

400 - 500 - 600 - 800 WEST CUMMINGS PARK

* * * * SPECIAL BUILDING INFORMATION * * * *

Welcome to West Cummings Park. To help you fully enjoy the unique amenities offered by these four mid-rise buildings, we have prepared this summary to explain the operating systems and answer some of the most frequently asked questions. Please review this information and save it for future reference.

Cummings Properties has a large in-house maintenance staff available to quickly and expertly handle all standard structural and mechanical maintenance of the buildings. Normal maintenance hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. Maintenance requests can be called into the main Cummings switchboard at 935-8000 or directly into the maintenance shop at 932-7021. Additional questions or comments are always welcome.

HEATING, VENTILATION & AIR CONDITIONING

General notes: All HVAC zones in the buildings are deliberately designed small to offer maximum flexibility for the diverse uses of each tenant firm. Every 1500 - 2000 square feet of tenant floor space typically has a separate thermostat and air-handler. In all cases, heating and cooling is tenant controlled as explained below.

The overall heat loss factor in 400, 500, 600 and 800 WCP is especially low because of the very heavy insulation built into all of the walls and roofs. In addition, there is a minimum of wasted space between floors, and lots of lights, people and other sources of casual heat. The buildings are actually so air-tight that if outside air were not mixed in for ventilating purposes, year round air conditioning would be required in the central areas.

Another important feature of the buildings, after insulation, is the energy-saving advantage inherent in multi-level structures. Every suite has either a warm ceiling above or a warm floor below, while most tenants have heated areas both above and below them. The result is a "sandwich effect" with an absolute minimum of exterior wall exposure. With no heat loss through the ceilings or floors, there is almost no place for the heat to go except for what is mechanically ventilated out of the building.

Heating: Thermostatic heat controls are located on the individual baseboard electric heaters found under each window. Simply turn the control knob clockwise to dial the desired setting. The first and sixth floor suites also have supplemental heating elements built into the air-handling units controlled by the wall thermostats. On these floors, additional heat may be generated by setting the wall-mounted thermostats to the "heat" position and setting the desired temperature. On floors two through five there typically is no heat source controlled by the wall-mounted thermostat despite the "heat" setting on the thermostat. However, by setting the thermostat "fan" switch in the "on" position, it is possible to circulate ambient heat in your area thus assuring a uniform temperature throughout.

Air conditioning: Each suite is equipped with one or more air conditioners for normal summertime cooling. The cooled air is ducted into individual rooms from the air handler via ceiling diffusers. Once again, leaving the thermostat "fan" switch in the "on" position will help better circulate the air. If hot and cold spots develop, contact Cummings Properties' maintenance department to balance the system. Although these air conditioning units are shut down between December 1 and March 31, they may be altered for year-round operation by adding a "low ambient package" at the tenant's expense, enabling operation with outside temperatures as low as zero degrees.

Exhaust systems: Each building has large roof-top fans which draw air as needed from each floor. Tenants may also connect their own additional exhaust fans rather easily into this large collector system with a minimum of ductwork. (Any special exhaust system requirements for fumes, etc. should be coordinated between Cummings Properties' design department and your mechanical contractor on a case by case basis.)

Fresh air intake: In addition to the exhaust equipment there are four major air shafts with large down-blast fans which pump fresh air into each building. Tenants who need make up air, or who can otherwise use outside air, for example for special cooling needs during the winter months, will usually find these shafts convenient and accessible. Air handlers are typically tied into these supply ducts to draw a percentage of fresh air into each unit whenever the air conditioner is running or when the thermostat fan switch is in the "on" position.

PARKING

One hour parking zones: Adjacent to the main entrances of each building are parking spaces designated for short term parking. These spaces are intended solely as a benefit to tenant firms by maintaining convenient parking near entrances for short-term visitors, rather than having early arrivals occupy the spaces for the entire day. To be effective, the cooperation of all in respecting the time limit on these spaces is necessary. Violators will be reminded of the time limit with small notices placed on the driver's side window. Repeat violations are subject to towing.

Overnight parking: All unattended overnight parking is prohibited from December 1 through March 31 to allow for comprehensive snow removal. A limited number of vehicles can be accommodated in the designated overnight area at 800 WCP **only by specific prior arrangement with the management office at 935-8000**. Misparked vehicles **will be towed at the owner's expense and risk**.

UTILITIES

Electricity: Each suite is separately metered with billing direct to tenant firms by Boston Edison Company. Typically suites are served by two, 100-amp single phase services, one for HVAC and one for lights and wall outlets. Three phase power is available on each floor in the event any firm needs to upgrade its service.

Tenants are responsible for replacement of fluorescent light bulbs, inside the suite, however, Cummings Properties will repair any light **fixture** malfunction. In most cases suites have one low-energy fluorescent hallway lighting fixture tied into their electric service and one HVAC distribution duct supplied by LESSEE's HVAC system and operated at LESSEE's cost for every 1000-1800 square feet of leasable area. If for any reason hallway lights are not illuminated in front of your suite, please call the Cummings Properties' maintenance department.

Telephone, alarms & miscellaneous electrical equipment: Wall space with plywood backing is provided at no charge for installation of this equipment in designated utility rooms. With prior approval of Cummings Properties, telephone or other system installers may install this type of equipment inside common utility rooms. Otherwise such equipment must be installed within the tenant's suite. If dedicated electric outlets are required for this equipment, contact your own licensed electrician or call Cummings Properties to recommend a local electrician. In all cases, installers should contact Cummings Properties' management personnel to review equipment locations and construction methods **before** beginning work.

SHIPPING, RECEIVING & LOADING DOCK FACILITIES

Shipping & receiving facilities: The loading dock for each building is complete with dock levelers and is accessed from a main service lobby on the first floor. All shipping and receiving is limited to this area and is easily accommodated by the use of either of the two freight elevators located in the service lobby. **Please do not use two wheeled trucks or dollies of any sort in the passenger elevators at any time**, and please ask that all deliveries be made through the rear loading dock entrance.

Freight elevators: The large freight elevator in each building may be used as needed by tenant firms, but must be operated only by personnel who have been thoroughly instructed in its safe operation. Please contact Cummings Properties' operations department at any time for assistance in this regard.

Floor loading: In order to accommodate the diverse facility requirements of high-tech companies, heavier loading capacities are built-in on floors two through four of each building. These floors have a rated capacity of 125 pounds per square foot of live load, while floors five and six carry an 80 pound live load rating. Please consult with an outside structural engineer for specific analysis of any heavy equipment or materials as field conditions can vary.

SIGNAGE

Inside directories: Attractive central directories listing each tenant firm are maintained at no charge in each building's first floor lobby near the passenger elevators. Space permitting, additional listings are sometimes available by requesting same through the Operations Department.

Hallway signs: Cummings Properties provides and installs at no charge a sign identifying each tenant's main entrance along the central hallways. These signs are generally located beside each tenant's entrance door.

Signs on glass doors: Subject to Cummings Properties' approval, tenant firms are also authorized to have tastefully designed signs installed on the inside of glass entrance doors, providing that they are professionally lettered directly onto the glass.

MISCELLANEOUS

Key issuance policy: Although it is recommended that tenant firms change their entry door locks and not provide copies to Cummings Properties, there are nevertheless many units wherein the locks have not been so changed. If duplicate keys are available they will ordinarily be given out only to people who are listed on the most recently submitted EMERGENCY CONTACT LIST, and who are able to present positive identification. It is the continuing responsibility of tenant firms to update Cummings Properties' records as often as necessary. When Cummings Properties does have keys, they are available only during business hours, since night security people have no access to them at all. Furthermore, any tenant firm which does not have its locks changed upon moving in assumes all liabilities for the use or misuse of its keys by others.

Window blinds: Dark bronze, one inch wide, horizontal "LEVELOR" blinds may be installed by any tenant firm on its windows or doors, excepting annex areas where 3½" vinyl louvre drape style is the standard.

Trash disposal: Each building has a large trash compactor located adjacent to the loading dock for trash disposal. Individual tenant firms, or their cleaners, must transport all trash to the compactor via the freight elevators. For fire safety and as a courtesy to your neighbors, trash should never be left in corridors, elevators or on the loading dock. Each firm is billed directly for the removal of trash on the basis of suite size and average usage. There is no fee assessed to tenants, however, for rental of the compactor. To maintain the current favorable rates and rental waiver, **it is critical that cardboard boxes, etc. be crushed and loose trash bagged** before being placed in the compactor. A copy of the trash compactor procedures is enclosed for your review. Any questions regarding trash disposal can be addressed directly to Cummings Properties' operations department at 935-8000.

Recycling: Paper recycling bins are located by the freight elevators on floors 2 through 6. White office paper can be placed in these bins for recycling at no charge to tenants firms. In addition, a dumpster for cardboard and corrugated materials is located in the parking lot opposite 330 West Cummings Park. Any questions regarding recycling can be addressed directly to Cummings Properties' operations department at 935-8000.

Retail services: Cummings Properties has made continuing efforts to attract firms to West Cummings Park that offer quality retail-type services to other firms and their employees. We are always interested in feedback on any of these companies and, also, any ideas or suggestions for new or improved services.