



FREQUENTLY ASKED QUESTIONS

Welcome to Cummings Center. To help you fully enjoy the unique amenities offered on this diverse commerce campus, this summary explains various building operating systems and policies, as well as answers some of the most frequently asked questions. Please review this information, post it for employees, and save a copy for future reference.

BIKE RACKS: For those commuting on two wheels instead of four, bike racks are located to the north of East Garage at the southeast corner of 100 Cummings Center; at the southeast corner of the 900 building just outside Acapulcos; at the north end of the 100 building in the landscaped area opposite Suite 166-B; to the north, south, and east of the 600 building; and on the west side of 800 Cummings Center.

BLINDS: Resident firms may install their own window blinds, which must conform with Cummings Center's building standards. Firms are advised to contact their account manager before ordering or purchasing blinds. Blinds for interior doors and sidelights facing a common area hallway must be 1" white aluminum horizontal mini-blinds, similar to Levolor or Equal. Blinds on exterior windows must be 3.5" curved, rigid, white vinyl vertical blinds, similar to Louvre Drape or Hunter Douglas. No nonconforming blinds or window treatments may be displayed on doors or windows at any time.

COMMUNITY CONFERENCE ROOM: Resident firms may from time to time request the use of the Cummings Center Community Conference Room for meetings or other business use. This 3,000 square foot meeting area, located at 100 Cummings Center, Suite 221-E, typically accommodates smaller groups when set up boardroom-style, or larger groups when set up auditorium style. It is equipped with tables, chairs, wireless internet service, ceiling-mounted projector, projection screen, podium, white board, and a wired microphone and an HDMI cable to connect your laptop to the projector. Firms may use the conference room at no charge one session in any calendar month and up to four sessions per calendar year. Any additional use is \$200 per session. The room cannot be reserved more than 60 days in advance and is subject to availability. To reserve the room, please contact the leasing office via email at conferenceroom@cummings.com. All reservations will be confirmed by email. Detailed conference room rules and procedures and internet access instructions are available at the leasing office.

ELLIOTT LANDING: Cummings Center welcomed the first condominium residents to this luxury residential project in late Fall 2016. The building houses 73 one, two, and three bedroom units and has seen enthusiastic response from residents and the community alike. From time to time, a unit is placed on the market for sale by the owners. Anyone interested in more information should contact Steve Drohosky at 978-983-2231 or sjd@cummings.com.

HEATING AND COOLING: State of the art water-source heat pumps provide 24-hour comfort with today's highest available energy efficiency rating (EER-15). Zones of approximately 1,200 square feet are controlled by individual thermostats. Resident firms should designate one knowledgeable individual to monitor all thermostats and discourage continuous "fiddling" by everyone in the facility. Outside fresh air is automatically mixed with ambient air when the heat pumps are running. To avoid a stale, stuffy environment, make sure the thermostat's "FAN" switch is in the "ON" position whenever a suite is occupied.

HISTORIC DISPLAYS AND INFORMATION: There are many historical artifacts and mural photos from the property's significant past displayed throughout the campus. Many of the historical artifacts and photos have historical information on the walls next to them. Some suites feature historic building features that have been maintained and highlighted as part of the restoration.

KEYS: All client firms receive a building key and two suite keys at lease commencement, which may be copied through an outside vendor, as needed. Additional keys may also be loaned during your tenancy for the Community Conference Room, freight lifts, and roof access. Collateral (photo ID or \$20 cash) is typically held in the leasing office when keys are loaned and a \$20 charge applies for all lost keys. In the event of a "lockout," a suite key may be provided by our office to individuals listed on a firm's Emergency Contact Form at no charge, provided the spare key created at lease commencement remains available.

MAINTENANCE REQUESTS: Your lease includes full structural and building-standard mechanical equipment maintenance at no cost to you during our normal business hours. Our highly qualified maintenance staff is available at 978-720-4028, Monday through Friday, between 7:00 AM and 4:00 PM. You may also place service calls online at <http://www.cummings.com> or through our [service call app](#). Please keep in mind, however, that your lease requires you to arrange with third parties for any after-hours maintenance as well as for maintenance of non-building standard equipment (e.g. dedicated server room cooling equipment, exhaust fans, generators, etc.).

PARKING AND ACCESS: All common entrances are locked beginning at approximately 9:00 PM and unlocked by approximately 6:00 AM, Monday through Saturday. On Sundays, common entrance doors at CC1 100-L, 120-A, 135-A, 135-Q, 150-J, CC9 107-R, the CC5 main entrance, and CC8 266-V entrance are opened by 7:00 AM and locked by 5:00 PM. Vehicle access to Cummings Center includes the north entrances at Balch Street, the south entrance at Elliott Street (Route 62) and direct access to West Garage from McKay Street. The gates at East Drive, West Drive and West Garage (both the McKay Street gate and the Pondsides Suites gate) are locked between the hours of 7:00 PM and 5:30 AM Monday through Saturday and from 5:00 PM Saturday through 5:30 AM Monday. The two northeast gates on Balch Street are locked between the hours of 8:30 PM and 5:30 AM Monday through Saturday, and 5:00 PM Saturday through 5:30 AM on Monday. The two northwest gates on Balch Street are locked between the hours of 8:30 PM and 5:30 AM Monday through Saturday; 5:00 PM Saturday through 9:00 AM Sunday; and 5:00 PM Sunday through 5:30 AM on Monday. On major, national holidays, all gates remain closed all day, but the campus remains fully accessible through the main entrance at Elliott Street.

PETS: No pets or other animals are allowed inside any Cummings Center building with the only exception of service animals such as seeing-eye dogs. Violators will be asked to immediately remove their animals from the property.

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(continued)

PICNIC TABLES/SCENIC VISTAS: Picnic tables and benches have been placed in various Cummings Center outdoor areas. Many of these are along the waterfront walking trail known as the Shoe Ponds Walkway, which has many scenic vistas. These areas are for the use and enjoyment of employees of Cummings Center clients and visitors. Sheehy Park, located at the south end of the Lower Shoe Pond, offers a pair of oversized charcoal grills, along with several picnic tables and benches, two restrooms and a walking path leading to the sidewalk along McKay Street. Any firm that would like to schedule the park for a company outing should contact the leasing office at 978-922-9000.

POST OFFICE AND MAIL DELIVERY: The United States Postal Service provides door-to-door delivery throughout the complex. To ensure accurate delivery, resident firms should always use their suite number as part of the mailing address. Optional mail slots, available at cost through the leasing office, can be inserted along the bottom of tenant suite entry doors. The U.S. Post Office operates a full-service branch at 100 Cummings Center, Suite 108-F from noon to 5:00 PM, Monday through Friday.

PUBLIC SAFETY: Cummings Center is equipped with a sophisticated electronic fire protection system including sprinklers. In the event of either a fire or a power failure, do not attempt to use the elevators. The emergency lighting system is designed to temporarily illuminate stairs and corridors as necessary for an orderly evacuation of the building. Cummings Center currently maintains 24-hour staffing at the Center Drive gatehouse, but this watchstaff is not intended to provide security service in any way to any tenant firm or individual. The gatehouse attendants are not trained security personnel. In the event of an emergency requiring police, fire or ambulance service, dial 911 immediately. Pull stations at building exits and parking garages will activate the fire alarm system and initiate an emergency response from the Beverly Fire Department. Emergency call boxes are located in each of Cummings Center's passenger elevators. Each call box provides direct intercom communication with an operator who will notify the Beverly Police in the event of an emergency. On a related subject, large facilities like this are occasionally the subject of bomb threats in which case the firm receiving the threat should immediately notify authorities by phoning 911 and also Cummings Center at 978-922-9000. In response to anonymous bomb threats, police and fire officials typically do not request the evacuation of buildings, nor would Cummings Center typically attempt to initiate such an evacuation on its own.

RECYCLING: While general office trash should be dumped into the compactors, Cummings Center's recycling program offers an easy, environmentally friendly means to separate and dispose of paper and cardboard. Separated paper and cardboard (broken down and flattened) should be emptied into the paper/cardboard dumpsters located at the 116-J and 144-Q loading docks or into the large blue recycling totes located at the 116-J loading area at building 100 and at the 200, 500, 800 and 900 loading docks. Larger office facilities that generate substantial amounts of paper waste may contact the leasing office to arrange to house a tote within their premises. Metal, including aluminum, steel and copper, is also recycled if deposited in the "metal only" dumpsters at the 116-J, 144-Q and building 500 loading docks. Firms should make arrangements for the removal and disposal of wooden pallets and crates, which must be stored inside their facilities at all times. Recycling containers for plastic and glass are located at the 116-J loading dock, the 144-Q loading area near the trash compactor, and the 500 loading area. No sorting is required with these "single stream" containers. For answers to recycling questions, please contact the leasing office at 978-922-9000 or WIN Waste Innovations at 888-568-7274.

RENT: For your convenience, you may either drop off your rent payment at the leasing office at 100 Cummings Center, Suite 107-L or mail it to 200 West Cummings Park, Woburn, MA 01801. We will also accept Electronic Fund Transfers (EFT). A short sign-up form is available at our office or by contacting your account manager. All rent payments are due and payable on the first of each month in advance. *Please note we do not mail rent invoices.*

SHIPPING, RECEIVING AND LOADING DOCK FACILITIES: 100 Cummings Center's common loading docks are located at 116-J, 144-Q and 159-J. Most shipping and receiving is limited to these areas and is easily accommodated by the use of the freight/passenger elevators located at 20-G, 36-F and 51-D. Large, heavy freight should be transported via the freight only lifts at 18-F and 43-F, which have a capacity of 10,000 lbs. Two-wheeled trucks or dollies of any sort are not permitted in any other elevators at any time, and all deliveries must be made through the loading dock entrances. Movers and riggers may not monopolize elevators during normal business hours and clients must schedule work hours for movers or other subcontractors prior to commencement of any work. Tenants must contact the leasing office for a key and training in using the freight elevators.

SIGNAGE: Cummings Center resident firms are provided with building standard suite signage and a listing on the building directories free of charge. As provided in the lease, all additional signage and any changes to building standard signage must be approved in advance by the leasing office and conform with our building standards. Under no circumstances may paper or other homemade signs of any sort be displayed on doors or windows. Any questions regarding signage should be directed to your account manager.

SMOKING: In accordance with Massachusetts law, smoking and vaping are prohibited in any and all areas inside Cummings Center, including bathrooms, stairwells, lobbies and client suites as well as within 30 feet of any building entrance or window (including parking garages). To accommodate those who choose to smoke, several outdoor smoking shelters are located throughout the site. To prevent unsightly walkways and brush fires, all smokers should properly dispose of their cigarette debris in the ashtrays located at each smoking area.

SUITE NUMBERING SYSTEM: All suites are identified according to an alphanumeric grid. The suite numbers for each location in Cummings Center consist of three numbers and one letter, except 500 Cummings Center, which consists of four numbers and no letter. The first number indicates the floor (1-5). The second and third numbers indicate the suite location in the south to north numbered bays (01-66). The letter indicates the suite location in the east to west lettered bays (A-Z).

TRASH COMPACTORS: Hydraulic trash compactors are located at the 116-J, 144-Q, building 800, building 900 and building 500 loading docks. These compactors are only designed to accommodate general "office trash." Wood, metal, and any other materials unable to be compacted are prohibited. After dumping trash, clients and cleaners must always run the compactor to prevent trash from piling up. Use of any Cummings Center compactor for personal trash is strictly prohibited.