375 Beale Condominium Corporation

June 16, 2022

Agenda Item 6 - 22- 0823

Building Operations and Projects Report

Background:

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016, confer upon 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 CC&Rs). 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 November 9, 2021, Board meeting.

Continued Response to COVID-19 Pandemic

• On June 11, 2021, the San Francisco Department of Public Health (SFDPH) Health Order issued the Safer Return Together Health Order ("Order").

- The Order has been updated several times since its issuance to respond to the ever-changing Pandemic and by March 2022 all masking, symptom check and social distancing requirements had been lifted. In response to the lifting of those requirements BAMC implemented changes to visitor and tenant guidelines included in Attachment A: Reopening Safely at 375 Beale, which encourage all visitors and occupants to continue to abide by strongly recommended preventative measures that are respectful of individual needs—staying home when sick; respecting without judgment those that want to continue to wear masks; and/or maintaining safe distance, etc.
- Based on the ongoing Orders, CW has implemented a variety of cost saving measures. In
 Fiscal Year 20/21 CW saved approximately \$353,721 for building operations and
 \$115,458 for agency expenses. For FY 21/22, CW has continued reducing costs where
 possible and to this FY has saved approximately \$81,523.00for building operations and
 \$135,092.00 for agency related expenses.
- If necessary, staff will implement new measures to respond to the Pandemic and communicate those changes to tenants and agency staff.

Shared Services

As guidance around the Pandemic has been fluid and all the agencies and several tenants in the building have adopted Hybrid Work policies most employees that work within BAMC continue to primarily work remotely.

To accommodate the hybrid environment and to support the increased public participation achieved while meetings were 100% virtual, all public agency Board, Commission and Committee meetings normally held on Level 1 are now being held as Hybrid meetings. This will allow Board Members, staff, and members of the public to attend in person or virtually.

If a public meeting cannot be held on Level 1, it will continue to be 100% virtual, because currently BAHA cannot support Hybrid meetings from other locations throughout the building.

Since the last Board meeting BAMC served as the venue for four American Red Cross blood drives.

Utilization reports for Shared Services activities since the last Board meeting are attached as follows:

- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale

Security Update

There have been no notable incidents since the last Board meeting. Based on recent local and regional circumstances to protect the safety of all occupants and guests at the BAMC staff is working with CW to have a security screening system installed at the Beale Street entrance to the building. Until that system is installed BAMC will be requiring all participants in public meetings held on Level 1 to be screened prior to their entering the meeting to ensure that all meeting participants are as safe as possible.

BAHA and CW staff continue to review and determine what additional security measures should be implemented, those recommendations will be provided to this Board.

Projects

1st Floor Reconfigurations

BAHA is progressing with design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone conference rooms and the adjacent warming kitchen. The architect continues to work on the Architectural, Mechanical, Electrical, and Plumbing (MEP) permit drawings for the conference room and warming kitchen expansion. BAHA staff have also begun discussions about how to approach design related to integrating existing AV systems in the multipurpose rooms, Board Room, and Temazcal conference room.

LED Lighting Upgrade for 1st Floor Meeting Rooms

The Board, Yerba Buena, and Ohlone Rooms were previously lit by a combination of linear florescent fixtures and LED down lights. Those fixtures consisted of electrical ballasts and florescent tubes, which had begun to fail in large numbers and were costly to replace. To mitigate issues with lighting in these rooms and avoid having to repeatedly purchase costly

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replacement materials, the fixtures in the Board, Yerba Buena, and Ohlone Rooms have been replaced with LED lighting.

Agency Floor Space Planning

BAHA entered into a contract with TEF Architecture & Interior Design, Inc. (TEF) for design and other related project management design services to assist BAHA in determining how the agency space within BAMC may evolve with the changing needs related to a hybrid work environment. That work was expanded in April to allow for a review of the individual agency spaces as well. Under the expanded contract, TEF will provide in depth research to determine what types of space changes would benefit the agency occupants and their experience in the building. Staff will provide updates on this work at future a Board meeting.

375 Beale Street Community/Event Space(s), and Café

BAAQMD and MTC staff will develop and finalize the operating rules and procedures for the Temazcal space and present them to this Condominium Board in FY 22/23.

Parking Feasibility Study

CW staff have initiated a parking feasibility study to review BAMC's current parking rates and standing in comparison to current market rates in the downtown San Francisco area. This study will include a review of parking behavior, leasing and CC&R commitments and parking stall availability. BAHA will present recommendations for operational restructure at a future Board Meeting.

Building Floor Measurement Recalculation

CW staff has initiated a Request For Proposal (RFP) to obtain an architect to update and revise the existing floor measurement calculations for floors 1-8. The current measurements that used BOMA Method A 2010 are outdated. Under the revised process the selected architect will update BOMA calculations to the most recent - 2017/2019 – standards and adjust load factions and provide updated Rentable Square Footage (RSF) for the entire building including amenity areas.

Hybrid Space Visioning Project between BAHA, BAAQMD and BCDC

In January 2022, BAHA began the project to determine how the MTC employee and shared spaces on Level's 5 through 8 within BAMC may evolve with the changing needs brought on by recently adopted Hybrid policies that may lead to efficiencies and opportunities to enhance the current experience of the building. In April 2022, that project was expanded to include information on the BAAQMD and BCDC employee spaces. This expanded Regional Agency Project will be done through a collaborative process that includes meetings, visioning, interviews, surveys, and a workshop on the BAAQMD and BCDC employee spaces with staff from BAHA/MTC, BAAQMD, and BCDC.

The result of the Regional Agency Project will result in a written report that can be used by BAHA, BAAQMD and BCDC to determine what types of changes would benefit the Regional Agency occupants experience in the agency and shared spaces while working within BAMC.

Attachments:

Page 5 of 5

- Attachment A: Reopening Safely at 375 Beale
- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale

Denise Rodrigues

Denise Rodrigues



This presentation outlines changes made to the Social Distancing Impacts at 375 Beale in order to have a Safer Return Together (pursuant to Order C19-07y_updated April 21, 2022). Our primary goal is to provide a healthy workplace for all individuals that enter the Bay Area Metro Center.

1. (Current	Health	Order	Requirements	- REVIEW
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- 2. Building Entrances
- 3. Lobby & Security Desk
- 4. Management Office
- 5. Elevators
- 6. Service Elevator & Mail Room
- 7. Amenities Wellness Room / Cove
- 8. Amenities Shower Rooms / Bicycle Rack Area
- 9. Common Areas Indoor & Outdoor Seating

- 10. Common Areas Hallways & Stairways
- 11. Common Areas Restrooms
- 12. Parking Structure and Loading Zone
- 13. Conference rooms and meeting spaces
- 14. Common Areas Shared Pantries
- 15. Occupant Spaces
- 16. Janitorial Cleaning Specifications and Preparations
- 17. Visitor and Contractor Management
- 18. Questions, Comments & Next Steps

CURRENT HEALTH ORDER REQUIREMENTS



Order No. C19-07y(updated) went into effect on April 21, 2022



Social Distancing Protocols / Health Safety Plan

No Longer Required.

Mandatory Reporting Requirements

- Must report within 48 hours of being tested positive to Building Management.
- 3 or more cases within a 2 week period.

Required Signage https://sf.gov/outreach-toolkit-coronavirus-covid-19

- Get vaccinated; stay home if sick; wear a mask for added protection, maximize fresh air.
- Reporting Violations to 3-1-1.

Ventilation Guidance

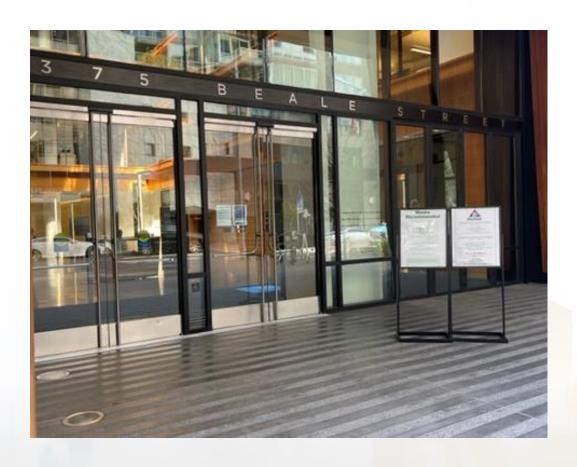
All Businesses and governmental entities with indoor operations are urged to review the Ventilation Guidelines and implement ventilation strategies for indoor operations as feasible.

Face Coverings

Effective March 23, 2022, Well-Fitted Masks will no longer be required inside all common areas of the Bay Area Metro Center ("the building") however Well-Fitted Masks are strongly recommended, especially for unvaccinated people. Well-Fitted Masks are the safest choice in indoor public settings and in crowded or poorly ventilated spaces. People can choose to wear Well-Fitted Masks around others whether it's required or not for added protection. People should respect others' choices around their health.

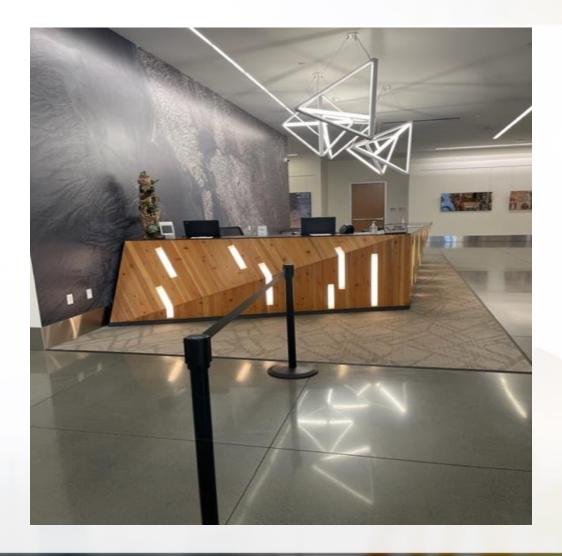
BUILDING ENTRANCES





- Beale Lobby Entrance doors will continue to be used as the sole and primary entrance into the building to assist with security measures and reduce the number of frequently touched areas. A "well-fitted" mask is highly recommended to be worn prior to entering the building and in all common areas.
- Rincon Entrance doors will continue to remain locked and be used as an exit route only to help with flow of traffic as occupants increasingly return back to the building.
- Harrison Entrance door will be fully accessible M-F from 7am-7pm. Security badges will be verified upon entering. This location will be the sole entrance for bicycle riders.
- The Building Concierge will complete badge verification checks upon entering the building.
- Hand Sanitizer stations will remain at each lobby entrance (Beale, Harrison, Rincon).

LOBBY & SECURITY DESK





- **Signage** will remain in lobby and elevator banks to remind occupants of the recommended face covering requirements and encourage safe best practices while in the building.
- Janitorial will continue addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- Hand Sanitizer stations located at the Beale and Rincon entrances.

MANAGEMENT OFFICE



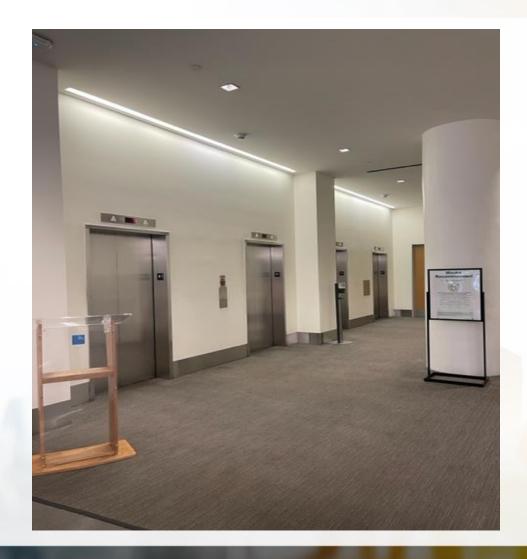


Management Office will continue to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.

To schedule an appointment please contact Building Management at 628-220-2080 or 375bealest@cushwake.com.

Masks are required prior to entry.

ELEVATORS





- Security will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 to reduce crowding and direct an upward flow of traffic.
- **Each elevator** to be designated up to 4 persons during peak travel.
- Hand Sanitizer Station located at 1st floor elevator lobby.
- Face coverings recommended while inside cab.

SERVICE ELEVATOR & MAIL ROOM





- Due to the usage of the service elevator, this
 elevator will continue to be set in Angus to
 reserved only for contractors, occupants and
 vendors traveling with carts. Security will need to
 be contacted to assist when needed.
- Face coverings <u>recommended</u> at all times in these areas.

AMENITIES – WELLNESS CENTER - COVE





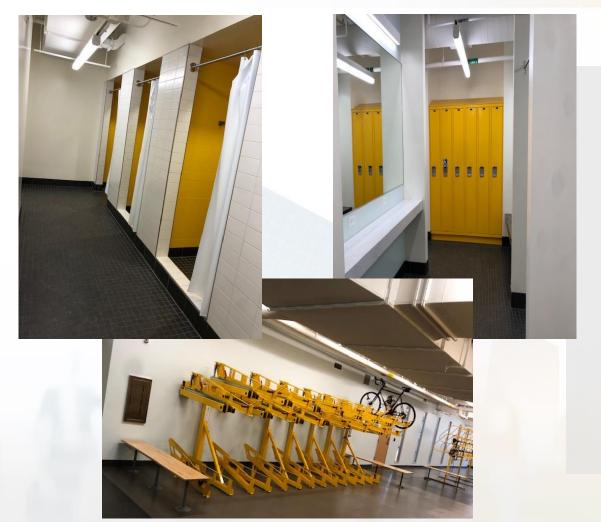
OPEN FOR RESERVATION ONLY

Please contact <u>meetings@bayareametro.gov</u>.

- Used on Reserved basis only to control maximum capacity of this room. Badge access limited to users on a case by case scenario.
- Addition of a liability notice on front door stating gym use at your own risk.
- Signage to encourage cleanliness and social distancing.
- Face coverings <u>recommended</u> at all times in this area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA

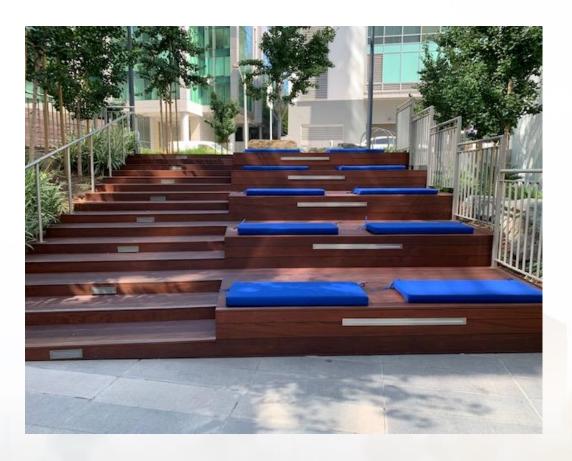




OPEN FOR USE

- **Signage** to encourage cleanliness of personal belongings. Reminders are posted inside lockers that personal belongings should not be left overnight.
- Liability notices are posted on shower room and bike rack area to use at your own risk.
- 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 continue to wipe down each bike rack to frequently touched areas nightly.
- Face coverings <u>recommended</u> at all times in these areas.

COMMON AREAS – INDOOR & OUTDOOR SEATING



- Benches and commonly shared seating areas open for use.
- Seat cushions outside will be not be provided until further notice.



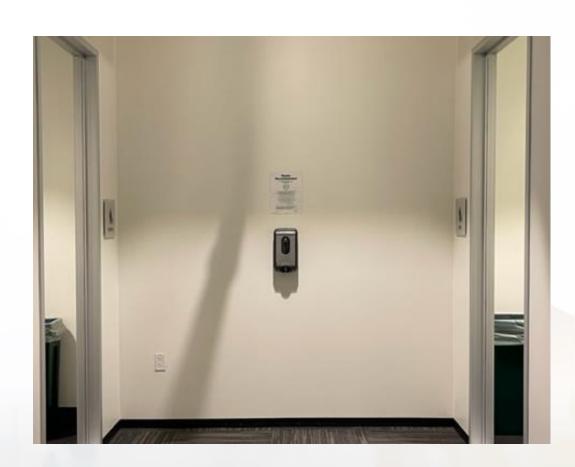
COMMON AREAS – HALLWAYS & STAIRWELLS



- We encourage all occupants to social distance when necessary to minimize congregating in the hallways and stairwells.
- Signage indicating to practice social distancing and no breaks or lunches in these areas.
- Face coverings <u>recommended</u> at all times in this area.

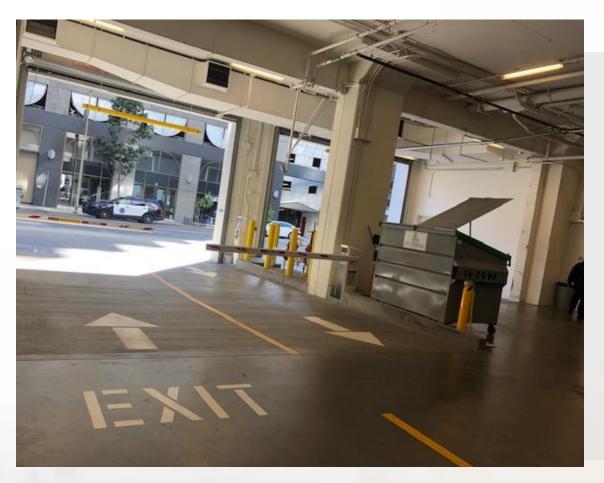
COMMON AREAS – RESTROOMS





- Poors will continue to be propped open to reduce frequently touched areas.
- Hand sanitizer dispensers are located outside of restroom doors for door opening.
- Face coverings recommended at all times in these areas.

PARKING STRUCTURE AND LOADING ZONE



- Face Coverings will be <u>recommended</u> inside the garage at all times.
- Signage directing occupants towards using Beale entrance only to gain access into the building and not back hallway by freight elevator. This reduces the amount of frequently touched areas and assist with path of travel. Double doors next to freight elevator will be used to exit the building to enter into the garage or retrieve mail from L1 only.
- Hand Sanitizer stations will be placed inside both Harrison and Beale garage.

CONFERENCE ROOMS AND MEETING SPACES



- Virtual Meetings encouraged to be held whenever possible.
- Hybrid Brown Act Public Meetings 1st floor will have a dedicated officer to verify badge for current occupants and Board Commissioners and also wand members of the public prior to entry.
- Face coverings are <u>recommended</u> to be worn in these areas at all times.

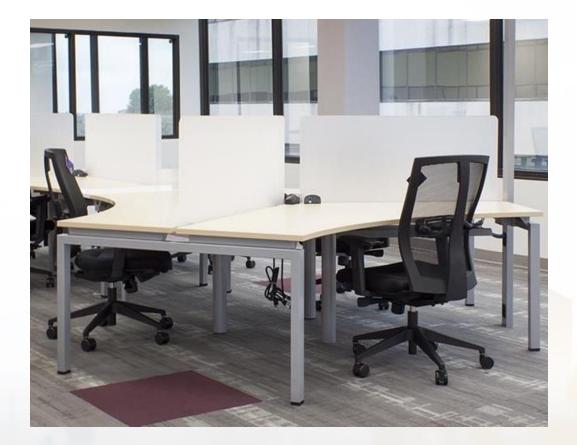
COMMON AREA – SHARED PANTRY SPACES



- Shared Common Area Pantries open floors 5-8 with Coffee and Tea service.
- Additional signage promoting COVID best practices and proper handwashing at kitchen sink areas with additional signs recommending that equipment be wiped down before and after each use.

Please visit https://sf.gov/outreach-toolkit-coronavirus-covid-19 for other required signage from SFDPH.

OCCUPANT SPACES



- Continue to Implement a FREE and CLEAR desk policy – to keep desk free and clear from any personal belongings or paperwork each night so that the night janitorial team can fully wipe down
- Tenants are REQUIRED to follow the San Francisco County and Cal/OSHA guidelines for best business practices.

each surface thoroughly.

JANITORIAL CLEANING SPECIFICATIONS

High-touch points will continue to be cleaned throughout the building 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.
- Water cooler/kitchen space: 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.

Night cleaning services have been enhanced with a specialized cleanser which is used on nightly basis inside occupant spaces. For additional details, please contact Building Management.

VISITOR AND CONTRACTOR MANAGEMENT – (NON-BUILDING BADGE HOLDERS)



CONTRACTORS:

- All Contractors are requested to be pre-registered in the Angus System in advance as a "Vendor Access" work order ticket to assist with expedited access. A certificate of insurance (COI) must also be verified and approved in advance of their visit by Building Management.
- The pre-screening form will no longer be required upon check-in.

SCHEDULED VISITORS:

• Visitors <u>are requested to be pre-registered</u> in the Angus System in advance as a "Visitor Request" for expedited access to their destination.

UNSCHEDULED VISITORS:

Visitors who are <u>NOT</u> pre-registered in advance will require the security team to contact
the designated Facility Contact for each occupant space as necessary for final
authorization and approval. " *Must be done with an authorized Facility Contact*.

NEW HIRES:

Must be pre-registered in advance in Angus as a "Visitor Request".



Attachment B, BAMC Visitors, Parking & Other Service Requests

Visitor Summary & Check-In Source

Generated By: Ebony.Horace@cis.cushwake.com May 11, 2022

Period: Expected from October 1, 2021 to May 31, 2022

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

		PRE-REGISTERED BY TENANT		Total		Desktop		Touchscreen		Mobile		Kiosk		CHECKE VISIT	
Tenant	EXPECTED VISITORS	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Bay Area Metro Center	604	392	65%	508	84%	439	86%	29	6%	0	0%	0	0%	196	39%
ABAG	3	0	0%	3	100%	3	100%	0	0%	0	0%	0	0%	2	67%
BAAQMD	169	87	51%	143	85%	123	86%	14	10%	0	0%	0	0%	48	34%
BAHA - Construction	12	0	0%	12	100%	12	100%	0	0%	0	0%	0	0%	10	83%
Bay Conservation and Development Commission (BCDC)	17	10	59%	13	76%	9	69%	4	31%	0	0%	0	0%	8	62%
MTC	403	295	73%	337	84%	292	87%	11	3%	0	0%	0	0%	128	38%
Grand Totals:	604	392	65%	508	84%	439	86%	29	6%	0	0%	0	0%	196	39%

Summary By Month

PARAMETERS

Period: Received January 1, 2022 to December 31, 2022

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	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BOLO	-	-	-	1	-	-	-	-	-	-	-	-	1
Building Services	-	-	1	1	-	-	-	-	-	-	-	-	2
Cleaning	1	1	2	-	2	-	-	-	-	-	-	-	6
Dedicated Porter Service	-	-	-	2	-	-	-	-	-	-	-	-	2
Door Unlock Request	-	-	-	1	-	-	-	-	-	-	-	-	1
Electrical - Light Bulbs	1	-	-	2	1	-	-	-	-	-	-	-	4
Electrical Repair - Misc	-	3	-	2	-	-	-	-	-	-	-	-	5
HVAC - After Hours	-	-	1	2	-	-	-	-	-	-	-	-	3
HVAC - Too Cold	1	-	-	-	-	-	-	-	-	-	-	-	1
HVAC - Too Hot	-	-	-	2	1	-	-	-	-	-	-	-	3
Janitorial Supplies	-	-	-	2	4	-	-	-	-	-	-	-	6
Keys & Locks	1	1	5	6	1	-	-	-	-	-	-	-	14
Miscellaneous Repairs	-	2	2	-	1	-	-	-	-	-	-	-	5
Parking - Contract	-	-	-	1	-	-	-	-	-	-	-	-	1
Parking Inquiry	2	-	2	8	2	-	-	-	-	-	-	-	14
Patch and Paint	-	-	1	1	-	-	-	-	-	-	-	-	2
Plumbing	-	-	3	-	-	-	-	-	-	-	-	-	3
Repair/other	-	1	1	1	2	-	-	-	-	-	-	-	5
Replacement Access Card	2	1	-	5	1	-	-	-	-	-	-	-	9
Security - Special Event	-	-	2	6	5	-	-	-	-	-	-	-	13
Security Access Card	19	25	33	21	9	-	-	-	-	-	-	-	107
Trash/Recycling Removal	-	-	1	-	-	-	-	-	-	-	-	-	1

Summary By Month

PARAMETERS

Period: Received January 1, 2022 to December 31, 2022

Sorted By: Tenant

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	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BAAQMD	7	22	12	18	3	-	-	-	-	-	-	-	62
BAHA - Shared Services	1	-	3	9	3	-	-	-	-	-	-	-	16
Bay Conservation and Development Commission (BCDC)	1	2	13	3	4	-	-	-	-	-	-	-	23
MTC	20	10	26	34	19	-	-	-	-	-	-	-	109
Grand Totals	29	34	54	64	29	0	0	0	0	0	0	0	210

Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com May 11, 2022

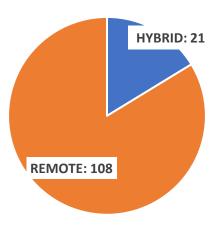
Bay Area Metro Center	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Vendor Access	2	-	-	-	-	-	-	-	-	-	-	-	2
Grand Totals	29	34	54	64	29	0	0	0	0	0	0	0	210



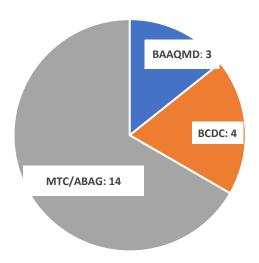
1st FLOOR PUBLIC MEETINGS

November 2021 - April 2022

PUBLIC AGENCY MEETINGS REMOTE & HYBRID



PUBLIC AGENCY HYBRID MEETINGS TOTAL: 21



PUBLIC AGENCY REMOTE MEETINGS TOTAL: 108

