



POST ORDERS

Hemenway Apartments

97, 143, 149 Hemenway St.

491 (Office) 497, 499, 875 Huntington Ave
Boston, MA 02115

ARRIVAL

Text Ness Dispatch at or call (401) 725-1500 (press 0)

The Keys and remote control are in the foyer at 491 Huntington Ave
Site Entrance from Museum Rd.

**BE AWARE OF
HOUSE RULES
&
REGULATIONS**

491 Huntington Ave Lock Box



DARS and Incident Reports are located on the Employee Website.

<https://sites.google.com/nes.solutions/nesssolutions-employee-site/company-specific-dars>

This site requires you to install the ProxiGuard App from Google Play Store or Apple App Store.

ProxiGuard Live Guard Tour

Terracom S.A.

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24 reviews

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Everyone

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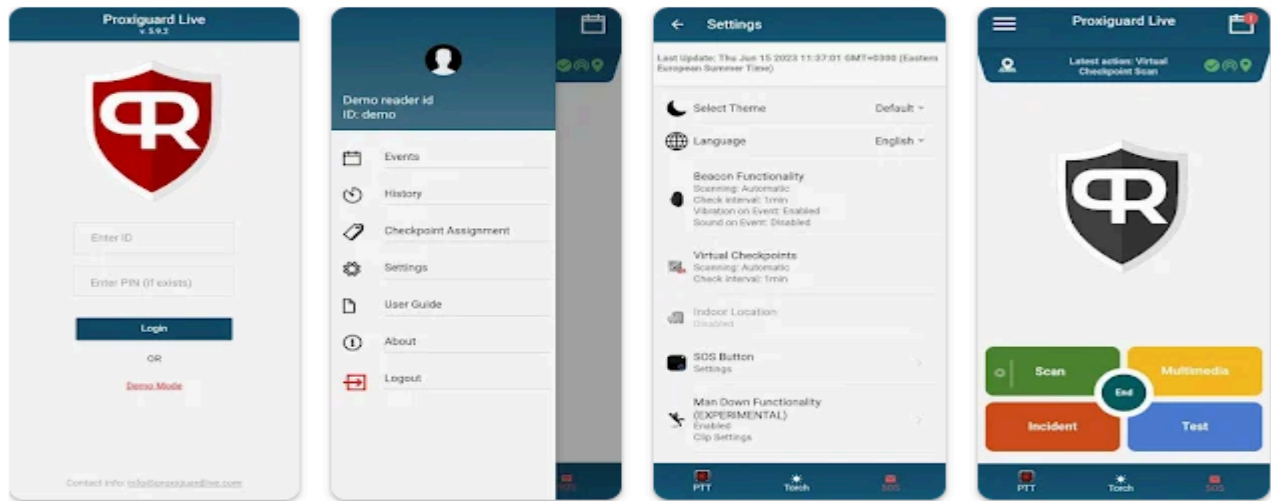
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Add to wishlist



Login to ProxiGuard. Then click the start button. No need to click any of the other buttons. Just ensure your NFC function is turned on your phone. Hold your phone over a tag, you will hear a prompt showing you the tag location and additional notes. (If you are having difficulty with the app, please inform Dispatch so we can help you out.

- See Maps and Tag locations
- Please when you login click start and at the end of your shift click end.



DURING THE ENTIRE SHIFT

This property is comprised of 7 addresses
A few are walking distance; a couple are not.
Concerns are trespassing,
Vagrants hanging in front and out back,
Homeless sneaking under stairs and sleeping.

The guard will tour 1 building per hour.
The following will be checked:

ELEVATORS
HALLWAYS
TRASH OR TRASH AREAS
FOUL ODORS ANYWHERE
LOUD MUSIC / NOISES
STAIRWELLS & UNDER
WINDOWS

ROOF HATCHES

END OF SHIFT

You Must submit a Daily Activity Report (DAR) due at the end of your shift. It shall include times you did a tour and what building (NUMBER). Any Emergencies call 911 or If Police, Ambulance or Fire Department respond you must immediately notify dispatch and also do an Incident Report. Take a picture of the keys back in the box and send it to your DAR and dispatch.

Text Dispatch

Boston Police (617) 343-4633

After Hour Maintenance Emergency (833) 394-6661 (Security Use Only)

Ricardo Parrilla (Maintenance) (857) 269-6329

Ron (Maintenance Supervisor) (781) 980-2364

Caesar Barbosa (Maintenance Tech Asst.) (978) 907-2379

Do Not Allow

**Any vagrants to remain in any area.
Notify police and ambulance if necessary.
Especially if a person appears incoherent**

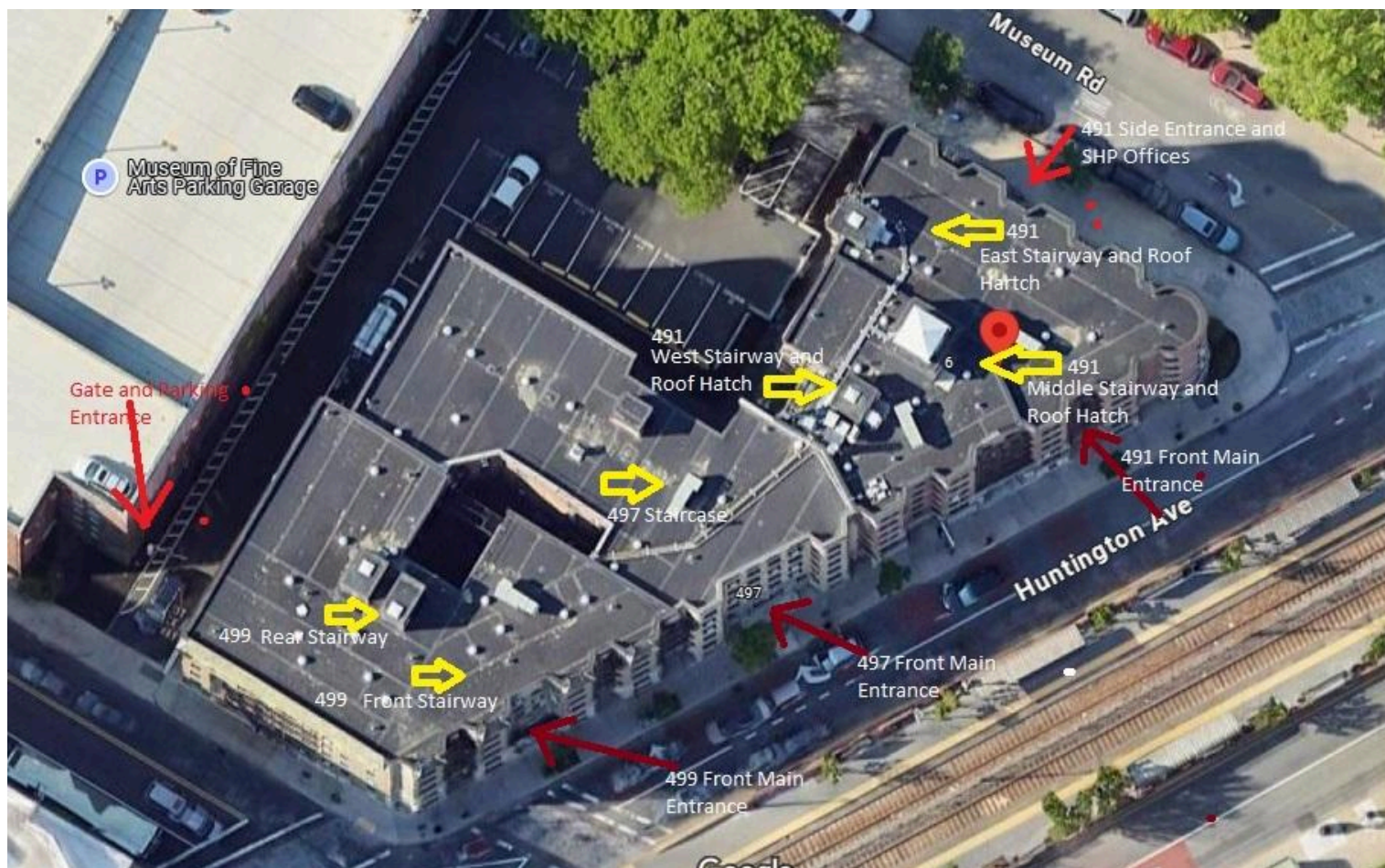
FIRE EXTINGUISHERS / BOX
COMMUNITY ROOMS
MAINTENANCE / UTILITY CLOSETS
EXTERIOR DOORS
LAUNDRY ROOM
BASEMENT
PARKING AREAS
MAIL PACKAGES LEFT OUT IN THE OPEN

**DO NOT GIVE
THESE NUMBERS
TO TENANTS**

**Tenants must call
maintenance directly
*Not Security***

Additional Information

Ariel View 491, 497, and 499 Huntington Ave



Tag Locations

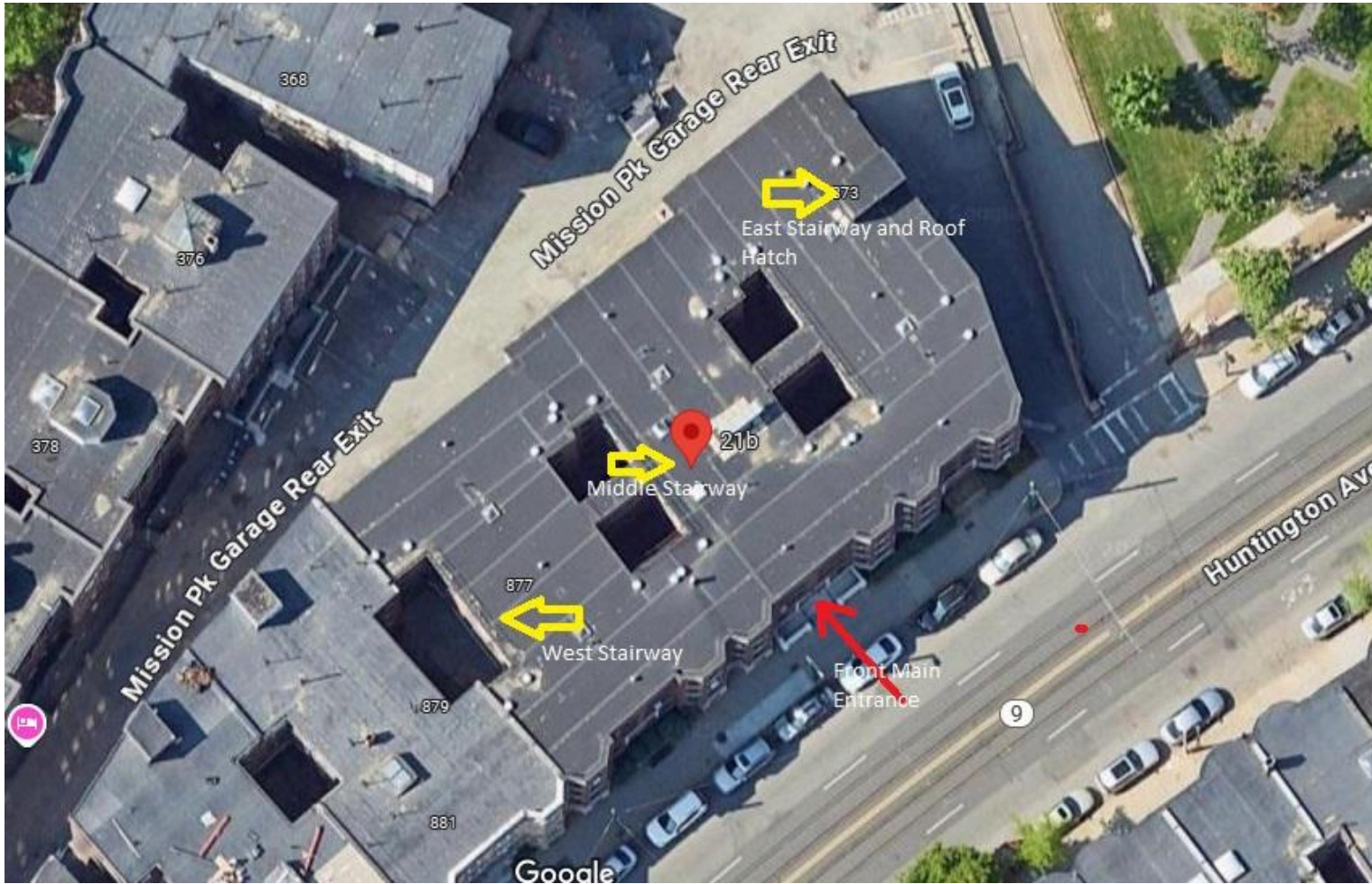
Site Name	491 Huntington Ave	
ID Tag	Check Point Name	Description
1	Basement Side Entrance Foyer Next to Lockbox	Ensure Inner Door Locked
2	Basement East Stairway left Frame	Ensure Stairwell is clear, Check Rear Exit Door, Check Garage RM Door
3	Basement West Stairway by Pull Station	Check Stairwell is clear; Check SHPOffice Doors, Elevator Room, Emergency Exit in Stairwell, Check Fire extinguisher, Sheck Security Office, Break RM door, and Rest Room
4	Basement Laundry Room left door	Check Laundry Room, Sprinkler Room door secured, check hallway to 497 Huntington Ave Basement
5	1st FI Main Entrance Foyer left of call box	Ensure inner Door is locked
6	1st FI West Stairway left frame	Check Stairwell is clear Check Fire Ext Cabinet
7	1st FI East Stairway left frame	Ensure Stairwell is clear, Check Garbage Rm, Check Middle Stairwell is clear
8	2nd FI East Stairway left Frame	Check Stairwell is clear, Check Emergency door, Check Middle stair case is clear, Check Garbage RM
9	2nd FI West Stairway left frame	Check Stairwell is clear, Check Fire Ext Cabinet
10	3rd FI WEst Stairway left frame	Check Stairwell is clear Check Fire Ext Cabinet

11	3rd Flo East Stairway left Frame	Check Fire Ext Cabinet, Check Garbage Room, check middle Stairwell is clear
12	4th FI West Stairway by pull Station	Check Stairwell is clear Check Fire Ext Cabinet
13	4th FI East Stairway by pull Station	Check Stairwell is clear, check middle Stairwell is clear, Check Garbage Room
14	5ht FI West Stairway Roof hatch door	Ensure Roof Hatch Door is secured
15	5th Middle Staircase to Roof Hatch Door	Ensure Roof Hatch Door is secure
16	5th FI East Stairway to Roof Hatch	Check Roof Hatch is secured
Site Name	497 Huntington Ave	

ID Tag	R	Description
17	Basement Stairway left frame	Ensure Stairway is clear, Check Fire Ext across from Elevator, Check Elevator RM, Garbage Rm, Emergency Exit
18	1st FI Main Entry by call box	Ensure stairway is clear, check garbage rm, check fire ext cabinet
19	2nd FI Stairway by Pull station	Ensure stairway is clear, check garbage rm, check fire ext cabinet
20	3rd FI Stairway by Pull Station	Ensure stairway is clear, check garbage rm, check fire ext cabinet
21	4th FI Stairway by Pull Station	Ensure stairway is clear, check garbage rm, check fire ext cabinet
22	5th FI Stairway by Pull Station	Ensure stairway is clear, check garbage rm, check fire ext cabinet
Site Name	499 Huntington Ave	

ID Tag	Check Point Name	Description
23	1st FI Front Entrance Foyer by call box	Ensure doors are secured, check fire Ext accross from apt 2, and check front staircase is clear
24	1st FI Back Stairway by pull station	Ensure Stairway is clear,
25	2nd FI Back Stairway by pull station	Ensure stairway is clear, check garbage rm
26	2nd FI Front Stairway between Elevator	Ensure Stairwell is clear, check fire ext
27	3rd FI front Stairway between Elevator	Ensure Stairway is clear, check fire ext
28	3rd FI Back Stairway by Pull Station	Ensure Stairway is clear, check Garbage RM
29	4th FI Back Stairway by Pull Station	Ensure Stairway is clear, check Garbage RM
30	4th FI Front Stairway between Elevator	Ensure Stairway is clear, check fire ext
31	5th FL Front Stairway between Elevator	Ensure Stairway is clear, check fire ext
32	5th FI Back Stairway by Pull station	Ensure Stairway is clear, check fire Ext, check garbage rm
33	Basement Back Stairs Laundry RM door	Check Laundry Rm, check Rear Exit
34	Basement Left of Elevator	Check Elevator Rm

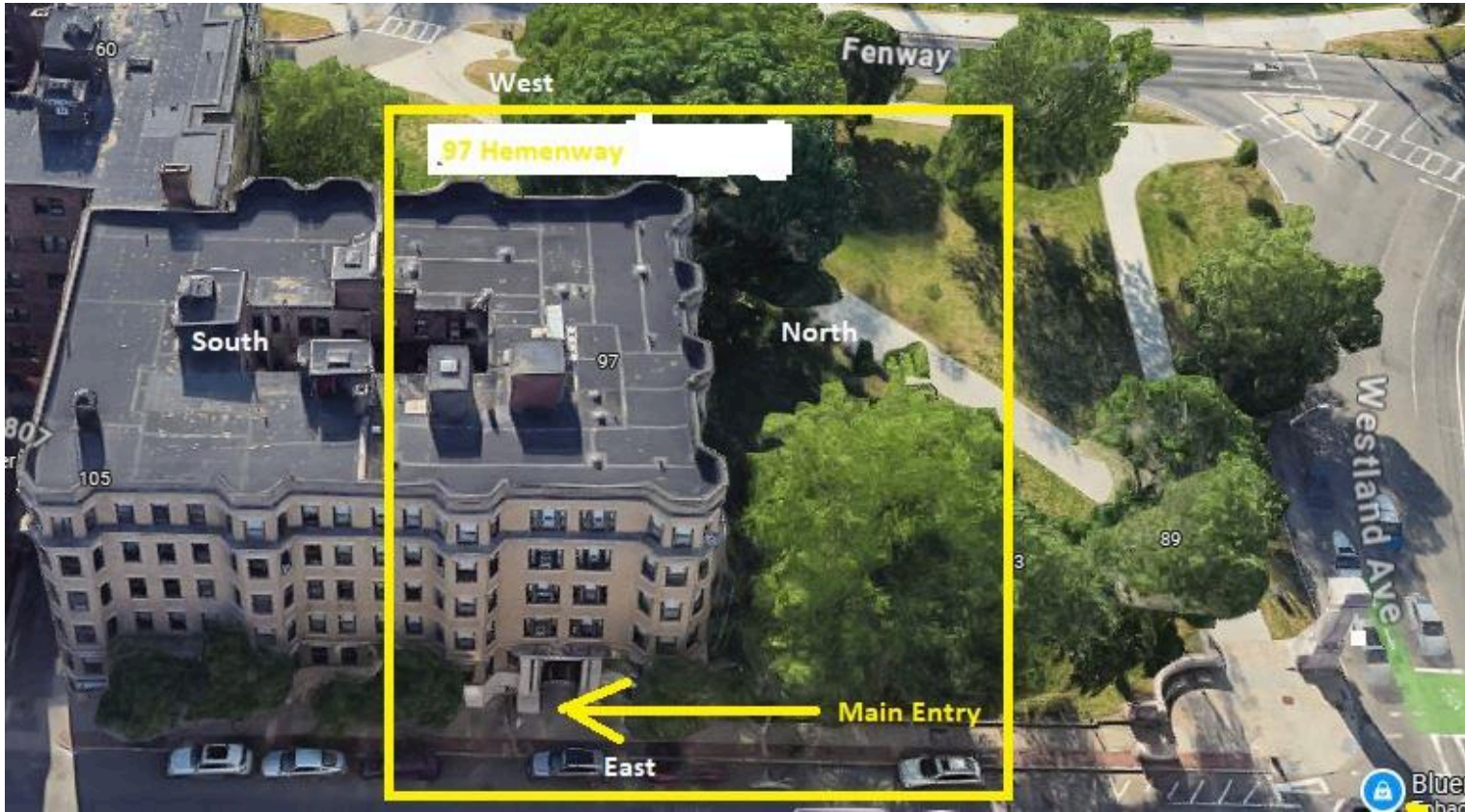
Ariel View of 875 Huntington Ave



Tag Locations

te Nan 875 Huntington Ave		
ID Tag	Check Point Name	Description
1	1st FI Front Main Enter Foyer Inner Door left frame	Ensure doors are secured, Check Fire Ext by middle staircase
2	1st FI East Stairway by Pull Station	Ensure Stairwell is clear, Check Emergency door lower Staircase
3	1st FI Middle Stairway Right Frame	Ensure Stairwell is clear
4	1st FI West Stairway by Pull Station	Ensure Stairwell is clear, Check Fire Ext Cabinet
5	2nd FI West Stairway by Pull Station	Ensure Stairwell is clear, Check Fire Ext Cabinet
6	2nd FI Middle Stairway by pull Station	Ensure Stairwell is clear, Check Fire Ext Cabinet
7	2nd FI East Stairway by pull Station	Ensure Stairwell is clear
8	3rd Floor East Stairway to Roof Hatch Door	Ensure Roof Hatch Door is secured
9	3rd FI Middle Stairway by pull Station	Ensure Stairwell is clear, Check Fire Ext Cabinet
10	3rd FI West STairway by Pull Station	Ensure stairwell is clear, Check Fire Ext Cabinet
11	Basement West Stairway right frame	Exit Door to middle Alley is secured, check Rear Exit door from alley
12	Basement Middle Staircase by Laundry RM Door	Check Stairwell, Check Laundry RM, Check Fire Ext
13	Basement Mlddle Exit to Alley right frame	Ensure door is secured
14	Maintenance Rear Exit by Pull station	Ensure door is secured, Ensure Basement area is clear

Ariel View 97 Hemenway St



Tag Location

ite Nam	97 Hemenway	
ID Tag	Check Point Name	Description
0	1st FI Front Entrance Inner Foyer Door righth frame	Ensure Doors are Secured
1	1st FI Garbage Rm Left Frame	Check Garbage Rm
2	1st FI South Staircase by pull station	Ensure Stairwell is clear, check fire ext
3	1st FI Front Staircase left Wall By Elevator left wall	Ensure Stairwell is clear
4	2nd FI South Staircase by Pull Station	Check Stairwell is clear, check fire ext cabinet
5	2nd FI Garbage RM right Frame	Check Garbage Rm
6	2nd FI Front Staircase between Elevator	Check Stairwell is clear
7	3rd FI Front Staircase between Elevator	Check Stairwell is clear
8	3rd FI Garbage RM	Check Garbage RM
9	3rd FL South Staircase by Pull station	Check Stairwell is clear
10	4th FI South Staircase by Pull Station	Check Stairwell is clear, check fire Ext Cabinet
11	4th FI Garbage RM right frame	Check Garbage RM
12	4th FI Front Staircase between Elevator	Check Stairwell is clear
13	5th FI Front Staircase between Elevator	Check Stairwell is clear
14	5th FI Garbage RM	Check Garbage Rm
15	5rh FI South Stairway by Pull Station	Check Stairwell is clear, check fire Ext cabinet
16	5th FI South Stairway to to Room Hatch Right	Ensure Roof Hatch Door is secured

	frame	
17	Basement Front Staircase between Elevator	Ensure Stairwell is clear, Check Laundry RM, Check Garbage RM
18	Basement South Staircase left Frame	Ensure Stairwell is clear, Check Emergency Door, Sprinkler RM Door, Elevator RM, and Fire Ext

Ariel View of 143 and 149 Hemenway



Site Name	143 Hemenway	
ID Tag	Check Point Name	Description
1	1st Fl Main Enter Foyer left of call box	Ensure doors are secured, check garbage rm left of outer Enter Door
2	Roof Hatch Door left frame	Ensure stairway is clear and roof hatch door is secured
3	Basement Staiway by Pull Station	ensure stairway is clear, check fire ext, check laundry rm
4	Basement Emergency Exit Door rgiht frame	Check door is secured, check middle rear doors, Check Sprinkler rm doors
Site Name	149 Hemenway	
ID Tag	Check Point Name	Description

5	1st FI Main Enter Foyer left of call box	Ensure doors are secured
6	4th FI Stairway between Fire ext Cabinet	Ensure Stairway is clear