



**GRUBB & ELLIS.**  
From Insight to Results

## WELCOME TO

# Seven Mile Crossing

You, our Tenant, are an integral part of Seven Mile Crossing. Through the highest standards of Grubb & Ellis Management Services, Inc., our goal is to serve you and provide you with the quality work environment that your business demands.

This handbook contains general information for tenants and their employees. The purpose of this book is to facilitate daily operations and answer questions that may arise regarding your occupancy at Seven Mile Crossing.

The contents of this Tenant Handbook do not amend the terms of your lease agreement or change any rules and regulations of the building. In case of informational updates or changes of policy, management will provide supplemental pages to this handbook.

We extend to you our cooperation and most cordial welcome to Seven Mile Crossing..

### **GRUBB & ELLIS MANAGEMENT SERVICES, INC.**

**Suite 190  
38701 Seven Mile Road  
Livonia, MI 48152**

**(734) 462-8405**

**(734) 462-2050 Fax**

# TABLE OF CONTENTS

<b>I.</b>	<b>GENERAL POLICIES .....</b>	<b>3-9</b>
A.	Telephone Numbers.....	3
B.	Building Access/Suite Keys/Electronic Directory .....	4
C.	Move In/Receiving .....	5
D.	Important Information .....	5
E.	Mail .....	6
F.	Soliciting.....	6
G.	Deliveries/Moving .....	6
H.	Door Signs/Directory Information.....	7
I.	Elevators .....	7
J.	Emergency Contact List .....	7
K.	Tenant Office Security.....	8
L.	Preventive Measures.....	8
M.	Amenities.....	9
N.	Smoking Policy.....	9
<b>II.</b>	<b>EMERGENCIES .....</b>	<b>10-14</b>
A.	Life Safety Systems .....	10
B.	Accident or Illness .....	10
C.	Workplace Violence .....	11
D.	Elevator Emergency.....	11
E.	Power Failure.....	11
F.	Severe Weather .....	11
G.	In Case of Fire.....	12
H.	Evacuation .....	13
I.	Bomb Threat .....	14
<b>III.</b>	<b>SERVICES .....</b>	<b>15-18</b>
A.	Maintenance.....	15
B.	Emergency Service .....	15
C.	Lights .....	15
D.	Plumbing.....	15
E.	Response Time.....	15
F.	Building Temperature .....	15
G.	Locks.....	16
H.	Housekeeping .....	16
I.	Trash Removal.....	16
J.	Moving Assistance.....	17
K.	Telephone Systems & Cable Installations .....	17
L.	Rental Payments .....	18
<b>IV.</b>	<b>PARKING.....</b>	<b>19</b>
<b>V.</b>	<b>BUILDING RULES .....</b>	<b>20-22</b>
<b>VI.</b>	<b>CONTRACTOR WORK RULES .....</b>	<b>23-27</b>
A.	General Information .....	23
B.	Building Protection Systems.....	24
C.	Construction Operations.....	24
D.	Project Completion .....	26
<b>VII.</b>	<b>EXHIBITS</b>	
A.	Tenant Contact Information	
B.	Tenant Fire Wardens	
C.	Tenant Insurance	
D.	Building Access Card/ Suite Keys	
E.	Tenant Signage	
F.	Satellite Dish	
G.	Vendor Insurance	
H.	Tenant Request Form	
I.	Conference Room Info & Reservation Forms	

- J. Tenant Alarm Information
- K. Tenant Exterior Digital Directory
- L. Tenant Special Event Request

## **I. GENERAL POLICIES**

### **A. TELEPHONE NUMBERS**

As a central reference, the following telephone numbers are listed for your convenience:

#### Building Management

SMC Investors, LLC	(734) 462-8405
c/o Grubb & Ellis Management Services, Inc.	
38701 Seven Mile Road – Suite 190	(734) 462-2050 Fax
Livonia, MI 48152	

#### Regional Office

Grubb & Ellis Management Services, Inc.	(248) 357-5756
26555 Evergreen, Suite 500	
Southfield, MI 48076	(248) 357-2508 Fax

#### Police, Fire, Ambulance

Livonia Emergency Services	911
Livonia Police Non-Emergency	(734) 466-2470
Livonia Fire Department Non-Emergency	(734) 466-2444

#### Hospital

St. Mary's Hospital - 36475 Five Mile Rd.	(734) 464-4800
Mission Health Medical Center	(734) 462-2300
37595 Seven Mile Road	
Urgent care 8 am – 10 pm year round	

FBI	(810) 879-6090
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Poison Control Center	(313) 745-5711
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Post Office (37500 Pembroke)	(734)591-0987
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## B. ***BUILDING ACCESS***

### 1. *Card Access Procedures*

- a. The building has a card access system designed to provide effective access control for visitors and tenants. The doors will automatically unlock at 6:30 a.m. and lock at 6:30 p.m. Monday through Friday. All access required into the building outside of these time frames will require the use of a Building Access Card. However, you may exit the building at any time without a card. The card readers are located at the north and south entrances of Building 38701 and 38705. The card readers are located at the north, south and west entrances of Building 38695.
- b. We will require you to provide us an authorization list indicating specific individuals to be personally issued an access card. As a part of the issuance package, further detailed instructions will be provided.
- c. All additional or replacement access card requests must be submitted in writing to our office. New activations are \$5.00/card, any lost or damaged card will be billed at \$25.00 per card. Access cards can be reassigned to other personnel in your office.

### 2. *Suite Keys*

- a. Tenant is provided two (2) keys per each lockset.
- b. Additional suite keys will be issued in the same manner as access cards. Therefore, you will be required to provide us an authorization list for suite key issuance. There will be a modest charge for keys.
- c. All further requests for keys must be submitted in writing to our office.

### 3. *Electronic Directory Phone*

The building has an electronic directory phone capable of allowing a visitor to have communication capability with **SEVEN MILE CROSSING** tenants. To operate the system from the building exterior, press the key, which reflects the first alphabetic character of the tenant's name. Upon locating the tenant's name, press the designated code listed on the panel. Connection to the desired tenant (through the tenant's telephone) will follow. You must provide a telephone line that is not answered by an answering machine, answering service or voice mail system. **The system will not work without an independent telephone line that can be answered during non-business hours by someone in your suite.**

### C. ***MOVE IN/RECEIVING***

**SEVEN MILE CROSSING** has been designed to provide easy delivery of materials with limited disruption to the building.

All routine building deliveries (UPS, Federal Express, and U.S. Mail) should be made through the south entrance doors of each building. Larger deliveries (furniture, large equipment) should be made through the south entrance of 38705; at the loading dock of the south side of 38701; and through the south entrance of 38695.

Please provide us advance notification of your requested relocation times which will enable us to mutually agree on the best time to reserve the dock area, pad the elevator and restrict its use exclusively for your requirements.

We require that you have all moving/delivery companies insured and submit a certificate of insurance to our office naming you as an additional insured party. Extreme care should be given to eliminate the possibility of damage to the common areas of the building and your suite. It is imperative that your relocation team provides some protective covering for the special atrium floor finishes. In case of any damages, you will be responsible for the damages and it will be your responsibility to resolve the matter with your mover.

Additionally, your delivery vendors are required to remove all packing and shipping materials after their delivery. There are no accommodations for the disposal of these items.

### D. ***IMPORTANT INFORMATION***

#### 1. *Suite Walk-Through*

As the title implies, just prior to occupancy a "walk-through" of your suite will be scheduled. It is at this time that your punch list is compiled and keys to the suite are turned over to you, provided the Property Management Office has received all required items from the tenant (i.e. Estoppel, rent, insurance, etc.)

#### 2. *Punch List*

The "punch list" is compiled during your walk-through of the completed suite. This list is comprised of items, which are incomplete, damaged, incorrect or otherwise unacceptable to the tenant. This is the only list recognized by the Landlord. Once the items on the list are completed, your relationship with the Landlord is through Grubb & Ellis Management Services at (734) 462-8405.

#### 3. *Insurance*

It is required (prior to move in) that a certificate of insurance from an insurance company has been obtained indicating the required coverage under the terms of the lease. This certificate must be mailed to Grubb & Ellis Management Services, Inc., 26555 Evergreen, Suite 500, Southfield, MI 48076. See Exhibit "C."

#### 4. *Move Out*

At lease termination and move-out, all relocation activity must be coordinated with the building management. Also, all keys and access cards must be returned to building

management or the costs incurred in changing locks or ordering card replacements will be charged to the tenant.

**E. MAIL**

Mailboxes are provided in the building's Mailroom (located on the first floor). Tenants will be provided with a key for their assigned box, and mail may be retrieved throughout the day. The Livonia Postal Authorities have informed us that mail delivery should occur during the hours of 10:00 am to 2:00 pm.

Incoming mail should be addressed to Tenants in the following manner:

COMPANY NAME  
**Seven Mile Crossing**  
Suite No. \_\_\_\_\_  
38701 Seven Mile Road (or 38705 or 38695 Seven Mile Road)  
Livonia, MI 48152

(It is recommended by Post Office authorities not to use your assigned building mail box number as part of your address, as this is often confused with a P.O. Box number that is assigned only by the U.S. Post Office.)

For information or service, contact the Livonia Post Office.

**F. SOLICITING**

Soliciting is not permitted in **SEVEN MILE CROSSING**. If someone is soliciting in your office suite, please notify Grubb & Ellis Management Services, Inc. at (734) 462.8405. They will have the person removed from the building. We suggest that this be done on all occasions, regardless of who the soliciting party might be.

**G. DELIVERIES/MOVING**

Please inform your vendors that all deliveries of supplies, furniture, or office equipment will be made through the south entrance of 38705; at the loading dock of the south side of 38701; and through the south entrance of 38695. Tenants may use these loading areas for deliveries but cannot leave vehicles unattended.

Notify Grubb & Ellis Management Services, Inc., in advance of **LARGE** deliveries or movement of large amounts of supplies, furniture, and office equipment. **HOURS, METHOD OF MOVEMENT, and ROUTING OF MOVEMENT ARE RESTRICTED.** Such deliveries are best received at the dock after 5:30 p.m. on weekdays to avoid inconvenience to other Tenants.

Two and four-wheel dollies, carts or other conveyances (with the exception of baby carriages and wheelchairs) can only be utilized with proper precautions taken within the elevator and building lobby. Packages, cartons or other items carried by hand may be transported on passenger elevators only when they will not disrupt other passenger traffic. Large items will

not be allowed under any circumstances. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) will not be allowed on passenger elevators, even if hand-carried.

Landlord shall not be liable for injury or damage to any person or property involved because of Tenant deliveries or move-ins.

All movers are required to submit a current certificate of insurance meeting required liability limits prior to any move. Check your lease for requirements.

## ***H. DOOR SIGNS/DIRECTORY INFORMATION***

Door signs and directory information are approved and ordered through Grubb & Ellis Management Services, Inc.

When ordering a door sign or an update to directory information, all details must be submitted in writing to the Grubb & Ellis Management Services, Inc. office. This request must be approved and signed by an authorized representative of the Tenant's company. No signs or advertisements of any kind can be placed on the premises without Grubb & Ellis Management Services, Inc. approval.

Absolutely no handwritten signs are allowed and will be removed by the maintenance staff.

## ***I. ELEVATORS***

There are two (2) PASSENGER elevators and one (1) Freight Elevator in Building 38705.

There are three (3) PASSENGER elevators and one (1) Freight Elevator in Building 38701.

There are three (3) PASSENGER elevators in Building 38695.

These are accessible from all floors and are located in the central core of each building, adjacent to the lobby atrium. Each cab has emergency communication in the event of a problem.

An elevator must be reserved through the Grubb & Ellis Management Services, Inc. office for move-ins or large deliveries. The Grubb & Ellis Management Services, Inc. office will provide special wall padding, floor protection and isolated control for your exclusive use to meet your needs. It is important to schedule in advance all requests of this type.

## ***J. EMERGENCY CONTACT LIST***

Tenants must provide Grubb & Ellis Management Services, Inc. with a list of key personnel indicating numbers to be called in case of any emergency. **This list should be updated regularly.** See Exhibit "A."

## ***K. TENANT OFFICE SECURITY***

Although **SEVEN MILE CROSSING** is equipped with alarm and fire security 24 hours a day, some Tenants may require separate alarms or fire safety equipment in their offices. It is the Tenant's responsibility to operate and maintain this equipment. Any security or fire safety systems must be approved in advance by Grubb & Ellis Management Services, Inc. and tenants are to provide detailed written instructions on the operation of this equipment.

Additionally, any system installed must allow housekeeping and maintenance personnel normal access into the suite for nightly cleaning and service, and must conform to all applicable codes.

## ***L. PREVENTIVE MEASURES***

Since offices are normally unlocked during business hours and numerous delivery people and visitors are in the building throughout the day, several measures can be taken to prevent pilferage from offices.

The following list of preventive measures will be beneficial to all Tenants:

1. Keep all doors locked after you leave.
2. Instruct employees to keep valuables in locked desks when not attended.
3. Keep calculators and expensive items off desktops when not at desk.
4. Articles of value, including handbags and coats, should not be left in unguarded reception areas or on desks, even for a few minutes.
5. Thoroughly mix the combination when closing a vault or safe.
6. Do not leave the vault or safe combination in a desk.
7. Notify Management when loiterers, peddlers or canvassers are observed in the building.
8. Check wastebaskets at the end of the day to see if any equipment or other valuables may have been placed there for later removal. Collusion between employees and thieves is a method of theft.
9. Serial numbers should be recorded to aid police in recovering property in case of loss or theft.
10. Extra precautions should be taken during the times best suited for pilferage: for 30 minutes after opening, during lunch hours, and just before closing when there is maximum movement of personnel and absence from work areas and offices. An increase in pilferage is also noted during holidays and the summer months.

11. Computers and other expensive equipment should be etched with an ID number and properly secured. suite for nightly cleaning and service, and must conform to all applicable codes.

## ***M. AMENITIES***

SEVEN MILE CROSSING offers many amenities on site:

Crossing Sundries & Café: They are located on the first floor of Building 38705 by the east entrance. They offer fresh foods, prepared daily (homemade soups, salads, sandwiches, specials), various beverages, snacks and sundries. They also offer catering services customized to your specific needs. For catering information, please contact Tony Kamar at (734) 462.4977. A small seating area is available.

Vending Machines: These are filled with snacks and beverages and are located on the first floor of each building.

ATM Machine: This is locate on the first floor of the 38695 Building in the vending area.

Picnic Area: Our picnic area is located in the courtyard between the 38705 and 38701 Buildings. This is a lovely spot to take a break or enjoy your lunch outside.

Conference Room: We have a conference room, located at 38701 Seven Mile Road, Suite 455, available to our tenants to lease by the day, ½ day or hourly. Please complete a Conference Room Reservation Form (Exhibit I) and fax it to our office (734) 462-2050 if you are interested in this service.

## ***N. SMOKING POLICY***

The buildings at Seven Mile Crossing (38695, 38701, & 38705 Seven Mile Road) have been designated as “Non-Smoking Buildings.”

Smoking is not permitted anywhere in the buildings including your suite or at the north entrances. Smoking is permitted outdoors at least 30’ from any door. If tenants or visitors wish to smoke, there are ashtrays located outside of each of the building entries with the exception of the west entry to 38705, where no smoking is permitted. Please do not drop your cigarette butts in the mulch planting areas surrounding the buildings, as this is a fire hazard.

## II. **EMERGENCIES**

In consideration of **SEVEN MILE CROSSING** safety requirements, we have developed an efficient emergency organization with procedures to cover emergency conditions, including the following items listed in Section II, A - I.

### A. ***LIFE SAFETY SYSTEMS***

SEVEN MILE CROSSING is equipped with the following life safety systems:

1. *Elevator Communication System* - to allow communication from inside the elevator cabs which is monitored 24 hours a day by the elevator company.
2. *Sprinkler System* - The building is provided with full sprinkler systems and constructed of fire resistive materials.
3. *Fire Extinguishers* - are located near each stairway. Tenants are encouraged to provide additional extinguishers within their occupied space, particularly by copiers and coffee stations.
4. *Smoke Detectors* - are located strategically throughout the building.
5. *Manual Pull Stations* - are located strategically throughout the building and when activated sends a signal to the alarm monitoring company to dispatch the fire department.

### B. ***ACCIDENT OR ILLNESS***

In the event an accident or illness of an employee or guest in your premises, we recommend that you:

1. Call 9-1-1
2. Give this information:
3. SEVEN MILE CROSSING, 38705, 38701 OR 38695 Seven Mile Road.
4. Suite number and location of accident or illness. Suite \_\_\_\_\_
5. Type of injury, illness or symptoms.
6. Do not try to move the injured or ill person. Try to make them comfortable.
7. If possible, have someone meet the emergency units at elevator on your floor.
8. Call the property management office at **(734) 462-8405** to report the incident.
9. The nearest Urgent Care Facility Mission Health Medical Center @ (734) 462-2300.

### ***C. WORK PLACE VIOLENCE***

Each tenant is responsible for developing and administering a workplace violence program. Assistance is available from the U.S. Department of Labor Occupational Safety and Health Administration.

### ***D. ELEVATOR EMERGENCY***

#### **WHAT TO DO IN AN EMERGENCY:**

1. Open phone cabinet door. Lift receiver to automatically dial the Emergency Service.
2. When elevator company answers:
  - a. Give floor level if possible.
  - b. Give elevator number
3. Remain calm.
4. Do not try to force open an elevator door.
5. Report incident to property management office at **(734) 462-8405**.

### ***E. POWER FAILURE***

In the event of a power blackout, it is recommended that employees turn off all electrical equipment such as computers and copiers. Building management will determine as quickly as possible the cause and possible duration of the power outage. The building is equipped with an emergency generator lighting for certain lights in corridors, offices, and stairways. **All elevators will return to the first floor, and then only one car will operate at a time. The power for the Life/Safety systems will remain operational.**

### ***F. SEVERE WEATHER***

In the event life threatening weather conditions should develop, (i.e. Tornado) a **Public Warning** will be issued via Radio/ TV or five (3-5) minute steady blasts of sirens by the Livonia Civil Defense Warning System.

#### **Action to take:**

1. Pull blinds or drapes closed, if time allows.
2. Get away from the perimeter of the building and exterior glass.
3. Leave all exterior rooms and close the door.
4. Go to center corridor of building or an interior building stairway.
5. Sit down in corridor and protect yourself by putting head as close to your lap as possible or kneel protecting your head.

#### **IF YOU ARE IN TRANSIT IN THE LOBBY OF THE BUILDING:**

6. Go to center stairway for shelter.
7. Do not go to the first floor lobby or outside the building.

**IF YOU ARE IN AN OUTSIDE PERIMETER OFFICE:**

8. Seek protection under a desk.

**G. IN CASE OF FIRE:**

1. For fire INSIDE your Tenant space
  - a. Pull alarm!
  - b. Call 911, notify them of your location and situation
  - c. Notify the Designated Tenant Floor Warden
  - d. Alert others in your suite
  - e. If you can not safely extinguish the fire.
  - f. Evacuate the area
  - g. Close, but do not lock, all doors as you leave
  - h. Do not use elevators, Use stairways
2. For fire OUTSIDE your Tenant space
  - a. Pull alarm!
  - b. Feel the door -- if it is hot, do not open it.
    - i. Call 911, notify them of your location and situation.
    - ii. Notify the Designated Tenant Floor Warden.
    - iii. Place a rug, coat or other material along the bottom of your door to keep out smoke.
    - iv. Retreat -- Close as many doors between you and the fire as possible.
  - c. If the door is not hot - open it cautiously and be prepared to close it fast.
  - d. Do not use the elevators - Walk to the closest safe stairway.
  - e. Activate the fire alarm
  - f. Go up only when downward movement is not safe
  - g. If the smoke is heavy, CRAWL
  - h. Stay as close to the floor as possible -- the air will be better there
  - i. Take short breaths -- STAY CALM
3. PLAN AHEAD -- KNOW ALL EXIT STAIRWAYS, ALARM STATIONS AND FIRE EXTINGUISHER LOCATIONS.

## ***H. EVACUATION***

It is the responsibility of each employee to know who their company emergency Floor Warden is as well as his or her alternates. They should also be familiar with their respective evacuation plans.

### ***1. Do's***

- a. Follow the instructions of your individual company floor warden or designated alternative.
- b. Close all office doors as space is evacuated.
- c. Form evacuation lines – two abreast.
- d. Use stairwell for evacuation.
- e. Keep talking to a minimum.
- f. No smoking.
- g. Use handrails in stairwells.
- h. Listen for instructions and follow them.
- i. Keep calm.
- j. The method of evacuation of handicapped will be determined by the individual floor warden.
- k. Be aware that Fire Department may be ascending stairwell to handle an emergency.

### ***2. Don'ts***

- a. Do not go to the elevators – they will not respond.
- b. Once you have left your area, do not return for coats, purses, etc.
- c. Be ready to merge with other people evacuating the building.
- d. Once out of the building, go at least one block away from the emergency.
- e. Do not return to the building until “ALL CLEAR” is given.

### ***3. Procedures***

The accepted building procedure is to evacuate in a fire situation. All personnel from the floor involved in the emergency and one floor above and below the affected floor will normally be evacuated. City ordinance prohibits the use of elevators during evacuations, except by the fire department. Only as a last resort will personnel be directed to the roof for evacuation. If the evacuation command requires leaving the building, care should be taken to avoid hindering the fire fighters and vehicular traffic. You should have a pre-determined assembly location.

**I. BOMB THREAT**

Receiving a Bomb Threat:

1. Immediately call 9-1-1
  - a. State "I have received a bomb threat."
  - b. Give your company name.
  - c. Give building name and floor location.
  - d. Give name of person receiving call.
2. After you have made the calls, notify the following:
  - a. Designated Floor Warden.
  - b. Assistant Warden.
3. Commence a light search of your area to determine if any strange objects are present.  
**DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.**
4. Notify property management office.

**TELEPHONE OPERATORS CHECK LIST – BOMB THREAT**

If you receive a bomb threat call, KEEP CALM. If possible, record the call. Advise the caller if you can, that the detonation of the bomb may kill or injure innocent people. Obtain as much of the following information as possible.

Where is the bomb?

What time is it set to go off?

Is the call a hoax or legitimate? (Circle one)

JUDGE THE VOICE:

Man\_\_\_\_ Woman\_\_\_\_ Child\_\_\_\_ Age\_\_\_\_ Drinking\_\_\_\_  
Other\_\_\_\_\_

Listen for any background noise:

Check If I Heard	Description
Music _____	_____
People Talking_____	_____
Cars/Trucks _____	_____
Airplane_____	_____
Children/Babies_____	_____
Machine Noise_____	_____
Typing _____	_____
Other _____	_____

### III. SERVICES

#### A. ***MAINTENANCE***

Should problems arise, call Grubb & Ellis Management Services, Inc. at (734) 462-8405. Please provide your name, suite number, company name, and the nature and location of your problem.

Engineering personnel are equipped to handle problems related to lights, plumbing, electrical, cooling, heating, door locks, etc. A call to our office will have someone there within 24 hours, except in case of an emergency where we attempt to respond immediately

Certain items, such as minor construction, electrical, plumbing, etc., are an extra cost to the tenant. If you have a request for such work, a work order will be provided for the tenant to sign to authorize the work and subsequent billing. As stated in your lease, any alterations in your suite must be approved in advance and completed by a contractor approved by the Landlord.

#### B. ***EMERGENCY SERVICE***

Emergency requests will be responded to as soon as possible. Emergencies include: No heat, no electricity, suspicious odors, someone trapped in the elevator, and water leaks. Grubb & Ellis Management Services, Inc. is available to you for after hour emergency calls only, 24 hours a day by dialing our office at (734) 462-8405.

#### C. ***LIGHTS***

Report burned out lights in your office or anywhere in the building to Grubb & Ellis Management Services, Inc. An engineer will be sent to replace them. There is a service charge for lamp and ballast replacement.

Please remember to turn out unused lights to conserve energy.

#### D. ***PLUMBING***

Report any plumbing leaks or problems to Grubb & Ellis Management Services, Inc.

#### E. ***RESPONSE TIME***

Grubb & Ellis's commitment to response time has set the industry standard. When you call with a problem or request, you can be assured that we will respond to the situation as quickly and accurately as possible.

#### F. ***BUILDING TEMPERATURE***

Thermostats are set in accordance with design criteria for the building equipment to provide comfortable temperatures. If a temperature problem exists, Grubb & Ellis Management Services, Inc. should be contacted. The HVAC system will be operated during the hours of 8:00 am to 6:00 pm, Monday through Friday and **8:00 am to 1:00 pm on Saturday**. Requests for additional hours of HVAC service must be made 24 - 48 hours prior to allow an adequate response time to program the main building HVAC system controls. Please notify the Grubb & Ellis Management Services, Inc. office at (734) 462-8405. There is a charge for after-hour HVAC service.

## **G. LOCKS**

All locks within the building have been installed under a master system and cannot be altered without Grubb & Ellis Management Services, Inc.'s prior approval. Any problems relating to locks or requests for additional keys should be made to Grubb & Ellis Management Services, Inc..

## **H. HOUSEKEEPING**

Cleaning at **SEVEN MILE CROSSING** is performed by contract services under rigid contract specifications.

Cleaning services will be provided five nights a week. Resilient floors will be cleaned, carpet will be vacuumed, desks will be dusted, and trash will be emptied. Refer to your lease for specifications.

If you have special cleaning needs, such as carpet shampooing, waxing and floor stripping, etc., contact Grubb & Ellis Management Services, Inc. At Tenant cost, special cleaning services can be arranged.

Any suggestions or complaints concerning cleaning in the building, should be directed to Grubb & Ellis Management Services, Inc. so that the high cleaning standards specified in the contract and required by our Tenants can be maintained.

## **I. TRASH REMOVAL**

When a considerable amount of trash needs to be discarded, such as boxes from deliveries of supplies, furniture or equipment, the Tenant is responsible for arranging with the delivery vendor to take the boxes with them for disposal or for moving this trash to the dumpster. It is the Tenant's responsibility to keep the elevators clean when transporting trash.

Trash cannot be stored in lobbies or stairwells and should be taken directly from the Tenant's office to the dumpster. If trash to be disposed of is not in wastebaskets, please inform cleaning personnel by leaving large notes marked TRASH on such items. Orange trash stickers are available from our office. Please DO NOT leave items that are not trash on top of wastebaskets.

janitorial services are performed during the evening hours. Tenant trash is collected from the suites on a nightly basis.

The Day Porter is here primarily to service the common areas of the building during the day. On a limited basis, he is available to handle tenant service requests within the suites, such as spills or project work.

Tenants who have a large volume of trash should place it in one area of their suite for pickup by the night crew. No trash should be placed in the common areas of the building. Do not block any exits or paths of egress.

Trash needs to be in trash cans, trash bags or boxes. Orange trash stickers are available from the Building Office to designate boxes for disposal. However, if you have a pile of boxes, just place one sticker on an 8 ½" x 11" piece of paper and tape it to the pile.

Since we do not have a trash compactor, empty boxes should be broken down to save space in the dumpster.

Tenants are responsible for disposing of their own hazardous materials (copier toner cartridges, batteries, ink cartridges, computers and monitors, etc.). These types of items should not be placed in the normal trash stream.

Tenants, who have large items to dispose of such as furniture, may be charged for removal, especially if it doesn't fit in existing dumpster.

Tenants who are purging files or doing a massive office cleanup day may request to use the building's trash gondola, on a limited basis. Tenant's who wish to use the gondola during the day may call the Building Office to schedule a pick-up time frame. Tenant should not ask for the gondola until they have a large load ready for pick-up. The Day Porter will bring the gondola to the suite and collect the trash. We do not leave gondolas with tenants as they are needed elsewhere and used by the night crew. There is no extra charge for one daily pickup. For each additional pickup during the day tenant will be invoiced per occurrence.

#### **J. *MOVING***

If you need assistance with small moves, such as moving desks or filing cabinets within your office, contact Grubb & Ellis Management Services, Inc.. An employee may be available to assist in this type of move.

#### **K. *TELEPHONE SYSTEMS & CABLE INSTALLATIONS***

The City of Livonia requires that a permit be obtained for the installation of all low voltage wiring (telephone and data cabling). Please advise your installers that they must obtain a permit prior to doing work in the building. All low voltage wiring and cabling must comply with the City of Livonia Building Codes.

Contact a private company to arrange for installation of the type of telephone system you will be using. Costs for special conduit, special electrical outlets, holes in floor slabs, or other special work are to be paid by Tenant with approval of Grubb & Ellis Management Services, Inc.

All tenant telephone equipment must be installed within the tenant space and should be specifically identified on your space plan, indicating the exact location of your equipment backboard and power requirements. The main telecom cable feed is located on the first floor of each building and serves telephone closets on each floor. Telephone closets are kept locked with access available by contacting the property management office. Vendors must go to the Management office to sign in prior to gaining access to these areas.

All individual telephone jack locations will require your contractor to utilize Teflon coated fire rated cable for use in a plenum return air space.

As a requirement to you and your independent contractor(s) we ask that you provide us with a proof of insurance certificate naming SMC Investors LLC and Grubb & Ellis Management Services, Inc. as an "additional insured" before any work is performed. (See Exhibit G).

The general contractor will provide you with a time period to pull telephone and/or computer cable when the ceiling tiles have been left out to allow for an easier, damage free installation. We strongly urge you to coordinate the activity while the ceiling is open and reduce the possibility of damaged ceiling tiles

***L. RENTAL PAYMENTS***

Rent and tenant charges are due and payable on the first day of each month throughout the lease term. As a courtesy, monthly statements are sent to each tenant at the end of the month proceeding the due date. Late fees will be applied in accordance with the provisions of the lease. Check your lease for where to send your payments.

## **IV. PARKING**

**SEVEN MILE CROSSING** parking facilities accommodate 1331 general parking spaces (including handicapped spaces) available to all tenants and visitors allowing ample parking anywhere on the property excluding the reserved and handicap restricted areas.

The parking lot is solely for parking cars and may not be used for storing vehicles.

- Ø Landlord is not responsible for theft, loss or damage to vehicles or their contents. Parking is the responsibility of the Tenant.
- Ø Close adherence must be made to parking spaces as assigned, including handicapped spaces and visitor parking.
- Ø All employees, visitors or delivery services should be informed to not park at the building entrance.
- Ø Parking is prohibited in all posted fire lanes.

Improperly parked vehicles may be stickered, ticketed and/or towed at owner's expense.

## V. BUILDING RULES AND REGULATIONS

- A. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors, or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress or egress to and from the Leased Premises.
- B. No sign, picture, lettering, notice or advertisement of any kind shall be painted or displayed on or from the windows, doors, roof, or outside walls of the Building in which the Leased Premises are located. All of Tenant's interior sign painting or lettering shall be done in a manner approved by Landlord, and the cost thereof shall be paid by Tenant. In case of the violation of the foregoing by any Tenant, Landlord may remove it without any liability and may charge the expense incurred for such removal to Tenant.
- C. No curtains, blinds, shades, screens, awnings, or other projections shall be attached to or hung in, or used in connection with any window or door of the Leased Premises or outside wall of the Building without prior written consent of Landlord.
- D. Any carpeting cemented down shall be installed with a releasable adhesive.
- E. The water closets and lavatories and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by Tenant who, or whose servants, employees, agents, visitors or licensees shall have caused the same.
- F. No electric or other wires for any purpose shall be brought into the Leased Premises without Landlord's written permission specifying the manner in which it may be done.
- G. No tenant shall mark, paint, drill into, or in any way deface any part of the Leased Premises or the Building of which they form a part of. No boring, cutting, or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as directed by Landlord.
- H. No bicycle or vehicle, and no dog or other animal shall be allowed in offices, halls, corridors, or elsewhere in the Building, unless said animal is a guide dog for the visually impaired.
- I. Tenant shall not cause or permit unusual or objectionable odor to be produced upon or permeate from the Leased Premises, including duplicating or printing equipment emitting noxious fumes. Tenant shall not disturb any occupants of this or neighboring buildings or premises by the use of any musical instruments, radio, television, loudspeaker, or by any unseemly or disturbing noise.
- J. No tenant shall throw anything out of the doors, windows, or down any passageways or elevator shafts, or from any balconies.
- K. All loading, unloading, receiving or delivery of goods, supplies, or disposal of garbage or refuse shall be made only through entryways provided for such purposes as indicated by Landlord.
- L. Tenant is not permitted to use any part of the Building or the common areas for any manufacturing, storage, or sale of merchandise, or property of any kind; or for lodging or sleeping, or for any immoral or illegal purpose.

- M. All safes, equipment or other heavy articles shall be carried in and out of the Leased Premises only at such times and in such manner as shall be prescribed in writing by Landlord, and Landlord shall in all cases have a right to specify the proper position of any such safe, equipment or other heavy article, which shall only be used by Tenant in a manner which will not interfere with or cause damage to the Leased Premises or the Building in which they are located, or to the other tenants or occupants of said Building. Tenant shall be responsible for any damage to the Building or the property of its tenants or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Leased Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles.
- N. Tenant shall not install or operate any steam or gas engine or boiler or carry on any mechanical business on the Leased Premises, or use oil, burning fluids, camphene or gasoline for heating or lighting, or for any other purpose. No article deemed extra hazardous because of fire or other dangerous properties, or any explosive, shall be brought into the Leased Premises. This prohibits the use of hot plates (cooking) and only approved electric percolators shall be permitted.
- O. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. Each Tenant must, upon the expiration of his tenancy, restore to Landlord all keys of stores, storerooms and offices, and in case of loss of any keys so furnished, such Tenant shall pay the Landlord the cost thereof.
- P. 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 as a Building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
- Q. Landlord reserves the right to exclude from the Building between the hours of 6:00 pm and 8:00 am on business days, 12:00 midnight to 9:00 am and 2:00 pm to 12:00 midnight on Saturdays, and at all hours on Sunday and legal holidays all persons who do not present a pass to the Building signed by Landlord. Landlord will furnish passes to persons for who tenant requests such pass and Tenant shall be liable to Landlord for all acts of such persons.
- R. The delivery of beverages, food, food containers, etc. must be in covered containers, and shall be delivered in such manner to the Leased Premises as expressly approved by Landlord.
- S. Landlord is not responsible to any tenant for the non-observance or violation of the rules and regulations by any other tenant.
- T. Canvassing, soliciting, or peddling in the Building or parking area is prohibited and each tenant shall cooperate to prevent it.
- U. Vending machines will not be permitted to be installed by anyone but Landlord unless prior written consent is obtained from Landlord for the installation of such machines by others.
- V. Wherever the word "Tenant" occurs, it is understood and agreed that it shall mean Tenant's associates, employees, agents, clerks, servants and visitors. Wherever the word "Landlord" occurs, it is understood and agreed that it shall mean Landlord's assigns, agents, and designated employees.

- W. Landlord has designated the building common areas, including all restrooms and hallways, as a smoke free environment and shall not be obligated to provide any designated area within the common area for smoking.
- X. Landlord reserves the right to change the building rules and regulations.

## **VI. CONTRACTOR WORK RULES**

**It is imperative that contractor's activities are conducted in as much of a stealth manner as possible to avoid disrupting other tenants or building operations. The following building rules and regulations will be strictly adhered to by all contractors doing tenant improvements or general building improvement work at SEVEN MILE CROSSING. Tenant's should provide a copy of these rules to their contractor and have them sign and return a copy to the Property Management Office.**

### ***A. General Information***

1. Tenants may not make any modifications, alterations, additions or repairs to their leased premises and may not install any furniture, fixtures or equipment in their leased premises which is in violation of any applicable Building and/or Fire Code governing their leased premises or the Project. The Tenant must obtain prior approval from Landlord of any such alterations, modifications and additions and shall deliver record plans thereof (working drawings) and permits to Landlord, prior to commencing any work, except as otherwise permitted in the Tenant's lease. Such alterations include, but are not limited to, any communication equipment and associated wiring which must meet fire code. The contractor conducting the modifications and additions must be a licensed contractor, is subject to all rules and regulations of Landlord while performing work in the building and must obtain all necessary permits and approvals prior to commencing the modifications and additions. The Landlord reserves the right to approve, deny or terminate work for any reason.
2. The Property Management Office must be contacted prior to the performance of any work.
3. All Contractors and Tenants shall name building ownership and management as additionally insured per the attached requirements prior to performing any construction work.
4. A list of building management contact names and telephone numbers to use in the event of an emergency will be made available to the Contractor, and the Contractor is required to provide the same to the Property Management Office.
5. All extraordinary costs associated with plan review, such as consultant fees, shall be billed to the tenant.
6. The Contractor will be responsible for the removal, cleaning, reinstallation and replacement (if damaged) of all existing project materials. No materials may be removed without the written authorization by the Property Management Office. If removed, the materials must be kept in a secure area.
7. The Contractor is responsible for complete removal and capping of unused or abandoned conduit, cables, duct work, structural components, partitions or other materials. No existing unused structure may be left abandoned without written authorization by the Property Management Office.
8. The Property Management Office is solely responsible for the issuance keys. General Contractors or workmen who require access to keyed areas (i.e., water/slop sink,

electrical closet, telecom closet) will be required to present a valid form of identification to be retained in exchange for access rights. All Contractors must coordinate the keying of doors under the supervision of the Property Management Office. Building standard hardware is to be used without exception.

9. Landlord shall have the authority to approve in advance the proposed location of any safes, heavy furniture or other unusual equipment.

## ***B. Building Protection Systems***

1. Before any demolition or construction work begins, it must be determined whether such work will affect the Life Safety System, Building Management System or other components of the building. If it is determined that such demolition or construction work may adversely effect any system, it will be necessary for the Building Engineer to remove the system from service and restore it to service upon completion of the activity. Service must be restored daily. Contractor assumes liability for all events resulting from the disconnection of affected systems.
2. ***Under no circumstances will the building allow the fire alarm system to be shut down overnight, on weekends or on holidays.*** Forty-eight (48) hours written notice to the Property Management Office is required before any work affecting the fire alarm system is undertaken.
3. The General Contractor is responsible for notifying the Property Management Office forty-eight (48) hours prior to any sprinkler system tie-ins or testing.
4. The Contractor will notify the Property Management Office two (2) weeks before any proposed electrical shutdowns which might affect existing tenants.
5. The General Contractor will provide an adequate number of fire extinguishers in the work area throughout the construction period.
6. All hot work, including but not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing and welding must be approved by the Property management Office in advance. All approved hot work must be accompanied by a Hot Work Permit.

## ***C. Construction Operations***

1. All deliveries of materials to the site shall be to the rear service delivery area. ***No materials may be delivered through any other entrances, through the building lobby or through a passenger elevator. All contractors must use the service elevator for all vertical transportation.***
2. The Contractor must have its own supervisor on-site at any time material is delivered or moved. The Property Management Office will not coordinate any deliveries or be responsible for signing or accepting any materials.
3. Deliveries and movement of materials into and through the building must be done after normal business hours so as not to disrupt other tenants. Exceptions to this rule must be approved by the Property Management Office.

4. Significant movement in or out of the building of furniture, office equipment or any other bulky or heavy materials shall be restricted to such hours a Landlord shall reasonably designate. Landlord will determine the method and routing of the movement of such items so as to ensure the safety of all persons and property concerned and Tenant shall be responsible for all costs and expenses associated therewith. Advance written notice of intent to move such items must be made to the Property Management Office well before the time of such move. For non-significant movement in or out of the building of portable items which do not require use of dollies or other moving equipment, notice is not required.
5. Demolition, and the use of any means or equipment which will generate significant noise or dust, must be done after normal business hours.
6. Any large dumpsters for the removal of construction debris are the responsibility of the General contractor and must be arranged with the Property Management Office. Dumpsters shall be placed at an approved designated area and must be kept neat and orderly, and removed promptly upon request. ***No construction debris is allowed in the trash compactor.***
7. The General Contractor and all subcontractors will use rubber wheeled carts when moving material through the building or removing trash from the building.
8. Sidewalks, doorways, vestibules, halls, stairways, elevator lobbies, service corridors, janitor closets and other similar areas in the building shall not be used for storage of materials or disposal of trash, be obstructed by Contractor, or be used for any purpose other than entrance to and exit from the Tenant's leased areas and the Building and for going from one part of the Building to another.
9. Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweepings, rubbish, rags, solvents or other unsuitable materials shall be disposed into them. Damage resulting to any such fixtures proven to result from misuse by Contractor (or Tenant) shall be the liability of the Tenant.
10. Protection of all public corridor and elevator surfaces is the responsibility of the Contractor. Masonite floor protection and cardboard protection will be required throughout the job. Protection devices must be removed daily to facilitate cleaning.
11. The Contractor is responsible for having "walk-off" mats at the exits from any tenant construction area to protect the carpet. If necessary, mats are to be wetted to reduce the tracking of dust and debris outside the construction area. ***Contractors will be invoiced for additional building cleaning deemed necessary as a result of construction activities.*** The Contractor is responsible for vacuuming public corridors as necessary (at least daily). It is paramount that the public areas are maintained in a class-A manner and that other tenants are not inconvenienced by construction activity.
12. Under no circumstances will construction debris be allowed to remain in the building longer than twenty-four (24) hours. The site area should be kept clean and organized at all times.
13. The Contractor is responsible for storing and securing all construction tools and materials.

14. Corridor doors which lead to common areas of the building (other than doors opening into the elevator lobby on floors leased entirely to a single tenant) shall be kept closed at all times. Propping open the main floor doors is prohibited.
15. Professional, courteous behavior is expected at all times by contractors. **Smoking is prohibited in the building.** A professional manner is expected in all public areas and inappropriate dress, language or comments will not be tolerated. Any construction worker caught stealing, drinking alcohol or under the influence of any illegal substance will be banned from the site. The General Contractor is responsible for assisting with enforcement.
16. While on site, construction workers will be confined to the construction area only.
17. No cooking of any kind will be allowed on the site.
18. No radios are allowed.
19. Core boring of all floors, setting anchors or any other disruption (sound, smell, vibration, etc.) shall be done after normal business hours. The Property Management Office must approve exceptions. The Contractor is responsible for all cleaning associated with this type work. Any core boring must be pre-approved.
20. The Contractor must shut off all lights in the construction area upon completion of the day's activities.
21. There is no elevator operator and Contractor must provide an operator when required. Any costs associated with the use or damage of the freight elevator shall be the Contractor's responsibility.
22. All construction personnel should park in a designated parking stall only (not in the reserved or handicap spaces). Parking in fire lanes or on sidewalks/grass is prohibited. Service vehicles should not be parked at the service entrance for any longer than necessary to load or unload to/from the first floor. Contractors should move their vehicle to a regular parking space once their loading activity is finished. This will allow other delivery vehicles uninhibited access to the service doors.

#### ***D. Project Completion***

1. Contractor is responsible for balancing (rebalancing) the HVAC systems to the satisfaction of the Building Engineer and must provide a written report of the balance test results. Any additional work done by the Building engineering staff will be charged back to the Contractor. The Contractor must have an independent firm test and balance the tenant space at Contractor's expense.
2. The General Contractor is responsible for providing complete sets of as-built drawings to the Property Management Office upon completion of the work. These must be provided no later than six (6) weeks after completion.
3. The General Contractor is responsible for delivering the site at completion in a clean and ready condition.

4. Upon completion of any particular construction project, stairwells and elevator lobbies must be repainted or touched-up as necessary.
5. There will be an additional charge if building engineer(s) are utilized on the job site beyond their normal working hours or for unusually long periods of time which disrupt their normal work responsibilities.

**Agreed and Accepted:** \_\_\_\_\_

**{Print contractor company name}**

\_\_\_\_\_  
**{Contractor Signature}**

\_\_\_\_\_  
**{Print contractor representative name}**

\_\_\_\_\_  
**{Date}**

## **VII. EXHIBITS**

***A. TENANT CONTACT INFORMATION***

***B. TENANT FIRE WARDENS***

***C. TENANT INSURANCE***

***D. BUILDING ACCESS CARD/SUITE KEYS***

***E. TENANT SIGNAGE***

***F. SATELLITE DISH***

***G. VENDOR INSURANCE***

***H. TENANT REQUEST FORM***

***I. CONFERENCE ROOM INFO & RESERVATION FORMS***

***J. TENANT ALARM INFORMATION***

***K. TENANT EXTERIOR DIGITAL DIRECTORY***

***L. SPECIAL EVENT REQUEST***