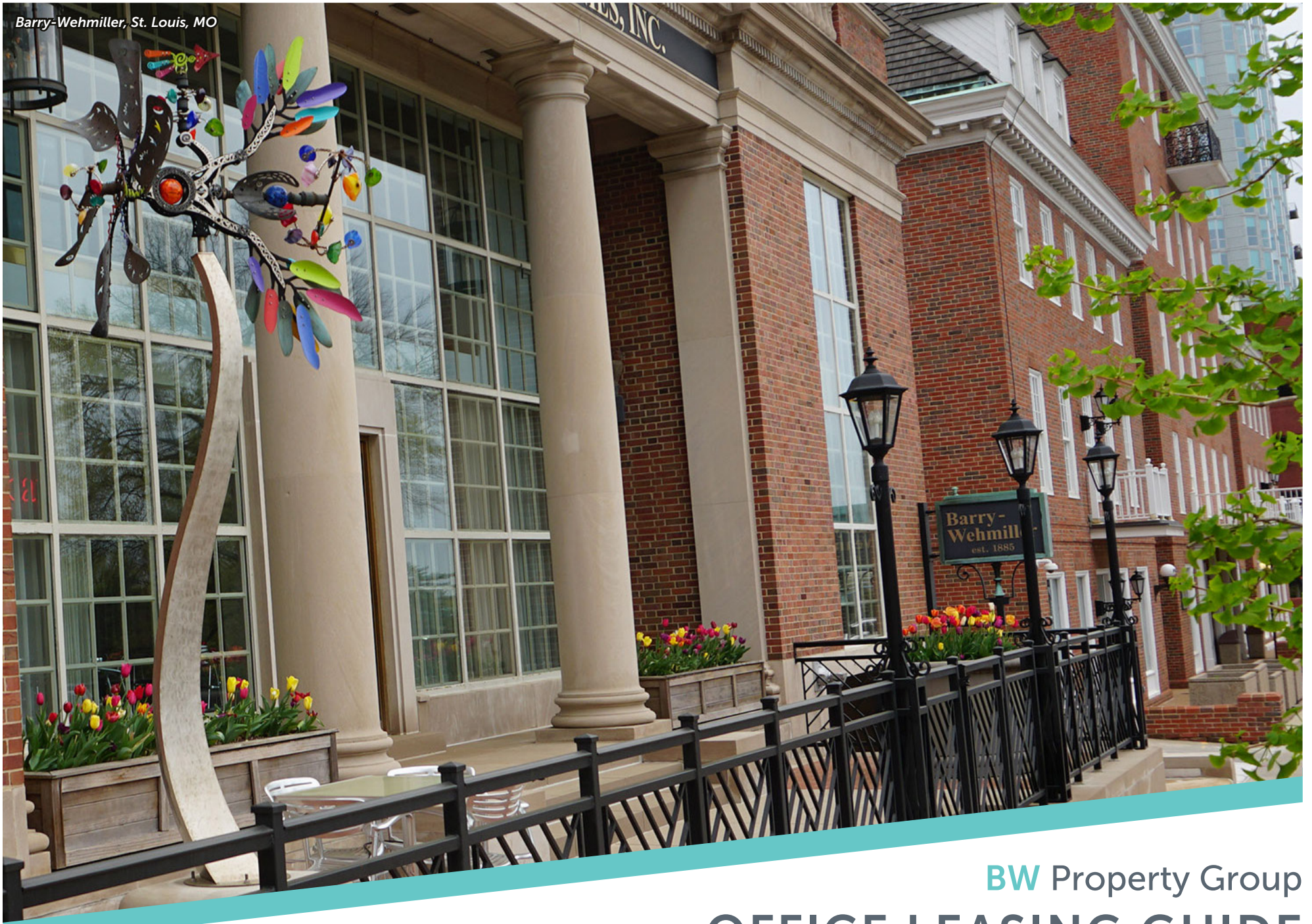


Barry-Wehmler, St. Louis, MO



BW Property Group OFFICE LEASING GUIDE

WHAT YOU NEED TO KNOW BEFORE YOU SIGN



Accraply, Brooklyn Park, MN

BW Property Group

REAL ESTATE | WORKSPACE DESIGN | FACILITY SOLUTIONS

The **BW Property Group** manages Barry-Wehmiller's growing global real estate portfolio, which spans almost 300 locations and more than 8,000,000 square feet. We serve as the comprehensive solution for all transactions, workspace design and facility solutions. From answering general property questions to supporting a real estate strategy that fits each division, we have the knowledge and experience to achieve objectives and support our growing business.



W & D, Lenexa, KS



Accraply, Brooklyn Park, MN



REAL ESTATE

We offer comprehensive real estate services for clients across the globe with diverse requirements & commercial needs.

- Lease Negotiations
- Lease Administration
- Facility Acquisitions
- Facility Disposition

WORKSPACE DESIGN

Strategic space planning and furniture selection customized for your needs, backed by research.

- Space Planning
- Furniture Selection
- Décor Selection

FACILITY SOLUTIONS

For any location move we can facilitate the entire process from concept & budgeting to construction & moving.

- Test Fit Drawings
- Construction Scope of Work
- Comprehensive Budget and Schedule
- Project and Move Management



FREQUENTLY ASKED QUESTIONS

Who should I contact with questions regarding a real estate and/or facility project?

Teddy Chapman and Weston Bayes can answer your questions regarding real estate including lease negotiations, lease administration, facility acquisitions and facility disposition. Sandy Phelps and Valerie Nelke can answer your questions regarding workspace design including space planning, furniture selection, décor selection, IT planning, and Facility Solutions including drawings, construction, budget, schedule, and project and move management.

At what point should I engage BW Property Group regarding a potential real estate requirement?

BWPG should be contacted 12-24 months prior to desired occupancy date or lease expiration. Larger projects such as relocating a manufacturing facility requires more time, i.e., 24 months. Click [here](#) to review the Process Map for more information on action items during a real estate project.

Is there a list of all our properties?

Yes, there is a global map that lists all properties owned or leased by Barry-Wehmiller and Forsyth Partners. You can find it by visiting BWpropertygroup.com and navigating to Resources at the top of our homepage.

Does BW Property Group handle international properties?

Yes, BW Property Group is responsible for all property decisions whether in the United States or abroad and they provide support and guidance in all regions.

Is there a corporate workspace design standard?

Yes. Barry-Wehmiller offices reflect a consistent design standard so that our members experience a familiar, inviting, and warm workspace as they travel and work in our various business offices worldwide. Contact Sandy Phelps or Valerie Nelke with questions.

Does BW Property Group have preferred vendors?

Yes, we have a growing list of preferred vendors that we engage in a variety of areas including furniture, project management, and real estate transactions to ensure our standards are upheld and best practices are observed. If you have questions about a particular vendor, please contact a member of our team to assist you.

Who is authorized to sign a lease?

Please reference the corporate expenditure authorization policy for information on authorized signatories. For questions regarding this policy, please contact Teddy Chapman or Weston Bayes.

Who do I contact to discuss facility related CAPEX projects?

Once a CAPEX project has been submitted, reviewed and approved by your finance department and the BW CAPEX Committee, contact Teddy Chapman or Weston Bayes who will guide you through the appropriate next steps required for your particular project.

Does BW Property Group have a preferred real estate services provider?

Yes. Colliers International exclusively represents all Barry-Wehmiller Group companies and Teddy Chapman is our sole point of contact. Please contact Teddy with any questions regarding services offered.





Baldwin, Waukesha, WI

TRANSLATING THE LINGO

Glossary of Terms

Assignment - The method by which a lease is transferred from one party to another.

Base (Expense) Year - A lease condition whereby the Landlord agrees to pay an expense amount based on the expense for a base year (typically the first year) of the lease, and the Tenant pays the increase in expense for subsequent years.

Effective Rental Rate - True rent considering rental concessions, spread over the life of the lease.

Estoppel Certificate - In a lease, it is a clause whereby the Tenant agrees to state that the lease is in effect, there is no known default by the Landlord, and the rent has not been prepaid.

Full Service Gross (FSG) - A lease requiring the owner to pay all operating expenses, such as cleaning, maintenance and repairs, utilities, insurance, and taxes.

Holdover Clause - Provision in a lease that determines what happens when a Tenant remains beyond the expiration of the lease.

Operating Expenses (OpEx) – Generally the cost outside of the base rent for taxes, insurance and common area maintenance.

Renewal Option – The right, but not the obligation, of a Tenant to continue to lease at a specified term and rent.

Right of First Refusal – The opportunity for the Tenant to match the terms of a proposed lease before a lease is executed. A Right of First Refusal protects a Tenant's right to lease expansion space in a building before the Landlord can lease to another potential Tenant.

Tenant Improvement (TI) Allowance – A negotiated amount of money the Landlord will spend on renovations to the space prior to occupancy.

Triple Net Lease (NNN) - A lease whereby, in addition to the rent stipulated, the Tenant pays such expenses as taxes, insurance, and common area maintenance.

Turn Key – A project where the Landlord agrees to pay for and complete all requested Tenant Improvements.

Relocation Checklist | A STEP-BY-STEP GUIDE

PRELIMINARY

BW PROPERTY GROUP

- Finalize lease for new location
- Engage designer for new premises

BUSINESS UNIT

- Notify present landlord of termination date
- Advise staff of date and location of move
- Create a master change-of-address list

PRE-MOVE – GENERAL

BW PROPERTY GROUP

- Reserve elevators and loading docks for moving day
- Bid and award moving contract
- Bid and award telephone and computer cabling
- Order any new office furniture and equipment
- Obtain the Certificate of Occupancy and any other required permits or licenses
- Change locks/access codes on new premises
- Arrange for listing on lobby directory of new building
- Obtain Certificates of Insurance from your insurance company
- Arrange for post-move cleaning

BUSINESS UNIT

- Inventory existing furniture
- Conduct 7S events to purge files per record retention policy and discard unnecessary clutter
- Audit keys
- Order new stationery
- Check insurance coverage for the move
- Advise suppliers of new address (telephone, bottled water, coffee service)
- Change/cancel utility services

- File change-of-address forms with post office and forward mail
- Mail moving notices
 - Internal CPD
 - Banks and financial institutions
 - Clients and customers
 - Professional organizations
 - Credit accounts and credit cards
 - Insurance companies
 - Accounts receivable and payable
 - Newspaper and magazine subscriptions
 - Telephone company and internet service provider
 - Prospects and special services

PRE-MOVE – INTERNAL

BW PROPERTY GROUP

- Schedule and prepare agenda for your employee move orientation meeting
- Develop a master relocation project schedule
- Distribute access cards and keys for new premises

BUSINESS UNIT

- Finalize seating plan and identify each location
- Prepare labels for moving furniture and boxes to new location
- Schedule staff for unpacking, stocking supply cabinets, storerooms, file rooms and removing tags from all furniture and equipment to ensure your company will be operational as rapidly as possible after move
- Pack contents of all filing cabinets and desks, ensuring everything is properly labeled
- Schedule post-move training for security, fire and life safety procedures at the new facility

MOVING PERIOD

BW PROPERTY GROUP

- Arrange with the building manager to have the air conditioning on during the move
- Install and test telephone system
- Install and test all computers

BUSINESS UNIT

- Remove computer equipment (server) and phone system prior to arrival of movers and commence reinstallation at new site
- Collect parking passes, security cards and keys for the old facility. Confirm the return of any deposits held by the landlord for those items

POST-MOVE

BW PROPERTY GROUP

- Do a detailed walk-through of the premises and report any damage to moving company
- Audit final invoices against contracts
- Complete and file all warranty information for all new furniture and equipment

BUSINESS UNIT

- Distribute new phone list and map showing the locations of departments
- Transfer your insurance to the new location
- Update fixed asset accounting system for any new furniture and equipment purchased
- Schedule press release and client announcement



For more information, contact
sandy.phelps@barry-wehmler.com or valerie.nelke@barry-wehmler.com