

**Broadway Real Estate Services, LLC**

**237 Park Avenue  
Electronic Tenant Handbook**

**Created on February 4, 2012**

## **Building Amenities: Telephone Service**

### **Local and Long Distance Telephone Companies**

**AT&T** - AT&T is among the world's premier voice, video and data communications companies, serving consumers and businesses. For more information, visit their website at [www.att.com](http://www.att.com).

**BridgeCom** - BridgeCom is a private telecommunications provider that was formed in January 1997. For more information, visit their website at [www.bridgecom.com](http://www.bridgecom.com).

**Verizon** – For more information, visit their website at [www.verizon.com](http://www.verizon.com).



## Building Amenities: High Speed Internet Access

### High Speed Internet Access and Broadband Access:

#### **Cogent Communications:**

Cogent Communications is a tier 1 internet provider in the building offering dedicated fiber-optic connections for all businesses. (2 Mbps, 100 Mbps, to GigE connections) Cogent fully owns and operates its entire network with over 17% of the world's internet traffic on its back-bone. Month to Month contracts, point to point & colocation services are available. For more information contact Matthew Kucker at 212-625-4791 or e-mail him at [MKucker@CogentCo.com](mailto:MKucker@CogentCo.com)

**Reliance Globalcom:** Reliance Globalcom offers high-speed internet and data connectivity. For more information please call 877-740-6600 or visit [www.relianceglobalcom.com](http://www.relianceglobalcom.com)



## **Building Amenities: Cable Television**

### **Time Warner Cable**

As the largest provider of cable modem service in the U.S., Time Warner Cable offers consumers the choice of Road Runner, AOL and Earthlink (an ISP not affiliated with the company), and other regional ISP services. To get connected, call commercial sales at 212-598-1750 (M-F 9am-5pm).

Please note that the installation requires that the tenant hire an electrician to run cable from the D-Mark to the tenant space and desired location within tenant space. For a building approved contractor, please contact the Property



## Building Amenities: In Office Dining

Seamless Web professional Solutions is comprehensive Web-based system that give employees easy access to the best restaurants, caterers and other providers – including your in-house dining facility – while providing your company with a single electronic invoice for all purchases. Their technologies empower companies with budget controls and reporting tools, so your business rules and restrictions are effectively observed by employees and efficiently managed by administrators. For more information please visit <http://www.seamlessweb.com>



The screenshot shows a registration form with the following sections:

- Special Instructions:** A dropdown menu with the text "Select if you have a car" and a small blue button to the right.
- Primary Contact:** A section with a blue button and two input fields: "Name" (containing "John Doe") and "Phone" (containing "1234567890").
- Secondary Contact:** A section with a blue button and an empty input field.

Click to enlarge

2. Enter primary and secondary office contacts.
3. Click finish registration.



## Building Security: Building Access for Tenants

### Building Access for Tenants:

During the hours of 7 a.m. to 7 p.m. Monday through Friday, tenants and visitors can use either the Lexington Avenue, 45th Street or 46th Street entrances. To enter, building tenants must swipe their building issued ID card at the Turnstile card reader. Before 7 a.m. and after 7 p.m., all tenants must use the Lexington Avenue entrance. All visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators to obtain a pass.

During the hours of 7 a.m. to 7 p.m., all visitors must use the Lexington Avenue entrance. Visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators. At that time, a visitor pass will be issued.

For the convenience of tenants and guests, tenants may pre-register visitors using the 237 Park Avenue Secure Visitor Notification System. In order to use this system, tenants must have a username and password issued by 237 Park Avenue's Property Management Office. [Click here to go to the Secure Visitor Notification System.](#)

### Photo ID Cards:

As it is required, in order to request a new electronic photo identification card or have an "active" photo ID card permanently removed from the system, please use the [Building Access Change Form](#) found in the Policies & Procedures chapter concerning "General Moving Procedures."

The same form is to be used for temporary employees who will be reporting to the building for a week or more.



## **Building Security: Solicitors**

There are no solicitors allowed at 237 Park Avenue.



## Building Security: Messengers and Deliveries

SBM, Inc. is the operator of the Messenger Center. The procedure for handling of internal messenger controlled items is as follows:

1. All incoming letters and small packages will be received, signed for, logged into the messenger center and assigned an internal tracking number. A prompt in-house uniformed messenger will deliver the item to your office.
2. All outgoing letters and small packages will be collected from your office, upon your notification to the Messenger Center, and will be logged in and held at the Messenger Center. They will be entered into the computer and recorded when the item is released to the messenger service of your choice.
3. Federal Express, DHL, UPS, as well as other uniformed services will still be delivering to the building as before.
4. Letters and small packages that are not picked up by the time the Messenger Center closes at 6:00 p.m. will be returned to the tenant.
5. Food and flowers will be directed to the lobby security desk in the atrium where you will be called to come down and pick the items up.

To request a pick-up, please call 212-681-1732.

## **Building Services: Building Holidays**

### **Legal Holidays**

If you need janitorial/porter or engineering HVAC service on any of these legal building holidays, there will be a charge for these services.

- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

### **Union Holidays**

Please be aware that the holidays listed below are union holidays, at which time the building is open but there is a charge for services such as porters, HVAC, freight services and cleaning.

- Martin Luther King, Jr. Day
- Day After Thanksgiving
- Good Friday
- Columbus Day

If you require services on any of the legal building holidays or union holidays, please contact the Property Management Office at 212-370-1180 at least 24 hours in advance to arrange for service or use the [Building Service Request Form](#) found in the Policies and Procedures chapter.



## Building Services: Building Maintenance

All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins and key replacements should be directed to the Property Management Office . In addition, hot calls, cold calls, leaks, power failures, etc., should also be directed to the Property Management Office . To request services, please see the [Building Service Request Form](#) located in the Policies & Procedures chapter.



## Building Services: Janitorial Services

General office cleaning and periodic window washing are provided Monday through Friday, except holidays, as stipulated in your lease.

Cleaning services are provided by West HMP Cleaning, LLC. For additional porter services, as well as small moving jobs, garbage bins or carpentry,, please use the [Building Service Request Form](#) located in the Policies & Procedures chapter.

Your Property Manager and Cleaning Supervisor regularly inspect the premises to assure a high quality of maintenance. However, should a problem arise, please contact the Property Management Office.



## Building Services: Overtime Hvac Systems

Heating, ventilation and air-conditioning are provided during normal business hours.

To request services during off-hours, weekends and holidays, please use the [Building Service Request Form](#) located in the Policies & Procedures chapter. For a schedule of fees, please contact the Property Management Office at 212-370-1180.

All requests must be submitted in writing prior to 3:00 p.m. in order to schedule the appropriate staffing.

[Click here for a list of Building Holidays](#)



## Building Services: Office Space Alterations

Please see [Building Rules and Regulations for Tenant Alterations](#), located in the Policies & Procedures chapter.



## **Building Services: Lost and Found**

All items found are turned in to the Director of Security for investigation and safe keeping until they are claimed by the owner. Contact the Property Management Office at 212-370-1180 to report a lost item.

## **Emergency Procedures: Important Phone Numbers**

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Property Management Office (212-370-1180) immediately after contacting the appropriate emergency service.

Broadway Real Estate Services	212-370-1180
Broadway Partners Corporate	212-810-3700
Police Department - Emergency Midtown North	911
Fire Department - Emergency	911 or 212-999-2222
Medical Emergency	911
New York Hospital	212-472-2222
Poison Control	212-390-4494

In a medical emergency, call the appropriate number above, and then alert the Property Management Office (212-370-1180). We will dispatch building personnel who have been trained in CPR and the use of an AED device (Automated External Defibrillator). The building will also hold an elevator ready and expedite the response of the EMS team to your floor.

## Emergency Procedures: A Safe Environment

Primary responsibility for the safety of building occupants and compliance with fire codes rests with each tenant. Material in this manual is supplied as general information to help you meet requirements. It is not management's intent to direct the tenant to adopt or use all or part of the given information, nor does management or ownership assume any liability in connection with all or part of the information which may be used or adopted by the tenant.

Due to the fire resistant qualities of the building, total evacuation of the building is very unlikely. Should evacuation become necessary, the authority and responsibility rests with the New York City Fire Department, New York City Police Department, local government officials, or in an extraordinary situation, Broadway Partners. An announcement will be made from the Fire Command Station directing tenants on the route to evacuate the building. Neither the management nor ownership can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

237 Park Avenue was designed to minimize the chance of a life-threatening emergency and reduce damage in the event one does occur. The property is inspected periodically and monitored 24 hours a day, seven days a week. Safety systems meet or exceed all relevant fire and building codes. This building was developed and erected under the demands and disciplines and regulations of one of the most exacting building codes in the United States.

### **The following lists life safety systems in the building:**

- A fire alarm station is located on every floor in the building, along with fire extinguishers, fire hoses and a telephone link-up with the building's fire control command station in the lobby.
- Each floor is protected by a fully automated sprinkler system.
- Each floor is a separately contained unit protected with concrete underlayment, with a capacity to contain any fire outbreak to the floor of origin for at least four hours.
- The fire stairways to each floor are supported by walls, floors and ceilings that offer a resistance to fire for at least two hours. All stairway doors are fireproof, easily opened for re-entry on particular floors, and self-closing. Re-entry will be customarily on every fourth floor, and will be clearly marked.
- An automatic alarm is set off whenever water flows through the overhead sprinklers. Manual pull stations located in each hallway near the stairs, and smoke detectors in strategic locations, also set off alarms, notifying the Fire Command Station in the lobby at the first sign of a fire.
- At the first alert, air-handling equipment is shut down automatically to prevent the spread of smoke. At the same time, if a water-flow alarm has been received, elevators are returned to the lobby to await fire fighters.
- The Fire Command Station has direct communications with mechanical equipment rooms as well as with each floor, stairwell and elevator. This network of speakers can be used to give verbal instructions or information should the need arise. Key building management personnel carry beepers and/or two-way radios when away from their posts and the building operations staff stands ready to assist in any emergency.

Because of the fire resistant qualities of this building, the need for total evacuation of the building is very rare. Evacuation is usually necessary only from the floor with the fire and the floor directly above, and alarms usually sound only on these floors. Additional floors may be evacuated by the Fire Safety Director, Fire Department personnel or police.



## **Emergency Procedures: Elevator Malfunction**

Passenger and freight elevators are inspected and professionally maintained by a qualified elevator maintenance firm. Should the elevator stop while you are in it, be assured that you are safe. Use the emergency button to summon help, then communicate via the emergency intercom.

Elevator equipment and performance are constantly monitored. Should you at any time experience any irregularity or difficulty with elevator service, please note the elevator car letter and report it immediately to lobby personnel or the Property Management Office.



## Emergency Procedures: Power Failure

A back-up generator has been installed at the property that provides power to the elevators. Should there be a power failure, the elevators will stop temporarily and then return to the lobby level, one at a time, to allow the discharge of passengers. Thereafter, the generator will provide sufficient power to operate adequate elevators to assist in the evacuation of the building if directed to do so by the Fire Safety Director and / or any NYC Emergency Services Units that may be present.



## Emergency Procedures: Medical Emergency

### IN THE EVENT OF A MEDICAL EMERGENCY:

1. Do not move the person. If necessary, administer first aid.
2. Call Paramedics. Dial 911. Tell them your floor and suite number and direct the medical team to your suite and your building at 237 Park Avenue.
3. Call Building Management. Dial 212-370-1180. We will hold an elevator ready for the paramedic team. After normal business hours call the Security Desk at 212-370-1180.
4. If a private physician has been called, let us know and we will escort the doctor to your office.
5. Post one person at the elevator to lead the medical team to the person in distress.

### IF YOU RECEIVE A BOMB THREAT BY PHONE:

1. Attract the attention of a co-worker discreetly and quietly while listening to the caller. Have the co-worker call 911 and request that the call be traced.
2. Get as much information as possible from the caller about the location and type of bomb, its detonation time and the reason for its placement. Ask about the bomb's appearance and who is placing it.
3. Ask the caller to repeat parts of the message and make notes of any clues that might help the police: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Is it accented or otherwise distinguishable? Does the person seem angry, rational, deliberate? Make note of background music.
4. Call the Building Management. The staff in the Property Management Office will contact the head of security prepare for the arrival of emergency services.

The decision whether to inform other building occupants of the threat or to order an evacuation will be based on recommendations of local authorities and the judgment of senior company officials and Building Management. Be prepared to assist authorities in search for the device, **BUT DO NOT TOUCH OR DISTURB ANY SUSPICIOUS OBJECT**. Should an evacuation be ordered, please be sure that an individual from your office with authority remains nearby to the building to assist emergency personnel if required.

Links to two forms are listed below. These forms should be given to all personnel charged with the responsibility of answering incoming calls.

[The Bomb Threat Report Form](#)  
[The Telephone Bomb Threat Check list](#)

The Bomb Threat Report Form can be followed in the event a bomb threat is received while the phone call is taking place; the information requested will assist the individual taking the call in organizing his/her thoughts and obtaining as much information as possible about the threat. The Telephone Bomb Threat Check list is to be completed after the call is over, and should be used to report important information to the Police and the Property Management Office.

### LETTER BOMBS:

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes usually measure approximately 5-3/4" by 4" by 3/16" thick and weigh between 2 and 3 ounces.

#### Some signs to look for:

1. Size: Is the letter unusually thick?
2. Weight: Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much.
3. Balance: Is it heavier on one end?
4. Appearance: Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
5. Odor: Is there a smell of almonds or marzipan? If you consider a parcel or letter suspicious, **DO NOT OPEN IT**. Immediately inform the Police Bomb Squad and notify Building Management.

### IF YOU DISCOVER A FIRE:

1. Pull the Fire Alarm Box. Located by each fire stairwell.
2. Call the Fire Department. Dial 911. Tell the address and floor location of the fire, its severity and type. This information will be relayed to firefighters en route.
3. Inform the Fire Safety Director. Using the red telephone located in the elevator bank lobbies on each floor, inform the Fire Safety Director of the location and the extent of the fire. Be very specific as to where the fire outbreak is, and as to what appears to be developing.
4. Call the Building Office. Our Fire Brigade will take initial action and help firefighters when they arrive.

### IF YOU HEAR THE FIRE ALARM:

1. Remain calm and LISTEN for instructions from the Fire Safety Director.
2. If instructed to evacuate the floor, walk, do not run, to the nearest exit.
3. Close the doors but do not lock them. Take only essential belongings with you.
4. Follow instructions of your Fire Warden. You may be asked to inspect the area or help others.
5. Do not use the elevators. Elevators will automatically return to the lobby to await firefighters.
6. Feel doors before opening them. Do not open any that are hot.
7. Open the door slowly and carefully, with your foot pressed against the bottom of the door for possible fast closing on your part. A fire on the other side could build up varying amounts of pressure, forcing the door open.
8. If you are disabled, await help from your assigned Aide or wait near the stairwell doors.

### SMOKE:

An odor of smoke is an early warning sign of an incipient fire. The sight or smell of smoke warrants immediately contacting the Fire Safety Director via the Fire Warden Phone, or contacting the Property Management Office directly by phone. In the event that the smoke is heavy, then go to the nearest pull station for the activation of a fire alarm.

Should you confront smoky conditions while moving towards an exit and the stairwell, get below it. Crawl if necessary. It is more practical to stay low, where the air is cooler and less smoky. Smoke rises and is thicker at higher levels.

Smoke can be the most dangerous factor of a fire, causing serious damage to health and well-being. Smoke generally contains carbon monoxide, and other toxic gases, which can prove fatal. Exposure to carbon monoxide and other toxic gases can seriously impair judgment and the ability to respond appropriately to a situation.

### IF UNABLE TO REACH A STAIRWAY:

If you are unable to reach a stairway due to fire, heat and smoke, move as far away from the source of the fire as you can. Seek an office with a full partition to the ceiling and be sure that smoke is not entering the room through the ceiling, under the doors, or through an outside window.

Notify the Fire Safety Director immediately of your location using the fire warden phone. If unable to use the fire warden phone, use a regular phone and call 911. Advise them clearly of your location.

Keep the door of the office closed, and seal off the cracks and around the bottom of the door and the registers with clothing or rags or other materials.

Be sure to keep your activity to a minimum to reduce any strain on your breathing. Keep low and near to the floor.

**NEVER USE AN ELEVATOR AS A WAY OUT IN AN EMERGENCY!** Elevators may become trapped between the floors or even take you to the fire floor. Also, elevators need to be used by experienced fire fighting personnel as they respond to the emergency.

Floor diagrams are located at each elevator bank, indicating the location of the nearest stairways.

### **AFTER HOUR EMERGENCIES:**

Should you be in the building on late evenings, weekends and holidays, you will be alerted to an emergency by the fire alarm signal.

Go at once to the nearest stairwell and remain there until additional instructions are given over the speaker systems.

If you have to evacuate, please follow closely the safety procedures stated on the following pages.

### **FIRE SAFETY DIRECTOR:**

In an emergency, the Property Manager or a delegate acts as a Fire Safety Director with primary responsibility for assisting fire fighters and coordinating the response of building staff systems. He or she operates from a Fire Command Station located in lobby from which all mechanical, alarm and communications systems can be activated.

The Fire Safety Director organizes and trains a Fire Brigade composed of building staff and is responsible for their equipment and state of readiness. He or she is also responsible for overseeing designation and training of a Fire Warden for each floor and sufficient Deputy Fire Wardens for each tenant to meet Fire Department regulations. The Fire Safety Director maintains organization charts listing members of current tenant emergency teams.

The Fire Department mandates the establishment, training and availability of Fire Wardens and Deputies. If the Fire Safety Director finds that an individual is neglecting the responsibilities outlined in the tenant's emergency plan, he or she is required to inform Building Management, which will in turn inform the tenant. If the tenant fails to correct the situation, the Fire Department will be notified.

### **FIRE BRIGADE:**

A Fire Brigade, consisting of building personnel, will usually be the first response team to arrive at the scene. If the fire is small and conditions do not pose an immediate personal threat, the Fire Brigade will confine the fire using equipment carried with them. If the fire is too intense to contain, the Fire Brigade will control its spread by closing doors.

Upon locating the fire, one member of the Fire Brigade will move to the floor below the fire to communicate fire conditions to the Fire Command Station. Then, he or she will remain near the elevators to direct firefighters and inform them of conditions.

### **TENANT RESPONSIBILITIES:**

Under New York Fire Code, tenants of high-rise office buildings must participate in emergency response plans and make responsible and dependable employees available for designation as Fire Warden, Deputy Fire Wardens, Searchers and Aides to the Handicapped. An organization chart listing the names, location and telephone numbers of the people designated is to be supplied to the Fire Safety Director and kept current.

Tenants are required to participate in periodic fire drills as required under Local Law #5. All employees should be instructed that fire drills are not to be taken lightly and to cooperate with the instructions of Wardens assigned to their areas.

Employees should be instructed to report all unusual odors indicating a possible fire to their Warden or Deputy Fire Warden, but to pull the fire alarm box only if they detect an actual fire or smoke. All fires, no matter how small or quickly extinguished, must be reported.

Primary responsibility for the safety of employees rests with each tenant. It may be necessary to tailor the plan outlined below to suit your space and number of employees.

### **FIRE DRILLS:**

All occupants of the building are required to participate in fire drills. However, occupants other than building service employees are not required to leave the floor or use exits during the drill. A written record of fire drills will be kept in the Fire Safety Plan for the building and maintained for three years. Our Fire Safety Directors are required to sign these records at the end of each scheduled drill.

Fire drills will be announced via the public address system. The announcement will consist of a statement by the Fire Safety Director followed by appropriate tone signals. The Fire Warden in charge will be informed of the drill two weeks in advance.

Upon hearing the signal, all Deputy Fire Wardens will alert their area occupants that a fire drill is in progress and advise them to proceed to the elevator bank lobbies for further instructions from the Fire Safety Directors and the Personnel conducting the Fire Drill.

### **FIRE DRILLS (Continued):**

Male and female Searchers will proceed immediately to various restrooms and other isolated areas to assure that everyone has heard, understands and responds to the signal. When all areas are clear, Searchers will report to their Fire Warden. Aides to the handicapped will assist disabled employees to exit stairways and report there to the Fire Safety Director.

The Fire Safety Director will observe the exercise and point out deficiencies. The drill will end after the Fire Safety Director makes a short announcement.

### **FIRE WARDEN RESPONSIBILITIES:**

1. Have an evacuation route clearly planned.
2. Assist the Deputy Fire Wardens in preparing evacuation plans for their individual areas.
3. Assign people to assist handicapped or disabled employees. Keep the Fire Safety Director informed of all people requiring or providing assistance.
4. Identify weak points during fire drills. Discuss these with the Fire Safety Director and work with Deputy Fire Wardens to correct deficiencies.
5. Maintain up-to-date organization charts of Deputy Fire Wardens, Searchers and Aides. Report changes to the Fire Safety Director.
6. Instruct new Deputies, Searchers and Aides in their responsibilities during drills or actual evacuations
7. Inspect your area periodically for safety. Make sure all flammable substances are stored in approved containers.

### **DEPUTY FIRE WARDEN:**

Firms occupying larger quarters will assign one Deputy Warden for each 7,500 square feet of area. The primary duties of Deputy Wardens are to be familiar with safety procedures and routes to maintain order in the event of an evacuation. They are trained to assume Fire Warden responsibilities if necessary.

During an evacuation, Deputy Wardens will direct traffic away from elevators unless otherwise instructed by the Fire Warden, Fire Safety Director, or Fire Department personnel. Prior to entering a stairwell, Deputy Wardens should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

Deputy Wardens will inspect their areas to verify that all personnel have relocated and report to the Fire Warden when the area is clear. Once relocated, the Deputy Warden will assemble and account for all people in his or her assigned area.

### **AIDE TO THE HANDICAPPED:**

Two fellow employees are assigned by the tenant Fire Warden to assist any handicapped worker in relocating. Such Aides are officially assigned in advance and their names reported to the Fire Safety Director. Upon reaching their relocation destination, they will request that their Fire Warden notify the Fire Safety Director of the handicapped person's presence.

### **FLOOR SEARCHERS:**

Floor Searchers assigned in pairs, male and female, are responsible for inspecting areas of the office and lobby space which contain people who cannot hear the alarm or may not be familiar with the procedures. Upon hearing the fire alarm, Floor Searchers will inspect washrooms, storage areas, file rooms and other areas isolated from the main spaces of the office. They should make special note of persons with hearing impairments in their areas and assure that they have relocated. Once the areas are clear, Floor Searchers report to their Fire Wardens and accept any further assignment requested, such as directing traffic away from elevators.





## **Emergency Procedures: Gas, Smoke, Fumes**

Report any of these to the Property Management Office immediately. Sometimes we are aware of activity that is causing the problem, and thus can solve it quickly. If, in your judgment, the problem is a fire hazard, notify the Property Management Office first, then pull a fire alarm station near the stairwell exit to notify the Fire Safety Director and the Fire Department directly. After the alarm is pulled, using the nearest Fire Warden Phone, contact the Fire Command Station so that you can provide additional information to the Fire Department.

### Flood

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant managers will be contacted by Broadway Partners Management personnel, including after business hours.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding. In the case of a water line break, it is usually a matter of finding and turning off a valve.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

### Earthquake

When an earthquake happens – keep calm, DO NOT run or panic, REMAIN WHERE YOU ARE and take shelter. If you are indoors, stay there, take immediate shelter under your desk, a table, in public lobbies or exit stairwells. Stay away from windows, outside doors, large bookshelves or fixtures, etc.

If you are outdoors, remain there, but keep away from buildings, as glass or other objects could loosen and fall. Do not attempt to enter any building until advised it is safe to do so. Be prepared for AFTER SHOCKS.

### AFTER THE EARTHQUAKE

- Use extreme caution in entering buildings or work areas; DON'T use lighted matches, lanterns, or torches until you are advised there are no gas leaks, etc.
- Stay away from damaged areas.
- If there is a fire or power failure, refer to that section in this manual.
- Inspect your offices for damage and provide an itemized report to the Property Management Office .
- Advise local utilities of power outages or potential gas leaks.
- DO NOT PASS ON RUMORS OR EXAGGERATED REPORTS

### Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant company.

### However, in the event these conditions do exist, the following guidelines should be kept in mind:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## **Introduction: Welcome**

The tenant information provided in this handbook is meant to give you a better understanding of 237 Park Avenue and facilitate your company's operations. There is a great deal of information contained in this handbook, and although we have tried to arrange it in a manner that is easy to understand, until you familiarize yourself with this handbook, at times you may have difficulty finding what you need. Please note that the Property Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Property Management Office , and we will assist you from there.

The Property Management Office is on the lobby level of the building.

### **The contact information for the Property Management Office is:**

**Telephone:** 212.370.1180

**Fax:** 212.286.9623

### **The correct mailing address for the Property Management Office is:**

Broadway Real Estate Services, LLC  
Property Management Office  
237 Park Avenue  
Suite 500  
New York, NY 10017

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Property Management Office will promptly notify you of any such changes. Please feel free to contact the Property Management Office with any questions you may have. We are here to serve you.

**Welcome to 237 Park Avenue!**



## Introduction: Operating Instructions

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections in the navigation bar on the top up of each page. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page above the navigation bar.

### Special Features

This Electronic Tenant® Handbook has special features, such as an [On-line Tenant Service Center](#) designed to assist you in communicating with the Management Office. In addition important forms are available for download as PDF documents. In order to view and print these documents, Adobe Acrobat Reader 5.0 or higher is required. This software is free and can be obtained by [clicking here](#).

### Updates

The Electronic Resident® Handbook is updated on a regular basis. If you have trouble accessing the Electronic Resident® Handbook or need assistance, please e-mail the Management Office.

## Personnel: Building Operations

The Property Management Office at 237 Park Avenue is located on the ground floor of 237 Park Avenue. This office is available to service all your tenant needs and offers a wide range of services. Questions and comments regarding any of the services at 237 Park Avenue should be directed to the Property Management Office . The Property Management Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The Property Management Office phone number is 212-370-1180.

<b>Name</b>	<b>Title</b>	<b>Job Description</b>
Kenneth R. Cohn	Property Manager	Responsible for tenant relations and overall management of the property.
Renata Lepore	Property Management Coordinator	Responsible for assisting with day-to-day operations and management of the property.

<b>Name</b>	<b>Title</b>	<b>Job Description</b>
Dean Ferrezza	Chief Engineer	Responsible for day-to-day mechanical operations of the property.

Please call the Property Management Office at 212-370-1180 to reach the individuals listed above.



## Personnel: Engineering and Maintenance

All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins and key replacements should also be directed to the Property Management Office . In addition, hot calls, cold calls, leaks power failures, etc., should be directed to the Property Management Office at 212-370-1180.

Maintenance request forms can also be found in the [Policies and Procedures section](#) of this Electronic Tenant Handbook™. Click here to go directly to the [Building Service Request Form](#).



## Personnel: Security

Security services are provided by T&M Protection Services under the supervision of a professional Director of Security. For all concerns and questions, contact the Property Management Office. Please also see the [Emergency Procedures Section](#) of this handbook for a complete outline of the security procedures for 237 Park Avenue.

The security desk is located in the lobby of 237 Park Avenue. The security desk phone number is 212.370.1180.



## Personnel: Leasing

For leasing information, please contact the Broadway Partners leasing team. Listed below is the contact information.

Broker	Telephone	E-Mail
Gregory Green	212.810.4034	<a href="mailto:ggreen@broadwaypartners.com">ggreen@broadwaypartners.com</a>



## Personnel: Emergency Contacts

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Property Management Office (212-370-1180) immediately after contacting the appropriate emergency service.

### Emergency Numbers

Broadway Real Estate Services	212-370-1180
Broadway Partners Corporate	212-810-3700
Police Department - Emergency Midtown North	911
Fire Department - Emergency	911 or 212-999-2222
Medical Emergency	911
New York Hospital	212-472-2222
Poison Control	212-390-4494

In a medical emergency, call the appropriate number above, and then alert the Property Management Office (212-370-1180). We will dispatch building personnel who have been trained in CPR and the use of an AED device (Automated External Defibrillator). The building will also hold an elevator ready and expedite the response of the EMS team to your floor.

## **Policies and Procedures: Building Access**

During the hours of 7 a.m. to 7 p.m. Monday through Friday, tenants and visitors can use either the Lexington Avenue, 45th Street or 46th Street entrances. To enter, building tenants must swipe their building issued ID card at the Turnstile card reader. Before 7 a.m. and after 7 p.m., all tenants must use the Lexington Avenue entrance. All visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators to obtain a pass.

During the hours of 7 a.m. to 7 p.m., all visitors must use the Lexington Avenue entrance. Visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators. At that time, a visitor pass will be issued.

For the convenience of tenants and guests, tenants may pre-register visitors using the 237 Park Avenue Secure Visitor Notification System. In order to use this system, tenants must have a username and password issued by 237 Park Avenue's Property Management Office .

[Go to the Secure Visitor Notification System](#)

## **Policies and Procedures: Rules and Regulations**

The following pages contain the rules and regulations for 237 Park Avenue. There is a large amount of information contained in this section. To assist you in finding the information quickly, this section has been divided into three categories. Click on the desired link.

[General Rules and Regulations of the Lease](#)

[Office Alteration Rules and Regulations for Construction Work](#)

[Moving Procedures](#)

### **GENERAL RULES AND REGULATIONS OF THE LEASE**

1. The rights of tenants in the entrances, corridors and elevators of the Building are limited to ingress and egress from the tenants' premises for the tenants and their employees, licensees and invitees, and no tenant shall use, or permit the use of, the entrances, corridors, or elevators for any other purpose. No tenant shall invite to the tenant's premises, or permit the visit of, persons in such numbers or under such conditions as to interfere with the use and enjoyment of any of the entrances, corridors, elevators and other facilities of the Building by other tenants. Fire exits and stairways are for emergency use only, and they shall not be used for any other purpose by the tenants, their employees, licensees or invitees. No tenant shall encumber or obstruct, or permit the encumbrance or obstruction of any of the sidewalks, entrances, corridors, elevators, fire exits or stairways of the Building. The Landlord reserves the right to control and operate the public portions of the Building and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it deems best for the benefit of the tenants generally.
2. The Landlord may refuse admission to the Building outside of ordinary business hours to any person not known to the watchman in charge or not having a pass issued by Landlord or the tenant whose premises are to be entered or not otherwise properly identified, and may require all persons admitted to or leaving the Building outside of ordinary business hours to register. Any person whose presence in the Building at any time shall, in the judgment of Landlord, be prejudicial to the safety, character, reputation and interests of the Building or of its tenants may be denied access to the Building or may be ejected therefrom. In case of invasion, riot, public excitement or other commotion, Landlord may prevent all access to the Building during the continuance of the same, by closing the doors or otherwise, for the safety of the tenants and protection of property in the Building. The Landlord may require any person leaving the Building with any package or other object to exhibit a pass from the tenant from whose premises the package or object is being removed, but the establishment and enforcement of such requirement shall not impose any responsibility on Landlord for the protection of any tenant against the removal of property from the premises of the tenant. The Landlord shall, in no way, be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the tenant's premises or the Building under the provisions of this rule.
3. No tenant shall obtain or accept for use in its premises ice, drinking water, food, beverage, towel, barbering, boot blacking, floor polishing, lighting maintenance, cleaning or other similar services from any persons not authorized by Landlord in writing to furnish such services, provided that the charges for such services by persons authorized by Landlord are not excessive. Such services shall be furnished only at such hours, in such places within the tenant's premises and under such reasonable regulations as may be fixed by Landlord.
4. No lettering, sign, advertisement, notice or object shall be displayed in or on the windows or doors, or on the outside of any tenant's premises, or at any point inside any tenant's premises where the same might be visible outside of such premises, except that the name of the tenant may be displayed on the entrance door of the tenant's premises, and in the elevator lobbies of the floors which are occupied entirely by any tenant, subject to the approval of Landlord as to the size, color and style of such display. The inscription of the name of the tenant on the door of the tenant's premises shall be done by Landlord at the expense of the tenant. Listing of the name of the tenant on the directory boards in the Building shall be done by Landlord at its expense; any other listings shall be in the discretion of Landlord.

5. No awnings or other projections over or around the windows shall be installed by any tenant, and only such window blinds as are supplied or permitted by Landlord shall be used in a tenant's premises. Linoleum, tile or other floor covering shall be laid in a tenant's premises only in a manner approved by Landlord.
6. The Landlord shall have the right to prescribe the weight and position of safes and other objects of excessive weight, and no safe or other object whose weight exceeds the lawful load for the area upon which it would stand shall be brought into or kept upon a tenant's premises. If, in the judgment of Landlord, it is necessary to distribute the concentrated weight of any heavy object, the work involved in such distribution shall be done at the expense of Tenant and in such manner as Landlord shall determine. The moving of safes and other heavy objects shall take place only outside of ordinary business hours upon previous notice to Landlord, and the persons employed to move the same in and out of the Building shall be reasonably acceptable to Landlord and, if so required by law, shall hold a Master Rigger's license. Freight, furniture, business equipment, merchandise and bulky matter of any description shall be delivered to and removed from the premises only in the freight elevators and through the service entrances and corridors, and only during hours and in a manner approved by Landlord. Arrangements will be made by Landlord with any tenant for moving large quantities of furniture and equipment into or out of the building.
7. No machines or mechanical equipment of any kind, other than typewriters and other ordinary portable business machines may be installed or operated in any tenant's premises without Landlord's prior written consent, and in no case (even where the same are of a type so excepted or as so consented to by Landlord) shall any machines or mechanical equipment be so placed or operated as to disturb other tenants but machines and mechanical equipment which may be permitted to be installed and used in a tenant's premises shall be so equipped, installed and maintained by such tenant as to prevent any disturbing noise, vibration or electrical or other interference from being transmitted from such premises to any other area of the Building.
8. No noise, including the playing of any musical instruments, radio or television, which, in the judgment of Landlord, might disturb other tenants in the Building, shall be made or permitted by any tenant, and no cooking shall be done in the tenant's premises, except as expressly approved by Landlord. Nothing shall be done or permitted in any tenant's premises, and nothing shall be brought into or kept in any tenant's premises, which would impair or interfere with any of the Building services or the proper and economic heating, cleaning or other servicing of the Building or the premises, or the use or enjoyment by any other tenant of any other premises, nor shall there be installed by any tenant any ventilating, air conditioning, electrical or other equipment of any kind which, in the judgment of Landlord, might cause any such impairment or interference. No dangerous, inflammable, combustible or explosive object or material shall be brought into the Building by any tenant or with the permission of any tenant.
9. No acids, vapors, paper towels or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving any tenant's premises shall not be used for any purpose other than the purposes for which they were designed or constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be deposited therein.
10. No additional locks or bolts of any kind shall be placed upon any of the doors or windows in any tenant's premises and no lock on any door therein shall be changed or altered in any respect. Additional keys for a tenant's premises and toilet rooms shall be procured only from Landlord, which may make a reasonable charge therefor. Upon the termination of a tenant's lease, all keys of the tenant's premises and toilet rooms shall be delivered to Landlord.
11. All entrance doors in each tenant's premises shall be left locked and all windows shall be left closed by the tenant when the tenant's premises are not in use. Entrance doors shall not be left open at any time.
12. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building.
13. All windows in each tenant's premises shall be kept closed and all blinds therein, if any, above the ground floor shall be lowered when and as reasonably required because of the position of the sun, during the operation of the Building air-conditioning system to cool or ventilate the tenant's premises.
14. The Landlord reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, it deems it necessary, desirable or proper for its best interest and for the best interests of the tenants, and no alternation or waiver of any rule or regulation in favor of one tenant shall operate as an alteration or waiver in favor of any tenant. The Landlord shall not be responsible to any tenant for the non-observance or violation by any other tenant of any of the rules

and regulations at any time prescribed for the Building.

## **OFFICE ALTERATIONS RULES & REGULATIONS**

### **Standard Operating Procedure For Construction Work**

1. Building Department permits must be provided to Property Management prior to construction. After-hour work permits are required for any off-hour work.
2. Certificate of Occupancy and Fire Department Sign Off to be submitted to Property Management prior to tenant occupancy.
3. No construction is to be started until appropriate drawings have been submitted and approved by the Property Manager.
4. All work shall comply with those authorities having jurisdiction.
5. All Broadway Partners Standard Operating Procedures are to be adhered to.
6. Any work that is to be performed in other than tenant's premises must be reviewed and scheduled in advance with Property Management.
7. A kickoff meeting is to be held prior to the start of any work to review the particulars of the job. A representative from the tenant, contractor, architect and engineers office should be present for this meeting.

### **Standard Operating Procedure For Construction Work (continued)**

8. Access to Base Building electrical, telephone, and mechanical rooms shall be by Landlord.
9. Any area that is affected outside of the tenant's demised space must be restored to the original condition at tenant's expense.
10. All public areas such as elevator lobbies, corridors, toilets and service halls shall be protected with masonite and craft paper to the satisfaction of the Property Manager.
11. All public and Base Building common areas must be continuously cleaned to prevent the accumulation of dust and other construction debris.
12. All windows and doors surrounding the work area shall be kept closed at all times.
13. Noise, vibrations, odors, etc. generated by construction activities to be kept to a minimum as not to disturb existing tenants. Dragging of ladders, dropping materials shall be avoided over occupied floors.
14. Clear access to be provided at all times to stairwells, mechanical/electrical equipment, elevators, fire hoses, valves, fire dampers and maintenance sensitive equipment.

### **Standard Operating Procedure For Construction Work (continued)**

15. Construction materials are not to be stored in corridors and must be located within the demised space.
16. The Contractor is responsible for the daily maintenance of the construction area.
17. Any additional cleaning by the building staff, if required, shall be charged to the tenant/contractor.
18. All material deliveries and removals are to be scheduled between 6 PM and 8 AM through the Property Management Office. All requests must be made in writing and submitted prior to 3 P.M. including any required insurance certificates.
19. Any base building equipment that is to remain in tenant premises (ex: inductor units, covers, etc.) are to be protected from damage and debris.
20. Any base building equipment that is damaged in any way must be repaired immediately by the base building contractor at tenant's expense.
21. All design drawings, specifications to be submitted to the Property Manager for comment and or approval. Tenant equipment specification sheets are to be submitted to the Property Management Office.

### **Standard Operating Procedure For Construction Work (continued)**

22. Tenant to submit as required by jurisdiction having authority, any equipment use and/or operating permits, licenses, etc. to the Property Management Office.
23. Any revisions to drawings and specifications must be resubmitted to Property Management for comments and/or approval.
24. All "Shop Drawings" to be submitted to the Property Manager for comment and or approval. All "as-built" drawings must be submitted to the Property Management Office prior to final payment.
25. Construction personnel must carry proper identification at all times.
26. Construction personnel are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction personnel shall not use base building stairwells to access other floors unless an emergency situation arises or as approved by Property Manager.

27. Construction personnel are not to eat in the lobby or in front of the building.

#### **Standard Operating Procedure For Construction Work (continued)**

28. All work will be performed in a safe and lawful manner, using union contractors approved by the Landlord and complying with applicable laws, OSHA and all requirements and regulations of Municipal and other governmental or duly constituted bodies exercising authority.
29. Adequate lighting is to be provided in construction to achieve a safe working environment.
30. Proper supervision shall be maintained at the job site at all times and Tenant's workmen, mechanics and contractors must not cause or effect any inconvenience to or interfere with the Building's operations or Landlord. Tenant's workmen, mechanics and contractors shall work in harmony with and shall not interfere with any labor employed by Manager or any other Tenant, or their workmen, mechanics and contractors.

#### **Standard Operating Procedure For Construction Work (continued)**

31. Contractors who work in the building that contains ACM shall have restricted handling license.
32. If additional services or facilities (including but without limiting the generality of the foregoing, extra elevator and cleaning services) are required for the performance of the work, Tenant shall pay Landlord or its agent's standard charge thereof. All such services or facilities shall be coordinated with the Property Manager.
33. Broadway Partners to be notified in advance of all ties into building systems, welding, or any work affecting the base building. All tie-ins to base building risers are performed by the Landlord and reimbursed by the Tenant.

#### **Standard Operating Procedure For Construction Work (continued)**

34. The following work, in which Landlord is to be notified in advance, must be done on overtime and not during normal business hours:
  - Demolition which in Property Managers' judgment may cause disruption to other tenants.
  - Oil base painting (on multi-tenant floors)
  - Gluing of carpeting (on multi-tenant floors)
  - Shooting of studs for mechanical fastenings
  - Testing of life safety system, sprinkler tie-ins.
  - Work performed outside of tenant's premises.
  - Welding, brazing, soldering and burning with proper fire protection and ventilation.
  - Other activities that, in Property Manager's judgement, may disturb other tenants.

#### **Standard Operating Procedure For Construction Work (continued)**

35. Where burning or welding operations are required, the operator of the burning/welding equipment shall have a certificate of fitness prominently displayed on the job site. During burning/welding operations a person holding certificate of fitness as a Fire Watch, shall be in attendance. Where required, approved protective blankets shall be supplied by the contractor. Where welding is required, the contractor shall furnish a fused disconnect switch, for connection to the local building electrical panel by the electrical contractor. Building personnel will also be required for Fire Watch.
36. All building shutdowns - electrical, plumbing, HVAC equipment, Fire & Life Safety (Class "E") System - must be coordinated with Property Management at least ten (10) days in advance of the proposed shutdown.
37. Tenant is responsible to adhere to all requirements of the Americans With Disabilities Act (ADA) and New York State Energy Code with regard to lighting.
38. Hardware is to be keyed per building's standard and a copy of each key provided.
39. Any fail-safe hardware must conform to building standards.

#### **Standard Operating Procedure For Construction Work (continued)**

40. Any unusually heavy equipment (vaults, batteries, a/c units, transformers, storage racks, etc.) supported by floor or hung from ceiling are subject to structural engineer's approval.
41. Any area, such as pantry, lavatory, etc. that is prone to water leakage shall be waterproofed.
42. Provide for the required fireproofing or fire-stopping resulting from the Tenant's renovation efforts.
43. Any tie-in to the base building Fire & Life Safety (Class "E") system must be performed by the base building contractor. All new systems to be compatible to base building systems. All fire plenum wiring to have minimum rating of 150 degrees C.
44. Where demolition is to take place in the area of the building where fire safety equipment such as

alarms, speakers, smoke detectors, floor warden stations, etc. are located, the Property Manager must be notified three (3) working days prior to start of demolition so equipment may be removed or protected.

#### **Standard Operating Procedure For Construction Work (continued)**

45. All fire safety equipment and the associated conduit and wiring system shall not be harmed during demolition and/or any construction and shall be protected from any physical damage.
46. All Fire and Life Safety (Class "E") System tie-ins must be signed off by the proper authorities.
47. Tenant shall perform the legally required maintenance and testing of fire alarm systems. This includes, New York City Fire Department "Rules Governing the Requirements for the Maintenance of Smoke Detection, Requirements for Log Books, and Required Connections to Authorized Central Stations" are to be adhered to. Tenant to submit proof of compliance to Property Manager.
48. Sprinkler control valve assemblies will be provided by Landlord at each of the tenant floor riser for tenant to connect to.

#### **Standard Operating Procedure For Construction Work (continued)**

49. Tenant shall design sprinkler system in accordance with Factory Mutual standards.
50. Sprinkler protection should remain in service as long as possible.
51. During the work day when the sprinkler system is drained, distribute ample hand-extinguishing equipment throughout the premises to provide adequate supplementary fire protection. The 15 to 20 lb. multipurpose dry-chemical extinguisher are recommended. Until sprinkler protection can be placed in service, hose lines should be connected in areas where construction is in progress. Hydrants, hose connections, and other fire fighting equipment must be readily accessible at all times – never blocked by construction materials.
52. Any existing fire walls, fire doors, and other cutoffs should be left in service as long as possible.

#### **Standard Operating Procedure For Construction Work (continued)**

53. Combustible rubbish should be disposed of promptly and safely. Strict rules and an adequate number of cleanup personnel are essential to facilitate the removal of accumulations of paper wrappings, scrap lumber, and other construction rubbish. Prompt disposal is particularly needed for material subject to spontaneous ignition, such as oily waste and paint rags.
54. Probable ignition sources should be controlled. No smoking rules should be strictly enforced.
55. Combustibles should not be introduced until full sprinkler protection is in service.
56. Architect to add appropriate building note stating either 1) sprinkler work obviates the need for compartmentation and is in compliance with local law 5/73 or 2) the area is appropriately compartmentized and the work is in compliance with local law 5/73.
57. All fire and/or smoke dampers that are to be tied into Base Building fan rooms and fire alarm systems shall be operated and controlled by either pneumatics or electrical per Base Building requirements. Tie-ins shall be performed by the base building Class E vendor.

#### **Standard Operating Procedure For Construction Work (continued)**

58. Fire extinguishers supplied by the general contractor must be on the job site at all times during demolition and construction
59. All unused plumbing, sheet metal ducts, and equipment lines must be removed and capped at the main riser or branch connection.
60. All plumbing connections are to be in compliance with the Department of Environmental Protection Cross-Connection Control Unit.
61. A Tenant valve tag chart and schedule for the plumbing piping and the HVAC piping are to be submitted to the Building Office.
62. Asbestos-containing Material (ACM) is present in many commercial buildings. The presence of ACM does not necessarily mean that a hazard exists, however, a hazard may be created when ACM is disturbed and asbestos fibers become airborne. The way to maintain a safe environment is to avoid the disturbance of the asbestos-containing materials.

#### **Standard Operating Procedure For Construction Work (continued)**

63. It is possible that you may encounter ACM while working within this building. The Property Management Office possesses a summary of known locations of ACM or suspected ACM as you carry out your work. If you need additional information regarding ACM in this building or would like to see a copy of the Operations and Maintenance Plan, contact the Property Managers office

- responsible for the building in which you will be working.
64. All plumbing connections shall be performed at times least inconvenient to other tenant population. Schedule all tie-in to the base building system with the Property Manager. If ACM abatement is required, abatement will be performed by Landlord at tenant's cost.
  65. If ACM abatement is required, due to tenant plumbing, etc. connection, abatement will be performed by Landlord at tenant's cost.
  66. All piping systems shall be adequately supported from "building" structure and be provided with identification labels every 20 feet.

#### **Standard Operating Procedure For Construction Work (continued)**

67. All valves shall be 1/4 turn type, i.e., ball valves, butterfly valves, lubrication plug, chocks. Ball valves shall be full art design.
68. Piping systems shall be insulated per Broadway Partners Building Standard.
69. Any perimeter HVAC units are to be cleaned and vacuumed prior to painting.
70. Woodwork, cabinetwork, and furniture/partitions along the perimeter wall of the building at the convector cover locations must be easily removable and maintain a proper distance to ensure adequate air circulation and access for maintenance. Tenant will assume responsibility for the function maintenance and operations if tenants installation causes obstruction and impedes access.
71. Tenant to comply with the 1990 Clean Air Act and subsequent amendments covering CFC refrigerants: Release, testing, repair, installation, training, serving, etc. Refrigerants containing CFC's are not permitted.
72. Condenser and chilled water piping shall follow Broadway Partners Standard Operating Procedure and be designed to meet or exceed the working pressure.

#### **Standard Operating Procedure For Construction Work (continued)**

73. The cleaning of condenser water pipes shall be done in the presence of the Landlord's representative with the chemical used per the building's chemical treatment company's recommendation.
74. All approved tenant equipment - HVAC, strobe panels - shall be located in tenant's space.
75. All air balancing to be witnessed by the Chief Engineer of the building or his representative. A certified report is to be provided to the Property Manager.
76. Ductwork shall be constructed in accordance to the SMACNA HVAC duct construction standards.
77. All mechanical and electrical equipment shall have permanent identification labels affixed.
78. Food facilities shall be constructed in accordance with New York State and New York City Health Codes. Food facilities shall have a current New York City Health Permit BEFORE operation of food facility and shall have a current New York City Food Protection Certificate.

#### **Standard Operating Procedure For Construction Work (continued)**

79. Food facility refuse and refuse odors must not be a nuisance to tenants or affect building management operations.
80. Kitchen exhaust access doors must be clearly identified and accessible for periodic inspection by Property Manager and outside vendor as required by law.
81. Remove all abandoned cabling from existing floor cells. Remove all abandoned electrical and telecommunication cabling and conduit back to the source.
82. Any existing plug fused panel boards shall be replaced with new bolt on circuit breaker panel boards. Existing back boxes may be utilized if appropriate
83. All electrical feeders and branch circuits shall be per Broadway Partners Standard Operating Procedure.
84. GFI type receptacles shall be used in wet areas.
85. Tenant's power and telecommunication cabling between contiguous floors shall not be routed through base building risers.

#### **Standard Operating Procedure For Construction Work (continued)**

86. All telecommunication cabling in common areas, mechanical equipment rooms, etc. shall be installed in an enclosed raceway and shall be identified.
87. Emergency egress and exit lighting to be installed in compliance with applicable Building Department regulations and base building requirements.
88. Transformers, panel boards, switches, etc. shall be installed as to permit infrared testing of components.
89. Transformers to be copper wound, K-13 used.
90. Upon completion of the electrical work, the licensed electrical contractor must submit to property

manager a copy of the Certificate of Electrical Inspection for all work performed including the installation of emergency lighting if applicable.

91. Poke through floor outlet chasing or chopping of perimeter walls not permitted.

#### **Standard Operating Procedure For Construction Work (continued)**

92. Tenant shall, at Tenant's sole cost and expense, correct any disturbance to, deficiency in or damage to the air-conditioning or other mechanical, electrical or structural facility within the Building caused or affected by the work and restore the services without delay and to the complete satisfaction of Landlord, its architects and engineers.
93. Architect and engineer to determine from Property Management Office in advance regarding format of all plans (e.g. scale, Autocad 12 or 13 format, etc.)
94. At no time shall a Tenant do or permit anything to be done, whereby our property may be subject to any mechanic's lien or other liens or encumbrances arising out of the work; and our consent herein shall not be deemed to constitute any consent or permission to do anything which may create or be the basis of any lien or charge against the estate of the Landlord in the demised premises or the real estate of which they are a part. On-going partial general release and final Waiver of Lien to be obtained with progress payments.

#### **Standard Operating Procedure For Construction Work (continued)**

95. If Landlord erects a hoist on the outside of the building which will facilitate the Tenant's construction and/or moving, Tenant shall reimburse Landlord for their pro-rata share of costs which shall include the following:
96. Tenant shall require the architect, engineer, contractor, and any and all sub-contractors he may engage to perform all or any portion of the work shall, at their sole cost and expense, and at all times while performing work hereunder, maintain the required insurance coverage listed below with companies satisfactory to Landlord and Managing Agent. A certificate evidencing the coverage, specifically quoting the Indemnification provision set forth by the Property Manager shall be delivered prior to commencement of work. Proper insurance coverage and listing of additional insured is available at the offices of the Property Manager.

#### **Standard Operating Procedure For Construction Work (continued)**

<b>Trade Classification</b>	<b>Amount Required</b>
General Contractor	\$25,000,000
Demolition	\$10,000,000
Concrete	\$5,000,000
Structural Steel	\$5,000,000
Ornamental & Misc. Metal	\$5,000,000
Glass & Glazing	\$5,000,000
Lath and Plaster	\$5,000,000
Carpentry Millwork	\$5,000,000
Drywall	\$5,000,000

#### **Standard Operating Procedure For Construction Work (continued)**

<b>Trade Classification</b>	<b>Amount Required</b>
Acoustical Ceiling	\$5,000,000
Ceramic Tile	\$5,000,000
Painting and Finishing	\$5,000,000
Spray Fireproofing	\$5,000,000
Metal Toilet Partitions & Accessories	\$5,000,000
Carpet	\$5,000,000
Plumbing	\$10,000,000
HVAC	\$10,000,000
Sprinklers	\$5,000,000

#### **Standard Operating Procedure For Construction Work (continued)**

<b>Trade Classification</b>	<b>Amount Required</b>
Electrical	\$5,000,000

Scaffold contractor	\$25,000,000
Asbestos Removal	\$5,000,000
Movers	\$5,000,000
Locksmith	\$5,000,000
Telecommunication	\$5,000,000
Roofing	\$25,000,000
Additional Insured (Provide Property and Broadway Partners List)	

### **Standard Operating Procedure For Construction Work (continued)**

97. The failure of any contractor or sub-contractor to keep the required insurance policies in force during the performance of the work covered by this agreement, any extension thereof of any extra or additional work contracted to be performed by such contractor or sub-contractor shall be a breach of this agreement, and in such event, Landlord and Managing Agent shall each have the right, in addition to any other rights, to immediately cancel and terminate this agreement without further costs to Landlord and Managing Agent.

### **Standard Operating Procedure For Construction Work (continued)**

98. The contractor's contract shall contain the Indemnity Agreement set forth below and compliance with the foregoing requirements as to insurance shall not be deemed to relieve contractor of liability thereunder. Contractor covenants and agrees to defend, protect, indemnify and hold harmless, Landlord and Managing Agent, their employees and agents, from and against each and every claim, demand or cause of action or any liability, cost, expense (including but not limited to reasonable attorney's fees and expenses incurred in the defense of Landlord and/or Managing Agent, damage or loss in connection therewith, which may be made or asserted by contractor, contractor's employees or agents, or any third parties, (including but not limited to Landlord's and Managing Agent's servants or employees) on account of personal injury or death or property damage caused by, arising out of, or in any way incidental to, or in connection with the performance of the work hereunder, except for the sole negligence of Landlord or Managing Agent. Concurrent negligence of Landlord or Managing Agent. Concurrent negligence, actual or passive, shall be deemed to be the negligence of the contractor.

### **Standard Operating Procedure For Construction Work (continued)**

99. In the event of the breach of any of the requirements, procedures, agreements or conditions hereof, Landlord expressly reserves the right to revoke its consent to tenant's work.
100. Nothing herein contained shall be deemed to supersede and/or contradict any article, provision and/or amendment to the officially executed lease agreement in effect upon inception of these alterations.

## **MOVING PROCEDURES**

### **GENERAL MOVING PROCEDURES**

We know your company's relocation process involves more than space design and receiving new keys. Between the design and the keys, there is a tremendous amount of planning, estimating and decision making which must be accomplished within the time frame set forth in your lease. The actual move is arguably one of the most difficult aspects of your relocation process and we will assist you in every way possible to ensure a smooth transition.

In an effort to act in the best interests of all concerned, the following policies regarding the movement of office furniture and equipment in or out of 237 Park Avenue must be adhered to:

1. It is absolutely necessary you notify our office in writing at least forty-eight (48) hours prior to your intended move so we may reserve the freight elevator. At the same time the certificate of insurance\* for your organization as well as for your moving company must be submitted for review.

### **GENERAL MOVING PROCEDURES (Continued)**

2. Weekday deliveries, during normal business hours, of supplies, small equipment and furniture that requires the use of the freight car is on a first come, first serve basis. The freight car cannot be reserved or used exclusively during normal business hours (8AM to 5PM). Only small moves (one or two trips on the freight elevator) are permitted during business hours. Please note that the Landlord

- reserves the right to limit access to the freight elevator depending on loading bay activity.
3. Moves requiring more than one or two trips on the freight elevator, must be scheduled between 5:00 p.m. and 6:00 a.m. during weekdays or anytime on weekends. There will be a charge for these services, please contact the Property Management Office for a schedule of fees.

Before engaging a moving or delivery company, please contact the Property Management Office at 212-370-1180 to discuss the availability of the freight elevator.

## **GENERAL MOVING PROCEDURES (Continued)**

### **Tenant's Responsibilities Prior to Moving In**

1. Notify your telephone company to arrange for installation of new phones and equipment.
2. Provide the Post Office with change of address information.
3. Make arrangements for high speed internet access. The internet providers for this building are located in the [Building Amenities chapter of this handbook](#).
4. Communicate Instructions to Movers on page 3 of this section.
5. Provide the Property Management Office with a Certificate of Insurance that follows the requirements outlined in Appendix A for your moving company.
6. Please complete the General Information Form found in Appendix B. Please return it to the Property Management Office via fax (212) 490-7180.
7. Complete Building Access Forms - [Click here to go to Building Authorization Access Form](#)
8. Complete Emergency Contact Form - [Click here to go to Emergency Contact Form](#)
9. Carefully read the Construction Guidelines.

### **Instructions to Movers**

1. General:  
The mover shall perform all services required to move furniture, office contents, machines, records and supplies. All moves, requiring more than one or two trips on the freight elevator, must be done after 5:00 p.m., Monday through Friday, or anytime on weekends. We will assign an elevator operator to operate the designated elevator. However, the elevator operator will not assist in the actual movement of any material. Each employee of the moving company must be bonded and in uniform, plainly lettered with the moving company's name. These requirements are necessary to maintain the security of the premises and to provide easy identification by our company's personnel. Additionally, no mover shall be permitted which, in the reasonable judgement of the Property Management Office, would adversely affect labor harmony in the building.

### **Instructions to Movers (Continued)**

2. Inspection of Premises:  
The mover is responsible for inspecting the tenant's suite prior to the move so the proper equipment and labor necessary to provide for an orderly, timely and efficient move may be furnished. The mover should be acquainted with all the conditions, including the safety precautions under which the work must be accomplished.
3. Supervision, Labor, Materials and Equipment:  
The mover must furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services of the move. Such equipment shall include dollies, trucks etc. as may be required. All material handling vehicles used in the interior of the building must have rubber tired wheels and be free from grease and dirt.

### **Instructions to Movers (Continued)**

4. Crating, Padding and Packing Material:  
The mover is required to take every precaution by means of crating and padding to safeguard the building from damage. All padding and packing materials are to be removed by the mover upon completion. If not removed, the building will remove the material and charge the tenant.
5. Floor and Wall Protection:  
The mover should at all times protect and preserve the building from damage. The mover must provide adequate masonite and wall covering from the freight elevator to the tenant's suite to ensure that the building is not damaged. All building requests to enclose or protect the building must be followed. Note: The masonite used to protect the carpeted floors must not be taped to the carpet. The

masonite must be taped together with the appropriate spacers. Protection of the door's frames providing access to the space is mandatory.

### Instructions to Movers (Continued)

6. Indemnity – Insurance:

The mover, at the Tenant's sole expense, shall obtain, maintain and keep in full force and effect a current valid Certificate of Insurance with a copy delivered to the Property Management Office . Please see example in Appendix A.

7. Insurance:

As per the terms and conditions of your lease, please provide proof of liability and worker's compensation as per the attached Appendix A. Any and all contractors who work in your space must have the same insurance form on file prior to performing any work.

### Insurance

The following entities should be listed as additional insured on all Certificates of Insurance:

- 237 Park Avenue Owner, L.P.
- Broadway Real Estate Services, LLC

### Certificate Holder

Broadway Real Estate Services  
237 Park Avenue  
New York, NY 10169  
ATTN: Arlene Montalvo - Office Manager

### Insurance

The following insurance coverage shall also be obtained:

Type of insurance	Minimum Standards
Worker's Compensation	Coverage A: Minimum limits required by statute Coverage B: \$500,000 -Bodily Injury by Accident. ( each accident) \$500,000 Bodily Injury by Disease ( Policy Limit) \$500,000 Bodily Injury by Disease ( each employee)
Commercial General Liability	\$1,000,000 per occurrence on a per location basis \$2,000,000 per occurrence on a per location basis
Umbrella Liability Insurance	\$5,000,000 per occurrence and aggregate
Automobile, Single Limit Bodily Injury and Property Damage	\$1,000,000 per occurrence
Uninsured Motorist	As required by Statute

### GENERAL INFORMATION FORM

We require all the information outlined on the "General Information Form" to provide a successful and seamless transition for your tenancy at 237 Park Avenue. Please complete the attached and return it as soon as you receive your executed lease.

[Click here to go to the General Information Form.](#)

### EMERGENCY CONTACT FORM

It is imperative that we have the ability to reach you, the tenant, in the event of any emergency that directly affects your suite or the building at large. For this reason, we require the emergency contact list be completed and returned to the Property Management Office prior to your occupancy.

[Click here to go to the Emergency Contact Form.](#)





## Policies and Procedures: Maintenance Request Forms

For your convenience, this handbook includes a number of On-Line Service Request Forms. Should you have any questions regarding the use of these forms, please contact the Property management Office at 212-370-1180. To view and print PDF files, you need the Adobe Acrobat Reader 5.0 or higher software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com). Listed below are links to individual forms for a variety of services. Click on the link below to go to the form you are searching for. Fill out each form completely and follow the submission instructions. If you have any questions regarding which form to use please see the descriptions on the following page or call the property Management Office at 212-370-1180.

[General Information Form](#)

[Tenant Information/Emergency Contact Form](#)

[Door & Lobby Sign Request Form](#)

[Access Card Change Form](#)

[Vendor Access Card Change Form](#)

[Approved Contractor List](#)

Listed below is a brief description of the various forms available for tenant use. If you have any questions regarding the use or submission of these forms, please contact the Property Management office at 212-370-1180.

[General Information Form](#) This form must be completed by each tenant prior to occupancy at 237 Park Avenue.

[Tenant Information/Emergency Contact Form](#) It is imperative that we have the ability to reach you, the tenant, in the event of any emergency that directly affects your suite or the building at large. For this reason, we require the emergency contact list be completed and returned to the Property Management Office prior to your occupancy.

[Door & Lobby Sign Request Form](#) Door & Lobby Sign Request Form The Door & Lobby Sign Request Form is for tenants requesting door signs and lobby strips.

Listed below is a brief description of the various forms available for tenant use. If you have any questions regarding the use or submission of these forms, please contact the Property Management office at 212-370-1180.

[Access Card Change Form](#) The Building Access Change Form is for use by the two persons previously identified in the Building Access Authorization Form, in order to update the access records for company employees. Only forms with the matching signatures of the authorized officer will be accepted and acted upon by the Property Management Office .

[Vendor Access Card Change Form](#) Tenant access to the building requires an electronic photo identification card. Electronic Readers are available at the 45th Street and 46th Street entrances of the building. The electronic card must be presented in close proximity to the reader for the tenant to be allowed access to the building. Prior to occupancy, the individual authorized to do so, as stipulated in the Building Authorization Form, should completely fill out the Company Access form list for each employee.



## **Policies and Procedures: Recycling Program**

### **Recycling and Waste Handling Procedures**

237 Park Avenue

All commercial properties in New York City are required to establish a recycling program under the guidelines of New York City Local Law 87 of 1992. This law requires separation of certain grades of paper (high-grade white paper, newspapers, magazines, catalogs, and phone books) and encourages recovery of all other mixed paper grades.

All businesses are also required to separate cardboard boxes, and food and beverage establishments must separate glass, metal, and plastic for recycling. The following is a summary of the entire recycling process at our buildings, delineating the responsibilities of Management, tenants, the cleaners, and the waste removal vendor.

### **Recycling and Waste Handling Procedures (Continued)**

In accordance with NYC Local Law 87, the property has in place a mixed paper recycling program that is mandatory for all tenants. Employees in each office should use a single deskside bin for mixed paper only, and all food waste should be consolidated in a centrally located, designated receptacle. This arrangement eliminates the need to purchase new receptacles for recycling, and consolidation of food wastes in one location serves to prevent pest and odor issues. Tenants also have the option of establishing separate collection of cans and bottles in a central area, though this component is not required.

The cleaning staff is responsible for maintaining tenant separation efforts in accordance with the single deskside bin system. Waste from all single deskside bins will be collected in a clear bag, and black bags will be used only in central trash receptacles. The cleaners are not required to perform any additional sorting of wastes incorrectly commingled by tenants, and they are not equipped to accommodate a dual deskside bin system. Clear bags of paper/dry office waste, black bags of pantry trash, and cardboard boxes are then taken to the loading docks for removal by the waste removal vendor.

### **Recycling and Waste Handling Procedures (Continued)**

The waste and recycling vendor removes all materials from the properties on a nightly basis. Clear bagged paper/dry office waste, cardboard boxes, and black bags of pantry trash are removed in one truck, while heavy wet waste from food service establishments is removed by a separate truck. A third truck is sent to the building as needed for removal of bulk debris, such as furniture. Bagged office waste and cardboard boxes are taken to the vendor's dry transfer station, where all materials are emptied onto the facility floor. All clear bags are opened, and the contents are sent up a conveyor belt where contaminants are removed, by hand, and recyclable paper is separated by grade for further processing. (NOTE: Materials which are too heavily commingled at the source cannot be sorted off-site, as excess labor delays the conveyor belt and thus the entire facility's operations. Thus, participation in the Broadway Partners program is key to the overall success of recycling for our buildings.)

### **Recycling and Waste Handling Procedures (Continued)**

The sorted paper grades are baled for shipment to Marcal Paper Mills (<http://www.marcalpaper.com/>), a local manufacturer of paper products such as paper towels, which are available in neighborhood grocery and retail stores. Black bags of pantry trash are extracted from the load to be transported to a transfer station for non-recyclable waste, unless there is significant recyclable paper to be recovered. All non-recyclable materials are shipped to an out-of-state waste to energy plant which generates electricity for local homes. Bulk waste, which consists largely of wood and metal items such as desks, chairs, and filing cabinets, is brought back to the vendor's facility and sorted by type, for pickup by various scrap recyclers.

### **Recycling and Waste Handling Procedures (Continued)**

These systems ensure that Broadway Partners and its tenants are in full compliance with New York City Local Law 87, with all waste handling activities designed to minimize our environmental footprint. Our chosen waste removal vendor also helps us to close the recycling loop, by ensuring that paper from NYC office buildings is recycled into products purchased by NYC residents and businesses.

Feel free to contact the Management Office at (212) 370-1180 or Great Forest, Inc., our sustainability consulting firm, at (212) 779-4757 with any additional questions or concerns.

Thank you for recycling!

[Click here to download information on the Recycling Program.](#)



## The Neighborhood: Retail Tenants

237 Park Avenue has a number of retail outlets located in the building. Listed below are brief descriptions of the services provided.

**Cafe Metro:** Cafe Metro serves breakfast and lunch daily. Open Monday through Friday 6:00 a.m. to 9:00 p.m., Saturday and Sunday 7:00 a.m. to 5:00 p.m. For more information call 212-697-7200 or visit [www.cafemetronyc.com](http://www.cafemetronyc.com) Delivery is available.

**Duane Reade:** A drug and sundry store with a full service pharmacy. Open Monday through Saturday 7:30 a.m. to 8:00 p.m. and Sundays 9:00 a.m. to 6:00 p.m. Please call 212.682.1364 for more information.

**Eastside Luggage:** This high-quality luggage shop offers a wide range of luggage and travel accessories. Services provided include luggage repair on premises and local delivery to customer hotels. Call 212.697.5820 or fax 212.697.5821 for more information. Store hours are Monday-Friday 8:30 a.m. - 9:00 p.m. and Saturday 10:00 a.m. - 9:00 p.m.

### 237 Park Avenue Retail Outlets (Continued)

**Hale and Hearty:** Hale and Hearty specializes in innovative and healthy soups, sandwiches, and salads. The regular menu features six soups in four sizes, from small cup (about \$2.50) to a quart (about \$8). Selections include "vegetarian," "low-fat," and "dairy." Delivery is free for orders \$7 and over. Cash, Checks (\$15 min) & Corporate Accounts are accepted. Open Monday through Friday, 11 a.m. to 5 p.m. Call 212.245.9200 for more information.

**Hallmark Gold Crown:** Hallmark Gold Crown® stores offer many products, special services and their popular Hallmark Gold Crown Card program. Here you will find gifts, special offers, cards, and more. For information call 212.475.6657 or visit [www.hallmark.com](http://www.hallmark.com).

**Hatsuhana Restaurant:** This Japanese Sushi Restaurant serves lunch and dinner daily. Delivery, menu options and online order are available through their web site at [www.hatsuhana.com](http://www.hatsuhana.com). or call 212-661-3400.

**Katz Jewelry Store:** The Katz Jewelry store can be accessed via the East Walkway. Katz specializes in jewelry and watch sales and offers a full service watch repair.

### 237 Park Avenue Retail Outlets (Continued)

**Bistro Cafe:** Enjoy soups, salads, sandwiches, and desserts at this upscale sandwich shop.

**Subway:** At Subway you will find an assortment of made-for-you sub sandwiches and salads. An inexpensively priced, healthy alternative to traditional fatty fast food. Open Sunday through Thursday 9 a.m. to 12:00 a.m. and Friday and Saturday from 9:00 a.m. - 1:00 a.m. Located at 237 Park Ave. Visit [www.subway.com](http://www.subway.com) for menu selections or call 212.867.8995.

**Chase Bank:** This full service branch offers customers a wide range of financial services. This branch also has a 24-hour ATM. For more information call 212-599-6999 or visit their website at [www.chase.com](http://www.chase.com)

**Phil Adams Hair Salon:** A full service hair salon located in the lobby of 237 Park Avenue. For more information or to schedule an appointment, please call 212-338-9709.