



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
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TTY: 771 or (800) 439-2370
berkshireplanning.org

Fenn St. Entrance Call Box and Elevator Instructions

At the call box

- press #
- wait for dial tone
- press 04
 - *be patient, **wait** until you hear a phone ringing*
- identify yourself and the reason for visiting (i.e., "Ilana, for the Public Health meeting")
- ask for the elevator code or say you will use the stairs*
- watch for DOOR OPEN and listen for buzzing sound
- pull the right door

*The stair doors are locked, staff will meet you at the door.

No elevator code is needed to go to the 1st, 3rd, and 4th floors or to go back down.

If there is no answer through the call box, please call the Office Administrator at 413-442-1521 extension 10 (also posted on the outside door).

10/25/2022