

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D360.02.05

Effective: 12/01/83

Revised: 12/05/02

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Subject: Air Cargo Facility Maintenance

PURPOSE: To outline the basic areas of responsibility for the maintenance of the air cargo building facilities.

GENERAL: Tenant responsibilities will be outlined in the specific lease agreement. The Authority will maintain the building structures.

PROCEDURES: The following procedures are the most common practices of the cargo lease agreements. In all cases, the actual provisions of each lease agreement will govern.

A. Maintenance Responsibilities Single Tenant Facilities:

1. Authority

The Authority will provide routine repair and preventive maintenance of the roof and exterior structures as outlined in the lease agreement.

2. Tenant

- a. Consistent with the terms of the lease agreement, the tenant will be responsible for routine repair and preventive maintenance of the building systems including plumbing, electrical, heating and air conditioning, lighting and alarm system.
- b. The tenant will maintain all interior building surfaces.
- c. The tenant will be responsible for payment of utilities associated with the facility including exterior lighting.

B. Maintenance Responsibility Multiple Tenant Facilities:

1. Authority

- a. The Authority will provide utilities to the public areas and lighting to the vehicular parking area.

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- b. The Authority will maintain and operate Authority installed building systems such as global fire alarm and lighting control systems.
- c. The Authority will provide and maintain all exterior signs.
- e. The Authority will maintain spaces occupied by the U.S. Customs agency.

2. Tenant

- a. Each tenant will maintain and clean its leased premises and all fixtures installed therein.
- b. Tenants will provide and maintain their own plumbing, heating, and air conditioning systems and lighting systems.
- c. Each tenant will provide and use trash containers acceptable to the Authority. Trash will not be accumulated in an unsightly, unsanitary or unsafe manner. Trash dumpsters will be provided with the full cost reimbursed to the Authority by each tenant based on the percentage of the total leased space occupied by each tenant.

C. Compliance for Multiple Tenant Facilities:

Tenant compliance with the aforementioned maintenance and cleaning requirements will be interpreted by the Authority's representative and corrected promptly by the tenant upon notification from the Authority

APPROVED: /s/ John Wheat DATE: 12/10/02