LUMEN CONDOS

 Building Tour

Please take time to familiarize yourself with the building especially the following areas so you can better answer your clients’ questions. Also, make sure to check out the Amenity Keys if you plan to show them.

* Lobby
	+ Seating Areas
		- Show them lobby seating areas, explain they can use the free Wi-Fi in these areas.
	+ Main Lobby Doors
		- Show them where the key fob reader is at.
	+ Front desk
		- Show them the Concierge Desk and hours.
	+ Mail room
		- Show them the outgoing mail slot, and you can go over our current package system.

 • On the walk to the Mezzanine, you can explain what is meant by

* + R1/R2/R3 = Resident floors 1st, 2nd, & 3rd
	+ P2 = Parking level 2 (our private, gated parking garage)
* Mezzanine
	+ Show them Mezzanine door, fob reader location, elevator entrance, and seating area.
* Staircases/ Stairwells
	+ Take them upstairs to R1, and then explain to them the stairwells (that is, explain that if they go into the stair wells that they will be locked into the stairwell and can only exit to the outside of the building at the ground level). If you prefer to take the elevator you can jump ahead to BBQ Grill.
* Grassy Hallway
	+ Walk them down the grassy hallway and explain that it is there for aesthetic reasons and is NOT for letting animals relieve themselves.
* BBQ Grill
	+ Walk up the stairs and U-turn to walk down the carpeted hallway on the second floor.
	+ Take a left and walk out the door. Show them the BBQ and seating area that is just to the right after you walk out the door.
* Courtyard
	+ Show them the courtyard and explain that the seating is a common area that everyone can use so that they can spend time in the sun, then take them into the hallway toward the Lumen Lounge & Media Room.
* Media room
	+ Show them the closet that houses the DVD player, ROKU, etc.
	+ Tell them about checking out media rooms keys and about making reservations.
* Lumen Lounge on R2
	+ Show them into the lounge
	+ Show what the kitchen has to offer
	+ Show them the view of the space needle
	+ Show them the outside seating area
	+ Show them how they can get into the media room from there.
	+ Tell them about checking out keys to the Lounge and making reservations
* R2 restroom
* R2 Fire pit area
	+ Explain that the cushions for the sofas are in storage until the summer months.
* Courtyard stairs
	+ Take them up the stairs and point out that they cannot get all the way around the building on R3.
* R3 Restroom
	+ Take them to the bathroom on R3.
* Sky Bar
	+ Show them what the Sky Bar has to offer (pool table, tv, kitchen, etc.)
	+ Tell them about checking out keys to the Sky Bar and making reservations
* 5th Ave elevator
	+ Take them down the elevator to the Lobby
	+ Show them the small entrance area, point out how convenient it is to get to QFC from there.
* Parking Garage
	+ Then take them down the elevator to P2
	+ Hang a left.
* Gated Parking Spaces
	+ Show them the Private parking spaces with gates, explain these are for our penthouse units.
* Carwash
	+ Show them all the car wash supplies and point out the rule sheet on the wall.
* Elevator Area
	+ Show them into the elevator area and point out the Trash Room and carts for residents
* Bike storage
	+ Show them where the bikes are located and tell them they can get the code from the Front Desk
* Storage spaces
	+ Take them to the storage room.