



Date Created:	5.6.2010
Category:	Building
Revised:	
Approved by COO:	9.15.2010

Subject: Common Area 1st Floor Break Room

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Purpose: This policy establishes a uniform policy for use of the common area break rooms.

Policy: The 1st floor common area break room provides a place to take breaks and meal periods. This area is shared by all of the building tenants. Please be considerate of others using the facility.

There are additional tables in the pocket park that tenants and employees are welcome to use. However, should you step outside the secured doors you will need to use your access card to re-enter the building.

Please use the vending machines at your own risk and know that you are responsible for reporting lost money directly to the supplier.

Restrictions:

- The common area break room is for building tenants use only. Non-building tenants must be accompanied by a tenant. The tenant is responsible for the conduct of the non-tenant at all times.
- The common area break room will be available during regular business hours.

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.