



Reminders from Management

- **Provide HVAC contract:**

One of the requirements of your lease is to have a HVAC contract. Please contact your local air conditioning company to get one set up. If you would like suggestions as to which reputable companies offer HVAC Contracts, please see our **Approved Vendors List**. All vendors must be approved by management and our office must have Insurance and workman's compensation of file prior to commencement of work.

- **Liability Insurance:**

Manager must always have your business's current liability coverage on file. When your insurance expires and you renew it, please send a copy of the updated insurance to management.

- **Overhead Signage:**

Please reminder to check your lights on your store front sign regularly.

- **Trash and Recycling:**

Please remember to **ALWAYS** break down boxes *before* putting them in recycling, to place your trash and recyclables in the appropriate dumpster and not leaving them outside the container, and to close the dumpster gates when you are done.

** Please remember to dispose of cigarettes in the ash tray on the wall outside & not in the shrubbery.*

- **No Storage allowed outside your unit:**

Please do not store any items or trash outside in front or behind your unit. Please keep areas outside your store free and clear of debris.

- **Vendor Roof Access:**

If vendors need roof access, please send them to the leasing office to get the appropriate key. Vendors must sign key out and make sure insurance information is current.

- **Parking:**

There is no assigned parking in the plaza unless permission by Landlord has been given. Please do not park in loading areas.