



# BRPC

Berkshire Regional Planning Commission

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## 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 door at the top of the stairs is locked, staff will meet you at the door

***No elevator code is needed to go to the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 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).

1/9/2023