

Woodside Office Center Tenant Information Handbook

Appendix

Cushman & Wakefield U.S., Inc.

Operator for

Ellis Partners

Building Management Phone: **(415)-464-8646**

Afterhours Emergency Phone: (888) 638-1729 – **To be used only during an afterhours emergency.**

Appendix 1

Floor Emergency Organization Chart

Safety Director

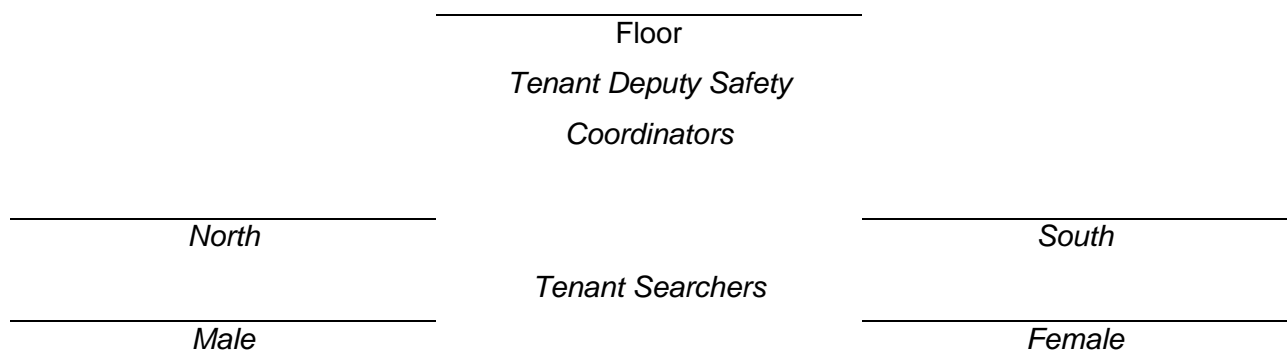
Building Manager

Engineer

Deputy Safety Directors

Assistant Building Manager

Management Associate



Appendix 2

Fire Prevention and Fire Protection Program

Quarterly Inspection Report

Woodside Office Center

Quarter

Year

Fire Safety Elements	Remarks
1. Exit Doors	
2. Fire Extinguishers	
3. Floor Area	
4. Exit Signs and Lights	
5. Personnel Requiring Assistance During Evacuation (mark on separate sheet)	

A daily inspection was made and:

1. All self-closing exit doors were kept in the closed position and not illegally locked in any manner.
2. All required fire extinguishers were available with their location and operation known to all personnel.
3. Corridors and aisle spaces were kept free of obstructions and accumulation of combustible materials.
4. The exit signs and lights were lit and in good repair.

Return to:
Building Management

Building Floor: _____

Date: _____

Signed: _____

Appendix 3

Fire Type Information

Fires occur as a result of the coming together of three essential elements. They are:

- Heat
- Oxygen
- Combustible materials

Depriving the fire of any of these essential elements will extinguish it. Fires are separated into four basic classes in accordance with the combustible elements involved. These classes of fires should be common knowledge but are outlined below.

C l a s s	Common Combustible Material	Type Extinguisher	Effects of Extinguisher
A	Wood, Paper, Cloth, etc.	Water Dry Chemical	Eliminates heat Deprives fire of oxygen
B	Petroleum Products Flammable Liquids	Dry Chemical Smothering Material	Deprives fire of oxygen Deprives fire of oxygen
C	Electrical Fires ¹	CO ² (Carbon Dioxide)	Eliminates heat/reduces oxygen
D	Combustible Metals ²	Dry Chemicals	Deprives fire of oxygen

¹ Note: the use of water increases shock hazard

² Note: The use of water may cause hazardous fumes

Appendix 4

Personnel Requiring Assistance during Evacuation

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	Name	Tenant/Department
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Appendix 5

Fire Extinguisher Use

Fire Extinguisher Use

➤ P.A.S.S.

- Pull the pin.
- Aim low, pointing the nozzle at the base of the fire.
- Squeeze the handle.
- Sweep from side to side at the base of the fire.