

2015

Cummings Properties, LLC

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The views expressed in this paper are solely those of the author.

GRACE STEWARD

SENIOR INTEGRATIVE PROJECT:
INTERNSHIP

ARCHITECTURAL STUDIES
CONNECTICUT COLLEGE
2015



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COLLEGE

SENIOR INTEGRATED PROJECT:
Cummins Properties, LLC



Grace Steward
Summer 2014

United Shoe Machinery Co. Factory,
Beverly, Mass.



Cummings Properties-Beverly



- Full-service real estate development, property management and construction firm.
- Located in Beverly, MA
- 2 million square foot corporate campus
- Home to over 500 different businesses



Cummings Properties

*Lease Office, Lab, and Research
Space in Greater Boston*



Concentration

- Familiarize myself with the workings of an architecture/construction firm
- Understand what the company does to initiate a project and see it through start to finish with the client

Steve Drohosky

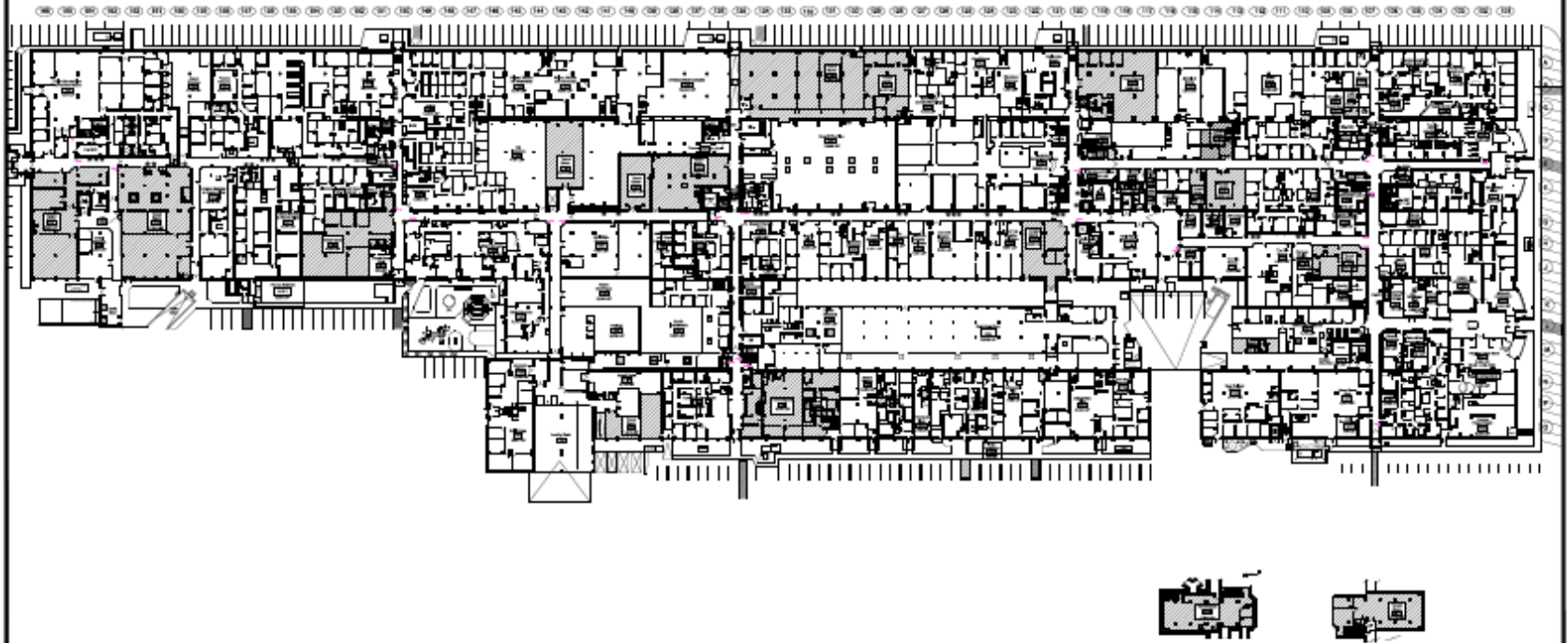


- Vice President and General Manager of Cummings Properties

Responsibilities

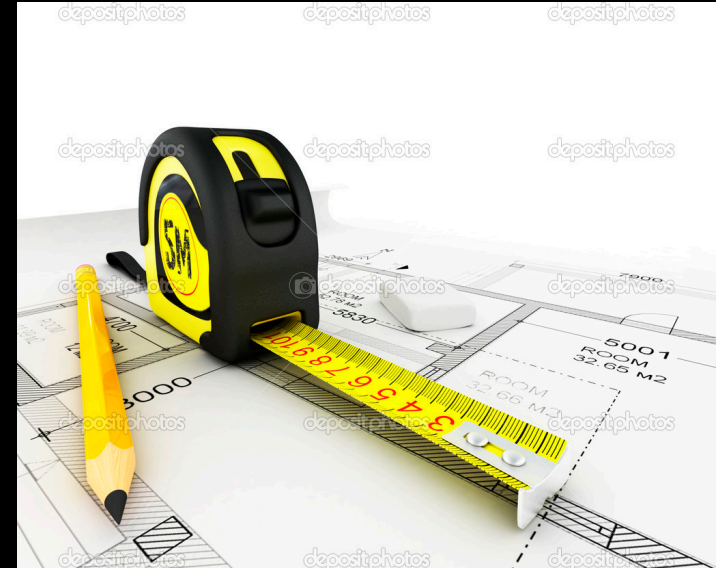
- Site Visits
- Flipbooks
- Filing Projects
- Photography
- Manage Gatehouse





Site Visits

- Go to tenant spaces and take measurements
- Record measurements on given floor plan
- Report back to Cathy



Site Visit-Signage



Flipbooks

- Only one in the office who got trained to help with these
- Put the documents on everyone's desktop
 - iPads and iPhones as well
- Advertising for all the properties Cummings Properties owns in an easily accessible document

Visit our Walk-in Leasing Offices

- Woburn - 200 West Cummings Park
p: 781-935-8000
- Beverly - Cummings Center, Suite 107-L
p: 978-922-9000

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Cummings Properties Floor Plans



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<http://cummingsproperties.com/flipbooks/Cummings%20Center%20Flipbook.pdf>

Filing Projects

- Worked for the head Architect in Beverly and went through every single one of their projects within the past 20 years
 - Cleaned out and re-organized floor plans, AWAs, and client e-mails



Photography

- Went off campus to take pictures of leasable locations in the area
- Organized and labeled all of them
- Client's signs on the outside of the building
 - Created a binder filled with them all along with the dimensions
- Any signs around the campus that needed to be updated



Gatehouse

- Twice a day I would go and manage the gatehouse
- Give directions
- Turn off fire alarms
- Listen to the police radio
- Watch security cameras



AutoCAD



- Able to sit in and watch the Architects work with AutoCAD
- Was able to play around with it a bit

Lessons

- Nothing goes according to plan
- Being personable is a great quality in real estate
- You cannot please everyone
- Ask questions
- Filing is the intern's job

