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

Subject: Parking Garage, Scooters, Motorcycles, Bikes, and Cars.

Page 1 of 2

Purpose: To ensure that all UPI employees and tenants know the policy and procedures regarding the UPI parking garage and vehicle policy.

Policy: Employees and tenants will have 24 hour access to the parking garage seven days a week.

- All responsibility for damage to vehicles or persons is assumed by the person parking the vehicle.
- Employees and Tenants cannot store their vehicles in the garage for more than 24 hours.
- Employees and Tenants parking are located in designated and non-reserved areas of the parking garage.
- Visitor Parking is for visitors only.
- All directional signs and arrows must be observed.

Procedures:

CARS

Cars must be parked entirely within the stall lines painted on the floor. Every employee and tenant is required to park and lock his or her own car.

BIKES

Bike racks are available. No bikes will be allowed in the building.

MOTORCYCLES

All motorcycles/motorized bicycles are to be parked in the designated motorcycle area.

SCOOTERS

Scooters/motorized bicycles not over 50ccs may park at the bike racks. Anything over 50 ccs needs to be licensed and parked in designated parking spaces.

PARKING STICKERS

Stickers or any other device or form of identification supplied by UPI shall remain the property of the UPI and shall not be transferable.

SPEED LIMIT

The speed limit shall be 5 miles per hour.

PARKING IS PROHIBITED:

- In areas not striped for parking
- In aisles
- Where "no parking" signs are posted



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Page 2 of 2

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- In cross hatched areas
 - In such other areas as may be designated by Owner or Owners agent(s).

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.