

## LOCATIONS:

Gas meter for each unit (there are 2 rooms – one at the north end of the second floor and the other is in the mechanical room which is accessed at the south end of the courtyard. Keys are in the key box in the Mailroom. Contact property manager or board member for code.

Air conditioner for each unit – List of locations posted in Mailroom

Telephone/cable connections – Third, sixth, and second floor utility closets across from elevator. Unit owners are responsible for providing access for service personnel. Keys are in the key box in the Mailroom. Contact property manager or board member for code.

Water meter for each unit – in utility closet in units

Ladders: 12 foot ladder: In 6<sup>th</sup> floor closet across from elevator. 8 foot ladder: in 4<sup>th</sup> floor closet across from elevator. Keys to utility closets are in key box in the Mailroom. Contact property manager or board member for code. Get key for 12 foot ladder from Daniel in 606 ahead of time. Leave a note if you take a ladder and return ladder immediately after use so that it is available for maintenance personnel and other unit owners.

Elevator Pads – 6th floor in closet across from elevator. Key is in the key box in the Mailroom. Contact property manager or board member for code.

Key to elevator - in key box behind the door in Mailroom. Contact property manager or board member for code.

List of Board Members and contact info – posted in Mailroom

List of owners of parking spots – posted in Mailroom