

6300 Wilshire Blvd
MOVING POLICY

The following rules pertain to moving furniture, equipment and supplies into and out of 6300 Wilshire.

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES AND/OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth (1/4) inch thick, with 4' x 8' wide sheets in elevator lobbies and corridors and 32" wide sheets of Masonite runners taped together to inhibit sliding.
2. All walls, door facings, elevator cabs and other areas along the route to be followed will be inspected by the movers and a Building Management Representative before and after the move. ***In the event the move shall take longer than one day, the Building Management Representative shall walk the route with the movers each day to insure no damage has incurred.*** The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
3. The expense of repairing any damage to the building or fixtures caused by the move is hereby the joint responsibility of the Mover and the Tenant.
4. Only the freight elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is granted by the Landlord.
5. Movers have to move furniture from the truck directly into suite. There is to be no staging of furniture on sidewalks or walkways, corridors or hallways. Furniture stacking in these areas is a fire life safety hazard and can potentially block the ingress/egress of persons during an emergency. If asked to comply more than once the move will be halted immediately.
6. The Tenant must make arrangements with the Management Office for use of the freight elevator for each move. A definite arrival time must be established prior to finalizing move-in plans. If Management Office supervision is required during the move a \$50.00 per hour fee will be charged to the Tenant.
7. The move should be planned after ***5:30 p.m. - 8:45 pm Monday – Friday or on Saturday from 8 am to 6 p.m. Sundays are not allowed due to City Noise restrictions to neighboring residents. Any costs incurred by the building associated with the move will be charged to the Tenant.***

8. The moving company must carry the insurance coverage (attached).

The moving company is hereby required to make arrangement to provide Landlord with a current certificate of insurance not later than two weeks before the move takes place.

Additionally, when large items are being moved in or out of the building, it is necessary to coordinate these actions with the Building Management Office for the use of the freight elevator.

The foregoing Moving Policy for 6300 Wilshire Boulevard, Los Angeles, CA, has been read and is understood. We agree to comply with its provisions.

Tenant: _____

Suite: _____ Telephone: _____

By: _____
Tenant's Principal, Officer or Liaison Date

Mover: _____

Address: _____

Telephone: _____

Anticipated moving date/time: _____

By: _____
Name/Title

Date: _____



Property Management Office
The Swig Company, LLC
6300 Wilshire, Suite 140
Los Angeles, CA 90048
Ph: 323-655-5096
6300management@swigco.com

Memo

To: 6300 Wilshire Vendors
From: U.S. REIF SIC 6300 WILSHIRE, LLC
Date: June 17, 2020
Re: Notice to Contractors & Vendors - COVID-19 Site Directives for 6300 Wilshire

Recent guidance from governmental authorities indicates that an increase of business activities will be allowed in the near future and we wanted to share changes that will be taking place in building operations at 6300 Wilshire. While we have continued to remain open to service our Tenant's essential business operations, we would like to provide an update on our procedures, as well as information to assist with your plans for working and servicing the building. We continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and industry professionals regarding the best practices to limit the transmission of infectious aerosols, and we have outlined specific policies and guidelines below for the building. We will continue to take steps to promote health and safety in the building, and we greatly appreciate your assistance in coordinating your internal procedures to adapt to the changes in the workplace environment.

Below is a summary of relevant topics, which may be most helpful to share with your employees and staff in advance of performing any work in the building. Please be aware that we may need to make near-term modifications to these policies and services in order to comply with the evolving regulatory environment. With a focus on transparency and open communication, we expect to provide frequent and regular updates. We appreciate your flexibility as we work collectively to come together again as a community. We will continue to provide updates as the situation continues to evolve, and please feel free to contact us if you have any questions.

We greatly appreciate your assistance as we all adapt to this situation, and we look forward to this important milestone in resuming operations. We have been working hard to prepare the building and update procedures, and we thank you for your services!

NEW COVID-19 DIRECTIVES FOR ALL CONTRACTORS AND VENDORS

1. Each vendor and contractor shall develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; and exposure response procedures. A copy of the plan must be delivered to all employees and provided to Landlord upon request.
2. All vendors and contractors are required to comply with all city, county, state and federal requirements for workplace operations and safety.
3. Each vendor and contractor is required to comply with the State of California's COVID-19 worksite specific safety practices applicable to such contractor's or vendor's business and employees in the

Building to the extent applicable, as set forth at <https://covid19.ca.gov/industry-guidance/> (the "California COVID-19 Guidance Site").

4. Each vendor and contractor shall strictly comply with all guidelines, memoranda and other directives issued by Landlord or its property manager from time to time.
5. In the Building's common areas, the following practices and procedures must be adhered to by all vendors and contractors:
 - a. All vendors and contractors shall screen their employees for symptoms of COVID-19 prior to entering the building on a daily basis, and shall not permit any employee exhibiting any such symptoms to enter the building.
 - b. All posted signage and directional requirements concerning ingress and egress to and from the Building, common area and elevator usage shall be strictly complied with.
 - c. Social distancing of at least 6 feet of separation must be maintained by every person in the common areas to the greatest practicable extent at all times.
 - d. All persons shall wear a mask or face covering over his or her mouth and nose at all times while in the building's common areas (including lobbies, elevators, garages, restrooms, etc.)

Thank you for your attention and cooperation.

Vendor by signing below you have read and understand the "Notice to Contractors & Vendors - COVID-19 Site Directives for 6300 Wilshire and will ensure they are followed by your employees.

Name: _____ Title: _____

Signature: _____ Date: _____

Company Name: _____

Date you will be onsite: _____

Tenant Name /Suite: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Broker Name and Address	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED Outside Vendor/Contractor Company Name and Address	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** CL17122804415 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Policy #	Date	Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Policy #	Date	Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Policy #	Date	Date	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	Policy #	Date	Date	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
U.S. REIF SIC 6300 Wilshire, LLC, SIC-6300 Wilshire, LLC and the SWIG Company, LLC and its affiliates, subsidiaries, successors, directors, officers, employees and agents are named as Additional Insured as required by written contract.

CERTIFICATE HOLDER U.S. REIF SIC 6300 Wilshire, LLC 6300 Wilshire Blvd., Ste 140 Los Angeles CA 90048	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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6300 Wilshire Vendor Insurance Requirements

Contractor shall, throughout the duration of the project or delivery, at its expense, carry and from time to time renew, the following insurance:

Worker's Compensation Insurance in an amount required by the State of California;

Employer's Liability Insurance in the minimum amount of ONE MILLION DOLLARS (\$1,000,000.00) combined single limit for all damages arising from each accident or occupational disease;

Commercial General Liability Insurance written on a per-occurrence and not a claims-made basis in an amount not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit and TWO MILLION DOLLARS (\$2,000,000) general aggregate, including broad form contractual liability coverage for Contractor's indemnification as provided for in this Agreement;

Comprehensive Automobile Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit for Bodily Injury and Property Damage if automobiles are used in the performance of Contractor's obligations hereunder;

Excess Liability Insurance in the minimum amount of FIVE MILLION DOLLARS (\$5,000,000) combined single limit covering both Bodily Injury and Property Damage; and

Professional Errors and Omissions. If Contractor is performing professional services under this Agreement, such as design, engineering or environmental consulting, Professional Errors and Omissions insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim and in the aggregate. Said errors and omissions insurance shall remain in effect (with retroactive date not later than the date of this Agreement) until the date of final completion of the services under this Agreement plus five (5) years, or for so long as such insurance is available at commercially reasonable rates. If Contractor determines that such errors and omissions insurance is not available at commercially reasonable rates, Contractor shall so notify Owner in writing.

Certificates in customary form, evidencing that premiums for the foregoing insurance have been paid (together with a copy of the underlying policy, if requested by Owner), shall be delivered by Contractor to Owner simultaneously with Contractor's execution of this Agreement and prior to Contractor performing any Services hereunder. Each policy shall provide that it will not be cancelled or materially altered without thirty (30) days' advance written notice by registered or certified mail at the address specified below. Contractor shall deliver to Owner the certificates of insurance evidencing the renewal of the insurance required hereunder no less than thirty (30) days prior to expiration of such insurance, together with evidence satisfactory to Owner of the payment of the premium. Contractor shall name the following parties (together with their affiliates or related entities and their respective successors and assigns) as Additional Insureds on each of its insurance policies (other than the errors and omissions insurance policy unless otherwise directed by Owner in writing):

Owner's Additional Insureds:

U.S. REIF SIC 6300 Wilshire, LLC, SIC-6300 Wilshire, LLC and THE SWIG COMPANY, LLC and its affiliates, subsidiaries, successors, directors, employees, and agents as additional insureds.

Certificate Holder:

U.S. REIF SIC 6300 Wilshire, LLC
6300 Wilshire Blvd, Suite 140
Los Angeles, CA 90048

All such insurance shall be issued by Companies licensed to do business in the state of California, having a Best's rating of not less than A-VIII, and otherwise satisfactory to Owner. All of such policies shall be on an "occurrence basis."

All certificates of insurance must contain a definite provision that if the policies of insurance evidenced by such certificates are canceled or changed during the periods of coverage as stated therein, in such a manner as to effect the coverage afforded by such policies, written notice will be mailed to Owner by certified mail and return receipt requested at least thirty (30) days prior to such cancellation or change.

Contractor shall procure an appropriate clause in, or endorsement on, each of its policies for fire or extended coverage insurance and on all other forms of property damage insurance covering the Contractor's personal property, materials or equipment whereby the insurer waives subrogation or consents to a waiver of the right of recovery against Owner, and having obtained such waiver of subrogation or waiver of the right of recovery, Contractor hereby agrees that it will not make any claim against or seek to recover from Owner for any loss or damage to property of the type covered by such insurance.

Contractor's Commercial General Liability Insurance shall be primary, and any such insurance maintained by Owner shall be secondary and non-contributory and excess over the Commercial General Liability Insurance to be maintained by Contractor hereunder.

Contractor agrees that the provisions set forth in this Paragraph shall be imposed upon, assumed and performed by each of its subcontractors, if any.

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6300 Wilshire Blvd

Freight Elevator Information:

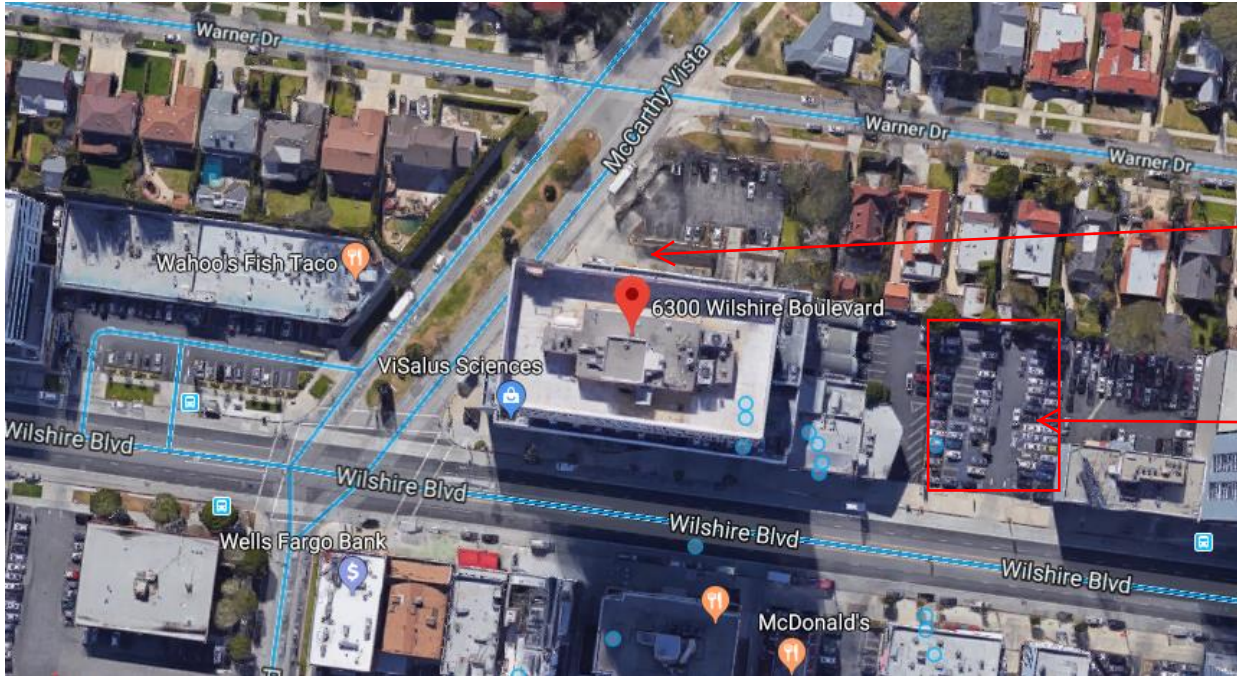
- Pallets are not allowed to enter the freight elevator.

- Tenant is not allowed to block the entry/exit of the freight elevator area. (Staging in this area is not allowed)

- Delivery must be dismantled in the loading dock area (exterior of bldg.) not inside the freight elevator lobby.

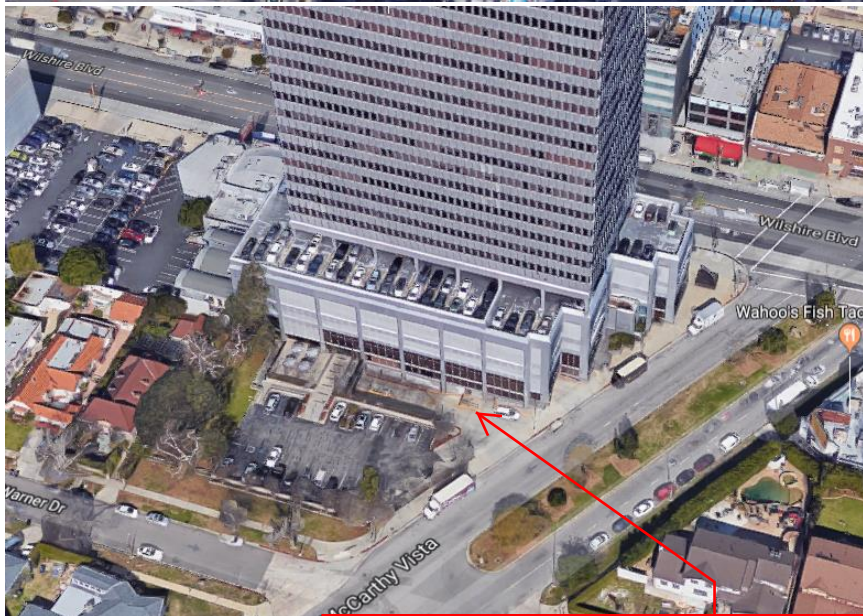
- Staging is not allowed on your floor. Delivery must go straight from the freight elevator into your suite or out to the loading dock area.

- The interior dimensions of the freight elevator cab are 6'6" wide by 6' deep by 10' high. The doorway to the freight elevator is 3'5" wide by 7' high. Tenant to ensure your delivery does not exceed the elevator dimensions.



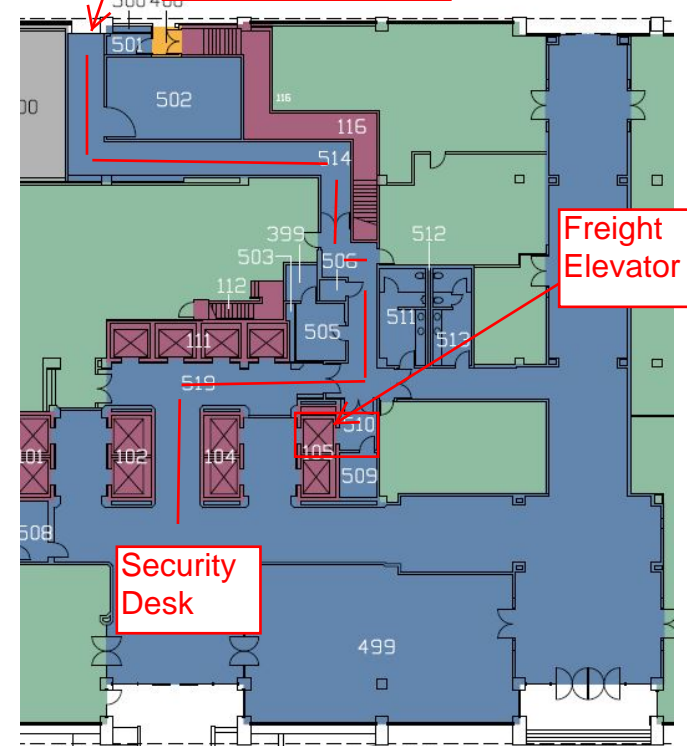
Loading/Unloading

Vendor Parking



Loading/Unloading 15 min zone. Loading dock entrance is located in this area. You must check in with security to gain access to your required floor. Follow the map to the security desk. All deliveries/Vendors must utilize the freight elevator.

Loading Entrance - Follow the red line to check in with security.



Freight Elevator

Security Desk