
RETAIL TENANT HANDBOOK



NEXUS
PROPERTIES



GLASSBORO, NJ

WELCOME

On behalf of Nexus Properties, Inc. We would like to welcome you to your new retail space located on Rowan Blvd in Glassboro, NJ.

THE PACKET CONTAINS THE FOLLOWING INFORMATION

Information for the Nexus Hotline Phone Numbers Used to call for Service.

This may include:

- Building Fire Alarms
- General Building & Grounds
- Tenant Request Sheet
- The information you need to transfer utility meters to own account

FOR EMERGENCY MAINTENANCE ISSUES:

There will be a maintenance person available Monday to Friday between the hours of 8:30 AM and 5:00 PM. For after hours issues, **PLEASE CALL (856) 628-5654**
All of this is available for a small fee.

We look forward to working with you to make your occupancy an enjoyable experience.

Please call the main office (856) 612-5417,
7 days a week for questions related to your space.

Thank you,



Lauren Kirsch

Property Manager

(856)347-7993

IMPORTANT POLICIES & NOTICES

YARD & GROUNDS MAINTENANCE:

Nexus Properties, Inc. is responsible for preserving the grounds and maintenance of flower beds, lawn maintenance and maintain other parts of the ground is expected. Additional care should be taken to keep the grounds clean. Please call Nexus Properties if you have questions related to the yards and grounds please call our dispatcher at **(856) 612-5417**.

ROUTINE MAINTENANCE:

As you get more settled in your new space, it is important to do routine maintenance points. Here are some examples of maintenance items you are responsible for:

- Replacement of light bulbs (Tenant)
- Cleaning or replacement of HVAC filters (Nexus Properties, Inc.)
- Regular lawn maintenance (Nexus Properties, Inc.)
- Replacement of batteries in smoke detectors and CO2 detectors (Tenant)
- Monthly Inspection of All Exits and Emergency Lights (Tenant)
- Replacement of all batteries for all Exits and Emergency Lights (Tenant)
- Cleaning of the windows in front of your retail space (inside tenant, outside Nexus Properties, Inc.)



TENANT RULES & REGULATIONS

OBSTRUCTIONS TO FREE ACCESS

The sidewalks, driveways, entrances, vestibules, corridors, elevators, stairways and fire escapes of the building must not be used for any other purpose other than ingress and egress.

LIGHT SOURCE

The skylights, windows, doors and transoms that admit natural light into passageways or into any other part of the building must not be covered or obstructed.

DAMAGE TO PREMISES

In case of any destruction or damage done to walls, doors, windows, floor covering, elevators, plumbing fixtures, lighting fixtures, HVAC equipment or any other part of the building which is caused by carelessness, negligence or improper conduct on the part of the Tenant, its agents, employees, clients or invitees, Landlord shall authorize the repair or replacement of damaged parts of the building at the Tenant's expense.

SMALL APPLIANCES

All microwave ovens, refrigerators, toasters, coffee makers or coffee urns shall be located in the employee lunchroom. The equipment is to be maintained in a neat and orderly fashion and is to be turned off when not in use. No coffee makers or other appliances may be used in any individual work area.

WALLS AND DOORS

No tenant may mark, paint, hang or affix anything to the walls or doors without written consent of the landlord.

BUILDING AND HVAC ALTERATIONS

No alterations, additions or improvements may be made, and no climate regulating, air conditioning, cooling or heating system may be installed without the consent of the Landlord. The cost and expense of such items must be paid by the Tenant.

INTENDED USE OF PREMISES

The Tenant may not use the occupied premises, or any part of it, for any purpose other than its intended use without the consent of the Landlord. If any modifications are required to the building or its systems because of change of use, the cost and expense of this modification must be paid for by the Tenant.



TENANT RULES & REGULATIONS

LOCK UP AT CLOSE OF DAY

The Tenant must see that all windows and doors are closed and securely locked and that all lights and other electrical apparatus not in use are turned off at the end of each day before leaving the building.

TAMPERING WITH HVAC SYSTEMS

The tenant may not in any way adjust or make modifications to thermostats, diffusers, dampers or any other part of the HVAC system in order to exceed the temperature recommendations established under the Standard Specifications. In the event that such adjustments or modifications create a need for rebalancing or repairs to the system, such repairs are to be made at the cost and expense of the Tenant. Acceptable temperatures are 68 degrees to 72 degrees in winter and 70 degrees to 78 degrees in summer. No books, plants, etc. shall be placed on HVAC perimeter units which would restrict air flow.

TELECOMMUNICATIONS EQUIPMENT

Any installations of electrical signaling telegraphic, telephonic equipment or other wire and/or equipment required by the Tenant must first be approved by the Landlord. The installation will be done at the cost and expense of the Tenant agency and in compliance with all codes.

Contact Nexus IT Dept: 609-656-4435

USE OF OUTSIDE SILLS AND LEDGES

Nothing shall be placed by the Tenant on the outside of the building or on the windows, window sills or projections without the written consent of the Landlord.

NOISES AND DISTURBANCES

The Tenant may not make or permit any improper noises or disturbances of any kind which might disturb other occupants in the building.

ACCESS TO ROOF

No employee may go up on the roof(s) of the building or any adjoining building.

ADDITIONAL LOCKS

No additional locks may be placed upon the doors of any premises. Upon vacating the space at the termination of the Lease, the Tenant must leave all windows and doors in the same condition as they were on the date of occupancy, and must then surrender all keys to the Landlord.

TENANT RULES & REGULATIONS

ANIMALS

No animals may be brought into or kept in any building, unless the animals are trained to assist handicapped persons and are there to perform such services.

EXTENSION CORDS

Extension cords, three-way adapters, ground adapters and other similar items are prohibited in all buildings.

HEATING UNITS

Portable electric heating units are not permitted in all buildings unless authorized and inspected by Nexus Properties.

ELECTRICAL EQUIPMENT STANDARDS

Use of non-U.L. Labeled electrical equipment is prohibited in all buildings.

SECURITY STANDARDS

Installation and maintenance of all security systems are the responsibility of the Tenant. In consolidated buildings, the Landlord will provide the basic security system. If a Tenant would like enhancements to the system, prior approval is needed from the Landlord and the cost will be paid by the Tenant.

SPECIALTY EQUIPMENT

Where specialty equipment, such as, but not limited to, gasoline pumps, underground tanks, laboratory hoods, print shop sinks, computer room HVAC equipment, is installed by the Landlord at the request of the Tenant, the Tenant shall bear the sole responsibility for the cost of the maintenance, upkeep and compliance with regulations governing the existence and usage of said equipment.

FURNITURE RECONFIGURATION

If it becomes necessary to reconfigure systems furniture, a Tenant must obtain the Landlord's approval and the furniture must be reconfigured by a qualified manufacturer's representative at the expense of the Tenant.



EMERGENCY PROCEDURES

In case of a medical, fire, or other emergency situation that could involve immediate peril to you or someone surrounding you, always call your local emergency number or 911.

MAINTENANCE EMERGENCY PROCEDURES

If you experience an emergency situation, please follow the steps outlined below. As a note, if the problem occurs in the middle of the night, it is very unlikely we will be able to dispatch a contractor to the property until the morning, so please try and contain the emergency as best as possible.

- The specific definition of a maintenance emergency is: an issue that is dangerous, hazardous, or if not addressed immediately could cause damage to the property or your personal well-being (e.g. flooding, no heat in the winter, or gas leak or breakage).
- An emergency that is not an annoying sound, air conditioning failure, appliance malfunction, drain stoppage and the like, while inconvenient, these are not considered emergencies and will be handled by our office on the following business day.
- If the situation is considered a maintenance emergency and **occurs normal business hours**, please call our office **(856) 628-5654, A Maintenance fee will apply.** If the situation **occurs after business hours**, please call our emergency line at **(856) 628-5654.** Remember to leave your name, phone number, address, and the type of emergency.
After hour Maintenance fee may apply.

EMERGENCY FAILURE CHECK STEPS (Prior to contacting Property Manager)

HEAT

- Check thermostat, fuses, circuit breakers and blower compartment panel to ensure normal operation (see above).
- In all cases, slightly open an indoor faucet and allow it to drip to prevent freezing until the heating system is operational.

WATER RELATED ISSUES

- If water is running onto floors from any appliance, fixture or pipe, close the shut-off valve for the appliance/fixture or shut off the main valve for the property.
- Contact Nexus Properties' office immediately.

MAINTAINING FIXTURES AND APPLIANCES

HUMIDIFIER

- Ensure that the water supply valve is open and set the control to your comfort level. Set it to the "off" position during the cooling season and shut off the water supply valve.

CENTRAL AIR CONDITIONING

- Air conditioning can only lower the inside temperature 10 to 15 degrees lower than the outside temperature. Clean air filters at least twice a year.

POWER

- If the power goes out in your unit, first check to see if the whole area is without power. If it is out in the area, report outage to the local power authority.
- If the power is only out in your unit, check the circuit breaker panel. One or more circuits may be tripped and you may see the switches in the off position. If no switch is turned off, turn each switch to off then on to reset the circuits. If this doesn't solve the problem, report a maintenance emergency.

DRAINS

- Avoid letting food and hair get down the drains. Clogged drains caused by hair or grease are the tenant's responsibility.
- An excellent drain cleaning solution recipe is: 1 cup salt, 1 cup baking soda and 1 cup of vinegar, followed by 8 cups of boiling hot water. We recommend performing this treatment monthly to avoid build-up.
- Hardware stores carry "hair catchers" to place in the sink and tub drains that significantly help to keep drains free of hair.

NEXUS PROPERTIES

CONTACT INFORMATION

NEXUS PROPERTIES, INC. MAIN OFFICE

Address: 1333 Brunswick Circle, Suite 200, Lawrenceville, NJ 08648

Business Hours: 9AM to 5PM, Monday through Friday.

Directions:

- Get on NJ-55 N in Harrison Township from US-322 W/Mullica Hill Road.
- Follow NJ-55 N and I-295 N in White Horse, Hamilton Township.
- Take exit 60 from I-295 N.
- Get on U.S. 1 N in Trenton from NJ-129 N.
- Continue on U.S. 1 N to US-1 BUS N/Strawberry St.
- Take the US-1 BUS/Strawberry St exit toward US-206 N/Lawrenceville.
- Nexus Properties is located directly across the street from Quick Chek gas station.

TELEPHONE NUMBERS

VOICE: (856) 612-5417

FAX: (609) 393-1715

EMERGENCY / AFTER HOURS: (856) 628-5645

GENERAL QUESTIONS

Lauren Kirsch

- **Email:** lauren.kirsch@nexusproperties.com

AVAILABLE RETAIL, GLASSBORO

Ronda Abbruzzese

- **Office:** (856) 347-7992
- **Address:** 111 Rowan Boulevard, Leasing office, Glassboro, NJ 08028
- **Email:** ronda@nexusproperties.com



TENANT FACT SHEET

Please Complete Fact Sheet in its entirety and Return to Property Management Office
Lauren Kirsch, lauren.kirsch@nexusproperties.com

GENERAL INFORMATION (** Filled out by Tenant)

Tenant Name: _____

** Address: _____

** Suite: _____ **City: _____ **Zip: _____

Hours of Operation: _____

What time can Security Check Doors? _____

Are there any times of the week or month of increased trash pick up? _____

Do you have an Alarm System? If so, what is the Alarm Code? _____

DAYTIME CONTACT

Name: _____

Phone Number: _____

Fax: _____

Email: _____

EMERGENCY CONTACT (After Hours)

1. Name: _____ Phone Number: _____

Email: _____

2. Name: _____ Phone Number: _____

Email: _____

3. Name: _____ Phone Number: _____

Email: _____

SPECIAL PRECAUTIONS (When entering Retail Space)

NEEDS TO BE COMPLETED ANNUALLY.