



**BUILDING MANAGEMENT
QUARTERLY REQUEST FOR TENANT UPDATE**

Project Name The Pointe
Building Manager Cristina Spratt
Date Updated:

Office of the Building
Address 2900 West Alameda Avenue
Unit Suite 100
City/State/Zip Burbank, CA 91505
Phone (818) 333-7000
Facsimile (818) 333-7050
Email thepointe@worthe.com
Website www.worthe.com
Tenant Portal www.thepointeca.info

Building Security The Pointe Security provided by contractor, Allied Universal
Post Commander Rehman Khan
Location Main Lobby
Phone (818) 333-7009
Mobile (818) 669-4934
Email pointesecurity@aus.com
Required CC: thepointe@worthe.com

Instructions: Tenant shall update all information in blue highlighted cells.
Completed form shall be returned to Management within 5 business days of request or automatically on a quarterly basis.

To Be Completed By Authorized Tenant Representative:
Company:
Form Completed By:
Date Completed:
Title:
Address:
Phone:
Email:
Alternate:

To certify you have reviewed the enclosed materials and no changes are needed, please initial and date below.

Initial
 Date

Worthe Real Estate Group values your tenancy and thanks you for your cooperation.



AFTER HOURS EMERGENCY CONTACT LIST

During Building Hours

(Monday - Friday 8:00 a.m. - 6:00 p.m., Saturday (9:00 a.m. - 1:00 p.m., excluding Holidays)

Company:		0
Suite No.:		
Contact No 1:		
Title:		
Office Phone:		
Mobile Phone:		
Email:		
Notes:		
Contact No 2:		
Title:		
Office Phone:		
Mobile Phone:		
Email:		
Notes:		

After Building Hours

(Monday - Friday before 6:00 p.m. - 8:00 a.m., Weekends (except for Saturday 9:00 a.m. - 1:00 p.m., excluding Holidays). Check your Lease for details.

NOTE: List will be given to all members of building management and security staff.

Contact No 1:	
Title:	
Home Phone:	
Mobile Phone:	
Email:	
Notes:	
Contact No 2:	
Title:	
Home Phone:	
Mobile Phone:	
Email:	
Notes:	

RECURRING VENDORS APPROVED BY TENANT VENDOR COI MANAGEMENT POLICY

Terms of COI Approval

- 1 LANDLORD WILL KEEP UP TO 10 RECURRING VENDOR COIS ON FILE . TENANT SHALL PROVIDE THIS LIST INITIALLY AND SHALL BE RESPONSIBLE FOR ROUTINE UPDATES.
- 2 ALL NON-RECURRING/PRE-APPROVED VENDORS NEED TO HAVE VALID COI SUBMITTED WITH EACH ACCESS REQUEST
- 3 BEST PRACTICE - IT IS RECOMMENDED THAT TENANT KEEP THEIR OWN INTERNAL VENDOR COI FILE FOR REFERENCE WHENEVER NECESSARY.

REQUEST FOR APPROVED ACCESS - AUTHORIZED VENDORS

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By submitting the list below, Tenant hereby certifies that each named company/vendor: 1) meets insurance requirements as set forth by Landlord; 2) will submit a current, valid COI upon expiration; and 3) is authorized for access to Tenant's suite. Specific access instructions will also be noted below.

	Vendor Name	Access Instructions
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

BUILDING MECHANICAL AREAS EQUIPMENT & ACCESS

MAINT POINT OF ENTRY (MPOE)

MPOE - Main Point of Entry, Room P101, located in the Northwest corner of the parking garage, is the designated location for all network cables (including phones, internet/data and tv) to enter the property and from where they get redistributed to other parts of the building and tenant suites. Due to the sensitive nature of the equipment and complicated wiring systems in this room, only certain authorized people will be granted access. This list may include members of building management and engineering staff, authorized tenant representatives and properly-insured and pre-approved service providers. Building management, as managing agent for the Landlord, has ultimate decision-making authority and reserves all rights to issue approvals and denials of access requests. Due to certain property conditions, Landlord has entered certain agreements with tenants, allowing tenant equipment to be housed and operated out of the MPOE, but all tenants will be subject to the same terms of approval (listed below).

Tenant Equipment in the MPOE - Terms of Approval

- 1 Tenant equipment shall only be installed in a location and by attachment method that has been pre-approved by Landlord.
- 2 Any request for equipment relocation or modification of any kind shall be requested in writing and approved by Landlord.
- 3 Landlord has made all reasonable efforts to provide a secure environment for telephone and data equipment. Tenant shall not hold Landlord liable for damage, repairs or any expenses incurred while tenant's equipment is housed in the building MPOE.
- 4 Tenant agrees not to interfere or tamper with any equipment belonging to Landlord or any other tenant at any time. Violation of this term will result in revocation of any and/or all approvals. Upon such violation, Landlord reserves the right to require Tenant to propose an alternate equipment plan, one that does not require MPOE access, the cost for which shall be the sole responsibility of the Tenant.
- 5 Tenant shall provide Landlord with a routinely updated list of authorized personnel who are to be granted access of the MPOE as needed to maintain tenant's equipment. This list shall be provided no less than quarterly, and must be updated any time a staffing change necessitates further update. All other vendors shall be subject to standard building insurance and access requirements, and all outsourced work shall be scheduled in advance with building management. No vendor or employee will be granted access without proper documentation on file. Tenant accepts responsibility for the actions of each individual named on the aforementioned list and agrees to defend against any claims or damages incurred as a result of the actions of any individual named on their list, and agrees to indemnify Landlord against any subrogation by another tenant or contractor.

REQUEST FOR MPOE ACCESS - AUTHORIZED TENANT REPRESENTATIVES

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By submitting the list below, Tenant hereby certifies that each named individual is: 1) a legal employee; 2) covered by Tenant's insurance; 3) knowledgeable in the field of Information Technology and is therefore qualified to work on and/or near any equipment housed in the MPOE; and 4) aware and accepting of all above-stated terms and conditions.

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2	
3	
4	
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GENERAL REQUEST FOR ACCESS - OTHER MECHANICAL AREAS (E.G. ELECTRICAL ROOMS, STORAGE AREAS, ROOF)

List here any other access needs for which you are requesting approval. Be sure to describe the area to which access is needed, the reason for access, and the list of persons authorized to gain this access. Landlord will approve and document each access request separately. Access privileges may be revoked at any time and for any reasons, but are very likely to occur if access is found to be in violation of building procedures or policies, or should any behaviors create unsafe situations or impede upon another tenant's rights or space, or should any actions be deemed unfit or likely to cause damage or liability of any kind.

1	
2	
3	
4	
5	

AUTHORIZED CONTACTS & SIGNATORIES

The following people are authorized to make operational decisions, approve expenses and sign Tenant Work Authorizations on behalf of our company.

Name _____
Title _____
Phone _____
Email _____
Note: _____

Name _____
Title _____
Phone _____
Email _____
Note: _____

Name _____
Title _____
Phone _____
Email _____
Note: _____

Special Instructions: _____



Fire & Life Safety Training Requirements

As an occupant in a Worthe Real Estate Group-managed property, you have full access to fire and life safety information and training opportunities (including emergency evacuation procedures) through your building management team. As a new tenant, you are provided with information and access to online systems for training, information and systems which should then be proliferated to all of your company's employees. As their employer, YOU ARE RESPONSIBLE FOR ENSURING THEIR TRAINING AND ONGOING COMPLIANCE WITH FLS POLICIES. Worthe Real Estate Group will make commercially-reasonable efforts to ensure the building systems are code compliant and that all required testing and maintenance is performed. An annual fire drill will be conducted for all building occupants.

Go to www.thepointeca.info/emergencyprocedures for details about The Pointe's FLS policies.

Contact your Building Management Team for questions on how to achieve proper training certification.

Worthe Real Estate Group, Suite 100

Call (818) 333-7000 or email thepointe@worthe.com

EMPLOYER STATEMENT OF CERTIFICATION

I hereby certify that I have received information from Worthe Real Estate Group about the RJ Westmore online FLS training system and, furthermore, will ensure that every employee that inhabits our workspace (regardless of hours worked or contract status), contractor, long-term guests or person(s) otherwise affiliated with our business, is required to complete, at minimum, annual training for proper emergency response procedures here at The Pointe and will be given the opportunity and necessary information to contact Worthe Real Estate Group should they wish for more information or additional instructions.

By submitting my information below, I understand I am certifying that I am an employee and authorized representative of the company listed below and that I have the authority to facilitate my company's compliance with building fire and life safety policies.

Company:

Name:

Title:

Phone:

Email:

Date:

Form fields for Company, Name, Title, Phone, Email, and Date, represented by a light blue shaded area.