



MASSACHUSETTS MEDICAL SOCIETY

Building Rules for 860 Winter Street, Waltham MA, 02041

1. No smoking or use of tobacco or vaping products on the property. This rule is in effect 24x7. A designated smoking area is located behind the fire pond near the entrance to Raytheon at 870 Winter Street.
2. Contractors must park in designated parking which may include the overflow lot.
3. Contractors must sign in with Security at the front desk at the start of each shift.
4. Contractors who require badge or key access will be granted daily access and entered into the key log.
5. All work hours must be scheduled with the Corporate Services department in advance.
6. All fire lanes must be kept open at all times except when work is ongoing directly in that area.
7. No building system shutdowns will be scheduled with less than 48 hours notice.
8. Contractors entering the daycare suite will need to be CORI checked and accompanied by a staff member at all times.
9. Contractors should enter through the delivery entrance at the rear of the building or the employee entrance nearest to the front desk.
10. Contractor vehicles should never be parked at the south (conference center) entrance.
11. Caution tape, orange cones and other safety warning systems must be employed around work areas.
12. Use of the building cafeteria is allowed provided contractors do not track dust, dirt or building material residue into the building common areas.
13. No bathrooms should be used for the cleanup of materials or washing of paint supplies. Access to the Janitor closets and slop sinks can be arranged with Corporate Services.
14. Contractors may be granted access to bathrooms within the building on a limited basis pending Corporate Services approval.