

**Exhibit B**

**BUILDING RULES AND REGULATIONS**

**CONTRA COSTA COUNTY  
1320 Arnold Drive, Suites 261, Martinez, California**

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1. No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building without the prior written consent of Lessor. Lessor shall have the right to remove, at County's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of County by a person chosen by Lessor.
2. If Lessor objects in writing to any curtains, blinds, shades, screens or hanging plants or other similar objects attached to or used in connection with any window or door of the Premises, County shall immediately discontinue such use. No awning shall be permitted on any part of the Premises. County shall not place anything against or near glass partitions or doors or windows which may appear unsightly from outside the Premises.
3. County shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators, or stairways of the Building. The halls, passages, exits, entrances, elevators, and stairways are not open to the general public. Lessor shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Lessor would be prejudicial to the safety, character, reputation and interest of the Building and its Tenants/County; provided that nothing herein contained shall be construed to prevent such access to persons with whom County normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No employee or invitee of County shall go upon the roof of the Building.
4. The directory of the Building will be provided exclusively for the display of the name and location of all tenants in the building including the County.
5. All cleaning and janitorial services for the Building and the Premises shall be provided exclusively through Lessor, and except with the written consent of Lessor, no person or persons other than those approved by Lessor shall be permitted to enter the Building for the purpose of cleaning the same. County shall not cause any unnecessary labor by carelessness or indifference to the good order and cleanliness of the Premises. Lessor shall not in any way be responsible to any County for any loss of personal property on the Premises, however occurring, or for any damage to any County's personal property by the janitor or any other employee or any other person.
6. Lessor will furnish County, at County's cost (unless such cost is paid from any County improvement allowance, if applicable, available to County by Lessor); with six keys to each door lock in the Premises. Lessor may make a reasonable charge for any additional keys. County shall not make or have made additional keys, and County shall not alter any lock or install a new additional lock or bolt on any door of its Premises. County, upon the termination of its tenancy, shall deliver to Lessor the keys of all doors which have been furnished to County, and in the event of loss of any keys so furnished, shall pay Lessor therefor.
7. If County requires telegraphic, telephonic, burglar alarm or similar services, it shall first obtain, and comply with, Lessor's instructions in their installation.
8. Any freight elevator shall be available for use by all Tenants in the Building, subject to such reasonable scheduling as Lessor in its discretion shall deem appropriate. No equipment, materials, furniture, packages,

supplies, merchandise or other property will be received in the Building or carried in the elevators except between such hours and in such elevators as may be designated by Lessor.

9. County shall not place a load upon any floor of the Premises that exceeds the load per square foot that such floor was designed to carry and which is allowed by law. Lessor shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building. Heavy objects shall, if considered necessary by Lessor, stand on such platforms as determined by Lessor to be necessary to properly distribute the weight. Business machines and mechanical equipment belonging to County, which cause noise or vibration that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Lessor or to any Tenants/County in the Building, shall be placed and maintained by County, at County's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Lessor. Lessor will not be responsible for loss of, or damage to, any such equipment or other property from any cause, and all damage done to the Building by maintaining or moving such equipment or other property shall be repaired at the expense of County. COUNTY shall notify Lessor of the names of all persons or companies to be employed or retained by County to move equipment or other articles in or out of the Building or Premises on behalf of the County (collectively, "movers") prior to commencing any moving. County shall reasonably cooperate with Lessor to cause all such movers to maintain the following insurance in connection with the moving of equipment or other articles in or out of the Building or Premises, as the case may be (and to provide Lessor with a certificate of insurance evidencing such insurance is being maintained): (i) workers compensation insurance in such amounts as may be required by law; and (ii) commercial general liability insurance (including owned and non-owned automobile liability), on an occurrence basis, with limits of no less than \$1,000,000 per occurrence. Such commercial general liability policies shall (i) name Lessor and its managing agent as additional insureds; and (ii) is primary to and non-contributory with any insurance policies carried by Lessor or such managing agent.
10. County shall not use or keep in the Premises any kerosene, gasoline or other inflammable or combustible fluid or material other than those limited quantities necessary for the operation or maintenance of office equipment. County shall not use or permit to be used in the Premises any foul or noxious gas or substance, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Lessor or other occupants of the Building by reason of noise, odors or vibrations, nor shall County bring into or keep in or about the Premises any birds or animals.
11. County shall not use any method of heating or air-conditioning other than that supplied by Lessor.
12. County shall not waste electricity, water or air-conditioning and agrees to cooperate fully with Lessor to assure the most effective operation of the Building's heating and air-conditioning and to comply with any governmental energy-saving rules, laws or regulations of which County has actual notice, and shall refrain from adjusting controls. County shall keep corridor doors closed, and shall close window coverings at the end of each business day.
13. Lessor reserves the right, exercisable without notice and without liability to County, to change the name and street address of the Building.
14. Lessor reserves the right to exclude from the Building between the hours of 6 P.M. and 7 A.M. the following day, or such other hours as may be established from time to time by Lessor, and on Sundays and legal holidays, any person unless that person is known to the person or employee in charge of the Building and has a pass or is properly identified. County shall be responsible for all persons for whom it requests passes and shall be responsible for all acts of such persons. Lessor shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. Lessor reserves the right to

prevent access to the Building in case of invasion, mob, riot, public excitement or other commotion by closing the doors or by other appropriate action.

15. County shall close and lock the doors of its Premises and entirely shut off all water faucets or other water apparatus, and electricity, gas or air outlets before County and its employees leave the Premises. County shall be responsible for any damage or injuries sustained by other Tenants/County or occupants of the Building or by Lessor for noncompliance with this rule.
16. County shall not obtain for use on the Premises food, beverage, towel, car washing or detailing or other similar services or accept barbering, boot blacking or car washing or detailing service upon the Premises, except at such hours and under such regulations as may be fixed by Lessor.
17. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the County who, or whose employees or invitees, shall have caused it.
18. County shall not sell, or permit the sale at retail, of newspapers, magazines, periodicals, theater tickets or any other goods or merchandise to the general public in or on the Premises. County shall not make any room-to-room solicitation of business or activity other than that specifically provided for in the County's lease.
19. County shall not install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the Building. County shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere.
20. County shall not mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof. Lessor reserves the right to direct electricians as to where and how telephone and telegraph wires are to be introduced to the Premises. County shall maintain their telephone, telegraph, telecommunications wires and systems. County shall not cut or bore holes for wires. County shall not affix any floor covering to the floor of the Premises in any manner except as approved by Lessor. County shall repair any damage resulting from noncompliance with this rule.
21. County shall not install, maintain or operate upon the Premises any vending machine without the written consent of Lessor.
22. Canvassing, soliciting and distribution of handbills or any other written material, and peddling in the Building are prohibited, and each Tenant/County shall cooperate to prevent same.
23. Lessor reserves the right to exclude or expel from the Building any person who, in Lessor's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Building.
24. County shall store all its trash and garbage within its Premises. County shall not place in any trash box or receptacle any material that cannot be disposed of in the ordinary and customary manner of trash and garbage disposal. All garbage disposals shall be made in accordance with the directions issued from time to time by Lessor.
25. The Premises shall not be used for the storage of merchandise held for sale to the general public, or for lodging or for manufacturing of any kind, nor shall the Premises be used for any improper, immoral or objectionable purpose. No cooking shall be done or permitted by any Tenant/County on the premises except

that use by County of Underwriters' Laboratory-approved equipment for brewing coffee, tea, hot chocolate, and similar beverages shall be permitted, provided that such equipment and use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.

26. County shall not use in any space or in the public halls of the Building any hand trucks except those equipped with rubber tires and side guards or such other material-handling equipment as Lessor may approve. County shall not bring vehicles or bicycles of any kind into the Building.
27. Without the written consent of Lessor, County shall not use the name of the Building in connection with or in promoting or advertising the business of County except as County's address.
28. County shall comply with all safety, fire protection and evacuation procedures and regulations established by Lessor or any other governmental agency.
29. County assumes any and all responsibility for protecting its Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premise closed.
30. The requirements of County will be attended to only upon appropriate application to the office of the Building by an authorized individual: Employees of Lessor shall not perform any work or do anything outside of their regular duties unless under specific instruction by Lessor.
31. County shall not park its vehicles in any parking areas designated by the Lessor as areas for parking by visitors to the Building. County shall not leave vehicles in the Building parking areas overnight nor park any vehicles in the Building parking areas other than automobiles, motorcycles, motor driven or non-motor driven bicycles or four wheeled trucks. County shall direct its agents, guests, affiliates, visitors and invitees coming to the Project for conferences, training or meetings to park in the overflow parking area designated by the Lessor ("Conference Parking"). Lessor, at Lessor's sole discretion, shall have the right to relocate said Conference Parking. Lessor shall provide County a minimum of a twenty-four (24) hour written notice of such relocation, unless such relocation is due to an emergency or other situation that Lessor was not provided ample notification of.
32. Lessor may waive any one or more of these Rules and Regulations for the benefit of County or any other Tenant, but no such waiver by Lessor shall be construed as a continuous waiver of such Rules and Regulations in favor of County or any other Tenant, nor prevent Lessor from thereafter enforcing any such Rules and Regulations against the County or any or all of the other Tenants of the Building.
33. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of premises in the Building.
34. Lessor reserves the right to make such other reasonable Rules and Regulations as, in its judgment, may from time to time be needed for safety and security, for care and cleanliness of the Building and for the preservation of good order therein. County agrees to abide by all such Rules and Regulations hereinabove stated and for any additional rules and regulations that are adopted.
35. County shall be responsible for the observance of all foregoing rules by County's employees, agents, clients, customers, invitees and guests.

**Exhibit C**

**JANITORIAL SPECIFICATIONS**

**CONTRA COSTA COUNTY  
1320 Arnold Drive, Suite 261, Martinez, California**

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Lessor shall cause janitorial services provided to Premises to meet or exceed the following standards:

**DAILY SERVICES**

1. Clean all restrooms thoroughly each day, including, but not limited to, fixtures, mirrors, hardware, washbasins, partitions, doors, and tile surfaces.
2. Disinfect all toilets, urinals, and wash basins and mop floors nightly.
3. Inspect supplies in restroom dispensers daily and replace as necessary.
4. Empty and wipe out ashtrays with a damp cloth.
5. Empty all trash containers throughout the premises.
6. Clean and disinfect drinking fountains.
7. Vacuum or spot-vacuum carpets as necessary around entry and heavy traffic areas. Spot-clean carpets periodically as needed.
8. Remove spots and finger marks from glass on entry doors and all interior partitions.
9. Dust counter tops, desktops, cabinets, tables, low wall partitions, windowsills, and telephones.
10. Sweep uncarpeted floors nightly and spot-mop as needed.

**WEEKLY SERVICES**

1. Vacuum all carpets thoroughly throughout the premises.
2. Dust building completely.
3. Mop all vinyl floor areas weekly and strip, wax, and buff when necessary.
4. Replace trash container liners as necessary.

### **TWICE YEARLY**

1. Wash windows, window screens, and glass on both sides two times per year in May and November.
2. Clean all ventilation grills.

### **ONCE YEARLY**

1. Wash and clean all light fixtures inside and outside.

### **SUPPLIES AND EQUIPMENT**

1. Lessor shall furnish all paper supplies, such as seat covers, towels, toilet tissue, sanitary napkins, soap for sink dispensers, and trash container liners.
2. Lessor shall furnish all equipment, tools, and cleaning supplies such as carpet cleaner, disinfectant, wax, and other supplies or chemicals required.

### **MISCELLANEOUS**

1. Lessor shall cause the janitor room to be kept neat, clean, and free of debris.
2. Lessor shall cause the janitor to lock all doors and windows, set night-lights and alarm system before leaving building at the end of the day.
3. Lessor shall keep all sidewalks broom clean and landscaping free of debris within a 12-foot distance from the perimeter of the building.