



To All Tenants

Re: Authorized Persons In Tenant Suites.

Office Here authorizes the following people to enter your offices:

**MAINTENANCE:** Craig Ankrum, Matt Joesting, Greg Witzel, Larry Husak, Colin Riley, Dennis Lecy, Linda O'Connor, Charlie Mitchell, Ray Henderson, Chue Vue, & Mike Pyka. **Office Here (company shirts or hats)**

**OFFICE STAFF:** Barb Ankrum, Sara Eads and Julina Hosler. **Office Here**

**ELECTRICAL:** Larry Haakenson and Lloyd Hoff. **K & H Electric**

**HVAC:** UHL, Inc. **(White company shirts)**  
Managed Services, Inc. **(Maroon company shirts)**

Please get identification from anyone entering your office if you are not sure who they are. Call us at any time, as any work being done is scheduled through our office.

If you see anything suspicious, please call the Police Department. Also, report any incidents to our office.

Finally, we do not allow solicitation in any of our buildings and there are signs posted at every entrance. If you have solicitors come into your office, please ask them to leave the building and call our office immediately. Do not purchase items from them.

If you do not have a person greeting visitors (i.e., a receptionist), please consider installing a door chime or bell so you are notified when someone enters your office.

Thank you for your cooperation.

Sincerely,

Barbara A. Ankrum  
Property Manager