



**Starbucks Coffee Company
San Francisco Regional
Office**

60 Spear St 7th floor
San Francisco, CA 94105

January 27, 2022

To: Regional and Store Managers and Starbucks Partners

Please accept this document as formal approval that the Starbucks Design Studio in San Francisco has authorized ChangeUp Architects to conduct field survey work at your store location. The space is being surveyed relative to potential renovations. On-site activities may include:

- Setup of equipment used to create 3D photo documentation of ALL interior and exterior spaces
- Additional photo documentation of specific areas, details, equipment, furniture etc.
- Measurements as needed to verify sizes, heights, clear spaces etc.

ChangeUp staff shall be granted access to all areas of the space as required. Starbucks staff may choose to “escort” the survey staff to non-public spaces if desired, but ongoing assistance from the partners is not required. Valerio staff will be contacting partners in advance of the survey to verify intended dates and arrival/departure times. Survey team will present this document upon arrival and notify Starbucks partners of survey completion prior to departure

If you have any comments, questions, or concerns relating to the survey work, please contact Yumi Chon, ychon@starbucks.com.

Thank you,

Yumi Chon
senior design manager - NorCal