



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

Fenn St. Entrance Call Box and Elevator Instructions

This information is posted at the entrance, in the elevator, and at the top of the 2nd floor stairs.

If the Fenn St. door is locked, at the outside call box on the left wall

- press #
- wait for dial tone
- press 04
- Receptionist will answer
- 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

Or call the number below for the elevator code or from the door at the top of the stairs.

The Fenn St. door is open during the Housing organizations' open hours: Tuesday, Wednesday, and Thursday, 9-3

* The door at the top of the stairs is locked; staff will meet you there.

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

6/8/2023