**A.** **Contacts**:

Lessor - Bulfinch:

Jim Cronin 617 771-0218

Tim Di Gaetano, Bulfinch 617 590-7798 or 781 707-4183

Main Office 781 707-4000 (if neither Jim nor Tim are unavailable)

Cleaning Company - Janitronics:

Juan Pena 857 364-7107

Claudio Lopez 857 762-9291

Janitronics Waltham Office 781 647-5570

Lessee - SAO:

Billy Duggan 617 780-8631

CDP Security 617 904-8396

**B.** **Plan for HAZMAT Cleaning:**

Bulfinch contacts and Billy will be responsible for contacting Janitronics and CDP Security

Security will be on-site 24/7 (along with Billy Duggan if on-site) to meet the Janitronics HAZMAT team.

Bulfinch will be invoiced from Janitronics and then rebill SAO for the emergency cleaning.

# C. Fogging documentation (See e-mail attachment)

**D. Floor Plans for 1st, 3rd & 4th floors (See e-mail attachments)**