

Tenant Services Guide

Ploegmakers Park



This guide provides practical information, procedures, and rules for all tenants at Ploegmakers Park.



PIETER PLOEGMAKERS BV



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A Note from the Director

Dear Tenants,

Welcome to Ploegmakers Park.

We are proud to host a community of ambitious, professional businesses within this modern and well-maintained environment. Our goal is simple: to provide you with the space, service, and support you need to thrive.

This guide is designed to help you navigate our facilities with ease, understand our shared expectations, and make the most of everything the park offers. From security and access to amenities and sustainability, every detail has been created with your comfort and productivity in mind.

We are committed to maintaining a high standard of service and transparency. Should you ever need assistance or have suggestions, our team is always here to listen and respond.

Thank you for choosing Ploegmakers Park as your place of business. We look forward to a long and successful partnership.

Warm regards,

Lily Ploegmakers



Getting Started

This guide helps you navigate our site, services, and community. Please share this with your team so everyone understands the standards and support in place.

Owned & Managed By:

Pieter Ploegmakers BV

Site Type:

Business Park / Commercial
Real Estate

Located at Den Dubbelen 3,
Veghel, The Netherlands

Park Purpose:

To provide high-quality, flexible commercial space for logistics, light industry, office, and service-oriented companies in a well-connected and maintained location in Veghel.

Contact & Business Hours:

Email: leasing@ploegmakerspark.com

Tel: +31 618910096

Monday–Friday, 09:00–17:00

Emergency Contacts

- General Emergency (Police, Ambulance, Fire): 112
- Non-Emergency Police (Veghel Station): 0900 8844
- Medical Advice (Non-Emergency / After Hours): 088 876 5050 (Huisartsenpost Brabant)



Tenant Contact

Each company must appoint a primary and alternate contact to communicate with Property Management.

Responsibilities include:

- Reporting maintenance or safety issues
- Receiving updates and announcements
- Coordinating deliveries, access cards, and services
- Emergency point of contact

Download the Tenant Contact Form and return it to us within 7 days of onboarding.



Property Amenities

Parking

Ploegmakers Park offers ample on-site parking for tenants and visitors.

- **Tenant Parking:** Each unit is assigned designated parking spaces. Please refer to your lease or contact property management for your allocation.
- **Visitor Parking:** Visitor spots are available near the main entrance areas.
- **Overnight Parking:** Not permitted unless pre-approved by Property Management.

Parking Rules:

- Do not park in loading zones or reserved spots not assigned to your company.
- No blocking of entrances, fire lanes, or emergency access routes.
- Trailers, unregistered vehicles, or long-term vehicle storage is prohibited.

Green Areas

01

Common Outdoor Areas:

Tenants are welcome to use the landscaped areas for lunch breaks, informal meetings, or relaxation.

02

Smoking:

Smoking is strictly prohibited anywhere on the premises of Ploegmakers Park, including all indoor areas, outdoor spaces, parking zones, and within 10 meters of any building entrance.

03

Pets:

Pets are not permitted anywhere on the property, including the outdoor areas, to ensure cleanliness and comfort for all tenants.



SECURITY & SAFETY



1

Access Control

All buildings are secured with access keys. Each tenant is responsible for distributing and managing keys for their staff. Visitors must always be accompanied by a tenant representative, especially outside business hours. For safety and security, exterior doors must never be propped open.

2

Emergency Protocols

In case of emergency, always dial 112 first. Notify property management immediately after. Emergency exits are clearly marked, and evacuation plans are posted in common areas. Regular checks ensure safety equipment remains compliant.

3

Fire Safety

- No smoking is allowed anywhere on-site (indoors or outdoors).
- Use of space heaters or unsafe appliances is strictly prohibited.
- Keep corridors and exits clear at all times.

4

Your Role

Security and safety rely on active participation. Please:

- Report suspicious activity to management.
- Secure your office/suite when leaving.
- Ensure visitors follow site rules.
- Immediately report broken locks, alarms, or lighting issues.



Building Operations

Operating Hours

Ploegmakers Park is accessible 24 hours a day, 7 days a week. Outside of regular business hours, access is only permitted via registered access keys or by authorized vehicle entry.

The vehicle entrance gate will only open if your license plate is registered with Property Management. To enter, simply call the 24-hour gate number.

Deliveries

- **Standard Deliveries:** May be made during business hours through the main entrance.
- **Large Deliveries:** Must be scheduled in advance with Property Management (minimum 48 hours). Use of elevators or loading areas must be coordinated to avoid disruption.
- **Unattended Deliveries:** Are not permitted in common areas. The tenant is responsible for coordinating all courier handoffs.

Loading & Unloading Zones

These zones are for temporary use only during delivery or pickup. Vehicles must be moved immediately after loading or unloading. Unauthorized long-term use may result in penalties.

Cleaning & Janitorial Service

- Common areas (hallways, entrances, shared restrooms) are cleaned regularly by our service team during weekdays.
- Tenant suites are not included in standard cleaning. However, cleaning inside your rented space can be arranged for an additional fee. Please contact Property Management to request a quote or schedule service.
- Special cleaning—such as post-construction, after-hours events, or deep cleaning—must be requested in advance and will also incur an additional charge.



Policies & Procedures

Smoking

Smoking is strictly prohibited anywhere on the premises of Ploegmakers Park, including all buildings, green areas, parking zones, and entrances.

Pets

Pets are not allowed anywhere on the property. This policy helps maintain cleanliness, safety, and comfort for all tenants and visitors.

Solicitation

Unapproved solicitation, promotional activity, or distribution of materials is not permitted within the park. Please report any unauthorized solicitors to Property Management.

Mail & Deliveries

All mail and courier deliveries must be addressed directly to the tenant's suite. Property Management and staff are not authorized to accept packages on behalf of tenants.

Lost & Found

Items found on the premises can be turned in or retrieved at the Property Management office. If you have lost something, please send a message with a description of the item to the following number: +31 618910096

Use of Common Areas

Tenants are expected to treat all shared spaces—including entrances, restrooms, green areas, and parking zones—with care and respect. Do not leave personal items, waste, or deliveries in these areas.





Maintenance & Service

Reporting Issues

All maintenance requests must be submitted to Property Management via email or the designated service platform. Please include the nature of the issue, the exact location, and a contact person.

Response Times

Urgent matters (e.g. leaks, access problems, safety hazards) are prioritized and addressed as soon as possible. Non-urgent issues are typically handled within standard business hours.

Lighting

Burned-out bulbs or malfunctioning fixtures in common areas should be reported immediately. Replacements are normally done the same or next working day. Additional charges may apply for non-standard lighting inside tenant spaces.

Repairs Inside Tenant Spaces

Maintenance of equipment or fittings not supplied by the landlord (e.g. private kitchen appliances, tenant-installed plumbing, or custom lighting) is the tenant's responsibility. We can recommend service providers upon request.



Tenant Responsibilities

Access Management

You are responsible for maintaining an up-to-date list of employees with access keys. Lost or unused keys must be reported to Property Management immediately. Access keys are not transferable.

Contractors & Vendors

Any contractor working within your rented unit (e.g. for improvements, repairs, IT installation) must be approved in advance. Contractors must submit a Certificate of Insurance and follow all park rules and safety regulations.

Cleanliness & Waste Disposal

Tenants must ensure their spaces are clean and waste is properly sorted and discarded in designated bins. Improper disposal or leaving items in common areas may result in additional charges.

Communication with Management

It is your duty to inform Property Management of any major changes, such as staff departures, company name changes, or alterations to space usage.

Insurance

Each tenant is required to maintain up-to-date insurance coverage as specified in the lease agreement. A valid Certificate of Insurance (COI) must be submitted to Property Management and kept current at all times.

Maintenance of Private Fixtures

Fixtures, equipment, and appliances installed by the tenant are the tenant's responsibility. This includes repairs, replacements, and service coordination.