

**Lincoln Eatery**  
**Operational Plan**

As of July 26, 2019

**Deliveries & Trash Pick Up**

All deliveries are to be made through the loading dock and/or rear door entry ONLY. Deliveries should be scheduled between the hours of 7am and 9:30am. Some exceptions may be made but must be coordinated through Property Management at least 24 hours in advance.

Waste hauling is contracted through Waste Management by the Landlord. Pick-ups are scheduled daily. In some occasions pick-ups may occur multiple times per day (on a needed basis). Each tenant is responsible for disposing of their own refuse daily. All cardboard boxes must be broken down and disposed of in the recycling bin(s) Only.

**Hours of Operations**

The Lincoln Eatery will be accessible to Tenants from 6am to 2am, seven days per week. If additional hours are needed, the Tenant must schedule with Property Management for additional security coverage and entry. The Lincoln Eatery will be open for business from 8am until 12am, seven days per week (some tenant hours may vary). We may have DJ nights periodically on Fridays and Saturdays from 6p to midnight.

**Number of Employees**

The Landlord will employ the janitorial and security staff, which will consist of 4 individuals per day for cleaning/maintenance and one security guard for the evening shift. In addition, each Tenant will employ their own staffing team. It is estimated that Non-Vented Tenants will employ a total of 3 to 4 individuals per day, while the Vented Tenants will employ 4 to 6 individuals per day. Once the Lincoln Eatery is fully occupied and operating, it is estimated that a total of 67 employees will be working inside the Lincoln Eatery per day, or approximately 33 individuals per shift.

Rooftop special events will be staffed according to the type of event, there will always be janitorial services available and for special events there will be a minimum of 2 servers, and it is estimated there will be an additional server for every 20 people attending the event.

**Other Procedures**

The Lincoln Eatery will be kept clean throughout the day, with deep cleaning practices implemented after closing. Tables, chairs and trash bins will be kept clean and clear through all operating hours. High dusting will take place once per month during non-operating hours. A central "used-grease" disposal system will be provided for Tenants who need to dispose of used grease. The lights and HVAC will be controlled, monitored and maintained by the Landlord. The landscaped areas along the perimeter of the building will be kept clean by the janitorial staff and pruned on a needed basis. Exterior windows will be kept clean by the janitorial staff and all high windows will be cleaned by a professional window cleaning company. Terranova will provide a security guard each night from 8pm until 2am.

**Alcohol Control**

Any tenant serving alcohol must secure valid age confirmation/ID from each patron at time of purchase to comply with requirement of Sec 142-1362 (a) (9) of the City code.

**Live Music**

Any music on the rooftop, will not exceed ambient noise levels, which will not interfere with normal conversation (per Sec 142-1361).

**Crowd Control**

Occupancy will be managed according to limits established by the fire marshal, queuing will be inside.