



Baker Technology Plaza Tenant Handbook

5909-6121 Baker Road
Minnetonka, MN 55345

Personnel and Phone Numbers

Owner

Utah State Retirement Fund
c/o NorthMarq Real Estate Services LLC
3500 W 80th St, Suite 200
Bloomington, MN 55431

Property Management

NorthMarq Real Estate Services LLC
3500 W 80th St, Suite 200
Bloomington, MN 55431

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

NorthMarq Real Estate 24-Hour Service Line.....952-831-1001

This number should be called for all maintenance requests such as your suite temperature, exterior lighting, etc. The line is also for all emergency calls, 24-hours a day, seven days a week.

Rental Payments

Rent is due on the first day of the month. According to your lease, a late fee may be assessed if payment is not received in the management office by the first of the month. You will receive an invoice unless you specifically request that an invoice not be sent. All rental payments are to be made payable to Utah State Retirement Fund

Utah State Retirement Investment Fund
c/o Wetmark\CBRE A12
Baker Tech
PO Box 70723
Chicago, IL 60673-0723

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's rental 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 applied to the tenant every month. Your annual one-time charge or credit may appear on your April billing.

Key and Lock Procedures

Each tenant receives a key to their suite at move-in. All dispersed keys are the responsibility of the tenant. A master key system is in place for the building and emergency personnel. Therefore, it is extremely important to coordinate key and lock requests through the management office. There is a service fee for door locks that are changed at a tenant's request (this amount is determined by the service vendor and is subject to change).

Safety and Property Protection

Our company strives to provide sound door locks; adequate interior and exterior lighting; keep walkways free of ice, snow and debris; and provide a fire protection system and regularly inspect the property.

Interior

You are responsible for maintaining the interior of your leased space. This includes cleaning, plumbing and repair work. If you decide to do any alterations, please contact the property manager before work begins, to obtain owner approval.

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 the building design and construction. The building insurance policy covers liability, but does not cover loss or damage to tenant premises. 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 **Utah State Retirement Fund, CB Richard Ellis Investors, and NorthMarq Real Estate Services LLC** as additional insured.

Services Provided

Snow removal, lawn care and shrub care, exterior window cleaning, parking lot maintenance, exterior litter removal, quarterly heating/cooling unit maintenance inspection and changing filters, and interior maintenance service in vestibule area.

Maintenance Requests

Please feel free to contact the property manager or other staff personnel if your company has any type of maintenance-related problems, such as electrical, plumbing, heating, doors, locks, roof leakage, etc. If the problem is our responsibility, we will repair it at no charge. If it is your responsibility, we will gladly handle the problem for you either by repairing it ourselves or by hiring an outside contractor and billing you for the work. We will do our best to keep the repair costs as low as possible.

The Building Engineer has the responsibility of maintaining, servicing, and handling tenant concerns about the heating, ventilation and air conditioning systems for your building. If you should have any questions or request on the mechanical system, please call (952) 831-1001, our 24-hour service line, or you may make a request by logging onto NorthMarq Direct (www.northmarqdirect.com). Contact the property manager for a login ID and password.

Parking

We have provided adequate parking for your convenience and safety. Avoid parking any vehicles in front of your neighbor's suite, or in any space marked handicapped. Please do not drive over 10 miles per hour in the parking lot. NorthMarq Real Estate Services cannot be held responsible for theft, loss or damage to vehicles or their contents. We encourage you to remove items of value from your vehicle if it is to be left in the lot.

Parking Lot Maintenance

The parking lots are swept twice annually, once in the Spring (April/ May) and once in the Fall (September/ October). Please help us keep the facility clean by using the trash containers in your suite.

Trash Removal/Recycling

Tenants are responsible for contracting their own trash removal/recycling. The lease requires all tenants to keep their trash containers inside their warehouse space in order to keep the exterior of the building aesthetically pleasing. The following are a few suggested vendors:

Aspen Waste- (612) 884-8000

Allied Waste management- (952) 941-8394

Hazardous Waste Disposal

NorthMarq Real Estate Services believes providing a healthy environment is important for our clients. We will continue to respond to environmental regulations set forth in our industry.

To prevent an environmental emergency, we request your assistance with the following preventative measures:

1. Read all labels and containers thoroughly.
2. Follow the proper directions for use and storage
3. **Do not** mix unknown substances.
4. **Do not** dispose of hazardous materials with regular trash.
5. If you are in search of the proper disposal guidelines, suspect contamination, or have questions, contact the Minnesota Department of Health at (612) 348-1919

Smoking Policy

There is no smoking inside the premises at any time. Smoking should take place at your rear entrance. Extinguish all butts into a tenant provided container. Never litter cigarette butts on the ground.

Window Cleaning

We clean the exterior windows of the building twice per year, once in the spring and once in the fall. If you would like your windows cleaned more often, please inform the property manager. There will be a charge for any additional window cleaning.

HVAC

Should you have any questions concerning the HVAC system, please call (952) 831-1001 or the Property Manager and your message will be communicated to the Building Engineer.

Janitorial Service

Tenants are responsible for their contracting their own Janitorial Service. The following is a few recommended cleaning vendors:

American Building Maintenance- (612) 333-2144

Marsden Building Maintenance- (651) 641-0523

Signage

All signage requests must be coordinated and approved by the property manager.

Telephone

Access to the connection room where the telephone lines originate must be coordinated through the management office at least 24 hours in advance. The following are a few suggested telephone service providers:

Qwest Business Services- (800) 603-6000

Integra- (877) 953-7747

Emergency Notification Names

We request that each tenant provide NorthMarq Real Estate Services with names and alternate telephone numbers of the tenant's employees who should be notified in case of an after-hours emergency in your office. All telephone numbers will be held in strict confidence. Please complete the attached Tenant Contact List and return it to the management office via fax at (763) 591-6086. It is the tenant's responsibility to inform property management of any changes to their after-hours contact list.

**BAKER TECHNOLOGY PARK
CONTACT LIST**

COMPANY NAME _____

ADDRESS/SUITE # _____

OF ON-SITE EMPLOYEES _____

General Office Contacts:

Principal _____ Phone # _____
Email _____

Facilities _____ Phone # _____
Email _____

Accounting _____ Phone # _____
Email _____

Office Fax # _____

After Hours Emergency Contacts:

Contact #1 _____ Home Phone # _____
Cell Phone # _____

Contact #2 _____ Home Phone # _____
Cell Phone # _____

Please complete and return via fax to (763) 591-6086