330 Lewis Street

Building Handbook

UC San Diego Real Estate
10280 North Torrey Pines Road, Suite 340
La Jolla, California 92037
www-red.ucsd.edu

2015
330 LEWIS STREET
BUILDING HANDBOOK

INTRODUCTION

WELCOME to 330 Lewis 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 Lewis 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  (858) 457-8200
Fax Line (858) 457-8218
E-Mail Address g2help@g2servicesinc.com

UC San Diego Real Estate:
Office Phone (858) 534-1488
Fax Line (858) 534-4210
Nancy Eagle, Principal Real Estate Analyst (858) 534-9727
E-Mail Address neagle@ucsd.edu
Real Estate Web-Site www-red.ucsd.edu
Location of UC San Diego Real Estate office 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:

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

HOURS OF BUILDING OPERATION

The hours of operation for Lewis Street are 6:45 a.m. to 5:30 p.m., Monday through Friday. 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 19\textsuperscript{th}
2. President’s Day – February 16\textsuperscript{th}
3. Cesar Chavez Day – March 27\textsuperscript{th}
4. Memorial Day – May 25\textsuperscript{th}
5. Independence Day – July 3\textsuperscript{rd}
6. Labor Day – September 7\textsuperscript{th}
7. Veterans Day – November 11\textsuperscript{th}
8. Thanksgiving Holiday – November 26\textsuperscript{th} & 27\textsuperscript{th}
9. Christmas Holiday – December 24\textsuperscript{th} & 25\textsuperscript{th}
10. New Year’s Holiday – December 31\textsuperscript{st} & January 1\textsuperscript{st}

**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 \url{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 card key. Please contact the Facilities Manager to obtain a card key. An employee must have the approval of their supervisor to obtain a card key.

**PARKING**

There is an underground parking garage for the use of visitors and patients of 330 Lewis 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.
SMOKING PROHIBITED

According to University policy, Lewis 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.

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.

Public Telephones:

There is one payphone on the property. This phone is located in the lobby on the first floor.

Lost and Found:

Please report any lost or missing items to the Facilities Manager. Items found in the Building are kept in the Facilities Manager’s office for one month.

HEATING, VENTILATION & AIR CONDITIONING (HVAC)

The heating, ventilation and air conditioning (HVAC) system operates Monday through Friday, 6:30 a.m. to 8:00 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.

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 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
- 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. Elevator pads and 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 UCSD mail services and public carrier purposes. The nearest U.S. Mail Box to Lewis Street is located at the intersection of Fourth Avenue and Fifth Avenue a block south of the building.

ENERGY CONSERVATION

We need the help of everyone at Lewis 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.

SOLICITORS

For your safety and quiet enjoyment, solicitation is not allowed at Lewis 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 near the elevators, in the hallways or 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

Departments handle their own interior signage needs at Lewis Street.

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.
### Service Request/Work Order

**G2 FACILITY SERVICES, INC (858) 457-8200**

**ALL REQUESTS MUST BE SUBMITTED VIA FAX**

**TO G2 FACILITY SERVICES, INC AT (858) 457-8218**

*with a copy to UC San Diego Real Estate, Nancy Eagle at (858) 534-4210 Fax*

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**Date:** ________  
**Dept.:** ________________________________  
**Property Address:** ________ 330 Lewis Street  
**Suite #:** ________  
**Contact:** ________________________________  
**Phone:** ________________________________  
**Fax:** ________________________________

**Service Requested:**
- Common Area ______  
- Elevators ______  
- Other ________  
- Keys ________  
- Lights ________  
- Exterior ________  
- A/C ________  
- Janitorial ________  
- Plumbing ________

**Description:** ________________________________________________  

__________________________________________

**Requested Completion Date:** ____________________________

**Departmental Approval:** ________________________________

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#### G2 Facility Services Inc. Use Only

**Services:** ________________________________________________  

__________________________________________

**Completed:**

**By:** __________________________  
**Date:** __________________________  
**Time:** __________________________

**Amount:** __________  
**Charge Tenant:** Yes ________  No ________  
**Index No.:** __________

**Further Action:** Yes ________  No ________

**Work Completion Follow-up:**

**Date:** __________

**Work Completed Satisfactorily?** Yes ________  No ________

**Comments:** ________________________________________________