

MISCELLANEOUS

ELECTRICAL REQUIREMENTS

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

WINDOW CLEANING

The exterior and interior of the exterior windows of building are cleaned annually. Building Management will notify tenants in advance of interior cleaning so items such as desks, file cabinets, and personal items can be removed from in front of the windows.

SOLICITORS

Soliciting is prohibited at 360 Third Street. Please report solicitors to the Management Office immediately.

SMOKING

In accordance with Section Part II., Chapter V., Article 19C of the San Francisco Municipal Health Code, smoking is not permitted at the Building or on the roof deck.

REMODELING/REDECORATING

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

- Installing electrical or phone outlets
- Installing or relocating light fixtures
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wall covering

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

PETS

The only animals allowed in the building are service animals that meet ADA requirements and certification will need to be provided. No other animals are permitted, in accordance with City ordinances.

EMERGENCY TELEPHONE NUMBER

In case of any emergency, such as theft, a fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances. Please make sure to alert the Management Office if your Emergency Contacts changes.

LOST AND FOUND

If you lose an item, check with the Management Office and/or our 24-hour Security personnel to see if anyone has turned in the item.