

**Cushman and Wakefield**

**Metropoint  
Electronic Tenant Handbook**

Created on February 7, 2012

## **Building Amenities: Courier Service**

There are two overnight Courier Centers located within Metropoint. The courier service at Metropoint 600 includes [Federal Express](#) and [UPS](#). Metropoint 300 has a [UPS](#) drop box. The drop box for each courier is conveniently located in the lower level of Metropoint 600 and Metropoint 300.



## **CUSHMAI WAKEFIE** Building Amenities: Hair Salon

Spa Blu is located on the first floor of the Metropoint 600. Their new hours are:

Monday	10:00 a.m. to 8:00 p.m.
Tuesday	8:30 a.m. to 10:00 p.m.
Wednesday	8:30 a.m. to 10:00 p.m.
Thursday	8:30 a.m. to 10:00 p.m.
Friday	8:30 a.m. to 9:00 p.m.
Saturday	8:30 a.m. to 5:00 p.m.
Sunday	Closed

Later appointments available by appointment. Their number is 952-546-5331.



## Building Amenities: Parking

### Parking Ramps

There are several different parking options to the tenants at Metropoint. Covered parking, which is unreserved, is available in all four of the Metropoint buildings at no charge. Underground Heated parking is located in the Metropoint 600 and 400 Buildings and is available for lease at monthly rates. Call the Cushman & Wakefield of Minnesota, Inc. office at 952-546-8700 for further details.

Designated handicap parking is available at all buildings in the Metropoint and should be observed as such.

Short-term parking, 30 minute and 90 minute parking stalls, are available in all four parking ramps. This short-term parking privilege is closely monitored by Security for strict adherence to the policy. Violations and penalties include: (1) A paper ticket for the first offense in a one-year period; (2) A parking violation sticker is placed on the car (this sticker has a very strong adhesive) is given for the second offense in a one-year period; and (3) violators are towed at the vehicle owner's expense for a third offense in a one-year period.

Reserved parking spaces are closely monitored for unauthorized parking. Unauthorized vehicles will be towed (no warnings will be used) at the vehicle owner's expense. In the event your vehicle is towed, contact All Hours Towing at 952-546-7211 to retrieve your vehicle.

There is no overnight parking in any of the Metropoint ramps without prior registration of the vehicle. To register your vehicle, contact the Management Office at 952-546-8700.



## **Building Amenities: Storage**

Storage space is available in Metropoint 600 and 400 Buildings. Call the Cushman & Wakefield of Minnesota, Inc. office at 952-546-8700 for availability and leasing information.



## **Building Amenities: Sundry Store**

There is a sundry store in Metropoint where you can purchase cards, gifts, snacks, dry cleaning, shoe repair and film processing.

The Metro Stop is located on the first floor in the Metropoint 600. The hours are Monday through Friday 7:30 a.m. to 5:00 p.m. and their phone number is 952-546-7100.



## Building Amenities: The Corporate Dining Facility

**Corporate Dining** is located on the first level of Metropoint 600. It is a cafeteria-style restaurant, which is open for breakfast and lunch. Hours of operation are 6:30 a.m. to 2:00 p.m. Monday through Friday and the phone number is 952-545-2883. They have a variety of hot and cold foods including soup, sandwiches, salad bar and grill items. You may access their website for the weekly menu hours and catering information.

<http://metropoint.aviands.com/>

## Building Operations: Building Management

The staff of Metropoint is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in 600 Metropoint. Please do not hesitate to contact the management office at:

**Phone:** 952-546-8700

**Fax:** 952-593-2484

**Address:**

600 Highway 169 South  
Louis Park, MN 55426

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
General Manager	Kevin Kurpierz	952-546-8700	<a href="mailto:kkurpierz@metropointmn.com">kkurpierz@metropointmn.com</a>
Property Manager	Tami Shroyer	952-546-8700	<a href="mailto:tshroyer@metropointmn.com">tshroyer@metropointmn.com</a>
Engineer	Jeff Alexander	952-546-8700	<a href="mailto:jalexander@metropointmn.com">jalexander@metropointmn.com</a>
Property Administrator	Diane Mulligan	952-546-8700	<a href="mailto:dmulligan@metropointmn.com">dmulligan@metropointmn.com</a>



## Building Operations: Contact Information

Accounting Information 952-546-8700	Conference Room Reservations 952-546-8700
Construction Services 952-546-8700	Emergency After Hours 952-546-8700
General Information 952-546-8700	Heating and Cooling Requests 952-546-8700
Maintenance Requests 952-546-8700	Leasing Information - Cushman & Wakefield of Minnesota Gorde Hampson 952-465-3310 Jason Butterfield 952-465-3311



## Building Operations: Holidays

**The Management Office will be closed on nationally recognized holidays and the following conditions will be in effect:**

- The maintenance staff will be off duty; however, a maintenance employee and supervisor are on call.
- There will be no janitorial service.
- There will be no heating or ventilation or air conditioning (HVAC) unless prior arrangements have been made.
- The elevators and lobby doors will be on Security Operations.

Requests for HVAC services on a holiday must be made 48 hours prior to the requested date. To make those arrangements, please call the Management Office at 952-546-8700.

**The holidays normally observed are:**

New Year's Day  
Martin Luther King Day - **Building is open**  
President's Day - **Building is open**  
Memorial Day  
Fourth of July

Labor Day  
Thanksgiving Day  
Day After Thanksgiving - **Building is open**  
Christmas Day



## Building Operations: Leasing

The leasing company for Metropoint is Cushman & Wakefield of Minnesota, located at 3800 American Blvd W. Suite 800. Bloomington, MN 55431. The main phone number is 952-465-3300. Listed below is the contact information for the authorized representatives.

Name	Phone Number
Gorde Hampson	952-465-3310
Jason Butterfield	952-465-3311



## Building Operations: Rent Payments

### **600, 400 and 435 Buildings:**

All rental checks are to be payable to Interchange Investors, LLC. Mail your rent check to:

US Mail:

Interchange Investors, LLC  
P.O. Box 660283  
Indianapolis, IN 46266-0283

Overnight Courier:

JP Morgan Chase  
7610 W. Washington Street  
IN1-7209  
Indianapolis, IN 46231  
**Attn:** Interchange Investors, LLC 660283

### **300 Building:**

All rental checks are to be payable to Interchange Investors "North Building". Mail your rent check to:

US Mail:

Interchange Investors  
P.O. Box 660302  
Indianapolis, IN 46266-0302

Overnight Courier:

JP Morgan Chase  
7620 W. Washington Street  
IN1-7209  
Indianapolis, IN 46231  
**Attn:** Interchange Investors 660302

To avoid delays in payment, please inform your accounts payable personnel the rent is due on or before the first day of each month of the lease term. Any payment not received after five days will be considered delinquent and subject to interest and late fees.

You will be sent a monthly statement for your rent and any other charges you may have incurred. Please remit the bottom portion of the statement to ensure proper credit to your account. If you do not agree with the balance due on your account, please contact the Management Office.

## **Building Security: Overview**

Metropoint employs a contracted security service. For safety and security throughout the office complex, the uniformed security personnel are on duty 24 hours per day seven days per week throughout the year. An after hours security escort to your vehicle is also available to the tenants in the buildings at Metropoint; call Security at 952-525-3507 for more details.

The fire life safety system throughout Metropoint is monitored 24 hours a day from the Information Center in the lobby of the 600 Metropoint. Security will be advised of the alarm and location in any of the buildings, and will respond appropriately.



## Building Security: Access Control

Metropoint is open Monday through Friday from 6:00am to 6:00pm and Saturdays 8:00am to 1:00pm. After business hours tenant and visitor access is controlled by cardkey access and check in procedures.

Following are procedures for tenant access after business hours to each building at Metropoint.

### **Metropoint 600**

Tenants needing access to their suite after hours must enter the building on the first floor and check in at the Security Desk. At the Security Desk you will be required to sign in with the security guard and show identification before being allowed access to your desired floor. Upon showing identification, the guard will release an elevator that will allow you to proceed to the desired floor.

### **Metropoint 300, 400 and 435**

After building hours, tenants enter their respective building with their building cardkey. Upon entering a passenger elevator, the tenant contacts the Security Desk using the elevator intercom. Security will release the elevator that will allow you to proceed to the desired floor.



## Building Security: General Office Security

### Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.

### Security Checklist (continued)

- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

### Suspicious Persons

If you see suspicious or offensive persons in the building, please call Security at 952-525-3507 immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Office of the Building immediately.



## **Building Security: Lost and Found**

Please contact the Security Office at 952-525-3507 to claim items that have been lost or found in the buildings.



## **Building Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Security Office at 952-525-3507 and appropriate personnel will escort them off the premises.

## **Building Services: Building Signage**

Tenant shall not place, or cause or allow to be placed, any sign or lettering in the windows of the Premises. Tenant shall not place any sign or lettering in or about the Premises on multi-tenant floors which are visible from public lobbies or corridors except in and at such places as may be designated by Landlord and consented to by Landlord in writing. All lettering and graphics on corridor doors on multi-tenant floors shall conform to the standard prescribed by Landlord.

Please contact Diane Mulligan in the Management Office at 952-525-8700 for information and required forms for tenant signage.



## **Building Services: Cleaning**

All offices and common areas in Metropoint are cleaned each weekday evening. Professional cleaners with well-trained staff clean each evening Monday through Friday beginning at approximately 5:30 p.m. and complete their work at approximately 1:00 a.m.

The normal cleaning procedures include nightly cleaning of each tenant's space. The cleaning tasks include but are not limited to the following: empty all trash containers, vacuum and clean all carpeted surfaces, and lightly dust all open surfaces; however, areas that have personal property or items on them will not be dusted. In addition to the nightly cleaning, there are also scheduled weekly and monthly cleaning tasks as part of a comprehensive cleaning package for the entire property.

If you have special cleaning requirements, please contact the Cushman & Wakefield of Minnesota, Inc. office at 952-546-8700 and we will make the necessary arrangements.



## Building Services: Conference Rooms

A state of art Conference Center is now available on the second floor of 600 Metropoint. It features an Executive Board Room that seats 12, a conference room that seats 22, and a larger room that will seat 42 classroom style or 80 theatre style with no tables. A fourth conference room that seats 10 is located on the lower level of the 300 Metropoint building. This conference room does not have internet capabilities or phone line available.

### Conference Room Usage & Reservation Procedures

1. Metropoint conference rooms are available free of charge for tenant business use only.
2. Conference rooms can be booked up to forty-five (45) calendar days in advance by faxing the Conference Room Registration Form to the property management office, attention Diane Mulligan, 952-593-2484. Reservations may only be made by fax by completing the Conference Room Registration Form. No phone or e-mail reservations are accepted.
3. Each Metropoint tenant may make one conference room reservation per calendar year outside the 45 day advance notice provision.

### Conference Room Usage & Reservation Procedures (continued)

4. Conference rooms are reserved on a first come, first served basis. Management reserves the right to limit number of reservations per tenant.
5. Conference rooms in the 600 Building are locked at all times when not reserved. The Management Office will open each conference room 5 minutes prior to start of reservation and lock the room 5 minutes after the scheduled time of the reservation. If time is needed to set up before and clean up after the meeting then schedule the reservation time accordingly.
6. 600 Building Conference rooms:
  - **Executive Board Room:** Is arranged with a conference table and chairs for 12.
  - **Conference Room #2:** Is arranged in a standard classroom setting for 22.
  - **Conference Room #3:** Is arranged in a standard classroom setting for 42. This room can be changed to theater-style setting for 80. Set up is available Monday through Friday for reservations between 8:00 am and 5:00 pm. Set up will be done, upon request, by building maintenance. The cost to have building maintenance set the room to theatre-style seating is \$100.00. This includes resetting the room back to classroom seating at the end of the reservation period.

### Conference Room Usage & Reservation Procedures (continued)

7. Tenants using the conference rooms are responsible for leaving the conference room neat and if additional cleanup is required due to tenant's use of the room tenant agrees to pay a minimum cleanup fee of \$75.00.
8. Internet and an overhead projector with DVD & VHS capabilities are available for use at no additional charge.
9. After hours heating, ventilation and cooling are available for conference room usage after 6:00 pm weekdays or on weekends. To request after hour HVAC for your meeting print and fill out the attached form and fax it along with your conference room reservation form to the Cushman & Wakefield management office.

[Click here to the view and print the After Hours HVAC Form](#)

### Conference Room Seating and Amenities

[Click here to see a chart of the Conference Room Seating and Amenities](#)

**NOTE: Theater seating may not be able to be provided at each meeting. Management Office**

**requires advanced notice.**

**For Event Catering:**

A'vaida- Sandy- 952-545-2883

[Click here to download a Conference Room Reservation Form](#)



## **Building Services: Elevators**

All elevator cars in Metropoint have direct communication to Metropoint Security via an intercom system. All elevator cars also contain an alarm button. If there is an emergency and you want the elevator car to stop you may push the ALARM button and Security will respond.

If the elevator is stalled between floors, STAY CALM. DO NOT attempt to leave the elevator by climbing or jumping to a floor above or below. DO NOT pry open the doors. This might cause equipment damage and could prolong the emergency or cause injury. Use the intercom system in the elevator to call Security who will contact an elevator technician to get you out of the elevator as quickly as possible.

Report all minor problems to the Management Office at 952-546-8700.



## Building Services: Fitness Center

The fitness center is located on floor 2 of the 600 building and is available to all tenants and their employees. There are four treadmills, four elliptical machines, two stationary bikes and a full compliment of resistance machines as well as free weights to accommodate your workout routine.

### Hours:

Monday – Friday 6:00 am – 6:00 pm Closed Saturday, Sunday and Holidays

### To join the Fitness Center please follow these steps:

- Each employee must sign a Metropoint Fitness Center Waiver Form and Metropoint Fitness Center Etiquette Form. An employment verification memo along with both forms and annual membership fee must be brought to the Management Office located in the 600 Building, Suite 200. A cardkey will be issued to each member for access into the Fitness Center.
- Membership: Membership is valid for 1 year and needs to be renewed on anniversary date or card returned.
- Fee: Annual \$10.00 non-refundable fee. NO cash or credit cards accepted. Payment is by check or money-order only. The check or money order should be made out to Interchange Investors, LLC.
- New Member: Both waiver and etiquette forms must be signed. The Tenant contact must attach a memo on company letterhead stating that this person is an employee and would like to join the fitness center. Bring all items to the management office along with \$10.00 annual fee.
  
- Renewals: If an employee is renewing their membership, the waiver form and etiquette form must be resigned and the \$10.00 annual fee submitted for payment. Bring all items to the management office along with the cardkey for renewal.
- Cancellation: If person(s) is no longer an employee, the cardkey must be returned to the management office and be disabled. It is the tenant's responsibility to keep Management Office informed of employees leaving their company.
- Lost access cards can be replaced for a \$25.00 non-refundable fee by following the same procedures.
- Lockers: Lockers are for daily use only. Remove personal possessions after each workout session.
- Showers: There are showers in the men's and women's locker rooms.
- Clean up after yourself: Always wipe equipment down with a handi-wipe when you are finished using it. Dispensers are located throughout the fitness center.
- Leave no trace: Return free weights and plates to their proper place when you are finished with them.
  
- Machine placement: To keep cardio equipment in proper working order, the machines must remain stationary. Please refrain from moving equipment.
- Television Stations: Channels have been pre-selected for each television to offer the most popular programming for viewing during your workout. These channels are not to be changed.
- Equipment Sharing: Avoid monopolizing equipment and share with other so everyone can get a workout in.

[Click here to view the Metropoint Fitness Center Waiver Form](#)

[Click here to view the Fitness Center Etiquette Form](#)



## **Building Services: HVAC**

Heating and air conditioning comfort is provided per your lease agreement during normal operating business hours Monday through Friday and Saturday with the exception of holidays.

Thermostats are set and calibrated to maintain a reasonable comfort level in all areas of the building. Tenant adjustment of individual thermostats will result in inconsistent temperature control.

Heating and air conditioning after business hours is available for an additional charge. The rates for this service are available through the Management Office.

Blinds have been installed as a building standard item for your convenience. These window coverings should remain closed during periods of direct sun to allow consistent temperature control.



## **Building Services: Mail Service**

### **Incoming Mail**

Incoming mail distribution is handled by the United States Postal Service for all four buildings in Metropoint. Contact the United States Postal Service regarding Saturday mail delivery.

As a convenience to tenants in Metropoint there are mailboxes available on a first-come basis. These boxes are primarily for tenants who are not in their suite on a daily basis, as the mail carrier does not deliver mail to any unoccupied suites.

### **Outgoing Mail**

Outgoing mail for Metropoint can be dropped at the Mail room located in the lower level of the 600 Metropoint Building by 5:00 pm Monday through Friday.

There is also an outside United States Post Box located at the south corner of the 300 Building. The United States Postal Service picks up the mail from these locations at approximately 5:00 pm Monday through Friday.

For further information, please contact the [United States Postal Service](#) Golden Valley Branch, 7701 Golden Valley Road, Golden Valley, MN 55427.

### **Express Mail**

Express mailboxes are located in the 600 and 435 buildings at Metropoint. [UPS](#) and [Federal Express](#) drop boxes are located in each of these buildings.



## Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

**To Access the Service Request System for your building please use the Request Service Quick Links on the left hand side of the page.**

**Please make sure to click the link for your specific building.**

**Once you have logged into the system, you will be presented with four options:**

1. Complete a Maintenance Request Form
2. Update User Information
3. View Electronic Maintenance Request Log
4. Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

### Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive conformation via e-mail that your request was submitted to the management office.

### Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

**To Access the Service Request System for your building please use the Request Service Quick Links on the left hand side of the page.**

**Please make sure to click the link for your specific building.**

### Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

### Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by [clicking here](#).

[Directory/Emergency Information Form](#)  
[Tenant Directory and Signage Form](#)

[Conference Room Policies and Procedures](#)  
[Conference Room Reservation Form](#)

Questions regarding the Electronic Tenant Services Request System should be directed to the Management Office.



## Building Services: Recycling

Metropoint has a paper recycling program in which all tenants are encouraged to participate. Cushman & Wakefield will supply you with the appropriate number of desk recycling boxes and an intermediate container for your suite.

Tenants are asked to place their recyclable paper products in the desk box and empty that box into an intermediate container within their suite. Each night the cleaning personnel will empty the intermediate container; however, the evening cleaning personnel will not empty individual desktop recycling boxes.

### Metropoint Recycling Program includes

- Office paper & cardboard
- Co-mingled glass, cans and plastic bottles
- Batteries (drop off container located at Security Desk)
- Electronics (for an extra fee)

[Click here to view what paper/cardboard can be recycled](#)  
[Click here to view what plastic/glass/cans can be recycled](#)

## **Emergency Procedures: Flooding**

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.



## Emergency Procedures: Medical Emergency

**In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:**

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
  - Your name
  - Your Building's name and address
  - Your specific floor number, and the exact location of the emergency
  - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Security Office at 952-525-3507. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
  - Name, address and age of injured/ill person
  - The nature of the problem, as best you can surmise
  - All known allergies and current medications taken by the individual
  - A local doctor

The Security staff will do all they can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.



## Emergency Procedures: Bomb Threat

### Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 952-546-8700.
- Notify the Security Office at 952-525-3507

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

### Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope  $\frac{1}{4}$ " to  $\frac{1}{2}$ " thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. -- rather than directly to named individuals.

### If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Security.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.



## Emergency Procedures: Emergency Contacts

<b>Local Authorities</b>	<b>St. Louis Park</b>
Fire	911
Paramedics	911
Police	911
Sheriff	911
<b>Metropoint</b>	
<b>Security Office</b>	<b>952-525-3507</b>
Management Office	952-546-8700
After hours emergency	952-525-3507

When placing a call, provide the following information

- Name
- Location
- Telephone
- Type of emergency

Please notify the Management Office regarding all emergencies at 952-546-8700.

### Important notes

If you call 9-1-1 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of alarm and source, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.



## Emergency Procedures: Power Failure

All Metropoint Office Buildings and Common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.



## **Emergency Procedures: Civil Disturbance**

Should a riot or civil disturbance start outside the Building, the security officers will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.



## Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

### What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

### Importance and Benefits of Being Prepared

- The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.
- When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.
- A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.
- As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at [www.pandemicflu.gov/plan/checklists.html](http://www.pandemicflu.gov/plan/checklists.html).
- The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

### Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

- [Pandemicflu.gov](http://Pandemicflu.gov)  
This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- Centers for Disease Control and Prevention (CDC)  
The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline - 1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).
- Department of Homeland Security (DHS)  
DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](http://Pandemicflu.gov) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox - [DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).
- BOMA Resources  
BOMA/Greater Toronto Pandemic Flu Report  
The report addresses the threat to commercial buildings from an avian flu pandemic.

**The resources above will provide a lot of information, but we also encourage you to:**

- Listen to local and national radio

- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.



## Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 9-1-1. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials. Contact Building Security at 952-525-3507. They will assist in securing the area during throughout the hazard containment and remediation.



## Emergency Procedures: Homeland Security

Cushman & Wakefield recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **Department of Homeland Security**

<http://www.dhs.gov/dhspublic>

### **Federal Emergency Management Association**

<http://fema.gov/>

### **American Red Cross**

<http://www.redcross.org/>

### **Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.



## Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, , remember to remain calm. By using the call device within the cab Building Security will be alerted that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Officer will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, one elevator per building will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

**IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.**



## Emergency Procedures: Emergency Procedures Handbook

[Click here to download an Emergency Procedures Handout.](#) test



## Emergency Procedures: Hazmat Spill Emergency Plan

Transportation accidents involving dangerous chemicals generally pose a much higher risk than a chemical spill or accident at a facility, because the containment systems and facility staff will not be in place to quickly respond to the emergency. These transportation accidents could happen anytime and anywhere along a transportation route, and are difficult to prepare for.

In the event of a chemical release, the danger will often pass or dissipate quickly, within minutes. But with many industrial chemicals, a one-time exposure can have devastating and long-lasting health effects, so any exposure should be avoided.

[Click here to download the Hazmat Spill Emergency Plan](#)

### Using Your Five Senses

You should always be alert to danger. With proper knowledge, you can decide what is the best plan for you. A big part of your Safety Plan is figuring out what you would do if you:

- SENSE something
- SMELL a sharp odor
- SEE a cloud hugging the ground
- TASTE some bitter gas
- HEAR or FEEL an explosion
- Potential dangers of chemicals are everywhere.
- Use your five senses... STAY ALIVE WITH ALL FIVE!

[Click here to download the Hazmat Spill Emergency Plan](#)

It is always a good idea to avoid circumstances that could put people at risk from exposure to chemicals. If the odor of smoke or chemicals is in the air, immediately consider if there may be a danger and take steps to protect your business and people. It is natural to be curious when smoke or chemical odors are seen or smelled, but even house fires can release dangerous smoke, and industrial fires or chemical releases can be even more dangerous. So unless you know, stay away from the smoke and odors. Until you are certain of the source of the odors and smoke, initiate Shelter-In-Place and call the fire department.

You may be the first to see or suspect a chemical spill. If in doubt, report it immediately.

If you are reporting an emergency to fire or police departments, dial 9-1-1, or the emergency numbers for the police and fire departments, and state the following:

1. Location of emergency (street and city).
2. Nature of emergency (what person or things are involved, extent, causes).
3. Location you are calling from.

Phone number you are calling from.

[Click here to download the Hazmat Spill Emergency Plan](#)

### Step 1 Move inside immediately.

The idea is to not get exposed to air-borne chemicals, which may be inhaled or absorbed through the skin. You are waiting for the chemical release to blow over or dissipate. The theory is that if the concentration of the chemical in the air is low enough, it will not present much of a hazard. Keep in mind that windy conditions are better for diluting the concentration of the chemical in the air than when there is no wind. Also, some chemicals are heavier than air and will move along the ground and sink into depressions or low-lying areas.

### Step 2 Turn off all ventilation systems. Instruct each building engineer to turn off all ventilation systems for their building.

It won't help you if an evaporative cooler, central heating and cooling systems, or air conditioner blow contaminated air into the building. Fireplace fires and heating systems draw in air from the outside, so for the short time while waiting for the outside air to become safe, turn them off.

[Click here to download the Hazmat Spill Emergency Plan](#)

**Step 3** Close all doors and dock doors. Instruct building staff to **close all doors and dock doors** to their building.

This will help keep chemical fumes from seeping into the building and contaminating your possessions. A shelter-in-place shouldn't take hours, but you will want to get the "all Clear" signal before ending your sheltering.

Afterwards, if you suspect there has been contamination in your building, ask the emergency responders for decontamination instructions. You may need to wipe down surfaces, or simply allow it to air out. Ask for guidance.

**Step 4** Shelter in place should be initiated. Tenants should be informed over the PA system to stay in their space. Tenants on 1st floor and Lower Level floors should be moved to upper floors to protect from any heavier than air chemicals. Building evacuation should only take place if instructed to do so by Federal, State, or Local Emergency Officials. **Tenants should be informed to enter and seal their suite to prevent air from entering by using towels and/or tape.**

Some contaminated air may still get into the building. This is an additional step to reduce exposure. You may not always be able to smell these chemicals, or see them in the air. (It is a good idea to have prepared for this and have duct or masking tape ready in an interior room. Be sure to turn off any circulating fans.)

[Click here to download the Hazmat Spill Emergency Plan](#)

**Step 5** Turn on the radio for further emergency instructions.

The emergency broadcast system should be providing information about what to do, including the all-clear announcement.

**Step 6** Stay off the phone - responders will need the phone lines

Stay off the phone! Emergency responders will need the phone lines.

Reverse 911 phone ring-down systems that contact residents likely to be affected. Unless you are requesting medical help, do not dial 9-1-1 to find out what is going on. If you absolutely must call for non-medical emergency reasons, dial the non-emergency police and/or fire department numbers # 952-924-2619.

If you believe you may have been exposed to a hazardous chemical, or feel unusual, seek proper medical attention as soon as possible. Not all medical facilities have the trained staff or equipment to deal with chemical exposure. Dial 9-1-1 to report the symptoms and ask which medical facility nearest you to go to. (Exposure to some hazardous chemicals can cause illness and symptoms to develop hours after the actual exposure. Whenever in doubt, seek medical attention.)

[Click here to download the Hazmat Spill Emergency Plan](#)

## EVACUATION

- EVACUATION

In the event that Emergency Officials determine a building needs to be evacuated an evacuation announcement should be made over the PA system with any important instruction such as direction of evacuation to remain safe from any HAZMAT exposure. **If possible Emergency Officials should make this announcement.**

- DO NOT BLOCK TRAFFIC

Police, fire department, and emergency teams depend on free roadways. If you have been ordered to evacuate and have no way to evacuate, dial 9-1-1.

- PROCEED CALMLY, OBEY ALL TRAFFIC LAWS, DRIVE CAREFULLY.

Do not add to the problem by causing an accident or collision. Emergency responders are trained to handle the situation, so help them by cooperating.

- STAY AWAY FROM THE EMERGENCY SCENE.

Do not risk chemical exposure by being curious.

[Click here to download the Hazmat Spill Emergency Plan](#)

## ALL CLEAR

The ALL CLEAR message should be played over the PA system when Emergency Officials report the area to be safe from HAZMAT exposure.

[Click here to download the Hazmat Spill Emergency Plan](#)





## Emergency Procedures: Evacuation

[Click here to view Metropoint 600 Evacuation elevations](#)

[Click here to view Metropoint 400 Evacuation elevations](#)

[Click here to view Metropoint 300 Evacuation elevations](#)

[Click here to view Metropoint 435 Evacuation elevations](#)

## **Introduction: Welcome**

We are pleased that you have selected Metropoint as the new home for your business. The enclosed information was developed to provide you with more information and to answer some of the most frequently asked questions about the complex. This package includes information on security, emergency evacuation procedures, cleaning services, building amenities, and area amenities. Please take the time to review the information and familiarize yourself with all that Metropoint has to offer.

Metropoint is managed by Cushman & Wakefield of Minnesota, Inc. Cushman & Wakefield of Minnesota, Inc. is one of the largest commercial property management companies in the United States. The Metropoint staff is committed to the management and maintenance of Metropoint, and dedicated to quality customer service to you, our tenant.

We hope the enclosed information is helpful to you. If you have additional questions, please feel free to call us at 952-546-8700 or stop by our offices in the Metropoint 600 building. We look forward to meeting and exceeding your real estate needs now and into the future.

Cushman & Wakefield of Minnesota, Inc.



## Introduction: About Metropoint

### Building Addresses

The official building addresses are as follows:

- Metropoint 600: 600 Highway 169, St. Louis Park, MN 55426
- Metropoint 400: 400 Highway 169, St. Louis Park, MN 55426
- Metropoint 300: 300 Highway 169, St. Louis Park, MN 55426
- Metropoint 435: 435 Ford Road, St. Louis Park, MN 55426

### Building Hours

The building hours are as follows:

- 6 am to 6 pm: Monday - Friday
- 6 am to 1 pm: Saturday
- Locked: Sunday

### Location

Metropoint is located at the junction of Highway 169 and Shelard Parkway/Betty Crocker Drive just off Interstate 394. Downtown Minneapolis is approximately ten minutes away via eastbound Highway 55 or Interstate 394. The Minneapolis/St. Paul International Airport is approximately 20-25 minutes away via one of four routes:

1. Interstate 394 eastbound to I-35W South to Crosstown/62 East;
2. Interstate 394 eastbound to Highway 100 South to either I-494 East or Crosstown/62 East;
3. Interstate 394 westbound to I-494 South; or
4. Highway 169 southbound to either I-494 East or Crosstown /62 East.



## Introduction: Operating Instructions

### Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

### Special Features

This Electronic Tenant® Handbook has special features, such as a [Service and Maintenance Request System](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is **free** and easy to use, and can be obtained by [clicking here](#).

### Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

**Leasing: Personnel**

add text



## Leasing: Rent Payments

add text

## Policies and Procedures: General Rules and Regulations

To the extent that there is any inconsistency between the provisions of the Lease and these Rules and Regulations, the provisions of the Lease shall control. For purposes of these Rules and Regulations, the term Tenant means Tenant and the employees, agents, visitors, or licensees of Tenant.

1. The sidewalks, walks, entries, corridors, concourses, ramps, staircases, escalators and elevators shall not be obstructed or used by Tenant for any purpose other than ingress and egress to and from the Premises. No bicycle or motorcycle shall be brought into the building or kept on the Premises without consent of the Landlord.
2. No freight, furniture or bulky matter will be received into the Building or carried into the elevators except at times and means as may be approved by Landlord. Any hand trucks, carryalls, or similar appliances used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require.
3. Tenant shall not at any time place, leave or discard any rubbish, paper articles, or objects of any kind outside the floors of the Premises or in the elevator lobbies, corridors or passageways of the Building. No animals or birds shall be brought or kept in or about the Building except seeing-eye dogs.
4. Tenant shall be entitled to its name, logo and the name of its principal contact shown on the suite id sign. It should read: Tenant shall be entitled to its Company name shown on the Suite ID sign.
5. Canvassing, soliciting or peddling in the Building is prohibited and Tenant shall cooperate to prevent same.
6. Any person in the Building will be subject to identification by employees and agents of Landlord. All persons leaving or entering the Building shall be required to comply with the security policies of the Building. Tenant shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss, or damage. Landlord shall not be responsible for the theft, loss, or damage of any Property of tenants or tenant's employees or independent contractors.
7. Tenant shall not do any cooking (other than microwave heating of food for employees) or conduct any restaurant, luncheonette, automat, or cafeteria for the sale of food, or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord and only under regulations fixed by Landlord.
8. Tenant shall not, without Landlord's prior written approval create, bring or permit to be brought or kept in or on the Premises any flammable, combustible, corrosive, caustic, Poisonous, or explosive substance or cause or permit any odors to permeate in or emanate from the Premises.
9. No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect without the consent of the Landlord. Any additional locks or bolts shall be consistent with Landlord's security system in the building. If Landlord permits Tenant to have additional locks, Tenant shall furnish Landlord the keys and combinations of such locks. Landlord shall furnish two keys for each lock on exterior doors to the Premises and shall, on Tenant's request and at Tenant's expense, provide additional duplicate keys. All keys shall be returned to Landlord upon termination of the Lease. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times, and left locked when the Premises are not in use.
10. Tenant shall give immediate notice to Landlord in case of theft, unauthorized solicitation, or accident in the Premises or in the Building or of defects therein or in any fixtures or equipment, or of any known emergency in the Building.
11. The requirements of Tenant will be attended to only upon application to the office of Landlord in the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.
12. No awnings, draperies, shutters, or other interior or exterior window coverings that are visible from the exterior of the Building or from the exterior of the Premises within the building may be installed by Tenant except as otherwise provided therein.
13. Tenant shall not make excessive noises, cause disturbances or vibrations or use or operate any electrical or mechanical devices that emit excessive sound or other waves or disturbances or create obnoxious odors, any of which may be offensive to other tenants and occupants of the Building, and shall not place or install any projections, antenna, aerials or similar devices inside or outside of the Premises or on the Building other than in accordance with a written agreement between Landlord and Tenant.

14. The water and wash closets, drinking fountains and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, tags, coffee grounds or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures by Tenant shall be borne by Tenant. No person shall waste water by interfering or tampering with the faucets or otherwise.
15. Tenant shall, when using the parking facilities in and around the Building observe and obey all signs, including but not limited to those regarding fire lanes and no parking zones, and when parking always park between the designated lines. Landlord reserves the right to tow away, at the owners expense any vehicle which is improperly parked or parked in a no parking zone. All vehicles shall be parked at the sole risk of the owner, and Landlord assumes no responsibility for any damage to or loss of vehicle. (Directional signs)
16. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability for offices and upon written consent from Landlord, Tenant will refrain or discontinue such advertising. In no event shall Tenant, without the prior written consent of Landlord, use the name of the Building or use pictures or illustrations of the Building.
17. Tenant shall not mark, paint, drill into, or in any way deface any part of the Building or Premises. No coring, boring, driving of nails or screws, cutting, or stringing of wires shall be permitted, except with prior written consent of the Landlord, and as Landlord may direct. Tenant shall not install any resilient tile or similar floor covering in the premises except with the approval of Landlord.
18. Tenant shall not use the Premises or permit the Premises to be used for photographic, multi-lith or multi-graph reproductions, except in connection with its own business and not as a service for others, without Landlords' prior permission.
19. Tenant shall not use or permit any portion of the Premises to be used as an office for public stenographer or typist, offset printing, the sales of liquor or tobacco, a barber or manicure shop, an employment bureau, a labor union office, a doctor's or dentist's office, a dance or music studio, any type of school, or for any use other than those specifically granted in this Lease.
20. Tenant shall not advertise for laborers giving the Premises as address, nor pay such laborers at a location in the Premises.
21. Tenant shall at all times keep the Premises neat and orderly.
22. All telegraph, telephone, and electric connections which Tenant may desire shall be first approved by Landlord in writing, by contractors approved by Landlord and subject to the direction of Landlord. Landlord reserves the right to control access to telephone cabinets and limit the access to vendors or contractors specified by Landlord. Tenant shall pay all costs in connection with installation of telephone cables and related wiring in the Premises, including, without limitation any hook-up access and maintenance fees. Upon expiration of the term hereof, by lapse of time otherwise, Tenant shall, if requested by Landlord, remove all telephone cables and related wiring installed by Tenant for and during Tenant's occupancy.



## **Policies and Procedures: Insurance Requirements**

A section of your lease agreement describes the insurance requirements for your leased premises.

Please review these requirements with your insurance agent and provide the necessary Certificates of Insurance to Cushman & Wakefield of Minnesota, Inc. at least ten days prior to your occupancy.

Please be sure to name the following as additional insureds: Owners (Interchange Investors, LLC; Interchange Investors North Building LLC; Interchange Services LLC) and Agents (Cushman & Wakefield of Minnesota, Inc. and BPG Properties LTD) at the 300, 400 and 600 Highway 169 and 435 Ford Road, St. Louis Park location.

Throughout the term of the lease, please ensure that a current certificate of insurance is sent 15 days prior to the expiration date of any such policy.



## Policies and Procedures: Moving Procedures

[Click here for Moving Procedures at Metropoint 300](#)

[Click here for Moving Procedures at Metropoint 400](#)

[Click here for Moving Procedures at Metropoint 435](#)

[Click here for Moving Procedures at Metropoint 600](#)



## **Policies and Procedures: Smoking**

All common areas in Metropoint are considered by law to be NO SMOKING AREAS. Smoking is not permitted in the lobbies, restrooms, stairways, corridors and entryways.

**Designated smoking areas are located at each building.**

We ask that you obey the law by smoking only in the designated areas. Cushman & Wakefield of Minnesota, Inc. has posted NO SMOKING signs in entranceways that will be monitored and enforced by Security and Maintenance personnel. Violators will be asked to comply with the law and our policies.



## **Policies and Procedures: Tenant Alterations**

Any tenant improvement/construction, remodeling or electrical work performed after move-in must be approved in advance by the Landlord and coordinated through the Management Office to ensure that all work meets building safety and fire code requirements, and maintains architectural quality control. All work must be permitted and inspected by applicable municipal inspectors.

If you are contemplating any such work, please involve Cushman & Wakefield as early as possible to reduce time loss and ensure expeditious completion of your plans.

Any work initiated without the approval of the building owner is subject to removal at the tenant's expense. This procedure is strictly enforced. Both the building owner and the tenant may incur substantial risk if work does not meet all applicable legal requirements.