Pleasanton Corporate Commons

Hines

Table of Contents

Welcome to Pleasanton Corporate Commons! 3
General Information 4
- Hines Property Management Office 4
- Building Access Information 4
  - Access Cards 4
  - Keys & Locks 4
- After Hours Air/Heat Information 5
- AwareManager Work Order System 5
- Campus Recycling Program 5
- Emergency Procedures 6
- Janitorial Service 6
- Mailboxes 7
- Parking Programs 8
  - Alternative Fuel Vehicle Parking 8
  - Carpool Program 8
  - Electric Vehicle Charging Stations 8
  - Pest Management Program 8
- Security 9
- Shower and Locker Facilities 9
- Signage Information 9
- Tenant Contact Information 10
- Tenant Insurance Requirements 11

Vendor / Contractor Reference 11
- Tenant Service Contractor Information 11
  - Contractor Approval Process 11
  - Phone/Electrical Room Access 11
- Building Rules and Regulations 13
- Moving Rules and Regulations 16
  - Elevator Use 17

Campus And Area Amenity Information 18
- Banks 18
- Health and Fitness Centers 18
- Hotels 18
- Restaurants & Catering 18
- Transportation 19
- Other Amenities 19
  - Amenities Map 20

PCC Tenants 21
APPENDIX 24

Welcome to Pleasanton Corporate Commons!

We look forward to a long and productive relationship with you. Please let us know how we can help as you settle into your new office space. We are happy to provide any information or services that you may require to make the transition into your suite as smooth as possible.

This Tenant Services Manual was designed to answer many of the immediate questions you may have about the property, building regulations, policies and operating procedures. You will find most of your day-to-day questions answered in the first section, “General information”.

The sections entitled “Building Rules & Regulations” and “Moving Rules & Regulations” provide you with the official policies upheld by the property. This information is available as a resource as well as to give you an understanding of how the property is managed.

Pleasanton Corporate Commons’ proximity to interstate 580 and 680 makes access to the campus convenient to/from any direction. The “Area Amenity Information” section highlights some local amenities that you may enjoy.

Included in the Appendix is the Emergency Procedures Guide which will provide you with important information regarding the building emergency procedures. The complete “Life Safety Plan” is distributed at the Annual Floor Warden Training.

The Appendix also includes the most common forms that you will need during your tenancy. These forms may be duplicated for your use.

Hines takes great pride in providing high-quality tenant services and responsive attention to building maintenance and tenant requests. We encourage you to work with us to uphold these goals by offering your feedback at any time on how we can improve your tenant experience.

Sincerely,

The Hines Property Management Team

GENERAL INFORMATION

HINES PROPERTY MANAGEMENT OFFICE

Campus Website: www.pleasantoncorp.com

6200 Stoneridge Mall Road, Suite 130
Pleasanton, CA 94588
925-734-8400
925-734-8408 Fax

The Property Management Office is located on-site in Suite 130 of the 6200 Building. Please do not hesitate to contact any one of the Management Team for any issues regarding Pleasanton Corporate Commons at (925) 734-8400. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Hines employs a competent team of professionals dedicated to the comfort, efficiency, and aesthetic appeal of the buildings and campus. The following individuals make up the property management staff:

Sonia Sharma	Property Manager	sonia.sharma@hines.com
Lauren McCormack	Assistant Property Manager	lauren.mccormack@hines.com
Zoey Tareen	Administrative Assistant	zohal.tareen@hines.com
Darrell Woo	Staff Accountant	darrell.woo@hines.com
Nick Young	Engineering Manager	925-734-8400
Bob Sells	Engineer	925-734-8400

BUILDING ACCESS INFORMATION

ACCESS CARDS

Building lobby doors are open Monday through Friday from 6 a.m. to 6 p.m. For access to the building after hours or on the weekends for **Buildings 6200 & 6210**, please submit a work order via AwareManager. The Property Management Office will provide one complimentary access card per employee when your company initially moves into Pleasanton Corporate Commons. Subsequent access cards will be billed back to employers at a cost of $10.00 per card (price subject to change).

KEYS & LOCKS

The Property Management Office will provide one complimentary key per employee when your company initially moves into Pleasanton Corporate Commons. Subsequent keys will be billed at $4.00 per key (price subject to change).

Should you require additional keys or a lock change for your space at any time during your tenancy, the designated Day Contact or Executive Contact must submit a work order via AwareManager.

In order to ensure proper access for emergency personnel, under no circumstances are you allowed to directly call a locksmith to the premises. If a lock is rekeyed without the knowledge of the Hines Property Management Office, repining will be at tenant's expense.

AFTER HOURS AIR/HEAT INFORMATION

Overtime Heating Ventilation & Air Conditioning (HVAC) is a building specific charge that is calculated based on the type of equipment in each building, electricity, maintenance, and depreciation. Each suite is metered for overtime use, and charges will appear on monthly invoices. After hours HVAC requests can be entered through the Genea Energy Services Platform. Instructions for the Genea Platform can be found in the appendix. Please contact Management for your login information. The per hour cost is based on square footage and is subject to change as PG&E electricity charges fluctuate. Please contact Property Management for your rate information.

AWAREMANAGER WORK ORDER SYSTEM

Pleasanton Corporate Commons uses the AwareManager online platform for tenants to enter and track work orders (ie. lights out, too cold/hot, etc.). The Tenant Day Contact will be set up with access to the system upon move-in. Day Contacts can access this website at http://hines.awaremanager.com/stoneridge. Instructions for the AwareManager can be found in the appendix. All work orders issued after 4:45 p.m. will be processed the following business day. Should a work order require immediate attention please call the property management office at 925-734-8400.

CAMPUS RECYCLING PROGRAM

Pleasanton Corporate Commons is a green campus and has implemented a campus wide recycling program as a way to protect the environment and preserve natural resources. At PCC, we encourage recycling by using cans under desks for mixed paper recycling only while trash and compost bins are placed in kitchens and other central locations.

Tenants are responsible for providing the following items for their suites:

- *Compost Bins* (green cans) for kitchens, break rooms, and/or central locations
- *Mixed Paper Cans* for under desks and/or central locations
- *Mixed Recycling Cans* for kitchens, break rooms, &/or central locations
- *Non-Recyclable Trash Cans* for kitchens, break rooms, &/or central locations

The recycling program works as follows:

- *Cardboard* – All cardboard should be flattened, marked "Trash/Basura", and placed in a cardboard bin in the break room/kitchen or central location for our janitorial staff to recycle.
- *Compost* – Lined green cans placed in kitchens or central locations collect all compostable items including: food waste; floral/plant trimmings; paper food wrappers; waxed cardboard containers; used napkins & paper towels; paper plates, food containers, & cups; and plastics that say compostable/biodegradable.
- *Mixed Paper* – Unlined cans under desks collect all paper items (not required to be shredded by your company) including: white/colored paper, newspaper, unwanted mail, post-it notes, envelopes, magazines, etc.
- *Mixed Recycling* – Lined recycling cans are placed in kitchens and break rooms to collect: glass bottles & jars; aluminum foils; aluminum, steel & tin cans; narrow-neck plastic bottles & jugs; and wide-mouth plastic containers.
- *Non-Recyclable Trash* – Lined cans are placed in kitchens or central locations for items that cannot be composted or recycled. Cans under desks are used for mixed paper recycling only.
- *Batteries/Cell Phones/Toner Cartridges* – Designated recycling bins are located in the mailrooms of the 6200 & 6210 Buildings.

EMERGENCY PROCEDURES

A complete Life Safety Plan is updated annually and distributed at the Annual Floor Warden Training. Life Safety Plans are available upon request to all employees. The Plan is also posted on the PCC website. An abbreviated version of the emergency procedures is also available. This tri-fold brochure included in the Appendix is a valuable reference that highlights each major type of building emergency.

Each tenant should maintain a minimum of one Floor Warden per 5,000 square feet of occupied space.

Hines is happy to address any emergency or safety related concerns at any time.

JANITORIAL SERVICE

Hines provides janitorial service to all tenants in the building through our Day Cleaning program. Between the hours of 7:30 a.m. and 5:30 p.m., we have day janitorial staff available to clean restrooms, lobbies, and tenant spaces.

The janitorial service provided by the building consists of the following:

Daily

- Remove recycling from each desk/office

- Remove compost, recycling, and trash from kitchen/break room areas
- Hand dust or wipe clean horizontal surfaces
- Spot clean partition glass, wall switches and doorknobs
- Remove finger marks and smudges from vertical surfaces
- Broom sweep high traffic areas
- Dust mop all VCT or tiled areas
- Restrooms cleaned and re-stocked

Weekly (performed by night cleaners)

- Dusting of all cleared surfaces
- Vacuum common areas, high traffic areas, offices, and corridors

Periodically (performed by night cleaners)

- High dusting
- Machine buff all non-carpet floors. Strip and recoat, as necessary
- Carpet spot cleaning

The janitorial staff has instructions not to disrupt papers, notes, files, telephones or computer equipment while performing their cleaning and dusting. Only exposed horizontal surfaces will be wiped down as scheduled.

The following specialized services can be provided, at an additional cost, upon request:

- Carpet shampooing
- Interior partition glass cleaning
- Dishwasher service
- Refrigerator cleaning
- Microwave cleaning

Interior perimeter window cleaning occurs annually, and exterior window washing occurs semi-annually. Your office will be notified when this has been scheduled. We can arrange to have interior windows cleaned aside from the regularly scheduled cleaning; however, an additional charge for this service will be incurred.

MAILBOXES

All buildings have a mailroom with mailboxes specific to each tenant. New tenants need to call a local locksmith to request to have their mailbox rekeyed. Some local locksmiths include AAA Locksmiths at (925) 828-5066 and A-1 Locksmith at (925) 557-1201. Mail is delivered and picked up Monday-Saturday around noon.

Direct pick-ups can be scheduled with **FedEx** by calling 1-800-463-3339 and **UPS** at 1-800-742-5877. **FedEx** is located at 7275 Johnson Drive (cross street is Stoneridge Drive) and is

open weekdays from 8:00 a.m.-7:30 p.m. **FedEx** has a drop box located in building 6200's mailroom with pick-ups M-F around 4:45 p.m. **UPS** is located at 7172 Regional Street in Dublin (cross street Dublin Blvd) and is open weekdays from 8:30 a.m.-6:30 p.m.

PARKING PROGRAMS

In an effort to reduce pollution caused by automobiles, Pleasanton Corporate Commons offers preferred parking and amenities for carpool & alternative fuel vehicles on campus.

ALTERNATIVE FUEL VEHICLE PARKING

Preferred parking is offered to alternative fuel vehicles on campus. An application or permit is not required. The reserved spaces are marked with "Alt Fuel" and will be patrolled by Security. Qualifying vehicles include electric, hydrogen fuel cells, hybrids and bio-diesels.

CARPOOL PROGRAM

Reserved carpool spaces are available by permit only. Carpool permits are available to all employees ridesharing with two or more employees of the campus. The carpool spaces are patrolled by security, and participants may not park in carpool spaces on days that they do not carpool. Each carpooling vehicle will be issued a permit, which must hang from the rearview mirror while parked in a carpool space. To apply for the carpool program, please contact the Hines Property Management Office or visit the PCC website.

ELECTRIC VEHICLE CHARGING STATIONS

Pleasanton Corporate Commons has an EV Charging Hub equipped with 19 charging stations. The Hub is centrally located in the center of the PCC parking lot. To utilize the EV charging station you will need to open and account through **ChargePoint**. To do so visit their website at **https://www.chargepoint.com/support/activate** or download the ChargePoint app on your phone. Once you have created an account you will need to connect to ABM ELS Pleasanton and enter the campus connection code. The connection code is **PCC1EV**.

The payment structure for PCC employees is $.25 per kWh. Please note that if a vehicle is parked at idle (not actively charging) for more than 30 minutes the user will be charged a parking fee up to $5 per hour.

PEST MANAGEMENT PROGRAM

PCC currently contracts through Orkin Pest Control for the elimination of pests from the campus. Orkin takes care of the exterior of the buildings, but we need your help to prevent pests from entering the buildings. By keeping food in sealed containers, not over-watering plants and reporting any pests immediately, you can keep these pests away from PCC. Also, if any pests are found in your area, it is helpful if these pests are killed and retained so the Orkin technician knows what the pest is. We use green pesticides in and outside the buildings. If you

would like to know exactly what is used, all SDS sheets are available in the property management office. Please contact the property management office at 925-734-8400 for more information. The following are baits /chemicals which could be used on-site: Contrac with Lumitrack, Advion Ant Gel Bait, Advion Cockroach Gel Bait, EcoVIA EC, and Evergreen Pyrethrum Concentrate.

SECURITY

On-site security is present at Pleasanton Corporate Commons Monday – Friday 6am-10pm and Saturday 8am-4pm. In the evening several drive-by patrols are conducted, during these patrols the parking lots are checked along with the main building doors. If you have a security concern outside of the on-site hours, please call Security at **925-382-1590**. You will either be able to reach a guard or be directed to a second number for assistance. Please note that guards will NOT provide building access to anyone unless it is prearranged with the Hines Property Management Office. You must have your own building access card or code and your own office key in order to gain entry into your office after business hours. Security guards will deny any requests for access regardless of whether or not identification is provided. Please anticipate any after-hours access requirements and make appropriate arrangements in advance.

SHOWER AND LOCKER FACILITIES

Located in the first floor restrooms of all buildings, lockers and showers are available for tenant use. Employees may use the facilities at any time during business hours. Please note lockers are for day use only. Locks found on lockers over one week will be removed.

SIGNAGE INFORMATION

Each tenant is provided a complete set of building standard signage upon arrival at Pleasanton Corporate Commons. This includes a building lobby directory, a floor directory strip, and a suite plaque sign outside your main suite door. To request your initial signage, or a change to your existing signage, please submit the “Signage Request” form located in the Appendix. Changes to existing signage will be billed to the tenant.

TENANT CONTACT INFORMATION

Maintaining accurate contact information is imperative for keeping you up-to-date and informed about the property. The Tenant Contact form, located in the Appendix, may be filled out and submitted at any time to indicate changes or updates to your requested contacts.

The following descriptions may be used as a guide when completing the attached forms. Please note that one individual may serve as the contact in several areas. It is also important to remember that the Executive and Day Contacts must be located on-site.

Executive Contact: These individuals are designated as the primary contact in the event of a building emergency, i.e. earthquake, fire, bomb threat, etc. Due to the extreme importance of fast and efficient notifications, it is imperative that this information is current and accurate. The names you provide should have the authority to make decisions on building evacuations and any other life safety measures mandated by the situations.

Day Contact: These individuals are authorized by your firm to call in day-to-day maintenance requests as well as special or overtime service. They are authorized to place requests, which may involve a billback charge to your company. These individuals are our primary contacts for day-to-day communication and should be limited to one or two people to ensure that we are able to respond to your requests effectively.

Lease/Rent Contact: This individual is responsible for your office location with authorization to receive and process notifications regarding rent/lease issues. Rent letters and reconciliation letters are sent to this individual as well.

Receipt of Invoices: This individual is responsible for receiving and processing monthly invoices for above standard services.

IT Contact: This individual is designated as the primary contact for any IT issues.

TENANT INSURANCE REQUIREMENTS

All tenants of Pleasanton Corporate Commons must have a valid Certificate of Insurance on file with the Property Management Office. Please make sure that the certificate is completed in accordance with the information and limits of liability stated below:

Certificate Holder:	Hines Interests Limited Partnership 6200 Stoneridge Mall Road, Suite 130 Pleasanton, CA 94588
Additional Insured:	Hines Interests Limited Partnership 6200 Stoneridge Mall Road Investors LLC UBS Realty Investors LLC
Coverage:	As Required in the Lease Agreement

Please note that these policies may not be cancelled or changed without the delivery of a thirty (30) days written notice to Hines.

VENDOR / CONTRACTOR REFERENCE

TENANT SERVICE CONTRACTOR INFORMATION

All vendors or contractors hired to perform services in the Building must be approved by the Hines Property Management Office.

CONTRACTOR APPROVAL PROCESS

The approval process for tenant contractors includes procurement of an accurate and complete Certificate of Insurance on file with the Property Management Office for each contractor. The Certificate of Insurance Requirements are outlined in the Appendix. Insurance certificates will be kept in the management office until they expire. It is the tenant's responsibility to ensure that certificates are up to date. To help expedite the process please inform Hines of any contractor work within 24 hours, allowing for approval prior to their arrival at the Building.

PHONE/ELECTRICAL ROOM ACCESS

IMG Technologies severs as our the riser manager for Pleasanton Corporate Commons. IMG Technologies ensures reliable telecom service for your business by maintaining, servicing, and securing the telecommunication riser infrastructure in the buildings. IMG will be available to assist with all new voice or data services at the property, move-ins/outs, etc. Contact IMG at 888-464-5520 to determine what service/carrier can best fit your needs. If

you decide to order service through IMG you are done. If you decide to order through a telecom provider you will need to call IMG and provide the order number, due date, and circuit numbers so that IMG can extend the circuits from the building MPOE to the riser closet on your floor. You may still use your vendor for wiring within your suite but IMG must be used for vertical pulls within the building. For more information, please visit www.pleasantoncorp.com/manuals and click on the IMG Tenant Technology Handbook.

BUILDING RULES AND REGULATIONS

Sidewalks, doorways, halls, stairways, vestibules and other similar areas shall not be obstructed by Tenant or used by them for any purpose other than ingress to and egress from their respective Leased Premises, and for going from one part of the building to another part.

Plumbing fixtures shall be used only for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from intentional misuse by Tenant or any employee or invitee of Tenant shall be repaired at the expense of Tenant.

Signs, advertisements, graphics, or notices visible in or from public corridors shall be subject to Landlord's written approval. Nails, screws, and other attachments to the building require prior written consent from the Landlord.

Keep walls undamaged by only using painter's tape to hang items on the wall. All other adhesives are prohibited.

Do not place any signage in windows.

Tenants are responsible for facilitating their own telecommunications and data (tele/data) cabling. This process includes: contacting building riser manager, IMG Technology, to bring up the tele/data wiring from the first floor MPOE (main point of entry) tele/data closet up to the telephone closet on the Tenant's floor. Furthermore, please be aware that all contractors and technicians rendering any installation service to Tenant shall be referred to IMG Technology for approval and supervision prior to performing services. This applies to all work performed in the building, including, but not limited to, installation of telephone, telegraph equipment and electrical devices, as well as, all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the building.

Movement in or out of the building of furniture, office equipment, or other bulky material, which requires the use of elevators, stairways, or building entrance and lobby shall be restricted to hours established by Landlord. All such movement shall be under Landlord's supervision, and the use of an elevator for such movements shall be restricted to the building's freight elevators. Prearrangements with Landlord must be made regarding the time, method, and routing of such movement, and Tenant shall assume all risk of damage to articles moved and injury to persons or public resulting from such moves. Landlord shall not be liable for any acts or damages resulting from any such activity.

Any damage done to the building by the movement of Tenant's property, or done by Tenant's property while in the building, shall be repaired at Tenant's expense.

Corridor doors, when not in use, shall be kept closed. As directed by the Fire Code, doors are not allowed to be propped open at any time.

Tenant shall cooperate with Landlord in maintaining Leased Premises. Tenant shall not employ any person for the purpose of cleaning the Leased Premises other than the building's cleaning and maintenance personnel.

Deliveries of water, soft drinks, newspapers, or other such items to any Leased Premises shall be restricted to hours established by Landlord and made by use of the elevator designated for such use by Landlord.

Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways. No birds, fish, or animals of any kind shall be brought into or kept in, on or about the Leased Premises except for those animals assisting handicapped individuals.

No machinery of any kind shall be operated by Tenant in the Leased Premises without the prior written approval of the Landlord.

No cooking shall be done in the Leased Premises, except in connection with convenience lunch room or beverage service for employees and guests (on a non-commercial basis) in a manner which complies with all of the provisions of the Lease and which does not produce fumes or odors.

Tenant shall not install any food, soft drink or other vending machine within the Leased Premises, without Landlord's prior written consent.

Smoking in any form through the use of tobacco products or "vaping" with e-cigarettes is prohibited inside the premises and within 25 feet of each entry.

Tenant shall not use or keep on its Leased Premises any kerosene, gasoline, or inflammable or combustible fluid or material other than limited quantities reasonably necessary for the operation and maintenance of office equipment. Tenant shall not use or keep any noxious gas or substances in the Leased Premises, or permit the Leased Premises to be used in a manner offensive or objectionable to Landlord or other occupants of the building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.

Tenant shall not use or keep portable space heaters within the Leased Premises. They are a fire hazard. Landlord retains the right to confiscate any portable space heaters found on the Leased Premises.

Per fire code nothing can be placed in the area 18" below the ceiling tiles. This would include items on top of a shelf or hanging from a ceiling grid. This area must remain open and unobstructed.

NEVER hang any item from the fire sprinkler. Do not let items come in contact with the fire sprinkler head such as nurf balls, ping pong balls, items being carried such as boxes etc.

Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Landlord shall make adjustments to thermostats as required to attain a 70° to 74° temperature.

Tenant shall comply with all requirements necessary for the security of the Leased Premises.

All keys shall be provided by Landlord. Landlord will furnish Tenant with a reasonable number of initial keys for entrance doors into the Leased Premises, and may charge Tenant for additional keys, thereafter. All such keys shall remain the property of the Landlord. No additional locks are allowed on any door of the Leased Premises without Landlord's written permission and Tenant shall not make duplicate keys. Upon termination of this Lease, Tenant shall surrender to Landlord all keys to the Leased Premises, and give to Landlord the combination of all locks for safes and vault doors, if any, in the Leased Premises. If Tenant does not return all Tenant Master Keys, the Tenant will be charged to rekey the entire suite.

Landlord retains the right, without notice or liability to any Tenant, to change the name and street address of the Building.

Canvassing, peddling, soliciting, and distribution of handbills in the Building are prohibited, and each Tenant will cooperate to prevent these activities.

Tenant shall park motor vehicles in Parking Areas designated by Landlord except for loading and unloading. During those periods of loading and unloading, Tenant shall not unreasonably interfere with traffic flow around the Building or the Project and loading and unloading areas of other tenants. Tenant shall not park motor vehicles in designated Parking Areas after the conclusion of normal daily business activity.

The Building hours of operation are (excluding holidays):

7:00 A.M. to 6:00 P.M. Monday through Friday

Landlord reserves the right to rescind and/or modify any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the Building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when written and delivered to Tenant, shall be binding.

MOVING RULES AND REGULATIONS

The following procedures must be adhered to and completed prior to any movement of oversized/heavy items, materials, furniture or equipment into or out of the Building.

The Tenant must notify the property management office as soon as a move is planned and at least 48 hours in advance of any move.

Protection of the Building premises is required during any move-in/move-out by the Tenant or the dispatch/delivery of oversized/heavy or bulky items and is at the expense of the Tenant and/or freight, moving or delivery company.

The Tenant is responsible for seeing that the moving/delivery company signs-off on, and adheres to, the prescribed rules and regulations regarding any move or delivery/dispatch of equipment.

The protection of Building corridors, doors, stairwells, elevators, floor coverings, public areas, lobbies and service areas is the responsibility and the expense of the Tenant and/or their moving/freight company.

Normal movement of oversized/heavy material delivery by Tenants shall be performed after business hours.

Use of the elevators and stairwells must be reserved in advance through the Property Management Office.

Protection of building floor coverings by masonite or plywood along the prescribed route of movement through the Building as outlined by the Property Management Office is required.

Complete and total protection of elevator lobbies, building corridors, and corridor doors by cardboard, plywood or other pre-approved materials by the Property Management Office is required.

The protection of elevator and entrance doorframes by two-by-four boards or other approved materials at 90-degree angles secured to the doorframe is required.

The protection of elevator cab walls and flooring with masonite or plywood in addition to a soft “cushion” pad is required.

The movement of materials, furniture and all other items is limited only to those corridors, stairwells, elevators, and service areas designated by the Property Management Office.

Any move found to be in violation of any of the above rules and regulations will be terminated until the violation is corrected.

Any and all debris generated from the move is the responsibility of the Tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The Building's trash containers may not be used for disposing such materials. Pathways to elevators should at no time be obstructed.

ELEVATOR USE

The left most elevator (when facing the elevator bank) is considered the freight elevator for each building. All moving must take place through the building stairwells or this single elevator cab. Each building's freight elevator dimensions are provided below:

Door Height	8' 4"
Door Width	3' 6"
Cab Height	9' 9 ½"
Cab Width	6' 8"
Cab Depth	5' 5 ¼"
Diagonal Clearance	11' 8"

Moving Hours: **Monday through Thursday, 6:00 p.m. – 7:00 a.m.**
Friday 6:00 p.m. – Monday 7:00 a.m.

Business hour deliveries (7:00 a.m. – 6:00 p.m.) are limited to one (1) elevator load per day. Moving any type of furniture (file cabinets included) is prohibited during business hours.

ALL MOVE-INS/MOVE-OUTS MUST BE SCHEDULED IN ADVANCE with Hines to avoid conflicts and to provide elevator protection.

Protection:

Hines will arrange to have the freight elevator padded on your behalf. However, the moving companies must provide masonite to cover the ground floor lobby from the loading entrance to the elevator and floor corridors from the elevator lobby to the entrance door of the tenant space.

- Corner boards must be provided on all door jambs, including elevators.
- Carpeted floor of elevator must be covered with masonite.
- Walk-off plates must be provided to protect door thresholds on all floors.

CAMPUS AND AREA AMENITY INFORMATION

BANKS

Four banks surround the Stoneridge Mall:

- Chase - 5800 Stoneridge Mall Road
- US Bank - 5870 Stoneridge Mall Road
- Wells Fargo - 5798 Stoneridge Mall Road
- Westamerica Bank – 5700 Stoneridge Mall Road

Various ATMs are located in Stoneridge Mall.

HEALTH AND FITNESS CENTERS

Showers available on the first floor of each building on campus.

• 24 Hour Fitness	4770 Willow Rd, Pleasanton	925-463-1515
• ClubSport	7090 Johnson Dr, Pleasanton	925-463-2822

HOTELS

• Sheraton Pleasanton Hotel	5990 Stoneridge Mall Dr, Pleasanton	925-463-3330
• Marriott Pleasanton	11950 Dublin Canyon Rd, Pleasanton	925-874-6000
• Larkspur Landing	5535 Johnson Dr, Pleasanton	925-463-1212
• Holiday Inn	6680 Regional St, Dublin	925-828-7750
• DoubleTree by Hilton Hotel	7050 Johnson Dr, Pleasanton	925-463-8000
• Four Points by Sheraton	5115 Hopyard Rd, Pleasanton	925-460-8800
• Hyatt House Pleasanton	4545 Chabot Dr, Pleasanton	925-730-0070

RESTAURANTS & CATERING

• Byte Café	6140 Stoneridge Mall Rd, Suite 155	925-734-8071
• Buckhorn Grill	Stoneridge Mall	925-463-2825
• The Cheesecake Factory	Stoneridge Mall	925-463-1311
• PF Chang’s	Stoneridge Mall	925-224-9916
• Casa Orozco	7995 Amador Valley Blvd, Dublin	925-828-5464
• Taco Bell, Togo’s	5556 Springdale Ave (beside JCPenney Home)	
• Checkers Corporate Catering		925-968-1121

TRANSPORTATION

BAY AREA RAPID TRANSIT (BART)

Pleasanton Corporate Commons is .25 miles from the West Dublin/Pleasanton BART station. It is located at 6100 Stoneridge Mall Road (entrance is through the BART parking garage). West Dublin/Pleasanton to San Francisco's Embarcadero station is 43 minutes & costs $5.95 (as of December 1, 2017). Schedules, maps, and fare information are available online at www.bart.gov.

WHEELS BUS SERVICE

Wheels provides local bus service that runs from the Pleasanton ACE Station to Pleasanton Corporate Commons and other points in the area. The bus stop is located one block from PCC. For schedule information please contact Hines or visit: http://transit.511.org/accessible/schedules/RouteInfo.aspx?cid=WH&rte=43971.

GUARANTEED RIDE HOME

The Guaranteed Ride Home Program is a commuter benefit available to all Alameda County employers and employees free of charge. It guarantees a ride home (taxi or rental car) in case of an emergency to individuals who have made the effort to avoid commuting alone in their car. Employees must pre-enroll in order to receive this benefit at: http://www.grh.alamedactc.org/register-now/.

SCOOP CARPOOL PROGRAM

Scoop is an easy custom carpool app which matches users who share similar commutes. PCC is offering campus employees $2 toward every Scoop trip they take to work. Discounts will automatically apply to registrants using their company email address. To sign up for Scoop, visit www.takescoop.com and download the Scoop App.

OTHER AMENITIES

CHILD CARE

Child Care Links is a Pleasanton based nonprofit agency that offers free child care information for Alameda County. You may contact Child Care Links directly by calling 925-417-8733 or visiting www.childcarelinks.org.

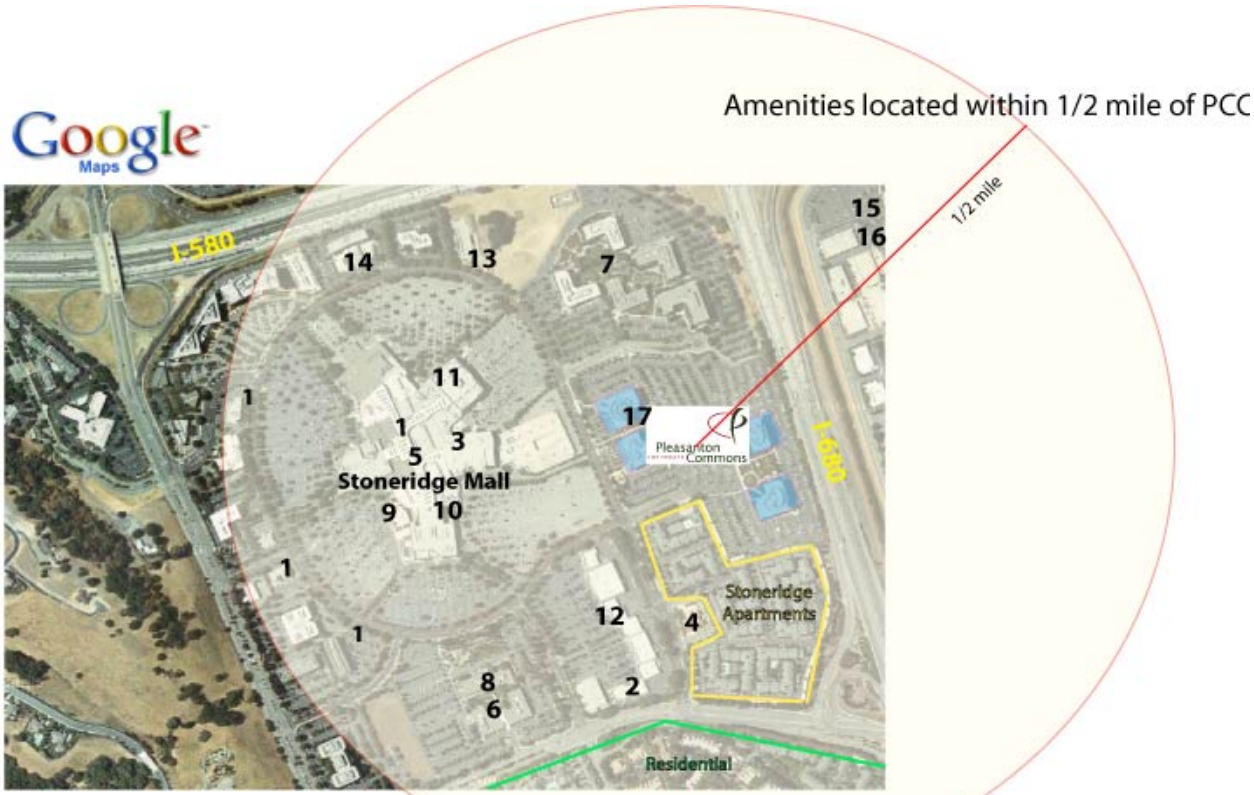
DRY CLEANING

Drop stations are located in the mailrooms of the 6200 & 6210 buildings with regular service days on Tuesdays and Fridays. To arrange service, please call 1-800-DryClean.

NOTARY SERVICES

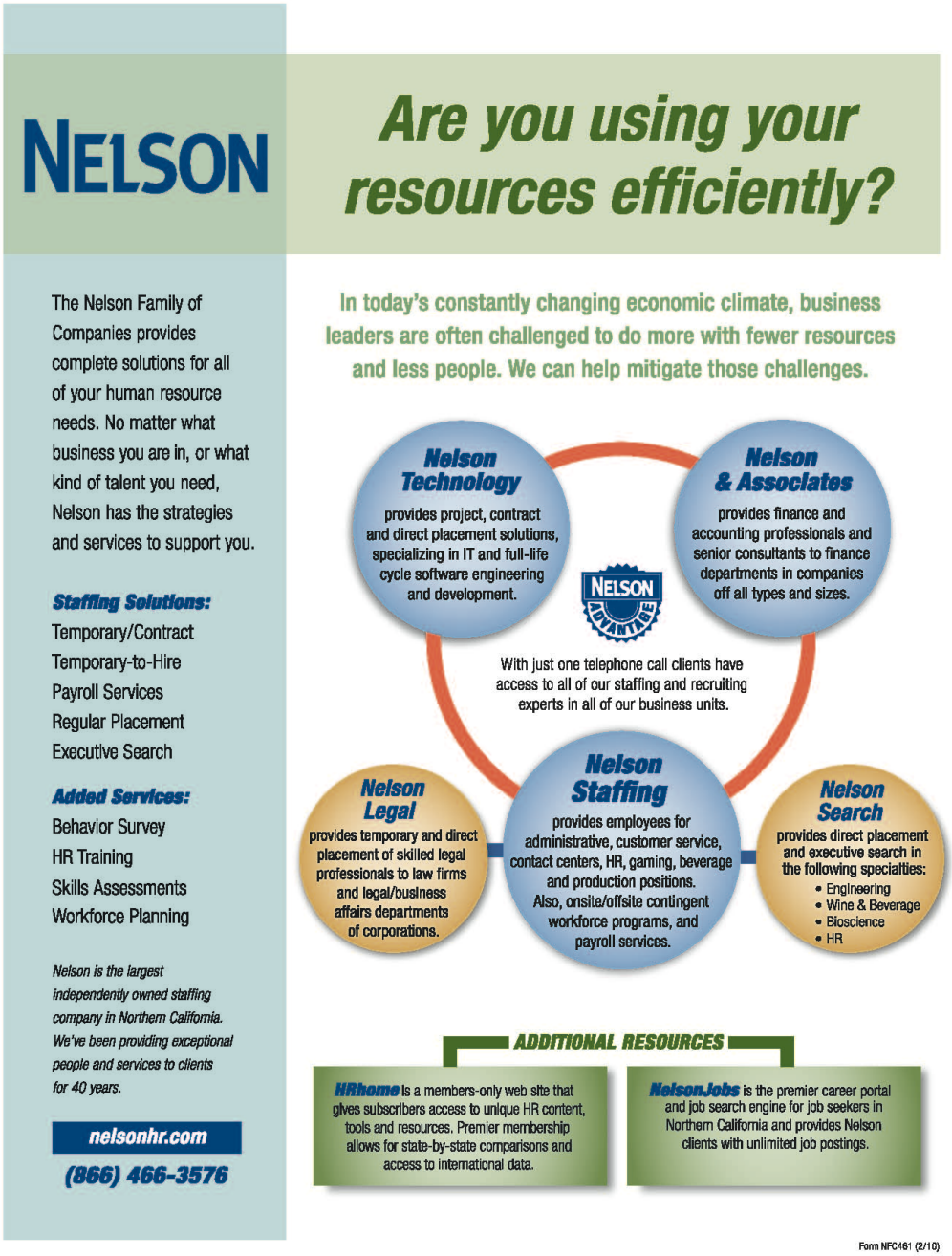
The Property Management Office has a Notary Public available to tenants by appointment during business hours. This service is complimentary to on-site employees. To make an appointment, please call 925-734-8400.

AMENITIES MAP



PCC TENANTS

In an effort to build a stronger sense of community around campus, the following flyers were provided by our tenants informing PCC neighbors of their presence and what their company has to offer.



6200 Stoneridge Mall Road Suite 300
Pleasanton, CA

Offices that let you stay flexible and work smarter

At Regus you can create the perfect office for your needs. Your business is free to grow, reorganize, or relocate at a moment's notice. And with furniture, professional support staff, IT, and telecommunications support all included — you can focus on the important things, like running a successful business.

- Fully furnished, professionally equipped offices
- An on-site receptionist to answer your calls and greet your clients
- Convenient locations everywhere you need to conduct business
- Flexible terms — get an office for a day, a month, or longer
- Meeting rooms and videoconference studios

Visit us at
regus.com

Regus HQ

Contact Thomas Horn
at +1 925 399 6004
or thomas.horn@regus.com

GET YOUR FIBER

Your building already has the power of **tw telecom's** robust, fiber-optic network.

Your company can have it too.

FIBER MEANS BIG BENEFITS TO YOUR BUSINESS WITH:

- Superior quality, reliability and redundancy
- Affordable access to advanced communications solutions
- Capacity and scalability for high bandwidth solutions
- Diversity from your existing communications services

30 DAY RISK FREE TRIAL AVAILABLE ON ALL SERVICES:

Voice • Internet • Data • Local & Long Distance

Speeds from 2Mbps to 10Gbps

Call Robert Straw at 925.301.3309 to learn more.

Or send an email to robert.straw@twtelecom.com

tw telecom

tw telecom
10475 Park Meadows Drive
Littleton, CO 80124

APPENDIX

INCLUDE IN APPENDIX:

Safety Brochure
Key, Lock, Access Card Request Form
Genea Instructions Manual
Aware Manager Instructions
Tenant Contact Form
COI Requirements for Vendors