

**Park Place CA
Electronic Tenant® Portal**

Created on February 6, 2023

Amenities: ATM's

[Chase Bank ATM](#) is located in the Retail Center.

Amenities: Conference Centers

There are several conference facilities available, including: The Palm Conference Center, located at 3333 Michelson Drive and the Sage and Olive Conference Centers, located at 3337 Michelson Drive.

Please contact Bon Appetit at (949) 346-5030 for more information on conference room locations, availability and rental rates.

Amenities: Dry Cleaning Services

Larsen's Cleaners operates a drop off service located on the 1st floor of the 3333 Michelson Drive building adjacent to the mailboxes and the 1st floor of the 3345 / 3347 Michelson Drive stairwell. You can drop off your laundry any day of the week and your clean laundry will be delivered to your office the following Monday or Wednesday. For further information, contact Larsen's Cleaners at 949.474.8984 or LBA Realty at 949.428.8900.

Amenities: Filming, Photography & Tenant Events in the Common Areas

Should your company be interested in filming, photographing, or holding an event in any of the common areas, please contact the [Management Office](#) at (949) 428-8900 for information on availability and rates. In an effort to maintain a professional working environment for all tenants, the Management Office must be contacted at least 2 weeks prior to the desired event date. Requests will be evaluated on a case by case basis.

[Events Brochure](#)

Amenities: Freight Elevators

Freight elevators can be reserved for large scale moves and deliveries. Elevator reservations are granted only for use outside of the normal business hours of 8am to 5:30pm, Monday through Friday, or anytime on the weekend. Reservations are confirmed on a first come, first served basis.

Move-Ins, Move-Outs & Construction

All move-ins, move-out and construction material stocking utilizing the freight elevator must be scheduled between 6:00pm and 7:30am, Monday through Friday or all day Saturday and Sunday as permitted by the City of Irvine. Due to limited availability, we suggest all requests be sent to the Property Manager.

Amenities: Retail

Restaurants

- Sushi Taka: 949.825.6266
- Houston's Restaurant: 949.833.0977
- Jan's Health Bar: 949.535.0687
- Lady M: 323.825.8888
- Lemonade: 949.251.1560
- Market Café: 949.660.1883
- Market Café Coffee Bar: 949.660.1883
- Mother's Market: 949.752.6667
- North Italia: 949.629.7060
- Panini Café: 949.260.9800
- Postino WineCafé - Coming Soon!
- Puesto Mexican Food: 949.608.7272
- Ruth's Chris Steak House: 949.252.8848
- Starbucks Coffee: 949.250.9250
- The Counter: 949.596.7227
- Wahoo's Fish Taco: 949.253.9532

Shops & Services

- Chase Bank and ATM: 949.255.1917
- Executive One Car Wash: 949.474.2250
- Hydration Room: 949.316.4555
- Jewels by Alan: 949.336.8282
- LA Fitness: 949.988.5372
- Nailtique: 949.477.9275
- Park Place Dentistry: 949.251.0011
- Social Dry Lounge: 949.251.1212
- T5 Salon: 949.261.5856
- Verizon Wireless: 949.756.3515

Hotels and Transportation

- AC Marriott Hotel - 949.471.8710

Amenities: Telecommunications

Voice and data services are provided to the property by both AT&T and Cox Communications. Cox offers digital cable service to Park Place Irvine and has installed a "Cisco Router" at the project MPOE to provide fiber optic internet service as well T1 telephone service throughout the complex. Riser management is provided by Summit Riser Systems. **All cross connects must be coordinated through Summit Riser. They can be reached at 866.778.6648.**

Two communication rooms are provided on each floor of the Atrium buildings adjacent to the respective electrical rooms and in vertical alignment. Conduit sleeves are provided between floors and a conduit tie is provided between rooms on each floor. The communication rooms are connected to the under-floor system trench header by means of trench header extensions.

The 3333 Michelson Drive building has two communication rooms located on each floor adjacent to the stairwells and in vertical alignment. Sleeves are provided between floors and a tie conduit is provided on each floor between rooms.

Emergencies: Overview

Fire, Life Safety and Emergencies

Security officers patrol Park Place and are stationed in the Security Command Center 24 hours per day, 7 days per week. The Security team is trained to respond to fire life safety system alarms and security breaches. Specific security concerns may be discussed with Property Management during normal business hours.

911 Emergencies

In the event your company calls 911 for an emergency, please place a secondary phone call to Park Place Security at 949.474.6200. Park Place Security officers will assist in directing first responders to specific locations.

Emergencies: Active Shooter

Response to Active shooter - Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES - When you are safe:

Call 9-1-1, and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run - if there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Block the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling

- Committing to your actions

[Top of Page](#)

Emergencies: Bomb Threats

In the event a telephone call is received warning that a bomb has been placed within the building, please do the following:

- Immediately write down everything the caller says.
- Call the Police at 9-1-1.
- Call the Management Office at (949) 428-8900 or Security at (949) 474.6200.

If determined by the police that the building should be evacuated, evacuation instructions will be given over the public address system.

Emergencies: Earthquake

Before an Earthquake:

- Plan your course of action before an earthquake occurs. Employees should establish an out of state telephone contact and make sure family members could act independently for at least 72 hours.
- Store essential emergency supplies such as food, water, first-aid kit, radio, and batteries. Enough supplies should be stored to support every employee for a minimum of 72 hours.
- Secure objects such as files, office equipment, bookshelves and other potentially dangerous objects.
- Be familiar with your immediate work area and floor plan. This will help you react effectively when it is necessary to find the closest and safest shelter point.

During an Earthquake:

- Get under a sturdy table or desk or move towards the center of the building. The building core is the strongest part of the structure.
- Keep your back to all glass objects if you cannot avoid them completely.
- Be aware of falling debris. Cover your head as much as possible.
- Do not panic. A clear mind will help you through the dilemma.

After an Earthquake:

- Remain calm and stay in your area (unless any emergency dictates otherwise).
- Look for injured people and administer first aid where needed.
- Barricade hazardous areas to prevent other persons from accessing a dangerous area.
- Use telephones for emergencies only.
- Be alert for after shocks. Their intensity can produce further damage. Respond to the after shock as though it is the original earthquake.
- Check your food and water supplies.
- If possible, Building Security will contact tenants via the public address system to advise on building and local conditions.

Evacuation:

- Normally, it is not recommended to evacuate a building after an earthquake. Outside, one may experience falling glass from the buildings.
- However, if an evacuation is required, use the stairs. Do not use the elevators. Walk down at a steady pace. Do not run.
- Go to the evacuation area designated by emergency response teams.
- Do not stay in lobby areas, as there are generally considerable amounts of glass in these locations.

If you are outside when an earthquake occurs:

- Immediately find a safe location away from windows. The primary danger is from falling debris, particularly glass.
- Stay under cover as after shocks may cause further damage.

[Top of Page](#)

Emergencies: Elevator Entrapment

In the event of an elevator entrapment, each elevator contains a telephone that is directly connected Kings III, a 24/hour 7 day/week monitoring center. Lift the handset and notify Kings III of your location. Kings III will immediately notify Park Place Security and we will respond within minutes.

Emergencies: Fire / Life Safety

Fire/Life Safety Systems

- Park Place Irvine's Fire/Life Safety System has the latest state-of-the-art computerized equipment. It includes systems for smoke detection, manual fire alarm stations; firemen's phone system, elevator recall, stair pressurization and automatic stair door unlocking.
- In order to maintain the integrity of the Fire/Life Safety System, all connections to the system must be performed by the building's fire/life safety service provider.

Fire/Life Safety Training and Testing

- In cooperation with the City of Irvine and the Orange County Fire Authority, Park Place has developed a pro-active, comprehensive Fire/Life Safety Emergency Preparedness Plan to help ensure the safety of our tenants in the event of an emergency.
- Every tenant should assign at least one employee to act as "Floor Warden", one "Alternate Floor Warden", and an "Emergency Response Team" for their premises. The Floor Warden will be the primary contact in case of any type of Fire/Life Safety emergency on property. Two responsible persons who work adjacent to a disabled person should be assigned to assist that individual in the event of an emergency. Disabled persons should be taken to the stairwell and remain there until assisted by the Fire Department.

Evacuation Drills

- Per the requirements set forth by the Orange County Fire Authority, evacuation drills are held annually. To prepare for the drills, LBA hosts annual emergency preparedness training. Tenants are provided with critical information, including safe refuge locations. LBA Realty also provides online training through Building Safety Solutions (BSS). To access the training anytime, visit <http://parkplaceirvine.bssnet.com> and click on the "Safety Training" link. For additional information, please call the [Management Office](#).
- Evacuation drills are pre-scheduled and tenant points of contact are provided with the approximate date of the drill. The tenant contact is then responsible for notifying their employees of the impending drill. All occupants must participate in the drills. One person may stay behind to answer reception phones. Failure to comply may result in a citation by the OCFA.

Fire

- If a fire emergency occurs during normal working hours (Monday through Friday), floor wardens and emergency response team members are responsible for the evacuation of their premises. When an alarm sounds, floor wardens will direct all employees to calmly proceed to the safe refuge areas. The last person leaving a suite or private office should close all doors. Floor wardens will be the last individuals off the floor and will assure stairwell doors are securely closed. After normal weekday business hours and weekends, occupants will be directed, over the public address system, to evacuate via the stairwells to ground level.

Tenant employees should be trained to do the following if they discover smoke or fire:

- If possible and practical, call the Fire Department by dialing 9-1-1.
- If possible and practical, call the Management Office at 949.428.8900 or Security Control at 949.474.6200.
- Evacuate to safe refuge areas.
- Feel, before opening, all closed doors that lead from your location to the nearest stairwell.
- If a closed door feels cool, stay low and open it cautiously. Be prepared to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed calmly to a stairwell. Close all doors behind you.
- Do not use the elevators! Elevators may fail due to heat, causing occupants to become entrapped. Proceed down the stairwell to the ground floor.

If a closed door is hot or smoke is seeping through it, do not open it. Try an alternate means of exiting your location. If you become trapped in your office and cannot reach a stairwell, keep all doors closed. If telephones are operational, call the Fire Department to give them your location. Use clothes, newspapers, or rugs to seal off cracks under the entrance doors to prevent smoke from infiltrating. Be prepared to try to draw the attention of the Fire Department personnel from an office window if available.

[Top of Page](#)

Emergencies: Power Failure

Park Place Irvine has an emergency generator, which will activate within seconds of a general power to provide emergency power to the building emergency systems, certain elevators and lighting

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of Park Place and to facilitate your company's operations. There is a great deal of information contained within this Electronic Tenant Portal. It will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, however it is possible that some items will change over time. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to Park Place; a premier LBA Realty property!

Introduction: About Park Place

Park Place is part of a 2 million square foot mixed-use office complex situated within a 105-acre development - Southern California's landmark choice for business. The Property is located in the heart of Orange County's Irvine Business District at Jamboree Road and the San Diego (405) Freeway in Irvine, California. As one of the few Class "A" campus-style office complexes located within one mile of John Wayne Airport, Park Place Irvine offers tenants the rare combination of a park-like setting, a congenial working environment, and a premier location in the commercial core of Orange County.

Park Place Irvine represents a uniquely designed structure with distinctive architectural features that is perhaps the most visible and widely recognized facility between San Diego and Los Angeles. Compared to the high-density office complexes in the area, the Property offers tenants a park-like setting, with lush landscaping and an enjoyable working environment in a readily accessible location.

The Property's campus-style layout includes an abundance of amenities for office workers, including an adjacent 125,000 square foot retail center with a variety of restaurants and shops, on-site health and fitness center, a 400-seat food court, conference rooms and automated teller machines. These offerings make Park Place Irvine the most versatile and accommodating business environment available today.

Because of the two distinct office product types featured at Park Place Irvine, low-rise and high-rise, the Property has the ability to provide tenants with two separate subsets of buildings. Competitive, large floor plate buildings are virtually non-existent in Class "A" buildings in the Greater Airport Area, particularly in a location comparable to Park Place Irvine. The high-rise office building within Park Place Irvine compete alongside the highest quality office towers the Greater Airport Area has to offer due to its outstanding amenity base and easy access.

Existing structures at Park Place include:

- **3333 Michelson** - One ten-story tower containing 236,000 square feet of executive office space. This Orange County landmark building is distinguished by its octagonal-shaped aluminum and glass curtain wall exterior, and cantilevered upper stories. The Tower features a spectacular two-story lobby, nine-foot floor-to-ceiling windows and custom office interiors.
- **3337 Michelson** - The Concourse, located on the ground floor level, connects the Tower to the Atrium buildings and contains approximately 235,000 square feet. The Concourse contains a 400 seat cafe, meeting rooms, office space and a loading dock with five bays.
- **3345 through 3355 Michelson** - Also known as the "Atrium Buildings", these buildings consist of six 4-story office buildings containing approximately 1.2 million square feet; with expanded floor plates specially suited for large space users. The Atrium Buildings feature dramatic full height lobbies with large open areas connecting the buildings, providing tenants and visitors with wifi enabled, landscaped seating areas and coffee bars.
- **3121 Michelson** - One six-story high-rise containing 150,000 square feet of Class "A" office space. The anchor tenant, US Bank, opened a bank branch on the first floor of the building.
- **Park Place Retail** - The Park Place Retail Center is a "stone's throw" away. Major tenants include: Mother's Market, Houston's, Ruth's Chris, North Italia and LA Fitness.

[Top of Page](#)

Introduction: About LBA

Relationship Building

At the very core of LBA Realty is an understanding that if our customers succeed, so do we. It is a philosophy and business approach that demands we take ownership in finding efficient solutions for our clients and execute them quickly. It is the practice of building strong relationships and being creative and nimble on behalf of each customer. It happens by focusing on our customers' space needs and by providing responsive service with attention to the smallest detail.

LBA Realty is a full service real estate investment and management company. The company has a diverse portfolio of office and industrial properties in the major markets throughout the U.S. including California, Colorado, the Pacific Northwest, Arizona, Nevada, Texas, Utah, Illinois, New Jersey and Florida.

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 [Forms Section](#) 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.

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

Neighborhood: Park Place Site Plan

[Please click here to view the Park Place Site Plan.](#)

Operations: Accounting

Accounting and Billing Contact Information

Electronic payment is available for rent and sundry charges. Please contact the Management Office for more information at (949) 428-8900.

Remittance for rent and above-standard services should be made payable to and mailed to the below address.

LBA IV - PPI, LLC
P.O. Box 740611
Los Angeles, CA 90074-0611

Above Standard Service Billings (Sundries)

Each month, tenants will receive an itemized sundries invoice for above-standard services such as after-hours HVAC, suite keys, electrical and plumbing requests, etc. A customer coordination fee for administrative and overhead costs will be added to the direct costs. After-hours HVAC will be charged per hour per your lease terms.

Operations: Building Management

Building Management Contact Information

The Property Management Team consists of highly trained, experienced professionals. The Team has been established to serve the needs of our customers and to ensure that your tenancy at Park Place Irvine is a pleasant experience. Our goal is to provide you with the very best service possible.

LBA Realty's commitment to excel in the area of property management is the underlying catalyst for the high standards maintained in the office projects managed by LBA Realty. As property management specialists, we have developed highly sophisticated administrative, operating and technical systems with the versatility to adapt to the changing requirements of our clients' buildings and their occupants. Standard operating procedures guide all LBA Realty employees in their responsibilities assuring continuity throughout all of the projects we manage.

The LBA Realty Management Office is located at 3333 Michelson Drive, Suite 230. Alternatively, you may reach any of our team members at (949) 428-8900, Monday through Friday, from 8:00 AM until 5:00 PM, after which time calls are forwarded to Park Place Security.

Property Managers

Tracey *Vice* THagadorn@lbarealty.com

Hagadorn *President* com

Georgette *General* GTaylor@lbarealty.com

Taylor *Manager* com

Erin *Property* EMarrero@lbarealty.com

Marrero *Manager* com

Paige *Assistant* PFaust@lbarealty.com

Faust *Property* com

Manager

Lisa *Assistant* LNielsen@lbarealty.com

Nielsen *Property* com

Manager

Policies: Building Rules & Regulations

Building Rules and Regulations are included as an Exhibit in your lease. We recommend you review this information with all of your employees.

Policies: Moving Guidelines

The relocation of a company is very important and sometimes a difficult process. It is the goal of LBA Realty's Management Team to assist you with your move, making it as smooth and efficient as possible.

The key to a successful, hassle-free move is frequent and effective communication and coordination between you, the customer, your moving company, and the Management Office.

Notification of the Move-In Date

- The Management Office should be notified at least 10 days prior to your scheduled move-in date. Please provide us any pertinent information needed prior to and following your move-in.

Move-In Hours

Monday - Friday	After 5:30 PM until 7:15 AM ONLY
Saturday - Sunday	All day

Freight Elevator Capacity

3333 Michelson Drive	4500 pound capacity
3345- 3351 Michelson Drive	3500 pound capacity
3353- 3355 Michelson Drive	4500 pound capacity
3121 Michelson Drive	4000 pound capacity

Suite Keys

- Two weeks prior to your move-in, please contact LBA Realty in writing and specify the number of keys required for company personnel. Two keys for each exterior perimeter locking door of your office will be provided free of charge. Keys for your suite will be provided to a designated representative for your company upon final acceptance of your finished space.

Tenant Insurance

- It is important that the [Management Office](#) receives your Certificate of Insurance at least 72 hours prior to your move-in. In addition, please be reminded that if you invite service providers into the building (such as movers), you accept responsibility for any incidents that may result on the property due to their presence. Certificates of Insurance for service providers must be on file in the Management Office prior to the start of any work. Please contact the Management Office for required coverage and additional insured language.

Moving Company Required Procedures

Your moving company is also required to adhere to the following procedures. Please furnish your moving company with a copy of these guidelines and make sure they have familiarized themselves with them prior to your move.

- The moving company must establish a firm arrival time with the Management Office and provide the name and phone number of a contact person knowledgeable about your move.
- A "moving route" must be established prior to the move. Tiled entrances may NOT be used.

- Employees of the moving company will not be permitted access to any part of the building other than the predetermined “moving route”.
- All walls, door facings, elevator cabs and other areas along the “moving route” will be inspected by the Management Office and moving company personnel before and after the move. It is the responsibility of the moving company to note any and all existing damages or defects and notify building management prior to commencing the relocation.
- The moving company must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the “moving route”. After completion of the move, the moving company will be held responsible for the repair of any damage caused during the move.
- Clean Masonite sections are required as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. Masonite sections should be at least 1/4" thick. 4' x 8' sheets are required in the lobby area and corridors; 32" sheets are required in suite doorways.
- Clean plywood sections are required when moving over “sensitive” floors (i.e., stone or tile floors).
- Only the freight elevator will be used for movement of furniture, equipment and supplies.
- Move-ins of large quantities of furniture, equipment or supplies must take place after 5:30pm on weekdays, weekends (all day) and holidays and only with prior consent from the Management Office.
- Deliveries will not be permitted through the lobby entrances unless prior written consent has been obtained from the Management Office.
- Employees of the moving company are to be uniformed at all times. No radios are allowed.

[Top of Page](#)

Policies: Parking Operations

ABM Parking Services

- Parking is managed by ABM Parking Services. The tenant contact on record may contact ABM Parking at (949) 863-9100 for all parking related issues.
- The ABM Parking Services office is located at 3337 Michelson Drive Suite, CN-730 (near the loading dock).
- Business hours are Monday through Friday from 8:00 AM until 5:00 PM.
- Overnight Parking is not permitted at Park Place.
- Parking Devices and Parking Privileges are not transferable.

Valet Service

Valet service is available on the Plaza Deck Monday through Friday from 7:00 AM until 6:00 PM, Building Holidays excluded. The first 30 minutes are complimentary, and the rate is \$1.75 per each 15 minutes thereafter. The maximum daily rate is \$24.00. Rates are subject to change without notice and service may be suspended due to inclement weather.

Policies: Parking Rules & Regulations

Please refer to your Lease for specific Parking Rules and Regulations, however note the following:

- Authorized users are provided access to parking facilities seven (7) days per week, twenty-four (24) hours per day. Landlord reserves the right to establish a schedule of operations commensurate with the type of patronage and volume of business, which shall be determined by Landlord in its sole discretion.
- Automobiles must be parked entirely within the stall lines on the pavement.
- All directional signs must be observed.
- Parking is prohibited in areas not striped for parking.
- Tenant shall not park any vehicles in the parking facilities other than automobiles, motorcycles, four-wheeled trucks, motor driven or non motor driven bicycles, provided that any such vehicle is not longer than a full size, passenger automobile. Landlord reserves the right to reasonably allocate parking areas according to use by full size and compact vehicles.
- Motorhomes, campers and trailers are prohibited.
- Unless posted otherwise, the speed limit within the parking facilities is five (5) miles per hour. All vehicle operators will drive in a safe and careful manner so as to preclude damaging the parking facilities or other vehicles and property in the parking facilities, or injuring persons in the parking facilities or their general vicinity.
- All vehicles must obey the maximum vertical clearance limit posted above the entrance of the parking facilities. Vehicles of a larger size than the posted clearance limit shall not be allowed into the parking facilities.
- Every person using the parking facilities at Park Place is required to park and lock their own vehicle. It is understood that all vehicles enter the parking facilities at their own risk.
- The driveways, passages, exits, entrances, elevators and stairways shall not be obstructed by anyone using the parking facilities for any purpose other than ingress and egress from his or her parking location. Landlord shall in all cases retain the right to control and prevent access to the parking facilities by all persons whose presence in the reasonable judgment of Landlord shall be prejudicial to the safety, character, reputation and interest of the building, Park Place, and other Tenants. No person using the parking facilities shall go into any unauthorized location so designated within such parking facilities.
- Parking Management and attendants are not authorized to make or allow any exceptions to The Rules and Regulations.
- Neither Owner, Landlord nor Parking Operator shall be liable for any theft or vehicle damage that may occur at Park Place. Parking is at your own risk.

Parking Devices

- Any parking device in the possession of an unauthorized holder is void.
- Loss or theft of parking devices must be reported to ABM Parking immediately. Refer to your lease for the replacement cost of devices.
- Monthly parking customers shall pay for their parking devices on or before the third working day of the month. Upon termination as a monthly customer, the customer shall deliver to the Landlord or the parking facilities operator all cards, stickers, or other means of identification that allow access to the parking facilities.

General Rules & Regulations

- No furniture, packages (excluding small hand-carried packages), supplies, merchandise, freight or equipment of any kind shall be brought into the parking facilities without the consent of Landlord or parking facilities operator. All moving of such items into or out of the building shall be via the buildings freight handling facilities unless otherwise directed by Landlord at such reasonable time and in such reasonable manner, as Landlord shall prescribe. No hand trucks or vehicles (other than a wheelchair for an individual) shall be used in the parking structure elevators. Any hand trucks permitted in the parking structure must be equipped with soft rubber tires and side guards.
- Parking structure customers shall not use, keep or permit to be used or kept any foul, noxious or dangerous substance in the parking facilities or permit or suffer the parking facilities to be occupied and/or used in any manner offensive or objectionable to Landlord or other occupants of the parking facilities by reason of noise, odors, and/or vibrations, or interfere in any way with other parking facilities customers or those having business therein, nor shall any animals or birds be brought in or kept in or about the parking facilities (other than as required for handicapped persons).

- Tenant shall acquaint its employees with these parking rules and regulations and use its best effort to cause its employees to comply with the same.
- Unauthorized vehicles, vehicles not parked in designated parking spaces and vehicles parked overnight may be towed at vehicle owner's expense.

[Top of Page](#)

Policies: Technical Information

3333 Tower

- **Construction** - The tower is a 10 story, steel frame structure. The structure was built in 1976 with the 1973 Uniform Building Code (UBC) as the governing code. The building sits on a standard driven pile foundation. The floor system is composed of 3- $\frac{3}{4}$ inch lightweight concrete slab over a 3 inch Robertson deck (6- $\frac{1}{4}$ "total depth).

The original live loads are as follows:

- Typical Floors = 50 psf + 20 psf partition
- Roof = 20 psf

The lateral loads are carried by steel moment frames. The original design is based on 1973 UBC lateral loads and loads derived using dynamic information.

Bay depths are as follows:

- 9th & 10th floors = 80 feet
- Typical floors = between 44 feet and 80 feet

Ceiling heights are as follows:

- 9th & 10th floors = 9'8"
- Typical floors = 9'

Curtain Wall - The tower exterior is a curtain wall constructed with gasketed aluminum mullions with a clear anodized finish and Libby Owens Ford (LOF) 5/16" thick silver blue reflective glass.

Concourse

- **Construction** - The Concourse is a single story concrete structure. This structure is a basic 36'-0" grid framed with a waffle slab that has a 4- $\frac{1}{2}$ "slab and 20" joists (24- $\frac{1}{2}$ " total depth). The waffle slab is supported on concrete columns which sit on a driven pile foundation. All the structural concrete in the Concourse is normal weight hard rock concrete.

The original design live loads and designed superimposed dead loads are as follows:

- Paver Area
 - Paver and grout = 75 psf
 - Live load = 100 psf
- Planter Area
 - Planter slab = 40 psf
 - 16" light weight soil = 144 psf
 - Live load = 100 psf
- Pool Area - (Fountain)
 - 4" Pool Slab = 50 psf
 - Water = 100 psf

The lateral loads are resisted by concrete shear walls. The Concourse is separated from the other steel frame structures by seismic separations. The masonry walls in the Concourse are strictly division walls. They are detailed so as not to pick up any lateral loads. The seismic design is based on the 1973 UBC.

Atrium Buildings

- **Construction** - 3347, 3351, 3353, and 3355 are 4 level, steel framed structures. (3353 & 3355 have subterranean basements not included in the floor count.) The buildings were designed in 1976 with the 1973 UBC as the governing code.
- The structures sit on standard driven pile foundations. The floor system is composed of 3-¼" lightweight concrete slab over a 3" Robertson blended deck (6-¼" total depth) supported by steel framing. Every third deck sheet, which is 36" wide, is an electrified deck sheet. The floor system was designed using composite design theory. The typical bay in these structures is a 36'-0".

The original design live loads are as follows:

- Public Areas = 100 psf
 - Typical floors = 50 psf + 20 psf partition
 - Roof = 20 psf
-
- The lateral loads are carried by double steel moment framing in both directions. The original design is based on 1973 UBC lateral loads and loads derived from using dynamic information. 3353 and 3355 have basement walls which take the lateral loads from the first floor to the foundation.
 - 3345 and 3349 are 4 level steel framed structures. The structures were designed in 1980 with the 1973 UBC being the governing code. The steel frames and design live loads of 3345 and 3349 are similar to 3347, 3351, 3353, and 3355.
 - The elevators and stairwells are located at the perimeter of each building providing an open bay depth equal to the entire floor plate.
 - Ceiling heights of the typical floors throughout the Atrium are 9'.

Curtain Wall - The Atrium buildings are clad in a black fluoropolymer finish aluminum frame with "butt glazed" exterior silicone joints. All exterior glass on the buildings is Libby Owens Ford (LOF) 5/16" thick silver blue reflective glass.

[Top of Page](#)

Policies: Vendor Insurance Requirements

All vendors and contractors performing work within the Building or providing delivery services must provide a Certificate of Insurance to LBA Realty in advance.

- [Click here for Minimum Insurance Requirements](#)

Security: Overview

24 Hour Customer Service: (949) 474.6200

Park Place Irvine is patrolled 24-hours a day by Allied Universal Security's (AUS) trained guard personnel. AUS Security guards have numerous responsibilities to maintain the property as a safe work environment for you and your guests. As part of their security duties, AUS guards are available to escort all Park Place Irvine tenants and their visitors to and from their vehicles by calling the 24-Hour number at 949.474.6200. They are responsible for patrolling the parking lots, ticketing and towing any illegally parked cars, as well as many other building functions. After-hours and on weekends, the guards check for unlocked doors, safety hazards, and any suspicious events.

AUS also conducts patrols of the property throughout the night, handles all after-hours calls to the [Management Office](#) and can reach a Property Manager or on-call Building Engineer in the case of an emergency.

Security: After-Hours Access

Lobby doors are open Monday through Friday from 6:00 am to 6:00 pm and on Saturdays from 8:00am to 1:00pm. Doors are locked on Sundays and Holidays.

To ensure the safety of tenants requiring access to the buildings after normal business hours, the buildings at Park Place Irvine are equipped with access door monitoring systems. Using individually programmed key cards, authorized card holders will be granted after-hours entry into the buildings at Park Place by presenting their cards at electronic readers located at each of the main building entries. This door management system will not affect tenant specific security systems or grant access into tenant suites.

Building access and alarm systems are monitored by the on-site 24/7 Security Control Center.

Security: General Office Deliveries

In order to maintain a clear and well-organized delivery area, and to ensure the most efficient delivery of larger items, please adhere to the following guidelines:

- All deliveries to Park Place Irvine will be made through the loading dock and service lobby areas where provided. DELIVERIES ARE NOT PERMITTED THROUGH THE MAIN LOBBY ENTRANCES.
- All deliveries will be made utilizing the service elevators. Use of passenger elevators is prohibited.
- Absolutely no deliveries will be left at the loading dock or in any common areas.
- Please notify the [Management Office](#) seventy-two (72) hours in advance of any delivery requiring the use of an elevator for longer than 15 minutes.
- Delivery vehicles should not be left unattended for longer than 30 minutes.
- Delivery vehicles are not permitted to be parked on the premises overnight.
- No pallet jacks are allowed past the loading dock.

Security: General Safety Guidelines

Your cooperation is asked in observing the following safety guidelines:

- Notify the [Management Office](#) of loiterers or suspicious persons in corridors or washrooms.
- Report solicitors to security or the Management Office.
- Always lock your suite when there is no one in the office – even if you've just stepped out for a moment.
- Keep corridor doors closed at all times.
- Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
- Provide your employees with your company's safety guidelines.
- Notify the Management Office of any crimes after you have notified the police.
- Collect keys, key cards and parking devices from employees who have resigned or have been terminated from your firm.

Security: Lost & Found

Building Security maintains an inventory of all Lost and Found property. In order to reclaim lost property, it will be necessary to present identification and properly describe the property before it is released. For more information, contact the Security Command Center at 949.474.6200.

Services: Building Systems

HVAC

- The HVAC system consists of a central chilled water plant providing service to the office Tower, Concourse, and Atrium building two (2) 1800 ton Carrier centrifugal chillers, one (1) 1600 ton Trane chiller, one (1) 1000 ton Trane chiller and two (2) 100 horsepower Cleaver Brooks hot water heating boilers.
- The 3333 Tower is served by variable air volume reheat systems with one air handling unit serving each floor. A central economizer cycle is installed in the penthouse serving all the air handling units.
- The Concourse and Atrium buildings are served by cooling only VAV systems. All air handling systems are equipped with an economizer cycle.
- After-hours lighting and air-conditioning are controlled through a computerized automated system that allows tenants to program HVAC and lighting requests online. Tenant contacts are provided with login information for Genea. The website is: <https://platform.geneaenergy.com/>

Electrical Power Distribution

- The facility is served by Southern California Edison at 12 kV with dual incoming feeders to a 12 kV building main service switchboard. This double feeder concept is extended from the main switchboard to all the substations so that each substation transformer can be supplied from either of two incoming 12 kV feeders with the exception of transformers 17DS and 18DS).

Fire / Life Safety Systems

- Atrium and Concourse: The devices which comprise the fire alarm system are monitored via an Edwards EST-3 addressable fire alarm system. Each floor within every building is configured for a separate audio zone.
- 3333 Michelson Drive: The devices which comprise the fire alarm system are monitored via both systems. The origin system, SET 7000, is a relay based system that provides a general alarm during any device activation. Visual and audible notifications are activated on the floor of, the floor above and the floor below the alarm.

Vertical Transportation

- There are fifteen elevators and six (6) escalators, manufactured by Otis Elevator Company. These systems were installed between 1975 and 1980.
- The 3333 Tower building is equipped with four (4) 3500 pound capacity gearless passenger elevators and one 4500 pound capacity freight elevator. These elevators have a rated speed of 500 FPM.
- The Atrium buildings are served by three (3) banks of underslung geared elevators.
- A set of six (6) 48" escalators interconnect all of the above ground Atrium buildings in the central Atrium space. All of the escalators operate at 90 FPM.

[Top of Page](#)

Services: Energy Conservation

The following guidelines will help you and your staff contribute to energy conservation in the building:

- Always turn your office lights off if you leave for five minutes or more.
- Turn your lights off at the end of the day.
- At the end of the day, please make a point of turning off printers, computers, TV's, coffee pots and all other appliances.

Services: Forms

- [Building Access Request Form](#)
- [Minimum Insurance Requirements](#)
- [Overnight Parking Form](#)
- [Parking Access Request Form](#)

Services: Engineering Services

A staff of qualified engineers and maintenance personnel provide services from 8:00am - 5:00pm, Monday through Friday. Requests for repairs and maintenance can be made by submitting an [Angus Anywhere Service Request](#).

Services: HVAC

Heating, Ventilation and Air Conditioning (HVAC)

- Heating, ventilation, and air conditioning (HVAC) is provided at no charge during normal business hours as provided in your Lease, typically 8:00am to 6:00pm, Monday through Friday. Temperature adjustments can be requested during normal business hours by submitting an [Angus Anywhere](#) Service Request under Temperature - "Too Hot" or "Too Cold".

Procedures for after-hours HVAC requests

- After hours HVAC requests are provided at an additional charge (please refer to your Lease for the cost of after-hours HVAC). For the convenience of our tenants, Park Place utilizes an on-demand air conditioning website through "[Genea](#)" that will allow you to request after-hours air. All authorized users will be provided with a unique login profile to access the website.

Services: Keys

Additional keys and lock changes after move-in are available through the [Management Office](#). All suite and private office locks must be keyed on the building master key system and all key and lock work is to be performed by the Building locksmith. No outside locksmiths are permitted to work in the building without prior written authorization from the Management Office.

The locksmith is on-site every Wednesday. Contact the Tenant Service Coordinator for key and lock requests. Tenants will be billed for actual locksmith costs, plus the standard Administrative Fee.

Services: Janitorial Services

Janitorial services are provided nightly, Sunday through Thursday. Restroom porter services are provided daily, Monday through Friday. Above standard janitorial requests (i.e. kitchen appliance cleaning, interior office glass cleaning, etc.) can be arranged by contacting the Tenant Services Coordinator for pricing.

- Janitorial services are currently provided after hours so as not to disturb tenant operations. Should you require attention during the business day, or have a request for after hours, please submit the request through the [Angus](#) service portal. Porters are directed NOT to move any items on desks
- Management conducts inspections of both building common areas and our customers premises to monitor the quality of our janitorial service and we meet regularly with the janitorial management team to assess performance. Designated Tenant contacts should notify the Management Office immediately with any comments or concerns regarding the cleaning services.

Services: Mail Services

Mail & Shipping Service

When dropping off mail, please make sure to deposit all envelopes and packages in the mail slots. Mail left in the lobby area outside of the slots is not considered secure and not subject to protection under Federal Law. Packages which are too large to fit in the mail slots must be dropped off at a full-service Postal Service center. The nearest U.S. Postal Office is [Harvest Station](#) at 17192 Murphy, Irvine, CA 92623.

For your added convenience, Fed Ex and UPS and drop boxes are located at 3333 Michelson Drive, first floor mailbox area. Pick-up times for each carrier are posted on their individual drop boxes.

Services: Recycling

Office Paper Recycling

- Recognizing the importance of recycling in managing solid wastes, LBA Realty has implemented a recycling program at Park Place Irvine. The goal of the recycling program is to recover and recycle over 65% of the total waste generated at Park Place Irvine.

By recycling 65% of the waste from the project, over the course of one year the program will:

- Recycle 2,000 tons of paper
- Save 34,000 trees
- Save over 4,000 cubic yards of landfill space

In addition, operating expenses are impacted favorably since revenues generated by recycling are offset against waste removal costs and reduced hauling fees. More importantly, recycling means that Orange County will need to develop less landfill space, leaving more room for recreation and scenic beauty.

The main focus of Park Place Irvine's recycling program is to recycle as much "acceptable" recyclable paper products as possible.

Recyclable Paper

- Acceptable recyclable materials includes white paper, bar computer paper, letterhead, message paper, colored paper, envelopes (including plastic window and Kraft), post-it notes, thermal fax paper, carbonless NCR forms, bulk mailings, file folders (please remove excess labels), magazines, newspapers, and tablet backings. Staples and paper clips need not be removed. The following items are not acceptable: garbage, Styrofoam, plastic coated paper, carbon paper, paper towels and tissues, pressure sensitive labels and backing, tape, paper plates and cups, and paper ream wrappers. (Paper ream wrappers contain a "wetstrength" to prevent paper from absorbing moisture in shipping and storage and can not be processed by pulping machines.)

Desk Receptacles / Central Collection Container

- Recyclable papers can be accumulated at the employee's desk or workstation in a separate desk-side receptacle provided by the Management Office. These desk-side receptacles are then emptied by the tenant into a central collection container that is picked up by the evening janitorial staff, Sunday through Thursday. The central collection containers (generally kitchen size trash containers), also provided by the Management Office, should be placed at copier locations, computer workstations and other work centers for the collection of recyclable paper only. Please instruct employees to place all non-recyclable waste in a wastebasket that is separate from their desk-side recycled paper bin.

Aluminum / Glass / Plastic

- Aluminum cans, glass and plastic bottles will also be collected by the janitorial staff. Receptacles will be provided upon request. Our recycling contractor will sort through the aluminum / glass / plastics collections and reclaim as many of these recyclables as possible at their processing facility.

Separate Food Waste

- In each office, regular waste containers designated for food and containers for non-recyclable waste only should be labeled and located in convenient, appropriate areas, such as kitchens, coffee rooms, lounges, conference rooms and other areas determined by the tenant. All food waste and non-recyclable trash should be discarded into these receptacles which are picked up nightly, Monday through Sunday.
- With the support and active participation of all Park Place Irvine tenants, this recycling program will be an on-going success.

[Top of Page](#)

Services: Service Requests

Angus

Angus is an internet-based building management system designed to improve efficiency and increase value for all LBA Realty tenants.

To Access Angus

- Go to <https://www.ng1.angusanywhere.com/AA/Login>
- Should you need a user name and password, contact your [Property Manager](#).

Services: Signage

An electronic, touch screen directory is located in the 3333 Building and the Main Entrance to the Atrium buildings at 3345-3355 Michelson Drive. To update your company's information, please contact the Tenant Services Coordinator at the [Management Office](#) at 949.428.8900.

Only those signs that are approved in writing by LBA Realty may be displayed in public view. Except as otherwise specified by your lease, no sign, placard, picture, advertisement, name or notice shall be inscribed, displayed, printed or affixed on or to any part of the common area of the building or premises. The Management Office reserves the right to remove any such sign, without notice.

TECH: On Demand

It's an on demand world. Need a ride? A reservation? Food delivered? Tickets? Click on the logos below. Any additional suggestions of local on demand services? Drop us a line.

