



Onsite Standards Policy

OPERATIONS

OPERATIONS

VERSION

1.0

EFFECTIVE

March 2026

REVIEWED

March 2026

Procedure

1. On-site employees are responsible for the property's curb appeal. Maintain a schedule for on-site management or maintenance staff to inspect the grounds and exterior of the property daily or as frequently as possible. It should be maintained in excellent condition and clear of debris. Ensure Barkan signage is prevalent whenever possible.
2. The on-site management office should be neat and orderly. Desks should be free of all unnecessary items.
3. All records shall be maintained securely in the proper files. Filing shall be kept up to date and stored electronically whenever possible.
4. Employees at on-site offices should never eat at the front desk and the office should smell pleasant at all times. Corporate and satellite office employees should not eat at their desk when interacting with a client. No eating is allowed at Corporate Office reception desks. Please be mindful of food odors.
5. Always adhere to the policies set forth in the Employee Handbook, including the appropriate dress code while at the Corporate office or a Barkan managed site.
6. For in office visits with clients, prospective clients, or vendors, etc. Ensure office is tidy and up to professional standards.