A summary of general policies pertaining to Woodbury Commons 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 a tenant responsibility. In the event your door and/or door hardware is not working properly you will need to have it/them repaired. You can use a maintenance person 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 off of the door frame.

Garbage & Recycling

Garbage and recycling are common services at Woodbury Commons (some exceptions apply). Please help reduce garbage removal costs and landfill waste by disposing of permitted paper waste in the recycling dumpster, and corrugated cardboard in the cardboard dumpster. HJ Development will hire a removal company to service the center. Garbage and recycling contracts are bid out each year to keep pricing and quality at an optimum level.

Please remember that all garbage bags must be tied and all cardboard boxes must be broken down. This will help keep litter under control and costs down.

Dumpsters on site are for business use only. Anyone found dumping personal trash may be assessed a monetary fine. Fines will be set by HJ Development and will be charged for each individual occurrence.

Grease dumpsters must be kept in the dumpster facilities at all times (some exceptions apply). If any damage occurs at the hands of a roll-away grease dumpster it will be the tenant's responsibility to make any necessary repairs at their sole cost/expense.

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. These items should be kept within you premises and not in the common areas.

Any business related items that need to be disposed of should be placed in the dumpster, or inside the trash enclosure if it is too large to fit inside the dumpster. This will let the cleaning service know the item can be disposed of.

Glass Breakage

Broken or cracked glass repairs and/or replacements are a tenant responsibility. Broken 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. Please keep in mind that if the broken glass was treated (i.e., tinted, spandrel glass, etc...) then the replacement glass must be treated as well.

HVAC Equipment

Each tenant is responsible for maintaining the HVAC equipment within their space. Tenants are required to perform preventative maintenance on their unit(s) four (4) times per calendar year. A calendar year is defined as being the time period from January 1st - December 31st.

Re-Keying Information

Tenants are free to use a locksmith of their choice when re-keying their space. All tenants of Woodbury Commons 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 Inspection Services Division directly at 651-714-3543.

Restaurant Equipment Cleaning & Fire Suppression Updates

HJ Development is required to keep copies of all equipment cleaning invoices and fire suppression inspections on file in our office. Please mail or fax copies of each invoice/inspection report to your Property Manager.

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 a HVAC related issue will be tenant's responsibility, and the invoice for the trip charge and/or repair bill (if applicable) will be passed on to the tenant for payment.

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 a certified roofing contractor. Please contact your Property Manager to obtain approval for any roof work prior to commencement and to be directed to the required certified roofing contractor.

Note
Tenants violating this policy will be fined $500.00 per occurrence. In addition, tenants will also be responsible for any correction work necessary to reinstate the roof warranty. Correction work must be performed by the certified roofing contractor for Woodbury Commons. All costs associated with this work will be the tenant's responsibility. This applies to all tenants, vendors, or contractors as the case may be.

Smoking

Employee smoking is only permitted behind the center - by the tenant's back door. Please remind all employees to use the cigarette receptacles provided. 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. However, to prevent concrete and building damage, a 100% magnesium-chloride blend is the only permissible ice-melt product that may be applied to the asphalt and concrete areas. Please contact your Property Manager if you would like a supply kept on site.