



Welcome to Canyon Park Tech Center!

Our staff would like to provide pertinent building information to assist in making your move as smooth as possible.

The Management Office is located in Building M, on the 2nd floor suite 200 and can be reached at 801-764-0005 or by email [cpark@mullerco.com](mailto:cpark@mullerco.com).



The after- hours office emergency number is (801)764-0005.

All forms listed below can be submitted via email to [cpark@mullerco.com](mailto:cpark@mullerco.com). The most current versions of all forms included in this packet will always be available on our website under Tenant Information > Tenant Forms.

### **Building/Parking/Amenity Center Access**

- Building door hours are Monday – Friday 7:00am - 6:00pm. Outside of these building hours, a physical access card is required to enter the building. The access card must be swiped at the column access reader on the exterior of the building doors for building access. The Access Card Request Form is enclosed and must be submitted with all employees who require a keycard. After your initial onboarding, to request additional keycards, please submit a work ticket in your tenant portal.
- “The Hub” Amenity and Fitness Center is located on the basement level of Building M and can be reached by either the stairway from the first floor of the building or the service elevator from any floor. Membership is complimentary for all tenants at Canyon Park. The Hub is available via access card between the hours of 5am to 10pm, Monday through Sunday, excluding building holidays. Before access is granted, a HUB access waiver must be completed online at our website under the Tenant Information tab [www.canyonparkutah.com](http://www.canyonparkutah.com).
  - No Guests Allowed: Employees with valid keycards are allowed access to the HUB/GYM. Guests, including family, children, and friends, are not permitted.

### **Service Requests- Work Orders**

- Please direct all service requests (i.e., lights out, air flow problems, additional janitorial requests) to our online tenant portal, Yardi Commercial Café. This portal is accessible by visiting our website <https://www.canyonparkutah.com> and selecting Tenant Log-In from the upper menu. To receive access to the online portal for yourself and/or other staff members, please complete and return the enclosed Tenant Contact Information Form and allow 2 business days for processing time.
- After-hours air conditioning is available with 24-hour notice to our office or via Yardi Commercial Café. An afterhours HVAC usage fee will be billed to your open item statement; the fee incurred will be reflective of the terms of your lease.

### **Suite and Directory Signage**

Suite and directory signage will be ordered once a logo is received and proof sheet approved. The logo is required for submission.

### **Keys/Door Access**

You will be given a keycard for each employee during the onboarding process. You will need to complete the keycard request form and return it 72 hours in advance to create the keycards. Please read over the keycard and door access policy as this is essential information. Our management office will not provide access for employees locked out or forgotten their keycards. It's important to establish an internal process to handle these situations. Additional keys can be ordered via a service request on Yardi Commercial Café.

### **Mailbox**

Your office address and instructions for where to set up your mailbox with USPS will be sent to the lease holder in the initial welcome email. Canyon Park does not manage your mailbox. Mailbox locations are located outside, please ask our office managers about your current mailbox location.

### **Moving and Delivery Procedures**

All moves and deliveries must be made before 8:00 am or after 5:00 pm Monday – Friday. If you wish to move/deliver on Saturdays and Sundays, deliveries can be made at any time with our prior approval. All deliveries and moves require notification to our office at least 48 hours in advance.

If you are using a moving company, we will need a certificate of insurance from that company before the move as outlined in the Vendor Insurance Requirements sections. Your moving company must name “Canyon Park Owner II, LLC” and “The Muller Company, LLC, a Utah Limited Liability Company” as additional insured. This certificate must be received at least 48 hours before providing access to any vendors onsite. Additionally, please provide us with the name and number of a moving company representative so that we may ensure that they take all the necessary precautions to protect the building finishes, such as flooring for the lobby entrance and walls leading to your office.

### **Building Services**

- The buildings and offices are cleaned Monday through Friday only. Offices are cleaned in the evenings from 5:30 pm-12:00 am.
- Security patrols the park multiple times a night, seven days of the week. Any suspicious activity is reported to the management office.

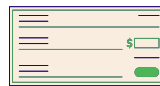
## Rent Payments

Please set up ACH payments to be delivered no later than the 1st of the month. Any payment received after will accrue late fee's. If sending by check, please consider how long it takes for payment to be received. See payment options below.



### ACH Information

Wells Fargo Bank, NA  
San Francisco  
ABA # 121000248  
Acct # 4354714891  
Ref: Canyon Park Owner II, LLC



### Check (USPS)

Canyon Park Owner II, LLC  
LB 413180  
PO BOX 35143  
Seattle, WA 98124-5143



### Wire

Wells Fargo Bank, NA  
333 Market, 18th Floor  
San Francisco, CA 94105  
MAC AO-0119-183

Canyon Park Owner II, LLC  
ABA # 121000248  
Acct # 4354714891



### FEDEX/UPS Overnight checks

Lockbox Services LB 413180  
Canyon Park Owner II, LLC  
18035 Sperry Drive  
Tukwila, WA 98188-4750

## Tenant Contact Information Form

Company Name:	Suite Number:
Main Phone Number:	Number of Employees on-site:

By listing the contacts below, you give permission for Canyon Park Management team to contact you based off of roles assigned. One person can be assigned multiple roles. We will not reach out or send information unless it's necessary to Executives, Emergency Contacts or Fire Wardens. Daily Contacts listed will be notified more often with the understanding they are the main contacts and to share information with the right person as needed.

### On-site Daily Contact

On-site daily contact for misc. management issues and events. Please include a secondary contact in case primary contact is absent. Daily contacts will have access to submit work requests for the office.

<b>Daily Contact Name 1:</b>	Title:	Email (required):
Phone Number:		
<b>Daily Contact Name 2:</b>	Title:	Email (required):
Phone Number:		

### Accounting Contact/Statement Delivery

<b>Accounting Contact Name 1:</b>	Title:	Email (required):
Phone Number:		
<b>Accounting Contact Name 2:</b>	Title:	Email (required):
Phone Number:		

## Continued- Tenant Contact Information Form

### Emergency Contact

Reasons that the emergency contact would be called: Employee locked out of suite, after-hours emergency inside or outside of tenant space requiring tenant notification.

<b>Contact Name 1:</b>	Title:	Email (required):
Mobile Phone:	Direct Line:	Home Phone:
<b>Contact Name 2:</b>	Title:	Email (required):
Mobile Phone:	Direct Line:	Home Phone:

### Suite Fire Warden

On-site contact designated to oversee suite evacuation procedures in the event of an emergency. Will attend the annual Fire Warden Training. Please designate one primary Fire Warden and one alternate, who would manage these responsibilities in the absence of the primary warden.

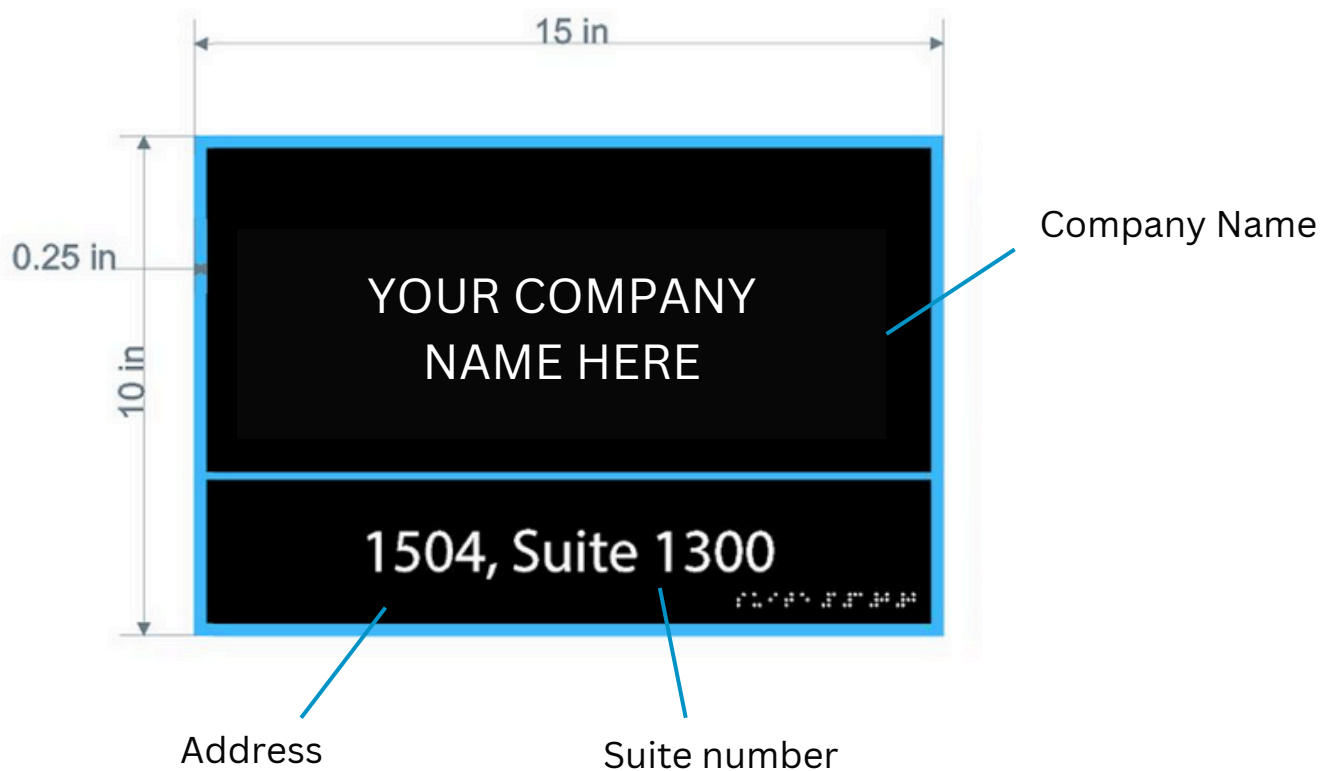
<b>Fire Warden Contact Name 1:</b>	Title	Mobile Phone:
Direct Phone Number:	Email (required):	
<b>Fire Warden Contact Name 2:</b>	Title	Mobile Phone:
Direct Phone Number:	Email (required):	

Please submit contact form to [canyonpark@mullerco.com](mailto:canyonpark@mullerco.com)

## Signage

### SUITE SIGNAGE

Suite Signage will be located in one of three areas depending on the layout of your front office doors. It can be installed on glass, brick or drywall. This will be determined upon completion of your build out. If you have move in ready office space, good chance suite sign has been installed prior and will need to be updated with your company information. Please fill out the required form and return to Lea Burr at [cpark@mullerco.com](mailto:cpark@mullerco.com).



## Signage

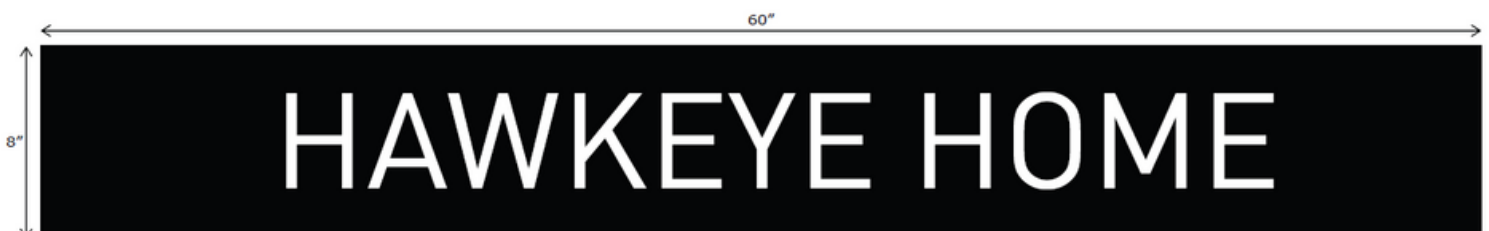
### Lobby Signage

The lobby directory is located within the main lobby. Your company logo will be displayed on a 10" x 15" metal plate with a vinyl finish. To proceed, please provide your logo in one of the following file formats to our management team at [canyonpark@mullerco.com](mailto:canyonpark@mullerco.com)  
Formats: AI, EPS, SVG, or PDF.



### Monument Sign

The monument sign is located outside the building and displays the building letter, address range, and the names of the companies located within the building. Your company name will be added within 1-3 weeks of commencement date.



4" tall letters, no wider than 56"

EXAMPLE

## Vendor Insurance Requirement

All vendors in the below referenced property shall provide a Certificate of Insurance evidencing the following insurance. Insurance coverage must be in the following minimum amounts:

Bldg A (1501-1599 N. Technology Way),	Bldg F (750-799 East Technology Way)
Bldg B (600-699 East Technology Way)	Bldg G (500-599 East Timpanogos Circle)
Bldg C (500-599 East Technology Way)	Bldg H (600-699 East Timpanogos Circle)
Bldg D (1500-1599 North Technology Way)	Bldg J (1401-1499 North Research Way)
Bldg E (700-749 East Technology Way)	Bldg M (701-799 East Timpanogos Parkway)

**Insurance coverage must be in the following minimum amounts:**

**A. Commercial General Liability:** The limits of liability shall not be less than: \$1,000,000 each occurrence, bodily injury, personal injury, and property injury; \$2,000,000 annual aggregate for the products and completed operations hazard; \$2,000,000 general aggregate for this location or job, if a general aggregate applies

**B. Comprehensive Auto Liability Insurance:** Covering the use of all owned, non-owned, and hired automobiles with bodily injury and property damage limits of \$1,000,000.

**C. Excess/Umbrella Liability:**

\$5,000,000 each occurrence

\$5,000,000 aggregate

**D. Workers' Compensation:** As required by applicable law in the state in which the work is performed

**E. Employer's Liability Insurance:**

With limits not less than \$1,000,000 per employee per accident

**F.** In addition to the above mentioned requirements, the notice date for cancellation must not be less than the period of time covering any and all deliveries/activities, and the above referenced location must be stated on the certificate.

**The following entities must be named as both "certificate holder" and the "additional insured" on the Certificate of Insurance provided to Canyon Park Technology Center**

CANYON PARK OWNER II, LLC and  
THE MULLER COMPANY

G. The name and address of the insured shall appear on the Certificate of Insurance, as well as reference to the tenant's name. The insurance agent's address and telephone number would be appreciated. **Please include ALL pages/endorsements in your certificate.**

Please email all Certificates of Insurance & Binder to: canyonpark@mullerco.com



## Tenant Insurance Requirement

As detailed in your lease with Canyon Park Owner II, LLC the following insurance is required as part of your tenancy.

**Certificate Of Insurance (COI) consists of the following information.**

General Liability Coverage, Commercial Automobile Policy, & Workers Compensation Coverage

**1. Commercial General Liability (CGL) (Bodily Injury & Property Damage):**

- a. Each occurrence must add up to a minimum of \$2M per occurrence and annual aggregate, depending on the lease.

**2. Automobile Liability Insurance**

- a. \$2 Million each occurrence
- b. The commercial auto is part of the general liability insurance. It is not insuring a particular car, but it is part of your business insurance. Your insurance company should be able to add Non-Owned and Hired Auto to the GL policy.

**3. Umbrella/Excess Liability Insurance** (bodily injury, property damage & personal injury)

- a. If CGL general aggregate is less than the amount required, excess liability should be provided

**4. Workers Compensation Coverage**

- a. Required by law, \$1 Million minimum
- b. If you are exempt from Workers Compensation than Canyon Park Management will send you a workers compensation exempt form to sign and return.

**5. Endorsements and Waiver of Subrogation Forms Required:**

You will receive the Certificate of Insurance (COI) but will need to request the endorsements and waiver of subrogation form. This may take a few weeks after you get the COI. This will not slow down the commencement date as long we have the COI with the correct verbiage and amounts.

- a. Waiver of Subrogation-Please include the following wording:
  - i. Waiving all rights of recovery against the Canyon Park Owner II, LLC & The Muller Company for any sums expended by Contractor. All policies shall provide that the insurer unequivocally waives any right of subrogation against Canyon Park Owner II, LLC and The Muller Company.
- b. The Waiver of Subrogation will need to be on a separate document AND signed.

**Additional Information for COI:**

- **Descriptions Of Operations:** (please use exact wording)

Canyon Park Owner II, LLC and The Muller Company are named as Additional Insureds on a primary & noncontributory basis and subrogation is waived on General Liability. Additional Insured, Primary Non-Contributory and Waiver of Subrogation endorsements are attached

- **Certificate Holder (please use exact wording)**

Canyon Park Owner II, LLC & The Muller Company  
701 E Timpanogos Parkway, Suite 2200  
Orem, UT 84097

Please email all Certificates of Insurance & Binder to: canyonpark@mullerco.com

## Access Card Request Form

Building/Office Number: \_\_\_\_\_

Date: \_\_\_\_\_

First/Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please list below the names of those who will be assigned key card access to your office. Our management team requires 72 hour notice to have keycards programmed. Please email to [canyonpark@mullerco.com](mailto:canyonpark@mullerco.com)

**First/Last Name**

**First/Last Name**

1 \_\_\_\_\_

17 \_\_\_\_\_

2 \_\_\_\_\_

18 \_\_\_\_\_

3 \_\_\_\_\_

19 \_\_\_\_\_

4 \_\_\_\_\_

20 \_\_\_\_\_

5 \_\_\_\_\_

21 \_\_\_\_\_

6 \_\_\_\_\_

22 \_\_\_\_\_

7 \_\_\_\_\_

23 \_\_\_\_\_

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12 \_\_\_\_\_

28 \_\_\_\_\_

13 \_\_\_\_\_

29 \_\_\_\_\_

14 \_\_\_\_\_

30 \_\_\_\_\_

15 \_\_\_\_\_

31 \_\_\_\_\_

16 \_\_\_\_\_

32 \_\_\_\_\_

## Keycard and Door Access Policy

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### Office/Building Access Policy

To ensure the safety and security of all parties, Canyon Park Management is requesting that each company establish its own internal policy and procedures for handling employee lockouts. Please be advised that our management team cannot provide or gain access to individual tenant suites under any circumstances. If we receive a call regarding a lockout, we will direct the employee to contact their direct supervisor or manager for assistance.

Each company has an authorized representative responsible for managing keycards through ProWatch. Please note:

- ProWatch access is limited to your suite's keycard system.
- It allows for assigning keycards, updating status, reassignments, setting expiration dates, and deactivations.
- Building lobby doors will not open after hours for cards that are expired, deactivated, or marked as lost/stolen.
- Employees needing keycard assistance must contact their assigned ProWatch manager.

### Frequently Asked Questions:

**1Q:** What if my employee left their keycard in the office over the weekend?

**1A:** The employee will need to contact their direct supervisor for further instructions. Management cannot provide access.

**2Q:** Does this apply to the HUB?

**2A:** Yes. If an employee is locked out of their locker in the HUB after hours, they may call 801.764.0005.

- If a technician can assist remotely, there will be no charge. This process can take up to 30 minutes or more for a call back.
- If a technician must physically travel to the property, a \$200 fee will be charged to the tenant.
- A report detailing the charge will be sent to the tenant the following Monday.

Please ensure all employees are informed of this policy. We strongly encourage everyone to double-check for keys, wallets, and phones before leaving the GYM, HUB, or office after hours.

## Additional Information

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### Nightly Box Removal

The custodial team will remove up to 5 boxes each night. These boxes must be broken down flat and placed in the same location each time for easy collection.

- Large Quantities of Boxes: If you have more than 5 boxes, you will need to submit a Work Order and include a picture of the boxes. The team will review the request and provide a price quote.
- Approval and Scheduling: After receiving the quote, you must approve the cost in Commercial Cafe. Once approved, the custodial team or Engineering team will coordinate to remove the boxes.
- Immediate Removal Fees: If you need boxes removed on short notice (without 24–48 hours' notice), additional costs may apply.
- Please ensure to plan accordingly for large box removals and allow sufficient time for approval and coordination.

### Dumpsters

All Canyon Park dumpsters are the property of Canyon Park and remain locked.

### Pallets

If you have a product delivered that requires items to be dropped off on a pallet, we ask that you coordinate with the delivery driver to remove the pallet, or you will need to remove it off-site. If you want our team to dispose of, our office will charge \$40 per pallet. The fee covers the time and work our technicians must remove each board from the pallet as waste management will fine us if a pallet is thrown into the dumpsters intact.

### Bikes

To maintain a clean and safe environment, all bicycles must be stored in designated areas only.

Acceptable locations include:

- Bike racks
- Your personal office
- The bike locker located in the HUB

Bikes are not permitted in common areas, including lobbies, stairwells, or hallways.

### Pets

Please note that Canyon Park is not a pet-friendly commercial property. Animals are not permitted inside offices or any interior spaces. Thank you for helping us maintain a clean, safe, and professional environment for all tenants.

## Amenities

### HUB/GYM

Access to the GYM and HUB is granted via your keycard within 24–48 hours after submitting the online HUB waiver.

You can find the waiver at: [canyonparkutah.com](http://canyonparkutah.com) → Tenant Information tab.

### Hours of Operation

Monday–Sunday

5:00 AM – 10:00 PM

Please be respectful of these hours and do not linger after closing time.

### Rules and Guidelines:

- Be respectful to others
- No guests allowed, including family members
- Do not allow anyone else to enter—for safety and security
- Clean up after yourself
- Report any broken equipment or issues by:  
Email: [cpark@mullerco.com](mailto:cpark@mullerco.com)  
Call/Text: 801.764.0005

Your cooperation helps us keep the GYM and HUB safe, clean, and enjoyable for all tenants. Thank you!

### LOCKER ROOM

The Hub Locker Room & Shower Information

The Hub provides locker rooms equipped with showers and complimentary towel service. Towels are restocked each morning Monday through Friday (no restocking on weekends).

### Locker Use Guidelines:

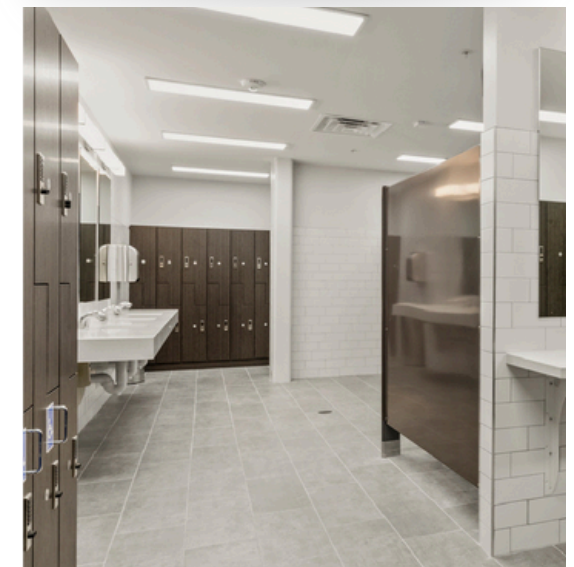
- Lockers are for day use only. Do not use them to store items overnight or for extended periods.

### How to Use the Lockers:

1. Close the locker door.
2. Turn the lock
3. Enter a 5-digit code of your choice and press enter — this will lock the locker.
4. To unlock, enter the same 5-digit code, then press Enter.

### If You Get Locked Out:

- Call the Management Office at 801-764-0005 and report the locker number.
- If no phone is available, use the blue phone located near the locker room entry doors to contact our after-hours service.
- Please allow a few moments for a response.





## Amenities

### PODCAST ROOM

The podcast room is available in 2 hour time slots. This is a plug n play concept. To reserve, visit our website [canyonparkutah.com](http://canyonparkutah.com) > Tenant Information tab. If reserved 24 hours in advance your keycard will be granted access. Same day reservations will need to stop in at the management office in building M, 2nd floor to check out a keycard.



### THE YARD

The YARD offers a variety of outdoor activities for tenant enjoyment, including:

- Cornhole
- Basketball
- Lazy Chair Swings
- Volleyball
- Ping Pong
- BBQ
- Pickleball

### Equipment Access:

Canyon Park provides the equipment for these activities. To ensure it's available when you need it, please call 15 minutes in advance to allow our team time to prepare. When finished, return all equipment to the designated table.

### Hours of Operation:

- 6:00 AM – 10:00 PM or from sunrise to sunset, whichever applies.

### BBQ Reservations:

- Available Monday – Friday, 8:00 AM – 5:00 PM
- BBQs are for tenants only and must be reserved through the ticket order system.
- Our team will unlock the BBQ for your reservation.
- BBQs will be locked at 5:00 PM if reservation is later in the day.
- BBQ tools are not provided.
- After use, please clean the grill and wipe down counter top and tables.

### Guidelines:

- If any furniture is moved, please return it to its original position before leaving.



## Amenities

### ELECTRIC BIKES AND SCOOTERS

Canyon Park offers 4 electric bikes and 6 electric scooters for tenant use on a first-come, first-served basis.

#### How to Reserve a Bike:

- Visit the Management Office located in Bld M, 2nd Floor
- Bring your driver's license
- Complete a waiver form

#### Availability:

- Monday – Friday
- 8:00 AM – 4:30 PM



### ELECTRIC VEHICLE CHARGING STATIONS

Canyon Park provides electric vehicle (EV) charging stations throughout the park for your convenience.

#### Getting Started:

Canyon Park uses the SWITCH app, a user-friendly platform for managing your EV charging.

- For step-by-step user instructions, visit our website:

[canyonparktech.com](http://canyonparktech.com) → Tenant Information tab.

#### Fees & Information:

Charging Limit: 4 hours max/daily

Hourly Cost: \$1.60

Grace Period: 30 min

Over Charge Fee: \$5.00/hour

Access Code: (Consult with your Office Manager).

### Download the SWITCH App

Available through the iPhone and Android app stores or visit [charge.swtchenery.com](http://charge.swtchenery.com) to charge app-free.



## Amenities

### SUNDANCE SKI PASSES

Canyon Park Tech Center offers two corporate Sundance Resort passes. These are available for tenant use on a first-come, first-served basis. Tickets are available year-round.

#### Reservation Guidelines:

- Each tenant is allowed one initial reservation.
- After your first use, you may be placed on a waiting list to allow other tenants to use the passes.

#### Pick-Up & Return Times:

- Monday – Thursday Use:
  - Pick up by 8:30 AM on the day of use
  - Return by 8:00 AM the following morning
- Friday Use:
  - Day use only
  - Must be returned by 4:00 PM the same day
- Weekend Use:
  - Pick up Friday from 4:00pm-4:30pm and return Monday at 8:00am

#### How to Reserve:

- Visit [canyonparkutah.com](http://canyonparkutah.com)
- Go to the Tenant Information tab to submit your reservation request
- Once received, you will receive a confirmation notification





## Tenant Spotlight Opportunity

Canyon Park would love to feature your company on our social media platforms – including Instagram, Facebook, and LinkedIn!

If you'd like to participate, please:

1. Download the participation form from our website:  
[canyonparkutah.com](http://canyonparkutah.com)> Tenant Information
2. Email your completed form, logo, and any images you'd like us to include to: [cpark@mullerco.com](mailto:cpark@mullerco.com)



We're excited to spotlight the amazing businesses in our community!

COMPANY NAME	
WEBSITE ADDRESS	
ACHIEVEMENTS & ACKNOWLEDGEMENTS	
INSTAGRAM HANDLE (to tag and follow you)	
COMPANY BIO	

Please complete and send logo and pictures to [cpark@mullerco.com](mailto:cpark@mullerco.com)