INTRODUCTION

**WELCOME to 1241 Cave Street.** In an effort to help you make the most of your occupancy, this Building Handbook is being provided as a reference.

Communication is a key element in implementing the policies and procedures in this Handbook. To ensure effective communication between UC San Diego Real Estate, the Facilities Manager, and the Occupants at Cave Street, each suite should designate a “Suite Representative” as a contact person for your office. Designating a Suite Representative will be crucial in obtaining accurate and timely information when making requests or reporting problems. All communication from your suite to UC San Diego Real Estate and the Facilities Manager should be channeled through your Suite Representative.

**BUILDING MANAGEMENT INFORMATION**

**Facilities Manager:**
Andrew Gilmore or Gary Davis  
G2 Facility Services  
Fax Line  
E-Mail Address  
(858) 457-8200  
(858) 457-8218  
g2help@g2servicesinc.com

**UC San Diego Real Estate:**
Office Phone  
Fax Line  
Nancy Eagle, Principal Real Estate Analyst  
E-Mail Address  
Real Estate Web-Site  
Location of UC San Diego Real Estate office  
(858) 534-1488  
(858) 534-4210  
neagle@ucsd.edu  
www-red.ucsd.edu  
Torrey Pines Center South, Suite 340

**24 Hour Emergency Contact:**
G2 Facility Services  
(858) 457-8200  
Leave a message with the answering service and someone will be paged
EMERGENCY NUMBERS

If you have a medical emergency, if there is a fire in or near the Building, or if there is a circumstance requiring assistance by the Police Department, please call 911 immediately from a non-Campus phone.

Other phone numbers listed below may help you in case of an emergency:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Rescue, Police or Medical</td>
<td>911 (From a non-Campus phone)</td>
</tr>
<tr>
<td>UC San Diego Campus Police</td>
<td>858-534-HELP (4357) or 911 (From a Campus phone)</td>
</tr>
<tr>
<td>Radiation, Chemical or Biological Spill</td>
<td>858-534-3660</td>
</tr>
<tr>
<td>Campus Emergency Status Information</td>
<td>888-308-8273</td>
</tr>
<tr>
<td>Campus Operator</td>
<td>858-534-2230</td>
</tr>
<tr>
<td>Campus Information</td>
<td>858-534-3362</td>
</tr>
<tr>
<td>EH&amp;S (Environment Health &amp; Safety)</td>
<td>858-534-3660</td>
</tr>
<tr>
<td>Telephone/Data/Repair Service (ACT Help Desk)</td>
<td>858-534-1853</td>
</tr>
<tr>
<td>California Poison Action Line</td>
<td>800-222-1222</td>
</tr>
</tbody>
</table>

HOURS OF BUILDING OPERATION

The hours of operation for Cave Street are 8:00 a.m. to 5:00 p.m., Monday through Friday. A rolling gate opens at 6:00 a.m. each morning, Monday through Friday, and secures the Building each night at 7:00 p.m. The Building is closed on Saturday and Sunday and all legal holidays.
The Building will be closed for the following holidays during 2015:

1. Martin Luther King, Jr. Day – January 19th
2. President’s Day – February 16th
3. Cesar Chavez Day – March 27th
4. Memorial Day – May 25th
5. Independence Day – July 3rd
6. Labor Day – September 7th
7. Veterans Day – November 11th
8. Thanksgiving Holiday – November 26th & 27th
10. New Year’s Holiday – December 31st & January 1st

MAINTENANCE & REPAIRS

If you have a maintenance or repair request within your suite or if you need assistance, please do the following:

1. Have your Suite Representative fill out and fax (858-457-8218) the Facilities Manager, G2 Facility Services, a Service Request/Work Order form which is attached as Exhibit A.
2. Give a brief description of the request on this form.
3. Also fax a copy of the Service Request/Work Order form to UC San Diego Real Estate at (858) 534-4210.
4. This Service Request/Work Order form can also be submitted on-line. Please go to UC San Diego Real Estate’s web-site at http://www-red.ucsd.edu. Click on “Asset Management.” At the top of the page, click on “Work Order Request Form.” Select the appropriate property, complete the form, and submit.

G2 Facility Services will address the request as quickly as possible.

BUILDING ACCESS AFTER HOURS

In order to access the Building after-hours or on weekends, you will need a key fob. Please contact the Facilities Manager to obtain a key fob. An employee must have the approval of their supervisor to obtain this key fob. Departments will have to pay a small fee for each key fob.
PARKING

There is a parking lot behind the Building for the use of the occupants of Cave Street. Overnight parking is not allowed. Please keep your vehicle locked at all times. The University is not responsible for any theft, damage or vandalism to your vehicle.

Visitors or guests should utilize parking along the street or in the paid parking lot next door to the Building.

SMOKING PROHIBITED

According to University policy, Cave Street is a smoke and tobacco free environment. Smoking is prohibited anywhere on the property and must be done off-site. Please dispose of cigarette butts properly.

BUILDING SERVICES

Janitorial:

Janitorial service is provided nightly, Monday through Friday. If you have any special cleaning requests (carpet cleaning or stripping and waxing vinyl or tile floors, etc.), please contact G2 Facility Services. These services can be provided at an additional cost.

Recycling:

Cave Street has a recycling program. Each suite must provide and designate recycling bins in their space. All recyclable items must be placed in these specially marked containers, and the janitorial staff will empty them with the regular trash in the evening. Please do not mix recyclable materials with normal trash and other forms of waste.

The following items are recyclable:

<table>
<thead>
<tr>
<th>Cardboard</th>
<th>Computer Paper</th>
<th>Junk Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Paper</td>
<td>Colored Paper</td>
<td>File Folders</td>
</tr>
<tr>
<td>Shredded Paper</td>
<td>NCR Forms</td>
<td>Phone Books</td>
</tr>
<tr>
<td>“Post It” Notes</td>
<td>Newspaper</td>
<td>Envelopes (w/plastic is okay)</td>
</tr>
<tr>
<td>Magazines</td>
<td>Aluminum &amp; Tin Cans</td>
<td>Plastic Water Bottles</td>
</tr>
<tr>
<td>Plastic &amp; Glass Bottles &amp; Jars with Recycle Symbols 1 &amp; 2 only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following items are not recyclable and should be thrown in the regular trash can:

<table>
<thead>
<tr>
<th>Tissue Paper</th>
<th>Carbon Paper</th>
<th>“Kleenex”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Towels &amp; Cups</td>
<td>Napkins</td>
<td>Paper Plates</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Plastic Bags</td>
<td>Margarine Containers</td>
</tr>
<tr>
<td>Yogurt Containers</td>
<td>Scrap Metal</td>
<td>Mirrors/Window Glass</td>
</tr>
</tbody>
</table>
Keys:

Keys to your suite will be available upon move-in. Please let the UC San Diego Real Estate office know the number of keys you will need. Each department will be billed back for the keys to their suite. If you need additional keys, please contact the Facilities Manager.

Rekeying your suite due to employee termination or for security reasons can be coordinated through the Facilities Manager at the department’s expense.

HEATING, VENTILATION & AIR CONDITIONING (HVAC)

The heating, ventilation and air conditioning (HVAC) system operates Monday through Friday, 6:00 a.m. to 6:00 p.m. There is no HVAC on the weekends or on holidays.

Thermostats are set at a predetermined comfort level, and will be monitored by a central computer system. A standard temperature range is programmed into each thermostat. When the indicator light on the thermostat is on, the system is working.

For after hours HVAC (before or after business hours or on weekends and holidays), the HVAC system can be time activated by pushing the button on the thermostat. Pushing this button one time will turn the system on for two hours. Pushing the button a second time, before the elapsed time is over, will shut the system off. After the elapsed time (two hours), the system will automatically shut off. Pushing the button after the elapsed time will restart the system for another two hours. When the indicator light is blinking, the system is operational in the overtime mode. Please be reminded that this time activation of the HVAC system is to be used ONLY for extended hours of operation as defined above. Use of the overtime mode results in additional utility expenses, and therefore, should not be used for prolonged periods.

MOVING IN OR MOVING OUT

If you are planning a significant move, such as furniture, large equipment, etc., in or out of the Building, let the Facilities Manager know well in advance. By communicating your schedule ahead of time, we can help you to accomplish your move with greater ease and with minimal inconvenience to other occupants.
Please notify the Facilities Manager of your move-in or move-out date and if you need any special requirements. If you engage a moving company, we will need to have their Certificate of Insurance prior to your move.

DELIVERIES

We know your deliveries are important to you, and we want to make sure you receive them promptly, safely, and conveniently. When you plan a large delivery within the Building please be sure to:

✓ Schedule all major deliveries during normal business hours, Monday through Friday
✓ If this is a private delivery company (not a Campus delivery or Federal Express), please notify your carrier to present a Certificate of Insurance to the Facilities Manager. This Certificate of Insurance must name “The Regents of the University of California” and “G2 Facility Services” as additional insured.
✓ Advise carriers to take precautions to avoid damage to the Building. An appropriate floor covering must be used.
✓ Inform your carrier that they are responsible for any and all damage incurred as a result of the delivery.
✓ Please have the delivery company remove all boxes or debris from the premises.

MAIL

A location should be designated within your suite for the delivery and pick-up of incoming and out-going mail. Business related mail and interoffice mail are delivered to your suite by UC San Diego Mail Services. Please see UC San Diego Mail Services’ web-site at http://www-bfs.ucsd.edu/mails/ for more information including official Campus mailing address format for UC San Diego mail services and public carrier purposes. Cave Street’s nearest U.S. Mail Box is located on Wall Street.
ENERGY CONSERVATION

We need the help of everyone at Cave Street to assist us in conserving electrical energy at the Building. At the end of each workday, please make sure all lights are turned off in your suite. Please make sure that all computers, monitors, printers, copiers, calculators, and appliances such as coffee makers are completely shut off before leaving for the day.

SECURITY

The Building contracts with a security company to provide nightly security patrol service after hours, weekends, and holidays. Security measures include patrolling the perimeter of the property. The security guard will also check all exterior doors and will try to secure these doors if they are left unlocked.

SOLICITORS

For your safety and quiet enjoyment, solicitation is not allowed at Cave Street. If a solicitor comes to your office, please inform them that solicitation is not allowed. We appreciate your cooperation in helping to keep the Building secure.

SUSPICIOUS PERSON & THEFT PREVENTION

Immediately report suspicious persons to the Facilities Manager.

Report unknown persons who:

➢ Loiter outside of the Building
➢ Solicit, take written notes, photographs or videos
➢ Appear lost, out of place or act in a suspicious manner

Inform the Facilities Manager of the following:

➢ Your name, suite number, and telephone number
➢ Description of the person
➢ What the person said or did
➢ Where the person has gone

If a theft occurs in your suite, please do the following:

➢ Report all thefts to the Facilities Manager and UC San Diego Police
➢ Have everyone check to see if anything else is missing such as a purse, wallet, checkbook, ATM card, credit cards or keys
➢ Secure rear doors to the office
➢ Check all trash cans in the office, in the common areas, and in the rest rooms for missing items
➢ Notify people returning to the office who were away at the time of the theft
SIGNS

Cave Street uses a standard sign program. All signage requests must be sent to UC San Diego Real Estate. A cost for the signs will be obtained, and the signs will only be ordered after the Department Supervisor’s approval. Departments will be billed for all new signage.

CONSTRUCTION – SUITE IMPROVEMENTS

If you require any modifications to your suite (such as electrical, partitions, plumbing, painting, new carpet, etc.) you must contact the Facilities Manager. We will be happy to assist you in coordinating your project and refer you to the appropriate approval process depending on the level of modifications required.
<table>
<thead>
<tr>
<th>Date:</th>
<th>Dept.:</th>
<th>Suite #:</th>
<th>Property Address:</th>
<th>1241 Cave Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Phone:</td>
<td>Fax:</td>
<td>Service Requested:</td>
<td>__________________</td>
</tr>
<tr>
<td>Common Area</td>
<td>Elevators</td>
<td>Other</td>
<td>Keys</td>
<td>Lights</td>
</tr>
<tr>
<td>A/C</td>
<td>Janitorial</td>
<td>Plumbing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Completion Date:</td>
<td>Departmental Approval:</td>
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</tr>
</tbody>
</table>

**G2 Facility Services Inc. Use Only**

<table>
<thead>
<tr>
<th>Services:</th>
</tr>
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<tbody>
<tr>
<td>__________________</td>
</tr>
<tr>
<td>Completed:</td>
</tr>
<tr>
<td>By:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Further Action: Yes</td>
</tr>
<tr>
<td>Work Completion Follow-up:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>