

**1250 Broadway
Electronic Tenant® Portal**

Created on March 1, 2023

Building Amenities: Security Assessment

A complete inspection and security assessment is available through Classic Security without charge. This complimentary review provides a professional evaluation of your facility and procedures to enhance the security and life/safety aspect of tenant operations. A review can be scheduled by contacting Peter Fusco at 212-239-9200.

Building Amenities: Workspeed

[Workspeed](#) is an easy to use online system that increases property management efficiency and provides Tenants with faster request fulfillment. Workspeed provides accurate tracking of requests, and reporting capabilities for historical and billing information.

Authorized tenant representatives, that have been set up with a username and password through the Building Management Office, can submit service requests by logging on to: <http://slgreen.workspeed.com>. Please contact your Building Management Office for additional information.

[Click here to enter Workspeed](#)

Building Operations: Accounting

Rental Remittance

Rent checks should be mailed to:

1250 Broadway Associates, LLC
c/o Global Holdings Management
1250 Broadway -38th Fl.
New York, NY 10001

Building Operations: Building Management

Global Holdings Management and our dedicated building staff perform a wide array of Property Management services and other “behind the scenes” activities vital to the operation of the property. We are committed to providing first-class services to you and your employees, making it easy to conduct business here.

Our Property Management Team is here to assist you with issues or concerns you may have relating to your occupancy at this Global Holdings Management property. These include, but are not limited to:

- Maintenance emergencies, such as floods, HVAC, mechanical failure, etc.
- Power outages
- Lighting problems
- Temperature control
- Requests for HVAC services after hours, or on weekends and holidays
- All key and locksmith requests
- After hour freight elevator service

The telephone number for the Building Management Office located in the Lobby is (212) 947-5849.

Requests for overtime or special services may be coordinated through your Building Management Office by an Authorized Tenant Representative using Workspeed.

Your Building Management Office maintains an updated list consisting of your Authorized Tenant Representative(s) who is (are) empowered to make or authorize others to make requests for services. In addition, this office, based upon information received from you, updates a list of “Essential Persons” to be notified in case of an emergency, both during and after business hours.

The following personnel are available to assist your needs:

Title	Name	Phone Number	E-Mail
Property Manager	Christopher Zieger	(212) 947-5849	Chris.Zieger@gh-mgmt.com
Chief Engineer	Joseph Dagro	(212) 947-5849	Joseph.Dagro@gh-mgmt.com
Building Assistant	Erika Ryman	(212) 947-5849	Erika.Ryman@gh-mgmt.com

Building Operations: Holidays

Building Services on holidays will be as follows:

Cleaning

If cleaning is provided by Landlord, then routine cleaning will not be performed in your offices on the evening of a building holiday. If you wish for your offices to be cleaned on a holiday, contact the cleaning contractor, First Quality Maintenance at (212) 947-7800 by 4:00 p.m. of the last business day prior to the holiday so that service can be scheduled. There will be an additional charge.

“Off Hour” Heating, Ventilation, and Air Cooling

All requests for after hours heating, ventilation and air conditioning must be submitted to the Building Management Office through Workspeed 48 hours in advance.

Please note that additional service requests may be billable. The rates for these services can be obtained through the Building Management Office.

[Click here to enter Workspeed](#)

Building Operations: Security

Classic Security officers are on duty in the lobby 24 hours a day, 7 days a week. The role of the officers is to assist tenants in screening visitors and authorized building employees. Suspicious packages entering or leaving the building may be searched at the discretion of Classic Security officers. Classic Security officers are also available to assist in case of emergency. Classic Security can be reached at 212-239-9200, 24 hours a day.

Security is a high priority. However, effective security requires the participation of everyone. We encourage tenants to remain vigilant, secure their own premises and participate fully in building security procedures.

Building Security: After Hours Access

During hours that the building entrance is locked, authorized tenants may gain access. Classic Security officers are on duty after hours, and will permit access upon presentation of proper identification. Visitors and messengers after hours must be accompanied by a tenant or announced and verified with the tenant.

Building Security: Building Access

Photo ID Badges

- Employees of the Building are required to carry photo ID badges issued by Global Holdings Management. Photo ID badges will open the lobby turnstiles by sliding the IDs over a sensor located on the top of the turnstile. This will allow access to each individual with a proper ID.
- Anyone unable to present this badge will be treated as a visitor and must show a photo ID and obtain a temporary daily pass for access.
- Each tenant must designate an Authorized Tenant Representative who will act as the administrator of photo ID badges for his or her organization. The authorized representative will be expected to collect ID badges from terminated employees, and is responsible for contacting the Building Management Office to request replacement badges, badges for new employees, or discontinuance of former tenant badges.
- Lost or stolen badges must be reported to the Building Management Office immediately at 212-947-5849.

Access for the Physically Challenged

- Global Holdings Management have designated entrances, exits, and lavatories for the physically challenged. Contact your Building Management Office for details.

Visitors

Visitors must be registered in Building's Passage Point System, a web-based program that allows tenants to pre-register visitors. Please contact the Building Office at 212-947-5849 for more information.

Visitors are required to present photo identification to lobby staff, who will issue a temporary visitor pass. Visitor passes will open the lobby turnstiles by inserting them into the designated slot. Passes are good for one day only.

Building Security: Crime Prevention

The NYPD Crime Prevention Unit also offers a security survey at no cost. Tenant's existing procedures will be reviewed, along with a physical audit of the premises. Recommendations will be made concerning physical security and provided to the tenant in writing, suggesting improvements and enhancements, along with a cost effective security plan. Please contact Classic Security to schedule a survey.

Police

The NYPD plays an active role in the day-to-day operations of the Global Holdings Management portfolio by providing various services, ranging from crime prevention to emergency response. They are dedicated to serving your needs, and will respond promptly when requested. Call 911 for all emergencies.

NYPD Crime Prevention Unit

This unit of the NYPD is available to meet with tenants to discuss crime prevention techniques and develop a program tailored to meet particular safety concerns. In conjunction with Classic Security, this unit also offers crime prevention lectures focusing on security. Tenants requesting a lecture should contact Classic Security to make arrangements.

Operation Laptop

Global Holdings Management strives to protect tenant property and control the incidence of theft. Tenants are encouraged to participate in Operation Laptop, an NYPD pilot program designed to reduce the theft of laptop computers from office buildings. Non-removable ID stickers will be affixed to each laptop. ID numbers are printed on the stickers in both visible and invisible ink. Operation Laptop has successfully reduced the incidence of computer theft throughout New York City, both serving as a deterrent, and as a tremendous aid in returning stolen computers to their rightful owners when recovered. Please contact Classic Security or the Building Management Office to schedule this program.

Building Security: Deliveries

Freight Entry

The freight entrance is available during business hours, and individuals utilizing this entrance will be treated as visitors. Drivers and passengers will be required to show a bill of lading and a photo ID. Freight entrances are under strict video surveillance.

Freight Elevator service is available during all business days on a first-come, first-served basis without charge between 8:00 A.M. and 5:00 P.M. Large deliveries and moves must be scheduled during off-hours through Workspeed and are billable at an hourly rate. The rates for these services are available in the Building Management Office.

Truck Dock Access

All vehicles with commercial plates can access the truck dock, if it is available. Each driver and passenger (s) must show bill of lading and a valid driver's license to enter.

Building Security: General Office Security

Incident Reports

To record the details of any incident, theft, or injury that occurs on the property, incident reports must be filed. Please notify the Building Management Office as soon as an incident occurs so we can follow up with the appropriate action. All incidents are reviewed by building management together with our outside security consultant, Classic Security.

Security of Tenant Premises

In order to protect and secure tenant areas, the following measures are recommended:

- Screen unauthorized persons who enter the premises by requiring them to present identification. Never allow visitors to roam freely through your office space. If you have any doubts as to whether a person should be allowed in, request the assistance of Classic Security or the Police Department. Classic Security officers are not permitted to leave their posts, but will request the assistance of a Classic Security supervisor, Building Staff, or Police.
- Maintain careful control of distribution of office keys. Report lost keys immediately to the facility or Office Manager.

Security of Tenant Premises (continued)

- Make sure your office is locked every night. Designate a member of your staff to be responsible for checking that doors are securely locked.
- Clearly mark any discarded office equipment, such as computers, typewriters, etc., with the word "TRASH" in permanent ink.
- If your space has an alarm system, ensure that it is serviceable and armed when the space is closed

Building Security: Key & Lock Policy

Office Doors

For security reasons, Global Holdings Management staff is not authorized to open office doors if keys are lost or misplaced without approval from an authorized tenant representative. Only in the event of an emergency will tenant doors be opened.

Building Security: Lost & Found

Any individual finding lost item(s) should turn them in to the Building Management Office, or to the lobby desk. You can also call the Building Management Office at 212-947-5849 if you have lost any items.

Building Security: Property Removal

In order to protect tenant property and reduce theft, all packages, equipment, or furniture removed from the building must be accompanied by an authorized Property Removal memo issued by Global Holdings Management.

Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Building Manager and we will send appropriate personnel to have them escorted off the premises.

Building Services: Building Signage & Directory

Entrance Door Signage Approval Standards / Processes

Tenant must submit the name of the company to be displayed on the entrance through Workspeed. Door signage must be consistent with the building standard signage program unless authorized by Landlord. There is a nominal charge for requests. This amount can be obtained at the Building Management Office.

[Click here to enter Workspeed](#)

Building Services: Cleaning

Only authorized staff are permitted to enter tenant spaces after hours for the purpose of cleaning. Routine cleaning will not be performed on holiday evenings, unless specifically requested. To request holiday service, contact First Quality Maintenance before 4:00 p.m. of the prior business day. There will be an additional charge for holiday services. To discuss cleaning concerns, contact First Quality Maintenance at 212-947-7800.

Building Services: Elevators

Passenger Elevators

The building passenger elevators are designated for passenger use only. No deliveries are permitted on the passenger elevators.

Freight Elevators

Freight elevator service is available during all business days on a first-come, first-served basis without charge between 8:00 a.m. and 5:00 p.m. Large deliveries and moves must be scheduled during off hours through Workspeed and are billable at an hourly rate. The rates for these services are available in the Building Management Office.

To reserve the freight elevator please log in a request using Workspeed. Building Management will approve or decline the request based on availability. For your convenience, there is a calendar showing current availability to view before placing your request. These services may be billable. The rates for these services are available in the Building Management Office.

[Click here to enter Workspeed](#)

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

Building Services: HVAC

If the temperature in your office needs adjustment, please enter the information using [Workspeed](#). Your request will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00 A.M. to 6:00 P.M. Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours using Workspeed and may be billable. The rates for these services are available in the Building Management Office.

[Click here to enter Workspeed](#)

Building Services: Mail Service

Messenger Service Centers

Bright Star Couriers, located in the Messenger Service Centers at 1250 Broadway, is a full service company dedicated to superior performance and customer satisfaction. Bright Star offers several types of pick-up and delivery services to destinations such as Manhattan, Brooklyn, Queens, Bronx, Staten Island, New Jersey, Long Island, Connecticut and Westchester. The hours of operation are 8:00 a.m. to 6:00 p.m., Monday through Friday, and service requests can be placed electronically or by phone. For more information, or to set up an account, please call Bright Star Couriers directly at 212-947-3600.

The Messenger Center in your building is responsible for the receipt and delivery of packages, and helping to ensure the security of occupants. All delivery personnel (with the exception of postal carriers) are required to enter the Messenger Center, rather than the building lobby. Messenger Center staff sign for and accept all deliveries, log the time and details of the receipt, and forward the delivery to its addressee within the building. Tenants with outgoing packages must place an order with Messenger Center staff who will retrieve the item and track its pickup by an external messenger.

Building Services: Maintenance Requests

All maintenance requests should be entered into [Workspeed](#). [Workspeed](#) is a web based service request management application that allows you to easily initiate and track all of your service and maintenance requests. Once your request is entered, the system will automatically dispatch it to Building Management.

For training and configuration please contact your Building Management Office at (212) 947-5849.

[Click here to enter Workspeed](#)

Building Services: Telephones

Telephone Closets

If you are having problems with your telephone system that require a technician to access the telephone closet, the technician must report to a building engineer. Once the technician's credentials are verified by the engineer, an authorized building staff member will be sent to open the telephone closet. This policy protects your company, as well as your fellow tenants, by ensuring that the telephone closets are protected, and are only accessed by authorized personnel. This same policy holds true if your electrical contractor needs access to an electrical closet.

Emergency Procedures: Bomb Threat

In the event of a bomb threat, record what the caller said, identify as closely as possible the age, sex and accent of the caller, identify any background noise, and assess the validity of the call.

Ask the caller where the bomb is located, when it is set to go off, and what the bomb is contained in.

After receiving the call you should CALL 911 immediately and provide the following information:

- State clearly, "I've received a bomb threat."
- Give your name and company.
- Call the Building Manager's Office at 212-947-5849 and inform them that you have received a bomb threat and that you have already called 911. The decision to evacuate should be made immediately.
- Take all purses, packages, briefcases, and suitcases. All of these items are likely to be suspect and may be destroyed by the Bomb Squad if left in your suite.

- If a suspicious parcel is found, DO NOT TOUCH IT or attempt to move it. Clear all personnel from the area. Follow the above instructions.
- When Police or Fire Department arrive, inform them of what you have found.

Be aware of suspicious persons entering your suite or of strange behavior exhibited by any staff person. Any abnormal activity should be reported to the Bomb Squad.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Emergency Procedures: Elevator Malfunction

In the event that an elevator stops with passengers in it, remember to remain calm. Pressing any emergency button within the cab will alert lobby personnel that the cab is malfunctioning, what cab number it is, and what floor it is stuck on. Lobby personnel will continue two-way communication with passengers until help arrives.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car will temporarily stop. Each elevator will automatically return to the lobby where the doors will open and they will then be out of service.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Procedures: Emergency Contacts

In case of emergency we will contact you. Please complete the Tenant Contact List and forward to the Building Management Office. It is important that the following information be kept current in case of emergency.

- Name and telephone number of the company representative(s) whom we can contact during normal business hours.
- Name and telephone number of the company representative(s) whom we can contact after normal business hours for emergency notification.
- Number of staff employed during normal business hours.
- Number of staff employed after normal business hours.
- Names of any physically challenged person employed by your company.

Please advise us in writing when staff change occurs.

Emergency Procedures: Fire & Life Safety

All activities, systems and procedures in this area are designed to ensure that all Global Holdings Management are secure, safe, and free from hazardous conditions.

In connection with our emphasis on safety, fire drills will be conducted twice per annum.

Building Features

- Smoke detectors automatically activate alarms indicating the presence of smoke or fumes.
- Manual pull stations are located near each stairwell. When activated, they will send an alarm to the New York City Fire Department and the Fire Command Station in the Lobby.
- Floor Warden phones on each floor provide immediate two-way voice communications with the Fire Command Station.

Building Features (continued)

- A smoke purge system is activated in the event of fire. It draws smoke and fumes out of stairwells. This enables tenants to exit the building via stairways, should evacuation be considered necessary or desirable.
- There are fire stairs serving each building, assuring widely separated evacuation alternatives in the event of fire. They also give firemen safe passage upward to fight the fire. Each of these fire stairways has battery-powered lighting and photo luminescent signage.
- Standpipe systems provide water supply and water pressure for firefighting.
- Fire extinguishers and fire hoses are installed in stairwells on all floors.

Building Features (continued)

- An automatic smoke detector elevator “return” system automatically brings all elevators serving or affected by a fire area immediately down to the ground. There they can be operated manually under the direction of the NYC Fire Officer-in-Charge. This “override” system also prevents an elevator from automatically responding to and bringing its occupants to a fire floor.
- Battery back-up lighting is installed in stairwells, as well as photo-luminescent markings on stairs, landings, handrails, and walls.
- Public address speakers in various areas of tenant floors, including corridors, enable the Fire Command Station in the Lobby to communicate with building occupants and emergency personnel. The speakers will emit an inquiry tone to convey important information and an emergency (siren-like) tone to convey information in an emergency. Once you hear either of these sounds, you should report to the public corridor for further announcements.
- Fire Safety Team Members for each office are selected by the tenants, so please let us know of any changes.

Operational Features

- Each of Global Holdings Management are staffed by a Fire Safety Director during normal business hours.
- Obligatory fire drills are scheduled at intervals no less than once every six months.
- Portable radios carried by Global Holdings Management employees are supplementary communications equipment.

Public Safety Requirements

Storage of Flammable and Combustible Materials

No one should store any flammable, combustible, explosive, corrosive, oxidizing, poisonous, compressed, or otherwise offensive fluid, gas, chemical, substance, or material at such time or place, or in such manner or condition as to unreasonably endanger, or as to be likely to endanger persons or property.

Public Safety Requirements (continued)

Inspection and Maintenance of Tenant Fire Protection Systems

The New York City Fire Department has issued a directive, dated August 30, 1991, regarding the cleaning, testing, calibration, and maintenance of smoke detector systems. This directive mandates that all systems be serviced a minimum of twice a year. The servicing must be performed by a contractor acceptable to the Fire Commissioner as defined in Chapter F19 of the New York City Administrative Code. You may use your own certified contractor or you can request an estimate from the Building Management Office at 212-947-5849. The contractor must complete a detailed report of each inspection. Please send a copy of the contractor's work report as proof of compliance with this new regulation to the Building Management Office of 1250 Broadway.

Office Holiday Trees and Decorations

- New York City Fire Department rules and regulations prohibit the use of live holiday trees or decorations made of natural materials in any public or private areas in the building.
- Only non-combustible artificial decorations are permitted and must bear the approval label of a nationally recognized testing laboratory such as Underwriters Laboratories, Inc., Factory Mutual Laboratories, or the New York Board of Standards and Appeals.

Public Safety Requirements (continued)

Disposal of Hazardous Waste Materials

- In an effort to protect the environment from contamination and building occupants from injury, we follow the federal and state regulatory requirements, which govern the disposal of hazardous materials.
- Some samples of hazardous waste materials are: oils, cleaners, adhesives, rubber cement thinners, cleaners, developers, plate cleaners, duplicating fluids, copy machine toner, epoxy paints, processing chemicals, diesel fuels, fixer, and storage batteries. This list is not complete, but rather provides a representative listing of chemicals and other products that may be considered hazardous waste and may be generated in the course of conducting your business.
- Global Holdings Management is concerned with bulk disposal of hazardous waste materials, which may be generated when you change a procedure, replace new equipment, or clear out a storage area. Please do not abandon bulk hazardous waste materials in freight elevator service lobbies and other areas of the building.
- Improper disposal may be a violation of the law and may cause a potential hazard to others. Therefore, you are responsible for ensuring that these materials must be disposed of in accordance with all applicable federal, state, and city regulations, and should be handled by a licensed hazardous waste disposal contractor.

Public Safety Requirements (continued)

Portable Heaters

New York City Fire Department rules and regulations prohibit the use of portable space heaters in any public or private areas of the building.

Emergency Procedures: Fire Prevention

Sensible, fire-safe housekeeping can prevent fires or limit those that do occur. Do not allow unsafe conditions, such as cluttered offices and overburdened extension cords, to cause trouble. For more information click [here](#) to view the Fire & Life Safety video.

The following hazardous and unsafe conditions should be eliminated without delay.

General Office Areas

- Are paper boxes used for storage? Are files, paper, or combustible materials piled on chairs, in corners or in open bookshelves? All are potential fire hazards.
- Are hazardous lightweight electrical cords or unsafe frayed electrical cords used in your area? Only heavy-duty extension cords should be used for office equipment, or any other kind of electrical appliance.
- Are outlets and extension cords in your area overloaded with more than one item such as electric typewriters and/or personal computers? Avoid putting more than one piece of office or other electrical equipment on an outlet or cord. Use only U.L. approved multiple outlet strips with fuses, or consider the installation or relocation of base building outlets.

General Office Areas (Continued)

- Is kitchen equipment in your area always unplugged when not in use? Kitchen equipment, such as hot plates, coffee pots, etc., should never be left unattended when in use and should never be plugged in when not in use.
- Has the permanent installation of major electrical or computer equipment in your area been properly approved by the Building?
- Are flammable liquids, such as turpentine, solvents, thinners, toners and ink, used in duplicating and reproduction equipment being handled properly? No office should have more than five gallons of such liquids on hand at one time, and such liquids must be kept in an approved safety container, tightly sealed, in an approved metal cabinet.
- Are No Smoking signs posted in areas where flammable liquids are used or stored? Is the No Smoking rule enforced?
- Are stored items placed at least 18 inches below the sprinklers?

Telephone and Electrical Closets

Telephone and electrical closets must not be used for storage and must be kept locked at all times. Any items found in a closet will be discarded.

Storage and File Rooms

- Are items stored in paper boxes and stacked in corners and aisles creating a fire hazard in your area?
- Are all combustible materials such as paper, files, reports, and rolled plans kept in steel cabinets or closets when not in use? Are the doors and drawers kept closed at all times? Closed metal cabinets or files are required in file rooms, with more than 300 sq. ft. of space or more, unless the area is equipped with sprinklers.
- Are all combustible materials stored neatly and compactly? Compartmentalized metal racks are permissible in storage or file areas of less than 300 sq. ft.
- Are all flammable and combustible liquids properly stored in approved containers?

Fire Extinguishing Equipment

- Each stairwell landing in Stairwell "B" and each stairwell landing in Stairwell "C" from the sub-basement to the 12th floor is equipped with a fire standpipe.
- Fire extinguishers are available at each stairwell landing.
- This fire extinguishing equipment is intended for the protection of building occupants in the event of a fire condition. It can be used to extinguish small fires or to contain a fire until the arrival of the Fire Department. However, building occupants should not attempt to use the equipment if by doing so they will expose themselves to personal danger or cause delays in the evacuation of the floor.
- Do not use water type fire extinguishers on electrical or liquid fires.

It Takes Three Elements to Start a Fire: Oxygen, Heat, Fuel

- Fires in wood, textiles and other ordinary combustibles containing carbon materials: These are extinguished by cooling and quenching with water which wets down and prevents glowing embers from rekindling. Tri-Class dry chemical extinguishers are also effective on this kind of fire and achieve extinguishment by insulating and inhibiting the combustion reaction.
- Fires in gasoline, oil, grease, paint, or other liquids that gasify when heated: These are extinguished by smothering, cooling, and heat shielding. Dry chemical, Halon, and carbon dioxide are effective on this type of fire.
- Fires in live electrical equipment: These fires require a non-conducting extinguishing agent. A Halon or carbon dioxide extinguisher smothers the fire without damaging the equipment. Dry chemical is also effective.

Fire Doors

Fire Doors wedged or tied open, or with objects placed in front of them so that they cannot close, are rendered useless. To protect yourself and your fellow employees, make sure the doors on your floor are always kept closed. If you must evacuate your office during a fire emergency, make sure the last person closes the door without locking it. This will help to contain the fire until the arrival of the Fire Department.

Flammable Liquid Storage Requirements

Various types of liquids in normal office procedures, such as duplicating machine fluid, acetone, alcohol and cleaning solvents are highly flammable or combustible and can present a serious fire hazard if not handled properly.

- The storage of flammable liquids in a tenant area must be limited to five gallons kept in individual one gallon approved metal safety cans or one quart original plastic containers. In addition, these safety cans or containers must be stored in approved metal cabinets. All cans must be inspected regularly for leaks, and leaking cans must be replaced immediately.
- A flammable liquid storage must be clearly designated by Flammable Liquid and No Smoking signs.
- A flammable liquid storage area may not be located adjacent to exits or in pathways leading to exit facilities.

Freight Elevator Lobbies

Do not place trash, furniture, or mailbags in the freight elevator lobby.

Emergency Procedures: Fire Safety Guide

Global Holdings Management is committed to the safety of all building occupants and provides this guide to ensure that all tenants understand the requirements for protecting themselves and their property, specifically:

- To recognize the basic causes of fire and take preventive action to eliminate them.
- To establish a method for systematic, safe and orderly evacuation of the occupants of 1250 Broadway in case of fire or other emergency, to a safe area in the least possible time.
- To explain the proper use of available fire appliances provided at 1250 Broadway for the controlling and extinguishing of fire and the safeguarding of human life.
- To provide proper continuing fire safety education for all occupants of 1250 Broadway.

This Fire Safety Guide covers the following topics:

[Tenant Requirements](#)

[Fire Safety Team Requirements](#)

[Fire Emergency Procedures](#)

[Fire Drills](#)

[Fire Safety Team Duties](#)

[Information for Floor Wardens in Preparing for Fire Drills](#)

[Fire Safety Housekeeping Checklist](#)

[Fire Extinguishing Equipment](#)

[Flammable Liquid Storage Requirements](#)

[Freight Elevator Lobbies](#)

[Fire Doors](#)

[Tenant Emergency Information](#)

To ensure prompt evacuation of your office during a fire emergency it is essential that you familiarize yourself with the location of all stairway EXITS on your floor.

The Floor Warden on your floor will assist you with this. The periodic fire drills held at 1250 Broadway will also familiarize you with the stairway locations.

Each stairway at 1250 Broadway is identified by an alphabet letter. A stairway identification sign is posted on the occupancy side of the stair door. In addition, a specially lighted EXIT sign is installed at the entrance to all stairways; "You are Here" signs are located in the passenger elevator lobby on each floor.

Tenant Requirements

The specific requirements established by the New York City Fire Department specify, by law, that each tenant:

- Participate in a fire drill once every six months.
- Identify responsible and dependable employees for designation as Floor Warden and Tenant Fire Safety Team members.

Fire Safety Team Requirements

- The law requires each tenant to provide representatives from an office to participate on the Floor Fire Safety Team. This person or persons (depending on the size of the office) would report to the Floor Warden when the office is completely evacuated during a fire drill or actual fire emergency.
- Submit a list of the designated Fire Safety Team members for your floor. If there are any changes in your office, please advise the Building by mail within seven days.
- Submit an up-to-date list of all physically challenged personnel and assign at least one Fire Safety Team Member to each physically challenged individual.

Fire Emergency Procedures

Evacuation is via stairway or as far away from the fire as possible, to at least two floors below the fire. Evacuation should be pursuant to the instructions over the public address system.

Do not use elevators for the emergency evacuation of personnel from the fire floor. Personnel may not return to the fire area until it has been declared safe by the responsible authorities.

To report a fire or smoke condition, immediately contact:

- Building Office and/or lobby desk.
- Pull handle on the pull station (located near each stairwell), which sends an alarm to the Fire Command Station and the New York City Fire Department.
- Notify your Floor Warden or Deputy. They will make certain that the fire is reported to the Fire Command Station and will begin to organize the evacuation of the floor, if applicable. The Floor Warden will also communicate with the Fire Command Station in the Lobby via the Floor Warden phone located in the center of the corridor.

Fire Emergency Procedures (continued)

NOTE: THIS SYSTEM SHOULD ONLY BE USED TO REPORT EMERGENCIES SUCH AS FIRES; ALL OTHER NECESSARY COMMUNICATIONS TO THE POLICE, LOBBY DESK OR FIRE COMMAND STATION SHOULD BE MADE BY PHONE.

Please remain calm and report as much factual information as possible on the location and nature of the fire. Depending on the emergency involved, we will activate the public address system located in the ceilings of the core corridor areas.

Response to a Fire Report:

- The Fire Command Station will immediately notify the New York City Fire Department.
- The Fire Department will respond to the floor below the fire and approach the fire floor via a stairway.

Evacuation Procedures:

- During a fire emergency, the public address system will be activated in offices on the floors, which must be evacuated. The emergency tone (siren-like) will be activated first. You should proceed to the corridor areas where specific instructions will be broadcast over the public address speakers located in the corridor ceilings.
- The last one out of an office should close the door without locking it. This will help confine fire.
- Do not call an elevator to the floor of the fire. You must use the stairways for evacuation; the stairways have been built with fire resistant materials for safe evacuation.
- Walk to the stairway or follow announcements over the public address system and by the floor warden and deputy fire wardens of your floor.
- Keep the conversation to a minimum. Do not push or run. Stay in line. Smoking is prohibited.
- Traffic on the stairway must head in the down direction only unless otherwise indicated by the Fire Safety Director, or other person in authority.

Fire Drills

The specific requirements established by the New York City Fire Department require that each tenant participate in a fire drill once every six months. The purpose of these periodic fire drills is to instruct occupants in how to safely evacuate their offices in the event of a fire.

Several days prior to a fire drill, we will notify each tenant and the designated fire wardens and deputies of the location, date, and time of the drill.

- Immediately prior to the start of a drill, the public address system will be activated. The inquiry tone will be audible on each floor. This tone indicates the building is investigating a trouble and an announcement will follow with instructions.
- After hearing this signal, proceed to the corridor where specific instructions will be broadcast over the public address system. Keep conversation to a minimum so you can hear instructions. A member of the Fire Safety Team on your floor will also provide instructions.
- Do not hesitate to ask members of the Fire Safety Team on your floor any questions you may have regarding evacuation procedures.

Fire Safety Team Duties

General Duties:

- Learn your floor layout and the location of all exits, stairs, fire alarms, and the firefighting equipment.
- Make sure all exit doors to stairwells are in the position shown on layout and are not obstructed, inoperable, or locked. Report any deficiencies.
- Instruct new employees about emergency evacuation procedures.
- Notify the Building Management Office if you have any physically challenged personnel in your office. Make specific provisions within your office for the evacuation of this person.

Fire Safety Team Duties (continued)

Emergency Duties:

- Transmit the fire alarm to the Fire Command Station via the telephone or via the pull station located in the public corridor if you discover the fire.
- In case of evacuation, direct all personnel to descend the fire stairwells to at least two floors below the fire floor. Elevators must not be used. Listen to the public address announcement concerning evacuation of the floor and the stairways to be used.
- Be sure the entrance door to the office is closed when the last person has evacuated. Report to the Floor Warden when evacuation is completed. This information is extremely important in verifying that everyone has been evacuated.

Fire Safety Team Duties (continued)

Floor Warden General Duties:

- Review the floor plan, including the location of all exits, fire alarms and firefighting equipment.
- Make certain that every office on the floor is under the direction of an adequate number of deputy floor wardens with searchers. The Floor Warden can formulate an effective evacuation pattern for each office to primary and secondary exits.
- Make certain that all members of the Fire Safety Team are aware of their duties.
- Provide a way to identify Floor Wardens and other members of the team, such as hats during drills or evacuation.
- Keep Fire Safety Team Organization chart up-to-date and posted in an area visible to all employees.
- Make sure the floor is adequately staffed by the Tenant Fire Safety Team at all times. Make substitutions when necessary.

Fire Safety Team Duties (continued)

Emergency Duties:

In the event of a fire emergency, a Floor Warden shall:

- Make certain that an alarm has been transmitted via the pull station.
- Make certain that all Deputy Floor Wardens on their floors have been informed of the fire and that all occupants on the floor are notified and proceed immediately to execute the Fire Safety Plan. Ensure that an occupant search is made of all rest rooms.
- Proceed to and remain at the Floor Warden Telephone in the corridor. From there, the Floor Warden will maintain communication with the Fire Command Station and receive, coordinate, and provide instructions.
- Supervise the evacuation of all occupants of the floor via stairway (with the assistance of the Deputy Floor Wardens) to a safe area of refuge at least two floors below the fire floor. This includes the selection of exit stairs to be used and initiation of any action necessary to prevent panic.
- Supervise the evacuation of all occupants of the fire floor and floor above.
- To ensure that all known occupants have been evacuated from the floor, use a checklist sheet indicating each Deputy Floor Warden and his/her areas of responsibility. Check off each Deputy Floor Warden as his/her office is evacuated.

Fire Safety Team Duties (continued)

Deputy Floor Warden General Duties:

As part of his/her normal assignment and day-to-day responsibilities, a Deputy Floor Warden shall:

- Assume the general duties of the Floor Warden when he/she is not on duty.
- Review the floor plan for his/her floor including the location of all the exits, fire alarms, and firefighting equipment.
- Make daily inspection of all fire doors to exit stairs to ensure they are maintained in the closed position and that no doors are obstructed, inoperable or locked. Report any deficiencies found to the Floor Warden.
- Make certain that all members of the Fire Safety Team under his/her jurisdiction are aware of their duties. This includes arrangements for the evacuation of physically challenged persons.
- Instruct new employees in his/her office about emergency evacuation procedures.
- Make certain that the Fire Safety Team Organization Chart is up-to-date and posted in the hallway near the fire call box.
- Report daily to the Floor Warden any absent members of the Fire Safety Team in his/her office.

Fire Safety Team Duties (continued)

Emergency Duties:

In the event of a fire emergency, a Deputy Floor Warden shall:

- Make certain that an alarm has been transmitted to the Fire Command Station.
- Make sure that the Floor Warden is notified of the fire incident.
- Be prepared to assume the Floor Warden's emergency duties if called upon.
- Supervise the evacuation of his/her office.
- Dispatch male and female searchers to carrying out their assigned duties.
- Assemble all occupants of the office and direct their evacuation via appropriate stairway to three or more levels below the fire floor.
- Insure that when all occupants have left his/her office, the entrance door is closed.
- Employees experiencing a high level of anxiety: Strong leadership is the best way to keep people under control. Practice your duties during the fire drill so that you will be comfortable in supplying the leadership required to conduct a safe evacuation.
- Uncooperative Employees: During an emergency, leave that person in the office. Go to the Floor Warden telephone and report the floor and location to the Fire Command Station. The Police/Fire Department will respond and evacuate the individual.

Fire Safety Team Duties (continued)

Emergency Duties (continued):

- In the case of panicky or uncooperative employees, the Fire Safety Team should always remember that in this situation your job is to report the location of these individuals. Do not stay with them. If you stay with the individual you are putting yourself in danger without notifying the authorized response personnel.
- Non-Fire Evacuation Emergencies (power outages, etc.): Fire Safety Teams will be called on to direct the floor's evacuation and report to the Fire Command Station Deputy Floor Warden when the floor is cleared (including mobility restricted individuals).
- Report conditions on the floor to assist the Floor Warden in the performance of his/her duties.

Searchers' Duties:

- Alert occupants of own immediate office, adjoining offices and rest room on the floor during a fire emergency or drill.
- In areas that cannot be entered, knock on door, and make certain the occupants know there is a drill or fire emergency.

Information for Floor Warden in Preparing for Fire Drills

- Make the necessary Fire Safety Team assignment if not already completed. This assignment should be permanent.
- In order for Fire Safety Team members to become experienced in operating independently in preparation for an actual fire emergency a pre-drill meeting will not be held. At the end of the drill, all team members will meet with the Fire Safety Director in the corridor on a pre-determined floor to discuss the effectiveness of the drill.

- Since, on any given day, you will not know what team member is available during drills or actual emergencies (vacation, sick, etc.) every member assigned to search and evacuate areas must report back to you to verify that the floor has been evacuated.
- There will be at least one person reporting to you from every section assigned within large tenancies. If someone has not returned to you from a particular tenancy, then send someone out who has already reported in to verify the evacuation of that office. This reporting method is critical to the evacuation of the floor and should be understood by every team member.

Information for Floor Warden in Preparing for Fire Drills (continued)

- The initial alert used for fire drills and actual fire emergencies will be the “attention” signal broadcast over the public address system. For anything other than drills, this signal will mean that a fire emergency exists, and evacuation of the floor may be necessary.
- Visit each tenant a day or two before the drill to ensure that everyone knows their assignments and note any changes in your Fire Safety Team list. Give these changes to the Fire Safety Director on the day of the drill.
- Team members should report any lack of participation or cooperation during the drill.

Note: Assignments Necessary

- Coverage for all stairs and elevator lobby.
- Searchers to evacuate every office and rest room.

Emergency Procedures: Flooding

If possible, remove all desktop items and close file drawers to limit damage.

Building management will turn off the water source and shut down electrical power as required.

Emergency Procedures: Medical Emergency

In the event of a medical emergency:

- Call Emergency Medical Services (EMS) or private ambulance. Tell them your floor and suite number.
- Call Building Management. Dial 212-947-5849. Outside normal business hours, your call will be rerouted to the lobby desk, which is staffed 24 hours a day. We will hold an elevator ready for the paramedic team.
- If a private ambulance has been called, let us know and we will escort them to your office.
- Post one person at the elevator to lead the medical team to the person in distress.

Emergency Procedures: Power Failure

A battery powered portable radio should be available in your offices for information and updates on any extensive power failure.

Typically, should a power failure occur, it would affect either an isolated area of the building or some larger portion of the Midtown area. In the event of an electrical failure, the following guidelines should be observed:

- Contact the Building Management Office by calling 212-947-5849.
- Open draperies and raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as best as possible.
- If you are instructed to evacuate, lock all areas.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevators will cease operation, but **WILL NOT FALL. DO NOT PANIC.**

The Building Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Emergency Procedures: Severe Weather

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

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be kept in mind:

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

Emergency Procedures: Toxic Hazards

If you receive a suspicious unopened letter or package marked with a threatening message, such as "Anthrax":

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have a container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Call 911 to report the incident, and notify the Building Manager.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation.

Green Policies: Green Building Program

1250 BROADWAY Green Building Program

1250 Broadway recently registered with the US Green Building Council to become a LEED certified building under the LEED for Existing Buildings Operations and Maintenance Program. We at Global Holdings Management believe making changes to the way we operate our building will benefit all of us in terms of the environment and our own health. Not only is the City of New York going green, but 1250 Broadway will soon contribute to a more sustainable New York and a healthier planet by making changes in the way we operate our building every day – after all, 3800 of us can make an enormous impact on the environment every day. Please join us in this important quest.

In order to receive a LEED certification, the management of 1250 Broadway has engaged a LEED AP (Accredited Professional) who is working with management, tenants, and vendors serving 1250 Broadway (The Green Team) to bring current operations up to the standards of the US Green Building Council.

There are a number of green policies and procedures that will be implemented during the Compliance Period (currently projected to run from January 18 through April 16, 2010) during which the following new programs will be launched:

- Green Cleaning and Maintenance Program
- Enhanced Recycling Program
- Green Cleaning Equipment Program
- Indoor Air Quality Improvements
- Energy Efficiency Improvements and Specifications
- Water Efficiency Improvement Program
- Energy Star Equipment Purchase Program
- Sustainable Office Supply Program

During the Compliance Period please be on the lookout for announcements about any changes to building operations which may affect you – or which you may receive simply as an FYI. For example, we will be using new, more environmentally friendly cleaning products which you may wish to know more about. And, we will be providing more information about how your office can maximize recycling opportunities and purchase more sustainable office supplies.

How Can I Get Involved?

We welcome any tenants who wish to join the Green at Work Team and help us realize our goal. Please contact Erika Ryman at 212-947-5849 or Erika.Ryman@gh-mgmt.com if you would like to be included on our list serve. And, please check out the [Green at Work Tips](#) that can help you Go Green at 1250 Broadway.

Green Policies: Going Green at Work: Top Tips

1. **More Work, Less Energy**

For many people, a computer is the central tool at work. Optimizing the energy settings for computers and other devices can be more than a modest energy saver. Set computers to energy-saving settings and make sure to shut them down when you leave for the day (“standby” settings will continue to draw power even when not in use). By plugging hardware into a power strip with an on/off switch (or a [smart power strip](#)), the whole desktop setup can be turned off at once (make sure to power down inkjet printers before killing the power—they need to seal their cartridges). Printers, scanners, and other peripherals that are only used occasionally can be unplugged until they’re needed. And of course, turn off lights in spaces that are unoccupied.

2. **Digitize**

It does seem a bit strange that in the “digital age” we still consume enormous amounts of mashed up, bleached tree pulp, most of which gets used once or twice and then tossed or recycled. The greenest paper is no paper at all, so keep things digital and dematerialized whenever possible. The more you do online, the less you need paper. Keep files on computers instead of in file cabinets (this also makes it easier to make offsite backup copies or take them with you when you move to a new office). Review documents onscreen rather than printing them out. Send emails instead of paper letters. New software like [Greenprint](#) helps eliminate blank pages from documents before printing and can also convert to PDF for paperless document sharing.

3. **Don’t Be a Paper Pusher**

When buying printer paper, look for recycled paper with a high percentage of post-consumer content and the minimum of chlorine bleaching. Even recycled paper gobbles up a great deal of energy, water, and chemical resources in its processing (toxic pulp slurry is the paper recycling industry’s dirty secret). When using the real stuff, print on both sides of the page when appropriate and use misprints as notepaper. Try to choose printers and photocopiers that do double-sided printing. If your office ships packages, reuse boxes and use shredded waste paper as packing material.

4. **Greening the Commute**

American workers spend an average of [47 hours per year](#) commuting through rush hour traffic. This adds up to 3.7 billion hours and 23 billion gallons of gas wasted in traffic each year. The average commuter spends around \$8,000 per year owning and operating a single car (add to that the average cost in Mid-town Manhattan of around \$600 a month for public parking and you could be talking about close to \$15,000 per year in New York to operate your car. Transit in New York, however, costs only around \$960 a year, at least a ten-fold decrease in cost compared to driving a car to work!

Fortunately, we believe that over 95% of our tenants at 1250 Broadway actually commute by sub-way and we are proud that the Herald Square transit stop is across the street making this option a “no-brainer”. However, if your employer offers you access to the Transit Check program you will save even more money because the cost of your monthly pass will be deducted from your pay check “pre-tax”.

5. **Use Green Materials**

Some paper use can't be avoided, so use recycled paper and envelopes that have been processed and colored using eco-friendly methods. Pens and pencils can also be made of recycled materials, and refillable pens and markers are preferable to disposable ones. Use biodegradable soaps and recycled paper or cloth towels in the bathroom and kitchen, and provide biodegradable cleaners for the custodial staff. Buy in bulk so that shipping and packaging waste are reduced, and reuse the shipping boxes. Recycling printer cartridges is often free, and recycled replacements are cheaper than new ones.

6. **Redesign the Workspace**

Greening the space in which you work has almost limitless possibilities. Start with good furniture, good lighting, and good air. Furniture can be manufactured from recycled materials as well as recyclable. Herman-Miller and Steelcase are two groundbreaking companies that have adopted the Cradle-to-Cradle protocol for many of their office chairs. Incandescent bulbs can be replaced with compact fluorescents and there is an ever-growing selection of high-end LED desk lamps that use miniscule amounts of energy. Not only is natural daylight a free source of lighting for the office, it has been proven to improve worker productivity and satisfaction (as well as boost sales in retail settings).

7. **Lunch Time**

Bringing lunch to work in reusable containers is likely the greenest (and healthiest) way to eat at work. Getting delivery and takeout almost inevitably ends with a miniature mountain of packaging waste. But if you do order delivery, join coworkers in placing a large order (more efficient than many separate ones). Also, bring in a reusable plate, utensils, and napkins. If you do go out for lunch, try biking or walking instead of driving.

8. **Get Others in on the Act**

Share these tips with your colleagues. Ask your boss to purchase carbon offsets for corporate travel by car and plane. Arrange an office carpool or group bike commute. Trade shifts and job duties so that you can work four long days instead of five short ones. Ask the office manager to get fair trade coffee for the break room and make sure everyone has a small recycling bin so that recycling is just as easy as throwing paper away. Ask everyone to bring in a mug or glass from home and keep some handy for visitors so that you reduce or eliminate use of paper cups.

Green Policies: Green Cleaning

Click on the links below to download detailed Green Cleaning Information

[Green Cleaning Policy](#)

[Purchasing of Sustainable Cleaning Products](#)

[High Performance Cleaning](#)

[Integrated Pest Management](#)

[Sustainable Cleaning Equipment Program](#)

Green Policies: Solid Waste Management

Click on the links below to download detailed Solid Waste Management Information

[Solid Waste Management Program for Durable Goods](#)

[Solid Waste Management Program for Ongoing Consumables](#)

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 1250 Broadway and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office and we will assist you from there.

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 Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 1250 Broadway!

Introduction: Operating Instructions

Navigation

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

Special Features

This Electronic Tenant® Handbook has special features, such as a [Forms Section](#). In order to be able use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at your property. Keep a printed copy of this handbook centrally located for employees to reference. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Building Management Office.

Policies and Procedures: Moving Policy

Move-in Process

Upon signing the lease, Tenant will receive the keys to their space. If the Building Manager has not already contacted the Tenant, Tenant should call the Building Management Office at least one day prior to moving in to review move-in policy and procedures.

Tenant must reserve the freight elevators and inform the Building Management Office of any and all deliveries expected during move-in. The Building Management Office will provide a list of sundry charges to the tenant regarding any expenses the tenant may incur during the move-in.

Move-out Process

Upon moving out of space, tenant is responsible for returning keys to office space and must submit forwarding information to the Building Manager. Tenant must reserve time to utilize the freight elevator with the Building Management Office through Workspeed in order to move any office equipment/supplies from space. Tenant must submit to Building Management Office a copy of the movers' and contractors' certificates of insurance. Tenant's space will be inspected by the Building Manager prior to move-out to assure the area has not been damaged, above and beyond normal wear and tear. Tenant is responsible for all costs to restore damage to premises or dispose of any furniture or debris that remains after vacate date.

Please contact your Building Management Office for further questions or additional information on the move-in / move-out procedures.

Keys

One set of keys is provided to each tenant together with one set of bathroom keys. Additional copies may be requested through the Building Management Office at a nominal charge. All tenants must provide the Building Management Office two (2) copies of all keys when adding or changing entrance door locks.

Policies and Procedures: Smoking

Smoking is prohibited in all areas of the building, including lobbies, offices, corridors, stairwells and restrooms.

Policies and Procedures: Tenant Improvement Work

Tenant shall make no alteration, addition, or improvement in the Premises, without the prior written consent of Landlord, and then only by contractors or mechanics and in such manner and time, and with such materials, as approved by Landlord.

In all cases where modifications or alterations are done without prior consent of the Landlord, and/or the installations are found to be in violation of the various building codes, the Tenant must remove, repair, or replace the hazardous conditions, all at the Tenant's expense.

All alterations shall be performed in accordance with the following conditions:

Procedures

- Prior to the commencement of any alterations, Tenant, or its representative, shall first submit to Landlord for its approval no less than 3 sets of detailed dimensioned coordinated plans and specifications, including layout, architectural, HVAC, electrical, plumbing, fire protection and structural drawings for each proposed alteration.
- Construction drawings and specifications should be delivered directly to Global Holdings Management, Building Manager, Attn: Christopher Zieger, 1250 Broadway, New York, NY, 10001; with a copy to Global Holdings Management - MHPPM, 1140 Avenue of the Americas, New York, NY, 10036, Attn: Rachel Malave, together with an accompanying letter recording the date and listing of all enclosures. The date they are received and accepted will be considered the actual submission date.

Procedures (continued)

- Drawings submitted by the Tenant Representative to Landlord for review and approval shall be no smaller than 24" x 36".
- All drawings shall include a standard title block, indicating, the property floor, tenant, date, scale, and other pertinent data. A revision block must be included. Any and all revisions to the documents are to be properly clouded and labeled.
- Drawings shall include a graphic and architectural scale, north arrow and a legend.
- The affected premises shall be identified on the construction drawings by the column line numbers and dimensions.
- Landlord reserves the right to suspend any project if any of the foregoing is not in compliance.
- All alterations shall be done in compliance with all other applicable provisions of the Lease and with all applicable laws, ordinances, directions, rules and regulations of governmental authorities having jurisdiction, including, without limitation, the Americans with Disabilities Act of 1990 and New York City Local Law No. 58/87 and similar present or future laws, and regulations issued pursuant thereto, and also New York City Local Law No. 76 and similar present or future laws, and regulations issued pursuant thereto, on abatement, storage, transportation and disposal of asbestos and other hazardous materials. Work, if required, shall be effected at Tenant's sole cost and expense, by contractors and consultants approved by Landlord and in strict compliance with the aforesaid rules and regulations, and with Landlord's rules and regulations thereon.

Procedures (continued)

- All work shall be performed with labor forces and promote a harmonious labor environment consistent with Global Holdings Management labor conditions.
- The review and/or approval by Landlord, its agents, consultants and/or contractors, of any Alteration, or of plans and specifications and the coordination of such Alteration work with the Building, as described in part above, are solely for the benefit of Landlord, and neither Landlord nor any of its agents, consultants or contractors shall have any duty toward Tenant. Nor shall Landlord or any of its agents, consultants and/or contractors be deemed to have made any representation or warranty to Tenant, or have any liability, with respect to the safety, adequacy, correctness, efficiency or compliance with laws of any plans and specifications, Alterations or any other matter relating thereto.
- After a review of the drawings, Landlord will send a plan review letter and an insurance indemnification agreement to the Tenant indicating comments and/or changes required.
- Tenant must sign and return letter and the indemnification agreement to Landlord before work may commence.
- If construction drawings and specifications must be resubmitted to Global Holdings Management. All revisions are to be clearly identified and dated on the resubmitted drawings and/or the title page of calculation and/or specification books with written responses clearly identifying how each comment

was addressed. Only specification page(s) applicable to the review comments need to be re-submitted.

Procedures (continued)

- A plan review charge, including charges of Landlord's consultants and consultants' reimbursable charges will be assessed directly to the tenant. No approval will be granted until payment of such charges.
- Prior to the commencement of any work by or for Tenant, Tenant shall furnish to Landlord certificates evidencing the existence of the following insurance:
 - Workers' compensation insurance covering all persons employed for such work and with respect to whom death or bodily injury claims could be asserted against Landlord, Tenant or the Premises.
 - Broad form general liability insurance written on an occurrence basis naming Tenant as an insured and naming Landlord and its designees as additional insureds, with limits of not less than \$5,000,000 combined single limit for personal injury in any one occurrence, and with limits of not less than \$500,000 for property damage (the foregoing limits may be revised from time to time by Landlord to such higher limits as Landlord from time to time reasonably requires). Tenant, at its sole cost and expense, shall cause all such insurance to be maintained at all time when the work to be performed for or by Tenant is in progress. All such insurance shall be obtained from a company authorized to do business in New York and shall provide that it cannot be canceled without thirty days' priors written notice to Landlord. All policies, or certificates therefore, issued by the insurer and bearing notations evidencing the payment of premiums, shall be delivered to Landlord. Blanket coverage shall be acceptable, provided that coverage meeting the requirements of this paragraph is assigned to Tenant's location at the Premises.

Procedures (continued)

- General Contractor will submit a list of all sub-contractors to the Landlord Managing Agent.
- Prior to the commencement of any Alterations, Tenant shall, at its sole cost and expense, obtain and exhibit to Landlord any governmental permit required in connection with such Alterations.
- Class "E" system contractor used on any projects must be approved by the Landlord.

Construction Guidelines

- At the beginning of every Alteration, Tenant's contractor shall coordinate with the Building Management Office. The Contractor and the Fire Safety Director of the building shall check the fire alarm equipment within the alteration site, to ascertain the condition of same.
- All construction materials shall be delivered to the job in proper containers and stored in the Tenant's work area. Waste, excess-building materials, tools or equipment shall not be stored or allowed to accumulate in corridors or stairwells.

Procedures (continued)

- All Fire exits shall be kept clear and accessible at all times.
- All welding shall be performed before 8:00 a.m. or after 6:00 p.m. during the week or on weekends. Welding shall be performed only by person having a valid New York Certificate of Fitness for welding on his person. During all welding operations there must be a person, in the capacity of a Fire Watcher, having a fire extinguisher and protective blankets. Prior to any welding in the building, the Contractor is to contact the Building Management Office twenty-four hours in advance to have the Class "E" system disabled.
- All fireproofing on steel must be repaired if damaged or missing. Contact the Chief Engineer /Superintendent through the Building Manager's Office for inspections and approval before installing ceilings. All openings made in ceilings, columns, walls, floors, etc., must be properly sealed (fire stopped).
- All abandoned ductwork, conduit wiring or piping not necessary for new construction usage must be removed from hung ceiling areas and floor ducts.
- All work to be performed by Tenant shall be done in a manner, which will not interfere with or disturb other tenants and occupants of the Building.

Procedures (continued)

- All work that inconveniences or disturbs other tenants must be scheduled before

- 8:00 a.m. or after 6:00 p.m. The Building Manager reserves the right to stop any work during normal working hours, that causes a disturbance, at no cost to the Landlord.
- The use of freight elevators for hoisting contractor's material, equipment, rubbish, must be arranged with the Building Manager and Superintendent to avoid conflict with regular building operations. If major quantities of contractor's material are being brought to the job, exclusive use of the freight car before and after regular building hours is to be instituted. The tenant is responsible for the overtime elevator charges.
- All construction deliveries shall be made during off-hours, between 5 p.m. and 8 a.m. Monday through Friday, or on weekends with a minimum of four hours' usage.
- Walls and floors in corridors adjacent to construction areas and leading to the freight elevators are to be protected with Masonite or equivalent with special protection for corners.
- Do not place equipment, partitions, furniture or any other tenant installation outside the area leased and occupied.
- Do not locate equipment, partitions, fixed installations or other facilities in areas that might block or interfere with necessary access, entrances or exits.
- The Landlord does not guarantee that any utility shutdown will proceed without interruption; accordingly the Landlord is not responsible for additional charges or for delays due to rescheduling of a utility shutdown.

Project Closeout

- Promptly following the substantial completion of any alteration, Tenant shall submit to Landlord the Landlord closeout documents as required per the attached guidelines, designated as "Exhibit B."
- Upon completion of the alteration work the Contractor and the Fire Safety Director of the building shall again check the fire alarm equipment, to ascertain the condition of same. Any equipment damaged in the course of the Alteration shall be repaired or replaced at the expense of Tenant.
- At the completion of the work, all sign-offs as required by authorities having jurisdiction must be submitted to the Property Manager.

Necessary information to be included in closeout documents: The project closeout manual shall be submitted in triplicate, in three-ring binders. All copies will be forwarded to the Property Manager, who will oversee the distribution of the manuals. Each manual must be labeled indicating the following information:

- Property
- Project
- Date of submission
- Name of firm submitting the documents

Project Closeout (continued)

VERY IMPORTANT: EACH SUBMISSION MUST HAVE A PROJECT CLOSEOUT CHECKLIST WHICH IS A SUMMARY OF THE INFORMATION CONTAINED IN THE BINDER!

This information must appear on the front cover of the binders and on the spine of each binder. Following is the organization of each binder, describing the information to be contained therein:

Table of contents, listed as follows:

- [Section 1: Contacts](#)
- [Section 2: Governmental approvals](#)
- [Section 3: Project information](#)
- [Section 4: Testing, inspection, and warranty information](#)

Project Closeout (continued)

Specifically, the organization and contents of each section listed in the table of contents is to be as follows:

Section 1: Contacts

This section is a complete listing of all firms and contact personnel involved with the project. This list must include the name, address, telephone number, fax number, mobile phone number, and email address of each contact person representing the following:

- Architect: Owner's representative
- Engineer: Tenant representative, if applicable
- Expediter: Contractor

Section 2: Governmental approvals

This section must include all NYCDOB permits and approvals, including a final approval, if applicable. Also, any other relevant approvals or permits above and beyond those required by NYCDOB must be included.

Project Closeout (continued)

Section 3: Project information

This section pertains to project-specific information, and must include the following:

- As-built documents, folded in an envelope compatible with a 3-ring binder. The documents are not to be punched.
- As-built documents, submitted on a CD, in an AutoCAD 2000 format.
- Project photos, if applicable.
- Incident reports, if applicable.
- List of newly installed equipment, including manufacturer, model, serial number, and vendor.

Project Closeout (continued)

Section 4: Testing, inspection, and warrantee

This section must be project-specific and must include the following:

- Testing and balancing reports for the HVAC system.
- Fire alarm test and inspection reports.
- Sprinkler system testing and inspection, if applicable.
- Contractor's one-year warrantee.
- Carryover warrantees or guarantees, which are included with equipment purchases.
- Copies of final lien waivers.
- Final accounting of the project.

When compiling the close-out manual, the following must be adhered to:

- All sections must be indicated by a tabbed divider.
- Each page must be readily identifiable with a header indicating the property, project, and the subject contained on the page.
- If there is an item listed above which is not applicable, a blank sheet is to be inserted with the appropriate heading, and an indication that the item is not applicable.

Project Closeout (continued)

Final payment to contractors is contingent upon the Owner's acceptance of the closeout package. Upon receipt and acceptance of the three manuals, the manuals will be distributed as follows:

- 1 copy to the Property Manager.
- 1 copy to the Portfolio Manager.
- 1 copy to remain in the construction files.

Project Closeout Checklist

The purpose of this checklist is to ensure, in a single-page summary that the contents of each binder is in accordance with this bulletin. Each piece of information on the checklist must be addressed. The checklist is to be attached to the submission of the closeout binder. This checklist must be completed by the Project Manager upon receipt of the closeout documents from the contractors.

[Click here to download a Project Closeout Checklist.](#)