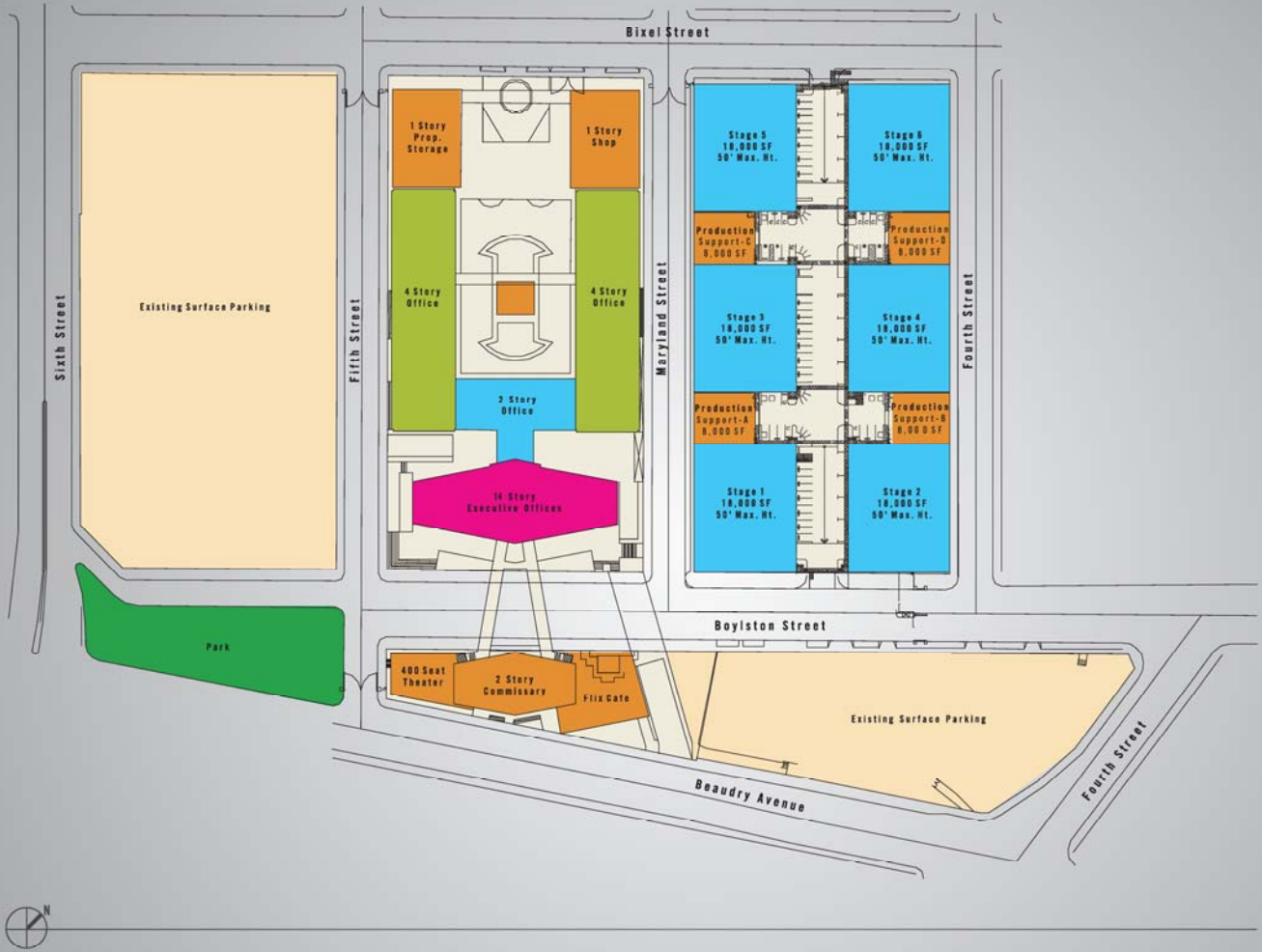




LOS ANGELES CENTER STUDIOS
PRODUCTION INFORMATION PACKET

CAMPUS MAP



FACILITIES DIRECTORY

Los Angeles Center Studios	(213) 534-3000
	<u>Extensions</u>
Accounting	2308
Billing and invoice inquiries	
Car Detailing/Wash	3775
Wash, interior, detailing, wax, leather conditioning, mat shampoo and more (Located on lot)	
Catering	3062
Private catering for conventions or events.	
Dry Cleaning/Shoe Shine and Repair	2350
Dry cleaning, laundry, tailoring and shoe pickup, delivery to your door. Call for pickup and information.	
Flix Café 2337	
Many choices served daily for breakfast and lunch. Hours: M-F 8:30-3:30pm	
Lobby Ambassador Desk	3009
24 hour security desk	
Marketing	2334
Office rental, LACS marketing	
Operations	2306
Office furnishings, maintenance requests, heating and air conditioning, janitorial, keys, electrical requests, plumbing, etc.	
Production Services (Stage and Locations Management)	2370
Heavy equipment, stage questions, base camp and transportation parking.	
Reception 3000	
Main switchboard	
Sales and Leasing	2334
Office leasing and information	
Security	2397
All security needs (located in main lobby)	
Spa	3550
Massage, cast & crew massage, spa party, facial, reflexology, yoga, pilates, on location services	
Special Events	2311
Event location rentals, theater rental, venue rentals, outdoor patio rentals, tours, corporate leisure travel	
Stage Rental 2355	
Technical Services	3100
Telephone service and repair, computer troubleshooting & rental, a/v rentals	

STAGE OPERATIONS

- **PO's must be provided in advance to procure services/equipment from Production Services.**
- All construction, painting, storage of set dressing or sets must be done inside the stage . Vestibules and all areas surrounding the sound stages are used for production vehicles.
- Lot location shoots must be scouted and approved by Production Services.
- Stage floors may be painted. Set design, however, this must be pre-approved and supervised by Production Services. All repairs will be done by Los Angeles Center Studios at Licensee's cost.
- Any alterations to the structure of any building must be pre-approved by Production Services.
- The maximum weight loads on the stage floors are posted on each stage door. Any vehicle, prop, set, etc. that is over the limit must be pre-approved by Production Services.
- Lighting, catwalks, camera platforms, cable troughs, etc. may be suspended from the grid only. Suspension must be in such a manner as to equalize grid loads so as not to exceed 7 ½ lbs. per square foot over the entire grid area. Suspension from trusses is absolutely prohibited.
- Disposal service for construction materials and stage janitorial service, if needed, may be obtained by the Studio for a fee. Only service providers who are contracted by the Licensor will be allowed.
- No heavy equipment (including vehicles) may be brought onto stages without Licensor's prior approval. Scissor lifts, forklifts, condors and all other related heavy equipment must be obtained through Licensor. Such equipment shall be operated only by qualified personnel. Licensor may halt work if any of Licensor's employees or agents are operating such equipment improperly. All heavy equipment shall be rented from Studio.
- The Licensee is responsible for enforcement of fire lanes on stage. The 4 foot fire lane inside the stages shall be kept clear at all times. All fire equipment, fire hydrants, fire extinguishers, fire hoses, and post indicator valves which are must be kept fully operable, clear and accessible at all times.
- When working on a sound stage or in a building used for production, all pedestrian doors must be unlocked and accessible. Do not block aisles, fire lanes or exits.
- Electric panels must be accessible at all times.
- All ladders, set walls or lumber leaning against walls must be secured to walls (tied off) when stored.
- No storage or placement of equipment of any kind shall be allowed on top of the vestibules leading into the stages.
- Hazardous materials (e.g., liquid waste, hard paint waste, flammable liquids, chemicals or corrosive materials) must be stored in safety cans or approved containers in a manner which complies with the all relevant governmental regulations.
- Any allowable hazardous materials brought and/or used on site (e.g., flammables, corrosives, etc.) must have material safety data sheets (MSDS) on site and available for review.
- Licensee must submit a crew list and daily call sheet to Production Services.
- All stages are rented clean and swept, and must be returned clean and swept.
- Upon strike, there will be an inspection of catwalks, grids, walls, stage floor and fire equipment. Any damaged or missing equipment will be replaced and charged to the Licensee.
- Licensee shall not light fires or discharge firearms, smoke effects or pyrotechnics on or about the licensed premises without first obtaining written consent from the Studio, and thereafter, obtaining all necessary permits from the appropriate governmental authorities. Licensee shall in all cases employ a licensed operator to discharge firearms and pyrotechnics. All firearms and pyrotechnics brought onto the licensed premises by Licensee shall be secured properly by Licensee at the end of each shooting day.
- Stages will be opened and closed when a Licensee's representative signs the responding stage log.
- Stages may be put on "hot lock" by giving Production Services a list of people authorized to sign open/close log for the rented stage.

SECURITY / PARKING

- All vehicles entering the lot must have at least one of the following:
 - a. A displayed Los Angeles Center Studios parking hang tag
 - b. Name on a production call sheet
 - c. A pre-approved drive-on
- All vehicles on the lot must be parked only in their assigned space.
- No personal vehicles may park in stage alley.
- Licensee shall park production vehicles only as directed by Licensee. Any equipment parked without Licensor approval shall be subject to towing at Licensee's expense.
- Speed limit on the lot 5mph.
- All accidents, medical or otherwise, and theft must be reported immediately to the Security Office at extension 2397.
- On lot parking privileges will be revoked after two studio parking citations for parking violations.
- Studio property may not be removed from the lot without written permission from Production Services.
- The security of Studio's property requires that Studio guards be permitted to reasonably search vehicles for any of Studio's property.

ELECTRICAL DEPARTMENT

- Contact Production Services prior to rigging a stage for shooting power; AC/DC ampere requirements are needed for power distribution and location of source for hook up.
- All power distribution on stage must be the Bates System; no open distribution boxes or paddles are authorized.
- It is the Licensee's responsibility to comply to code requirements for AC voltage powered lighting equipment (reference to National Electric Code Articles #520 and #530.).

TRASH RECYCLE / DISPOSAL

- Recyclable wastes (e.g., paper, aluminum cans, PET & HDPE plastics, glass, etc.), with the exception of construction debris, must be deposited in appropriate recycle bins.
- Hazardous material disposal must be coordinated through Production Services.
- Storage and disposal of these materials must comply with all relevant governmental regulations.
- The Studio has the exclusive right to supply, deliver and remove dumpsters on the lot. 24-hour notice is required by Production Services for 40 yard dumpsters.

GOLF CARTS / BICYCLES

- Obey all regulations pertaining to vehicular traffic, including 5 mph speed limits and all posted signs. Those who fail to comply with the rules pertaining to the use of golf carts and bicycles will be subject to disciplinary action, including the revocation of the right to operate a golf cart or bicycle on the Studio lot.
- Pedestrians, cars and trucks are always given the right of way.
- Only persons in possession of a valid drivers license may operate carts.
- Special care is to be taken while operating carts and bicycles in heavy traffic areas, such as near studio entrances/exits.
- Persons with bicycles are to use the elevator, not the ramp, when entering or leaving the parking structure.

STUDIO STRICTLY PROHIBITS THE FOLLOWING

- Smoking inside any building on the Studio lot.
- Using, selling, dispensing, or possessing illegal drugs or other unapproved controlled substances; or appearing at the workplace under the influence of alcohol or illegal drugs.
- Possession of a weapon on Studio property.
- Making unwanted sexual advances, or creating a hostile work environment through abusive or improper language or conduct.
- Pin-up photos and cartoons of a sexual nature.
- Skate boards, roller skates, roller blades, electric bicycles, manual and motorized scooters on the Studio lot.
- Animals on the Studio lot unless they are cast in a production. They must be caged or leashed and accompanied by a trainer at all times.
- Distribution of unauthorized literature (written or printed material) of any type on Studio property.
- Cameras (unless pre-approved by Production Services).
- Licensee's personnel entering any stages or offices not licensed by Licensee.
- Violent behavior to include any threatening or intimidating of any person, employee, customer or vendor.

HEALTH AND SAFETY DISCLOSURE

- California law requires Licensors to disclose to Licensees the existence of certain Hazardous Materials. Gasoline and other automotive fluids are found in the garage and parking areas of the Studio. Cleaning, lubricating and hydraulic fluids used in the operation and maintenance of the Studio are found in the utility areas of the Studio not generally accessible to Studio occupants or the public. Many Studio occupants use copy machines and printers with associated fluids and toners, and pens, markers, inks, and office equipment that may contain Hazardous Materials. Certain adhesives, paints and other construction materials and finishes used in portions of the Studio may contain Hazardous Materials. Although smoking is prohibited in the public areas of the Studio, these areas may from time to time be exposed to tobacco smoke.
- Please review the California Asbestos Annual Notice included in this handbook.
- Written approval from studio management is required prior to performing any work that may disturb ACM (asbestos-containing materials), which may include going above the ceiling, removing ceiling tiles, opening up any walls and boring holes in the floors.
- As with any other alterations to the building, please contact studio management prior to commencing the work.

STUDIO SERVICES

PRODUCTION

- **For Production Services, call ext. 2370**
- **Production Services can provide the following:**
 - Heavy equipment (fork lifts, scissor lifts, condors, etc.)
 - Production supplies (director chairs, coolers, tables, etc.)
 - Audio/Visual equipment
 - Portable A/C
 - High/Standard Definition television services

SECURITY

- **Security is 24 hours a day, 365 days a year**
- **For Security, call ext. 2397 or Production Services at ext. 2370**
- **Security may NOT sign for any package**

JANITORIAL

- Janitorial services provided by LACS
- If extra attention is needed, contact Production Services

LABOR/STAGE RESTORATION

- **For labor services contact Production Services**
 - Labor charges will apply

WATER

- **Los Angeles Center Studios provides the following at standard rates:**
 - Water coolers
 - 5-gallon water bottles
 - Half-liter cases of bottled water
- Order must be placed with receptionist (x3000) no later than Monday
- Outside vendors are not allowed to deliver water
 - LACS security will refuse delivery of water from outside vendors

STUDIO AMENITIES

BUSINESS CENTER

- **Next to receptionist desk on 1st floor of the Tower Building**
 - Copier, see receptionist at 1st floor lobby for access code

STUDIO LOUNGE

- **South side, upper Beaudry Building, above the Theater**
 - Lounge seating, tables, wi-fi radio and wi-fi.
 - If you do not have a wi-fi account, a password is posted.

ATM MACHINE

- **Located next to Flix on 1st floor of the Beaudry Building**
 - First Entertainment Credit Union ATM

DRY CLEANING/SHOE REPAIR

- **Picked up and delivered to your suite**
 - Contact ext. 3000 to request a pick-up
 - Coupons and price list available at the 1st floor reception desk

CAR WASH

- **Wash, interior and detailing on the lot**
 - call ext. 3686

COMMISSARY - FLIX CAFÉ

- **Located on the ground floor of the Beaudry Building**
 - Patio dining
 - Online ordering via LACS website
 - Wi-fi available at no charge while visiting Flix Café
 - If you do not have a wi-fi account, a password is posted.

THEATER

- **400-Seat theater, dual 35mm projectors & DVD**
 - Call Tenant Services for details and rates

SCREENING ROOM

- **40-Seat Screening Room**
 - Dailies or DVD screening must be booked with Tenant Services.
 - Must be booked advanced minimal 24 hours.
 - **No Cancellations and No Refunds**
 - **Advanced scheduling recommended**

STUDIO AMENITIES

FLORIST

- Located on the 1st floor, near reception, ext. 3900
 - Open 9:00 AM – 6:00 PM Monday through Friday
 - Deliveries on site and on location

SPA

- Be Well at Los Angeles Center Studios, ext. 3550
 - Massages
 - Body treatments
 - Aromatherapy Wraps
 - Facials
 - Personal Training/Yoga

FITNESS CENTER

- Membership is free to all tenants, compliments of LACS
 - Open 24 hours
 - Towels provided free of charge
- Membership Procedures
 - Fill out application/liability release and turn in to 1st Floor reception
 - Access will be added to LACS ID Badge
 - The badge must be present while working out.
 - Located in Production Building C, Suite C1 & C2



FITNESS FACILITIES AGREEMENT AND RELEASE OF LIABILITY

- 1) In consideration of being allowed to use the fitness facilities, equipment and machinery located at Los Angeles Center Studios, I do hereby waive, release and forever discharge LA Studios Operating Company, LLC, Downtown Center Studios, LLC, Hollywood Location Company, Inc., and there respective affiliates, members, directors, partners, officers, agents and employees (collectively, the "Related Parties", from any and all responsibilities or liabilities from injuries or damages arriving out of or connected with my use of the fitness facilities, my participation in all activities, my use of equipment or machinery, or any act of omission, including negligence by the related Parties.

(Initials _____)

- 2) I understand and I am aware that strength training, flexibility and aerobic exercise including use of equipment, are potentially hazardous activities. I also understand that fitness activities involve a risk of injury and even death, and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death.

(Initials _____)

- 3) I do hereby further declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation or use of equipment or machinery. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise/fitness activity or in the use of exercise equipment and machinery. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as the physical activity, exercise and use of exercise and training equipment so that I might have his/her recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and been given my physician's permission to participate, or that I have decided to participate in activities and use of equipment and machinery without the approval of my physician and do hereby assume all responsibility for my participation, activities and utilization of equipment and machinery in my activities.

(Initials _____)

By signing I affirm that I have read and understand all information embodied within this application and agree to comply with LACS' policies.

Date

Applicant's Name - PLEASE PRINT

Company/Production Name

Applicant's Signature

Work Telephone Number

Suite Number

Passes must be returned to Tenant Services in Suite T-100 on your last working day at Los Angeles Center Studios.

Please fax to 213.531.2301 or deliver to Tenant Services in Suite T-100

SOUND STAGE SPECS

General Stage Specs

- 43' to grid – Stages 1-2
- 35' to grid – Stages 3-6
- 18,000 SF (150' x 120')
- 150 Tons silent air
- 6,000 AMPS of power available per stage
- 480V Power also available on Stages 4-5
- In-ground pit on Stage 1 (42' x 26' x 15')
- Floating wood floors over cement
- Audience rated
- NC rating of 25 or better
- 16' Elephant door
- 72 Supporting dressing rooms
- 60' Drive aisle between stages with additional adjacent parking

Lighting Grid Specs

- Working load of 20 psf
- Maximum total load supported by any 1 Beam should not exceed 1,500 lbs
- Maximum total load supported by any 1 Truss should not exceed 2,000 lbs along any 5-foot length of Truss
- Maximum total load supported by any 1 Truss should not exceed 4,000 lbs along any 10-foot length of Truss

Stage Floor Specs

- 6" thick slab on grade reinforced with #4 rebar at 18-inches on center each way, 3 inches clear of the bottom of the slab
 - Slab capable of supporting an occasional vehicle with a single axel load of 18,000 lbs
 - Single tire loads should be limited to a maximum of 7,000 lbs
- 4' x 8' x 3/4" MDF
- 1 1/8 Tongue and groove chip board
- 2' x 4' Sleepers, 12" on center with sand filled in between for elimination of vibration
- Wood floor system over the concrete slab should be capable of supporting these same loads
- Repeated loads over the same areas could cause the wood sleepers or the floor sheathing to become permanently deformed
 - These elements could be removed and replaced

PRACTICAL LOCATIONS





TENANT RATE SHEET

PARKING

Monthly Unreserved:	\$110
Monthly Reserved:	\$275
Monthly VIP Reserved:	\$375
Daily:	\$10
Daily VIP Parking:	\$15
Replacement Parking Card and/or Hang Tag:	
1st Card or Hang Tag	\$15
Thereafter	\$25

POWER RATES

After Hours HVAC (Wing Building):	\$125 per hour
After Hours HVAC (Tower Building):	\$175 per hour

ANCILLARY FEES

Keys:	\$6 per key
Re-Key Existing Lockset:	\$105 per lockset (includes 2 keys)
New Lockset:	\$185 per door (includes 2 keys)
Replacement Mailbox Key:	\$100 per mailbox (includes box key and mail room key)
Furniture Rental:	
Celotex	\$25 per sheet with installation
Folding Chairs	\$2.50 per day \$7.50 per week
6-Foot Table	\$6.50 per day \$19.50 per week
8-Foot Table	\$7.75 per day \$23.25 per week
AV/Computer/ Copier Rental:	See Technical Support Services Rates or Call ext. 3100 for quote

PERSONNEL

Engineer/Electrician:	
Standard Time	\$70 per hour (1 hour minimum)
Overtime	\$105 per hour (1 hour minimum)
General Labor:	
1st Hour	\$50
Thereafter	\$35 per hour
Overtime	\$52.50 per hour (1 hour minimum)
Janitorial:	
Standard Time	\$25 per hour (1 hour minimum)
Overtime	\$37.50 per hour (1 hour minimum)
Weekends/Holidays	\$50.00 per hour (1 hour minimum)

Rates as of 2/1/10 (subject to change without notice)



LOS ANGELES CENTER STUDIOS

T 213.534.3000 F 213.534.3001 WWW.LACENTERSTUDIOS.COM
1201 West Fifth Street, Suite T-110, Los Angeles, California 90017-2019

CONFERENCE & SCREENING ROOM RENTALS

SMALL CONFERENCE ROOM

Hourly:	\$125
Daily:	\$300

LARGE CONFERENCE ROOM

Hourly:	\$150
Daily:	\$400

4th Floor Conference Room Technical Rentals:

LCD TV/DVD/DirecTV	\$50/hour
LCD TV/DVD/DirecTV	\$225/day
Internet Connection	\$25/user
AV Labor (Mon-Fri 9am-5pm)	\$85/hour (minimum of 1 hour for Technical Support)
AV Labor (After Hours)	\$125/hour (minimum of 4 hours for after hours Technical Support)

SMALL SCREENING ROOM

Room Rental:	\$250/day
Room Rental + 35mm Projector:	\$600 (2 Hours) includes Projectionist
Above 2 Hour 35mm Rental:	\$50/every additional hour
Digital Projector Rental :	
Hourly Rental:	\$75
Daily Rental:	\$300
AV Labor (Mon-Fri 9am-5pm)	\$85/hour (minimum of 1 hour for Digital Projector support)
AV Labor (After Hours)	\$125/hour (minimum of 4 hours for after hours Digital Projector support)

BEAUDRY THEATER

Room Rental:	\$400/day
Room Rental + 35mm Projector:	\$750 (2 hours) includes Projectionist
Above 2 Hour 35mm Rental:	\$100/every additional hour
Digital Projector Rental:	
Hourly Rental:	\$75
Daily Rental:	\$300
AV Labor (Mon-Fri 9am-5pm)	\$85/hour (minimum of 1 hour for Digital Projector support)
AV Labor (After Hours)	\$125/hour (minimum of 4 hours for after hours Digital Projector support)
Lavaliere Mic Kit:	
Hourly Rental:	\$50
Daily Rental:	\$150
AV Labor (Mon-Fri 9am-5pm)	\$85/hour (minimum of 1 hour for Technical Support)
AV Labor (After Hours)	\$125/hour (minimum of 4 hours for after hours Technical Support)

(If your conference/screening event is After Hours associated HVAC/Engineering Costs will also apply)

Rates as of 2/1/10. (subject to change without notice)



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TECHNICAL SERVICES

- **Technical Services Support & Technicians**
 - Set up telephones
 - Set up access to public and private computer networks
 - Field requests and scheduled Telecom Technicians and support.
 - Extension 3100 or (213) 534-3100
 - Monday – Friday, 9:00 A.M. to 6:00 P.M.
 - Supported by The Chip

- **Technical Services provide the following services:**
 - Telephone, fax and internet installation and service
 - Voicemail support
 - Computer support
 - Direct TV installation and service
 - Cabling
 - Audio/Visual support

TELECOM RATE SHEET

TELECOM RENTALS

	ACTIVATE	RECURRING	PERIOD
16 Button Feature Phone	\$150	\$35	Monthly
Fax/Modem Location	\$150	\$25	Monthly
Voice Mail Box	\$20	\$5	Monthly
Dedicated Phone Line (DID)	\$150	\$35	Monthly
Rollover Line		\$25	Monthly

Long Distance & Local calls are commensurate with SBC and AT&T Direct Dial Rates. All rate increases or decreases for usage will be in accordance with SBC and AT&T. Direct Dial rate changes granted by the CA Public Utilities Commission and the FCC.

BROADBAND (INTERNET) RENTALS

	ACTIVATE	RECURRING	PERIOD
Internet Connection (1.5 Mb)	\$150	\$40	Monthly
Internet Connection (1.5-4 Mb)	\$150	\$45	Monthly
Internet Connection (4-10 Mb)	\$150	\$50	Monthly
Internet Connection (above 10 Mb)	Inquire with Technical Services at ext. 3100		
Wireless Upgrade Per Connection	\$20 (included with 10 Mb connection)		

The activation rates are per device and ensure that your equipment is setup in a satisfactory manner. Please see the Technical Support Services sheet for additional support rates as well as other services that can be provided.

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TECHNICAL SUPPORT SERVICES

TELEPHONE SUPPORT

Dispatch Charge	\$25
Telecom Labor Rate	\$50
Telecom Labor Rate	\$75
Telecom Labor Rate (After Hours)	\$250
Add/Move and Changes	\$50
Additional Phone/Internet Jack Installation	\$150
Damaged or Missing Phone	\$350

PER

Incident
First Half Hour
Every Additional Half Hour
Hour
Device
Jack
Device

INTERNET SUPPORT

Dispatch Charge	\$25
IT Labor Rate	\$50
IT Labor Rate	\$75
IT Labor Rate (After Hours)	\$250
Network Printer Setup	\$200
Network Printer Setup	\$25
Replacement Cat 5 Patch Cable	\$1

PER

Incident
First Half Hour
Every Additional Half Hour
Hour
Up to Ten Workstations
Workstation after the first Ten
Foot of Cable

SATELLITE SUPPORT

Wiring to New Location	\$300
Satellite TV Setup	\$150
Damaged or Missing Remote	\$125
Damaged or Missing Receiver	\$450
Missing Access Card	\$75

PER

Location
TV
Remote
Receiver
Card

SATELLITE RENTALS

	ACTIVATE
DVR Receiver	
HD Receiver	
HD DVR Receiver	
Programming (200+ Channels)	\$150
Additional Receiver (up to 3)	\$60 each
HD Programming (200+ Channels + HD)	\$150
Additional Receiver (up to 3)	\$70 each

RECURRING

\$25
\$35
\$50
\$59.99
\$69.99

PERIOD

Monthly
Monthly
Monthly
Monthly
Monthly

AV RENTALS

DVD Player	
AV Labor (Mon-Fri 9am-5pm)	
AV Labor (After Hours)	

HOURLY

\$25
\$85/hour (minimum of 1 hour for AV Support)
\$125/hour (minimum of 4 hours for after hours AV Support)

DAILY

\$50

Rates effective as of 2/1/10 (subject to change without notice).



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TELEPHONE INSTRUCTIONS

CONFERENCE CALLS

With 1st party on line, press Transfer and dial 2nd party. When 2nd party answers, press Conf. Both parties will be connected.

FORWARD CALLS

Obtain dial tone and press Call Forward. Short beeps will be heard. Enter number and hang up. Light will go on. To forward to voicemail, dial 3111. Light will be lit to show that line is forwarded. To cancel call forwarding, press Call Forward button and hang up. Light will go out.

TRANSFER CALLS

With party on the line, press Transfer key and dial party to be transferred to. You may stay on the line to announce the call, or hang up when line rings.

HOLD

Press this Hold key to put a call on hold. Line will flash indicating the call is on hold. Press button again to retrieve call.

SPEED CALLING

To program, press Feature key, then press Speed Call button. Enter telephone number. Display will show digits dialed. Press Feature key again to save the number. Speed number will be set. To verify, press Feature key, press Speed Dial button. Display will show digits programmed.

REDIAL

Press this key to scroll through the last 5 numbers dialed on your phone. Press * to dial number shown on your display.

TURN SPEAKER ON/OFF

Press Feature key, Speaker key and 1. The red light will be lit in the right hand corner indicating that speaker is on.

ADJUST HANDSET RECEIVER VOLUME

Press Feature key and 2.

CHANGE RINGER TONE

Press Feature key and 3.

RECALL

Press Recall to terminate call immediately and re-establish dial tone.

SPEAKER

Press Speaker to answer or place a call hands free. MIC light must be lit in order to pick up your voice.

UP/DOWN ARROWS

When phone is idle, press to adjust display. When phone is ringing, press to adjust ringing volume. When speaking on phone, press to adjust speaker/handset volume.

VOICEMAIL INSTRUCTIONS

INITIAL VOICEMAIL SETUP

- Dial 3111 from your telephone
- The voicemail system will recognize your new mailbox and will prompt you to first record your name
- You will then be asked to enter the first 3 letters of your last name
- The next prompt will ask you if you would like to be listed in the company directory – enter 1 for Yes, 2 for No
- You will then be prompted to record your personal greeting – when completed enter *
- Next, you will be asked whether you would like to set up a Security Code – enter 1 for Yes, 2 for No
- You will then be asked if you are satisfied with your recordings – press 1 to confirm and save all recordings
- Your voicemail box is now set up. The top right hand corner of your phone will be lit when you have a voicemail. Your phone display will also read “VMM”.

PROTECTING YOUR MAILBOX

A security code on your mailbox assures the privacy of your messages. To set a new security code at any time, press 774 from the main menu. The first 7 will take you to the setup options, the next 7 takes you to personal options, and 4 selects the security code.

RE-RECORD PERSONAL GREETING

- Press 746
- The system will play your standard greeting
- Press 1 if you would like to change it
- Record your greeting
- Press * to end recording or # to re-record
- Continue with greeting menu options or press * to return to the Main Menu

Greeting Menu Options

- 8 Hear current greeting
- 9 Switch between standard and alternate greeting
- 10 Edit standard greeting
- 11 Edit alternate greeting
- 12 Edit busy greeting

MAIN MENU

Quick Options

- 744 Hear current greeting
- 745 Switch greetings
- 746 Edit Standard greeting
- 747 Edit Alternate greeting

MESSAGES

From Own Phone

- Dial 3111 – if you have set up a Security code, you will be prompted to enter it immediately
- To play messages, press 4
- To delete a message immediately, press 36
- To save a message immediately, press 37

From Another Phone Inside the Studio

- Dial 3111
- Dial * # 9, then your extension

From a Remote Location

- Dial (213) 534-3111
- Dial 9, then your extension

While Listening to Messages, Press...

- 3 To stop message playback
- 4 To slow down playback speed
- 5 To turn volume up and down
- 6 To speed up playback
- 7 To back-up in message
- 8 To pause message
- 9 To skip ahead in message
- 30 To save as new
- 34 To reply to message
- 35 To listen to next message
- 36 To delete (immediate)
- 37 To save message (archive)
- 38 To hear time and date stamp
- 39 To forward with or without introduction
- 3# To repeat message

NOTE

- You may enter selections at any time while the system is playing prompts
- In voicemail, press 1 for Yes and 2 for No

DRIVING DIRECTIONS TO LOS ANGELES CENTER STUDIOS

FROM WESTSIDE

- > 10 Fwy East
- > 110 Fwy North
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM HOLLYWOOD

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.



FROM SAN FERNANDO VALLEY

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM BURBANK/GLENDALE/PASADENA/VALENCIA

- > 5 Fwy South
- > 110 Fwy South
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM ORANGE COUNTY

- > 5 Fwy North
- > 101 Fwy North/West
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM MID-WILSHIRE

- > East on 6th St. or Wilshire Blvd.
- > Left on Bixel St.
- > Right into Studio b/w 5th St. + Maryland

DRIVING DIRECTIONS FROM LOS ANGELES CENTER STUDIOS

FROM WESTSIDE

- > 10 Fwy East
- > 110 Fwy North
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM HOLLYWOOD

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.



FROM SAN FERNANDO VALLEY

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM BURBANK/GLENDALE/PASADENA/VALENCIA

- > 5 Fwy South
- > 110 Fwy South
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM ORANGE COUNTY

- > 5 Fwy North
- > 101 Fwy North/West
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM MID-WILSHIRE

- > East on 6th St. or Wilshire Blvd.
- > Left on Bixel St.
- > Right into Studio b/w 5th St. + Maryland

DRIVING SHORTCUTS TO & FROM LACS

(Note: These are suggested short cuts from the staff of LACS. Please do not hold us accountable for errors – we're just trying to help! Also, please contact us with additional shortcuts or changes so we could incorporate them.)

From WESTSIDE

You can, of course, take the 10 Fwy East to the 110 North. If you notice traffic, you can...

Exit La Cienega, go north

Pass Wilshire, then make a right on 6th St.

Take 6th St., then make a left on Bixel St.

Studio will be on your right between 5th St. and Maryland St.

Also, you can head north on La Brea or Vermont and take them to 6th St.

From WESTWOOD:

Proceed East on Wilshire Blvd.

Turn left onto Little Santa Monica, which turns into Burton Way

Burton turns into San Vicente

Turn left onto 6th St.

Turn left onto Bixel St. – Studio will be on your right

Total driving time is 30 minutes.

To WESTWOOD:

Left out of LA Center Studios onto Bixel St.

Turn right onto 6th St.

Turn right onto San Vicente

San Vicente turns into Burton Way

Burton Way turns into Little Santa Monica

Turn right onto Wilshire Blvd.

From LOWER WESTSIDE (Venice, Marina Del Rey, Airport, etc.):

Take the 90 East to Slauson

Make a right on Slauson (also heading east)

Make a left on La Cienega and head north

Proceed up La Cienega to Rodeo

Make a right on Rodeo at the Numero Uno Pizzeria to head east

Rodeo will eventually become Exposition as you approach the USC area

Keep to the left as you approach the 110 Freeway and merge on the freeway going north

Exit 3rd St.

Exit at 3rd Street. Merge one lane over, and go straight on 3rd.
Take a left on Bixel St. – Studio will be on your left.

Total driving time is 30 minutes with traffic.

From PASADENA or BURBANK:

Take Freeway 2 South, which turns into Glendale Blvd.
Veer right onto Lucas St.
Take a left onto 3rd St.
Take a right onto Bixel St. – Studio will be on your left.

Total driving time is 20 minutes with light traffic and 45 minutes in heavy traffic.

Alternative From PASADENA:

110 S. until it slows down (typically at Ave. 52)
Exit Ave. 52 and proceed east back over the Freeway to Griffin Ave.
Take Griffin Ave. to Ave. 26 and turn right
Proceed along Ave. 26 which will turn into Pasadena Ave. which turns into Broadway
Take Broadway to Cesar Chavez and turn right
Turn Left on Beaudry
Proceed about 5 blocks to 3rd St. and turn right
Turn left onto Bixel St. – Studio will be on your left

Total driving time is 20 minutes with light traffic and 30 minutes in heavy traffic.

To PASADENA or BURBANK:

Exit gate, and turn right onto Bixel St.
Turn left onto 3rd St.
Turn right onto Lucas, which becomes Glendale Blvd.
Continue north on Glendale Blvd.
Glendale becomes the 2 Freeway North, continuing to the 134 or 210 Freeways

From WEST HOLLYWOOD:

Surface Streets:

Take any route to San Vicente
Proceed up 6th St.
Take a left onto Bixel St. – Studio will be on your right

Total driving time is 20 minutes with light traffic and 30-45 minutes in heavy traffic.

Freeway:

Take San Vicente to La Brea

Make a right onto the 10 East, to the 110 Pasadena

Stay in the 2nd right lane and get off at the 3rd / 4th St. exit

Exit at 3rd Street. Merge one lane over, and go straight on 3rd.

Take a left on Bixel St. – Studio will be on your left.

Total driving time is 20 minutes with light traffic and 30-45 minutes in heavy traffic.

From WEST VALLEY (Sherman Oaks, Encino, Woodland Hills, Calabasas):

101 S. until it starts to back up around Melrose

Exit Vermont, left off exit then right onto Vermont

Left onto 3rd St.

Right onto Bixel St. – Studio will be on your left

Total driving time is 1 hour with typical traffic and 1 hour 30 minutes in heavy traffic.

To WEST VALLEY (Sherman Oaks, Encino, Woodland Hills, Calabasas):

Right out of Studio onto Bixel St.

Left on 3rd St.

Right onto Alvarado St. (drive in far right lane if comfortable to save time by passing slower cars in other lanes)

Left on Glendale Blvd.

Merge onto 2 N.

Enter 2 N. which merges shortly thereafter to 5 N.

Take 5 N. to 134 W.

134 W. ends, stay left to merge onto 101 N.

Total driving time is 35 minutes with light traffic and 1 hour in heavy traffic.

From NORTH VALLEY and SANTA CLARITA:

Take the 210 East to the 2 South

The 2 ends and turns into Glendale Blvd.

Take Glendale all the way to where it ends and then fork to the right on Lucas St.

Take this to 3rd St., turn left onto 3rd

Turn right on Bixel St. – Studio will be on your left

Total driving time is 30-45 minutes with light traffic and 60-75 minutes in heavy traffic.

Take the 2 South to 5 South to Stadium Way, wrapping around Dodger Stadium

Take a right onto Elysian Park Ave.

Take a left onto Sunset Blvd.

Take a right onto Beaudry St.
Take a left onto 6th St.
Take a right onto Bixel St. – Studio will be on your right

Total driving time is 30-45 minutes with light traffic and 60-75 minutes in heavy traffic.

From CULVER CITY:

Freeway:

Take freeway 10 East to 110 North
Stay in the 2nd right lane and get off at the 3rd / 4th St. exit
Exit at 3rd Street. Merge one lane over, and go straight on 3rd.
Left on Bixel St. – Studio will be on your left

Total driving time is 15 minutes with light traffic and 50 minutes in heavy traffic.

Surface Streets:

Take Washington Blvd. East
Turn left onto Vermont
Turn right onto Olympic Blvd.
Turn left onto Union Ave.
Turn right onto Wilshire Blvd.
Left on Bixel St. – Studio will be on your right

Total driving time is 20 minutes with light traffic and 40 minutes in heavy traffic.

To CULVER CITY:

Freeway:

Take 10 Freeway West, exit Fairfax /Washington Blvd.
Take left on Washington Blvd. and head west

Total driving time is 15 minutes with light traffic and 50 minutes in heavy traffic.

Surface Streets:

Left out of gates onto Bixel St.
Turn right onto Wilshire Blvd.
Turn left onto Union Ave.
Turn right onto Olympic Blvd.
Turn left onto Vermont
Take right onto Washington Blvd. and head west

Total driving time is 20 minutes with light traffic and 40 minutes in heavy traffic.

From CULVER CITY:

Freeway:

Take freeway 10 East

Exit 3rd St.

Stay to the left and proceed West on 3rd St.

Left on Bixel St. – Studio will be on your left

Total driving time is 15 minutes with light traffic and 50 minutes in heavy traffic.

Surface Streets:

Take Washington Blvd. East

Turn left onto Vermont

Turn right onto Olympic Blvd.

Turn left onto Union Ave.

Turn right onto Wilshire Blvd.

Left on Bixel St. – Studio will be on your left

Total driving time is 20 minutes with light traffic and 40 minutes in heavy traffic.

To CULVER CITY:

Freeway:

Take 10 Freeway West, exit Fairfax /Washington Blvd.

Take left on Washington Blvd. and head west

Total driving time is 15 minutes with light traffic and 50 minutes in heavy traffic.

Surface Streets:

Left out of gates onto Bixel St.

Turn right onto Wilshire Blvd.

Turn left onto Union Ave.

Turn right onto Olympic Blvd.

Turn left onto Vermont

Take right onto Washington Blvd. and head west

Total driving time is 20 minutes with light traffic and 40 minutes in heavy traffic.

EMERGENCY PROCEDURES

FIRE PROCEDURES

IF FIRE OR SMOKE IS DISCOVERED

1. SAFETY OF LIFE: If fire is in occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing doors as you leave the area.

2. NOTIFICATION

Activate the manual pull station.

- a) Notify the Fire Department. Dial 9-1-1. The following 7-digit emergency phone number for your area, as a secondary contract, should be used only if a problem occurs in the 9-1-1 system (800) 688-8000.

Give them the following information:

Building Name: Los Angeles Center Studios

Building Address: 1201 W. 5th St., Los Angeles, CA 90017

Nearest Cross Street: Bixel Street _____

Floor Suite Number: _____

Nature of Emergency: _____

Your Call Back Telephone Number: _____

- b) If time permits, notify the Building Management at (213) 534-3000 or Building Security at (213) 534-2397.

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

3. FIRE FIGHTING: Building policy is not to attempt to fight fire
4. EVACUATION: Proceed to the safest exit or stairwell and begin to evacuate, unless told to otherwise by building staff or the Fire Department.

The following phone numbers are alternate emergency numbers, use only if a problem occurs in the 9-1-1 system. Dial additional digit if needed for outside line.

Fire Department: (800) 668-8000

Paramedic: (800) 688-8000

Police: (800) 485-2681

UPON HEARING A FIRE ALARM

1. When leaving a room, feel the doors before opening them and do not open any that are hot. Remember to close doors behind you but do not lock them.
2. Do not return to your office or area for personal belongings.
3. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.

4. Do not use the elevators if you are in an elevator when the alarm sounds, do not push the emergency stop button.
5. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff.

NOTE: You may be called upon to assist the floor warden with people who may need assistance on your floor.

IF TRAPPED INSIDE AN AREA OR YOUR OFFICE

1. Close as many doors as possible between you and the fire.
2. Wedge cloth material along the bottom of the door to keep out smoke.
3. Use telephone (if available) and notify Fire Department of your problem. Open curtains, blinds or drapes. Stay by window and wave a bright object to attract the attention of emergency responders.
4. If windows can be opened and you must have air, open the window. Break windows only as a last resort as it will become impossible to close them if necessary.

NOTE: Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. {L.A.M.C. SEC.57.112.05} Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. {P.C. 148.3}

EARTHQUAKE PROCEDURES

DURING THE EARTHQUAKE

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor:

- DUCK- Duck or drop down to the floor/
- COVER- Take cover under a sturdy desk, table or other furniture, If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- HOLD- If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
- DO NOT ENTER OR EXIT- Do not enter or exit the building during the shaking. There is a danger of falling debris.
- DO NOT USE ELEVATORS- Elevators will automatically move to the next floor in direction of travel and open.
- IF YOU ARE OUTDOORS- Move away from buildings, falling objects, and power lines.

AFTER THE EARTHQUAKE

- BE PREPARED FOR AFTERSHOCKS. If you are outside, do not return to your apartment until authorized.
- CHECK INJURIES. Check injuries and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.
- REPLACE TELEPHONE HANDSETS. Place handsets on cradle if they have been shaken off, but do not try to use the telephones except to report fires or medical emergencies.
- DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

EARTHQUAKE EVACUATION

Determine in advance the safest exit from your location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

- DO NOT evacuate unless told to do so if danger is imminent.
- CHECK DOORS for heat before opening.
- FOLLOW INSTRUCTIONS given by emergency personnel.
- DO NOT RUN. Walk and keep noise to a minimum.
- DO NOT USE ELEVATORS.
- DO NOT PUSH OR CROWD. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- MOVE to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- ASSIST NON-AMBULATORY, visually impaired, and hearing-impaired persons if they are present.

If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

WHAT IF YOU ARE IN AN ELEVATOR?

- If you are in an elevator, you are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you.
- Many elevators are designed to go to the nearest floor in the direction of travel and open.
- Elevator will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from Building Fire Safety Director or designee.
- If you have a medical or other emergency, pick up the telephone receiver and you will be automatically connected to the Elevator Company.

MEDICAL EMERGENCY

1. Do not move the person.
2. Call Paramedics **9-1-1**. The following seven-digit emergency phone number is only used if a problem occurs in the 9-1-1 system **(800) 688-3000**.

Give them the following information:

Building Name: Los Angeles Center Studios
Building Address: 1201 W. 5th Street, Los Angeles, CA 90017
Nearest Cross Street: Bixel Street
Floor Suite Number:
Nature of Emergency:
Your Call Back Telephone Number:

3. Call the Office of the Building. Dial (213) 534-3000.
4. Try to make the victim comfortable. If you are trained in first aid or CPR, assist as needed.
5. Gather as much information you can about the person and his/her injury, including the signs/symptoms and chief complaint of victim.
6. Have someone at the elevator lobby on the floor to direct Security Personnel and Paramedics to the victim's location.

BOMB THREAT

1. Attract the attention of a co-worker. Have your co-worker call 9-1-1 to request the call on your line be traced and for Police Department response.
2. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
3. Ask about the bomb's appearance and who is placing it.
4. Listen for background noises or distinguishing voice characteristics that might aide police.
5. Assure that the emergency services have been notified (**9-1-1**) and relay all information. The following 10-digit emergency phone number for your area should be used as a secondary contact only if a problem occurs in the 9-1-1 system **(213) 485-2681**.
6. Survey your immediate work area and report all suspicious items to building security. Do not touch a suspected bomb or unusual device.

BOMB THREAT REPORT

Name of operator, or person receiving call _____
Date of call _____ Time _____ am _____ pm _____

QUESTIONS TO ASK:

- 1) When is the bomb going to explode? _____
- 2) Where is the bomb right now? _____
- 3) What kind of bomb is it? _____
- 4) What does it look like? _____
- 5) Why did you place the bomb? _____

ORIGIN OF CALL:

Local Long Distance Phone Booth Internal

IDENTITY OF CALLER:

VOICE:

Male Female High Pitch Deep
 Loud Soft Nasal Poor
 Raspy Pleasant
 Intoxicated Other _____

SPEECH:

Fast Slow Distant Distorted
 Stutter Other _____

LANGUAGE:

Good Foul

ACCENT:

Local Foreign Ethnicity Regional

MANNER:

Calm Angry Rational Incoherent
 Irrational Emotional Coherent Nervous Laugh
 Deliberate Righteous Other _____

BACKGROUND NOISE:

Office Machines Trains Factory Machines Music
 Animals Quiet Airplanes Voices
 Street Traffic Other _____

Who did you inform about the call? _____

If caller seemed familiar with the studio, building or operation; indicate how:

As well as you can, write what the caller said:

**KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE.
DO NOT HANG UP! DO NOT PUT ON HOLD!**

POWER FAILURE

1. Remain calm and in place.
2. If possible, notify the Building Management at (213) 534-3000 or the Security Console Desk at (213) 534-2397.
3. Turn on battery-power radio to find out what is happening in the area.
4. Unplug all electrical equipment, TV sets, computers, audiovisuals, and turn off light switches unless needed. When power returns it may surge and blow out light bulbs and other equipment.
5. Open window shades, as it will provide natural lighting.
6. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area(s).

SPECIFIC EVACUATION AND RELOCATION

STAIRWELLS – *Building stairwells are not pressurized*

The building has two (2) stairwells for emergency use:

1. Stairwell #1 (North)- services lower plaza level through Penthouse. Has no roof access.
2. Stairwell #2 (South)- services lower plaza level through Penthouse. Has roof access.

Please see “Safe Area Refuge Map” provided within this section for stairwells and emergency exits and outside emergency refuge holding area(s).

Upon arriving at your emergency relocation refuge/holding area floor wardens will then take a head count. Remain at the refuge/holding area until further instructions are received by *Fire Safety Director* and/or the scene *Emergency Responders*.

REMEMBER TO ALWAYS PROCEED NO LESS THAN 300 FEET AWAY FROM THE BUILDING DURING ANY BUILDING FIRE EMERGENCY.

STAIRWELL SAFETY INSTRUCTIONS

WHEN EVACUATION IS REQUIRED

- Move quickly but DO NOT RUN.
- Go to the safest designated stairwell or exit. DO NOT USE ELEVATORS.
- Remove high heels to prevent injuries (carry them with you).
- Use handrail, which is most continuous (usually center).
- Each floor will relocate down a minimum of five floors below the floor of alarm (unless otherwise directed).
- Allow room for others to enter into an orderly flow of traffic without holding up others,
- Gain assistance for those who are slower moving or handicapped.
- Dispel any false information or rumors to prevent panic refrain from using the word “FIRE”.
- Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
- Complete relocation. DO NOT CONGREGATE IN STAIRWELL.

LOCKED STAIRWELL DOOR INFORMATION

- There is always access to the stair shaft from the tenant floor corridors.
- Building stairwell doors are unlocked from the stair shaft side at all times.

ATTENTION: California Code of Regulations Title 19 Section 3.09(d) 5(b)

Assures that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows.

- (a) Hotels, motels and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The Inn-keeper shall provide a place on the registration form so that guests may be identified who may require special emergency evacuation because of a physical disability.
- (b) Owner(s) and operator(s) of buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities.

Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the Building Manager's Office.

CALIFORNIA ASBESTOS ANNUAL NOTICE

In 1988, California enacted legislation (specifically, Chapter 10.4 of the Health and Safety Code, Section 25915 *et seq.*) requiring landlords and tenants of commercial buildings constructed prior to 1979 to notify certain people, including each other and their respective employees working within such building, of any knowledge they may have regarding any asbestos-containing construction materials ("ACM") in the building.

On July 13, 1995, Title 29, Code of Federal Regulations, Section 1910.1001 and 1926.1101 defined Presumed Asbestos Containing Material ("PACM") as thermal system insulation and surfacing material found in buildings constructed no later than 1980. The federal standard requires the building and/or facility owner to notify contractors and tenants of the presence of ACM/PACM. On May 3, 1996, Cal/OSHA adopted the same notification requirements for PACM in Title 8 CCR 5208 & 1529.

This notification is being given to provide the information required under this legislation in order to help you avoid any unintentional contact with the ACM/PACM, to assure that appropriate precautionary measures are taken before disturbing any ACM/PACM, and to assist you in making appropriate disclosures to your employees and others.

We have engaged qualified asbestos consultants to survey the Building for asbestos and to assist in implementing an asbestos management plan that includes, among other things, periodic reinspection and surveillance, air monitoring as necessary, information and training programs for building engineering and other measures to minimize potential fiber releases. A description of the current Operations and Maintenance Program prepared for the Building (the "O&M Program") is set forth on Schedule A attached hereto. Our asbestos consultant has provided us with the O&M Program, which in its qualified professional opinion, fully complies with the disclosure requirements of Health and Safety Code Section 25915.1.

We have no reason to believe, based upon the annual inspections and air monitoring, that the ACM/PACM in the Building's common space is currently in a condition to release asbestos fibers which would pose a significant health hazard to the Building's tenants. This should remain so if such ACM/PACM is properly managed and remains undisturbed. You should take into consideration that our knowledge as to the absence of health risks is based solely upon general information and the information contained in the O&M Program, and that we have no special knowledge concerning potential health risks resulting from exposure to asbestos in the Building. We are therefore required by the above-mentioned legislation to encourage you to contact local or state public agencies if you wish to obtain a better understanding of the potential impacts resulting from exposure to asbestos.

Because any tenant alterations or other work at the Building could disturb ACM/PACM and possibly release asbestos fibers into the air, we must require that you obtain our written approval prior to beginning such projects. This includes major alterations, but might also include such activities as drilling or boring holes, installing electrical, telecommunications or computer lines, hanging lights, sanding floors, removing ceiling tiles or other work which disturbs ACM/PACM. In many cases, such activities will not affect ACM/PACM, but you must check with the Property Manager in advance, just in case. You should check with the Building Property Manager's office, located within Suite T-110 of the Building. The Property Manager will make available such instruction as may be required. Any such work should not be attempted by an individual or contractor who is not qualified to handle ACM/PACM. **In the areas specified in Schedule A, you should avoid touching or disturbing the ACM/PACM in any way. If you observe any activity which has the potential to disturb the ACM/PACM, please report the same to the Property Manager immediately.**

Further information concerning asbestos handling procedures in general can be found in the Building's Asbestos O & M Program Manual, located in the Building Property Manager's office (the address set forth on Schedule A). We also encourage you to contact local, state or federal public health agencies if you wish to obtain further information regarding asbestos containing materials.

In connection with the foregoing, we have adopted the following policies (which shall be considered rules under tenant leases): (1) the owner, and representatives of the owner, including, without limitation, the owner's ACM/PACM consultant, are entitled to enter into the premises of any tenant to inspect for ACM/PACM, perform air tests and abatement; and (2) any tenant, contractor, or other party must obtain our prior written approval before performing any alterations on any tenant space, or performing any other work at the property that might disturb ACM/PACM or involve exposure to asbestos fibers as described above.

California law also requires persons in the course of doing business whose activities may result in exposures to asbestos and other substances regulated under the Safe Drinking Water and Toxic Enforcement Act of 1986, commonly referred to as Proposition 65, to provide a clear and reasonable warning. Accordingly, you are advised as follows:

WARNING: The areas within the Building that are described in Schedule A below contain a substance known to the State of California to cause cancer.

**SCHEDULE A
NOTICE CONCERNING ASBESTOS**

BUILDING: Los Angeles Center Studios
1201 W. 5th Street, Los Angeles, CA 90017
Mr. Charles T. Koyama

PROPERTY MANAGER: Los Angeles Center Studios

ADDRESS OF BUILDING OFFICE: 1201 W. 5th Street, Suite T-110
Los Angeles, CA 90017

Telephone: (213) 534-3000 x2356

I. EXISTING OPERATIONS and MAINTENANCE PROGRAM ("O&M PROGRAM") and ASBESTOS SURVEYS WHICH DESCRIBE THE EXISTENCE, LOCATION and CONDITION OF ACM

The O&M Program which has been prepared for the Building since December 2004 is generally described as follows:

A. O&M PROGRAM

<u>DATE</u>	<u>DESCRIPTION</u>
1. December 2004	O&M Program prepared by AllWest Environmental, Inc. ("AllWest")

B. SURVEYS

<u>DESCRIPTION</u>	<u>COMPANY</u>	<u>DATE</u>
1. Asbestos Survey Report	National Econ Corporation ("NEC")	November 1988
2. Asbestos Abatement Report 9 th Floor Abatement Project	AllWest	July 2004
3. Asbestos Abatement Report Level B Chiller Room	AllWest	September 2004
4. Annual Air Monitoring and ACM Condition Inspection/Assessment	AllWest	May 2004
5. Asbestos abatement project, full floor abatement of fireproofing on the exterior surface of plaster wraps and deck, TSI and vinyl floor tiles at floors 3 and 8	TEG/LVI AllWest	Septemeber 2005
6. Annual Air Monitoring and ACM Condition Inspection/Assessment	AllWest	September 2005

SPECIFIC LOCATIONS WHERE ACM IS PRESENT IN ANY QUANTITY

MATERIAL	LOCATION	DOCUMENTATION
Beam & Deck Fireproofing - Tan	Tower - Floors 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, Mezzanine, Lobby (Floors 3 and 8 have recently undergone full floor abatement, however, asbestos fireproofing still exists under plaster “wraps”) 5 th Street - Floor 2	11/88 NEC Rpt.
Beam & Deck Fireproofing - Brown	Tower - Floors 8, 10, 12 5 th Street - Floors 2, 3 and Mezzanine Maryland Ave - Floors 2, 3 and Mezzanine	11/88 NEC Rpt.
Sheet Vinyl Flooring	Tower - Floor 12 5 th Street - Floor 2	11/88 NEC Rpt.
Floor Tile, 12x12 Vinyl Floor Tile	Tower - Floors 4, 11, Lobby Maryland Ave - Floors 2, 3	11/88 NEC Rpt.
9x9 Vinyl Floor Tile	Tower - Floors 3, 7, 10, 11, 12, 12, Level A, C 5 th Street - Floor 1 Maryland Ave - Floors 1, 2 and Mezzanine	11/88 NEC Rpt.
9x9 Floor Tile Mastic	Tower - Floors 10, Level C	11/88 NEC Rpt.
Pipe Thermal System Insulation (TSI)	Tower - Level A, B, Boiler room, Chiller room, C Amd parking garages	11/88 NEC Rpt.
Pipe Thermal System Insulation (TSI)	Tower - Level A Maryland Ave - Roof and Mechanical rooms	11/88 NEC Rpt.
Chiller Insulation (TSI)	Maryland Ave - Roof and Mechanical rooms	11/88 NEC Rpt.
Chiller Pipe Elbow Insulation (TSI)	Tower - Level B 5 th Street - Roof Maryland Ave - Roof and Mechanical	11/88 NEC Rpt.
Chiller Pipe Thermal System Insulation (TSI)	Tower Level B	11/88 NEC Rpt.
Chiller Pipe Thermal System Insulation (TSI)	Tower Level B 5 th Street - Roof Maryland Ave - Roof and Mechanical	11/88 NEC Rpt.

Boiler (exterior) Insulation (TSI)	Tower - Level B	11/88 NEC Rpt.
Tank Insulation	Tower - Level B	11/88 NEC Rpt.
Spray-on Acoustical Ceiling	Tower - Floors 7, 12, 13, Lobby	11/88 NEC Rpt.
Plaster Lathe	Tower - Floors 8, 13	11/88 NEC Rpt.
Drywall	Tower - Floor 12	11/88 NEC Rpt.
2x4 Ceiling Tile	Tower - Floor 9	11/88 NEC Rpt.
Tar Roofing Paper	Tower - Floor 13	11/88 NEC Rpt.

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