

France Place Office Center
3601 Minnesota Drive
Bloomington, Minnesota 55435

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ACCIDENT OR ILLNESS

1. Call 911 and state the following information:
 - a. You need medical assistance
 - b. Location:
 - Building name: France Place Office Center
3601 Minnesota Drive
 - Suite number:
 - c. Type of illness or injury
 - d. Individual present condition

2. Call Cushman & Wakefield/NorthMarq at 952.831.1001 and state the following information:
 - a. You have called 911 and requested medical assistance
 - b. Location:
 - Building name: France Place Office Center
3601 Minnesota Drive
 - Suite number:
 - Your name and individual's name, if known:
 - c. Try to make the individual comfortable, but do not move them.

BOMB THREAT

1. Keep your caller on the phone as long as possible, find out and record as much information as you can, i.e.:
 - a. Caller's intent, timing of bomb, location
 - b. Age
 - c. Sex
 - d. Accent or slang used
 - e. Background noise

2. Call 911 and state the following information:
 - a. You have received a bomb threat
 - b. Location:
Building name: France Place Office Center
3601 Minnesota Drive

Your company's name:
Suite number:
Your name:

3. Call Cushman & Wakefield/NorthMarq at 952.831.1001 and state the following information:
 - a. You have received a bomb threat
 - b. Your building name and suite number
 - c. Your name

NOTE: Please state to 911 that your building address is:

**France Place Office Center
3601 Minnesota Drive
(As it shows this address on their system)**

ELEVATOR

In the case of an emergency, proceed as follows:

1. Push button as indicated on floor buttons panel in elevator cab “PUSH TO CALL”
2. When the monitoring service answers, give the following information:
 - Building name: France Place Office Center
 - Floor number, if possible
 - Elevator number, located above buttons panel inside the cab
3. DO NOT try to force open the elevator doors.

WHAT WILL HAPPEN NEXT

1. An elevator technician will respond
2. Building personnel will be in communication with you by phone, elevator speaker system or from outside elevator
3. You will be assisted as soon as possible

EVACUATION

If evacuation becomes necessary, proceed as follows:

1. Form a line in the corridor leading to pressurized stairwells
2. Proceed by stairwell out of the building
3. Proceed away from the building to the east and out of the parking lot. Stand by for further instructions

DO'S

1. Listen for announcements over the building emergency paging system
2. Use pressurized stairwells to evacuate
3. Assist in moving handicapped to pressurized stairwell landings
4. Be prepared to merge with people evacuating from other floors
5. Watch for fire fighters coming up stairwells to handle the emergency

DONT'S

1. DO NOT go to the elevators- they will not respond
2. DO NOT run or create a panic
3. DO NOT return to your office until the "ALL CLEAR" is given

WHAT WILL HAPPEN NEXT

1. Emergency personnel will assist with the handicapped evacuation
2. You may hear further evacuation announcements
3. The "ALL CLEAR" will be given when it is safe to return to your office

FIRE

1. Close the door leading to the source of the fire
2. Call 911 and state the following information:
 - a. There is a fire emergency
 - b. Location:

Building name:	France Place Office Center
	3601 Minnesota Drive
Suite number:	
3. Call Cushman & Wakefield/NorthMarq at 952.831.1001 and state the following information:
 - a. You have called 911 and reported a fire emergency
 - b. Location:

Building name:	France Place Office Center
Suite number:	
4. Evacuate out of the building using stairwells

IN AN EMERGENCY

FIRST – CALL 911

This number provides direct access to police, fire, ambulance, and rescue assistance. IF one of the following emergencies occurs at France Place Office Center, **FIRST** call **911**, then call Cushman & Wakefield/NorthMarq at 952.831.1001 to assist in the emergency team response.

- To report a medical emergency
- To save a life
- To report a fire
- To report or prevent a crime that is occurring, has just occurred, or is about to occur

POWER FAILURE

In the event of a power failure in your space, call Cushman & Wakefield/NorthMarq at 952.831.1001 immediately. Open draperies and raise blinds to let in all available ambient light.

SEVERE WEATHER

Hennepin County Civil Defense will issue the severe weather warning by radio or civil defense sirens. Building management may also advise you of a severe weather warning. In the event of a severe weather warning, proceed as follows:

1. Move away from the perimeter of the building and external glass
2. Leave the exterior offices and close the door behind you
3. Seek shelter in corridors and interior offices

DELIVERIES

Handcart Deliveries- Please note the following:

All handcart deliveries must be made through the south building entrance only, using the automatic door opener if possible. Deliveries should be made using the freight elevator, located in the southeast corner of the elevator lobby.

ELECTRONIC CARD ACCESS

Access to France Place Office Center is by cardkey after building hours.

Building Hours

Monday-Friday	5:45 a.m.- 8:15 p.m.
Saturday	7:00 a.m. -2:00 p.m.
Sunday	Closed
Holidays	Closed

Cushman & Wakefield/NorthMarq provides each tenant with cardkeys which are then assigned by the tenant to specific employees. Each employee is responsible for his/her own cardkey. Transfer of cardkeys among employees is prohibited.

If an employee loses his/her cardkey, please report it to Cushman & Wakefield/NorthMarq immediately at 952.831.1001. When a cardkey is reported lost or stolen, it is immediately deleted from the computer memory, rendering it useless for future access. Replacements may be obtained from Cushman & Wakefield/NorthMarq for \$10.00 per card.

KEYS

Each tenant receives keys to their suite at move-in.

All dispersed keys are the responsibility of the tenant. In the event keys are lost or misplaced or if you desire to have suite entry changed, please contact Cushman & Wakefield/NorthMarq at 952.831.1001 to make arrangements. All locksets must be keyed to the building master key system to permit access to all areas of the building by the property manager or other officials in the event of a fire or other emergency.

All costs associated with keys, re-keying, or additional locksets will be billed separately to each tenant.

MOVE IN PROCEDURES

Moving and all necessary arrangements are the responsibility of the tenant. Cushman & Wakefield/NorthMarq will assist in every way possible to make your move into your new office easy and convenient as possible.

- Please inform us of your moving contractor and have your agent call to set up a meeting with us as soon as possible to discuss the proper move-in procedures.
- Please schedule all move-ins with Cushman & Wakefield/NorthMarq at 952.831.1001 at least one week in advance. All moves must take place at the North entrance of the building after 5:00 p.m. Monday through Friday, or anytime on Saturday or Sunday.
- Please have at least one representative from your company supervise your move and the moving company's activities through the entire move.

PARKING

Employee Parking

France Place Office Center has free surface parking for employees and guests. Parking is available on a first come first serve basis. Garage parking is also available at a monthly rate. Please call Cushman & Wakefield/NorthMarq for more information.

Visitor Parking

A visitor/client area is provided directly north of the building. Vehicles violating the visitor parking will be subject to towing.

Overnight and Long Term Parking

Overnight and long term parking in the surface parking lot is prohibited.

PERSONNEL AND PHONE NUMBERS

CUSHMAN & WAKEFIELD/NORTHMARQ

When calling Cushman & Wakefield/NorthMarq, please indicate that you are calling from France Place Office Center so that your call can be transferred to the appropriate manager.

Property Management

Heather Shultz, Senior Property Manager	763.591.6090
Ashley Voss, Assistant Property Manager	763.591.6090
Laurie Simmons, Property Protection	952.820.8761
Tammy Spencer, Building Engineer	952.831.1001
Dave Schendel, Building Maintenance	952.831.1001

Marketing

John McCarthy, Leasing Representative	952.893.7591
Larissa Champeau, Leasing Representative	952.893.8847

Janitorial

Harvard Maintenance – Michael Petyo	612.275-6698
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Bloomington Police Department	911
Bloomington Fire Department	911
Emergency Medical Assistance	911

SIGNAGE

Tenant suite signs, directional signs and company identification information for the building directory are ordered from Cushman & Wakefield/NorthMarq prior to your move-in. We furnish the original suite sign and one listing in the digital directory at no cost to you.

To place an order for the electronic directory or your suite sign, you should submit the following information to Cushman & Wakefield/NorthMarq. The order should be on company stationary and must be signed by an authorized representative. It is important to indicate exactly how the company or individual names and abbreviations should appear. Please furnish the information as soon as possible as production lead time is 4-6 weeks. Cushman & Wakefield/NorthMarq' fax number is 763.591.6086.

Suite Sign: Company Name
Suite Number

Electronic Directory: Company Name (as you would like it to appear to visitors/
clients)
Suite Number
Company Logo (sent as an ai or eps file)
Company Description (50 words or less)

SMOKING

In accordance with the Minnesota Clean Air Act, all common areas, corridors, restrooms, stairwells and other public areas designated non-smoking. Smoking is also prohibited in the parking garage.

SOLICITING

For the convenience and protection of our tenants, soliciting, selling and petitioning is prohibited. The posting of signs is not permitted without authorization from Cushman & Wakefield/NorthMarq. If a tenant observes any of these activities in the building, please inform the solicitor that such activities are not permitted in the building and notify Cushman & Wakefield/NorthMarq immediately at 952.831.1001. We will send a staff member to escort the individual from the premises.

BUILDING SECURITY

Building Hours

The building is open to the public between the hours of 5:45 a.m. and 8:15 p.m. Monday through Friday, 8:00 a.m. to 2:00 p.m. on Saturday, and locked on Sunday and Holidays. The building is accessible after hours by cardkey.

CONFERENCE ROOMS

France Place Office Center has two conference rooms for your use. One large conference room is located on the Lower Level of the building. Also, one large training center located on the first floor is available to tenants. Reservations are made on a first come first serve basis. Please reserve conference rooms online at www.northmarqdirect.com or with Cushman & Wakefield/NorthMarq at 952.831.1000.

CAFETERIA/VENDING/CASH MACHINES

A cafeteria and vending machines are located on the lower level.

HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

Cushman & Wakefield/NorthMarq is committed to a quick response to your heating or air-conditioning adjustment needs.

To adjust the temperature in your suite, please call 952.831.1001. A building engineer will be dispatched to make adjustments.

Tenants can assist in maintaining comfortable temperatures by closing blinds on the south side of the building on sunny days.

JANITORIAL SERVICE

Janitorial services are provided by Harvard Maintenance. Listed below is a brief overview of services that are provided routinely:

- Mop all tile flooring in office spaces as necessary, not less than twice a week.
- Vacuum carpeted areas (rugs) moving light furniture, other than desks, file cabinets, etc.
- Dust, wipe and polish clean all furniture, fixtures, desk equipment, displays, telephones, files (top, front and sides), window sills and blinds with specially treated cloths.
- Sweep and wash lavatory flooring. Wash and polish mirrors, clean toilets (including seats, piping and hinges), urinals and basins.
- Empty and clean wastepaper baskets, ash trays, receptacles, etc.
- Clean side light glass as necessary.
- Clean all sinks and countertops in kitchens, checking under sink areas for trash and cleaning as necessary.
- Spot clean all partitions and partition glass.

In the event services are not to your satisfaction, please call Cushman & Wakefield/NorthMarq so that we may respond to your needs in an efficient and effective manner. Additional services such as carpet cleaning and furniture cleaning are available from Harvard Maintenance for a fee. Tenants should call the Harvard Maintenance project manager at 612.275-6698 to obtain cost estimates and request additional services.

LIGHTS

Please report burned out lights to Cushman & Wakefield/NorthMarq at 952.831.1001. Maintenance personnel will be sent out to replace fluorescent tubes. There is no charge to replace building standard lighting.

Please remember to turn off lights to conserve energy.

MAIL SERVICES/ BUILDING ADDRESS

Mail

Mailboxes are located outside of the north entrance.

Mailing Address

For proper identification, incoming mail should be addressed as follows:

3601 Minnesota Drive, Suite XXX
Bloomington, Minnesota 55435

Express Boxes

Express boxes are located on the lower level of the building.

MAINTENANCE

In the event maintenance problems arise within your space or in the building common area, please notify Cushman & Wakefield/NorthMarq at 952.831.1001. Give your name, company name, suite number and the nature of the problem to the maintenance coordinator and maintenance personnel will be sent to assist you as soon as possible.

RECYCLING

To obtain recycling containers or information concerning recycling, please call the property manager at 952.831.1001.

STORAGE SPACE

Storage space is available for lease by calling the property manager at 952.831.1001.

TENANT CONTACT INFORMATION

TO: France Place Office Center
FROM: Heather Shultz, Senior Property Manager
RE: TENANT CONTACT INFORMATION

As the management company of France Place Office Center, we need to maintain accurate records. Please provide the information requested below and return to my attention, by fax, mail or email at your earliest convenience.

Ashley Voss, Assistant Property Manager
NorthMarq Real Estate Services, LLC
505 North Highway 169, Suite 285
Plymouth, MN 55441
PHONE: (763) 591-6090
FAX: (763) 591-6086
EMAIL: ashley.voss@cushwakenm.com

Thank you for your cooperation regarding this matter.

FRANCE PLACE OFFICE CENTER

COMPANY NAME _____

ADDRESS/SUITE # _____

General Office Contacts:

Contact #1 _____ Phone _____

Contact #2 _____ Phone _____

Office Fax Number: _____

Mailing Address- If different from above:

Contact _____ Phone _____

Address _____ Fax _____

After-hours Emergency Contacts:

Contact #1 _____ Phone _____

Contact #2 _____ Phone _____

Contact #3 _____ Phone _____

Do you have a security alarm on your suite? _____ Yes _____ No

If yes: Company Name _____ Phone _____

Contact Name _____ Phone _____

TRASH REMOVAL

Trash from normal everyday office operations will be removed nightly by the janitorial staff. Trash labels are provided by the cleaning contractor for items too large for waste baskets.

Disposal of furniture, delivery and equipment crates, etc. is the responsibility of the tenant.