



Tenant Handbook

One New York Plaza
New York, NY 10004
212.483.0771

Brookfield
Properties

Dear Tenants:

Welcome to One New York Plaza Class A Commercial Office Building & Retail destination. The following Tenant Handbook is meant to give you some important information on operational guidelines, security procedures and marketing opportunities.

If you have questions concerning any of this information, please feel free to contact any member of the One New York Plaza management team at 212-483-0771.

Sincerely,

One New York Plaza Team

Brookfield
Properties

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INTRODUCTION

Welcome

Brookfield is committed to providing tenant services of the highest quality. Please let us know how we can help as you settle into your new space as we are happy to provide any information or coordinate any services you may require.

This Tenant Handbook should answer many of the immediate questions you may have about property regulations, policies, and operating procedures. We have provided important building personnel names and phone numbers, as well as emergency contact phone numbers.

The information contained in this Handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

Brookfield prides itself on quality service and responsive attention to the needs of our tenants. We encourage you to work with us in upholding our service goals and provide feedback to improve our premises and your surrounding business environment.

We hope this Tenant Handbook is a useful guide to your new surroundings.

About Brookfield

Brookfield Properties is one of the largest global investors in real estate, owning and operating an irreplaceable portfolio of iconic properties located in the world's most dynamic markets. Our portfolio spans multiple asset classes, including office, retail, multifamily, industrial, hospitality, self-storage and student housing in North America, South America, Europe and Asia Pacific. Because our assets are diversified by sector and geography, our portfolio's exposure to movements in any single market is reduced, minimizing volatility. Across our public and private investment vehicles, we generate superior returns by focusing on real estate fundamentals—leasing, financing, development, construction, and property and facilities management. Our long-term objective is to generate stable and growing distributions for our investors while protecting them against downside risk.

About One New York Plaza

One New York Plaza is a classically modernist, rising from a two-level landscaped plaza and containing 2.6 million square feet of prime, highly flexible office space. Located at the southern tip of Manhattan, One New York Plaza offers immediate proximity to both the financial district and the city's newest, most vibrant cultural center. Within easy walking distance are The New York Stock Exchange, City Hall, Brookfield Place, South Street Seaport, Battery Park City, and numerous landmarks of commercial, cultural, and historical significance.

Property Management Office

The Brookfield Place Management Team wants you to know that every member of our staff is here to assist you. The Management Office is currently located on the Concourse Level of One New York Plaza and business hours are 9:00 am to 5:00 pm, Monday – Friday, excluding major holidays. Please feel free to call the Management Office at (212) 483-0771 with any questions or concerns 24 hours a day.

Security personnel answer our telephone lines after business hours. They are in contact with our management, engineering, janitorial and security staff as needed.

Property Management Staff

Title	Name	Tel	Email
Property Management Office		212.483.0771	
Senior Property Manager	Joseph Syslo	212.483.0771	Joseph.Syslo@BrookfieldProperties.com
Asst. Property Manager	Michael Delmont	212.483.0771	Michael.Delmont@BrookfieldProperties.com
Chief Engineer	Joseph Albanese	212.483.0771	Joseph.Albanese@BrookfieldProperties.com

Rental Payments and Miscellaneous Billings

In accordance with the lease, charges for rent are due and payable on the first day of the month without notice. You will receive separate invoices for miscellaneous charges such as repair service, overtime air conditioning, etc. Payments should be remitted to:

One NY Plaza Co. LLC
C/o Brookfield Financial Properties
250 Vesey Street, 15th Floor
New York, NY 10281-1023

To ensure proper handling, please include remittance copies of the invoices you are paying. If you have any questions regarding rent statements/payments, please call the Management Office.

Hours of Operation

Building services including HVAC, security and building staff are provided during the following normal business hours:

*Hours of Operation	Monday – Friday
HVAC Business Hours	8:00am-6:00pm

Services outside of these hours including HVAC may be arranged for by calling the Management Office by 4:45 pm Monday through Friday.

***Building Holidays** – One New York Plaza will be closed on the following major holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

*However, each Tenant Liaison should consult their specific lease clause. If any conflict arises as to the above Holiday schedule and business hours and your lease, your lease terms prevail. Please call the Management Office to make sure the appropriate building services are provided.

PROPERTY SECURITY

Access Control

We strive to provide a safe environment for tenants and their employees, guests, customers, and visitors. For this reason, access to the building is restricted. One New York Plaza open to tenants at all times, however management may limit public access at certain hours. Building doors are open during the times listed in the Hours of Operation section.

After-Hours Building Entry

Access tenant spaces is available for tenant employees using One New York Plaza security access cards/badges, or visitors, vendors, and customers who are sponsored by tenants. All visitors without proper after-hours authorization are referred to Property Security at all other times.

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your space during non-business hours. In such instances, please provide notification to the Property Management Office through Angus, the tenant service request system.

Property staff will not admit your contractor into your space. Please make arrangements to meet the vendor or provide them with keys.

Handicap Accessibility

Handicap accessible entrances provide easy access to and from One New York Plaza. Handicap entrances and egresses are available at the following locations:

- Whitehall Street
- Broad Street

Lost and Found

Lost and found items can be claimed or turned in at the Security Desk or Property Management Office.

Stolen Property

If property belonging to a tenant, employee, or visitor is stolen, notify the Police Department and the Management Office immediately. (After normal business hours, the call will be automatically forwarded to Security.) A security officer will respond as quickly as possible to take an incident report and assist the Police Department.

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed at One New York Plaza. To report solicitation, please call the Management Office.

Tenant Security Services

Tenants may require security services in addition to those typically provided on a day-to-day basis by the property's security personnel. If extra security measures are required, the tenant should call the Property Manager to discuss these needs and the best way to fulfill them.

EMERGENCY PROCEDURES

Emergency Contacts Numbers:

Emergency 911
Central Security Console 646-774-3484
Property Management Office 212-483-0771
NYPD (1st Precinct) 212-334-6611
FDNY (Engine 10) 212-570-4210
FDNY Dispatcher 212-999-2222

LiveSafe|Brookfield

Below is a list of LiveSafe mobile application features that will be available to our tenants:

- One button feature to contact security or property management directly.
- One button feature to contact 911.
- One button feature to have access to critical portions of the Tenant Emergency Procedure Manual (TEPM) and tabs for each emergency scenario.
- The ability to report an emergency or tip and add a photo or video to send to the dashboard. This can also be done anonymously for privacy reasons.
- The ability to use the Safewalk feature which will allow the tenant to have a colleague or co-worker monitor their activity when they are leaving the property, headed to the garage, the train station or traveling out of town.
- As long as their colleague has the LiveSafe app, Safewalk can be used in any capacity that a tenant wants a colleague to follow their path.



1. Please download the "LiveSafe" for free from Google Play or the App Store.
2. Register with your mobile phone number and fill out your profile. Verify your account.
3. Select "One New York Plaza."



LiveSafe | Brookfield

Safety. In everyone's hands.



Get LiveSafe

Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select Brookfield. You're set!

Share info with safety and security

Submit tips related to safety concerns. Attach a photo, video, or audio file. You can even do it anonymously.

Report Tips

Request help in an emergency

Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.

Emergency Options

Know what's around you

Use the Safety Map to see pertinent safety locations and nearby incidents.

Safety Map

Access Brookfield resources

Have fast access to emergency procedures, organization resources, building locations, and more.

Emergency Information

Tab navigation: Home

Keeps Brookfield-related functionality in one place within the app.

Tab navigation: SafeWalk and Notifications

Makes it easier to quickly start a peer-to-peer SafeWalk and access broadcast messages.



LiveSafeMobile.com



(571) 312-4645



@LiveSafe

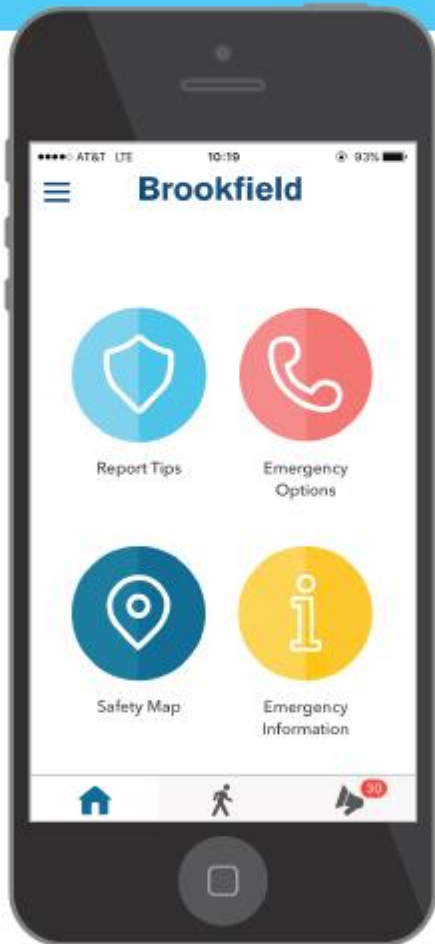


/LiveSafeApp

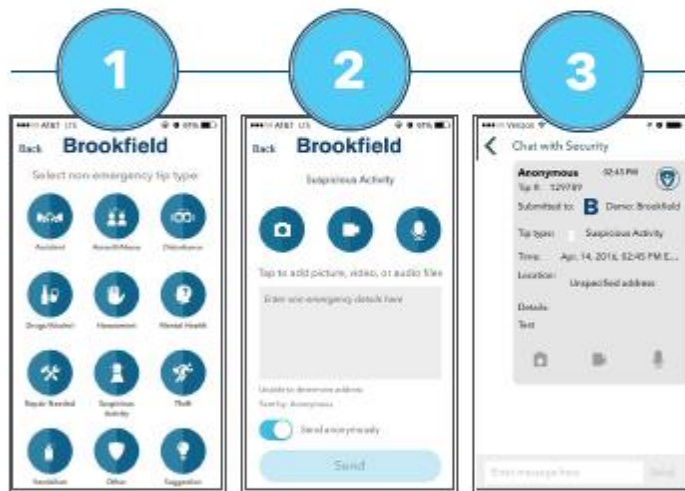
SEE SOMETHING SAY SOMETHING:

Share info with Brookfield Security

- A feature of the Brookfield LiveSafe app -



From harassment to suspicious activity, help keep our community safe by letting Brookfield Security know what you see.



From the app home, tap "Report Tips" and select the tip type you want to submit to Brookfield Security.

Enter in the info you want to share. Add audio, photos, or a video clip. You can also send it anonymously.

Once you tap "Send Tip", Brookfield Security may start a live chat with you to ensure you and others are okay.



Brookfield

BUILDING SERVICES

Building Signage

Consult your Tenant Design Criteria or Lease

Deliveries/Loading Dock/Freight Elevator

The loading dock is located off Whitehall Street. This area may be used for deliveries and pick-ups only. Security Personnel is onsite 24/7 to assist with deliveries.

All deliveries are to be made via the loading dock and the freight elevator. Freight elevator service is arranged by contacting the Management Office to schedule tenant deliveries.

All tenant vendors and/or contractors delivering to and performing work within the leased premises are required to submit and keep current a Landlord approved certificate of insurance. No vehicles will be permitted to the respective loading dock without a valid driver's license, vehicle registration and vehicle insurance.

One New York Plaza loading dock and freight elevators are available 24hrs per day, 7 Days per week upon request; vehicles are reserved to a maximum of one hour. Please coordinate all deliveries in advance with the Property Management Office, via the Angus System. Reservations will not be accepted from the tenant's vendor.

Loading Dock:

The loading dock is located at Whitehall Street. A security attendant is on duty 24 hours to assist with deliveries and pickups. All persons entering the loading dock must show proper identification. Every vendor, contractor, or messenger will be issued a badge sticker prior to gaining access. The badge will include the date and tenant to where the delivery or pick up is being made. Badge stickers must be displayed at all times. Security personnel will verify each floor that the delivery or pick up is being made.

All personal vehicles will be inspected, and trunks opened and checked. Mirror checks will also be conducted on vehicles. Anyone entering the loading dock on foot will be stopped and asked for ID; proper paperwork will be checked and verified.

Height: 12 feet

Truck Size: 26 feet length

Service Elevators:

Number of Elevators: 3

Elevator Capacity: 4,000 Lbs

Elevator Size Interior Dimensions:

Height 144 Inches

Width 69 Inches

Depth 89 Inches

Elevator Door Dimensions:

Height 101 inches

Width 48 Inches

Engineering Services

Tenants may need special engineering services, including repairs to private bathrooms, replacement of non-standard ceiling tiles, and installation of additional thermostats. The tenant is billed at established rates for engineering services.

After Hours HVAC

Most leases provide for set HVAC hours, excluding holidays. Certain leases provide that HVAC be routinely provided during non-business hours, but for most tenants, after-hours HVAC is provided on the basis of a written request from the tenant. In general, tenants are billed for after-hours HVAC on an hourly basis with a minimum number of hours required. The rate at which tenants are charged is sometimes stipulated in the lease; if not, the tenant is charged at the building standard rate. After-hours HVAC is usually billed on a monthly basis.

Keys and Locks

Upon moving into the building, tenants receive keys or access cards for their entrance doors. Additional keys/cards and locks can be purchased by calling the Management Office. All locks and keys must be building standard.

Rubbish Removal / Recycling

All rubbish will be removed from your leased premises on a daily basis by the Janitorial Contractor. As stated in the General Rules and Regulations section of this document, Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into public areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

Tenants are required to separate trash within leased premises as follows:

Single Stream Recycling - The following items should be placed in clear bags:

- Cardboard
- Empty aluminum, glass, and plastic containers
- Plastic bags and shrink wrap
- Paper (office, newspaper, magazines, etc.)

These items cannot be recycled and should be considered trash:

- Food waste
- Paper, plastic, or cardboard soiled by food waste
- Ceramics
- Dishes
- Styrofoam
- Window glass
- Used tissues
- Dirty paper towels
- Wires
- Appliances
- Pantry waste

Tenants will be billed on a monthly basis for their use of compactors from Keter Environmental Services.

A new Business Recycling Rule introduced by the New York City Department of Sanitation is effective August 1, 2016. The Business Recycling Rule requires all businesses in New York City to recycle and ensure recyclable materials are properly handled by their private carters.

In order to comply, businesses must:

- 1) “Contract with a licensed private carter and develop a plan for how waste will be collected and set out for your building. If your building management handles waste, work with them to be sure your business complies with their plan and the City’s recycling rules.”
 - a. “Property owners and building management must notify tenants, at least annually, about the recycling and waste management policies of the building. Policies must be compliant with NYC rules and a copy of this notification must be available upon request by DSNY.”
- 2) “Set up customer and staff disposal areas”.
 - a. “All containers must be label stating what material type the container is being used to collect.”
 - b. “All recycling material must be kept separate from garbage at all times”.
 - c. “Post and maintain signs in maintenance areas or waste storage areas describing how recyclables and garbage should be separated.”
 - d. “Post and maintain signs in public areas and staff areas describing how recyclables and garbage should be separated.”

Please click on the following link to view the [Official Notice](#) issued by DSNY.

Brookfield buildings follow a Single Stream Recycling System. Waste and recycling materials are separated at the source by the tenant, and brought to the loading dock by janitorial staff. Proper separation is an important first step in diverting recyclables from the landfill.

BIN SIGNS / LABELS

As a requirement of the new regulation, all bins should be clearly labeled to show what materials the container is being used to collect. Signs must be posted in common areas at eye level as well as on the lids and on the side of the bins. Signs should be simple and easy to understand. It should include images of common items found in the waste stream. Signs should also have large text, but keep text to a minimum. The signs must follow the same color scheme as the bins to help the employees adapt to the recycle program.

We recommend using the signage below but feel free to create custom signs that fit the design of the operation.



Tip: It is now illegal to mix trash and recyclables!

Recycling Guide

Please place discarded items in the proper bins located in public areas. All recyclables (plastic, metal, and glass) should be placed in the **BLUE** recycling bin with a circle opening. Please empty the content of the recyclable items before discarding it in the recycling bins. All paper and cardboard should be placed in the **BLUE** recycling bin with a diagonal line opening. All non-recyclable waste should be discarded into the **BLACK or GREY** trash bin.

RECYCLABLE: PLASTICS, METAL, GLASS, PAPER, CARDBOARD

Plastic: Emptied beverage bottles (soda, juice, and water), emptied food containers, milk jugs yogurt cups, cleaning product containers, plastic cups and utensils, food and beverage cartons (milk, juice, and soup), and any clean plastic material that is marked as recyclable.

*Plastic film, shrink-wrap, and bubble wrap can be recycled but it has to be individual wrapped in a bag. (retail only)

Metal: Soda cans, soup cans, empty aerosol cans, aluminum foil wrap, aluminum trays, metal caps, metal lids, and wire hangers.

Glass: Empty beverage bottles, sauce, and other food jars

Paper: Newspapers, magazines, catalogs, white and colored computer/printing papers, envelopes, paper bags, wrapping paper, soft-cover books, telephone books, clean napkins and emptied paper cups. Paper with staples and envelopes with windows are acceptable as well.

Cardboard: Corrugated cardboard, clean pizza boxes, shoe, cereal, and frozen food boxes

**Tip: A good way to determine whether if it is recyclable paper is simply by ripping.
If it rips with ease it is recyclable.**

NON-RECYCLABLE

Food, food soiled items (napkins, plates, foil, sandwich bags), dirty/greasy cardboard, candy bar wrapper, plastic food wrap, candy wrap, chip bags, paint cans, Styrofoam products (cups, plates, food containers, and packing material).

If you have any questions or concerns, please feel free to contact:

Brandon Cosby, Regional Manager Northeast Keter Environmental Services
Office 646-461-8488
Cell 317-403-1174
Email bscosby@keteres.com

Cooking Oil Reclamation

Tenants are responsible to ensure all used cooking oil is properly reclaimed. DO NOT dispose in drains or with your daily rubbish.

POLICIES AND PROCEDURES

Construction/Remodeling

Reference the tenant construction manual located in the Tenant Portal.

General Rules and Regulations

One New York Plaza is a premier business address in Downtown Manhattan; as such we have worked very hard to create the most positive environment possible for you and your employees to conduct business in orderly clean and desirable premises. We have endeavored to minimize our formal Rules and Regulations. However, in order to maintain the positive business environment, which initially attracted you as a tenant and minimize the interference by others to your premises, we anticipate your cooperation in observing the following Rules and Regulations prescribed by the Owner.

Please note that the term 'Tenant' as used in these Rules and Regulations includes its officers, agents, servants, employees, licensees and invitees.

After Hours Entry: Owner reserves the right after normal building hours to require that persons entering the Building identify themselves and establish their right to enter or to leave the Building.

Animals & Bicycles: Tenant shall not bring into the Building, or keep in or around the premises any insect or animal, or bicycles without the prior written consent of Owner (wheelchairs, Seeing Eye dogs, and baby carriages excepted). Bicycle racks are provided on Service Level of the garage.

Antennas & Wires: Tenant shall not install any antenna or aerial wires, or radio or television equipment, or any other type of equipment, inside or outside of the Building, without Owner's prior approval in writing. Tenant may operate personal radios and/or televisions inside the premises leased or occupied by it, provided noise from such equipment is not audible outside the premises.

Blind Closing: Each Tenant shall cooperate with Owner in obtaining maximum effectiveness of the cooling system by closing blinds or drapes when the sun's rays fall directly on windows of the premises leased or occupied by Tenant.

Building Image: Tenant shall not advertise the business, profession or activities of Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization, or use the name of the Building for any purpose other than that of the business address of Tenant, or use any picture or likeness of the Building or the Building name or logo in any letterheads, envelopes, circulars, or notices, without Owner's expressed consent in writing, which consent may be unreasonably withheld.

Entrance Obstruction: Tenant shall not block or obstruct any of the public sidewalk entries, parking areas or courtyards adjacent to the Building, passageways, doors, corridors, elevators, elevator doors, freight elevator lobbies, hallways or stairways of the Building.

Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into such areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

Finish Materials: All carpets, fabrics and furniture purchased for premises leased or occupied by Tenant shall conform to local and state fire codes.

Flammable Fluids: Tenant shall not bring into the premises or the Building any flammable fluids or explosives without written permission of Owner.

Glass Panel Doors: Glass panel doors that reflect or admit light into the passageways or into any place in the Building shall not be covered or obstructed by Tenant. Tenant shall not permit, erect or place drapes, furniture, fixtures, shelving, display cases or tables, lights, signs or advertising devices in front of or in proximity of interior or exterior windows, glass panels, or glass unless the same shall have first been approved by Owner.

Hand Trucks: Any hand trucks used in any space or public halls of the Building, either by Tenant or by jobbers or others, in the delivery or receipt of merchandise, shall be equipped with rubber tires and safeguards.

Large Item Disposal: Tenant shall have the responsibility of disposing of crates, boxes, etc., which will not fit into office wastepaper baskets and other unusual waste. In no event shall Tenant set such items in public hallways or other areas of the Building, except within the premises leased or occupied by Tenant, for disposal. If Tenant wishes to dispose of such items, you may do so by calling the Management Office to arrange for an open top container and for porter service.

Locks: No additional locks shall be placed on any door in the Building, which are incompatible with the master keying system. Owner may at all times keep a passkey to all leased or occupied premises. All keys shall be returned to Owner promptly upon termination of each lease.

Material Movement: The movement of furniture, equipment, machines, merchandise or material within, into or out of the leased premises and the Building shall be restricted to time, method and routing as determined by Owner upon request from Tenant, and Tenant shall assume all liability and risk to property, the premises leased or occupied by it, and the Building in such move.

Owner's Reservation of Rights: Owner reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, in the interests of all Tenants, and no alteration or waiver of any rule or regulation in favor of one Tenant shall operate as an alteration or waiver in favor of any other Tenant. Owner shall not be responsible to any Tenant for the non-observance or violation by any other Tenant or any of the rules of regulations at any time prescribed for the Building.

Plumbing Systems: The plumbing facilities, lavatories and janitor closets shall not be used for any other purposes than for which they are constructed, respectively, and no rubbish, rags, sweepings, and/or any other harmful damaging or foreign substance of any kind shall be thrown in them, and the expense or any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant.

Premises Infestation: If the premises become infested with vermin due to Tenant deliveries or acts or omissions of Tenant, Landlord at Tenants sole cost and expense, shall cause such premises to be exterminated.

Quiet Enjoyment: Tenant shall not permit the operation of any musical or sound-producing instruments or devices which may be heard outside the leased premises or the Building, or which may emanate electrical waves which will impair radio or television reception from or in the Building.

Sales or Auctions: No space in the Building shall be used for manufacturing or auctions.

Signal Communication: If Tenant desires signal communication, alarm or other utility or service connections installed or changed, such work shall be done at the expense of Tenant, with the prior written approval and under the direction of Owner.

Signs & Advertising: No sign, door plaque, advertisement or notice shall be displayed, painted or affixed by Tenant in or on any part of the outside or inside of the Building or parking facilities without prior written consent of Owner.

Smoke Free: This property is a smoke free building; smoking is prohibited in the lobby and other common areas, all elevators, rest rooms, the elevator lobby on each floor (even if such floor is occupied by only one Tenant) and the parking garage.

Soliciting & Peddling: Canvassing, soliciting, peddling, and distribution of handbills and other advertising material in the Building is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to the Management Office.

Weapons: Owner has the right, but not the obligation, to restrict Tenant from bringing into the Building, or keeping on the premises, any weapon including but not limited to firearms, knives, shotguns and similar items.

Insurance Requirements

Tenants are required to keep on file with the Management Office a current Certificate of Insurance evidencing sufficient coverage to satisfy the terms of their lease. The insurer must be admitted and licensed in New York and the Certificate must contain a provision that coverage will not be canceled or non-renewed without a thirty (30) days prior written notice to the Owner.

When tenant work is to be done by contractors in the building, the tenant authorizing such work shall be responsible for including in the contract for such work the following insurance and indemnity requirements to the extent that they are applicable. Insurance certificates must be received prior to construction/service. All certificates shall name the Tenant as the certificate holder as follows:

One NY Plaza Co. LLC
c/o Brookfield Properties
One New York Plaza
New York, NY 10004

And as an additional insured party as follows:

Brookfield Property Partners L.P., Brookfield Office Properties Inc., BOP ONYP JV Investor LLC, OP ONYP Holdings LLC, One NY Plaza Co. LLC, Brookfield Properties (USA II) LLC, and there respective affiliates, shareholders, partners (including partners of partners), subsidiaries and related entities, and any successors and assigns of such entities

Each contractor and each subcontractor shall, until the completion of the tenant work in question, procure and maintain at its expense, the following insurance coverage with companies acceptable to landlord in the following minimum limits:

	Limit of Liability
Worker's Compensation / Statutory Benefits	Statutory
Employer's Liability	\$1,000,000
Comprehensive General Liability- Deliveries	\$1,000,000 combined single limit (minimum)
Comprehensive General Liability - Service Vendors	Varies based on services provided, see below
Electrician:	\$ 5,000,000
Exhaust Hood Cleaning:	\$ 5,000,000
Fiber Optics & Data Cabling:	\$ 5,000,000
Fire Sprinkler System:	\$ 5,000,000

Flooring Repair & Maint:	\$ 2,000,000
General Construction:	\$ 10,000,000
HVAC Maint. & Repair:	\$ 5,000,000
Janitorial Services:	\$ 5,000,000
Movers:	\$ 2,000,000
Painting:	\$ 2,000,000
Plumbing:	\$ 2,000,000
Rubbish Removal:	\$ 5,000,000
Sign Installation:	\$ 5,000,000
Comprehensive Automobile Liability	\$1,000,000 per occurrence
Bodily Injury and Property Damage <i>(Including coverage for Hired and Non –Owned Automobiles)</i>	

Notes: Completed certificates must be received before work can commence.

Moving Procedures

Tenants are requested to contact the Management Office as far in advance of the move date as possible, but no less than two (2) weeks prior to any move in to or out of the Building, to coordinate the move and reserve the freight elevator. All move-ins/outs must take place after normal business hours and are scheduled on a first come, first served basis. Additional Charges for elevator operators and security guards to accomplish the move will be charged to you at prevailing rates.

As a brief checklist, please provide the following to the Management Office prior to your move in date:

- Certificate of Insurance
- Tenant business telephone and e-mail addresses. At least two (2) after-hours emergency contacts (home telephone numbers)

The following rules pertain to moving furniture, equipment and supplies in and out

- The loading dock is the only building entrance permitted to be used for moves
- Movers must carry insurance in accordance with the specifications in the Insurance Requirements section and provide a Certificate prior to the move
- Clean masonite sections must be used as runners on all finished floor areas where furniture or equipment is being moved with wheel or skid-type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant Space. All sections of masonite must be taped to prohibit sliding
- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be a protective barrier. These areas are inspected for damage after the move
- Restoring any damage to the building or fixtures in connection with the move is the financial responsibility of the Tenant
- The freight elevator is the only elevator used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is obtained from the Management Office
- Movers must make arrangements with the Management Office for use of the elevators for each move. A firm arrival time should be established for each day of a move
- Management Supervision is required during the move. Tenant will only be charged for those hours that extend the normal shift of staff and porter
- Movers are required to remove all boxes, trash, etc., when leaving the Building. Any materials left behind will be disposed of by building staff and charges for this disposal are billed to you with your next monthly rent.

- Our building has a strict "No Smoking" Policy. Moving crews are not permitted to smoke in any area of the building
- The Fire Department prohibits the blocking of any fire corridor, exit door, elevator lobby or of hallways. Moving vehicles should not be parked in marked "Fire Lanes"

Smoking Policy

Smoking is prohibited in all common areas of the building including, but not limited to, entrances and lobbies, elevator lobbies, lavatories (handicap included), loading dock, elevators, freight elevators, stairways and garage.