

Self-Storage Facility Operation Plan

The leasing office for the storage facility, managed by StoragePro, an experienced multi-facility organization, will have an entrance in the rear from Hollenbeck. Office hours will be from 9:30am to 6pm on Monday thru Friday and from 9am to 4pm on Saturday. Building access hours (with a keypad code) for storage customers will be 6am to 8pm daily. Video surveillance will be installed inside and outside the facility.

One, or possibly two, employees will be on site during office hours. Activities within the 120-square-foot office will include storage-unit leasing, computer operations, administration, addressing tenant questions, and selling a small amount of storage-related merchandise, such as cardboard boxes, tape, bubble wrap, and padlocks.

Due to the small size of the storage units, the vast majority being 5'x5', 5'x10', and 10'x10', we anticipate customers will primarily transport their belongings using cars, passenger trucks, and rented vans. A 20-foot truck may come once or twice per week for a larger move-in or a move-out. Once a month, or every other month, office merchandise will arrive in a 20-foot truck or a van.