

Physical Improvements/Changes/Upgrades Made or In Progress as Result of COVID-19

January 1, 2021

BUILDING SYSTEMS

HVAC

- Needlepoint Bipolar Ionization HVAC purification technology in progress for building installation in early 2021. Base project includes installation of 20 iMod control panels on existing air handling units and the ability to monitor actual ion output at each AHU.
- WellStat (iESMACH) in progress for installation in early 2021. WellStat is an air quality sensing system which monitors/reports the outside and inside air quality of a building.

Restrooms/Plumbing

- Drinking Fountains -There are currently eight (8) water fountains in the building. All have been turned off and signs installed stating fountains have been turned off.
- Touchless Fixtures –No upgrade required. Restrooms have always had touchless faucets, soap dispensers, towel dispensers and auto toilet flushers.
- Entry / Exit to Restrooms
 - Entry - Restroom doors at 33 New Montgomery open into the restroom, therefore door latches have been modified to allow opening of doors without use of door handles. People can easily push the door open with the arm, back, etc. to enter.
 - Exit - Waste baskets are located by the door as one exits the restroom to facilitate disposal of paper towel used to open door.
- Signage –Signs have been installed in each restroom for hand washing suggestions/instructions as a reminder to wash hands after using the restroom.
- Urinal Partitions –The men’s restrooms have been updated with 58 inch tall ceiling partitions between any restroom having two urinals.

SECURITY

Tenant/Visitor Access

- Building policy continues for all tenants to have tenant photo IDs in their possession, which they must show to enter elevators to floors. After hour access cards are issued to tenants as needed as building is locked 24/7/365.
- Vendor/Visitor Check In –Sign-in logs have been converted from paper to electronic logs on the security computer. Security officers now log in/check out all visitors/vendors.

Security Plexiglass Screens

- Three plexiglass screens have been placed on the main lobby security console for protection of officers/visitors/tenants.

ACCESS AND CIRCULATION

33 New Montgomery has adapted the following new protocols for the Main Building Lobby and Other Entry Points

Signage:

- Face covering requirement sign as well as other City required signage installed in the main lobby and loading dock areas.
- Signage installed throughout building’s common areas as reminders to onsite tenants to practice social distancing, work safe and controlling access to stairwells.

Hand Sanitizer Stations:

- Sanitizer stations located in the main lobby, loading dock and stairwells on the ground level along with property signage.

ACCESS AND CIRCULATION (con't)

Building Main Lobby Access (Door Designations):

- Entry and exit to and from the main lobby of the building changed with one set of doors designated as the ENTER door and other as the EXT door. Signs installed on doors.
- Auto sensor doors have been installed in September to use an opening sensor with a wave motion to allow touchless door openings.

Loading Dock Access:

- Loading dock, used by general contractors, subcontractors, vendors, moving companies, etc. are coordinated with security and engineering to ensure social distancing, PPE and other safety protocol are followed.
- Signage installed and a hand sanitizer station are in place for people accessing the loading dock to enter/exit the building.

Traffic Flow (Main Lobby) and Floor Markers:

- For social distancing, markers are in place to control traffic flow direction in the main lobby and elevator cars (4 people/car).
- The main lobby traffic flow has been redesigned for building's egress and ingress:
 - Stanchions are in place to separate in/out traffic flows directing exiting people to leave building using right path.
 - Overflow people entering building will line up along Stevenson Street with appropriate markers indicating every 6 feet for proper social distancing.

Stairwell Access – Stairwell 2 (North)

- Stairwell 2 leading out to Market Street is the designated EXIT ONLY stairwell for people wanting to use the stairs rather than the elevator to exit the building.
- All stairwell doors to individual floors are locked as per fire code and therefore once in Stairwell 2, the only exit is on the ground level out to Market Street.

Elevator Access/Capacity

- To maintain social distancing, the building will allow four (4) people, wearing face masks, to stand in the corners of the passenger and freight elevators.
- Floor markers are installed in the corners of the elevator cabs to indicate where people can stand.

Main Lobby Trash Receptacle

- Plastic lined trash receptacles with signage placed in the basement/loading area and at the EXT door of main lobby of building. Masks/gloves are not considered biohazard materials and therefore do not require special disposal handling. The plastic bags are securely tightened and put in the closed/locked trash container for pickup.

CLEANING AND JANITORIAL

- The building has enhanced cleaning procedures which include more frequent cleanings of high touch areas throughout the building through the day as well as disinfectant cleaning nightly. Products used by building's janitorial staff for disinfecting are EPA registered disinfectants and cleaning protocols which follow CDC recommendations.