

4 HUTTON



TENANT HANDBOOK

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INTRODUCTION

Welcome

Welcome to 4 Hutton Centre. Cushman & Wakefield is dedicated to bringing you the highest level of customer service and support. This tenant handbook is a resource of information you need for your suite including operations, services, policies and procedures. Please contact the Building Management Office with any questions regarding the information in this handbook. We are pleased to have you as a tenant in our building and look forward to providing you with the tenant services you require.

About 4 Hutton

4 Hutton Centre is a 216,684 square foot class A high rise office building located in the prestigious South Coast Metro Area. The property boasts direct access to the 55 Freeway and immediate access to 405, 73, and 5 freeways. The parking structure provides ample parking for tenants and guests alike. The upgraded lobby shows pride of ownership. On-site management and security allow for a safe and productive working environment in which to operate your business. Lakeside views with outdoor seating areas and ample paths complement the building.

The location provides walking distance to numerous retail amenities at MacArthur Plaza including Rubio's, Starbucks, Masala Craft, and more. Essex Skyline Apartments, Courtyard Marriott, and Doubletree Hotel within walking distance also provide tenants with short- and long-term lodging accommodations.

There are many more amenities within a few miles of the property including John Wayne Airport, Mastro's Steakhouse, Morton's Steakhouse, South Coast Plaza, and Segerstrom Concert Hall. The location boasts opportunities for both work and play.

FORMS

Please send completed forms to the Building Management at michele.avila@cushwake.com or carolyn.killion@cushwake.com.

- 4 Hutton Overnight Parking Form
- 4 Hutton Validation Form
- 4 Hutton Access Card Application
- Tenant Contact Form

4 HUTTON

OVERNIGHT PARKING REQUEST FORM

EMPLOYEE INFORMATION			
NAME:		EMAIL:	
COMPANY:		SUITE:	
COMPANY PHONE NUMBER:		COMPANY FAX:	

VEHICLE INFORMATION			
MAKE:		MODEL:	
YEAR:		COLOR:	
LICENSE PLATE #:		REGISTERED OWNER:	

PARKING STRUCTURE INFORMATION			
LEVEL IN PARKING STRUCTURE WHERE VEHICLE HAS BEEN LEFT			
IS STALL RESERVED OR UNRESERVED?			
VEHICLE WILL BE LEFT	FROM		
	UNTIL		

EMERGENCY CONTACT			
NAME:			
DAY TIME PHONE NUMBER:			
EMERGENCY PHONE NUMBER:			

RULES:

1. Landlord is not responsible for any loss or damage to tenant's and/or employee's vehicle, property or contents thereof due to theft, vandalism, or accident arising from or related to the use of the parking facility. Parking on the premises is at tenant's and/or employee's sole cost and risk. Please refer to your Employer's lease – Parking Rules and Regulations, which states requirements and indemnifications.
2. This form is only valid for one overnight parking event. Complete a new request for each break in overnight stays.

SIGNATURE:		DATE:	
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<u>PLEASE RETURN THIS FORM TO:</u>	
Cushman & Wakefield U.S., Inc.	(714) 850-1703 – OFFICE
4 Hutton Centre Drive, Suite 440	(714) 850-0631 – FAX
Santa Ana, CA 92707	EMAIL TO: michele.avila@cushwake.com



**CUSHMAN &
WAKEFIELD**

Validation Request Form

Company Name: _____

Suite Number: _____

Requested by: _____ Phone Number: _____

Date of Request: _____

		Qty.		
15 mintues Validation	\$1.50	<u>0</u>	Total \$	<u>\$0.00</u>
30 mintues Validation	\$3.00	<u>0</u>	Total \$	<u>\$0.00</u>
45 mintues Validation	\$4.50	<u>0</u>	Total \$	<u>\$0.00</u>
1 hour Validation	\$6.00	<u>0</u>	Total \$	<u>\$0.00</u>
All Day	\$18.00	<u>0</u>	Total \$	<u>\$0.00</u>
			Total \$	<u>\$0.00</u>

Validations must be ordered in increments of 10.

Allow 24 hours for processing and delivery of validations.

Make all check's payable to Parking Concepts,Inc.

Email to michele.avila@cushwake.com

Parking Concepts, Inc.
4 Hutton Centre Drive, Suite 440
Santa Ana, CA 92707
714-850-1703



PARKING CONCEPTS INC.

**4 HUTTON
4 HUTTON CENTRE DRIVE
EMPLOYEE PARKING/BUILDING ACCESS FORM**

REQUEST TYPE *	New Card
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** Lost, stolen or damaged cards will be invoiced at \$25.00 per card.*

Once a card is cancelled from the system, all history for the card is deleted. Indicate if a history of the card usage is required prior to cancelling the card.

PERSONAL INFORMATION:

EMPLOYEE NAME:	
COMPANY NAME:	
SUITE NUMBER:	
OFFICE PHONE NUMBER:	

VEHICLE INFORMATION:

Vehicle #1		Vehicle #2	
MAKE:		MAKE:	
MODEL:		MODEL:	
COLOR:		COLOR:	
LICENSE PLATE #		LICENSE PLATE #	

ACCESS CARD INFORMATION:

BUILDING ACCESS: YES/NO		WHICH FLOOR(S)?	
PARKING ACCESS: YES/NO			
PARKING TYPE: RESERVED/UNRESERVED:			
EFFECTIVE DATE:			
EMPLOYEE SIGNATURE:		DATE:	
OFFICE MANAGER SIGNATURE:		DATE:	

ACCESS CARD NUMBER ASSIGNED:	
-------------------------------------	--

All access card holders agree to honor all building and parking rules and regulations, which are available for review upon request. Failure to use the Access Card will result in User Paying Posted Rates and/or loss of parking privilege with No Future Refund.

Tenant may not exceed lease allocations unless approved in writing by Property Management. If Building is less than 80% occupied, Ownership will grant over lease allocation on a case by case request. If granted, building owner reserves the right to revoke parking privileges at 4 Hutton with 30-day written notice back to a maximum lease allotted total of parking passes.

Return completed form via email to michele.avila@cushwake.com.



Tenant Contact Form

To better serve you, we are asking for your assistance in providing us with updated contacts and addresses for your company. Please complete the information (where applicable) in the spaces provided below and return it to our office at your earliest convenience. Your assistance in this matter is greatly appreciated. This information will be kept strictly confidential.

General Information

Company Name: _____
Address: _____
Day-to-Day Contact Name & Title: _____
Email Address: _____
Telephone/Fax #: (_____) _____ (_____) _____
Number of Employees: _____

Accounting Information

Contact Name & Title: _____
Address: _____
Email Address: _____
Telephone/Fax #: (_____) _____ (_____) _____

Central or Home Office

Contact Name & Title: _____
Address: _____
Email Address: _____
Telephone/Fax #: _____

Emergency After-Hours Contact

Contact Name: _____
Telephone # 1 & 2: (_____) _____ (_____) _____

BUILDING OPERATIONS

Building Management Office

Cushman & Wakefield U.S., Inc.
4 Hutton Centre Drive, Suite 440
Santa Ana, CA 92707

Office Phone (714) 850-1703
Office Fax (714) 850-0163

Building Hours

Weekdays – 7:00 am to 6:00 pm
Saturday – 9:00 am to 1:00 pm
Sunday – Closed with 24-hour card access

Tenant 24-Hour Access

4 Hutton provides its tenants with secured twenty-four hour, seven days a week access to the Building. Security is provided by a combination of electronic monitoring and security staff. An authorized access card is needed in order to gain access to tenant floors.

Visitors

Individuals who have not been issued an access card must be on an approved access list provided by each tenant company to enter the Building. To inform security that your company has a visitor arriving, please call (714) 715-2227.

Holidays

The Building is closed in observance of the following holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve
- New Year's Day

Insurance Requirements

In accordance with your lease agreement regarding insurance coverage, please include the following on the Certificate of Insurance:

Coverage: All limits set by your lease agreement

Certificate Holder: Ares Asset Management, LLC
c/o Cushman & Wakefield U.S., Inc.
4 Hutton Centre Drive, Suite 440
Santa Ana, CA 92707

Description of Operations: 4 Hutton Centre Drive, Santa Ana, CA
Add as Additional Insured:
- Ares Asset Management, LLC
- Cushman & Wakefield U.S., Inc.

Moving Procedures

Movement in or out of the Building of furniture, office equipment, construction materials or any other items are restricted to weekdays after 6:00 pm through 6:00 am the following morning, or on weekends and must be completed by Building approved movers with acceptable Certificate of Insurance on file. Management Office adheres to the following procedures to make tenant moves as efficient as possible:

1. Use of the freight elevator is on a first-come, first-served basis. Under no circumstances are passenger elevators to be used for moving equipment, furniture, boxes, etc.
2. The tenant is required to notify its moving company and request that a Certificate of Insurance be sent to the Management Office prior to the move date. A move will not be permitted until the Certificate of Insurance meets building requirements and is on file with the Management Office. Insurance requirements can be provided when requested.
3. Should the tenant require janitorial for clean-up; Management Office can arrange the service at a charge to the tenant.
4. The tenant is responsible to see that the moving/delivery company adhere to the prescribed rules and regulations regarding their move or delivery.
5. The protection of building corridors, doors, stairwells, elevator floor coverings, public areas, lobbies and service areas is the responsibility and expense of the tenant and/or moving company.
6. It is recommended that a pre-move and post-move be set up with the Management Office to note any damage.

Rental Remittance

Rent is due on the first of the month or the date as stated in your lease. Monthly rent statements are provided as a courtesy only and are not required for prompt payment of rent. To ensure that your company does not incur late fees or interest on monies owed, please make sure that the payments are received in the Management Office on or before the first of the month as late fees are charged automatically.

Account in the Name of: ARES ASSET MANAGEMENT, LLC

Account Number: 000000741847880

WIRE TRANSFER PAYMENTS

US Dollar wires should be sent to:

JPMorgan Chase Bank, N.A.

383 Madison Avenue

New York, NY 10017

ABA # - 021000021

SWIFT # - CHASUS33 (optional for Domestic wire transfers) Account Number - 000000741847880

Checking For Account of - ARES ASSET MANAGEMENT, LLC

ACH PAYMENTS:

ACH transfers should be sent as follows:

JPMorgan Chase Bank, N.A.

383 Madison Avenue

New York, NY 10017

ABA # - 322271627

Account Number - 000000741847880

Checking For Account of - ARES ASSET MANAGEMENT, LLC

CHECK PAYMENTS:

Please make the check payable to Ares Asset Management, LLC and hand deliver check to Suite 440 – Cushman & Wakefield or mail to 4 Hutton Centre Drive, Suite 440 Santa Ana, CA 92707.

Tenant Alterations and Construction

Tenants desiring or contemplating the alteration or remodeling of their existing leased space must contact the Management Office for review and authorization. Landlord must approve all tenant plans and specifications prior to construction. The Management Office is prepared to offer construction management services. However, a fee may be charged for these services. Management Office reserves the right to prohibit contractor's access to the building for any construction related work for which prior authorization has been obtained and retains the right to impose other reasonable restrictions (e.g., Certificate of Insurance) it deems necessary prior to commencement of construction.

BUILDING SERVICES

Conference Center

The 2,500 square foot Conference Center is in Suite 550. It consists of:

- Training Area – accommodates 12 individuals during COVID-19 social distancing parameters to a maximum of 24 individuals during normal times.
- Executive Board Room – maximum occupancy 6
- Two Guest Offices – seats 3 in each office
- Complimentary Wireless Internet

Use IMPAK work order system to reserve or call the Management Office.

Delivery and Mail

United States Postal Service

The mail room for the building is located on the 1st floor to the left of the elevators as you enter the building.

FedEx

A FedEx drop box is in the freight elevator common corridor lobby on the 1st floor.

The loading dock is open from 7:00 am to 6:00 pm, Monday through Friday. All large deliveries of furniture, equipment, or material should be scheduled with the Management Office. Dock access will not be allowed after hours or on weekends unless advance notice has been given.

Management Office reserves the right to stop any unauthorized deliveries and may request that they be rescheduled at an appropriate time.

Elevator Service

The building is equipped with four (4) elevators for floor access, two (2) elevators for parking structure, one (1) freight elevator that service the loading dock. Elevator service is available 24 hours a day. After normal business hours, you must use your access card to access the elevators at the lobby level.

All the elevators in the building are equipped with call buttons marked “Alarm” which are located under the rows of floor buttons. Should an elevator malfunction, press the Alarm button. The Alarm button immediately notifies Security of the problem.

The building has one (1) freight elevator and is available on a first-come, first-served basis during normal business hours (7:00 am to 6:00 pm, Monday through Friday). Use of the freight elevators for deliveries or moves after normal business hours must be scheduled at least 24 hours in advance with the Management Office. Tenant moving activity must be conducted on weekends or between the hours of 6:00 pm until 6:00 am, Monday through Friday.

HVAC

The building's standard operating hours are 8:00 am to 6:00 pm, Monday through Friday and Saturday is per the requirements of your lease, but only turned on by request due to energy conservation. To obtain optimum temperatures, blinds should remain down and closed when the sun is on your side of the building. In addition, anytime the outside temperature is over 85°, you will be asked to keep blinds closed to comply with Title 19.

To obtain after hours HVAC including weekends, please notify the Management Office as soon as possible to ensure that our Building Engineers has time to program your request but no later than noon on Friday, if the request is for the weekend, otherwise by 1:00 pm Monday through Thursday. The cost will be at the then current rate per the tenant's lease.

Janitorial

Janitorial services are provided between 6:00 pm and 10:00 pm, Monday through Thursday and Sunday between 6:00 am and 10:00 am except Holidays. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied. If trash is to be disposed of and is not in wastebaskets, then please inform the night crew by leaving a large note on such items marked "TRASH" and/or "BASURA". Please DO NOT leave items that are not trash on top of or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Management Office. Special cleaning services can be arranged at tenants' expense.

If a small cleaning problem should arise, or if you have any questions or comments regarding the night crew, please notify the Management Office.

Lake Information

Hutton Centre Association's 4-surface acre lake is well-fed from a natural aquifer. Hutton Centre Association manages the man-made lake within the Centre to be ecologically as close to a wild environment as possible in an urban environment. To that extent, the lake's eco-system is managed without use of chemicals or intervention with the exception of providing quality duck/bird feed and building a few sheltered duck nests that are tucked discretely around the lake so that people and predators are less likely to disturb the mother ducks and geese, their eggs and babies. In addition, several ramps have been installed to assist with exiting the lake, though most of the mother ducks/geese do not like having the ducklings use these access points.

The lake has some year-round resident birds (mallards, coots, 3-Peking ducks, & 1-pair of Egyptian Geese) and migratory birds (ring-necked ducks, American widgeons, osprey, white egrets, blue heron, black-crowned night heron, hawks, falcons, cormorants, etc.). The U.S. Fish & Wildlife Service Migratory Bird Program, The Migratory Bird Treaty Act, "makes it illegal for anyone to take, possess, import, export, transport, sell, purchase, barter, or offer for sale, purchase, or barter, any migratory bird, or the parts, nests, or eggs of such a bird except under the terms of a valid permit issued pursuant to Federal regulations. The migratory bird species protected by the Act are listed in 50 CFR 10.13." This means that we are not allowed to help or assist baby or adult birds that appear to have been abandoned unless they are injured. The Association management team has veterinary and rescue group emergency numbers on hand to aid the bird/mammal population as needed. Please do not attempt to "rescue" the wildlife.

The lake is stocked with fish, turtles, snails and crawfish at various layers that help us control the algae, midge flies and debris that gets into the lake environment. Many protected migratory birds of prey use the lake and surrounding buildings to hunt for fish and birds as part of their life cycle.

Please do not feed the birds and turtles with table scraps/bread as it is not healthy food for the birds, turtles and fish and causes increase algae production.

The lake is for your visual pleasure only. No swimming, fishing, boating, or other water activities are allowed on or in the lake. Contact the Management Office at (714) 850-1703 regarding any or all questions about the lake.

The sidewalk around the lake is 1/2 mile and there is an access ramp between Essex Skyline and 3 Hutton that leads to the Retail Center. The sidewalk around Hutton Centre Drive/MacArthur Place is a continuous circle and no roads to cross is 1 mile in length.

Maintenance Request

The building utilizes IMPAK Work Order System. The work orders system, a web enabled service management solution that allows tenants to enter service requests, view real-time tracking of the request, and view and download detailed memos. Please contact the Management Office to learn how to become an IMPAK user for your organization.

Parking, EV Charging and Bicycle Parking

The building has a parking garage with monthly, visitor, and reserved parking options. Access to parking for monthly parkers is controlled by card access 24 hours a day, 7 days a week. To ensure equitable fulfillment of each tenant's parking requirements, all tenants are requested to cooperate in enforcement of the garage rules and regulations.

An Access Card Application must be filled out for all employees and must have vehicle information to obtain an access card. Please keep a Master in your office for the Office Administrator's use.

Parking validations are obtained from the Management Office and must be pre-paid before receiving.

The building provides EV parking spaces with individual charging stations on the 3rd floor of the parking structure. There is also bike parking on the 1st floor.

Recycling Program

A successful ongoing recycling program exists at 4 Hutton. This program includes the collection of all recyclable products (paper, plastic, glass, aluminum) if they are clean and do not contain food scrapes, residues or liquids. The recycling material is collected each night by the night crew. The simple act of discarding these materials into appropriate recycling bins provides a sense of involvement and pride in preserving the environment. If requested, the building will provide each employee with a cardboard recycling box for collection of paper, cans, plastic and glass under individual employee desks.

Security

The building Security is on duty 24 hours a day, 7 days a week. Security is responsible for security in the lobbies, loading dock area and all common areas within the building. Please note that tenants occupying a full floor are responsible for the security of all areas of the respective floor.

Security Officers are not armed and are only intended to serve as protection for the building and as a deterrent to crime. Actual enforcement of local laws is the role of Santa Ana Police Department who should be contacted along with the Management Office if a crime or situation requiring the use of force occurs.

Security Officers do not have keys to individual tenant spaces and are strictly forbidden to allow access to those spaces. If you have lost your key or an unauthorized individual requests entry into your space, the tenant representative will be contacted to request permission to provide such access.

Signage and Directory

To maintain quality and present a uniform appearance, building directories and directional signage must be coordinated through the Management Office. The main lobby directory and first suite sign are provided by the Management. Any additional signage changes will be a tenant cost.

Please submit all requests for non-standard building signage in writing to the Management Office for approval. This includes building top, eyebrow and monument signage requests that were granted within tenant specific leases and must be approved prior to installation by Ownership and Hutton Centre Association (there is an approval process per the CC&R's that must be followed).

Smoking

Smoking (includes cigarettes, cigars, e-cigarettes, chew, illegal drugs, or any other device that produces smoke by-product) is prohibited within 4 Hutton's common areas, restrooms, corridors, and tenant suites per California State Code, City of Costa Mesa Code and in compliance with BOMA International's recommendations for interior building clean air standards. Smoking is also not allowed within 50' of the building's entrances (main lobby, loading dock and exit stairwells). Exterior smoking areas have been provided outside in two locations: 1) to the right of the loading dock is a patio area with benches and ash trays and 2) to the left of the loading dock is a patio area with table, chairs, & benches. The Parking Structure is a non-smoking structure. Individuals caught violating the no smoking policy may be subject to fines, police citations or lose parking privileges.

In addition, Hutton Centre Association Area has established a "NO SMOKING" policy for the sidewalk that surrounds the lake and access sidewalks leading from the Hutton Centre Drive sidewalk area between 3 Hutton and Essex Skyline.

Soliciting

Canvassing, selling, soliciting, and distribution of handbills or any other written materials in the building is prohibited, and Tenant shall cooperate to prevent the same.

South Coast Metro Alliance

4 Hutton is a member of the South Coast Metro Alliance as well as many of our tenants. Key components of the Alliance are:

- South Coast Metro Alliance unites developers, property owners and key corporate leaders who have a long-term investment in this community and are focused on nurturing business relationships while responding to issues and concerns.
- South Coast Metro Alliance is a dynamic and evolving organization that fosters economic growth and development in South Coast Metro, Orange County's premiere corporate and cultural center.
- South Coast Metro Alliance implements and coordinates programs that focus on regional marketing, infrastructure development, business attraction, expansion, and retention.
- South Coast Metro Alliance is the only business organization in South Coast Metro (north Costa Mesa/South Santa Ana) that provides members with the opportunity to meet other key business leaders, to maximize their exposure through publications, meetings and events while staying abreast of the latest business trends, events and information influencing Metro businesses.

For more information on the Alliance, contact Diane Pritchett at alliance@southcoastmetro.com or (714) 435-2109 or visit the Alliance's website at <http://www.southcoastmetro.com/>.

Space Heaters

Space heaters are not allowed in the building due to strict fire codes within the City of Santa Ana and the County of Orange. If you are cold, please use IMPACK work order system so that engineering can adjust the temperature within your area.

Special Services

As stated within this manual, routine maintenance calls include such services as replacing building standard light bulbs, emptying trash and replenishing restroom supplies. Although we are always willing to try to meet your needs, certain service requests are beyond routine and require extra time and materials. For these service requests, the cost of the materials and the time it takes to perform the service are billable. Any request which is considered billable will be relayed prior to work commencement unless it is an emergency repair and cause is undetermined until researched.

Stairwells

There are two stairwells on each floor for exiting the building only. Stairwell doors are locked 24/7 except in the event of an emergency and therefore, individuals cannot use the stairs to travel between floors within the building.

Window Cleaning

The interior of exterior windows is cleaned annually, and exterior window surfaces of the building are cleaned a minimum of two (2) times per year. You will receive a memorandum before the scheduled date of each interior cleaning. Please make sure that the window cleaners have easy access to the window surfaces to accomplish their tasks with minimum disruptions. The window cleaners are not to handle or relocate items placed on or near windowsills. Cleaning of sidelights or other interior windows are your responsibility. Management will obtain quotes and schedule service for cost plus management fee.

EMERGENCY PROCEDURES

Bomb Threat and Suspicious Device

Once the Management Office has been notified of a bomb threat, it is our policy to advise your Office Manager. It is up to the Office Manager to decide whether it is appropriate to evacuate the office.

Bomb Threat Procedure

If you receive a bomb threat by telephone, obtain the following information from the caller:

- Exact location of the device
- Time set for explosion
- Description of the device
- Reason the caller has placed the bomb
- Exact words used by the caller
- Caller's name

Note the following:

- Time of call
- Was the caller male or female
- Describe voice or accent
- Background noises
- Was the caller angry or show other emotions

Upon hanging up with the caller:

- Call 911
- Inform Management Office immediately at (714) 850-1703
- Notify your Supervisor.
- The Management Office will notify all tenants and all persons entering the lobby/parking garage.
- If advised to evacuate by your Supervisor, do so quickly, and move at least three (3) blocks away.

Suspicious Device Procedure

- Do not attempt to move or touch it.
- Ensure that all mobile phones/radio devices within 150 feet of the package are shut off.
- Call 911
- Inform Management Office (714) 850-1703 and Security (714) 715-2227 immediately.
- Evacuation of the immediate area is the responsibility of the Tenant.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the Building. The police will be notified. We will keep you informed. If a disturbance should occur in the mail lobby, all elevators will be turned off at the first floor and the police will be summoned.

Definition of an Emergency

An emergency is any event that is not normal and customary to the daily operation of the building.

Examples are:

- Bomb Threat
- Electrical Failures/Interruptions
- Elevator Emergency
- Environmental Disaster
- Fire and Smoke Emergency
- Hostage Situation
- Medical Emergency
- Natural Gas Emergency
- Police Emergency
- Telephone Outages
- Water Interruption/Floods

Elevator Malfunction

If you are in an elevator and it malfunctions, remain calm. Modern elevator technology makes it virtually impossible for the elevator to fall. There is no physical danger in a stalled elevator, only the inconvenience of waiting to be released. Pressing the emergency button within the cab will alert Management Office and Security that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The elevator company will be notified immediately, and a technician dispatched to correct the problem.

IN the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Contacts

Listed below are a number of important telephone numbers. In an emergency, call 911. After calling the appropriate emergency agency, please contact the Management Office.

All Emergencies	911
Fire Department	911
CHP	(949) 784-6700
Santa Ana Police Department	(714) 245-8665
Management Office/After Hours	(714) 850-1703
Building Security	(714) 715-2227

Important Notes

If you call 911 because of a medical emergency, please be sure to also notify Management Office with your name, callback number and location so that Security may swiftly guide the paramedics to your exact location.

Emergency Preparation and Training

As part of an overall safety and emergency program at 4 Hutton, each tenant is required to participate in the annual safety evacuation drill. Each tenant needs to appoint Suite Monitors to be responsible for communicating emergency procedures to each employee and overseeing and evaluating the tenant's response to an emergency. During an actual emergency, the Suite Monitors serve as liaisons between the Management Office and the tenant's employees. Alternates should also be chosen in case the Suite Monitor is absent on the day of the drill or an actual emergency.

Tenants occupying one floor or less usually appoint two Suite Monitors. Tenants occupying more than one floor should appoint a minimum of two Suite Monitors per floor. Individuals selected as Suite Monitors need training for emergency events and need to attend the annual Fire Life Safety – Suite Monitors/Warden meeting held by the Management Office. In addition, these individuals need to be those who are usually available.

The Safe Refuge Area is located along Hutton Centre Drive on the sidewalk by the DoubleTree Club and 5 & 6 Hutton Centre Drive or on the far side of the lake sidewalk. Your Office Manager will distribute a map of the Safe Refuge Area to all employees.

Fire and Life Safety Systems

The following information pertains to the emergency power and life safety systems and the various components associated with these systems.

- The emergency power system is solely for the support of critical system to ensure the safety and welfare of the occupants within the confines of the Building. The systems supported by emergency power are: Emergency Lighting, Fire Pumps, Fire Jockey Pumps, Fire Alarm System, Stairwell Pressurization and Smoke Exhaust Fans, and Elevator Control Systems.

- The power distribution is comprised of two separate feed sources and an automatic transfer switch. The first source is the electric service from Georgia Power Company providing “Normal Emergency” power. The second source is the electric power produced by the Building’s emergency back-up generator providing “Emergency” power. The automatic transfer switch monitors the “Normal Emergency” power source, for constant and consistent voltage.
- Life Safety System Test and Inspection: The life safety equipment is tested on a routine basis and maintained per manufacturer specification. The following outlines the equipment and test and inspect frequencies.
- Fire Alarm System Test and Inspections: The fire alarm panel is checked daily by Engineering and logged and three times per day by security. The checks conducted are for any points that are active, disabled, or in trouble condition and status condition of the fire alarm panel and fan control panel. A flow and tamper test are conducted quarterly by Engineering. A certified contractor on an annual basis conducts a Building wide test of the main fire alarm panel, remote panels, and all reporting and activating devices.

Fire Emergency and Prevention

If you discover a fire, you should remain calm and:

- Call 911 from a safe location
- Evacuate or relocate and assist all others in the immediate area
- Close doors behind you to isolate fire
- Proceed to stairwells and listen for instructions. NEVER use the elevators
- Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.

If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the Management Office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Power Failure

4 Hutton Centre has emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the Building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the Building's emergency Fire, Life and Safety Systems as well as the Building's communication systems.
- Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the Building, as needed).

It is seldom necessary to evacuate the Building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices. Please **DO NOT CALL** the Management Office unless you need to notify us of the location of a disabled employee.

Riser Management

To ensure better security, protection and organization of the building's riser system and your telephone closets, access to the building's riser system and telephone closets located on each floor is limited to Summit Riser System (SRS). SRS in conjunction with 4 Hutton will manage and control the riser cabling services. The riser is the vertical conduit or path between floors of the building, which carry telephone lines and high-speed circuits from the carrier drop off point (also known as the Minimum Point of Entry (MPOE) located on the 1st floor of the building to your floor and suite's telephone backboard. SRS will bring new or additional lines from the carrier drop off point (MPOE) to the backboard located within your suite. 4 Hutton's riser management programs do not dictate which carrier you choose. For additional details, contact the Management Office at (714) 850-1703 or Summit Riser Systems at 866-778-6648 (866-7-SUMMIT) to schedule service.

Threatening Person and Armed Intruder

- Immediately report any situation involving a threatening person to Santa Ana Police Department by calling 911. Also notify the Management Office.
- Provide as much information as possible including a physical description of the person(s) and their location. Also, the statements made by said Person(s) and if they are armed.
- Also, report the presence of any suspicious individuals in or about the property to Property Management. A physical description of the person and the location they were last seen will also be important information to communicate.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed and call 911. Give Building address, floor and phone number, and what type of spill has occurred. Take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials.

Water Interruptions/Floods

Prolonged water interruption will result in the closing of the building following fire emergency procedures. Without water we can neither maintain sanitary conditions nor building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires. A temporary interruption of the water supply may or may not result in the disruption of building services.

In the event of a flood, we will evacuate and close the building. Flooding can damage electrical equipment servicing the building and disrupt sanitary water supplies.

Once the building staff restores the building to a safe condition, the Management Office will advise all tenants that they can return to their suites. Each tenant needs to maintain current emergency numbers and after-hours contact with the Management Office at (714) 850-1703.

RULES AND REGULATIONS

The term "Tenant" as used herein includes the Tenant's officers, agents, contractors, employees, licensees, and invitees. The term "Premises" refers to the defined premises in the Tenant's lease.

ACCESS SYSTEM: If Tenant requests wiring for an access control system, such wiring shall be installed by a Landlord approved electrician.

AIR QUALITY: Tenant shall not cause or permit any foul or noxious gas or other odors to be produced upon or permeate from the Premises.

ANIMALS: Animals are not permitted in the Building or the Premises unless they are service animals as defined under the Americans with Disabilities Act.

BICYCLES, SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES, SCOOTERS AND MOTORIZED VEHICLES: Bicycles, skateboards, roller skates, in-line skates, scooters and motorized vehicles (excluding motorized wheelchairs) are not permitted inside the Building, elevators or on the walkways outside the Building, except in areas designated by Landlord.

Tenant may bring bicycles into the Premises so long as the bicycles are transported in the Building's freight elevator, are walked (not ridden) in the hallways and the bicycle tires are wiped off so the tires do not leave tracks on the floors or carpets in the lobbies or hallways. If a secure bicycle parking area exists at the Building for use in common by tenants of the Building, Tenant shall be entitled to use of the same, subject to the applicable rules and regulations imposed thereon by Landlord.

BUILDING ACCESS: Landlord may deny access to any portions of the Building or the Premises if the individual is not in compliance with Landlord's Visitor Access Program. Subject to applicable law, Landlord shall in no case be liable for damages for any error with regard to the admission to, or exclusion from, the Building of any person. Further, in the event of civil unrest or any other emergency situation, Landlord reserves the right to prevent access to all areas of the Building, as necessary, to mitigate the risk of damage to person or property. Such actions may include closing

and locking the doors to the Building.

COMBUSTIBLE & FLAMMABLE: Subject to the terms of the Lease as to the handling of permitted hazardous materials, Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline, or flammable or combustible fluid or material, nor use any method of heating or air conditioning other than provided by Landlord or agreed to by Landlord pursuant to the provisions of the Lease.

COOKING: No cooking shall be done or permitted by Tenant in the Premises, except that Tenant may maintain and use in the breakroom/kitchen area microwave ovens, toaster ovens and equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that Tenant shall (i) prevent the emission of any food or cooking odor from leaving the Premises, (ii) be solely responsible for cleaning the areas where such equipment is located, (iii) maintain and use such areas solely for Tenant's employees and business invitees, not as public facilities, and (iv) keep the Premises free of vermin and other pest infestation.

CORRIDOR DOORS: Corridor doors, when not in use, shall be kept closed and free of obstructions.

DEFACEMENT: Tenant shall not overload the floor of the Premises or mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof; provided, however, that Tenant may hang on the walls of the Premises artwork, whiteboards and other items typically hung in office premises using nails, hooks or other devices reasonably approved by Landlord for such purposes.

DISORDERLY CONDUCT: Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner act in violation of any of the Rules and Regulations.

DOORS, KEYS AND LOCKS: Tenant shall not place any locks or bolts (or alter any locks or bolts already in place) on any interior or exterior door in the Premises or Building without Landlord's prior written consent, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises.

Upon the expiration or termination of the lease, Tenant shall return all Building issued keys to Landlord. If Tenant loses any previously issued key or access card, Tenant shall pay the standard replacement charge to replace the same.

ELEVATOR - FREIGHT: Tenant shall make prior arrangements with Landlord for use of the freight elevator for the purpose of moving heavy articles, large deliveries, or other items that are not appropriate for the passenger elevators. Deliveries shall occur during hours approved by Landlord and in accordance with the scheduling procedures for the freight elevator. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open, freight coming into the Building and to exclude from entering the Building any freight that is in violation of any of these Rules and Regulations and any freight for which such inspection is not permitted. Tenant shall not cause the freight elevator to be loaded beyond rated capacities.

ELEVATOR - PASSENGER: The passenger elevator cars are designed solely to move people between floors of the Building. These cars are not intended to be used for freight or mail delivery unless coordinated specifically with Landlord for such use, in which case, special requirements/protection will be required.

JANITORIAL, RECYCLING & TRASH: Landlord's janitorial staff shall not be hindered from cleaning the Premises after 6 PM on business days. The janitorial staff shall not clean occupied areas if it will create a disturbance to Tenant.

Unless expressly permitted by the Lease, Tenant shall not employ any person other than Landlord's contractors for the purpose of cleaning, maintaining and/or repairing the Premises.

Tenant shall comply with the Building's recycling guidelines. Electronic waste (E-waste) must not be disposed of in the Building's trash or recycling stream. E-waste must be collected and disposed of via an EPA certified e-waste recycler.

LANDLORD APPROVAL OF TENANT CONTRACTORS: All contractors or vendors, performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with the Building's Conditions for Construction and Tenant Construction Standards.

LOST OR STOLEN ITEMS: Landlord shall not be responsible for any loss, theft, disappearance of, or damage to, personal property in the Premises, however occurring.

NUISANCES: Tenant shall not generate any objectional noise, vibration, or other offensive conduct that interferes with the rights of the other tenants of the Building.

PATH OF TRAVEL: Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas.

PLUMBING: Plumbing fixtures and appliances shall be used only for the purposes for which designed and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant.

RISER ACCESS: Tenants are prohibited from installing any equipment in any riser room, utility and equipment rooms or any other rooms not leased to Tenant without Landlord's prior written approval.

SECURITY AND LIFE SAFETY: Landlord may from time to time implement systems and procedures for the security and safety of the Building, the property and occupants and Tenant shall comply with the same. Tenants are responsible for life safety inside their respective Premises and must comply with all Building life safety programs, fire drills, and emergency preparedness programs.

SIGNAGE & DIRECTORIES: Signs, advertisements or notices shall not be painted or affixed to windows, doors or other parts of the Building or placed outside of tenant space without prior Landlord approval. Unless otherwise expressly provided in the Lease, Tenant shall be entitled to have the name of Tenant's company listed on (a) the Building directory situated in the lobby of the Building (if such a directory exists), and (b) the Tenant directory on each floor of the Building where the Premises are located, with the cost of any changes to Tenant's name on the directory during the Lease term to be at Tenant's cost.

Unless otherwise expressly provided in the Lease, all tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord using the standard graphics for the Building.

SMOKING: Tenants shall not smoke or permit smoking anywhere in the Building (including the Premises) or on the property, except in any Landlord-designated smoking area outside the Building. Smoking includes e cigarette, electronic cigarette, personal vaporizer or electronic nicotine delivery system.

SOLICITING: Canvassing, selling, soliciting, and distribution of handbills or any other written materials in the Building is prohibited, and Tenant shall cooperate to prevent the same.

VENDING/BREAKROOM/KITCHEN EQUIPMENT: Vending machines, water coolers and coffee machines may be installed within the Premises only if the equipment and manner of installation is in accordance with the Building requirements and operational standards as defined in the Building's Conditions for Construction and Tenant Construction Standards.

WEAPONS: Weapons are prohibited in all areas of the Building and the Real Property.

WINDOW TREATMENTS: Landlord shall have the right to designate and approve any curtains, blinds, shades or screens attached to or used in connection with any door or window of the Premises. Except for such approved coverings, nothing shall be attached to or hung on the windows or placed in windowsills of the Premises.

The Rules and Regulations may be modified or amended by Landlord from time to time. The Rules and Regulations are supplemental to the executed leases in the Building, provided that, **IN THE EVENT OF ANY CONFLICT BETWEEN THE RULES AND REGULATIONS AND A TENANT'S WRITTEN LEASE, THE APPLICABLE TERMS OF THE LEASE SHALL CONTROL.**

SUSTAINABILITY

Overview: As the building owner, 4 Hutton is committed to sustainability. For 4 Hutton, this means enhancing investment performance, operational resilience, and business governance for the benefit of the company's properties, tenants, employees, investors and communities.

As a tenant, we hope that you will recognize and take ownership of the critical role you play in minimizing our building's impact on the environment as it relates to reducing energy and water use, and sorting waste. Please review and adhere to the below guidelines within your office.

Waste Recycling: Tenants must adhere to the building's waste recycling program. This means sorting waste properly into recycling, compost (if applicable), and landfill bins. If you would like informational signage for your space, please view the Recycling Guidelines on the Sustainability tab at the top of this page or reach out to the Management Office for additional guidance.

Electronic Waste (e-waste) Recycling: Electronic waste (e-waste) contains hazardous material that must NOT be disposed of in the building's trash or recycling stream. E-waste must be collected and disposed of via a certified e-waste recycler. Reach out to the Property Management Office for more information about collection times and/or the e-waste collection location at the building. All drop off of personal or business e-waste for recycling at the building is at your own risk. Before dropping off the equipment for reuse/recycling, it is your responsibility to: (a) delete the data on the hard-disk drives and any other storage devices in the equipment; (b) back up or transfer any data prior to deletion; and (c) remove any removable media, such as diskettes, CDs, or PC cards. Neither the Owner nor Owner's Agent will verify removal of confidential data that may be stored on Tenant's personal or business electronic equipment before being recycled. Owner and Owner's Agent, Cushman & Wakefield U.S., Inc. accept no liability for loss of confidential data or software.

Sustainability Data-Sharing: In order to facilitate ENERGY STAR certification, tenants must provide the Property Management Office with the following figures upon request (on an annual basis).

1. Number of computers in tenant space
2. Number of employees/occupants in tenant space

Energy Disclosure Requirements: In order for the building owner to comply with federal, state, or local law, tenants must deliver energy use information related to the tenant's space upon Property Management's request (on an annual basis).

Additional Resources: 4 Hutton's property management teams are equipped with resources to assist tenants in optimizing sustainability in their space.

1. Refer to the sustainability tab above for additional resources.
2. Reach out to the Property Management Office if you have additional questions/comments/suggestions for enhancing sustainability within your space, and 4 Hutton's building as a whole.