



**EMERGENCY TELEPHONE NUMBERS**

Police/Fire/Medical Emergency.....911  
Fire Department Manhattan Dispatcher ..... 212-999-2222  
Police Department Mid-Town North Precinct ..... 212-760-8300

**PROPERTY MANAGEMENT TELEPHONE NUMBERS**

Property Management Office..... 212-282-1700  
Control Board..... 212-282-1705  
Main Lobby Desk ..... 212-282-1709  
  
Robert McKeown, Sr. Property Manager ..... 212-282-1701  
Veronica Rosmaninho, Property Manager..... 212-282-1702  
Chris Linville, Assistant Property Manager..... 212-282-1713  
Thomas Bonilla, Chief Engineer..... 212-282-1750  
Christian Pedicini, Assistant Chief Engineer ..... 212-282-1840  
Alex Garcia, Assistant Chief Engineer ..... 212-282-1703  
Krystina Gonzalez, Management Assistant ..... 212-282-1700  
Lisa Cabret, Management Assistant ..... 212-282-1700  
Ray Lutzky, Manager of Security and Life Safety ..... 212-282-1768  
Kenrick Jabour, Assistant Manager, Tenant Services & Security ..... 212-282-1717  
Property Management Office Fax..... 212-282-1710  
Engineering Office Fax..... 212-282-1712  
Control Board Fax..... 212-282-1711



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This handbook is intended to help you make the most of the building and its service staff by having in one convenient place for most of the building's operations and procedures. All tenants and visitors to 1251 Avenue of the Americas must follow the provisions set forth in this handbook. They are intended for their safety and convenience and to provide an environment facilitating the pursuit of our tenants' business objectives.

The provisions contained herein are intended to supplement those contained in your lease, including the rules and regulations annexed to the lease. Nothing in this handbook is intended to supersede or conflict with anything contained in your lease. In case of any conflict, the language in the lease governs.

While we have tried to make this handbook comprehensive, the handbook must be used in conjunction with other sources that contain more detailed or additional information. These include the *Standards, Specifications, and Guidelines for Tenant Alterations, Identification and Displays*, the current *Tenant Services Rate Schedule*, and your lease.

As our goal is the continuous improvement of the quality of the building and of the service provided to our tenants, the information contained herein is subject to change without prior notification. We will do our best to keep you abreast of any errors, omissions, or changes to anything contained in this manual. Update sheets will be distributed as they are required.

## **MISSION STATEMENT**

Mitsui Fudosan America, Inc. and Hines are committed to ensuring that 1251 Avenue of the Americas remains a name that stands for premium quality, a workplace where tenants feel at home, a building where service is fully responsive to customers' needs, and a business serving tenants who are leaders in their industry and who seek top quality and value. Quality will be achieved by proactive management, cost-effective operations, superior productivity, and a commitment to strive for continuous improvement in performance and levels of satisfaction.



## INTRODUCTION

Situated on a 96,300-square-foot tract of land, 1251 Avenue of the Americas rises 54 stories to 750 feet. Its sheer façade of vertical limestone piers forms a prime example of the International Style on the Manhattan skyline, and is one of the city's premiere business addresses.

The 2.4-million-square-foot building was designed by the renowned firm of Harrison, Abramovitz and Harris as the second building in Rockefeller Center's expansion to the west side of Sixth Avenue. Construction of the building began in 1969, and the building opened in 1971. As the global headquarters of the Exxon Corporation – at that time the largest corporation in the world – the building was a showcase of quality materials and sophisticated operating efficiency.

The building was purchased in 1986 by Mitsui Fudosan America, Inc., and is the company's flagship North American office building. The building is managed by Hines Interests L.P.

## BUILDING SPECIFICATIONS

### Building Areas:

- Site 96,300 square feet.
- Building 2.4 million square feet.
- Number of floors 54 above grade, plus penthouse.  
4 below grade.

### Average Rentable Floor Sizes:

- Base 57,000 square feet.
- Tower 40,000 square feet.

### Approximate Typical Tower Floor Dimensions:

- Overall Length:
  - North to South 302 feet.
  - East to West 116 feet.
- Core to Perimeter:
  - North & South varies (35 feet minimum).
  - East & West 35 feet.
- Window module 4'-8"
- Windows per floor 176
- Floor-to-floor height 12'-4"
- Finished ceiling height 8'-10"

### Floor Loading (Typical):

- Live Load 50 psf.
- Partition Load 20 psf.

## ELEVATORS

Elevators at 1251 Avenue of the Americas are equipped with a state-of-the-art electronic control and dispatch system for optimum service. The Otis Elevonic 411 system ensures that waiting times are minimized while passenger comfort and safety is maximized.

1251's elevators include:

- 32 high-speed Passenger Elevators:
  - Bank A: Cars 25–32, serving Floors 1, 41–53.  
(**Note:** Cars 28 and 29 have the capability to stop on all floors, from C3 to 53, and are occasionally used as after-hour Service Elevators. For this reason, tenants must keep the doors to these cars on their floor clear at all times.)
  - Bank B: Cars 17–24, serving Floors 1, 27–39.
  - Bank C: Cars 9–16, serving Floors 1, 16–27.
  - Bank D: Cars 1–8, serving Floors 1–15.
- 1 Passenger Shuttle, serving below-grade levels (Car S6).
- 3 heavy-duty, double-height Service Elevators, serving all floors:

Car	Capacity	Cab Size	Door Opening
S1	5,000 lbs.*	9'-8" wide x 5'-7" deep x 14'-0" high	6'-8" wide x 8'-9" high
S2	4,000 lbs.*	7'-8" wide x 5'-7" deep x 14'-0" high	5'-4" wide x 8'-9" high
S3	4,000 lbs.*	7'-8" wide x 5'-7" deep x 14'-0" high	5'-4" wide x 8'-9" high

\* **Note:** For any single item weighing more than one quarter of the rated car capacity (1200 lb), such as a safe or a heavy piece of machinery (including all packaging and the jack or other conveyance on which the item is being carried), the tenant must contract directly with the building's elevator maintenance contractor to provide a safe-lift operation. Please contact the Property Management Office for more information.

- 2 retail Service Elevators, serving below-grade floors, Lobby and Mezzanine:

Car	Capacity	Cab Size	Door Opening
S4	3,500 lbs.	7'-9" wide x 4'-9" deep x 9'-6" high	4'-0" wide x 7'-0" high
S5	4,000 lbs.	7'-9" wide x 4'-9" deep x 9'-6" high	4'-0" wide x 7'-0" high

- 2 Truck Lifts, serving below-grade floors:  
Maximum height for trucks are 12'-6"

Car	Capacity	Cab Size	Door Opening
T1	60,000 lbs.	11'-7" wide x 49'-6" deep x 13'-3" high	11'-7" wide x 14'-0" high
T2	60,000 lbs.	12'-7" wide x 50'-5" deep x 13'-5" high	11'-7" wide x 14'-0" high

In addition, two pairs of escalators run between the Main Lobby and C1 Level, and one pair runs from the Main Lobby to the Mezzanine.

## HVAC SYSTEM

### Environmental Control System

The building is equipped with Automated Logic Corporation's environmental control system, which features state-of-the-art direct digital control technology to optimize performance and minimize energy consumption. The system includes tenant space sensors allowing local or remote monitoring and adjustment of VAV box air volume and temperature. Monitoring and control of variable speed drives, cooling towers, and pumps, as well as complete sequenced start-up and shut-down of building systems, are also possible.

### Refrigeration Plant

Two 3,880-ton refrigeration machines, with high-efficiency Murray steam turbines driving Carrier centrifugal compressors, and one 2,000-ton electric-drive York refrigeration machine cool the building. In addition, a 1,350-ton York electric piggyback compressor is attached to one refrigeration machine for redundancy, partial-load operation, and increased energy efficiency.

Chilled water from the central refrigeration plant is distributed vertically throughout the building to machine rooms on C4, 7, 15M, 40, and 54. Chilled water is available to tenants for supplemental and overtime air conditioning needs.

### Floor Supply Systems

Tenant floors are served by the building's perimeter supply and interior supply units, which supply both air conditioning and heating, as well as outside air to maintain indoor air quality. The perimeter areas on floors 2 through 50 are served by five high-pressure induction unit systems, with one system serving the wraparound area of base floors 2 through 6, and the other four systems serving the tower areas of floors 2 through 50, as follows:

- Floors 2–6 wraparound perimeter (fan C4-S16).
- Floors 2–27 south and east perimeter (fan 15-S9).
- Floors 2–27 north and west perimeter (fan 15-S10).
- Floors 28–50 south and east perimeter (fan 40-S7).
- Floors 28–50 north and west perimeter (fan 40-S8).

These five secondary water systems are of two-pipe, summer/winter changeover design. The perimeter induction units on each floor are arranged so that one valve controls secondary water flow to two adjacent units, while one thermostat controls a maximum of three valves or six induction units. The number of thermostats and/or control valves can be rearranged by the tenant to suit their requirements.

Interior areas on floors 2 through 50 are served by 16 medium-pressure, single-duct, variable air volume systems, each serving one-quarter of the floor area for all floors within their stack, plus one system serving the wraparound area of base floors 2 through 6, as follows:

- Floors 2–6 wraparound interior (fan 7-S1).
- Floors 2–15 interior (fans 15-S1 through 15-S4).
- Floors 16–27 interior (fans 15-S5 through 15-S8).
- Floors 28–39 interior (fans 40-S1 through 40-S4).
- Floors 41–50 interior (fans 40-S5, 40-S6, 54-S1 and 54-S2).

Floors 51 through 53 are served by two medium-pressure, single-duct, variable air volume systems, as follows:

- Floors 51–53 south interior (fan 54-S3).
- Floors 51–53 north interior (fan 54-S4).

Heating on these three floors is provided by finned-tube radiators located under the windows, with hot water provided by steam-to-water heat exchangers.

Concourse levels are served by a number of low-pressure, constant-volume all-air systems with reheats.

### **Exhaust Systems**

The building is served by a number of exhaust systems, including general, toilet, electrical closet, garage, mechanical room, and kitchen. The general, toilet, and electrical closet exhaust systems serving tenant floors are each divided into four zones, each served by its own fan, as follows:

- Floors 2–27 east.
- Floors 2–27 west.
- Floors 28–50 east.
- Floors 28–50 west.

Separate exhaust fans are provided for the general, toilet, and electrical closet systems serving floors 51 through 53, Lobby, and below-grade levels.

## **ELECTRICAL AND EMERGENCY POWER SYSTEMS**

### **Electrical Power**

1251 Avenue of the Americas was originally served by two electrical transformer vaults, one located below grade (North Vault) and the other on the 40<sup>th</sup> Floor. The upper transformer serves floors from 29 to Penthouse, and the lower serves from C4 to 28. In addition, the electrical capacity of the building was expanded in 1995 with the construction of a new below-grade transformer vault (South Vault).

Distribution panels for tenant loads are generally located in electrical closets on each floor, which are found on the southwest and northeast corners of the core. Access to these closets is permitted only through the Property Management or Engineering Offices.

**Emergency Power**

The building is equipped with two 600Kw, diesel-powered, Caterpillar emergency generators. Fuel is stored in a 15,000-gallon tank, which is capable of providing 24-hour operation for up to 14 days, depending on load requirements. Critical building safety and support systems are connected to the generators, including fire alarm system, environmental control system, public area and stairwell emergency lighting, sump pumps, house pumps, domestic water pumps, ejector pumps, fire pumps, condensate system pumps, perimeter heating pumps, truck lifts, and elevators (for initial recall and subsequent limited operation). No tenant systems are served by the building's generators except for fire alarm systems connected to the building's central system.

**FIRE ALARM AND PROTECTION SYSTEMS****Fire Alarm System**

The building's Class E fire alarm system, the Pyrotronics MXL-V system, features digital color graphic displays pinpointing alarm locations, and graphic display and hard copies of alarm histories, maintenance programming, and calibration of analog devices. The system can be monitored and controlled from the Fire Command Station at the Main Lobby Desk, with additional remote monitoring at the Control Board and the Engineering Control Center. The system includes fire warden stations on each floor, pull boxes, speakers, strobes, an all-call public address system, failsafe door operation, and elevator recall with full firefighter service. Fire detection is provided by smoke and heat detectors and sprinkler line waterflow sensors.

**Fire Suppression and Smoke Purge**

Fire suppression is provided by a combined fire standpipe/sprinkler system. The building is fully sprinklered, and four fire hose racks are located on each floor. The system is fed from two separate 6,500-gallon fire reserve tanks (one on the 40<sup>th</sup> floor and one in the Penthouse) and can also be fed from a manual fire pump and from siamese connections around the perimeter of the building. Below-grade areas are served by a sprinkler system fed directly from the city water mains and siamese connections.

The building's supply, return, and exhaust fans can be controlled by the Fire Alarm System to provide smoke purge and pressurization. Fan systems are automatically shut down on activation of a fire alarm to prevent smoke distribution.

**SECURITY AND ACCESS CONTROL SYSTEMS**

Schneider Electric INET system provides access control throughout the building. Electronic HID cards permit individualized levels of access for building staff and tenants. Building ID cards secure the building elevators and turnstiles. I-Discs secure mechanical spaces, electrical and telecommunications closets, and below-grade spaces. The system creates an automatic activity log for all transactions, thus improving security and record keeping. (See section B2. *Building Security* for additional information.)

The building is also equipped with an extensive closed-circuit television camera surveillance system, which is monitored and recorded 24 hours a day. The cameras cover such areas as building entrances and exits, elevators, multi-tenant elevator lobbies, stairwells, public corridors, loading dock and truck lifts, and exterior areas. The cameras can be monitored in the Control Board, Main Lobby Desk, and the Property Management Office.

The building's access control and CCTV surveillance systems, along with motion sensors, electronic locks, and alarms, as well as a trained, 24-hour security staff, results in superior protection for tenants and their property.

## **TELECOMMUNICATIONS SYSTEMS**

1251 Avenue of the Americas has an extensive telecommunications infrastructure, allowing for a variety of tenant options and satisfying a broad range of state-of-the-art information and communication needs.

The building's managed copper and fiber optic cabling backbone provides expeditious and cost-effective availability to a range of communication access and data services (Verizon, AT&T, Abovenet, RGTS, Lightpath, Time Warner). A managed cable television backbone, incorporating street level and rooftop satellite facilities, provides such services as Time Warner and Bloomberg programming. Route diversity via separate building entry points and risers allows for redundancy of key tenant applications for greater security.

Risers for tenant systems are generally located in telecommunication closets on each floor, which are found in the Service Elevator Lobbies and at the four corners of the core. These rooms are only to be used for telecommunication systems and only with prior approval of the Property Management Office. No storage is permitted in these rooms. Access to these closets is permitted only through the Property Management Office.

Rockefeller Group Technology Solutions provides a centralized communications management system, relieving tenants of having to dedicate space or resources to a PBX, and offering a high degree of efficiency, reliability, and flexibility not generally available to individual firms.

Rooftop space is available for antennas and satellite dishes for tenant telecommunication needs. Space is also available for tenants to run their own telecommunication risers.



**BUILDING AMENITIES AND PROGRAMS****Banks/ATMs**

*Chase* maintains a full service facility at 1251 Avenue of the Americas. ATMs are located directly off the Main Lobby and the Subway Concourse. 24-hour ATMs are accessed by an outside entrance on 49<sup>th</sup> Street and they have ATM's on the 50<sup>th</sup> street side.

**Blood Drive**

Each year the building hosts several blood drives in cooperation with the New York Blood Center. A flyer announcing the drive is distributed to all building and tenant employees in the building, giving the times and location of the drive. All tenants are encouraged to participate. For any questions regarding the donation of blood, please call the New York Blood Center at 718-752-4600.

**Electronic Directories**

Touch-screen electronic directories are located adjacent to the building's four Lobby entrances, giving the floor location of all tenants in the building. If desired, tenants may list their executive personnel by name. (See section *D5. Tenant Signage, Identification and Displays* for more information.)

**Emergency Response**

Tenants should call 911 for emergency response. They should also notify the Control Board at 212-282-1705 so a security guard can be waiting with a freight to direct and escort the emergency responders.

**Holiday Concerts**

Informal concerts of holiday music are held occasionally in the Main Lobby during the holiday season.

**Holiday Decorations**

Each holiday season, 1251 is decorated in the spirit of good cheer. The specially commissioned decorations are on the grand scale of the building itself. Enormous red ornament balls float in the East Plaza pool, while oversize wreaths and festooned trees fill the Lobby. A graceful gilded menorah, with decorative blown-glass flames, is placed in the South Lobby during Hanukkah.

**Holiday Toy Drive**

Each December, the building holds a holiday drive to provide toys to underprivileged children through the Volunteers of America. A flyer announcing the drive is distributed to the desktop of every building and tenant employee in the building, and a collection box is placed in the Lobby, adjacent to the Lobby Desk. Unwrapped new or gently used toys are appreciated since they will be given as holiday gifts. Alternately, companies may wish to make a donation. Checks should be made payable to the Volunteers of America and dropped off at the Management Office.

**Lobby Flowers**

Beautiful, cut flower displays at the Lobby Desk and at the top of the escalators to the Subway Concourse are changed weekly. Live seasonal flowers, such as chrysanthemums, poinsettias, and tulips, bring color and life to the Lobby throughout the year.

**Lobby Music**

Recorded classical and light jazz music is played over a specially balanced system to add a welcoming and relaxing ambience to the Lobby. The ever-changing selections include festive music during the holiday season.

**Mail Drops**

Mail deposited in the Lobby is picked up at 1:00 p.m. and at 3:00 p.m., Monday to Friday, except for holidays. Please report any clogs in the mail chutes to the Property Management Office. (See **LOCAL AMENITIES AND RESOURCES** below for information on the nearest outside mailboxes and post offices.)

**Newsstand**

*Gateway Newstands* maintains a newsstand at the east end of the Main Lobby, which is open from 7:30 a.m. to 6:30 p.m., Monday to Friday, except for building holidays. Newspapers, magazines, candy, etc. are available.

**Public Art**

From its opening, 1251 has served as a dramatic display for artwork by both local and internationally recognized artists. "Mercure," a 17-by-14-foot tapestry, hangs at the west end of the Main Lobby. This 1971 tapestry reproduction of a theater curtain painted by Pablo Picasso for a 1924 ballet production in Paris is identical to the original work, which hangs in the Museum of Modern Art in Paris, and was authorized by the artist himself.

Directly in front of this tapestry hangs another fabric artwork installed by the Canadian Consulate at the entrance to their offices. The 10-by-8-foot piece, titled "Helping Spirits," was specially commissioned in 1997 by the tenant. The artist, Irene Avaalaaqiaq, an Inuit recognized as one of Canada's leading fabric artists, portrays potent, mystical images of figures that are half human, half animal and originate from the stories about shamanism and traditional Inuit beliefs told to her by her grandmother.

Another addition in the Main Lobby is the art glass installed at the tops of the exterior windows. The 28 leaded glass screens were created by internationally-recognized glass artist Ed Carpenter. He was commissioned to create the work by the building's owner, Mitsui Fudosan America, Inc., after a year-long search guided by the Art Advisory Service of the Museum of Modern Art.

**Restaurants**

*Sushiden Restaurant*, with an entrance in the West Lobby and another on 49<sup>th</sup> Street, offers fine Japanese cuisine. The restaurant is open Monday to Friday from 11:45 a.m. until 2:30 p.m. for lunch, and from 5:30 p.m. until 10:00 p.m. for dinner. On Saturday, the restaurant is only open for dinner, from 5:30 p.m. until 10:00 p.m. Sushiden is closed on Sunday and holidays. Reservations are recommended: 212-398-2800.

Fast food establishments can also be found in the building.

*Au Bon Pain* features a selection of fresh salads, sandwiches and soups, as well as a variety of baked goods. Entrances are located in the northwest corner of the Main Lobby and on 50<sup>th</sup> Street. *Au Bon Pain* is open Monday to Saturday from 6:00 a.m. until 10:00 p.m., and Sunday from 6:00 a.m. until 9:00 p.m. If you have any questions you can call 212-921-5908.

### **Tenant Surveys**

In addition to the drop-off card, tenant satisfaction with building services is tracked by the Property Management staff by a quarterly survey of the tenants' facilities managers. This procedure enhances communication and assures appropriate follow-up with tenants regarding concerns they may have.

### **Video Wall**

The Digital Video Wall installation at 1251 is located in the Concourse Lobby, and consists of two 65" LCD monitors. The video walls usually display financial, weather, and general news programming, such as New York 1.

**LOCAL AMENITIES AND RESOURCES****Mail Boxes**

In addition to the mail chutes and mailboxes located in the building, the nearest outside mailboxes are located at the northwest corner of 6<sup>th</sup> Avenue and 50<sup>th</sup> Street. Regular mail is picked up at 6:00 a.m., 1:00 p.m., and 5:00 p.m., Monday to Friday, and at 6:00 a.m. and 10:30 a.m. on Saturday. Express mail is picked up at 1:00 p.m., 4:00 p.m., 5:00 p.m., and 7:00 p.m., Monday to Friday, and at 10:30 a.m. on Saturday.

**Post Offices**

*Rockefeller Center Post Office*, 610 Fifth Avenue (between 49<sup>th</sup> and 50<sup>th</sup> Streets), phone 212-265-3854. Open Monday to Friday from 9:00 a.m. until 5:30 p.m., except on holidays.

*Radio City Post Office*, 322 West 52<sup>nd</sup> Street (between 8<sup>th</sup> and 9<sup>th</sup> Avenue), phone 212-265-6677. Open Monday to Friday from 7:30 a.m. until 6:00 p.m. (until 8:00 p.m. on Thursday), and Saturday from 9:00 a.m. until 4:00 p.m., except on holidays.

*Grand Central Post Office*, corner of Lexington Avenue and 45<sup>th</sup> Street, phone 212-330-5733. Open Monday to Friday from 7:30 a.m. until 9:00 p.m., and Saturday from 8:00 a.m. until 1:00 p.m., except on holidays.

**Public Transportation**

1251 Avenue of the Americas is conveniently located with respect to public transportation. Tenants have weatherproof access to the B, D, F, and M subway lines on 6<sup>th</sup> Avenue, directly in front of the building, and to the N, R, and W lines on 7<sup>th</sup> Avenue via the concourse connection to 745 Seventh Avenue. Other subway lines within walking distance are:

- 1 line at 50<sup>th</sup> Street and Broadway.
- C and E lines at 50<sup>th</sup> Street and 8<sup>th</sup> Avenue.
- 6 line at 51<sup>st</sup> Street and Lexington Avenue.

Uptown buses run on 6<sup>th</sup> Avenue, and downtown buses on 7<sup>th</sup> Avenue and Broadway. Eastbound crosstown buses run on 50<sup>th</sup> Street, and westbound on 49<sup>th</sup> Street.

Also within walking distance are the Port Authority Bus Terminal, Pennsylvania Station (AMTRAK, Long Island Railroad, NJ Transit) and Grand Central Terminal (MetroNorth Railroad).

**BUILDING HOURS**

Regular building hours of operation are from 8:00 a.m. until 6:00 p.m., Monday to Friday. Building services are limited and building access is restricted after hours and on weekends and building holidays, as noted in this handbook.

**BUILDING HOLIDAYS**

The following days are currently observed as building holidays:

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

If any of these days falls on a Saturday, the holiday will be observed the preceding Friday; if any falls on a Sunday, it will be observed on the following Monday.

**BUILDING ACCESS****Building Entrances**

The building's entrances on the street level and the Concourse level are open weekdays from 7:00a.m. until 7:00 p.m., except for weekends and building holidays.

The Northwest Lobby entrance (110 West 50<sup>th</sup> Street) is the only entrance open after 7:00 p.m. to 7:00 a.m. on weekdays, and all day on weekends and building holidays. Use of a Building ID card electronic access card is required to enter the building during these times (see section *B2. Building Security*).

**Elevator Access**

Use of a Building ID card is required to access the building's passenger elevator banks from 7:00 p.m. until 7:00 a.m. Monday to Friday.

After 7:00 p.m. on weekdays, and all day on weekends and building holidays, use of a Photo-ID is required in the Passenger Elevators to access tenant floors. Individuals can only access those floors to which they are authorized.

## VISITORS

### Regular Hours

Visitors to the building, whether escorted by a tenant employee or not, must be issued a Visitor Pass to access the passenger elevator banks during regular hours. During this time, visitors are directed to the Concierge Desk in the North Lobby. The visitor must show an official photo identification card to verify their identity. The Concierge will see if the visitor is expected through the Building's Visitor Processing System. If the visitor is in the system, the Concierge will issue a single-entry visitor pass or multiple-entry visitor pass with a barcode. Single entry visitors are required to provide their Building ID card and visitor pass to Patrol Officer for entry to the elevators. Multiple entry visitors can use the barcoded passes to access the elevator bank by simply inserting card into barcode readers on the turnstiles. If the visitor is not in the system, the visitor must contact the person they desire to see so that they can be entered into the system. Courtesy phones are available at the Concierge Desk for this purpose. No one who is not in the system will be permitted access to the elevators.

Tenant employees who have forgotten their Building ID card, or whose ID does not function, will be treated as a visitor and will have to call their office to have their names entered into the Visitor Processing System before they are given a Pass.

All purses, briefcases, suitcases, bags, packages, etc., of any visitor may be subject to search. Anyone refusing to permit such a search will be denied entrance.

### After Hours

Visitors to the building after hours must be entered into the building's visitor system and will be processed at the Night Desk at the Northwest lobby entrance. The Patrol Officer on duty at the Night Desk will call the tenant and inform them that they have a visitor. The tenant employee must then come down to the Lobby and escort the visitor into the building. The visitor must show an official photo-id to verify their identity.

If the visitor desires to re-enter the building, they must go through the procedures outlined above again.

Tenant employees who have forgotten their Building ID card, or whose card does not function, will be treated as a visitor and will have to call their office to have someone escort them into the building.

All purses, briefcases, suitcases, bags, packages, etc., of any visitor may be subject to search. Anyone refusing to permit such a search will be denied entrance.

**DISABILITY ACCESSIBILITY**

The Northwest and Southeast building entrances feature an ADA-compliant door that opens automatically at the push of a button. The Northwest entrance is open 24 hours a day, 7 days a week.

All elevator call buttons, floor buttons, indicators, etc. are ADA compliant.



**BUILDING ACCESS CONTROL SYSTEM**

The building is equipped with an electronic security system that utilizes small, programmable I-discs and Building HID Electronic Cards (Building ID cards) with the employee's photo for accessing secured areas. Each tenant employee is issued a Building ID card.

Building ID cards are needed during regular hours to enter the turnstiles and access the passenger elevator banks. Additionally, Building ID cards are necessary after hours, on weekends, and on building holidays to enter and exit the building and inside the passenger elevators to reach a particular floor (see section *B1. Building Hours, Holidays and Access*). Building ID cards are also needed at all hours to use the Shuttle Elevator to the Concourse levels.

Tenant employees may only access those floors on which that tenant has any premises. If a tenant occupies new space on an additional floor, or vacates all space on a particular floor, all Building ID cards of that tenant will be reprogrammed to allow or restrict access to that floor, respectively, unless otherwise arranged with the Property Management Office.

Two access levels are available for Building ID cards:

- A. 24 hours a day, 7 days a week.
- B. 6:00 a.m. until 10:00 p.m., Monday to Friday.

Tenants must submit the appropriate form signed by an authorized individual for any request to issue a new or replacement Building ID card, to deactivate a card, or to change the access level on a Building ID card. The employee's name and social security number (or the last four digits) must be provided, and it must be indicated whether the Building ID card is to be issued on a permanent or temporary basis. If the access card is to be a temporary issue, the date on which it is to expire must be provided, from one month to one year of issuance. Temporary Building ID cards may be issued and could be appropriate for employees from another location who will only be at 1251 for a limited time or for consultants working on a specific project. If temporary access is required for less than one month, the individual should be treated as a visitor. Completed forms can be faxed to 212-282-1711 or dropped off at the Property Management Office. If any information is missing from the form, the form will be returned. Single Building ID card requests can usually be completed by the next business day; multiple Building ID card requests may take longer.

At the time of their original move-in, tenants may receive, at no charge, a maximum of one Building ID card for each 200 square feet of rentable floor area or fraction thereof. Tenants will be charged for all required Building ID cards over this maximum. In addition, tenants will be charged for all subsequent Building ID cards required after the initial move-in order, regardless of whether the maximum allotment was reached at that time.

Each Building ID card is issued to a specific individual and should only be used by that individual. No individual may be issued more than one active Building ID card at a time. **All Building ID cards remain the property of the building and must be returned** to the PMO when the individuals to whom they are issued no longer require them.

**Building ID cards may not be transferred to any other individual.** Building staff may confiscate any card being used by any person other than the person to whom the ID card was issued.

Replacement Building ID cards for lost or stolen cards will be charged at the rate stated in the current *Tenant Sales Rate Schedule*, which is available from the Property Management Office.

The Building ID card system utilized by the building can also be expanded, at the tenant's expense, to provide access control to tenant premises. Programming for the two systems (building and tenant) are handled independently of each other and allow one ID card to work on both systems, minimizing the number of keys or access cards that employees must carry. Please contact the Property Management Office for more information.

## PROPERTY REMOVAL

In order to protect tenant property, all packages, equipment, or furniture removed from the building must be accompanied by a Building Engines, electronically-generated property removal pass.

A tenant employee, visitor, or contractor wishing to remove property from the building must first obtain a property removal pass from an authorized tenant representative. The bearer will present the pass to a Lobby Attendant, Patrol Officer, or Service Elevator Operator. The building staff members will then sign and retain the pass. Confirmation from the tenant or approval from the Property Management Office may be required.

Tenants should maintain strict control over the issuance of passes. The property removal pass is only intended as a supplementary method of protecting tenant property. Primary responsibility remains with each tenant.

**LOST AND FOUND PROPERTY**

Anyone finding a lost item should turn it over to the Patrol Officer or Elevator Starter at the Lobby Desk or to the Property Management Office. An attempt will be made to locate the owner.

In the event that a tenant loses an item of property, an inquiry can be made to the Property Management Office. A description of the property will be taken and, if found, the property will be returned.

**THEFT, VANDALISM, AND OTHER CRIMINAL ACTIVITY**

While the building's access control, surveillance systems, security procedures, and trained security staff help to deter or reduce theft, vandalism, and other criminal activity in the building, responsibility for securing the tenant's premises remains with each tenant. All incidents should be reported promptly to the Property Management Office. The Director of Security and Life Safety, or a Protection Supervisor, will respond, fill out an incident report, and begin an investigation as appropriate. Thefts should also be reported promptly to your own insurance company. Any individual committing criminal activities in the building will be prosecuted to the fullest extent of the law.

**ACCIDENTS AND PROPERTY DAMAGE**

All accidents and all damage to property should be reported immediately to the Property Management Office. Appropriate building personnel will respond and fill out an incident report. Accidents and property damage should also be reported promptly to your insurance company.



**PASSENGER ELEVATORS**

Passenger Elevators are in operation 24 hours a day, 7 days a week. Passenger Elevators are on unrestricted service from 7:00 a.m. until 7:00 p.m., Monday to Friday, except building holidays and weekends. However, access to the elevator banks is restricted by barrier-arm electronic turnstiles. Use of the Building ID card or a multiple access barcoded visitor pass is required After 67:00 p.m. and on weekends and building holidays, use of a Building ID card is required to access tenant floors from any passenger elevator. Individuals can only access those floors to which they are authorized. The Main Lobby can be accessed from any floor at any time without the use of a Photo-ID.

In order to prevent vandalism, each Passenger Elevator is equipped with closed circuit television cameras that are monitored and recorded 24 hours a day, 7 days a week.

In the event that a tenant becomes trapped in an elevator, rapid assistance can be obtained simply by pressing the emergency call button. This will notify building personnel at the Main Lobby Desk and the Control Board. They will communicate with the trapped passenger and render any required assistance, such as contacting the passenger's employer. An elevator repair team will also be dispatched to facilitate release.

All tenants and visitors are obligated to follow the rules and regulations in section *E2. Elevator Usage Rules and Regulations*.

**SERVICE ELEVATORS**

At least two Service Elevators are in regular operation from 8:00 a.m. until 6:00 p.m., Monday to Friday, except on building holidays. During these hours, the Service Elevators are to be used for small deliveries, such as food and packages, for the movement of service and construction personnel, and other limited uses. No elevator can be monopolized by any tenant during these hours as this will adversely affect service to all tenants. All vehicles in the Loading Dock are limited to 30 minutes of parking time during these hours, and all deliveries/pick-ups must be accomplished within this time frame.

Tenants may not use the Service Elevators after regular building hours unless they have made prior arrangements with the Property Management Office. Any Service Elevator operating after regular hours is either being used for the transportation of cleaning or building personnel or is rented to a tenant for their exclusive use. (See **ELEVATOR RESERVATIONS** below for details.)

All individuals desiring to use the Service Elevators during regular building hours must first obtain a floor pass from either the Main Lobby Desk or from the Truck Lift Operator, or if a tenant employee, must show a building photo identification. Confirmation from a tenant or approval from the Property Management Office may be required before a pass is issued.

All tenants and visitors are obligated to follow the rules and regulations in section *E2. Elevator Usage Rules and Regulations*.

### ELEVATOR RESERVATIONS

Service Elevators must be reserved through the Property Management Office for all tenant moves or deliveries that:

- Require exclusive use of an elevator.
- Require use of the Loading Dock for longer than 30 minutes.
- Require usage after regular building hours.
- Require a safe-lift operation (see below).
- Are for the delivery of construction material or supplies.
- In the opinion of building management will adversely affect service.

The building's Truck Lift must also be rented if the Loading Dock is to be used (and for all construction rentals, whether for materials or personnel). A bomb detection team (which includes the canine bomb dog) must be scheduled with the rental of the truck-lift.

Tenants may only reserve Service Elevators and Truck Lifts on weekdays before 8:00 a.m. and after 6:00 p.m., or on weekends. Rental rates are listed in the current *Tenant Sales Rate Schedule*, which is available from the Property Management Office. There is a minimum charge of two hours for weekday rentals and four hours on weekend and holiday rentals. Weekday rentals beginning at 6:00 p.m. or after must be completed by 12:00 midnight or a minimum charge of 14 hours will be incurred.

Service Elevators are rented on a first-come-first-served basis. Service Elevator and Truck Lift reservations must be made in writing to the Property Management Office and confirmed. Reservations are accepted up to two months (8 weeks) before the rental date. **All reservations must be submitted to the Property Management Office no later than 3:00 p.m. on the rental date (or on Friday for weekend rentals).**

All reservation cancellations must also be submitted in writing to the Property Management Office and confirmed. **Cancellations must be submitted no later than 3:00 p.m. on the rental date (or on Friday for weekend rentals).** Cancellations received after 3:00 p.m. on weekdays, up until the reservation time, will result in a two-hour charge. Cancellations received after the reservation time or on weekends or holidays will result in a four-hour charge.

Rental charges commence at the scheduled rental time, not when the renter first uses the elevator or lift. **Reservations will be held for two hours unless otherwise instructed.** If, after two hours, the renter has not shown up or notified the building of a delay, the reservation will be considered a cancellation and will result in a four-hour charge.

See section *A2. General Building Information* for dimensions and weight capacities of the Truck Lifts and Service Elevators. For any single item that is to be carried in a Service Elevator and weighs more than one quarter of the rated car capacity, such as a safe or a heavy piece of machinery (including the height of any and all packaging and the jack or other conveyance on which the item is being carried), the tenant must notify the Property Management office to provide a safe-lift operation.

Passenger Cars A28 and A29 have the capability to stop on all floors, from C3 to 53, and are occasionally used as after-hour Service Elevators. For this reason, tenants must keep the doors to these cars on their floor clear at all times.

All tenants and visitors are obligated to follow the rules and regulations in section *E2. Elevator Usage Rules and Regulations*.

## **PROPERTY PROTECTION AND DAMAGE**

Tenants are responsible for ensuring that moving, delivery, construction, or other vendor or contractor personnel properly protect all surfaces in public areas from damage, including floors, walls, door frames, ceilings, fixtures, etc. The tenant, not the vendor, is liable for the repair or replacement of any damaged building property. All property damage should be reported promptly to the Property Management Office.





**SERVICE ELEVATOR LOBBY ACCESS**

Most deliveries to and pick-ups from tenant premises must be made using the Service Elevators. Therefore, tenants must ensure that delivery personnel have a way of announcing their presence in the Service Elevator Lobby on the tenant's floor by means of a bell, intercom, or phone. Service Elevator Lobbies must be kept clear and clean at all times. Tenants are not allowed to store property or trash in the Service Elevator Lobbies.

**TRUCK DELIVERIES**

All deliveries and pick-ups requiring the use of a vehicle must use the building's Loading Dock, which is located on the C3 Level. The Loading Dock is accessible by entering via either one of two Truck Lifts at the street level at the northwest corner of the building (134 West 50<sup>th</sup> Street). Normal operating hours are from 8:00 a.m. to 12:00 p.m and 1:00 p.m. to 6:00 p.m., Monday to Friday, except building holidays.

All vehicles making deliveries or pick-ups must have commercial license plates and the driver must present a valid driver's license and a bill of lading showing the name of the tenant to whom the delivery is being made or a letter of authorization from a tenant for the delivery. The Truck Lift Operator will then call the tenant to verify the delivery. If no tenant representative is available to approve the delivery, the vehicle will not be allowed into the Loading Dock.

All vehicles and their contents are subject to search. All license plates and driver's licenses are recorded, along with the time of entry, exit, and destination of the delivery. Once the delivery is confirmed by the tenant, the Truck Lift Operator will issue a floor pass for use of the Service Elevator. Approval from the Property Management Office may be required before a pass is issued.

Vehicles are not permitted to park in the Loading Dock for longer than 30 minutes during regular operating hours. After-hour, weekend, and building holiday access and parking must be previously arranged by the tenant with the Property Management Office.

The Loading Dock platforms are approximately 4'-0" high. Two hydraulic lifts are available for low trucks. See section *A2. General Building Information* for dimensions and weight capacities of the Truck Lifts and Service Elevators.

All persons using the Truck Lifts and Loading Dock must follow the rules and regulations in section *E3. Loading Dock Rules and Regulations*.

Tenants are responsible for ensuring that moving, delivery, construction, other vendor, or contractor personnel properly protect all surfaces in public areas from damage including floors, walls, door frames, ceilings, fixtures, etc. The tenant, not the vendor, is liable for the repair or replacement of any damaged building property. All property damage should be promptly reported to the Property Management Office.

## MESSENGER DELIVERIES

### Messenger Center

1251's Messenger Center is located on the C1 Level and is accessed from a street-level entrance on 49<sup>th</sup> Street, adjacent to the building's southwest Lobby entrance. The Messenger Center is staffed by an independent service provider (see section *C10. Building Service Providers* for the name of the current vendor), and is open from 7:30 a.m. until 6:30 p.m., Monday to Friday, except for building holidays. The Messenger Center telephone number is 212-282-1777.

All incoming and outgoing messenger deliveries must go through the Messenger Center. The Messenger Center will not handle items over 10 pounds, oversized parcels, deliveries requiring use of a wheeled conveyance, or deliveries made after hours, on weekends, or building holidays. These types of deliveries/pick-ups must be handled by outside couriers through the Loading Dock and the Service Elevators (see sections *B4. Mail and Delivery Procedures* and *E3. Loading Dock Rules and Regulations*). Food and flower deliveries are also processed at the Messenger Center during regular hours.

Only the Messenger Center can accept packages for delivery to tenants. Patrol Officers, Elevator Operators and Starters, the Control Board Operators, the Property Management Office, and other building staff are prohibited from accepting or holding any package for any tenant.

### Incoming Messenger Items

All incoming messengers hand carrying packages weighing 10 pounds or less will be directed by building staff to the Messenger Center. The Messenger Center examines all packages in an x-ray machine and once it is deemed safe, the package is accepted, logged in, and a building page is dispatched to deliver the package to the tenant. Tenants should notify the Messenger Center of the regular drop-off location for all incoming messenger deliveries, such as the tenant's mailroom or main reception desk. All items accepted at the Messenger Center are usually delivered to the tenant drop-off location within 15 minutes.

For deliveries requiring a tenant's signature or payment, the Messenger Center will notify the tenant to come down to the messenger center.

### Outgoing Messenger Items

A tenant with an outgoing package weighing 10 pounds or less must call the Messenger Center. The Messenger Center will dispatch a Page to pick up the package from the tenant pick-up location and deliver it to the Messenger Center. Tenants should notify the Messenger Center of the pick-up location for all outgoing messenger deliveries, such as the tenant's mailroom or main reception desk. All items will usually be picked-up by a Page and delivered to the Messenger Center within 15 minutes of a tenant's request.

At the Messenger Center, the package will be logged in and held for pick-up by an outside courier. Tenants may make their own arrangements for the package's delivery or may request the Messenger Center to have the package delivered to its destination for a fee. Please contact the Messenger Center for delivery options and rates.

**After Hour Deliveries**

All deliveries by messengers after regular building hours, weekends and building holidays will be processed at the Night Desk in the Main Lobby. The Patrol Officer on duty will call the tenant and inform them that they have a delivery. The tenant's employee must then come down to the Lobby to retrieve the delivery.

**FOOD AND FLOWER DELIVERIES****Regular Hour Deliveries**

All food and flower deliveries during regular business hours are to be processed at the Messenger Center. The Messenger Center will call the tenant and inform them that they have a delivery. The tenant employee must then come down to the Messenger Center to retrieve the delivery.

**After Hour Deliveries**

Food deliveries after hours, on weekends and building holidays, will be processed at the Night Desk in the Main Lobby. Tenants are requested to come to the Main Lobby to retrieve after-hour deliveries, such as food. When placing an order for delivery after hours, tenants must be sure that the delivery person is given a contact telephone number.

**MAIL AND PARCEL DELIVERIES**

Uniformed couriers (such as US Postal Service, FedEx, UPS, DHL, etc.) are permitted to go directly to tenant floors for deliveries and pick-ups. These couriers can use the Passenger Elevators if they are hand carrying packages of reasonable dimensions; otherwise, they must utilize the Service Elevators. The Messenger Center is not permitted to handle any envelopes or packages from or for these couriers.

Tenants in below-grade floors (Concourse levels) may request in writing to the Property Management Office that a Building ID card be issued to their regular uniformed delivery person for access to the Shuttle Passenger Elevator for hand-carried deliveries.

**BULK MAIL DELIVERIES**

Bulk mail is often delivered to tenants in Postal Service carts or hampers. These containers must be maintained within tenant premises and not left in elevator lobbies or public corridors. Tenants may bring the carts down on the Service Elevators to the Loading Dock on C3 for pick-up by the US Postal Service if they have arranged for such pick-up with the Postal Service.

**Because of security concerns, mailbags must not be left unattended. Any bag left in such a manner may be subject to disposal.**

**NEWSPAPER DELIVERIES**

Newspapers will be delivered via the Service Elevators and left in the Service Elevator Lobbies for retrieval by the tenant. All newspapers should be removed from the lobbies by 10:00 a.m. or they may be discarded by building cleaning staff.



**MOVE-IN PROCEDURES**

Whether you are a new tenant in the building, or just taking additional space, the steps below are to be observed to make your move-in smooth:

1. At least two months prior to your move-in, submit on the appropriate form (which is included in section *G. Appendix*), your requirements for building standard signage on multi-tenant floors, electronic lobby directories, and elevator car displays (see section *D5. Tenant Signage, Identification and Displays*).
2. At least two months prior to your move-in, submit your keying requirements to the Property Management Office for keying by the building's locksmith.
3. At least one month prior to your move-in, the Property Management Office will contact you to arrange for a pre-move-in Welcome Meeting, where you will meet key building personnel. You will also be given forms to fill out for such things as authorized service requestors (see section *C2. Tenant Service Requests*), emergency contacts (see section *F3. Emergency Tenant Contacts and Access*), recycling floor coordinators (see section *C7. Recycling and Rubbish Removal*), Building ID card requirements (see section *B2. Building Security*), etc. You may arrange to bring as many of your co-workers as you need.
4. At least two weeks prior to your move-in, contact the Property Management Office to reserve Truck Lift and Service Elevators for your move dates. Note that all reservations are made on a first-come-first-served basis, so you should make your reservations as early as possible, up to two months (8 weeks) before the move date.
5. At least one day prior to your move-in, all required Certificates of Insurance for your movers must be approved and on file in the Property Management Office. (See section *C9. Outside Service Providers and Contractors*.)
6. If desired, the building cleaners can be contracted to do a pre-move-in cleaning of your new premises for a fee. The interior of the perimeter windows can be cleaned at this time at no additional charge.

**MOVE-OUT PROCEDURES**

Whether you are moving completely out of the building or just giving up some space, the procedures below should be followed to ensure a smooth operation:

1. As soon as possible after your decision to vacate the space, call the Property Management Office to arrange a walk-through of your space. The building management staff will advise you as to what items need to be removed from the space and what conditions must be returned to their original form, per your lease requirements. Please arrange for a second walk-through after all required items have been completed.

2. If you will be discarding files, binders, boxes, furniture, computer equipment, or any other items, you must make arrangements with the Property Management Office for their removal and disposal.
3. At least two weeks prior to your move-out, contact the Property Management Office to reserve Truck Lift and Service Elevators for your move dates. Note that all reservations are made on a first-come-first-served basis, so you should make your reservations as early as possible, up to two months (8 weeks) before the move date.
4. At least one day prior to your move-out, all required Certificates of Insurance for your movers must be approved and on file in the Property Management Office. (See section *C9. Outside Service Providers and Contractors.*)
5. The premises must be left in a broom-clean condition with all items removed and the space returned to its original condition per your lease requirements.
6. A final walk-through should be arranged with the Property Management Office after the move-out for acceptance of the premises surrender. All Building ID cards and building keys must be returned by this time. There will be a charge for all unreturned Building ID cards.

## **PROPERTY PROTECTION AND DAMAGE**

Tenants are responsible for ensuring that moving, delivery, construction, or other vendor or contractor personnel properly protect all surfaces in public areas from damage, including floors, walls, door frames, ceilings, fixtures, etc. The tenant, not the vendor, is liable for the repair or replacement of any damaged building property. All property damage should be reported promptly to the Property Management Office.



**PROPERTY MANAGEMENT OFFICE**

The Property Management Office is conveniently located in the West Lobby on the ground floor of the building. The office is open Monday to Friday, except holidays, from 8:00 a.m. until 6:00 p.m. The Property Management Office can be reached at 212-282-1700. This line is answered by the Control Board after regular hours and on weekends and holidays.

**PROPERTY MANAGEMENT STAFF**

The Property Management staff is headed by the Property Managers in conjunction with the Engineering Department and Control Board. The Property Management Assistant and Control Board are responsible for handling all tenant requests for services. The Engineering Department is responsible for the building's electrical, plumbing, heating and air conditioning systems, and is directed by the Chief Engineer. All security, access, fire and life safety issues are the responsibility of the Security and Life Safety staff, which is overseen by a Director of Security and Life Safety. The Control Board is responsible for dispatching building staff and vendors for emergency and maintenance work and issuing Building ID cards.

**TELEPHONE NUMBERS**

Property Management Office.....	212-282-1700
Control Board.....	212-282-1705
Main Lobby Desk .....	212-282-1708/9
Robert McKeown, Director of Property Management .....	212-282-1701
Veronica Rosmaninho, Property Manager.....	212-282-1702
Chris Linville, Assistant Property Manager.....	212-282-1713
Thomas Bonilla, Chief Engineer.....	212-282-1703
Ray Lutzky, Manager of Security and Life Safety .....	212-282-1768
Kenrick Jabour, Asst. Property Manager ( <i>After Hours</i> ) .....	212-282-1717
Krystina Gonzalez, Lisa Cabret, Management Assistants .....	212-282-1700
Property Management Office Fax.....	212-282-1710
Engineering Office Fax.....	212-282-1712
Control Board Fax.....	212-282-1711



## REQUEST PROCEDURES

All tenant requests for services, except in emergencies, must come only from authorized tenant representatives. Each tenant should designate two or three employees who are responsible for requesting services from the building, calling in complaints, reserving Service Elevators, etc. All other tenant employees should contact these authorized individuals, who will then contact the building management staff. Adherence to these procedures will prevent multiple calls for the same service or complaint, and ensure that no tenant employee unknowingly requests a service that is chargeable to that tenant. The authorized tenant contacts have been issued a unique logon i.d. and password for the Building Engines system.

Each tenant must submit to the Property Management Office, on the appropriate form, a list of those employees who are authorized to request services. The form is available from the Property Management Office, and should be kept current by the tenant (a sample is included in section *G. Appendix*). Requests for all services (engineering, plumbing, electrical, lighting, cleaning, locksmith, etc.), as well as any complaint, should be made to the Property Management Office. Certain requests, such as those for Service Elevator reservations, Building ID card activation and deactivation, overtime air conditioning, etc., must be made or confirmed in writing. The Property Management Office will advise you of such a need.

When making a request for service to a specific part of your premises, such as a restroom or an individual office, please be sure to identify that space and its location as accurately as possible (such as "the 55<sup>th</sup> floor southwest men's room" or "office 245, which is located near the northeast corner on the 13<sup>th</sup> floor."). Such information will help expedite the response time of building staff. It is recommended that the authorized tenant representatives keep a floor plan of their premises handy to ease in the proper identification and location of spaces within their premises.

Once an authorized tenant representative has placed a request for service with the Property Management Office, the request will be forwarded to the Control Board and a Tenant Work Order will be issued. The appropriate personnel will be dispatched to perform the service and, upon completion, the Tenant Work Order will be closed out. All billable work will be billed directly to the tenant.

Tenant's contractors or vendors requiring any building services, such as after-hour Service Elevator usage or building system shutdowns, must make their request through the authorized tenant representative. The tenant representative can also send a letter to the Property Management office authorizing contractors request services. All charges for such services will be billed directly to and are the responsibility of the tenant. The building cannot bill tenants' vendors or contractors.

Except in emergencies, all requests for services for subtenants must be made by the prime tenant only. All billable work will be billed to and is the responsibility of the prime tenant.

**MAINTENANCE OF TENANT PREMISES AND SYSTEMS**

Except for base building cleaning services (see section *C6. Cleaning Services*), all maintenance of tenant premises, and the systems and equipment therein, is the responsibility of each tenant. Such work includes the maintenance of plumbing fixtures and lines, air handling equipment, thermostats, electrical panels and breakers, light bulbs and ballasts, doors and locks, bathroom dispensers, etc. If required, building staff and building vendors are available to help tenants with such maintenance, as described below.

**ENGINEERING, ELECTRICAL, PLUMBING, AND LOCKSMITH SERVICES**

The building maintains an on-site staff of operating engineers, electricians, plumbers, and locksmiths to provide quick service to tenants on maintenance and emergency calls. Typical service calls include temperature complaints, electrical shorts, tripped breakers, water leaks, toilet stoppages, etc. Some service calls are chargeable to the tenants, and some services may only be available during regular business hours. Please contact the Property Management Office for details or for a copy of the current *Tenant Sales Rate Schedule*. Tenants may also use outside vendors for many of these services, provided that the vendor meets the requirements outlined in section *C9. Outside Service Providers and Contractors*.

**LIGHTING MAINTENANCE**

Lighting maintenance for the building's public spaces is currently provided by an independent service provider (see section *C10. Building Service Providers* for the name of the current vendor). Tenants may contract directly with the building's service provider for these services within their own premises. Lighting maintenance may include lamp replacement, transformer replacement, fluorescent lamp disposal, as well as other services. Tenants may find quicker service and lower costs from the building's vendor because they already have personnel working in the building. Please contact the Property Management Office for more information.

**FIRE ALARM SYSTEM MAINTENANCE**

Independent contractors maintain the building's fire alarm and fire protection systems. However, it is the responsibility of each tenant to maintain, at their own cost, all of their own fire alarm system components and fire protection equipment. These may include speakers and strobes, smoke detectors, fail safe door releases, sprinkler waterflow detectors, exit and emergency lights, and fire extinguishers. Tenants may contract directly with the building's vendors for such services (see section *C10. Building Service Providers* for the names of the current vendors), or they may use other vendors meeting the requirements of section *C9*. Alternately, tenants may request the building to perform these services and be charged through the tenant billing system. Please refer to section *D3. Tenant Fire Alarm and Protection Systems* for information on Fire Department maintenance, testing, and documentation requirements.

**PAINTING AND CARPENTRY SERVICES**

The building provides no painting or carpentry services. However, independent service providers do perform many of the repairs and maintenance for the building (see section *C10. Building Service Providers* for the name of the current vendors). Tenants may contract directly with them if they wish to use their services. Again, tenants may find quicker service and lower costs from these vendors because they already have personnel working in the building. Please contact the Property Management Office for more information.



Air conditioning and heating is generally provided to tenant premises during regular business hours, which are from 8:00 a.m. until 6:00 p.m., Monday to Friday, except for building holidays (or as otherwise provided in your lease). Authorized tenant representatives may request overtime air conditioning and heating for after hours, weekends and building holidays. The cost of such overtime service will vary depending on the areas of the premises that must be served, based on the number of building fan systems that must be turned on. A discount is available for standing orders, which are those placed in writing at least 10 business days in advance and having a service period of at least two months. Please refer to the current *Tenant Sales Rate Schedule* for prices, which is available from the Property Management Office.

All requests for overtime air conditioning or heating must be placed or confirmed in writing to the Property Management Office at least 24 hours before the service is desired. The staff will advise you on how many fan systems will be required to supply the premises in question.

Tenants may have supplemental air conditioning and heating units that may be run as allowed by their lease. The use of portable heating or cooling units is prohibited (see section *E5. Fire Safety Regulations*). Please report any uncomfortable temperature conditions to the Control Board.





The building maintains a staff of trained and licensed Patrol Officers and Supervisors, overseen by the building's Director of Security and Life Safety, to provide security services in the building. Uniformed Patrol Officers police the public areas of the building, both inside and outside. All Patrol Officers are licensed by the State of New York and are trained in first aid and CPR.

The Director of Security or one of his Supervisors are always on duty in the building and are available 24 hours a day, 7 days a week to handle any emergency or unusual situation with elevator usage, access to premises, missing items, etc.

The Security staff is also available to provide tenants with services such as investigation, surveillance, and bomb detection canines. Guards for functions or other special security needs are available for a fee. Please consult the current *Tenant Sales Rate Schedule* or call the Property Management Office for more information.



Cleaning services in the building, both base building cleaning and supplemental cleaning, are provided by an independent contractor (see section *C10. Building Service Providers* for the name of the current vendor). All requests for services should be directed to the Property Management Office.

### **BASE BUILDING CLEANING**

Base building cleaning is supplied Monday to Friday, except for building holidays. Base building cleaning includes the cleaning of all public areas of the building and certain areas within tenant premises. The services provided as base building cleaning of tenant premises are detailed in each tenant's lease. Typically, these include daily stocking of restrooms (see **RESTROOM SUPPLIES AND DISPENSERS** below), nightly floor sweeping or vacuuming, nightly dusting of desktops and sills, nightly emptying of wastepaper baskets, quarterly high dusting, and periodic window cleaning.

### **SUPPLEMENTAL CLEANING**

Certain areas and certain services are excluded from base building cleaning within tenant premises. Typically excluded areas may include food preparation and eating areas, equipment rooms, storage rooms, trading areas, mail and copier rooms, libraries, and other areas that are not typical office space. Excluded services include carpet cleaning, waxing or polishing furniture or floors, removal and disposal of wet garbage, window blind washing, and any other service not expressly provided for in each tenant's lease as part of base building cleaning. Please refer to your lease for more information on excluded areas and services, or call the Property Management Office.

Tenants must arrange with the building's cleaning contractor, through the Property Management Office, for supplemental cleaning for excluded areas and services. This vendor will contract with and directly invoice the tenant for such services. Due to union regulations, labor harmony, building safety and security, insurance and liability issues, and convenience to tenants and building staff, tenants are strongly discouraged from contracting with outside companies for any supplemental cleaning, and most leases do not give tenants this option. The Property Management staff is available to help you negotiate a fair price for your supplemental cleaning services from the building's vendor. All requests by tenants to utilize outside cleaning contractors will be evaluated on a case-by-case basis, and approval, if granted, is contingent upon the contractor meeting insurance requirements and maintaining labor harmony in the building.

Supplemental cleaning must also be arranged for any cleaning services to be provided on weekends or building holidays (see section *B1. Building Hours, Holidays and Access*).

**RESTROOM SUPPLIES AND DISPENSERS**

On multi-tenant floors, the building provides all supplies for restrooms in the public corridors, including toilet paper, hand towels, and soap. The building is responsible for maintaining, repairing, and replacing all dispensers in public restrooms on multi-tenant floors.

On single-tenant floors, tenants are responsible for all restroom supplies except for toilet paper, which is provided by the building for the four core restrooms and for one private or ADA restroom. Tenants are responsible for maintaining, repairing, and replacing all dispensers. Tenants may request the installation of toilet seat cover dispensers for their restrooms. The cost of the dispenser, its installation and stocking will be charged to the tenant.

## EXCLUDED RUBBISH

Base building cleaning, supplied by the building as part of your rent, includes only the removal and disposal of typical office waste in normal quantities. Excluded rubbish includes wet waste from kitchens, cafeterias, and pantries; excessive amounts of paper from mail rooms, printing and copying operations, and trading floors; bulk rubbish such as wooden pallets, discarded furniture and equipment, and construction debris; and excessive amounts of cardboard boxes, discarded files or binders, etc.

Tenants must arrange with the building's cleaning contractor for supplemental cleaning for the periodic removal from the premises of such excluded rubbish and with the Property Management Office for the disposal of such rubbish. Rubbish removal services for the building are provided by an independent contractor (see section *C10. Building Service Providers* for the name of the current vendor).

All rubbish should be kept within the tenant's premises until it is picked up for disposal. Service Elevator Lobbies are not to be used for the storage of rubbish. Rubbish may be placed in the Service Elevator Lobbies after 5:00 p.m. for pick-up on the same day and **only if prior arrangement has been made with the Property Management Office for its disposal.**

## TENANT RECYCLING RESPONSIBILITIES

In order to comply with New York City regulations, tenants are required to follow the building's recycling program. 1251's program is intended to keep recyclable materials separate from trash and garbage at the source: the tenant's premises.

Tenants are responsible for keeping all recyclable materials separate from garbage. Tenants must notify employees and visitors of recycling requirements. This can be accomplished by providing labeled recycling containers in common areas and private offices indicating what materials belong in each container. Tenants also must post signs in common areas explaining what, where, and how to recycle. Tenants are responsible for supplying all recycling and rubbish receptacles for their premises.

Tenants can be held responsible for fines for non-compliance. Adherence to the building's recycling program ensures compliance with the law.

For more information please visit -

<http://www1.nyc.gov/assets/dsny/zerowaste/businesses/recycling-for-businesses.shtml>

## RECYCLING AND RUBBISH PROCEDURES

- 1. Mixed Office Paper:** All recyclable paper products are to be disposed of in tenant-supplied receptacles located at each employee desk, as well as in copier and fax machine rooms, computer rooms, trading areas, or anywhere else where paper rubbish is generated. The receptacles will have CLEAR plastic liners (which can be supplied and installed by the cleaning contractor) or no liners, and should be clearly differentiated from non-recycling containers by labeling. It is also helpful if they are a different color.

The receptacles at each employee's desk will be emptied nightly by the cleaning contractor as part of base building cleaning. Receptacles in excluded areas and excessive amounts of recyclables will be emptied by the cleaning contractor for a fee, and an additional disposal fee will be charged by the building.

**Acceptable** waste for these recycling receptacles includes:

- Letterhead, photocopy paper, colored paper, ledger paper, computer paper, fax paper, glossy paper, copy paper.
- Lined paper pads.
- Divider tabs, file folders, hanging file folders, 3-ring binders, spiral notebooks, bound reports.
- Post-it notes.
- Envelopes (with or without plastic windows).
- Junk mail.
- Newspapers and magazines.
- Phone books.
- Paperback and hardbound books.

**Unacceptable** waste for these recycling receptacles includes:

- Any of the above when contaminated with food or liquid.

- 2. Cans and Bottles:** All recyclable cans and bottles, metal, glass or plastic, products are to be rinsed out and disposed of in tenant-supplied receptacles located in pantries, kitchenettes, lunchrooms, or coffee stations or anywhere else where cans and bottle rubbish is generated. The receptacles will have CLEAR plastic liners (which will be supplied and installed by the cleaning contractor), and should be clearly differentiated from non-recycling containers by labeling. It is also helpful if they are a different color.
- 3. Garbage:** All garbage is to be disposed of in tenant-supplied receptacles having BLACK plastic liners (which can be supplied and installed by the cleaning contractor). These receptacles should be clearly differentiated from recycling containers by labeling. It is also helpful if they are a different color. Garbage containers should be placed in central locations, such as pantries, kitchenettes, lunchrooms, or coffee stations.

The receptacles at each employee's desk will be emptied nightly by the cleaning contractor as part of base building cleaning. Receptacles in excluded areas and excessive amounts of garbage will be emptied by the cleaning contractor for a fee, and an additional disposal fee will be charged by the building.

**Acceptable** waste for these garbage receptacles includes:

- All recyclable paper products contaminated with food or liquid.
- Food waste.
- Styrofoam.

**Unacceptable** waste for these garbage receptacles includes:

- Recyclable paper products.
- Metal, Glass and Plastic.
- Corrugated cardboard.
- Bulk items.

- 4. Corrugated Cardboard:** All cardboard boxes must be broken down, flattened, and tied up by the tenant. They should then be placed in the freight elevator lobby **after 5:00 p.m. only** for removal by the cleaning contractor. Tenants will be charged for excessive quantities of cardboard or if boxes are not broken down.
- 5. Bulk Rubbish:** All bulk rubbish should be retained within the tenant's premises (**not** in the Service Elevator Lobbies) until arrangements for their removal have been made with the Property Management Office. Tenants will be charged for removal and disposal.

Bulk items include:

- Furniture.
- Computer equipment and electronics.
- Wooden delivery pallets.
- Construction debris.
- Excessive amounts of recyclable or non-recyclable waste, such as that generated before a move-out or after a move-in, or during a file purge.

- 6. Fluorescent Lamps:** Per NYC code, fluorescent lamps cannot be disposed of along with normal building refuse. Tenants with lighting maintenance contracts should ensure that disposal of these types of lamps by the contractor is included in their service (see section *C3. Maintenance and Repair Services*). Tenants without lighting maintenance contracts must contact the Property Management Office to arrange for the proper disposal of these lamps. The removal and disposal of any discarded fluorescent lamps left in tenant's Service Elevator Lobbies or thrown into regular rubbish receptacles will be charged to the tenant.

- 7. Electronics, Computer Equipment and Periphery:** Again per NYC code, all computer equipment, electronics, batteries, etc. are now required to be recycled separately to keep potentially harmful materials out of the waste stream and the environment. These items should be retained within the tenant's premises (**not** in the Service Elevator Lobbies) until arrangements for their removal have been made with the Property Management Office. Tenants will be charged for removal and disposal.

## **RETAIL TENANTS**

- 1.** Unlike office tenants, retail tenants generally have no cleaning or rubbish removal services included as part of their rent. These tenants must arrange for these services through the Property Management Office. All cardboard boxes must be broken down, flattened, and tied up prior to leaving them in the loading dock for pick-up. Tenants will be charged if boxes are not broken down.



The building provides extermination services for all public areas of the building. Please report any evidence of infestation in these areas to the Property Management Office. Base building extermination services are provided by an independent contractor (see section *C10. Building Service Providers* for the name of the current vendor).

Tenants are responsible for extermination services in their own premises, including Service Elevator Lobbies on single-tenant floors. Tenants may utilize the base building service provider; the building's cleaning contractor can also provide extermination services. Optionally, tenants may use an outside provider meeting all building requirements (see section *C9. Outside Service Providers and Contractors*). Please call the Property Management Office for more information.



**OUTSIDE CONTRACT SERVICES**

Tenants may contract with outside service providers for those services not supplied by the building, such as plant maintenance, lighting maintenance, extermination, equipment maintenance, construction, etc. All providers must be approved by the Property Management Office and must submit Certificates of Insurance before being allowed to perform such services. The Certificates of Insurance must show the proper insurance coverage and must be filled out as specified in section *D1. Tenant Construction and Alterations*.

If desired, the Property Management Office can recommend contractors for such services that are already working for the building or for other tenants in the building and already have Certificates of Insurance on file. Tenants may find that these contractors are less expensive to use than ones not already working in the building.

Property Management also offers facility and project management services to manage various aspects of tenant operations at an additional cost.

**UNION LABOR**

In order to maintain labor harmony and to ensure quality work, all labor contracted to work at 1251 Avenue of the Americas, whether for a tenant or for the building, should be a member of the local union for such labor whenever such a union exists. This includes such laborers as carpenters, cleaners, electricians, masons, plumbers, mechanics, security guards, movers, etc.

**INSURANCE REQUIREMENTS**

All outside vendors and contractors must have the proper insurance coverage before they will be allowed to work in the building. Properly executed and valid Certificates of Insurance must be on file in the Property Management Office. Suppliers must also submit Certificates of Insurance if they will be delivering supplies to tenant premises in the building. Refer to section *D1. Tenant Construction and Alterations* for coverage requirements.

**CONTRACTOR ACCESS**

Tenants are responsible for ensuring that proper arrangements are made with the Property Management Office for access to the building and to tenant premises for all contractors, both during regular building hours and for after-hour and weekend access. Building personnel will not be responsible for giving contractors access to tenant premises or for overseeing contractors working in tenant premises (unless specifically hired to do so through the Property Management Office).

**PROPERTY PROTECTION AND DAMAGE**

Tenants are responsible for ensuring that moving, delivery, construction, or other vendor or contractor personnel properly protect all surfaces in public areas from damage, including floors, walls, door frames, ceilings, fixtures, etc. The tenant, not the vendor, is liable for the repair or replacement of any damaged building property. All property damage should be reported promptly to the Property Management Office.

**PROPERTY REMOVAL**

A tenant contractor wishing to remove property from the building, such as packages, equipment, tools, or furniture, must first obtain a Building Engines generated property removal pass from the authorized tenant representative. The pass must be presented to a Lobby Attendant, Patrol Officer, or Service Elevator Operator, who will then allow the property to be removed from the building. Confirmation from the tenant or approval from the Property Management Office may be required. (See section *B2. Building Security* for more information.)

**BUILDING SERVICES REQUESTS**

Tenants' contractors or vendors requiring any building services, such as after-hour Service Elevator usage or building system shutdowns, must make their request through the authorized tenant representative only. All charges for such services will be billed directly to the tenant. The building cannot bill tenants' vendors.

**SOLICITATION**

To prevent disruption of our tenants' business, no solicitation is allowed in the building, including distribution of menus by food vendors. Of course, tenants are free to invite vendors to their premises. However, vendors found visiting multiple tenants without prior appointments will be asked to leave the building and may be prohibited from delivering to or working in the building in the future. If any vendor comes to your office to solicit without an appointment, please report this to the Property Management Office and a Patrol Officer will be dispatched to escort the vendor from the building.

**TENANT RESPONSIBILITIES**

It is ultimately the responsibility of the tenant to ensure that all work performed by their contractors conforms to building and governmental standards, and that all contractor personnel follow all building rules, regulations and procedures, including those contained in section *E7. Contractor Rules and Regulations*. Contractors failing to do so may be prohibited from continuing to work in the building.

The following are the current service vendors used by the building. In order to ensure that the building and its tenants are receiving the highest quality service for the lowest cost, these vendors may change periodically. Tenants may use these contractors to perform services in their premises, and may find quicker service and lower costs from them. If you have any negative experience with your use of any building vendor, please advise the Property Management Office.

<b>Service</b>	<b>Vendor</b>
Carpentry	<i>Port, Inc.</i>
Cleaning	<i>American Building Maintenance Co.</i>
Electrical and Lighting Maintenance	<i>Kleinknecht Electric Co.</i>
Elevator and Escalator Maintenance	<i>Otis Elevator Co.</i>
Energy Management System Maintenance	<i>Automated Logic</i>
Expediting and Code Review	<i>Brookbridge Consulting Services, Inc.</i>
Exterior Landscape Maintenance	<i>Nielsen Elefante Nurseries</i>
Extermination	<i>American Building Maintenance Co.</i>
-Bedbugs Investigation	<i>Pest Elimination</i> <i>M&amp;M Environmental</i>
Fire Alarm System Maintenance	<i>Firecraft Services, Inc.</i>
Fire Extinguisher Maintenance	<i>Total Fire Protection (TFP)</i>
Flowers	<i>Plant-a-Mime</i>
Holiday Decorations	<i>Venue Arts</i>
Landscape & Trees Maintenance	<i>Nielsen Elefante Nurseries</i>
Messenger Center & Concierges	<i>Select Express</i>
Metal Maintenance	<i>SAS Maintenance Services Inc.</i>
Painting and Wallpapering	<i>Albert Pearlman, Inc.</i> <i>T.F. Nugent Inc.</i>
Plumbing Maintenance	<i>A&amp;L</i>
Rubbish Removal	<i>I.E.S.I.</i>
Security System Maintenance	<i>Schneider Electric</i>
Signage	<i>*please contact the PMO*</i>
Water Treatment	<i>Nalco</i>



## **CONSTRUCTION AND ALTERATION STANDARDS**

All tenant construction and alteration work must be designed and constructed to meet the requirements contained in the latest edition of the Building Standards, Specifications, and Guidelines for Tenant Alterations, as well as the requirements contained in each tenant's lease and in this handbook. Copies of the Standards are available from the Property Management Office.

## **LANDLORD REVIEW**

All construction and alteration work within tenant premises must be submitted to the Property Management Office for review before any work is started. Building staff will review the proposed work for its effect on the building and its systems. On all major projects, and whenever else deemed necessary by the Property Management Office, the building will employ outside consultants to help in the review. All costs associated with the review process are to be borne by the tenant, including but not limited to fees for outside consultants, surveys by the building staff, and copying and messenger services. Specifics of the Landlord review process, and the required submittals, can be found in the *Standards*.

The Landlord review is intended only to ascertain compatibility with the building's design, character, structure and systems. Such review shall not be construed as representation of the propriety or legality of the design for the intended function, or as representation that the design is in compliance with applicable laws, regulations, codes or New York City Building Department requirements. These are solely the responsibilities of the tenants' design consultants and contractors.

Any completed work found at any time not to be in compliance with any such applicable laws, regulations, codes, requirements, or building standards, determined to be adversely affecting the building or its systems, or not in compliance with lease requirements, must be corrected or removed by the tenant at their own cost, even if the work was constructed in accordance with the drawings submitted for review.

## **TENANT RESPONSIBILITIES**

It is ultimately the responsibility of the tenant to ensure that all work designed by their consultants and all work performed by their contractors conforms to building and governmental codes and standards and lease requirements, and that all contractor personnel follow all building rules, regulations and procedures, including those contained in section *E7. Contractor Rules and Regulations*. Contractors failing to do so may be prohibited from continuing to work in the building.

**BUILDING SERVICES REQUESTS AND COSTS**

All costs for building services associated with any construction or alteration work is the responsibility of the tenant. These costs may include plan review and reproduction fees, Service Elevator and Truck Lift rental, building system shutdowns and draindowns, provision of security guards or Fire Guard personnel, surveys of electrical panels, etc. These requests must be made in writing by the tenant and will be billed directly to the tenant. The building has no provisions for billing contractors directly.

If a tenant wishes, they may write a letter to the Property Management Office authorizing their general contractor or construction manager to make requests for billable building services directly. However, all charges will still be billed to and are the responsibility of the tenant.

**CONTRACTOR RECOMMENDATIONS**

If you desire, the Property Management Office can recommend contractors, subcontractors and vendors for any work required in your premises. Recommended contractors will have previously worked in the building and shown that they can perform quality work, as well as meet the insurance and labor union requirements of the building. By having worked here in the past, these contractors are also knowledgeable of the building's procedures, rules, standards, and systems. Because of these advantages, these contractors may be best able to give you competitive prices for their work.

While we cannot guarantee the performance of any of these contractors in the future, they have demonstrated quality work in the past. If you have or have had any problems with any recommended contractor, please let us know.

Of course, tenants may use any contractor of their choice, as long as they meet the insurance and union requirements herein and the contractor abides by all of the building's procedures, rules, and standards.

Please note that Property Management does provide project management and construction management services. Please contact the Property Management Office for more information.

**UNION LABOR**

In order to maintain labor harmony and to ensure quality work, all labor contracted to work at 1251 Avenue of the Americas, whether for a tenant or for the building, should be a member of the local union for such labor whenever such a union exists. This includes such laborers as carpenters, cleaners, electricians, masons, plumbers, mechanics, security guards, etc.



**INSURANCE REQUIREMENTS**

All vendors, contractors, subcontractors, and consultants must have the proper insurance coverage to work in the building. Properly executed and valid Certificates of Insurance must be on file in the Property Management Office before any work can begin. Suppliers must also submit Certificates of Insurance if they will be delivering supplies to tenant premises in the building.

Only original Certificates of Insurance will be accepted and they must be signed by the insurance agent. No photocopies or attachments will be allowed. Do not reference specific jobs, tenants, floors, etc. on the certificate.

**LEVEL 1 – HIGH RISK:**

These service providers are defined as presenting greater liability risk due to the nature of their services (e.g. including but not limited to General Contractors using sub-contractors, Electrical, Plumbing, Generator Maintenance and Class E system work).

• **Insurance coverage must consist of at a minimum:**

Commercial General Liability:	\$ 1,000,000
Commercial Automobile Liability	\$ 1,000,000
Employers Liability	\$ 500,000
Worker's Compensation	Statutory
Umbrella Liability	\$ 9,000,000

*\*You may obtain \$10M in General Liability alone or any combination of General Liability and Umbrella Liability coverages amounts provided both total \$10M per occurrence.*

**LEVEL 2 – GENERAL STANDARDS**

All other Service Providers, Vendors, Suppliers, and Sub-contractors.

• **Insurance coverage must consist of at a minimum:**

Commercial General Liability:	\$ 1,000,000
Commercial Automobile Liability	\$ 1,000,000
Employers Liability	\$ 500,000
Worker's Compensation	Statutory
Umbrella Liability	\$ 5,000,000

*\*You may obtain \$10M in General Liability alone or any combination of General Liability and Umbrella Liability coverages amounts provided both total \$6M per occurrence.*

All insurance is to include Broad Form Contractual Liability and Completed Operations Coverage.

The following address **must** be used as the Certificate Holder:

Hines Interests Limited Partnership  
1251 Americas Associates II L.P.  
1251 Avenue of the Americas  
New York, New York 10020

The following paragraph **must** be entered, **exactly as shown**, in the "Description of Operations" box. No abbreviations, misspellings, additions or deletions will be accepted:

**1251 Americas Associates II, L.P., MFA Real Estate Services, Inc., Mitsui Fudosan America, Inc., and Hines Interests Limited Partnership are included as Additional Insureds in connection with all work performed at 1251 Avenue of the Americas, New York, N.Y. Such insurance shall be primary and not contributing to or in excess of the insurance maintained by any of the additional insureds.**

Additional insured status must be added by an Additional Insured Endorsement Certificate.

In addition, the certificate must include the following “Hold Harmless” agreement on the certificate or as an attachment on the second page.

#### **INDEMNIFICATION / HOLD HARMLESS AGREEMENT**

The contractor/subcontractor shall, to the fullest extent permitted by law and at its own cost and expense, defend, indemnify and hold Owner, its partners, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, loss, (including attorneys' fees, witnesses' fees and all court costs), damages, expense and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property arising out of any negligent or wrongful act, error or omission or breach of contract, in connection with the operations of the contractor or its subcontractors. The foregoing indemnity shall include injury or death of any employee of the contractor or subcontractor and shall not be limited in any way by an amount or type of damages, compensation or benefits payable under any applicable Workers Compensation, Disability Benefits or other similar employee benefits acts. The contractor agrees to waive its right of subrogation against the owner, its partners, directors, officers, employees, servants, representatives and agents applicable to any claims brought by the contractor's employees.

#### **PRE-CONSTRUCTION MEETING**

As soon as the tenant has selected a general contractor or construction manager, that contractor should contact the Property Management Office to arrange for a pre-construction meeting. At this meeting the contractor will meet key building personnel and be advised of the building's rules and regulations governing construction. This meeting also gives the contractor the opportunity to ask any questions on building systems and procedures. The tenant does not have to be present at this meeting.

**CONTRACTOR ACCESS AND CONSTRUCTION PASSES**

Tenants are responsible for ensuring that arrangements are made with the Property Management Office for access to the building and to tenant premises for all contractors, both during regular hours and for after-hour and weekend access. Building personnel will not be responsible for giving contractors access to tenant premises or for overseeing contractors working in tenant premises (unless specifically hired to do so through the Property Management Office).

The general contractor must provide a list of all subcontractors that will be used on a project, and a list naming every employee of every contractor and subcontractor who will require access to the site. Each contractor employee will be issued a Construction Pass that will allow access to the building and the site. These passes are not transferable and must be returned once the individuals to whom they were issued no longer require them. The Construction Passes must be carried at all times and presented to building staff to enter and leave the site. Building staff may also demand to see a picture identification card for verification.

Construction personnel must enter and leave the building through the Construction and Messenger Entrance on 49<sup>th</sup> Street. This entrance is open from 8:00 a.m. until 6:00 p.m., Monday to Friday, except for building holidays. Entrance after hours and on weekends and holidays is through the Truck Entrance, and must be previously arranged with the Property Management Office. **No construction personnel are permitted in the Main Lobby at any time.**

For certain work, such as running drain lines or for burning operations, a tenant's contractor will need access to the floor below. It is the tenant's responsibility to contact the Property Management Office and coordinate with the tenant below to make proper arrangements. The name and telephone number of the tenant contact can be obtained from the Property Management Office. While tenants must provide access to their premises for such work, they may set reasonable conditions for such work. These conditions may include having the work performed at specific times or days, requesting that a building Patrol Officer be present during the work, that the premises be refinished and cleaned to their satisfaction, or that they be named as additional insureds in the tenant's and/or contractor's insurance policies. All costs for such reasonable demands are the responsibility of the tenant doing the work.

### **PROPERTY PROTECTION AND DAMAGE**

Tenants are responsible for ensuring that moving, delivery, construction, or other vendor or contractor personnel properly protect all surfaces in public areas from damage, including floors, walls, door frames, ceilings, fixtures, etc. The tenant, not the vendor, is liable for the repair or replacement of any damaged building property. All property damage should be reported promptly to the Property Management Office.

### **PROPERTY REMOVAL**

A tenant contractor wishing to remove property from the building, such as packages, equipment, tools, or furniture, must first obtain a signed pass from the authorized tenant representative. The pass must be presented to a Lobby Attendant, Patrol Officer, or Service Elevator Operator, who will then allow the property to be removed from the building. Confirmation from the tenant or approval from the Property Management Office may be required. (See section *B2. Building Security* for more information.)

### **GOVERNMENTAL AGENCY FILING AND SIGN-OFF REQUIREMENTS**

All tenant alterations must be properly filed with the appropriate governmental agencies before any work can begin. It is the obligation of the tenant to ensure that their licensed professionals and contractors file the required drawings and applications and secure the proper permits.

Work performed without the proper documentation may be subject to penalties, payable by the tenant, from the applicable governmental agencies. Copies of all approved applications, including construction drawings and permits, must be submitted to the Property Management Office prior to commencement of work. The building management staff reserves the right to close down any project until proper documentation is received.

Upon completion of work, it is the tenant's obligation to submit to the Property Management Office all applicable sign-offs and permits from all governmental agencies having jurisdiction. Obtaining these sign-offs is in the best interest of the tenant to ensure that all work has been performed according to applicable codes and regulations.

A checklist of required filing and sign-offs is included in section *G. Appendix*.

### **LANDLORD FILING AND SIGN-OFF REQUIREMENTS**

In addition to governmental requirements, the building has specific requirements for final sign-off, such as as-built drawings, air balancing tests, etc., that must also be submitted. When the landlord has given a tenant a work letter allowance for their original build-out, a percentage of that allowance will be retained until all close-out requirements have been met.

The tenant may want to consider withholding the contractor's final payment until these required sign-offs are submitted, as it may be difficult to obtain them after final payment has been made.

Open applications which remain open after a tenant project will be closed by Property Management at the tenants cost if not closed within 30 days of project completion.

A checklist of required filing and sign-offs is included in section *G. Appendix*.

The fire alarm and sprinkler systems are life safety systems for the building and its occupants. These systems must be in service 24 hours a day, 7 days a week. However, there are times when it is necessary to take portions of the systems off-line for new construction, alteration and repairs. Any shutdowns will more than likely be requested by your contractor. It is your responsibility as the tenant to ensure that your contractor follows the requirements herein.

To ensure that fire safety is maintained, proper planning and scheduling of all fire system shutdowns is an absolute necessity. The following steps are intended to safeguard the life of all occupants in the building while allowing for necessary shutdowns. Except in emergencies, no shutdowns or draindowns will be allowed unless **all** the steps are followed.

### **SPRINKLER AND PRE-ACTION SYSTEMS**

1. On a Building Service Request (BSR), list why the shutdown is necessary, what work is to be performed on the system, which floor or floors will be affected, and the anticipated time necessary to complete the work. Be sure to provide a phone number where you can be contacted.
2. A Fire Guard with the appropriate Certificates of Fitness issued by the Fire Department must be provided to stand watch throughout the entire shutdown period. Copies of the Certificates of Fitness must be sent to the Property Management Office and attached to the BSR. (With sufficient notice, the building can provide certified fire guard personnel for a fee.)
  - For all shutdowns **F-01** Certificate of Fitness is required.
3. At least 48 hours prior to the requested shutdown starting time, and during regular business hours, a BSR and Certificate(s) of Fitness should be sent to the Property Management Office at [1251sixth@hines.com](mailto:1251sixth@hines.com).
4. Once your requests are received **and** confirmed, your shutdown will be scheduled as requested. The Control Board will call your listed phone if there is any problem.

5. At the time of your scheduled shutdown, and only once the Fire Guard Certificate holder is on the site with the **original** of the Certificate in hand, you must call the Control Board at 212-282-1705 to request the shutdown. Do not assume that the shutdown has taken place at the scheduled time. **You must call the Control Board before beginning work.**
6. After completion of your work, you must call the Control Board at 212-282-1705 to have the system refilled and/or brought back on-line. For draindowns, the contractor must remain and check the system for leaks after it is refilled, and then notify the Control Board of the system's integrity. **Fire Guards must remain in place until systems are back on line, confirmed to be operational, and notified as so by the Control Board.** Failure to comply will result in the rejection of future requests involving that contractor.

### SMOKE DETECTION SYSTEMS

Any work requiring burning, soldering, brazing, or welding, or which will create excessive amounts of dust, such as during demolition, requires that the smoke detection system be taken off-line. Except in emergencies, no shutdowns will be allowed unless **all** the following steps are followed.

1. For all work requiring burning, brazing, or welding, obtain the required Fire Department permits. Each torch operator must carry the appropriate Certificates of Fitness (**G-60**) issued by the Fire Department and a copy of the Certificate of Fitness must be attached to the BSR. In addition, one Fire Guard with Certificate of Fitness **F-60** must be provided for each torch operator and an additional Building supplied Fire Guard with Certificate of Fitness **F-01** must also be provided. Copies of each Certificate of Fitness (**F-60 and G-60**) must be attached to the BSR. With sufficient notice (24 hours), the building will provide the certified Fire Guard personnel for a fee.
2. Follow all of the requirements listed above for Sprinkler System shutdowns.



## **INSTALLATION AND CODE COMPLIANCE**

It is each tenant's responsibility to design and install a fire alarm and protection system that is compliant with all applicable codes and regulations of the New York City Department of Buildings and the Fire Department of New York.

The tenant's fire alarm system must be compatible with the building's Cerberus Pyrotronics MXL-V system. Tenants must use the building's fire alarm system contractor for all final connections to the base building system. If tenants require more alarm system points than are designated for that floor, the tenant must provide and install a separate sub-panel.

Tenants are responsible for providing and correctly locating all fire extinguishers, sprinkler heads, smoke detectors, speakers and strobes required by code. Building standpipes and fire hose stations may not be tampered with and must be maintained clear of obstructions at all times. For fire extinguishers, the code requires:

- At a minimum, one 2.5 gallon, UL-listed, water-type extinguisher for every 9000 square feet of area per floor (or fraction thereof).
- The extinguishers must be located so that one may be reached from any location on the floor without traveling more than 150 feet.
- Extinguishers must be hung so that the bottom of the extinguisher is between 2 and 4.5 feet from the floor.

Please refer to the Construction Rules and Regulations for more detailed and additional information.

## **SYSTEM AND EQUIPMENT MAINTENANCE**

Independent contractors maintain the building's fire alarm and fire protection systems. These include the Lobby Fire Command Station; the fire warden phone system; fail safe door releases on fire stairs; fire alarm pull boxes; and smoke detectors, sprinkler waterflow sensors, exit and emergency lights, and fire extinguishers in public spaces and building mechanical areas.

It is the responsibility of each tenant to maintain, at their own cost, all of their own fire alarm system components and fire protection equipment. These may include control panels, speakers and strobes, smoke detectors, fail safe door releases, sprinkler waterflow detectors, exit and emergency lights, and fire extinguishers. Tenants may contract directly with the building's vendors for such services (see section *C10. Building Service Providers* for the names of the current vendors), or they may use other vendors meeting the requirements of section *C9*. Alternatively, tenants may request the building to perform these services and be charged through the tenant billing system.

The Fire Department maintenance, testing, and documentation requirements that tenants need to comply with for their own systems and equipment include but may not be limited to the following:

- Fire extinguishers must be inspected, and recharged if necessary, by a properly certified individual every six months. A current inspection tag must be affixed to each extinguisher.
- Fire extinguishers must be hydrostatically tested by a properly certified individual every five years, and the test date must be recorded on a metal tag affixed to the shell of each extinguisher.
- Smoke and heat detectors must be tested, and cleaned every six months and calibrated once a year, all by a properly certified individual. Documentation of such cleaning and calibration must be submitted to the building's Fire Safety Director.
- Fail safe door release systems must be tested by a properly certified individual every six months and documentation of these tests must be submitted to the building's Fire Safety Director.
- Illuminated exit signs and emergency lights must be maintained in working order and tested frequently.

In addition to the above requirements, tenants with kitchens in their premises must also comply with specific Fire Department requirements, which include but may not be limited to the following:

- Kitchen hood fire protection systems must be inspected every six months and tested once a year by an individual properly trained and qualified by the system manufacturer. Documentation of such inspection and testing must be posted in the premises in the manner prescribed by law and a copy must be submitted to the building's Fire Safety Director.
- Kitchen hood filters and ducts must be cleaned frequently in order to prevent grease build-up, but at least once every three months. Documentation of such cleaning must be posted in the premises in the manner prescribed by law and a copy must be submitted to the building's Fire Safety Director.

## INSTALLATION AND CODE COMPLIANCE

It is each tenant's responsibility to design and install appropriate systems and equipment for heating, ventilation, air conditioning, plumbing, and power distribution, telecommunications, security, etc. These systems must comply with the applicable codes and regulations of all governmental agencies having jurisdiction, as well as with the building *Construction Rules and Regulations* and each tenant's lease.

## MAINTENANCE OF PREMISES AND SYSTEMS

Except for base building cleaning services (see section *C6. Cleaning Services*), all maintenance of tenant premises, and all systems and equipment therein, is the responsibility of each tenant. Such work includes the maintenance of plumbing fixtures and lines, air handling equipment, thermostats, electrical panels and breakers, light bulbs and ballasts, doors and locks, bathroom dispensers, etc. If required, building staff and building vendors are available to help tenants with such maintenance (see section *C3. Maintenance and Repair Services*).

## BUILDING CORE SPACES

On single-tenant floors, tenants are responsible for maintaining the Service Elevator Lobbies, except for nightly sweeping, which is provided as part of base building cleaning services. Please note that the Service Elevator Lobbies are not to be used for storage, staging areas for deliveries or construction, rubbish dumps, etc. All deliveries, pallets, boxes, furniture, trash, recycling containers, postal carts, construction material and refuse, dumpsters, etc., should be kept within tenant premises. Arrangements must be made through the Property Management Office for the disposal of all bulk and excess rubbish (see section *C7. Recycling and Rubbish Removal*). **Any material found in the building's public corridors or elevator lobbies will be discarded, and a removal and disposal fee will be charged to the appropriate tenant.**

Tenants are also responsible for the maintenance of core restrooms solely serving their premises, except for the services provided as part of base building cleaning. Such maintenance includes the repair and replacement of paper and soap dispensers, toilet stall locks, light bulbs and ballasts, flushometers, and fixtures.

The building core electrical closets, telecommunications closets, riser shafts, and janitorial closets are only for the use of building personnel. Tenants may not have keys to these spaces, and tenants requiring access to them for specific work must make arrangements through the Property Management Office. The building provides any required maintenance within these spaces.



## **LOBBY ELECTRONIC DIRECTORY**

The Main Lobby features four touch-screen electronic directories, which are located near each entrance. Visitors can use these to find the floor location of tenants or individual employees, as well as other useful information. All Tenants are listed on the directories and Tenants do have the ability via the Building Engines program to add, delete and modify any employee's name, title, phone #, email & fax#.

Tenants may also list a reasonable number of individuals, usually limited to senior executives or partners. Tenants should keep these listings current through the Building Engines program.

## **ELEVATOR DISPLAY LISTING**

The Passenger Elevator cars feature digital displays that show the tenant company name(s) when they reach a floor. Tenants should submit on the building's tenant identification form exactly how they would like their company name to appear; however, due to space constraints, abbreviations may be required. (A copy of this form is included in section *G. Appendix.*)

## **MULTI-TENANT FLOOR SIGNAGE**

Tenants are responsible for identification signage at their entrance(s). Tenants may use the building standard tenant identification sign, or submit an alternate design to the Property Management Office for approval. Tenants can indicate their decision on the building's tenant identification form, which is included in section *G. Appendix.*

The building standard sign consists of a brushed stainless steel sign, with the tenant's name and/or logo etched in black. This sign is mounted either on the tenant's main entrance door, or, if the door is glass, on the adjacent wall. Please call the Property Management Office for prices or to view a sample.

Any proposed alternate tenant signage must harmonize with the building's standard design for multi-tenant corridors in terms of materials, finishes, colors, scale, design and mounting method. No signage, other than tenant identification signage approved by the Property Management Office, is to be installed by tenants in the public corridors, including any temporary signage. Signage mounted within the tenant's premises but visible from the public corridor or elevator lobby, as through glass entrance doors, must also be approved by the Property Management Office.

The building will supply at no charge a suite number plaque that is to be mounted adjacent to each tenant's main entrance. Tenant suite numbers are assigned by the Property Management Office. The suite number plaque features ADA-compliant Braille numbers. If tenants have additional doors/rooms opening onto public corridors, they may request, for a fee, additional suite number plaques; however, these suite numbers will not be listed on the floor directory (see below).

The passenger elevator lobbies on multi-tenant floors feature a building-supplied floor directory, listing tenant names and suite numbers. A tenant's company name will be listed as directed by the tenant on the building's tenant identification form; however, due to space constraints, abbreviations may be required. The building will supply one directory strip per tenant at no cost. Tenants will be responsible for any new strips required by a change in company name, for approved subtenants, etc. **Each tenant is entitled to only one directory listing per each multi-tenant floor on which they have premises.** Approved subtenants may be listed if space permits. Approval for any additional listings may be revoked at any time if the directory space is required for new tenants on the floor.

The building is responsible for standard signage in the public areas of the floor, including fire evacuation maps, restroom and fire stair identification, and fire warden directories. Tenants are responsible for all signage within their premises, including fire stairs and restrooms.

### SINGLE-TENANT FLOOR SIGNAGE

Tenants are responsible for all signage on single-tenant floors, including but not limited to elevator door frame floor numbers, fire evacuation maps, fire stair identification, fire warden directories, restroom identification, and tenant identification. Tenants may use the building standard designs for all required signage, or may utilize their own design. Signage must meet all applicable codes and laws, including ADA and NYC fire codes.

### WINDOW DISPLAYS

Except for retail stores, tenants are prohibited from displaying any lettering, sign, advertisement, trademark, emblem, notice or object in or on any exterior window or door, or at any point inside their premises where the same may be visible from the exterior.

The building standard blinds are Levelor Riviera 1" horizontal blinds, color #112 – Alabaster; however, tenants may choose alternative blinds with prior approval from Property Management.

**RETAIL STORE SIGNAGE AND DISPLAYS**

All proposed signage, both interior and exterior, for retail stores is to be submitted to the Property Management Office for review and approval, whether for signs to be installed as part of the original build-out or for subsequent signs.

All signage must conform to the building's level of quality in terms of materials, finishes, colors, scale, design, and mounting method. Absolutely no paper, handwritten, taped, damaged, or soiled signage shall be displayed anywhere inside or outside the premises. No sale, close-out, going-out-of-business, or other temporary signage is to be displayed outside any premises nor inside the premises on, in, or near (within two feet) any window or transparent door.

Any approved illuminated sign must be maintained in working order by the tenant. All exterior and interior signage must be regularly cleaned and maintained by the tenant.





For the comfort and safety of all tenants and visitors to 1251 Avenue of the Americas:

1. Tenants are responsible for the behavior of their employees, contractors, vendors, and visitors, and must ensure that they abide by the provisions of their lease and this handbook.
2. No animals, except seeing-eye dogs and other service animals, are permitted in the building.
3. No bicycles are permitted in the building, unless approved by the Bicycle Plan, and can only be transported within the building via the freight elevators.
4. No rollerblading, skating or skateboarding is permitted in the building or in the exterior plazas and parks.
5. No loitering, littering, disorderly behavior, consumption of alcoholic beverages, or drug use is permitted in any public area of the building, including the exterior plazas and parks.
6. No eating or drinking is permitted in the Main Lobby or Concourse Lobby.
7. No improper use of benches in the Main Lobby, Concourse Lobby, or exterior plazas and parks is permitted.
8. No solicitation or vending is permitted in the building or in the exterior plazas and parks.
9. The building's Public Corridors and Elevator Lobbies are not to be used for storage, staging areas for deliveries or construction, rubbish dumps, or as extensions of tenant premises in any way. All deliveries, pallets, boxes, furniture, trash, recycling containers, postal carts, construction material and refuse, dumpsters, etc., should be kept within tenant premises. Arrangements must be made through the Property Management Office for the disposal of all bulk and excess rubbish (see section *C7. Recycling and Rubbish Removal*). **Any material found in the building's public corridors or elevator lobbies will be discarded, and a removal and disposal fee will be charged to the appropriate tenant.**
10. Building staff members are here to help you with your needs. Although appreciated, no tipping for service is allowed, except for unsolicited gifts with a value of \$50 or lower during the winter holiday season. Any building personnel receiving gifts or cash other than as described may be dismissed.



For the comfort and safety of all tenants and visitors to 1251 Avenue of the Americas:

1. All uniformed delivery personnel (US Postal Service, UPS, FedEx, DHL, 1251 Messenger Center, etc.) are allowed to use Passenger Elevators only for hand-carried packages of reasonable dimensions.
2. All deliveries requiring wheeled conveyances of any size (carts, caddies, dollies, hand trucks, etc.), any bulky packages, or any delivery by non-uniformed personnel (including food deliveries) are restricted to the Service Elevators.
3. Tenants must use the Service Elevators for delivering or transporting any bulky items or those requiring a wheeled conveyance (such as boxes of files, computer equipment, mail carts, furniture, etc.).
4. All deliveries requiring a wheeled conveyance must use the Truck Lifts to enter and exit the building. No wheeled conveyances, other than small luggage carts, are permitted in the Main Lobby, West Lobby, Concourse Lobby, or Passenger Elevators.
5. Small luggage carts carrying personal items are permitted on the Passenger Elevators as long as they are reasonably loaded. However, such carts must not be used in the Passenger Elevators as mail carts or delivery carts.
6. All service and contractor personnel (cleaning, maintenance, construction, equipment repair, plant maintenance, etc.), whether working for the building or for a tenant, must use the Service Elevators.
7. Building personnel responding to an emergency are allowed to use the Passenger Elevators.



Use of the building's Loading Dock must be in compliance with the following (any violators may be removed and denied future access):

1. All personnel must present a bill of landing showing the name of the tenant to whom the delivery/pickup is being made or a letter of authorization from a tenant.
2. All vehicles must have commercial license plates.
3. All vehicles are limited to 30 minutes in the Loading Dock during regular hours.
4. All vehicles and their contents are subject to inspection.
5. After-hour, weekend, and building holiday use must be prearranged with the Property Management Office.
6. All engines must be turned off.
7. No smoking, radio playing, littering, or disorderly behavior is permitted.
8. All pallets, boxes, refuse, etc. must be removed from the premises. The building's trash compactors and bins are NOT to be used.
9. Do NOT prop open the doors leading to the Service Elevators.



No smoking is permitted in any areas of the building, including the Lobby, elevators, stairwells, elevator lobbies (both Passenger and Service), public corridors, restrooms, Loading Dock, etc. This is not only a building regulation, but also a requirement of the New York City Smoke-Free Air Act, which went into effect in April 1995.

For the comfort and safety of all tenants and visitors of 1251 Avenue of the Americas:

1. The use of portable heating or cooling units is prohibited. Report any uncomfortable temperature conditions to the Property Management Office.
2. No lighted candles or other open flames are permitted.
3. No cut trees or decorative greens, such as balsam, Spanish moss, or pitch-containing greens are permitted in the building. This includes Christmas trees, wreaths, etc. Only UL-listed artificial decorations are allowed.
4. Only UL-listed decorative lights are permitted. All decorative lights should be turned off when the premises are uninhabited. No decorative lights may be placed in or near outside windows.
5. Electrical outlets should not be overburdened. The use of power strips, multijacks and extension cords is prohibited.
6. No storage of any kind is permitted in electrical closets, telecommunications closets, or equipment rooms.
7. The building's public corridors and elevator lobbies (both Passenger and Service) are required means of egress in case of fire and, therefore, it is illegal and prohibited to store, even temporarily, any material in these spaces. The building's Public Corridors and Elevator Lobbies are not to be used for storage, staging areas for deliveries or construction, rubbish dumps, or as extensions of tenant premises in any way. All deliveries, pallets, boxes, furniture, trash, recycling containers, postal carts, construction material and refuse, dumpsters, etc., should be kept within the confines of your own space. Arrangements must be made through the Property Management Office for the disposal of all bulk and excess rubbish (see section *C7. Recycling and Rubbish Removal*). **Any material found in the building's public corridors and elevator lobbies will be discarded and a removal and disposal fee will be charged to the appropriate tenant.**
8. Building standpipes, fire hose stations, fire warden phones, and fire alarm pull boxes may not be tampered with and must be maintained clear of obstructions at all times.
9. Only the minimal amount necessary of flammable liquids should be stored in tenant premises. These liquids, such as solvents, should only be stored in properly labeled and sealed containers, and should be removed from tenant premises as soon as possible.
10. All fire safety regulations of all governmental agencies having jurisdiction should be followed. It is the responsibility of the tenant to be aware of such regulations and to enforce them in their premises.



For the comfort and safety of all tenants and visitors of 1251 Avenue of the Americas:

1. No loitering.
2. No destruction of property or plantings.
3. No littering.
4. No feeding of wildlife.
5. No alcoholic beverages or drugs.
6. No disorderly behavior.
7. No improper use of benches.
8. No solicitation or vending.
9. No rollerblading, skating, or skateboarding.
10. No bicycle riding.
11. No wading in pool.
12. No loud music or noise.



The following rules and regulations are intended to reinforce and supplement those found in the building *Constructions Rule and Regulations*, which should be referred to for more detailed and additional information. Building management reserves the right to stop work on any project violating any of these rules and regulations.

1. A complete set of construction drawings reviewed by the building, bearing the building review stamps, must be kept on site at all times and available for review by building personnel.
2. In compliance with OSHA regulations, no radio playing or smoking is permitted in construction areas.
3. No activity causing unacceptable noise levels is allowed during business hours (8:00 a.m. to 6:00 p.m., Monday to Friday), including demolition, masonry cutting, chasing, drilling, grinding, floor scraping, installing tackless carpeting, shooting fasteners, dragging ladders, etc.
4. No activity causing dust, smoke, or fumes is allowed during business hours, including demolition, burning (including soldering, brazing, welding, etc.), stone grinding, etc. This type of work must be done after hours or on weekends and requires sprinkler and/or smoke detector shut downs (see section *D2. Fire System Shutdowns and Drains* for proper procedures).
5. Properly certified Fire Guards must be present whenever sprinkler or smoke detector systems are shut down, and whenever burning operations are taking place (see section *D2. Building System Shutdowns and Drains* for requirements).
6. During the entire construction period, all Passenger Elevator doors opening directly onto the construction area and all building return air intakes and perimeter induction units must be tightly sealed to prevent dust and odors from infiltrating into equipment or other areas.
7. All building equipment and finishes must be properly protected during the construction period, including fire alarm and protection equipment, perimeter induction units, thermostats, windows, corridor walls and floors, elevator doors, etc. The contractor and the tenant will be held liable for any damage.
8. No materials, debris, containers, tools or equipment may be stored in the Service Elevator Lobbies or in any public area at any time. All means of egress must be kept clear at all times.
9. No flammable or combustible liquids may be kept overnight on site unless stored in UL-listed flameproof cabinets.

10. The site and all public areas must be kept clean at all times. All debris should be removed from the site regularly to avoid build-up of flammable materials. Walk-off mats must be placed in the Service Elevator Lobby to minimize tracking of dust and dirt into the Service Elevators. These mats should be kept moist and regularly cleaned.
11. Debris must be removed from the building before 8:00 a.m. or after 6:00 p.m., or on weekends. The contractor is responsible for cleaning the entire path of travel of the debris containers from the site to the street, including the Service Elevators, Loading Dock, Truck Lift, Truck Entrance, sidewalk and street. Containers must not impede pedestrian traffic at any time.
12. All construction personnel must enter through the Construction and Messenger Entrance located on 49<sup>th</sup> Street, which is open from 7:30 a.m. until 6:30 p.m., Monday to Friday, except for building holidays. Entrance after hours and on weekends and holidays is through the Truck Entrance, and must be previously arranged with the Property Management Office. **No construction personnel are permitted in the Main Lobby at any time.**
13. All contractor and subcontractor personnel must display Construction Passes in order to be permitted to access the site and Property Removal Passes to remove any tools, equipment, or materials from the site (see section *D1. Tenant Construction and Alterations* for details).
14. All contractors, subcontractors, delivery, and other personnel must follow all building rules and regulations, as well as all instructions from building personnel. Anyone not complying will be removed from the building and prohibited from returning.
15. All contractor and subcontractor personnel performing labor in the building must be members of the local unions for such labor whenever such a union exists.
16. All contractors and subcontractors must provide properly executed and current Certificates of Insurance before they can work in the building (see section *D1. Tenant Construction and Alterations* for details).
17. A responsible, knowledgeable, and English-speaking representative of the general contractor or construction manager must be on site whenever any work is being done. Laborers and foremen cannot be used to serve this function. Subcontractors will not be permitted to work unsupervised by such representative of the general contractor or construction manager.
18. Tipping of building staff is prohibited.
19. The Property Management Office must be supplied with site, after-hour, and emergency telephone numbers at the commencement of work.

**EMERGENCY**

Police/Fire/Medical Emergency.....911  
Fire Department Manhattan Dispatcher.....212-999-2222  
Police Department Mid-Town North Precinct.....212-760-8300  
1251 Control Board.....212-282-1705

**LOCAL HOSPITALS**

St. Luke's-Roosevelt Hospital .....212-523-4000  
Lenox Hill Hospital .....212-752-8286  
NYU Medical Center .....212-263-7300



In order to comply with NYC Fire Department requirements, all high-rise office buildings must have a trained Fire Safety Team on site at all times the building is occupied. The Fire Safety Team is composed of both building staff and tenant staff.

## **BUILDING FIRE SAFETY TEAM**

Building staff members are:

- **Fire Safety Director** is in overall command of the Fire Safety Team. During a fire emergency, he is stationed at the Fire Command Station located at the Main Lobby Desk. From there, the Director serves as liaison with the Fire Department and keeps in communication with the Fire Wardens through the fire warden telephone system. The Fire Safety Director is also responsible for performing periodic inspections of public and tenant premises to ensure that no conditions exist that could cause or fuel a fire or that could impede firefighting or evacuation.
- **Deputy Fire Safety Director** assists and substitutes for the Fire Safety Director.
- **Building Evacuation Supervisor** covers the duties of the Director during the evenings and weekends.
- **Fire Brigade** responsibilities include reporting to the floor below the fire alarm floor to investigate the cause of the alarm and report to the Fire Safety Director, to try to contain any fire by closing doors, to direct Fire Department personnel to the fire, and to assist tenants in evacuating their premises.

## **TENANT FIRE SAFETY TEAM**

### **Team Members**

Each tenant must also have their own Fire Safety Team, composed of tenant employees. Each tenant must designate employees on **every floor** on which they have occupied premises to serve as Fire Safety Team members. (On multi-tenant floors, the Fire Safety Teams will be comprised of employees from all tenants on the floor.) Team members are responsible for assisting in the evacuation of the floor in the event of an actual emergency.

Every Fire Safety Team member must be trained and certified by the building Fire Safety Director, and must be retrained and recertified every two years. Please contact the Property Management Office to schedule training or retraining for your Fire Safety Team members.

Each floor's Fire Safety Team members must have the following members:

- **Fire Warden.**  
Each floor must have one Fire Warden. On multi-tenant floors, the Fire Warden should be assigned by the tenant with the largest premises on that floor.
- **Deputy Fire Warden.**  
On single-tenant floors, there must be one Deputy Fire Warden for every 7500 square feet of space on that floor (or fraction thereof). On multi-tenant floors, there must be one Deputy Fire Warden for every 7500 square feet of space (or fraction thereof) in *each* individual tenant premises on the floor.
- **Floor Searchers.**  
Each floor must have two Male Searchers and two Female Searchers. On multi-tenant floors, the two tenants with the largest premises must each supply one Male and one Female Searcher.
- **Evacuation Aids.**  
Two aids should be assigned to each disabled individual on the floor.

Every Fire Team member position must be filled, and at least one person filling **each** position must be present in your premises at all times that it is occupied (also, on multi-tenant floors, at least one Deputy Fire Warden must be present in each tenant's premises when they are occupied).

### **Fire Warden Duties**

The Fire Warden is the Fire Safety Team leader for that floor. The Warden is responsible for:

- Being familiar with the building Fire Safety Plan, building fire safety regulations (see section *E5*), the locations of exits and emergency stairways, and the location and operation of fire extinguishers, fire warden telephones, and fire alarm pull boxes.
- Appointing Deputy Fire Wardens and Floor Searchers and ensuring that all positions are filled and that all members are trained and certified.
- Appointing two persons to aid each disabled employee in case of fire (Evacuation Aids), maintaining an updated list of disabled employees and their locations with the Fire Safety Director, and developing a plan with the Director for the evacuation of those disabled employees.



- Posting and updating Fire Organization Charts on the floor. (See **Fire Organization Charts** below.)
- Maintaining an accurate list of tenant employees on the floor in case of evacuation and conducting a headcount once all personnel have gathered at the assembly area.
- Completing a monthly floor inspection to ensure that all fire safety equipment is in place, accessible and operational; that all exits are labeled and accessible; that elevator lobbies, corridors and aisles are clear; and that all possible hazards are eliminated (a sample checklist is included in section *G. Appendix*).
- Ensuring that the tenant's fire alarm and protection systems are maintained as required by law, and that all required documentation is posted and copies submitted to the building Fire Safety Director. (See section *D3. Tenant Fire Alarm and Protection Systems* for details on requirements.)
- Instructing all individuals on their floor on:
  1. The names and locations of the floor's Fire Safety Team members.
  2. The types of signals used to indicate fire alarm (audible and visual).
  3. The location of emergency stairway entrance on the floor s and the quickest routes to them.
  4. The locations of fire alarm pull boxes on the floor.
  5. The proper procedures for fire drills, fire alarms and evacuations.
- In a fire emergency, maintaining contact with the building Fire Safety Director via the fire warden telephone and relaying any instructions to the Fire Safety Team.

### **Deputy Fire Warden Duties**

The Deputy Fire Warden is responsible for assisting and substituting for the Fire Warden, and should therefore be familiar with all of the duties of the Fire Warden. The Deputy is also responsible for:

- Being familiar with all areas on the floor where people may not hear fire alarms or instructions.
- Going through the floor to ensure that all personnel participate in fire drills, are aware of any fire emergency and are complying with the directions of the building Fire Safety Director.
- In case an evacuation is ordered, the Deputy is responsible to ensure that all personnel have been evacuated and to report the results of the evacuation to the Fire Warden before leaving the floor.

**Floor Searcher Duties**

The Floor Searchers are responsible for assisting the Deputy Fire Wardens in ensuring that all personnel participate in fire drills, are aware of any fire emergency, are complying with the directions of the building Fire Safety Director, and, in case an evacuation is ordered, that all personnel have been evacuated. Floor Searchers are primarily responsible for searching the restrooms. Male and Female Searchers are required so that all restrooms are covered.

**Evacuation Aid Duties**

Two personnel should be appointed to each disabled individual on the floor. In case of a fire emergency, these Evacuation Aids should assist and accompany the disabled person to the nearest emergency stair entrance and remain there until given the order to return to work or to evacuate. If an evacuation order is given, the disabled person should be helped down the emergency stairs to at least two floors below the fire floor, or as otherwise instructed.

**Fire Organization Charts**

Every floor in the building must have fire organization charts posted adjacent to each emergency stairway entrance.

On multi-tenant floors, the building is responsible for posting and maintaining the charts, with tenant Fire Safety Team member information gathered from every tenant on the floor by the Property Management Office. Fire Wardens and Deputies should promptly report to the Property Management Office any changes in the composition of their Fire Safety Teams so that the charts can be kept up to date.

On single-tenant floors, the tenant's Fire Warden is responsible for posting and maintaining the charts. A copy of the chart must also be forwarded to the Property Management Office. Wardens should update these charts whenever any change is made in the composition of their Fire Safety Teams. If desired, the Property Management Office can supply building standard charts at no cost.

Charts should be displayed in transparent-faced frames and mounted adjacent to each emergency stairway entrance. Building standard frames are available for a fee from the Property Management Office. A sample Fire Organization Chart is included in section *G. Appendix*.

**Fire Warden Log**

Every Fire Warden and Deputy Fire Warden in the building is automatically logged-in upon entering the turnstiles with their Building ID card. This log is required by law and is kept by the Property Management Office in the event it is requested by the Fire Department.

## **FIRE SAFETY PROGRAMS**

### **Fire Safety Team Training**

The building offers training for Fire Safety Team members at various times throughout the year, both for new members and for recertification of existing members. Please remember that all Team members must be retrained and recertified every two years.

At the training sessions, each Team member receives a copy of the building's Fire Safety Team Manual. This manual is also available in a CD-ROM, which also contains a copy of the fire safety training video that is shown at the training session. Each tenant's facilities manager is supplied with one copy of that CD.

### **Fire Drills**

In order to comply with NYC Fire Department regulations, the building holds two fire drills each year. These are usually scheduled in April and October. The Property Management Office will send a schedule to each tenant as soon as it is finalized, as well as a reminder a few weeks prior to each drill. **By law, ALL personnel in the building must participate in the fire drills.**

At the scheduled time, fire alarms and strobes will go off throughout the building. All tenants should treat each drill as a real fire emergency. As in a real fire emergency, all Fire Wardens should go to their stations at the fire warden telephones. Deputies and Floor Searchers should go through their floors to ensure that all personnel are aware of the fire alert. All other personnel should gather at the nearest emergency stair exit and await instructions.

**NO ONE SHOULD ENTER THE STAIRS OR EVACUATE THE FLOOR DURING A DRILL.** Please note that during a drill, emergency door releases in the stairways do NOT open and that anyone entering a stairway will thus be unable to exit the stairway until they reach the street level. Opening the stairway door on any floor will set off an alarm, and motion detectors in the stairways will also activate alarms.

Building staff will be stationed throughout the building to observe the response to the fire alert. Please report any problem you encounter to the Fire Safety Director, including inaudible or nonfunctional alarms, strobes, public address speakers, or fire warden phones.

### **Fire Prevention Inspections**

The Fire Warden for each floor is responsible for ensuring that there are no conditions on their floor that can ignite or spread a fire, that can impede or block egress in case of an emergency or that can hinder or prevent fire fighting operations. They are also responsible for ensuring that there is a sufficient quantity of fire extinguishers on their floor and that they are charged and being properly maintained. They should perform a monthly inspection of all areas to ensure that conditions are acceptable.

The Monthly Fire Warden Checklist in section *G. Appendix* can be used for these inspections. The building Fire Safety Director is also available to help you with inspections and to enforce proper fire safety on your floor.

## FIRE TEAM EMERGENCY GUIDELINES

### Fire or Smoke Condition

In case you see, or someone reports to you, an actual fire or smoke condition on your floor:

- **Immediately** pull the nearest fire alarm box.
- **Notify the Fire Department at 212-999-2222.**
- Notify the Control Board at 212-282-1705.
- Communicate with the rest of the Fire Safety Team and make them aware of the situation and **begin evacuation procedures immediately** (see section *F10. Evacuation Guidelines*).

### Fire Alarm Condition

In case of a fire alarm condition, when a fire alarm has sounded on your floor but there is no visible fire or smoke:

- The **Fire Warden** should go immediately to the nearest fire warden telephone and await instructions from the building Fire Safety Director. Most instructions will come over the public-address system. **DO NOT** pick up the phone unless instructed to do so by the Director over the PA system. The telephone is only there as a backup to the PA system and should only be used if you have not heard an announcement within five minutes after the alarm has sounded, if the announcements are inaudible or garbled, or if other conditions require that you speak with the Director immediately. When you pick up the phone, there will be a short delay until the phone connects with the Fire Command Station.
- **Deputy Fire Wardens and Floor Searchers** should walk through the floor to ensure that all personnel are aware of the fire alarm condition and are gathering just outside the fire stair entrances. **NO ONE SHOULD ENTER THE STAIRS OR EVACUATE THE FLOOR UNLESS AN EVACUATION ORDER IS GIVEN** or fire or smoke is seen on the floor.
- In case an evacuation is ordered or is necessary, the **Fire Warden** should relay the information to the **Deputy Fire Wardens** and the **Floor Searchers** and they should begin evacuation procedures **immediately** (see section *F10. Evacuation Guidelines*).

**EMERGENCY TENANT CONTACTS**

All tenants are required to provide the Property Management Office with an emergency contact person's information for notification purposes, listing the names and telephone numbers of key personnel to be contacted in case of an emergency after hours or on weekends and holidays. In case of an emergency, an attempt will be made to contact the first person listed. If that person cannot be reached, an attempt will be made to reach the next person listed. Only the first tenant contact reached will be notified. It is the responsibility of that person to inform other tenant employees as required.

**EMERGENCY ACCESS**

In order to protect the building and its tenants, building staff must have the ability to enter **all areas** of all tenant premises in emergencies. In order to minimize any delay, this access must be immediate and available to all critical after-hour building staff.

Therefore, all mechanical locks must be keyed to the building master key system. All electronic locks, including card access systems, must have override keys keyed to the building master key system. If a tenant desires, building personnel may be issued access cards to be used for normal after-hour access for cleaning and maintenance. However, the emergency override key capability must be in place as well for any emergency.

It is understood that tenants may have highly secure areas within their premises to which they may want to limit access. In such cases, tenants may install a lock, mechanical or electronic, not keyed to the building master key system. The key, access card, combination, etc. to this lock must be given to the building but will be placed in a sealed envelope. The envelope will be deposited in a safe located in the Control Board to which only the Director of Security and the Protection Supervisors have access. The envelope will only be opened in case of an emergency requiring access to that restricted portion of your premises. You may request to examine the envelope at any time to ensure that it remains sealed. Again, this option can only be used for specific, highly-secure areas of your premises. Quick emergency access via the building's master key system must be made available to most of your premises.

**INSURANCE COMPANY NOTIFICATION**

Tenants should notify their insurance companies immediately of any damage to their premises due to any building emergency, such as fire or flood. While building staff is available to assist tenants in restoring their premises to a working condition as quickly as possible, tenants should keep in mind that all associated costs, including clean-up and the replacement of damaged items, are the responsibility of the tenant, regardless of the cause of the damage.



## **BUILDING SYSTEMS**

Fire protection at 1251 Avenue of the Americas is provided by a composite system for detection, alarm, communication and suppression. The building's Class-E fire alarm system is monitored and controlled at the Fire Command Station located at the Main Lobby Desk. The system is equipped with fire warden phones, a public-address system, pull boxes, waterflow detectors, heat and smoke detectors, and alarm horns and strobes. In addition, the building is fully sprinkled and equipped with a fire standpipe system with fire hoses on each floor.

The fire alarm system, fire pumps, and emergency stairway lights are on the building's emergency power generator and will continue to function for some time in case power to the building is lost.

## **TENANT SYSTEMS**

Tenants are responsible for installing, maintaining and testing the fire alarm and protection systems in their premises (see section *D3. Tenant Fire Alarm and Protection Systems*, including smoke detectors, fail-safe door locks, strobes and

## **SYSTEM OPERATION**

A fire alarm is sounded whenever:

- A fire alarm box is pulled.
- A waterflow switch senses flow in a sprinkler line.
- A smoke detector senses smoke.
- A heat detector senses extreme heat.

In most cases, a fire alarm activation will cause the following:

- Elevators serving that floor will be recalled to the Main Lobby.
- HVAC fans serving that floor will shut down.
- Stairwell and elevator lobby door locks will open throughout the building (this does not occur in alarms activated by fire alarm boxes).
- Audible (horn) and visual (strobe) alarms will be activated on the floor on which the device was activated and on the floor directly above, as well as at the Lobby Fire Command Station and in the office of the building Fire Safety Director.





**BASIC INFORMATION**

All tenant employees should be familiar with the following basic fire emergency information:

- The name and location of their floor's Fire Warden, Deputy Warden(s), and Searchers.
- The types of signals used to indicate a fire alarm.
- The location of emergency stairways and the quickest routes to them.
- The locations of fire alarm pull boxes on their floor.
- What to do during a fire drill.
- What to do during an alarm condition.
- What to do if they see fire or smoke.
- What to do during an evacuation.

**FIRE EMERGENCY GUIDELINES**

If you hear a **fire alarm**:

1. If you are a Fire Team Member, perform your duties as described in section *F4 Fire Safety Program*.
2. If you are not a Fire Team Member, go to the nearest emergency stairway entrance and await instructions over the public address system or from your floor Fire Warden.
3. **DO NOT** leave the floor unless an evacuation order is announced over the public address system or you are directed to do so by your floor Fire Warden.
4. If it becomes necessary to leave the floor because of actual fire or smoke conditions, see below.

If you see **fire or smoke**:

1. Pull the nearest Fire Alarm Box or
2. Notify the Fire Department (911) and
3. Notify the Control Board (212-282-1705) or
4. Notify your floor Fire Warden.
5. If you are not a Fire Team Member, go to the nearest emergency stairway and proceed down the stairs to the next re-entry floor that is at least two floors below the fire floor (see section *F10. Evacuation Guidelines* for a listing of re-entry floors).
6. If you are a Fire Team Member, perform your duties as described in section *F4 Fire Safety Program*.

When evacuating a floor:

1. **DO NOT USE THE ELEVATORS** unless otherwise instructed.
2. Walk, **DO NOT** run.
3. Remain calm and quiet.
4. **DO NOT** smoke.
5. **DO NOT** carry food or drinks.
6. **DO NOT** go up the stairway, always go down. (Of course, in below-grade levels, evacuation should always be UP the stairs to Street Level.)
7. Assist any elderly, disabled, or injured individual.

8. DO NOT go back for personal effects.
9. If exposed to heat or smoke, stay as close to the floor as possible.
10. Close doors behind you to isolate fire and smoke. DO NOT lock doors.
11. Cautiously feel doors before opening and DO NOT open hot doors.

In the event that a tenant requires immediate medical attention, please call 911, as well as the building Control Board (212-282-1705). Be prepared to provide the following information:

1. The building's address (1251 Avenue of the Americas).
2. The floor number and room number or location.
3. The age, sex and condition of the person requiring medical attention. In regards to the person's condition, the 911 dispatcher will ask the following questions:
  - a. Is the person conscious?
  - b. Is the person breathing?
  - c. Is the person currently taking medication?

After the ambulance has been dispatched, the Control Board will have building staff standing by to assist the responding emergency crew, direct them to the tenant's floor, and gather all pertinent information. The Elevator Starter will have an elevator standing by to expedite response.



Building floods may be caused by ruptured water lines or activated or broken sprinkler heads. If water begins coming down into your space or you see excessive water on the floor, the following guidelines should be followed:

1. Immediately notify the Control Board (212-282-1705).
2. Give your floor number and the location of the water infiltration.
3. Move all important papers, personal items, and equipment away from any falling water.
4. DO NOT move any electrical equipment that is wet.

Building personnel will respond immediately to stop the water flow, help you move items, cover immovable objects with plastic sheeting, and begin cleaning up.



**POWER OUTAGE GUIDELINES**

In the event of an electrical power outage, the following guidelines should be observed:

1. Contact the Control Board (212-282-1705).
2. Open blinds and draperies to let in outside light.
3. DO NOT start an evacuation unless instructed to do so.
4. DO NOT congregate in the Lobby or at the building entrances or sidewalks. Follow directions of building personnel.
5. If you are trapped in an elevator, wait for assistance. The elevator will not fall.
6. Building staff will advise you as soon as possible regarding the length and cause of the power outage.

**BUILDING EMERGENCY GENERATORS**

The building's emergency generators will start automatically in case of a complete loss of power feed to the building. It takes approximately 30 seconds for the generators to come on line. The building's emergency generators are only connected to building life-safety and critical systems. No tenant systems, other than fire alarm systems tied into the buildings, are connected. Among the systems connected to the building's emergency generators are:

- Emergency lights (including stairwell lights).
- Fire Alarm system.
- Elevators (see below).
- Domestic water pumps.
- Fire Pumps.
- Freeze protection equipment.

In order to conserve power and prevent overloading of the generators in the case of a complete power loss, elevators will be recalled to the Lobby ONE AT A TIME. This means that all passengers stuck in elevators will have to wait until their elevator is recalled before they can get out. This process may take several minutes.





Should a severe storm or hurricane occur, the following guidelines should be followed:

1. Move away from the perimeter of the building to a corridor or elevator lobby.
2. As you move, close the doors to rooms that have windows.
3. DO NOT go to the Main Lobby or outside of the building.
4. Keep your radio or television set tuned to a local station for information.

In the event of a severe snowstorm, normal building operations will be in effect, although some building entrances may be closed. Tenant employees should be instructed to contact their Office Managers to see if their companies will be open for business.



**BOMB THREAT GUIDELINES**

Should a tenant receive a bomb threat, the following guidelines should be followed:

1. If the threat is made by phone, try to get as much information as possible regarding the bomb and be prepared to relate this information to the police:
  - When is it going to explode?
  - What will cause it to explode?
  - Where is it planted?
  - What does it look like?
2. Call 911 and relate all available information to the police. Be sure to give your name, your company name, address, floor number, and information regarding the bomb threat.
3. Contact the building Control Board at 212-282-1705 and relate the same information.
4. The Police Department may decide to evacuate the premises at any time. If a tenant decides to evacuate their premises, they should notify the Control Board so that building personnel can facilitate a safe and orderly evacuation. (See section *F10. Evacuation Guidelines*.)
5. Be alert for any unfamiliar people and/or objects in your premises and point them out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
6. Building staff or police officers will make a complete search of the suspected areas. It will be necessary to have a tenant representative aid in the search, preferably someone familiar with the office.

If a bomb threat is received by the building staff concerning a specific tenant or floor, the Tenant Emergency Representative for the affected area will be informed of the situation, and Security and Life Safety personnel will proceed directly to the floor.

**SUSPICIOUS PACKAGES / INCLUDES BIO-TERRORISM**

Tenants should be on the lookout for any suspicious packages that may contain explosive or incendiary devices. Be particularly wary of:

- Letters that are unusually bulky, weighty, lopsided, or rigid.
- Parcels or envelopes with oily stains or discolorations.
- Parcels or envelopes without return addresses.
- Handwritten or poorly typed addresses.
- Foreign mail, air mail, or special deliveries.
- Restrictive markings, such as "confidential" or "personal."

- Use of titles but not names.
- Excessive postage.
- Parcels or envelopes that simply do not look or feel ordinary.

If a tenant does receive a suspicious package, the following guidelines should be followed:

1. DO NOT handle the package.  
DO NOT attempt to open the package.  
DO NOT place the package in water.  
DO NOT remove any binding material.  
DO NOT pull or cut any protruding material.
2. Call 911 and inform the police of the situation. Be sure to give your name, your company name, address, floor number, and a description of the suspicious package.
3. Contact the Control Board at 212-282-1705 and relate the same information.
4. The Police Department will give the order to evacuate at this time if necessary. If a tenant decides to evacuate their premises, they should notify the Emergency Hotline so that building personnel can facilitate a safe and orderly evacuation. (See section *F10. Evacuation Guidelines.*)

**EVACUATION GUIDELINES****General Procedures**

In most fire emergencies, it is unnecessary to evacuate the entire building due to the flameproof construction of the building and the fact that the building is fully sprinklered. It is usually only necessary to evacuate the fire floor and the floor above when there are confirmed fire or smoke conditions, and evacuees need only go down the emergency stairs to the next re-entry floor that is at least two floors below the fire floor. Evacuating to the street level may actually hinder fire fighting efforts or place personnel at risk.

However, in certain cases, such as a serious bomb threat, it may become necessary to evacuate the entire building. All tenants should designate and advise their employees of an assembly area outside the building where their personnel can gather after an evacuation. The area should be at least two blocks away in order to keep all personnel out of the way of emergency crews and safe from falling debris.

The guidelines below are to be followed in case an evacuation is necessary, and should be imparted to all tenant personnel:

1. An evacuation order may come from the New York City Fire Department, Police Department, or building management.
2. In some cases, such as bomb threat or actual fire or smoke conditions, the tenant may decide to evacuate their premises before any order is given to do so.
3. In case of fire alarms without any visible fire or smoke conditions on the floor, tenants should not evacuate until told to do so by the Fire Department or building personnel.
4. If the evacuation is due to actual smoke or fire conditions, evacuees should proceed down the nearest emergency stair to the next re-entry floor that is at least three floors below the fire floor. Evacuation to the ground floor is usually not necessary and may actually hamper emergency crews.
5. For below-grade levels, all personnel should evacuate UP to the street level by the emergency stairs.
6. Fire Wardens, Deputy Wardens, and Searchers should ensure that all personnel are aware of the evacuation order and that all personnel have left the premises.
7. Everyone should proceed quickly and calmly to the nearest stairway exit. **In case of fire emergencies, DO NOT use the elevators** unless otherwise instructed.

8. Anyone requiring assistance in evacuating should be attended by an Evacuation Aid or other Fire Team Member. If someone cannot be evacuated by the stairs during a fire emergency, notify the Fire Department immediately. **DO NOT use the elevators** unless otherwise instructed.
9. If an evacuation out of the building is ordered, all personnel should gather at their designated assembly area. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police or Fire Department.
10. All personnel should remain in their assembly area until further notice.
11. The Fire Warden or other tenant representative should take a head count as soon as all personnel are gathered at their assembly area. If someone is missing, this information should be reported to the Police or Fire Department immediately.

When evacuating a floor:

- DO NOT USE THE ELEVATORS unless otherwise instructed.
- Walk, DO NOT run.
- Remain calm and quiet.
- DO NOT smoke.
- DO NOT carry food or drinks.
- DO NOT go up the stairway, always go down. (Of course, in below-grade levels, evacuation should be UP the stairs to Street Level.)
- Assist any elderly, disabled, or injured individual.
- DO NOT go back for personal effects.
- If exposed to heat or smoke, stay as close to the floor as possible.
- Close doors behind you to isolate fire and smoke. DO NOT lock doors, as you may be cutting off a means of retreat if you find your way ahead blocked.
- Cautiously feel doors before opening and DO NOT open hot doors.
- If a fire stairway is blocked or full of smoke, use an alternate stairway on the floor.

### **Fire Safety Team Procedures**

In case an evacuation is ordered or is considered prudent by the tenant, the Fire Safety Team is responsible for communicating with the building Fire Safety Director, directing the evacuation, and ensuring that all personnel have been evacuated. Team members should perform as follows:

- The **Fire Warden** (or a Deputy in the absence of the Fire Warden) should go to the nearest fire warden phone and communicate with the building Fire Safety Director. Let the Director know:
  1. Area of fire or smoke
  2. Severity of fire or smoke
  3. Any employees that require medical or special assistance
  4. Stairs being used for evacuation
  5. Stairs that cannot be used

- The Fire Warden should stay in contact with the Fire Safety Director on the fire warden phone while the rest of the Fire Safety Team is evacuating the floor.
- Once the Fire Safety Team has reported that the floor is evacuated, the Fire Warden should tell the Director and then leave the floor.
- Once the Fire Warden has reached the lower re-entry floor, the Warden should use the fire warden phone on that floor and let the Director know:
  1. Number of floor that was used for re-entry.
  2. Any employees requiring medical or special assistance
  3. Any information you think is helpful.
  
- The **Deputy Fire Warden and Searchers** should go through all spaces on the floor and tell everyone that the floor is being evacuated. The Searchers should concentrate on the restrooms on the floor.
- If the Deputies or Searchers are aware of any stair being blocked by the fire or smoke condition, they should direct all individuals to the other stair(s).
- The Deputies and Searchers should lead by example, keeping calm and in control.
- Once all spaces have been visited and everyone made aware of the evacuation, the Deputies and Searchers should go through the entire floor again to make sure that all personnel have evacuated.
- Along with the Evacuation Aids, the Deputies and Searchers should assist in the evacuation of all elderly, disabled or injured personnel.
- Once all personnel have been evacuated, the Deputies and Searchers should report this to the Fire Warden and then evacuate the floor themselves.
  
- **Evacuation Aids** should assist all elderly, disabled or injured personnel in evacuating the floor. If someone cannot be evacuated by the emergency stairs, this information should be given to the Fire Warden immediately so that the information can be relayed to the Fire Safety Director. **DO NOT** use the elevators to evacuate anyone unless otherwise instructed.

## EMERGENCY STAIRS

The building's emergency stairs are to be used in the evacuation of individual floors or the entire building. All stairways are fully sprinklered and equipped with emergency lights. These stairs should only be used in emergencies. Stair entrances are alarmed and usage is monitored by video cameras and motion sensors.

Three emergency stairs serve the upper floors of the building:

- **Stair A:** 7<sup>th</sup> Floor to Street Level. Located in far northwest corner of base floors.
- **Stair B:** 55<sup>th</sup> Floor to Street Level. Located in northwest corner of the building core.
- **Stair C:** 55<sup>th</sup> Floor to Street Level. Located in southeast corner of the building core.

The following emergency stairs serve below-grade floors:

- **Stair A:** Street Level to C3 Level.
- **Stair B:** Street Level to C4 Level.
- **Stair D:** Street Level to C4 Level.
- **Stair E:** C1 Level to C3 Level.
- **Stair F:** Street Level to C1 Level.
- **Stair G:** Street Level to C1 Level.

Your employees should be instructed as to the location of the emergency stair nearest them.

### **Re-Entry Floors**

In most cases, it is only necessary to evacuate to the next re-entry floor that is at least three floors **BELOW** the floor on which there is a fire. Re-entry floors are located, at a maximum, every four floors, and are clearly marked as such on the stairwell face of exit doors. The following are the re-entry floors from the emergency stairs:

- **Stair A:** 1 (building exterior), 3
- **Stairs B & C:** 1 (Main Lobby), 3, 7, 11, 14, 17, 21, 25, 29, 33, 36, 39, 43, 47, 50

**Stairs D, E, F & G** serves below-grade levels and all evacuation should be up to the Street Level.