

# 237 PARK AVE

## TENANT HANDBOOK

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# Table Of Contents

<b>Introduction</b>	<b>4</b>
Introduction	4
<b>Personnel</b>	<b>5</b>
Building Operations	5
Emergency Contacts	5
Engineering and Maintenance	6
Leasing	7
Security	7
<b>Emergency Procedures</b>	<b>8</b>
A Safe Environment	8
Bomb Threat	9
Earthquake, Flood, Weather	10
Elevator Malfunction	11
Fire Procedures	11
Gas, Smoke, Fumes	15
Important Phone Numbers	16
Medical Emergency	17
Power Failure	17
<b>Building Security</b>	<b>19</b>
Building Access for Tenants	19
Messengers and Deliveries	19
Secure Visitor Notification System	20
Solicitors	21
<b>Building Services</b>	<b>22</b>
Building Holidays	22
Building Maintenance	22
Janitorial Services	23
Lost and Found	23
Office Space Alterations	23
Overtime HVAC Services	23
<b>Building Amenities</b>	<b>24</b>
Cable Television	24
High Speed Internet Access	24
In Office Dining	24
Telephone Service	24
<b>Policies and Procedures</b>	<b>26</b>
Bicycle Policy	26
Building Access	26
Tenant Request Forms	26
Recycling Program	27
General Rules and Regulations Of The Lease	28
Standard Operating Procedures	30

Moving Procedures	44
Insurance	46

# Introduction

## Introduction

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

The Property Management Office is located on the Lobby Level of 237 Park Avenue. The contact information for the Property Management Office is:

Telephone: 212.370.1180

Fax: 212.286.9623

The correct mailing address for the Property Management Office is:

237 Park Owner LLC  
c/o RXR Property Management, LLC  
Property Management Office  
237 Park Avenue  
New York, NY 10017

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

**Welcome to 237 Park Avenue!**

# Personnel

## Building Operations

The Property Management Office is located on the Lobby Level at 237 Park Avenue. This office is available to service all of your tenant needs and offers a wide range of services. Questions and comments regarding any of the services at 237 Park Avenue should be directed to the Property Management Office. The Property Management Office is open Monday through Friday from 8:30 a.m. until 5:30 p.m. **The Property Management Office phone number is 212.370.1180.**

Name	Title	Job Description
Javier Corripio	Senior Property Manager	Responsible for day-to-day operations and management of the property.
JuneAnn Patrick	Assistant Property Manager	Responsible for assisting with day-to-day operations and management of the property.
Tiffany Patterson	Tenant Services Coordinator	Responsible for handling tenant service requests, insurance certificates and freight elevator reservations.
Dean Ferrezza	Chief Engineer	Responsible for day-to-day mechanical operations of the property.

Please call the Property Management Office at **212.370.1180** or Fax **212.286.9623** to reach the individuals listed above.

## Emergency Contacts

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Property Management Office (**212.370.1180**) immediately after contacting the appropriate emergency service.

## Emergency Numbers

<b>RXR Realty - Property Management Office</b> 237 Park Avenue New York, NY 10017	212.370.1180
<b>RXR Realty - Corporate Office</b> 625 RXR Plaza Uniondale, NY 11556	516.506.6000
<b>Police Department - Emergency</b> Midtown North 306 West 54th Street New York, NY 10019-5102	<b>911</b> or 212.767.8400
<b>Fire Department - Emergency</b> FDNY Engine 8/ Ladder 2 165 East 51st Street New York, NY 10022	<b>911</b> or 212.999.2222
<b>Medical Emergency</b>	<b>911</b>
<b>New York Hospital</b>	212.472.2222
<b>Poison Control Center</b>	800.222.1222 or <a href="http://www.aapcc.org">www.aapcc.org</a>

In a medical emergency, call the appropriate number above, and then alert the Property Management Office (212.370.1180). The building will also hold an elevator ready and expedite the response of the EMS team to your floor.

## Engineering and Maintenance

All requests for mechanical repairs and services, such as light bulbs out, broken door locks, hot/cold calls, waste bins and key replacements should also be directed to the [Property Management Office](#) by using the [Angus Tenant Service Request System](#). In addition, leaks and power failures should be directed to the Property Management Office at **212.370.1180**.

## Leasing

For leasing inquires, see below for contact information:

RXR Realty	Telephone	E-Mail
William Elder	212.797.1330	<a href="mailto:welder@rxrrealty.com">welder@rxrrealty.com</a>
Lauren Ferrentino	212.797.1330	<a href="mailto:lferrentino@rxrrealty.com">lferrentino@rxrrealty.com</a>

## Security

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

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

# Emergency Procedures

## A Safe Environment

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

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

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

The following lists life safety systems in the building:

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

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

## Bomb Threat

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

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

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

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

[The Bomb Threat Report Form](#)

[The Telephone Bomb Threat Check List](#)

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

### **LETTER BOMBS:**

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

Some signs to look for:

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

## Earthquake, Flood, Weather

### Earthquake

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

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

#### **AFTER THE EARTHQUAKE:**

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

### Flood

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

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

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their

insurance carrier for any damage to their property.

## Severe Weather

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

Except in very rare circumstances, and as directed by legal authorities, the decision to evacuate the building based on the above weather reports will not be made by the [Property Management Office](#), but rather by each Tenant. However, in the event these conditions do exist, the following guidelines should be kept in mind:

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

## Elevator Malfunction

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

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

## Fire Procedures

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

## IF YOU HEAR THE FIRE ALARM:

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

## SMOKE:

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

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

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

## IF UNABLE TO REACH A STAIRWAY:

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

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

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

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

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

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

## **AFTER HOUR EMERGENCIES:**

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

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

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

## **FIRE SAFETY DIRECTOR:**

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

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

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

## **FIRE BRIGADE:**

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

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

## **TENANT RESPONSIBILITIES:**

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

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

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

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

## **FIRE DRILLS:**

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

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

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

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

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

## **FIRE WARDEN RESPONSIBILITIES:**

1. Have an evacuation route clearly planned.
2. Assist the Deputy Fire Wardens in preparing evacuations plans for their individual areas.
3. Assign people to assist handicapped or disabled employees. Keep the Fire Safety Director informed of all people requiring or providing assistance.

4. Identify weak points during fire drills. Discuss these with the Fire Safety Director and work with Deputy Fire Wardens to correct deficiencies.
5. Maintain up-to-date organization charts of Deputy Fire Wardens, Searchers and Aides. Report changes to the Fire Safety Director.
6. Instruct new Deputies, Searchers and Aides in their responsibilities during drills or actual evacuations.
7. Inspect your area periodically for safety. Make sure all flammable substances are stored in approved containers.

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

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

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

## **AIDE TO THE HANDICAPPED:**

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

## **FLOOR SEARCHERS:**

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

## Gas, Smoke, Fumes

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

## Important Phone Numbers

Listed below are some important phone numbers in case of an emergency. In any emergency situation please contact the Property Management Office (212.370.1180) immediately **after** contacting the appropriate emergency service.

## Emergency Numbers

<b>RXR Realty - Property Management Office</b> 237 Park Avenue New York, NY 10017	212.370.1180
<b>RXR Realty - Corporate Office</b> 625 RXR Plaza Uniondale, NY 11556	516.506.6000
<b>Police Department - Emergency Midtown North</b> 306 West 54th Street New York, NY 10019-5102	<b>911</b> or 212.760.8400
<b>Fire Department - Emergency</b> 165 East 51st Street New York, NY 10022	<b>911</b> or 212.999.2222
<b>Medical Emergency</b>	<b>911</b>
<b>New York Hospital</b>	212.472.2222

<b>Poison Control Center</b>	800.222.1222 or <a href="http://www.aapcc.org">www.aapcc.org</a>

In a medical emergency, call the appropriate number above, and then alert the Property Management Office ( **212.370.1180**). We will dispatch building personnel who have been trained in CPR and the use of an AED device (Automated External Defibrillator). The building will also hold an elevator ready and expedite the response of the EMS team to your floor.

## Medical Emergency

1. Do not move the person. If necessary, administer first aid.
2. Call Paramedics. Dial **911**. Tell them your floor and suite number and direct the medical team to your location at 237 Park Avenue.
3. Call Property Management. Dial **212.370.1180**. We will hold an elevator ready for the paramedic team. After normal business hours, call the Security Desk at **212.370.1180**.
4. If a private physician has been called, let us know and we will escort the doctor to your office.
5. Post one person at the elevator to lead the medical team to the person in distress.

## Power Failure

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

# Building Security

## Building Security

During the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, tenants and visitors can use the Lexington Avenue, 45<sup>th</sup> Street or 46<sup>th</sup> Street entrances. To enter, building tenants must swipe their building issued ID card at the turnstile card reader. Before 7 a.m. and after 7 p.m., all tenants must use the Lexington Avenue entrance. All visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators to obtain a pass.

During the hours of 7:00 a.m. to 7:00 p.m., all visitors must use the Lexington Avenue entrance. Visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators. At that time, a visitor pass will be issued.

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

## Photo ID Cards:

As it is required, in order to request a new electronic photo identification card or have an "active" photo ID card permanently removed from the system, please use the [Angus Tenant Service Request System](#) to make a formal request.

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

## Messengers and Deliveries

Dynamex LLC is the operator of the Messenger Center. The procedure for handling of internal messenger controlled items is as follows:

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

5. Food and flowers will be directed to the lobby security desk in the atrium where you will be called to come down and pick the items up.

To request a pick-up, please call 212.867.0129.

## Secure Visitor Notification System

In an effort to increase security and track visitors to the building, 237 Park Avenue uses the Visitor Notification System. The following pages contain some brief instructions on how to use the Visitor Notification Internet module to pre-register expected guests.

### Logging On to the System

**\*Logging on to the Visitor Registration Internet Module takes just a few seconds.\***

1. Click the following link to access the Internet module for 237 Park Avenue: [Secure Visitor Notification System](#).
2. Enter your username.
3. Enter your password (this is case sensitive).
4. Click on the login button.

**\*To obtain a username and password please contact the property management office.  
Pre-Registration\***

Visitors can be pre-registered by anyone with the proper password and access to our Visitor Registration software. Pre-registration allows tenants the ability to pre-register visitors from their desk. Upon arrival, your guest should proceed to the security desk in the main lobby where a security badge will be waiting.

The Pre-registration screen is used to enter visitors and groups in advance. This helps streamline the arrival process and saves valuable time at the reception area. Click here to enter the [Secure Visitor Notification System](#).

### Pre-Registering an Individual (Entering Visitor Information):

1. Enter the visitor's first and last names.
  2. Enter the company they represent.
  3. Click on the drop down menu to select the appropriate category (i.e. visitor, vendor, contractor).
  4. Enter sponsor or host information.
  5. Click continue. Please note all fields must be filled out completely in order to continue.
- 
1. Enter visit details such as date, arrival time, etc. All fields must be completed to continue.
  2. Enter date expected or click on the arrow to display a calendar.
  3. Enter destination.
  4. Click continue.
- 
1. Enter any instructions.

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

Once you have finished the registration process, a summary window will appear. Please print this summary for your records. If you wish to register another visitor, please click the link at the top of the summary page.

A copy of the visitor registration information will be sent to the security desk in the main lobby, which will expedite the registration process and minimize any inconvenience to your visitor. Click here to enter the [Secure Visitor Notification System](#).

## Solicitors

There are no solicitors allowed at 237 Park Avenue.

# Building Services

## Building Holidays

### Holidays

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

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

### Union Holidays

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

- Good Friday
- Columbus Day

If you require services on any of the legal building or union holidays, please contact the Property Management Office at **212.370.1180** at least **24 hours in advance** to arrange or through the [Angus Tenant Service Request System](#).

## Building Maintenance

All requests for mechanical repairs and services, such as light bulbs out, broken door locks, waste bins and key replacements should be directed to the Property Management Office. In addition, hot/cold calls, leaks, power failures, etc., should also be directed to the [Property Management Office](#). To request services, please use the [Angus Tenant Service Request System](#).

## Janitorial Services

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

Additional cleaning services are provided by ABM Janitorial Services. To request any porter services, as well as small moving jobs, garbage bins or carpentry, please use the [Angus Tenant Service Request System](#).

Property Management and the Cleaning Supervisor regularly inspect the premises to assure a high quality of maintenance. However, should a problem arise, please contact the [Property Management Office](#).

## Lost and Found

All items found are turned in to the Fire Safety Director for investigation and safe keeping until they are claimed by the owner. Contact the Property Management Office at **212.370.1180** to report a lost item.

## Office Space Alterations

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

## Overtime HVAC Services

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

To request services during off-hours, weekends and holidays, please use the [Angus Tenant Service Request System](#). For tenant rates, please contact the Property Management Office at **212.370.1180**.

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

## Building Amenities

### Cable Television

#### **Time Warner Cable:**

As the largest provider of cable modem service in the U.S., Time Warner Cable offers consumers the choice of regional ISP services. To get connected, call commercial sales at **212.598.1750** (Monday to Friday, 9:00 a.m. to 5:00 p.m.).

Please note that the installation requires that the tenant hires a building approved electrician to run cable from the D-Mark to the tenant space and desired location within tenant space. For a building approved contractor, please contact the Property Management Office at **212.370.1180**.

### High Speed Internet Access

#### **High Speed Internet Access and Broadband Access:**

**Cogent Communications:** Cogent Communications is a tier 1 internet provider in the building offering dedicated fiber-optic connections for all businesses. We currently light 237 Park Ave with Fiber, which allows us high speeds and aggressive rates. (2 Mbps, 100 Mbps, 500 mbps; multi GigE connections) Cogent fully owns and operates its entire network with over 22% of the world's internet traffic on its back-bone. Month to Month contracts, point to point & colocation services are available. For more information contact **Khalid Abdelrahman** at **212-625-4791** or e-mail him at [kabdelrahman@Cogentco.com](mailto:kabdelrahman@Cogentco.com).

**Global Cloud Xchange:** Global Cloud Xchange formally known as Reliance Global, offers high-speed internet and data connectivity. For more information please call **877.740.6600** or visit [www.globalcloudexchange.com](http://www.globalcloudexchange.com).

### In-Office Dining

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

## Telephone Service

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

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

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

## Policies and Procedures

### Bicycle Policy

The New York City Council enacted a bill that requires building owners to provide bicycle access for workers of tenant companies. In order to accommodate bicycle access to the building we have established the following guidelines:

- The hours for access will be the same as the freight service hours of operations, which is Monday to Friday between 8:00 am and 5:00 pm. If you wish to enter or exit the building anytime before 8:00 am or after 5:00 pm, please notify the [Property Management Office](#) during normal business hours in advance and a minimum of one hour freight charge will apply. Tenant authorization must be requested through the [Angus Tenant Service Request System](#).
- Tenants may only bring bicycles into the building through the freight entrance located on 45th Street. Bicycles must be brought up to your floor on the freight elevator, which will be operated by the building staff. If there are any issues with entering or exiting the building, please contact the [Property Management Office](#).
- Bicycles will not be permitted on the passenger elevators or in the lobby areas at any time for any reason. This is necessary to maintain safety for all of the building's occupants. Building security has been directed to immediately report any persons who do not comply and ask the tenant to return to their offices with the bicycle until the next business day.
- Bicycles must be stored within tenant's demised premises and in a manner that does not block or restrict access to aisles or fire exits. Storage within HVAC rooms, service closets, common corridors, and stairwells is a fire hazard and is strictly prohibited.

Should you have any questions please contact the Property Management Office at **212.370.1180**.

### Building Access

During the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, tenants and visitors can use the Lexington Avenue, 45th Street or 46th Street entrances. To enter, building tenants must swipe their building issued ID card at the Turnstile card reader. Before 7:00 a.m. and after 7:00 p.m., all tenants must use the Lexington Avenue entrance. All visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators to obtain a pass.

During the hours of 7:00 a.m. to 7:00 p.m., all visitors must use the Lexington Avenue entrance. Visitors must proceed to the Lobby Security Desk located in the Atrium adjacent to the elevators. At that time, a visitor pass will be issued.

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

## Tenant Request Forms

For your convenience, this handbook includes a number of Tenant Request Forms listed below. Please click on the links to the individual forms to view and print. You will need the Adobe Acrobat Reader 5.0 or higher software to view forms. Please fill out each form completely and follow the submission instructions.

Tenant Information Form (General Information): It is imperative that we have the ability to reach you, the tenant, in the event of any emergency that directly affects your suite or the building at large. For this reason, we require the emergency contact list be completed and returned to the Property Management Office prior to your occupancy. Also, the authorized individuals stated on this form will have the ability to approve request on behalf of your company.

Tenant Information Request Form (Fire Safety Information): In accordance with the NYC Administrative Code Title 29, Section FC 406 and Title 3 of the Rules of the City of New York, §404-01 and §404-02, RXR Realty is required to consolidate its Fire Safety and Emergency Action Plan. Under this initiative, we need a listing of all your Fire Wardens, Deputy Wardens and Searchers for your space. Please also include, a listing of all persons requiring assistance during an evacuation or in-building relocation and specify whether or not it is a temporary or permanent condition.

Tenant Holiday Listing Form: Please use this form to indicate whether your company will be open or closed on building/union holidays, listed under Building Services. If you require janitorial or engineering HVAC services on any of the legal building or union holidays, please indicate that on this form. Please be aware that the building is open during these holidays but, there is a charge for services such as porters, HVAC, freight services and cleaning.

Property Removal Authorization Form: This form is used as tenant authorization for signatures of property removal passes. Please list those individuals who are authorized to sign property removal passes for your space.

Property Removal Passes: This pass is used when trying to remove property from your space out of the building. Please make sure this form is properly filled out and signed by the authorized signor prior to leaving the building.

Tenant Rate Sheet: All billable rates for services at 237 Park Avenue.

Should you have any questions regarding the use of these forms, please contact the Property Management Office at **212.370.1180**.

## Recycling Program

237 Park Avenue has a comprehensive post-consumer source recycling program in place. Each workday after 5:00 p.m., the building's cleaning personnel collect bags of waste throughout the building and store the collected bags in the loading dock for pick-up. The waste is typically stored in clear and black plastic bags, as well as in separate dumpsters for segregated cardboard and other waste streams.

The property's rubbish removal contractor typically picks up the material from the Building each workday, Monday through Friday, between midnight and 4:00 a.m. and transports it to its sorting/recycling facility. The material is dumped onto a "tipping floor" and pushed up a conveyor belt to a sorting line where it is manually separated into the following streams:

- **Metals**
- **Mixed Grades of Paper**
- **Cardboard**
- **Glass**
- **Plastic**
- **Non-Recyclable Material**

The sorting/recycling facility manages all the waste types. Once the material is separated, the material is bailed, condensed into large blocks and typically sold to a privately-held manufacturer of various paper products made from recycled materials.

Batteries are collected on select floors in designated bins near the freight elevator. Collected batteries are picked-up by a universal waste recycling company.

Disposal of electronic waste, such as computers, printers and toners, should be arranged through the Building's Service Request System. These items will be collected by the Building's porters and disposed of by the appropriate recycling facility.

Feel free to contact the Property Management Office at **212.370.1180** with any additional questions or concerns.

**Thank you for recycling!**

## **General Rules and Regulations Of The Lease**

1. The rights of tenants in the entrances, corridors and elevators of the Building are limited to ingress and egress from the tenants' premises for the tenants and their employees, licensees and invitees, and no tenant shall use, or permit the use of, the entrances, corridors, or elevators for any other purpose. No tenant shall invite to the tenant's premises, or permit the visit of, persons in such numbers or under such conditions as to interfere with the use and enjoyment of any of the entrances, corridors, elevators and other facilities of the Building by other tenants. Fire exits and stairways are for emergency use only, and they shall not be used for any other purpose by the tenants, their employees, licensees or invitees. No tenant shall encumber or obstruct, or permit the encumbrance or obstruction of any of the sidewalks, entrances, corridors, elevators, fire exits or stairways of the Building. The Landlord reserves the right to control and operate the public portions of the Building and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it deems best for the benefit of the tenants generally.

2. The Landlord may refuse admission to the Building outside of ordinary business hours to any person not known to the watchman in charge or not having a pass issued by Landlord or the tenant whose premises are to be entered or not otherwise properly identified, and may require all persons admitted to or leaving the Building outside of ordinary business hours to register. Any person whose presence in the Building at any time shall, in the judgment of Landlord, be prejudicial to the safety, character, reputation and interests of the Building or of its tenants may be denied access to the Building or may be ejected therefrom. In case of invasion, riot, public excitement or other commotion, Landlord may prevent all access to the Building during the continuance of the same, by closing the doors or otherwise, for the safety of the tenants and protection of property in the Building. The Landlord may require any person leaving the Building with any package or other object to exhibit a pass from the tenant from whose premises the package or object is being removed, but the establishment and enforcement of such requirement shall not impose any responsibility on Landlord for the protection of any tenant against the removal of property from the premises of the tenant. The Landlord shall, in no way, be liable to any tenant for

damages or loss arising from the admission, exclusion or ejection of any person to or from the tenant's premises or the Building under the provisions of this rule.

3. No tenant shall obtain or accept for use in its premises ice, drinking water, food, beverage, towel, barbering, boot blacking, floor polishing, lighting maintenance, cleaning or other similar services from any persons not authorized by Landlord in writing to furnish such services, provided that the charges for such services by persons authorized by Landlord are not excessive. Such services shall be furnished only at such hours, in such places within the tenant's premises and under such reasonable regulations as may be fixed by Landlord.

4. No lettering, sign, advertisement, notice or object shall be displayed in or on the windows or doors, or on the outside of any tenant's premises, or at any point inside any tenant's premises where the same might be visible outside of such premises, except that the name of the tenant may be displayed on the entrance door of the tenant's premises, and in the elevator lobbies of the floors which are occupied entirely by any tenant, subject to the approval of Landlord as to the size, color and style of such display. The inscription of the name of the tenant on the door of the tenant's premises shall be done by Landlord at the expense of the tenant. Listing of the name of the tenant on the directory boards in the Building shall be done by Landlord at its expense; any other listings shall be in the discretion of Landlord.

5. No awnings or other projections over or around the windows shall be installed by any tenant, and only such window blinds as are supplied or permitted by Landlord shall be used in a tenant's premises. Linoleum, tile or other floor covering shall be laid in a tenant's premises only in a manner approved by Landlord.

6. The Landlord shall have the right to prescribe the weight and position of safes and other objects of excessive weight, and no safe or other object whose weight exceeds the lawful load for the area upon which it would stand shall be brought into or kept upon a tenant's premises. If, in the judgment of Landlord, it is necessary to distribute the concentrated weight of any heavy object, the work involved in such distribution shall be done at the expense of Tenant and in such manner as Landlord shall determine. The moving of safes and other heavy objects shall take place only outside of ordinary business hours upon previous notice to Landlord, and the persons employed to move the same in and out of the Building shall be reasonably acceptable to Landlord and, if so required by law, shall hold a Master Rigger's license. Freight, furniture, business equipment, merchandise and bulky matter of any description shall be delivered to and removed from the premises only in the freight elevators and through the service entrances and corridors, and only during hours and in a manner approved by Landlord. Arrangements will be made by Landlord with any tenant for moving large quantities of furniture and equipment into or out of the building.

7. No machines or mechanical equipment of any kind, other than typewriters and other ordinary portable business machines may be installed or operated in any tenant's premises without Landlord's prior written consent, and in no case (even where the same are of a type so excepted or as so consented to by Landlord) shall any machines or mechanical equipment be so placed or operated as to disturb other tenants but machines and mechanical equipment which may be permitted to be installed and used in a tenant's premises shall be so equipped, installed and maintained by such tenant as to prevent any disturbing noise, vibration or electrical or other interference from being transmitted from such premises to any other area of the Building.

8. No noise, including the playing of any musical instruments, radio or television, which, in the judgment of Landlord, might disturb other tenants in the Building, shall be made or permitted by any tenant, and no cooking shall be done in the tenant's premises, except as expressly approved by Landlord. Nothing shall be done or permitted in any tenant's premises, and nothing shall be brought into or kept in any tenant's premises, which would impair or interfere with any of the Building services or the proper and economic heating, cleaning or other servicing of the Building or the premises, or the use or enjoyment by any other tenant of any other premises, nor shall there be installed by any tenant any ventilating, air conditioning, electrical or other equipment of any kind which, in the judgment of Landlord, might cause any such impairment or interference. No dangerous,

inflammable, combustible or explosive object or material shall be brought into the Building by any tenant or with the permission of any tenant.

9. No acids, vapors, paper towels or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving any tenant's premises shall not be used for any purpose other than the purposes for which they were designed or constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be deposited therein.

10. No additional locks or bolts of any kind shall be placed upon any of the doors or windows in any tenant's premises and no lock on any door therein shall be changed or altered in any respect. Additional keys for a tenant's premises and toilet rooms shall be procured only from Landlord, which may make a reasonable charge therefore. Upon the termination of a tenant's lease, all keys of the tenant's premises and toilet rooms shall be delivered to Landlord.

11. All entrance doors in each tenant's premises shall be left locked and all windows shall be left closed by the tenant when the tenant's premises are not in use. Entrance doors shall not be left open at any time.

12. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building.

13. All windows in each tenant's premises shall be kept closed and all blinds therein, if any, above the ground floor shall be lowered when and as reasonably required because of the position of the sun, during the operation of the Building air conditioning system to cool or ventilate the tenant's premises.

14. The Landlord reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, it deems it necessary, desirable or proper for its best interest and for the best interests of the tenants, and no alternation or waiver of any rule or regulation in favor of one tenant shall operate as an alteration or waiver in favor of any tenant. The Landlord shall not be responsible to any tenant for the non-observance or violation by any other tenant of any of the rules and regulations at any time prescribed for the Building.

## **Office Alteration Rules & Regulations For Construction Work**

1. Building Department permits must be provided to Property Management prior to construction. After-hour work permits are required for any off-hour work.

2. Certificate of Occupancy and Fire Department Sign Off to be submitted to Property Management prior to tenant occupancy.

3. No construction is to be started until appropriate drawings have been submitted and approved by the Property Manager.

4. All work shall comply with those authorities having jurisdiction.

5. All RXR Realty Standard Operating Procedures are to be adhered to.
  
6. Any work that is to be performed in other than tenant's premises must be reviewed and scheduled in advance with Property Management.
  
7. A kickoff meeting is to be held prior to the start of any work to review the particulars of the job. A representative from the tenant, contractor, architect and engineer's office should be present for this meeting.
  
8. Access to Base Building electrical, telephone, and mechanical rooms shall be by Landlord.
  
9. Any area that is affected outside of the tenant's demised space must be restored to the original condition at tenant's expense.
  
10. All public areas such as elevator lobbies, corridors, toilets and service halls shall be protected with masonite and craft paper to the satisfaction of the Property Manager.
  
11. All public and Base Building common areas must be continuously cleaned to prevent the accumulation of dust and other construction debris.
  
12. All windows and doors surrounding the work area shall be kept closed at all times.
  
13. Noise, vibrations, odors, etc. generated by construction activities to be kept to a minimum as not to disturb existing tenants. Dragging of ladders, dropping materials shall be avoided over occupied floors.

14. Clear access to be provided at all times to stairwells, mechanical/electrical equipment, elevators, fire hoses, valves, fire dampers and maintenance sensitive equipment.

15. Construction materials are not to be stored in corridors and must be located within the demised space.

16. The Contractor is responsible for the daily maintenance of the construction area.

17. Any additional cleaning by the building staff, if required, shall be charged to the tenant/contractor.

18. All material deliveries and removals are to be scheduled between 6:00 p.m. and 8:00 a.m. through the Property Management Office. All requests must be made in writing and submitted prior to 3:00 p.m. including any required insurance certificates.

19. Any base building equipment that is to remain in tenant premises (ex: induction units, covers, etc.) are to be protected from damage and debris.

20. Any base building equipment that is damaged in any way must be repaired immediately by the base building contractor at tenant's expense.

21. All design drawings, specifications to be submitted to the Property Manager for comment and or approval. Tenant equipment specification sheets are to be submitted to the Property Management Office.

22. Tenant to submit as required by jurisdiction having authority, any equipment use and/or operating permits,

licenses, etc. to the Property Management Office.

23. Any revisions to drawings and specifications must be resubmitted to Property Management for comments and/or approval.

24. All "Shop Drawings" to be submitted to the Property Manager for comment and or approval. All "as-built" drawings must be submitted to the Property Management Office prior to final payment.

25. Construction personnel must carry proper identification at all times.

26. Construction personnel are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction personnel shall not use base building stairwells to access other floors unless an emergency situation arises or as approved by Property Manager.

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

28. All work will be performed in a safe and lawful manner, using union contractors approved by the Landlord and complying with applicable laws, OSHA and all requirements and regulations of Municipal and other governmental or duly constituted bodies exercising authority.

29. Adequate lighting is to be provided in construction to achieve a safe working environment.

30. Proper supervision shall be maintained at the job site at all times and Tenant's workmen, mechanics and contractors must not cause or affect any inconvenience to or interfere with the Building's operations or Landlord. Tenant's workmen, mechanics and contractors shall work in harmony with and shall not interfere with any labor employed by Manager or any other Tenant, or their workmen, mechanics and contractors.

31. Contractors who work in the Building that contains ACM shall have restricted handling license.

32. If additional services or facilities (including but without limiting the generality of the foregoing, extra elevator and cleaning services) are required for the performance of the work, Tenant shall pay Landlord or its agent's standard charge thereof. All such services or facilities shall be coordinated with the Property Manager.

33. RXR Realty to be notified in advance of all ties into building systems, welding, or any work affecting the base building. All tie-ins to base building risers are performed by the Landlord and reimbursed by the Tenant.

34. The following work, in which Landlord is to be notified in advance, must be done on overtime and not during normal business hours:

- Demolition which in Property Managers' judgment may cause disruption to other tenants.
- Oil base painting (on multi-tenant floors).
- Gluing of carpeting (on multi-tenant floors).
- Shooting of studs for mechanical fastenings.
- Testing of life safety system, sprinkler tie-ins.
- Work performed outside of tenant's premises.
- Welding, brazing, soldering and burning with proper fire protection and ventilation.
- Other activities that, in Property Manager's judgment, may disturb other tenants.

35. Where burning or welding operations are required, the operator of the burning/welding equipment shall have a certificate of fitness prominently displayed on the job site. During burning/welding operations a person holding certificate of fitness as a Fire Watch, shall be in attendance. Where required, approved protective blankets shall be supplied by the contractor. Where welding is required, the contractor shall furnish a fused disconnect switch, for connection to the local building electrical panel by the electrical contractor. Building personnel will also be required for Fire Watch.

36. All building shutdowns - electrical, plumbing, HVAC equipment, Fire & Life Safety (Class "E") System - must be coordinated with Property Management at least ten (10) days in advance of the proposed shutdown.

37. Tenant is responsible to adhere to all requirements of the Americans with Disabilities Act (ADA) and New York State Energy Code with regard to lighting.

38. Hardware is to be keyed per building's standard and a copy of each key provided.
  
39. Any fail-safe hardware must conform to building standards.
  
40. Any unusually heavy equipment (vaults, batteries, a/c units, transformers, storage racks, etc.) supported by floor or hung from ceiling are subject to structural engineer's approval.
  
41. Any area, such as pantry, lavatory, etc. that is prone to water leakage shall be waterproofed.
  
42. Provide for the required fireproofing or fire-stopping resulting from the Tenant's renovation efforts.
  
43. Any tie-in to the base building Fire & Life Safety (Class "E") system must be performed by the base building contractor. All new systems to be compatible to base building systems. All fire plenum wiring to have minimum rating of 150 degrees C.
  
44. Where demolition is to take place in the area of the building where fire safety equipment such as alarms, speakers, smoke detectors, floor warden stations, etc. are located, the Property Manager must be notified three (3) working days prior to start of demolition so equipment may be removed or protected.
  
45. All fire safety equipment and the associated conduit and wiring system shall not be harmed during demolition and/or any construction and shall be protected from any physical damage.
  
46. All Fire and Life Safety (Class "E") System tie-ins must be signed off by the proper authorities.

47. Tenant shall perform the legally required maintenance and testing of fire alarm systems. This includes, New York City Fire Department "Rules Governing the Requirements for the Maintenance of Smoke Detection, Requirements for Log Books, and Required Connections to Authorized Central Stations" are to be adhered to. Tenant to submit proof of compliance to Property Manager.
  
48. Sprinkler control valve assemblies will be provided by Landlord at each of the tenant floor riser for tenant to connect to.
  
49. Tenant shall design sprinkler system in accordance with Factory Mutual standards.
  
50. Sprinkler protection should remain in service as long as possible.
  
51. During the work day when the sprinkler system is drained, distribute ample hand extinguishing equipment throughout the premises to provide adequate supplementary fire protection. The 15 to 20 lb. multipurpose dry-chemical extinguishers are recommended. Until sprinkler protection can be placed in service, hose lines should be connected in areas where construction is in progress. Hydrants, hose connections, and other firefighting equipment must be readily accessible at all times – never blocked by construction materials.
  
52. Any existing fire walls, fire doors, and other cutoffs should be left in service as long as possible.
  
53. Combustible rubbish should be disposed of promptly and safely. Strict rules and an adequate number of cleanup personnel are essential to facilitate the removal of accumulations of paper wrappings, scrap lumber, and other construction rubbish. Prompt disposal is particularly needed for material subject to spontaneous ignition, such as oily waste and paint rags.
  
54. Probable ignition sources should be controlled. No smoking rules should be strictly enforced.

55. Combustibles should not be introduced until full sprinkler protection is in service.

56. Architect to add appropriate building note stating either 1) sprinkler work obviates the need for compartmentation and is in compliance with Local Law 5/73 or 2) the area is appropriately compartmentized and the work is in compliance with Local Law 5/73.

57. All fire and/or smoke dampers that are to be tied into Base Building fan rooms and fire alarm systems shall be operated and controlled by either pneumatics or electrical per Base Building requirements. Tie-ins shall be performed by the base building Class E vendor.

58. Fire extinguishers supplied by the general contractor must be on the job site at all times during demolition and construction.

59. All unused plumbing, sheet metal ducts, and equipment lines must be removed and capped at the main riser or branch connection.

60. All plumbing connections are to be in compliance with the Department of Environmental Protection Cross-Connection Control Unit.

61. A Tenant valve tag chart and schedule for the plumbing piping and the HVAC piping are to be submitted to the Property Management Office.

62. Asbestos-containing Material (ACM) is present in many commercial buildings. The presence of ACM does not necessarily mean that a hazard exists; however, a hazard may be created when ACM is disturbed and asbestos fibers become airborne. The way to maintain a safe environment is to avoid the disturbance of the asbestos-containing materials.

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

64. All plumbing connections shall be performed at times least inconvenient to other tenant population. Schedule all tie-in to the base building system with the Property Manager. If ACM abatement is required, abatement will be performed by Landlord at tenant's cost.

65. If ACM abatement is required, due to tenant plumbing, etc. connection, abatement will be performed by Landlord at tenant's cost.

66. All piping systems shall be adequately supported from "building" structure and be provided with identification labels every 20 feet.

67. All valves shall be 1/4 turn type, i.e., ball valves, butterfly valves, lubrication plug, chocks. Ball valves shall be full art design.

68. Piping systems shall be insulated per RXR Realty Building Standard.

69. Any perimeter HVAC units are to be cleaned and vacuumed prior to painting.

70. Woodwork, cabinetwork, and furniture/partitions along the perimeter wall of the building at the convactor cover locations must be easily removable and maintain a proper distance to ensure adequate air circulation and access for maintenance. Tenant will assume responsibility for the function maintenance and operations if tenant's installation causes obstruction and impedes access.

71. Tenant to comply with the 1990 Clean Air Act and subsequent amendments covering CFC refrigerants: Release, testing, repair, installation, training, serving, etc. Refrigerants containing CFC's are not permitted.

72. Condenser and chilled water piping shall follow RXR Realty Standard Operating Procedures and be designed to meet or exceed the working pressure.

73. The cleaning of condenser water pipes shall be done in the presence of the Landlord's representative with the chemical used per the building's chemical treatment company's recommendation.

74. All approved tenant equipment - HVAC, strobe panels - shall be located in tenant's space.

75. All air balancing to be witnessed by the Chief Engineer of the building or his representative. A certified report is to be provided to the Property Manager.

76. Ductwork shall be constructed in accordance to the SMACNA HVAC duct construction standards.

77. All mechanical and electrical equipment shall have permanent identification labels affixed.

78. Food facilities shall be constructed in accordance with New York State and New York City Health Codes. Food facilities shall have a current New York City Health Permit BEFORE operation of food facility and shall have a current New York City Food Protection Certificate.

79. Food facility refuse and refuse odors must not be a nuisance to tenants or affect Property Management operations.

80. Kitchen exhaust access doors must be clearly identified and accessible for periodic inspection by Property Manager and outside vendor as required by law.

81. Remove all abandoned cabling from existing floor cells. Remove all abandoned electrical and telecommunication cabling and conduit back to the source.

82. Any existing plug fused panel boards shall be replaced with new bolt on circuit breaker panel boards. Existing back boxes may be utilized if appropriate.

83. All electrical feeders and branch circuits shall be per RXR Realty Standard Operating Procedures.

*Compliance to NFPA*

84. GFI type receptacles shall be used in wet areas.

85. Tenant's power and telecommunication cabling between contiguous floors shall not be routed through base building risers.

86. All telecommunication cabling in common areas, mechanical equipment rooms, etc. shall be installed in an enclosed raceway and shall be identified.

87. Emergency egress and exit lighting to be installed in compliance with applicable Building Department regulations and base building requirements.

88. Transformers, panel boards, switches, etc. shall be installed as to permit infrared testing of components.

89. Transformers to be copper wound, K-13 used.

90. Upon completion of the electrical work, the licensed electrical contractor must submit to property manager a copy of the Certificate of Electrical Inspection for all work performed including the installation of emergency lighting if applicable.

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

92. Tenant shall, at Tenant's sole cost and expense, correct any disturbance to, deficiency in or damage to the air-conditioning or other mechanical, electrical or structural facility within the Building caused or affected by the work and restore the services without delay and to the complete satisfaction of Landlord, its architects and engineers.

93. Architect and engineer to determine from Property Management Office in advance regarding format of all plans (e.g. scale, AutoCAD version format, etc.)

94. At no time shall a Tenant do or permit anything to be done, whereby our property may be subject to any mechanic's lien or other liens or encumbrances arising out of the work; and our consent herein shall not be deemed to constitute any consent or permission to do anything which may create or be the basis of any lien or charge against the estate of the Landlord in the demised premises or the real estate of which they are a part. On-going partial general release and final Waiver of Lien to be obtained with progress payments.

95. If Landlord erects a hoist on the outside of the building which will facilitate the Tenant's construction and/or moving, Tenant shall reimburse Landlord for their pro-rata share of costs.

96. Tenant shall require the architect, engineer, contractor, and any and all sub-contractors he may engage to perform all or any portion of the work shall, at their sole cost and expense, and at all times while performing work hereunder, maintain the required insurance coverage listed below with companies satisfactory to Landlord and

Managing Agent. A certificate evidencing the coverage, specifically quoting the Indemnification provision set forth by the Property Manager shall be delivered prior to commencement of work. Proper insurance coverage and listing of additional insured is available at the offices of the Property Manager.

Trade Classification	Amount Required
General Contractor	\$25,000,000
Demolition	\$10,000,000
Concrete	\$5,000,000
Structural Steel	\$5,000,000
Ornamental & Misc. Metal	\$5,000,000
Glass & Glazing	\$5,000,000
Lath and Plaster	\$5,000,000
Carpentry Millwork	\$5,000,000
Drywall	\$5,000,000
Acoustical Ceiling	\$5,000,000
Ceramic Tile	\$5,000,000
Painting and Finishing	\$5,000,000
Spray Fireproofing	\$5,000,000
Metal Toilet Partitions & Accessories	\$5,000,000
Carpet	\$5,000,000
Plumbing	\$10,000,000
HVAC	\$10,000,000
Sprinklers	\$5,000,000
Electrical	\$5,000,000
Scaffold Contractor	\$25,000,000
Asbestos Removal	\$5,000,000

Movers	\$5,000,000
Locksmith	\$5,000,000
Telecommunication	\$5,000,000
Roofing	\$25,000,000

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

98. The contractor's contract shall contain the Indemnity Agreement set forth below and compliance with the foregoing requirements as to insurance shall not be deemed to relieve contractor of liability thereunder.

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

99. In the event of the breach of any of the requirements, procedures, agreements or conditions hereof, Landlord expressly reserves the right to revoke its consent to tenant's work.

100. Nothing herein contained shall be deemed to supersede and/or contradict any article, provision and/or amendment to the officially executed lease agreement in effect upon inception of these alterations.

## **Moving Procedures**

### **General Moving Procedures**

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

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

1. It is absolutely necessary you notify our office in writing at least forty-eight (48) hours prior to your intended move so we may reserve the freight elevator. At the same time the certificate of insurance for your organization as well as for your moving company must be submitted for review.
2. Weekday deliveries, during normal business hours, of supplies, small equipment and furniture that requires the use of the freight car is on a first come, first serve basis. The freight car cannot be reserved or used exclusively during normal operating hours between 8:00 a.m. to 5:00 p.m. Only small moves (one or two trips on the freight elevator) are permitted during business hours. Please note that the Landlord reserves the right to limit access to the freight elevator depending on loading bay activity.
3. Moves requiring more than one or two trips on the freight elevator, must be scheduled between 5:00 p.m. and 6:00 a.m. during weekdays or anytime on weekends. There will be a charge for these services, please

contact the [Property Management Office](#) for a schedule of [fees](#).

Before engaging a moving or Delivery Company, please contact the Property Management Office at **212.370.1180** to discuss the availability of the freight elevator.

### Tenant's Responsibilities Prior to Moving In

1. Notify your telephone company to arrange for installation of new phones and equipment.
2. Provide the Post Office with change of address information.
3. Make arrangements for [high speed internet access](#). The internet providers for this building are listed in the [Building Amenities](#) chapter of this handbook.
4. Communicate Instructions to Movers to your moving company.
5. Provide the Property Management Office with a Certificate of Insurance that follows the requirements outlined under [Insurance](#) that follows the requirements outlined below for your moving company.
6. Please complete the [Tenant Information Request Form](#) found in [Maintenance Request Form](#) and return it to the Property Management Office via fax **212.286.9623**.
7. **Building Access Cards** - Use the [Angus Tenant Service Request System](#) to request a Building Access Card.
8. Carefully read the [Construction Guidelines](#).

### Instructions to Movers

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

**Inspection of Premises:** The mover is responsible for inspecting the tenant's suite prior to the move so the proper equipment and labor necessary to provide for an orderly, timely and efficient move may be furnished. The mover should be acquainted with all the conditions, including the safety precautions under which the work must be accomplished.

**Supervision, Labor, Materials and Equipment:** The mover must furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services of the move. Such equipment shall include dollies, trucks etc. as may be required. All material handling vehicles used in the interior of the building must have rubber tired wheels and be free from grease and dirt.

**Crating, Padding and Packing Material:** The moving company is required to take every precaution by means of crating and padding to safeguard the building from damage. All padding and packing materials are to be removed by the mover upon completion. If not removed, the building will remove the material and charge the tenant.

**Floor and Wall Protection:** The mover should at all times protect and preserve the building from damage. The mover must provide adequate masonite and wall covering from the freight elevator to the tenant's suite to ensure that the building is not damaged. All building requests to enclose or protect the building must be followed. **Note: The masonite used to protect the carpeted floors must not be taped to the carpet. The masonite must be taped together with the appropriate spacers. Protection of the door's frames providing access to the space is mandatory.**

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

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

## Insurance

The following insurance coverage shall also be obtained:

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

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

- 237 Park Owner LLC
- RXR Property Management LLC
- RXR Construction & Development, LLC
- RXR Partners LLC, its affiliates and/or subsidiary companies as exist now or may exist in the future

**Certificate Holder:**

237 Park Owner LLC  
237 Park Avenue  
New York, NY 10017

[237\\_Park\\_Avenue - Tenant\\_Sample\\_COI.pdf](#)

[237\\_Park\\_Avenue - Vendor\\_Sample\\_COI.pdf](#)



## EXHIBIT C

### RULES AND REGULATIONS

1. The rights of each tenant in the entrances, corridors, elevators and escalators servicing the Building are limited to ingress and egress from such tenant's premises for the tenant and its employees, licensees and invitees, and no tenant shall use, or permit the use of, the entrances, corridors, escalators or elevators for any other purpose. No tenant shall invite to the tenant's premises, or permit the visit of, persons in such numbers or under such conditions as to interfere with the use and enjoyment of any of the plazas, entrances, corridors, escalators, elevators and other facilities of the Building by any other tenants. Fire exits and stairways are for emergency use only, and they shall not be used for any other purpose by the tenants, their employees, licensees or invitees. No tenant shall encumber or obstruct, or permit the encumbrance or obstruction of, any of the sidewalks, plazas, entrances, corridors, escalators, elevators, fire exits or stairways of the Building. Landlord reserves the right to control and operate the public portions of the Building and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it in its reasonable judgment deems best for the benefit of the tenants generally.

2. Landlord may refuse admission to the Building outside of Business Hours on Business Days to any person not known to the watchman in charge or not having a pass issued by Landlord or the tenant whose premises are to be entered or not otherwise properly identified, and Landlord may require all persons admitted to or leaving the Building to provide appropriate identification. Tenant shall be responsible for all persons for whom it issues any such pass and shall be liable to Landlord for all acts or omissions of such persons. Any person whose presence in the Building at any time shall, in the judgment of Landlord, be prejudicial to the safety, character or reputation of the Building or of its tenants may be ejected therefrom. During any invasion, riot, public excitement or other commotion, Landlord may prevent all access to the Building by closing the doors or otherwise for the safety of the tenants and protection of property in the Building.

3. Only Landlord or persons approved by Landlord shall be permitted to furnish to the Premises ice, drinking water, food, beverage, linen, towel, barbering, bootblacking, floor polishing, cleaning or other similar services.

4. No awnings or other projections shall be attached to the outside walls of the Building. No curtains, blinds, shades or screens which are different from the standards adopted by Landlord for the Building shall be attached to or hung in, or used in connection with, any exterior window or door of the premises of any tenant, without the prior written consent of Landlord. Such curtains, blinds, shades or screens must be of a quality, type, design and color, and attached in the manner approved by Landlord, which approval shall not be unreasonably withheld.

5. No lettering, sign, advertisement, notice or object shall be displayed in or on the exterior windows or doors, or on the outside of any tenant's premises, or at any point inside any tenant's premises where the same might be visible outside of such premises, without the prior written consent of Landlord. In the event of the violation of the foregoing by any

tenant, Landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violating this rule. Interior signs, elevator cab designations and lettering on doors and the Building directory shall, if and when approved by Landlord, be inscribed, painted or affixed for each tenant by Landlord at the expense of such tenant, and shall be of a size, color and style reasonably acceptable to Landlord.

6. The sashes, sash doors, skylights, windows and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by any tenant, nor shall any bottles, parcels or other articles be placed on the window sills or on the peripheral air conditioning enclosures, if any.

7. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the halls, corridors or vestibules.

8. No vehicles (other than bicycles in accordance with Landlord's rules therefor), animals, fish or birds of any kind (other than service animals permitted in accordance with applicable Laws) shall be brought into or kept in or about the premises of any tenant or the Building.

9. No noise, including, without limitation, music or the playing of musical instruments, recordings, radios or television, which, in the reasonable judgment of Landlord, might disturb other tenants in the Building, shall be made or permitted by any tenant. Nothing shall be done or permitted in the premises of any tenant which would impair or interfere with the use or enjoyment by any other tenant of any space in the Building.

10. No tenant, nor any tenant's contractors, employees, agents, visitors or licensees, shall at any time bring into or keep upon the premises or the Building any inflammable, combustible, explosive, or otherwise hazardous or dangerous fluid, chemical, substance or material.

11. Additional locks or bolts of any kind which shall not be operable by the Grand Master Key for the Building shall not be placed upon any of the doors or windows by any tenant, nor shall any changes be made in locks or the mechanism thereof which shall make such locks inoperable by said Grand Master Key. Additional keys for a tenant's premises and toilet rooms shall be procured only from Landlord who may make a reasonable charge therefor. Each tenant shall, upon the termination of its tenancy, turn over to Landlord all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, such tenant, and in the event of the loss of any keys furnished by Landlord, such tenant shall pay to Landlord the cost thereof.

12. All removals, or the carrying in or out of any safes, freight, furniture, packages, boxes, crates or any other object or matter of any description must take place during such hours and in such elevators, and in such manner as Landlord or its agent may reasonably determine from time to time. The persons employed to move safes and other heavy objects shall be reasonably acceptable to Landlord and, if so required by law, shall hold a Master Rigger's license. Arrangements will be made by Landlord with any tenant for moving large quantities of furniture and equipment into or out of the Building. All labor and engineering costs incurred by

Landlord in connection with any moving specified in this rule, including a reasonable charge for overhead shall be paid by tenant to Landlord, on demand.

13. Landlord reserves the right to inspect all objects and matter to be brought into the Building and to exclude from the Building all objects and matter which violate any of these Rules and Regulations or the lease of which this Exhibit is a part. Landlord may require any person leaving the Building with any package or other object or matter to submit a pass, listing such package or object or matter, from the tenant from whose premises the package or object or matter is being removed, but the establishment and enlargement of such requirement shall not impose any responsibility on Landlord for the protection of any tenant against the removal of property from the premises of such tenant. Landlord shall in no way be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the premises or the Building under the provisions of this Rule or of Rule 2 hereof.

14. No tenant shall occupy or permit any portion of its premises to be occupied as an office for a public stenographer or public typist, or for the possession, storage, manufacture, or sale of liquor, narcotics, dope, tobacco in any form, or as a barber, beauty or manicure shop, or as a school. No tenant shall use, or permit its premises or any part thereof to be used, for manufacturing, or the sale at retail or auction of merchandise, goods or property of any kind.

15. Landlord shall have the right to prohibit any advertising or identifying sign by any tenant which, in Landlord's reasonable judgment, tends to impair the reputation of the Building or its desirability as a building for others, and upon written notice from Landlord, such tenant shall refrain from and discontinue such advertising or identifying sign.

16. Landlord shall have the right to prescribe the weight and position of safes and other objects of excessive weight, and no safe or other object whose weight exceeds the lawful load for the area upon which it would stand shall be brought into or kept upon any tenant's premises. If, in the reasonable judgment of Landlord, it is necessary to distribute the concentrated weight of any heavy object, the work involved in such distribution shall be done at the expense of the tenant and in such manner as Landlord shall determine.

17. No machinery or mechanical equipment other than ordinary portable business machines may be installed or operated in any tenant's premises without Landlord's prior written consent which consent shall not be unreasonably withheld or delayed, and in no case (even where the same are of a type so excepted or as so consented to by Landlord) shall any machines or mechanical equipment be so placed or operated as to disturb other tenants; but machines and mechanical equipment which may be permitted to be installed and used in a tenant's premises shall be so equipped, installed and maintained by such tenant as to prevent any disturbing noise, vibration or electrical or other interference from being transmitted from such premises to any other area of the Building.

18. Landlord, its contractors, and their respective employees shall have the right to use, without charge therefor, all light, power and water in the premises of any tenant while cleaning or making repairs or alterations in the premises of such tenant.

19. No premises of any tenant shall be used for lodging of sleeping or for any immoral or illegal purpose.

20. The requirements of tenants will be attended to only upon application at the office of the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from Landlord.

21. Canvassing, soliciting and peddling in the Building are prohibited and each tenant shall cooperate to prevent the same.

22. Tenant shall not cause or permit any unusual or objectionable fumes, vapors or odors to emanate from the Premises which would annoy other tenants or create a public or private nuisance. No cooking shall be done in the Premises except as is expressly permitted in the Lease.

23. Nothing shall be done or permitted in any tenant's premises, and nothing shall be brought into or kept in any tenant's premises, which would impair or interfere with any of the Building's services or the proper and economic heating, ventilating, air conditioning, cleaning or other servicing of the Building or the premises, or the use or enjoyment by any other tenant of any other premises, nor shall there be installed by any tenant any ventilating, air conditioning, electrical or other equipment of any kind which, in the reasonable judgment of Landlord, might cause any such impairment or interference.

24. No acids, vapors or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving any tenant's premises shall not be used for any purpose other than the purposes of which they were designed or constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be deposited therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have, caused the same. Any cuspidors or receptacles used as such in the premises of any tenant, or for garbage or similar refuse, shall be emptied, cared for and cleaned by and at the expense of such tenant.

25. All entrance doors in each tenant's premises shall be left locked and all windows shall be left closed by the tenant when the tenant's premises are not in use. Entrance doors shall not be left open at any time. Each tenant, before closing and leaving its premises at any time, shall turn out all lights.

26. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building.

27. All windows in each tenant's premises shall be kept closed, and all blinds therein above the ground floor shall be lowered as reasonably required because of the position of the sun, during the operation of the Building air-conditioning system to cool or ventilate the tenant's premises. If Landlord shall elect to install any energy saving film on the windows of the Premises or to install energy saving windows in place of the present windows, tenant shall cooperate with the reasonable requirements of Landlord in connection with such installation and thereafter the maintenance and replacement of the film and/or windows and permit Landlord to

have access to the tenant's premises at reasonable times during Business Hours to perform such work.

28. If the Premises be or become infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, employees, visitors or licensees, Tenant shall at Tenant's expense cause the same to be exterminated from time to time to the reasonable satisfaction of Landlord and shall employ such exterminators and such exterminating company or companies as shall be designated by Landlord, or if none is so designated as reasonably approved by Landlord.

29. To the extent there is a conflict between the provisions contained in the Lease or this Exhibit C annexed thereto, the provisions of the Lease shall govern and control.

