

## MAIL SERVICE

Tenants are solely responsible for their own mail.

**ROSEVILLE**  
**United States Postal Service**  
1860 SIERRA GARDENS DR  
ROSEVILLE, CA 95661

## TENANT DELIVERIES

Deliveries of any kind must be made to the rear door, if applicable, of the Tenant's space.

Service areas are to be used only for the active loading and unloading of merchandise or other materials. Service areas are not to be used for parking. Violators will be subject to towing at vehicle owner's expense.

Deliveries requiring access through any plaza area must use a dolly with rubber tires to avoid damage to the hardscape. Steel-wheeled dollies are never permitted. All deliveries must be started and completed before or after shopping center operating hours. Deliveries must be completed between the hours of 5:00 am and 10:00 am or 9:00 pm to midnight.

It is the responsibility of the store manager to inform all delivery drivers of the proper procedures.

## TRASH REMOVAL

Trash should not be visible during business hours. Do not use receptacles in the common areas within the shopping center. Dispose of trash only in designated locations. Trash must remain in the store until it is ready to be disposed of.

Tenant trash may not be placed outside of the Tenant's Premises at any time. The common areas and service hallways are to be kept clear of all materials at all times. Palettes must be hauled away by vendor.

## RECYCLING PROGRAM

At Sierra Oaks Plaza Center, we are committed to reducing our footprint and helping the environment, so we encourage Tenants to recycle their cardboard.

When recycling, do not place anything except for cardboard in the recycle bin. Trash, shrink wrap, plastic coat hangers and styrofoam are not accepted. **All boxes must be broken down flat before placing in the recycle bin.**

Should additional janitorial services be necessary due to non-compliance to the above, the Tenant will be subject to a service fee.

## **PARKING**

Employee parking is designated as those spaces located behind the building or on the outskirts of the parking areas. Employee parking will be monitored by Security. Employees who do not follow the guidelines established by Sierra Oaks Plaza Center are subject to have their vehicles towed at owner's expense.

If there are any changes to the designated employee parking location, Management will notify each Tenant accordingly. Your cooperation and consideration in this matter is expected and appreciated.