GARDEN VIEW MEDICAL PLAZA
BUILDING HANDBOOK

INTRODUCTION

WELCOME to Garden View Medical Plaza. 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 Trilar Management Group and the Occupants at Garden View Medical Plaza, 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 Trilar Management Group, your Property Manager, should be channeled through your Suite Representative.

BUILDING MANAGEMENT INFORMATION

Trilar Management Group:
Commercial Property Branch – Oceanside
Barbara Ann Fischer, Senior Vice President bafischer@trilar.com
Cell Number (760) 672-1207
Deanna Bauer, Admin. Assistant dbauer@trilar.com
Cell Number (760) 688-9551
Oceanside Office (760) 757-4423
Fax Line (760) 757-4261

24 Hour Emergency Contact:
Trilar Management Group (760) 929-4940
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.

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

Fire, Rescue, Police or Medical  911
Encinitas Sheriff’s Station/Non-Emergency  760-966-3500
Encinitas Fire Station/Non-Emergency  760-633-2800
San Diego Gas & Electric/Electric Emergency  800-611-7343
California Poison Action Line  800-222-1222

HOURS OF BUILDING OPERATION

The hours of operation for Garden View Medical Plaza are 7:00 a.m. to 7:00 p.m., Monday through Friday. Saturday hours are 7:00 a.m. to 5:00 p.m. Building is locked Sunday and all legal holidays. The parking garage gate closes at 5:00 p.m. Monday through Friday and is closed on Saturday and Sunday.

The Building may 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 4th
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 experience a maintenance or repair issue within your suite or if you need assistance, please do the following:

1. Have your Suite Representative fill out and fax (760-757-4261) to Trilar Management Group a Service Request/Work Order form which is attached as Exhibit A.
2. Give a brief description of the request on this form.
3. This Service Request/Work Order form can also be scanned and sent via email to dsullivan@trilar.com and/or bafischer@trilar.com
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.

Trilar Management Group will address each request as quickly as possible.

BUILDING ACCESS AFTER HOURS

In order to access the Building after-hours or on weekends, you will need a card key which will allow you access into the building or the garage. Please contact the Trilar Management Group to obtain an access card key. An employee must have the approval of their supervisor to obtain a card key. A security deposit may be required for each card key.

PARKING

There is above ground parking on the East and West sides of the building as well as underground garage parking for the use of the occupants of Garden View Medical Plaza. Overnight parking is not allowed. Please keep your vehicle locked at all times. Trilar Management Group and the Landlord are not responsible for any theft, damage or vandalism to your vehicle. It is the responsibility of the vehicle driver to observe the posted vertical clearance levels in the garage.

BUILDING SERVICES

Rest Rooms:

Common area rest rooms are located on the first floor in the hallway by the main elevator.
Smoking Prohibited:

Garden View Medical Plaza is a smoke and tobacco free environment. Smoking is prohibited on the property and must be done off-site. Please dispose of cigarette butts properly.

Keys:

Keys to your suite will be available upon move-in. Please let the Trilar Management Group know the number of keys you will need. Since this is a proprietary key system, each department will be billed back for the keys to their suite. If you need additional keys, please contact the Trilar Management Group.

Rekeying your suite due to employee termination or for security reasons can be coordinated through the Trilar Management Group, at the tenant’s expense.

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 the Trilar Management Group. These services can be provided at an additional cost.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

The heating, ventilation, and air conditioning (HVAC) system operates Monday through Friday, 5:30 a.m. to 6:00 p.m. If you require HVAC services outside of those hours please contact the Trilar Management Group. Requests for HVAC service outside of normal operating hours will be at the tenant’s expense.

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. There is a lever on the top to make small adjustments in temperature.

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 at the bottom of 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 once after the elapsed time will restart the system for another two hours. 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 Trilar Management Group 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 Trilar Management Group of your move-in or move-out date and if you have 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
- Advise carriers to take precautions to avoid damage to the Building. Elevator pads and 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
- Delivery vehicles should park in the parking lot and not block building entrances or handicapped parking area

MAIL

Incoming mail boxes are located on the main floor lobby next to the main passenger elevator. There is a small outgoing mail slot in the mail box area. The nearest United States Post Office is located on the West side of El Camino Real at 1150 Garden View Road. Please contact the Trilar Management Group to inquire about Mail Box Keys.

ENERGY CONSERVATION

We need the help of everyone at Garden View Medical Plaza 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 a courtesy patrol service after-hours, weekends, and holidays. A random drive-by patrol is conducted from dusk to dawn daily. Security measures include patrolling the perimeter of the property only.

SOLICITORS

For your safety and quiet enjoyment, solicitation is not allowed at Garden View Medical Plaza. If a solicitor comes to your office, please inform them that solicitation is not allowed. Please contact the Trilar Management Group if a solicitor is seen on the property. We appreciate your cooperation in helping to keep the Building secure.

SUSPICIOUS PERSON & THEFT PREVENTION

Immediately report suspicious persons to the Trilar Management Group.

Report unknown persons who:
- Loiter near the elevators, in the hallways, or in the rest rooms
- Solicit, take written notes, photographs or videos
- Change clothes in the rest room
- Appear lost, out of place or act in a suspicious manner

Inform the Trilar Management Group 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 Trilar Management Group and the Encinitas Sheriff’s Department.
- 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

Garden View Medical Plaza uses a standard sign program. All signage requests must be sent to Trilar Management Group. A cost for the signs will be obtained, and the signs will only be ordered after the appropriate Tenant approval. Tenants 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 Trilar Management Group. 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: Garden View Medical Plaza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Phone:</td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Service Requested:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Area</td>
<td>Elevators</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Keys</td>
<td>Lights</td>
<td>Exterior</td>
<td></td>
</tr>
<tr>
<td>A/C</td>
<td>Janitorial</td>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>Requested Completion Date:</td>
<td>Departmental Approval:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRILAR MANAGEMENT GROUP Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services:</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>