

Meeting Agenda

Board of Directors of 375 Beale Condominium Corporation

Monday, June 1, 2020

2:00 PM

The Board Room - 1st Floor (REMOTE)

The Board of Directors of 375 Beale Condominium Corporation is scheduled to meet on Monday, June 1, 2020 at 2:00 p.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations.

A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

**The meeting webcast will be available at
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.**

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

**Attendee Link: <https://bayareametro.zoom.us/j/99317668857>
Join by Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 993 1766 8857**

**Detailed instructions on participating via Zoom are available at:
<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>.**

Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*"9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Roll Call / Confirm Quorum

Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.

2. [20-0904](#) Minutes of the February 20, 2020 meeting*

The Board will be asked to approve the minutes of the February 20, 2020, 375 Beale Condominium Corporation Board meeting.

Action: Approval

Attachments: [Agenda Item 2 - Draft Minutes of 02-20-2020 Meeting.pdf](#)

3. [20-0905](#) Chief Financial Officer's Reports*

The Board will receive the 375 Beale Condo financial report for FY 2019-20 Third Quarter ending March 31, 2020.

Action: Approval

Attachments: [Agenda Item 3 - Q3 Financials.pdf](#)

4. [20-0906](#) Operating Budget and Assessments*

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2020-21 fiscal year.

Action: Approval

Attachments: [Agenda Item 4 - FY2020-21 Budget.pdf](#)

5. [20-0907](#) Building Operations and Project Report*

The Board will receive a report on current building operations, leasing changes, and improvement projects.

Action: Information

Attachments: [Agenda Item 5 - Building Operations and Projects Report.pdf](#)

6. [20-0908](#) Covid-19 Update*

The Board will receive a report and update on measures taken within the Bay Area Metro Center to respond to the Covid-19 pandemic.

Action: Information

Attachments: [Agenda Item 6 - COVID 19 Update.pdf](#)

7. Public Comment / Other Business

8. Adjournment / Next Meeting:

The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

*** Staff report is included in the packet.**

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Título VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0904	Version:	1	Name:	
Type:	Minutes	Status:		Committee Approval	
File created:	5/29/2020	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/1/2020	Final action:			
Title:	Minutes of the February 20, 2020 meeting*				
	The Board will be asked to approve the minutes of the February 20, 2020, 375 Beale Condominium Corporation Board meeting.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Agenda Item 2 - Draft Minutes of 02-20-2020 Meeting.pdf				
Date	Ver.	Action By	Action		Result

Subject:

Minutes of the February 20, 2020 meeting*

The Board will be asked to approve the minutes of the February 20, 2020, 375 Beale Condominium Corporation Board meeting.

Recommended Action:

Approval

**Minutes of Meeting of Directors of
375 Beale Condominium Corporation on
February 20, 2020**

1. Quorum

Kimberly Ward, MTC staff confirmed a quorum, namely Andrew Fremier, Therese McMillan, and Brad Paul. Jack Broadbent arrived after Item 3.

2. Minutes of the May 30, 2019 Meeting

Upon the motion by member Paul and the second by member Fremier, the minutes of the May 30, 2019 meeting were unanimously approved by the following vote:

Aye: 3 - Fremier, McMillan, and Paul
Absent: 1 - Broadbent

3. Election of Board Secretary

Upon the motion by member McMillan and the second by member Paul, the Board elected Andrew Fremier as board secretary. The motion was unanimously approved by the following vote:

Aye: 3 - Fremier, McMillan, and Paul
Absent: 1 - Broadbent

4. Chief Financial Officer's Reports

Brian Mayhew, CFO presented a report on 375 Beale Street Condo Financial Operations as of December 31, 2019.

5. Building Operations and Projects Reports

Denise Rodrigues, MTC Director of Administration and Facilities, and Ebony Horace, Cushman & Wakefield staff, provided reports on current building operations, leasing changes, and improvement projects at the MetroCenter.

6. Security Improvements

Ebony Horace, Cushman & Wakefield staff, gave a report on security improvement options for possible implementation at the Bay Area Metro Center. Options presented included 1) building the culture and enforcing compliance with credential entries or exits; 1a) marketing anti-tailgating rules; 2) adding an additional security officer at the Beale lobby entrance; 2a) changing Rincon lobby entry doors to badge access only; 3) hardware solutions; and 4) hardware and advanced technology solutions.

Upon the motion by member McMillan and the second by member Paul, the Board approved implementation of option 1, at no cost, with option 1a to be considered as part

of next fiscal year's budget; option 2 tabled and option 2a to be implemented, at no cost; and options 3 and 4 to be further looked into by staff. The motion was unanimously approved by the following vote:

Aye: 4 – Broadbent, Fremier, McMillan, and Paul

7. Public Comment / Other Business

There were no public comments.

8. Adjournment / Next Meeting

Chair Broadbent adjourned the meeting.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0905	Version:	1	Name:	
Type:	Report	Status:		Committee Approval	
File created:	5/29/2020	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/1/2020	Final action:			
Title:	Chief Financial Officer's Reports*				

The Board will receive the 375 Beale Condo financial report for FY 2019-20 Third Quarter ending March 31, 2020.

Sponsors:**Indexes:****Code sections:****Attachments:** [Agenda Item 3 - Q3 Financials.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Chief Financial Officer's Reports*

The Board will receive the 375 Beale Condo financial report for FY 2019-20 Third Quarter ending March 31, 2020.

Recommended Action:

Approval

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 3

375 Beale Condo Corporation Financial Statements for FY 2019-20 Third Quarter

Background: Attached are the 375 Beale Condo Corporation financial statements for the third quarter, which ended March 31, 2020.

As of the end of the third quarter, the Corporation recorded total revenue of \$4.1 million and expense of \$3.8 million (Attachment A, Page 1). Total expense is slightly below the budget at 69% with 75% of the fiscal year expired. There is an operating surplus of \$325,987 before factoring in the YTD encumbrance balance of \$343,299. With the encumbrance balance factored in, the operation will have a slight deficit of \$17,312 which will be covered by the 4th quarter assessment.

Shared services operations are comprised of services provided by BAHA on behalf of the three condo owners. Shared services include a receptionist, meeting room coordinator, shared technology, and conference and meeting room setups. The shared services expenses are detailed on page 2 of Attachment A. Total expense of \$1,447,279 is 72% of the expense budget. Salary related expenses are trending high because of additional administrative staff charges to the operation. We are evaluating the additional charges for potential adjustment for year-end.

The common area maintenance operations are contracted to Cushman & Wakefield. These operating expenses include cleaning, repairs and maintenance, utilities, ground landscaping, security, parking, and administrative expenses. Total expense of \$2,324,970 is 67% of the approved budget. The actual expense is slightly below budget due to delays in some of the maintenance.

If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

Recommendation: None. Provided for information only.

Attachment: 375 Beale Condo Corporation Financial Statements for FY 2019-20 Third Quarter

DocuSigned by:

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 Brian Mayhew

375 Beale Inc. Operations
As of March 31, 2020

	FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired	Enc	YTD Total (YTD + Enc)
Revenue							
Assessment Fee - Shared Services	\$ 2,006,600	\$ 1,504,950	\$ (501,650)	75%	75%	\$ -	\$ 1,504,950
Assessment Fee - Common Area	3,455,272	2,591,454	(863,818)	75%	75%	-	2,591,454
Interest Income	-	1,832	1,832	N/A	75%	-	1,832
Total Revenue	5,461,872	4,098,236	(1,363,636)	75%	75%	-	4,098,236
Salaries and Benefits	600,600	537,662	(62,938)	90%	75%	-	537,662
Overhead	319,000	304,639	(14,361)	95%	75%	-	304,639
Contractual services	554,047	386,387	(167,660)	70%	75%	-	386,387
IT Licenses, Maintenance	655,500	372,659	(282,841)	57%	75%	188,350	561,009
Audit/Accounting/Other	72,731	47,203	(25,528)	65%	75%	2,600	49,803
Office Supplies	130,000	57,915	(72,085)	45%	75%	57,367	115,282
Repairs & Maintenance	821,653	475,428	(346,225)	58%	75%	-	475,428
Coffee/Tea Service	95,000	60,301	(34,699)	63%	75%	34,699	95,000
Security	423,458	310,087	(113,371)	73%	75%	-	310,087
Other Exp	103,500	29,889	(73,611)	29%	75%	52,154	82,043
Insurance	128,331	143,057	14,726	111%	75%	8,129	151,186
Utility	643,604	493,740	(149,864)	77%	75%	-	493,740
Janitorial Service	817,811	531,373	(286,438)	65%	75%	-	531,373
Landscape	46,637	10,962	(35,675)	24%	75%	-	10,962
Special Event Setups	50,000	10,947	(39,053)	22%	75%	-	10,947
Total Operating Exp	5,461,872	3,772,249	(1,689,623)	69%	75%	343,299	4,115,548
Total Operating Suplus (Deficit)	\$ -	\$ 325,987					

375 Beale Inc. Operations
As of March 31, 2020

	Adopted FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired	Encumbrance
Common Area Breakdown						
Revenue:						
Assessment fee - common area	\$ 3,455,272	\$ 2,591,454	\$ (863,818)	75.0%	75.0%	
Total operating revenue	3,455,272	2,591,454	(863,818)	75.0%	75.0%	
Operating expenses:						
Cleaning	817,811	531,373	(286,438)	65.0%	75.0%	
Repairs & Maintenance	821,653	475,428	(346,225)	57.9%	75.0%	
Utilities	643,604	493,740	(149,864)	76.7%	75.0%	
Landscape (Grounds)	46,637	10,962	(35,675)	23.5%	75.0%	
Security	423,458	310,087	(113,371)	73.2%	75.0%	
Administrative	554,047	386,387	(167,660)	69.7%	75.0%	
Taxes/Licenses/Permits	19,731	15,164	(4,567)	76.9%	75.0%	
Insurance	128,331	101,829	(26,502)	79.3%	75.0%	
Total operating expenses	3,455,272	2,324,970	(1,130,302)	67.3%	75.0%	
Total operating gain (loss)	<u>\$ -</u>	<u>\$ 266,484</u>				
Shared Service Operation Breakdown						
Revenue:						
Assessment fee - shared services	\$ 2,006,600	\$ 1,504,950	\$ (501,650)	75.0%	75.0%	
Interest income	-	1,832	1,832	100.0%	75.0%	
Total operating revenue	2,006,600	1,506,782	(499,818)	75.1%	75.0%	
Operating expenses:						
Salaries and Benefits	600,600	537,662	(62,938)	89.5%	75.0%	-
Overhead	319,000	304,639	(14,361)	95.5%	75.0%	-
IT licenses, maintenance	655,500	372,659	(282,841)	56.9%	75.0%	188,350
Audit/Tax/Bank Fee	53,000	32,039	(20,961)	60.5%	75.0%	2,600
Supplies/Signage/Copy Paper/Shredding	130,000	57,915	(72,085)	44.6%	75.0%	57,367
Comcast/Direct TV	6,000	1,221	(4,779)	20.4%	75.0%	1,779
Safety Equip. (AEDs, First Aid Kits)	40,000	28,668	(11,332)	71.7%	75.0%	11,322
Coffee/Tea Service	95,000	60,301	(34,699)	63.5%	75.0%	34,699
Other Exp	57,500	41,228	(16,272)	71.7%	75.0%	8,129
Special Event Setup	50,000	10,947	(39,053)	21.9%	75.0%	39,053
Total operating expenses	2,006,600	1,447,279	(559,321)	72.1%	75.0%	343,299
Total operating gain (loss)	<u>\$ -</u>	<u>\$ 59,503</u>				
Total 375 Beale Inc operating gain (loss)		<u><u>\$ 325,987</u></u>				

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0906	Version:	1	Name:	
Type:	Report	Status:		Committee Approval	
File created:	5/29/2020	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/1/2020	Final action:			
Title:	Operating Budget and Assessments*				

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2020-21 fiscal year.

Sponsors:**Indexes:****Code sections:****Attachments:** [Agenda Item 4 - FY2020-21 Budget.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Operating Budget and Assessments*

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2020-21 fiscal year.

Recommended Action:

Approval

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 4

Operating Budget and Assessments for FY 2020-21

Background: Attached for your review and approval is the proposed FY 2020-21 budget for the 375 Beale Condominium Corporation (Condo). The proposed assessment will increase by \$354,586. Costs are broken down into Common Area and Shared Services.

Common Area:

The major components of common area expense are security, janitorial services, utilities, administration, and repair and maintenance services. In FY 2020-21, total assessment for common area expenses is proposed to increase by \$292,226 or 8.5%. The proposed increase is mainly due to additional staffing in janitorial and security services made necessary in response to the Covid-19 pandemic.

Shared Services:

The assessment for shared services covers staff costs, IT services, office supplies and other expenses shared among the three unit owners. In FY 2020-21, the assessment fee is proposed to increase by \$62,360 or 3%. The proposed increase is the result of increases to service and maintenance costs related to technical services.

Assessment Calculation:

The assessment is split among BAHA, ABAG and the Air District based on the Total Agency Space RSF table in Exhibit B of the Condo's Declaration of Covenants, Conditions and Restrictions (CC&Rs). The detailed breakdown of the calculation can be found on Page 3 of Attachment A.

As provided in the CC&Rs, ABAG's FY 2020-21 assessment is capped at \$359,000. BAHA is responsible for the portion of ABAG's assessment in excess of this cap.

If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

Recommendation: Staff recommends that the Board approve the attached Operating Budget for FY 2020-21.

Attachment: Attachment A - FY 2020-21 budget for the 375 Beale Condominium Corporation

Brian Mayhew

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Brian Mayhew

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375 Beale Condo Corp Operations Budget FY 2020-21

	Approved Budget FY 2019-20	Draft Budget FY 2020-21	Change % Inc./Dec	Change \$ Inc./Dec
Revenue:				
Assessment Fee				
Common Area				
BAAQMD	\$ 1,568,002	\$ 1,700,614	8.5%	\$ 132,612
ABAG	168,603	171,966	2.0%	3,363
MTC	1,718,667	1,874,918	9.1%	156,251
Total Common Area	3,455,272	3,747,498	8.5%	292,226
Shared Services				
BAAQMD	910,595	938,894	3.1%	28,299
ABAG	181,397	187,034	3.1%	5,637
MTC	914,608	943,032	3.1%	28,424
Total Shared Services	2,006,600	2,068,960	3.1%	62,360
Total Revenue	\$ 5,461,872	\$ 5,816,458	6.5%	\$ 354,586
Expense:				
Salaries and Benefits	\$ 600,600	\$ 639,510	6.5%	\$ 38,910
Overhead	319,000	338,940	6.3%	19,940
Postage meter and Direct TV	6,000	3,000	-50.0%	(3,000)
Supplies	180,000	137,000	-23.9%	(43,000)
Contractual services	3,455,272	3,810,498	10.3%	355,226
IT licenses, maintenance	655,500	707,510	7.9%	52,010
Other Exp./Misc. Expenses	245,500	180,000	-26.7%	(65,500)
Total Expense	\$ 5,461,872	\$ 5,816,458	6.5%	\$ 354,586

375 Beale Condo Corp Operations Detail Budget FY 2020-21

	Approved Budget FY 2019-20	Draft Budget FY 2020-21	Change % Inc./Dec	Change \$ Inc./Dec
Common Area Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 1,568,002	\$ 1,700,614	8.5%	\$ 132,612
Assessment fee - ABAG	168,603	171,966	2.0%	3,363
Assessment fee - MTC	1,718,667	1,874,918	9.1%	156,251
Total operating revenue	3,455,272	3,747,498	8.5%	292,226
Operating expenses:				
Cleaning	817,811	1,046,686	28.0%	228,875
Repairs & Maintenance	821,654	815,517	-0.7%	(6,137)
Utilities	643,603	638,119	-0.9%	(5,484)
Landscape (Grounds)	46,637	47,259	1.3%	622
Security	423,458	509,584	20.3%	86,126
Administrative	554,047	473,603	-14.5%	(80,444)
Taxes/Licenses/Permits	19,731	20,904	5.9%	1,173
Insurance	128,331	195,826	52.6%	67,495
Total operating expenses	3,455,272	3,747,498	8.5%	292,226
Total operating gain (loss)	\$ -	\$ -		
Shared Service Operation Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 910,595	\$ 938,894	3.1%	\$ 28,299
Assessment fee - ABAG	181,397	187,034	3.1%	5,637
Assessment fee - MTC	914,608	943,032	3.1%	28,424
Total operating revenue	2,006,600	2,068,960	3.1%	62,360
Operating expenses:				
Salaries and Benefits	600,600	639,510	6.5%	38,910
Overhead	319,000	338,940	6.3%	19,940
Audit/Tax Prep	53,000	63,000	18.9%	10,000
Comcast/Direct TV	6,000	3,000	-50.0%	(3,000)
Office Supplies	140,000	97,000	-30.7%	(43,000)
Safety Equip. (AEDs, First Aid Kits)	40,000	40,000	0.0%	-
IT licenses, maintenance	655,500	707,510	7.9%	52,010
Catering	102,500	110,000	7.3%	7,500
Special Event Setups	50,000	25,000	-50.0%	(25,000)
Other Expenses	40,000	45,000	12.5%	5,000
Total operating expenses	2,006,600	2,068,960	3.1%	62,360
Total operating gain (loss)	\$ -	\$ -		

Distribution of Condo Area Fees**FY 2020-21**

	Common Area	Shared Services	Total
BAAQMD	\$ 1,700,614	\$ 938,894	\$ 2,639,508
ABAG	171,966	187,034	359,000 *
MTC	1,874,918	943,032	2,817,950
Total	<u>\$ 3,747,498</u>	<u>\$ 2,068,960</u>	<u>\$ 5,816,458</u>

FY 2019-20

BAAQMD	\$ 1,568,002	\$ 910,595	\$ 2,478,597
ABAG	168,603	181,397	350,000
MTC	1,718,667	914,608	2,633,275
Total	<u>\$ 3,455,272</u>	<u>\$ 2,006,600</u>	<u>\$ 5,461,872</u>

Diff

BAAQMD	\$ 132,612	\$ 28,299	\$ 160,911
ABAG	3,363	5,637	9,000
MTC	156,251	28,424	184,675
Total	<u>\$ 292,226</u>	<u>\$ 62,360</u>	<u>\$ 354,586</u>

* Max ABAG assessment fee for FY21 is \$359,000 based on CC&R Section 2.01(h)(6).

	RSF	
MTC/BATA	96,257	45.58%
BAAQMD	95,834	45.38%
ABAG	19,091	9.04%
375 Condo Sq. Ft	211,182 **	42.67%
Total CC&R Sq. Ft.	494,956	57.33%
** Agency Space RSF from CC&R Exhibit B and 15,600 RSF for 1st floor conference room.		

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0907	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	5/29/2020	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/1/2020	Final action:			
Title:	Building Operations and Project Report*				
	The Board will receive a report on current building operations, leasing changes, and improvement projects.				

Sponsors:**Indexes:****Code sections:****Attachments:** [Agenda Item 5 - Building Operations and Projects Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Building Operations and Project Report*

The Board will receive a report on current building operations, leasing changes, and improvement projects.

Recommended Action:

Information

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 5

Building Operations and Projects Report

Background:

BAHA is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 give the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CCRs). This includes: implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

Cushman & Wakefield (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking).
- Providing for the operation and maintenance of building equipment and systems.
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets.
- Completing financial accounting including the collection and reporting of all revenues received.

Bay Area Metro Center (BAMC) Activities

In this report, we advise you of scheduled activities and shared services utilization since the February 20, 2020 Board meeting:

- On March 13, 2020, the City and County of San Francisco Department of Public Health issued Order of the Health Officer No. C19-07b. That Order required all individuals anywhere in San Francisco to Shelter In Place (SIP) due to Coronavirus 2019 (“Covid-19”), except for certain essential activities and work to provide essential business and government. Please see agenda item 6 for a detailed Covid-19 update.
- During the SIP, BAMC continues its basic operations, including Phase 1 of its “zero waste” program. Phase 1 requires a Zero Waste Facilitator (ZWF) and one sorter to oversee the program and ensure materials collected are being placed in their appropriate bins. The zero waste program also helps ensure the building avoids potential fines and will assist in working toward becoming a “zero waste” building.

Shared Services

Please find attached the utilization reports on the following shared services:

- Angus is the system for entering and tracking BAMC visitors, parking and other service requests (Attachment A).

375 Beale Condominium Board**June 1, 2020****Page 2 of 3****Agenda Item 5**

- Meeting Room Manager or MRM, is the system utilized by BAAQMD & MTC for reserving rooms for agency meetings at 375 Beale (Attachment B).

Security Update

There was one notable security incident since the last meeting. Information regarding that event was shared with the 375 Beale Condominium Board members. At the last, 375 Beale Condominium Board meeting, staff provided a detailed security update, and was authorized to work to build a security culture with awareness of and compliance with building policies, and change Rincon lobby entry doors to “badge access only” during building hours, leaving Beale as the only public accessible entrance. Staff committed to return to the 375 Beale Condominium Board meeting with additional information on Security, including providing a matrix of potential security issues with mitigation options, but staff focus shifted to dealing with responding to the Covid-19 crisis and resulting Orders/SIP, so that report is paused at this point.

CW produced several security guides establishing protocols for workplace emergencies and evacuations. Those guides have been distributed to the tenants and Bay Area Air Quality Management District (BAAQMD) staff, and will be distributed to Metropolitan Transportation Commission (MTC) staff after the SIP is lifted and MTC staff returns to working the office.

Projects***Temazcal / 1st Floor Multi-Use Space Update***

Temazcal the 1st floor multi-use space, reached substantial completion in January, and the State Fire Marshal issued a Certificate of Occupancy on January 29, 2020. The Temazcal space is a flexible meeting space and includes a warming kitchen and service equipment for the service of prepared foods and beverages. Please see agenda item 7 for information on the 375 Beale Street First Floor Community and Event Space(s), including the Temazcal space, fee schedule.

Café Space

Ada's Café (Ada's) encountered issues that would not allow it to remain open without operational assistance from BAHA, subsequently, on June 10, 2019 Ada's informed BAHA that Ada's would be terminating its concessionaire agreement and closed on August 2, 2019. BAHA purchased the Café equipment to enable the retail space to be made operational as soon as possible. Just before the SIP was issued, staff was pursuing the possibility of retaining a third party operator to provide a rotating program of food vendors in the Café space and to provide as needed catering to MTC and BAAQMD. The work to obtain the third party operator has been paused during the Health Order/SIP noted above.

375 Beale Street Community and Event Space(s)

BAHA issued a Request for Interest to inform BAHA of use and revenue cases for the approximately 8,116 square feet of space on the first floor of its premises comprised of three (3) separate spaces (Café Space, Yerba Buena/Ohlone, and Temazcal). Information from respondents indicates that rather than entering into a long-term relationship with one concessionaire, BAHA should explore the option of working with one or more venue managers to bring in different events, food vendors, and “pop-ups” into the various spaces. To determine if that direction is viable and can be integrated with current usage, BAHA will test a variety of events in the spaces, and report back to this board with its findings. Please see agenda item 7 for information on the 375 Beale Street First Floor Community and Event Space(s) fee schedule.

1st Floor Reconfigurations

BAHA began design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone Rooms and adjacent warming kitchen. Schematic drawings for the warming kitchen are due in mid-2020, however the design for integrating the existing AV systems in the multipurpose rooms and the Board Room with those of the Temezcal Room has been paused due to the Health Order/SIP. An estimate of capital costs have been proposed in BAHA’s Fiscal Year 2020-21 budget, which has not been finalized.

Bay Area Air Quality Management District (BAAQMD) 8th Floor Renovation

In January 2020, BAAQMD began work to renovate a portion of its space on the 8th floor. Renovations were anticipated to be completed in May 2020, however due to the Health Order/SIP noted above construction is now paused, and will be reconvened as soon as allowed.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Angus– MTC Request Summary
Attachment B: Meeting Room Manager – BAMC Shared Room Use

DocuSigned by:

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Denise I. Rodriguez

Summary By Source

Period: Received February 1, 2020 to April 27, 2020

Sorted By: Request Type

Property: Bay Area Metro Center

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

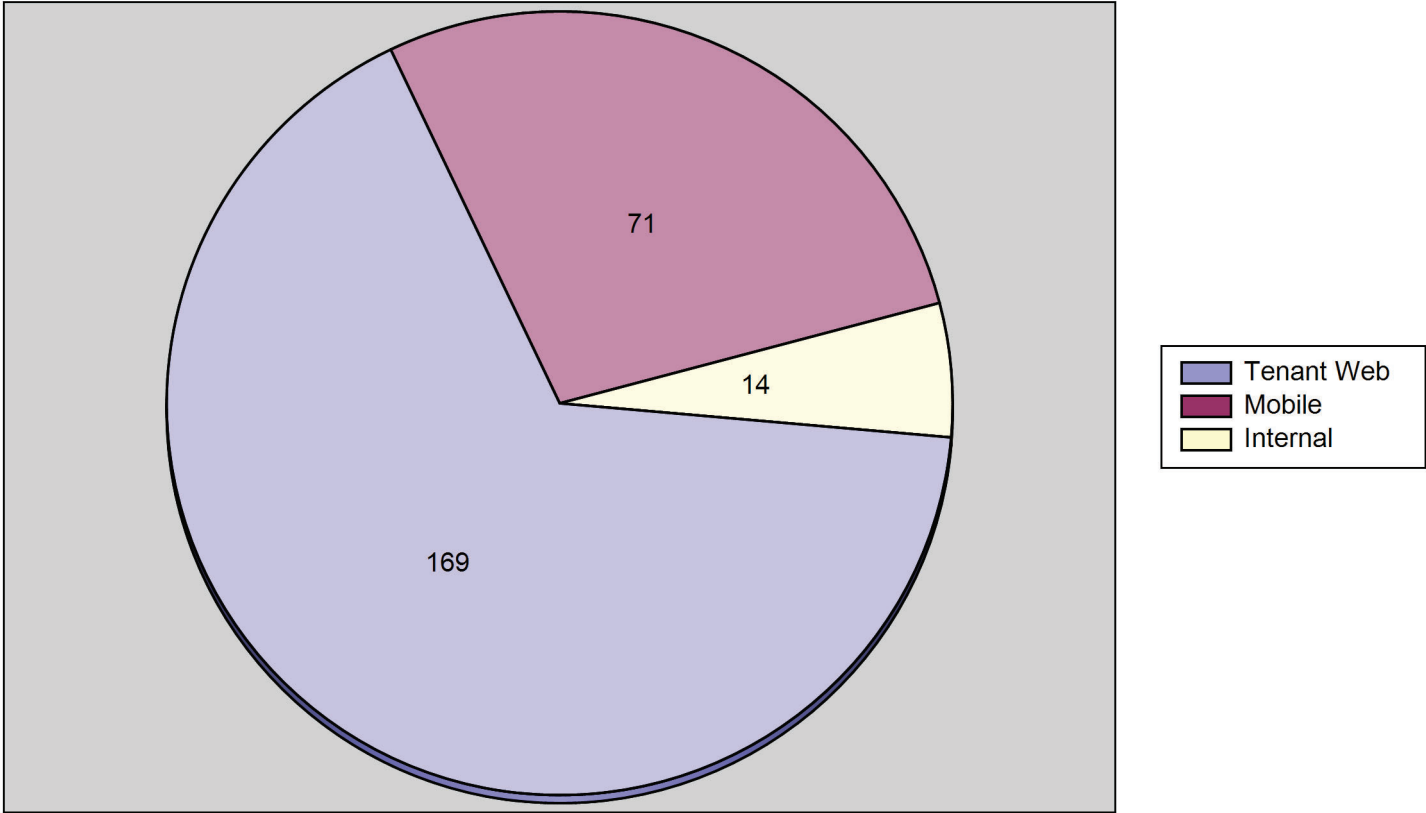
	Email				Tenant Web		Internal				Mobile				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		Tenant Requested		Employee Requested		
Bay Area Metro Center	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %	254
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Building Services	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Carpet Cleaning	-	-	-	-	6	100.0 %	-	-	-	-	-	-	-	-	6
Cleaning	-	-	-	-	25	51.0 %	-	-	1	2.0 %	23	46.9 %	-	-	49
Dedicated Porter Service	-	-	-	-	4	100.0 %	-	-	-	-	-	-	-	-	4
Electrical - Light Bulbs	-	-	-	-	7	70.0 %	1	10.0 %	1	10.0 %	1	10.0 %	-	-	10
Electrical Repair - Misc	-	-	-	-	2	66.7 %	-	-	-	-	1	33.3 %	-	-	3
Engineering Consultation	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Engineering Overtime	-	-	-	-	-	-	-	-	4	100.0 %	-	-	-	-	4
Equipment Replacement	-	-	-	-	-	-	-	-	1	100.0 %	-	-	-	-	1
HVAC - After Hours	-	-	-	-	1	33.3 %	2	66.7 %	-	-	-	-	-	-	3
HVAC - Too Cold	-	-	-	-	7	77.8 %	-	-	-	-	2	22.2 %	-	-	9
HVAC - Too Hot	-	-	-	-	5	83.3 %	-	-	-	-	1	16.7 %	-	-	6
Janitorial Supplies	-	-	-	-	6	66.7 %	-	-	-	-	3	33.3 %	-	-	9
Keys & Locks	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Miscellaneous Repairs	-	-	-	-	8	66.7 %	-	-	-	-	4	33.3 %	-	-	12
Office/Workstation Cleaning	-	-	-	-	1	50.0 %	-	-	-	-	1	50.0 %	-	-	2
Parking - Contract	-	-	-	-	-	-	2	100.0 %	-	-	-	-	-	-	2
Parking Inquiry	-	-	-	-	2	11.1 %	-	-	-	-	16	88.9 %	-	-	18
Patch and Paint	-	-	-	-	1	33.3 %	-	-	-	-	2	66.7 %	-	-	3

Summary By Source

Agenda Item 5 - Attachment A

	Email				Tenant Web		Internal				Mobile				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		Tenant Requested		Employee Requested		
Bay Area Metro Center	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %	254
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Plumbing	-	-	-	-	6	75.0 %	-	-	1	12.5 %	1	12.5 %	-	-	8
Repair/other	-	-	-	-	4	80.0 %	-	-	1	20.0 %	-	-	-	-	5
Replacement Access Card	-	-	-	-	6	100.0 %	-	-	-	-	-	-	-	-	6
Restroom Service	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Rubbish Removal	-	-	-	-	3	100.0 %	-	-	-	-	-	-	-	-	3
Security Access Card	-	-	-	-	65	81.3 %	-	-	-	-	15	18.8 %	-	-	80
Tenant Improvement	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Trash/Recycling Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Unspecified	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Vendor Access	-	-	-	-	1	50.0 %	-	-	-	-	1	50.0 %	-	-	2
Totals:	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %	254

Number of Requests Received per Request Source



Visitor Summary & Check-In Source

Agenda Item 5 - Attachment A

Generated By: Ebony.Horace@cis.cushwake.com

April 27, 2020

PARAMETERS

Period: Expected from February 1, 2020 to April 27, 2020

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

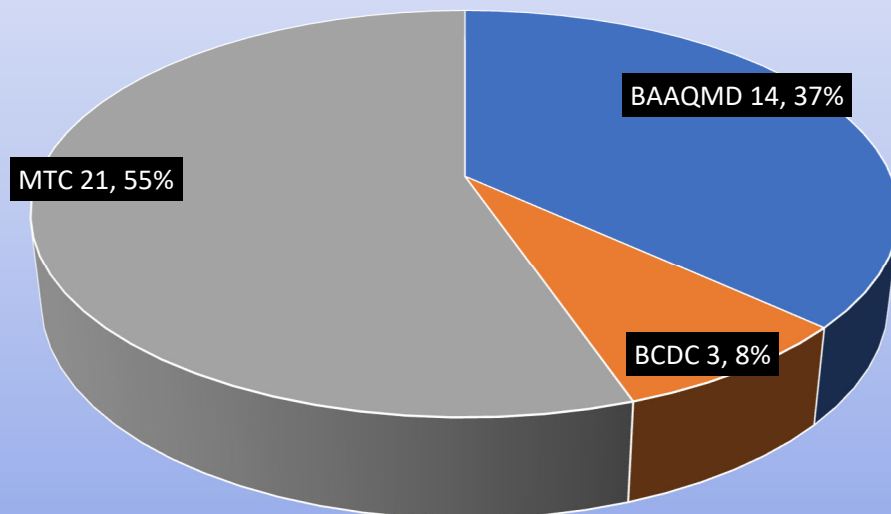
		PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
	EXPECTED VISITORS	#	%			Desktop		Touchscreen		Mobile		Kiosk			
Tenant		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Bay Area Metro Center	1891	855	45 %	1394	74 %	1394	100 %	0	0 %	0	0 %	0	0 %	903	65 %
ABAG	75	44	59 %	57	76 %	57	100 %	0	0 %	0	0 %	0	0 %	31	54 %
BAAQMD	621	343	55 %	454	73 %	454	100 %	0	0 %	0	0 %	0	0 %	282	62 %
BAHA - Construction	2	0	0 %	2	100 %	2	100 %	0	0 %	0	0 %	0	0 %	2	100 %
Bay Conservation and Development Commission (BCDC)	346	280	81 %	155	45 %	155	100 %	0	0 %	0	0 %	0	0 %	114	74 %
MTC	847	188	22 %	726	86 %	726	100 %	0	0 %	0	0 %	0	0 %	474	65 %
Grand Totals:	1891	855	45 %	1394	74 %	1394	100 %	0	0 %	0	0 %	0	0 %	903	65 %

Bay Area Metro Center Shared Room Use January – April 2020

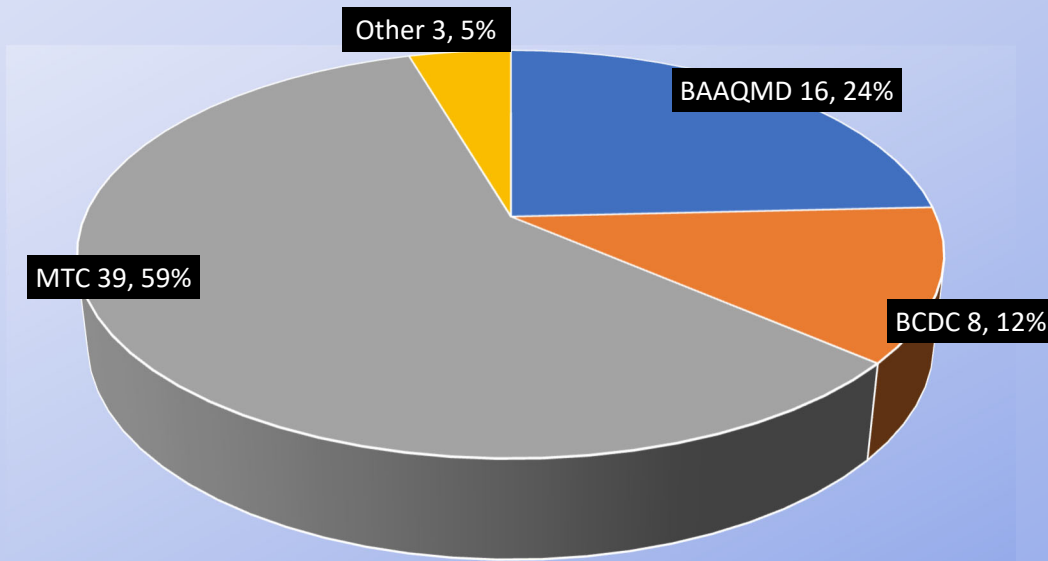
- Due to the Shelter-In-Place (SIP) order beginning 3/16 the last public meetings to take place (with essential personnel only) in the Board Room:
 - 3/25 MTC: BATA, BAHA, BAIFA, SAFE, Commission
 - 4/1 BAAQMD: Executive Committee
- All agency public meetings since SIP order have been held remotely via Zoom.
 - BCDC has run their own Zoom meetings
 - BAAQMD and MTC/ABAG have used a shared Zoom account with AV Support Staff.
- A few trial reservations were held in the new conference room-103 Temazcal prior to the SIP order, including:
 - Ribbon Cutting Ceremony
 - ABAG General Assembly Lunch
 - BAAQMD All-Hands Lunch

Board Room

Total Reservations: 38

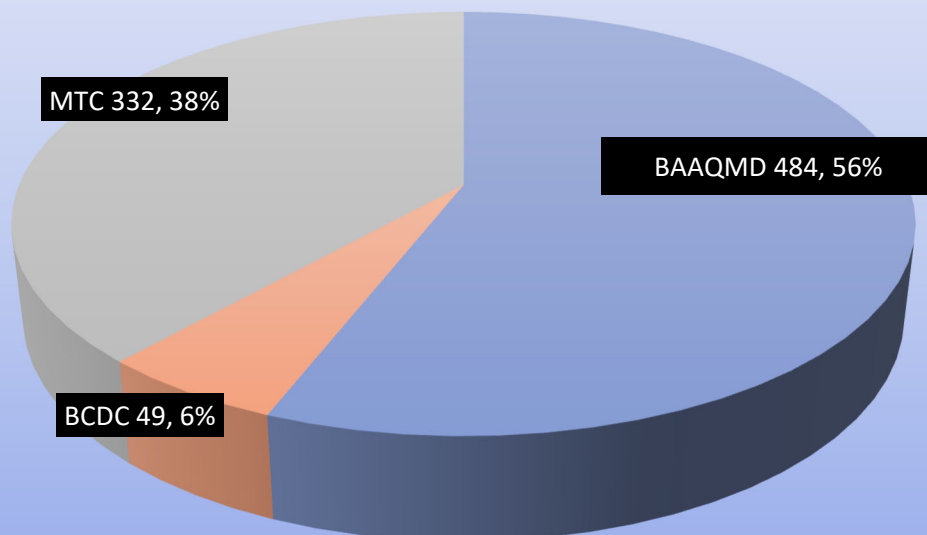


**107 Ohlone/109 Yerba Buena
Total Reservations: 66**



*Other includes Cushman & Wakefield, other BAMC tenant, and 3rd party reservations

**Agency Floors: Large/XL Rooms
Total Reservations: 865**



Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0908	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	5/29/2020	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/1/2020	Final action:			
Title:	Covid-19 Update*				

The Board will receive a report and update on measures taken within the Bay Area Metro Center to respond to the Covid-19 pandemic.

Sponsors:**Indexes:****Code sections:****Attachments:** [Agenda Item 6 - COVID 19 Update.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Covid-19 Update*

The Board will receive a report and update on measures taken within the Bay Area Metro Center to respond to the Covid-19 pandemic.

Recommended Action:

Information

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 6

COVID-19 Update

Background:

The virus that causes Coronavirus 2019 (“Covid-19”) is easily transmitted, especially in group settings. To slow the spread of the virus and protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety, on March 16, 2020, the City and County of San Francisco, along with five other Bay Area counties and the City of Berkeley, issued parallel health officer orders imposing shelter in place (SIP) limitations across the Bay Area, requiring everyone to stay safe at home except for certain essential needs. The City and County of San Francisco Department of Public Health subsequently issued several further orders, the most recent of which extended the SIP limitations through May 31, 2020. Please see Attachment A for Cushman & Wakefield (CW) building notices issued in response to the various SIP orders.

The Bay Area Headquarters Authority (BAHA) as the Facility Operator worked with CW to ensure that the Bay Area Metro Center (BAMC) was adhering to the requirements of the various SIP orders. CW staff providing management, security, janitorial, parking and engineering services continued working but moved to a weekend/holiday schedule.

CW staff will remain on a weekend/holiday schedule until the SIP order is lifted. Access to CW management remains seamless in that the BAMC Property Manager can still be accessed via her office desk phone. The Property Manager has daily calls with each of the team leads to receive updates and keep informed of what’s happening at the building. Engineering staff is still on site addressing all building related matters according to schedule and any service tickets that are placed in Angus; during any down time, they address common area patch and paint needs and other “back of house” tidying items that are currently on the CW to-do-list. All service trades are still able to assist, and day staff takes care of common area needs, restroom areas, and supply replenishments. Security continues to monitor entrances, assist with visitor activity and conduct floor by floor security rounds during business hours. Parking staff remains on the job, but is staggered to lighten their hours to allow for normal operation for essential employees only, tracking daily essential worker parkers and billing back to the respective agencies.

On March 31, 2020, the City and County of San Francisco Department of Public Health issued Order of the Health Officer No. C19-07b to extend and tighten the stay safe at home restrictions until May 3, 2020, and required all essential businesses to prepare, post, and implement a Social Distancing Protocol at each of their facilities. Please see Attachment B for BAMC’s Social Distancing Protocol issued on April 2, 2020.

Based on the extension of the SIP order until May 3, 2020, CW proposed a variety of cost saving measures, including the reduction of trash sorting hours, trash and compactor pick-ups, window cleaning services and the

375 Beale Condominium Board**June 1, 2020****Page 2 of 2****Agenda Item 6**

postponement of carpet cleaning needs to align with Post-SIP building resumption plans. These cost saving measures total approximately \$55,000.

On April 17, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-12, which requires that members of the public and essential workers wear Face Coverings while inside of essential businesses and facilities engaged in minimum basic operations, providing essential infrastructure, and providing essential government functions. This Order began to be enforced at 8 a.m. on April 22, 2020, which means that any persons coming into BAMC to perform essential services after that date/time must now wear a Face Covering while entering and performing work within BAMC, as described in the Order, and that any person attempting to enter any area of BAMC without a Face Covering not be allowed to enter the building, until the Order is lifted.

On April 29, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-07c which extended and modified the SIP restrictions to ensure continued social distancing and limit person to person contact through May 31, 2020. Order No. C19-07c also required essential businesses to prepare, post, and implement an *updated* Social Distancing Protocol to address new requirements listed in that order. Please see Attachment B for BAMC's updated Social Distancing Protocol issued on May 1, 2020.

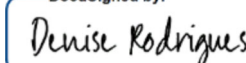
BAHA and CW staff continue to pay attention to direction and orders issued by City and County of San Francisco Department of Public Health and will implement the orders as required.

In addition, BAHA and CW staff are preparing a Post-SIP Building Resumption Plan for BAMC, including but not limited to having a building wide disinfection performed prior to tenant and agency staff return, and sustaining and implementing necessary social distancing and cleaning protocols. See Attachment C for more information on Social Distancing and Impacts at BAMC.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Building Notices
Attachment B: BAMC Social Distancing Protocols, dated April 2, 2020 and May 1, 2020
Attachment C: Social Distancing and Impacts at BAMC

DocuSigned by:

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Denise T. Rodrigues

BUILDING NOTICE



MARCH 16, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH MANDATED ORDER:

Good Afternoon:

Today the City and County of San Francisco Department of Public Health and the Alameda County Public Health Department issued Shelter in Place Orders; and we understand the Counties of Contra Costa, Marin, San Mateo and Santa Clara will soon follow suit.

See: <https://www.sfdph.org/dph/alerts/files/HealthOrderC19-07-%20Shelter-in-Place.pdf>

In response to the Shelter in Place Orders, the building will remain open only for essential services as defined by the orders, until and unless otherwise ordered by public safety authorities.

Per the San Francisco Department of Public Health order, personnel working in the building, including those supporting the operations of the Bay Area Metro Center, are to perform their work in compliance with the social distancing requirements defined in the order, including: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

For immediate assistance, please contact the security rover at 628-220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080.

We thank you for your assistance in advance.

Building Management

BUILDING NOTICE



MARCH 27, 2020

STATE OF CALIFORNIA PUBLIC HEALTH STAY HOME ORDER:

Good Afternoon:

On March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20, ordering all residents to follow the directive of the State Public Health Officer, effective March 19, 2020, to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors.

For additional details, please see:

<https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>
<https://covid19.ca.gov/stay-home-except-for-essential-needs/>

In response to the Governor's order, the building will continue to remain open only for essential critical infrastructure services as defined by the order, until and unless otherwise ordered by public safety authorities.

Per the San Francisco Department of Public Health order issued on March 16, 2020, essential personnel working in the building, including those supporting the operations of the Bay Area Metro Center, are to perform their work in compliance with the social distancing requirements defined in the that order, including: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

For immediate assistance, please contact the security rover at (628)-220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your assistance in advance.

Building Management

BUILDING NOTICE



APRIL 2, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH MANDATED ORDER: EXTENSION

Good Afternoon:

On March 31, 2020, the City and County of San Francisco Department of Public Health issued an order, which, among other things, extended and tightened the shelter in place restrictions through May 3, 2020.

See: <https://www.sfdph.org/dph/alerts/files/HealthOfficerOrder-C19-07b-ShelterInPlace-03312020.pdf>

Per the March 31 San Francisco Department of Public Health order:

- All Essential Businesses must prepare, post, and implement a Social Distancing Protocol for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol implemented by the Bay Area Headquarters Authority for the Bay Area Metro Center is attached to this notice.
- Personnel who need to enter the Bay Area Metro Center to support the operations of an Essential Business should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Should you have any additional questions or concerns, please contact our office directly at (628) 220-2080.

Regards,

Building Management

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s):

Break rooms and supply closets

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Each work station and select common areas on 1st floor

☐ Soap and water are available to all employees at the following location(s):

Restrooms

☐ Copies of this Protocol have been distributed to all employees.

Via e-mail and with a verification sign off sheet

☐ Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to _____ (or other enter _____), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

Limiting the amount of attendees at scheduled public meetings to a group less than 10.

Appendix A: Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. **Available as of 4/2/20. Thereafter, subject to availability.**
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#) ^{spray}

"Virex" disinfectant mist spray used on frequently touched areas on a daily basis.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: [Click or tap here to enter text.](#)

Phone number: [Click or tap here to enter text.](#)

BUILDING NOTICE



APRIL 18, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH ORDER REQUIRING FACE COVERINGS:

Good Evening:

On April 17, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-12, which requires that members of the public and essential workers wear Face Coverings while inside of Essential Businesses and facilities engaged in Minimum Basic Operations, providing Essential Infrastructure, and providing Essential Government Functions. The required Facial Coverings may be simple do-it-yourself coverings as further described in the Order located at:

<https://www.sfdph.org/dph/alerts/files/OrderNoC19-12-RequiringFaceCovering-04172020.pdf>

This order went into effect at 11:59 p.m. on Friday, April 17, 2020.

Per the April 17, 2020 San Francisco Department of Public Health Order:

- Essential Businesses and entities with workers engaged in Essential Infrastructure Work, Minimum Basic Operations, or Essential Governmental Functions who continue to operate at the Bay Area Metro Center must require their employees and contractors to wear a Face Covering at the workplace when interacting with the public, when working in or walking through common areas, and in any room or enclosed area when other people are present.
- Personnel, contractors and visitors who need to enter the Bay Area Metro Center will be reminded by building security of the requirement that they wear a Face Covering while inside the building. The Bay Area Metro Center will take all reasonable steps to prohibit anyone who is not wearing a Face Covering from entering and must not serve that person if those efforts are unsuccessful and seek to remove that person.

For additional details on face coverings, please refer to the below link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

For immediate assistance, please contact the security rover at (628) 220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your attention to this matter.

Building Management

BUILDING NOTICE



MAY 1, 2020

CITY AND COUNTY OF SAN FRANCISCO PUBLIC HEALTH ORDER EXTENSION:

Good Afternoon:

On April 29, 2020, the City and County of San Francisco Department of Public Health issued Order No. C19-07c which extends and modifies the stay-safe-at-home restrictions through May 31, 2020.

See: <https://www.sfdph.org/dph/alerts/files/HealthOfficerOrder-C19-07c-ShelterInPlace-04292020.pdf>

This order will go into effect at 11:59 p.m. on Sunday, May 3, 2020.

Per the April 29 San Francisco Department of Public Health order:

- All Essential Businesses must prepare, post, and implement an *updated* Social Distancing Protocol to address new requirements listed in the Order or in related guidance or directives from the Health Officer for each of their facilities in the County frequented by the public or employees. The updated Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and personnel. A copy of the revised Social Distancing Protocol implemented by the Bay Area Headquarters Authority for the Bay Area Metro Center (BAMC) is attached to this notice.
- Construction activities can proceed as an Essential Business, provided, however, that construction activities shall comply with the Construction Project Safety Protocols set forth in Appendix B-1 or B-2 of Order No. C19-07c (whichever is applicable to the construction project in question).
- Order No. C19-07c does not affect Order No C19-12 (requiring face coverings), which will continue indefinitely until otherwise directed by the Health Officer. Essential Businesses and entities with workers engaged in Essential Infrastructure Work, Minimum Basic Operations, or Essential Governmental Functions who continue to operate at BAMC **must** require their employees and contractors to wear a Face Covering at the workplace when interacting with the public, when working in or walking through common areas, and in any room or enclosed area when other people are present.
- Personnel, contractors and visitors who need to enter BAMC will continue to be reminded by building security of the requirement that they wear a Face Covering while inside the building. BAMC staff will take all reasonable steps to prohibit anyone who is not wearing a Face Covering from entering and will not serve that person if those efforts are unsuccessful and seek to remove that person.

Additional resources can be found at the below:

<https://www.375beale.com/emergency-management/covid-19-updates>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidancebusiness-response.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

For immediate assistance, please contact the security rover at (628) 220-2090. For any other questions or concerns, please contact the Property Management Office at (628) 220-2080 or via e-mail at 375BealeSt@cushwake.com.

We thank you for your attention to this matter.

Building Management

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

Business name: **Bay Area Metro Center**

Facility Address: 375 Beale Street, San Francisco, CA 94105

Approximate gross square footage of space open to the public: 28,206

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☒ Signage at each public entrance of the facility to inform all personnel and customers that they should: avoid entering the facility if they have a cough, fever, or other COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear a face covering, as required; and not shake hands or engage in any unnecessary physical contact.

☒ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Personnel Health (check all that apply to the facility):

☒ Everyone who can carry out their work duties from home has been directed to do so.

☒ All personnel have been told not to come to work if sick.

☒ Symptom checks are being conducted before personnel may enter the work space.

☒ Personnel are required to wear a face covering, as required by Order No. C19-12.

☒ All desks or individual work stations are separated by at least six feet.

☒ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☒ Break rooms: Daily (M-F)

☒ Bathrooms: Daily M-F

☒ Other (Elevator buttons inside and outside cab): Door handles, Daily (M-F)

☒ Disinfectant and related supplies are available to all personnel at the following location(s): Janitor and engineering storage closets.

☒ Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s): Each building entrance, elevator lobby (1st floor) and security desk console. Available as of 4/29/2020. Thereafter, supplies subject to availability.

☒ Soap and water are available to all personnel at the following location(s): Restrooms and kitchenette areas.

☒ Copies of this Protocol have been distributed to all personnel.

☒ Optional—Describe other measures: Holiday and weekend schedule approved for building staff.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#), which allows for customers and personnel to easily maintain at least six-foot distance from one another at all practicable times.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

- ☐ Post personnel at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: [Click or tap here to enter text.](#)
- ☒ Optional—Describe other measures: Public meetings only. Limiting meeting spaces to new Social Distancing occupancy per meeting space capacity reference sheet.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☒ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☒ All personnel have been instructed to maintain at least six feet distance from customers and from each other, except personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☒ Optional—Describe other measures: Limited elevator capacities to a max of two riders at a time and promoting the use of different stairwells with directed one-way path of travel.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by personnel; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☒ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: Wiping down parking pull ticket stations after entry and billing back agencies for parking instead of paying at the exits.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☒ Personnel are assigned to disinfect carts and baskets after each use.
- ☒ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☒ All high-contact surfaces are disinfected frequently.
- ☒ Optional—Describe other measures: “Virex” disinfectant mist spray used on frequently touched area on a daily basis.

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

* Any additional measures not included here should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Ebony Horace, Property Manager

Phone number: 628-220-2080

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s):

Break rooms and supply closets

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Each work station and select common areas on 1st floor

☐ Soap and water are available to all employees at the following location(s):

Restrooms

☐ Copies of this Protocol have been distributed to all employees.

Via e-mail and with a verification sign off sheet

☐ Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to _____ (or other enter _____), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

Limiting the amount of attendees at scheduled public meetings to a group less than 10.

Appendix A: Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
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- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. **Available as of 4/2/20. Thereafter, subject to availability.**
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#) ^{spray}

"Virex" disinfectant mist spray used on frequently touched areas on a daily basis.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

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Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

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You may contact the following person with any questions or comments about this protocol:

Name: Ebony Horace, Property Manager

Phone number: 628-220-2080



SOCIAL DISTANCING CHANGES AND IMPACTS AT **375 BEALE**

Prepared By: Ebony Horace



This presentation outlines planned efforts to promote social distancing guidelines within the Bay Area Metro Center and identifies the impacts social distancing will have as a “new norm”.*

- | | |
|--|---|
| 1. Occupant Communication | 11. Workstations |
| 2. Building Entrances | 12. Common Areas – Indoor & Outdoor Seating |
| 3. Lobby & Security Desk | 13. Common Areas – Hallways & Stairways |
| 4. Management Office | 14. Common Areas – Restrooms |
| 5. Elevators | 15. Parking Structure and Loading Zone |
| 6. Freight Elevator & Mail Room | 16. The Hub |
| 7. Amenities - Conference Rooms and Shared Meeting Spaces | 17. Janitorial Specifications |
| 8. Amenities – Wellness Room / Cove | 18. HVAC Specifications |
| 9. Amenities – Shower Rooms / Bicycle Rack Area | 19. CAM Reconciliations & Base-Year Treatments |
| 10. Common Areas – Kitchens and Shared Pantries | 20. Questions, Comments & Next Steps |

*** Please note that these requirements will remain in place per guidance provided by the County and/or State or as long as deemed necessary.**

OCCUPANT COMMUNICATION

Communication will be paramount to ensure a smooth transition to resume operations within BAMC immediately post Shelter In Place Orders and along the way as updates are made in this rapidly changing environment.

POLL BAMC OCCUPANTS FOR CAPACITY (OVER THE PHONE OR VIA EMAIL)

- What's their headcount going to look like?
- Will WFH policies be continued?
- Will they need additional janitorial?
- What Social Distancing efforts will be implemented within their space?
- Are there any additional measures they are pursuing we should be aware of?

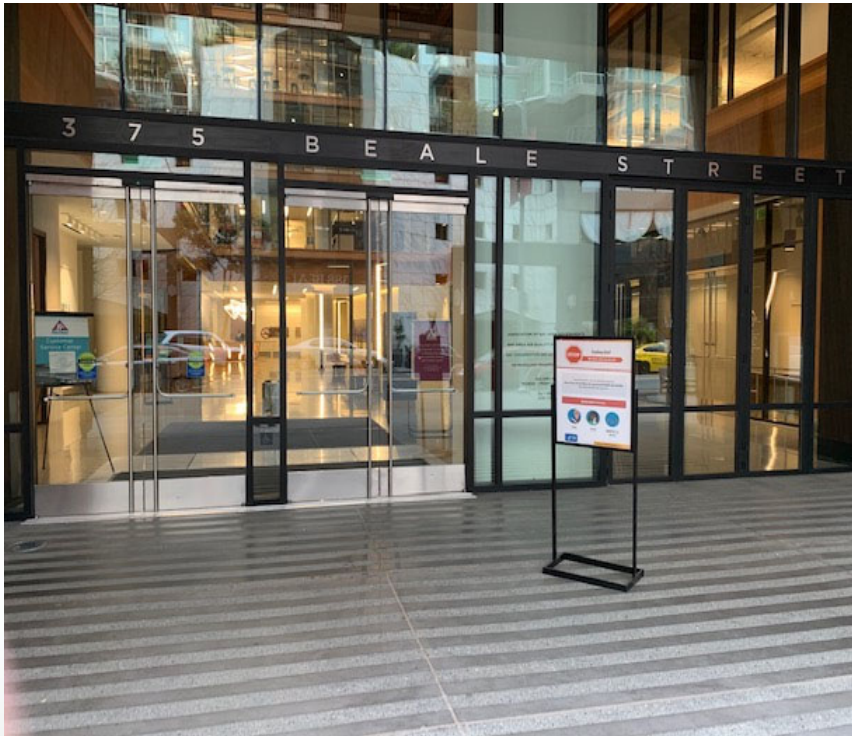
SEND ADVANCE NOTICE OF NEW BUILDING PROTOCOLS AND PROCEDURES

- Entry Notifications.
- Crowd control or density restructuring.
- Visitor management changes.
- Hosting a webinar for occupants to familiarize with them in advance, or send via PDF.

CONDUCT ONGOING BAMC OCCUPANT CHECK-INS AND UPDATE COMMUNICATION

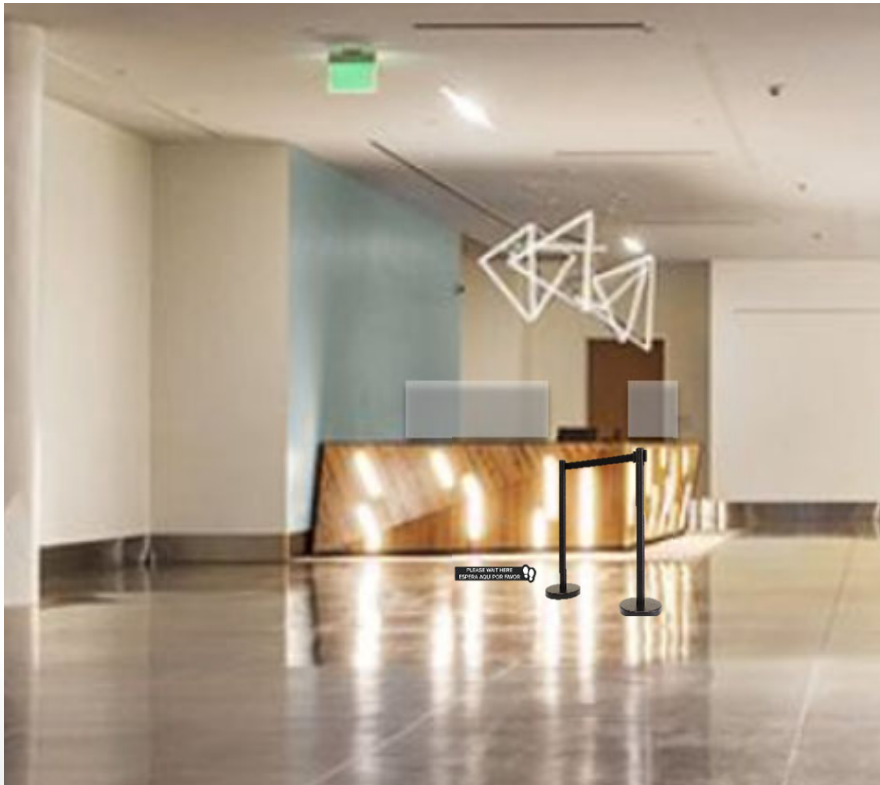
- Find out what implemented items worked and what didn't.
- Revisit items that are not working and implement new updates as needed.
- BAMC website will be updated on an as-needed basis with additional information and communication under Emergency Management - www.375Beale.com

ENTRANCES



- **Beale Lobby Entrance doors** to remain open and be used as the sole and primary entrance for all occupants into the building to assist with security measures and reduce the number of frequently touched areas to address.
- **Rincon Entrance doors** to remain locked and be used as an exit route only to help with flow of traffic.
- **Harrison Entrance door** to be utilized for bicycle rider entry/exit only. All other access should be limited to exit only.
- **Signage stating** that social distancing guidelines are in place.
- **Security** will be posted at both the Beale and Harrison entrances for symptom screening and badge checks. This will include verifying all that enter have a face covering as required per the Building Social Distancing Protocol prior to entering. Badges will be checked upon entering the building.
- **Hand Sanitizer stations** – will be placed at the Beale, Harrison and Rincon lobby entrances.

LOBBY & SECURITY DESK



- **Path of travel** will be implemented in the lobby by having those entering Beale stay to the right and those exiting directed toward Rincon. Belt stations will be used to control the flow.
- **Signage** to be posted in the lobby and next to elevator banks to discourage congregating. 6ft Social distancing decals will also be placed on the lobby floor and crowd control stanchions will be placed at the security desk console for visitor check in.
- **Acrylic Splash Guards** will be added as an additional barrier in front of security desk and at the 7th floor Public Agency reception desk area.
- **Janitorial** will be addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – to remain next to security desk.
- **Visitor Management System** – All visitors and contractors should be pre-registered in advance.
- **Face coverings will be required at all times** in all areas of the building where shared communal access is needed.

MANAGEMENT OFFICE



- **Management Office** to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.
- **Sign next to door to state:** “Due to social distancing guidelines, the Property Management team will be available by phone or email to schedule in office appointments. Please call + 1 628 220 2080 if you need immediate assistance.”

ELEVATORS



- **“Wait Here” sign** and/or floor decals will be installed to require proper social distancing.
- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 for Upward flow of traffic.
- **Each elevator** to be designated to a 2-person cab. Elevators should only be used to go up to an occupants space or as deemed necessary. **“Designated stairwells”** should be utilized for all other travel in between floors.
- **CDC defines** safe social distancing to be 6 feet apart in under 10 minutes
- **Hand Sanitizer Station** located at 1st floor elevator lobby

SERVICE ELEVATOR & MAIL ROOM



- **Service Elevator** will be set in Angus for reserved only use for contractors, occupants and vendors traveling with carts. Security will assist when needed.
- **L1 Mail Room** signage will indicate only one person allowed in this mail room at a time due to social distancing requirements.
- **L2 Mail Room** will be accessible by mailroom employees only. Signage will direct all others including delivery personnel to keep proper social distance at the countertop door and to wait for further assistance. This is to maintain proper handling and disinfecting requirements at all times for mail and boxes being delivered to agency floors.

AMENITIES – CONFERENCE ROOMS AND SHARED MEETING SPACES

Floor	Room Name	Room Number	Room Size	Fire Code Maximum Occupancy	Social Distancing Recommended Capacity
1	Board Room	110-B	Commissioners	125 (Main)/ 35 (Raised Dais)	21
1	Claremont	112	Commissioners	35	5
1	Mission	116	Commissioners	23	4
1	Ohlone	107	Multipurpose (SM)	96	16
1	Yerba Buena	109	Multipurpose (LG)	312	52
1	Warming Kitchen	174	N/A	3	1
1	Temazcal			470	78
2	The Cove	262	N/A	23	3
6	Solano	6105	SM	6	1
6	Napa	6203	SM	8	1
6	Marin	6204	SM	8	1
6	Sonoma	6302	SM	10	1
6	San Mateo	6307	SM	10	1
6	Alameda	6103	MED	17	2
6	San Francisco	6205	MED	20	3
6	Contra Costa	6206	MED	20	3
6	Santa Clara	6301	LG	27	4
6	Bay Area	6102	XL	36	6
7	San Andreas	7103	SM	9	1
7	Mayacamas	7104	SM	9	1
-	-	-	-	-	-



Current



NEW

- **Virtual Meetings** to be held whenever possible.
- **Signage on doors** to comply with recommended social distancing capacity requirements.
- **Reconfigure** Conference room tables and chairs to accommodate 6 feet of space between participants.
- **XX Total attendees** with 6 feet configuration will be posted at each conference room entrance and communicated at the time of reservation.
- **Mothers rooms** to be wiped down after each use by the employee using the room. Disinfecting wipes will be provided in each of the mothers rooms.
- **Face coverings will be required at all times** in all communal access areas of the building.

AMENITIES – WELLNESS CENTER - COVE



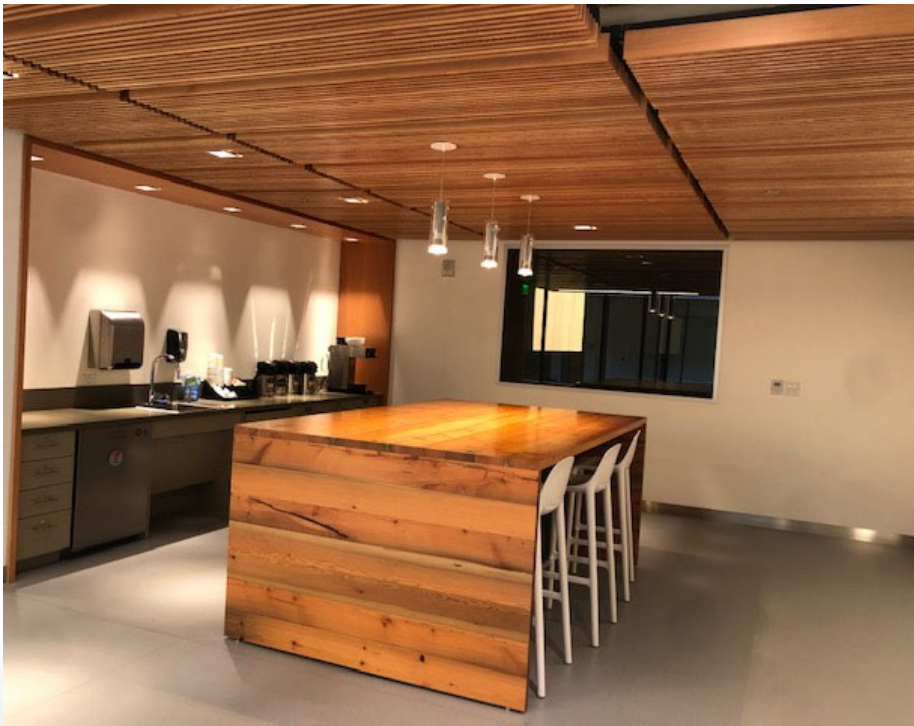
- **Used on Reserved basis** to control maximum capacity of this room. Badge access to be limited to users on a case by case basis.
- **A liability notice** will be posted on entry door stating "room to be used at your own risk."
- **Signage** to encourage cleanliness and require social distancing.
- **Face coverings will be required at all times** as the Cove is considered a communal access area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



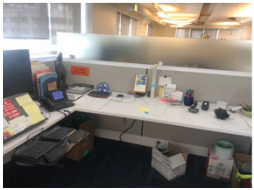
- **Add liability notice** on each locker room door stating "use at your own risk."
- **Signage** to encourage cleanliness of personal belongings and require social distancing. Reminders will be posted to not leave personal belongings overnight.
- **Janitorial services** will continue to replenish supplies in restrooms throughout the day, disinfect all frequently touched areas and disposal of trash. Nightly service will include enhanced cleaning service and disinfecting of all areas to include shower curtains being cleaned nightly. Will add wiping down each bike rack to frequently touched areas nightly.
- **Face coverings will be required at all times** in shower rooms (except while showering) and bicycle rack area.

COMMON AREAS – KITCHENS AND SHARED PANTRIES



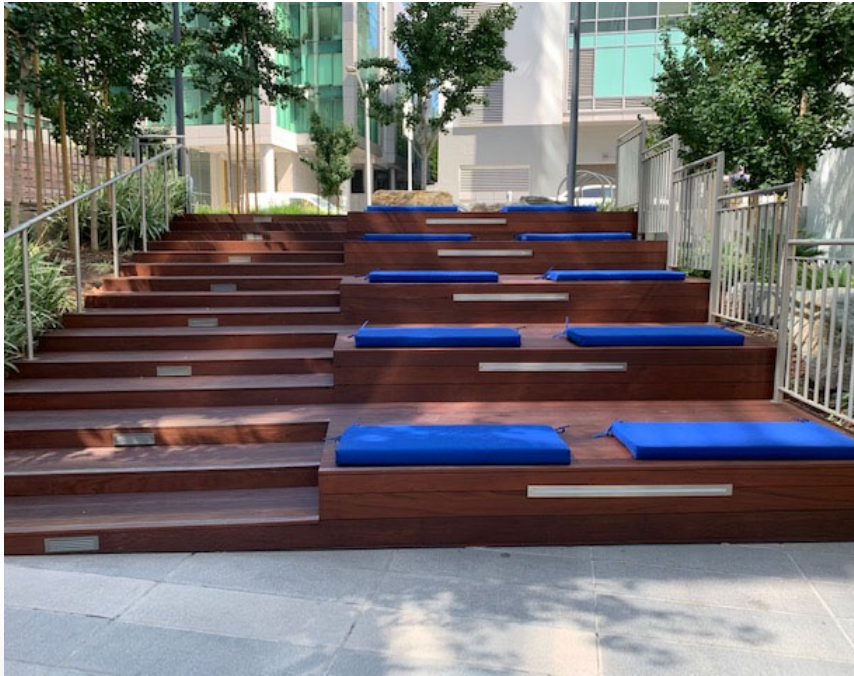
- **Encourage staggering of lunches and breaks** to reduce congregating in these areas when using a microwave and/or getting water, coffee or tea.
- **Maintaining proper social distancing** in all seating areas by removing chairs and adding table top signage indicating the required 6 feet distance.
- **Face coverings will be required at all times** in these shared communal access areas.

WORKSTATIONS

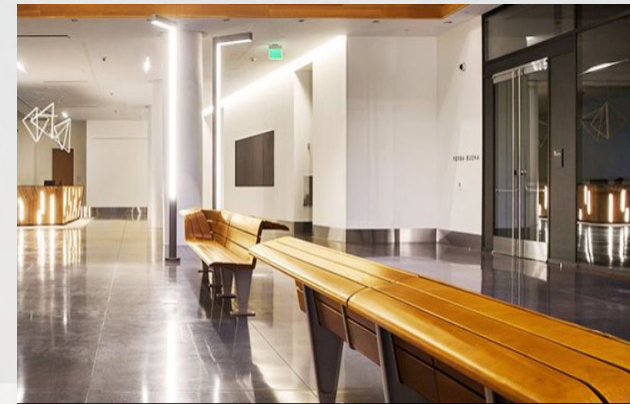


- **Staggering workstations to comply with Social Distancing** efforts in a checkboard style structure.
- **Implement a "Free and Clear" Desk Policy** to allow for janitorial to fully clean and disinfect the surface nightly.
- **Face coverings will be required at all times** in these shared communal access areas.

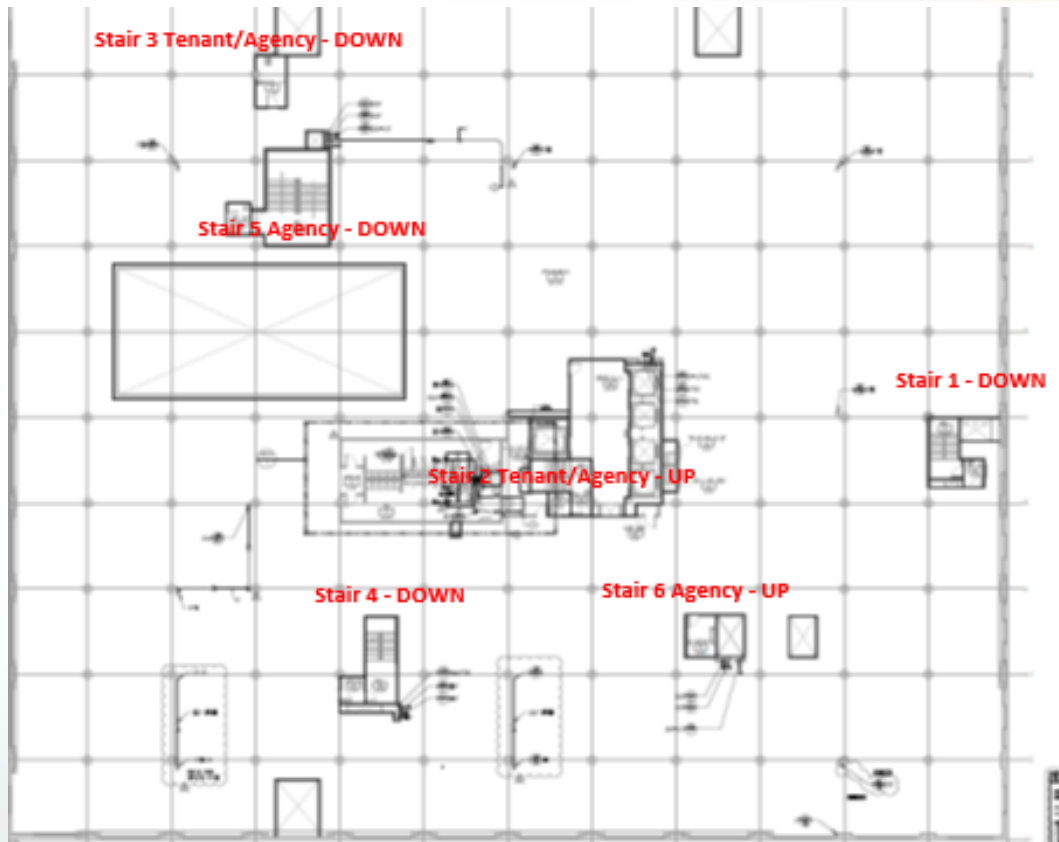
COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Signage in lobby and in Rincon alley** to indicate 6 ft Social Distancing Requirements on benches and commonly shared seating areas.
- **Seat cushions** will be removed until further notice.
- **Tabletop signage** for Social Distancing in shared seating areas.
- **Face coverings will be required at all times** in all shared communal access areas of the building. The County has also required that face coverings be worn outside on sidewalk areas where paths are crossed with others.



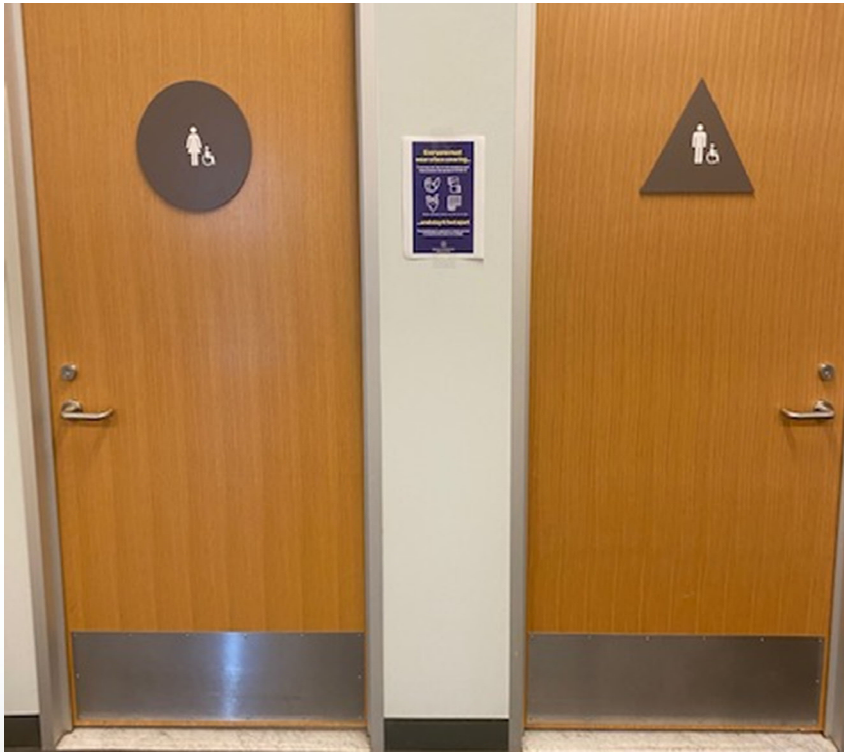
COMMON AREAS – HALLWAYS & STAIRWELLS



- **Path of travel** requiring staff to stay to the right in hallways to and from their desired location.
- **Signage** reminding occupants to practice social distancing.
- **Designating connecting stairwells for up or down usage:** Stairwell #3 will be used for traffic going down and exiting out of the building into Rincon Alley. Stairwell #2 (elevator lobby) will be used for traffic going up. All other stairwells should be used for egress purposes only.
- **Agency convenience stairwell use:** Stairwell #5 will be used for traffic going down on agency floors. Stairwell #6 (next to elevator lobby) will be used for traffic going up on agency floors. Elevators should not be used to go from floor to floor, unless necessary.

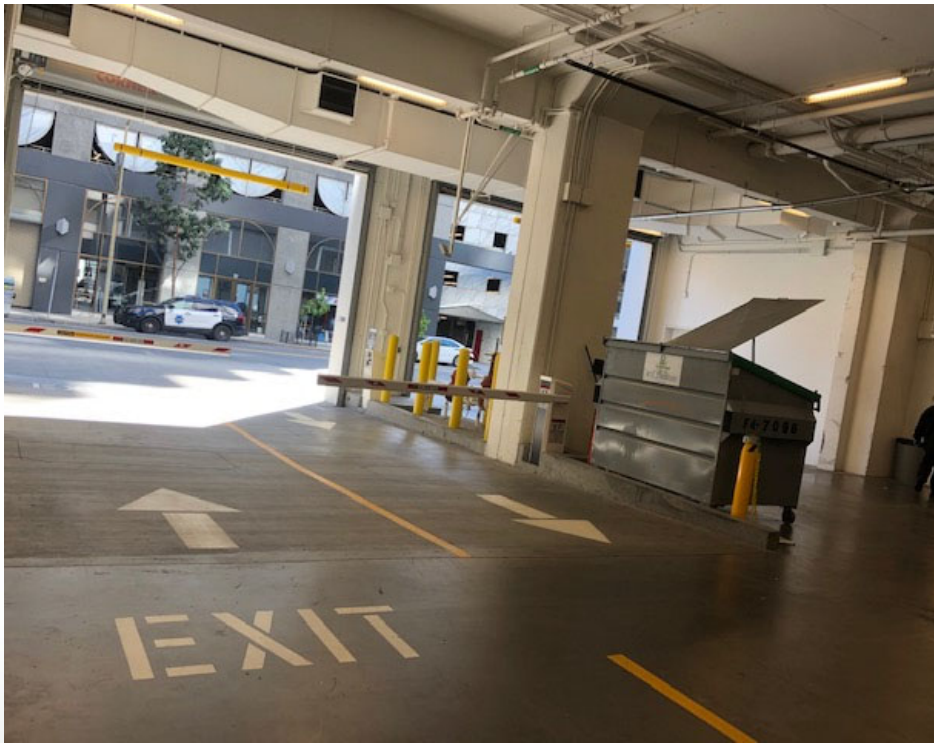
**Please note that this is only for Social Distancing. In the event of a Fire & Life Safety event, we ask that Floor Wardens continue to guide their teams to follow your agency's current evacuation protocols.*

COMMON AREAS – RESTROOMS



- **Social distancing** signage throughout restrooms
- **Every other restroom stall** to comply with social distancing while in use.
- **Decals on floor** to require social distancing.
- **Proper hand washing** signage.
- **Install hand sanitizer dispensers** outside of restroom doors for door opening.
- **Face coverings will be required at all times** in the restrooms.

PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be required inside the garage at all times.
- **Signage:** Parkers will be informed to use Beale entrance only to gain access into the building. No access to back hallway located near freight elevator will be allowed. Double doors next to freight elevator will only be used to exit the building, to enter into the garage, or to retrieve mail from L1 only.
- **Additional social distancing signage** will be posted in this area to prohibit people congregating in the garage.
- **Hand sanitizer stations** – will be placed inside both Harrison and Beale garages.

THE HUB



- **Additional social distancing floor decal signage** on the floor.
- **Door entrance** - keep propped open to reduce the amount of frequently touched areas to address.
- **Equipment** - Occupant to provide disinfecting wipes for commonly used equipment.



CLEANING SPECIFICATIONS

High-touch points throughout the building will be cleaned at higher disinfecting levels.

- **Doors:** Wipe knobs often and place hand sanitizer near entrances/exits.
- **Stair railings:** Wipe and clean these surfaces at least daily.
- **Elevator buttons:** Sanitize hands and place hand sanitizer in high-traffic areas.
- **Conference tables:** Wipe tables, phones, etc. before each meeting.
- **Lobby areas:** Wipe hard surfaces and provide hand sanitizer for guests.
- **Copy stations:** Sanitize or wash hands when using common office machines.
- **Kitchens/pantries:** Wipe all surfaces, even if they appear to be clean.
- **Reception:** Provide hand sanitizer in public or common areas.
- **Bike Racks:** Place hand sanitizer near high-use items such as this.

JANITORIAL SPECIFICATIONS

Cleaning Contract Changes – Common areas will continue to be cleaned at the higher disinfecting levels, but the following are some options Management is considering:

A. Night Cleaning if we contract for enhanced disinfecting separately:

OPTION 1

Performance based cleaning – cleaning, dusting and vacuuming as needed at current rate: \$0.1239 PSF

OPTION 2

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conference rooms: \$0.1675 PSF

OPTION 3

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conference rooms + includes desks and all horizontal surfaces: \$0.2112 PSF

B. Night Cleaning if we contract for enhanced disinfecting as base building but still billed to the tenants separately from OPEX:

OPTION 1

Performance based cleaning – cleaning, dusting and vacuuming as needed at current rate \$0.1239 PSF

OPTION 2

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conf rooms \$0.1298 PSF

OPTION 3

Normal dusting and vacuuming + high touch points on door handles/knobs, breakrooms, conf rooms + includes desks and all horizontal surfaces \$0.1734 PSF



HVAC SPECIFICATIONS

The following best practices have been ongoing during the Shelter In Place to ensure sound readiness prior to normal operations resuming.

Safety

- At the onset of all tasks, Engineering staff will make a safety assessment to review possible risk for all work to be performed in and around HVAC equipment.
- Staff will be supplied and equipped with proper PPE i.e. KN95 respirator masks, nitrile gloves, face shields and safety glasses. Hard hats will be utilized where necessary.
- Engineers will perform tasks maintaining a 6' distance when tasks require more than one Engineer to accomplish.

Air Handler Units (AHU)

- AHUs have been wiped down using disinfectant spray.
- AHU coils have been cleaned using a liquid coil cleaner/disinfectant.
- AHU filters are being changed from MERV 8 filters to MERV 13.
- AHU bearings have been inspected and lubed, and belt tension has been checked and replaced as needed.
- Condensate drain pans have been checked and cleared for proper drainage.
- Chilled water piping has been checked for leaks and insulation has been checked for damage.
- Operational checks have been made for all units for optimal start and run conditions.
- Fresh air intake increase to maximum possible and monitored.

Cooling Towers

- Operational inspections have been performed on cooling towers.
- Towers have been inspected for leaks.
- Tower chemistry has and is being maintained to prevent microbes from the condenser system.
- Tower motors and fans have been inspected and lubed as needed.
- Strainer baskets have been inspected and cleaned as needed.
- Tower basins have been inspected and will be cleaned as per annual required maintenance.

Chiller Plants

- Operational inspections have been performed on chiller plants.
- Chiller readings taken four times daily.
- Chiller annuals completed in April 2020.
- Water chemistry for both buildings tested weekly in house and monthly by service provider.
- All control settings and setpoints will be closely monitored and adjusted accordingly based on occupancy as well as ambient conditions.



QUESTIONS, COMMENTS & NEXT STEPS