

The EXCELSIOR Office

202 Water Street Suite 200, Excelsior, Mn 55331

PARKING

Parking lot is behind the building. Parking is available on Water St. Most Water St. parking is park & pay, be mindful of tow away zones & plan accordingly.

ACCESS

From the parking lot, enter through the door for Bull and Wren in the corner. Walk past the elevator and into the next doorway on the left, which is the stairs. Go up to the second floor and walk through the conference room to suite 200.

From Water Street, stairway on the Castilian Partners building. The first door to the right is 200.

LOCKS

The exterior doors for the building are open from approximately 7am-5:30pm Monday-Friday. Our suite will be unlocked from 8am-5pm Monday-Friday.

Should you need the office outside of business hours, the back door and the back stairs are set up on a code system for us (see below). The suite will have a lockbox with a key inside of it for the suite door. For stairway access after hours -- use the codes provided below for entry.

Exterior door code: 19910# - Stair Code: 1991 - Lockbox Code: 1991

WIFI AND PRINTER

This office is equipped with wifi and a basic printer/scanner/copier. To use the printer, you must download the drivers for the correct printer.

Step 1: Make sure you're connected to WiFi. (Wifi Name: Verizon_GD7TV7, Wifi PW: jus6-tucker-got)

Step 2: Download the printer's driver to your desktop.

PC users: <https://bit.ly/40FJ19v>

Mac users: must print via 'air print'. It should pop up on your computer under drivers and printers.

To scan, add your email to the machine via the machine itself. Then, scan your document!

OFFICE GUIDELINES

1. Since this is a shared building, all agents and staff must maintain a low level of volume in the hallways and stairs. If there are items in the hallway that are not PHT's, leave them alone.
2. Our office is set up in offices, but these spaces are intended for plug-and-play work spaces. Do not "set up camp" in a specific office with expectations of it becoming your full time office.
3. Please clean up after yourselves. There is a dishwasher in the wet bar, so please rinse all dirty dishes and place in the dishwasher after use.
4. The team will supply similar drinks and snacks as found in Apple Valley. Please do not place personal food items in the beverage fridge.
5. All office supplies are to stay in this office (excluding paper clips, marketing materials, etc.)

Questions? Reach out to Jess (952-237-8254) or Hannah (641-903-9457)