



BREA PLACE

Hines welcomes you to Brea Place. Brea Place is a mixed-use campus which offers a host of on-site amenities that serve the needs and comfort of our tenants. At Hines, we take great pride in providing quality service and responsive attention to our tenants. We are always looking for ways to improve and we encourage your comments and suggestions to assist us in providing our tenants with the best experience possible. We hope you find this package to be a useful guide.

GENERAL INFORMATION

Property Management & Engineering Team

- ❖ Property Management Office | (714) 256-4655
 - Onsite Monday through Friday from 8am – 5pm in Suite 150
- ❖ Jenna Hammons, Property Manager | Jenna.Hammons@hines.com
- ❖ Melisa Gillespie, Tenant Services Coordinator | Melisa.Gillespie@hines.com
- ❖ Tayshi Tovar, Administrative Assistant | Tayshi.Tovar@hines.com
- ❖ John O'Malley, Engineering Manager | John.Omalley@hines.com
- ❖ Curt Hammer, Engineer | Curtis.Hammer@hines.com
- ❖ Tad Wesolowski, Engineer | Tad.Wesolowski@hines.com
- ❖ Kha Uong, Accountant | Kha.Uong@hines.com
- ❖ Brea Security | BreaPlace.Security@hines.com | (714) 240-6227
 - Onsite Monday through Sunday from 6am – 10pm

GENERAL INFORMATION

Building Information

- ❖ The building is open Monday through Friday, 7:00 am to 6:00 pm and Saturday from 9:00 am to 1:00 pm, excluding holidays. At all other times, it will be necessary to use a building access card to enter.
- ❖ Day Porters are onsite Monday through Friday from 8:30 am – 4:30 pm with night cleaning completed Monday through Friday after 6:00 pm.
- ❖ For any after-hours building related emergencies, please call the After-Hours call center at (800) 770-9902.
- ❖ Suite keys and building access cards will be provided prior to move-in as stated in your Lease. If you require additional keys or cards, please request these through the work order portal. There is a cost of \$10 per card or key requested.

EXTERNAL LINKS



Angus Work Order System

Online portal used to report or request any building related service, key requests, after-hours HVAC, and much more. These requests gets dispatched to the Brea team.



Electronic Tenant Solutions (ETS)

Online portal to make reservations for the amenity spaces, including the conference centers, game room, patios, and BBQs.



Symmetry Connect

Utilize this portal to add, remove, or modify all access cards assigned to your staff.



myCOI

Provides insurance certificate management and tracking, per the Terms of your Lease.



Send Word Now

In the event of any important building notification, this is our automated communication system that will send a message to all the emergency contacts provided during move-in.



Fire Life Safety Training

These online training courses are specific to Brea Place and will educate your staff in the event of an emergency.

FORMS & WAIVERS

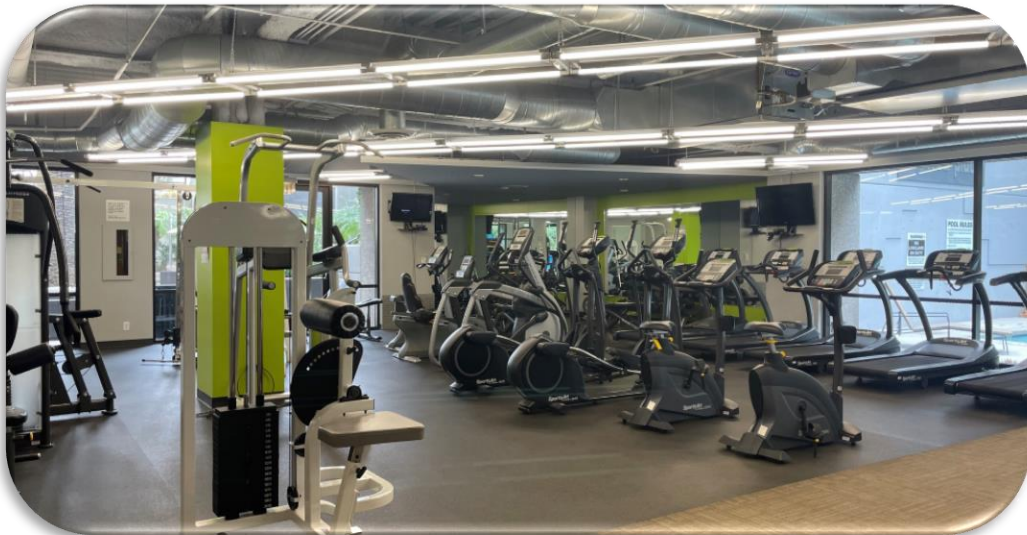
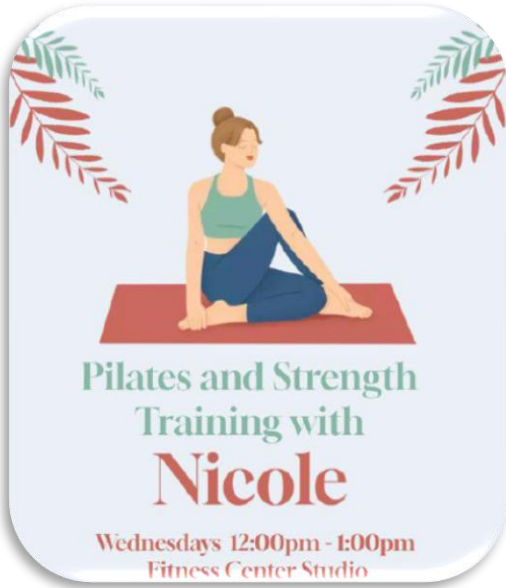
Website – www.BreaPlaceCampus.com

- ❖ Our website contains pertinent building information and provides a one-stop shop to all the external links that will help you and your team on navigating through the campus and amenities.
- ❖ All building forms and waivers can be found on our website at www.BreaPlaceCampus.com → Tenant Services → Documents & Forms
- ❖ Forms are password protected, reach out to your office administrator for the password.
- ❖ In order to gain access to the fitness center and parking structure, each employee must fill out the form found on the website. Please allow up to 48 hours for access to be granted.

AMENITIES

FITNESS CENTER & LAP POOL

- ❖ Hours of Operation:
 - Monday to Friday from 5:00 am to 8:00 pm
 - Saturday and Sunday from 7:00 am to 3:00 pm
- ❖ Heated Lap Pool year-round
- ❖ Locker Rooms and Showers available
- ❖ Complimentary WI-FI
- ❖ Weekly fitness classes available providing a variety of classes from Pilates, Strength and Conditioning, and HIIT training
- ❖ Fitness Center Waiver must be filled out prior to access being granted. Forms can be found on our website at [www. BreaPlace Campus.com](http://www.BreaPlaceCampus.com).





AMENITIES

GAME & LOUNGE ROOM

- ❖ Hours of Operation:
 - Monday to Friday from 8:00 am to 8:00 pm
- ❖ Equipped with TV's, lounge seating, table and board games, pool table, ping pong table, dining area, and so much more!
- ❖ Available to rent for tenant events through the reservations portal (ETS)
- ❖ Complimentary WI-FI



Electronic Tenant Solutions
(ETS)

Online portal to make reservations for the amenity spaces, including the conference centers, game room, patios, and BBQs.



AMENITIES

OUTDOOR COURTYARDS

- ❖ Plentiful outdoor patios with umbrellas throughout the campus. Each patio offers a unique experience with BBQ pits, water features, ping pong and bocce ball courts, and fun games available.
- ❖ Available to rent for tenant events through the reservations portal (ETS)
- ❖ Complimentary WI-FI
- ❖ Bocce Ball Court is located by 130 & 140 building
- ❖ Ping Pong Table is located by 100 & 120 building
- ❖ BBQ pit is located at east campus



Electronic Tenant Solutions
(ETS)

Online portal to make reservations for the amenity spaces, including the conference centers, game room, patios, and BBQs.

AMENITIES

CONFERENCE CENTERS

- ❖ Two conference room sizes available:
 - Large room can fit up to 50 people
 - Board (Small) room can fit 12 people
- ❖ Available to rent for tenant meetings and events through the reservations portal (ETS)
- ❖ Complimentary WI-FI
- ❖ Rooms are equipped with AV capabilities
- ❖ Reservations of the conference room facility includes usage of the kitchen area



Electronic Tenant Solutions
(ETS)

Online portal to make reservations for the amenity spaces, including the conference centers, game room, patios, and BBQs.



AMENITIES

BIKE & RIDESHARE PROGRAM



❖ Bicycle Rideshare

- In partnership with Ridy, check out bicycles at the campus to bring a healthier work environment to your daily routine.

❖ Ride Share

- In partnership with Enterprise, a vanpool is available for office occupants to provide an alternative and efficient way to get to work.

❖ Bicycle Storage

- Located in the parking structure indoor storage room. The forms to access the storage room can be found on our website at www.BreaPlaceCampus.com.

AMENITIES



SEASONAL EVENTS

❖ Farmer's Market

- In partnership with O.C. Farm Bureau, the Farmer's Market is located in the surface lot and open to the public every Thursday from 3:00 pm – 7:00 pm.

❖ Night Market

- Open air market hosted every Sunday from 2:00 pm – 7:00 pm. Enjoy food and craft vendors, with a large focus on Brea's Art.

❖ Holiday Shuttle

- Complimentary shuttle to and from the Brea Mall during the holiday season. The shuttle operates the day after Thanksgiving through New Year's Eve.

❖ Fooda

- Enjoy a different local restaurant onsite every Wednesday from 11:30am – 1:30 pm. Fooda is located in the lobby of building 135.

AMENITIES

DELIVERY & DROP BOXES

- ❖ UPS
- ❖ FedEx
- ❖ Amazon Lockers – JAAN
- ❖ Located at the northwest corner of Building 135.
Pick up times are listed on the drop boxes



AMENITIES

ON-SITE SERVICES UPON AVAILABILITY

Licensed & Insured



Private Car Wash Service

Quality Service Delivered To You

Deluxe Hand Wash	5 Star Hand Wash	Executive Hand Wash	Exterior Detail	Mini Detail	Complete Detail	Platinum Detail
<ul style="list-style-type: none"> • 100% Hand Wash • Tire Shine • Vacuum Interior • Clean Windows • Interior Wipe-Down • Clean Door Jambas 	<ul style="list-style-type: none"> • 100% Hand Wash • Tire Shine • Vacuum Interior • Royal Wax • Clean Windows • Rim Shine • Stainless Interior • Interior Wipe-Down 	<ul style="list-style-type: none"> • 5 Star Hand Wash • Leather Treatment • Shampoo Mats • Royal Wax • Clean Windows • Rim Shine • Stainless Interior • Interior Dressing 	<ul style="list-style-type: none"> • 100% Hand Wash • Tire Shine • Rim Polish • Clean Windows • Exterior Dressing • Clay Bar • Hand Wax • Vacuum Interior • Interior Wipe-Down 	<ul style="list-style-type: none"> • Vacuum Interior • Shampoo Carpets • Shampoo Mats • Shampoo Seats • 5 Star Hand Wash • Clean Engine • Clean Engine <i>(by Request)</i> 	<ul style="list-style-type: none"> • Interior Dressing • Exterior Dressing • Hand Wax • Clay Bar • Clean Engine <i>(by Request)</i> 	<ul style="list-style-type: none"> • Interior Detail • Exterior Detail • Scratch Removal • Metal Polish • Headlight Restoration • Clay • Diamond Cut • Polish • Sealant • Wax
<p>Extra \$3 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$25</p>	<p>Extra \$3 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$30</p>	<p>Extra \$5 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$35</p>	<p>Extra \$5 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$50</p>	<p>Extra \$5 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$90</p>	<p>Extra \$10 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$120</p>	<p>Extra \$10 for Mid-Sized & Large Vans, Trucks & SUV's</p> <p>\$150</p>

❖ Notary Services

- Available by appointment Monday through Friday from 9:00 am – 4:00 pm. Please contact the management office for more information on available and price.

❖ Car Wash & Detail Services

- Available every Wednesday from 7:00 am – 3:00 pm. Private Car Wash is located on the east campus surface lot.

❖ Electrical Vehicle Charging Stations (240 V)

- Exclusive access for tenants only. An account with Blink Charging will need to be created with the invitation code. Contact your office administrator for the invitation code.
- There are 9 stations located on the 1st floor of the parking structure with 1 ADA station located on the 2nd floor of the parking structure.

AMENITIES

MOTHER'S ROOM

- ❖ A comfortable and private space at work to serve the needs of working mothers.
- ❖ Available Monday through Friday from 8:00 am – 4:00 pm by appointment only.
- ❖ Reservation forms can be found on our website at www.BreaPlaceCampus.com.
- ❖ Located in the fitness center in Building 135.
- ❖ Equipped with comfortable seating, refrigerator, sound machine, and plenty of storage.





What items can be E-cycled?

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Computers ✓ Monitors ✓ Keyboards ✓ Disk Drives ✓ Circuit Boards ✓ Routers ✓ Printers ✓ Modems ✓ Scanners ✓ Copy Machines ✓ Fax Machines ✓ Cables | <ul style="list-style-type: none"> ✓ Cell Phones ✓ Calculators ✓ CDs and DVDs ✓ Recorders ✓ Stereo Systems ✓ Televisions ✓ Radios ✓ Shredders ✓ Electronic Components ✓ Batteries ✓ Microwaves ✓ Laptops |
|---|--|

AMENITIES

RECYCLING & SUSTAINABILITY PROGRAM

❖ E-Waste Pickup Services

- Our onsite e-waste program will pick your e-waste items. Please request a pickup via our Angus work order system.

❖ Recycling Program

- In partnership with DC Environmental in implementing MRF, Materials Recycling Facility. All wastes from Brea Place are collected and carried to an off-site facility where commingled recyclables are sorted. Contact the management office if you need recycling bins.

❖ Go Green Building

- Hines and Brea Place are committed to the environment and setting standards for a sustainable day-to- practice. We will reach out to you to provide more information on our Go Green Initiative.

ON BEHALF OF HINES & BREA PLACE,

WELCOME!

WE HOPE YOU ENJOY YOUR TENANCY

Hines