

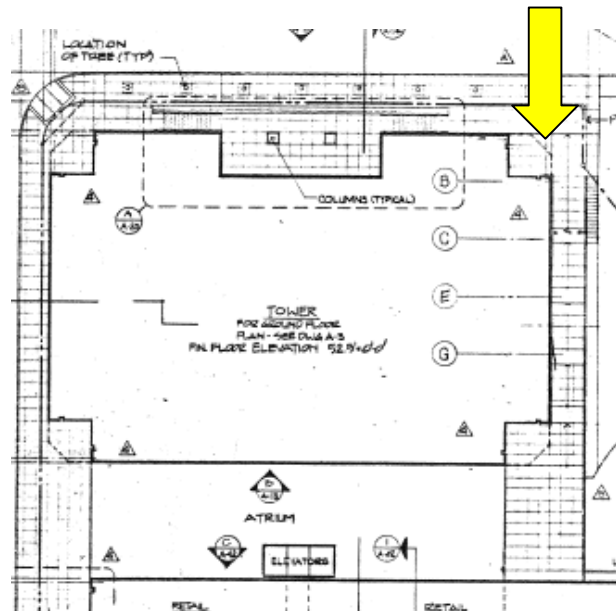


Worthe Real Estate Group

TO: All Tenants
FROM: Office of the Building
DATE: 1-16-14
RE: 3800 Alameda Designated Smoking Area



As part of 3800 Alameda's goal to promote a healthy work environment, we have recently created a designated smoking area for those of you who wish to smoke. In accordance with the City of Burbank's non-smoking ordinance which prohibits smoking within 20 ft of all building entrances, building ownership will be removing all smoking posts from Kenwood Street and Alameda Street entrances as well as our rear patio area effective as of **Tuesday, January 21st**. Those posts will be relocated to our new "Designated Smoking Area" located at the front right corner along Alameda Street. A map highlighting that area is below for your reference.



Building security along with management will be monitoring all building entrances over the next few weeks to help communicate this policy to building employees and guests. Please note that smoking is prohibited in/around the parking structure at ALL times. For questions about this and other building policies, please contact building management or DATG Facilities.