

# The EXCELSIOR Office

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202 Water Street Suite 200, Excelsior, Mn 55331

## PARKING

Parking lot is behind the building.

## 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, enter into the stairway on the Pemberton Homes building. The first door to the right is suite 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 Water Street stairs are inaccessible after hours without a fob. The suite will have a lockbox with a key inside of it for the suite door.

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.

Wifi Name: Verizon\_GD7TV7

Wifi PW: jus6-tucker-got

## 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 with a number of desks and tables. These spaces are intended for plug-and-play work spaces. You are welcome to leave materials at a space if you wish, but please make sure they are neat and tidy, as other agents may use the space when you're not there.
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. Help yourself to anything in the beverage fridge. Please do not place personal food items in the beverage fridge.
5. All office supplies should stay in this office (excluding paper clips, marketing materials, etc.)