



## memorandum

**date** September 7, 2007

**to** City National Plaza Tenants

**from** Property Management Office

**re** Annual Regulation 4 Power Shut Down Testing: November 10-11, 2007

Please be advised that City National Plaza will conduct its Annual Emergency Power Shut Down test commencing Saturday, November 10, 2007 at 11:59 p.m. through Sunday, November 11, 2007, 12:00 noon. We are required by the City of Los Angeles Fire Department and the Department of Building & Safety to inspect all areas of City National Plaza to ensure that the emergency generating systems provide adequate emergency power to the building in the event of a power failure.

A Los Angeles Fire Department approved inspector will walk the entire building to check for proper lighting. The Department of Water and Power will be present to perform maintenance on the main electrical transformer equipment. Additionally, the building engineers will be on-site to perform preventive maintenance on the electrical system.

During the testing, all power to the building will be shut off and only emergency lighting will be supplied by the emergency generators. All air conditioning equipment as well as computer equipment, normal power to your office, and all normal elevator and escalator functions will be shut down.

If you have a network computer server or phone switching equipment, normal power will also be interrupted. **To avoid any possibility of damage to your computer and telephone equipment, we recommend that all equipment be turned off prior to the electrical test.** You should also plan to turn off all printers, copiers and fax machines before the test to prevent potential damage when power is restored to the building.

If it is imperative that your company's computer equipment be operational before Monday morning, we suggest that a representative from your IT department coordinate bringing back up your systems after 12:00 noon on Sunday, November 11, 2007.

We appreciate your understanding and thank you in advance for your cooperation. Should you require additional information, please do not hesitate to contact the Property Management Office or Jim Shipman, Chief Engineer at 213-485-9595.

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