

TENANT SERVICE REQUESTS

Should you have a building service request, between the hours of 8:00AM and 5:00PM Monday through Friday please log on to [Commercial Cafe](#) to submit your request. Please note you must have a username and password. Building Management staff will dispatch the proper personnel to service your requests. Responses to most requests are made within one (1) hour.

In the case of an emergency (water leak, chemical spill, etc.) the response will be immediate.

If you have a building service request between the hours of 5:00PM and 8:00AM please call the security desk for assistance at 415-820-3050.

Some services provided by our engineer and janitorial departments may have associated charges.

Please check with your main tenant contact to request special services.

TENANT AND LOBBY DIRECTORY SIGNAGE

To add or change names and/or headings on the lobby directory and/or suite and floor signage, please contact the Building Management Office. Signage orders usually take 2 to 3 weeks to process, and in some cases, there may be a fee.