

# FINE ARTS BUILDING

## BUILDING POLICIES

1017 S.W. MORRISON ST. \* PORTLAND, OR 97205-2650 \* 503-729-7062

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- Common Areas Policy
- Building Hours & Front Door Policy
- Recycling Policy
- No Smoking Policy

## Common Areas Policy

1. Common areas include: lobby, corridors, staircases, elevator, hallways, fire escapes (emergency use only), & restrooms.
2. No loitering, solicitation, or door-to-door inquiries of any kind.
3. No public restrooms.
4. No running or shouting in common areas.
5. No blockage of common areas (e.g. no sitting on lobby staircase). Bicycles are to be left outside or inside tenant's suite.
6. No one on the fire escape, inside building courts, or on the rooftop, except in an emergency.
7. This building uses audio and video surveillance equipment set to a recording device used in all common areas except restrooms.
8. Pets must be leashed or caged.
9. There may be no objectionable odor of any kind (including inside tenant's space). Therefore, no food consumption of any kind in common areas, or cooking in studios (i.e. use of hot plates, etc.). This also includes candles, incense, etc.
10. Limit cell phone calls in common areas to five (5) minutes, and please do it quietly.
11. The building lobby is not a reception room for building tenant's, clients, or guests.
12. The Fine Arts Building is for the sole use of the Building tenants, their clients, employees, guests, or students.

## **Building Hours & Front Door Policy**

1. Key deposit of \$ 25 is required, and is refundable upon keys being returned. Building Agent must be informed immediately of any lost keys. Lost keys may lose deposit; new deposit is required for a new set of keys. Lessee may not duplicate the front door key. The building front door key is handled strictly through the Building Agent. The building front door key may not be shared with, or used by, any other person than signing Lessee.
  
2. Building hours (public hours):
  - Monday - Friday. . 7:30 AM to 7:30 PM
  - Saturday . . . . . 7:30 AM to 6:00 PM
  - Sunday . . . . . closed

Closed major holidays:

- New Year's Day
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - first Monday in September
- Thanksgiving - fourth Thursday in November
- X-Mas - December 25

Special hours/ close early (~ 4:00 pm):

- day after Thanksgiving
- X-mas eve
- New Year's eve

3. Furniture and bulky articles delivery & removal to take place during building open hours only; independent use of the elevators only at times approved by Lessor following at least 24 hours' written notice to Lessor of the intended move.

4. The Fine Arts Building is private property of the Lessor who designates its sole use for Lessees & their invitees only. No one (Lessee, Lessee's invitees, or otherwise) is allowed in the building between the hours of 12:00 Midnight & 6:00 AM daily. Anyone in the building between 12:00 Midnight & 6:00 AM will be trespassing & treated as such.
5. The front door is to remain closed and locked at all times after hours (i.e. 7:30 PM Monday - Friday, 6:00 PM Saturday, all day Sunday), except when you exit or enter the building.
6. The front door is to remain closed while you are waiting either outside or in the lobby for a client, employee, guest, student, or when taking a break.
7. You are only to allow people you personally know in the building (i.e. only your clients, employees, guests, students, etc.).
8. Clients or guests are not to wander the hallways after hours.
9. Make sure the front door locks behind you.
10. Caution not to throw the front door open so hard that it springs back and remains in an open position (springs backed closed).
11. Do not prop open entrance door.
12. Violation of these policies, or compromising building security, can be cause for eviction.

## Recycling Policy

Recycling is a law in commercial buildings. Recycling containers are located in the trash closets.

### I. PAPER

Office papers, newspapers, mailings of all kinds (consider shredding these), paper bags, magazines, etc. No metal fasteners, staples, paper clips, etc. No glossy photo's. No paper used for tissues, paper towels, cups, plates, or anything that was around or stained by food. Cardboard boxes are to be broken down by tenant and placed in a corner of the trash closet.

### II. GLASS & PLASTIC

Any kind of glass bottles, containers, jars, or plastic containers as long as they are empty and clean. Please clean and rinse them in a sink if you need to.

### III. METALS

Metal containers as long as they are empty and clean, and can fit into the recycling box.

### IV. NON-RECYCLABLE or NON-TRASH ITEMS

No paint cans, pressurized cans, furniture, or equipment (air conditioners, computers, microwaves, refrigerators, etc.). No hazardous materials or containers. All food items are to be placed in a closed plastic bag before you put them into the trash can.

Disposable sink paper towels are the only item allowed in the hallway trash receptacle - no other trash of any kind may be placed in the hallway trash receptacles.

If you have excess trash, recyclable items, or questions, call the Building Agent: 503-222-1038.

## No Smoking Policy

### I. Interior

**No smoking in any areas of the building at any time.**

For similar reasons as this "no smoking" policy, it is building policy and fire regulations that there are to be **no candles, incense, moxa, open flame devices**. Ignoring this policy is your own personal liability for personal injury and property damage.

### II. Exterior



**No smoking  
within 10 feet**



Under Oregon's Smokefree Workplace Law this business is smokefree (ORS 433.835-870, effective January 1, 2009). Smoking is not allowed within 10 feet of building entrances, exits, windows and air intake vents.

**For information and complaints:**  
1-866-621-6107 or [www.healthoregon.org/smokefree](http://www.healthoregon.org/smokefree)

**Want to quit smoking?**  
1-800-QUIT-NOW or 1-877-2NO-FUME (Español)

**SMOKEFREE  
oregon**

Violation of this policy may be cause for eviction.