

# **Media Studios Electronic Tenant® Portal**

Created on December 3, 2019

## Amenities: Cafes & C-Store

**Media Studios is proud to offer two commissaries for its tenants, which offer a variety of breakfast and lunch offerings that are updated on a weekly basis:**

- Both commissaries also offer a vast catering menu. All orders are processed via a website where one can track and make changes to an order.
- Please log into <https://networks.catertrax.com> to create a profile and view the commissary and catering menus.

### Networks Café

- 2333 N. Ontario St., 1st Floor
- Monday – Friday, 7:30 AM – 3:00 PM
- *Executive Chef / General Manager: Doug Silberberg*
- (818) 955-8156
- Networks Café can be found on the first floor of the Amenities building, located adjacent to the 3100 Thornton (Phase I) building.

**Please click here for the [Network's Café Weekly Menu](#).**

### Networks Garden Café

- 3355 Empire Ave., 1st Floor
- Monday – Friday: 7:30 AM – 2:00 PM
- (818) 847-8633

Networks Garden Café can be found on the first floor of the 3355 Empire (Phase V) building.

**Please click here for the [Network's Garden Café Weekly Menu](#).**

### The C-Store

Offers a variety of Starbucks specialty drinks, an assortment of smoothies, grab-n-go sandwiches and snacks, and yogurt. Also, you can find greeting cards, toiletries, small gift items, balloons, seasonal / holiday items, and travel size sundries. Dry cleaning is available at the C-Store; Monday and Wednesday pick-ups. **An ATM is located on-site.**

- 2333 N. Ontario St., 1st Floor
- Monday – Friday, 7:00 AM – 7:00 PM
- *Executive Chef / General Manager: Doug Silberberg*
- (818) 847-1000

The convenience store is located on the first floor of the Amenities Building, which is adjacent to the 3100 Thornton (Phase I) building.

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## Amenities: Media Studios Health Club



2333 N. Ontario St., 2nd Floor  
Monday – Thursday 5:00 AM – 9:00 PM  
Friday: 5:00 AM – 8:00 PM  
Saturday: Closed  
Sunday: Closed  
Facility Manager: Tom Costello  
(818) 563-4400

The Media Studios Health Club is located on the second floor of the Amenities Building, which is adjacent to the 3100 Thornton (Phase I) building.

The Media Studios Health Club features state-of-the-art strength and cardio equipment and offers a variety of Group Exercise Programs, Personal Training, Massage Treatments, and other wellness services. For more information on the facility and its programs, please visit the Media Studios Health Club website by [clicking here](#).

## **Amenities: Other On-Site Amenities**

Media Studios offers a number of sports amenities. All sporting goods are readily available at the Office of the Building, at no cost, between the hours of 8:30 AM to 5:30 PM on a first-come first-serve basis.

### **ART IN PUBLIC PLACES:**

- Anasazi, Peter Voukos, 1999
- Bella Coola, Woods Davy, 1993
- Can and Bottle, Peter Shelton
- Cougars 1 and 2, Gwen Murrill

### **BOCCE BALL**

Located between Phase IV and Phase V.

### **CAR DETAIL OPERATION**

Operated by Absolute Detail and located on the P2 level of the parking garage under Phase III.

### **HALF COURT BASKETBALL**

Located behind Phase III along the fence line.

### **HUMAN-SIZED CHESS BOARD**

Located in the southeast side of the main plaza.

### **JOGGING PATH**

Begins by the sand volleyball court and ends near the chess board.

### **PADDLE TENNIS**

Located behind Phase III, adjacent to the basketball court.

### **PING PONG**

Located between Phase II and Phase III.

### **PUTTING GREEN**

Located adjacent to the sand volleyball court.

### **SAND VOLLEYBALL**

Located between Phase I and Phase II.

### **SHUTTLE SERVICE TO BOB HOPE METROLINK**

pick-up/drop-off locations:

1. Circular driveway in front of Phase I
2. Loading dock area outside of Phase II

## Amenities: Shuttle Schedule

### Shuttle Train Schedule

#### Bob Hope Station:

1. 6:43 am
2. 7:15 am
3. 7:26 am
4. 7:40 am
5. 7:59 am
6. 8:00 am Amtrak\*\*
7. 8:25 am
8. 8:39 am
9. 8:48 am
10. 8:50 am 9:04 am \*\*
11. 9:17 am
12. 9:21 am
13. 10:16 am

#### Afternoon Schedule: Shuttle leaves 10 minutes before the schedules:

1. 3:01 pm \*\*
2. 3:07 pm
3. 3:13 pm \*\*
4. 3:27 pm
5. 3:38 pm
6. 3:41 pm
7. 3:56 pm
8. 4:00 pm\*\*
9. 4:52 pm
10. 5:00 pm
11. 5:34 pm
12. 6:01 pm
13. 6:15 pm
14. 7:16 pm (Last Schedule for Shuttle)

\*\* AMTRAK

## Amenities: Burbank TMO

**The Burbank Transportation Management Organization ("[BTMO](#)") is a private-sector nonprofit organization formed to formally bring together employers, developers, building owners and other stakeholders to collectively establish policies, programs and services which address local transportation and air quality issues and concerns.**

The BTMO is an organization formed to help reduce congestion during peak hours and solve transportation problems by providing services directly to its members and their employees. It also integrates private sector involvement into public sector transportation planning and project implementation. The BTMO gains collective strength from multiple businesses banding together to address and accomplish more than what any one entity could do alone.

Media Studios is proud to be part of [BTMO](#)!

## **Emergency Procedures: Overview**

As part of the pre-emergency plan mandated by the City of Burbank Fire Department, you are required to assign one Suite Warden and one Alternate Suite Warden to attend training sessions and relay that information to the rest of your company. If you have more than 20 people, we suggest you designate two Suite Wardens and two alternates. Fire drills and training sessions are mandatory and held annually.

For fire, earthquake, bomb threats or medical emergencies, please refer to the [Emergency Procedures Brochure](#).

## **Emergency Procedures: Civil Disturbance**

Should a riot or civil disturbance start outside the campus, management personnel or security will immediately lock all entrances to the campus and the police will be notified.

If a disturbance should occur in the main lobby of any of the buildings, all elevators will be secured at the first floor and the police will be summoned.



## **Emergency Procedures: Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pick up the emergency phone, which will automatically alert the elevator company of the malfunction. The elevator company will also notify Building Management of the situation. Management personnel or a security guard will establish two-way communication with the occupants until help has arrived.

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, the door will open, and 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 Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	(818) 563-2600
Building Security/After-hours Emergencies	(818) 563-2600 ext. 19
Answering Service	(310) 854-4634
Fire Department (non-emergency)	for Info (818) 238-FIRE (3473)
Police Department (non-emergency)	for Info (818) 238-3000
Hospital (Providence St. Joseph Medical)	(818) 843-5111
Poison Control	911 or (800) 222-1222

## Emergency Procedures: Fire and Life Safety

### Fire Prevention

- 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 flammable solvents, duplication fluids or other combustible fluids.
- Keep electrical appliances in good repair. Report unsafe conditions to the building 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.
- The flammability of seasonal decorations must also be considered.
- Christmas trees are allowed in your suite, but must be properly treated with fire retardant (most tree dealers can do this at their lot) and appropriately tagged per fire code specifications.
- Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

## **Emergency Procedures: Power Failure**

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.

## **Introduction: Welcome**

On behalf of Worthe Real Estate Group, we would like to welcome you to Media Studios.

The tenant information provided in this Handbook is meant to provide a better understanding of Media Studios and to facilitate your company's operations. There is a great deal of information contained within this handbook. Take time to familiarize yourself with its contents as it will become a valuable resource for you and your company. Please note that the Office of the Building is available to assist in any way possible. Your first call for any problem or question can always be directed to the Office of the Building at (818) 563-2600. We will be happy to answer any questions and to assist in any way.

**Welcome to Media Studios!**

## **Introduction: About Media Studios**

Media Studios is a 1.2 million square foot low-rise office park, situated on 19 acres of award winning landscaped gardens. This premier campus environment is conveniently located immediately adjacent to the Burbank-Glendale-Pasadena Bob Hope Airport and the Burbank Marriott Hotel and Convention Center.

Media Studios features extraordinary amenities, including an on-site private health club, commissaries, outdoor basketball and sand volleyball court, nine-hole putting green, jogging track and screening rooms.

The first five phases of Media Studios, totaling approximately 900,000 square feet are fully leased, with an impressive tenant roster including Yahoo!, Technicolor, Kaiser Permanente, Insomniac Games and ROVI (formerly Macrovision).

Media Studios has also been awarded the BOMA International Office Building of the Year "TOBY" Award in the suburban office park category. The TOBY Award is the most prestigious and comprehensive program of its kind in the commercial real estate industry, recognizing quality in office buildings and awarding excellence in office building management.

## **Introduction: Operating Instructions**

### **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

### **Special Features**

This Electronic Tenant® Handbook has special features, such as a [Building Calendar](#) and [Search Engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

### **Updates**

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at the property.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

## Operations: Building Management

[Worthe Real Estate Group](#) is a full-service property management and leasing firm that takes great pride in our ability to provide first class office space and manage its physical and financial aspects efficiently and effectively. Our goal is ultimate tenant satisfaction. As a tenant of Media Studios, please feel free to call on any of our management team to assist you.

### OFFICE OF THE BUILDING

2255 North Ontario Street, Suite 105  
Burbank, California 91504  
(818) 563-2600 office  
(818) 567-2118 facsimile

### LOCATION

The Office of the Building is located in the 2255 N. Ontario (Phase II) building, on the first floor, in Suite #105.

### HOURS OF OPERATION

The Office of the building is open Monday through Friday, 8:30 AM to 5:30 PM. Weekends, holidays and after hours calls are handled by campus security or the answering service.

### PERSONNEL

Property Administrator	Katie Herrera
Assistant Property Manager	Rebecca Bain
Building Engineer	Jorge Flores
Chief Building Engineer	Doug Keeder
Property Manager	Danielle Mustin
General Manager	Hisako Uyeda
VP of Asset Management	Stephanie Fulkerson



## **Operations: Holidays**

Listed below are the building holidays observed in 2017 that will assist you in planning your operations:

Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving  
Christmas  
New Year's

Building Services will not be available during the specified holidays. Tenants may make any special arrangements for holiday periods by contacting the Office of the Building at (818) 563-2600 a minimum twenty-four (24) hours prior to a holiday.

## **Policies and Procedures: Contractors**

### **CONTRACTORS / VENDOR REQUIREMENTS**

All companies doing any work in any of the office buildings on campus or using the loading dock area, at any time, must have a Certificate of Insurance on file in the Office of the Building naming the Landlord as additional insured.

[3100 Thornton \(Phase I\) Insurance Requirements](#)  
[2255 N. Ontario \(Phase II\) Insurance Requirements](#)  
[2233 N. Ontario \(Phase III\) Insurance Requirements](#)  
[3333 Empire \(Phase IV\) Insurance Requirements](#)  
[3355 Empire \(Phase V\) Insurance Requirements](#)

#### **PLEASE NOTE:**

- All work must be scheduled through the Office of the Building.
- The loading dock must be used for all deliveries, all work staging activities, and any time a tenant moves in or out.
- All unauthorized vehicles parked in either the fire lane or handicapped stalls are subject to municipal sanctions.

## Policies and Procedures: General Rules and Regulations

1. Except as may be specifically provided in the Lease to which these Rules and Regulations are attached, no sign, place card, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building or Project (except within the Premises) without the prior written consent of Landlord. Tenant shall not place anything against or near exterior windows or doors which may appear unsightly from outside the Premises or which are visible from the exterior of the Premises (other than approved window coverings). Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule.
2. Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators, escalators or stairways of the Project. The halls, passages, exits, entrances, elevators, escalators and stairways are not open to the general public, but are open, subject to reasonable regulations, to Tenant's business invitees. Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety and interest of the Project and its tenants. Neither Tenant nor any employee or invitee of Tenant shall go upon the roof of the project.
3. Tenant shall cooperate with Landlord in maintaining the Premises. All cleaning and janitorial services for the Project and the Premises shall be provided exclusively through landlord.
4. As a part of the Tenant Improvements, and at Tenant's Expense, Landlord shall install new locks in, and re-key, the Premises, and in such event, Tenant shall deliver a copy of a key to all such locks to Landlord upon installation thereof. In addition, upon the termination of its tenancy, Tenant shall deliver to Landlord the keys to all doors and locks in the Premises.
5. All contractors and technicians rendering any service to Tenant shall be referred to Landlord for approval (which approval shall not be unreasonably withheld, conditioned or delayed) and supervision prior to performing any such service. This applies to all work performed in the Building, including but not limited to, installation of telephone and telegraph equipment and electrical devices and installations affecting floors, walls, woodwork, windows, ceilings and any other physical portion of the Building. None of Tenant's contractors or subcontractors shall be entitled to (1) display identification or other signage at the Project, (2) use service elevators at the Project, or (3) park anywhere except in such spaces within the Project parking facility as designated by Landlord.
6. No deliveries shall be made which materially interfere with the operation of the Project. No outside food vendors shall be permitted within the Project except for making of specific deliveries of previously ordered items to the Premises or the premises of another tenant.
7. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Landlord, stand on such platforms as determined by Landlord to be necessary to properly distribute the weight, which platforms shall be provided at Tenant's expense. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord. Landlord will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of Tenant.
8. Tenant shall not use or keep in the Premises any kerosene, gasoline or inflammable or combustible fluid or material other than those limited quantities necessary for the operation or maintenance of office equipment. Tenant shall not use or permit to be used in the Premises any foul or noxious gas or substance, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors or vibrations, nor shall Tenant bring into or keep in or about the Premises any birds or animals.
9. Tenant shall not use any method of heating or air conditioning other than that supplied by Landlord, except for supplemental air conditioning systems installed in accordance with the provisions of the Lease.
10. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning and to comply with any governmental energy-saving rules, laws or regulations. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Premises. Tenant shall keep corridor doors closed. Tenant shall not attempt to open windows within the Premises.
11. Landlord reserves the right, exercisable upon thirty (30) days prior written notice to Tenant, to change the name and/or street address of the Building.
12. Landlord reserves the right to exclude from the Building during hours other than Building hours of operation, any person unless that person is known to the person or employee in charge of the

Building or has a pass or is properly identified. Tenant shall be responsible for all persons for whom it requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. Landlord reserves the right to prevent access to the Building in case of invasion, mob, riot, public excitement or other commotion by closing the doors or by other appropriate action.

13. Tenant shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus, and electricity, gas or air outlets before Tenant and its employees leave the Premises. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Building or by Landlord for noncompliance with this rule.
14. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or invitees, shall have caused it.
15. Tenant shall not use the Premises for any business or activity other than that specifically provided for in this Lease.
16. Tenant shall not install any radio or television antenna, loudspeaker or other devices on the roof(s) or exterior walls of the Building or Project. Tenant shall not interfere with radio or television broadcasting or reception from or in the Project or elsewhere.
17. Tenant shall not mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof, except in accordance with the provisions of the Lease pertaining to Alterations. Landlord reserves the right to direct electricians as to where and how telephone and telegraph wires are to be introduced to the Premises. Tenant shall not cut or bore holes for wires, except in accordance with the provisions of the Lease pertaining to Alterations. Tenant shall not affix any floor covering to the floor of the Premises in any manner except as approved by Landlord to the extent required by the provisions of the Lease pertaining to Alterations. Tenant shall bear the costs to repair any damage resulting from noncompliance with this rule.
18. Canvassing, soliciting and distribution of handbills or any other written material, and peddling in the Project are prohibited, and Tenant shall cooperate to prevent such activities.
19. Landlord reserves the right to exclude or expel from the Project any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Project.
20. Tenant shall store all its trash and garbage within its Premises or in other facilities provided by Landlord. Tenant shall not place in any trash box or receptacle any material which cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage and refuse disposal shall be made in accordance with reasonable directions issued from time to time by Landlord.
21. No cooking shall be done or permitted on the Premises except the use by Tenant of Underwriters' Laboratory approved equipment for brewing coffee, tea, and other similar hot beverages shall be permitted, and the use of an Underwriter's Laboratory approved microwave oven for employee use shall be permitted, provided that such equipment and use is in accordance with all applicable Laws. Tenant may install soft drink vending machines for use by Tenant's employees and invitees.
22. Tenant shall comply with all reasonable safety, fire protection and evacuation procedures and regulations established by Landlord or any other governmental agency.
23. Tenant's requirements will be attended to only upon appropriate application to the Project management office by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from Landlord, and no employee of Landlord will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.
24. There shall be no smoking within the Building or immediately adjacent to Building entrances (except in areas, if any, designated therefore by Landlord).
25. Landlord may waive any one or more of these Rules and Regulations for the benefit of Tenant or any other tenant, but no such waiver by Landlord shall be construed as a waiver such Rules and Regulations in favor of any other tenant.
26. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of the Lease.
27. Upon written notice to Tenant, Landlord reserves the right to rescind any of these Rules and Regulations and to make future Rules and Regulations as, in its judgment may from time to time be needed for safety, comfort and security, for care and cleanliness of the Project and for the

preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations herein above stated and any additional rules and regulations which are adopted and of which Tenant has received written notice.

28. Tenant shall be responsible for the observance of all of the foregoing rules by Tenant's employees, agents, customers, invitees and guests.
29. Landlord reserves the right to charge as Additional Rent to Tenant, any extra costs incurred by Landlord as a result of Tenant's violation of these Rules and Regulations.

## **Policies and Procedures: Insurance Requirements**

Please click on the appropriate link below to view the insurance requirements for your specific building.

[3100 Thornton \(Phase I\) Insurance Requirements](#)

[2255 N. Ontario \(Phase II\) Insurance Requirements](#)

[2233 N. Ontario \(Phase III\) Insurance Requirements](#)

[3333 Empire \(Phase IV\) Insurance Requirements](#)

[3355 Empire \(Phase V\) Insurance Requirements](#)

[Amenities Insurance Requirements](#)

## **Policies and Procedures: Moving Procedures**

Please make sure the following items have been completed prior to the start of your move.

- Provide the Office of the Building with the following information:
  - Name of your moving company
  - Contact name and phone number
  - Certificate of Insurance naming Landlord as “Additional Insured's”
- Call the Office of the Building to schedule the freight elevator and loading dock for the date and time of your desired move. They will enter your information into a log book, which is available to view by all office personnel, parking and safety officers.
- Obtain confirmation that the moving company will use protective materials to ensure the carpet, paint, and corridor wall coverings do not get damaged in the moving process.
- Keep the Office of the Building updated as changes.

## Policies and Procedures: Parking

### [ABM PARKING](#)

ABM Parking operates the parking garage at Media Studios. Their office is located on the P1 level under Phase IV.

**Parking Manager:**

Ramonito Alanes

(818) 563-1375

Monthly tenant parking is arranged through the Office of the Building. Please have your facility administrator contact the Office.

[Click here to view the Overnight](#)

### PARKING RATES

15 minutes	\$1.35
16 - 30 minutes	\$2.70
31 - 45 minutes	\$4.05
46 minutes - 1 hour	\$5.40
61 minutes - 1hour 15 minutes	\$6.75
1 hour 30 minutes	\$8.10
1 hour 45 minutes	\$9.45
2 hours	\$10.80
2 hours 15 minutes	\$12.15
2 hours 16 minutes	\$13.50

### VALIDATION BOOKLETS

15 minute booklet (100 pcs)	\$135.00
1 hour booklet (100 pcs)	\$540.00
All day Booklets (20 pcs)	\$270.00

### RULES AND REGULATIONS

[ABM Parking](#) (AP) offers parking passes only during the hours of operation posted at this location. Vehicles left while the garage is unattended are left at the customer's own risk.

Parking passes are provided on a calendar month basis, running from the first through the last day of each month.

The monthly rental is payable in advance; it is due and payable on the first day of the month and must be paid no later than ten (10) days after the due date. Failure to do so will result in restricted access, as well as late fees.

In self-parking locations, customer agreed to hold AP harmless as AP is renting space only and no bailment is created. AP is not liable for damage to, or theft of, vehicle under any circumstances.

All claimed damage or loss must be reported and itemized by the customer to the location supervisor and be recorded in writing before the vehicle is removed from the facility.

### RULES AND REGULATIONS

AP reserves the right to adjust rates upon 15-day notice to customer. Customer agrees to abide by rules and regulations as established or amended from time to time.

Location supervisor and attendants are not authorized to make or allow any exceptions.

Your key card is to be used by you ONLY. You may not lend it to others or use it to let your visitors/clients out of the parking garage. If found to be in violation, your key card will be deactivated and you will be charged the maximum daily fee (\$10.50) for each occurrence.



You may not leave your car in the garage overnight without making prior arrangements with the Office of the Building. You may park, at your own risk, for a maximum of one (1) night upon submittal of an Overnight Parking Form. Please note that neither building owners nor managers will be held responsible for any damages or theft while it is parked in the garage at any time (business hours or otherwise).

## **RULES AND REGULATIONS**

In the event of an employee termination, the employer should collect their keycard. To allow the terminated employee to properly exit the garage, please call the Office of the Building during business hours (Monday through Friday, 8:30 a.m. to 5:30 p.m., excluding holidays). We will make arrangements for the departing employee to be let out by an authorized parking attendant. This can only be done after we have been instructed by you to deactivate their card.

If you forget your key card, you **MUST** come to the Office of the Building to make arrangements for the interim. The parking attendants will not let you out by signing your ticket. The parking attendants may not grant any unauthorized access or exit without management's approval.

On site, after hours security staff does not have the ability to validate parking tickets or make key card changes. Please contact building management during business hours for parking requests.

All confidential reports, including license plate number, must be filled out completely before a keycard can be issued.

## **RULES AND REGULATIONS**

If you have additional access controls (keycard or touchpad security systems) for your suite, you will need to contact the appropriate person within your company or your service provider contact to grant suite access. Building systems are not tied into suite-specific systems.

The Tenant is solely responsible for keeping building management aware of staffing and tenant-policy changes.

Unauthorized vehicles using the HANDICAPPED or RESERVED stalls will be towed from the space at the vehicle owner's expense.

No vehicles over 8ft. on P1 level and 6 ft. 6 in. on P2 level are allowed in the parking structure; neither Standard Parking nor the building owners/managers will be held responsible for damages.

# Properties: Leasing

For leasing information please contact:

Todd Doney	<a href="mailto:Todd.Doney@cbre.com">Todd.Doney@cbre.com</a>	213.613.3330
Doug Marlow	<a href="mailto:Doug.Marlow@cbre.com">Doug.Marlow@cbre.com</a>	818.502.6707

## **Properties: 3100 Thornton**

Phase I is a four-story, Class A office building transformed in 1996 from its original use as a highly secure, windowless, aerospace engineering complex. This rehabilitation included the construction of a new parking structure and a two-story, 24,000 sq. ft amenities center, containing a full service Health Club, Commissary, and Convenience Store.

## **Properties: 2255 Ontario**

Phase II is a five-story, Class A office building. The building is an architecturally award-winning Type 1 steel frame building with dual pane solarized glass, and features state-of-the-art technology and security systems, including fiber optics.

Design amenities include a fourteen-foot slab-to-slab height to accommodate higher open ceilings, private balconies and patios, and extensive site landscaping.

## **Properties: 2233 Ontario**

Phase III is a three-story, Class A office building. The building features state of the art technology and security systems, including fiber optics.

Design amenities include a fourteen-foot slab-to-slab height, floor to ceiling glass, and extensive site landscaping.

## **Properties: 3333 Empire**

Phase IV is a five story, Class A building.

The design features private balconies and fourteen-foot slab-to-slab construction.

## **Properties: 3355 Empire**

Phase V is a five story, Class A building. The ground floor features Networks Garden Café, a full service commissary and dining facility that offers a variety of weekly specials.

## **Properties: 2333 Ontario**

The Amenities building is a two-story 24,000 square foot building. The ground floor features Networks Café, a full service commissary and dining facility and the C-Store, where one can grab a bite on the run, get refreshed with a latte or smoothie and even drop off the dry cleaning. The second floor is home to the Media Studios Health Club.



## **Security: Overview**

Worthe Real Estate Group places great emphasis on the safety and security of all those who visit or work on our campus. The project features three gated garage entrances and exits, computerized access controls, on-site security guards and closed circuit television monitoring.

Security officers are trained and instructed to observe and report back to building management. They are based in the lobby of the 2255 Ontario (Phase II) building and can be reached directly by dialing the security line at (818) 563-2600 ext. 19. Emergencies that occur outside the Office of the Buildings hours can be reported via our answering service at (310) 854-4634. You will need to identify your location as Media Studios in Burbank.

Security is active 24 hours a day, 7 days a week.

## **Security: Building Access**

### **BUILDING HOURS / ACCESS**

The office buildings on campus are open from 8:00 AM to 6:00 PM, Monday through Friday.

### **AFTER HOURS ACCESS**

Tenants may utilize their key cards to obtain access to the parking structure (must have parking access) and to exterior card readers in order to access their buildings after-hours, on weekends and holidays.

### **SECURITY HOURS**

Security is active 24 hours a day, 7 days a week.

## **Security: Deliveries**

Hand-held deliveries and those with small handcarts (such as luggage carts) may be made through the building lobby. Larger deliveries must be made through the loading dock entrance and taken up in the building through the freight elevator.

### **Thornton Avenue Delivery Entrance**

Deliveries can be made through the Thornton delivery entrance Monday through Friday, 8:30 AM to 12:00 PM and 2:00 PM to 5:30 PM. Press the intercom button to have building security provide access into the campus. Any deliveries that need to be delivered outside of those hours may be made through the Avon Street delivery entrance.

### **Avon Street Delivery Entrance**

Deliveries can be made through the Avon Street delivery entrance 24 hours a day, 7 days a week. Press the intercom button to have building security provide access into the campus.

## **Security: General Office Security**

Tenants are responsible for locking/securing their suite and notifying building management of any and all hardware malfunctions and/or personnel changes. Security guards are not authorized to grant suite access to tenants or their guests. Accordingly, it is recommended that tenants carry their key and key card at all times.

In the event of any suspicious activity or other security concern, tenants should report the incident immediately to the appropriate authority, and to the Office of the Building so that an incident report may be recorded.

**Security: Key and Lock Policy**

To maintain the integrity of the building's security system, keys and other locksmith services must be coordinated through the Office of the Building. All requests must be submitted in writing by an authorized tenant representative.

**Security: Lost and Found**

Please contact the Office of the Building at (818) 563-2600 to report items that have been lost or found in the building or on campus.

## **Security: Service Areas**

All telephone risers, electrical, mechanical and janitorial rooms are an integral part of the building's operating systems. Access to these areas is restricted to authorized personnel.

The loading dock and freight elevator are available for tenant/vendor use upon acknowledgment by building management. Scheduling and insurance requirements must be satisfied prior to the start of any work.

**Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Office of the Building. Every effort will be made to locate and escort solicitors off the property.



## Services: Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted and trash will be emptied.

- If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH.
- Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage.
- If you have special cleaning needs, such as carpet shampooing, then contact the Management Office at 202.803.2664. Special cleaning services can be arranged at tenant expense.
- If a small cleaning problem should arise during working hours, or if you have any questions or comments regarding the cleaning services, please contact the [Management Office](#).

## Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

[Emergency Procedures Brochure](#)

[Recycling Guidelines Form](#)

[Media Studios Parking Form](#)

[Overnight Parking Authorization](#)

[3100 Thornton \(Phase I\) Insurance Requirements](#)

[2255 N. Ontario \(Phase II\) Insurance Requirements](#)

[2233 N. Ontario \(Phase III\) Insurance Requirements](#)

[3333 Empire \(Phase IV\) Insurance Requirements](#)

[3355 Empire \(Phase V\) Insurance Requirements](#)

## Services: HVAC

If the temperature in your office needs adjustment, please do not attempt to make adjustments yourself. Please enter a work ticket in the [Electronic Tenant Handbook Service Request System](#) and your ticket will be referred immediately to our engineering staff.

The standard hours of operation for the heating and air conditioning systems are Monday through Friday from 8:00 AM to 6:00 PM and Saturdays from 9:00 AM to 1:00 PM. Special arrangements should be made in advance for any HVAC needed outside of specified hours, including holidays.

A phone/web-based system for programming all after-hours HVAC needs is available to tenants and can be customized to meet specific tenant needs. Please call (818-563-2164) or access via the link [mediastudiosnorth.info](http://mediastudiosnorth.info) and click on [After Hours Request](#). Authorized personnel with ID and password will be able to activate HVAC orders.

## **Services: Mail Service**

The USPS drop box is located in the 2255 (Phase II) building in the loading dock corridor. One pick-up per day, usually around 10:00 AM, Monday through Friday.

The FedEx drop box is located in the 2255 (Phase II) building in the loading dock corridor. One pick-up per day, at 4:45 PM, Monday through Friday.

The UPS drop box is located in the 2255 (Phase II) building in the loading dock corridor. One pick-up per day, at 4:45 PM, Monday through Friday.

## **Services: Recycling**

If you are interested in the campus recycling program, please refer to the following [Recycling Program Document](#).

**Services: Tenant Service Requests**

Please relay your building service requests to your tenant services contact.