



**Tenant Information Sheet**  
**Commercial / Office Tenants**

We have prepared the following information for your use and convenience. Over the years we have found that our tenants have similar questions regarding their use and occupancy of the office space we manage. We hope the following information will be helpful and, in some instances, save you money.

**Air Conditioning** – In our Desert environment, we rely heavily of our air conditioning systems. We have the air conditioning units serviced twice a year. We offer the following four air conditioning tips:

- Clean your air conditioning filters every month, especially during the summer months. Monthly cleaning and/or filter replacement helps the air conditioning unit work more easily and efficiently. This extra filter maintenance is at the option and expense of the tenant. We have the air conditioning systems checked and the filters cleaned/replaced twice a year. This check-up does not take the place of your responsibility to maintain your HVAC system as outlined in your lease agreement.
- **Do not** turn your air conditioning system off at night. Set the thermostat to a higher temperature. If you turn the system completely off, the building mass heats up (sometimes to temperatures in excess of 100 degrees). It takes a lot of energy to bring the temperature back down to a reasonable comfort range.
- **Do not** set the temperature to a very low temperature thinking your suite will cool down faster. The thermostat is just a switch that turns the air conditioning on at a selected temperature. When the thermostat is set too low, the unit runs to long and “freezes”. Set the thermostat at the desired temperature and leave it at this temperature. Please remember on days when the outside temperature is extremely high that no air conditioning system can lower the temperature more than about 35/40 degrees.
- Set the fan to “on” instead of “auto”. This circulates the air and evens the temperature out in the office area. The fan is very inexpensive to operate.

**Repairs** – In most cases, it is the responsibility of the tenant to keep the interior of their unit maintained and in good repair. This includes heating, air conditioning, electrical, plumbing and water systems, window and door repairs. We are more than happy to help make arrangements through the contractors we use for tenant repairs. These repairs are billed directly to the tenants at our cost only. Please be advised that in making these arrangements, we rely on the tenant to provide access to the contractor and to inform us if the repair has been completed on schedule and to the tenant’s satisfaction.



## H O M M E P R O P E R T Y M A N A G E M E N T

**Pest Control** – Since the chemicals used in pest control can be toxic, we do not provide any pest control service. Pest control is at the option of each tenant.

**Exterior Maintenance** – It is our responsibility to maintain the building exterior. We provide weekly maintenance of the landscape, trash, and parking areas. It is the responsibility of the tenant to clean and maintain the glass and entry area in their office suite.

**Insurance** – Your lease has a requirement for the tenant to provide for insurance. If you don't have an agent you can contact our agent listed below for assistance.

The following agencies/companies can provide the utilities/services to your office:

Electricity	Southern California Edison	800-990-7788
Telephone	Frontier (formerly Verizon)	800-921-8102
TV Cable	Spectrum (formerly Time Warner)	866-772-4948
Security	Personalized Security / Kevin See	760-325-3359
Insurance	Garcia Insurance / Joe Garcia	760-320-1111
Computer Tech	Graphical Logic / Allen Langenbahn	760-200-0615
Janitorial	KM Building Services / Dan Todd	760-498-1251
Janitorial	Desert Cities Cleaning / Claudia Baeza	760-770-3852
Plumbing	Brent Johnson	760-393-1373
Plumbing	Southwest Plumbing	760-343-2345
Electrical	Cove Electric	760-360-0036
Electrical	Jody Erdahl	760-218-9480
Painting	Martin Painting / Dennis Martin	760-275-8695
Painting	Demetri Moreno	760-275-3193
Fire Extinguisher Svc.	Desert Fire	760-322-0995
Signage	TK Signs / Todd & Kasandra Ahlgren	760-775-7225
Keys/Locks	The Lock Shop	760-346-5214
Blinds	Ivan's Blinds	760-777-7670
Blinds	Sun Comfort Blinds / Jacques Meyer	760-345-9466
Windows/Doors	Midwest Glass	760-341-7725
Window Tinting	Sunshades Window Tinting/Francisco	760-275-8850
Air Conditioning	Simmons Air Conditioning	760-863-5254
Air Conditioning	Efficient Air Conditioning	760-343-5335

We try to give our tenants quiet enjoyment of their office/commercial space. We make a considerable effort each month to keep the property you are leasing in good condition. If you have any questions or concerns, please let us know. Thank you.

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