

BUILDING HOURS & ACCESS

360 Third Street is open to the public Monday through Friday. Normal hours of operations for the building are 7:00am to 6:00pm. The building is closed on Saturday and Sunday.

BUILDING ACCESS

Tenant employees holding a valid building access card can enter the building after 6:00 pm on weekdays, and anytime on weekends, and holidays.

Entrances and exits are monitored by our 24-hour Security staff.

VISITORS

Please contact the management office and let us know if you are expecting a large crowd of guests or media to the building prior to their arrival during normal business hours. For vendors coming to the building or deliveries, please submit a building access request form on the 360 Third website under building documents.

Prior arrangements through the building office must be made for any after hour visitors or vendors.

PROPERTY REMOVAL PASSES

In an effort to protect your company's property and any equipment you may bring in or out of the building, your company has been provided with Property Removal Authorization Passes.

If you need to leave the building with hand-carried items such as office equipment, boxes, packages, computers or other items that are not obviously personal items, please obtain a Property Removal Authorization Pass from an

authorized person within your office. When you leave the building, the Security Officer in the lobby will also ask for the original and copy maybe kept by the employee.

If you need to remove large equipment or items that cannot be carried by hand, you will need to have your authorized signer contact the Building Management Office, in writing, using the access form with details of what is being brought in or out of the Building.

A Property Removal Authorization Pass is **not** appropriate for large items that are cumbersome and could potentially damage the passenger elevators. Please contact the Building Management Office for additional Property Removal Authorization Passes.

BUILDING HOLIDAYS

360 Third Street is closed on the following holidays:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Should you require cleaning, ventilation, air conditioning (HVAC), lighting, or any other service on any of the above holidays, please contact the Building Management Office two business days in advance.

Since the building staff and contractors observe these building holidays, there will be a charge for the services provided. We will be glad to give you a cost estimate for any such service.