A summary of general policies pertaining to 494 Business Park 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 the responsibility of the tenant at the tenant's expense. In the event your door (or door hardware) is not working properly it will need to be repaired. You may use the maintenance company 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 a locksmith. 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.

Garbage & Recycling

Garbage and recycling are the responsibility of the tenant at the tenant's expense. Please ensure garbage and recycling receptacles are kept in a neat and orderly manner. Trash and/or debris may not be stored outside of the containers.

If you acquire pallets or other miscellaneous items on a regular basis due to inventory deliveries please make arrangements with your vendor for pick-up or recycling of these items. Pallets should be stacked in an organized fashion by your back door to keep the complex looking tidy. The back of the building may not be used as a permanent storage facility. To prevent items in question from being disposed of please contact your Property Manager for approval.

Glass Breakage

Glass replacement is the responsibility of the tenant at the tenant's expense. Broken or cracked 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. Note - if the broken glass was treated (i.e., tinted, spandrel glass, etc...) the replacement glass must be treated as well.

HVAC Equipment

Each tenant is responsible for maintaining the HVAC equipment within their space. HJ Development will hire a qualified company to perform preventative maintenance on each unit. Please keep in mind that even with this service filters may need to be changed more frequently depending on the nature of your business. Any additional filter changes or repairs will be the responsibility of the tenant at the tenant's expense.

Re-Keying Information

Tenants are free to use a locksmith of their choice when re-keying their space. All tenants at 494 Business Park are required to keep a current key in the fire-box located on site. When re-keying your space please ensure an extra copy is made for this purpose. To update the fire-box please contact the Plymouth Fire Department. The non-emergency number is 763-509-5120.

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 the repair will be charged to CAM. Any leak due to HVAC related issues will be the responsibility of the tenant at the tenant's expense.

Roof Work/Penetrations Through the Roof

To prevent the roof warranty from becoming null and void all roof work must be supervised and/or performed by Mint Roofing. Mint Roofing is the certified roofing contractor for 494 Business Park and will ensure any penetrations into the roof membrane are done in accordance with the warranty on file. Please contact Mint Roofing directly to schedule an appointment. Their office phone number is 952-473-8080.

Note
Any tenant in violation of this policy will be fined $500.00 per occurrence. In addition, the cost of any repair work required to reinstate the roof warranty will be the tenant's responsibility. Correction work must be performed by Mint Roofing. This policy is applicable to all tenants, their vendors, or contractors as the case may be.

Smoking

Employee smoking is only permitted behind the facility. All tenants are responsible for providing their own cigarette receptacles. Thank you for your cooperation.

Snow Removal/Shoveling

Tenants are required to shovel the sidewalk in front of their space when snowfall is one-inch (1") or less. Sanding/salting the sidewalk area is allowed. To prevent long-term concrete damage please use a salt substitute that is safe for asphalt and concrete.