

—IMPORTANT NOTICE—

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

As a general matter, a client is responsible for any damages beyond normal wear and tear to the leased premises, and any associated repairs and/or service calls are chargeable to the client on a time and materials basis with a minimum charge of \$95. Please read the following tips on how to avoid the most common facility issues, and do not hesitate to call the Woburn leasing office at 781-935-8000 or the Beverly leasing office at 978-922-9000 if you have any further questions.



CLOGGED TOILET OR DRAIN

Avoid putting foreign objects down sinks or toilets. We often find drains are clogged by paper towels, coffee filters, coffee stirrers, cigarettes, etc., all of which should be disposed of in a waste basket.



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 typewriters, personal computers, calculators and postage meters. 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 with the stick provided 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, wood products or metal products** are deposited, since they can jam or damage the compactor.



ABANDONED TRASH

Any rubbish, including pallets and boxes, left in the hallways, common areas, or on the loading docks will be removed at a minimum charge of \$95 to the responsible party.

THERMOSTAT MANAGEMENT



Please designate a limited number of employees to be responsible for monitoring 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 circulated 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. This may result in insufficient fresh air into your space. If you continue to have problems after checking the thermostat, please contact your leasing/property manager for assistance.