A summary of general policies pertaining to Woodbury Plaza 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 Tenant's 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 Plaza (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 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 of these items. The items should be stacked in an organized fashion by your back door to keep the center looking tidy. The back of the center *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.

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

Per your Lease Agreement, it is Tenant's responsibility to replace any broken or cracked glass within their space. 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. However, 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 Plaza 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 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 the certified roofing contractor specific to each building. This will ensure that any penetrations into the roof membrane are done in accordance with the warranty on file.

- Tenants with an address of 580 - 610 Woodbury Drive and/or the HealthEast Building will be required to work with B&B Sheetmetal & Roofing. To set up an appointment please contact B&B Sheetmetal & Roofing directly at 763-843-1950.

- Tenants with an address of 530 Woodbury Drive will be required to work with Dura Roof. to set up an appointment please contact Dura Roof directly at 763-354-8267.

Note
Any Tenant that violates this policy will be fined $500.00 per occurrence. In addition, Tenant will also be responsible for any correction work necessary to reinstate the roof warranty. Correction work must be performed by the certified roofing contractor (see above). All costs associated with this work will be Tenant's responsibility. This applies to all Tenants, their vendors, or contractors as the case may be.

Smoking

Employee smoking is only permitted behind the center - by 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 long-term concrete damage, Tenants are asked to use a salt substitute that is safe for asphalt and concrete areas.