



Tenant Handbook

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LA JOLLA WELLNESS CENTER

Communication is the most crucial element in implementing the policies and procedures contained in this Tenant Guide. To ensure effective communication between the Management Office and Tenants of La Jolla Wellness Center, we ask that each Tenant designate a "Tenant Representative" as a contact person between your office and the Management Office. Designating a Tenant Representative is the key to obtaining accurate and timely information when making requests or reporting problems. We suggest that all communication from your office to the Management Office be channeled through your Tenant Representative.

BUILDING OPERATION:

Office Hours

The on-site Management Office at La Jolla Wellness Center is located in Suite C110 at 8950 Villa La Jolla Drive and can be reached by calling (858) 450-1595. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Management Office is closed on Saturday and Sunday; however, a 24-hour emergency contact number is provided on the after-hours recorded message when calling (858) 450-1595. **If you are calling about a life-threatening situation please call 911 immediately.**

Lost and Found

Please report any lost or missing items to the Management Office. Items found on the property are kept in the Management Office for one month.

Energy Conservation

You can help reduce your operating costs and assist the building staff to conserve electrical energy by following a few simple rules. At the end of each workday ensure that employees turn off all the lights in your suite. Please make sure all appliances and office equipment such as coffee machines, calculators, copiers, printers, etc. are completely shut off before leaving.

Parking

Parking at La Jolla Wellness Center is monitored by LAZ Parking. Parking is available for our Tenants and their Visitors at the following rates:

- \$50 Monthly Parking Subscription
 - Or
- 2-Hour Parking: \$4
- Over 2-Hours: \$8 max
 - Please note: Each parking spot has a 20-minute grace period.

Overnight parking is **not** permitted. Although parking is monitored by LAZ Parking, we are not responsible for theft or damage to your vehicle. Please keep your vehicle locked at all times.

Tenant Parking is available in areas designated with white striping (which makes up the majority of available parking). Visitor parking is designated with green striping and signs are posted. These spaces are reserved for **visitors only**.

A vehicle not parked in accordance with the rules and regulations is subject to towing without further notice at the owner's expense.

LA JOLLA WELLNESS CENTER

RULES AND REGULATIONS

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Building.

1. SECURING SUITE: Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building. Any tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. Access to the Building may be refused unless the person seeking access has proper identification or has previously arranged access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed. **Windows should never be open more than 6 inches and is tenant's responsibility to ensure they are closed when the Premises are not occupied.**

2. PARKING: Parking is available for our Tenants Parking at La Jolla Wellness Center is monitored by LAZ Parking. Parking is available for our Tenants and their Visitors at the following rates:

- \$50 Monthly Parking Subscription
 - Or
- 2-Hour Parking: \$4
- Over 2-Hours: \$8 max
 - Please note: Each parking spot has a 20-minute grace period.

Although parking is monitored by security patrol, we recommend you keep your vehicle locked at all times. Tenant parking is available in areas designated with white striping (which makes up the majority of available parking).

Visitor parking is designated with green striping and signs are posted. These spaces are reserved for visitors only. A vehicle not parked in accordance with the rules and regulations below is subject to towing without further notice at the owner's expense:

The following rules apply:

- a. Automobiles must be parked entirely within one (1) stall line on the ground.
- b. All directional signs and arrows must be observed.
- c. The speed limit shall be five (5) miles per hour.
- d. Parking is prohibited in areas not striped for parking.
- e. Parking cards or any other device or form of identification (if any) supplied by Landlord (or its operator) shall remain the property of Landlord (or its operator). Such

parking identification device must be displayed as requested and may not be mutilated in any manner. The serial number of the parking identification device may not be obliterated. Devices are not transferable or assignable and any device in the possession of an unauthorized holder will be void. There will be a replacement charge to the Tenant or person designated by Tenant for loss of any parking card.

f. Landlord (and its operator) may refuse to permit any person who violates the parking rules to park in the Parking Facilities, and any violation of the rules shall subject the automobile to removal from the Parking Facilities at the parker's expense.

g. All responsibility for any loss or damage to automobiles or any personal property therein is assumed by the parker.

h. The Parking Facilities are for the sole purpose of parking one (1) automobile per space. Washing, detailing, waxing, cleaning or servicing of any vehicles by the parker or his or her agents is prohibited. Installation of windshields, radios, or general maintenance work on automobiles shall not be allowed on the Real Property.

i. Landlord (and its operator) reserves the right to refuse the issuance of monthly stickers or other parking identification devices to any Tenant and/or its employees who refuse to comply with the parking rules and all City, State or Federal ordinances, laws or agreements.

j. Tenant agrees to acquaint all employees with the parking rules.

k. No vehicle shall be stored in the Parking Facilities overnight.

l. Landlord reserves the right to tow any vehicles leaking fluid or otherwise in mechanical disrepair.

The building policy provides non-exclusive parking for our tenants and their employees only while working and guests while visiting the property. Parking is not available once a tenant or visitor leaves the property. Vehicles are subject to tow at parker's expense.

3. RESTROOMS: The toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or agents, shall have caused it. The restrooms will electronically open at 7:30 a.m. and close at 6:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. Saturday. The restrooms can be accessed at any other time by using the key pad code.

4. TRASH: Tenant shall store all its trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the San Diego area without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entry-ways and elevators provided for such purposes at such times as Landlord shall designate. Tenant may not leave boxes or other materials in the common areas or near trash containers.

5. SERVICE ANIMALS: Tenant shall not bring into or keep within, nor allow any other person to bring into or keep within, the Building or the Premises any birds, dogs or other animals, except for service animals assisting individuals with disabilities pursuant to federal and state accessibility laws. Such service animals may be removed from the Building and Premises in certain circumstances and at times where such removal is permissible under law. Tenant shall not offer or provide the use of any animals, including service animals, as part of any services, business or other use at the Premises. To avoid confusion, according to the State of California, Americans with Disabilities Act, therapy animals are not considered service animals.

6. FLAMMABLE MATERIAL: Tenant shall not use or keep in or on the Premises or the Building any kerosene, gasoline or other flammable or combustible fluid or material, including the use of candles.

7. **HEATING/AC:** Tenant shall not use any method of heating or air conditioning other than that which may be supplied by Landlord, without the prior written consent of Landlord, with the exception of small desk fans.

8. **AUTO REPAIR:** The washing and/or detailing of or, the installation of windshields, radios, telephones in or general work on, automobiles shall not be allowed on the Real Property.

9. **NON-SMOKING ORDINANCE:** Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority.

10. **DELIVERIES:** No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to Landlord, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide Landlord with not less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install such padding or take such other actions or prescribe such procedures as are appropriate to protect against damage to the elevators or other parts of the Building. All furniture, equipment and quantities of more than six (6) file boxes must be moved after normal business hours, Monday through Friday, 6:00 p.m. – 10:00 p.m. and Saturday and Sunday, 7:00 a.m. – 7:00 p.m. In no event shall Tenant's use of the elevator for any such purpose be permitted during the hours of 7:00 a.m. - 9:00 a.m., 11:30 a.m. – 2:00 p.m. and 4:30 p.m. - 6:00 p.m.

11. **WINDOW COVERINGS/DISPLAYS:** Tenant shall not remove standard window coverings and replace with any other window coverings. Any window coverings, even if located behind the Landlord approved window coverings for the Building, or other items visible from the exterior of the Premises or Building are subject to the prior written approval of Landlord, in its sole discretion, Tenant shall not place anything, or allow anything to be placed near the glass of any window, door, partition or wall, which may, in Landlord's reasonable judgment, appear unsightly from the common areas of the Building. The Landlord or his agents may require Tenant at any time to keep window coverings (blinds) dropped in order to maintain a professional environment in the common areas. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without the prior written consent of Landlord.

12. **TENANT/LANDLORD COMMUNICATION:** Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.

13. **OFFENSIVE NOISE/ODORS:** Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.

14. **BICYCLES, SKATEBOARDS OR ANY OTHER SIMILAR DEVICES:** Tenant shall not ride any bicycles, skateboards, or any other similar devices on the Real Property except within the Parking Facilities. Any bicycles on areas of the Real Property including the Parking Facilities must be walked and not ridden. All bicycles on the Real Property must be stored either in the bike racks located in the Parking Facilities or inside the Tenant's Premises in a location not visible from outside the Premises. To the extent any bicycles are left in the Common Areas, whether locked or otherwise, Landlord shall have the right to cut any locks and remove such bicycles from the Common Areas. Tenant shall cause its employees, contractors and invitees to

abide by these bicycle rules for the Real Property. Notwithstanding anything to the contrary in this paragraph, in no event shall Landlord be responsible for any damage or theft of a bicycle while on the Real Property.

15. KITCHEN EQUIPMENT: No cooking shall be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, Underwriters' laboratory-approved equipment limited to microwaves and coffee makers, may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other Tenants. Tenant must be in attendance at all times when operating a microwave.

16. LAMPS/ELECTRICAL: All electrical work must be performed by a Landlord approved vendor. All individual tenant lamps must be either LED or compact fluorescent. Halogen lamps cannot be used due to fire hazard.

17. SOLITATION: Tenant shall not disturb, solicit, or canvass any occupant of the Building, other than by US Mail, and shall cooperate with Landlord or Landlord's agents to prevent same.

18. SAFETY REGULATIONS: Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

19. GROUP MEETINGS: For the purposes of group instruction, single or regular & recurring, classes of up to 10 are allowed without Landlord's consent. Groups of more than 10 must be held after normal business hours or with Landlord's written consent, unless previously approved by Landlord. Research studies and on-site staff training/meetings are exempt.

20. FOOD VENDOR: Food vendors shall be allowed in the Building upon receipt of a written request from the Tenant for limited delivery of meals prepared elsewhere. The food vendor shall service only the tenants that have a written request on file in the Building Management Office. Under no circumstance shall the food vendor display or prepare their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.

21. DOOR & WINDOW LOCKS: Tenant shall not alter any lock or install any new or additional locks or bolts on any exterior or interior doors or windows of the Premises. Landlord will arrange for locksmith services upon Tenant's request. Tenant shall bear the cost of any lock changes or repairs required by Tenant. Two keys will be furnished by Landlord for the Premises, and any additional keys required by Tenant must be obtained from Landlord at a reasonable cost to be established by Landlord. All security system codes must be provided to management.

22. FIREARMS: Tenant and Tenant's employees, agents, contractors and other invitees shall not be permitted to bring firearms into the Building or surrounding areas at any time.

23. DRUGS/ALCOHOL: Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.

EQUIPMENT INSTALLATION: Tenant or Tenant's vendor shall install all data and phone cabling, as well as other equipment affixed to the Premises per building standards. Tenant may contact Management for a copy of the building standards. Prior to installation, Tenant must submit to Landlord a scope of work, specifications and a drawing showing all cabling and equipment. Landlord will review and provide written

approval. No work may be performed until written approval is received.

Tenant is responsible for removing all cabling and equipment, as well as repairing the premises when tenant vacates, otherwise tenant will be billed for any expenses incurred by Landlord.

24. SAFES/SERVER RACKS/FILING CABINETS AND SYSTEMS/HEAVY OBJECTS: Tenant shall not overload the floor of the Premises. Landlord shall have the right to prescribe the weight, size and position of all safes / server racks / filing cabinets and system as well as other heavy objects brought into the Building. Landlord will consult with a structural engineer to assist in determining if or where these items may be located to avoid overloading the floor. All consulting costs will be the responsibility of the Tenant. Safes / server racks / filing cabinets and system as well as other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case.

All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.

25. OPERATION OF PUBLIC AREA: Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary for comparable buildings in the vicinity of the Building.

26. DEFACING PREMISES: Tenant shall not mark on, drive nails or screws in or use any form of attachment mechanism on windows, doors and frames. Tenant shall not hang any items from the ceiling. Tenant shall take great care in hanging items on interior walls. Tenant shall not cause large holes to be made in interior walls.

27. PUBLIC CORRIDORS: All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical hold backs have been installed.

28. OBSTRUCTING PUBLIC PLACES: The skylights, windows, and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.

29. SIGNS/LOGOS/ADVERTISEMENTS: Any signs, notices, logos, pictures, names or advertisements which are installed and that have not been individually approved by the Landlord may be removed without notice by Landlord at the sole expense of Tenant. Tenant may not install any signs on the exterior or roof of the Building or the common areas of the Building or the Real Property. Any signs or other items visible from the exterior of the Premises or Building are subject to the prior written approval of Landlord, in its sole discretion.

30. VENDING MACHINES: Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.

31. LOITERING: Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.

32. PUBLIC UTILITY USAGE: Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most efficient operation of the Building's heating

and air conditioning system. Window coverings (blinds) must be left in a fully dropped position and at a 15° angle.

33. WAIVING THE RULES: Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Building.

34. LANDLORDS RIGHTS: Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord shall not be responsible to Tenant or to any other person for the nonobservance of the Rules and Regulations by another tenant or other person. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises.

ON-SITE SERVICES:

Restrooms

There are eight (8) sets of restrooms on the property. The restrooms are unlocked Monday – Friday: 7:30 am – 6:00 pm and Saturday: 8:00 am – 1:00 pm. Restrooms will remain locked at all other times. Please enter **7378#** on the key pad to gain access. A map (Attachment A) is provided in this handbook for the nearest restroom location to your suite.

Smoking Area

La Jolla Wellness Center provides a smoke-free environment for our Tenants and their visitors. Smoking is prohibited in corridors, stairwells and common areas. Those who wish to smoke will be required to **smoke on the designated open terraces only.** (See Exhibit B)

Additional Information

You are welcome to make copies of the maps (Attachments A and B) to provide to your guests. You may also keep copies displayed for employees to locate the elevators, restrooms and open terraces available for their use. Remodeling of the suites may alter the directory map periodically. A revised map will be distributed as needed. Attachment J lists the Tenants on the property and the services they provide. Suite numbers and telephone number are listed for your convenience. An updated tenant list will be distributed on an annual basis.

BUILDING SERVICES:

Janitorial Summary of Cleaning Specifications

Standard services for each suite

I. Daily Services

II.

1. Clean sinks, bathrooms, kitchen and shower cubicles (if applicable)
2. Sweep and mop all composition floors
3. Vacuum main foot-traffic areas, reception areas, cubicles and offices
4. Empty all trash and recycling receptacles
5. Refill paper towels, toilet tissue and soap dispensers

II. Weekly Services

1. Dust low-reach areas including windowsills, window frames, ledges and blinds
2. Feather dust cleared off areas on desktops
3. Detail vacuum
4. Clean entrance door metal, glass and wood

III. Monthly Services

1. Dust air vents
2. Vacuum upholstered furniture
3. Dust all picture moldings and frames
4. Spot clean scuffmarks on doors and walls
5. Clean baseboards

B. Special services for each suite

- I. Wipe and clean with mild soap or wood polish desks that are clear of items with exception of computer equipment and phones

III. Window Cleaning

1. Interior: One (1) time per year
2. Exterior Two (2) times per year

Janitorial services are provided nightly Monday through Thursday from 7:00 p.m. to approximately 12:00 a.m. and on Sunday from 11:00 a.m. to approximately 4:00 p.m. A day porter is on the property from 12:00 p.m. to 3:30 p.m., Monday through Friday, to maintain common area restrooms, corridors and parking structures only.

If you require cleaning of above standard improvements (parquet floors, glass partitions, etc.) or have any special cleaning requests (carpet shampooing, stripping and waxing on vinyl floors, etc.) please contact the Management Office. These services can be provided at an additional cost.

Moving companies and vendors must remove their boxes from the premises after deliveries. If you have boxes to be disposed of please flatten them, stack them within your suite and place the yellow form supplied by the janitorial service on top of the stack. If you need additional forms please contact the Management Office. **At no time should**

boxes, trash or excess materials and office equipment of any kind be left in the common areas. Violation of this policy can result in a liability exposure to the tenant in the event someone trips or falls over discarded trash or boxes. Please be considerate of the other tenants and their visitors.

Tenants may place a doormat **inside their door only** to eliminate the amount of dirt tracked into their suite. If placed outside, doormats create a hazard and may create a liability exposure to the Tenant.

Recycling

La Jolla Wellness Center has a recycling program. Items are collected in special blue bins provided to each suite free of charge. All recyclable items are to be placed in the specially marked containers provided for this purpose and the janitorial staff will empty them with the trash in the evening. Please do not mix recyclable materials with normal trash and other forms of waste.

The following items are recyclable:

Mixed Paper	Cardboard	“Junk” Mail
Paper Packaging	Magazines	Newspaper
Phone Books	Cereal Boxes	Glass Bottles & Jars
Soda Bottles	Aluminum	Cans Tin Cans
Water Bottles	Milk Jugs	Detergent Containers
Empty Aerosol Cans	Clean & Dry Paint Cans	Plastic Bottles & Jugs
Computer Paper	White Paper	Colored Paper
File Folders	Shredded Paper	NCR Forms
Envelopes (w/ plastic)	“Post it” Notes	Staples and Paperclips

The following items are non-recyclable and should be thrown in the trash:

Tissue Paper	Carbon Paper	“Kleenex”
Paper Towels	Napkins	Paper Plates
Paper Cups	“No Tear” envelopes	

HVAC

HVAC (heating, ventilation and air-conditioning system) in the building operates Monday through Friday, 8:00 a.m. to 6 p.m. and Saturday 8 a.m. to 1:00 p.m.

If you require HVAC after business hours or on national holidays please contact the Management Office. (You may refer to the list of holidays observed by the building on page six of this handbook.) Before HVAC can be activated after business hours, please contact Management for the appropriate form to explain the cost of additional use of HVAC.

If at any time during working hours you require adjustment to the temperature within your suite you can adjust your thermostat without assistance. If further adjustment is necessary, you may contact the Management Office for assistance.

Energy Management System

A new control system for our heat pumps is being installed in your suite. This is to serve as a guide to explain the new controls. You will find the new thermostats easier to run and also offer more features.

Unlike our old thermostats this offers a simple to read temperature setpoint. The current setpoint is displayed by the red display on the left side. To make the room warmer simply press the *warmer* button. Note that changing the setting a few degrees makes a lot of difference. To cool the room do the same with the *cooler* button. The display will reflect your new setpoint.

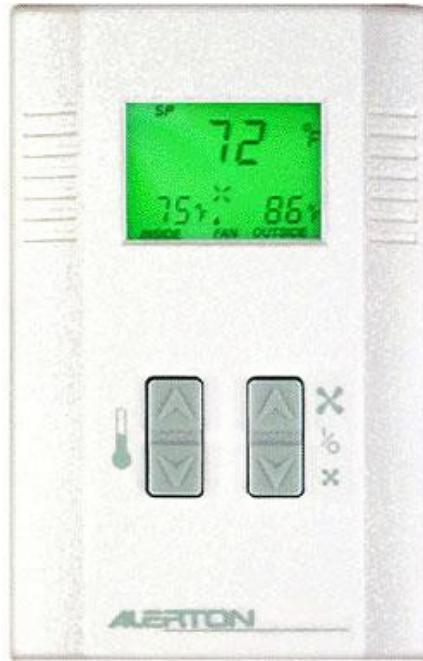
Additional features:

By pressing the *room* button the display will show you what the actual room temperature. The heat pumps must work with a dead band range (the area between heating and cooling) to function so the actual room temperature will vary slightly on either side of your setpoint.

Ever wonder how hot or cold it is before you go outside? Press the *outside* button and the display will show the outside temperature.

The *on off* buttons are used to bring on the heat pump after programmed hours. Each unit is programmed with your normal occupied hours. To help save energy and keep down our utility cost each unit will be programmed with your normal occupied hours. If your lease hours are longer than your normal occupied hours they will be available simply by pressing the *on* button after programmed hours. (If the display is blank the unit is not in programmed hours mode.) When you press the *on* button it will go up in 10th of hours reflected on the display. If you want less or to turn the heat pump off press the *off* button and the hours will go down in 10th of hours. If your suite has signed the agreement for after hours usage the *on off* buttons can be used to bring on the heat pump after leasing hours. I.E. Sundays, late nights etc. The after hours rate is quite reasonable. Tip: you can reduce the cost by taking advantage of float time. For example if you are working for 3 hours on a Sunday afternoon try running the unit for 2 1/2hrs and let the temperature just go up a little during your last half hour

6.6 New A/C Controller



Controller Operations and Features

The display shows fan operation, set point temperature as well as inside and outside temperatures. Unlike the older controllers no buttons need be pressed to display any of the readings.

The left button on the controller adjusts your occupied set point. Up for warmer and down for cooler, the set point display (large center number) will change accordingly.

The right button is for after hour's activation of the system. It does not adjust fan speed on our system.

↑ Press the up arrow to increase after hours on duration up to 2 hours. ↓ Press the down arrow to decrease after hour's duration.

When any button is pressed the controller backlight will activate.

Maintenance and Repairs

If you have a maintenance request within your suite or if you need assistance, please have your Tenant Representative place a work order through PRISM as follows:

Log on to connect.buildingengines.com

You will arrive at the Dashboard. In the upper left hand corner, select “+ Create Work Order”

Fill out the requested information

Select Submit.

Once your work order is submitted, it will appear on your dashboard. To view any status updates, select on the work order and view the “comments” on the right hand side.

If you don't have access to the internet or you have an emergency situation please:

1. Call the Management Office at (858) 450-1595.
2. Tell us their name, company and suite number.
3. Give a brief description of the problem.

Please direct your service request directly to the Management Office. The maintenance personnel are required to receive instructions and assignments from the Management Office only. This allows us to keep track of your requests and ensure that they are resolved in a timely fashion.

Pest Control

The property contracts outside vendors for pest control services. Please contact the Management Office when you need services and we will schedule the earliest appointment available for someone to come to your suite. Please refer to the important disclosures, Attachments “E”, for information regarding the chemicals used by our contractors.

Lighting/Electrical

If you need a light replaced or have an electrical problem (i.e. tripped breaker) please contact the Management Office. Replacement of fluorescent ceiling lights are included in our service. If you have non-standard lighting, our incandescent lights or modular furniture with task lights, these can be replaced on a fee basis.

Door and Directory Signs

If you require changes to your current sign, please contact the Management Office.

Keys

Additional keys may be purchased at a cost of \$10.00 per key through the Management Office. Outside duplication of keys is not permitted. Requests for additional keys must be submitted to the Management office in writing on company stationary and authorized by the Tenant or Office Manager.

Postal Service

The mailboxes are located on the first floor of the property in the front and rear buildings. Incoming mail is delivered daily to tenant mailboxes at approximately 11:30 a.m., Monday through Saturday. There are U.S. Mail drop boxes at both locations. Additional mailboxes are located in the cul-de-sac on the southeast side of the project for late pickups. Your company's mailing address should be as follows:

Firm Name (or individual name)
La Jolla Wellness Center
8950 Villa La Jolla Drive, Suite ____
La Jolla, CA 92037

The name of your company and suite number should be posted inside your mailbox. If you have a question regarding the postal service please call 1-800-275-8777.

Federal Express

A Federal Express drop box is located on the first floor of the property near the mailboxes in the front building. Packages are picked up at 5:00 p.m. each afternoon. There is no scheduled pick-up on Saturday or Sunday. For a listing of other locations and scheduled pick-ups in the area call 1-800-463-3339.

UPS

There is also a United Parcel Service drop box on the first floor of the property near the mailboxes in the front building. Packages are picked up at approximately 5:00 p.m., Monday through Friday. To schedule additional pickups or for more information call UPS at 1-800-742-5877.

Federal Express and UPS packages will be delivered directly to Tenant's suites whenever possible. If no one is available in your suite to sign for a package it may be returned to the local Federal Express or UPS office unless the courier service indicates your package is in the Management Office. The Management Office is not able to accept large deliveries, nor is it responsible for any loss or damage to such package.

Holidays

The following days are currently observed as holidays by the building and janitorial staff.
HVAC will not be provided for the following:

New Year's Day Independence Day
Martin Luther King Day * Labor Day
President's Day* Thanksgiving Day
Memorial Day Christmas Day

* HVAC is available upon request at no additional cost.

BUILDING SECURITY:

During regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., please contact the Management Office regarding all security matters.

The courtesy patrol officer can be reached after hours by calling 619-206-6716.

Canvassing and soliciting are not allowed within the premises at any time. If a solicitor approaches you or you observe an individual engaged in such activities contact the Management Office immediately and give a description of the person(s) so that we may call Security and have them escorted off the property.

Security Suggestions

As a Tenant you most likely will leave your suite door unlocked during regular business hours. Although we try to maintain a secure working environment there are many people entering the property every day. There are several preventative measures you can take to keep your area more secure.

1. Lock all doors when leaving your suite unattended.
2. Instruct employees to keep valuables in secured areas (locked desks, cabinets or closets) when not attended.
3. Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. So not to divulge combinations to safes or vaults do not leave information of this sort where it can be found or easily deciphered.
4. Notify the Management Office immediately if you see loiterers on the property.
5. Record serial numbers of all valuable office equipment. These will aid in the recovery of such items if they are missing.

After Hours

After your normal business hours please make sure that all entry doors to your suite are locked. It is also a good practice to keep all entrance doors other than the main entrance to your suite locked at all times.

INSURANCE:

Please refer to Attachments "F", Pages 1-5 for general information regarding insurance requirements. Included is a Summary of Insurance Requirements and Best's Insurance Guide rating information. Also included is a copy of an Accord format certificate and Additional Insured Endorsement, which we request as evidence of insurance. **Please refer to Article 10 in your lease for specific or additional insurance requirements.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No.): E-MAIL ADDRESS:	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES	CERTIFICATE NUMBER:				REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE	ADDITIONAL INFO	WWD	POLICY NUMBER	EXPIRATION (MM/DD/YYYY)	LIMITS
COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					
GENL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: <input type="checkbox"/>					
AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (\$100,000.00) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/>	SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>	OCCUR <input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/>		
UMBRELLA LIAB	EXCESS LIAB	OCUR			EACH OCCURRENCE \$ AGGREGATE \$
DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? <input type="checkbox"/>	Y / N	N / A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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MOVING:

All Tenant relocations must be coordinated with the Management Office. All moves must be scheduled for evenings between 6:00 p.m. and 10:00 p.m. and weekends 7:00 a.m. to 7:00 p.m. This is done to minimize any inconvenience to other Tenants. Please notify the Property Manager of your proposed move-in date. Your moving contractor should also contact the Management Office so that plans can be coordinated and use of the elevator can be carefully scheduled.

Before moving, be certain that your property is insured pursuant to the terms of your Lease. Your moving contractor must provide evidence of General Liability Insurance and Worker's Compensation prior to your move-in date. In addition, the moving contractor must agree to protect, indemnify and hold the Landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, Landlord's employees, or other third parties due to bodily injury, personal injury, death or damage to the property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employee's representative or sub-contractors. The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work thereunder. See the insurance requirements listed below:

1. Comprehensive General Liability insurance which includes coverage of operation, elevators and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$1,000,000 per person for bodily injury and personal injury; \$1,000,000 per occurrence for bodily injury and personal injury and \$1,000,000 per occurrence in aggregate for property damage. Property damage insurance shall be in broad form including completed operations.

The certificate of evidence, must name additional insured as follows:

Ocotillo SD VillaLaJolla LLC
a California limited partnership
8950 Villa La Jolla Drive, Suite C110
La Jolla CA 92037

2. Worker's Compensation statutory limit for the State, with employees' liability of \$1,000,000.

Move Checklist

This task list has been developed as a basic tool to assist you in the coordination of your relocation. It is highly recommended that these tasks be initiated two (2) months before your actual relocation.

- Request exact name of building, address and suite number of your new office space. This information will expedite the coordination of the various vendors who will be assisting with your relocation, for example, movers, phone companies etc.
- Contact your current Landlord/Management Company as well as the Landlord/Management Company of your new location and request their policies and procedures when moving out or into their building. Ask what hours you may move, what is their procedure when your phones/data are installed, what insurance is required from the vendors you hire? Make sure you walk through your old space with the Landlord or a representative to discuss the condition of the suite and verify their process for refunding your security deposit.
- Provide your Landlord/Management Company with your new address and phone number in the event a client or vendor did not receive your updated information.
- Schedule your phone/data installation. Provide a floor plan of your new office, if possible. Ask if they will notify the appropriate parties to update your listing. If not, contact your service provider and give them your new address (and phone number if applicable).
- Contact the US Postal Service and notify them of your move date.
- Notify your clients, vendors and all others who may be affected by your move well in advance.
- Contact your coffee service, water service, copier service, plant service and notify them of your move date. Ask them if they will relocate their product(s) or should you include them in your move?
- Contact all couriers, including Federal Express, UPS and any others to let them know you are relocating.
- Contact at least one move company and request an estimate to relocate your office(s). Verify they are bonded and insured. Get references. Ask them for their "How to Pack for Your Move" package. Move companies usually develop a package for the convenience of the client and to reduce the risk of breakage.
- Discuss parking arrangements with your new Landlord.
- Discuss the number of keys required with your new Landlord.

- Discuss signage with your new Landlord.
- Discuss your insurance requirements (per the terms of your lease) with your Landlord. **THIS IS IMPORTANT!**

- Ask your Landlord about emergency procedures.

- Ask your Landlord to provide a tour of the amenities in your new location, such as; deli, vending machines, etc. (if applicable).

- Introduce yourself (if possible) to your new postal carrier. He/She is an invaluable contact when mail is being transferred or delivered to your new location.
- Get to know your couriers and instruct them on how to handle packages if you are not available for a delivery.

- Review Tenant Handbook provided by Management.

Loading/Unloading

When moving into the building, vacating the building or moving from suite to suite, please notify the Management Office. Protection of the building's carpet, walls and elevators is required and must be provided by your moving contractor. Moves must be coordinated with the Management Office to minimize any inconvenience to other Tenants.

Elevator Hours and Access

Please ask your moving contractor to contact the Property Manager well in advance of the moving date to schedule the use of elevators. The elevators are available during non-business hours only with written approval from the Management office. Approval is also required for moves that are scheduled to take place on the weekend.

CONSTRUCTION:

Alterations/Remodeling

Any structural alteration that you wish to make to your space requires the approval of the Management Office. Requests to make such alterations should be in writing. The Management Office must approve all construction contractors including general, electrical, plumbing or phone and notify the Management Office prior to performing any work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the Management Office.

Communications Installations

Telephone installations, revisions or additions **must** be coordinated with the Management Office to gain access to our secured telephone closets.

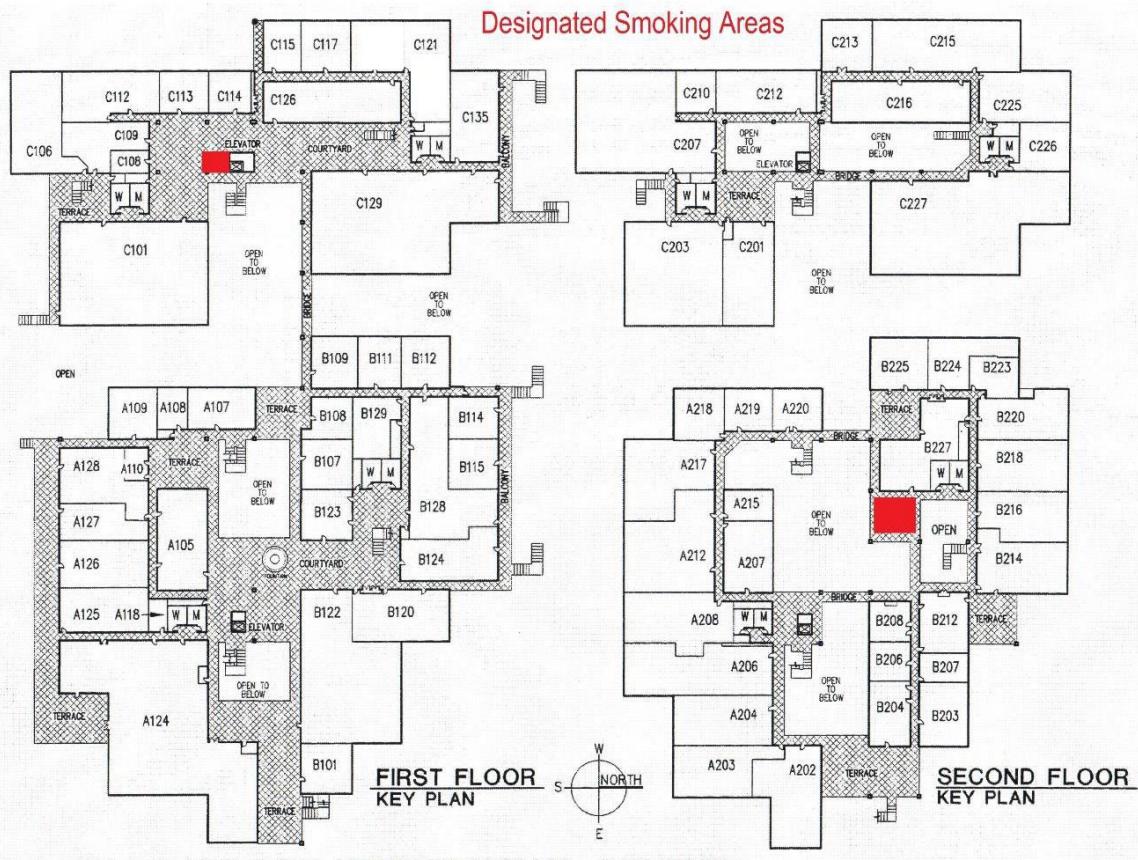
Contractor Insurance

All contractors to perform any work on the property must be fully insured. Any contractor performing work at La Jolla Wellness Center must provide evidence of Worker's Compensation in statutory limit for the State, with Employer's Liability of \$1,000,000, Comprehensive General Liability including contractual liability, bodily injury, personal injury and property damage liability insurance and Automobile Liability. Such insurance shall be in limits no less than \$1,000,000 per occurrence.

The contractor's certificate of insurance must read:

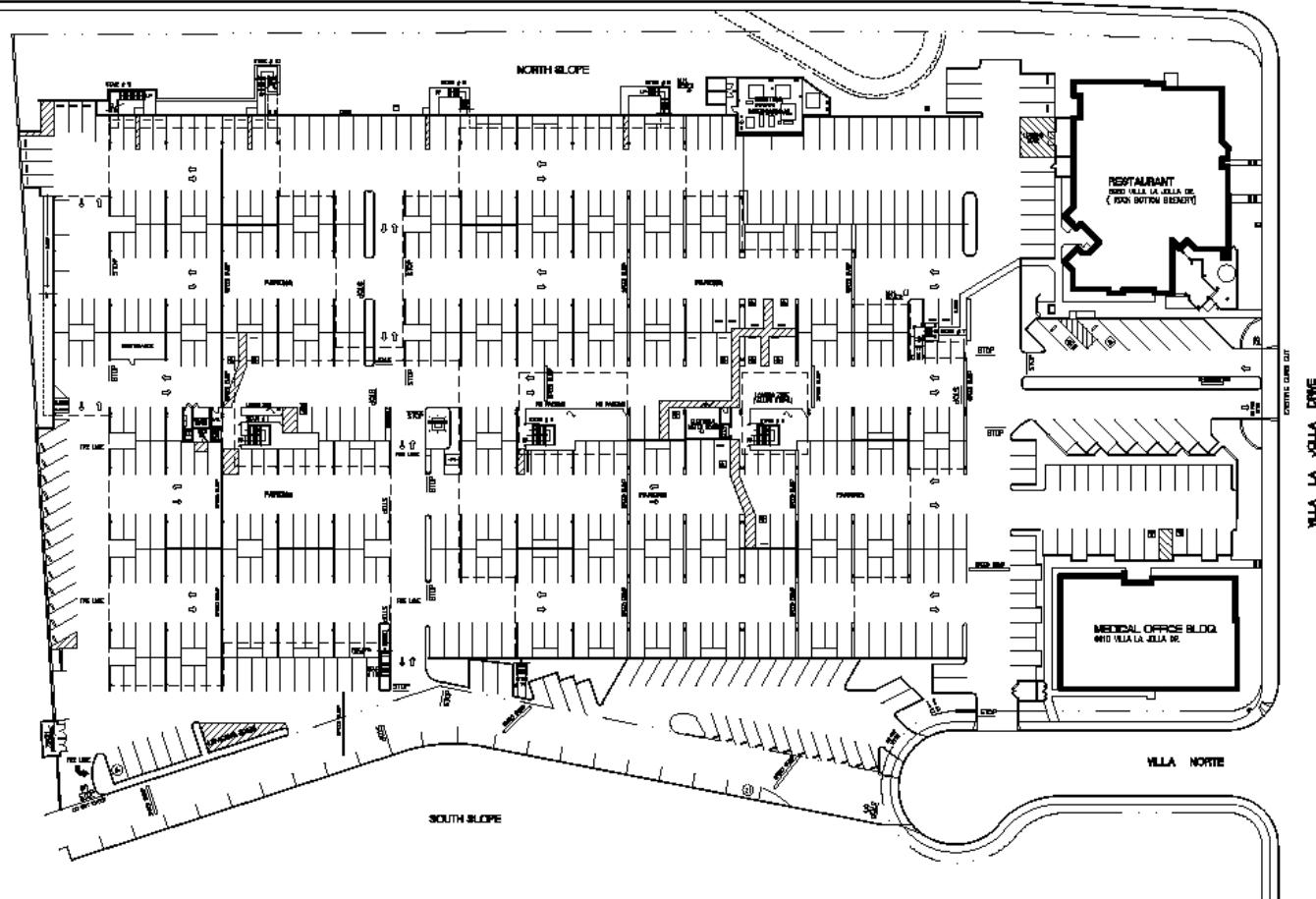
Ocotillo SD VillaLaJolla LLC
a California limited partnership
8950 Villa La Jolla Drive, Suite C110
La Jolla CA 92037

as additional insured and must be furnished to the Management Office prior to any work being started.



LA JOLLA WELLNESS CENTER
8950 VILLA LA JOLLA DRIVE LA JOLLA, CALIFORNIA 92037

LA JOLLA VILLAGE DRIVE



SITE PLAN / PARKING LEVEL PLAN

LA JOLLA VILLAGE PROFESSIONAL CENTER

12-22-2005



LA JOLLA WELLNESS CENTER

8950 VILLA LA JOLLA DRIVE LA JOLLA, CALIFORNIA 92037

2024 Management Holiday Schedule

Holiday	Date
New Years Day	January 1
Martin Luther King Day	January 15
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Thanksgiving Day	November 28
Day after Thanksgiving	November 29
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

La Jolla Wellness Center

Tenant Insurance Requirements

Please request that your insurance company send an **original certificate of insurance and endorsement for each renewed term of your policy**. As a tenant, you will be responsible for making sure original certificates of insurance are delivered to the Management Office at 8950 Villa La Jolla Drive, Suite C110, La Jolla, CA 92037 upon expiration of the prior coverage plan. Depending upon your insurance policy, this may occur annually or biannually. We require the following coverage:

Article 10.3.1 **COMMERCIAL GENERAL LIABILITY INSURANCE**
 \$2,000,000 Each Occurrence
 \$2,000,000 General Aggregate

 \$2,000,000 Products and Completed Operations Aggregate
 \$2,000,000 Personal & Advertising Injury

Article 10.3.2 **PROPERTY PHYSICAL DAMAGE INSURANCE**
 Refer to Lease Language - Standard fire (all risks), including vandalism, sprinkler leakage coverage, malicious mischief, and **earthquake** sprinkler leakage coverage.

Article 10.3.3 **LOSS OF INCOME AND EXTRA EXPENSE INSURANCE**

Article 10.3.4 **WORKER'S COMPENSATION**
 Statutory benefits and employer's liability of \$1,000,000

Article 10.4.(i) All Insurance shall be issued by an insurance company **with a rating of no less than A-, X in Best's Insurance Guide**.

Article 10.4 (ii) Insurance Company must provide **thirty (30) days'** written notice prior to cancellation.

Article 10.4. (ii.a) **ADDITIONAL INSURANCE OBLIGATIONS IS FOR GENERAL LIABILITY ONLY:**

Please make sure the following Party is listed as the Additional Insured on both the certificate of insurance and endorsement exactly as described below:

Ocotillo SD Villalajolla LLC
a California limited partnership
8950 Villa La Jolla Drive, Suite C110
La Jolla CA 92037

Best's Insurance Guides' (Alphabetical) Rating

- Financial Strength
- Overall Performance
- Market Profile

- A ++ and A + Superior
- A and A Excellent
- B ++ and B + Very Good
- B and B Fair
- C ++ and C Marginal
- C and C Weak
- D Poor
- E Under Regulatory Supervision
- F In Liquidation
- S Rating Suspended

Best's Insurance Guides' (Numerical) Rating

- Capital Reserve
- Surplus
- Conditional Reserve

- I. Less Than \$1,000,000
- II. \$1,000,000 - \$2,000,000
- III. \$2,000,000 - \$5,000,000
- IV. \$5,000,000 - \$10,000,000
- V. \$10,000,000 - \$25,000,000
- VI. \$25,000,000 - \$50,000,000
- VII. \$50,000,000 - \$100,000,000
- VIII. \$100,000,000 - \$250,000,000
- IX. \$250,000,000 - \$500,000,000
- X. \$500,000,000 - \$750,000,000
- XI. \$750,000,000 - \$1,000,000,000
- XII. \$1,000,000,000 - \$1,250,000,000
- XIII. \$1,250,000,000 - \$1,500,000,000
- XIV. \$1,500,000,000 - \$2,000,000,000

TENANT REPRESENTATIVE INFORMATION

TENANT: _____

SUITE: _____

Please be advised that , _____
(employee name)

At _____
(office phone) (cell phone) (email)
has the authority to make decisions in my absence to:

	YES	NO
1. Request duplicate keys	_____	_____
2. Authorize emergency admittance	_____	_____
3. Request emergency repairs	_____	_____
4. Use Work Order Program (e.g.: lights out, HVAC, plumbing, etc.)	_____	_____
5. Report Common Area concerns (e.g.: restroom, elevator, etc.)	_____	_____
6. Receive Memos, Building Notices, Letters	_____	_____
7. Make after hours HVAC requests	_____	_____
8. Be the Emergency Contact	_____	_____

If yes, list 1 more Emergency Contact:

Cell Phone: _____

If no, list 2 Emergency Contacts:

Cell Phone: _____

Cell Phone: _____

Should this individual no longer work within our Suite or is no longer available as a Tenant Representative, I will immediately notify the management office.

Authorized Signature

Print Name

Date

NEWSLETTER MEMO

To keep our Tenants well informed of upcoming events and operations a newsletter is distributed on a quarterly basis. We've inserted a previous Newsletter in your Tenant Packet for your review. If you would like to submit an article about your company to publish in our next newsletter, simply use this form to write fifty (50) words or email it to the Management Office. This provides your company the opportunity to introduce itself to other Tenants at La Jolla Wellness Center.

Subject to editing by Management

La Jolla Wellness Center

(to be sent to LAZ Parking: thecampus@lazparking.com)

Vehicle Registration

Suite: _____

Tenant: _____

New Vehicle / Driver Information

La Jolla Wellness Center

TENANT MOVE/DELIVERY INFORMATION

Tenant Name: _____

Tenant Move Coordinator: _____

Suite Number: _____

Current Phone #: _____

Moving Date: _____ Move In: _____ Move Out: _____

(Please Check One)

Moving Time: ____ Start: _____ Anticipated completion: _____

Moving Company: _____

Moving Company Supervisor Name: _____

Moving Company Telephone #: _____

Number of Moving Trucks and Size (in feet) to be used: _____

Number of Moving Laborers to be used: _____

Oversized Furniture and/or Equipment: _____

Forwarding Address: _____

Forwarding Telephone: _____

Emergency Tenant Names and Phone Numbers during Move.

Please provide a number other then your office number such as a cell phone number.

Name: _____

Telephone: _____

Name: _____

Telephone: _____

Please email a completed form to the Management Office a minimum of one (1) week PRIOR to move or hand deliver to C110 Reception Desk.

BUILDING MOVE SCHEDULE and MOVE-OUT PROCEDURE:

All Tenants are invited to plan their move based on the following schedule:

Monday through Thursday – After 6:00 pm

Friday – After 2:00 pm

Saturday and Sunday – 7:00 am – 7:00 pm

Register your forwarding address with the Management Office before you move out.

It is the responsibility of the tenant to remove all trash and debris prior to moving out of your suite. We have two options to offer you:

Option One: We can provide you with a large trash bin. You will be responsible for emptying its contents in the refuse container. Call the Management Office when you are ready and we will have someone meet you at the refuse site.

Option Two: If you choose to leave the trash for LJVPC to dispose of, you will be billed \$250 per day.

INSURANCE REQUIREMENTS FOR MOVING COMPANY:

SEE ATTACHED INSURANCE REQUIREMENTS FOR CONTRACTORS

NOTE: If Insurance is not provided to Management Office a minimum of one (1) week prior to the move date, the move will be delayed or cancelled.

COMMON AREA RESPONSIBILITY OF MOVE COMPANY:

- All carpet and elevator floors must be completely covered with Masonite (see attached site plan with hallway size specifications).
- All common area corners and suite entrance must have corner guards.
- Mover must check in with the Security Guard prior to unloading. The security guard can be reached by cell phone (619) 206-6716.
- Movers will gently move all dollies over thresholds.
- Movers will keep all conversation to a reasonable level (no shouting).
- Movers will check with Security to verify elevator pads have been installed.

INSURANCE REQUIREMENTS FOR CONTRACTORS/MOVES/DELIVERIES

Contractor shall procure and maintain for the duration of the contract and for the applicable statute of limitations period thereafter, the following insurance against claims for injuries to persons, damage to property or defective construction which may arise from or in connection with the performance of the work preformed by the Contractor, its agents, representatives, employees or subcontractors.

General Liability

Occurrence Based Insurance

Bodily Injury, Personal Injury and Property Damage	\$1,000,000 per occurrence \$1,000,000 annual aggregate
-------------------------------------------------------	------------------------------------------------------------

Products/Completed Operations to be continued for 24 months after acceptance of work under contract.

Property Insurance On equipment, supplies, materials

Automobile Liability \$1,000,000 per occurrence

Excess Liability \$5,000,000 a following form basis

Workers' Compensation and \$1,000,000 Statutory limits

Employers Liability

Additional Insured on Endorsement is for General Liability

Please make sure the following Party is listed as Additional Insured on both the Certificate and Endorsement exactly as described below:

Ocotillo SD Villalajolla LLC, a California limited
partnership

*8950 Villa La Jolla Drive, Suite C110
La Jolla, CA 92037*

Each insurance company **must** provide thirty (30) days' written notice of cancellation or nonrenewal, and 10 days for non-payment of premium.

Best Rating Requirement: Not less than A-VI

La Jolla Wellness Center
FIRE LIFE SAFETY
EMERGENCY INFORMATION

Suite:	Tenant:	Date:
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SUITE WARDEN RESPONSIBLE FOR OVERSEEING OCCUPANT INSTRUCTION, SUPERVISING & ENSURING SAFE/COMPLETE EVACUATION, COORDINATES DUTIES OF MONITORS, AND REPORTS TO FIRE SAFETY DIRECTOR:

POSITION	NAME	PHONE #	E-MAIL
Suite Warden			
Alternate			

If you have 10 OR MORE EMPLOYEES:
You must assign a Group Leader, Search Monitor and Traffic Monitor:

GROUP LEADERS: WILL LEAD OCCUPANTS TO A SAFE EXIT AND TO AN OUTSIDE AREA OF SAFE REFUGE:

Group Leader			
Alternate			

SEARCH MONITORS: WILL CHECK THE SUITE FOR OCCUPANTS IN NEED OF ASSISTANCE, for example: Conference rooms, kitchenettes, computer rooms, etc.

Search Monitor			
Alternate			

TRAFFIC MONITORS: MAKE SURE OCCUPANTS GET TO A SAFE EXIT AND AWAY FROM THE ELEVATORS.

Traffic Monitor			
Alternate			

PHYSICALLY CHALLENGED INFORMATION

NAME: _____ **Type of assistance needed:** _____
 IF TEMPORARY DISABILITY, expected date of recovery: _____

Location (Suite/Room #)		Phone	
Assistant		Phone	