

# TENANT TOPIC:

## MAIL / BIKE CAGE / FREIGHT

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### MAIL

#### **Misdirected Mail:**

When you receive mail for another 101 Montgomery St Tenant that has mistakenly been placed in your mailbox, kindly place it in the “Misdirected Mail” container located on the table in the mail room. If you are missing a piece of mail you should have received, feel free to look in the “Misdirected Mail” container. *Please note: The previous “Misdirected Mail” slot has recently been changed to the “Outgoing Mail” slot.*

#### **Return to Sender:**

If the address is correct but the envelope is not for you, please write “Return to Sender,” cross out the address, and place it in “Outgoing Mail.” Please do the same for mail that is addressed to another building.

#### **Outgoing Mail:**

You may now place all outgoing mail in the mail slot labelled “Outgoing Mail.” The postal carrier has agreed to check the slot daily.

*Please be advised: Building Management cannot guarantee mail will be picked up by the mail carrier. If you prefer, you may continue to place your outgoing mail in the USPS drop box located across the street.*

### BIKE CAGE

The building offers a secure bike cage for our tenants in the basement. Please utilize the bike cage in the garage as bicycles are not permitted inside the building, including your suite.

**Entering:** The garage can be accessed from Bush St by pressing the doorbell to the left of the gate, prompting the attendant to open it for you. Your elevator badge will be required to access both the bike cage and the door leading to the freight elevator which will take you to the lobby. Everyone with an elevator badge is automatically granted bike cage access.

**Exiting:** Please use the gate opener on the left side of the wall when exiting the garage.

**For Your Safety:** Always walk your bike up and down the garage ramp. We also recommend the use of bike locks to secure your bike in the bike cage.

### FREIGHT ELEVATOR

Please do not take the freight elevator from your floor to go to the basement. The freight is the only way Engineering can go to/from their floor and excessive use causes delays. As an alternative, please take the passenger elevator from your floor to the lobby, then take the freight elevator from the lobby to the basement. When going back to your floor, please take the freight elevator to the lobby, then take the passenger elevator from the lobby to your floor.

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