



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

Goodwill is responsible for keeping the doors, door hardware, and locks in proper working order. If any issues arise, Goodwill must arrange for repairs. Goodwill 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

Goodwill is responsible for garbage and recycling. Please ensure all garbage bags are tied, and all cardboard boxes are broken down before disposing of these items in the appropriate containers.

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

If pallets or miscellaneous items are acquired regularly, please arrange with your vendor for pick-up or recycling. The back of the center is not for permanent storage.

Glass Breakage

Goodwill is required to replace any broken or cracked glass within their space immediately due to the hazard it poses. HJ Development strongly recommends obtaining glass coverage and/or glass insurance for protection against breakage. Goodwill 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

Goodwill is required to maintain all HVAC equipment located within their leased premises.

Rekeying Information

Goodwill has the flexibility to choose their own locksmith when rekeying their space. When rekeying, please provide an extra copy to your Property Manager for inclusion in the on-site firebox (Knox box).



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. Leaks resulting from HVAC issues will be Goodwill's responsibility, and the corresponding trip charge and/or repair bill (if applicable) will be invoiced to Goodwill for payment.

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.

Anyone violating 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 Goodwill's responsibility. This policy applies to Goodwill, their vendors, and contractors.

Smoking

Smoking and vaping are permitted only behind the center, near the back door. However, due to the lack of proper disposal facilities, we encourage everyone 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

Goodwill must shovel the sidewalk in front of their space when snowfall is one-inch (1") or less. Sanding and salting the sidewalk area is permitted, but to prevent long-term concrete damage, a salt substitute that is safe for asphalt and concrete areas should be used.