

A summary of general policies pertaining to Rice Lake Plaza office tenants are listed below. Please contact your Property Manager directly with any questions or to discuss further.

### **Doors, Locks, & Door Hardware**

Keeping the doors, door hardware, and locks in proper working order is Tenant's responsibility. In the event your door and/or door hardware is not working properly you will need to have it/them repaired. You can use a maintenance person of your choice, or you may call HJ Development directly to be provided with the name and number of the door manufacturer.

In the event the locks are not working, you will need to contact Armor Security. Please refer to the "re-keying" section for additional information, or contact HJ Development directly.

If you plan on using a lock box to allow contractors access to your space during the build-out process please use a lock box with rubber backing. This will prevent the paint from chipping or scratching off of the door frame.

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### **Garbage & Recycling**

Garbage and recycling are disposed of by our cleaning service. In the event you have extra waste, and will be disposing of it on your own, please remember to place permitted paper waste in the recycling dumpster, and corrugated cardboard in the cardboard dumpster. It is important that all cardboard boxes be broken down and that all garbage bags be tied shut. This will keep litter under control and costs down.

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### **Glass Breakage**

Per your Lease Agreement, it is Tenant's responsibility to replace any broken or cracked glass within their space. Broken glass is a hazard and must be replaced immediately. HJ Development strongly recommends all Tenants obtain glass coverage and/or glass insurance as a protection against breakage. Tenants may use a glass repair company of their choice. However, keep in mind that if the broken glass was treated (i.e., tinted, spandrel glass, etc...) then the replacement glass must be treated as well.

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## **HVAC Equipment**

HJ Development will hire a qualified company to perform preventative maintenance on each unit. HJ Development will also handle any additional maintenance and/or repairs of the HVAC equipment.

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## **Re-Keying Information**

In the event you need to have your space re-keyed or require additional keys please contact Armor Security. Armor Security has all of the information pertaining to the Rice Lake Plaza Office Building key system on file and will be able to assist you with re-keying requests. Contact information for Armor Security is listed below.

Armor Security  
2601 Stevens Avenue South  
Minneapolis, MN 55408

Phone: 612-870-4142  
Fax: 612-870-4789

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## **Roof Leaks**

Please report all roof leaks to your Property Manager. Once reported, a certified roofer will be sent out to inspect the leak. Any leak caused by a faulty roof will be repaired immediately. If the roof is under warranty no further action is required. If the roof is not under warranty the cost of repair will be charged to CAM.

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## **Smoking**

Employee smoking is only permitted behind the center. Please remind all employees to use the cigarette receptacles provided. Thank you for your cooperation.