

**South Park Center  
Electronic Tenant® Portal**

**Created on February 10, 2023**

## **Building Amenities: City View Penthouse**

SOUTH PARK CENTER features the dramatic, architecturally lit penthouse event space on the 30th floor with 360° view of Los Angeles. This space is flexible for private events or corporate conferences and comes complete with a 20-foot screen for presentations, seminars or film screenings. The penthouse also includes the SkyDeck featuring outdoor seating with stunning views of the LA Skyline. Whether you are planning a gala, cocktail reception, wedding or corporate event, the Penthouse is the place to be.

Maximum Occupancy:	225 people
Seated Capacity:	200 people
Projector:	Highlight Laser II 3D Digital Projector (13,000 Lumens)
Projector Screen:	11'10"H x 15'8"W
Cordless Microphones:	Two (2) Shure SM58/SLX2 Microphones
Media Player:	Samsung Blue-Ray Disc Player
Audio:	Nine (9) Ceiling Speakers and Ashly Powerflex 6250 Amplifier

For information on the City View Penthouse, please contact Adriana Silva at (213) 741-7402 or [asilva@lbarealty.com](mailto:asilva@lbarealty.com).



## **Building Amenities: Conference Center**

SOUTH PARK CENTER features a private meeting space with modern seating for up to 45 guests, built-in AV system and screen for meetings and presentations. Guests are welcome to utilize Patina Catering or frequent the adjacent retailers including Starbucks, Trimana, Clantro, Subway , or the Market Café by Patina.

Maximum Occupancy: 45 people

Hours of Availability: Monday through Friday, 8:00 a.m. to 6:00 p.m.

- Wireless Connectivity and Presentation Capability
- Three (3) 80" Sharp Television Displays
- Apple TV
- Ceiling Microphones with Noise Cancellation
- JBL Ceiling Speakers
- Wireless iPad Control

For information on the Center Room, please contact please contact Adriana Silva at (213) 741-7402 or [asilva@lbarealty.com](mailto:asilva@lbarealty.com).

## Building Amenities: Theatre

SOUTH PARK CENTER features a 500-seat Theatre ideal for corporate presentations, conferences, film screenings and special events. Featuring spacious lower and upper reception areas and an outside patio. The interior of the theater includes comfortable seating, audio and video capabilities, green rooms, and VIP entrance points to its large backstage area.

Seating 500      Projection  
Glass to  
Back Stage  
Wall: 82' 5"

Seat Width: 22"      Back  
Stage: 78'  
9" wide x  
25' 10" deep

Row  
Spacing: 36"      Reverse  
Projection  
to Reverse  
Screen: 18'  
7"

Reverse  
Projection:  
12' wide x 9'  
high      White  
Screen  
Size: 19'  
10" wide x  
9' 11" high  
(Steward  
Ultramatte  
200: Model  
B)

Stage  
Width:  
approx 41' 7  
/8"      Top  
Valence:  
12' 5"  
Above  
Stage

Projection  
Glass to  
Stage: 50' 7"      Stage to  
Proscenium  
Top: 17' 3  
/4" Above  
Stage

Projection  
Glass to  
Proscenium  
Wall: 56' 9"      Stage to  
Ceiling  
(back  
stage): 26'  
3" Above  
Stage

Projection  
Glass to  
Reverse  
Projection  
Screen: 59'  
1"      Full  
Catering  
Services  
Available  
Upon  
Request

Projector:  
Epson LCD  
Model  
H458A      Rear  
Projector  
Screen: 9'4"  
H x 12'5"W

10000  
Lumens

Four (4) Cordless Microphones (Model - Shure SM58)	Front Projector Screen: 9' 11"H x 19' 10"W
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Two (2) Lavalier Microphones (Model ULX- M1)	Two (2) JBL Speakers (SR4700 Series, Model SR4735)
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For more information on the Theater, please contact please contact Adriana Silva at (213) 741-7402 or [asilva@lbarealty.com](mailto:asilva@lbarealty.com).

## **Building Amenities: Helipad**

SOUTH PARK CENTER offers a secured FAA approved rooftop helicopter landing pad with private access. This unique helipad is one of only three helipad locations in the Downtown Los Angeles area permitted for commercial use, and is mere moments away from LA Live, Staples Center and the Convention Center.

For more information on the Theater, please contact please contact Adriana Silva at (213) 741-7402 or [asilva@lbarealty.com](mailto:asilva@lbarealty.com).

## **Building Amenities: Valet Parking**

Valet Parking Service is available to Tenants and Visitors. Please text your Valet Ticket Number 15-minutes prior to your departure to (213) 393-8835 and the Valet Attendant will have your vehicle waiting for you.

For additional information, please contact Erich Vaca – Parking Facilities Manager, at (213) 741-7478 or [erich.vaca@abm.com](mailto:erich.vaca@abm.com) for additional information.



## **Building Amenities: Building Lounge**

The Building Lounge, located in the Hill Building Lobby is open Monday through Friday, from 6:00 a.m. to 7:00 p.m. and features the following amenities:

- Flat Screen Televisions
- Wireless Device Charging Stations
- Free Wi-Fi
- Lounge Seating Areas
- Food and Drinks are allowed in the Building Lounge

The Building Lounge is open to all tenants and guests of the South Park Center.

Please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions or concerns.

## **Building Amenities: Chargepoint Electric Vehicle (EV) Charging Stations**

ChargePoint EV (Electric Vehicle) Charging Stations are conveniently located on the ground level of the Olive Street Parking Garage and near the Pico Boulevard entrance of the Broadway Garage for the exclusive use of our tenants at the South Park Center. There are two (2) Charging Stations and each consisting of two (2) ports, providing a total of four (4) available charging positions located in each parking garage.

The ChargePoint Stations are available to all tenants of the building on a first come, first serve basis. As a courtesy to other EV drivers, we ask that vehicles are moved from the Charging Stations as soon as the vehicles have been fully charged. E-mail alerts will be sent to the vehicle owners when the vehicle is fully charged or if your charge is interrupted.

EV drivers may use their existing ChargePoint account and/or or use any contactless credit card with an RFID chip which is identified by the symbol on the card. If you would like to sign up as a ChargePoint member please visit <https://na.chargepoint.com/register>. For additional information regarding ChargePoint please call (877) 850-4562.

Please contact the Erich Vaca - Parking Facilities Manager, at (213) 741-7478 or [erich.vaca@abm.com](mailto:erich.vaca@abm.com) for further information.

As always, please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions or concerns.

## **Building Amenities: Bicycle Locker Rental**

Bicycle Lockers are located on the ground level of the Olive Street Parking Garage, which are available for rent to tenants of the South Park Center.

There are a total of ten (10) Bicycle Lockers which are available on a “first come, first serve” basis as follows:

- RENTAL TERM: Month-to-Month
- MONTHLY RENTAL RATE: \$20.00 / Per Locker
- SECURITY DEPOSIT: \$50.00 / Per Locker
- ADDITIONAL KEY FEE: \$10.00 Per Key (One (1) Key provided at no charge)

Daily Bicycle Locker rentals are also available on a “first come, first serve” basis at a Flat Daily Rate of \$5.00 paid in advance, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m.

Bicycle Racks are still available Free of Charge in the Broadway Garage (located adjacent to the Parking Booth by the Hill Street entry/exit) and in the Olive Garage (left of the Olive Garage entrance gate).

Please contact the Erich Vaca – Parking Facilities Manager, at (213) 741-7478 or [erich.vaca@abm.com](mailto:erich.vaca@abm.com) for further information.

As always, please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions or concerns

## **Building Security: After Hours Access**

The property is accessible after normal business hours to those tenants who are authorized after-hours access and possess a Building Access Card programmed with the applicable authorized floor and/or suite access. Building access card readers are located at the following locations:

- The main lobby Security Consoles at the Hill Building and Tower Building.
- All building elevators.
- Broadway Garage street level doors and elevators. An intercom is located the 12th Street gate and Hill Street Loading Dock gate should you need to contact building security for assistance.
- Olive Garage street level doors and elevators.
- Olive Garage Tower Building GL Level entry/exit door. An intercom is located at this door should you need to contact building security for assistance.

Please contact the Building Management Office at (213) 741-7400 or at [SouthParkReception@Ibarealty.com](mailto:SouthParkReception@Ibarealty.com) or Building Security at (213) 741-7487 should you have any questions.

## **Building Security: Building Access**

Tenants are issued an Access Card which is programmable for the Broadway or Olive Parking Garage access (if applicable), street level Building entrances, Building elevator(s) to their respective floor(s) and Suite door card readers, if applicable.

All Tenants are required to scan their respective Access Card upon entering/exiting the Building at the Card Reader located at each Building's Security Console in the main lobby.

Tenants are required to notify building security, in advance, of all scheduled guests by entering the information into the Building's web based visitor management system, [ANGUS ANYWHERE](#). Building security will be notified and will pre-print Visitor Badges, grant access, and follow any special instructions provided by the Tenants for their respective guests upon arrival.

Only authorized Tenant Representatives may enter Building services requests into ANGUS ANYWHERE. For more information and instruction on how to use ANGUS ANYWHERE, please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) or Building Security at (213) 741-7487 should you have any questions.

[Click here to access the LBA Realty Tenant Services System](#)

## **Building Security: Deliveries**

The Loading Dock is located on the north side of the Tower Building (1150 S. Olive Street) and is accessible from Olive Street or 11th Street at Midway Place (alley) and is open during normal business hours, Monday through Friday, 6:00 a.m. to 6:00 p.m. and closed weekends and holidays. All regular service deliveries (i.e., office supplies, overnight mail service, small deliveries, etc.) are allowed during this time and are on a "first come, first serve" basis. Delivery vehicles may park in the Loading Dock for a maximum of 30-Minutes.

Tenants are required to notify building security, in advance, of all scheduled deliveries during "normal business hours" by completing the request in the Building's web based visitor management system, ANGUS ANYWHERE. Building security will be notified and will pre-print Visitor Badges, grant access, and follow any special instructions provided by the Tenants for their respective deliveries upon arrival.

Only authorized Tenant Representatives may enter the delivery requests into ANGUS ANYWHERE. For more information and instruction on how to use ANGUS ANYWHERE, please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).

Reservations must be made in advance and performed "after normal business hours" (i.e., Monday through Friday, 6:00 p.m. to 6:00 a.m. or all day on weekends and holidays) for all large deliveries (i.e., moving in /out of the building, etc.) and require the exclusive use of the Loading Dock and Freight Elevator. Please be advised that applicable charges will be billed to the requestor for after hours Loading Dock coverage.

Please contact Building Security at (213) 741-7487 or [SouthParkSupervisor@aus.com](mailto:SouthParkSupervisor@aus.com) or the Director of Security, at (213) 741-7469 should you have any questions or wish to schedule Loading Dock access.

## **Building Security: General Office Security**

**The following is a list of general office security suggestions, which are offered to you as an aid in establishing your own internal security practices:**

- If leaving front office / receptionist area unattended, install an entry bell to notify occupants of visitors.
- Please secure all personal belongings (i.e., cell phones, purses, laptops, etc.) when leaving your workspace unattended.
- Restrict office keys to those who actually need them.
- Keep a complete and current Key Distribution Log of all office and furniture keys.
- Have adequate procedures for collecting keys and Building Access Cards, cancelling office account accesses, etc., prior to termination of employees.
- Immediately notify Building Security of all terminated employees.
- Establish a rule that keys must not be left unguarded on desks or cabinets.
- Require that file cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Have a responsible person in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or from a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Please contact Building Security at (213) 741-7487 and advise them that you will be working late and /or would like an escort to your vehicle in the parking garage.
- Keep the police, fire department, and building security telephone numbers posted.
- Double-check to see that all doors are securely locked before you leave.

### **Suspicious Persons**

If you see a suspicious person on your floor or in your suite, IMMEDIATELY contact Building Security at (213) 741-7487. If possible, make note of the location, direction of travel, appearance, clothing, etc. to assist building security in locating the person.

Please be aware of strangers or someone you do not recognize on your floor. Quite often a question such as "May I help you?" is enough to deter a potential thief. Suspicious encounters of this type should be reported to Security immediately.

## **Building Security: Key and Lock Policy**

Only authorized Tenant Representatives may request keys and locks for their respective Suites, by completing the service request into the Building's web based visitor management system, [ANGUS ANYWHERE](#).

Building Engineering will coordinate issuance of the requested keys and locks, accordingly.

For more information and instruction on how to use ANGUS ANYWHERE, please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).



## **Building Security: Lost and Found Items**

Please report all lost items and/or turn in found items in and around the Building, to the Director of Security, located in the Building Management Office in Suite H-300 of the Hill Building (1149 South Hill Street).

The Director of Security will be responsible for documenting the lost or found item and will make every effort to contact the property owner, when information is available.

Should you have any questions, please feel free to contact the Building Management Office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) or Building Security at (213) 741-7487.

## **Building Security: Property Removal Pass**

Building Management requires all Tenants removing personal property (i.e., furniture, closed boxes/cartons, office equipment, etc.) from their respective leased premises and the Building, to complete a PROPERTY TRANSFER/REMOVAL PERMIT form and have it executed by the Tenant's Authorized Representative.

A completed PROPERTY TRANSFER/REMOVAL PERMIT form must accompany all person property being removed from the Tenant's leased premises and the Building, and be presented to Building Security at the time of removal. This procedure will ensure that the items being removed are being done so with the full knowledge and permission of the tenant.

Please contact the Building Management office at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) to obtain a copy of the PROPERTY TRANSFER / REMOVAL PERMIT form.

## **Building Security: Solicitation**

Solicitation is not permitted in or about the Building and property. Please report all solicitors to Building Security at (213) 741-7487 or Building Management at (213) 741-7400.

Building Security will immediately respond and escort the solicitor(s) off the property.

## **Emergency Procedures: Introduction**

The Building Management Staff is proud of the facilities and services that are provide for the comfort, convenience and safety of all of you who make South Park Center your professional and business home.

At South Park Center, the safety of every individual is a primary concern and is the focus of the procedures implemented for providing security and fire life safety. The "Occupant Fire Life Safety Training" program has been designed to provide the building occupants with the procedures they are to follow, at work, in the case of fire, earthquake, evacuation, medical emergency, bomb threats and power outage.

The Building is equipped with the most sophisticated emergency life safety equipment, including a fully automatic sprinkler system. The systems are designed for advance notification and control of most types of emergencies. Our self-imposed high level of safety has enabled us to meet and exceed today's rigid requirements imposed by law.

However, the personal safety of every one of us here depends largely upon how we react as individuals to a life safety emergency. The Los Angeles City Fire Code requires all building occupants to complete an online "Occupant Fire Life Safety Training" class within the first 14 days of occupancy and annually thereafter.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) or the Director of Security, at (213) 741-7469 should you have any questions or would like additional information about the Fire/Life Safety Training Program.

# Emergency Procedures: Active Shooter

## [Homeland Security](#)

Department of Homeland Security:  
<http://www.dhs.gov/>

Federal Emergency Management Association:  
<http://fema.gov/>

American Red Cross:  
<http://www.redcross.org/>

Center for Disease Control and Prevention Emergency Preparedness and Response:  
<http://www.cdc.gov/>

**Response to Active shooter - Quickly determine the most reasonable way to protect your own life.**

CONTACTING AUTHORITIES - When you are safe:

*Call Security or 9-1-1, and be prepared to give the following information concerning the incident:*

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

**Run - if there is an accessible escape path, attempt to evacuate the premises.**

*Be sure to:*

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

**Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

*Your hiding place should:*

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

*To prevent an active shooter from entering your hiding place:*

- Lock the door
- Blockade the door with heavy furniture

*If the active shooter is nearby:*

- Lock the door
- Silence your cell phone and/or pager

- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

*If evacuation and hiding out are not possible:*

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**Fight - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

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# Emergency Procedures: Bomb Threat

Bomb threats are very rare and when they occur they are mostly found to be crank calls, but all of them are to be treated as actual until proven to be otherwise.

## If you receive a bomb threat:

- Attract the attention of a co-worker. Have your co-worker call 911 (use 1-800 688-8000 if problem occurs on 9-1-1 system) to request the call on the line to be traced and for the police department to respond.
- Get as much information as possible about the bombs location, type and time of detonation. Complete a Bomb Threat Checklist.
- Ask about the bombs appearance and who is placing it.
- Listen for background noises or distinguishing voice characteristics that might aid police.
- Assure that emergency services have been notified and relay all information.
- Survey your immediate work area and report any suspicious items to the LAPD and building security. Do not touch a suspected bomb or a package that may contain an explosive device.
- If necessary and after conferring with Building Management and the affected tenant management, the fire safety director will give the order to evacuate. If this order is given, tenants will be directed to an alternate safe refuge area.
- The Floor Warden, accompanied by the police, will make a complete search of the suspected area(s). It will be the responsibility of the floor warden to identify any suspicious items or packages that do not belong in the space.

## Bomb Threat Received By Building Management Office:

- The police department will be notified immediately.
- The Tenant Manager Contact(s) in the affected area(s) will be informed of the situation.
- Tenants should be alert for any unfamiliar people or objects to point out to the police upon their arrival. Do not touch or handle any suspected objects.
- The concerned Floor Warden and each tenant in the affected area(s) should make a complete inspection of all areas to identify any suspicious items or packages that do not belong in the space.
- If the bomb threat is received against SOUTH PARK CENTER and/or not a specific floor or building, all public access areas, beginning with the most accessible, will be searched.

## Relocation / Evacuation:

The Fire Safety Director, Building Management, Building Security and/or the Los Angeles Police Department will have the responsibility to decide whether tenant(s) should be relocated. If you are ordered to relocate, all the following steps should be followed:

- The Floor Warden, Alternate Floor Warden and/or Tenant Manager will be advised to relocate.
- Everyone should proceed quickly but calmly to the nearest stairway exit. Do not run!
- The Floor Warden, Alternate Floor Warden and/or Tenant Manager should walk the suite to assist the employees and make sure everyone is aware of the evacuation/relocation and everyone has left the floor.
- Relocation, depending upon the size and type of explosive device, is normally one floor below and one floor above the bomb.
- Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the police or fire department.
- On a daily basis be familiar with your surroundings. Report any unfamiliar objects in restrooms or closets immediately to Building Management at (213) 741-7400.
- Keep closets and storage areas neat, so any unfamiliar object is immediately recognizable

## Suspicious Items

- Letters which are unusually bulky or weighty.
- Parcels or envelopes with chemical or oily stains.
- Parcels or envelopes without a return address.

## Dont's:

- Do not handle the item.
- Do not attempt to open the parcel.
- Do not place the parcel in water.
- Do not remove any binding material.
- Do not pull or cut any material that protrudes.

**Remember:**

- Keep Calm - Do not excite others.
- Listen carefully. Try not to interrupt the caller. Ask him to repeat the message (pretend you are having trouble hearing).
- Immediately after the call, call 9-1-1 and then attempt to write the entire message and complete the bomb threat checklist.
- Quietly call Building Management at (213) 741-7400 and describe what happened.

[Click here to download a Bomb Threat Checklist](#)

[Click here to download the Safe Area Refuge Map](#)

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# **Emergency Procedures: Business Continuity – Pandemic Preparedness**

[Interim Guidance for Businesses and Employers](#)

## **LBA Communications**

[Tenant Memo - 03.02](#)

[Tenant Memo - 03.16](#)

[Tenant Memo - 03.20](#)

[Reduce Your Risk of Viral Infection](#)

## **Emergency Procedures: Civil Disturbance**

**If alerted that riotous unauthorized persons are approaching the property or have gained entrance into the building:**

- Stay out of corridors.
- Stay away from lower level, outside windows.
- Lock all office doors leading from hallways to provide an additional perimeter of protection between you and the participants.
- Immediately notify building emergency personnel if unauthorized persons have entered your space.
- Wait for further instructions from building emergency personnel.

Rarely will civil disorder occur without advance warning. Tenant contacts will be notified if Building Management becomes aware of any event that may cause an unsafe condition. It is paramount that tenants carry their photo access cards with them at all times as authorization to enter the building under these circumstances will be required.

# Emergency Procedures: Earthquake

## When an earthquake occurs:

- **Duck:** Or drop down to the floor and cover your head.
- **Cover:** Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **Hold:** If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **Stay Put:** Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the movement of the building.

If you are outdoors when the earthquake occurs, stay there. Move away from structures, power poles, lampposts or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

## After the Earthquake:

- Be prepared for aftershocks. Carefully move to the center of your floor. Stay away from outside windows.
- Check for injuries and administer first aid as necessary (and if qualified). Do not move the injured unless absolutely necessary.
- Replace telephone handsets that have been shaken off, but do not use telephones except for 9-1-1 emergency calls.
- **DO NOT USE ELEVATORS.** When exiting, make sure that the exit path is safe to use.
- Follow the directions of your Floor Warden, Alternate Floor Warden or a member of the Building Staff.

# Emergency Procedures: Elevator Malfunction

**Elevators respond differently in different emergencies, but each response is intended to keep elevator occupants out of harms way:**

- **In a Fire Emergency:** Upon activation of an elevator lobby smoke detector or elevator shaft smoke detector, involved elevators will recall to the Lobby Level or to an alternate floor if the alarm is on the Lobby Level. Elevator doors will open and the elevators will automatically shut off.
- **In an Earthquake:** If the earthquake is large enough, the seismic control in each elevator will cause each elevator to stop momentarily then move up or down to the closest floor - opposite the elevator's counterweight. Doors will open at that floor and the elevators will remain there until inspected and reactivated by an elevator technician.
- **In a Power Failure:** Elevators will stop momentarily; the emergency generator will start up and provide power so that one elevator per bank will operate. Each elevator cab has emergency lights and an intercom for two-way communication with the security console. To activate the intercom, depress the button and speak to the security console operator.
- **Magnetic Door Holders:** Fire doors are located on either side of the elevator lobbies on all floors and are equipped with magnetic door holders. Activation of any building alarm device will release the doors on the floor of activation only. Doors with magnetic door holders will also release in case of a power failure. When the doors close, they do not lock. These fire doors must not be blocked for any reason at any time.

## Emergency Procedures: Emergency Contacts

*Fire  
Department* 911  
or  
(800)  
688-  
8000

*Paramedics* 911  
or  
(800)  
688-  
8000

*Police  
Department* 911  
or  
(800)  
688-  
8000

*California  
Medical  
Hospital* (213)  
748-  
2411

*Poison  
Control  
Center* (800)  
876-  
4766

*Building  
Mangement  
Office* (213)  
741-  
7400

*Security  
Control  
Center* (213)  
741-  
7487  
(24/7)

In the event of a major emergency, tenants may contact the 24-Hour Emergency Building Call Center at 1 - (800) 652-1105 for updated Building operations information.

# Emergency Procedures: Fire and Evacuation

## ***IF YOU DISCOVER THE FIRE OR SMOKE:***

1. Safety of Life. If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
2. Notifications. Activate the manual pull station in close proximity to your location.
  - Call the Fire Department. Dial 9-1-1 or dial 1-800 688 8000 if a problem occurs with the 9-1-1 system.
  - When calling, be prepared to give the Fire Department the following information:
    - Building Name: **SOUTH PARK CENTER**
    - Building Address:  
1150 S Olive Street or 1149 S. Hill Street  
Los Angeles, CA 90015
    - Nearest Cross Street:  
(Tower Building) 12th Street / Olive Street  
(Hill Building) 12th Street / Hill Street
    - Floor/Suite Number:
    - Nature of Emergency:
    - Your Call Back Telephone Number:
    - Note: Do not hang up until the 9-1-1 operator does so first.
3. Fighting the Fire. Return and attempt to fight the fire only:
  - If you have been trained in the proper use of a fire extinguisher, and
  - You have someone with you, and
  - It is safe to do so.
4. Evacuation. Begin evacuating unless instructed otherwise by a member of the Building Staff or the Fire Department.

## ***IF YOU ARE TRAPPED INSIDE YOUR OFFICE OR AREA:***

1. Wedge cloth material along bottom of the door to keep smoke out.
2. Close as many doors as possible between you and the fire.
3. Use telephone (if available) and notify the Fire Department of your situation.
4. If windows are operable and you must have air, open the window. Only break the window as a last resort as it will become impossible to close if necessary.

## **Remember:**

1. If leaving a room, feel the door(s) before opening them and do not open any that appear hot. Remember to close doors behind you but do not lock them.
2. Do not return to your area for personal belongings.
3. If smoke is present, stay low. The best air quality will be approximately twelve inches (12") from the floor. **DO NOT ATTEMPT TO RUN THROUGH FIRE OR FLAMES.**
4. **DO NOT USE THE ELEVATORS.** If you are in an elevator when the alarm sounds, do not push the "emergency stop" button. If necessary, the elevators will recall to ground level and the doors will open.
5. Proceed to a safe stairwell and begin to relocate from your floor or evacuate from the building unless told to do otherwise by the Building Staff or the Fire Department.

**My Safe Outside Refuge Area is:** The north side of the parking lot at the corner of Olive and 11th Streets.

## **Fire Drill**

A fire drill is held annually and 100% participation is required by law. The drill is intended to benefit all tenants in learning the quickest routes to follow for either a relocation to another floor within the building or an evacuation to an outside safe refuge area. The fire drill is also used as a training tool for building staff and emergency responders.

## **Emergency Evacuation Procedures for Physically Challenged Individuals**

The Los Angeles City Fire Department requires an updated list indicating the name, location and nature of disability of each person who is physically challenged. For the purpose of this procedure, any person with a disability (temporary or permanent) or any condition that would require them to need assistance during an evacuation is considered physically challenged.

Physically challenged may include but is not limited to:

- Persons confined to wheelchairs
- Persons dependent on crutches, canes, walkers, etc.
- Persons recovering from surgery
- Pregnant women
- Persons with significant hearing or sight impairment
- Extreme cases of obesity

Persons who are physically challenged could be further defined as anyone who without the assistance of another person would have difficulty evacuating or relocating to a safe location either inside or outside the building, or would slow down the evacuation of other occupants within the building.

Every individual placed on the physically challenged list must be assured that information provided to Building Management will be kept confidential and is to be used only to provide safe and quick evacuation in emergency conditions.

**ASSISTANTS TO THE PHYSICALLY CHALLENGED** must be assigned prior to an emergency. Those assigned must know the safe refuge area outside the buildings and know how to best assist the occupant who is physically challenged.

Upon hearing the fire alarm, the assistants and the occupant who is challenged should proceed to the stairwell. Enter the stairwell last and remain on the stairwell landing with door closed - one assistant will notify building staff or fire department of the exact location of the challenged person - Floor # and Stairwell #, and the other assistant will remain with the challenged person until assistance arrives. If conditions become unbearable and further evacuation is necessary, the assistant will assist the person to the outside safe refuge area.

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# Emergency Procedures: Medical Emergency

The following procedures should be followed in the event of a medical emergency:

- Call for Paramedics at 9-1-1 or 1-(800) 688-8000 if problem occurs with the 9-1-1 System.
- Give the emergency operator the following information:
- **Building Name:** SOUTH PARK CENTER - 1149 S. HILL STREET (Hill Building)
- **Building Address:**  
1149 S. OLIVE STREET (Tower Building) or 1149 S. HILL STREET (Hill Building)  
Los Angeles, CA 90015
- **Nearest Cross Street:** (Tower Building) 12th Street / Olive Street  
(Hill Building) 12th Street / Hill Street
- **Company Name**
- **Floor and Suite Number**
- **Nature of Emergency**
- **Location of Injured (if different than yours)**
- **Your Callback Number**

***NOTE: DO NOT HANG UP until the 9-1-1 Operator does so first.***

- Notify Building Security at (213) 741-7487 or (213) 742-4444 and advise them of the medical emergency. They will assist emergency personnel in directing them to the reported location.
- Try to make the injured party comfortable (without moving them). If CPR or EMT trained, assist as necessary.
- Gather as much information about the persons' injury as you can. Signs, symptoms and/or chief complaint.
- Have someone at the elevator lobby on the floor to direct Security and/or Paramedics to the location of the injured party.

**The nearest fire station is Los Angeles City Fire Department - Station No. 10**, which is located 1 1/2 blocks south of the Building at 1335 South Olive Street, Los Angeles, CA and will be the first responding station to respond in the event of an emergency.



# Emergency Procedures: Power Failure

## In the event of a power failure:

- Remain calm and in place.
- If possible, notify Building Management at (213) 741-7400 and/or Building Security at (213) 741-7487, or by sending a runner to a Lobby Console.
- Turn on a battery-powered radio to find out what is happening in the area.
- Unplug all electrical equipment and turn off light switches. When power returns, electrical equipment left on may be affected by the possibility of a power surge.
- Open window coverings for natural lighting.
- Use flashlights and/or light sticks, as necessary.

It will seldom be necessary to evacuate the property during a power failure unless you are directed to do so by your company manager(s) or Building Management Office personnel. The Public Address System will be used to advise building occupants regarding the extent and duration of the outage. If you are advised to leave, DO NOT USE THE ELEVATORS.

- Lock all doors for security purposes.
- Use the nearest stairway to exit.
- Exit in a calm and orderly manner.
- Relocate to the safe refuge area.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operations, but it will not fall. Do not force open the doors or otherwise try to force your way out of the elevator. Use the intercom and requests assistance.

The Building has an emergency generator that will operate the fire alarm systems, exit and stairway lighting, stairway smoke evacuation fans and smoke detectors and one elevator at a time.

Building Security will advise all occupants via the public address system regarding the length and cause of the power failure as soon as possible.

## **Emergency Procedures: Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety reasons.

Except in very rare circumstances, the decision to evacuate the Building based on the adverse weather reports will not be made by Building Management, but rather by the concerned tenant(s). However, in the event adverse weather conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide some protection if the glass should break).
- Do not panic.
- Turn on a radio/television to monitor the progress of the weather system.
- If evacuated, before leaving remember to lock all desk drawers and take all items of value with you. If necessary, lock your office door.
- Use the stairwells rather than the elevators.
- Do not return to your office until advised to do so by the Building Management Office

## Emergency Procedures: Toxic or Chemical Hazard

If you believe that you have been exposed to a toxic or chemical hazard, immediately move to an area where you are not exposed and do the following:

- Call for Paramedics at 9-1-1 or 1-(800) 688-8000 if problem occurs with the 9-1-1 System.
- Give the emergency operator the following information.
  - **Building Name:** SOUTH PARK CENTER - 1149 S. HILL STREET (Hill Building)
  - **Building Address:**  
1149 S. OLIVE STREET (Tower Building) or 1149 S. HILL STREET (Hill Building)  
Los Angeles, CA 90015
  - **Nearest Cross Street:** (Tower Building) 12th Street / Olive Street  
(Hill Building) 12th Street / Hill Street
  - **Company Name**
  - **Floor and Suite Number**
  - **What Type of Chemical or Toxic Hazard has the individual been exposed too.**
  - **Location of Injured (if different than yours)**
  - **Your Callback Number**

***NOTE: DO NOT HANG UP until the 9-1-1 Operator does so first.***

- Notify Building Security at (213) 741-7487 or (213) 742-4444 and advise them of the reported emergency. They will assist emergency personnel in directing them to the reported location.
- Take action to contain the hazard; close doors behind you and warn others in the area. Remember, when working with hazardous materials, follow all safety procedures until emergency personnel have arrived to assist.

## **Emergency Procedures: Water Leaks and Flooding**

Immediately notify Building Management at (213) 741-7400 or Building Security at (213) 741-7487 or (213) 742-4444, of any water leaks or flooding. If possible, remove and/or relocate office equipment, furnishings and any other items away from the water leak or flooding source to help minimize damage.

Building Engineering will respond and turn off the water source and shut down electrical power, as required. Building Management will assist in the coordination of the water damage remediation.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of the Building and facilitate your company's operations. Please take time to familiarize yourself with this handbook, as it will become a valuable resource.

The Building Management Office is available to assist with any questions or concerns you may have regarding your tenancy and building services, and can be reached at (213) 741-7400 or at [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).

**Welcome to SOUTH PARK CENTER!**

## **Introduction: About LBA Realty**

LBA Realty is a full service real estate investment and management company with a diverse portfolio located in major markets throughout the western United States. The foundation of our company is to exceed our customer's expectations with unmatched levels of service.

At the very core of LBA Realty is an understanding that if our customers succeed, so do we. This commitment requires building strong relationships, developing creative solutions and providing responsive service. Our goal is to be the most respected and trusted real estate owner and investor. Our company's values include operating with the utmost integrity, hard work, pride of ownership, team work, environmental stewardship and community outreach.

LBA Realty owns and operates over 10 million square feet of office space in the major markets across the western United States. From high-rise class A office buildings to low and mid-rise buildings, we provide attractive and efficient working environments for a wide variety of companies. Our office properties are characterized by quality construction, attention to detail, pride of ownership, environmental stewardship, efficient operations and above all exceptional customer service.

# **Introduction: About South Park Center**

## **Redefining a Landmark:**

SOUTH PARK CENTER has been a distinctive Los Angeles landmark since 1965 and originally designed by William Pereira as LA's first modern high-rise, LBA Realty renovated the 32-story office class-A office building in 2009, which was led by world renowned architectural firm, Gensler & Associates. The renovation of the Class-A office campus advanced Pereira's modernist design into the 21st century.

The stunning two-story, dramatically lit, glass crown at the top of the building further distinguishes the Building as an architectural beacon and is visible from downtown Los Angeles, Staples Center, LA Live and the nearby 10 and 110 freeways.

The Building's exterior features elegant, metal paneling, lighting and landscaping. The lobby and entrance features floor-to-ceiling glass walls, elegant wood paneling, brushed stainless steel accents, sandblasted granite walls and honed terrazzo floors. The retail and dining court locations on the concourse level offer a wide range of retail services and numerous quick-serve dining options along with a well-equipped athletic club for employees and guests.

LBA has created a unique landmark office property that provides stimulating environments to meet the needs of their corporate customers, employees and visitors. Located just blocks from Staples Center in downtown Los Angeles' LA Live/South Park District, the project is already home to the University of Southern California, Transamerica, Fox Sports West, the United Way of Greater Los Angeles, Patina Restaurant Group and more.

## **Retail Information:**

The Building comes alive with activity every working day. Corporate tenants and their visitors are just an elevator ride away from a thoughtful array of business amenities and an exciting urban marketplace of food, fitness and shopping. The lobby-level retail concourse features an assortment of high-quality, nationally respected brands including Starbucks, Subway, Trimana, Cilantro Fresh Mexican Grill, and FedEx Kinkos, as well as a tenant lounge and a conference room complete with flat screen TV's and state of the art audio visual equipment. The subterranean garden level offers a very convenient dining center with food service provided by Patina Restaurant Group as well as generous indoor seating complete with flat screen TV's and an outdoor Zen garden. The 485-seat theatre and penthouse suites are the ideal spaces for events ranging from filming to private celebrations.

The Building has two (2) parking garages, parking valet service, and access to DASH service to 7th St. Metro and Union Station.

# Introduction: Operating Instructions

## Navigation

Please navigate through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a table of contents that provides links to various chapters. Upon entering a chapter, links to specific information are provided in sub-sections. You may return to the table of contents or chapter overview by clicking the appropriate link on every page.

## Special Features

This Electronic Tenant® Handbook has special features, such as Quick Links that allows for the LBA Tenant Services System to be easily accessible throughout the handbook. In order to be able use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

## Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about your property's operations, we have included a monthly [Building Calendar](#) and Announcement Board. Here, you will find information regarding scheduled maintenance and events taking place at the property. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please contact the Building Management Office at (213) 741-7400 or at [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).



## **Management: Accounting**

[LBA Realty](#) maintains a full accounting staff in the Building Management Office. All remittance of rental and sundry charge payments should be addressed to:

**Olive/Hill Street Partners, LLC**  
**P.O. Box 513419**  
**Los Angeles, CA 90051-3419**

Should you have any questions to the billing and accounting related to your tenancy, please contact the Building Management Office at 213-741-7400 or at [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).

## Management: Building Management

The Building Management team is here to help our Clients with any tenant service requests and inquiries in regards to their leased premises and/or the Building. The Building Management Office is located in suite H-300 in the Hill building. Please do not hesitate to contact the Building Management Office at:

**Main Phone:** (213) 741-7400

**Receptionist E-Mail:** [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com)

**Address:**

1149 South Hill Street  
Suite H-300  
Los Angeles, California 90015

**Office Hours:**

Monday through Friday: 8:00 a.m. to 5:00 p.m.  
Saturday, Sunday and Holidays: CLOSED

**The following personnel are available to address your needs:**

Title	Name	Phone Number	E-Mail
Security Control Center 24 Hrs / 7 Days	Building Security	(213) 741-7487	<a href="mailto:SouthParkSupervisor@aus.com">SouthParkSupervisor@aus.com</a>
General Manager	June Hass	(213) 741-7491	<a href="mailto:jhass@lbarealty.com">jhass@lbarealty.com</a>
Property Manager	Elizabeth Diaz	(213) 741-7410	<a href="mailto:ediaz@lbarealty.com">ediaz@lbarealty.com</a>
Assistant Property Manager	Logan Bratton	(213) 741-7449	<a href="mailto:lbratton@lbarealty.com">lbratton@lbarealty.com</a>
Director of Security	Tom Nguyen	(213) 741-7469 or (213) 216-4655	<a href="mailto:tom.nguyen@aus.com">tom.nguyen@aus.com</a>
Chief Building Engineer	Hector Aldana	(213) 741-7437	<a href="mailto:haldana@lbarealty.com">haldana@lbarealty.com</a>
Janitorial Project Manager	Gabriel Del Campo	(213) 741-7434	<a href="mailto:gabriel.delcamp@abm.com">gabriel.delcamp@abm.com</a>
Parking Manager	Erich Vaca	(213) 741-7478	<a href="mailto:erich.vaca@abm.com">erich.vaca@abm.com</a>

## **Management: Holidays**

**Listed below is a list of the holidays observed by the Building each year:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The normal Building hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 1:00 p.m. and closed Sunday and Holidays.

Building security is on duty 24 hours a day, 7 days per week and may be reached at (213) 741-7487 or [SouthParkSupervisor@aus.com](mailto:SouthParkSupervisor@aus.com) should you require assistance.

Please contact the Building Management Office at (213) 741-7400 or [SouthParkReception@Ibarealty.com](mailto:SouthParkReception@Ibarealty.com) at least 24-hours in advance should you require special services during a holiday.

## Management: Security

Building Security is provided and available 24 hours a day, 7 days per week. The Building's SECURITY CONTROL CENTER ("SCC") may be reached at (213) 741-7487 or at [SouthParkSupervisor@aus.com](mailto:SouthParkSupervisor@aus.com) should you require assistance at any time.

The Security Consoles are located in the main lobby level of the Hill Building (1149 S. Hill Street) and Tower Building (1150 S. Olive Street).

After normal Building hours, the Building and your respective floor and/or suite, will be accessible only with the use of a Building Access Card programmed for after hours operation.

The following security personnel and posts are available to assist all tenants and guests:

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-Mail</b>
<i>Director or Security</i>	Tom Nguyen	(213) 741- 7469	<a href="mailto:tom.nguyen@aus.com">tom.nguyen@aus.com</a>
<i>Security Control Center 24 Hours / 7 Days a Week</i>		(213) 741- 7487	<a href="mailto:SouthParkSupervisor@aus.com">SouthParkSupervisor@aus.com</a>
<i>Badge Center Mon - Fri: 1: 00pm - 3:00pm</i>		(213) 741- 7488	
<i>Tower Building Security Console 24 Hours / 7 Days a Week</i>		(213) 741- 7459	
<i>Hill Building Security Console Mon - Fri: 6: 00am - 7:00pm</i>		(213) 741- 7457	

*Loading* (213)  
*Dock* 741-  
Mon - 7473  
Fri: 6:  
00am -  
6:00pm  
Sat -  
Sun:  
Closed

## **Policies and Procedures: Building Rules & 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 Project. In the event of any conflict between the Rules and Regulations and the other provisions of this Lease, the latter shall control.

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. 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. Upon the termination of this Lease, Tenant shall restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, Tenant and in the event of the loss of keys so furnished, Tenant shall pay to Landlord the cost of replacing same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such changes.
2. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises.
3. Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the vicinity of the Building. 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. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for access to the Building. Landlord will furnish passes to persons for whom Tenant requests same in writing. Tenant shall be responsible for all persons for whom Tenant requests passes and shall be liable to Landlord for all acts of such persons. 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 or the Project during the continuance thereof by any means it deems appropriate for the safety and protection of life and property.
4. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice to Landlord. All moving activity into or out of the Building shall be scheduled with Landlord and done only at such time and in such manner as Landlord designates. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building and also the times and manner of moving the same in and out of the Building. Safes and 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. Any damage 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 and expense of Tenant.
5. No furniture, packages, supplies, equipment or merchandise will be received in the Building or carried up or down in the elevators, except between such hours, in such specific elevator and by such personnel as shall be designated by Landlord.
6. The requirements of Tenant will be attended to only upon application at the management office for the Project or at such office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord.
7. No sign, advertisement, notice or handbill shall be exhibited, distributed, painted or affixed by Tenant on any part of the Premises or the Building without the prior written consent of the Landlord. Tenant shall not disturb, solicit, peddle, or canvass any occupant of the Project and shall cooperate with Landlord and its agents of Landlord to prevent same.
8. The toilet rooms, 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 servants, employees, agents, visitors or licensees shall have caused same.
9. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or drywall or in any way deface the Premises or any part thereof without Landlord's prior written consent. Tenant shall not purchase spring water, ice, towel, linen, maintenance or other like services from any person or persons not approved by Landlord.

10. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
11. Tenant shall not use or keep in or on the Premises, the Building, or the Project any kerosene, gasoline, explosive material, corrosive material, material capable of emitting toxic fumes, or other inflammable or combustible fluid chemical, substitute or material. Tenant shall provide material safety data sheets for any Hazardous Material used or kept on the Premises.
12. Tenant shall not without the prior written consent of Landlord use any method of heating or air conditioning other than that supplied by Landlord.
13. 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 Project by reason of noise, odors, or vibrations, or interfere with other tenants or those having business therein, whether by the use of any musical instrument, radio, the playing of music or audio/visual material from the Premises, or in any other way. Tenant shall not throw anything out of doors, windows or skylights or down passageways. Tenant shall not bring into or keep within the Project, the Building or the Premises any animals, birds, aquariums, or, except in areas designated by Landlord, bicycles or other vehicles.
14. Tenant shall not bring into or keep within the Project, the Building or the Premises any animals, birds, aquariums, or, except in areas designated by Landlord, bicycles or other vehicles.
15. No cooking shall be done or permitted 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 and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages for employees and visitors, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.
16. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises provided for in the Summary. Tenant shall not occupy or permit any portion of the Premises to be occupied as an office for a messenger-type operation or dispatch office, public stenographer or typist, or for the manufacture or sale of liquor, narcotics, or tobacco in any form, or as a medical office, or as a barber or manicure shop, or as an employment bureau without the express prior written consent of Landlord. Tenant shall not engage or pay any employees on the Premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises.
17. Landlord reserves the right to exclude or expel from the Project 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.
18. Tenant, its employees and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.
19. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls. Tenant shall participate in recycling programs undertaken by Landlord.
20. 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 Los Angeles, California 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. If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, servants, employees, contractors, visitors or licensees, Tenant shall forthwith, at Tenant's expense, cause the Premises to be exterminated from time to time to the satisfaction of Landlord and shall employ such licensed exterminators as shall be approved in writing in advance by Landlord.
21. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
22. Any persons employed by Tenant to do janitorial work shall be subject to the prior written approval of Landlord, and while in the Building and outside of the Premises, shall be subject to and under the control and direction of the Building manager (but not as an agent or servant of such manager or of Landlord), and Tenant shall be responsible for all acts of such persons.
23. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord, and 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 other than Landlord standard drapes. All electrical ceiling fixtures hung in the Premises or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and a warm white bulb color approved in

advance in writing by Landlord. Neither the interior nor exterior of any windows shall be coated or otherwise sunscreens without the prior written consent of Landlord. Tenant shall be responsible for any damage to the window film on the exterior windows of the Premises and shall promptly repair any such damage at Tenant's sole cost and expense. Tenant shall keep its window coverings closed during any period of the day when the sun is shining directly on the windows of the Premises. Prior to leaving the Premises for the day, Tenant shall draw or lower window coverings and extinguish all lights. Tenant shall abide by Landlord's regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Building Common Areas.

24. The sashes, sash doors, 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.
25. Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.
26. Tenant must comply with the City of Los Angeles "NO-SMOKING" Ordinance No. 159498. If Tenant is required under the ordinance to adopt a written smoking policy, a copy of said policy shall be on file in the office of the Building.
27. Tenant hereby acknowledges that Landlord shall have no obligation to provide guard service or other security measures for the benefit of the Premises, the Building or the Project. Tenant hereby assumes all responsibility for the protection of Tenant and its agents, employees, contractors, invitees and guests, and the property thereof, from acts of third parties, including keeping doors locked and other means of entry to the Premises closed, whether or not Landlord, at its option, elects to provide security protection for the Project or any portion thereof. Tenant further assumes the risk that any safety and security devices, services and programs which Landlord elects, in its sole discretion, to provide may not be effective, or may malfunction or be circumvented by an unauthorized third party, and Tenant shall, in addition to its other insurance obligations under this Lease, obtain its own insurance coverage to the extent Tenant desires protection against losses related to such occurrences. Tenant shall cooperate in any reasonable safety or security program developed by Landlord or required by law.
28. All office equipment of any electrical or mechanical nature shall be placed by Tenant in the Premises in settings approved by Landlord, to absorb or prevent any vibration, noise and annoyance.
29. Tenant shall not use in any space or in the public halls of the Building, any hand trucks except those equipped with rubber tires and rubber side guards.
30. No auction, liquidation, fire sale, going-out-of-business or bankruptcy sale shall be conducted in the Premises without the prior written consent of Landlord.
31. No tenant shall use or permit the use of any portion of the Premises for living quarters, sleeping apartments or lodging rooms.
32. Tenant shall not purchase spring water, towels, janitorial or maintenance or other similar services from any company or persons not approved by Landlord. Landlord shall approve a sufficient number of sources of such services to provide Tenant with a reasonable selection, but only in such instances and to such extent as Landlord in its judgment shall consider consistent with the security and proper operation of the Building.
33. Tenant shall install and maintain, at Tenant's sole cost and expense, an adequate, visibly marked and properly operational fire extinguisher next to any duplicating or photocopying machines or similar heat producing equipment, which may or may not contain combustible material, in the Premises.

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, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project. 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.

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## **Policies and Procedures: Additions and Alterations**

Tenants may not make any improvements, alterations, additions or changes to their Premise or any mechanical, plumbing or HVAC facilities or systems pertaining to the Premises without first procuring the prior written consent of the Landlord to such alterations.

Tenants may make strictly cosmetic, non-structural alterations, additions or improvements to the interior of the Premises without Landlord's consent provided that:

- Tenant delivers written notification to the Landlord advising of such cosmetic alterations at least ten (10) days prior to the commencement thereof;
- The aggregate cost of all such cosmetic alterations during any twelve (12) consecutive months does not exceed \$50,000.
- Such cosmetic alterations shall be performed by or on behalf of Tenant in compliance with other provisions of the Lease;
- Such cosmetic alterations do not require the issuance of a building permit or other governmental approval.

Tenants utilizing outside contractors for modifications, improvements or other construction-related work within their leased premises must provide the Landlord with following documentation prior to the commencement of work:

- Provide a copy of proposed Space Plan detailing the scope of the modifications/improvements.
- Contractors contact information and list of sub-contractors.
- Current Certificate of Insurance from the Contractor and all sub-contractors, pursuant to the limits of coverage required by the Landlord.
- Contractor shall review and execute a copy of the "Property Rules and Regulations for Construction".
- Building Permits, if applicable.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) for a copy of the "Property Rules and Regulations for Construction" and Certificate of Insurance Requirements and/or if you have any questions.

## **Policies and Procedures: Insurance Requirements**

Tenants must maintain insurance coverage pursuant to the terms and condition of their respective Office Lease throughout the term of their lease. Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions.

Service vendors and contractors performing work or services in and around the Building and in your leased premises must provide a current certificate of insurance with an Endorsement page naming Olive/Hill Street Partners, LLC ("Owner") and LBA, Inc. (as "Agent for Owner") as additional insured showing the following limits (as applicable), PRIOR TO THE COMMENCEMENT OF SUCH WORK OR SERVICE:

**(a) Commercial General Liability - \$3,000,000**

Combined Single Limit including:  
Contractual Liability  
Broad Form Property Damage  
Explosion, Collapse & Underground  
Property Damage (as necessary)  
Products/Completed Operations  
Personal Injury  
Broad Form General Liability Endorsement  
Interest of Employees as Additional Insured

**(b) Comprehensive Automobile Liability - \$1,000,000**

Combined Single Limit including:  
Owned Vehicles  
Hired Vehicles  
Non-owner Vehicles

**(c) Worker's Compensation - Employer's Liability - \$1,000,000**

As required by the laws of the state in which the work is to be performed, including Waiver of subrogation endorsement in favor of Olive/Hill Street Partners, LLC ("Owner") and LBA, Inc. (as "Agent for Owner").

**(d) Additional Commercial General Liability - \$3,000,000**

In the event Contractor, Subcontractor and/or any other persons performing work in or at the Property are self-insured.

**(e) Aircraft Liability (if applicable) \$25,000,000**

Combined Single Limit per each occurrence:  
Bodily Injury  
Passenger Bodily Injury  
Property Damage

**(f) Olive/Hill Street Partners, LLC ("Owner") and LBA, Inc. (as "Agent for Owner")** must be named as **ADDITIONAL INSURED** relative to Commercial General Liability and Comprehensive Automobile Liability. An Endorsement Page for the additional insured must be attached to the Certificate of Insurance.

**(g)** The Certificate of Insurance must provide at least (30) days prior written notice of cancellation and/or material changes in risks and coverages insured to owner, and shall also contain a waiver of subrogation clause acceptable to owner.

Please forward a copy of the Certificate and Endorsement Page to [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) and mail the original to:

**Olive/Hill Street Partners, LLC and LBA, Inc.**  
**c/o LBA Realty**  
**1149 S. Hill Street, Suite H300**  
**Los Angeles, CA 90015**  
**PH (213) 741-7400 / [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com)**

Should you have any questions, please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com).

## **Policies and Procedures: Moving Policy**

1. Building Management MUST be notified in writing at least five (5) business days prior to a Move-In / Move-Out of the Building.
2. The Freight Elevators are available for Tenant Move-In / Move-Out after hours Monday through Friday between the hours 6:00 p.m. - 6:00 a.m., and All Day on weekends / holidays upon written request. Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) to coordinate scheduling and to check availability.
3. Tenants are responsible at its sole cost and expense, for the removal of all debris generated by such Move-In / Move-Out. Debris must be removed after hours Monday through Friday between the hours 6:00 p.m. - 6:00 a.m., and All Day on weekends / holidays. Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) to coordinate scheduling and/or should you require assistance.
4. The Loading Dock is the only building entrance permitted for deliveries and Move-In / Move-Out.
5. The Freight Elevators MUST BE USED ONLY for moving furniture, boxes, and equipment into / out of your leased premises.
6. A layer of protection (i.e., plywood, masonite, cardboard, cotton padding, etc.) MUST BE INSTALLED to protect all common corridor and lobby floors, walls, and doors/door jambs, prior to the commencement of the delivery and/or Move-In / Move-Out.
7. Building Management must be notified at least 48 hours prior to the actual deliver and/or Move-In/ Move-Out date. Prior to the scheduled work or service, the delivery and/or moving company MUST deliver evidence of the following insurance coverage:

### **(a) Commercial General Liability - \$3,000,000**

Combined Single Limit including:  
Contractual Liability  
Broad Form Property Damage  
Explosion, Collapse & Underground  
Property Damage (as necessary)  
Products/Completed Operations  
Personal Injury  
Broad Form General Liability Endorsement  
Interest of Employees as Additional Insured

### **(b) Comprehensive Automobile Liability - \$1,000,000**

Combined Single Limit including:  
Owned Vehicles  
Hired Vehicles  
Non-owner Vehicles

### **(c) Worker's Compensation - Employer's Liability - \$1,000,000**

As required by the laws of the state in which the work is to be performed, including Waiver of subrogation endorsement in favor of Olive/Hill Street Partners, LLC ("Owner") and LBA, Inc. (as "Agent for Owner").

### **(d) Additional Commercial General Liability - \$3,000,000**

In the event Contractor, Subcontractor and/or any other persons performing work in or at the Property are self-insured.

### **(e) Aircraft Liability (if applicable) \$25,000,000**

Combined Single Limit per each occurrence:  
Bodily Injury  
Passenger Bodily Injury  
Property Damage

**(f) Olive/Hill Street Partners, LLC (“Owner”) and LBA, Inc. (as “Agent for Owner”)** must be named as **ADDITIONAL INSURED** relative to Commercial General Liability and Comprehensive Automobile Liability. An Endorsement Page for the additional insured must be attached to the Certificate of Insurance.

**(g)** The Certificate of Insurance must provide at least (30) days prior written notice of cancellation and /or material changes in risks and coverages insured to owner, and shall also contain a waiver of subrogation clause acceptable to owner.

Please forward a copy of the Certificate and Endorsement Page to [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) and mail the original to:

**Olive/Hill Street Partners, LLC and LBA, Inc.**  
c/o LBA Realty  
1149 S. Hill Street, Suite H300  
Los Angeles, CA 90015  
PH (213) 741-7400 / [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com)

**The Insurance Certificate should be delivered to the Building Management Office:**

Olive/Hill Street Partners, LLC and LBA, Inc.  
c/o LBA Realty  
1149 S. Hill Street, Suite H300  
Los Angeles, CA 90015  
PH (213) 741-7400 / [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com)

The tenant is responsible for all costs and expenses incurred by the Landlord for the repair of any damage to the building as a result of your deliver and/or Move-In / Move-Out. Please immediately advise Building Management of any damage.

8. For your protection, it is recommended that a walk-through of your suite is conducted with Building Management and the moving / delivery company at least 24 hours prior to your scheduled move to observe existing conditions.
9. Our building has a strict “No Smoking” policy. Please be advised that smoking is NOT permitted ANYWHERE inside the building, INCLUDING but not limited to the stairwells, vestibules, balconies, restrooms, elevators, cafeteria, etc. Furthermore, pursuant to California Bill - Section AB486, smoking is NOT permitted with 25 feet of any entrance to the building. The designated smoking area for the Building is located at the Loading Dock area, adjacent to the Valet Area.
10. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park vehicles in marked Fire Lanes.
11. The Tower Building Freight Elevator services floors Sub Basement to 30:

**Dimensions:**

Inside:	Width	Height	Deep
	– 5ft ,	– 8ft.,	– 6
	6	6	ft., 10
	inches	inches	inches
Door:	Width	Height	
	– 56	– 96	
	inches	inches	
Capacity:	5,000		
	Pounds		

**Protection for Freight Elevator:**

- Corner boards must be secured on elevator door jams.
- The cab must be padded (pads supplied by building).
- Walk-off mats must be provided to protect door thresholds.
- Mirrors in elevators must be protected.

**Damage to Elevators:**

Damaged safety edges, doors, and controls are to be repaired by the Building's preferred service contractor at tenant's sole cost and expense.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions.

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## **Policies and Procedures: Smoking Policy**

Since 1995, the vast majority of California indoor workplaces were mandated to become smoke-free under the Landmark California Smoke-Free Workplace Act (Labor Code 6404.5).

AS A FRIENDLY REMINDER, please be advised that smoking is NOT permitted ANYWHERE inside the building, INCLUDING but not limited to the stairwells, vestibules, balconies, restrooms, elevators, cafeteria, etc. Furthermore, pursuant to California Bill - Section AB486, smoking is NOT permitted with 25 feet of any entrance to the building.

The designated smoking area for the Building is located in the VIP Parking Lot adjacent to the service driveway to the Loading Dock. Please exit the Olive Building lobby towards the valet driveway to access the designated smoking area. As a courtesy to others, please refrain from disposing of cigarette butts in the planters and utilize the trash receptacles provided.

Please be advised that anyone found in violation of the smoking ordinance may be subject to fines imposed by the City of Los Angeles Fire Department. To report a suspected smoking violation in the City of Los Angeles, please contact the SMOKING ORDINANCE HOTLINE at (213) 978-3568.

We appreciate your cooperation. As always, please feel free to contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions

## **Policies and Procedures: Tenant Improvement Work**

All plans to remodel or redecorate your suite must be approved and coordinated by the Landlord prior to the commencement of any work, pursuant to the terms and conditions of your respective Office Lease.

Remodeling/redecorating work can be either minor or major and may include any of the following:

- Installing electrical or telephone / data outlets
- Installing or relocating light fixtures
- Plumbing work
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wallcovering
- Addition or removal of an office

Any other modification to your leased premises Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) to discuss the scope of work you intend to complete as well as scheduling.



## **Policies and Procedures: Parking Rules & Regulations**

The following are the Parking Rules and Regulations in regards to the use of the Olive and Broadways garages serving the tenants and visitors of South Park Center. All garage users must follow any instructions provided by parking personnel and abide by posted signage throughout the garages.

- Parking Management and/or Building Management cannot be responsible for contents of vehicles parked in the facility. Please do not leave valuables in plain view.
- General Garage Rules Maximum speed limit of 5MPH. Always look for pedestrians while in the garage and slow down at the end of ramps or by the elevator areas. Look for other vehicles that might be backing up. Compact stalls are for compact cars only. Park within marked stalls, "Head In" only. Observe all stop and speed limit signs. Violation of any garage rule may result in suspension of parking privileges.
- No overnight parking is allowed unless it is property authorized. If permission granted, vehicle owner assumes all liability and no liability is to be held against ABM Onsite Services and or any party involved.
- Visitor parking is designated and reserved for use by visitors only. Tenant daily parking is prohibited. Violators are subject to daily rates.
- Handicapped stall usage is strictly monitored. Parking enforcement routinely inspects for permit compliance.
- Please contact the parking office immediately when changing vehicles, license plates or deleting a key card.
- All damage must be reported in writing to the parking office and/or building security before leaving the facility.
- Vehicles will not be released to owners, unless an authorized release is submitted to the parking office.
- No authorized outside services such as: mechanical repairs, tune-ups, oil changes, window tinting, installation of any equipment such as stereo and car alarm, washing, detailing, etc. will be allowed on the premises.
- The use of electric charging stations is available on a first-come, first-served basis. Vehicle charging is limited to a maximum of four (4) hours per day. The use of any charger is not intended as an all-day parking area. Violators will be subject to be towed at vehicle owner's expense. Vehicle owner is responsible for plugging and unplugging the vehicle into and from the electric charger in the vehicle. The use of outlets throughout the garage to charge an electric vehicle is not allowed.
- The monthly access parking card supplied entitles the assigned car holder to occupy one (1) parking stall only.
- Each parking access card is for the use of actual monthly parkers and they are not transferable.
- By using a parking access card, you have accepted the parking rules and regulations mentioned above. Failure to comply with the aforementioned Rules and Regulations may result in a loss of parking privileges.

Please contact Erich Vaca – Parking Facility Manager, at (213) 741-7478 or [erich.vaca@abm.com](mailto:erich.vaca@abm.com), Monday to Friday from 8:00am to 5:00pm, should you have any questions.

## **Tenant Services: Building Signage and Directory**

Tenants requiring signage or directory assistance related to their occupancy are asked to contact Building Management at (213) 741-7400 for information and instructions.

## Tenant Services: Cleaning

**Cleaning service of your leased premises is provided five nights a week, Monday through Friday as follows:**

### Vacuuming

Monday and Wednesday in the Hill Building  
Tuesday and Thursday in the Tower Building

### Dusting

Monday and Wednesday in the Tower Building  
Tuesday and Thursday in the Hill Building

### Detail Cleaning

Friday in both buildings

### Trash Removal

Performed nightly

If you have large articles of trash that will not fit into your trash receptacle, please place a "TRASH" sign on these articles to alert cleaning personnel to dispose of them. Please DO NOT leave "non-trash" items on top or near wastebaskets, to prevent these items from accidentally being thrown away.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have need to request special cleaning services or have questions/concerns regarding the cleaning services provided.

## **Tenant Services: Elevators**

**Building elevators and escalators are located throughout the property and provide tenants and guests access to the following floors:**

### **HILL BUILDING - 1149 S. Hill Street**

Five (5) Passenger Elevators provide service to floors GL level through 10.  
One (1) Freight Elevator provides service to floors SB level through 10.

### **BRIDGE ANNEX - Connecting the Hill Building and Tower Building**

Four (4) Passenger Elevators provide service to floors GL level through 11.  
Ten (10) Escalators provide service to floors GL level through 4.

### **TOWER BUILDING - 1150 S. Olive Street**

Four (4) Mid-Rise Passenger Elevators provide service to floors GL level through 1, and floors 11 through 21.  
Four (4) High-Rise Passenger Elevators provide service to floors GL level through 1, floor 11, and floors 18 through 30.  
Two (2) Shuttle Passenger Elevators provide restricted service to floors 26 through 32.  
One (1) Freight Elevator provides service to floors SB level through 30.  
One (1) Shuttle Freight Elevator provides restricted service to floors 31 through 32.

### **AUDITORIUM/RETAIL BUILDING - 1139 S. Hill Street**

One (1) Passenger Elevator provides service to floors 1 through 2.  
One (1) Freight Elevators provides service to floors 1 through 2.

### **OLIVE GARAGE - 1133 S. Olive Street**

Two (2) Passenger Elevators provide service to floors GL level through 6.

### **BROADWAY GARAGE - 150 W. 12th Street**

Four (4) Passenger Elevators provide service to floors GL Level through 6, and the Roof.

Please note that a few floors are secured and require the use of a Building issued Access Card in the respective Passenger Elevators. Additionally, Freight Elevator access is secured and requires the use of a Building issued Access Card.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) should you have any questions.

## **Tenant Services: HVAC**

Genea ACS Cloud Energy Services ("ACS Cloud") provides a more energy efficient program which enables you, the Tenant, to have autonomy and more management control of energy consumption. ACS Cloud provides users a convenience and easy-to-use process for ordering after hours HVAC and lighting services ONLY, from the convenience of your home, office, tablet or smartphone.

All authorized tenant users may submit their request through ACS Cloud at: <http://platform.geneaenergy.com?CID=a89858df-1dfd-4017-9787-aca7eb93437f>, or by clicking on the GENE logo below.

If you would like to set up a new user and/or are having problems with access to ACS Cloud, please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) for assistance.

## Tenant Services: Mail Services

The [United States Postal Service](#) (USPS) Mail Courier delivers the mail to each tenant Suite, Monday through Friday, between the hours of 9:00 a.m. to 4:00 p.m.

**To ensure prompt delivery of your mail, please ensure that your mail is properly addressed as follows:**

- Contact Name
- Company Name
- Mailing Address and Suite Number

**The local USPS Office which services the Building is:**

United States Post Office - Col. Leon H. Washington Jr. Station

4352 S. Central Avenue  
Los Angeles, CA 90011  
**Phone** (323) 233-2365

**Hours:** Monday through Friday, 8:30 a.m. - 5:00 p.m. Saturday, 8:00 a.m. - 2:00 p.m.

Please contact the United States Postal Service (USPS) at 1-(800) 275-8777 or [USP@customercare.com](mailto:USP@customercare.com) should you have any questions.

## Tenant Services: Maintenance Requests

The Angus Anywhere Work Order Systems allows you, the Tenant, to submit requests at anytime, from your computer. This is the most efficient way to submit service requests to building management for:

- Building access for your guests
- Janitorial services
- Building engineering services
- Any other maintenance and/or building services

All authorized tenant users may submit their requests through the Angus Anywhere website at: <https://www.ng1.angusanywhere.com/AA/>

If you would like to set up a new user and/or are having problems with access to Angus Anywhere, please contact Building Management at (213) 741-7400 or [SouthParkReception@lbarealty.com](mailto:SouthParkReception@lbarealty.com) for assistance.

# Tenant Services: Recycling

SOUTH PARK CENTER participates in mandated Assembly Bill (AB) 341 Recycling Program which requires all California businesses generating four (4) or more cubic yards each week of commercial solid waste to participate in a recycling program to reduce and/or recycle 50%+ of their trash to help reduce the amount of waste going to landfills.

## The Building's recycling program includes:

- Organics Recycling (i.e., food waste)
- Single-Stream Recycling (i.e., uncontaminated paper and cardboard, glass, plastic and metal cans)
- Regular Trash Disposal

The following are tips and guidelines as to which products are acceptable to be recycled, and which are not. Please take a moment to review this information and feel free to forward it on to your colleagues and employees.

## What Materials are Recyclable?

- **Organic Trash - Strictly food waste ONLY**
- **Plastic Bottles, Glass Containers and Aluminum Cans - The following non-paper materials are recyclable and MUST BE RINSED AND EMPTIED to help prevent the accumulation of flying insects:**
  - Aluminum and Metal Soda / Juice Cans
  - Glass Bottles and Jars
  - All Glass Containers
  - Plastic Milk Containers
  - Plastic Soda / Juice Containers
  - Plastic Water Bottles
- **Paper / Cardboard (Non-Contaminated Paper and Cardboard Products)**
  - All Office Paper
  - Carbonless / NCR Duplicating Paper
  - Phone Books
  - Newspapers and Magazines
  - Cardboard Boxes
  - White and Colored Paper
  - Cardboard (Flatten and it will be removed separately)
  - Computer Paper
  - Plain Fax Paper
  - Letterhead
  - Adding Machine Tape
  - Post-Its
  - Junk Mail
  - Manila File Folders
  - Envelopes (Even those with plastic windows, paper clips and staples are OK!!!)

## What Materials Are NOT Recyclable?

Unfortunately, not everything can go in the recycle bins. Here are a few examples of what items are UNACCEPTABLE and must be disposed of as Regular (Non-Recyclable) Trash:

- **Regular Trash (Non-Recyclable Trash)**
  - Soiled / Wet Food Containers
  - Soiled / Wet Paper, Tissue, Paper Towels and Napkins
  - Soiled / Wet / Treated (Waxed) Cardboard
  - Coffee Grounds and Filters / Tea Bags



- Plastic Bags and Envelopes
- Non-Paper Items
- Laminated and Waxed Paper
- Pendaflex Folders
- Blueprints
- 3-Ring Binders
- Paper Cups, Plates or Styrofoam
- Aerosol Cans
- Paint Cans
- Photographs or Negatives
- Carbon Paper

**The recycling program procedures are as follows for participating Tenants:**

- Upon Tenant's request, Building Management will provide at No Charge, a small Cardboard Recycling Container for each desk throughout the office for the collection of recyclable PAPER MATERIALS ONLY.
- We ask that each employee participate by emptying their individual small Cardboard Recycling Containers into the centrally located large Cardboard Recycling Container, once it becomes full.
- Nightly cleaning personnel will empty the centrally located large Cardboard Recycling Container(s), once it is approximately 1/2 full and/or as needed.
- Tenants are responsible for providing its own desk side trash containers for its Regular (Non-Recyclable) Trash, which will be emptied nightly by the nightly cleaning personnel.
- Upon Tenant's request, Building Management will provide at No Charge, large Cardboard Recycling Container(s) which will be placed in a centralized location within the suite (i.e., lunchroom, copier / file room, etc.) as designated by the Tenant.
- A separate large Cardboard Recycling Container will be required for each recycling program (i.e., Organic Trash, Plastic/Glass/Aluminum, and/or Paper/Cardboard) the Tenant wishes to participate in.
- Organic Trash and Plastic/Glass/Aluminum should ONLY be disposed of in the designated large Cardboard Recycling Container. Nightly cleaning personnel will empty these containers, once they become approximately 1/2 full and/or as needed.

Please contact Building Management at (213) 741-7400 or [SouthParkReception@Ibarealty.com](mailto:SouthParkReception@Ibarealty.com) should you have any questions.

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