



***101 Montgomery Street***  
**Tenant Handbook**

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## **BUILDING INFORMATION**

The 101 Montgomery Street Building was constructed by Cahill Contractors, Inc. in 1984 and served as the Charles Schwab world headquarters until 2005, a true San Francisco landmark. The building's graceful, scalloped façade runs along Montgomery Street, between Sutter Street and Bush Street. JLL, on behalf of Calfox, is proud to manage the landmark building located in the heart of the financial district.

### **Building Description**

- Twenty-nine story modern, class A concrete and steel high-rise office tower
- 10,000 to 12,000 square foot floor plates featuring bay windows and off-set center core
- Efficient design with high window-line to square footage ratio
- Open city views in all directions
- On-site building engineering and building management team

### **Building Data**

- Modern building systems throughout
- Eight passenger and one freight elevator
- 50 lbs. per square foot, live load in office areas
- HVAC hours 8:00 am – 6:00 pm (Monday to Friday)
- Fire sprinkler coverage throughout the building

### **Surroundings**

- Building ground floor retail shops: Coffee Bar, AU Café, Caffé Ambrosia, Chase Branch & ATM, Icon Dental, La Fromagerie, and We The Trillions
- Nearby amenities include Crocker Galleria, Trinity Alley and Belden Alley restaurants
- Starbucks & Peet's coffee shops located within one block
- Bart/Muni Metro station is situated within one block

## BUILDING MANAGEMENT OFFICE CONTACTS

The building management office is open Monday through Friday, 9:00 a.m. – 5:30 p.m.  
The management office can be reached at:

Phone: **(415) 233-7191**

Fax: **(415) 433-8301**

The following JLL representatives are available to assist you:

### **Terence McGinnis**

*General Manager*

- Lease Administration, Leasing and Subleasing, Building Management

(P) (415) 233-7191

[terence.mcginnis@am.jll.com](mailto:terence.mcginnis@am.jll.com)

### **Brittney Najera**

*Assistant General Manager*

- Lease Administration, Leasing and Subleasing, Building Management

(P) (415) 233-7191

[brittney.najera@am.jll.com](mailto:brittney.najera@am.jll.com)

### **Erica Forte**

*Property Administrator*

- Elevator Badges, Cleaning Requests, Insurance for Tenants and Vendors, Day-to-Day

(P) (415) 233-7191

[erica.forte@am.jll.com](mailto:erica.forte@am.jll.com)

### **Peter Strasser**

*Chief Engineer*

- Suite Repairs & Service, Hot/Cold Comfort Calls, Day to Day

(P) (415) 788-0813

[peter.strasser@am.jll.com](mailto:peter.strasser@am.jll.com)

### **101 Montgomery Street Lobby Attendant**

(415) 765-1504

## BUILDING WEBSITE

[www.101mont.com](http://www.101mont.com)

- Tenant Documents, link to the online work order system, list of amenities, etc.

## **BUILDING ACCESS INFORMATION**

### **Access – During and After Business Hours**

The building is open to Tenants and their authorized guests during the following hours:

Monday to Friday                      6:00 a.m. to 6:00 p.m.

Weekends & Holidays                Closed

Tenants must use a valid building card to access the elevators at all other times, including weekends and holidays. To obtain a valid access card, please contact the authorized Tenant Contact in your office. Subtenants should contact their Sublessor (per their sublease) to obtain access cards from management. Tenants will need suite keys to enter their office. Additional access cards and keys may be ordered for a fee.

In order to ensure that your after-hours visitors and guests are granted access quickly and with minimal disruption, we ask that you submit the names of all after-hour visitors to the building office team via email by **2:00 p.m.** each day. This information is forwarded to the lobby attendant who will grant elevator access to your guest. Tenants are responsible for giving guests access to their suites.

All after-hours visitors and employees not possessing a 101 Montgomery Street access card will be required to present valid identification and sign in at the Lobby Attendant desk.

Please note: Tenants are responsible for notifying management immediately of any employee terminations so that we may deactivate badges accordingly.

## **BUILDING SECURITY**

### **Security – During Business Hours**

While we strive to maintain a secure working environment, we recommend you take several preventative measures to keep your work area more secure. For example:

1. Lock all doors when leaving your suite unattended.
2. Instruct all employees to keep valuables in a secure area such as a locked desk or file cabinet when leaving them unattended.
3. Keep safes, vaults, strongboxes and similar devices locked, especially when unattended. Do not give out combinations or leave them where they can be easily found.
4. Notify the lobby attendant immediately at (415) 765-1504 if you see loiterers, peddlers, canvassers or suspicious individuals on the premises.

### **Security – After Business Hours**

After business hours, please ensure that all entry doors to your suite are locked.

Do not allow anyone to follow you into the building after hours. If you encounter someone having problems gaining entry into the building, do not let them in. Anyone requiring entry into the building after normal business hours must contact the Lobby Attendant for assistance.

### **Soliciting and Loitering**

Canvassing, soliciting, peddling and loitering are not allowed on the premises. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, please contact the lobby attendant immediately at (415) 765-1504.

## **ENGINEERING SERVICES**

The Building Engineers are available Monday to Friday from 8:00 am to 4:00 pm. You may request engineering services through our Angus online work order system which can be accessed through our website ([www.101mont.com](http://www.101mont.com)).

Standard work requests such as changing standard lightbulbs, temperature adjustments, restroom issues, etc are completed at no cost. After-hours HVAC requests will incur a fee.

## **OTHER INFORMATION**

### **Property-Owned Tools Policy**

Please note that property-owned tools or equipment cannot be loaned or rented to tenants, vendors, or contractors. This specifically includes ladders and hand tools.

### **Signs, Lettering and Notices**

Signage, notices or literature should not be posted in any public area of the building without prior written approval from the management office. Solicitation of any sort is not allowed on the premises.

### **Tenant Events**

While you are welcome to hold functions and events in your suite, the Building has certain requirements designed to limit the impact on other tenants, provide for the safety of your guests and simplify the coordination of the event.

If you are planning a tenant function, please turn in the Special Events form to Building Management, along with the information requested, for review and approval. You can find the Special Events form under Tenant Documents: Building Forms on our website.

### **Smoking Areas**

101 Montgomery Street provides a smoke free environment for its tenants and their visitors. Smoking is prohibited in the Building including corridors, stairwells and interior common areas. We require that anyone smoking do so at least twenty-five (25) feet from any building entrance.

## **Administrative and Above-Standard Fees**

Any above-standard work or coordination of services on Tenant's behalf may incur a 10% administrative fee.

Additionally, the following above-standard fees will incur a cost:

- After-hours HVAC: \$125/hr
- Suite Keys: \$15 for the first key and \$5/key for additional keys in the same batch
- Mailbox Keys: \$25/key
- Above-standard engineering requests: \$108/hr (in 30 minute increments)

## **Bike Policy**

Please utilize the bike cage in the garage as bicycles are not permitted inside the building, including your suite. The garage can be accessed from Bush Street by pressing the doorbell to the left of the gate, prompting the attendant to open it for you. Your elevator badge will be required to access the bike cage and the door leading to the freight elevator which will take you to the lobby. When exiting the garage with your bike, please use the gate opener on the left side of the wall.

## **Mail Information**

The building mail room is located in the basement and can be accessed from the lobby using the freight elevator to the basement. Emails are sent daily to notify tenants when the mail has arrived and is ready to be picked up. If you would like to be added to this email list, please contact the Property Administrator.

Per Building Management, no USPS or other packages should be left outside a Tenant's Suite doors at any time if the tenant is not available to receive them. Instead, please ask the delivery person to return between Monday and Friday during building hours to ensure receipt of the package from the intended recipient. Please note that lobby attendants will not receive tenant packages.

All USPS mail is managed by USPS and outside of our control. If you experience issues with your mail, we encourage you to contact the USPS Postmaster at 415-552-2330 or 415-864-1826.



## **MOVE-IN / MOVE-OUT INFORMATION**

All moves must be scheduled after business hours.

101 Montgomery does not have a loading dock – access to the Freight Elevator is through the Montgomery Street Entrance.

The following procedures are required for all moves:

- a. Notify Building Management of all vendors scheduled to enter the building to ensure coordination and consent prior to the move.
- b. Tenant must provide the Management Office with a Certificate of Insurance for all vendors.
- c. All furniture installations/de-installations and wire work must be done by a union crew.
- d. Flooring along the path of travel between the applicable elevator and the Tenant's suite must be protected with Masonite.
- e. Furniture must not be stored in the building lobby or on the sidewalk facing the building.
- f. Tenants are responsible for the activities and behavior of their delivery vendors while at 101 Montgomery Street.
- g. The building will not be able to open suite doors for movers after-hours. We recommend that tenants provide an onsite staff member while movers are within the building.
- h. Pallet jacks are not allowed within the building, its elevators, or its entrance lobby.
- i. The vendor is responsible for finding parking as it will not be provided by Building Management. Tenants may want to confirm with the City of San Francisco, but street parking is typically allowed on weekdays after 7pm.
- j. Moves and long deliveries/pick-ups will incur a charge to hire an additional guard. You will receive a quote for the charge requesting your approval prior to the move being scheduled for building access.