

# —IMPORTANT NOTICE—

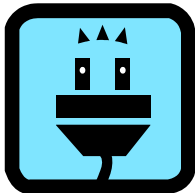
*Save your firm money by avoiding charges for preventable service calls and facility repairs.*

*As a general matter, client firms are responsible for any damages beyond normal wear and tear to the premises, and any associated repairs and/or service calls are chargeable to clients on a time and materials basis with a minimum charge of \$150. Please read the following tips on how to avoid the most common facility issues, and do not hesitate to call the Woburn (781-935-8000) or the Beverly (978-922-9000) leasing offices with any questions.*



## **CLOGGED TOILET OR DRAIN**

Avoid putting foreign objects down sinks, toilets, and floor drains. We often find drains are clogged by inappropriate material such as paper towels, coffee filters, grounds and stirrers, sanitary items, plastic, food, etc., all of which should be disposed of in a waste basket. Please also try to plunge your own toilet before placing a service call. You will be charged for preventable service calls for clogs by foreign objects or that could have been solved with a plunger.



## **OVERLOADED CIRCUIT BREAKER**

Avoid overloading circuit breakers. Only plug in as many machines as the receptacles and circuits are designed to accommodate. Building standard receptacles are designed for small office machines such as facsimile machines, personal computers, copiers, radios, and postage meters; *not* servers, freezers, or refrigerators. If a breaker trips more than once, equipment needs to be relocated or the client should contract with a licensed electrician to add additional circuits.

## **JAMMED TRASH COMPACTOR**

In a building with a shared trash compactor, please require your cleaner or employees to break down all boxes, push down any bulky loads, and activate the hydraulic arm with each and every deposit. If this is not done, too much trash will accumulate and a service call to unpack and reload the compactor will be necessary. In addition, please be absolutely sure that **no pallets, construction debris, or wood or metal products** are deposited, because they can jam or damage the compactor; client firms must make special arrangements to dispose of these items.



## **ABANDONED TRASH AND DISPOSAL OF RECYCLABLES AND E-WASTE**

Any rubbish, including pallets and boxes, left in the hallways, common areas, on the loading docks, or in open-top construction dumpsters (which are for Cummings Properties use only) will be removed at a minimum charge of \$150 to the responsible party. Please also note that common area trash receptacles are not intended for normal office trash, bags of trash, or larger items, and improper use of them will also result in charges. Where available, recycling containers should be utilized for paper, cardboard, and metal products. Boxes must be broken down before being deposited into cardboard containers. E-waste should never be placed in a compactor/dumpster; instead, clients should take advantage of e-cycling events held during the year and/or make special arrangements to dispose of e-waste responsibly.

## **THERMOSTAT MANAGEMENT**

Please designate a limited number of employees to monitor your thermostat(s). Building standard thermostats have two switches on them; one controls the fan of the HVAC unit, and the second controls the heating or cooling demand. The fan switch has two settings (“On” and “Auto”) and the demand control has three settings (“Heat,” “Cool,” and “Off”). Feel free to set the demand control to “Heat,” “Cool,” or “Off” as you desire, **but always set the fan control to “On” when your facility is occupied.** When in the “On” position, the fan draws in and circulates fresh air into your facility through the HVAC system. If the fan control is set to “Auto,” the fan will run only when there is a heating or cooling demand, and may result in insufficient fresh air in your space. If you continue to have problems after checking the thermostat, please contact your Account Manager for assistance.



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