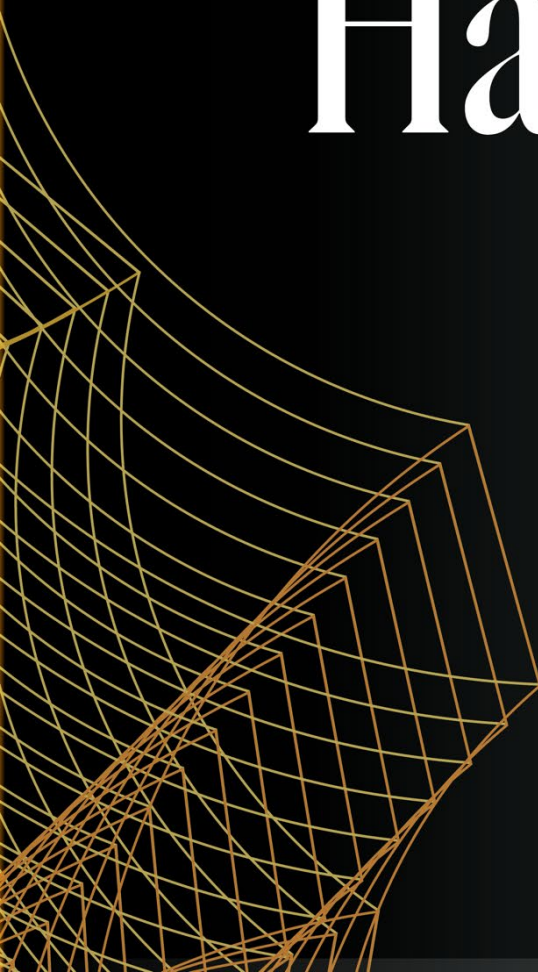




LONGFELLOW™

# Tenant Handbook



# TABLE OF CONTENTS

## Introduction

- Welcome ..... 5
- About Longfellow Real Estate Partners ..... 5
- About Elevate ..... 5
- About Biovista ..... 5

## Operations

- Building Hours of Operations ..... 7
- Building Management ..... 7
- Leasing ..... 7
- Rental Remittance ..... 8

## Policies and Procedures

- Heating, Ventilation, and Air Conditioning ..... 10
- Parking Garage ..... 10
- Building Access & Security ..... 10
- Personal Property Removal ..... 10
- Elevators ..... 10
- US Mail Service ..... 10
- Alterations ..... 10
- Roof Policy ..... 11
- Telephone/Data ..... 11
- Chemical Transport ..... 11

## Services

- Biochemical Waste Pick Up ..... 13
- Janitorial Service ..... 13
- Loading Dock Services ..... 13
- Window Cleaning ..... 13
- Handicap Access ..... 13
- Maintenance Requests ..... 13
- Locks and Keys, Rekeying ..... 14
- Emergency Preparedness ..... 14
- Smoking ..... 14
- General Rules and Regulations ..... 14

## Security

- Overview ..... 17
- After-Hours Access ..... 17
- After-Hours Emergencies ..... 17

## ESG

- Carpooling ..... 19

Energy Conservation .....	19
Green Tips .....	19
Recycling and Waste Removal .....	20

The background is a vibrant, abstract composition of curved, overlapping bands and concentric circles in various colors including blue, orange, yellow, purple, and brown. The overall effect is dynamic and layered, with some areas appearing darker and more saturated than others.

# Introduction



## INTRODUCTION

### Welcome

On behalf of Longfellow Real Estate Partners and our entire building staff, we extend a warm welcome to Biovista. We are delighted to have you as our Tenant and will do everything possible to make your tenancy enjoyable and rewarding. This guide is intended to be a resource for the various services and amenities that are offered at Biovista, as well as the general operating procedures. Communication is the most crucial element in implementing the policies and procedures in this guide. To ensure effective communication, Longfellow Real Estate Partners requests that you designate a “Tenant Representative” to be the contact between your company and the management office staff. Your Tenant Representative will make requests or report problems and convey important information from our office to your employees. Please call us with specific questions regarding the information in this Handbook. We look forward to a long and enjoyable partnership with you.

### About Longfellow Real Estate Partners

Longfellow Real Estate Partners serves the unique demands of life science and innovation users and focuses on the most innovative cluster locations in the US. The firm acquires and develops facilities in strategic locations and builds long-term relationships with emerging life science companies, universities, medical centers, and research institutes. Longfellow Real Estate Partners' experience is rooted in the development of many leading life science real estate projects. The Company's institutional capabilities and entrepreneurial vision enables Longfellow Real Estate Partners to deliver high quality laboratories and innovation space while satisfying each Tenant's unique requirements.

### About Elevate

When it comes to your business, we want you to make the big, impactful decisions... and leave the rest to us. Longfellow is committed to providing a meaningful tenant experience to our clients through Elevate, our proprietary tenant amenity and services program. Elevate by Longfellow delivers collaborative spaces with bold interiors to serve our clients the best amenities, lifestyle services and conveniences, and enriching events designed to spark camaraderie and enjoyment for your team.

It's our job to cultivate greatness and deliver our clients peace of mind.

### About Biovista

Biovista is uniquely positioned to provide San Diego's forward-thinking life science community a best-in-class facility with the perfect mix of lifestyle offerings. Located at the heart of the region's biotech industry, Biovista offers unparalleled freeway visibility, spectacular window views, and a diverse selection of amenities within walking distance. On-site amenities including California English, a full-service restaurant in collaboration with Chef Richard Blais, an expansive outdoor patio, and state-of-the-art conferencing center.

The background is a complex, abstract composition of geometric shapes and colors. At the top, there are white, rectangular, beam-like structures. Below them, a series of vertical stripes in shades of teal, green, and yellow are visible. A large, stylized sun or circular motif is centered in the upper right, featuring a red circle surrounded by concentric, multi-colored arcs (pink, orange, yellow). The lower portion of the image is dominated by a series of horizontal stripes in red, white, and blue, with large, curved, overlapping shapes in shades of brown, green, and yellow. The overall effect is one of dynamic, layered geometry.

# Operations

## OPERATIONS

### Building Hours of Operations

#### Tenant / Building / Visitor Access Hours

The main entrance to the lobby of the building(s) will be open from 6:00am to 6:00pm Monday through Friday. The doors will remain locked outside of those hours and on weekends and holidays.

The Property Management Office is open from 8:00am to 5:00pm Monday through Friday, except holidays.

Longfellow recognizes the following holidays:

New Year's Day	Martin Luther King Jr. Day	President's Day	Good Friday
Memorial Day	Juneteenth	Independence Day	Labor Day
Indigenous People's Day	Thanksgiving Day	Christmas Day	

### Building Management

The Longfellow Property Management staff are dedicated to making your work environment as safe and pleasant as possible. Please contact the Property Management Office at (858) 314-9340.

Address:

9330 Scranton Road Suite 170  
San Diego CA, 92121

The following personnel are available to address your needs:

Karen Yoshizumi	Assistant Property Manager	(619) 952-0491	kyoshizumi@lfrep.com
Iliana Perez	Property Manager	(619) 972-1040	iperez@lfrep.com
Suzie Setzler	Senior Property Manager	(619) 753-2783	ssetzler@lfrep.com
Rosemary Turner	General Manager	(858) 860-4537	rturner@lfrep.com

### Leasing

The leasing company for Biovista is Colliers located at 4350 La Jolla Village Drive, Suite 500, San Diego, CA 92122.

Leasing Contacts

Chris High, Sr. Managing Director  
858-291-1413  
[chris.high@colliers.com](mailto:chris.high@colliers.com)

Steve Bruce, Sr. Managing Director  
858-291-1414  
[steve.bruce@colliers.com](mailto:steve.bruce@colliers.com)

## **Rental Remittance**

Rent is due by the first day of each calendar month during the lease term. Please refer to your lease for pay to information as it is building specific.

Please send checks to the following address:

San Diego Foundry 1, LLC  
P.O. Box 894942  
Los Angeles, CA 90189- 4942

San Diego Foundry 2, LLC  
P.O. Box 894942  
Los Angeles, CA 90189- 4942



A vibrant, child-like mural painted on a brick wall. The scene includes a grey house with a blue door and windows, green grass, a blue tree, and a large red and orange sun or sky area. A rainbow with yellow, orange, and red bands is visible in the upper right. The overall style is simple and colorful, typical of children's artwork.

# Policies and Procedures



## POLICIES AND PROCEDURES

### **Heating, Ventilation, and Air Conditioning (HVAC)**

The building's heating, ventilation, and air conditioning (HVAC) systems currently operate in the building's common area from 8:00am to 6:00pm, Monday through Friday, and on Saturdays from 9:00am to 1:00pm.

### **Parking Garage**

The parking garage is open for public use seven days a week. There is no overnight parking allowed.

### **Building Access & Security**

Onsite security patrols the buildings diligently from 2pm to 6am Monday to Friday, with 24/7 coverage on weekends. For any security inquiries or assistance, please contact Security at 858-518-1865. If you have any concerns, please notify the Property Management Team, or contact San Diego Police Non-Emergency line at 619-531-2000 or dial 911 in case of an emergency.

### **Personal Property Removal**

It is the Tenant's responsibility to notify Property Management via the work order system or email Property Management if employees are removing personal property (furniture, computers, office equipment, etc.) from the building.

### **Elevators**

#### Stalled Elevators

In the event an elevator stalls while you are in it, simply press the button on the front panel labeled PHONE. The telephone will automatically connect to the Elevator Maintenance company which is available 24/7.

### **US Mail Service**

Tenant mailboxes are located on the first floor in the mail room. The Property Management Office cannot accept delivery of or hold mail for Tenants.

### **Alterations**

Any remodeling or alterations you may want to make to your suite, such as removing or relocating walls, adding cabinets, or plumbing fixtures or electrical outlets might affect building systems and must be reviewed and approved in advance by Property Management. All alterations work must be properly permitted by the local jurisdiction and comply with building code requirements as well as our standards for construction. There are also

qualifications that contractors must meet to work on the property and architectural plan must consider certain concerns of building ownership.

Before undertaking any alterations to your suite, contact Property Management for comprehensive guidelines to construction and remodeling and reference the Alterations section of your Lease.

### **Roof Policy**

Access to the roof by tenant, tenant's employees, or tenant's vendors is prohibited without Landlord approval. Execution of the ROOFTOP FACILITY ACCESS LIABILITY WAIVER, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT is required of all individuals accessing the roof. It is the responsibility of tenants and/or tenant's employees or vendors to comply with all current and future safety standards of local governing municipalities and OSHA. Please contact the Property Management Office prior to requesting roof access.

### **Telephone / Data**

Contact your telephone service representative to coordinate installation of your phone and data lines as soon as possible after the lease is signed. Please speak to the Property Management Office about a list of approved telephone/data vendors. All phone and data installations are at the Tenant's expense. Property Management prefers to have a license agreement in place for all new tele/data vendors that will be using the building risers.

Note: State Building Codes require plenum rated cable for all phone and data line installations.

### **Chemical Transport**

Transporting of chemicals is not permitted in passenger elevators and should be scheduled with Property Management for periods of exclusive use via the freight elevator. Appropriate safety precautions are required when transporting chemicals to or between Tenant spaces.



# Services



## SERVICES

### **Biochemical Waste Pick Up**

Before scheduling any pickups, Tenants who need to dispose of biochemical waste must arrange a walkthrough with property management and Tenant's waste vendor. The Tenant's lab representative is tasked with signing and acquiring copies of any manifests. Transportation of biochemical waste should be carried out through designated areas, or where available, the loading dock using the designated freight elevator or elevator.

### **Janitorial Service**

Day attendants are on duty during normal business hours, primarily to maintain the appearance of the lobby, corridors, and elevators and to keep the public restrooms clean and supplied with paper.

Please note our janitorial staff does not dispose of pallets. If you require pallet disposal, we request you place them neatly in the designated trash enclosure area for bulky item pick-up and advise Property Management for removal.

### **Loading Dock Services**

Flagship Lab Services oversees the comprehensive shipping and receiving operations at 9276 & 9330 Scranton Road. Their dedicated team handles all inbound packages, logging them into their state-of-the-art package management system. Once processed, deliveries are promptly dispatched to your suite, with automated delivery notifications promptly sent to designated email addresses. These services are available Monday through Friday from 8am to 12pm, ensuring seamless logistical support for your operations.

### **Window Cleaning**

Exterior window washing is done periodically. Tenants will be notified in advance of the cleaner's scheduled service.

### **Handicap Access**

All entrances to the property are equipped with handicap access/ramps and handicap parking spaces are available throughout the parking lot.

### **Maintenance Requests**

Longfellow Real Estate Partners uses Electronic Tenant® Service Request System. This system is used to submit routine maintenance requests directly to the engineering department, track the status of previously submitted requests, download important documents, and communicate with Property Management. You will be emailed a login username and password from ETS after your lease is fully executed.

Questions regarding the Electronic Tenant Services Request System should be directed to Property Management.

### **Locks and Keys, Rekeying**

Before moving in, the building engineer and locksmith will rekey the suite and provide keys to all main entry and building system access doors. Tenants wanting to rekey their suite or order extra keys can do by making a work order request, at Tenant's expense. All locks on doors within the suite must align with the building master key system. Property Management and Tenant will work together on interior suite office doors keying preference prior to move-in.

### **Emergency Preparedness**

The property is equipped with a Fire/Life Safety alarm to alert occupants to life safety emergencies. Each Tenant is responsible for maintaining an Emergency Response Plan and Business Continuity Plan. Annual evacuation drills are conducted onsite for all Tenants. Participation is encouraged.

### **Smoking**

Biovista maintains a tobacco-free environment.

Section 5148 of the California Code of Regulations prohibits smoking in the workplace. In workplaces, the restriction on smoking extends to lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of the building. Smoking is prohibited in all outdoor areas, and within 25 feet from food service areas and doors. Additionally, smoking is prohibited within 40 feet from a permitted food facility that is a mobile food or temporary food facility.

### **General Rules and Regulations**

Sidewalks, doorways, corridors, elevators, lobbies, or stairways may not be obstructed by furniture, trash, or deliveries of any type. The Fire Department requires these areas to remain unobstructed for emergencies. Stairwell doors must also be kept closed when not in use.

Excessive noise that interferes with other Tenant's conduct of business within the buildings is not permitted. This includes construction sounds, music, or other noise.

Canvassing, peddling, soliciting, and distribution of handbills of any kind are not permitted in the building. If you are disturbed by a solicitor, please contact Property Management immediately.

All contractors and technicians rendering installation for service work of any kind must be referred to Property Management before work begins. We will request adequate proof of insurance and copies of contractors' license and review with them our building policies and

standards for performing work at the property. Property Management reserves the right to rescind or revise any of these policies and to formulate new policies as may be required for the safety, protection and maintenance of the building, the operation thereof, and the protection and comfort of Tenants, their employees, and visitors.

Your Lease Agreement contains a more complete list of Rules and Regulation applicable to use of the building facilities, common areas, and other general matters.



# Security



## SECURITY

### Overview

The campus is not staffed with onsite security during business hours. Tenants can unlock or lock their suite entrances as needed during these hours. While efforts are made to uphold a secure working environment, the high volume of daily visitors means we cannot guarantee absolute safety. However, there are several preventive measures you can implement to enhance the security of your area. For example:

- Lock all doors when leaving your suite unattended.
- Instruct employees to keep valuables and personal property in secured areas (locked desks, file cabinets or closets) when leaving their areas unattended.
- Always keep safes, or vaults or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults or leave combinations where they can be found or easily deciphered.
- Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
- After normal business hours, please make sure that all entry doors to your suite are closed and locked.
- Do not allow anyone to follow you into the building after normal business hours. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact Property Management.
- Property Management recommends that you keep all valuables and personal property locked up during non-business hours.

### After-Hours Access

#### Tenants and Their Employees

Property Management staff are prohibited from unlocking buildings or individual office suites without proper authorization from an authorized Tenant Representative. Individuals seeking after-hours access without a key or access card, irrespective of their purpose, will be classified as visitors, and visitor rules and regulations will be enforced without exceptions. After-hour charges will be incurred accordingly.

### After-Hours Emergencies

All completed forms titled "Tenant Contacts" are kept on file in the Property Management Office. In the event of an after-hours emergency affecting your space, a representative from your firm will be notified based on the information provided on the form. Any modifications to your list should be submitted to the Property Manager in writing to ensure the accuracy of the information. Tenant contact forms are provided upon move in.



ESG

## ESG

### **Carpooling**

Biovista encourages carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle. Please visit [www.sandag.org](http://www.sandag.org) for carpooling information in the area.

### **Energy Conservation**

Tenants can assist in our efforts to reduce building operating costs through energy conservation. Please make a special effort to educate your employees about the importance of using energy wisely.

Please encourage employees to turn off all lights, computers, copiers, etc., when not in use or before leaving for the evening or weekend.

### **Green Tips**

At Biovista we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and websites that will aid in continuing the initiative in daily life here and at home.

#### Green Tips:

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join coworkers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.
- Maintain designated compost bins in kitchens and breakrooms.

Visit these websites for more Green Information:

[aboutmyplanet.com](http://aboutmyplanet.com)

[earthshare.org/green-tips.html](http://earthshare.org/green-tips.html)

[thegreenguide.com](http://thegreenguide.com)

## **Recycling and Waste Removal**

The building has a Three Stream Recycling Program. Tenants are required to dispose of all waste in the proper waste stream which includes recycling, compost and landfill.

Please note: no wet/hazardous waste allowed in any of the waste containers at any time. Computers and electronics must be e-cycled through approved electronic waste companies. Locations can be located here: [Electronic Recycling Locations](#)

For more information on the Biovista recycling program, please contact the Property Management Office or visit [this website.](#)