

**121 Seaport Boulevard  
Electronic Tenant® Portal**

**Created on April 13, 2024**

## **Amenities: Bike Storage**

121 Seaport offers tenants on-site bike storage for those commuting in by bicycle. There is one bike cage located on P2 and two bike cages, an enclosed bike room with a self-serve repair station, a bike wash and free-standing public bike racks located on P3. The bike cages and enclosed bike storage room are card access by tenant only. Card access problems may be directed to front desk security.

## Amenities: Fitness Center

### Recharge Fitness Center

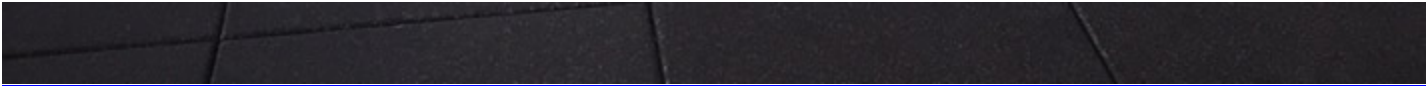
Recharge fitness center is located on the 3rd floor of the building. The fitness center is for tenant use only. Access is granted to the fitness center upon completion of a Fitness Center Waiver. These waivers should be submitted to the property management team using [Building Engines](#). The gym is unstaffed, so we ask that you work out at your own discretion and safety.

### Fitness Center Hours of Operation

Day	Hours
Monday	4:30 a.m. - 9:00 p.m.
Tuesday	4:30 a.m. - 9:00 p.m.
Wednesday	4:30 a.m. - 9:00 p.m.
Thursday	4:30 a.m. - 9:00 p.m.
Friday	4:30 a.m. - 9:00 p.m.
Saturday	4:30 a.m. - 9:00 p.m.
Sunday	4:30 a.m. - 9:00 p.m.

Please see our Fitness Center Rules & Regulations in our [Forms](#) section.

















RECHARGE



## **Amenities: Tenant Events**

Seaport's Community Manager puts on various events each month to host tenant, local non-profits, and community engagement events. The aim of this is to help promote the Live. Work. Play mentality in the building and offer services to the tenants that allow them to engage in the community and receive exclusive partnerships, all without leaving the building.

These events are marketed on the Captivate screens in the elevators as well as on our Social Media page on [Instagram @121Seaport](#).

Additional marketing can be provided to tenant contacts upon request for the next month's events for internal marketing as well.

Please contact the property management office with any questions.

## **Amenities: Local Caterer's & Meal Service Providers**

Below are some vetted caterer's that support 121 Seaport and come highly recommended by Management.

Boston Catering & Events  
325 New Boston St #15  
Woburn, MA 01801  
(781) 938-9300

Season's Catering  
11 Wolcott Ct Hyde Park, MA 02136  
(617) 333-4334

Platterz  
(Online Service) [www.platterz.co](http://www.platterz.co)

## Amenities: Parking

Tenants have the right to park in the building's parking lot on a first come, first served basis. Landlord and [Building Management](#) are not responsible for any loss, damage, or theft of vehicles or their contents, or damages caused by vehicles on the property.

Garage Contact Phone Number: (857) 301-9950

### Parking Rates

0 - ½ Hr.	\$16.00
½ -1 Hr.	\$30.00
Daily Max	\$40.00
Nights (5 pm – 5 am on Monday - Friday)	\$20.00
Saturday	\$20.00
Sunday	\$20.00
Credit Card Only	



## Amenities: Transportation

### Green Commute Initiatives

The most sustainable and time efficient way to commute to 121 Seaport Blvd is through shared transportation methods. The links below will help you select the best mode of transportation for you.

[Ferry Information](#)

[Public Transit/MBTA](#)

[Boston Bike Program](#)

[Seaport TMA](#)

[CommuteSeaport \(Rideshare\)](#)

### Private Car Service

United Private Cars

(800) 757-0301

[Unitedprivatecar.com](http://Unitedprivatecar.com)

Joseph's Transportation

(800) 756-0000

[josephslimousine.cmo](http://josephslimousine.cmo)

Sunny's Worldwide

Chauffeured Transportation

(800) 949-0949

[sunnylimo.com](http://sunnylimo.com)

Met Boston Limo

(617) 491-0005

[Metlimoofboston.com](http://Metlimoofboston.com)

### Air Travel

The Seaport is conveniently located in close proximity to Logan Airport. Seaplane service is also available from Boston Harbor.

<https://www.flytailwind.com/>

<https://www.massport.com/logan-airport/>

# **Emergencies: Active Shooter/Workplace Violence**

An active shooter/hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including, but not limited to, firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

## **IN THE EVENT OF AN ACTIVE SHOOTER - RUN - HIDE - FIGHT**

### **EVACUATE - RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

### **SHELTER-IN-PLACE - HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture.
- If the active shooter is nearby:
  - Lock the door.
  - Silence your cell phone and/or pager.
  - Turn off any source of noise (i.e. radio, television).
  - Hide behind large items (i.e. cabinets, desks).
  - Remain quiet.

### **PROTECT YOURSELF - FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

### **WHEN POLICE ARRIVE**

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

## **PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION**

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

[Top of Page](#)

# Emergencies: Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain as much information as possible.

## Do Not

- Do not use cell phones or two-way radios; radio signals have the potential to detonate the bomb.
- Do not evacuate the building until police arrive and evaluate the threat. Most often, authorities will require you to assist in locating anything suspicious or out of place.
- Do not activate the fire alarm. Do not touch or remove a suspicious package.

## In the event of a bomb threat received by phone

- Remain calm.
- Utilize the Bomb Threat Checklist to obtain specific information from the caller or from the individual who received the call.
- Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, while listening to the caller, try to attract someone's attention in your immediate area discreetly and quietly.
  - Write a note to a colleague to call the 911 immediately. As soon as the caller hangs up, immediately notify them yourself. If possible, do this from a separate phone.
  - If possible have another person contact [Building Management](#) at the same time, or as quickly as possible.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to use exact words.

## In the event of a handwritten note or threat

- Handle the note as minimally as possible.
- Call 911.

## In the event of E-mailed Threat

- Do not delete the message.
- Call 911.

## Bomb Threat Checklist

Background Sounds  
Animal Noises  
House Noises  
Street Noises  
Booth  
PA System  
Conversation  
Music  
Motor  
Clear  
Office Machinery  
Factory Machinery  
Local  
Long Distance

Threat Language  
Incoherent  
Scripted  
Taped  
Irrational  
Profane  
Well-Spoken

Caller's Voice  
Accent/Distinct  
Angry/Calm  
Clearing Throat  
Coughing  
Cracking Voice  
Crying  
Deep Breathing  
Disguised  
Excited  
Male/Female  
Laughter  
Lisp  
Loud  
Nasal/Raspy/Normal  
Ragged/Raspy  
Rapid/Slow  
Slurred/Stutter





## **Emergencies: Burglary & Robbery**

Burglary is the intent to break into a building without consent with the intent of committing a crime inside (including theft). Burglary is a specific intent crime, requiring that the burglar knowingly intends to commit a crime while inside. A person does not have to forcibly enter a building to commit burglary; going in through an unlocked window or door can still fulfill the “breaking” element of burglary.

### **In the event of a break in when the intruder is still on the premises, Call 911**

- Stay calm.
- Do not enter the area, or if inside leave the area, if possible.
- Do not argue with or confront assailants or persons appearing unbalanced. Persons may be carrying weapons and could use them if provoked.
- Do not block assailant escape or fight back forcibly unless it is a life-threatening situation.
- Call 911 when safe to do so.
- If possible, try to give a detailed description:
  - Gender.
  - Age.
  - Height & weight.
  - Coloring of skin tone, hair, eyes, complexion.
  - Facial hair, hair style.
  - Distinguishing features such as scars, birthmarks, tattoos.
  - Clothing, glasses, jewelry.
  - Speech patterns.
  - Vehicle type, color, license plate (if applicable).
  - Method and direction of escape.

### **In the event a theft is discovered after it occurred and/or later date**

- Immediately contact the police by a non-emergency phone number.
- Complete and file a police report.
- Call [Building Management](#) to report the details of the theft / break in.
  - Send a copy of the police report to building management.
  - Notify of any damage to building management, and if repairs are necessary.

## **Emergencies: Emergency Contacts**

[Building Management](#) keeps a file of all emergency contacts for each Tenant in a confidential file should the need arise to contact a Tenant during or after business hours.

We require Tenants to designate at least two employees as emergency contact and provide us with these employees' names, titles, email addresses, work, home and cellular telephone numbers.

It is the Tenant's responsibility to provide correct and up-to-date information to building management. In the event of personnel change, please make certain you provide any updated information to the building management office as quickly as possible.

In any threatening situation involving fire, and/or requiring the attention of the police, rescue, or ambulance, call 911 as soon as it is safe for you to do so. Then contact building management to report the situation.

### **Emergency Contacts**

Building Management		
Cushman & Wakefield	(857) 301-9941	121 Seaport Blvd. Boston, MA 02210
Northeast Security	(857) 225-0068	121 Seaport Blvd. Boston, MA 02210
Local Authorities		
Fire Department	(617) 343-2880	125 Purchase St. Boston MA 02110
Police Department	(617) 343-4730	101 W Broadway, South Boston, MA 02127

## Emergencies: Emergency Procedures

The safety of our Tenants is one of building management's highest priorities; however, the security of the building occupants rest with each Tenant and their understanding of emergency procedures safety and security measures.

[Building Management](#) recommends that each Tenant have an Emergency Action Plan in place to help their employees train for, prepare and react quickly to an emergency including fire, severe, weather, flood and violent situations such as active shooters or bomb threats.

With this interest for you in mind, the following tabs in the Emergency tab outlines standard emergency guidelines for what to do in case an emergency situation occurred at or near the building.

We have attempted to cover most emergency situations. There may be unforeseeable areas or disasters that are not discussed. Therefore, the information contained herein is provided only as a guide or as general information for this building and should be considered supplementary to your company's emergency plan.

It's not the Landlord or building management's intent to direct the Tenant to adopt or use part or all of the given information, nor does Landlord or building management assume any liability in connection with all or part of the information that may be used or adopted by the Tenant.

If evacuation becomes necessary, the authority and responsibility rest with the local officials of government. Neither Landlord nor building management can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

### Emergency Planning Resources

Additional resources are available online from government and nonprofit sources:

- Ready.gov: <http://www.ready.gov/>.
- Flu.gov: <http://www.flu.gov/>.
- Federal Emergency Management Association: <http://www.fema.gov>.
- Department of Homeland Security: <http://www.dhs.gov>.
- American Red Cross: <http://www.redcross.org/>.
- CDC - Center for Diseases Control and Prevention/Emergency Preparedness & Response: <http://www.cdc.gov>.
- National Weather Service: <http://forecast.weather.gov>.

## **Emergencies: Evacuation**

It is the responsibility of each person to know who their Tenant Emergency Response Team personnel are, and their alternates and they should be familiar with their respective evacuation plans and location of Tenant's Safe Area of Refuge, including alternate location. When in doubt, ASK now instead of waiting until an emergency occurs.

Being Prepared can save lives.

In the event a Building evacuation becomes necessary:

- If the alarm sounds or at the direction of emergency personnel, such as the police, fire or other official who may be on the scene to take charge, evacuate the building immediately.
- Remain calm and do not panic.
- Close office doors as you leave, but do not lock them.
- Do not return to retrieve purses, personal or work belongings, cell phones, etc.
- Before departing, attempt to account for any co-worker, contractor or visitor that may be in the restroom, break or conference rooms, or another office.
- Report any missing to Tenant Warden when safe to do so.
- Always LISTEN for directions on evacuations because your primary exit route may not be safe.
- Form a single file evacuation line and follow the building exit signs.
- Use Handrails in enclosed stairwells.
- When you approach a closed door, use the back side of hand to feel the door to see if it is hot.
- If hot, DO NOT OPEN IT.
- DO NOT take the elevators. In an emergency, elevators will be available only to the fire department.
- Calmly and quietly proceed to your company's designated Safe Area of Refuge 1+ block away from the emergency.
- Once you have assembled in your safe area, notify the appropriate Tenant Warden.
- Report any abnormal situation to Tenant Warden once you have evacuated and are safe.
- Wait to receive "All Clear" before re-entering the Building.

Remember to keep fire exits free of debris, e.g., cardboard boxes, trash, and pallets.

**IF THE ALARM SOUNDS, EVACUATE THE BUILDING IMMEDIATELY!**

DO NOT call the building management to make inquiries. The phone lines must remain open to communicate with the fire department.

## Emergencies: Fire/Life Safety Systems

The building utilizes a fire/life safety system in the event that a fire should occur.

- The building is equipped with an addressable fire alarm panel, which is monitored 24 hours/7 days a week.
  - If an emergency were to arise, then the alarm company has a call list to assure rapid response and notifies 911.
- All buildings have a sprinkler system.
  - If the sprinkler system is activated, it will activate the building's external alarm.
- The building's sprinkler system is connected to the city water supply. In addition, there is a standpipe connection at the buildings for the fire department's use if necessary.

### Regulatory Conformance

It is in the best interests of the building and its Tenants that all federal, state, and local regulations governing the building are in practice at the property. Compliance with building codes, fire codes, health codes and other ordinances often seem inconvenient, difficult or costly, but in fact, are essential for life safety and protection of the property. [Building Management](#) operates the building as to abide with regulations to the best of their knowledge. It is important that each Tenant acts in the same fashion to avoid jeopardizing the safety of themselves and other Tenants

### The "18-Inch Rule"

The 18-inch rule is commonly overlooked. In order for fire detection and suppression systems to perform properly, nothing may be placed within 18 inches of the ceiling. This typically involves items stored on high shelving. By monitoring this rule carefully, you prevent the possibility of non-conformance within your premises.

These regulatory issues (and many others) are inherently relevant to your safety in this building. Please contact building management if you have questions in this regard.

### Reporting a Fire

- Remain calm and don't panic.
- Close the door leading to the source of the fire.
- Locate nearest pull manual fire alarm, if applicable, and activate it.
- Call 911 from safe area and state the following information:
  - There is a fire emergency.
  - Location (company name, address, floor and suite number).
  - Details of the fire emergency.
  - Your name,
  - Call building management 24/7 security line at (857) 225-0068,
- Call building management only if the alarm has not sounded. (If the alarm has sounded, do not call building management, evacuate the building) and state the following information:
  - You have called 911 and reported a fire emergency.
  - Location (company name, address and suite number, if applicable).
  - Details of the fire emergency.
  - Your name.
- Evacuate the building immediately, if you have not done so. See Section [Building Evacuation & Exits](#) and the following When the Fire Alarm Sounds Procedures.
- Alert your Tenant Warden(s) to what occurred.

### When the Fire Alarm Sounds in the Building

- If the alarm sounds or at the direction or emergency personnel, such as the police, fire or other official who may be on the scene to take charge, evacuate the building immediately.
- Remain calm and do not panic.
- Close office doors as you leave, but do not lock them.
- Do not return to retrieve purses, personal or work belongings, cell phones, etc.
- Before departing, attempt to account for any co-worker, contractor or visitor that may be in the restroom, break or conference rooms, or another office.
- Report any missing to Tenant Warden when safe to do so.



- Always LISTEN for directions on evacuations because your primary exit route may not be safe.
- Form a single file evacuation line and follow the building exit signs.
- Use Handrails in enclosed stairwells.
- When you approach a closed door, use the back side of hand to feel the door to see if it is hot — If hot, DO NOT OPEN IT.
- DO NOT take the elevators. In an emergency, elevators will be available only to the fire department.
- Calmly and quietly proceed to your company's designated Safe Area of Refuge 1+ block away from the emergency.
- Once you have assembled in your safe area, notify the appropriate Tenant Warden.
- Report any abnormal situation to Tenant Warden once you have evacuated and are safe.

Wait to receive "All Clear" before re-entering the Building.

### **IF YOU CAN'T EVACUATE, POSSIBLY BECAUSE OF FIRE OR THICK SMOKE BLOCKING YOUR ESCAPE ROUTE(S):**

- Remain calm and do not panic.
- Move as far away from the fire as possible, closing doors behind you as you go. Every closed door between you and the fire provides a barrier against smoke.
- Put a rug, blanket, coat or any clothing material at the bottom of the door to help keep out the smoke.
- Remember if heavy smoke is present, stay near the floor where air is better, take short breaths and breathe through your nose.
- Notify someone that you are trapped via phone or yelling loudly until you are answered.
- Put a "HELP" sign in the window or doors for First Responders to see, if possible.

### **Fire Prevention Tips**

Remember, these fire safety tips should be practiced every day:

- Do not overload electrical outlets. Many fires are the result of the misuse of electrical appliances and cords.
  - Be sure outlets are not overloaded.
  - Keep extensions cords to a minimum and use only properly rated cords.
  - Unplug ALL coffee pots of other appliances in break rooms before leaving premises for the night.
- Each Tenant should assign personnel to perform this task.
- Poor housekeeping; especially in storage areas. Avoid large accumulations of wastepaper, cardboard, files or other debris.
- Do not store flammable liquids on site or use electric space heaters (against building policies).
- Smoke only where permitted and dispose of cigarette butts in their proper container.
- Do not block emergency exits or route of travel to emergency exits.

### **Operating Fire Extinguishers**

Portable Fire Extinguishers are only meant for small fires in their very beginning stages. Anything larger, immediately leave the area and call 911.

[Top of Page](#)

## **Emergencies: Flood/Water Leak**

Tenant is responsible for maintaining insurance throughout the term of lease upon all contents of the premises including Tenant's equipment and that owned by others, and any alterations, additions, fixtures, or improvements in the premises. Any new installation or replacement of a hot water heater shall require that an automatic leak detector and water shutoff be included as an integral part of the installation. All new water heaters shall be floor mounted, whenever possible.

Flood insurance and water damage are two different perils. Water is synonymous with flood, which is the overflow of a body of water. The source of water must be outside the insured building and foundation - or under it. Sewer back up is another kind of water peril in commercial policies. Water damage has a different meaning in commercial policies. Water damage comes from within. It can be water in a heating system or an appliance but its damaging presence must be the result of breakage, freezing, an explosion or any other accident.

Many people think that flood insurance is just for properties near large bodies of water. But because of factors like the shape of the surrounding land, the type of soil, and weather patterns, you don't need to be located adjacent to a river or ocean to be at risk for flooding. In addition, an accident could occur in your premises that results in water damage caused by a broken pipe, or a leak from a water heater, dishwasher, or water line from coffee or ice dispensers.

### **If water is found in your premises or in a common area:**

- Attempt to locate the source. Stop the flow of water if you are able to safely reach the area.
- Do not cross or touch water that may be near a source of electricity.
- Immediately contact building security at the 24/7 Emergency number: (857) 225-0068.
  
- Provide building name and street address, including suite and company name.
- Describe the emergency.
  
- Turn off and disconnect all electrical appliances and equipment if it is safe to do so.
- If possible, move equipment, products and any items possible off of the floor or lower shelves to a higher area to reduce property damage.
- When practical, take measures to restrict the flow of water.
- If necessary, isolate area by closing doors.
- Consider evacuating if flow of water presents a danger.

### **In the event of a severe flood or water leak:**

- Evacuate as instructed by emergency personnel.
- Be aware that the electricity may go out and/or emergency alarms could sound.
- Be alert to possible safety hazards such as:
  - Broken or leaking gas lines.
  - Broken or damaged electrical circuits.
  - Submerged or wet appliances, or electronic equipment.

## **Emergencies: Medical Emergency**

Accident or sudden illness may cause an emergency that necessitates immediate first aid and subsequent medical attention. The Police, Fire Department, and Paramedics (“First Responders”) are professionally trained to respond to these emergencies.

Building management recommends that each Tenant have a first aid kit and Automated External Defibrillator (AED) on site in case of an emergency. Tenants should also consider training their staff in First Aid, CPR, and AED procedures. Each building has an AED located at the following locations:

Recharge Fitness Center: 3rd Floor near water fountain

In the event that an employee, customer or guest experiences a medical emergency:

- Call 911 and state the following information:
  - You need medical assistance.
  - Location (address, suite number and Company name).
  - Type of illness or injury.
  - Individual's present condition.
- Try to make the individual comfortable, but do not move them unless necessary.
- Utilize and apply applicable first aid, CPR or AED procedures, if necessary.
- Contact your company's Emergency Response Team and inform them of the emergency.
- Call the building management staff and state the following information:
  - You have called 911 and requested medical assistance.
  - Location (floor and suite number).
  - Your name and individual's name if known.

## Emergencies: Natural Gas Leak

Natural gas does not have an odor, so a chemical that smells like rotten eggs is added to the gas. This chemical allows us to smell the natural gas at levels well below explosive levels. Other signs to alert you to a leak are blowing dirt or dust, bubbles forming in a glass of water, and a hissing or whistling noise.

Known or suspected sources of the odor may be from hot water heaters, gas appliances, and building's heating systems.

In the event of a strong odor of natural gas:

- Do not use electric switches, telephones (including cell phones) or anything that could cause a spark.
- Call 911 immediately from a safe area.
- Call [Building Management](#) (857) 301-9941 or the 24 hour security line at (857) 225-0068.
- If determined necessary, the building will be evacuated.
  - In the event of an evacuation, gather staff in a safe distance from the building. Do not return to the building until instructed by emergency personnel.
- Inquire with staff if they may have any symptoms associated with the gas and need medical attention. Symptoms may include:
  - Dizziness.
  - Nausea.
  - Fatigue.
  - Shortness of breath, etc.
- Do not assume someone else has reported the leak or odor. — Alert others, including other Tenants.

If you suspect a possible gas leak or notice a mild odor of natural gas:

- Notify building management at (857) 301-9941.
  - In turn, building management will investigate the problem and assist utility company if needed as well as follow up with Tenants on their findings.
  - Do not use electric switches, telephones (including cell phones) or anything that could cause a spark.
- Direct staff to a safe location, including evacuation if necessary.

## **Emergencies: Pandemic Outbreak**

A pandemic is a global disease outbreak. It is determined by how the disease spreads, not how many deaths it causes. In the event this happens, such as the COVID-19 Pandemic of 2020, the building will adhere to the latest recommendations & guidelines of the CDC and any governing mandates

In a flu pandemic, employers play a key role in protecting employees' health and safety. Organizations can help limit any negative impact on the economy and society as well. As with any emergency situation, having a contingency plan is essential.

The information outlined herein may be used as a resource in the development of your own company specific Emergency Action Plan and is in no way meant to replace your current policies. We strongly suggest tenants develop an emergency plan that best fits the needs of your employees and environment.

### **Recommended building strategies for employers to use now**

- Actively encourage sick employees to stay home:
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Ensure that your sick leave policies are consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

### **Separate sick employees:**

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

### **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**

Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the coughing and sneezing etiquette and clean hands webpage for more information.

### **Perform routine environmental cleaning:**

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.



- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

### **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

- Employees who are well but who have a sick family member at home with.
- COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

### **Important Considerations for Creating an Infectious Disease Outbreak Response Plan**

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly. The information outlined herein may be used as a resource in the development of your own company specific Emergency Action Plan and is not meant to replace your current policies.

Employers should:

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### **Recommendations For An Infectious Disease Outbreak Response Plan**

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to protect workers from potential exposures to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor's and the Equal Employment Opportunity Commission's websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who can telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and between employees and the public, if public health officials call for social distancing.

- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per travel guidance on the CDC website.
- Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
- Consider cancelling large work-related meetings or events.
- Engage state and local health departments to confirm channels of communication and methods for dissemination of local outbreak information.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.

[Top of Page](#)

## **Emergencies: Riot/Violent Demonstration/Picketing**

A riot is a situation in which a crowd of people are behaving violently, often trying to damage, destroy or steal property and/or people. A riot can disrupt in a similar way as a violent natural disaster.

Fire departments become severely burdened and frequently cannot respond to alarms because of a lack of equipment or blocked streets. Police departments can become overwhelmed and are often unable to do more than acknowledge reports of looting and vandalism. Regular telephone service may be interrupted or severely overloaded.

### **IN THE EVENT A VIOLENT SITUATION OCCURS IN OR NEAR YOUR PREMISES**

- Stay calm.
- If inside, do not leave premises. Lock doors.
- Do not be a spectator. Leave the area or avoid it if possible.
- Report the activity to the authorities and [Building Management](#) immediately.
  - Authorities may be able to assist in limiting access of unauthorized personnel by establishing a perimeter around the demonstration.
- In the unlikely event that it becomes necessary to evacuate due to a disturbance, follow the instructions of local authorities and your company's evacuation plan.

### **IN THE EVENT YOU ARE APPROACHED BY A DEMONSTRATOR AND/OR BECOME INVOLVED IN A VIOLENT DEMONSTRATION**

- Do not argue with or confront demonstrators, assailants, or persons appearing unbalanced. Persons may be carrying weapons and could use them if provoked.
- Do not block assailant escape or fight back forcibly unless a life-threatening situation.
- Call 911 when safe to do so.
- If possible, try to give a detailed description:
  - Gender.
  - Age.
  - Height.
  - Weight.
  - Coloring of skin tone, hair, eyes, complexion.
  - Facial hair, hair style.
  - Distinguishing features such as scars, birthmarks, tattoos.
  - Clothing, glasses, jewelry.
  - Speech patterns.
  - Vehicle type, color, license plate (if applicable).
  - Method and direction of escape.

## Emergencies: Power Failure

For some businesses, power outages can lead to security risks or significant loss in employee productivity. Therefore, every business should be prepared for power failure and take the necessary precautions to protect their critical equipment, telephone system, and even security to premises so as to minimize the disruption to their business.

Use UL-listed surge protectors and battery backup systems for critical computer and telecommunications equipment. They will add protection for sensitive equipment and help prevent a computer crash in the event of a power failure. Back up computer data frequently or consider offsite and/or online storage

### In the event of a power failure in your space or in the building:

- Notify [Building Management](#) immediately to determine if it is a building issue or an area issue.
  - Building management will investigate the problem and assist the utility company if needed as well as follow up with Tenants on their findings.
- If an area issue, report it also to the Eversource power outage line at (800) 592-2000.
  - They are also available to ask questions; such as, anticipated duration of outage so your business can determine how to proceed.
- Open draperies and raise blinds to let in all available ambient light.
- Disperse flashlights.
  - DO NOT use candles or other flammables, as they are a fire hazard and are not permitted.
- Turn off computers and other equipment such as copiers, fax machines, coffee makers and printers.
  - Having equipment off lessens the load on the system when power is restored.
- If you are instructed to evacuate, do so immediately.
- Return to the building when instructed by the proper authorities.

### If you are trapped in an elevator during a power failure:

- Remain calm. Do Not Panic.
- Open the telephone box and press the "Help" button.
  - It will automatically call the elevator service company and report to them that you are trapped.
  - They will immediately dispatch their technician for service.
- In addition, push the RED "Alarm" button to sound so it can notify on-site personnel of your emergency.
- Do NOT attempt to force open the doors or crawl out of an elevator stuck between floors.

### Generator

121 Seaport is equipped with a back-up generator, which will protect the building in the event of a power outage. As a result the building should not experience a power outage. If for some reason the Generator does not come on and the building is without power, please call (857) 225-0068 to report the issue and building management will respond as quickly as possible.

# Emergencies: Severe Weather & Tornado

Severe weather may include rain, hail, tornadoes, high winds, ice, sleet and snow, excessive heat, etc.

Remain calm and always use your best judgment when severe weather occurs, because it may be difficult to predict what situation may arise due to a weather related emergency. Local authorities may issue a severe weather warning by radio or civil defense sirens.

Public warning sirens operated by county and city municipalities are designed to be heard outside, and may not be heard inside the building. [Building Management](#) strongly recommends that each Tenant also have a weather radio to monitor severe weather warnings and a plan of action in place for dealing with severe weather, both during and after business hours, for the safety of their employees. For weather information you may visit the National Weather Service's website at [www.nws.noaa.gov](http://www.nws.noaa.gov).

## Advisory

- Less hazardous weather conditions or less specific locations.
- Weather may still pose significant inconvenience, damage or injury.
- Situations are possible that could threaten life or property.

## Watch

- Weather conditions are favorable for a hazardous weather event.
- Stay alert to changing conditions.
- Make alternate plans.
- Be aware of possible shelter or evacuation routes.

## Warning

- A dangerous weather or event is occurring or imminent.
- Likely significant threat to life or property.
- Take protective action immediately.

## In the Event of Severe Weather or Tornado

- Assign people to relocate all occupants to the core areas of the building (Areas of Refuge such as lowest level of the building, stairwells, inner corridors, or restrooms) as quickly as possible.
- Stay away from exterior windows and the perimeter of the building.
- Sit down and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.
- Employees should stay away from the main lobby and entry ways.
- Remain in your area of refuge until the "All Clear" has been issued by the National Weather Service.
- Do not use elevators during your company's relocation process within the building.
- If your company decides to evacuate the building, notify the building management of your intention to do so.
- Assign people to make certain that all members of your staff have evacuated safely.
- Notify building management or security of all leaks, fires, and structural or other damage during or after the storm.

## If You Are in Transit in the Building

- Go to nearest stairwell and take it to the lowest level for shelter.
- Do NOT go outside the building.

## If You Are Caught in an Outside Perimeter Office

- Seek protection under a desk.
- Remain in these areas until the "All Clear" has been issued by the National Weather Service.

If your area sustains damage, building management and medical crews will arrive to assist you as soon as possible.

[Top of Page](#)

# **Emergencies: Special Assistants (Aides) For Persons Requiring Assistance**

## **Function**

The function of Special Assistants are to assist in the evacuation of Person Requiring Assistance (broken leg, pregnancy, physically challenged, blind, deaf or hearing impaired, heart condition, etc.). Person Requiring Assistance must be identified and considered prior to any emergency evacuation.

Persons not requiring or providing assistance will evacuate first. Persons requiring special assistance can then evacuate in an effort to avoid injury. If there is evidence of fire, persons requiring special assistance should be positioned near the emergency exit located farthest away from the fire. If fire conditions pose a personal threat, the Special Assistants will enter into the emergency stairwell accompanying the person requiring assistance and wait for help from the fire department. The Emergency Response Team members may assist in evacuating the person(s) requiring special assistance if danger is imminent and the fire department has not yet arrived. Please note that the fire department has control of the elevators thereby being able to efficiently assist and relocate the persons requiring assistance without creating blockage in the stairwell. It is helpful if these Special Assistants have radios or cell phones in order to communicate with [Building Management](#), fire and police departments.

## **Duties**

- Know the location and use of all fire and emergency related equipment found on the floor or area that they are assigned.
- Be completely familiar with the building and floor layouts and exits, and company's designated meeting areas.
- There should be a minimum two (2) people assigned to assist an individual.
- Ensures person requiring assistance is relocated to the stairwell.
  - The Special Assistant waits until all occupants on the floor(s) have evacuated.
- One of the assistants is responsible for immediately reporting the location of the person requiring assistance.

# Emergencies: Stair/Elevator Monitor

## Functions

The functions of Stair / Elevator Monitor (if applicable) are to assist in the evacuation of employees, contractors, and visitors.

### Duties

- Know the location and use of all fire and emergency related equipment found on the floor or area that they are assigned.
- Be completely familiar with the building and floor layouts and exits, and company's designated meeting areas.
- Immediately check designated stairwell door for heat (remember to use back of hand), then stairwell for safety.
- Instructs personnel to form a single line along the right side (outside) of stairwell because First Responders may be using the left side (inside) of stairwell.
- Ensures occupants enter the stairs in calm and orderly fashion and directs employees to Tenants' designated safe meeting area.
- Assign someone to either stand post or continually check both passenger and freight elevator lobbies in order to prevent employees, contractors, and visitors from using the elevators during emergency.
- Assist in redirecting employees to alternate exit, if necessary.
- After evacuation complete, they should check to make sure all stairwell doors are closed.
- Assist in the development, implementation and maintain a fire prevention program including educating company employees.



## **Emergencies: Suspicious Packages/Mail**

If you consider a parcel or letter suspect, do NOT open, move or cover it.

Immediately call 911, then [Building Management](#) on a land line telephone. DO NOT USE A CELL PHONE OR TWO-WAY RADIO. RADIO SIGNALS CAN DETONATE A BOMB.

The immediate area should be clear of employees and secured, but do not evacuate until police arrive and evaluate the threat.

# Emergencies: Tenant Emergency Action Plan

Emergencies and disasters are unpredictable and strike without warning. Therefore, in the event of an emergency, it is imperative that there be an understood role and chain of command to ensure cohesion between Tenants and building management's emergency responses. [Building Management](#) strongly recommends that each Tenant designate responsible, dependable employees as Tenant Wardens, Area /Department Wardens (Searchers), and Assistant to Disabled Personnel/Person Requiring Assistance (Aides). Remember to include back-up personnel in case members of the Emergency Response Team are out of the office, sick or on vacation.

Once your Emergency Response Team is selected, we recommend they familiarize themselves with the safety information contained in this handbook. Remember that being prepared can save lives.

Tenant's Emergency Response Teams should develop evacuation plans for your suite and ensure all employees know where all exits for the premises and building, regardless of employee's location during an emergency.

This handbook should also be reviewed when new employees begin or any substantial changes to the plan, staff, building or Tenant's premises occur. Building management recommends that each Tenant practice their emergency response plan.

## Sample Emergency Kit

It is recommended that you have, at minimum, the following items available labeled as First Aid/Emergency Supplies Kit in your Tenant space and familiarize your employees the location of these supplies

Emergency Kit	
First Aid Kit	Rubber Gloves in case of blood
Bottle Water	Transistor Radio with extra batteries
Weather Radio with extra batteries	Hat or vest to identify persons in charge
Cell Phone and Calling List	Blanket
Flashlights with extra batteries	Copy of tenant handbook and company's internal emergency procedures
Heavy gloves in case of broken glass	

## Sample - Tenant Emergency Action Plan

It is the responsibility of each Tenant to have its own Emergency Plan & Procedures in place. We recommend that you update it and review it with staff, especially new hires, regularly and not less than annually. It is imperative that your staff be familiar with who is on your Tenant Emergency Response Team, including alternates, and the Building emergency exits including those alternates as their primary exit route may not be safe. Remember, BEING PREPARED can save lives.

## AREAS TO BE COVERED SHOULD INCLUDE BUT NOT LIMITED TO

- Review the building recommendations for Emergency Procedures and Tenant Handbook regularly as information may change periodically.
- Create a Tenant's Emergency Response Team and assign personnel to positions on including alternates.
  - Identify who will be the Tenant Warden - main point of contact with Building Management Office and First Responders. The Tenant Warden is the person to coordinate the evacuation of your premises and to ensure all employees, contractors, and guests have been evacuated safely.
  - The Tenant Emergency Response Team should be familiar with emergency procedures and trained to ensure that your staff is full evacuated during severe weather, fire or other building emergencies.
    - Identify Persons Requiring Assistance and assign an Assistant / Aide to this person(s) to assist in the safe evacuation during an emergency.
- Designate Safe Area of Refuge for staff, including alternates, whether for severe weather, building evacuation, or for your business continuity plan.
- Design a system of how staff will be accounted for once they reached their Safe Area of Refuge and how Tenant will communicate this information to First Responders.

- Compile and maintain a list of your staff members and building management personnel's emergency telephone numbers and email addresses.
- Educate employees on where they can find company and/or building emergency communication information.
- Prepare a Business Continuity Plan in the event that your staff is unable to return to premises or resources, such as power, are limited.
- Train personnel on proper emergency procedures.
- Maintain a bomb threat checklist.
- Have a first aid kit and AED kit within premises and assign personnel to oversee replenishing it on a regular basis.
  - Provide First Aid, CPR and AED training for personnel.
- Inspect premises for safety hazards regularly.

## **Tenant Emergency Response Team**

Tenants should conduct in-house company training and emergency evacuation drills regularly. Tenants should assign individuals who are on the premises during regular business hours to their emergency response team.

These Tenant representatives should be individuals who are on the premises during regular business hours. Each member of the Emergency Response Team should be fully briefed on all emergency procedures and will direct fellow employees, contractors, and visitors in emergency situations. All members of the Emergency Response Team and alternates should be assigned suites / departments in advance to assure that an adequate number will be available to perform the assigned duties, should an emergency occur. Be sure all employees know who your Emergency Response Team members are and update them if there are changes in personnel.

## **THE FOLLOWING SECTIONS CONTAIN DESCRIPTIONS OF RECOMMENDED POSITIONS FOR A TENANT'S EMERGENCY RESPONSE TEAM.**

### **Tenant Warden**

#### **Function**

The function of Tenant Wardens are to coordinate and be responsible for immediately reporting any potential or actual emergency condition to the First Responders (Fire, Ambulance or Police Department), and building management, to be responsible for and implement an organized plan of evacuation if such a situation should ever arise, and to coordinate and communicate with other members of the building's emergency personnel and the Fire and Police Departments.

There should be one Tenant Warden Supervisor who oversees the entire Emergency Response Team and evacuation procedure. This person acts as the single point of contact receiving roll call status from responding Tenant Wardens and presenting this information to First Responders and building management. In addition, this person acts as the executive at the scene assuming responsibility for decisions regarding employee direction, facility re-entry and business continuity procedure during an emergency.

#### **Duties**

- Know the location and use of all fire and emergency related equipment found on the area that they are assigned.
- Be completely familiar with the building layouts and exits, and company's designated meeting areas.
- Check primary and secondary evacuation routes for safe exit.
- Make sure that people are notified and are leaving the floor, if necessary, headed to a safe area.
- Checks all offices, cubicles, restrooms, conference rooms, storage/file rooms, kitchens, etc. to assure all people have vacated.
  - Use chalk or "Post It" notes to mark off each and every room searched.
- Evacuates visitors and non-employee occupants on where to evacuate and the Tenant's designated safe meeting area.
- Assist if necessary the shutdown of vital functions within assigned area.
- Once all personnel in their area / department are evacuated, they are to advise Tenant Wardens that their area is clear.
- Assist in the development, implementation and maintain a fire prevention program including educating company employees.

[Top of Page](#)

## **Links: Newsletters**

[Quarter 2, 2024](#)

[Quarter 1, 2024](#)

[Quarter 4, 2023](#)

[Quarter 3, 2023](#)

## **Links: HqO**

*Information Pending*

## Neighborhood: Parking

Tenants have the right to park in the building's parking lot on a first come, first served basis. Landlord and [Building Management](#) are not responsible for any loss, damage, or theft of vehicles or their contents, or damages caused by vehicles on the property.

### Parking Rates

0 - ½ Hr.	\$16.00
½ -1 Hr.	\$30.00
Daily Max	\$40.00
Credit Card Only	

## Operations: Access

The building lobby is open to the public during normal business hours. The building is accessible after-hours by access card.

Building Hours	
Monday-Friday	8:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 1:00 p.m.
Sunday and Holidays	Closed - Card Access

[Building Management](#) will provide each Tenant with access cards for their employees based on the terms of the lease. The cards are assigned to specific individuals. Each employee is responsible for their own access card. Transfer of access cards among employees is prohibited. All requests for access cards (additions, changes, deletions) must be provided in writing by the Tenant contact. If an employee loses their access card, please report it to building management immediately to help ensure the security of the building and Tenants. When an access card is reported lost or stolen, it is immediately deleted from the computer memory, rendering it useless for future access.

It is the tenant's responsibility to update the management office with any emergency contact name /personnel change relevant to the building's security. Please provide the employee's name, company, and badge number in your request. It is very important that each Tenant knows which employee is holding a given access card to utilize the aforementioned features. Please allow 48-hours' notice for any changes.

Prior to allowing an employee access to the building or suite when they have forgotten or lost their access card and/or key, the following building policy will apply during both business and non-business hours:

- The employee must provide building security with a valid government issued photo ID.
- Security will cross reference ID with employee database.
- If match is not found, that specific tenant's security team will be called for further instructions.
- If match is found, building security will follow tenant protocols for employees with missing ID.
- Typically, protocol asks that we send the employee to check in at their employer's security desk or designated check-in spot.

Please update the property management team with any policy or procedure changes regarding security & check-in and allow 48-hours to be placed in effect by our staff. It is the tenant's responsibility to update the management office of any emergency contact name/personnel changes relevant to the building's security.

### Turnstiles

Each tenant's access card must be used on the lobby turnstiles to gain entry to the main building, including the elevators. Please refer to the following guide for using your access card on the turnstiles.

[Turnstile Guide](#)

[Destination Dispatch Elevator Guide](#)

[Top of Page](#)



## **Operations: HVAC**

Heating, Ventilation and Air Conditioning (HVAC) service is provided in your suite and is continually being monitored by staff for your comfort. Thermostats are set and calibrated to maintain a comfortable level in all areas of the building. We are committed to a quick response to your heating and air conditioning concerns if the need should arise. Please place all HVAC service requests through [Building Engines](#) for the most efficient method of tracking your service requests.

Space heaters are not allowed in the building due to their high energy consumption, fire hazard, and their ability to negatively affect the building's temperature and trip circuit breakers. Tenant adjustment of thermostats may also result in inconsistent temperature control in the adjusted area as well as an adjoining area or offices. We encourage you to notify [Building Management](#) if you are experiencing on-going temperature issues.

## Operations: Holidays

The building will be closed on holidays; however, access is still available via access card. Please note that the following conditions and restrictions will be in effect on the holidays listed below:

- Heating, ventilation and air conditioning services are not available, except on Presidents Day, Columbus Day, and Veterans Day or unless prior arrangements have been made.
- Engineering services provided by [Building Management](#) are available on an emergency / on-call basis.
- Janitorial services will not be available, except on Presidents Day, Columbus Day, and Veterans Day or unless requested by Tenant in writing.

### 121 Seaport Building Holidays

January	New Year's Day	Martin Luther King Jr. Day	
February	President's Day		
May	Memorial Day		
July	4th of July		
September	Labor Day		
October	Columbus Day		
November	Veteran's Day	Thanksgiving	Day After Thanksgiving*
December	Christmas Eve*	Christmas Day	New Year's Eve*

\*Cushman & Wakefield Holiday - limited staffing

## **Operations: Lost & Found**

Any items found at the property by building staff or reported by tenants are placed in "Lost & Found" for a period of 14 days. Please contact [Building Management](#) to claim items that have been lost or found in the building.

## Operations: Management

Cushman & Wakefield is responsible for the operations and management of the building and grounds. The building management personnel are dedicated to making your work environment as pleasant as possible. Please contact us with any concerns, inquiries, or comments.

### Office Hours:

Monday - Friday: 8:00 a.m. - 6:00 p.m.

**Management Office:** (857) 301-9942

**Security:** (857) 225-0068

Title	Name	Phone	Email
General Manager	Corinne Lillis	(617) 204-4157	<a href="mailto:Corinne.Lillis@cushwake.com">Corinne.Lillis@cushwake.com</a>
Assistant Property Manager	John Hargreaves	(857) 301-9942	<a href="mailto:John.Hargreaves@cushwake.com">John.Hargreaves@cushwake.com</a>
Director of Security	Ryan Nadeau	(617) 992-1431	<a href="mailto:RNadeau@necurity.com">RNadeau@necurity.com</a>
Community Manager	Carly Thayer	(413) 579-4448	<a href="mailto:Carly.Thayer@cushwake.com">Carly.Thayer@cushwake.com</a>
Lobby Security Desk			<a href="mailto:121seaport@necurity.com">121seaport@necurity.com</a>

### Garage

VPNE, Garage Operator Desk Phone (857) 301-9950

Paul Duggan          Parking Manager          [pduggan@vpne.com](mailto:pduggan@vpne.com)

We suggest that one to two persons be designated in your office to serve as a Tenant and/or facilities contact. This designated contact person(s) should be the main point of contact for communicating with the building management staff and requesting service(s). Building management, in turn, will direct calls and inquiries to the designated contact; including rental payments, insurance certificates or leasing. For ease of communication and efficiency of dispatch, property management maintains a 24 hour/7 days a week online management portal called [Building Engines](#). Any service related requests are to be made through the service portal. Each designated contact can be set up with specific credentials to access the portal. To request website credentials, simply email the Assistant Property Manager with your contact information.

## **Operations: Rent Payment**

Tenants will receive a monthly statement as a courtesy; however, in accordance with your lease agreement, payment of rent and operating charges are due on or before the first of each month, regardless of receipt of statements.

In accordance with the lease, charges for rent are due and payable on the first of the month without notice.

Please submit any changes to the billing address and/or contact in writing to [Building Management](#).

### **Remittance Address**

Please make sure that checks are made payable to: "SVF Seaport Owner, LLC."

Please mail rent checks to:

SVF Seaport Owner, LLC  
File 2036  
1801 W. Olympic Blvd Pasadena, CA 91199-2036

### **Electronic Payment/ACH**

Electronic payment via wire / ACH may be available. If your company chooses to utilize this payment method, please note that building management requires a notification of payment sent. Please contact building management for further details.

## **Policies: General Building Rules & Regulations**

Please note "Rules and Regulations" may be specific to your lease so it is necessary to refer to it for direction.

The following Building Rules and Regulations have been established to provide a safe and well-maintained business environment for all Tenants. For the purpose of these Rules and Regulations, the term "Tenant" shall include Tenant and Tenant's employees, agents, contractors, licensees, visitors, and invitees.

### **Building Rules & Regulations 121 Seaport Blvd, Boston MA 02210**

1. Tenant shall not obstruct or encumber or use for any purpose other than ingress and egress to and from the Premises any sidewalk, entrance, passage, court, elevator, vestibule, stairway, corridor, hall or other part of the Building not exclusively occupied by Tenant.
2. No bottles, parcels or other articles shall be placed, kept or displayed on window ledges, in windows or in corridors, stairways or other public parts of the Building.
3. Landlord shall have the right to control and operate the public portions of the Building and the facilities furnished for common use of the tenants, in such manner as Landlord reasonably deems best for the benefit of the tenants generally. Tenant shall not permit the visit to the Premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment of the entrances, corridors, elevators and other public portions or facilities of the Building by other tenants.
4. No sign, placard, picture, advertisement, name or notice shall be installed or displayed on any part of the outside or inside of the Building without the prior written consent of the Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule.
5. Tenant shall coordinate in advance with Landlord's property management department all deliveries to the Building so that arrangements can be made to minimize such interference.
6. Tenant shall not permit its employees and invitees to congregate in the elevator lobbies or corridors of the Building. Canvassing, soliciting and peddling in the Building are prohibited, and Tenant shall cooperate to prevent the same. Public corridor doors, when not in use, shall be kept closed. Nothing, including mats and trash, shall be placed, swept or thrown into the corridors, halls, elevator shafts, stairways or other public or common areas.
7. Tenant shall not attach, hang or use in connection with any window or door of the Premises any drape, blind, shade or screen, without Landlord's prior written consent.
8. Tenant shall not use the water fountains, water and wash closets, and plumbing and other fixtures for any purpose other than those for which they were constructed, and Tenant shall not place any debris, rubbish, rag or other substance therein (including, without limitation, coffee grounds). All damages from misuse of fixtures shall be borne by the tenant causing same.
9. Tenant shall not install any radio or television antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of the Building except by virtue of a separate license negotiated with Landlord. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building or elsewhere.
10. No electric heaters, electric fans or humidifiers are allowed on the Premises without the prior written consent of Landlord.
11. No animals are allowed in the Building with the exception of seeing-eye, hearing or other trained service animals. In the event any injuries are caused to Tenant's employees or invitees, the owner of said animal agrees to indemnify and hold the Landlord and its managing agent and all other tenants harmless from all costs (including reasonable attorneys' fees) with respect to the presence of said owner's animal in the Building.
12. Tenants are not allowed to bring any bicycle or vehicle into the building, except bicycles in designated bike racks or bike room areas identified as such within the parking garage and perimeter. There shall be no parking of vehicles or other obstructions placed in the loading dock area.
13. No cooking shall be done or permitted by Tenant on the Premises, except in connection with the Cafeteria and microwave cooking, use of coffee machines and other equipment typically located in an office building pantry by Tenant's employees for their own consumption. Such equipment and their use shall be in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations.
14. Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or interfere in any way with other tenants or those having business therein.
15. Tenant shall not make any unseemly or disturbing noise or disturb or interfere with occupants of the Building, whether by the use of any musical instrument, radio, talking machine or in any other way.

16. Tenant shall not place on any floor a load exceeding the floor load per square foot which such floor was designed to carry, which in the case of the Premises is 100 pounds live load per square foot. Landlord shall have the right to prescribe the weight, position and manner of installation of safes and other heavy equipment and fixtures. Landlord shall have the right to repair at Tenant's expense any damage to the Premises or the Building caused by Tenant's moving property into or out of the Premises or due to the same being in or upon the Premises or to require Tenant to do the same. Tenant shall not receive into the Building or carry in the elevators any safes, freight, furniture, equipment or bulky item except as reasonably approved by Landlord, and any such furniture, equipment and bulky item shall be delivered only through the designated delivery entrance of the Building and the designated freight elevator at designated times. Tenant shall remove promptly from any sidewalk adjacent to the Building any furniture, furnishing, equipment or other material there delivered or deposited for Tenant. Landlord reserves the right to inspect all freight to be brought into the Building, except for government classified and confidential client materials, and to exclude from the Building all freight which violates any of these rules or the Lease.
17. Tenant shall not place additional locks or bolts of any kind on any of the doors or windows and shall not make any change in any existing lock or locking mechanism therein, without Landlord's prior written approval, which approval shall not be unreasonably withheld, conditioned or delayed.
18. Tenant shall not install any equipment of any type or nature that will or may necessitate any changes, replacements or additions to, or changes in the use of, the water system, heating system, plumbing system, air-conditioning system or electrical system of the Premises or the Building, without obtaining Landlord's prior written consent, which consent may be granted or withheld in Landlord's sole and absolute discretion. If any machine or equipment of Tenant causes noise or vibration that may be transmitted to such a degree as to be objectionable to Landlord or any tenant in the Building, then Landlord shall have the right to install at Tenant's reasonable expense vibration eliminators or other devices sufficient to reduce such noise and vibration to a level reasonably satisfactory to Landlord or to require Tenant to do the same.
19. Landlord shall have the right, upon reasonable prior notice to Tenant (except in event of an emergency), to interrupt telecommunications facilities as necessary in connection with any repairs or with installation of other telecommunications equipment; provided, however, Landlord shall use reasonable efforts to minimize interference with Tenant's normal business operations in the Premises.
20. No portion of Tenant's Premises or any other part of the Building shall at any time be used or occupied as sleeping or lodging quarters or for any immoral or unlawful purposes.
21. Landlord will not be responsible for lost or stolen personal property, equipment, money or jewelry from Tenant's area or any public rooms regardless of whether such loss occurs when such area is locked against entry or not.
22. Landlord reserves the right to exclude from the Building at all times any person who does not properly identify himself to the [Building Management](#) or attendant on duty. Landlord shall have the right to exclude any undesirable or disorderly persons from the Building at any time. Landlord may require all persons admitted to or leaving the Building to show satisfactory identification and to sign a register. Tenant shall be responsible for all persons for whom it authorizes entry into the Building and shall be liable to Landlord for all acts of such persons. Landlord has the right to evacuate the Building in the event of emergency or catastrophe or for the purpose of holding a reasonable number of fire drills.
23. Tenant shall not use in the Premises or in the public halls of the Building any hand trucks except those equipped with the rubber tires and side guards or such other material-handling equipment as Landlord may approve. Tenant must not utilize any elevator other than the designated freight elevator: i) for deliveries requiring hand trucks or other material-handling equipment, or ii) for moving furniture, equipment or other personal property into or out of the Building.
24. The requirements of Tenant will be attended to only upon appropriate application to the Building Management by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instruction from Landlord, and no employee of Landlord will admit any person (Tenant or otherwise) to any office without specific instructions from Landlord.
25. Tenant shall not bring or keep anything within the building premises, that will in any way increase the possibility of fire or other casualty or obstruct or interfere the rights of, or otherwise injure or annoy, other tenants, or do anything in conflict with the valid pertinent laws, rules, or regulations of any governmental authority.
26. Tenant shall cooperate with the Building employees in keeping the Premises neat and clean.
27. Unless otherwise expressly provided in the Lease, Tenant shall not use, occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, distribution or sale of liquor, marijuana or cannabis or any products containing marijuana or cannabis or any derivative thereof.
28. Tenant shall not remove, alter or replace the ceiling light diffusers, ceiling tiles or air diffusers in any portion of the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed.

29. Tenant shall not purchase water, ice, coffee, soft drinks, towels, or other merchandise or services from any company or person whose repeated violation of Building regulations has caused, in Landlord's reasonable opinion, a hazard or nuisance to the Building and/or its occupants.
30. Tenant shall not use the Premises as headquarters for large scale employment of workers for other locations.
31. Landlord shall have the right, upon written notice to Tenant, to require Tenant to refrain from or discontinue any advertising by Tenant which, in Landlord's reasonable opinion, tends to impair the reputation of the Building or its desirability for offices.
32. Tenant shall give prompt notice to Landlord of any accidents to or defects in plumbing, electrical fixtures~ or heating apparatus so that such accidents or defects may be attended to promptly.
33. Tenant shall not in any manner deface any part of the Premises or the Building. Other than ordinary office decorations, no stringing of wires, boring or cutting shall be permitted except with Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed.
34. Tenant shall not bring or keep, or permit to be brought or kept, in the Building any weapon or flammable, combustible or explosive fluid, chemical or substance, except as otherwise expressly permitted in the Lease.
35. The Building (including the Parking Facility) is a non-smoking facility. There shall be no smoking (or any use of e-cigarettes, vapor pens, etc.) in the Building, in any sidewalk area, or in the Parking Facility, within 25 ft. of the building.
36. All wiring and cabling installed by Tenant shall be marked and coded, in a manner reasonably acceptable to Landlord, to identify such facilities as belonging to Tenant and the point of commencement and termination of such facilities.
37. These Rules and Regulations are in addition to and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of premises in the Building.
38. Landlord reserves the right to make such other reasonable rules and regulations, or to amend and revise the foregoing rules and regulations as in its judgment may from time to time be needed for the safety and security, for the care and cleanliness of the Building and for the preservation of good order in and about the Building. Tenant agrees to abide by all such rules and regulations and any additional or modifications to these rules and regulations which are adopted from time to time by Landlord.
39. Tenant shall be responsible for the observance of all the foregoing rules by Tenant's employees, agents, clients, customers, invitees and guests.

[Top of Page](#)



# Policies: Building Contractor Rules & Regulations

## Contractor Rules and Regulations - 121 Seaport Boulevard

Ownership and Cushman & Wakefield maintain specific rules and regulations that apply to all contractors and vendors who perform work or provide services for our tenants or the building owner. Poor conduct will not be tolerated- Remember, your conduct reflects on you and your company and can affect future opportunities with us. From time to time the below Rules and Regulations may be modified at any time as Owner and Owner's Agent see fit.

In addition to the below rules and regulations, each Unit Owner and Tenant performing construction within the building must adhere to the appropriate Condominium Declaration of Trust or Executed Office Lease Agreement rules and regulations agreed to by all parties. If there is a discrepancy between the Contractor Rules and Regulations below and the Condominium Declaration of Trust or Executed Office Lease Agreement rules and regulations, the Condominium Declaration of Trust or Executed Office Lease Agreement rules and regulations shall have precedence.

You or your company may not perform any work or service in the building until the following mandatory requirements are met:

1. A certificate of liability insurance for your company must be filed in the management office. This certificate must be current and must meet building insurance requirements for coverage and indemnification.
2. All subcontractors must be approved by [Building Management](#).
3. Each worker, whether employed by your company or by a subcontractor, must possess a comprehensive understanding of building life safety procedures.

The following general rules apply to all contractors and/or subcontractors:

- No smoking is allowed anywhere in the building or on the loading dock.
- No food or coffee breaks are allowed in common areas of the building or in a tenant' s space. The only approved break areas are within construction areas (if unoccupied) or within a specific space designated by building management.
- Workers must avoid socializing on the job and/or congregating in public areas of the property. Meal breaks are prohibited on site outside of the building.
- All workers are expected to behave professionally. Please remember the importance of your appearance and professionalism to our tenants and their visitors. You are expected to be friendly and polite to everyone in the building.
- All workers must speak and understand English.

Upon receipt of base building certificate of occupancy, all work involving excessive noise such as drilling, noisy demolition or any work which may disturb other tenants in the building will be permitted during non-business hours only, before 7:00 a.m. or after 6:00 p.m., Monday through Friday, or before 8:00 a.m. or after 1:00 p.m. on Saturdays unless coordinated with Landlord. Manager should be notified of all work involving excessive noise at least 24 hours in advance.

The following serious offenses, when committed on the property, could result in an immediate dismissal:

1. Working while intoxicated or under the influence of drugs.
2. Possession of illegal drugs or drug paraphernalia.
3. Violation of any Local, State or Federal Statutes.
4. Possession of firearms, explosives or weapons.
5. Physical or verbal abuse or harassment of any individual.
6. Duplication of keys or illegal entrance into a restricted space.
7. Gambling.
8. Intentional property destruction.
9. Sleeping on the job.
10. Behaving in a disorderly manner.

Because building management respects the dignity of each individual, we are committed to fairness when administering these rules. It is our expectation, however, that all individuals will readily observe these rules as they conduct their professional affairs.

## **Life Safety Procedures**

In the event of a medical emergency, workers should call 911 and then immediately notify building management.

Building management must be notified of any injuries that occur on the property.

## **Life Safety Systems**

1. If there is a possibility that life safety equipment has been compromised, building management and must be notified immediately.
2. A minimum of 18 inches of clearance must be maintained from each sprinkler head at all times.
3. Contractor must maintain the proper equipment to manage water from any broken sprinkler pipes.
4. Building fire alarm devices and final connections are to be scheduled and coordinated 48 hours in advance through Building management.
5. Building management must be notified 48 hours in advance of any work that may cause dust or odors in the building.
6. Per our current billing rates, a fee will be charged for each time fire alarm devices are disabled and or sprinkler shutdown.
7. Prior to any welding, soldering or metal cutting, contractors must present the management office with a fire permit and proof of fire watch. This work must be requested and approved by building management at least 48 hours in advance.
8. All fire alarm wiring must be installed in conduit.
9. Subcontractors FRI-forming work on fire alarm or sprinkler systems must adhere to the procedures listed above.

## **General Requirements**

1. Prior to commencement of any work. the job foreman or General Contractor shall visit the site and become familiar with the conditions under which the work is to be performed.
2. Any questions or conflicts regarding drawings or specifications that are not resolved through the architects and engineers are to be directed to building management.
3. Contractor shall perform all work in accordance with local codes.
4. Contractor shall ensure that the construction site and adjoining areas including hallways and access ways are kept clean at all times and after final cleanup.
5. Contractor shall be responsible for the repair of all damages caused by them or their subcontractors during the project.
6. Contractors are not permitted to use any building maintenance equipment including vacuums, ladders, or supplies unless approved by building management.
7. Utility sinks are to IR cleaned daily if used. No construction waste, paint thinners, or other obstructing or hazardous materials are to be poured down the drain or left to clog the sinks.
8. Areas that are not under construction, but which are affected by construction, including lobbies and corridors, are to be protected from damage throughout the construction period. Floors and carpets are to be covered with protective material.
9. Construction signs and/or barriers visible to tenants and guests of the building must be approved by building management prior to their installation.
10. Building management reserves the right to have any individual or individuals removed at any time from the premises without cause.
11. Contractor shall not permit the operation of any musical or sound-producing instruments, devices, or other equipment which may be heard outside the leased premises or the building, or which may emanate electrical waves which will impair radio or television reception from or in the building.

## **Access Procedures**

1. Workers may only enter and exit the building through the loading dock and must sign in with Dock Master prior to accessing the freight elevator.
2. Workers will be allowed only on floors where construction is taking place. All work which requires entering other tenant areas or common areas will be coordinated with building management and will be done after regular business hours.
3. Building management will be given the name and phone number of the job foreman. The foreman should be on-site during all construction activity and during deliveries.
4. The job foreman is responsible for filling out any necessary paper work for after hours and weekend access.
5. Workers are not permitted to use the base building restroom that is specified by building management. Restrooms are to be kept clean at all times. Any damage to building restrooms will be

the sole cost, responsibility and liability of the General Contractor. General Contractor must make all repairs, satisfactory to building management and Ownership as promptly as possible and with same finished, materials and equipment.

6. No property may be removed without a building property removal pass signed by building management. Random searches of bags, toolboxes, etc. may be conducted by building security.
7. The loading dock is to be used for all deliveries. All persons parking at the loading dock must adhere to a 30-minute limit when making deliveries. Vehicles left unattended beyond the time limit are subject to towing at the vehicle owner's expense. No storage of materials is allowed within the loading dock area.
8. Building management is not required to provide parking to any contractor or subcontractor.
9. No access to the roof will be permitted without prior notification and approval by building management. Building personnel will escort any person needing access.
10. Following base building certificate of occupancy being received, all deliveries should be brought up to construction floors via the freight elevator. All deliveries shall take place between 6:00a.m. and 6:00 p.m. Monday through Friday and must be coordinated, scheduled and reserved through the Management office at least 24 hours prior.
11. Building Owner or Manager may require that certain deliveries that require additional time to load into and out of the elevator be scheduled outside of regular working hours. These deliveries must be arranged 24 hours in advance with building management and will require the presence of the Building Engineer. Tenant shall be responsible for cost of such service at a rate of 90.00 hour with a minimum charge of four (4) hours.
12. The freight elevator and loading dock must be left clean after use. Any clean up expenses incurred by the building will be back-charged to the contractor.

### **Building Trash Dumpsters**

No construction or demolition material of any kind is to be disposed of in building dumpsters.

Contractors must notify management 48 hours in advance before using any product that could generate dust or odors that may migrate into the building's HVAC system or adjacent spaces. Off hour restrictions may be required.

### **Core Drilling**

Core drilling is only allowed during non-business hours only, before 7:00 a.m. or after 6:00 p.m., Monday through Friday, or before 8:00 a.m. or after 1:00 p.m. Saturdays.

Contractor must post, on-site and in full view, a notice to workers notifying them of the time restrictions relative to core and hammer drilling and/or excessive unacceptable construction impact noises. Violations to these restrictions will not be tolerated.

No core drilling will be permitted without the prior written consent of a structural engineer and building management.

### **Doors and Locks**

Building standard locksets are required on all doors within the tenant premises and no other lockset may be installed.

All door lock sets and assorted keys removed during construction must be delivered to building management. All unused locks and hardware shall be returned to building management.

### **Carpets**

Carpets within the work area as well as the common and lobbies must be maintained in a clean and undamaged condition at all times. Contractor shall be responsible for any damage and should report any preexisting conditions prior to the commencement of work.

### **Building Permits and Certificates of Occupancy**

A copy of the building permit must be delivered to building management prior to the start of any construction project and the permit card must be posted on the construction site and in full view at all times.

A copy of the fully executed building permit, showing all final inspection sign-offs must be delivered to building management prior to receipt of the certificate of occupancy.

A copy of the certificate of occupancy must be delivered to building management as soon as it is issued. Building management may elect to withhold contractor's retainage until proof of issuance has been received.

Please see COI information under the "[Insurance](#)" section of the tenant handbook.

[Top of Page](#)

# Policies: Insurance

## Tenant - Insurance Requirements

In accordance with your lease, your company is required to furnish [Building Management](#) with a certificate of insurance naming the respective entities for the Landlord and building management as additional insured and showing proof of liability and hazard coverage with the specified amount that is listed per your lease agreement.

Insurance Description	Amount of Coverage Needed
Public Liability	Limits per your lease
Business Interruption	Per your lease

## Vendor/Contractor - Insurance Requirements

Landlord requires all on site vendors / contractors, whether contracted by building management or by the Tenant, to provide us with an original, current certificate of insurance for the building. This certificate must have additional insured language that reads exactly as dictated on following page:

[Sample Vendor COI](#)

### Contractor Insurance Requirements

Contractor shall, throughout the duration of this Agreement, at its cost and expense, carry and from time to time renew, the insurance set forth below:

1. Commercial General Liability Insurance in the minimum amount of \$1,000,000 per occurrence, \$2,000,000 per location aggregate, including Personal Injury Coverage (False Arrest, Detention or Imprisonment, Malicious Prosecution, Libel, Slander, Defamation or violation of Right of Privacy, Wrongful Entry or Eviction or other Invasion or Right of Private Occupancy), broad form Property Damage (including broad form contractual liability coverage for Contractor's indemnification as provided for in this Agreement), Premises Operations, Products/Completed Operations Hazard, and Independent Contractors;
2. Worker's Compensation Insurance in statutory amounts which shall contain a waiver of subrogation in favor of Agent and Owner;
3. Employer's Liability Insurance in the minimum amount of \$500,000;
4. Commercial Automobile Liability Insurance covering owned, non-owned and hired automobiles, trucks and trailers used by Contractor in the minimum amount of \$1,000,000 combined single limit for Bodily Injury and Property Damage;
5. In the event that Contractor is to have access to, or is responsible for handling, Agent's or Owner's funds, Fidelity Bond coverage on a blanket basis covering Contractor and its employees, in an amount as Agent or Owner shall reasonably request, having such deductible as shall be determined from time to time by Agent or Owner, and naming Owner as a loss payee;
6. Non-occupational and Disability Insurance, if required by the State where the Property is located;
7. In the event that Contractor is to park motor vehicles as part of the Services herein, Garage Keepers Legal Liability Insurance in an amount of not less than \$1,000,000, which insurance may be subject to a deductible provision not to exceed \$250 per occurrence;
8. In the event Contractor is to operate a parking garage as part of the Services herein, Garage Liability Insurance in an amount of not less than \$1,000,000 combined single limit; and
9. Umbrella Liability providing coverage excess of the required employer's liability, commercial general liability, and commercial automobile liability insurance policies in a minimum amount of \$2,000,000 unless otherwise approved in writing by Agent or Owner. (Owners' and contractors' protective liability policy in total limits of (A) and (I) may be used instead of a commercial general liability and an umbrella policy naming the additional insureds as the insured.).

All such insurance shall be issued by reputable insurance companies licensed to do business in the state where the Property is located, have a Best's rating of not less than A-/VII, and otherwise be satisfactory to Owner. All of such policies shall be on an "occurrence basis" and Agent (and Agent's subsidiaries and affiliates who are performing services at the Property), Owner, and any additional parties requested by Owner or Agent shall be named as additional insureds under Contractor's General Liability, Automobile Liability and Umbrella Liability insurance policies as follows: SVF Seaport Owner, LLC, American Realty Advisors, Cushman & Wakefield U.S., Inc. and their respective agents, members, partners, employees and mortgagees are all named as additional insureds with respect to the provisions of the General Liability

policy. The General Liability policy contains waiver of Subrogation and Primary and Non-Contributory wording and contains a 30- day Notice of Cancellation Endorsement.

**Certificate Holder should read as follows:**

SVF Seaport Owner, LLC c/o Cushman & Wakefield  
121 Seaport Boulevard, Suite 300  
Boston, MA 02210

Certificates in customary form, evidencing that premiums for the foregoing insurance have been paid, shall be delivered by Contractor to Agent simultaneously with Contractor's execution of this Agreement and prior to Contractor performing any Services hereunder. Within thirty (30) days prior to expiration of such insurance similar updated certificates shall be delivered by Contractor to Agent evidencing the renewal of such insurance, together with evidence of the payment of the premium. All certificates of insurance must contain a definite provision that if the policies of insurance evidenced by such certificates are canceled or changed during the periods of coverage as stated therein, in such a manner as to affect the coverage afforded by such policies, written notice will be mailed to Agent and Owner by certified mail and return receipt requested at least thirty (30) days prior to such cancellation or change.

Contractor shall procure an appropriate clause in, or endorsement on, each of its policies for fire or extended coverage insurance and on all other forms of property damage insurance covering the Contractor's personal property, materials or equipment whereby the insurer waives subrogation or consents to a waiver of the right of recovery against Agent (and Agent's subsidiaries and affiliates who are performing services at the Property), Owner, and any additional parties requested by Owner or Agent, and having obtained such waiver of subrogation or waiver of the right of recovery, Contractor hereby agrees that it will not make any claim against or seek to recover from Agent (and Agent's subsidiaries and affiliates who are performing services at the Property), Owner and/or any additional parties requested by Owner or Agent, for any loss or damage to property of the type covered by such insurance.

Contractor's Commercial General Liability, Automobile Liability and Umbrella Liability insurance policies shall be primary and noncontributory, and any such insurance maintained by Agent and/or Owner shall be secondary and non-contributory and excess over any applicable insurance required to be maintained by Contractor hereunder.

[Top of Page](#)

## **Policies: Smoking**

Smoking (including e-cigarettes), candles, incense and open flames are not permitted in any portion of the building. This includes but is not limited to restrooms, hallways, elevators, stairwells, and inside Tenant suites. Additionally, smoking is not permitted within 25ft of the building.

Smoking policy and enforcement are sensitive issues for everyone. We are requesting each Tenant's assistance in informing your employees, contractors, and visitors of the smoking policy and require them to respectfully dispose of their cigarette butts in proper containers in lieu of landscape areas (i.e. plant beds or flower pots), sidewalks, or the parking lot as this creates potential fire hazard and unclean appearance. Thank you for your assistance and cooperation with this request.

# Policies: Telephone Room/Riser Closet Management Policy

## Riser Management Policy for 121 Seaport Blvd

The purpose of this document is to provide information to contractors and building occupants about the events relating to the service, upgrade, or addition of low voltage services within the building maintained riser. This document also sets the standards for the installation and abatement of riser cable and equipment at 121 Seaport. It is not intended for this document to replace the standards set forth in the Building Rules and Regulations, or Lease Agreement. Rather, this is a quick overview of recommended technology infrastructure installation standards and guidelines. All documentation generated through these standard processes shall be the sole property of the building and shall remain within the building for future reference.

All recommendations are intended to meet or exceed National Electric Codes, National Fire Prevention Association Codes (NFPA), Underwriters Laboratories (U.L.), BICSI, and EIA/TIA standards. All work will be warranted by the installing contractor for labor and materials for a minimum of one year from date of project acceptance.

Please contact the following for project initiation and/or questions:

Assistant Property Manager  
John Hargreaves  
121 Seaport Blvd  
Ste. #300  
Boston, MA 02210  
(857) 301-9942  
[John.Hargreaves@cushwake.com](mailto:John.Hargreaves@cushwake.com)

- To access a building telephone room, you must check in with [Building Management](#) between 8:00 a. m. to 5:00 p.m. Monday through Friday.
- A permit is required to be completed prior to performing any work in the telephone room. The security desk will have the permit form and confirm that the document is completed prior to receiving access.
- A log book has been developed to identify used pairs within the riser closets. Every pair of lines used will be logged into a master book located at the 121 Seaport management office. The information in the log book will include tenant name, pairs used, date of service, service provider (CenturyLink for example.) It is imperative that the appropriate information is provided on the permit form so that these records are accurately maintained.
- Label all cables with tenant name, date of installation and bundle the cable installed throughout the riser. A label shall be placed on every floor as it passes through the riser. Use a label similar to the Panduit SLCT-WH.
- Proper cable support must be used or installed for all new cable runs. Cables will be neatly bundled and routed in a ninety-degree fashion (right angles on all cables). New cables through the riser are only to be installed between tenant floors to serve tenants who have multiple floors within the building. The building riser cable will be used to bring service up the riser to the tenant floor except for coax and fiber systems.
- Vertical inter-building cable installation is to be installed within slot system. No additional cores shall be installed without Management approvals.
- Horizontal cabling installed from riser to tenant suites must be installed through building provided EZ-Path fire stop sleeve.
- No customer owned equipment is allowed in any building riser closet. For example, telephone systems, network switches, and paging equipment are not allowed in the closets. The equipment is to be placed in your suite. Only passive termination equipment for extending telephone and data service is allowed in the closets. 66 style termination blocks are to be used in the riser closet only. The location of any new termination equipment will be signed off by Building Management prior to installation.
- If a core drill (hole through the floor or wall to pass cable from one floor to another or horizontally) is required, you must contact Building Management to discuss proper procedure for this type of activity and obtain approval. The building floors have post tension cable and must be x-rayed prior to any concrete drilling.
- Fire Stop systems must be maintained. Any additional fire stop materials installed must comply with building standard systems.
- Abandoned cabling shall be removed as per lease requirements. Again, fire stop materials disturbed during this process must be replaced per building standard systems.
- PERMIT FORM



- A permit is a document used by the building to catalogue activity in the telephone rooms. The permit must reflect actual work performed by the Tenant Vendor upon completion of the work. It is not intended to slow down the installation or completion of work, but it is intended to track data for successful management in the rooms. Building Management will review the permit and sign off that it is completed prior to providing the vendor driver's license back. There is no expense associated with the permit process.

At termination of the lease, Tenants must return all keys to building management.

[Top of Page](#)

## **Policies: Tenant Improvement/Construction**

Any Tenant improvement, including but not limited to, construction due to expansion, remodeling, plumbing, mechanical or electrical work performed after move-in must be coordinated through [Building Management](#) to ensure that all work meets building, safety and fire code requirements while maintaining architectural quality control.

If you are contemplating any such work, please contact building management as soon as possible to reduce delays and ensure timely completion of your project.

Building management works with a number of contractors that are familiar with and have previous experience with the building and can coordinate the project.

If Tenant chooses to contract with an outside vendor, building management must be notified in writing of any work, including submission of plans, in advance of work beginning.

- Refer to lease for Tenant's obligations.
- Contractor and Sub-contractors must provide insurance certificates and list Landlord and building management as additional insured.
- Contractor and sub-contractor must sign off that they have read the building's construction rules and regulation and this document must be submitted to management prior to work commencing — contact management for copy of document.
- All work must comply with city, state and federal regulations, including obtaining permits. All final permits and certificate of occupancy, if applicable, must be submitted to management once project completed.
- A copy of the contractors' executed contract, final plans showing all changes if any, invoices, and lien waivers must be submitted to Landlord once project is completed.

Any work initiated without the approval of the Landlord is subject to removal at the Tenant's expense. This procedure is strictly enforced, as both the Landlord and Tenant may incur substantial risk if work does not meet all applicable legal requirements.

Please see Contractor Rules and Regulations located within the [Building Services](#) section of the tenant handbook.

## Services: Communications

[Building Management](#) utilizes multiple sources of communications, including Social Media ([Instagram: @121Seaport](#)), Captivate Screens (found in the elevators), and direct e-mails to tenant contacts.

There you will find:

- Announcements: Scheduled maintenance & repairs, emergency updates, media mentions, etc.
- Events: Upcoming building events, such as charity drives.
- Property Contacts: Up to date contact information for the building, including the name and number of your building management contacts.
- Tenant Handbook and Emergency Procedures: The most current version of the building handbook in a PDF format available to download.
- Helpful Websites: Such as the home page for Cushman & Wakefield, local events pages, transportation companies, and much more.

## **Services: Cooking & Personal Appliances**

### **Cooking**

Tenant shall not use the premises for cooking (except for commercial rated Underwriting Laboratories (UL) approved microwave reheating, dishwashers, refrigerator, and coffee makers and be free of frayed wires, loose connections and/or broken sockets). These appliances are recommended to be plugged into a dedicated GFI outlet so as not to trip circuit breakers or interfere with the operation of other equipment. No grills are permitted on the property unless approved by Landlord in advance. No candles, incense or other flammables or open flame are permitted in the building or on the property grounds.

### **Personal Appliances**

No residential appliances are allowed in Tenant's premises, e.g., coffee pots, refrigerator or microwave. They must all be commercial rated Underwriting Laboratories (UL) listed.

If Tenant elects to install these items, they are only permitted within designated kitchen or coffee stations. They are not permitted within any private offices, cubicles, and work or storage areas.

Tenant must have the advanced approval of [Building Management](#) for the location of these items, so we may ensure compliance with applicable building codes, including but not limited to plumbing, electrical and fire codes.

Tenant will be responsible for the cost to install plumbing lines, dedicated circuits, or changes to fire life safety system for these items, if applicable.

## **Services: Elevators and Stairwells**

Please do not block or hold open the doors of the elevator as this may cause delays to the other Tenants or result in mechanical malfunctions to the elevator. Do not use the red alarm / emergency button to hold the elevator. If the elevator should stop between floors, check that the button has not been accidentally depressed. Report any non-emergency problems to [Building Management](#).

In the event keys or other items are dropped in the gap between the floor and the elevator floor, the assistance of the elevator vendor is required to obtain the items. All costs incurred are the responsibility of the Tenant. Please contact building management with any questions or concerns.

### **Elevator Entrapment**

If you are entrapped during a mechanical malfunction, remain calm. The elevator contains an alarm button and emergency phone. In the event of an entrapment or mechanical failure, use the phone ("call") button located in the elevator. The call will automatically connect to the elevator vendor's dispatch service.

### **Stairwells**

There are three stairwells, located on the East, West, & South sides of the building. These are your primary exits in an event of an emergency. Do not use elevators. Therefore, these stairwells must be free of debris (i.e. cardboard boxes, trash, and pallets), not used for storage, and never propped open. Please immediately notify building management if something is observed or in need of attention.

## **Services: Exterior Ground Maintenance**

Our goal is to work diligently to provide professional service that reflects well-maintained exterior grounds as we know it's a reflection of your choice for business location. If you should observe any issues with the exterior grounds, please notify [Building Management](#).

### **Landscape Services**

Building management will coordinate the maintenance, repair or replacement associated with the building's exterior grounds. Work includes, but is not limited to:

- Spring and Fall clean-up of grounds.
- Fertilization and weed control of turf areas.
- Policing for debris.
- Irrigation — inspection and maintenance of system.
- Installation and maintenance of flowers/landscape beds.
- Pruning, maintenance, and replacement, if necessary, of plant material.
- Emergency storm clean-up.

Most work will not interfere with the operation of the Tenants' businesses. However, Tenants will be notified, in advance, if building management requires their cooperation to complete maintenance, repairs or replacements to these areas.

### **Snow Removal**

During the winter season, the weather is often unpredictable when it comes to snow, ice, sleet, freezing rain or any combination thereof. Building management coordinates the snow removal services for the property. This may include but is not limited to plowing, blowing or hauling away snow if necessary; shoveling; and/or salting/sanding; or chemical application as per the conditions stated above for the parking lot, garage entrance, and sidewalks.

Snow removal service levels and frequencies under which the snow removal contractor performs may vary throughout the business day but please know that this is typical with industry standards.

For example, snow removal contractor will typically perform partial plowing of sidewalks (1/2" snow prompts service) when snowfalls exceed one inch of snow during business hours. A full plowing of sidewalks will typically occur after the Building's business hours and prior to 7:00 a.m. (Monday-Saturday).

If you should observe any issues with snow removal, please immediately notify building management.

## **Services: Forms**

[Bomb Threat Checklist](#)

[Tenant Certificate of Instruction](#)

[COI Requirements - ARA](#)

[COI Requirements - Condo](#)

## Services: Janitorial Services

Janitorial services are provided Monday through Friday after and during normal business hours, excluding holidays. Routine office cleaning includes vacuuming, dusting and emptying of wastebaskets. As a reminder, do not place any materials or objects near or against trash receptacles if the item should not be thrown away. See Section "[Recycling & Trash](#)" for further details.

Dusting includes flat surfaces such as desks and shelves that are free of papers, materials or other personal items. The janitorial crew will not dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is to avoid disrupting any sensitive computer or phone equipment, or misplacement/damage to personal items.

The exterior windows of your suite are cleaned inside and outside once annually, usually scheduled for late Spring. The notification of this service will be sent to you in advance of the work.

### Cleaning Specifications

Janitorial Task (Partial Listing)	Daily	Weekly	Other
Trash & Recycling			
Empty waste & recycling containers	x		
Surfaces & Tabletops			
Dusting of mid-range surfaces, desks, table tops, etc. (Open areas only, items will not be removed)	x		
Dust all high and low surfaces within normal reach		x	
Damp wipe and/or disinfect counters, sinks, tables, & chairs	x		
Wipe down walls			x
Floors			
Spot clean any spillage or soiled areas within common spaces	x		
Sweep entire floor including lobbies, emergency exits, & stairways	x		
Damp mop and buff all hard surface floors including telephone and electrical closets			x
Elevators			
Maintain elevator floors and tracks (only one elevator may be taken out at any given time)	x		
Restrooms			
Refill all dispensers in need, including soap, paper towels & toilet tissue	x		
Spray, wipe and disinfect sinks, faucets, mirrors, & fixtures with appropriate cleaning solution	x		



## **Services: Mail & Couriers**

For proper identification, incoming mail should be addressed as follows:

Company Name Attn: XXX  
121 Seaport Blvd Suite XXX  
Boston, MA 02210

Failure to list company name and/or floor (suite) number can cause packages to be delivered to other tenants within the building or get lost. The building is not responsible for lost packages due to failure to properly address incoming mail.

### **United States Postal Service (USPS)**

Daily mail will be delivered and picked up by the USPS' courier in each Tenant's mailbox in the mail room located on the first floor near the loading dock, unless other arrangements have been made, such as designated floors or mailrooms within tenant space. Delivery and collection time is typically between 9:00 a.m. and 2:00 p.m., Monday through Friday. Each Tenant is responsible for notifying the postal service of their change of address.

The loading dock is not open on weekends unless other arrangements have been made. Therefore, packages are not able to be delivered on Saturday & Sunday.

For additional information relating to postal service, please contact the United States Post Office at 1- (800) 275-8777. The nearest Post Office is located at 25 Dorchester Ave Rm 1, Boston MA 02205. This is approximately 0.7mi (13-minute walk) from the building. They are open from 6:00 a.m. - 12:00 a.m. 7 Days a week.

### **FedEx Parcel Service**

A FedEx collection box is provided for your convenience in the loading dock on the first level of the building. The collection time is 5:30 p.m., Monday through Friday.

# Services: Maintenance Requests & Work Orders

## Maintenance Requests

Maintenance of the building's HVAC, electrical, plumbing, lighting and other mechanical systems is performed by the engineering staff or vendors contracted by [Building Management](#). We will do everything practical to keep the building well-maintained. Your assistance in this area is appreciated, as we may not be aware of the item of concern in the building or on the grounds.

We ask that each Tenant confirm or provide a list of personnel authorized to place both billable and non-billable service requests into the web-based work order system, "[Building Engines](#)". If we do not receive a list, then building management will assume the person entering the request has been authorized to do so and building management will proceed with request or repair, including if it is billable item.

Each Tenant should review their lease for a list of items that they are responsible for per their lease. Our engineering team or one of our building's vendors may also be able to assist Tenants with other repairs to their premises which are outside Landlord's scope of services per the lease. To inquire about or schedule these services, please contact building management.

If Tenant elects to proceed with the repair themselves using an outside vendor if allowed by the terms of your lease, building management must be notified, in advance, of the work being completed. All vendors need to provide building management with the proper insurance requirements and adhere to all building rules and regulations. In addition, building management will make arrangements for their access into mechanical and telephone rooms or other Tenants' premises, if applicable. Tenants may not perform work themselves without the proper applicable license(s), proper Landlord approval, permits and required insurance.

## Requesting a Work Order

Work orders can only be requested by the members of the facilities team with proper access, if the facility team for the tenant needs to provide more people with access, please reach out to your respective facility team member to connect with the management office for additional access. For all routine service requests, (temperature adjustments, light bulb burnt out, and plumbing or janitorial issues), please use the web-based work order request system, Building Engines, to place a request for service.

Whichever option you choose, the Cushman & Wakefield property management team will forward the service request to a building engineer promptly after it is received. To get started, simply log into <https://www.buildingengines.com/login> and enter your username and password. If you do not have an account, please contact building management.

To ensure an accurate response, please supply the following information:

- Your full name.
- Building and Floor Number.
- Message containing the description of the requested service. Please be as detailed as possible so we may better assist you.

## **Services: Keys & Locks**

Each Tenant receives keys to their suite during the transition into the building. All dispersed keys are the responsibility of the Tenant. In the event keys are lost or misplaced, or if you need additional keys, please request in writing to [Building Management](#). If you desire to have a suite entry changed, please contact building management. All locksets must be keyed to the building master key system to permit access to all areas of the building by building management or other officials in the event of a fire or other emergency.

All costs associated with additional keys, re-keying, or additional locksets will be billed separately to each Tenant.

Telephone and mechanical room keys will not be distributed to Tenants. For security purposes, access to the rooms is granted by the building management.

## Services: Loading Dock

To provide the highest possible level of service for Tenants of 121 Seaport, a reservation system for deliveries is in place through the online work order portal, [Building Engines](#). All Dock Access requests must be requested through Building Engines and approved to be placed on the schedule. Please see list below for additional guidelines on loading dock usage & scheduling.

We kindly ask that all requests are input as early as possible. While we will make every effort to grant access for every request, dock access requests submitted with less than 24 hours' notice may be rejected due to scheduling conflicts, and additional scheduling may need to take place.

- Daytime deliveries are limited to one-half hour maximum.
- Any deliveries over one-half hour must be noted on the Building Engines request. Major deliveries can be made before or after business hours from 7:00 p.m. until 7:00 a.m., Monday through Friday, and anytime on Saturday or Sunday. Additional charges may be billed back to tenant for after-hours arrangements.
- Delivery vehicles should refrain from parking for extended periods of time in each loading dock bay or in front of the building. Please inform couriers and delivery companies of this policy.

## Services: Pest Control

[Building Management](#) coordinates the pest control services for the building and property with a contracted vendor. This vendor performs schedule preventive services for the building common areas and property grounds, utilizing an integrated pest management (IPM) plan and practices.

An IPM plan manages indoor pests in a way that protects human health and the surrounding environment through the most effective and most economical option; employing common sense strategies to reduce the opportunities for sources of food, water and shelter for pests in the building and grounds while minimizing the use of pesticides.

The building's integrated pest management plan calls:

- Routine inspection and monitoring of the site.
- Utilizing the least-toxic chemical pesticides.
- Limiting the frequency and use of pesticides.
- Targeting the individual species of pest.
- Targeting the location of pest sighting.
- Utilizing live traps in place of pesticides in applicable locations (such as the building perimeter).
- All pesticides and cleaning products used in the IPM plan must meet the quality control standards for Indoor and Environmental Quality.

Tenant should immediately report any pest sightings or suspected pest activity to building management. Tenant's assistance in identifying possible pest activity is crucial to the ongoing success of the building's IPM plan.

## Services: Property Protection

[Building Management](#) urges Tenants to take precautions to protect their company and employees' belongings. The following tips can help reinforce office protection, especially if these tips are reproduced and posted in your office as a reminder.

- Lock all doors when the office is unattended or when practical control of entrance and exit areas is not possible. In the event of an emergency evacuation, be sure to lock entry doors to your premises if time permits. However, if there is a fire in the building, do not lock your door(s) so that access to the area of fire can be facilitated.
- Hang coats and jackets away from the entrance to the office, where they cannot be easily viewed and /or stolen when staff is busy or out of sight of the garments.
- Keep purses and gift packages out of sight and locked inside a desk or cabinet if possible. Purses should not be left on or under desks.
- Keep valuables out of sight and under lock and key. Avoid keeping large quantities of cash in the office and keep both petty cash and stamps in a locked drawer, cabinet or safe.
- Tenants should report all vandalism, thefts or suspicious activity to the Boston Police Department at 911 and then advise building management. Building management urges you to treat your suite and the common areas of the building as you would your home with due respect.
- Lock desks when not seated at them.
- If you should encounter an unknown person in your suite or on your floor, be prepared to challenge the person. A simple "May I help you?" may prevent potential problems. Be aware that a person may use an old trick of engaging you in conversation to observe your office setup and routine for later use.
- Solicitation is not permitted in the building. If solicitors enter your suite, please inform them of this policy. Please call building management and report solicitors immediately.
- Report anyone or anything that does not appear normal. "If you see something, say something".

## **Services: Restrooms**

The building restrooms are located on each floor of the building. Water fountains are located next to the entrance to each set up restroom.

[Building Management](#) coordinates the janitorial services for nightly cleaning and restocking of supplies in the building's restrooms, unless tenant makes other arrangements with their own janitorial vendor.

Reminder - Do not flush excessive toilet paper, paper towels, feminine products or excessive seat liners in the toilets or urinals. The incorrect disposal of these items in the building's sewer system can lead to clogged pipes, resulting in out of service fixtures, and extensive repairs. To dispose of feminine products, please use only the proper receptacles provided in each stall.

If you should find the restrooms in need of supplies, unclean or in need of repairs, please notify building management by placing a work order via [Building Engines](#), so the necessary action may be promptly scheduled.

## **Services: Wi-Fi**

There is Wi-Fi located in the Recharge fitness center. As this is a shared amenity, these public “hotspots” are only intended for occasional and limited use and should not be relied on as a Tenant’s only means of internet access.

This is an unsecured network(s), and as such, unauthorized third parties, viruses or other harmful applications may be present and access your equipment, files or monitor your connection. [Building Management](#) and Landlord cannot guarantee the security of this unsecured network and by connecting to this network(s); users acknowledge and accept all associated risks and liabilities.



## Sustainability: Energy & Environmental Conservation

[Building Management](#) appreciates your contribution to energy conservation. Simple solutions really do go a long way to conserve energy, resulting in lower operating costs and a reduced impact on our environment. 121 Seaport was certified LEED Platinum in 2018, and Energy Star in 2022.

- Turn all lights off at the end of the business day and when leaving your premises for any length of time.
- Consider installing separate light switches or motion sensors in less occupied rooms, i.e. lunch and storage rooms or individual offices.
- Turn off computer monitors and other electronics when not in use.
- Set computers and copier machines to sleep/standby mode for periods of inactivity.
- Assign someone to check that appliances, electronics and lights are turned off at the end of day when the office is closing. This assists in maintaining a safe environment in your premises.
- Use the building standard window blinds to assist in temperature control and reduction of energy consumption. - Open for natural lighting - Closed during periods of direct summer sunlight to avoid heat buildup.
- Dress appropriately for current weather conditions. Dress warmly in colder winter months and for warmer temperature during the summer months.
- Do not use space heaters (not permitted in the building for safety purposes) or fans. Contact building management office to report temperature issues. This alerts building management to the temperature and airflow variations in heating and cooling equipment and assists to identify areas of concern and /or in need of repair.
- Promptly report any leaky faucets, water fountains and leaky/running toilets and urinals to building management.
- Use task lighting instead of overhead lighting when possible. - Use CFL or LED bulbs to reduce even more energy.
- Recycle electronic equipment and batteries with the appropriate local resources.
- Look for the ENERGY STAR® label on light bulbs, appliances, electronics, and other products. ENERGY STAR products meet strict efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.

## **Sustainability: Fitwel Certification**

121 Seaport Boulevard has been recognized for achieving the rigorous requirements of the Fitwel Viral Response module. This designation of excellence affirms our commitment to providing a healthy environment for all tenants, staff and visitors that spend time in our building.

Building staff have implemented a variety of measures to protect your health in the face of COVID-19, addressing key priorities such as indoor air quality, cleaning protocols, hand hygiene, outbreak preparedness planning and more. Visit [fitwel.org](https://fitwel.org) to learn about specific policies and practices designed to keep you safe now and into the future – whether we're facing a pandemic surge or the annual flu season.

Learn more: <https://fitwel.org/viral-response-module/>

## **Sustainability: Recycling & Trash**

Trash and recycling are collected from each suite on a nightly basis by the janitorial staff.

As a LEED Platinum certified building we pride ourselves at 121 Seaport in making every effort to “go Green” and do our part to help out the environment.