

# **505 Waterford Park Tenant Handbook**

505 N Highway 169  
Plymouth, MN 55441

## **Introduction**

Welcome to Waterford Park. Our relationship with you is just beginning. We are dedicated to serving you in such a way that this relationship is a long and gratifying one for both of us. We always welcome your comments and suggestions for making your building a better one. On behalf of the entire 505 Waterford Park team, we hope you enjoy your new office.

## **Owner**

FSP 505 Waterford Corporation  
c/o NorthMarq Real Estate Services, LLC  
3500 American Blvd W, Suite 200  
Bloomington, MN 55431

## **Property Management**

NorthMarq Real Estate Services, LLC  
3500 American Blvd W, Suite 200  
Bloomington, MN 55431

On Site: Heather Shultz, Senior Property Manager  
505 N Highway 169, Suite 285  
Plymouth, MN 55441  
763-591-6090 ext. 202, open 8:30 AM through 4:30 PM

## **Management Office, Suite 285 .....763-591-6090 ext. 200**

Call this number for reserving building conference rooms, ordering access cards, keys, restroom cleaning, mechanical or equipment problems, for any emergency during normal business hours, for other information.

## **Dispatch Line .....952-831-1001**

This number can be called for maintenance requests such as your office temperature, light bulbs burned out, toilets plugged, etc.

## **[www.northmarqdirect.com](http://www.northmarqdirect.com)**

NorthMarq Direct is our interactive tenant web portal through which you can find building announcements and information, submit work order requests, reserve conference rooms and more. For log-in information, please contact the management office at (763)591-6090 ext. 200.

## **American Security .....763-591-6090 ext. 207**

This number should be called for any security needs or escort to your car after normal business hours.

## **Rental Payments**

Rent is due on the first day of the month. According to your lease, a late fee will be assessed if payment is not received in our office on the first of each month. You will receive an invoice unless you specifically request an invoice not be sent. All rental payments are to be made payable to FSP 505 Waterford Corporation, c/o NorthMarq Real Estate Services LLC (mail rent to the address noted on your monthly invoice.) Changes may occur from time to time and you will be informed in writing of any change of mailing address. Please keep management office informed of your present billing address.

**Additional Rent/Operating Expense**

Leases provide for payment of additional rent over and above the base rental amount. Your monthly invoice will reflect individual charges for these amounts. Additional rent is based on the total amount of full building operating expenses and real estate taxes pro-rated for each tenant's proportionate share of the building rentable area (for the % of the year occupied). During the year, a tenant's additional rent billing is based on a budget estimate for that year. The year-end reconciliations are done during the first three months of the following year and actual costs are reconciled against the budget amount which has been billed to the tenant every month. Your annual one-time charge or credit may appear on your April billing.

**After-Hours Activity:**

Please inform building management of all activities in your office after normal business hours. This includes construction, repair work, equipment installation, communications work, move in/out, special cleaning or security services, parties, etc. Notification allows us the opportunity to serve you better because we can inform our staff of your special requirements. Building access after hours for services or special visitors requires building management notification and approval.

Normal building hours are 7:00 AM-6:00 PM Monday through Friday

Please use your access card for admittance at other times. You may have to sign in at the guard's desk, located on the first floor. Standard heating and ventilation hours occur between 8:00 AM and 6:00 PM Monday through Friday, and on Saturday from 8:00 AM-1:00 PM. Sundays and holidays upon request only.

**After Hours Heating and Air Conditioning**

After hours heating and air conditioning is available upon request by calling the property management office at 763-591-6090 ext. 200. Requests must be made 48 hours prior to the desired service and may be billed back at a nominal fee.

**After Hours Building Access**

The building doors are controlled by a computerized card access system which automatically locks and unlocks doors and allows 24-hour access to the building. The card is used in lieu of a key to allow entry into the building if an employee is authorized. Your key is used for entry into your individual suite.

**Elevator and Stairwell Access**

After 6:00 PM the elevators are put on security access. Each floor is assigned an elevator code to be used in conjunction with the floor to be accessed. To obtain the elevator code for your floor, call the management office at (763) 591-6090 ext. 200. Please note the stairwells (going up) are locked at all times for fire safety reasons.

**Tunnel Access**

The tunnel to the 605 building is located on the lower level. The tunnel doors are locked from 6:30 PM until 5:00 AM daily.

### **Card Control**

Employee access cards should be requested from the Cushman & Wakefield/NorthMarq Real Estate Services office by your tenant liaison using a standard form. To obtain a copy, please contact the office at (763) 591-6090 ext. 200. A copy is also provided in your handbook. Please fax completed forms to (763) 591-6086.

### **Card Distribution**

Cards will be distributed to employees by the designated tenant liaison.

### **Card Ownership**

Cards are the property of the building. As they are quite expensive, please impress upon your employees the need to be responsible with their cards. Please try to collect cards from all employees or contractors that will no longer be using them. Cards can be re-assigned, deactivated, or re-issued by sending the access card change form to the management office.

### **Changes to Access Authorization**

Form is enclosed for sending cardholder changes to the management office. This would include employee additions and deletions as well as changes in access level.

### **How to use an Access Card**

Card must be placed within six inches of proximity reader. A green light will be displayed and the door will unlock for approximately 10 seconds. If a red light is visible, it could be because your card is invalid, it was improperly run through the reader, or the reader has malfunctioned. Access will be denied. If access is denied after a few tries, and you believe this to be a reader error or card programming error, please contact the management office.

The access card has been assigned for YOUR personal use. When used properly, it is your personal key to our building, allowing you to unlock doors and access elevators to authorized areas after normal business hours.

The use of your access card is automatically recorded and it is important that ONLY you use your access card. If your card is lost or stolen, report it immediately to your Property Management Office. Your missing card will be deactivated and you will be issued a replacement. Note that there may be a cost associated with replacement cards.

If for any reason you must return your card, please DO NOT fold or cut the card. The card is the property of 505 Waterford. There may be a cost to you in the event your access card is lost, stolen, or not returned upon request.

### **Care of Your Access Card**

With proper care, your access card should last for several years. Your access card is made of plastic. Therefore, you should avoid leaving your card in temperature extremes. Very cold temperatures may cause your card to crack, just as high temperatures may cause your card to warp or melt. Please keep this in mind. Please do not store your card in an environment that requires it to be frequently bent, such as a back pocket.

505 ACCESS CARD PROGRAMMING REQUEST

ATTN: MANAGEMENT Direct # (763) 591-6090 ext.200 FAX# (763) 591-6086

PLEASE NOTE: All access card requests MUST be in writing

DATE:
NAME:
COMPANY:
SUITE #:
PHONE#:

Please check a box below to indicate your programming needs.

\*Please Indicate card number where appropriate

- Issue new card
Activate card
Delete card
Reassign card
Change Access Level on card

Name of cardholder: (Please print)
Is this a new cardholder? (please circle) YES or NO
What kind of building access does this person need?

Please check a box below to indicate your programming needs.

\*Please Indicate card number where appropriate

- Issue new card
Activate card
Delete card
Reassign card
Change Access Level on card

Name of cardholder: (Please print)
Is this a new cardholder? (please circle) YES or NO
What kind of building access does this person need?

Please check a box below to indicate your programming needs.

\*Please Indicate card number where appropriate

- Issue new card
Activate card
Delete card
Reassign card
Change Access Level on card

Name of cardholder: (Please print)
Is this a new cardholder? (please circle) YES or NO
What kind of building access does this person need?

Authorized Signature:

Check here if you require a confirmation call

## **Key and Lock Procedures**

Tenant suite doors are card or key operated, and tenants will be issued one key for every 1,200 square feet of space at no charge. Additional keys will be issued upon request. All keys are to be obtained from other sources. The standard keys are Do Not Duplicate keys for your premise protection. There will be a charge of approximately \$150.00 (during business hours) for door locks that are changed at a tenant request (this amount is determined by the service vendor and is subject to change).

## **Insurance**

In accordance with your lease, please provide the management office annually with the required insurance certificates. In order to obtain insurance, your carrier may request specific information relative to building design and construction. The building insurance policy covers liability but does not cover loss or damage to tenant premises, valuables, furniture or equipment. It also has no coverage for an accident within tenant premises. Please make sure your insurance certificate is in accordance with your lease as to its required amount and liabilities, and lists FSP 505 Waterford Corporation, FSP Property Management LLC, and NorthMarq Real Estate Services LLC as Additional Insured.

## **Building Services:**

### **Cleaning**

The building is cleaned five evenings per week after normal business hours. Your input relating to cleaning is appreciated. Please call the management office at (763) 591-6090 ext. 200 if you have any comments or concerns. You may request additional services, which will be charged to you on a price quote basis. Following is a partial list of requested services:

- Hard Surface Flooring
- Stripping and Waxing
- Carpet Shampooing
- Upholstery Cleaning
- Extended Hours Cleaning

If you have special work hours and special cleaning services are required, there may be a charge for extended hour services. Please communicate your needs to the management office. We encourage you to request contract employee identification when someone enters your suite at any time. A contract employee is instructed to keep your suite door locked during cleaning. Please report to management if locking is not taking place.

### **Daily General Building Cleaning for Tenant Space:**

- Sweep, damp mop and buff all hard surface floors.
- Vacuum all carpeted areas and rugs. Move light furniture as required to do a satisfactory job. A crevice tool will be used next to a wall (edge vacuum once per week).
- Spot clean all carpet stains as required to maintain carpet appearance.
- Empty all wastepaper baskets. Wipe clean ashtrays, receptacles, etc. Wash wastebaskets upon request. Provide liners for wastebaskets that get wet trash regularly.
- Dust and wipe clean all furniture, files, fixtures, telephones, window sills, chair rails, window blinds, door louvers, etc. Provide written schedule. Tenant upholstered furniture to be vacuumed twice per year or upon request.
- Damp wipe off marks on vinyl walls.
- Set all window Venetian blinds for uniformity. Report inoperative cords, etc.
- Clean glass partitions, entry sidelights, interior windows as needed.
- Clean table and desktops that have been cleared and clearly marked for cleaning. Dust waiting room tables on a weekly basis.
- Report in writing inoperable lights as observed.
- Vinyl baseboards: remove stains and wash as needed.

Tenant carpet shampooing and special hard surface treatments are done at tenant's request and tenant's expense.

### **Trash**

Daily trash is kept inside your premises during business hours. To protect you, items which are not clearly marked "trash" (except for those items inside wastebaskets) will not be removed from your office. Please obtain "trash" stickers from the management office.

### **Elevators**

The building is equipped with six Otis elevators. The elevators, as noted in the card access section, are controlled automatically by the computer system on some floors after normal business hours.

Elevators are equipped with emergency lighting and telephones. Instructions for emergency telephone usage are posted on the telephones. These telephones are answered 24 hours daily. Elevators are a very safe vertical transportation method, but like all mechanical equipment, they may periodically become inoperable or malfunction. Please report all malfunctioning elevators to the management office so repairs can be handled expediently. In the event of power failure, elevators stop and individuals are temporarily caught inside the cab. Please instruct all employees to ring the emergency elevator alarm and to immediately use the elevator phone. Battery backup on the elevator phones assures they will continue to operate during a power outage.

### **Freight Elevator**

The first elevator is the designated freight elevator. All freight must come in the delivery entrance through the loading dock, into the lower level lobby and into the freight elevator. Please communicate this to your vendors and companies making deliveries to you so that they use this procedure for deliveries. Freight will not be accepted at any other building doors. Freight elevator dimensions are as follows: Wt: 3,500 lbs. Doors have 4' clearance. Height of door is 7' or 84". Cab size is 6'8" wide by 5'5" deep and 9' high.

### **Loading Area**

The building loading area is located on the lower level in the northeast corner of the building. All building deliveries are to come to this Delivery Entrance. Deliveries, depending on how you specify your place of delivery, will be picked up by the tenant at this entrance on the day of delivery. Please make arrangements with the drivers to appropriately inform you when deliveries are expected and when they actually occur so that you can be prepared. This area will be kept free of deliveries to be convenient and safe for all users.

### **Mail Room**

The mailroom is located on the lower level by the elevators. At this location, the Plymouth Post Office has a substation for mail sorting and distribution. It has outgoing mail with a late pickup at 5:00 PM weekdays. The building has provided a central delivery system (mailbox with keys) for your convenience so that mail is available each weekday. Your tenant liaison will receive time you occupy your new office. The management office does not keep additional mailbox keys. Each tenant is responsible for providing any additional keys they may need.

Postage, special mailing and other services will be handled at the Post Office address listed below:

### **US Post Office**

3300 Plymouth Blvd  
Plymouth, MN

**Express Mail**

Overnight courier drop boxes are located on the lower level in the service area.

**Newspapers**

Newspapers are available on the lower level in the convenience store. If your suite receives a regular newspaper, they will be available for pickup in the first floor lobby area on the right side ledge.

**Building Conference Rooms**

The main building conference room is located in Suite 195 on the first floor and is free for tenant use. Scheduling of the conference room can be done by logging on to [www.northmarqdirect.com](http://www.northmarqdirect.com) or by calling the management office at 763-591-6090 ext. 200. The room will seat 14 around the conference table and has 10 stack chairs for additional seating. The conference room is equipped with an unsecured wireless internet server. Scheduling can be done up to six months in advance. In the event there are a number of tenants who desire to have a simultaneous standing reservation, those tenants will be contacted by management to resolve scheduling. The conference room is unlocked daily by the guard. Each time the conference room is used, please be courteous of others and clean it up so that it is ready for the next user. Your cooperation in proper conference room use will be appreciated.

**Garage Parking**

Garage parking is available for lease to tenant employees. The spaces are limited and leasing will be on an allocation basis based on tenant size. For further information on garage leasing, please contact the management office. The reserved area of the lower level of the parking ramp is also available for lease on a first come, first serve basis.

**Parking and Visitor Parking**

Visitor parking is provided for visitors to the building, and clearly marked on the upper ramp level adjacent to the main lobby doors. Visitor parking is subject to a two hour maximum to ensure its continued availability for building visitors. Cars parked in the specified visitor parking which violate the parking restrictions are subject to being towed, at the car owner's expense. Please be respectful of others in your use of this area. The lower level parking area on the south side of the ramp area is marked "reserved". These spaces are clearly marked and patrolled. Violators will be towed at their own expense. If you need to leave a vehicle in the parking lot overnight or on the weekends, please call the Cushman & Wakefield/NorthMarq Real Estate Services Management office.

### **Emergency Procedures**

An emergency procedures manual is on NorthMarq Direct ([www.northmarqdirect.com](http://www.northmarqdirect.com)). Additional copies are available from the management office upon request.

### **Fire Life Safety System**

In the event of a power failure or fire, do not use elevators. Use building stairways to immediately evacuate the building. Elevators are provided with battery backup lighting and telephone in the event of a power failure.

### **Tenant's Emergency Numbers**

In the event of an after-hours building emergency, it may be important for management to contact a representative of your company. Therefore, the management office continually maintains a tenant emergency number list. Please send us your personnel emergency numbers on the enclosed form every April 1<sup>st</sup> and October 1<sup>st</sup>. This form will aid us in serving you better.

### **Tenant Liaison**

Each tenant of 505 Waterford Park should designate an authorized tenant liaison to serve as the primary contact for communications with the management office. Please keep the management office informed of this individual's name and phone number so we can provide excellent service to your company. (Please refer to attached "Contact List" form, and audit annually.)

### **Building Floor Plans**

We encourage you to complete, document and distribute to each of your employees emergency and fire evacuation plans. Building floor plans showing available exits may make your instructions easier for your employees to understand. Floor plans are available upon request from the management office.

### **Signage and Directory**

#### **Tenant Door Signs**

A tenant plaque has been designed to be located beside tenant entry doors. Consistency in signage will help to keep 505 Waterford a very attractive building. Any signs, temporary or permanent, require management office approval prior to installation.

The initial standard tenant entry plaques are provided by the building. If updated signage is needed, the cost of this is at the tenant's expense. Signage costs vary depending on the amount of information on the sign and whether or not you require a logo. The plaque is designed with a separate stainless steel frame to keep your replacement signage costs at a minimum.

#### **Building Directory**

The lobby level has a building directory by the elevators. Please inform the management office of your directory needs. Space per tenant may be limited by management office.

#### **Floor Loading**

The 505 Waterford building has a floor maximum of 100 pounds of weight for each square foot of floor space. For special equipment such as vaults, computer room equipment or air conditioning equipment, a structural engineer will be consulted by the tenant or management office to determine if your equipment meets the building capacity. This floor load maximum exceeds many buildings being constructed today in the market and allows you greater flexibility in use. All installations of equipment are to be reviewed jointly by tenant and the management office.

## **Rules and Regulations**

The building rules and regulations are published and included in the standard building lease. All rules and regulations are subject to change by the building management.

## **Tenant Parties**

If you have plans for a party, reception, or open house, please contact the management office at least two (2) weeks in advance. We would like the opportunity to advise our staff in advance and to offer to help you. These are some common issues to think about:

- Your heat and air conditioning can be activated by contacting the management office.
- If you are serving liquor, host liquor liability insurance is required.
- Trash is often times not considered so you should make specific plans relating to trash collection and disposal.
- Burning candles and some special effects can set off the fire alarm and sprinklers.

## **Window Treatments**

The building provides standard horizontal window blinds. Repairs and adjustments will be handled by building management; please call the management office at (763) 591-6090 ext. 200. All additional window treatments (interior) must be purchased by the tenant and installed with building management approval. Blinds are to remain in the completely down position or up position at all times. Tenants located on the main building levels with blinds facing the interior lobby areas are to keep those blinds down at all times. Window ledges should remain free of articles that damage or hamper the proper use of the blinds.

The purpose of having a policy on blinds is to provide a building appearance that is appealing from the building exterior. Blinds, facing both the exterior and interior, that are consistently positioned give the entire building a more professional image. Blinds help camouflage the office clutter from the view of the general public. Your building will have a more professional look if care is taken in window treatments.

## **Storage Areas**

505 Waterford Park has storage space available. Storage areas are available on separate leases at various terms depending on your needs. Contact the management office for information on availability of storage. Storage areas are to be kept free of flammables and all toxic materials.

## **Property Protection**

The management office will respond immediately upon tenant request if there is a concern with a building visitor. Please report unusual occurrences to the building management. These reports will aid management in identifying patterns in the building in the event we should experience an unusual activity.

Proper protection of the building's tenants is management's ongoing objective. Protecting your premises from unwanted traffic should be handled by you. Please keep back doors locked for your protection, and monitor traffic at your main entrance. Using an employee awareness program will aid in providing a more secure environment.

### **Guard Service**

A guard is stationed in the first floor lobby from 4:00PM through 8:00AM Monday through Friday, and continuously over the weekend and designated holidays. After-hours escort service and any emergency which requires the guard should be requested by calling (763) 591-6090 ext. 207. Entrance to the building after-hours is by card access.

### **Soliciting**

A No Soliciting decal is displayed at the entries and no soliciting is permitted in the building. Please feel comfortable requesting solicitors to leave your premises, and please call the management office at (763) 591-6090 ext. 200 to report unwanted solicitors to the building.

### **Smoking**

The Minnesota Clean Indoor Act enacted a new law that states, "All non-posted public building areas are non-smoking." All other areas of the building are designated no smoking including the building entries, vestibules, stairwells, restrooms and elevators. Please inform your employees of the no smoking policy and discourage any smoking just outside the building doorways around the entries. Benches and receptacles are provided outside by the lower level pond area. Please work with building management on compliance with building rules relative to smoking.

### **Recycling**

A recycling program has been established with Allied Waste, Inc. 505 Waterford recycles paper, plastic, glass, & aluminum. Your cooperation in achieving success in this cost and ecology savings measure is requested. Specific instructions and containers for recycling will be provided by the property management office and/or cleaning supervisor.

### **Moving Policy**

The following rules pertain to moving furniture, equipment and supplies in or out of 505 Waterford Park.

### **ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE PERMITTED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.**

- All walls, door facings, elevator cabs and other areas along the route to be followed must be inspected by the movers in conjunction with the building manager before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
- Any damage to the building or fixtures caused by the move will be repaired and/or paid for by the moving company and/or the tenant.
- Only the assigned freight (first) elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is granted by the Landlord. The weight limit is 3,500 lbs. The dimensions of the elevator are 5'5" deep, 6'8" wide, 9' high ceilings, 48" wide doors, and the door height is 7'.
- The tenant must make arrangements with the management office for use of the freight elevator for each move and a firm time will then be established prior to finalization of move-in plans.
- The move must be scheduled after 5:15 PM on weekdays or on Saturday or Sunday with prior arrangements. Any additional after-hours costs are to be paid by Tenant.
- The standard move route will start at the loading dock, move into the lower level lobby and then into the freight elevator, or the reverse for a move-out.

## MOVING COMPANY INSURANCE COVERAGE REQUIREMENTS

The moving company must carry the insurance coverages listed below and must adhere to these requirements:

- Workers compensation with statutory benefits and limits which shall fully comply with all state and federal requirements applying to this insurance which shall also include Broad Form All States and Voluntary Compensation Endorsements; and Employer's Liability Insurance with limits of not less than \$100,000 per accident; \$500,000 per disease; and a \$500,000 policy limit on disease.
- Automobile Liability Insurance in the Contractor's name including owned, non-owned, leased and hired car coverage listing Owner as additional insured, and containing a severability of interest endorsement. Limits of Liability shall not be less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
- Comprehensive General Liability Insurance in the Contractor's name which shall include: personal injury, owner's and contractor's protective liability endorsement (commonly called X C and U hazards), products completed operations, blanket contractual and broad form property damage coverage, including severability of interest clauses, with owner listed as additional insured with bodily injury and property damage of combined single limits of not less than \$500,000 per occurrence.

The limits set forth above are minimum. If higher coverages are carried by the moving company, claims may be filed for those higher amounts.

Each moving company which moves furniture, equipment and/or supplies through this building shall make arrangements with their insurance company to supply the building manager with a certificate of insurance reflecting these coverages 24 hours before the move takes place. They are also required to provide Landlord with a current certificate of insurance evidencing the above coverages and indicating owner as additional insured.

Any and all refuse or trash generated as a result of the move shall be hauled off the property by the moving company during the same day that the move takes place. The building is not equipped to handle moving cartons and/or trash without prior arrangements.

In the event the move shall take longer than one day, the building manager shall walk the route with the movers each day to ensure that no damage has been incurred.

In addition, the moving company must agree to protect, indemnify and save Landlord harmless from and against all claims, demand and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts of omissions of moving company, its agents, employees or representatives or subcontractors. We require that moving companies list **FSP 505 Waterford Corporation, FSP Property Management LLC, and NorthMarq Real Estate Services LLC** as additional insured on their Certificate of Insurance. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

Additionally, when any large items are being moved in or out of the building, it is necessary to coordinate these actions with the building management office for use of the freight elevator. No items shall be authorized to leave the building without authorization on your firm's letterhead and verbal coordination with the building management office in advance.

## Tenant Moving Checklist

IN addition to our working together on completing the lease, the process will continue by our working together on the design and construction of your space. There are major elements which require tenant attention in order for you to have a well-orchestrated move into 505 Waterford Park. To better serve your needs, we have compiled a checklist of some of the elements involved. Again, we are available to assist you in making these decisions.

1. Furniture. You may wish to purchase new furniture for your new space. Depending on your selection, delivery time typically runs 6-12 weeks but can run up to four months or more. Decisions on new furniture should be a top priority item.
2. Telecommunication Systems. You will need to arrange for a telecommunication system in your new space. With the deregulation of this industry there are numerous options available. Again, there may be long delivery times involved to get the required equipment, so a selection should be made as early as possible. You may also wish to purchase your long distance phone lines from someone other than AT&T.
3. Qwest. Regardless of the telecommunication system chosen, you will have to notify Qwest of your move. This should be done at least 6 weeks prior to your move-in Date. Data Communications. You will need to arrange for data communication cabling if you have numerous CRT's, computers, word processing stations or other such equipment. This work is generally, but not always, included in the interior construction work performed by the building.
4. Moving Company. You will need to arrange for a moving company to transport your furniture, fixtures, supplies, and other items to your new space. Depending on the amount of furniture and equipment to be moved, the mover shall be notified from six to 10 weeks in advance of the move.

Some specific mover concerns are as follows:

- Define scope
  - Understand timing
  - Assign a move supervisor
  - Provide mover with floor plans
  - Provide movers with moving rules
  - Request mover to help you inform employees
  - Include mover in employee meetings
  - Be prepared with emergency staff and building management telephone numbers for the actual move
  - Understand elevator usage rules
  - Delegate packing and labeling
5. Equipment Moving. You may have equipment that requires a special mover. An example of this would be a mainframe computer. Many conventional moving companies will not move this type of equipment.
  6. Business Forms. You will need to arrange for new business forms (stationery, calling cards, envelopes, etc.) with your new address and phone number.
  7. Post Office. You should notify the Post Office of your new address about two weeks prior to the move. Once you are in 505 Waterford Park, your mail may be picked up on the Lower Level at the central delivery system boxes. You may obtain assigned mailbox number from management office upon move-in.
  8. Deliveries. Provide specific delivery information on all current outstanding orders to assure you receive your deliveries.
  9. Grand Opening Celebrations. Once your move is complete and you are comfortable in your new space, you may wish to have a grand opening celebration. NorthMarq Real Estate Services can assist you in making arrangements for this celebration.