



This Tenant Guide serves as both a welcome document and a summary of building policies applicable to all tenants of Leavenworth Offices. These guidelines clarify operational procedures and shared-space expectations. All tenants and their guests must comply with these standards in addition to the terms of their Lease Agreement.

Management

The Leavenworth Offices are managed by [Equity Shield](#), a local commercial investment and asset management firm. **All transactions and business will be with Equity Shield, which you can contact at management@equityshield.co or 913-297-9271.**

Rental Payments, Maintenance & Communication

Management will generate a username and password for you on our Buildium tenant portal. You will receive an email, or you can login by going to www.equityshield.co/login. We use this for all electronic payments, maintenance requests, and property announcements. You may use this to set up automatic payments, including Electronic Funds Transfers and Credit Card payments. *We do NOT accept other digital payments (Zelle, Venmo, etc.).*

Trash & Cleaning:

Cleaning for common areas occurs once a week, typically on Mondays. You may put any trash into the common area cans on Sunday evening to have it removed. Bulk trash items or large bags can be placed in the alleyway behind the building off 5th Street on Thursday evenings for city pickup on Friday.

Conference Room:

A shared conference room is available for current tenants of the Leavenworth Offices and is intended for professional business use consistent with an office environment. Conference room use requires advance reservation on the local sign-up sheet. The conference room is a shared resource. We ask all tenants to use it with professionalism, courtesy, and consideration for others.

Please observe the following guidelines:

1. Reservations must be made prior to occupancy.
2. Daily and weekly usage limits outlined in your Lease apply and will be enforced.
3. Tenants are responsible for the conduct of their employees, contractors, guests, and invitees.
4. Use of the conference room by non-lessees requires the presence of the leasing tenant or authorized principal.
5. Activity which is unreasonably audible in adjacent suites is not permitted.
6. Access to shared amenities (refrigerator, microwave, sink) must remain reasonably available to other tenants.

Door Access & Keys:

We offer streamlined, digital keyless access to the street level through **OpenPath** security systems. Key features include: cell-based door access, keycard access, tenant-programmed “guest passes,” and scheduled open access hours.

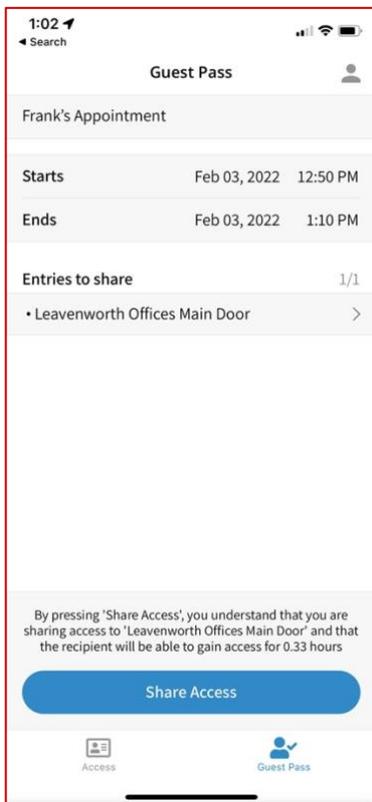




Door Access & Keys (cont.)

You will receive a welcome email from OpenPath to the email address in your rental application, which will guide you through how to [install and utilize the OpenPath mobile application](#) on your phone. Once installed, you will be able to unlock the door 24/7. Key cards are available for a \$5.00 fee. We do NOT issue traditional keys.

Many of our business tenants have appointment-based clientele. To facilitate this access, we have programmed the door to remain open after the first tenant unlocks it during regular business hours (8am – 5pm) from Monday through Friday. Tenants may [lock the door during business hours](#) using the “last to leave” feature.



After business hours, tenants may issue a “Guest Pass” for up to one hour via the OpenPath mobile application. The app will generate a link which you may send to your customer via email, text message, etc. The Guest Pass link will open the door if activated within the designated time window. A detailed walkthrough is at <https://youtu.be/m7J6CgZcRus>.



Wi-Fi:

We offer high-speed, complimentary Wi-Fi access throughout the building. To connect, use:

Network Name: Delaware
Password: LVOffices

Cameras on Site:

For tenant protection and safety, we have several security cameras installed throughout the halls and common areas. These record all movement activities for up to 30 days. If you suspect any suspicious activity, please contact management.

Management Access

Management maintains keys to each suite in a locked key-box in the management office, covered by a security camera. **Managers will NOT access your space without your advanced notice, except in the case of an emergency, safety concern, or urgent**

maintenance concern (leaks, evidence of infestation, fire hazards, etc.).





Feedback

Thank you so much for your business and for your contribution to our community of professionals. We will do everything we can to make it a world-class environment for you and your clientele.

If you have any issues or concerns, please feel free to contact admin@leavenworthoffices.com or fill out a one-minute anonymous feedback form at: <https://www.surveymonkey.com/r/QZ2NRH5>.

