



Welcome Back! We've been expecting you!

As vaccinations have increased, we are welcoming more tenants back to our buildings on a daily basis. We are hopeful that this trend continues throughout the summer. The Southfield Town Center remains open for business every day; in fact, the complex was never closed during the COVID-19 pandemic.

As the result of progress in the fight against COVID-19, the CDC and MDHHS have recently relaxed guidance for the occupancy and operation of office buildings. As your trusted partner, we will continue to work together to support a comfortable and healthy workplace environment.

The property team continues to monitor applicable COVID-19 guidance published by the CDC as well as orders issued by state, local and municipal bodies and will revise building operations as appropriate.

We encourage you to observe such guidance and orders, including adopting the most appropriate controls for your leased premises.

We are pleased to have proactively implemented the following enhanced measures for your comfort

HVAC

Where possible, increased outside air pursuant to ASHRAE recommendations, and evaluated filters to ensure highest quality air filters are used. Building fans are scheduled to start early and run for extended hours. Fan filters are continually changed, and dampers are operating at full capacity. Air handlers and cooling towers are routinely cleaned and maintained.

CLEANING

Comprehensive cleaning measures remain deployed including increased disinfection of high-touch areas. Sanitization cleaning remains available as a contracted service for your Premises.

FIRE LIFE SAFETY

Fire life safety systems continue to be tested and monitored on a regular basis.

PLUMBING

The buildings domestic water system are repeatedly flushed to prevent water stagnation. Common area drinking fountains will remain isolated until executive orders are lifted.

HAND SANITIZER STATIONS

Hand sanitizing stations remain in place in key locations on the 1st and 2nd floors of common areas.



The following Policies are in effect and have been customized for the complex

FACE COVERINGS

We are following the newest CDC and MDHHS recommendations that began June 1, 2021. Fully vaccinated people no longer need to wear a mask or physically distance while in building common areas.

Face Coverings and social distancing remains a requirement for non-fully vaccinated individuals while in the complex.

Tenants will be responsible for advising their guests/patients of their face covering requirements within their suites.

FACE COVERINGS, PROPERTY TEAM

Your property team will continue to wear face coverings while in tenant spaces.

FACE COVERINGS, BUILDING CONTRACTED VENDORS

Building contracted vendors/providers will continue to wear face coverings while in tenant spaces.

ELEVATORS

Elevator car occupancy, 4 people per car, will remain in place until further notice.

BUILDING ENTRY

All entry points leading into the complex shall continue to be available for use for both entry and egress.

BUILDING SIGNAGE

Signage informing tenants and guests of the current building policies will remain in place.

DELIVERIES

Delivery policies and procedures will remain unchanged.



AMENITIES

Building Services/Other

2000	EMC Westin Exec Meeting Ctr	Open for reservations	248.663.6702 or 248.728.6544
3000	TC Fitness Center/Sports Club	Temporarily Closed	
3000	Tenant Lounge (The Vault)	Open daily	248.350.2222
4000	TC Conference Room	Open for reservations	248.350.2222

Cafes/Food Service/Restaurants

1000-1 st Flr	Snack Vending	Available 24/7	248.352.4646
1000	Westside Deli	7:30-3:30 M-F	248.352.4646
2000	The Skyline Club	11:00-3:00 M-W/11:00-8:00 Th-F	248.350.9898
3000	Tavola Calda	NEW - Temporarily Closed	
3000	Café Italia	NEW - Temporarily Closed	
3000	Fooda Pop-up Restaurants	11:30-1:30 T/W/Th	www.fooda.com
4000-1 st Flr	Drink Vending	Available 24/7	947-282-6655
4000	Friends Café	Temporarily Closed	947-282-6655
Westin	Jamocho's Coffee Shop	Temporarily Closed	248.827.4000
Westin	Tangos Restaurant	7:00-10:00 & 6:00-10:00	248.728.6558

Retail

3000	Arzo Electronics	10:00-5:00 M-F	248.353.5550
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Sundries

2000	Gifts N Things	8:30-2:00 M/T/Th/F (every other W)	248.798.9698
3000	Town Center Sundry	8:00-2:00 M-F	248.358.1269
4000	Friends Sundry	8:00-2:00 M-F	947-282-6655

Services

2000	Comerica Bank	9:00-5:00 M-TH/9:00-5:30 F	248.357-4301
3000	Golden Razor	By appointment	248.347.1551
Westin	Rickie Shoeshine Service	9:00-5:00 M-F	248.827.4000

**All available hours are subject to change. Call to confirm times and days.*



While we continue to navigate these everchanging and fluid circumstances, we look forward to partnering with you to ensure a safe environment and smooth transition as tenants plan their return to the Southfield Town Center.

We are thankful for the trust you place in our Southfield Town Center Team and we are excited to see the buildings come alive again and welcome you back!