



## Phoenix Park Tenant General Polices

### Accessibility

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.

### Contractor/Construction Work Notification

If a construction contractor will be working in your space, please let Facility Manager Terry Atwood (978-375-0349) know using the Service@lexvest.com email. 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.

### COVID-19 Tenant Guidelines

Please see the COVID-19 Tenant Guidelines effective May 18, 2020. As a reminder - face masks must be worn in common areas of the building, including hallways, stairwells, and elevators. Please remind all employees and visitors of this requirement.

### 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) upon move-in.

### Floor Loads

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

### 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).

### Lockout Procedures

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



### **Maintenance / Service Issues**

For maintenance or facility 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.

### **Parking**

Please park in designated parking lots and spaces closest to your Suite/Building. Be aware that no overnight parking is allowed November thru April without prior permission. Unauthorized-parked 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.

### **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). 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.