# Policies

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 available at the development, with some exceptions. To help reduce costs and landfill waste, please dispose of 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.

Grease dumpsters must remain in the designated facilities at all times, with some exceptions. Tenants are responsible for any repairs resulting from damage caused by roll-away grease dumpsters.

For those who regularly acquire pallets or miscellaneous items due to inventory deliveries, please arrange with your vendor for pick-up or recycling. Items should be stacked neatly by your back door to keep the center tidy. The back of the center is not for permanent storage. Contact your Property Manger for approval to prevent items from being disposed of.

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.

# Policies

## HVAC Equipment

Tenants are required to maintain all HVAC equipment located within their leased premises. Landlord may, at its discretion, introduce a project-wide HVAC preventative maintenance program, with all associated expenses distributed through CAM (common area maintenance). For any questions, including those related to preventative maintenance, please reach out to your Property Manager.

## Rekeying Information

Tenants have the flexibility to choose their own locksmith when rekeying their space. Tenants must ensure a current key is kept in the on-site firebox (Knox box). When rekeying, tenants should make an extra copy specifically for this purpose. To update the firebox, tenants should provide their Property Manager with the extra key. The Property Manager will then forward the key to the fire department for inclusion in the Knox box.

## Restaurant Equipment Cleaning & Fire Suppression Updates

Tenants operating any type of restaurant are responsible for maintaining their equipment, including fire suppression systems. All maintenance reports and cleaning invoices should be submitted to your Property Manager to be kept on file in our office.

## Roof Leaks

Tenants are responsible for roof maintenance and repairs. For questions, or to be provided with the name and number of a certified roofing contractor, please reach out to your Property Manager.

# Policies

## Roof Work/Penetrations Through the Roof

To maintain the roof warranty, all roof work must be supervised and/or performed by a certified roofing contractor approved by your Property Manager. Should you experience a roof leak, please notify your Property Manager as soon as possible for the immediate dispatch of an approved contractor.

Any tenant who violates this policy will be fined $500.00 per occurrence and will be responsible for any corrective work, which must be performed by an approved, certified roofing contractor. All costs associated with this work are the tenant's responsibility. This policy applies to all tenants, their vendors, and contractors.

## Smoking

Smoking and vaping are permitted only behind the center, near the Tenant's back door. 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.

## Snow Removal/Shoveling

Tenants are responsible for snow removal, including shoveling the sidewalk in front of their space. Sanding and salting the sidewalk area is permitted, but to prevent long-term concrete damage, tenants are required to use a salt substitute that is safe for asphalt and concrete areas.