

# **PBII Building Policies**

Updated 5-17

## **Building Security**

To maintain building security, all exterior entrance doors should be locked after business hours – Monday through Friday and on weekends and holidays. Exterior entrance doors will lock automatically when fully closed. These doors (excluding the main entrance door have key pads installed with codes for tenants for their exterior entrance door). The main entrance door has automatic lock which unlocks at 6:30 am and locks at 6:30 pm. If you are holding an event and need the main entrance open earlier or later, please contact the PBII office so this may be arranged.

## **Break room**

The break room is located off the main entrances hallway. The pop machine, microwave and refrigerator are available for use by PBII tenants. In addition, emergency preparedness supplies are located in the cabinets in the break room.

## **Conference Room Use**

The centrally located Conference Room with audiovisual equipment is available for use by PBII tenants. You may schedule meetings/events in the Main Office or on the calendar in the Conference Room. If there is a conflict, it may be possible to make arrangements to use another area.

## **Garbage/Recycling**

Garbage and recycling are picked up weekly. Two (2) dumpsters – one for garbage and one for large cardboard – are located on the northwest corner of the building. Recycling is picked every Wednesday morning and should be place outside the west exit door. Recycling bin(s) can be obtained by contacting the Main Office.

## **Parking**

There are parking stalls available on the north and south sides of the building. Please be aware of the noted handicapped and visitor parking areas.

## **Postage Machine/Copier/Fax Use**

Suite 109 has a copier, postage machine and fax available for use by PBII tenants. User codes are assigned for use of the copier and postage machine and fees are billed back quarterly. The fax is available for incoming and outgoing faxes at no cost.

## **Special Events**

Tenants holding special events/large gatherings; such as: open house, etc. should notify the Main Office to assure that there is ample parking for other tenants during the time of the event.