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*Tenant Welcome Package*



**THE GUARDIAN BUILDING – 500 GRISWOLD – DETROIT, MI 48226**

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Welcome to the Guarding Building,

We are excited about all the changes happening in and around downtown. Downtown Detroit has a lot to offer including our vibrant Central Business District and the energetic life of Campus Martius. Most importantly, we want **you** to be excited about the building you've chosen to call 'home' for your business.

Our team is here to ensure you the highest quality of service and the attention you need to make your team love coming to work, every day. We are always looking for ways to make your experience better. You can enjoy state-of-the-art telecommunications wiring, and building amenities such as the Guardian Café, the Guardian Store, the Green Room, Crazy Gringo, and a Bank of America branch. In addition, our building has premier space to host your event or company meeting located on our promenade, 6<sup>th</sup> floor conference room, and 32<sup>nd</sup> floor ballroom.

Please take a moment to review the attached welcome packet and get familiar with how our facility works. There are also forms that are pertinent to our effectiveness in giving you the best service. Please return these forms to us as quickly as possible.

We hope this "Welcome" packet will serve as a useful resource for information on building amenities, services, and building operations offered at the Guardian. We want your transition to be as smooth as possible. Further information is available at our website: [www.guardianbuilding.com](http://www.guardianbuilding.com).

Call us at (313) 963-4567 if there is anything we can do to assist you. We look forward to getting to know your entire team and creating a great experience for you.

Sincerely,

Shannon M. Haag  
Property Manager



# CONTACTS

## GUARDIAN BUILDING MANAGEMENT OFFICE STAFF

**CHRISTOS MOISIDES**  
SENIOR PROPERTY MANAGER  
[CHRISTOSMOISIDES@GUARDIANBUILDING.COM](mailto:CHRISTOSMOISIDES@GUARDIANBUILDING.COM)  
OFFICE: (313) 963-4567  
CELL: (313) 575-7880

**SHANNON M. HAAG**  
PROPERTY MANAGER  
[SHANNONHAAG@GUARDIANBUILDING.COM](mailto:SHANNONHAAG@GUARDIANBUILDING.COM)  
OFFICE: (313) 963-4567  
CELL: (313) 410-2563

**PAIGE GUARDIOLA**  
ADMINISTRATIVE ASSISTANT  
[PAIGEGUARDIOLA@GUARDIANBUILDING.COM](mailto:PAIGEGUARDIOLA@GUARDIANBUILDING.COM)  
OFFICE: (313) 963-4567  
CELL: (313) 920-0771

**AFTER HOURS EMERGENCIES**  
**GUARDIAN SECURITY**  
(313) 963-4567





# AMENITIES



## Main Lobby



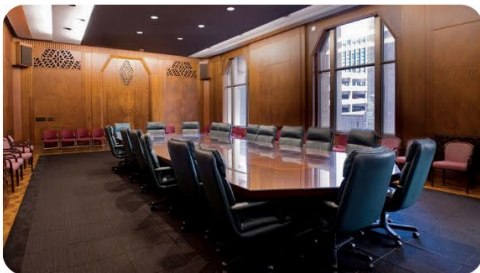
HUNTINGTON CLEANERS



## Promenade



Bank of America.



## 6th Floor Executive Board Room



## 32nd Floor Guardian Club

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## ***BUILDING SERVICES AND OPERATIONS***



### **Building Admittance**

We are happy to provide 24-hour security service at the Guardian Building. Our tenants and guests' safety and security are important. We wish to make everyone feel welcome and safe. For your safety, we do not allow anyone beyond the main lobby or promenade without an authorized building pass key card. For afterhours access please schedule with the management office, in advance, for the admission of persons without access passes. For security reasons, our staff cannot provide access or escort to your suite.

The Guardian Building hours are:

Monday – Friday	6:00am – 6:00pm
Saturday	7:00am – 6:00pm
Sunday	9:00am – 6:00pm

### **Building Passes**

Building key card passes are available through the Management Office. We will issue these to your employees only upon written request by an authorized employee of your company.

### **Freight Elevator**

Use of the freight elevator is available to tenants and vendors Monday – Friday 7:30am – 4:00pm. Weekend and after hours' freight usage is chargeable at a rate of \$40.00 per hour, minimum of four (4) hours. We request a 48-hour advance notice to the Management Office to schedule the freight. No charges are incurred for initial move-in.

### **Mail Delivery**

Mail is delivered throughout the building Monday thru Saturday between the hours of 12pm – 3pm. There is a mail drop box in the main lobby near the Griswold entrance.



### **Overnight Mail Delivery**

Mail drop boxes for all overnight services are in the main lobby near the Congress entrance.

### **Dry Cleaning Services**

Huntington Dry Cleaners has lockers located in the main lobby near the Congress entrance.

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## ***BUILDING SERVICES AND OPERATIONS continued***

### **Tenant Services**

Please direct all service requests to the Management Office via Landport. A Landport log in will be provided upon return of the enclosed forms. A service price list is also enclosed. Prices are subject to change at Landlord's discretion. Please see the chargeable service rates section for further information.

### **Signage**

Signage may be installed on your suite entry, within your suite, on individual floor directory board and programmed on elevator monitors. Please see your lease for specific terms or contact the management office

### **Telephones**

We are happy to assist your telephone and data vendors in obtaining access to necessary phone closets throughout the building. Contact the management office if you plan to have a phone/data vendor onsite.

### **Fire Evacuation Handbook**

Enclosed is a Master Fire Evacuation Handbook for your office, which explains the procedures and responsibilities of all Tenants during an emergency. Tenants are advised to conduct their own in-house procedures with the designated fire wardens for their company. We recommend that this be done prior to the scheduled Building Fire Drill to ensure that all your employees are familiar with procedures, should there be an actual emergency. Your office will be notified of future fire drills with enough time to plan accordingly. The city of Detroit requires properties to conduct two (2) full evacuation fire drills per year.



### **Parking**

Call us at (313) 963-4567 or email [info@guardianbuilding.com](mailto:info@guardianbuilding.com) for parking options.



Call us at (313) 963-4567 if there is anything, we can do to assist you. We look forward to getting to know your entire team and creating a great experience for you.

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## ***EMERGENCY CONTACT INFORMATION***

TENANT NAME: \_\_\_\_\_

SUITE: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

OFFICE CONTACT PERSON(S): \_\_\_\_\_

(name and email)

OFFICE CONTACT PERSON(S): \_\_\_\_\_

(name and email)

OFFICE CONTACT PERSON(S) : \_\_\_\_\_

(name and email)

BUSINESS PHONE: \_\_\_\_\_ BUSINESS FAX: \_\_\_\_\_

BILLING CONTACT PERSON: \_\_\_\_\_

EMAIL FOR CONTACT PERSON: \_\_\_\_\_

BILLING ADDRESS FOR RENTAL STATEMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AFTER-HOURS EMERGENCY CONTACT PERSON(S), TITLE & PHONE (Home & Cell)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

PROVIDE THE NUMBER OF EMPLOYEES IN YOUR OFFICE, LISTING THE NUMBER OF MEN AND NUMBER OF WOMEN.

MEN: \_\_\_\_\_ WOMEN: \_\_\_\_\_ PHYSICALLY CHALLENGED: \_\_\_\_\_

PROVIDE THE NUMBER OF SUITE ENTRY KEYS AND/OR RESTROOM KEYS NEEDED.

SUITE \_\_\_\_\_ MENS \_\_\_\_\_ WOMENS \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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## ***CHARGEABLE SERVICE RATES***

### **Engineer Labor**

- Regular Rate - \$45.00 for each 1/2 hour.
- Overtime - \$20.00 base charge *plus* \$65.00 for each 1/2 hour.
- Call-In - \$20.00 base charge *plus* \$65.00 Per 1/2hr.- Min. (4) hours.



### **Porter Labor**

- Regular Rate - \$20.00 for each 1/2 hour.
- Overtime - \$20.00 base charge *plus* \$30.00 for each 1/2 hour.
- Call-In - \$20.00 base charge *plus* \$35.00 per/ 1/2hr.-Min. (4) hours.

### **After Hours HVAC**

\$130 per hour, with a 4 (four) hour minimum.  
Please request at least 24 hours in advance.  
After-hours includes weeknights past 7PM, Saturday evenings, Sundays, and holidays.



### **Lamp Service-ballast replacement**

\$35.00 per half hour *plus* the list price of the lamp(s) *plus* tax.  
No charge for the ballast

### **Keys**

\$15.00 per key

Improperly duplicated keys can damage locks and create frustrating situations. We ask that you do not make duplicate keys or install locks that are not building standard. Any damage and costs incurred to replace locks or make repairs of any kind directly related to the unauthorized duplication of keys will be at the tenants' expense.

### **Lock Change**

\$130.00 per cylinder with forty-eight (48) hours' notice. More than one lock requested at a time is an additional \$55.00 per lock. Keys are an additional cost (see above).

### **Access Cards/Building Passes:**

- New Employee Cards - \$15.00
- Replacement cards - \$25.00





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## ***CHARGEABLE SERVICE RATES continued***



### **Security Guard**

Regular time - \$35.00 per hour  
Overtime - \$45.00 per hour

### **Housekeeping Services**

Carpet cleaning and deodorizing  
(1,000sq.ft. minimum charge)

psf quote available  
upon request

Upholstery cleaning and deodorizing

\$40.00 per chair

Flooring; (1,000 sq. ft minimum charge)

Strip and wax VCT

Scrub and hydro-force ceramic flooring

psf quote available  
upon request.

***\* Prices are subject to change at the discretion of the Landlord.***

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## **TENANT FIRE WARDEN/CONTACT LIST**

TENANT NAME: \_\_\_\_\_

SUITE: \_\_\_\_\_ FLOOR: \_\_\_\_\_ DATE: \_\_\_\_\_

THE FOLLOWING NUMBER OF FIRE WARDENS IS NEEDED FOR YOUR SUITE AS FOLLOWS:

UNDER 900 SQ. FT. - 1 DESIGNATED PERSON, PLUS 1 ALTERNATE

FROM 901 - 3,000 SQ. FT. - 2 DESIGNATED PERSONS, PLUS 1 ALTERNATE

FROM 3,001 - 7,000 SQ. FT. - 3 DESIGNATED PERSONS, PLUS 1 ALTERNATE

OVER 7,001 SQ. FT. - 4 DESIGNATED PERSONS, PLUS 1 ALTERNATE

DESIGNATED FIRE WARDENS:

(1) \_\_\_\_\_ CELL: \_\_\_\_\_

(2) \_\_\_\_\_ CELL: \_\_\_\_\_

(3) \_\_\_\_\_ CELL: \_\_\_\_\_

(4) \_\_\_\_\_ CELL: \_\_\_\_\_

(5) \_\_\_\_\_ CELL: \_\_\_\_\_

PROVIDE THE NUMBER OF PERSONS IN YOUR OFFICE, LISTING THE NUMBER OF MEN AND NUMBER OF WOMEN.

MEN: \_\_\_\_\_

WOMEN: \_\_\_\_\_

PHYSICALLY CHALLENGED PERSONNEL: \_\_\_\_\_

Please return all the following forms to the Management Office, via hand-delivery or email [meganoconnor@guardianbuilding.com](mailto:meganoconnor@guardianbuilding.com).

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***BUILDING ACCESS CARDS***

TENANT NAME: \_\_\_\_\_  
(Please list all employees requiring building passes)

EMPLOYEE NAME

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

Use additional pages if necessary

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## ***BUILDING PACKAGE PASS AUTHORIZATION***

TENANT NAME: \_\_\_\_\_

*(Please list all employees that are authorized to approve the removal of property from your suite.)*

EMPLOYEE NAME

EMPLOYEE SIGNATURE

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## ***EMPLOYEES WITH PHYSICAL DISABILITIES***

TENANT NAME \_\_\_\_\_  
*(Please list hearing, sight and physical disability status)*

<u>EMPLOYEE NAME</u>	<u>DISABILITY</u>

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## ***MOVING POLICY***

The following policies pertain to moving furniture, equipment and/or supplies in or out of the Building.

**Movers that do not adhere to the following will not be allowed to enter the premises or will be required to discontinue the move.**

1. Clean Masonite sections must be used as runners on all finished floor areas where furniture or equipment is being moved. The Masonite sheets must be 4x8 and a minimum of ¼" thick. They must be taped together to prevent sliding.
2. All walls, door facings and other areas along the intended route will be inspected by the movers and the Building Management before and after the move. The movers 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.
3. Any damage to the building or fixtures caused by the move will be repaired and/or paid for by the moving company and/or tenant.
4. The moving company must contact the Management Office in advance of the move date to schedule the freight elevator and provide evidence of the following insurance coverage:
  - Insurance company(s) should have A.M. Best rating of "A- VII" or higher.
  - Commercial General Liability insurance, including Bodily Injury and Property Damage Liability, Products and Completed Operations, Personal and Advertising Injury Liability in amounts **not less than** \$2,000,000 each occurrence, with \$2,000,000 Annual Aggregate, and \$1,000,000 Products and Completed Operations
    - ❖ The additional insureds shown in #6 below must be on this policy.
  - Automobile Liability coverage with not less than \$1,000,000 Combined Single Limit for bodily injury and property damage liability.
    - ❖ The additional insureds shown in #6 below must be on this policy.

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## MOVING POLICY *continued*

Workers' Compensation Insurance at statutory limits as required by State Law, with Employers' Liability Insurance of not less than \$500,000

- Each Accident, \$500,000 disease each Employee, and \$500,000 disease Policy Limit.
- Sole Proprietors – You do not employ other workers, and you are not a Corporation or LLC, please request and complete a Sole Proprietor's Statement, or you may provide a Notice of Exclusion issued by the state.
- The following must be included as additional insured on your Commercial **General Liability, Automobile Liability, and Excess Liability** coverage:
  1. Charter County of Wayne, Michigan (Owner)
  2. Economic Development Corp. of the Charter County of Wayne (Agent)
  3. 400 Monroe Associates (Managing Agent)
  4. Beanstalk Property Solutions, LLC (Manager)

and their respective officers, directors, shareholders, employees, volunteers, attorneys, agents, representatives, heirs, successors and assigns

❖ **Certificate Holder address for all of the additional insured:**

EDC Charter County of Wayne  
c/o 400 Monroe Associates  
500 Griswold  
Suite 1600  
Detroit MI 48226

- Excess/Umbrella liability limits may be used to achieve the required limits for Commercial General Liability (GL), Automobile Liability (AL), and Employers Liability (EL). The Certificate of Liability Insurance must indicate exactly which policies are included in the excess coverage (sample: Umbrella follows form over the GL, AL, and EL).
- Please provide your insurance agent with a copy of these requirements so they can make sure you follow them. Your agent should be able to provide us with the Certificate of Liability Insurance and a copy of the change endorsement showing the additional insureds have been added to the appropriate policies.

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## MOVING POLICY *continued*

5. Any and all rubbish generated as a result of the move will be removed from the property by the moving company during the day of the move and will not be deposited in the property trash receptacles.
6. In the event the move takes longer than one day, the Building Management will walk the route with the movers each day to ensure no structural damage has occurred.
7. In addition, the moving company must agree to protect, indemnify and save Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties because of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employees or representatives, or subcontractors. The moving company will be responsible for all damages and losses sustained by them to their tools and equipment used in the performance of all work there under.

The moving company is required to provide Landlord with a current certificate of insurance evidencing the above coverage listing the following as additional insured(s):

The Management Office can be reached at (313) 963-4567 or by emailing [info@guardianbuidling.com](mailto:info@guardianbuidling.com).

Tenant: \_\_\_\_\_

Date of Move: \_\_\_\_\_

Moving Company: \_\_\_\_\_



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## ***SEVERE WEATHER***

Local weather services may be relied upon to send advisories of weather conditions requiring extraordinary precautions, such as tornadoes and severe thunderstorms.

### **TORNADO WARNING**

By definition, a tornado "warning" is a confirmed tornado sighting. A tornado "watch" indicates favorable conditions for development of a tornado.

Public warnings will be broadcast over the radio, TV or the Municipal Defense sirens. Should a severe storm or tornado occur, the following guidelines should be observed:

- a) Move away from the exterior of the Building to an interior corridor or elevator lobby.
- b) Go to Basement of the building if time permits, using stairways only.
- c) Seek shelter in the interior structure of the Building; i.e. stairwells, restrooms or any windowless area. Protect yourself by placing your head as close to your lap as possible or kneel protecting your head.

### **DO NOT**

Go to the first-floor lobby or outside the Building.

### **STAY CALM**

Seek protection under a heavy piece of furniture, if you are trapped in an outside office.

Keep your radio or television tuned to a local station for information.

Report any damage to the Management Office at (313) 963-4567.