

MEMORANDUM

TO: All Client Firms
FROM: Operations Department
RE: AFTER HOURS MAINTENANCE AND EMERGENCIES

Cummings Properties provides maintenance services Monday through Friday (except holidays) from 7:00 AM through 4:00 PM for all building standard equipment. Any client may place a service call during those hours by phoning:

Cummings Center Leasing Office: 978-922-9000 (Beverly clients only)
Woburn Leasing Office: 781-935-8000 (All other clients)

Clients may also place service calls anytime online at www.cummings.com and follow the links or through their smartphones by downloading our Cummings Properties Service Call App at www.cummingsproperties.com/service_call. Service calls are dispatched in the order received and generally responded to before the end of the next business day. Any client firm desiring 24-hour per day maintenance coverage should contract with a third-party vendor.

In the event of any life safety emergency (e.g. fire, accident, burglary) in any building, the respective local police or fire department should always be notified first. Similarly, if a gas leak is suspected at any time, clients should call the local gas company directly. If an emergency occurs after normal business hours, and if it requires the involvement of a Cummings Properties representative, the local fire and police departments have all been supplied with contact lists of names and phone numbers.

At locations where Cummings Properties employs watchstaff, such service is intended solely as a visual deterrent against building damage. Under no circumstance should such service be construed as an undertaking by Cummings Properties to provide security services to any party or be relied upon to fulfill any law enforcement function including, but not limited to, protecting the personal safety or property of any client firm or individual.

Please call if you have any questions.