



September 17, 2024

**TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:**

Approval of Private School – NuVu Innovation School

**Recommendation:** The School Committee approve NuVu Innovation School located at 450 Massachusetts Avenue as a private school, in accordance with the requirements of M.G.L. Chapter 76, Section 1.

**Description:** Under Massachusetts General Laws, Chapter 76, Section 1 (compulsory attendance law), the School Committee has to approve private schools. The School Committee’s approval under the statute means that children attending the private school may do so without violation of the compulsory attendance law. In giving an advisory opinion of the law as it relates to the committee’s liability, the Massachusetts Department of Education has stated, “...that the School Committee’s liability would be circumscribed by the fairly limited approval function that G.L. Chapter 76, Section 1, prescribes as long as the School Committee acts reasonably and in good faith.”

Enclosed is a report from the school detailing various aspects of the school according to the suggested guidelines from the Department of Education.

**Supporting Data:** M.G. L. Chapter 76, Section 1

Respectfully submitted,

A handwritten signature in blue ink that reads "D. Murphy".

David Murphy.

Interim Superintendent of Schools

Cambridge School Committee Members,

We appreciate you taking the time to review this proposal for NuVu Innovation School to become an approved independent school. Since our founding as a trimester program, NuVu has evolved significantly, and we're very excited to take this formal step in our growth. Recently, both our shift to nonprofit status and our accreditation work through New England Association of Schools and Colleges leave us feeling enthusiastic about the future of our full-time school.

This document includes the following information:

- Our mission
- NuVu's history
- Leadership
- Finances
- Facilities
- Pedagogy
- Curriculum
- Handbook
- Calendar
- Building inspections

We'll be happy to provide any additional information. Please feel free to reach out if there's more that we can do to be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob MacDonald". The signature is fluid and cursive, with the first letter "R" being particularly large and stylized.

Rob MacDonald  
Director of Academics  
NuVu Innovation School  
[rob@nuvustudio.org](mailto:rob@nuvustudio.org)  
617 435-7080

## **Our Mission**

NuVu is an independent non-traditional school where the next generation of young innovators develop the skills, knowledge, and confidence to solve real-world programs through project-based learning. We ignite curiosity, embrace exploration, and amplify impact.

## **NuVu's History**

In his Ph.D. dissertation at MIT, NuVu co-founder Saeed Arida asked what would happen if the elements of design studios were adapted to meet the needs of younger students. Out of that dissertation, the first iteration of NuVu was born. During the early years, NuVu served as mainly a trimester experience for students from local schools. In the first year, all of our students came from Beaver Country Day School for trimester-long experiences at NuVu. In 2015, NuVu partnered with Cambridge Rindge & Latin School by enrolling several students for a 5-week studio program. The partnership grew to include the NuVu Summer Program at CRLS's woodshop in 2016. Over the next few years, students who were homeschooled or attended other schools started joining NuVu for longer periods of time. We adjusted the program slowly to fit the needs of this new cohort of students. Our first full-time student graduated in 2016 and went on to attend a dual degree program between RISD and Brown University.

Since 2020 and the onset of the COVID pandemic, many began seeking alternatives to traditional education. Some students were not excited and engaged by traditional textbook learning. Some were looking for schools where all aspects of their identity would be celebrated. Some were eager to do more meaningful world with real-world impact. Many of these students found their way to NuVu, and we evolved from primarily a trimester-away program into a full-time school. This has required careful planning to address the varied needs of students in 8th through 12th grade and to provide more of the systems (advisories, parent conferences, clubs, etc.) that make up a successful and robust program.

As of February 2024, NuVu has been approved by the New England Association of Schools and Colleges (NEASC) as a Candidate for Accreditation.

## **Leadership**

Saeed Arida, Co-Founder and CEO

Saba Ghole, Co-Founder and COO

Karen Sutton, Chief of Staff

Rob MacDonald, Director of Academics

Tessa Fast, Dean of Students and Faculty

NuVu is governed by its co-founders and business owners, who serve as the CEO and COO, and by senior school leadership. The CEO sets the overall vision and strategic direction and collaborates closely with the senior leadership team, which is responsible for executing the vision across all school initiatives, programs, curricula, and operations to align with NuVu's core values. The CEO and the leadership team also oversee the school's fiscal sustainability. The leadership team, in turn, also works closely with faculty and staff to design and evolve the curriculum, ensuring that it aligns with the mission. The CEO and leadership also routinely meet with students and solicit their thoughts and input about the school and its strategic directions. This governing/operational structure effectively includes and empowers members of the school community who feel a sense of ownership and commitment to the school's mission and vision.

NuVu also has an advisory board (<https://cambridge.nuvustudio.com/team>), which is in the process of being redesigned to include parents, educators, and outside experts. Currently, the advisory board meets twice per year to offer feedback on the current state of the school and its future but does not exercise any governing authority – it just advises.

The current governing/operational structure works for NuVu at this time. NuVu's transition to an independent 501(c)3 nonprofit means that the school will separate the governing body from the operational team by either expanding the scope and authority of the advisory board to serve as the governing body or by establishing a separate Board of Trustees with legal fiduciary responsibilities. NuVu will also create bylaws outlining this governance structure.

## **Finances**

NuVu's primary revenue is tuition from the school year and summer programs. Currently, NuVu is able to operate with a small profit. As a newly-formed 501(c)3 organization, NuVu's primary revenue sources are school tuition and summer program fees. Plans are underway to raise additional funding through donations.

## **Facilities**

NuVu is located at 450 Massachusetts Ave in Central Square. We have an open concept 4,200 sq. ft. learning environment which consists of five classrooms, an open and accessible educator space, two workshops with tools and materials, a student lounge, and gender-inclusive restrooms. Nestled in the heart of Central Square, students are able to take lunch (12:00pm-1:00pm) outside and in the Central neighborhood.



## Pedagogy

Our curriculum is designed to develop students' ability to think critically and creatively, collaborate with others, communicate clearly, merge knowledge from different disciplines, adapt technical

skills to diverse needs and solve complex problems. Each term, students further develop these competencies while gaining exposure to a variety of themes and issues.

## Curriculum

Each term is composed of three main learning blocks: Studios, Seminars & Workshops and Supplemental Coursework.

- Studios
  - At the heart of NuVu's curriculum are studios, a series of immersive, interdisciplinary, three- to four-week projects. In a typical trimester, a student will participate in two different studios designed by our team of expert coaches. Each trimester ends with an open innovation period during which students have the freedom to dig deeper into a topic of particular interest from earlier in the term.

In studios designed for younger students, our coaches focus on supporting the development of foundational skills and creative confidence. As students learn to navigate open-ended problems, collaborate effectively, build empathy for others and communicate their ideas using a variety of media, studios become more sophisticated. This process eventually prepares each student to complete a 12th grade Capstone Project on a topic of their choosing.

Each year, the NuVu team develops a new assortment of studios that connect with the relevant issues and challenges of our time.

- Seminars & Workshops
  - Seminars meet 1-2 times per week and last for an entire trimester. Through reading, writing and discussion, seminars allow NuVu students to explore topics that extend and inform each year's studios. Here are some examples of recent seminars:
    - Equity & Technology
    - Famous U.S. Trials
    - Health & Wellness
    - Beyond NuVu

Workshops are opportunities to develop a skill or get an introduction to a topic. Throughout each trimester, a wide variety of standalone one-hour workshops are offered.

- Supplemental Coursework
  - In order to ensure that all NuVu students have a well-rounded foundation in traditional disciplines, we integrate supplemental coursework into the overall academic program. Students can devote up to five blocks per week to this work,

allowing our students to take accredited academic courses through specialized online providers and with support from NuVu's coaches.

NuVu's academic advisors work with each student to craft a personalized multi-year plan based on that student's particular academic goals. Most NuVu students apply to highly selective colleges, and our team ensures that those students have met all of the expectations to be very attractive candidates for acceptance at those institutions.

Sample four-year supplemental coursework plan:

- 9th: Algebra 2, English 9, Earth Science
- 10th: Geometry, English 10, Biology
- 11th: Precalculus, English 11, Chemistry
- 12th: Calculus, English 12, Physics

# NuVu

# Student Handbook

# 2023/2024

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## Welcome to NuVu!

### Purpose of this Handbook

This handbook is an introduction of our school and a collection of information students need to make the most of their NuVu experience. This is not a typical list of rules and regulations, it is a result of many conversations between students, coaches, and staff. As such, this handbook is ever evolving and we welcome feedback from students and families. Feel free to bring any questions about the info in this handbook to Sammy, Director of Student Support.

### Mission

NuVu is an independent non-traditional school where the next generation of young innovators develop the skills, knowledge, and confidence to solve real-world programs through project-based learning.

We ignite curiosity, embrace exploration, and amplify impact.

### 2023-2024 Priorities

*Cultivating Joy and Curiosity.*

<u>Studio development and philosophy</u>	We value (engagement with the) process over (a polished) final product
<u>Relationships between coaches and students</u>	Each student learns how they learn through exploration and reflection
<u>Diversity, Equity, Inclusion, and Belonging</u>	People impacted by a problem should have a voice in designing that problem's solution
<u>Consistency vs. Personalization</u>	It's okay to fail // Students thrive when they set their own personalized learning goals
<u>Assessment</u>	Feedback is more valuable than a grade // Knowing how to find information is more valuable than memorizing information

## School Trimester & Day-to-Day Schedule

### Trimester Details

In a typical trimester, a student will participate in two different studios that are generally 3 weeks in length. Each trimester ends with an open innovation period which may be 3 to 4 weeks in length, during which students have the freedom to dig deeper into a topic of particular interest. Please see the calendar linked for important dates for the school year: [School Calendar 2023-2024](#)

### School Day Schedule

The school day runs from 9:00 am to 2:50 pm with an hour-long lunch break from 12:00-12:55 pm. There are always staff members onsite from 8:30 am - 5:00 pm each school day.



### Studios

We encourage students to be actively involved in their education, trying new things, taking creative risks, and challenging themselves. NuVu is highly collaborative and students work together often, so individuals are asked to bring their ideas, skills, and open minds to their work.

### Curriculum

Our curriculum is designed to develop students' ability to think critically and creatively, collaborate with others, communicate clearly, merge knowledge from different disciplines, adapt technical skills to diverse needs and solve complex problems. Each term, students further develop these competencies while gaining exposure to a variety of themes and issues.

### Coaches

Studios are facilitated by coaches, who bring unique expertise in specific content areas and fabrication techniques to broaden students' exposure to the arts, technology, science and other fields of study. Coaches provide insight and guidance as students explore the creative design process. [Meet The Team](#).

## Email

Email is the primary method of communication between coaches, staff, and students. Students should check their email regularly (at least x1/day) for updates, surveys, and other information.

## Studio Expectations

Each studio is described and outlined in a [syllabus](#). Each studio's syllabus includes details about the studio's core skills and the milestones (the assignments and project work you'll do to build those core skills). Typically, coaches expect students to complete work during the studio, and homework will be assigned based on individual studios and coaches.

This year we are launching a new assessment system (which you'll read more about shortly). Part of assessment includes weekly Friday meetings, in which you and your coach will review your progress and milestone completion. During this meeting, you and your coach will articulate, with evidence, where you are successful and where you may not be developing core skills and completing milestones.

If you are not completing milestones or if the quality of your work is low, our goal is to provide support and come up with a plan to get you back on track as quickly as possible. To that end, you and your coach will:

- Make a plan to complete missed work and/or improve overall quality of work, with specific assignments and due dates.
- If you are not able to meet those goals for improved work, your coach and Rob will meet with you and your family.

If, after a meeting with your family, you still don't complete milestones or if the quality of your work is low:

- We will mark the studio as "incomplete."
- The studio will be designated *incomplete* on your transcript until you make up the work that was missed and/or complete the milestones and develop the core skills from the studio.
- Your coach and Rob will create a specific make-up work plan, inclusive of due dates, that will be shared with you and your family.
- All make-up work must be complete by the end of the trimester in which the incomplete studio was taken.
- If OI is incomplete, you will have 1 month (30 days) to make up the work.
- All make-up work will be approved by your coach and by Rob.

If you're having issues completing work that meets NuVu's expectations in [multiple studios](#), we will follow these steps:

- Rob, Sammy, and your advisor will meet with you and your family. Our goal will be to support you, make a plan for your successful engagement with studio, and find a way forward.
- Sammy will meet with you and your family bi-weekly to provide support, until studio work improves.
- If studio work continues to be incomplete, we will have a more serious conversation regarding whether NuVu is right for you and your needs at this time.

### **Participation Expectations**

NuVu has expectations that go beyond each studio's specific core skills and milestones. Students need to actively engage in their learning, collaborate with others, document their learning process, present their work to others, and be consistently on-site during school hours.

If students have trouble meeting these expectations, we'll progress through the steps outlined immediately above. Our big goal is for every student at NuVu to be successful, and we'll work very hard to achieve that goal. We also know that your consistent effort and commitment to your own learning are essential to your success.

### **Capstone**

Capstone is an experience of in-depth research and fabrication available to NuVu's oldest students. Students study a topic of their choice and are supported by a project advisor (coach) and outside mentor in the field.

Capstone is split over three sessions with three specific deliverables:

Session I: Research Proposal + Mentor Identification

Session II: Project Development And Mid-Review Presentation

Session III: Project Completion And Capstone Final Presentation

Students are required to complete all deliverables in Session I in order to progress to Sessions II and III. Students who do not complete all Session I deliverables will enroll in other studios during the spring trimester and will *not* receive an incomplete on their transcript for Capstone Session I.

### **Assessment and Transcripts**

NuVu students do not receive grades; instead, students set learning goals each week and progress toward those goals via daily action steps. Students' weekly goals are related to their studio's core skills and milestones, which means that students are always working toward the objectives outlined in the syllabus. At the end of each week, each student has a one-on-one meeting with their coach to review their weekly goals and set new goals for the upcoming week. During these meetings, the student and coach review the student's growth and/or identify areas for improvement. At the end of the studio, each student writes a summary of their overall learning

throughout the studio. Finally, students choose up to two of NuVu's "Habits of Mind" and up to two of our "Core Skills" where they want to highlight their accomplishments from that studio. These areas and the evidence of the student's accomplishments are added to the student's "Learning Wheel," a comprehensive record of their work at NuVu. During a student's NuVu career, the Learning Wheel is updated to reflect the student's evolving areas of focus and growth. By including links to the student's projects, the Learning Wheel becomes a valuable portfolio.

NuVu transcripts include information about all of the studios and seminars that a student completed during their NuVu career along with details about supplemental coursework and coursework completed at prior institutions. NuVu's transcript also includes a translation of credits from studios and seminars into the six academic categories that colleges are accustomed to considering: art, language arts, math, modern language, science and social studies. Transcripts are accompanied by the Learning Wheel and highlights from the student's strongest studio projects.

### **Graduation Expectations**

NuVu students graduate prepared to take their next step in the world. In order to get there, students complete six studio and three open innovation projects per full-year of enrollment, for a total of nine final projects per year. Requirements are adjusted based on duration of student enrollment (i.e., if a student attends NuVu for one trimester, they complete two studios and one open innovation project). Students with 2 or more *incomplete* studios on their transcript are not eligible for graduation.

### **Attendance, Absences, and Tardies**

#### **In-person Learning Policy**

NuVu is an in-person school with fabrication and group work at the heart of our studio model. All enrolled students must attend school in-person at our Cambridge campus (with the exception of a very small number of hybrid students).

#### **Snow Days**

In the event of snow, if Beaver Country Day School, our partner school in Chestnut Hill, calls a snow day, then we have one too. NuVu may also call a snow day independently. We will announce a snow day by 8pm the night before, when possible, and by 6am the day-of. Juliette will email students and families; no remote or hybrid work is expected on snow days.

#### **Attendance Policy**

Attendance expectations for all students include:

- Attend school daily (Monday-Friday) 9:00 am - 2:50 pm

- Be ready to participate and begin working at 9:00 am
- Stay engaged and present until 2:50 pm when dismissed by coach or staff
- Take lunch from 12:00-12:55 pm and return to NuVu ready to participate in afternoon sessions
- Communicate with coach/staff ASAP regarding planned absences

Juliette takes attendance daily at 9:00am.

### Communication Around Absences and Tardies

We understand that students may need to miss school, arrive late, or leave early on occasion. When students will be unexpectedly tardy or absent, families must email us by 8:50 am. [attendance@nuvustudio.org](mailto:attendance@nuvustudio.org). When students arrive late, it is their responsibility to check in with Juliette upon arrival. If a student arrives late and does not check in with Juliette, they will be marked absent. Students' attendance is documented and reported on transcripts at the end of each trimester.

When circumstances arise which lead to a long-term absence, students and families should communicate with their coach and Juliette ASAP. Students will have the opportunity to complete missed work during the following studio session and/or trimester, as needed.

### Making Up Missed Work Due to Absences

When a student is absent, they should check the platform for asynchronous updates, assignments, and information on what they missed. Upon return to school after an absence, students check in with their coach(es) to ensure that they are up-to-date on missed work. Students should communicate with their coaches if they need support or extra help. If there is a critical mass of students who need to review a specific topic, coaches will host a workshop during Block 2 to review content.

### Chronic Absenteeism and Chronic Lateness

The start of the day and the time right after lunch are essential touchpoints in every studio. Coaches typically share updates and announcements during these times, and students participate in their assessment each morning upon arrival. Chronic lateness and absenteeism impedes students' ability to collaborate with peers, contribute to partnerships, and take part in NuVu's hands-on learning. If a student is chronically late and/or absent (eg. 3 days) we will meet with the student and family to collaboratively design appropriate interventions to increase attendance and timeliness. Interventions include: conversations with families on how we can support students to arrive on time daily; if there are reasons why the student is not able to arrive at school on time each day; and, in extreme cases, if the student is able to stay in school at this time and when families anticipate students returning, as appropriate. We understand that there are *lots* of reasons why students may be late or absent, so our goal in conversations is always to support students and their families. It is important to know that, if after several family meetings

the student is still not able to be present at NuVu consistently and on-time, this will impact their completion of studios, ability to work with peers, and it may be an indication that NuVu is not the right fit for that student at this time.

### **Day-to-Day Policies for Students**

#### **Phone Policy: Backpack or Bin**

Respecting each other and the space are two of NuVu's Community Agreements. In order to cultivate a respectful studio environment, we ask that all students keep their phones away throughout the school day. There may be times within studios when students will be asked to use their phones for documentation, recording, filming, etc. Once the activity wraps up, students are expected to put their phones away.

When phones become a distraction to students' work, students will be asked to put their phones away in their backpacks. If a student is unable to keep their phone in the backpacks, phones will be placed in a phone bin. Students will have access to phones during lunch and at the end of the day.

We also ask that students do not use their laptops for anything other than studio purposes during studio time. If a student routinely struggles with appropriate phone/laptop use, Sammy will work with the student on strategies to stay engaged, focused, and present.

#### **Off Campus Policy**

Students are able to leave NuVu and remain in the Central Square area during lunch (12:00 - 12:55 pm). Students are required to be back in the studio and ready to learn before 1:00 pm. Students must remain at NuVu during the morning break at 10:50 am and during Block 2 from 11:00 am - 12:00 pm.

#### **Field Trips**

Many of our studios travel throughout the greater Boston area for field trips and site visits. Students and parents will receive communications in advance with travel information and required items to bring. We use the MBTA (train and bus) and Uber/Lyft to transport students and staff. The cost is typically covered by NuVu.

#### **After-School Hours**

Students are welcome to stay at NuVu until 4:30 pm on school days. In certain cases, students may be able to stay later with permission from a coach.



### **Telephone Booth Usage**

Due to the high demand for the sound-proof booths, students should communicate with Juliette if they would like to reserve a booth. Otherwise, students may use the booth for quiet work, with permission from their coach during studio time, and should be mindful that booths are not always available.

### **Student Safety at NuVu**

#### **Safety Procedures in Studio & the Shop**

Students should abide by the following when working in studios:

- Use tools only after training has occurred
- Maintain a clean and orderly desk space
- Maintain a clean studio space by putting tools and materials away after use

Students should abide by the following when working in the shop:

- Wear closed-toed shoes
- Hair and loose clothing should be fastened

#### **COVID Safety Practices & Protocols**

We will continue to assess the changes in COVID-19 health and safety data and will make changes accordingly.

#### **NuVu Studio Vaccine Policy**

We require all students and staff to be fully vaccinated against COVID-19. Exemptions may be sought for documented medical conditions and religious beliefs. Individuals who receive exemptions will be required to follow additional safety measures. Prior to arrival onsite, proof of vaccination must be submitted to [juliette@nuvustudio.org](mailto:juliette@nuvustudio.org).

#### **Testing Policy**

NuVu requires all students to provide us with a negative COVID test prior to their arrival at NuVu on the first day of school and after school breaks. Please send test results via email to [juliette@nuvustudio.org](mailto:juliette@nuvustudio.org).

#### **Mask Policy**

NuVu has a mask optional policy. As we continue to prioritize the health and safety of our community, we recognize there may be times throughout the year when we will have to reinstate a mask mandate for students, faculty, and staff.

### **NuVu Positive Test Protocol**

Individuals who test positive for COVID-19 must inform staff immediately and isolate for a minimum of 5 days. Individuals must be fever-free (without needing fever-reducing medication) and symptoms must be improving to end isolation and return to school. If fever or symptoms persist, continue to isolate until improved. Individuals leaving isolation must wear a high-quality mask at school, and when around others, for the next 5 days (days 6-10).

### **When A Close Contact Tests Positive**

After close contact, it may take a few days to determine if you've contracted the virus. We ask that you wear a mask for five (5) days after the exposure.

### **Injury**

NuVu students work with tools and equipment that require training. Even with training, accidents can occur. Injuries are typically limited to minor scrapes, cuts, bruises, and burns. NuVu staff works to prevent and treat these injuries as best we can. In the case of more severe injuries see Emergency Procedures below.

### **Emergency Procedures**

In the event of an emergency locate the nearest staff member. In the instance of a fire drill, evacuate the building through the front entrance and meet in the courtyard.

### **Weapons**

Possession and/or use of firearms or other dangerous weapons on school property is forbidden by school policy. Swiss army knives, leathermans, utility knives, etc. are considered weapons at school and must stay at home. When in studios, students are required to use sharp tools in safe and appropriate ways as instructed by NuVu staff. If a student uses these tools in a way that can be seen as mocking or threatening, the student will no longer have access to these tools and the family will be notified. Students are not allowed to use NuVu tools and resources to fabricate mock or functioning weapons.

### **Drug and Alcohol Policy**

Students are prohibited from consuming, distributing, possessing, selling, or using controlled substances while at school. Students may not smoke or vape at school. In addition, students may not be under the influence of any controlled substance, such as drugs or alcohol, while at school. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy. If it is suspected a student is consuming substances, NuVu will contact parents immediately, the student will be asked to step outside of the studio for the remainder of the day, and a family meeting will be scheduled.

### **NuVu Building Safety**

The door to NuVu's building is always locked. If you notice visitors to NuVu who have not yet been greeted, find a staff member. If you see something unusual, reach out to a staff member immediately. Staff are onsite Monday-Friday 8:30 am-5:00 pm. Given our location in the heart of an urban center, it is essential that all students stay alert to their surroundings and ask for help if needed.

We ask that parents who would like to come meet with any NuVu staff or see their child please make an appointment with us. This will help keep the studios running smoothly and uninterrupted.

NuVu shares this building with the Central Square Theater and Scene Shop. The lobby, corridor, and back workshop areas are communal and respect should be shown to the building and all visitors in shared spaces. The NuVu shop in particular contains tools and equipment belonging to both NuVu Studio and Central Square theater, students should ask before using any tools or materials that are not clearly labeled as property of NuVu.

### **Student Life**

#### **Student Committee**

The Student Committee was formed in 2021-2022 in order to build a formal bridge between staff and students and ensure transparency regarding decision-making. The Student Committee collaborates with the NuVu team on three categories: Policy, Culture, and Pedagogy. The Student Committee meets x2/month to review and give feedback on school policies, new initiatives, etc. All full-time NuVu students are invited to apply to be a part of the Student Committee. A total of 5 students will be selected, with each student representing 1 advisory group.

Students and staff are also encouraged to submit policy proposals and policy review requests to the Student Committee. Each community member's voice matters, and students are encouraged to speak up.

#### **Student clubs**

Students are invited to submit a Club Proposal at the start of the academic year (via a link shared in September). Clubs should be founded and lead by 2 students, have a faculty advisor, and have consistent weekly meeting times in order to ensure accessibility to all students. Examples of past clubs include: climbing club, art club, gaming club, dungeons and dragons club, and cheese club.

#### **Advisory and Assemblies**

Mondays during Block II from 11:00am-11:30am is always advisory or all-school assembly.

### Student Well-Being

NuVu is all about student growth and fostering a safe learning environment for all. Students and staff are expected to act with integrity and respect for themselves and for others.

### NuVu Community Agreements

NuVu has developed and adopted the following Community Agreements, written in 2021-2022 by NuVu's Student Committee.

- **Bring your A game/Respect everyone's time:** be engaged in studio discussions, complete assignments, phones away, and attend studio, seminar, and workshops on time.
- **Respect others and their property:** be inclusive, curious, and supportive to your community members and their learning
- **Respect the space:** maintain a positive and productive work space by sharing tools, keeping materials orderly, cleaning up after yourself, maintaining indoor air quality, and preparing your space for the next person.
- **Foster collaborative and safe relationships with faculty & peers:** communicate, be open-minded and receptive to feedback, and value coach and peer expertise. We are all learners!
- **Foster a safe environment:** support an environment in which people feel physically safe. No weapons or threats of violence.

### Discrimination and Harassment Policy

It is the policy of NuVu to maintain a school environment free of discrimination and harassment based on identified or perceived race, color, religion, national origin, age, gender, sexual orientation, marital status, or disability. Discrimination and harassment based on these legally protected characteristics are unlawful and will not be tolerated. NuVu requires all employees and students to conduct themselves in an appropriate manner with respect for all members of the school community.

Discrimination or harassment includes unwelcome remarks, gestures, or physical conduct directed towards an individual or a group. The display or circulation of written materials or pictures derogatory to individuals or groups because of, or due to, any of the characteristics described above is prohibited. Any actions which have the purpose or effect of substantially interfering with a student's well-being or creating an intimidating or hostile environment are not tolerated.

NuVu is committed to providing a safe and supportive school environment in which all community members are treated with respect. The school respects the rights of community members and others to speak and express their ideas freely, however, all students need to communicate their ideas in a manner that supports the learning and upholds the dignity of others.

### **Indoor Air Quality**

NuVu commits to protecting the indoor air quality of our space. Strong smells and fragrances can contribute to poor indoor air quality and exacerbate symptoms of multiple chemical sensitivities (MCS), sensory processing disorder, and a range of medical issues such as asthma, allergies, sinus problems, rhinitis and migraine headaches. In an effort to help everyone enjoy their experience and get the most from their learning at NuVu, it is our collective responsibility to take care of our space and each other.

We respectfully request that while on campus, teachers, students, staff, and visitors not spray aerosol perfumes and colognes, or apply scented products. This includes inside the learning space, hallways, and restrooms. Students and staff should also practice personal hygiene and eat in well ventilated areas. Air filters should remain on during the school day and will be vacuumed regularly.

Whenever possible, cleaning products with strong scents will be used during off-peak hours, and we will continue to seek out effective and non-toxic cleaning alternatives. Due to the nature of NuVu's project-based learning, students' work may sometimes require odorous products or materials, in which case students will be asked to use that material outside and in well-ventilated areas, to the best of their ability.

People who contribute to an unhealthy indoor air quality will be reminded of these recommendations and asked to refrain from using the product in the future. Intentional or chronic violations will be considered a breach of NuVu Community Agreements.

### **Name Change Form**

Students who change their name and/or pronouns while at NuVu are invited to complete the [Name Change Google Form](#), as a means of communicating this information to coaches and staff. Students do not need to complete this form, but are welcome to do so if that electronic form of communication is preferred.

### **Conference Hours**

If you need a place to talk, vent, process, or explore what's on your mind, [sign up for a Conference](#) with the Director of Student Support. These (up to) 20-minute Conferences are confidential and available to all students. If you need a listening ear outside of Conference Hours, find Sammy in person or via [email](#).

**Conflict Accountability Practices: Our response to breaches in NuVu's Community Agreements**

Being a human being is complex. When harm, big or small, inevitably occurs in a community, NuVu turns to agreed-upon standards of accountability.

### **Step 1. Interpersonal response when harm is caused**

When harm occurs, the first step is to talk directly to one another, when possible. If you encounter a breach in NuVu's Community Agreements, or are being harassed, notice that someone else is being harassed, or have any other concerns, **and you feel comfortable speaking with the person who caused harm, please inform the person who caused harm that they have affected you negatively.** The behavior may have been unintentional, and the person who caused harm and the person harmed may resolve the incident by having that initial discussion themselves.

We encourage the following tools to work through interpersonal conflict:

- Take a lap if you need one, pausing to breathe before getting angry.
- Talk to each other respectfully.
- Use your voice to communicate your feelings using "I-statements."
- Listen with an open mind; assume good intent from others and self.
- Have compassion for others and self. Remember: we are all doing our best.
- Apologize when appropriate. If your actions have upset someone, describe what it was that you did and how you will avoid doing that in the future (e.g.).
- After conflict, maintain integrity for the privacy of yourself and others and continue to tend to relationships within the community.

NuVu understands that there are many reasons speaking directly to the person who caused harm may not be workable for you (including but not limited to unfamiliarity with NuVu or community members, [lack of spoons](#), or concerns for personal safety). If you do not feel comfortable speaking directly with the person who caused harm for any reason, progress to Step 2. Also, staff may observe a breach of NuVu Community Agreements (example: overuse of cell phone in studio) and require that students progress to Step 2.

### **Step 2. Staff Support**

If support is needed to facilitate a meaningful and respectful conversation between someone who has caused harm and someone who experienced harm, you likely need more support. For example, if the one causing harm insists that they did not cause harm, if the harm continues, or if direct engagement is not a good option for you at this time, then you will need a third party to step in.

When support is needed immediately, find Sammy. Otherwise, schedule a Conference with Sammy within 1-2 days of the incident. Conferences can be scheduled during Conference Hours, 11am-12pm (Block II) on Tuesdays and Thursdays. Conferences are scheduled [here](#) (this link is also in students' advisory "studio" on the platform). If the person causing harm is Sammy, or if you do not feel comfortable bringing your concern to her for any reason, ask your advisor to accompany you to a Conference.

During the Conference, you will discuss: 1. What happened with specific details; 2. How it has impacted you; 3. How you're feeling now; and 4. How you want to resolve or repair the harm caused.

### **Step 3. Follow-through**

At the end of Step 2, the student experiencing harm decides how they would like to respond to the incident. Ideally, the student who caused harm will communicate directly with the student harmed, via the method chosen by the harmed student (e.g., an apology email or conversation within the next 24-48 hours). Alternatively, if the student who experienced harm does not want to communicate directly with the student who harmed them, NuVu staff will update the student who experienced harm within 1-2 days of the conversation with the person who caused harm. There may be times where the student harmed does not want action from the student who caused harm or NuVu staff, but NuVu staff may require further action because the harm constitutes a large enough breach of Community Agreements to require a response.

Types of follow-through actions from NuVu staff:

- requiring apology (letter, in person, etc.) to person experiencing harm
- regular scheduled conversations with Sammy
- completion of space/school-related project to restore or repair harm or damage (after school, during lunch)
- requesting the person who caused harm cease their behavior, letting them know that further harm will result in further accountability, such as a family conversation
- requiring the person who caused harm to avoid any interaction with, or physical proximity to, the person harmed for a certain length of time (either indefinitely or for a specified time period)
- requiring that the person who caused harm immediately leave a studio and not return for the day

In the midst of conflict, NuVu staff and students commit to protecting the privacy of one another. On occasion, students may request privacy that staff are not able to provide, for example if staff feel it is necessary to communicate with each other. Also in the event of reported or suspected harm to self or others, staff serve as [mandated reporters](#) and must share these concerns with each other and with students' families. At other times, students may wish for more transparency from staff, and it may not be possible or appropriate to share details about how a situation is being resolved in order to protect student privacy.

We know that people will have opinions about how the NuVu's Community Agreements are enforced. People will argue that a particular response was unfair, and others will say that it didn't go far enough. We wouldn't dream of asking people to stop sharing their opinions, and our goal is to steer discussions toward civil, constructive dialogue that leads to something tangible.

Learning to communicate directly and respectfully, including being accountable for behaviors that caused harm to others, is a tremendous skill. No one is expected to be perfect.



**Meet the Team**

**Meet Our Team**



**Saeed Arida**  
CEO



**Tessa Fast**  
Dean of Students and Staff



**Rob MacDonald**  
Director of Academics



**Sammy Sass**  
Director of Student Support



**Juliette Noone**  
Communications and Events Manager



**John Medizabal**  
Makerspace Fellow

**Coaching Team**



**Keenan Gray**



**Salma Islam**



**Jon Turnquist**



**Nada Elsonni**



**Heide Solbrig**



**Chris Perry**

# NuVu 2023-2024 Calendar Dates

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## Fall Term

Tuesday, September 5 - Friday, November 17, 2023

### Important Dates

All NuVu Parents' Night, Wednesday, Sept. 27, 2023 (6:00-7:00 pm)

Family-Coach Conferences, Wednesday, Oct. 19, 2023 (full day)

End-of-Term Student Exhibit, Thursday, November 16, 2023

Final Portfolio Day, Friday, November 17, 2023 (1:00pm departure)

### Fall Term No School / Holidays + Break

Labor Day, Monday, September 4, 2023

Yom Kippur, Monday, September 25, 2023

Fall Weekend, Monday, October 9, 2023

Thanksgiving Break, November 20 - November 26, 2023

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## Fall '23 Session Dates

**Orientation:** Sep 05

**S1: Wednesday** Sep 06 - Friday Sep 28

**S2: Monday** Oct 2 - Tuesday Oct 24

**S3: Wednesday** Oct 25 - Friday Nov 17

## Winter Term

Monday, November 27, 2023 - Thursday, February 29, 2023

### Important Dates

All NuVu Parents' Night, Wednesday, December 6, 2023 (6:00-7:00 pm)

End-of-Term Student Exhibit, Wednesday, February 28, 2024

Final Portfolio Day, Thursday, February 29, 2023 (1:00pm departure)

### Winter Term No School / Holidays + Break

Winter Break, Monday, December 18, 2023 - Wednesday, January 3, 2024 (classes resume 1/4)

Martin Luther King Day, Monday, January 15, 2024

Presidents' Day, Monday, February 19, 2024

Faculty Professional Development Day, Friday, March 1, 2024

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## Winter '23-'24 Session Dates

**Orientation:** Nov 27

**S1: Tuesday** Nov 28 - Friday  
Dec 15; Jan 4 - 5

**S2: Monday** Jan 8 - Feb 2

**S3: Monday** Feb 5 - Feb 29

## Spring Term

Monday, March 4, 2023 - Wednesday, June 5, 2024

### Important Dates

New Parent's Night, Wednesday, April 18, 2024 (Tent.) (6:00-7:00 pm)

Family-Coach Conference, Tuesday, April 23, 2024 (full day)

End-of-Term Student Exhibit, Tuesday, June 4, 2024 (Tent.)

NuVu Graduation, Wednesday, June 5, 2024 (Tent.)

### Spring Term No School / Holidays + Break

Spring Break, Monday, March 11 - Monday, March 25, 2024 (classes resume 3/26)

Good Friday, Friday, March 29, 2024

## Spring '24 Session Dates

**Orientation: Monday,**  
March 4

**S1: Tuesday,** Mar 5 -  
Mar 8; Mar 26 - Apr 12

**S2: Tuesday,** Apr 16 -  
May 9

**S3: Friday,** May 10 -  
Jun 4

# NuVu 2023-2024 Calendar Dates

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Patriots' Day, Monday, April 15, 2024

Memorial Day, Monday, May 27, 2024

Lead:

From our building management: "We do not have any lead paint test records for the building. However, please keep in mind the building was built in 2009 and the NuVu space was completed in 2012. Use of lead based paints was banned by the federal government in 1978."

Certificate of Occupancy:



Ranjit Singanayagam  
Commissioner

CITY OF CAMBRIDGE  
INSPECTIONAL SERVICES DEPARTMENT  
831 Mass Ave, Cambridge, Massachusetts 02139  
Phone (617)349-6100 Fax (617)349-6132

\*\*\*\*\*  
\* CERTIFICATE OF USE AND OCCUPANCY \*  
\*\*\*\*\*

CERTIFICATE NO.: 00312151

OWNER: MIT INVESTMENTS                      FIRE ZONE: N                      BUILDING PERMIT NO.: 00711009  
ARCHITECT: TROIKA STUDIO                      OCCUPANCY GROUP: B                      USE CLASS: ARTICLE 4 SECTION 4.33.(B.6)  
CONTRACTOR: COMMODORE BUILDERS                      PLANS BIN NO.: 2011                      ZONE: BB                      TYPE: 2B

In accordance with the provision of Chapter 143 of the general laws, and Section 120.0 of the 6th Edition of the State Building Code, and in accordance with the provisions of Chapter 40A of the General Laws and Article 9.000, Section 9.20 of the Cambridge Zoning Ordinance, this is to certify that the building and/or land located at  
00450 MASS AVE

has been inspected and the following occupancies thereof are hereby authorized:

Floor	Approved Usage	MAX LOAD	MAX CAP	SQ. FT.
Cellar	N/A			
Basement	N/A			
1st Fl.	N/A			
2nd Fl.	VOCATIONAL			4,510
3rd Fl.	N/A			
4th Fl.	N/A			
5th Fl.	N/A			
Parking	N/A			
Other				

FEE PAID: \$100.00  
Conditions:

CITY OF CAMBRIDGE, MASSACHUSETTS

03262012

RANJIT SINGANAYAGAM  
COMMISSIONER

This certificate must be available on the premises at all times.

Health:

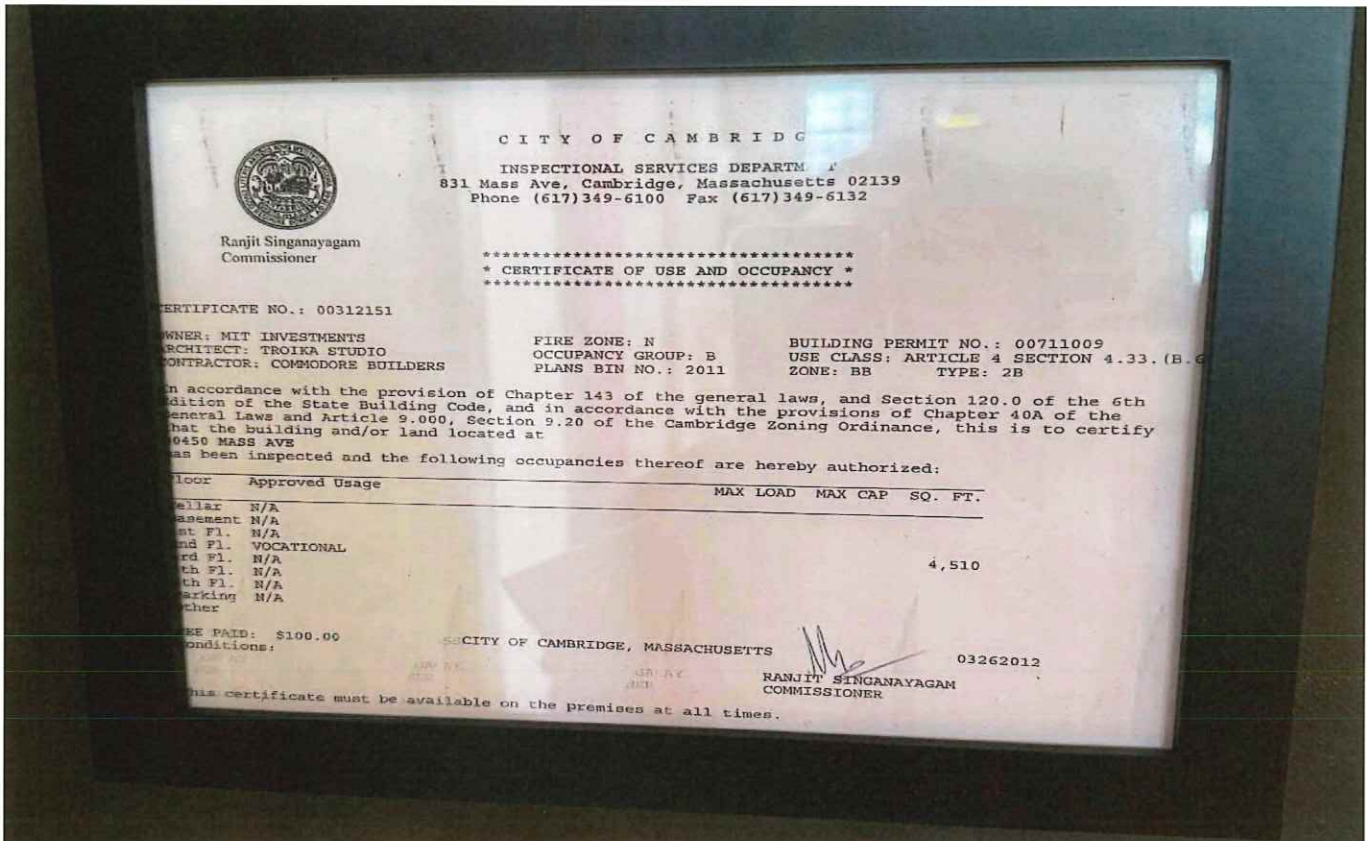
NuVu does not have a cafeteria; students and staff bring lunch or get food from local restaurants.

NuVu Site Visit Thursday 8.22.2024

Conducted by Magdalena Rabidou, Operations Manager

### A. Posted Physical Plant Evidence

#### i.) Certificate of Occupancy



#### ii.) Fire Inspection

19/444

THE COMMONWEALTH OF MASSACHUSETTS  
CITY OF CAMBRIDGE  
BUSINESS CERTIFICATE

2024 AUG -7 PM 1:44

OFFICE OF THE CITY CLERK  
CAMBRIDGE, MASSACHUSETTS

The City of Cambridge  
Office of the City Clerk  
197 Massachusetts Avenue  
Cambridge, MA 02139  
617-349-4200  
Mon. 9:30 am to 5:00 pm  
Tues. Wed & Thur.  
8:30 am to 5:00 pm  
Fri. 8:30 to Noon

In Conformity With The Provisions of Chapter One Hundred And Ten,  
Section Five of The General Laws, As Amended, The Undersigned  
Herby Declares That A Business Is Conducted Under The Title Of:  
Please Check One:  New Business  Renewal  
D/B/A: NuVu Innovation School  
Is Conducted At: 150 Massachusetts Ave. Cambridge Ma 02139  
(physical location of business, not post office box)  
Phone Number: 617-945-7316  
Type of Business: High School Zip Code: 02139

By The Following Named Person(s) (Includes Corporate Name And Title If Corporate Officer):  
Full Name: NuVu, LLC Residence: 150 Massachusetts Ave. Cambridge Ma 0215  
Karen Sutton, Chief of Staff 33 Kent St #7 Brookline MA 02445

Signature: [Signature] Date: August 7 2024  
County: Middlesex

PERSONALLY APPEARED KAREN H. SUTTON PROVED TO ME THROUGH SATISFACTORY EVIDENCE  
OF IDENTIFICATION, WHICH WAS MA Drivers License TO BE THE PERSON WHOSE NAME IS \_\_\_\_\_ ON  
THE DOCUMENT AND MADE OATH THE FOREGOING STATEMENT IS TRUE.  
IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 187 OF THE ACTS OF 1985 AND  
CHAPTER 181B, SECTION 2 OF MASSACHUSETTS GENERAL LAWS, BUSINESS CERTIFICATES  
SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED  
EACH FOUR YEARS THEREAFTER. A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY  
CLERK UPON DISCONTINUING, WITHDRAWING OR CHANGE OF LOCATION OF  
BUSINESS OR RESIDENCE FROM SUCH BUSINESS OR PARTNERSHIP.

[Signature]  
NOTARY/CLERK  
MY COMMISSION EXPIRES: 1/1

FOR OFFICE USE ONLY  
AUG - 7 2024  
CERTIFIED COPY  
[Signature]  
City Clerk

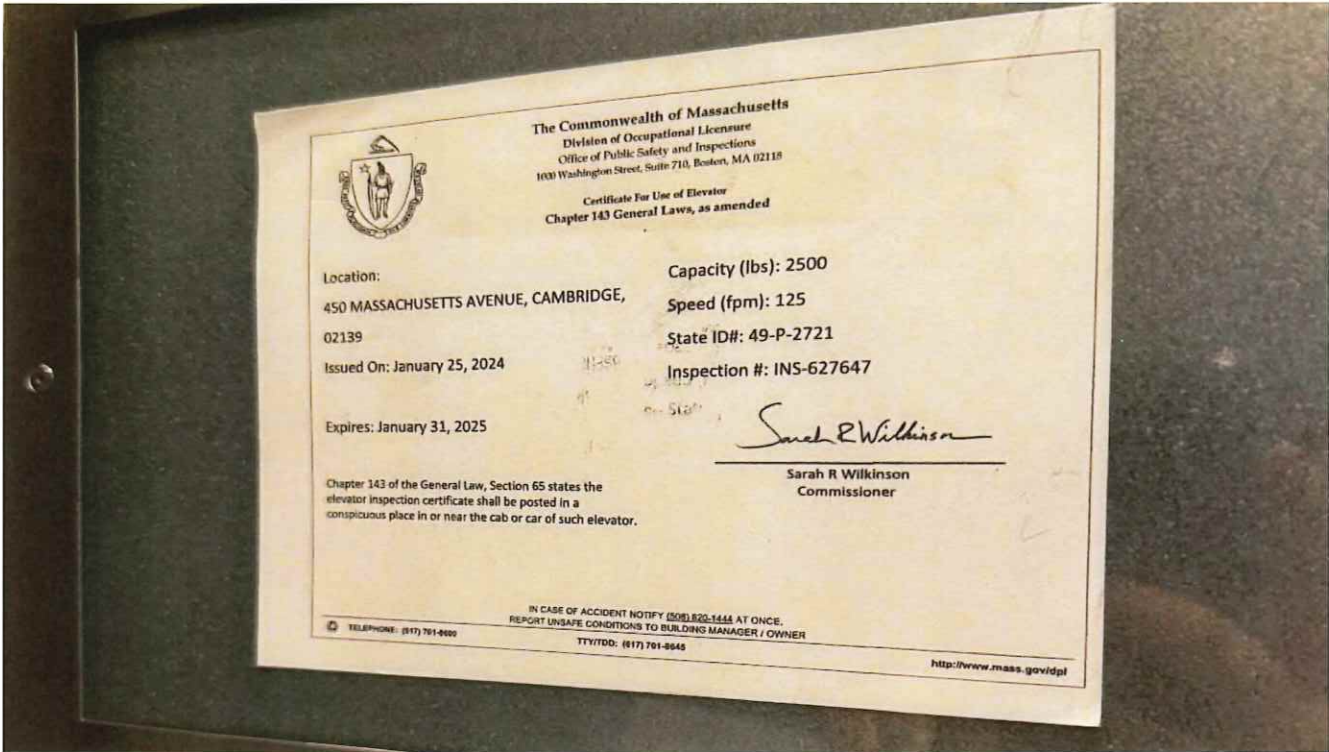
BUSINESS CERTIFICATE EXPIRES:  
AUGUST 7, 2028

**B. Site, Plant, and Equipment Adequately support program and operated to ensure safety and health of students.**

Yes, walkthrough confirmed adequate safe space for student activities. Shop/ fabrication space is monitored by a lead shop manager and students are trained prior to use of equipment. Safety equipment, including eye protection and eye wash stations visible and easily accessible

Example of shop signage

iv.) Elevator Inspection



v) Lead paint poisoning NA, age of students and age of building.

vi) Additional documentation



**J. & M. BROWN COMPANY, INC.**

TYPE	VISUAL	FUNCTIONAL	COMMENTS
Fire Pump Power	<input type="checkbox"/>	<input type="checkbox"/>	Cannistraro is onsite to test sprinkler
Fire Pump Auto Position	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Pump/Pump Controller Trouble	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Pump Running	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	
Audible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Silent Test per Mark JLL.
Visual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Voice Clarity	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Beacon	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	
Phone Set	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Off-Hook Indicator	<input type="checkbox"/>	<input type="checkbox"/>	
Amplifier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Tone Generator(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Call-In Signal	<input type="checkbox"/>	<input type="checkbox"/>	
System Performance	<input type="checkbox"/>	<input type="checkbox"/>	
Comments _____			
_____			

**ON/OFF PREMISES**

MONITORING	YES	NO	TIME	COMMENTS
Alarm Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0700	
Alarm Restoral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000	
Trouble Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0700	
Supervisory Signal	<input type="checkbox"/>	<input type="checkbox"/>	0700	
Supervisory Restoral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000	

**NOTIFICATIONS TESTING IS COMPLETE**

	YES	NO	WHOM	TIME
Building Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark JLL	1000
Monitoring Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cops	1000
Building Occupants	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>		

The following did not operate correctly: \_\_\_\_\_

System restored to normal operation: Date 2/21/24 Time 1000

**THIS TESTING WAS PERFORMED IN ACCORDANCE WITH APPLICABLE NFPA STANDARDS**

NAME OF TECHNICIAN (PRINT) K Keyes.  
 SIGNATURE \_\_\_\_\_ DATE 2/21/24 TIME 1000  
 NAME OF OWER/REPRESENTATIVE (PRINT) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_





J & M BROWN COMPANY, INC. - FIRE ALARM DIVISION

Quarterly Fire Alarm Testing Report							
Client:	JLL	1st Quarter Date:	2/21/2024		Master Box:		
Job #:	6-082	2nd Quarter Date:			3123		
Street:	450 Mass Ave	3rd Quarter Date:			Central Station:		
City:	Cambridge	4th Quarter Date:			S391-0139		
Note:						Technician:	
						K.Keys / B.MacKinnon	
Device	Description	Type	Zone	Floor		Comment	Test
	3RD Flr Elevator Lobby	SD	M1-58	3			Q4
	3rd Flr Top of Stair 2	SD	M1-59	3			Q4
	3rd Flr Lobby Stair 2	PS	M1-57	3			Q4
	3rd Flr lobby By Mech RM.	PS	M1-56	3			Q4
	3rd flr ERV-1 Theater by Mech rm	DSD	M1-35	3			Q4
	ERV-1 Return	DSD	M1-45	2			Q3
	Pull Station Roof	PS	M1-55	Roof			Q4
	3rd Flr Theater Elec. Rm	SD	M1-78	3			Q3
	3rd Flr RTU-3 Theater Supply	DSD	M1-38	3			Q3
	2nd Flr RTU-3 Return Theater	DSD	M1-48	2			Q4
	3rd Flr Corridor Stair 3	PS	M1-51	3			Q3
	3rd Flr Top of Stair 3	SD	M1-54	3			Q3
	2nd Flr Corridor Stair 3	PS	M1-31	2			Q3
	2nd Flr Theater By Corridor	PS	M1-43	2			Q3
	2nd Flr Theater Laundry Rm	SD	M1-72	2			Q3
	2nd Flr Theater Outside Dressing Rm	SD	M1-73	2			Q3
	2nd Flr Theater By Dressing Rm	PS	M1-74	2			Q3
	2nd Flr Theater Entry Storage Rm	HD	M1-70	2			Q3
	2nd Flr Theater Storage Rm	HD	M1-71	2			Q3
	2nd Flr Theater West Wall	PS	M1-69	2			Q3
	2nd Flr Theater East Wall	PS	M1-68	2			Q3
	2nd Flr Theater Lobby	SD	M1-65	2			Q3
	2nd Flr Theater Lobby/Concessions	SD	M1-64	2			Q3
	2nd Flr Theater By Lobby	PS	M1-44	2			Q3
	2nd Flr Theater Entrance	SD	M1-66	2			Q3
	2nd Flr Lobby Stair 1	PS	M1-42	2			Q3
	2nd Flr Elevator Lobby	SD	M1-41	2			Q3
	2nd Flr Nuvu Office Lobby	PS	M1-40	2			Q3

Quarterly Fire Alarm Testing Report							
Client:	JLL	1st Quarter Date:	2/21/2024		Master Box:		
Job #:	6-082	2nd Quarter Date:			3123		
Street:	450 Mass Ave	3rd Quarter Date:			Central Station:		
City:	Cambridge	4th Quarter Date:			S391-0139		
Note:					Technician:		
					K.Keyes / B.MacKinnon		
Device	Description	Type	Zone	Floor		Comment	Test
	2nd Fir RTU-4 Office Area Supply	DSD	M1-36	2			Q3
	2nd Fir RTU-4 Return	DSD	M1-46	2			Q3
	Main Electric Rm	SD	M1-1	1			Q2
	Sprinkler Rm	SD	M1-2	1			Q2
	Stair 3 Loading Dock	PS	M1-11	1			Q2
	Retail by Stair 3	PS	M1-12	1			Q2
	Lift Vestibule	PS	M1-13	1			Q2
	Retail Loading Dock	PS	M1-14	1			Q2
	Front Entry Lobby	PS	M1-18	1			Q2
	Elevator Lobby	SD	M1-19	1			Q2
	Tel/Data Fire Control Room	SD	M1-20	1			Q2
	Elevator Machine Room	SD	M1-24	1			Q2
	Tenant Entry By Theatre	SD	M1-26	1			Q2
	La Fabrica Electric Room	SD	M1-27	1			Q2
	La Fabrica Function Rm Exit	PS	M1-28	1			Q2
	La Fabrica Front Entry	PS	M1-108	1			Q2
	RTU-1 Supply	DSD	M1-37	1			Q2
	RTU-1 Return	DSD	M1-47	1			Q2
	Veggie Galaxy Front entry	PS	M1-15	1			Q2
	Veggie Galaxy Front Foyer	PS	M1-81	1	Pass		Q1
	Veggie Galaxy Front	SD	M1-82	1	Pass		Q1
	Veggie Galaxy Front	HD	M1-83	1	Pass		Q1
	Veggie Galaxy Dining Area	SD	M1-84	1	Pass		Q1
	Veggie Galaxy Dining Area	SD	M1-85	1	Pass		Q1
	Veggie Galaxy Front CO	CO	M1-86	1	Pass		Q1
	Veggie Galaxy Front CO	CO	M1-87	1	Pass		Q1
	Veggie Galaxy Front Foyer	SD	M1-88	1	Pass		Q1
	Veggie Galaxy	HD	M1-90	1	Pass		Q1
	Veggie Galaxy Rear	HD	M1-91	1	Pass		Q1
	Veggie Galaxy Dining Area	SD	M1-92	1	Pass		Q1
	Veggie Galaxy Rear CO	CO	M1-93	1	Pass		Q1
	Veggie Galaxy Dishwasher	HD	M1-96	1	Pass		Q1
	Veggie Galaxy Dining Area	SD	M1-97	1	Pass		Q1

J M Brown Company, Inc.

2 of 3

Fire Alarm Test

Quarterly Fire Alarm Testing Report							
Client:	JLL	1st Quarter Date:	2/21/2024		Master Box:		
Job #:	6-082	2nd Quarter Date:			3123		
Street:	450 Mass Ave	3rd Quarter Date:			Central Station:		
City:	Cambridge	4th Quarter Date:			S391-0139		
Note:					Technician:		
					K.Keyes / B.MacKinnon		
Device	Description	Type	Zone	Floor		Comment	Test
	Veggie Galaxy Rear Corridor	SD	M1-98	1	Pass		Q1
	Veggie Galaxy Corridor By Electric Rm	SD	M1-99	1	Pass		Q1
	Veggie Galaxy Rear Exit	PS	M1-100	1	Pass		Q1
	Veggie Galaxy Rear Kitchen	HD	M1-101	1	Pass		Q1
	Veggie Galaxy Rear CO	CO	M1-102	1	Pass		Q1
	Veggie Galaxy AHU-1 Supply	DSD	M1-103	1	Pass		Q1
	Veggie Galaxy AHU-1 Return	DSD	M1-104	1	Pass		Q1
	Veggie Galaxy Rear CO	CO	M1-106	1	Pass		Q1

# Building Inspections

Fire / Sprinkler System / Alarms:

## Wet Pipe Fire Sprinkler System Inspection, Testing & Maintenance Form



General Information: To be completed by inspector

The work covered on this form is:  Monthly  Quarterly  Annual  3<sup>rd</sup> Year  5<sup>th</sup> Year

Owner:	Mit
Owner's Phone Number:	
Owner's Address:	
Property Being Evaluated:	
Property Address:	450 mass ave
Date of Work:	02/21/2024

I - Owner's Section: To be completed by owner

a.	Is the building occupied?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Has the occupancy and hazard of contents remained the same since the last inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Are all fire protection systems in service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d.	Has the system remained in service without modification since the last inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e.	Was the system free of actuation of devices or alarms since the last inspection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*Mark AL*

Owner or Representative (print name)      Signature and Date

II – Inspector's Section: To be completed by inspector

### A. Inspections

#### 1. Weekly Items

a.	Control valves (including backflow preventer isolation valves) supervised with seals passed inspection as described in III.A.2.a below?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b.	Relief port on RPZ not discharging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

#### 2. Monthly Inspection Items (in addition to above items)

a.	Control valves and valves on backflow preventers with locks or electrical supervision	1.	In correct (open or closed) position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		2.	Lock or supervision in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		3.	Accessible and free from external leaks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		4.	Provided with appropriate wrenches?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		5.	Provided with appropriate identification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b.	Gauges on system in good condition and showing normal water supply pressure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
c.	Alarm valve free from physical damage, trim in correct (open or closed) position and no leakage from retarding chamber or drains?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		

#### 3. Quarterly Inspection Items (in addition to above items)

a.	Fire department connections visible, accessible, couplings and swivels not damaged, gaskets in place and in good condition, plugs and caps are okay, identification sign(s) in place, check valve is not leaking, clapper in place and operating properly and automatic drain valve in place and operating properly? <i>(If plugs or caps are not in place, inspect interior for obstructions)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b.	Hydraulic nameplate (calculated systems) securely attached to riser and legible?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
c.	Alarm & supervisory devices not damaged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d.	Pressure reducing valves in open position, not leaking, with downstream pressure per design criteria, and in good condition with handwheels not broken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**4. Annual Inspection Items (in addition to above items)**

a.	Proper number and type of spare sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
b.	Visible sprinklers	1. Proper position: upright, pendent, sidewall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		2. Free of leaks, corrosion and damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		3. Proper clearance below sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		4. Free of foreign materials including paint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		5. Liquid in all glass bulb sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c.	Visible pipe	1. In good condition/no external corrosion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		2. No mechanical damage or leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		3. No external loads?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
d.	Visible pipe hangers and seismic braces not damaged or loose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
e.	Sprinkler wrench with spare sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
f.	Information sign is attached and legible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
g.	Internal inspection of the pipe performed in the last 5 years (remove a flushing connection and one sprinkler near the end of a branch line)? (If "No", conduct internal inspection)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	

**5. Fifth Year Inspection Items (in addition to above items)**

a.	Alarm valves and associated strainers, filters and restricted orifices passes internal inspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
b.	Check valves internally inspected, all parts operate properly and are in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c.	Internal pipe inspection performed per 4.g?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**B. Testing – Report and failures on Part III of this form.**

**1. Quarterly Tests**

a.	Mechanical waterflow alarm devices passed tests (alarms actuated and flow observed)?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
b.	Main drain test for system downstream of backflow device or pressure reducing valve	Record static pressure (psi) →	65	Record residual pressure (psi) →	NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
		Was flow observed?					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		Are results comparable to previous tests?					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**2. Semiannual Tests (in addition to previous items)**

a.	Valve supervisory switches indicate movement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b.	Electrical waterflow alarm devices passed tests (alarms actuated and flow observed)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**3. Annual Tests (in addition to previous items)**

a.	Main drain test for systems not tested quarterly	Record static pressure (psi) →		Record residual pressure (psi) →		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
		Was flow observed?					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		Are results comparable to previous tests?					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
b.	Post indicating valves opened until spring or torsion felt in the rod then closed back ¼ turn?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
c.	Are all sprinklers with fast response elements 20 years old or more replaced or successfully sample tested in last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
d.	Standard response sprinklers 50 years old or more replace or successfully sample tested in last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
e.	Standard response sprinklers 50 years old or more replaced or successfully sample tested in last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
f.	Standard response sprinklers 75 years old or more replaced or successfully sample tested in last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
g.	Dry-type sprinklers replaced or successfully sample tested in last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		
h.	Sprinklers subject to harsh environments replaced or successfully sample tested last 5 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A		

i.	Antifreeze solution specific gravity	1.	Correct at most remote point?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		2.	Correct at interface with wet system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		3.	Correct at other test points (over 150 gal)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
		4.	Correct type of antifreeze?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
j.	All control valves operated through full range and returned to normal position?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
k.	Backflow devices passed forward flow test?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
l.	Pressure reducing valves passed partial flow?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**4. Tests for every 5<sup>th</sup> year (in addition to appropriate items)**

a.	Sprinklers above high temperature tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
b.	Gauges check by calibrated gage or replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c.	Pressure reducing valves passes full flow test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**C. Maintenance**

**1. Regular Maintenance Items**

a.	If any sprinkler failed the sampling testing of Parts II.B.3.d, e, f, g or h of this form, were all sprinklers represented by that sample replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
b.	If sprinklers have been replaced, were they proper replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
c.	Marine systems normally having fresh water were drained and refilled twice if raw water got into the system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
d.	Heat tape inspected per manufacturer's instructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
e.	If any of the following were discovered, was an obstruction investigation conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

*Explain reason(s) and obstruction investigation findings in Part III*

1. Defective intake screen on pump supplied from open sources
2. Obstructive material discharged during flow tests
3. Foreign material in dry-pipe valves, check valves or pumps
4. Foreign material in water during drain test or plugging of inspector's test connection
5. Plugging of pipe or sprinklers found during activation or work
6. Record of broken mains in the vicinity
7. Abnormally frequent false-tripping of dry-pipe valves
8. Failure to flush yard piping or surrounding mains following new installation or repairs
9. System is returned to service after an extended period of time out of service (more than one year)
10. There is reason to believe the system contains sodium silicate or its derivatives or highly corrosive fluxes in copper pipe
11. Raw water was pumped into the fire department connection
12. Pinhole leaks

f.	If conditions were found that required flushing, was flushing of system conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
g.	Was a drain test conducted after opening any closed valves?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
h.	Adjusted, repaired, reconditioned or replaced components had the associated tests and/or inspections performed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**2. Annual Maintenance Items (in addition to previous items)**

a.	Operating stem of all OS&Y valves lubricated, completely closed, and reopened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
b.	Sprinklers and spray nozzles protecting commercial cooking equipment and ventilating systems replaced except for bulb-type which show no signs of grease build-up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

**III – Comments:** (Any “No” answers, test failures or other problems found with the sprinkler system must be explained here.)

No signage  
Loaded sprinkler head (men’s bathroom)  
Unable to verify 2nd and 3rd floor flow due to compromised drain piping  
No spare head box  
No hydraulic nameplate  
Floor drain in sprinkler room backs up  
3/4” drain outlet into floor drain floods valve room floor. Needs to be extended  
Unable to perform a true main drain test because the floor drain backs up.  
1st floor drain has hole in pipe unable to test  
2nd floor drain has 2 pin holes need to be replaced  
Advised checking recent dates for back flow test

**IV – Inspector’s Information**

Inspector:	Philip Tryon
Company:	J.C. Cannistraro, LLC
Company Address:	80 Rosedale Road Watertown, MA 02472

I state that the information on this form is correct at the time and place of my inspection, and that all equipment tested at this time was left in operating condition upon completion of this inspection except as noted in Part III above.



02/21/2024

Signature

Date

**Notes:**

- 1: This form covers the minimum requirements of NFPA (National Fire Sprinkler Association) 25-2011 for wet pipe fire sprinkler systems connected to water supplies with tanks or fire pumps.
- 2: As a courtesy, note on a separate form any concerns about anything that you saw while performing your work that is not a part of the NFPA 25 requirements including any recalled products that you happened to notice.

J.C. Cannistraro, LLC  
80 Rosedale Road Watertown, MA 02472  
P: (617) 926-0092 F: (617) 926-5340



Property:  
 Address:  
 Facility:  
 Date of Inspection: 02/21/2024  
 Service Technician: Philip Tryon

Attachment A-Wet Pipe Systems

Stair No.	Floor	Location Description	Floor Ctrl Station or Valve ID	Inspection Type			PRV Static Pressure (psi)		Non-PRV Gauges Pressures (psi)	Water Flow Switch Time			Valve Tamper Tested		Comments
				Quarterly	Semi Annual	Annual	Inlet	Outlet		Alarm Y	Time N (sec)	Y	N		
	1	Back Flow Inlet Tamper		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water service room	
	1	Back Flow Outlet Tamper		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	1	Low City Pressure Switch		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	1	Main Flow		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	1	Pressure Switch(electric bell)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	3	3	Tamper/Flow		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unable to test because of drain piping condition	
	3	2	Tamper/flow		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drain still leaking	
	3	1	Tamper/flow		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	36	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	3	1	Base Of Riser Isolation Tamper		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	3	1	Hose Valve Isolation Tamper		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	1	4" Isolation Tamper		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	La fabrica restaurant in mens room	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	No signage for restaurant isolation valve.	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Drain piping in restaurant leaks badly. Above ceiling behind the s	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Do not flow water until building repairs.	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		



**J. & M. BROWN COMPANY, INC.**

Fire Alarm Division  
 Tel: (617) 522-6800  
 Fax: (617) 522-7511

**INSPECTION AND TESTING FORM**

**PROPERTY NAME**

Name: JLL  
 Address: 450 Mass Ave  
 City: Cambridge State MA

Date: 2/21/24  
 Time: 0700

**TYPE OF TRANSMISSION**

- Central Station Simplex 203-4889
- Masterbox 3123
- Radio Box \_\_\_\_\_
- Other \_\_\_\_\_

**SERVICE**

- Monthly \_\_\_\_\_
- Quarterly Q1
- Semiannual \_\_\_\_\_
- Annually \_\_\_\_\_
- Other \_\_\_\_\_

**PRIOR TO ANY TESTING**

NOTIFICATIONS ARE MADE	YES	NO	WHOM	TIME
Monitoring Entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<u>0700</u>
Building Occupants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Mark (JLL)</u>	
Building Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>		
AHJ (Notified) of Any Impairments	<input type="checkbox"/>	<input type="checkbox"/>		

**SYSTEM TEST AND INSPECTIONS**

TYPE	VISUAL	FUNCTIONAL	COMMENTS
Control Panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Remote Annunciator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Interface Eq.	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LED's/Displays	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary Power Supply	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble Signals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disconnect Switches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ground-Fault Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**SECONDARY POWER**

TYPE	VISUAL	FUNCTIONAL	COMMENTS
Battery Condition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>12 Volt 126 Amp Hour Dated 2016</u>
Load Voltage	<input type="checkbox"/>	<input type="checkbox"/>	
Discharge Test	<input type="checkbox"/>	<input type="checkbox"/>	
Charger Test	<input type="checkbox"/>	<input type="checkbox"/>	

Type of Battery  Dry Cell  Nickel-Cadmium  Sealed Lead-Acid  Lead-Acid  
 Other Specify): \_\_\_\_\_



**JMB**  
**J. & M. BROWN COMPANY, INC.**

Fire Alarm Division  
 Tel: (617) 522-6000  
 Fax: (617) 522-7911

### INSPECTION AND TESTING FORM

PROPERTY NAME: \_\_\_\_\_ Date: 2/25/24  
 Address: 400 State Ave Time: 09:00  
 City: \_\_\_\_\_ State: MA

TYPE OF TRANSMISSION:  Central Station  Single Site  
 Conventional  Other: \_\_\_\_\_

SERVICE:  Monthly  Quarterly (Q)  
 Semi-Annual  Annually  Other: \_\_\_\_\_

**PRIOR TO ANY TESTING**

NOTIFICATIONS ARE MADE	YES	NO	WHOM	TIME
Monitoring Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Building Occupants	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Building Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (Specify):	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alarm (Standard) of Area Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**SYSTEM TEST AND INSPECTIONS**

TYPE	VISUAL	FUNCTIONAL	COMMENTS
Control Panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System Connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Intercom Exp.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Control LED's / Displays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Printer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Firearm / Alarm Supply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Control Signals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Alarm Panel Includes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Control Panel Inspection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

SECONDS: \_\_\_\_\_

TYPE: \_\_\_\_\_

Visual: \_\_\_\_\_ Functional: \_\_\_\_\_

Comments: \_\_\_\_\_

Type of Alarm:  Dry Call  Infrared  Photo-Electric  Heat  Smoke  Multi-Sensor

iii.) Safety Inspection

**Building Inspections**  
 Fire / Sprinkler System / Alarms

**Test Plan Fire Sprinkler System Inspection, Testing & Maintenance Form**

General Instructions: To be completed by inspector

The work covered on this form is:  Monthly  Quarterly  Annual  1 Year  2 Year

**Cannistraro SERVICE GROUP**

Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspector's Remarks:** To be completed by owner

1. Is the system installed and operational?  Yes  No

2. Are the components and control devices maintained and tested according to the test schedule?  Yes  No

3. Are the components tested and maintained according to the test schedule?  Yes  No

4. Are the components tested and maintained according to the test schedule?  Yes  No

5. Are the components tested and maintained according to the test schedule?  Yes  No

6. Are the components tested and maintained according to the test schedule?  Yes  No

7. Are the components tested and maintained according to the test schedule?  Yes  No

8. Are the components tested and maintained according to the test schedule?  Yes  No

9. Are the components tested and maintained according to the test schedule?  Yes  No

10. Are the components tested and maintained according to the test schedule?  Yes  No

11. Are the components tested and maintained according to the test schedule?  Yes  No

12. Are the components tested and maintained according to the test schedule?  Yes  No

13. Are the components tested and maintained according to the test schedule?  Yes  No

14. Are the components tested and maintained according to the test schedule?  Yes  No

15. Are the components tested and maintained according to the test schedule?  Yes  No

16. Are the components tested and maintained according to the test schedule?  Yes  No

17. Are the components tested and maintained according to the test schedule?  Yes  No

18. Are the components tested and maintained according to the test schedule?  Yes  No

19. Are the components tested and maintained according to the test schedule?  Yes  No

20. Are the components tested and maintained according to the test schedule?  Yes  No



**STOP**

**Before using the bandsaw**

- Ask for supervision
- Check blade tension
- Adjust guard height
- Set fence as needed & talk through cut plan with NuVu staff
- Never allow fingers close to blade
- Use push sticks. Keep your hands and arms out of the blade's path



## Certificate of Recognition

Having met the requirements for Candidacy by the  
Commission on Independent Schools

**NuVu Innovation School, Cambridge, MA**

is hereby recognized as a

**Candidate for Accreditation**

by the

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

A handwritten signature in black ink, reading 'Camryn C. Staple', is written over the printed name of the President/CEO.

President/CEO

February 7, 2023