

New Client Information:



200 West Cummings Park
Woburn, MA 01801
781-935-8000
fax: 781-932-7077

We are pleased to welcome your firm to TradeCenter 128!

Our goal is to facilitate your transition to TradeCenter 128. If you require specialized services, such as dedicated HVAC systems, electrical receptacles, grounding bars, keyed door locks, plywood backboards, and/or special blocking, please let us know. We have found that attending to such items early in a buildout can save you both time and money.

If you have not yet started this process, we strongly recommend that you contact your vendors and determine your specific needs. Depending upon the scope and scale of the work, Cummings Properties, LLC (CPL) may be able to provide construction services. You also may elect to have your own contractors perform certain work within your suite, subject to CPL review and approval. Please discuss any special requests with CPL's construction liaison (see contact information below) prior to proceeding.

The following are building system notes and information that may help you assess your firm's needs:

Card Access Systems: Depending upon the type of lock system proposed (if any), your card access system may require interlocking with the building fire alarm system. This interlock component (and sensor) is typically installed by CPL for subsequent connection by your access control vendor. The lock system may require some special wood blocking in the wall or ceiling near the glass entry door, as well as central and/or door-head power wiring that would be advantageous to install *before* the suite construction is completed. Please note that your vendor should consider if the system proximity cards will be coordinated with the TradeCenter 128 access control system (and site code, especially), which uses an HID protocol.

The following vendors have installed card access systems for Cummings Properties clients:

A2 Systems (Brad Peskvitz): 855-438-7101
BCM Control (Henry Francillon): 781-933-8878
Kratos (Mark Xiahos): 781-935-4006

Casework/Woodwork: The following vendors have performed work for TradeCenter 128 clients in the past:

Chamberlain Company, Inc. (Nick Chamberlain): 603-893-2606
MJS Woodworking, LLC (Tim Frahm): 603-893-2173

HVAC Systems: Clients with specific heating, cooling, or humidification needs for server rooms must install dedicated systems separate from the main building system. You should discuss your specific needs with CPL's construction liaison.

Mail Delivery: Contact the local post office and advise them of your new business address and date of move.

Telephone/Data: Contact the following service providers to initiate your phone and/or data service. (Note: A building "beacon" phone number for provider identification is 781-938-0893):

Comcast: 978-221-8958	Verizon: 800-941-9900
ProSpeed: 888-425-7425 Ext.413	Verizon FiOS: sean.j.popple@verizon.com

Coordinating the installation of tel/data wiring with our construction group is helpful, as it typically allows easier access to open walls. Please let your vendor/service provider know that plenum-rated cable is not required.

If you are anticipating that any contractor work (including telephone, security, or data wiring) will be performed *prior* to your lease occupancy date, an "early access" AWA form will need to be completed, as well as confirmation that your insurance coverage is established. Permits may be required for this work.

Any specific questions may be directed to Tony Spencer at 781-569-2345