

10 ST JAMES AVENUE & 75 ARLINGTON STREET

TENANT BILLING RATES

Engineering/Locksmith Labor

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| Regular Rate | \$48.00/hr | (0.5 hour minimum) |
| Overtime Rate | \$70.00/hr | (0.5 hour minimum) |

Cleaning Labor

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| Regular Rate | \$27.50/hour |
| Overtime Rate | \$37.50/hour |
| Holiday Night Cleaning (Regular Cleaning) | \$0.020/day/square foot |

Security Labor

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| Freight Elevator Operator | \$40.00/hr | (4 hour minimum) |
| General Security Duties | \$40.00/hr | (2 hour minimum) |
| Note: A security guard is strongly recommended for events with 20 or more visitors. A 48 hour notice is required for all security services. A 4 hour minimum will be charged for all cancellations without 48 hours notice. | | |

Card Access System

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| Card Replacement (Lost/Damaged/Stolen) | \$25.00 per card |
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Trash Removal

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| Recycling Hamper (drop off and pickup) | No charge |
| Trash Hamper (drop off and pickup) | \$30.00/hamper |
| Recycling Basket Purchase (any size) | No charge |
| Drop Off Container at Loading Dock | \$700 (Estimate; Subject to Current Rates) |
| Misc. Bulk Items | Chair - \$25.00, File Cabinet - \$35.00, Desk/Credenza - \$50.00 |

Electrical

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| Electrician/Tel-Data Labor | Estimate available upon request |
| Electronic Ballast Replacement | Estimate available upon request |
| Lamp Replacement | Varies by Lamp |

HVAC

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| Overtime Rate | \$65.00/hr |
| Minimum of 4 hour charge unless HVAC use is an extension (continuous) of normal operating hours. | |
| Normal Building HVAC Hrs. are M-F (8AM-6PM) & Sat (8AM-1PM) | |
| Note: A 48 hour notice is required for all HVAC services. A 4 hour minimum will be charged for all cancellations without 48 hours notice. | |

OTHER

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| Door Keys | \$5.00 | (Includes Delivery to Tenant) |
| Special Order Keys (File Cabinet/Furniture/etc.) | \$25.00 | (Includes Delivery to Tenant) |
| Directory Change (Multi Tenant Lobby) | Estimate available upon request | |
| Sprinkler Shut-down | Estimate available upon request | |
| Fire Alarm Plug Out/In | Estimate available upon request | |
| Painting / General Repairs | Estimate available upon request | |

All services provided by outside contractors will be subject to a 15% administrative fee.

If you wish to hire your own contractor, a certificate of insurance (per the building requirements) must be presented to the management office prior to commencement of the work. Additionally, please notify the management office at least 24 hours prior to the work.

All pricing subject to change with prior notice.