



THE PHILIPPINE CENTER MANAGEMENT BOARD, INC.

PHILIPPINE CENTER BUILDING
445-447 SUTTER STREET
SAN FRANCISCO, CALIFORNIA 94108
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CIRCULAR

Building Rules and Regulations

To: All Tenants

Please be reminded of the following Rules and Regulations which are also defined in your signed Lease:

LEASE PAYMENT

Monthly rent is due on or before the 1st day of each month. A grace period is given up to the 5th day. Rent received on the 6th and thereafter will be considered late. Payment should be delivered to PCMB Leasing Office personally or by mail/courier.

LATE CHARGES

Payment received on the 6th day of each month and thereafter will be charged a one-time late fee equal to 10% of each overdue amount or \$100 whichever is greater. Late fee will reflect on the succeeding month's invoice. In the event that any check is dishonored for any reason, Tenant will be charged \$25 in addition to the late fee.

SIGNAGE

Signs, advertisements, posters, notice to postman, etc. posted to the doors or other parts of the building are subject to approval of PCMB. Blocking in any way the building's entrance, halls, stairways, doorways, lobby and other similar areas with promotional materials, advertisements or notices is strictly prohibited. Signage unauthorized by PCMB shall be removed. PCMB shall be the only one authorized to put up tenant's identification sign and floor number.

DOOR OBSTRUCTIONS

In compliance with the San Francisco Fire Department (SFFD) Code, any obstructions and/or wedges restricting the self-closing action of the fire doors should be removed. Effective immediately, wedges preventing all doors to the stairwells will be removed.

Tenant caught in the security camera violating this rule will be charged the corresponding penalty as imposed by San Francisco Fire Department. This act of violation will jeopardize your lease with PCMB.

DOOR LOCKS

Do not put locks on any door or window without consulting PCMB. Additional keys may be requested and shall be provided solely by PCMB. It is obligatory for PCMB to have keys to these locks and to open it in case of emergency.

SOLICITATIONS

Solicitations or room-to-room advertising and selling inside the building premises is strictly prohibited.

PETS

Pets are not allowed inside the building except those guide dogs / assisting handicapped persons.

EXPLOSIVES, FLAMMABLES, AND DANGEROUS SUBSTANCES

It is strictly prohibited to use, store or dispose of explosives, flammables, and other dangerous substances within or outside the premises of the building. Tenant shall comply with all laws pertaining to and governing the use of materials considered toxic or hazardous under the provisions of 42 U.S.C. section 9601 et seq. and other applicable laws.

DECORUM / UNLAWFUL PRACTICES

Unlawful activities that could tarnish the building's reputation are strictly prohibited within the premises. The designated areas are solely for office use by tenants and should not be utilized for residential or lodging purposes.

All tenants, their staff, and guests are expected to maintain a high standard of decorum. This includes presenting a clean and tidy appearance and conducting themselves in a professional manner. Proper attire is required, and clothing that is overly revealing or contains offensive language or inappropriate imagery is not permitted.

Consuming food in unassigned areas within the building and common spaces such as hallways, stairs, and elevator lobbies is not allowed.

SMOKING

Smoking inside the premises of the building is prohibited, per ***“Smoke Free Ordinance General Requirement”*** under Article 19F issued by the Department of Health of the City and County of San Francisco. Tenants shall be held responsible if an employee or a guest of theirs is caught smoking inside the premises.

REFURNISHING

Please do not paint or decorate the offices in ways that may damage the building. Refurnishing is subject to PCMB's approval.

ALCOHOL AND PROHIBITED DRUGS

It is prohibited to drink inside the premises or enter the premises under the influence of alcohol. PCMB has the right to expel from the building any person, who in the judgment of PCMB, is intoxicated or under the influence of alcohol or prohibited drugs.

ELECTRICAL EQUIPMENT

Do not use electrical equipment, such as air-condition, freezer, electronic or gas heating and the like that shall exceed the approved electrical capacity of the office space. Installing, operating and maintaining electrical equipment inside the premises that would overload the

electrical system beyond its capacity for proper, efficient and safe operation should be determined solely by PCMB.

UTILITIES

All contractors, contractor's representatives and installation technicians performing work within the leased premises shall be subject to PCMB's prior approval and shall be required to comply with PCMB's standard rules, regulations, policies and procedures.

TOILET

As a courtesy to other tenants, please keep the restrooms clean. Using the toilet rooms other than its purpose is prohibited. Do not throw foreign substance such as food into the wash bowls and urinals. This can clog the pipes. The expense of any breakage or damage resulting from the violation of this rule shall be paid for by the Tenant who, or whose employees or guests shall have caused it. Ladies' restrooms are strictly for ladies' use only, the same way that men's restrooms are for men's use only.

GARBAGE DISPOSAL

Garbage and recyclables are scheduled for collection after 5 p.m. daily. Please refrain from placing your trash bins outside before this time. Additionally, avoid disposing of any trash, litter, or rubbish in common areas like hallways. It's important not to use the garbage bins in the restroom for waste disposal.

Regarding furniture, appliances, and equipment pickups, management does not coordinate or handle these requests. Tenants are responsible for organizing and scheduling their own pickups for furniture, appliances, and equipment.

SECURITY

Tenants shall assume full responsibility for their leased premises, including all equipment and machineries installed inside the premises. Please keep all doors closed and locked especially after the close of business. PCMB shall not be held liable to the losses, theft, robbery or other crime within the leased premises in result of negligence.

For security purposes, PCMB may require that all persons who enter or leave the building identify themselves to the Security Guards at the lobby. Security cameras are also installed in common areas such as the lobby and hallways for Tenant's security and protection.

NOISE

Please be courteous to other tenants. Try to keep the noise level down. Tenant shall not make or permit any improper, objectionable, or unpleasant noises that may interfere with other tenants or people having business with them.

COMPLIANCE WITH THE FEDERAL LAWS

Tenant will at all times comply with Municipal, County, State, Federal and other Government laws, rules, regulations, codes, statutes, and requirements, including but not limited to environmental, health, safety and police requirements.

PCMB may from time to time adopt and revise rules, regulations, policies and procedures to comply with these laws.

Thank you very much for your cooperation.

The Board of Directors

Philippine Center Management Board