

Tenant Bulletin



Date: April 29, 2009
To: Ninth & Jefferson Tenants
From: Elisa Handley, Property Administrator
Re: Building Regulations

We hope you enjoy your new office and the amenities our building has to offer. In an ongoing effort to keep our offices in top condition, please read the important topics below:

Attachments to Building Walls, Doors, Ceilings or Light Fixtures

In order to avoid accidents, damage or disruption of building utility services; nails, screws or other attachments to the walls and doors must be installed by the Property Management staff. Only tack boards and bulletin boards will be used for posting of notices. Nothing may be attached to or hung from the light fixtures. Push pins, staples or tape are not permitted on the walls, doors or ceilings. Please reserve use of these items for tack boards and bulletin boards. Attachments to doors are not permitted.

Furniture and Property of the Building

All furniture provided to you by the building owners and management must remain in place where it was initially designated. Furniture, therefore, cannot be sent to surplus, moved to another suite, or moved out of the building. This policy is necessary to maintain inventory of building assets.

Bicycle Storage

Bicycle storage is located on Garage Level A. Please remember to lock your bike and take all valuables with you. Bicycles should not be left for extended periods of time. If your bike needs to remain overnight in the bicycle storage area, please let property management or building security know. Bicycles are not permitted inside the building or elevators.

If you have any questions please contact me at the phone number or email address listed at the top of this Property Bulletin.

Thank you!