 MED EXP (Any one person) ≤15,000 PERSONAL & ADV INJURY ≤1,000,000 GENERAL AGGREGATE ≤2,000,000 PRODUCTS - COMP/OP AGG ≤2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X X	Policy Number Needed Here	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Per accident) ≤1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE Ded: X RETENTION ≤10000	X X	Policy Number Needed Here	05/01/2018	05/01/2019	EACH OCCURRENCE ≤2,000,000 AGGREGATE ≤2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	12/31/2017	12/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT ≤1,000,000 E.L. DISEASE - EA EMPLOYEE ≤1,000,000 E.L. DISEASE - POLICY LIMIT ≤1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CV Latitude 34 LLC, Clarion Partners LLC, LPC West, Inc., Lincoln Property Company Commercial, Inc., MetLife Real Estate Lending LLC, its Affiliates and/or Successors and Assigns; State Street Bank and Trust Company, its Affiliates and/or Successors and Assigns
 are named additional insured on a primary and noncontributory basis as respects general liability and auto liability and waiver of subrogation applies as respects general liability and workers compensation (See Attached Descriptions)

CERTIFICATE HOLDER CV Latitude 34 LLC c/o LPC West, Inc. 12150 Millennium, Ste. 100 Playa Vista, CA 90094	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNATURE
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NOTES



BBQ AREA RULES & AGREEMENT

RESERVATIONS: BBQ grills and picnic area are available for tenant use. Reservations are required and may be made up to 30 days in advance with property management.

RULES:

- A. Tenant / user must know general safety instructions for operation of gas-propane grills. A safety walk-thru can be conducted with the property management staff if desired.
- B. Tenant / user is responsible for their own propane, BBQ tools and food.
- C. Keep a fire extinguisher within easy reach.
- D. Use long handed barbecue tools and flame retardant mitts.
- E. Do not wear loose clothing while grilling, and watch for dangling apron strings and shirt sleeves
- F. Tenant / user is responsible for clean-up of grill. For easier clean-up, line the grills with foil.
- G. Use of tape on picnic tables is permissible; however, you may not use staples, tacks, nails or screws.
- H. No smoking within 20 feet of main entrances, exits, and operable windows.
- I. Tenant / user is responsible for clean-up of tables and area. Area must be free from all trash. Tables, chairs and benches need to be wiped down from any spillage. In the event the area has not been cleaned up and property management staff is required to do so, Tenant / user will be charged a cleaning fee of \$500.00.
- J. No amplified music without prior approval from property management.
- K. Use of vendors in the BBQ area will require a certificate of insurance on file with property management.

DAMAGES: Tenant / user is responsible for all damages, including those made by guests. Abuse of the BBQ area will result in complete loss of BBQ area privileges.

Gas Grill Safety Tips - *Tenants and users should not attempt any type of troubleshooting or repairs. Please contact property management immediately if you should have an issue.*

Liquid petroleum (LP) gas or propane, used in gas grills, is highly flammable. Each year about 30 people are injured as a result of gas grill fires and explosions. Many of these fires and explosions that occurs when consumers first use a grill that has been left idle for a period of time, or just after refilling and reattaching the grill's gas container. To reduce the risk of fire or explosion, you should routinely perform the following safety checks:

- Check the tubes that lead into the burner for any blockage from insects, spiders or food accumulations. Use a pipe cleaner or wire to clean blockage and push it through to the main part of the burner.
- Check grill hoses for cracking, brittleness, holes, and leaks. Make sure there are no sharp bends in the hose or tubing.
- Move gas hoses as far as possible from hot surfaces and dripping hot grease. If you can't move the hoses, install a heat shield to protect them.



- Replace scratched or nicked connectors, which can eventually leak gas.
- Check for gas leaks, following the manufacturer’s instructions, if you smell gas or whenever you reconnect the grill to the LP gas container. If you detect a leak, immediately turn off the gas and don’t attempt to light the grill until the leak is fixed.
- Do not try to fix the valve on the gas container. Obtain a new tank from your gas dealer
- Open the lid before starting the grill. Once it has been opened then turn on the gas and use the igniter. If it does not immediately light up the burners, shut off the gas and air out the grill before relighting the grill. This prevents a gas build-up which can lead to a possible explosion.
- Keep lighted cigarettes, matches, candles or open flames away from a leaking grill.
- Keep spare gas containers upright and away from the indoors and the grill.
- Never keep a filled tank in a hot car or trunk. The higher temperatures will cause the gas pressure inside the tank to increase, which can allow gas to escape through a relief valve.
- Never use a grill indoors. Use the grill at least 10 feet away from your house or any building. Do not use the grill in a garage, porch, balconies, and roof or under a surface that can catch fire.
- Do not attempt to repair the tank valve or the appliance yourself. See an LP dealer or a qualified appliance repair person.
- Always follow the manufacturer’s instructions that accompany the grill.
- Make sure you close the gas valve when you are through using the grill.
- Never store or use flammable liquid, like gasoline, near the grill.

I, THE UNDERSIGNED, CONFIRM THAT I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT, AND I SIGN IT OF MY OWN FREE WILL.

Company Name: _____

By: _____

Name: _____

Title: _____

Date: _____

Date of event: _____