

The EDINA Office

7645 Metro Blvd, Suite 200, Edina, MN 55439

PARKING

Parking lot is in front, to the side, and behind the building.

ACCESS

From the front of the building, enter into the main lobby. Head up the elevator or the stairs. We are on the second floor.

LOCKS

The exterior doors for the building are open from 8am - 5pm Monday-Friday.

The code for opening the door and keeping it unlocked is: 0828*

1. Enter the code on the keypad and press star key at the bottom left.
2. The green lights at the top of the keypad will light up to indicate the door has opened.
3. This will keep the lock open and the same code will need to be re-entered to lock the door.

The User code for opening the door is: 1991*

1. This is the code everyone will use for access to the property after hours and on weekends.
2. Enter the code on the keypad and press the star key at the bottom left. The green lights at the top of the keypad will light up to indicate the door is opened.
3. This is a one-time entrance code, meaning the door automatically locks after 5 seconds and there will be a locking sound to indicate the door has been relocked.

WIFI AND PRINTER

This office is equipped with wifi and a basic printer/scanner/copier. Feel free to use this when needed.

WiFi Network: Pemberton

Password: Welcome1

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.
2. Our office is set up with offices and cubicles. These spaces are intended for plug-and-play work spaces. Please do not "set up shop" unless you plan to be in office 3+ days per week.
3. Please clean up after yourselves. There is a dishwasher in the kitchen, so please rinse all dirty dishes and place in the dishwasher after use. If the dishwasher is full, please run it. If it is clean, please empty it.
4. The team will supply similar drinks and snacks. There is also a fridge for personal items.
5. All office supplies are to stay in this office (excluding paper clips, marketing materials, etc.)

SIGNAGE

1. We have a storage shed located near the carport in the parking lot. This shed houses our open house signs and step-in listing signs. Please help yourself and keep the shed organized. To access the locked shed, there is a lockbox with key. The code is 1991