

After-hours emergency procedures are outlined below. For any questions or to discuss further, please contact your Property Manager.

- After-hours is defined as any time before 8:00 AM or after 5:00 PM, Monday - Friday, as well as all day on Saturdays, Sundays and national holidays.
- After-hours issues or concerns should be directed to Elite Facility Services.
- To reach the on-call technician after hours, please call 952-388-9665. Alternatively, you may call our office at 952-476-9400 and press "4" when prompted by the auto-attendant.
- Please be prepared to provide the on-call technician with the following information:
  - Your name
  - Your phone number
  - Your location name/address
  - The development/shopping center name you are calling about
  - The reason for the call/nature of the problem

The technician will address the issue as quickly and efficiently as possible once they have gathered this information.

Please report the after-hours call to your Property Manager on the next business day.

