



Workplace Central

USER GUIDE



IRVINE COMPANY



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1. Getting Started: Logging In

1. Go to **Workplace Central**
2. Enter your registered email address
3. Check your inbox for a one-time verification code
4. Enter the code on screen to log in

Note: A new verification code will be sent to your email each time you log in.



Please copy and paste the following code on the login screen to continue:

234186

This code will expire after 30 minutes for security reasons.

Thank you,
Irvine Company Office Properties



Sign In

Please enter your email address

yours@example.com

CONTINUE

By submitting this form you are agreeing to the
Irvine Company [Privacy Policy](#) and [Terms of Use](#).

Need help? Please contact your Customer
Resource Center for assistance.



2. Navigating the Homepage

The Homepage serves as the primary dashboard for quick access to essential features and tools:

- **Move-In Checklist:** View outstanding tasks related to your move-in
- **Announcements:** Property announcements
- **Service Requests:** Submit building maintenance requests
- **Company Contacts:** Manage your company's key contacts
- **Preferred Vendors:** Access a list of preferred vendors
- **Contact Us:** Submit a question directly to your Customer Resource Center
- **Quick Actions:** Access frequently used tools, FAQs, and building management applications
- **Forms:** Locate and submit frequently used forms
- **Facility Contacts:** Quick access to important facility contacts
- **Submitted Cases:** View the status and history of your support requests.
- **Upcoming Events:** See scheduled building events, community gatherings, and announcements.

3. Move-in Checklist

New Move-Ins

View and complete all required **Move-In Tasks** directly from the Homepage.

The screenshot displays the Irvine Company Office Properties homepage. The top navigation bar includes links for Home, Announcements, Service Requests, Company Contacts, Preferred Vendors, and Contact Us. A user greeting "Hello Jamie" is shown next to a dropdown menu for "3 Park Plaza, Suite 0100".

On the left, the "Quick Actions" section lists various tasks: Workplace Amenities, After-Hours Air - Genea, Service Request, Reserve a Meeting Space, Explore Meeting Spaces, Payments, Safety Training, FAQ Articles, and Building Access. Below this is a "Frequently Used Forms" section.

The main content area features a "Move-In Checklist" section, which is highlighted with a red box. This section includes a progress bar showing "29% completed" and a table of tasks.

Task Name	Due Date	Status	Actions
Create Company Contacts	06/18/2026	Open	View Details →
Upload Insurance Documents	06/18/2026	Open	View Details →
Sign Up for Payment Portal	06/01/2026	Open	View Details →
Test Acknowledgement	07/01/2026	Open	View Details →
HVAC Form	07/01/2026	Open	View Details →
Review Telecommunications Guide	05/17/2026	Completed	Completed ✓
Manage Your Building/Suite Access	06/01/2026	Completed	Completed ✓

4. Announcements

Stay informed about property news, updates, and upcoming activities directly on your dashboard.

 Home

Announcements

 Service Requests Company Contacts Preferred Vendors Contact Us

3 Park Plaza, Suite 0100

 Fooda, 5 Park Plaza | 11:00 AM - 2:00 PM

08/13 - 08/13

Thursday, 8/13 | [The Flame Broiler](#)

5. Service Requests - Angus

Submit building maintenance requests directly, reserve conference rooms and outdoor spaces on Angus with no additional login required.

 Home Announcements

Service Requests

 Company Contacts Preferred Vendors Contact Us

Hello Jamie

3 Park Plaza, Suite 0100

 Fooda, 5 Park Plaza | 11:00 AM - 2:00 PM

08/13 - 08/13

Thursday, 8/13 | [The Flame Broiler](#)

Quick Actions

Workplace Amenities

After-Hours Air - Genea

Service Request

Reserve a Meeting Space

Explore Meeting Spaces

Payments

Safety Training

FAQ Articles

Building Access

Move-In Checklist

Submitted Cases

Submitted Cases

Subject	Description	Status	Actions
Maintenance Request	I need a maintenance request	New	View Details →
PROD Smoke Test Contact US Ca...	PROD Smoke Test Contact US Ca...	In Progress	View Details →

Upcoming Events

No upcoming events at this time.

New Team Members?

Send forms for parking, building access and Kinetic Fitness access to your employees.

Send Forms

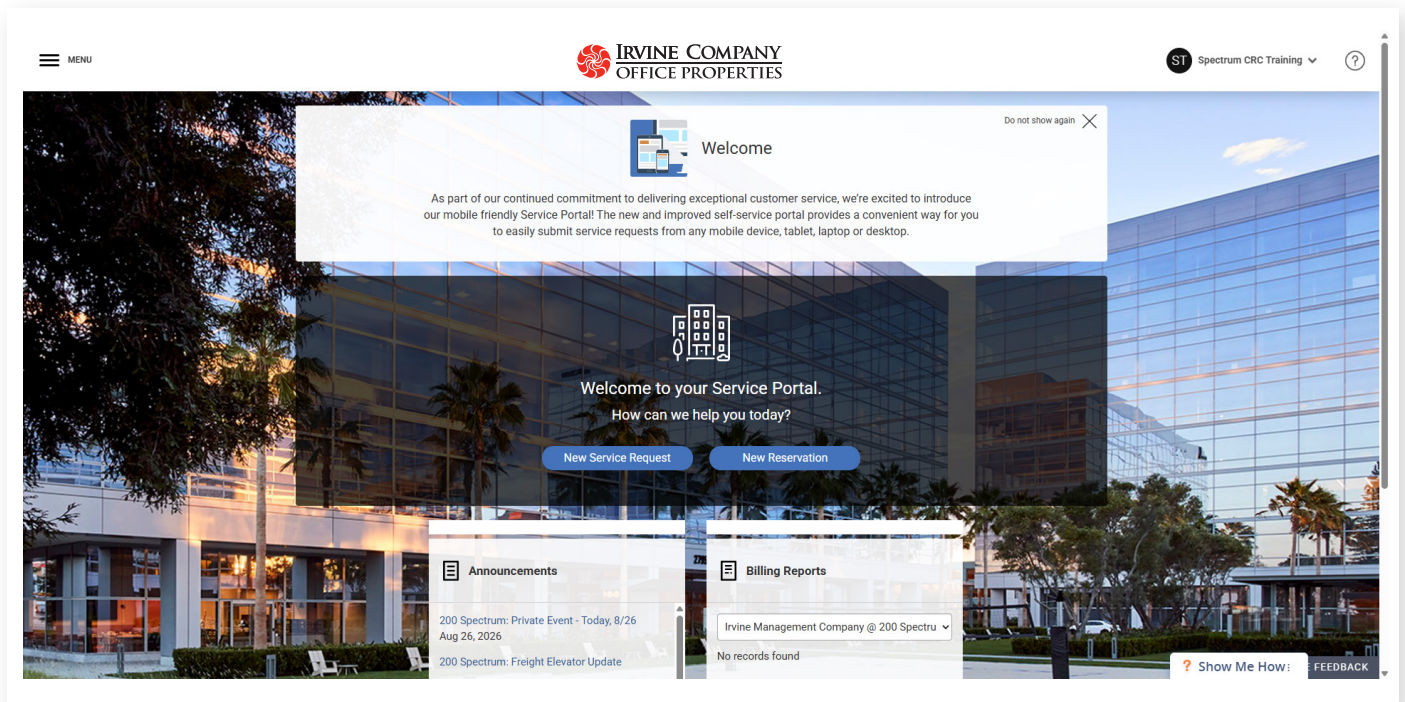
Upcoming Events



5. Service Requests

- Submit building maintenance requests directly through Angus, no additional login required.
- Covered Requests: HVAC, lighting, doors/locks, pest control and general repairs

Note: Ensure your Workplace Central email matches your registered Angus email address.



6. Company Contacts

- Keep your organization's key contacts updated and manage Workplace Central access; any roles that need to be added will appear in red.
- As part of the Move-In process you will add the key contacts. We also ask that you keep contacts up-to-date as roles change.
- Roles: Local Executive, Facilities Manager, Emergency Contacts, Accounts Payable, Leasing Decision Maker and Facilities Support.

 Home Announcements Service Requests **Company Contacts** Preferred Vendors Contact Us  

Contacts

3 Park Plaza, Suite 0100

Roles

Manage Contact Information

Manage contacts assigned to your office location.

Local Executive *

Highest level executive at this location

First Name		Title	Email	Phone	
Lola	Acevedo		 dacevedo+la@irvinecompan...		Remove X

Facilities Manager *

Main point of contact for this location

First Name		Title	Email	Phone	
Jamie	Bill		 jbill+otp@irvinecompany.com		Remove X

Emergency Contacts *

Contact for after-hours emergencies

No contacts currently assigned to this role.

Add +

Accounts Payable *

Main point of contact for billing inquiries

No contacts currently assigned to this role.

Add +

7. Preferred Vendors

Browse a list of preferred property vendors across several categories:

- Connectivity
- Electrical
- Furniture
- Janitorial
- HVAC
- Plumbing
- Moving & Relocation

Vendor details include the vendor name, contact name, phone number and email address.


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Preferred Vendors

3 Park Plaza, Suite 0100

> Connectivity

> Electrical

> Furniture

Vendor Name	Contact Name	Phone	Email	Website
Office Furniture Group, LLC	Scott Lazarus	(949) 769-6426	✉ slazarus@ofginc.com	https://www.ofginc.com
United Ribbon Company, Inc.	Tim Hoffman	(310) 283-4139	✉ thoffman@uiinteriors.com	
Pivot Interiors, Inc.	Anthony Jenkinson	(619) 339-5045	✉ ajenkinson@pivotinteriors.com	
Catalyst Office	Ric Ketchum	(714) 916-3632	✉ rketchum@baskwith.us	https://www.catalystoffice.com/
Corporate Business Interiors	Darren Stiles	(949) 225-3904	✉ darren@cbimail.com	http://cbihq.com/
Facility Services	Thegn Putman	(949) 355-5317	✉ thegn@fs-oc.org	https://ocdistricts.com/service/mov...
PeopleSpace Inc.	Brian Airth	(949) 724-9444	✉ brian@peoplespace.com	https://peoplespace.com/
COI Source	Mike Manser	(714) 863-1980	✉ mike@sourcecoi.com	https://www.sourcecoi.com/
Systems Source	Brooke Deutz	(949) 394-8055	✉ bdeutz@systemssource.com	https://www.systemssource.com/

> Janitorial

> HVAC

> Food & Beverage

> Moving/Relocation

> Plant & Floral Service

> Plumbing

> Signage

> Painting

> Access Control

8. Contact Us and Submitted Cases

Submit general inquiries directly to your Customer Resource Center (CRC).

1. Go to **Contact Us**
2. Select a **Category** (e.g., After Hours, Payments, or Parking)
3. Fill in the **Subject** and **Description** fields
4. **Attach Files** or supporting documents (Optional)
5. Click **Submit**

 Home Announcements Service Requests Company Contacts Preferred Vendors **Contact Us**  

Contact Us

3 Park Plaza, Suite 0100

For maintenance requests or emergencies, please submit requests through Angus.

* How can we help?
--None--

* Subject

* Description

 Upload Files

 Or drop files

Submit Request +

Important Facility Contacts

Customer Resource Center

Jamboree Center
Irvine, CA 92614

📞 949.253.4500

✉️ jamboreecenter@irvinecompany.com

Parking Office

ACE Parking
5 Park Plaza, Suite Loggia
Irvine, CA 92614

📞 (949) 660-1551

✉️ csrjamboree@aceparking.com

8. Contact Us and Submitted Cases

View updates and manage your conversation in the central area of the homepage.



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Hello Jamie

3 Park Plaza, Suite 0100

Quick Actions

Workplace Amenities

After-Hours Air - Genea

Service Request

Reserve a Meeting Space

Explore Meeting Spaces

Payments

Safety Training

FAQ Articles

Building Access

Move-In Checklist

Submitted Cases

Submitted Cases

Subject	Description	Status	Actions
Maintenance Request	I need a maintenance request	New	View Details →
PROD Smoke Test Contact US Ca...	PROD Smoke Test Contact US Ca...	In Progress	View Details →

Upcoming Events

No upcoming events at this time.

New Team Members?

Send forms for parking, building access and Kinetic Fitness access to your employees.

Send Forms

Frequently Used Forms

View All Forms

Important Facility Contacts

Customer Resource Center

Jamboree Center
Irvine, CA 92614

949.253.4500

Contact Us

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csrjamboree@aceparking.com



9. Quick Actions

Access frequently used tools, FAQ articles and building management applications with no additional login required.

- **Workplace Amenities:** View details about available amenities at your workplace
- **After-Hours Air - Genea:** Request heating or cooling outside of regular business hours
- **Service Request:** Submit building maintenance requests
- **Reserve a Meeting Space:** Reserve a conference room and other rentable spaces
- **Explore Meeting Spaces:** View a list of available spaces to reserve
- **Payments:** Make payments through the online payment portal
- **Safety Training:** Safety system for high-rise buildings to prepare for fire drills
- **FAQ Articles:** Access property and system help articles
- **Building Access:** Update building access cards


IRVINE COMPANY
OFFICE PROPERTIES

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Hello Jamie

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Send forms for parking, building access and Kinetic Fitness access to your employees.

[Send Forms](#)

Frequently Used Forms

[View All Forms](#)

9. Quick Actions - FAQ Articles

- Navigate to **FAQ Articles**: On the Homepage, go to the **Quick Actions** panel and select FAQ Articles.
- Search for Topics: Enter a topic or keyword into the search bar.
- View Results: Matching articles based on your search will be displayed.
- Save time by checking our FAQ Articles before submitting a Contact Us request. You can find immediate answers to most common questions without waiting for a response.


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Hello Jamie

3 Park Plaza, Suite 0100

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Submitted Cases

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[Send Forms](#)

Frequently Used Forms

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🔗 [Contact Us](#)

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✉️ csrjamboree@aceparking.com

9. Quick Actions - FAQ Articles



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FAQs

3 Park Plaza, Suite 0100



Trending Articles

[Jamboree Center - Payment Portal](#)

[Jamboree Center - Cleaning/Recycling](#)

[Jamboree Center - Moving Guidelines](#)

[Jamboree Center - Construction Guidelines](#)

[Jamboree Center - Building Hours of Operation](#)

Cleaning/Recycling

HVAC

Mail & Overnight Delivery

Maintenance

Payments

Suite Access



10. Frequently Used Forms

- 1. Click **View All Forms**
- 2. Select the form you need to complete, such as Kinetic Access or Overnight Parking
- 3. Complete the required fields and submit
- 4. Confirmation: Your form will be securely sent to the Customer Resource Center for processing, and a copy will be emailed to you for your records.



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Hello Jamie

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Forms

3 Park Plaza, Suite 0100

Bike Parking Access

Kinetic Access

Monthly Parking

Overnight Parking



11. Important Facility Contacts

The **Important Facility Contacts** card provides quick access to key building management resources:

- **Customer Resource Center:** View address details, call directly via phone, or click **Contact Us** to submit an online inquiry.
- **Parking Office:** Find physical address information, direct phone numbers, and email support for parking services.



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Move-In Checklist

Submitted Cases

Move-In Checklist

Welcome to your new office space! Here's a guided checklist outlining all the essential tasks required for your move-in, ensuring a smooth start in your new office space.

29% completed

Task Name	Due Date	Status	Actions
Create Company Contacts	06/18/2026	Open	View Details 
Upload Insurance Documents	06/18/2026	Open	View Details 
Sign Up for Payment Portal	06/01/2026	Open	View Details 
Test Acknowledgement	07/01/2026	Open	View Details 
HVAC Form	07/01/2026	Open	View Details 
Review Telecommunications Guide	05/17/2026	Completed	Completed 
Manage Your Building/Suite Access	06/01/2026	Completed	Completed 

Upcoming Events

No upcoming events at this time.

New Team Members?

Send forms for parking, building access and Kinetic Fitness access to your employees.

Send Forms

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12. Upcoming Events

- Scroll down to the lower portion of the Homepage to view upcoming events
- Click each event individually to view the details or
- Click **View All Events** to see the full list of community activities and gatherings for your workplace



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Hello Jamie

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Test Acknowledgement	07/01/2026	Open	View Details
HVAC Form	07/01/2026	Open	View Details
Review-Telecommunications Guide	05/17/2026	Completed	Completed
Manage-Your-Building/Suite Access	06/01/2026	Completed	Completed

Frequently Used Forms

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csrjamboree@aceparking.com

Upcoming Events



Food Truck Wednesdays

Aug 12, 11:30 AM - 1:30 PM

3 Park Plaza, Roundabout

Fresh Harvest



Food Truck Wednesdays

Aug 19, 11:30 AM - 1:30 PM

3 Park Plaza, Roundabout

Rolling Sushi



Food Truck Wednesdays

Aug 26, 11:30 AM - 1:30 PM

3 Park Plaza, Roundabout

Crusin Fusion

View All Events

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13. Onboard New Team Members

Easily invite new hires to complete necessary onboarding steps and receive building communications.

1. Locate the **New Team Members?** block on the Homepage
2. Click **Send Forms**
3. Enter employee email address (separate multiple emails with semicolons)
4. Select your location and click **Send**

The screenshot displays the Irvine Company Office Properties homepage. The user is logged in as Jamie, with a location dropdown set to '3 Park Plaza, Suite 0100'. The 'Quick Actions' sidebar on the left includes links to Workplace Amenities, After-Hours Air, Service Request, Reserve a Meeting Space, Explore Meeting Spaces, Payments, Safety Training, FAQ Articles, and Building Access. The main content area shows 'Submitted Cases' and 'Upcoming Events'. A red box highlights the 'New Team Members?' block, which includes the text 'Send forms for parking, building access and Kinetic Fitness access to your employees.' and a 'Send Forms' button. In the foreground, a modal window titled 'Send Forms to Team Members' is open, containing the following fields:

- A text field for employee emails with the instruction: 'Please enter the emails of the employees separated by a semi-colon or comma. Enter employee emails here, separated by a semi-colon or a comma. Example: email1@irvinecompany.com;email2@irvinecompany.com;email3@irvinecompany.com'
- A dropdown menu for location selection with the label 'Select a location'.
- 'Cancel' and 'Send' buttons at the bottom right.