Trade Street

Building Handbook

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

2015
**7835 TRADE STREET**  
**BUILDING HANDBOOK**

**INTRODUCTION**

*WELCOME to 7835 Trade 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 Trade 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  
(858) 534-9727  
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.
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}

\textbf{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 San Diego 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 \hspace{1in} 911 (From a non-Campus phone)

UC San Diego Police Department \hspace{1in} 858-534-HELP (4357) or 911 (From a Campus phone)

Radiation, Chemical or Biological Spill \hspace{1in} 858-534-3660

Campus Emergency Status Information \hspace{1in} 888-308-8273

Campus Operator \hspace{1in} 858-534-2230

Campus Information \hspace{1in} 858-534-3362

EH&S (Environment Health & Safety) \hspace{1in} 858-534-3660

UC San Diego Telephone/Data/Repair Service \hspace{1in} 858-534-1853

California Poison Action Line \hspace{1in} 800-222-1222
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.

PARKING

There is surface parking adjacent to the Building for the use of the occupants and visitors at Trade Street. Overnight parking is not permitted. Please keep your vehicle locked at all times. The University is not responsible for any theft or damage to your vehicle. Parking for delivery vehicles, trucks, and semis in any areas of the property except in front of the loading doors is prohibited.

SMOKING PROHIBITED

According to University policy, Trade 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.

HEATING, VENTILATION & AIR CONDITIONING (HVAC)

Each suite at Trade Street has individual heating, ventilation and air conditioning (HVAC) units. The Facility Manager does quarterly maintenance of the HVAC system in each suite. Repairs or replacements of the HVAC system will be done at the department’s expense.
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. 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 UC San Diego Real Estate.

Rekeying your suite due to employee termination or for security reasons can be coordinated through the UC San Diego Real Estate office at the department’s expense.

MOVING IN OR MOVING OUT

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.

MAIL

A location should be designated within your suite for the delivery and pick-up of incoming and out-going mail.

If you are a UC San Diego Department, 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. The nearest public mail box is at the intersection of Trade Street and Silverton.

ENERGY CONSERVATION

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

Each occupant is responsible for their own interior security system. 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 company 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 Trade 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 at the property
- 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 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 suite
- Check all trash cans in the office and in the rest rooms for missing items
- Notify people returning to the office who were away at the time of the theft

SIGNS

Trade Street has two directories for the occupants in the building. Please submit in writing to UC San Diego Real Estate the information you would like to have on this directory. UC San Diego Real Estate will have the sign made and installed. This cost will be billed back to the department. If a department requires future changes to this signage, the cost for the new signage will be at the department’s expense.
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.
**EXHIBIT A**

7835 TRADE STREET  
SERVICE REQUEST/WORK ORDER  
G2 FACILITY SERVICES, INC (858) 457-8200

**ALL REQUESTS TO 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. ___________________________  Suite #: ________

Property Address: 7835 Trade Street

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: ____________________________________________