### **Attachment A**

## Visitor Summary & Check-In Source

**PARAMETERS** 

**Period:** Expected from January 10, 2023 to February 17, 2023

**Property:** Bay Area Metro Center

**Building:** Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

#### **CHECKED IN VISITORS**

|  |                      | 3/120/125 1/1 / 10/10/10 |                             |     |     |    |       |     |         |   |             |   |        |     |       |  |               |
|--|----------------------|--------------------------|-----------------------------|-----|-----|----|-------|-----|---------|---|-------------|---|--------|-----|-------|--|---------------|
|  |                      |                          | PRE-REGISTERED<br>BY TENANT |     |     |    | Total |     | Desktop |   | Touchscreen |   | Mobile |     | Kiosk |  | ED OUT<br>ORS |
| Tenant   | EXPECTED<br>VISITORS | #                        | %                           | #   | %   | #  | %     | #   | %       | # | %           | # | %      | #   | %     |  |               |
| Bay Area Metro Center                              | 270                  | 228                      | 84%                         | 195 | 72% | 80 | 41%   | 115 | 59%     | 0 | 0%          | 0 | 0%     | 172 | 88%   |  |               |
| BAAQMD   | 28                   | 16                       | 57%                         | 26  | 93% | 7  | 27%   | 19  | 73%     | 0 | 0%          | 0 | 0%     | 23  | 88%   |  |               |
| Bay Conservation and Development Commission (BCDC) | 4                    | 1                        | 25%                         | 3   | 75% | 0  | 0%    | 3   | 100%    | 0 | 0%          | 0 | 0%     | 3   | 100%  |  |               |
| MTC  | 238                  | 211                      | 89%                         | 166 | 70% | 73 | 44%   | 93  | 56%     | 0 | 0%          | 0 | 0%     | 146 | 88%   |  |               |
| Grand Totals:                                      | 270                  | 228                      | 84%                         | 195 | 72% | 80 | 41%   | 115 | 59%     | 0 | 0%          | 0 | 0%     | 172 | 88%   |  |               |

## 2023 Summary By Month

#### **PARAMETERS**

**Period:** Received January 1, 2023 to December 31, 2023

Sorted By: Request Type

Property: Bay Area Metro Center

Building: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

| Bay Area Metro Center       | 98  | 56  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 154   |
|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
|                             | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| Building Services           | 1   | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2     |
| Cleaning                    | 2   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 4     |
| Door Unlock Request         | 6   | 4   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 10    |
| Electrical - Light Bulbs    | -   | 3   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 3     |
| Electrical Repair - Misc    | 4   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 4     |
| Engineering Consultation    | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1     |
| HVAC - After Hours          | 4   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 4     |
| HVAC - Too Cold             | 4   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 6     |
| HVAC - Too Hot              | -   | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1     |
| Janitorial Overtime         | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2     |
| Janitorial Supplies         | 4   | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 5     |
| Keys & Locks                | 2   | 3   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 5     |
| Miscellaneous Repairs       | 2   | 4   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 6     |
| Office/Workstation Cleaning | 3   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 3     |
| Parking Inquiry             | 17  | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 19    |
| Patch and Paint             | 1   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 3     |
| Plumbing                    | -   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2     |
| Repair/other                | 1   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 3     |
| Replacement Access Card     | 1   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 3     |
| Rubbish Removal             | -   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2     |
| Security - Other            | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1     |
| Security - Special Event    | 4   | 3   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 7     |

# 2023 Summary By Month

| Bay Area Metro Center | 98  | 56  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 154   |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
|                       | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| Security Access Card  | 30  | 18  | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 48    |
| Security Badge Audit  | 2   | 2   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 4     |
| Vendor Access         | 5   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 5     |
| Water Intrusion       | 1   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1     |
|                       |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Grand Totals          | 98  | 56  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 154   |

## Work Order Ownership By Source

**PARAMETERS** 

**Period:** Received January 10, 2023 to February 17, 2023

**Sorted By:** Owner, Property

**Property:** Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development

Commission (BCDC), MTC

|                       |       | Email   |          |          |          |             | Т     | enant | Web    |       |        | Total Count |        |              |    |
|-----------------------|-------|---------|----------|----------|----------|-------------|-------|-------|--------|-------|--------|-------------|--------|--------------|----|
|                       | Te    | enant F | Requeste | d        | Employee | e Requested |       |       |        |       | Tenant | Requested   | Employ | ee Requested |    |
| No Owner Specified    |       | 0       | 0.0 %    | 6        | 0        | 0.0 %       |       | 6     | 85.7 % |       | 0      | 0.0 %       | 0      | 0.0 %        | 7  |
| Property              | Count | Р       | ercent   | Count    | Pe       | ercent      | Count | Pe    | ercent | Count | Pe     | rcent C     | ount   | Percent      |    |
| Bay Area Metro Center |       | -       |          | -        | -        | -           |       | 6     | 85.7 % |       | -      | -           | -      | -            | 7  |
| Alexander Huber       |       | 0       | 0.0 %    | <b>%</b> | 0        | 0.0 %       |       | 3     | 60.0 % |       | 0      | 0.0 %       | 0      | 0.0 %        | 5  |
| Property              | Count | Р       | ercent   | Count    | Pe       | ercent      | Count | Pe    | ercent | Count | Pe     | rcent C     | ount   | Percent      |    |
| Bay Area Metro Center |       | -       |          | -        | -        | -           |       | 3     | 60.0 % |       | -      | -           | -      | -            | 5  |
| Annie Thai            |       | 0       | 0.0 %    | <b>%</b> | 0        | 0.0 %       |       | 2     | 28.6 % |       | 0      | 0.0 %       | 4      | 57.1 %       | 7  |
| Property              | Count | Р       | ercent   | Count    | Pe       | ercent      | Count | Pe    | ercent | Count | Pe     | rcent C     | ount   | Percent      |    |
| Bay Area Metro Center |       | -       |          | -        | -        | -           |       | 2     | 28.6 % |       | -      | -           | 4      | 57.1 %       | 7  |
| Ebony Horace          |       | 0       | 0.0 %    | <b>%</b> | 0        | 0.0 %       |       | 0     | 0.0 %  |       | 0      | 0.0 %       | 0      | 0.0 %        | 1  |
| Property              | Count | Р       | ercent   | Count    | Pe       | ercent      | Count | Pe    | ercent | Count | Pe     | rcent C     | ount   | Percent      |    |
| Bay Area Metro Center |       | -       |          | -        | -        | -           |       | -     | -      |       | -      | -           | -      | -            | 1  |
| Jessica Lo            |       | 0       | 0.0 %    | <b>%</b> | 0        | 0.0 %       |       | 29    | 64.4 % |       | 4      | 8.9 %       | 0      | 0.0 %        | 45 |
| Property              | Count | Р       | ercent   | Count    | Pe       | ercent      | Count | Pe    | ercent | Count | Pe     | rcent C     | ount   | Percent      |    |
| Bay Area Metro Center |       | -       |          | -        | -        | -           |       | 29    | 64.4 % |       | 4      | 8.9 %       | -      | -            | 45 |

## Work Order Ownership By Source

|                       | Email |         |           |        | T            | enant | Web |        |       | <b>Total Count</b> |           |         |             |     |
|-----------------------|-------|---------|-----------|--------|--------------|-------|-----|--------|-------|--------------------|-----------|---------|-------------|-----|
|                       | Te    | enant F | Requested | Employ | ee Requested |       |     |        |       | Tenant             | Requested | Employe | e Requested |     |
| Manny Santana         |       | 0       | 0.0 %     | 0      | 0.0 %        |       | 2   | 40.0 % |       | 1                  | 20.0 %    | 2       | 40.0 %      | 5   |
| Property              | Count | Р       | ercent Co | unt    | Percent      | Count | Pe  | ercent | Count | Pe                 | rcent Co  | unt P   | ercent      |     |
| Bay Area Metro Center |       | -       | -         | -      | -            |       | 2   | 40.0 % |       | 1                  | 20.0 %    | 2       | 40.0 %      | 5   |
| Raychelle Williams    |       | 0       | 0.0 %     | 0      | 0.0 %        |       | 7   | 77.8 % |       | 0                  | 0.0 %     | 0       | 0.0 %       | 9   |
| Property              | Count | Р       | ercent Co | unt    | Percent      | Count | Pe  | ercent | Count | Pe                 | rcent Co  | unt P   | ercent      |     |
| Bay Area Metro Center |       | -       | -         | -      | -            |       | 7   | 77.8 % |       | -                  | -         | -       | -           | 9   |
| Ryan Snider           |       | 0       | 0.0 %     | 0      | 0.0 %        |       | 8   | 66.7 % |       | 0                  | 0.0 %     | 2       | 16.7 %      | 12  |
| Property              | Count | Р       | ercent Co | unt l  | Percent      | Count | Pe  | ercent | Count | Pe                 | rcent Co  | unt P   | ercent      |     |
| Bay Area Metro Center |       | -       | -         | -      | -            |       | 8   | 66.7 % |       | -                  | -         | 2       | 16.7 %      | 12  |
| Security Console      |       | 0       | 0.0 %     | 0      | 0.0 %        |       | 37  | 92.5 % |       | 0                  | 0.0 %     | 0       | 0.0 %       | 40  |
| Property              | Count | Р       | ercent Co | unt l  | Percent      | Count | P   | ercent | Count | Pe                 | rcent Co  | unt P   | ercent      |     |
| Bay Area Metro Center |       | -       | -         | -      | -            |       | 37  | 92.5 % |       | -                  | -         | -       | -           | 40  |
| Totals:               |       | 0       | 0.0 %     | 0      | 0.0 %        |       | 94  | 71.8 % |       | 5                  | 3.8 %     | 8       | 6.1 %       | 131 |

## Work Order Ownership By Source

### **Number of Requests Received by Ownership**

