










# Commercial Tenant Handbook



**PRESIDIO  
COMMERCIAL**

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# Welcome and Stay Connected



# Welcome to the Presidio

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## About the Handbook

We're glad you're here! This Tenant Handbook is a "how to" guide for working in the park. It introduces the Presidio's amazing resources and provides detailed information about managing your workspace.

Please keep in mind that this guide is not a substitute for your lease, the applicable rules, and other important guidelines for working in this unique environment.

Please feel free to contact the Presidio Commercial Property Management Office at any time with questions at (415) 561-2449 or [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov).




## Stay Informed & Connected

The Tenant Portal invites Presidio tenants to view lease documents and rent statements and to enter a work order. To sign up, contact the Presidio Commercial Property Management Office at [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov).

Be sure to look out for the Presidio Commercial email, a monthly update on news and happenings in the park.

And the [Presidio website](#) is a great source for information about park experiences, services, and amenities.

You can also get great information by following the Presidio on:

-  [Instagram @presidiosf](#)
-  [Facebook @presidiosf](#)
-  [LinkedIn @presidiotrust](#)

## Thank You for Supporting the Presidio!

By locating here, you are helping to keep this national park site beautiful and open for all. Thank you!



## About the Presidio

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Located in the heart of the Bay Area, the 1,491-acre Presidio of San Francisco is a [National Historic Landmark](#) and one of America's most visited national park sites.

Long home to native people and later a military post under three flags, it's now part of the Golden Gate National Recreation Area. It's managed by the Presidio Trust, with the [Partnership for the Presidio](#).

Today's Presidio is a city within a city – and an [oasis for rare wildlife](#) that is among the most biologically diverse national park sites in America. It's a global visitor destination – and a bus ride away for millions of people. It's a public park – and a place where people live and businesses thrive. Hundreds of historic buildings have been reinvented as public museums, restaurants, hotels, gyms, as well as homes and offices.

And unlike other national parks, it's operated with funds earned here, with every dollar spent going right back into park preservation.

While a beloved landmark, the Presidio is always transforming to be relevant and meaningful for its time. It's a place that delivers all the great experiences you'd expect from a national park – and lots of surprises for visitors.

The Presidio is home to 3,000 residents, more than 200 organizations, and hosts nearly 10 million visits annually.

Learn more at [www.presidio.gov](http://www.presidio.gov).



## About the Presidio Trust

The [Presidio Trust](http://www.presidio.gov) is an innovative federal agency that stewards and shares the history, beauty, and wonder of the Presidio for everyone to enjoy forever. The Trust pursues a triple bottom line of people, planet, and performance. It works to ensure the Presidio is visited and loved by all, models outstanding practices to protect nature and reduce environmental impact, and operates efficiently and effectively in service to the public.



The Trust earns the funds to manage the Presidio by operating park businesses, from leasing homes and workplaces to offering visitor amenities. Unlike other national parks, the Trust does not receive a direct annual appropriation. The Trust manages the Presidio in partnership with the National Park Service and with support from the Golden Gate National Parks Conservancy, known as the Partnership for the Presidio.



## Park Experiences & Amenities

The [Presidio website](#) is your best source for information about all the experiences, services, and amenities this incredible national park site offers. This section includes a summary of popular topics.



### Eat

The Presidio is home to more than a dozen eateries of all kinds and also features the Presidio Pop Up food trucks and mobile vendors.



### Trails

The Presidio has the best nature trails in the city. Twelve major routes crisscross the park. Come out for great hiking in San Francisco or bring your bike for adventures on multi-use trails. Along the way, don't miss the [scenic overlooks](#).



### Presidio Tunnel Tops [↗](#)

The park's newest attraction, Presidio Tunnel Tops offers unforgettable Golden Gate Bridge views, the [Presidio Visitor Center](#), the [Outpost](#) playground and [Field Station](#) curiosity lab, trails, and public lawns, [Presidio Pop Up](#) food celebrating diverse cultures, and great places to picnic.



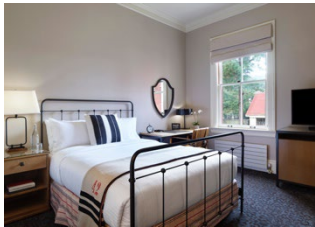
### Picnic Areas [↗](#)

The Presidio features lots of formal picnic areas, plus lawns for lounging.



### Presidio Golf Course [↗](#)

Whether you're new to the game or a seasoned player, you'll enjoy 18 holes of challenging play with tight fairways and strategically placed bunkers. The golf course also features a restaurant, a pro shop, and driving range.



### Presidio Lodging & Camping [↗](#)

The Presidio is home to two boutique historic hotels and Rob Hill Campground, where you can sleep under the stars.



### Event Venues & Outdoor Lawn Rentals [↗](#)

The park features beautiful historic venues for meetings, conferences, and retreats, and lush outdoor lawns for events and celebrations.



### Volunteer [↗](#)

The Presidio offers drop-in volunteer opportunities as well as programs for groups which can be a great team-building adventure.

## Calendar of Events

There's always something happening in the park, from ranger talks to cultural events.

## Presidio Tenant Marketing Council

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The Marketing Council is a quarterly meeting between tenants and employees of the Presidio Trust to exchange updates and address questions, changes, or issues in the park. It is held at a variety of locations around the park; any Presidio business can offer to host a Marketing Council meeting in their space.

Please join us! If you would like to be added to the mailing list, send an email to [presidio@presidiotrust.gov](mailto:presidio@presidiotrust.gov).

## Discounts & Perks

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### Presidio Tenant Discounts

#### **Presidio Theatre**

\$10 rush tickets to most [Presidio Theatre](#) shows are available to all Presidio tenants and residents. Stop by the box office to pick them up or email [info@presidiotheatre.org](mailto:info@presidiotheatre.org) for more information. Rush tickets are not available for shows that are sold out.

#### **Presidio Community YMCA**

Presidio tenants receive a 10% discount on monthly fees and a full waive of the join fee for the [Presidio Community YMCA](#). Members have access to additional locations in San Francisco, San Mateo, and Marin. Email [memberservices@ymcasf.org](mailto:memberservices@ymcasf.org) or call the Presidio Y directly at (415) 447-9622.

#### **Buen Rallo Catering**

Buen Rallo Catering is offering a one-time discount on any of their catering brands to Presidio tenants. Use the code PR35IDIO# to order online at [Toast](#) or call (415) 400-4347 for more information.

***Presidio Lodging***

The [Lodge and Inn at the Presidio](#) are offering a discount to tenants with the code Presidio Partner. Call (415) 561-1234 to make a reservation and apply the code. The code cannot be used through online platform. For more information, email [info@lodgeatthepresidio.com](mailto:info@lodgeatthepresidio.com) or call (415) 561-1234.

***Wedgewood Events***

Presidio tenants hosting non-social events Monday through Thursday can receive a 10% discount at [Wedgewood Events](#). Contact Wedgewood at [presidio@wedgewoodevents.com](mailto:presidio@wedgewoodevents.com) (recommended) or call (415) 702-4051 to schedule a tour and to let them know you are a Presidio tenant.



# Guidance for Being a Presidio Tenant



## Contact Information

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### Presidio Commercial Property Management Office

**Office Hours:** Monday through Friday, 8 a.m. to 5 p.m. (except holidays)

**Office Location**

220 Halleck Street, Suite G100  
San Francisco, CA 94129

**Mailing Address**

Presidio Commercial  
P.O. Box 29546  
San Francisco, CA 94129

**Main Line/General Inquiries**

(415) 561-2449 or [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov)

**After-Hours Emergencies**

(415) 677-2267

### Tenant Portal

The Tenant Portal welcomes Presidio tenants to view lease documents, rent statements and enter a work order. To sign up, contact the Presidio Commercial Property Management Office at [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov).

### Property Management Team

Paul Schultz, Property Administrator  
[pschultz@presidiocommercial.gov](mailto:pschultz@presidiocommercial.gov)  
(415) 561-4056

Emily Wong, Tenant Engagement Coordinator  
[ewong@presidiocommercial.gov](mailto:ewong@presidiocommercial.gov)  
(415) 561-4057

Ben Dare, Lease Administrator  
[bdare@presidiocommercial.gov](mailto:bdare@presidiocommercial.gov)  
(415) 561-4055

Riane Limon, Assistant Property Manager  
[rlimon@presidiocommercial.gov](mailto:rlimon@presidiocommercial.gov)  
(415) 561-4054

Annie Thai, Property Manager  
[athai@presidiocommercial.gov](mailto:athai@presidiocommercial.gov)  
(415) 561-4053

Katherine Daley, Property Manager  
[kdaley@presidiocommercial.gov](mailto:kdaley@presidiocommercial.gov)  
(415) 561-4052

Danae Outeiro, General Manager  
[douteiro@presidiocommercial.gov](mailto:douteiro@presidiocommercial.gov)  
(415) 561-4051

## Emergency Contacts

### ***Emergency Dispatch for Police or Fire***

From Landline: 911

From Cell Phone: (415) 561-5656

### ***United States Park Police (USPP)***

Non-Emergency: (415) 561-5505

1217 Ralston Avenue (Fort Winfield Scott District)

### ***San Francisco Fire Department***

(415) 558-3200

Station #51 (serves the Presidio)

218 Lincoln Boulevard (on the Main Post)

## Presidio Trust

1750 Lincoln Boulevard  
San Francisco, CA 94129  
(415) 561-5300  
[www.presidio.gov](http://www.presidio.gov)  
[presidio@presidiotrust.gov](mailto:presidio@presidiotrust.gov)

## Presidio Parking Office

Justin Scott, Operations Manager  
[jscott@aceparking.com](mailto:jscott@aceparking.com)  
(415) 561-4265

## Work Order Submission

(415) 561-2449

[info@presidiocommercial.gov](mailto:info@presidiocommercial.gov)

Or you can use the Tenant Portal for online submission (*please email [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov) for enrollment and guidance on using the Tenant Portal to submit work orders.*)

## Utilities

Utility Service Applications  
[yesutilibilling@presidiotrust.gov](mailto:yesutilibilling@presidiotrust.gov)  
(415) 561-4282

Utility Billing Inquiries  
[yescs@yesenergymgmt.com](mailto:yescs@yesenergymgmt.com)  
(800) 637-4242

## Hospitals

### ***California Pacific Medical Center***

Van Ness Campus  
1101 Van Ness Avenue (between Post and Geary Streets)  
(415) 600-6000

### ***California Pacific Medical Center***

Pacific Campus  
2333 Buchanan Street (between Webster and Clay Streets)  
(415) 600-6000

### ***St. Mary's Hospital***

450 Stanyan Street (between Hayes and Fulton Streets)  
(415) 668-1000

### ***Kaiser Permanente***

2425 Geary Boulevard (between Divisadero and Baker Streets)  
(415) 833-2000

## Third Party Utility Companies

Pacific Gas & Electric (PG&E)  
(Gas Service Only)  
(800) PGE-5000  
[www.pge.com](http://www.pge.com)

## Cooking Oils

Darling International (kitchen grease disposal)  
429 Amador Street  
San Francisco, CA 94124  
(415) 647-4890  
[www.darlingii.com](http://www.darlingii.com)



## Tenant Maintenance & Service Requests

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Tenant maintenance requests can be submitted via the tenant portal dashboard at <https://presidio.gov/lease-an-office> (click “Visit the Tenant Portal”). Click “New Request” and complete all required fields. Please attach photos and as much detail as possible.

## Leasing Commercial Space

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If you have questions about leasing additional space in the Presidio or want to schedule a tour, contact the Presidio Trust Commercial Leasing Office at (415) 561-5335 or [leasing@presidiotrust.gov](mailto:leasing@presidiotrust.gov). See what’s available at [www.presidio.gov/lease](http://www.presidio.gov/lease).

## Paying Rent & Other Obligations

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There are three ways to submit rent payments:

### By Check

You may either mail your check (payable to the Presidio Trust) to:

1. Presidio Commercial, P.O. Box 29546, San Francisco, CA 94129
2. Or hand deliver your check to the Presidio Commercial Office at 220 Halleck, Suite G100
3. Or deliver it to the drop box located at 220 Halleck Street south entrance (facing the Fire Station next to the side entry door)

### Via Online Banking

If you use online banking, the payee is:

“The Presidio Trust” at the address  
P.O. Box 29546, San Francisco, CA 94129

### Online at [www.pay.gov](http://www.pay.gov)

On [www.pay.gov](http://www.pay.gov), you can pay by credit card or ACH. Retrieve the form named “Presidio Commercial.” Complete the form, making sure to include your Tenant ID number (located in the upper right-hand corner of your rent statement). You may also self-enroll with [www.pay.gov](http://www.pay.gov), allowing you to save your submitted form, including your billing and contact information, so you do not need to re-enter the information with each subsequent payment.

For ACH payment: Presidio's Company ID is 9565000107

Rent is payable in advance and is due on the first day of the month. Any payments made after the first may be assessed a late fee according to the terms of your lease. Please refer to the terms of your lease for details. In addition to late fees, your lease may provide for an accrual of interest on a daily basis from the date the rent is due until the date the payment is received in the Presidio Commercial Property Management Office.

Although rent shall be paid without any prior demand or notice, as a courtesy Presidio Commercial will send by either email or mail a monthly statement to your business. The statement will reflect account history prior to the 18th of the previous month, including rent, service district charges, and additional charges as applicable. The statement will also include your Tenant ID number in the upper right-hand corner; please include this number with your payment to ensure proper application.

In the event a statement is not received, please refer to your lease agreement for payment details. You may also call the Presidio Commercial Property Management Office for assistance. All checks are converted to an electronic fund transfer (EFT).

By sending your completed and signed check, you authorize the use of your account information for payment or the copying of the check for processing, if necessary. EFT transactions typically occur within 24 hours. A fee of \$25 will be applied in the case of insufficient funds.

## Utilities

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### Gas

Pacific Gas and Electric (PG&E) provides gas service to the Presidio's tenants. Please refer to your lease for information about transferring gas service. For questions, please contact PG&E or the Presidio Commercial Property Management Office.

### Electricity, Water, and Sewer

The Presidio Trust Municipal Services Department provides the following utilities to tenants:

- Electricity
- Water
- Sewer
- Fire Service

An application for utility services is provided by the Presidio Commercial Property Management Office at move in. Changes in service may be requested directly from the Presidio Trust's Utility Service Applications.

## Payment of Presidio Trust Utilities

Depending on your lease terms, you may receive a separate utility usage summary from YES! (Yardi Energy Solutions) utility billing. This summary will be sent to you electronically around the 10th of every month. The amounts shown on the summary, plus any unpaid utility charges, will also show up on your rent statement from Presidio Commercial.

Utility charges can be paid the same three ways rent can be paid:

1. **By check mailed or delivered** to Presidio Commercial Property Management Office (Hand Delivery) 220 Halleck Street, Suite G100 (Mail) P.O. Box 29546, San Francisco, CA 94129
2. Via **online banking** with payee “Presidio Trust” at P.O. Box 29546, San Francisco, CA 94129
3. **By credit card** or ACH payment on [www.pay.gov](http://www.pay.gov).

You may send payments for rent and utilities, or you can combine payments.

If you use [www.pay.gov](http://www.pay.gov) to pay your utilities, retrieve the form named “Presidio Commercial.” Complete the form making sure to include your Tenant ID number (located in the upper right-hand corner of your rent statement). You may also self-enroll with [www.pay.gov](http://www.pay.gov), allowing you to save your submitted form, including your billing and contact information, so you do not need to re-enter the information with each subsequent payment.

## Telecom

Telecommunication service is available through third-party providers. These companies link service to the Presidio Trust’s telecommunication center and from there service gets routed to individual buildings.

Please contact a provider of your choice to initiate service. There will be an additional charge through the Trust’s utility billing process if you require fiber lines. In this case, please include the number of fiber lines needed on your utility application. Alternatively, you may select an option that allows your service provider to coordinate with Trust staff to determine the number of lines needed. Advance approval from the Trust is required for the installation of jacks and drilling for new wiring, etc. Please contact the Presidio Commercial Property Management Office for direction.

## Designated Tenant Contacts

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Please complete the Tenant Contact Form and appoint property contacts for each category, including Main Tenant Contact, Accounting Contact, and Emergency Contact(s). All Tenant requests should be filtered through the assigned Main Tenant Contact.

## Building Access

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### Building Entrance Doors (Multi-Tenant Buildings)

Please do not prop open building entrance doors so that we maintain building security for all tenants in your building.

### Access Cards

Access Card readers are installed at designated entrance doors on multi-tenant buildings. Access Cards should only be issued to team members you wish to have access to the building during and after business hours. Should an Access Card be lost, please immediately notify the Presidio Commercial Property Management Office to have the card disabled.

## Building Maintenance & Alterations

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### Maintenance and Janitorial Services

If maintenance and janitorial services are included in your lease, please contact the Presidio Commercial Property Management Office if you have a question or concern.

Tenants who have retained third-party property maintenance or janitorial firms must provide the Presidio Commercial Property Management Office with copies of all such contracts, along with the certificates of vendor insurance. Please refer to the Presidio Trust Green Cleaning Guidelines.

### Inspections

In addition to those at move-in and move-out, Presidio Trust inspectors will also conduct annual inspections of your premises. Trust staff members will contact you each year to coordinate your inspection. Depending on the terms of your lease, these may be billable to you. Please refer to your lease or contact the Presidio Commercial Property Management Office if you have questions.

### Building and Landscape Alterations

See [Planning and Permitting - The Presidio \(San Francisco\)](#) for more information.

Due to the Presidio's status as a National Historic Landmark District and national park site, all construction, landscaping, tenant improvements, and other alterations (minor and major) must be reviewed, authorized, and monitored by the [Presidio Planning and Permitting Department](#). This includes pulling weeds, planting plants, removing bird nests, or other minor alterations to the natural spaces. Please note that Planning



Review does not accept submittals from outside entities, only Trust employed Project Managers (PMs) or Trust Designated Representatives (TDR, or Presidio Commercial Property Management staff). If you are considering a project, be sure to work directly with a PM or TDR to ensure that your project is reviewed effectively and efficiently. For minor maintenance, please contact the Presidio Commercial Property Management office.

Requirements and approval times vary and will depend on the scope of work and the necessary level of review, permitting, and inspection.

Any work undertaken without prior Presidio Trust approval is considered a lease violation. The Trust may require the reversal of unauthorized work at the tenant's expense.

## Business Signage

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### Interior Signage

Interior signage is considered an alteration to the building and must be approved by the Presidio Trust. Only reversible signage systems are allowed. Informal methods of posting signs – including those using tape, tacks, and nails – are prohibited due to the damage they can cause to historic buildings. If you need to change your name on the interior sign or want to request additional signage, please contact the Presidio Commercial Property Management Office.

### Exterior Signage

All exterior signage must comply with the [Presidio Sign Standards and Guidelines](#).

For new exterior sign requests, please contact the Presidio Commercial Property Management Office.

The Presidio Sign Standards and Guidelines address sign types, design, content, and location and are used as a tool for the Presidio Trust Planning team to determine consistency with the National Environmental Policy Act (NEPA) and the National Historic Protection Act (NHPA). The application of these standards and guidelines ensure compliance with federal law that protects the Presidio's historic status as a National Historic Landmark District. Specifically, these standards and guidelines strive to provide a reasonable balance among:

- the Presidio Trust's responsibility to prevent visual discord and a feeling of commercialization, and to avoid clutter in a national park site
- the needs of Presidio visitors and business clientele to find their destinations
- the needs of tenants to identify their businesses, services, and other activities with signs.

In addition to permanent exterior signs, the Presidio Sign Standards Guidelines also cover temporary exterior signs such as building-mounted banners, streetlight banners, windmasters, and construction signs. Temporary signs are allowed to announce special events like grand openings, exhibits, or limited-time programs. Please refer to the Presidio Sign Standards and Guidelines for more information.

Forms for new or modified signage may be requested from the Presidio Commercial Property Management Office. Once completed, please return the signage request forms to the Presidio Commercial Property Management Office for distribution to the Presidio Trust for approval prior to installation.

Note: Presidio Trust staff may require access to windows to install bird deflection decals to deter bird collisions. These do not qualify as signage.

## Key Distribution & Lockouts

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The Presidio Commercial Property Management Office will distribute a complimentary set of keys to each new tenant at move in. Additional keys may be requested from the Presidio Commercial Property Management Office. Charges for additional keys will be processed through the Presidio Trust's Property Management office and will be included in a subsequent monthly rent statement.

### Locked Outs

If you are locked out during normal business hours, please contact the Presidio Commercial Property Management Office at (415) 561-2449.

After hours, please call the Work Order Service Center at (415) 677-2267. Please note that an after-hours lock-out will be treated as a billable work order, with charges included in a subsequent monthly rent statement.

For your safety and the safety of others, please do not tamper with any doors or locks. Please contact the Presidio Commercial Property Management Office for any lock or key-related requests. Your premises may not be re-keyed without prior written approval from the Presidio Trust. At vacancy, all keys must be returned to the Presidio Commercial Property Management Office.

## Recycling, Composting, & Landfill

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Help divert more material away from landfill, by recycling, composting and reducing your use of plastic bags.

Did you know Presidio Trust diverts over 73% of its material away from landfill by composting and recycling? Here are seven tips to successfully participate:

- Place all food scraps, paper plates, paper take out boxes, pizza boxes, napkins, & paper towels in compost container (**green**) – WITHOUT any plastic bag.
- Place all cans, bottles, plastic containers, aluminum foil and trays (ball foil up to softball size) – without any liquid or food in recycle container (**blue**)
- Plastic bags are **landfill**. No plastic bags are allowed in **recycle** or **compost** containers. Use a paper bag rather than a plastic bag for recycling. Use compostable liner or paper bag for compost.
- Break down cardboard boxes before placing them in the **recycle** container.
- What goes in trash/landfill container? Not much! Cat litter, plastic bags, Styrofoam, ceramics & broken glass to name a few.
- Refer to [Recology's website](#) for more detail information on what can be recycled and composted. When in doubt find out!
- Inform your staff and custodial team of proper disposal of material in the right container by sharing educational [resources](#) with them.

## Wildlife Management

Protect wildlife by securing your waste material. Secure all waste bins with bungees at all times. Keep the lids of waste containers closed at all times. Contact Recology at [customerservice@recologysf.com](mailto:customerservice@recologysf.com) or (415)330-1300 to obtain a missing bungee or replace a broken bin or lid.

## Public Dumping and Abandoned Property

While you may be responsible for the cleanliness of your site, you are not responsible for the costs of removing items that were dumped illegally. You can report these items to the Presidio Commercial Property Management office at [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov). Please be prepared to provide the location of the items, a description of items, and a photograph (if possible).

One of the most effective ways to stop public dumping is by locking containers when they are not being used. If you have tried this and are still experiencing problems, please send a message to Utility Billing at [utilitybilling@presidiotrust.gov](mailto:utilitybilling@presidiotrust.gov).

## Requesting Extra Trash, Recycling, or Compost Service

Getting ready for a move, big event, remodel, or just have a bunch of extra cardboard? Need extra recycling pick-up? Got pallets or crates?

Extra items left on the ground will not be collected by the waste hauler without taking extra steps first. Do not place pallets, crates, plywood, or other bulky items in containers – doing so may cause a missed collection.

If your organization has its own account with Recology, please work with Recology directly to arrange for extra service. It is helpful if you reach out at least a week in advance. If the Presidio Trust bills you for your refuse services, please reach out to the Presidio Commercial Property Management Office to discuss options at least one week in advance.

We encourage tenants to practice eco-friendly habits when getting rid of lightly used furniture or office supplies. There are many apps and groups online that can be useful for “rehoming” items. Without endorsement, here are some resources that may help. Use at your own discretion: Craigslist, Nextdoor, SCRAP SF, OfferUP, Buy Nothing groups (on Facebook), Community Thrift, Salvation Army, and Goodwill.

Many organizations provide junk hauling services for a fee. While we do not endorse any company, below are a few companies in the Bay Area: Recology, Hauler, Junk King, 1-800-GOT-JUNK.

### Electronics / E-waste Disposal

Electronics should never be placed in your recycling, compost or landfill containers. Items such as computers, monitors, keyboards, cell phones, TV’s, DVD players, and microwaves contain heavy metals that can harm public health or cause environmental damage if not handled properly. If they are still working, please consider donating these items to extend their life cycle.

E-waste can be disposed through many of the above organizations, or other organizations that specialize in e-waste collection and disposal. Examples of organizations that process e-waste are: ZARC Recycling, Green Citizen, Recology.

### Battery Recycling

Batteries should never be placed in recycling, compost, or landfill containers. Free drop-off is available at the [SF Transfer station](#). Some hardware stores also accept batteries for free drop-off. Collection and mail back services are available through many companies for a fee. Examples include: Recology, WM Recycle By Mail, Call2Recycle, Republic Services, Clean Earth, and ReVolt Recycling.

## Presidio GO Shuttle

The Presidio GO Shuttle offers visitors, employees, and residents free daily service to and around the park. The shuttle has two routes: the [Downtown Route](#) and the [South Hills Route](#).

The Downtown Route offers round-trip service between the [Presidio Transit Center](#) and downtown San Francisco, with limited stops along the way. It operates seven days a week, running from 6 a.m. to 7 p.m. on weekdays and 9 a.m. to 6 p.m. on weekends. A few commute time weekday trips on the Downtown Route are only available to Presidio residents and employees who have a Presidio GO Shuttle pass. See the [Downtown Route schedule](#).



Contact the Presidio Commercial Leasing Office to receive free Presidio GO Shuttle passes for your employees.

The South Hills Route makes stops all around the Presidio. It's free, available to all, and never requires a Presidio GO Shuttle pass. It operates from 6 a.m. to 7 p.m. on weekdays and 11 a.m. to 6 p.m. on weekends. See the [South Hills Route schedule](#).

Shuttles are wheelchair-accessible and feature bike racks.

Get shuttle info and schedules at [www.presidio.gov/shuttle](http://www.presidio.gov/shuttle). For real time departures and live tracking, use [presidiobus.com](http://presidiobus.com). The Presidio GO Shuttle operates on a limited weekend schedule on federal holidays.



## Public Transit



You can get to the Presidio from San Francisco, the East Bay, the South Bay, and Marin on public transit.

Note that several SF Muni routes provide service to or near the Presidio. Routes include: 1, 28, 29, 30, 43 and 45. [Muni 43](#) stops at the Presidio Transit Center, which is near the Presidio Visitor Center. [Muni 30](#) has stops along Mason Street at Crissy Field.

Get complete details [on the Presidio website](#), which includes travel directions from popular starting points. You can also get a detailed travel plan using [Google Maps](#) or [511.org](#)

## Parking & Electric Vehicle Charging

### Parking Permits

Parking is regulated throughout the Presidio. Depending on your lease, you may be entitled to purchase a monthly parking permit. Monthly parking permits are not discounted and are sold as a convenience.

Hourly and daily parking can be purchased from pay stations or the PaybyPhone app. Please contact the Presidio Parking Office at (415) 561-4265 for current rates, to request monthly permits, or for general questions or inquiries.

### Report Parking Violations

Parking violations can be reported to the U.S. Park Police at (415) 561-5505.

### Electric Vehicle Charging Stations

Electric vehicle charging stations are available in several locations in the Presidio. View a map at [www.plugshare.com](http://www.plugshare.com).





## Bike Share

Bike share is a great way to commute to work or travel around the Presidio. Use the Lyft app to pick up a bike and return it to one of the [bike share stations](#) located through the park. Memberships allow for unlimited 45-minute rides.



## Emergency Ride Home Program

When employees of Presidio-based organizations use a sustainable mode of travel to work and experience a personal or family emergency while at work, the cost of the ride will be reimbursed up to \$150 per ride up to four times per year. This is a FREE program. Learn more at <https://www.sfenvironment.org/emergency-ride-home>.

## U.S. Postal Service

### Postal Services

A branch of the United States Postal Service (USPS) is located in the Presidio.

558 Presidio Boulevard  
San Francisco, CA 94129  
(415) 563-4976

Hours:

Monday to Friday, 9:30 am to 4 pm  
(closed for lunch 1:30 pm to 2 pm)



The **Marina branch** of the USPS is used for new service requests, reporting a problem with mail service, parcel pickup, mail holds, and direct contact with your mail carrier.

2055 Lombard Street  
(between Fillmore and Webster Streets)  
San Francisco, CA 94123  
(415) 351-1875

Hours:

Monday to Friday, 8:30 am to 5:30 pm  
Saturday, 9 am to 4:30 pm

To submit an online change of address request to the USPS, visit  
[www.usps.com/umove](http://www.usps.com/umove).

## Emergency Preparedness

In a serious emergency, local services will be affected, so a basic rule of thumb is for people to be able to take care of each other for 72 hours before help arrives. SF72, a website brought to you by the San Francisco Department of Emergency Management, is your hub for emergency preparedness: [www.sf72.org/home](http://www.sf72.org/home)

At SF72, you will find information about what to do in an emergency, simple steps to get connected, and useful guides to help you get prepared. Please familiarize yourself with the information contained in the website, being sure to remember that it is not meant to be a substitute for abiding by the terms of your lease and other important requirements of working in the Presidio.

## Public Safety Services



### United States Park Police (USPP)

Law enforcement and security are provided by the U.S. Park Police, in accordance with Title 36 of the Code of Federal Regulations and other applicable laws. Presidio tenants and visitors are subject to all applicable laws, as well as Presidio Trust and National Park Service policies regarding law enforcement at the Presidio, including traffic, use and possession of weapons, alcoholic beverages, and controlled substances. Questions about Presidio law enforcement can be directed to the U.S. Park Police at (415) 561-5505.

### San Francisco Fire Department (SFFD)

The San Francisco Fire Department serves the Presidio and has a station located at 218 Lincoln Boulevard on the Main Post.

### Emergency Dispatch Center

For police, fire, medical, or public safety emergency, call:

- from a cell phone: (415) 561-5656
- from a landline: 911



### Presidio Fire Marshals Office

(415) 561-4008

[fireprevention@presidiotrust.gov](mailto:fireprevention@presidiotrust.gov)

# Life Safety

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## Life Safety Contractors

The fire equipment and life safety systems listed below require annual inspections, service, and certification. Depending on your lease, you may be responsible for conducting these. Please consult the Presidio Commercial Property Management Office if you have questions about your responsibility under your lease.

If you are responsible for conducting these activities, please submit updated inspection forms and other relevant data to the Presidio Commercial Property Management Office for recordkeeping. If you would like to have the Presidio Trust arrange for such inspections, contact the Presidio Commercial Property Management Office for assistance. Please note that this work will be billed on your monthly statement.

- Fire Extinguisher - yearly
- Fire Alarm System - yearly
- Fire Sprinkler System - every five years
- Kitchen Hood System – six months
- Cleaning for Hood System – six months or depending on the use of the hood

Upon request, the Presidio Commercial Property Management Office will provide a list of fire alarm system contractors approved by the Presidio Trust Fire Protection Office. A life safety contractor not included on the existing list may also be considered, provided the contractor submits documents for review and approval by the Presidio Trust Fire Marshal's Office prior to the commencement of work. These documents include:

- Company description, including years of operation and experience
- In the design, installation and maintenance of fire and life safety systems
- Copy of California contractor's license
- Authorized distributor/technician certification for equipment to be inspected or serviced
- Certificate of insurance

To seek approval for contractors not already on the approved vendor list, please email [fireprevention@presidiotrust.gov](mailto:fireprevention@presidiotrust.gov). [mailto:](mailto:fireprevention@presidiotrust.gov)Note that excessive false alarms that are the fault of human or systems errors and that require emergency response may result in a fee.

## Security Alarms

Tenants have the option of installing security alarms. In such cases, tenants are responsible for providing and maintaining the devices. No alarm may be installed without prior approval from the Presidio Trust. Please contact



[watchcenter@presidiotrust.gov](mailto:watchcenter@presidiotrust.gov) for additional information, including a recommended qualified vendors list.

All systems must be fully compatible with the Presidio Trust's communication equipment, along with other requirements. To ensure compliance, please submit initial designs to the Presidio Commercial Property Management Office for review and distribution to the Presidio Trust for approval prior to installation.

Note that excessive false alarms that are the fault of human or systems errors and that require emergency response may result in a fee.

## Special Event Permits

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If you are considering an event or activity for areas inside or outside your leased premises, please consult the Presidio Commercial Property Management Office. They will work with you and the Presidio Trust to determine if a special use permit is required. The following elements typically trigger the need for a special use permit:

- Attendance of more than 50 people
- Need for road closures, detours, or intermittent traffic stoppages
- Tents or canopies
- Valet parking or shuttle service
- Food trucks or carts
- Any amplification
- Use of catering service
- Serving, selling or providing alcohol by a third party
- Heaters
- Major Equipment

Please also note the following:

- Inflatables/blow up games, jumpy houses, and trampolines are not allowed
- Multi-tenant building porches cannot be used for private events
- Lawn rentals and use are offered between April 1 to October 30 of each year

The Presidio Commercial Property Management Office will guide you through the permitting process. Please familiarize yourself with the following protocol:

- Please provide the Presidio Commercial Property Management Office with a complete plan of your events via email so they can determine if a permit (issued by the Presidio Trust) is needed.

- Only Presidio tenants may be permit holders. Requests for should come from a tenant's employee. Event planners, caterers, subtenants, and other third parties may not request permits. The tenant will be responsible for presenting a complete plan of all parts of the event at the time of request. This will help streamline the process and ensure that events and permits are approved in a timely manner.
- Special Use Permits have fees associated with use. Visit the website for the fee schedule.
- You may also complete an Outdoor Event Application for review, which can be found on the website. Applications must be received 10 working days prior to your event. Submitting an application does not guarantee your activity on the date requested will be approved.

Any event that occurs without the appropriate permits may be considered a violation to your lease. Please review your lease to understand the allowance for use of your leased area and contact the Presidio Commercial Property Management Office if you have any questions.

## Pest Management

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Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to controlling pests using a combination of practices. IPM solves pest problems while minimizing risks to people and the environment.

The Presidio Trust's first goal is to keep insects and rodents from entering buildings. To achieve this, the Trust closes building cracks, seals below- or at-grade crawl spaces, and screens roof-top gutters.

Tenants should keep all food sealed and inaccessible to pests. Do not leave open food items in kitchens, desk drawers, cabinets or anywhere else in your office. Ensure any operable windows are closed and locked when unattended, and do not prop open doors to the outside.

If further measures are needed, trained staff members select the most effective management methods, limiting the use of pesticides. The most effective, long-term way to manage pests is by using a combination of techniques.

If you are concerned about insects or rodents in or near your workspace, please contact the Presidio Commercial Property Management office at (415) 561-2449. Prompt reporting and early treatment help keep buildings pest free.



## Working Near Wildlife

The Presidio is home to an extraordinarily diverse wildlife population. More than 600 species, from expansive birds of prey to North America's tiniest butterfly, make their home in the park. Even coyotes are regularly spotted here. Visit the [website for an overview](#).

The diversity of wildlife extends beyond the typical "urban" wildlife seen in most city parks and neighborhoods. As one of the last large open spaces in San Francisco, the Presidio is truly a wildlife refuge. Protecting wildlife and wild spaces is part of the Presidio's value of stewardship and a key aspect of our mission.

Today's residents and tenants are the inheritors of the Presidio's natural heritage. The presence of wildlife around the park enlivens both the visitor and resident experience with sounds and sights that capture the imagination and deepen a sense of place. Wildlife also provides important ecological functions—they pollinate flowers, prey on "pest" species, decompose organic matter, and replenish nutrients in soils.

Living and working in the Presidio requires a special thoughtfulness. It means that there may be restrictions that you would not encounter in the rest of the city, and at times we must modify our behaviors to help assist with wildlife coexistence in the Presidio.

### Birds

Because it is one of the largest open spaces in San Francisco, with plentiful food and water, the Presidio is a haven for many bird species seeking either a permanent home or a safe resting place on a migratory journey. Many of these birds have lost their habitat elsewhere and rely on space here in the park.

More than 85 percent of the animals regularly seen in the Presidio are birds—including more than 65 species that live and nest in the park, and up to 175 additional species called "neotropical migrants." Many of these migratory birds stop here during their annual trips from their nesting grounds in the tropics where they spend the winter, and northward again in the spring.

Species like Barn Swallows may nest on your building and are protected by the International Migratory Bird Treaty. If there is a problem with the location of a bird nest (e.g., the nest is near a doorway), or you have other bird-related concerns, contact the Work Order Service Center at (415) 561-4270. It is not allowed for tenants to move or disturb nests.



## Coyotes

Coyotes are native to California and have lived in the state for more than 10,000 years. Coyotes were removed from San Francisco at the turn of the century but returned to the Presidio in 2002. They're also seen in Marin, Golden Gate Park, Lands' End, Glen Park, and other Bay Area open spaces. Coyotes play an important role in the park's environment by keeping rodents and raccoons at healthy levels. They're adaptable creatures and are here to stay.

Because the Presidio welcomes millions of visitors and is a place where people live and work, the Presidio Trust has an active coyote management program that includes public education. Our goal is to promote coexistence and reduce potential conflicts between coyotes and people.



To keep coyotes naturally timid of human contact, keep food (including trash) away from wildlife and keep your distance from coyotes. Keep dogs on leash and avoid bringing them near coyotes. If you have a direct close encounter with a coyote in the Presidio, you may scare it away by making loud noises and/or waving your arms ([see video](#)).

To report a coyote incident of concern, contact [coyote@presidiotrust.gov](mailto:coyote@presidiotrust.gov) or the Work Order Service Center at (415) 561-4270.

For more information, including a video tutorial on how to scare off coyotes, visit [www.presidio.gov/coyote](http://www.presidio.gov/coyote).

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## Waste, Fraud, & Abuse Hotline

The Presidio Trust is committed to serving the public and upholding the highest ethical standards.

The Trust has established an anonymous, independent hotline that allows anyone in the community to report a matter of concern related to fraud, waste, or abuse.

### How Does it Work?

A special toll-free number is available to anyone 24 hours a day, 7 days a week: (877) 703-5336

For complete details, [visit the website](#).

## Premises Move Out

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Please contact the Presidio Commercial Property Management Office at least 30 days prior to your planned move out. It is also recommended to review your responsibilities at move out required per your lease, including the required condition of the premises at vacancy and any other obligations before returning possession to the Presidio Trust.

The Presidio Commercial Property Management Office will provide you with insurance requirements if you plan to use a third-party moving company. You will be required to provide evidence of the company's insurance coverage before your move-out date.

The Presidio Commercial Property Management Office will also discuss options for making arrangements for proper floor protection and corner guard protection with either the Presidio Trust staff or your moving company. If you use the Presidio Trust for this, you will be charged through the billable workorder process.

Please note there are moving hour restrictions in multi-tenant occupied buildings. Please discuss with the Presidio Commercial Property Management Office when scheduling your move. On the day of your move, please do not block streets, sidewalks, or driveways.

# Safety + Rules



# Rules For Building Maintenance & Operation

## Building and Site Modification

Due to the Presidio's status as a National Historic Landmark District and national park site, all construction, landscaping, tenant improvements, and other alterations (minor and major) must be reviewed, authorized, and monitored by the [Presidio Planning and Permitting Department](#). This includes pulling weeds, planting plants, removing bird nests, or other minor alterations to the natural spaces. Please note that Planning Review does not accept submittals from outside entities, only Trust employed Project Managers (PMs) or Trust Designated Representatives (TDR, or Presidio Commercial Property Management staff). If you are considering a project, be sure to work directly with a PM or TDR to ensure that your project is reviewed effectively and efficiently. For minor maintenance, please contact the Presidio Commercial Property Management Office.

Requirements and approval times vary and will depend on the scope of work and the necessary level of review, permitting, and inspection.

Any work undertaken without prior Presidio Trust approval is considered a lease violation. The Trust may require the reversal of unauthorized work at the tenant's expense.

If a minor repair is needed, Tenants should contact the Presidio Commercial Property Management Office at (415) 561-2449 or by email at [info@presidiocommercial.gov](mailto:info@presidiocommercial.gov).

All contractors, contractor's representatives and installation technicians performing work in the Tenant's premises must provide a certificate of insurance to the Trust's property managers and shall be subject to the Trust's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with the Trust's standard rules, regulations, policies and procedures, which may be revised from time to time.

## Use of Building Common Areas

Sidewalks, doorways, vestibules, halls, stairways, elevators and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Tenant's premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in common areas or elsewhere about a building.

## Common Area/Shared Kitchens

If you have a common area/shared kitchen, please note that it is the user's responsibility to do dishes and clean up after each use. Personal items should not be stored anywhere other than designated. Please do not store trash, bags, reusable containers, etc. All expired items should be immediately removed from the refrigerator. Refrigerators in common area kitchens will be cleaned out occasionally as coordinated

by the Presidio Commercial Property Management Office. Notices will be sent out to tenants prior to these cleanings.

### **Lobby and Corridor Doors**

Tenants shall keep all lobby and corridor doors closed when not in use.

### **Deliveries**

Deliveries to and from the Tenant's premises shall be made only at the times in the areas and through the entrances and exits reasonably designated by the Trust. Tenant shall not make deliveries to or from their premises in a manner that might interfere with the use by any other Tenant of its premises or of the common areas, any pedestrian use, or any use which is inconsistent with good business practice.

### **Moving Furniture or Office Equipment**

All moves should be scheduled in advance with the Property Management office. Movement in or out of a building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, if any, shall be performed in a manner and restricted to hours reasonably designated by the Trust. Tenant shall obtain Property Management's prior approval by providing a detailed listing of the activity, including the names of any contractors, vendors, moving companies or delivery companies, which approval shall not be unreasonably withheld. Tenant shall assume all risk for damage, injury or loss in connection with the activity. Tenant shall cover the walls and floors of the elevator cabs to prevent damage to the interior.

### **Heavy Equipment**

The Trust has the right to approve the weight, size, or location of heavy equipment or articles in and about the Tenant's premises, provided that approval by the Trust shall not relieve Tenant from liability for any damage in connection with such heavy equipment or articles.

### **Plumbing**

Plumbing fixtures and appliances shall be used only for the purpose for which they were designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances. Waste cooking oils, trim fat or bones shall not be flushed, drained or otherwise disposed of in drains.

### **Building Keys**

In no case shall Tenant make copies of keys or re-key any interior or exterior doors in the Tenant's premises. All re-keying must be performed by the Presidio Trust lock shop.



## **Recycling and Refuse Disposal**

Exterior and interior areas of each Building and Site shall be kept clean and free of loose debris. Tenants shall take sufficient precautions to ensure that all trash and recyclables awaiting pick up are contained adequately to prevent dispersal by wind, rain, animals, or other means. Secure bins with a bungee and keep the lid to containers closed. Areas dedicated to storing trash for disposal shall be kept free of loose debris, standing water, or unrelated equipment. Tenants are expected to responsibly use trash enclosures and maintain good housekeeping at all times. If enclosures are not kept in order, the Trust may issue a citation and arrange for a cleanup at the Tenants expense.

## **Residing and Overnight Use of Commercial Buildings**

Residency in and overnight use and occupancy or lodging use of any portion of any Building is strictly prohibited. Camping in the Presidio is prohibited except at Rob Hill Campground.

## **Pets and Service Animals**

Unless otherwise stated in your lease, pets are not allowed to roam unattended or off leash at the Presidio. Owners of pets and service animals must properly dispose of all animal waste. No animals other than trained service animals assisting individuals with disabilities in accordance with Applicable Laws are permitted in Buildings.

## **Bicycles**

Bicycles should be parked in a designated bike room, bike rack or bike locker. Please contact Property Management for the nearest designated spot to your office. Please do not utilize common areas (lobbies, hallways, entrance ways, decks or patios) to park any bikes or plug E-Bikes into any common area outlets.

## **Smoking**

Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in a Building, including without limitation the common areas, or within 20 feet of a Building or any adjacent Buildings.

## **Vending Machines**

Installation of vending machines and ATMs in locations accessible to the general public is subject to the prior written approval of the Trust. Cigarette vending machines shall not be installed anywhere on the Presidio.

## Exterior Appearance

The Trust shall have the right to designate and approve standard window coverings for the Tenant's premises and to establish rules to assure that a Building presents a uniform exterior appearance.

## Signage

All exterior signage must comply with the [Presidio Sign Standards and Guidelines](#). The guidelines address sign types, design, content, and location and are used as a tool for the Presidio Trust Planning team to determine consistency with the National Environmental Policy Act (NEPA) and the National Historic Protection Act (NHPA). The application of these standards and guidelines ensure compliance with federal law that protects the Presidio's historic status as a National Historic Landmark District. Specifically, these standards and guidelines strive to provide a reasonable balance among:

- the Presidio Trust's responsibility to prevent visual discord and a feeling of commercialization, and to avoid clutter in a national park site
- the needs of Presidio visitors and business clientele to find their destinations
- the needs of tenants to identify their businesses, services, and other activities with signs.

In addition to permanent exterior signs, the Presidio Sign Standards Guidelines also cover temporary exterior signs such as building-mounted banners, streetlight banners, windmasters, and construction signs. Temporary signs are allowed to announce special events like grand openings, exhibits, or limited-time programs. Please refer to the Presidio Sign Standards and Guidelines for more information.

Forms for new or modified signage may be requested from the Presidio Commercial Property Management Office. Once completed, please return the signage request forms to the Presidio Commercial Property Management Office for distribution to the Presidio Trust for approval prior to installation.

Please note that Planning Review does not accept submittals from outside entities, only Trust employed Project Managers (PMs) or Trust Designated Representatives (TDR, or Trust property management staff). If you are considering a project, be sure to work directly with a PM or TDR to ensure that your project is reviewed effectively and efficiently. Tenants are responsible for the cost of the installation, maintenance, and replacement of all interior and exterior signage related to their operations and services. No signs, advertisements, or notices shall be painted or affixed to windows, doors or other parts of a building, except those of such color, size, style, and in such places as are first approved in writing by the Trust and consistent sign guidelines, if applicable. All tenant identification and suite numbers at the entrance to the Tenant's premises in multi-tenant buildings shall be installed by the Trust using the standard graphics for a building. Tenants are typically responsible for costs and should reference lease terms. No nails, hooks, or screws shall be inserted into any part of the Tenant's premises or a building except by building maintenance personnel and with the Trust's prior approval.

## Use of Exterior Areas

No planting or altering of lawns, foliage or vegetation located in the Presidio, including installation or removal of features such as benches, trash receptacles, bike racks and path lighting are allowed. Tenants must in addition comply with the Rules for Planting in Containers. No antenna, loudspeaker, satellite dishes or other device shall be installed on the roof or exterior walls of any Building or any Site. All events which require additional parking or may otherwise affect outdoor areas of the Presidio must be approved in advance by The Presidio Trust Special Events Department at (415) 561-5444.

## Environment, Conservation and Safety

In all aspects of their operations at the Presidio, Tenant shall use their best efforts to implement the goals of environmental stewardship and sustainability. Tenant shall develop recycling and composting programs in conjunction with their activities at the Presidio and coordinate their recycling and composting programs with the Trust. As a part of their recycling and composting programs, Tenant shall consider using recycled, composted, and recyclable materials and should consider source reduction in the acquisition of all consumables. Tenant shall also consider water and energy conservation measures. Tenant shall observe strict care that all water faucets and other water apparatus, and electrical and natural gas appliances have been shut off as appropriate before leaving a Building, so as to prevent waste and hazardous conditions.

## Pest and Weed Control

The use of pesticides and herbicides is prohibited. The Presidio is home to an extraordinarily diverse wildlife population. If assistance is needed with any wildlife issues, please contact the Work Order Service Center at (415) 561-4270.

## Disturbances

Neither Tenant nor its agents, employees, contractors, guests or invitees shall cause levels of noise that are disturbing to any other tenant of the Presidio or to visitors to the Presidio, and shall not engage in public behavior such as cursing, public intoxication, and any illegal behavior or activities. Neither Tenant nor its agents, employees, contractors, guests or invitees shall interfere with or disrupt any ceremony to be held in the Presidio or any public events to be held in the Presidio. Tenant shall not: (a) interfere in any way with other tenants or persons having business with them; (b) solicit business or distribute or cause to be distributed, in any portion of a building, handbills, promotional materials or other advertising; or (c) conduct or permit other activities in any Building or in the landscaped areas outside of any Building that might, in the Trust's sole opinion, constitute a nuisance.

## Vehicles

Except in the case of emergency, vehicle repair or maintenance activities are prohibited in the Presidio, and vehicles shall not be stored or abandoned in any parking area in a nonworking condition. Washing vehicles on Presidio grounds is strictly prohibited. Vehicles should be parked in marked parking stalls only. Loading/unloading of vehicles should take place in marked parking stalls or designated loading zones only. Vehicles should not block any lanes, bus stops, or red zones at any time.

## Facilities Management Plan

Upon request by the Trust, Tenant shall submit a draft “Facilities Management Plan” to the Trust for approval. At a minimum, the plan should include: (i) a description of the organizational structure responsible for managing and maintaining a building, including names of responsible personnel, addresses, phone numbers and 24-hour contact information; (ii) reporting procedures; (iii) accident and emergency procedures; and (iv) a list of sub-tenant or other sub-agreement organizations and individuals.

# Rules For Public Safety

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## Emergency Plans

Upon request by the Trust, Tenant shall submit an Emergency Plan for review and approval. At a minimum, the plan should include: (i) key contacts in case of an emergency, who will notify other employees of the event and keep track of employee whereabouts during and after the event; (ii) an evacuation plan; (iii) a list of emergency supplies to be kept within the Tenant’s premises; (iv) a shelter-in-place plan. Please reference the Emergency Preparedness section of the Tenant Handbook for further details.

## Safety and Security

Tenant shall at all times properly secure Building’s doors and windows as directed by Trust’s property manager. Doors that are intended to stay closed shall not be propped open. Tenant suite windows shall remain closed and locked when Tenant is not present.

No security personnel employed or contracted by a Tenant has any authority to take law enforcement action or to carry firearms. The Trust may from time to time adopt security and safety systems and procedures. Tenant, its agents, employees, contractors, guests and invitees shall comply with the Trust’s safety and security systems and procedures.

## Fire Safety

Fire alarm systems, fire sprinkler systems, and fire extinguishers located within the Tenant premises shall be maintained by Tenant in good working order at all times.

Testing and servicing of fire alarm systems, fire extinguishers, and fire sprinkler systems must be performed by contractors on the Authorized Fire/Life Safety Contractors List at intervals specified by the Fire Code and NFPA. Please contact the Presidio Commercial Property Management Office for assistance.

### **Cooking and Fire Safety**

No gas or electric stoves, range tops, toaster ovens, hot plates, or space heaters are allowed in any Building without the prior written approval from the Presidio Trust Fire Marshal's Office.

Fires are prohibited within any Building, including fireplaces, wood or coal stoves, welding torches, and asphalt kettles unless an approved permit is issued by the Presidio Trust Fire Marshal's Office. Permits may be good for up to a year depending on the type of permit requested.

### **Portable Heaters (Gas)**

Portable heaters are prohibited inside (indoor) any building. Portable heaters within leased area (outdoors) will only be allowed with an approved permit issued by the Presidio Trust Fire Marshal's Office. Permits are good for one year and must be renewed annually.

### **Barbecues**

Barbecues in commercial space are prohibited unless a Portable Cooking Appliance Permit is issued by the Presidio Trust Fire Marshal's Office. Permits are good for one year and must be renewed annually.

### **Propane Tank Storage**

No more than one extra five-gallon propane tank is allowed to be stored at any building site. The tank must meet these requirements:

1. Propane tank should be stored in a well-ventilated area
2. Propane tank must be stored a minimum distance of five feet from any entry/exit/exit route
3. Propane tank is never to be stored indoors or under stairs, attics, or basements
4. Propane tank is never to be stored in direct sunlight and must be kept under 120F degrees.

If a tenant needs to store more than one propane tank, then a propane storage cage must be installed. The tenant should work with the Presidio Commercial Property Management Office to engage with the Presidio Trust Fire Marshal's Office.

## Hazardous Materials

No flammable, explosives or dangerous materials, including fluids, solids or gaseous substances, shall be used or kept by Tenant in the Tenant's premises, or within or outside a Building, except for those substances as are typically found in similar premises used for general office purposes and used by Tenant in a safe manner and in accordance with all Applicable Laws. For assistance, please contact the Presidio Trust at [safety@presidiotrust.gov](mailto:safety@presidiotrust.gov).

## Hazardous Materials Inventory and Management Plan

For facilities storing hazardous materials at quantities above 55 gallons for liquids, 200 cubic feet for gases, and 500 pounds for solids, a Hazardous Materials Business Plan (HMBP) as defined by the California Health and Safety Code in division 20, section 6.95, article 25508 and Article 13 of the Standard Lease Agreement is required. The HMBP must be submitted for review by the appropriate agency in the California Environmental Reporting System (CERS) and a copy of the plan made available to the Trust at initial submittal and subsequent updates and revisions. Please contact the Presidio Trust at [safety@presidiotrust.gov](mailto:safety@presidiotrust.gov).

## Electrical Equipment

Tenant shall not install, operate, or maintain in the Tenant's premises or in any other area of a Building electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by the Trust. Electric and gas heating devices are prohibited without the Trust's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service a building.

# Miscellaneous Rules

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## Discrimination

Tenants are prohibited from discriminating against any employee or applicant for employment or any visitor on the basis of race, color, age, religion, sex, sexual orientation, disability or national origin.

## Trust Regulations

Tenant must comply with the Regulations set forth in 36 C.F.R. Parts 1001-1010.

## Reputation Impairment

Tenant shall not use or occupy the Tenant's premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Tenant's



premises, a Building or the Presidio. Tenant shall not use or permit any part of the Tenant's premises to be used for any illegal purpose.

## Rules For Use & Occupancy Definitions

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### Applicable Laws

Means all applicable federal, state and local laws, including, without limitation, all present and futures statues, regulations, requirements, rules, guidelines, ordinances, codes, licenses, permits, policies, orders, approvals, plans, authorizations, and similar items, and all amendments thereto, and all applicable judicial, administrative and regulatory degrees, judgments, and orders of any agency, department, commission, board, bureau, office or other governmental authority having jurisdiction, whether now existing or hereafter enacted, relating to or affecting a Building, the operation of a Building, the occupants of a Building, or the Presidio.

### Building

Means any commercial structure under the administrative jurisdiction of the Trust.

### Site

Means the lands proximate to a Building that are associated with the Tenant's occupancy under their agreement with the Trust. In some cases, a Tenant's agreement applies solely to a Site or landscape, independent of structures.

### Tenant

Means persons or entities that have signed a lease, permit, cooperative agreement, concessions contract, interagency agreement, license or other occupancy agreement with the Trust. Use of the term "Tenant" shall not be construed to confer any rights or benefits not granted under the Tenant's lease or other agreement with the Trust.



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