

Listed below is a summary of general policies for the development. For any questions or to discuss further, please contact your Property Manager.

Doors, Locks, & Door Hardware

Tenants are responsible for keeping doors, door hardware, and locks in proper working order. If any issues arise, tenants must arrange for repairs. Tenants may choose a vendor or contact their Property Manager for a recommendation.

When using a lockbox, please select one with a rubber backing to prevent paint chipping or scratching on the door frame.

Garbage & Recycling

Garbage and recycling are disposed of by the cleaning service. In the event you have extra waste, and will be disposing of it on your own, please remember to place permitted paper and cardboard waste in the recycling dumpster. In addition, please ensure all garbage bags are tied, and all cardboard boxes are broken down.

Dumpsters on-site are for business use only. Personal trash dumping will result in fines set by the Landlord, and charged per occurrence.

Business-related items that need to be disposed of should be placed in the dumpster or inside the trash enclosure if too large to fit in the dumpster. This will notify the cleaning service that the item can be disposed of.

Glass Breakage

Tenants are required to replace any broken or cracked glass within their space immediately due to the hazard it poses. HJ Development strongly recommends all tenants obtain glass coverage and/or glass insurance for protection against breakage. Tenants may use a glass repair company of their choice. If the broken glass was treated (i.e., tinted, spandrel glass, etc.), the replacement glass must also be treated accordingly.

HVAC Equipment

HJ Development will maintain the HVAC equipment within your leased space. Please contact your Property Manager with any questions.



Rekeying Information

Please contact your Property Manager with questions or rekeying requests.



Roof Leaks

Roof leaks should be reported to your Property Manager. Upon notification, a certified roofer will be dispatched to inspect the issue. Leaks caused by a faulty roof will be repaired immediately. If the roof is under warranty, no further action is needed. If the roof is no longer under warranty, the repair cost will be charged to CAM.



Smoking

Smoking and vaping are permitted only behind the center. However, due to the lack of proper disposal facilities, we encourage tenants to consider the impact of smoking at the center. Employees are responsible for disposing of cigarette butts and other smoking-related waste in a manner that is both lawful and respectful of the property. Failure to properly discard cigarettes or other smoking materials may result in consequences. Thank you for your understanding and cooperation.