



## Phoenix Park Tenant General Policies

### Contractor/Construction Work Notification

If a construction contractor will be working in your space, please contact Facility Manager Terry Atwood (978-375-0349 | Service@lexvest.com). Any contractors working at Phoenix Park will need a valid Certificate of Insurance for our files. Contractors working on-site without prior notification to The Lexvest Group may be asked to stop working.

### Conference Room

The Sampson Conference Room is located on the 2nd floor of Building D (D202). The Conference Room is available to all tenants on a reserved basis - [LINK](#). Please limit reservations to three hours, once per week to allow for others use. Your Suite key will unlock the conference room door, please remember to return the room to its original condition and lock the door when you are finished with your meeting. Please cancel your reservation ahead of time if you can't make it. If you don't arrive within 15 minutes of your start time – the room will be available to others.

### Dumpster Access and Trash/Disposal Services

Unless arrangements are made otherwise, Phoenix Park provides access to our common dumpsters charged at market rates based on expected volume (minimum charge of \$35 per month). For access to our compactors and dumpsters, an executed Tenant Use Agreement must be on file, as well as an executed Release and Waiver for each user. Safety training is also required before access is given.

We utilize a single stream service with our trash vendor and all trash and recycling should be in clear bags. Pallets, hazardous materials, home trash, and furniture are prohibited in our dumpsters which are monitored by video to ensure compliance. Pallets should be removed from the property by tenants or a third-party contractor.

### Exterior Entry Door Locks

The exterior doors to all buildings are locked nightly by 10PM. In addition, doors will remain locked all day on weekends and holidays. Your Suite key will unlock these doors outside of normal hours, please be sure to relock them.

### Fire Extinguishers

Fire Extinguishers are required 6' within the entry of your Suite and every 75' thereafter. There are circumstances where this is already provided, otherwise you will need to have them installed. Our preferred vendor is Liberty Supply (978-534-5464) or you can choose your own vendor. Please confirm with Facility Manager Terry Atwood (978-375-0349 | Service@lexvest.com) upon move-in.

### Floor Loads

Tenants are required to adhere to all floor load limits and bear full responsibility for damage to the property.

### Fork Truck Handling Policy:

Phoenix Park offers fork truck/driver support to its tenants on an as-needed basis. An executed Use Agreement must be on file to utilize this service. Usage is charged by the 1/2 hour with a 1-hour minimum. The fee is \$75/hour and will be billed to the tenant directly. Support must be scheduled ahead of time with Facility Manager Terry Atwood (978-375-0349 | Service@lexvest.com).

### HVAC Filters/Maintenance

Tenants are responsible to maintain and service HVAC units that are located in their Suite. Please confirm with Facility Manager Terry Atwood (978-375-0349) upon move-in.

### Insurance

Tenants are required to provide and maintain a current Certificate of Insurance, listing Phoenix Park as an additional insured certificate holder on the certificate - 18 Phoenix Park LLC, 2 Shaker Road, Suite E201, Shirley MA 01464. These certificates should be emailed to Director of Tenant Services Andrea Willette awillette@lexvest.com.



### **Loading Docks**

Live loading/off-loading is available on a first come first serve basis. A live load/off-load must be completed in less than one hour. Regular daily or weekly, in/out times should be scheduled ahead of time. To do so please contact Facility Manager Terry Atwood (978-375-0349 | [Service@lexvest.com](mailto:Service@lexvest.com)).

### **Lockout Procedures**

In the unfortunate event that you are locked out of your Suite, please contact Facility Manager Terry Atwood (978-375-0349 | [Service@lexvest.com](mailto:Service@lexvest.com)). During regular business hours – there will be no charge for an unlock. After hours and weekends – there will be a service charge assessed for this service.

### **Maintenance / Service Issues**

For maintenance or service issues, contact Facility Manager Terry Atwood (978-375-0349 | [Service@lexvest.com](mailto:Service@lexvest.com)).

### **Noise, Odor or Debris**

Tenants are responsible to control and contain noise, odor, and debris within the boundaries of their leased space.

### **Pallets / Pallet Disposal Policy:**

Phoenix Park prohibits pallets from being disposed of in property compactors. Tenants are responsible for disposing of unwanted pallets. Pallets may not be stored in the common hallways or dock areas.

Phoenix Park offers disposal/removal service of pallets for a fee of \$5/pallet. Pallet disposal tags must be purchased in advance and adhered to the pallet. Removal must be scheduled ahead of time with Facility Manager Terry Atwood (978-375-0349 | [Service@lexvest.com](mailto:Service@lexvest.com)).

### **Parking**

Tenants are requested to park in lots and spaces closest to your Suite/Building. Be aware that no overnight parking is allowed November thru April without prior permission. Unauthorized vehicles may be towed at the owner's expense. **Speed Limit** - Unless posted otherwise, the speed limit is 10MPH. Drivers found speeding will be restricted from driving within the property. **Visitor Parking Spaces** - We have a limited number of parking spaces reserved in our lots for visitors. Please help us accommodate short-term visitors by not parking in these spaces during regular business hours.

### **Phone / Internet Connections**

Comcast and Verizon provide services at Phoenix Park. The Lexvest Group has a business relationship with Comcast, our rep is Richard Glennon, 978-505-4157 or [Richard\\_Glennon@comcast.com](mailto:Richard_Glennon@comcast.com). Let him know that you will be a tenant of The Lexvest Group/Phoenix Park. Comcast has agreed to limit contract term to the term of your Lease. Verizon can be reached at 1-888-743-7211.

### **Security**

Tenants are responsible for securing their leased space. Phoenix Park assumes no responsibility for theft of or damage to property inside the building or cars parked in the parking lot.

### **Signage**

Tenants are provided with a sign at their Suite entrance, including Suite number and company name or logo. Your name/location may also be added to the directories at each main entry. No additional signage or other articles may be placed in front of or affixed to any part of the door, hallway or common area, without prior consent from The Lexvest Group.

### **Smoking/Vaping**

No smoking or vaping of any kind is allowed inside of any buildings or within 50' of any entrance. Smoking areas are designated throughout the property.

### **Suite Access**

Tenants are authorized full access to their leased space 24 hours per day to perform the processes and duties affiliated with their business. Overnight stays outside of regular business processes and duties are prohibited.