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| Sponsor:       | <i>Melinda Graves: AVP, DESIGN,<br/>CONST &amp; REAL EST</i> |
| Section:       | <i>GA-Real Estate Services</i>                               |
| Manuals:       | <i>General Administrative</i>                                |

## GA-510-001 Tracking and Monitoring of Medical Office Buildings

### I. Purpose

The purpose of this policy is to describe the tracking and monitoring of NHBD's Medical Office Buildings (MOB) generally, and spaces leased to third parties in accordance with the Lease Agreements executed between NBHD and its tenants in the MOB. The following is the policy of the Real Estate Services Department (RED) to effectively monitor and oversee this process in conjunction with the third party Property Management Company (PMC), as appropriate and applicable.

### II. Process/ Procedure

- A. An annual schedule shall be created by the RED to track and monitor each Lease Agreement executed between NBHD and its tenants (Exhibit A).
- B. An annual schedule shall be created by the RED to track and monitor each MOB (Exhibit B).
- C. As provided in the RED's annual Lease monitoring schedule, each quarter, 50% of the leased spaces in each MOB shall be inspected by the Real Estate Manager as provided in the Lease Checklist (attached as Exhibit C and Exhibit D) on a rotating basis.
- D. As provided in the RED's MOB annual monitoring schedule, two of the MOB's shall be inspected by the Real Estate Managers as provided in the MOB Checklist (attached as Exhibit E) each month on a rotating basis.

### III. Interpretation and Administration of Policy

This policy will be assessed and updated every two years (and more frequently, if appropriate) and revised as necessary. Within 30 days of the effective date of any revisions or additions to this policy, a description of the revisions will be communicated to all affected persons at Broward Health and a copy of the revised policy will be made available. Administration and interpretation of this policy is the responsibility of the Real Estate Services Department.

## Attachments

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[Lease Agreement Checklist - Exhibit C](#)  
[Lease Agreement Tracking and Monitoring Schedule - Exhibit A](#)  
[MOB inspection checklist - Exhibit E](#)  
[MOD Tracking and Monitoring Schedule - Exhibit B](#)  
[Unit inspection checklist - Exhibit D](#)

## Approval Signatures

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| <b>Step Description</b> | <b>Approver</b>                   | <b>Date</b> |
|-------------------------|-----------------------------------|-------------|
|                         | David Clark: SVP, OPERATIONS      | 07/2020     |
|                         | Zari Watkins: EXEC DIR, CORP SVCS | 07/2020     |