

TENANT BILLING RATES - ONE BOSTON PLACE - 2009

Engineering/Locksmith Labor

Regular Rate	\$50.00/hr	(0.5 hour minimum)
Overtime Rate	\$72.00/hr	(0.5 hour minimum)

Cleaning Labor

Regular Rate	\$38.32/hour
Overtime Rate	\$57.48/hour
Holiday Night Cleaning (Regular Cleaning)	\$0.014/day/square foot
Holiday Night Cleaning (Trash Pickup Only)	\$0.008/day/square foot
Case of Paper Towels	\$26.00/case

Security Labor

Freight Elevator Operator	\$30.00 (4-hr min)
Guard For Event Check-In (M-F from 8 AM - 3 PM)	\$30.00 (2-hr min)
Guard For Event Check-In (All Other Times)	\$30.00 (4-hr min)

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

Card Replacement (Lost/Damaged/Stolen)	\$25.00 per card
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ID Appointments are available M,W,F from 1:30 to 2:30 and should be scheduled in advance.

Trash Removal

Trash Hamper (drop off and pickup)	\$40.00/hamper*
Trash Basket Purchase (desk-size)	\$6/barrel
Trash Basket Purchase (slim jim)	\$43/barrel
Drop Off Container at Loading Dock	\$600 (Estimate; Subject to Current Rates)
Misc. Bulk Items**	Chair - \$25.00, File Cabinet - \$35.00, Desk/Credenza - \$50.00 Computer Monitors - \$40.00; Computer CPU - \$10.00, Pallet - \$20.00 Microwave - \$25.00; Refrigerator - \$100.00

***The management office may invoke an additional \$40 charge for trash hampers kept in excess of 5 business days**
****Tenants are strongly encouraged to donate used office items to charity. Freight charges will be waived for donations to a recognized charity.**

Recycling

Paper Recycling Hamper (delivered and retrieved from your office)	No charge*
Desk Size Paper Recycling Basket	No charge
Lamp Recycling (retrieved from your office)	No charge
Small Battery Recycling (drop off on 4th Floor)	No charge
Toner Recycling (drop off on 4th Floor)	No charge

***The management office may invoke a charge of \$40 for recycling hampers that are used as trash hampers.**

Electrical

Electrician/Tel-Data Labor	Estimate available upon request
Standard Ballast Replacement (includes parts and labor)	\$130/Ballast
Dimming Ballast Replacement (includes parts and labor)	\$250/Ballast
Lamp Replacement	Varies by Lamp

HVAC

Nov, Dec, Jan, Feb, Mar	\$150.00/hr
Apr, May, Jun, Jul, Aug, Sep, Oct	\$225.00/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 upon prior request)
A 48 hour notice is required for all HVAC services. A 4 hour minimum will be charged for all cancellations without 48 hours notice.
Please contact the management office for special pricing on long-term extended HVAC
During the cooling season (Apr, May, Jun, Jul, Aug, Sep and Oct) HVAC cost is reduced to \$150.00/hr Mon-Fri between 6 PM and 8 PM.

OTHER

Door Keys	\$5.00	(Includes Delivery to Tenant)
Special Order Keys (File Cabinet/Furniture/etc.)	\$25.00	(Includes Delivery to Tenant)
Temporarily Disable Bathroom Locks For Tenant Event	\$25.00	(Per Floor)
Window Blind Track Replacement	\$200.00	
Floor Directory Change (Multi Tenant Lobby)	Estimate available upon request	
Lobby Directory Change	\$5/line w/\$25 minimum	(Free for new tenants)
Sprinkler Shut-down	\$250.00/per request	
Fire Alarm Detection/Removal/Restoration	\$300.00/per request	
Dolly Rental	\$40/First Day + \$20/Additional Day	(Includes Delivery/Pickup of Dolly)
Umbrella Rental	FREE	(w/Building ID. \$25/Lost Umbrella)