

# Brookfield

## ONE NEW YORK PLAZA

### TENANT CONSTRUCTION AND ALTERATION PROCESS MANUAL

July 2023

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## Section 1: Directory

<p><b>Property Management Office Location:</b></p> <p>Brookfield Properties          One New York Plaza          One Water Street, Concourse Level          New York, NY 10004          212.483.0771</p>	<p><b>Security / 24 Hour Emergency Contact:</b></p> <p>Brookfield Properties          One New York Plaza          One Water Street, Lobby          New York, NY 10004          212.483.0771 / 646.774.3484</p>
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### Property Management Team:

<p>Ian Kammerer  <i>Senior Property Manager</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:ian.kammerer@brookfieldproperties.com">ian.kammerer@brookfieldproperties.com</a></p>	<p>Thomas Fezza  <i>Assistant Property Manager</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:thomas.fezza@brookfieldproperties.com">thomas.fezza@brookfieldproperties.com</a></p>
<p>Edingston Middleton  <i>Property Administrator</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:edingston.middleton@brookfieldproperties.com">edingston.middleton@brookfieldproperties.com</a></p>	<p>Michele Feldman  <i>Property Administrator</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:michele.feldman@brookfieldproperties.com">michele.feldman@brookfieldproperties.com</a></p>
<p>Joe Albanese  <i>Chief Engineer</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:joseph.albanese@brookfieldproperties.com">joseph.albanese@brookfieldproperties.com</a></p>	<p>Daniel Federico  <i>Assistant Chief Engineer</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          212.483.0771  <a href="mailto:daniel.federico@brookfieldproperties.com">daniel.federico@brookfieldproperties.com</a></p>
<p>Daniel Sheehan  <i>Security Director</i>          Brookfield Properties          One New York Plaza, Concourse Level          New York, NY 10004          646.774.3485  <a href="mailto:daniel.sheehan@brookfield.com">daniel.sheehan@brookfield.com</a></p>	

## **Section 1: Required Vendors**

**Expediter:**

***Milrose Consultants Inc.***

Louis Milo  
498 Seventh Avenue, 8th Floor  
New York, NY 10018  
212.643.4545  
[lmilo@milrose.com](mailto:lmilo@milrose.com)

**Class E / Fire Systems:**

***Cross Fire & Security Co. Inc.***

Brendan Doorly  
1756 86th Street  
Brooklyn, NY 1214  
718.234.8600  
[bdoorly@cfsnyc.com](mailto:bdoorly@cfsnyc.com)

**Kitchen Hood  
Fire Suppression System:**

Maintenance Only  
Installation (does not  
apply to Tenants installing  
individual PCU)

***Firemasters of NY***

Jim Meyer  
1621 McDonald Avenue  
Brooklyn, NY 11230  
718.499.6078  
[jim@firemastersofny.com](mailto:jim@firemastersofny.com)

**Rubbish Removal:**

***Keter Environmental Services***

Shi Chao Zheng  
4 High Ridge Park #202  
Stamford, CT 06905  
317-556-4855  
[Sczheng@keteres.com](mailto:Sczheng@keteres.com)

**Metering / Controls:  
(when tying into  
Building BMS system)**

***Automated Logic Controls***

David Wilson  
100 Delawanna Ave, Suite 400  
Clifton, NJ 07014  
973-569-4700  
[David.Wilson2@carrier.com](mailto:David.Wilson2@carrier.com)

## Section 1: Portfolio Labor Agreement – Approved Local Unions

Brookfield has entered a Portfolio Labor Agreement (PLA) with the Building Trades Council (BTC). All work within the property must be union trades that associated with the BTC.

The following is a list of approved local unions that are associated with the BTC:

Trade Union	Jurisdiction
NYC District Council of Carpenters	Carpenters, Ceilings, Drywall, Doors, Frames, Hardware, Millwrights, Dock Builders, Timberman, Floor Covers, Cabinet Makers & Millworkers
Local 1: Bricklayers, Stone setters and Allied Craft workers BAC	Installation of brick and block
Local 1: Plumbers Local	All related plumbing work
Local 1: Elevator Constructors Local	Construction of Elevators, installation of escalators
Local 3: Electrical Workers IBEW Local	Electrical, Teledata, Communication work, and electric work.
Local 5: Boilermakers Local	Installation of boilers and repair/maintenance
Local 7: Tile, Marble, Terrazo Workers Local	Installation of all types of tile, stone or man-made materials, including stone counter tops in bathrooms and any flooring bedding.
Local 8: Roofers Local	Installation of all roofing materials on roofs and setbacks.
Painters DC#9	Painting, decorators, wallpaper, metal polishers, sign displays, & maintenance workers.
Local 12/12A: Heat and Frost Insulators Local	Wraps all duct and related piping for installation of
Cement and Concrete Workers DC 16	Concrete laborers
Local 28: Sheet Metal Workers Local	Install ductwork for HVAC/Mechanical Systems
Local 29: Blasters, Drill Runner, and Miners Local	All drilling and blasting for foundations in New York City.
Local 40: Ironworkers Local	Erection of Structural Steel
Local 46: Metal Lathers Local	Place rebar in concrete work, lath for plaster work, black iron for ceilings.
Local: 78/79: Mason Tenders Local	Construction cleaning and protection, demolition, asbestos & lead abatement, mortar mixing/tending/cleaning/bricklayers
Local 37: Sign Manufacturers and Erectors Local	Install all signage exterior and interior
Local 197: Stone Derrick men Local 197	All outside stone panels and precast
Local 262: Plasterers Local	White coat all plaster walls, plaster molds, and ceilings in relation to plastering. Spray fireproofing of structural steel.
Local: 262 Teamsters Local	Delivery of all building supplies materials, concrete trucks, etc.
Local 580: Ornamental Ironworkers Local	Installation of miscellaneous metals, railings, metal panels, windows and curtain panels.
Local 638: Steamfitters local	Installation of piping, sprinkler heads and risers for fire safety.
Local 731: Excavating Laborers Local	Building excavation and heavy highway work
Local 780: Cement Masons Local	Finish concrete decks
Local 806: Structural Steel and Bridge Painters Local	All bridge painting and all dunnage steel related to commercial building.
Local 814: Teamsters Local	Furniture movers.
Local 1010: Pavers and Road Builders Local	Heavy highway laborers which consists of curbs, sidewalks and landscaping.
Local 1087: Glazier Local	Installation of glass and mirrors.
Local 1974: Tapers Local	Tape and spackle drywall for finishes

## Section 1: Approved Contractor List

### AIR BALANCING

#### Air Perfect

21 Allen Place  
Staten Island, NY 10312  
Contact: David Grosman  
Phone: (718) 966-6626  
Fax:  
E-Mail: [david@airperfectcorp.com](mailto:david@airperfectcorp.com)

### ARCHITECTURAL METAL & GLASS

#### Fina Metals Inc.

Contact: John Fina  
Mobile: 347.988.8921  
Phone: 718.500.4150  
Fax: 718.238.2099  
E-mail: [john@finametals.com](mailto:john@finametals.com)

#### Empire Architectural Metal Corp.

14-50 118th Street  
College Point, New York 11356  
Contact: Rosemary Zeuner  
Phone: (718) 321-1697  
Fax: (718) 463-8176  
E-Mail:

### ASBESTOS ABATEMENT

#### The Par Group

313 Spook Rock Road  
Suffern, NY 10901  
Contact: Patrick Mahoney  
Phone: 845 369-7500  
Fax: 845 369-6682

#### PAL Environmental Safety Corporation

1102 Queens Plaza South  
Long Island City, New York 11101  
Contact: Salvatore J. DiLorenzo  
Phone: (718) 349-0900  
Fax: (718) 349-2800  
E-Mail: [salpalcorp@aol.com](mailto:salpalcorp@aol.com)

#### ETS Contracting

160 Clay Street  
Brooklyn, NY 11222  
Contact: Renata Buczek  
Phone: 718-706-6300  
Fax: 718-706-1032  
E-Mail: [renata@etscontracting.com](mailto:renata@etscontracting.com)

#### Safeway Environmental Corporation

1379 Commerce Avenue  
Bronx, New York 10461  
Contact: Don Adler  
Phone: (718) 794-4300  
Fax: (718) 794-1411  
E-Mail: [safewayenv@aol.com](mailto:safewayenv@aol.com)  
Cell: (917) 881-1788

## CONCRETE

### Commodore Construction

230 Fifth Avenue  
Mount Vernon, NY 10550  
Contact: Vito Antuofermo  
Phone: (914) 297-3012  
Email: [vantuofermo@commodorecc.com](mailto:vantuofermo@commodorecc.com)

### EuroTech Construction

532 West 30th Street  
New York, New York 10001  
Contact: Noel Woods  
Phone: (212) 594-7474  
Fax: (212) 594-1849  
E-Mail: [noelw@eurotechny.com](mailto:noelw@eurotechny.com)

### M. Paladino, Inc.

844 Pine Street  
Brooklyn, New York 11208  
Contact: Frank Paladino  
Phone: (718) 649-5317  
Fax: (718) 257-4290  
E-Mail: [m.p.l@worldnet.att.net](mailto:m.p.l@worldnet.att.net)

### PJS Group

12 Potter Avenue  
New Rochelle, NY 10801  
Contact: Luca Toscano  
Phone: (914) 623-9200  
Fax: (914) 623-9201  
E-Mail: [ltoscano@pauljscariano.com](mailto:ltoscano@pauljscariano.com)

## CONSULTING ENGINEERS (MEP)

### WB Engineering

110 William Street, 14th Floor  
New York, NY 10038  
Contact: David Bonifacic  
Phone: (212) 791-8300  
Fax: (212) 791-8301  
E-Mail: [dbonifacic@wbengineering.com](mailto:dbonifacic@wbengineering.com)

### Jaros Baum & Bolles

80 Pine Street  
New York, NY 10005  
Contact: Brian Towers  
Phone: (212) 530-9300  
Fax: (212) 269-5894  
E-Mail: [towersb@jbb.com](mailto:towersb@jbb.com)

### Atkinson, Koven Feingerg Engineers, LLP

165 Broadway  
New York, New York 10006  
Contact: Robert Gibson  
Phone: (212) 354-5656  
Fax: (212) 354-5668  
E-Mail: [rgibson@akfgroup.com](mailto:rgibson@akfgroup.com)

## CONSULTING ENGINEERS (Power)

### Skae Power Solutions

40 Ramland Road - Suite 210  
Orangeburg, NY 10962  
Contact: Anthony Russo  
Phone: (845) 365-9105  
Fax: (845) 365-9104  
E-Mail: [Arusso@skaepower.com](mailto:Arusso@skaepower.com)

## CONSULTING ENGINEERS (Acoustical)

### Shen Wilson & Wilke, Inc

44 Princeton Highstown Road

Princeton Junction, NJ 08550

Contact: Jim Merrill

Phone: (609) 716-1900

Fax: (609) 716-6464

E-Mail: [jmerrill@smwinc.com](mailto:jmerrill@smwinc.com)

## BUILDING MANAGEMENT SYSTEM

### Automated Logic

100 Delawanna Ave. Suite 400

Clifton, NJ 07014

Contact: Javier Aleman

Mobile: (862) 438-1431

Phone: (973) 585-5548

E-Mail: [Javier.aleman@automatedlogic.com](mailto:Javier.aleman@automatedlogic.com)

## SECURITY SYSTEMS

### Convergint Technologies

999 S. Oyster Bay Rd.

Bethpage, NY 11714

Contact: Joseph Bergin

Phone:

Fax:

Mobile: (516) 236 - 5128

E-Mail: [Joseph.bergin@convergint.com](mailto:Joseph.bergin@convergint.com)

## CONSULTING ENGINEERS (Structural)

### SuperStructures Engineers & Architects

853 Broadway, 18th Floor

New York, NY 10003

Contact: Darsh Shah

Phone: (212) 505-1133

Fax: (212) 505-1726

E-Mail: [dshah@superstructures.com](mailto:dshah@superstructures.com)

### Thorton Tomasetti

51 Madison Ave

New York, NY 10010

Contact: Khaled Othman

Phone: (917) 661-8116

Fax: (212) 505-1726

E-Mail: [kothman@thorntonthomasetti.com](mailto:kothman@thorntonthomasetti.com)



## CODE CONSULTANT / FILING AGENT

### **Milrose Consultants**

333 Seventh Avenue, 6th Floor

New York, NY 10001

Contact: Louis Milo

Phone: (212) 643-4545

Fax: (212) 643-4859

E-Mail: [lmilo@milrose.com](mailto:lmilo@milrose.com)

### **Total Quality Fire & Security**

163 West 48th Street

New York, New York 10036

Contact: Walter Gorman

Phone: (212) 730-8915

Fax:

E-Mail:

## DEMOLITION

### **Liberty Contracting Corp.**

2531 94th Street

North Bergen, New Jersey 07047

Contact: George Fotiadis, Jr.

Phone: (201) 868-7500

Fax: (201) 868-7501

### **Waldorf Carting Corp.**

50 E Palisade Avenue

Englewood, New Jersey 10553

Contact: James Marrone

Phone: (201) 541-0030

Fax:

### **Tri State Dismantling**

207 Dupont Street

Brooklyn, NY 11222

Contact: Rick Flamio

Phone: (201) 868-7500

Fax: (201) 868-7501

### **Riteway Dismantling**

6405 34th Ave #1

Flushing, NY 11377

Contact: Tushar

Phone: (718) 458-8900

Fax: (718) 899-0515

E-Mail: [tshah@ritewaydemolition.com](mailto:tshah@ritewaydemolition.com)

## ELECTRICAL

### **ADCO Electric**

201 Edward Curry Avenue  
Staten Island, New York 10314  
Contact: Vincent Sacke  
Phone: 718-494-4400  
Fax: 718-494-2947  
E-Mail:

### **Atlas-Acon Electric Service Corp.**

283 Hudson Street  
New York, New York 10013  
Contact: Frank Gagliardo  
Phone: (212) 741-0600  
Fax: (212) 243-9626  
E-Mail: [f.gagliardo@atlasacon.com](mailto:f.gagliardo@atlasacon.com)

### **Allran Electric**

120 Broadway  
New York, New York 10271  
Contact: Sal Rusi  
Phone: (212) 269-5700  
Fax: (212) 269-5623  
E-Mail: [srusi@nyallran.com](mailto:srusi@nyallran.com)

### **Unity Electric**

65-45 Fresh Meadow Lane  
Flushing, New York 11365  
Contact: Joseph Marigotta  
Phone: (718) 539-4300  
Fax: (718) 762-7271  
E-Mail: [jmarigotta@unityig.com](mailto:jmarigotta@unityig.com)

### **Corporate Electric Group**

73 3<sup>rd</sup> Street  
New Rochelle, NY 10801  
Contact: Nick Merlino  
Phone: (718) 886-8400  
Fax: (718) 886-2724  
E-Mail: [Nmerlino@ceg.nyc](mailto:Nmerlino@ceg.nyc)

### **Hugh O'Kane**

90 White Street  
New York, NY 10013  
Contact: Thomas McVey  
Phone: 212-431-6007  
Fax: 212-334-0847  
E-Mail: [estimating@hokane.com](mailto:estimating@hokane.com)

### **Striano Electric**

246 Park Avenue  
Garden City Park, NY 11040  
Contact: Mike Buccino  
Phone: (718) 225-2100  
Fax: (718) 225-2116  
E-mail: [MBuccino@strianoelectric.com](mailto:MBuccino@strianoelectric.com)

### **Knight Electrical Services**

599 Eleventh Avenue  
New York, NY 10036-2110  
Contact: Ed Perry  
Phone: (212) 989-2333  
Cell: (917) 717-0859  
E-Mail: [eperry@knightelectrical.com](mailto:eperry@knightelectrical.com)

## ELECTRIC METERING

### Utilivisor

135 West 36th Street

New York, NY 10018

Contact: Richard Angerame

Phone: (212) 260-4800

Fax: (212) 260-4848

E-Mail: [Richard.Angerame@utilivisor.com](mailto:Richard.Angerame@utilivisor.com)

## ELEVATOR

### Thyssen Krupp

519 8<sup>th</sup> Avenue, 6<sup>th</sup> floor

New York, New York 10018

Contact: Erica Vogt

Phone: 347.226.5296

Mobile: 347.933.3904

Fax: 917.344.2090

E-Mail: [Erica.vogt@thyssenkrupp.com](mailto:Erica.vogt@thyssenkrupp.com)

## ELEVATOR CONSULTANT

### BOCA Group

200 Park Avenue, Suite 50

New York, NY 10166

Contact: Rick Wernon

Phone: (212) 983-7010 / (917) 337-8821

Fax: (212) 983-7011

E-Mail: [info@bocagroup.com](mailto:info@bocagroup.com)

### Joseph Neto and Associates Inc.

1065 Avenue of the Americas-Suite 707

New York, NY 10018

Contact: John Quinn

Phone: 212-596-4690

Fax: 212-596-4689

E-Mail: [jquinn@josephneto.com](mailto:jquinn@josephneto.com)

## DISASTER RECOVERY

### Degmor

511 Canal Street

New York, New York 10013

Contact: Morris Napolitano

Phone: (212) 431-0696

E-Mail: [morris@demorinc.com](mailto:morris@demorinc.com)

### Maxons Restorations

280 Madison Avenue

New York, New York 10016

Contact: John Brandstetter

Phone: (212) 447-6767

Fax: (212) 447-6251

E-Mail: [jbrandstetter@maxons.com](mailto:jbrandstetter@maxons.com)

## ENVIRONMENTAL CONSULTING

### **AWTC Water Treatment Consulting**

99 Jericho Turnpike, Suite 304  
Jericho, New York 11753  
Contact: Chad Beckenstein  
Phone: (516) 342-1964  
E-Mail: [cbeckenstein@awtconsulting.com](mailto:cbeckenstein@awtconsulting.com)

### **Advanced Environmental**

347 5th Avenue Suite 404  
New York, NY 10016  
Contact: Robert Puorro  
Phone: 212-545-1855  
Fax: 212-545-0757  
Email: [rpurro@adv-env.com](mailto:rpurro@adv-env.com)

### **Emteque Corporation**

505 Eighth Avenue, Suite 900  
New York, New York 10018  
Contact: Eric Telemaque  
Phone: (212) 631-9000  
Fax: (212) 631-8066  
E-Mail: [eric@emteque.com](mailto:eric@emteque.com)

### **Environmental Building Solutions LLC**

295 Madison Avenue  
New York, NY 10017  
Contact: John Leitner  
Phone: [646-290-5925](tel:646-290-5925)  
Fax: 212-867-9715  
Email: [jleitner@ebsllcnyc.com](mailto:jleitner@ebsllcnyc.com)

### **UL Verification Services Inc.**

75 South Orange Avenue, Suite 206  
South Orange, NJ 07079  
Contact: Eric K. Anderson  
Phone: (973) 821-5259  
Mobile: (203) 814-9097  
E-Mail: [Eric.K.Anderson@ul.com](mailto:Eric.K.Anderson@ul.com)

### **Hillman Consulting**

1600 Route 22 East  
Union, NJ 07083  
Contact: Michael Nehlsen  
Phone: 908-688-7800  
Fax: 908-686-2636  
Email: [mnehlsen@hillmangroup.com](mailto:mnehlsen@hillmangroup.com)

## EXTERMINATOR

### **First Response Exterminating**

245 Hooker Place  
Staten Island, NY 10303  
Phone: 718-560-3104

## FIRE PROTECTION

### **Cross Fire & Security**

1756 86th Street  
Brooklyn, N.Y. 11214  
Contact: Brendan Doorly  
Phone: 718 234 8600  
Fax: 718 234 8636  
E-Mail: [Bdoorly@CFSNYC.com](mailto:Bdoorly@CFSNYC.com)

## GENERAL CONTRACTORS

### **James E. Fitzgerald, Inc.**

252 West 38th Street  
New York, New York 10018  
Contact: Hugh O'Connell  
Phone: (212) 930-3034  
Fax: (212) 302-8730  
E-Mail: [hugh@jefgc.com](mailto:hugh@jefgc.com)

### **Henegan Construction**

250 West 30th Street  
New York, New York 10001  
Contact: Paul J. Bryce, President  
Phone: (212) 947-6441  
Fax: (212) 736-0703  
E-Mail: [pjbryce@henegan.com](mailto:pjbryce@henegan.com)

### **J. T. Magen**

44 West 28th Street 11th Floor  
New York, NY 10001  
Contact: Steve Mallick  
Phone: 212-790-4200  
Fax: 212-790-4201  
E-Mail: [smallick@jtmagen.com](mailto:smallick@jtmagen.com)

### **Wager Contracting**

30 Pleasant Street  
New Rochelle, NY 10801  
Contact: Sal Cavallaro  
Phone: 914-637-9191  
Fax: 914-637-9292  
E-Mail: [wagercontracting@gmail.com](mailto:wagercontracting@gmail.com)

### **RFA Fratino**

241 West 30th Street 5th Floor  
New York, NY 10001  
Contact: Richard Aguggia  
Phone: 646-405-1259  
Fax:  
E-Mail: [raguggia@rfahudson.com](mailto:raguggia@rfahudson.com)

### **Clune Construction Company**

405 Lexington Avenue, 27th Floor  
New York, NY 10174  
Contact: Tommy Dwyer  
Phone: (646) 569-3220  
Fax: (212) 682-1863  
E-Mail: [TDwyer@clunegc.com](mailto:TDwyer@clunegc.com)

### **Holt Construction**

50 East Washington Ave.  
Pearl River, NY 10965  
Contact: Chris Asaro  
Mobile: (732) 859-8587  
Phone: (845) 735-4054  
E-Mail: [casaro@holtcc.com](mailto:casaro@holtcc.com)

### **Turner Construction**

375 Hudson Street  
New York, N.Y. 10014  
Contact: Sam Battaglia  
Phone: 212 229 6000  
Fax: 212 229 6329  
E-Mail: [sbattaglia@tcco.com](mailto:sbattaglia@tcco.com)

### **Vericon Construction**

1063 Route 22 East  
Mountainside, NJ 07092  
Contact: Rick McNeil  
Phone: (908) 873-0022  
Fax: (908) 873-0023  
E-Mail: [Rmcneil@vericonbuilds.com](mailto:Rmcneil@vericonbuilds.com)

### **Tulla Contracting Corp.**

200 Vesey Street, 24th Floor  
New York, New York 10281  
Contact: John Hennessy  
Phone: (646) 942-0208  
Fax: (646) 572-9116  
E-Mail: [jhennessy@tullacontractingcorp.com](mailto:jhennessy@tullacontractingcorp.com)

## FLOORING

### Spina Floor Covering, Inc.

132 West 31st Street

New York, NY 10001

Contact: Salvatore Spina

Phone: (212) 285-9838

Fax: (212) 285-9049

E-Mail:

### Consolidated Carpet

45 West 25th Street

New York, N.Y. 10010

Contact: Chris Meberg

Phone: (212) 217-1304

Fax: (212) 226-4644

E-Mail: [chris@consolidatedcarpet.com](mailto:chris@consolidatedcarpet.com)

### Sherland & Farrington

155 Avenue of the Americas

New York, NY 10001

Contact: Rob Capano

Phone: (212) 206-7500

Mobile: (917) 560-5937

E-Mail: [rcapano@sherland.com](mailto:rcapano@sherland.com)

## MECHANICAL (Wet Tap)

### Timbil Mechancial

68 Fanny Road

Boonton, NJ 07005

Contact: Bill Ross Jr.

Phone: 973-263-5273

Fax: 973-334-2928

E-Mail: [wmross@timbilmechanical.com](mailto:wmross@timbilmechanical.com)

### JDP Mechanical, Inc.

24-39 44th Street

Astoria, New York 11103

Contact: Peter Manos, Jr.

Phone: (718) 267-6767

Fax: (718) 956-8543

E-Mail: [pmanosjr@jdpmechanical.com](mailto:pmanosjr@jdpmechanical.com)

## MECHANICAL (HVAC)

### Computer Cool Ice Age Mechanical Corp.

45-46 11th Street  
Long Island City, New York 11101  
Contact: Steven Cavaciuti  
Phone: (718) 472-4400  
Fax: (718) 472-4488  
E-Mail: [SteveC@cciamechanical.com](mailto:SteveC@cciamechanical.com)

### Crossland Mechanical

237 West 37th Street  
New York, New York 10018  
Contact: Luigi Romic  
Phone: (212) 719-5330  
Fax: (212) 719-5366  
E-Mail: [mail@crosslandmech.com](mailto:mail@crosslandmech.com)

### Harbour Mechanical

230 West 17th Street  
New York, New York 10011  
Contact: Kevin Shields  
Phone: (212) 924-1010  
Fax: (212) 924-1233  
E-Mail: [kshields@harbourmech.com](mailto:kshields@harbourmech.com)

### Timbil Mechancial

68 Fanny Road  
Boonton, NJ 07005  
Contact: Bill Ross Jr.  
Phone: 973-263-5273  
Fax: 973-334-2928  
E-Mail: [wmross@timbilmechanical.com](mailto:wmross@timbilmechanical.com)

### Penguin Air Conditioning Corp.

26 West Street  
Brooklyn, New York 11222  
Contact: Paul Shields  
Phone: (718) 706-2542  
Fax: (718) 706-2565  
E-Mail:

### Fresh Meadow

59-23 Grand Avenue  
Maspeth, NY 11378  
Contact: Graham Dorris  
Phone: 718-456-2400  
Fax: 718-456-2366  
E-Mail: [Gdorris@fmmcorp.com](mailto:Gdorris@fmmcorp.com)

### Donnelly Mechanical

96-59 222nd Street  
Queens Village, NY 11429  
Contact: Dino Mangione  
Phone: 718.886.1500  
Fax: 718.886.7727  
E-Mail: [info@donnellymech.com](mailto:info@donnellymech.com)

### PJ Mechanical

135 West 18th Street  
New York, NY 10011  
Contact: Leigh Robbins  
Phone: 212-243-2555  
Fax: 212 243-4267  
E-Mail: [lrobbins@pjmechanical.com](mailto:lrobbins@pjmechanical.com)

### JDP Mechanical, Inc.

24-39 44th Street  
Astoria, New York 11103  
Contact: Peter Manos, Jr.  
Phone: (718) 267-6767  
Fax: (718) 956-8543  
E-Mail: [pmanosjr@jdpmechanical.com](mailto:pmanosjr@jdpmechanical.com)

### Tristate Air Conditioning

212-11 99th Avenue  
Queens Village, NY 11429  
Contact: Nur Yilmaz  
Phone: 718-776-7010  
Fax: 718-776-7022  
E-Mail: [nyilmaz@tristateac.com](mailto:nyilmaz@tristateac.com)

## PAINTING

### **Bond Painting**

42 West 38th Street  
New York, New York 10018  
Contact: Michael Prunty  
Phone: (212) 944-0070  
Fax: (212) 344-8499  
E-Mail: [info@bondpainting.com](mailto:info@bondpainting.com)

### **Cosmopolitan Decorating Co., Inc.**

**1290 Avenue of the Americas**  
New York, New York 10104  
Contact: David Ansbacher  
Phone: (212) 586-6438  
Fax: (212) 262-4014  
E-Mail: [dansbacher@cosmodec.com](mailto:dansbacher@cosmodec.com)

### **Brookside Painting Inc.**

475 Fifth Avenue  
Pelham, NY 10803  
Contact: Robert Wager  
Phone: 914-738-0103  
Fax: 914-447-4608  
E-Mail: [rwager@brooksidepainting.com](mailto:rwager@brooksidepainting.com)

### **Paramount Painting Co.**

50 Rockefeller Plaza, Subconcourse  
New York, New York 10020  
Contact: Mitchell Nichtberger  
Phone: (212) 632-5244  
Fax: (212) 632-5243  
E-Mail: [mitchell@paramountpaintingny.com](mailto:mitchell@paramountpaintingny.com)

### **L&L Painting Co., Inc.**

900 South Oyster Bay Road  
Hicksville, NY 11801  
Contact: Brad Zorfias  
Phone: 516-349-1900  
Mobile: 516-924-1390  
E-Mail: [mort@llpaint.com](mailto:mort@llpaint.com)

### **T.J. Nugent**

10 Rockefeller Plaza  
New York, NY 10020  
Contact: Andy Nugent  
Phone: 917-560-1838  
Phone 2: 212-757-1995  
E-Mail: [any@tfnugent.com](mailto:any@tfnugent.com)

## PLUMBING

### **Evergreen Mechanical Corp**

892 East 141 Street  
Bronx, NY 10545  
Contact: Robert S Greenberg  
Phone: (718)292-1929  
Fax: (718) 292-1927  
E-Mail: [rgreenberg@evergreenmech.com](mailto:rgreenberg@evergreenmech.com)

### **M & T Plumbing & Heating Co., Inc.**

120 East 13th Street  
New York, New York 10003-5306  
Contact: Mark D. Teich  
Phone: (212) 673-6700  
Fax: (212) 353-0702  
E-Mail: [markteich@mtplumbing.com](mailto:markteich@mtplumbing.com)

### **LAB Plumbing**

530 West 50th Street  
New York, NY 10019  
Contact: Lou Bisso  
Phone: 212 246-9690  
Fax: 212 581-4929  
E-Mail: [lab3@labnyc.com](mailto:lab3@labnyc.com)

### **PAR Plumbing Co Inc.**

60 North Prospect Avenue  
Lynbrook, NY 11563  
Contact: Judy Capozziello  
Phone: 516-887-4000  
Fax: 516-593-9089  
E-Mail: [j.capozziello@pargroup.com](mailto:j.capozziello@pargroup.com)

### **United Plumbing**

74-23 91st Avenue  
Woodhaven, NY 11421  
Contact: Damien George  
Phone: 718-296-4760  
Cell: 917-440-3536  
E-Mail: [Damien@unitedplumbingmechanical.net](mailto:Damien@unitedplumbingmechanical.net)

### **Superior Heating Plumbing & Mechanical**

101-06 94th Street  
Ozone Park, NY 11416  
Contact: Christopher Yohe, Jr.  
Phone: (718) 925-8282  
Fax: (718) 925-8283  
E-Mail: [chris.jr@superiorphm.com](mailto:chris.jr@superiorphm.com)



## SPRINKLER

### Abco-Peerless Sprinkler Corp.

50 Midland Avenue  
Hicksville, New York 11801  
Contact: Peter Bowe/John Nimphius  
Phone: (516) 294-6850  
Fax: (516) 294-6823  
E-Mail: [pbowe@abcopeerless.com](mailto:pbowe@abcopeerless.com)  
[jnimphius@abcopeerless.com](mailto:jnimphius@abcopeerless.com)

### Sirina Fire Protection Corp.

151 Herricks Road  
Garden City Park, New York 11040  
Contact:  
Phone: (516) 942-0400  
Fax: (516) 942-0415  
E-Mail:

### Island Fire Protection

630 Broadway Ave  
Holbrook, NY 11741  
Contact: Brian McMahon  
Phone: 631-472-4500  
Phone 2: 631-921-4893  
E-Mail: [bmcmahon@islandfirespk.com](mailto:bmcmahon@islandfirespk.com)

### United Plumbing

74-23 91st Avenue  
Woodhven, NY 11421  
Contact: Damien George  
Phone: 718-296-4760  
Cell: 917-440-3536  
E-Mail: [Damien@unitedplumbingmechanical.net](mailto:Damien@unitedplumbingmechanical.net)

### PAR Plumbing Co Inc.

60 North Prospect Avenue  
Lynbrook, NY 11563  
Contact: Judy Capozziello  
Phone: 516-887-4000  
Fax: 516-593-9089  
E-Mail: [i.capozziello@pargroup.com](mailto:i.capozziello@pargroup.com)

### Premier Fire Sprinkler

131 Brightside Ave.  
Central Islip, NY 11722  
Contact: Kevin Edwards  
Phone: (631) 348-0363  
Mobile: (631) 334-6403  
Email: [kedwards@premierfiresprinkler.com](mailto:kedwards@premierfiresprinkler.com)

## TRASH REMOVAL

### Keter Environmental Services

4 High Ridge Park #202  
Stamford, CT 06905  
Contact: Brandon Cosby  
Phone: (203) 883.9433  
Fax:  
E-Mail: [bcosby@keteres.com](mailto:bcosby@keteres.com)

## WATER TREATMENT

### Nalco Co.

1501 Broadway, #1708, New York, NY 10036  
New York, NY 10036  
Contact: Karen Balint  
Phone: 212-768-7494  
Fax:  
E-Mail:

### Tower Water Management

5 Shirley Avenue  
Somerset, New Jersey 08873  
Contact: Russell Baskin  
Phone: (800) 669-9636 / (732) 249-0990  
Fax: (732) 249-0905  
E-Mail: [russellbaskin@towerwatermanagement.com](mailto:russellbaskin@towerwatermanagement.com)

## SHEET METAL WORK

### **Crossland Mechanical**

237 West 37th Street  
New York, New York 10018  
Contact: Luigi Romic  
Phone: (212) 719-5330  
Fax: (212) 719-5366  
E-Mail: [mail@crosslandmech.com](mailto:mail@crosslandmech.com)

### **Tristate Air Conditioning**

212-11 99th Avenue  
Queens Village, NY 11429  
Contact: Nur Yilmaz  
Phone: 718-776-7010  
Fax: 718-776-7022  
E-Mail: [nyilmaz@tristateac.com](mailto:nyilmaz@tristateac.com)

## WATERPROOFING

### **Benjamin Maintenance**

5718 2nd Avenue  
Brooklyn , NY 11220  
Contact: Eli Rusi  
Phone: (718) 439-1200  
Fax: (718) 492-0194  
E-Mail:

## GLAZIERS

### **Philip Kaplan Glass Works LLC**

49 Monroe Street  
New York, New York 10002  
Contact: Gregory Tomchinsky  
Phone: (212) 269-0031, 33  
Fax: (212) 406-4603  
E-Mail:

## FLOORING

### **Spina Floor Covering, Inc.**

132 West 31st Street

New York, NY 10001

Contact: Salvatore Spina

Phone: (212) 285-9838

Fax: (212) 285-9049

E-Mail:

### **Consolidated Carpet**

45 West 25th Street

New York, N.Y. 10010

Contact: Chris Meberg

Phone: (212) 217-1304

Fax: (212) 226-4644

E-Mail: [chris@consolidatedcarpet.com](mailto:chris@consolidatedcarpet.com)

### **Sherland & Farrington**

155 Avenue of the Americas

New York, NY 10001

Contact: Rob Capano

Phone: (212) 206-7500

Mobile: (917) 560-5937

E-Mail: [rcapano@sherland.com](mailto:rcapano@sherland.com)

## IRON / STEEL

### **Burgess Steel LLC**

200 W. Forest Avenue

Englewood, New Jersey 07631

Contact: Mathew Guerin

Phone: (201) 871-3500

Fax: (201) 871-8750

E-Mail: [estimating@burgesssteel.com](mailto:estimating@burgesssteel.com)

### **United Structural Works**

45 Hemlock Drive

Congers, NY 10920

Contact:

Phone: (845) 268-3600

Fax:

E-Mail:

### **Kraman Iron Works**

410 E. 10<sup>th</sup> Street

New York, NY 10009

Contact: Max Kraman

Phone: (212) 460-8400

Fax:

E-Mail:

## **Section 2: Building Service Requests (mriAngus Anywhere)**

### **Building Service Requests – mriAngus Anywhere**

All building service requests must be submitted online via the building service request system, mriAngus Anywhere.

When entering work orders please state the date, time period, and floor(s) along with contact person and specific vendor names if applicable. Please include as many detailed descriptions as possible to avoid confusion.

Please have all work orders entered by 4:00pm if they are for the evening of entry or for the following morning so that they will be on the report given to the loading dock and security etc.

**If you need to add information, change the description, or change dates of a work order**, please email [Edingston Middleton](#), [Michele Feldman](#), and [Thomas Fezza](#) with details and we will edit for you. Be sure to include the Angus work order number.

**If you require a work order for a specific period, such as a week or a month**, please put the required dates into the description and we will create a schedule in Angus instead of requiring multiple work orders.

There are info videos to watch to learn more about entering work orders in Angus. If you have any other questions, please contact the building office.

For your records, the login link is:

<http://www.ng1.angusanywhere.com/Tenant/Trizec/Brookfield/Default.aspx>

## **Section 2: Building Rules & Regulations**

### **Rules and Regulations for Tenants and Contractors**

The following outlines the regulations and requirements that apply to all firms working in One New York Plaza (Building). These Building Rules and Regulations, Brookfield's Approved Vendor List and the Base Building Specifications apply to general construction, user space construction, and performance of all service contracts.

No deviation or exception will be permitted without the written approval of Brookfield. Violation of these rules may result in the removal from the property of individuals or firms.

Questions or comments should be directed to:

Brookfield Properties  
One New York Plaza  
New York, NY 10004  
Attention: Building Management

## **A. GENERAL PROVISIONS**

The following provisions include the following but do not exclude any item in the Summary Section of the Building Specifications.

1. All contractors/vendors are responsible to provide/have readily available all employee licenses, safety training certificates and credentials on site for the safe and successful completion of each project.
2. Alcohol, illegal drugs, unsafe, threatening/harassing, or violent behavior will not be tolerated. Smoking is prohibited in all Brookfield facilities and is only permitted in designated smoking areas. Brookfield has zero tolerance for safety rule violations. The violation of any of the subsequent rules and procedures will result in disciplinary action to employees and contractor removal from the premises.
3. Contractor's employees shall enter and exit the building through the freight elevator entrance. No exceptions.
4. Contractor's employees must be properly and visually identified by the badge issued by Brookfield upon entry to the loading dock and freight elevator.
5. All work and trades are restricted to tenant space. Access to toilet areas will be limited to those specifically approved by Brookfield. Any violators will be subject to removal from the premises.
6. All personnel MUST wear approved PPE (personal protective equipment) such as, but not limited to, eye protection, safety vest, and safety shoes while in the construction work area.
7. No storage of hazardous or flammable substances will be allowed in the building unless approved by Brookfield and is in accordance with all applicable building codes and regulations. Contractor must provide a list of all hazardous or flammable substances that are scheduled to be brought on-site. This list must be approved in advance and quantities of these substances shall be limited to five (5) gallons, unless the Contractor presents a valid New York City permit for storage and use of such substances. Lists will be provided to Brookfield for approval.
8. There will be absolutely no use of building property such as, but not limited to, telephones, hand carts, vending machines, pantries, copiers, etc., unless specifically approved in writing by Brookfield in advance of their use. Any violators will be removed from the premises.
9. All clean-up during and at the end of the work shift must be performed in the designated area and in compliance with regulatory requirements. At no point should a public sewer, sink, or trash receptacle be used to clean or dispose of any known hazardous materials.
10. All trash must be removed daily from all work areas and freight elevator lobbies. Any trash left in freight elevator lobbies will be removed by Brookfield cleaning staff billable to the contractor.
11. Work producing excessive noise or odor is prohibited during normal building hours (7:00 A.M. – 7:00 P.M., Monday through Friday). Brookfield reserves the right to stop any such work in its sole discretion.
12. Contractor is to use rubber-wheeled carts to remove debris and trash from all floors. Under no circumstances will metal-wheeled carts be allowed. All doors are to be protected as necessary.

13. All aisles and exits shall be kept free and clear of obstructions at all times. Walking surfaces shall be kept free of debris, materials, and other tripping or slipping hazards.
14. Proper fall protection equipment and PPE shall be worn whenever working on elevated surfaces with a six-foot drop or greater. Work performed overhead must have proper barricading and signs to protect workers below from falling tools, equipment, and material.
15. All scaffolding erection and dismantling procedures must only be performed by authorized personnel who have been properly trained and certified to do so.
16. All straight "A" frame and extension ladders must be equipped with approved safety feet and properly used. Under no circumstances are metal ladders to be used.
17. Brookfield maintains an inventory and hazard analysis of all confined spaces throughout the facility. No one is permitted to enter a confined space unless authorized by the designated safety coordinator of the property.
18. The contractor is responsible for informing any subcontractor they employ regarding the safety and procedures set forth herein and those terms and conditions agreed to by contract.
19. Delivery of materials and hauling of debris is to be routed via the loading dock/service entrance. No deliveries or hauling may be made through the building lobby. All deliveries are to be made via freight elevator between the hours of 5:30 A.M. – 8:00 A.M. and 6:00 P.M. – 4:30 A.M., Monday through Friday, scheduled with Brookfield, in advance.
20. No signage, tape or paint may be affixed to windows.
21. All work areas must be secure at the conclusion of the workday.
22. All after-hour work must be scheduled with Brookfield in writing, at least 48 hours prior to the start of such work. All weekend work must be scheduled by noon of the preceding Thursday.
23. All stairway doors must be kept closed at all times. Chocking or tying open these doors is strictly prohibited. No locksets may be taped open and must not be tampered with.
24. Base Building mechanical equipment rooms are OFF LIMITS. Storage of construction equipment in mechanical areas is prohibited. Brookfield Engineers are authorized to grant access to these mechanical areas only as necessary and at the Engineer's discretion.

## **B. GENERAL DESIGN AND CONSTRUCTION REQUIREMENTS**

1. A kick-off meeting is to be held prior to the start of construction. A representative of the Contractor, Architect, Engineer, and Building Management should be present, as well as a representative from the Fire Alarm and BMS vendors to review the related construction requirements. A list of approved subcontractors with emergency contact information must be provided at the kick-off meeting for work to be authorized to proceed.
2. The design and installation of all electrical, plumbing, HVAC, fire, and life safety (Class E) systems and equipment must be in compliance with the then standards adopted by Brookfield.  
Fire Alarm Vendor: Cross Fire & Security – Phone # (718) 234-8600.
3. All fail-safe hardware, if any, must be approved by Brookfield.
4. All abandoned or unused cabling, raceways, sheet metal ducts, pipes, etc. (including abandoned Class-E systems), shall be removed back to the point of origin. Active systems shall be capped appropriately. The building core and elevator lobbies shall be protected by a sprinkler system looped around the core. All stair doors on the floor must be protected by at least one sprinkler head each. This sprinkler loop must be connected to a water flow alarm and all elements of the fire detection and alarm transmission system in the core must remain active.
5. All public areas such as, but not limited to, elevator lobbies, corridors, toilets, and service halls, must be protected prior to the start of work daily to the satisfaction of Brookfield.
6. All required Building system shutdowns—electrical, HVAC, plumbing, fire protection, and life safety (Class E) systems—must be requested in writing and coordinated with, and approved by, Brookfield at least 48 hours in advance of desired shutdown.
7. Requests for exception to this rule must be requested at least 2 weeks in advance.
  - a. Electrical shutdowns that cause an interruption of Building services outside of the construction area are not normally permitted, except during the normal annual maintenance shutdown and annual emergency power generation system test.
8. Equipment use and/or operating permits and licenses must be provided to Brookfield at least 24 hours prior to operating any equipment or performing work requiring such permits.
9. Contractor must submit to Brookfield copies of all construction permits relative to the specific project as filed with the Department of Buildings. Copies of such permits must be visibly posted throughout the job site.
10. Contractor shall repair or replace all missing fireproofing. Contractor shall provide required fireproofing or fire stopping at conduits, bus ducts, pipes, ducts, etc., at all slab and wall penetrations that may be required by the performance of the Alterations.
11. An alteration that exposes any required sprayed-on fire protection of structural members, or where pursuant to an alternation, persons are required to enter or access areas in which such sprayed-on fire protection is capable of being observed, the existing required sprayed-on fire protection shall be subject to the controlled inspection requirements.

12. The design and installation of all Alterations shall permit adequate accessibility to all new and existing equipment for proper maintenance. With respect to any new equipment installed in the Premises, access panels meeting Brookfield's approval must be installed. Contractor is responsible to perform a field survey and identify any conditions that conflict that may violate this rule and advise Brookfield of such violations.
13. Slabs in wet areas (i.e., pantries, toilets, lavatories, and any areas of the Premises that are prone to water leakage) must be waterproofed pursuant to plans and architectural specifications. All documentation from the project's Architects and Engineers must be reviewed and approved by Brookfield prior to commencement of such work.
14. Woodwork, cabinetwork, and furniture/partitions along the perimeter wall of the Building at the convector cover locations and all enclosures associated with the perimeter heating system shall be easily removable, or provided with access openings, to allow servicing and maintenance of the perimeter heating convectors and associated piping, and maintained at a proper distance to ensure adequate air circulation.
15. Contractor(s) shall monitor and maintain dust control throughout the entire construction process, so that construction activity causes no dust condition outside the Premises. Dust control shall include, but not be limited to, water spray mist and micro air filtration.
16. Throughout the entire construction process, noise interference to other users shall be kept to a minimum. All work that may cause noise and/or vibration must not be performed during the business hours of 7AM – 7PM, Monday-Friday. Vibrations shall be limited to the types and intensities of those associated with standard office construction. All work that may cause vibration shall be reviewed and approved prior to its commencement by Brookfield's Structural Engineer. Dragging of ladders, dropping of materials, and similar activities shall be avoided over occupied floors.
17. Passenger elevators may not be utilized for the transportation of construction workers or materials without prior written approval from Brookfield.
18. Freight elevator service shall be coordinated with the Brookfield office with a minimum of 24 hours written advanced notice. All construction deliveries and removals shall be performed after Business Hours and must be scheduled with Brookfield.
19. Contractor shall enclose all elevator doors within the construction area, if any, so as not to create a stack effect into the Building.
20. Any Alterations that Contractor desires to perform in the Building outside of the project area must be scheduled in advance with Brookfield. Any portion of the Building (other than in the Premises) must be scheduled in advance with Brookfield. Any portion of the Building (other than the Premises) that is affected by the performance of any Alterations must immediately be restored to the condition existing prior to the performance of said Alterations.
21. Access to the base Building electrical, telephone, and mechanical rooms and closets shall be restricted to Brookfield. If access is required, Brookfield will require at least 24 hours written notice.
22. Prior to performing any Alterations, all public and common areas of Building, such as elevator lobbies, corridors, toilets, and service halls (the-Common Areas), which may be affected by the performance of the Alterations shall be protected to the satisfaction of Brookfield.



23. All areas outside of the work area affected by any Alterations must be continuously cleaned to prevent the accumulation of dust and other construction debris.
24. At all times during the performance of any Alterations, unrestricted and unhampered access must be available to all stairwells, mechanical/electrical equipment, elevators, fire hoses, valves, fire dampers, and other critical equipment.
25. Construction materials are not to be stored in corridors or public areas (i.e., occupied space, reception areas) and must be located within the construction site. All combustible debris must be removed from the Building on a nightly basis to the satisfaction of Brookfield. Brookfield reserves the right to remove any such debris. Any such cost will be charged exclusively to the relative project.
26. On a daily basis, the construction area (including any other affected areas) shall be cleaned and maintained consistent with first-class standards.
27. Any and all base Building equipment that is to remain in the Premises (e.g., induction units, radiators, and covers) shall be protected from damage and debris. Should any such equipment become damaged, it must immediately be restored to the condition existing prior to the performance of the Alterations.
28. Newly installed equipment specification sheets are to be submitted to Brookfield.
29. Construction personnel must:
  - a. carry proper identification at all times.
  - b. not transfer the use of a secure access card to any other personnel
  - c. not use the passenger elevators—rather, freight elevators shall be used at all times to access or egress the work area; not use base Building stairwells to access other floors, except in the case of an emergency.
  - d. not eat in the lobby or in front of the Building;
  - e. not smoke in the Building (any violators will be removed from the premises and subject to NYFD fines)
  - f. not play music or shout. Use of personal radios is prohibited.
  - g. Foreman should make himself/herself known to building security upon arriving and leave a contact phone number in case of emergencies.
30. All work will be performed in a safe and lawful manner, using union contractors that will not interfere or cause any conflict or disharmony with other contractors or laborers engaged in the construction, maintenance, or operation of the Building.
31. Adequate lighting is to be provided in all work areas to achieve a safe working environment. Temporary lighting must be installed to meet with current OSHA requirements.
32. Proper supervision shall be maintained at the job site at all times, and all workmen, mechanics, and contractors must not cause or affect any inconvenience to or interfere with the Building's operations. Contractor must always have proper supervision on the job site at all times. Projects found with no supervision will be immediately shutdown.
33. Brookfield must be notified at least 48 hours in advance (and by noon of the preceding Thursday for weekend work) of all tie-ins to Building systems, welding, or any work affecting the base Building or other spaces.

34. Brookfield shall be notified in advance of the performance of any of the following work, which must be performed on overtime and not during normal business hours. Such work can only be performed Monday – Friday, 7PM –7AM, Saturday and Sunday, included but not limited to:
- a. Demolition activities that may cause disruption to other users
  - b. Oil-based painting
  - c. Shooting of studs for mechanical fastening
  - d. Testing of life safety system and sprinkler tie-ins
  - e. Work performed outside of the Premises
  - f. Welding, brazing, soldering, and burning, which work shall be performed using proper fire protection and ventilation. (Contractor must employ the use of smoke eaters when performing the above work)
  - g. Core drilling

35. Where burning operations are required, the operator of the burning equipment shall have a current Certificate of Fitness prominently displayed at the jobsite.

Brookfield and the building Fire Safety Director shall be notified, in writing, of such work prior to the start of operations.

During burning operations, a person holding a current Certificate of Fitness as a Fire Watch and as a Fire Guard shall be in attendance. Such person shall provide the required fire extinguishing equipment at the work location; guard against fire in exposed areas and make a complete inspection of these areas at the conclusion of work for possible fire. Where required, the contractor shall supply approved protective blankets.

Where welding is required, User’s Contractor shall furnish a fused disconnect switch for connection to the local Building electrical panel by the Electrical Contractor. Building personnel may also be required to serve as Fire Guards when required by the Rules of the City of New York. All Building services and costs will be charged to the associated project.

36. Temporary power for welders must be connected to electrical panels at locations identified by Brookfield.
37. Where demolition is to take place in the area of the Building where fire safety equipment such as alarms, speakers, smoke detectors, floor warden stations, etc. are located, Building Management must be notified one week prior to start of demolition, so that equipment may be removed or protected.
38. All fire safety equipment and the associated conduit and wiring system shall not be harmed during demolition and/or any construction and shall be protected from any physical damage. Fire extinguisher for every 3000 sq. ft. at a minimum said fire extinguisher to be 25lb. approved for type ABC fires.
39. Fire extinguishers must be supplied by Contractor and kept on the jobsite at all times during demolition and construction.
40. All abandoned cabling must be removed from existing floor cells. All abandoned electrical and telecommunication cabling and conduit must be capped, terminated, and removed back to the source.
41. Any disturbance to, deficiency in, or damage to the air-conditioning or other mechanical, electrical, plumbing, or structural facility within the Building caused or affected by the Alterations must be corrected—and the services restored—without delay to the complete satisfaction of Building

Management. Building Management shall have the right charge any associated costs to the relative project.

42. At no time shall Contractor permit anything to be done whereby the Building is subject to any liens or encumbrances arising out of work done by, or on behalf of the materials furnished to, Contractor. The consent of Brookfield shall not be deemed to constitute any consent or permission to do anything that may create or become the basis of any lien or charge against the Building. On-going partial general releases and final Waiver of Lien must be obtained as a condition to any payments.
43. Contractor, prior to commencement of any project work must submit a project directory reflective of all sub- contractors/trades. This directory will illustrate all contact names, telephone numbers and emergency contact numbers. Contractor and all sub-contractors shall provide a current certificate of insurance to Brookfield prior to the commencement of any work. The certificate must be kept up to date for the duration of the project.
44. The failure of any Contractor or sub-contractor to keep the required insurance policies in force during the performance of their work, any extension thereof, or any extra or additional work contracted to be performed by such Contractor or sub-contractor shall be a breach of the Rules and Regulations, and in such event, Brookfield shall have the right, in addition to any other rights, to immediately cancel and terminate the construction project.
45. Conflicts between construction documents and these Rules and Regulations shall be brought to the attention of Brookfield for review prior to fabrication of finalized documents.
46. The following activities are specifically prohibited from occurring at One New York Plaza and cannot be undertaken by Contractors or Subcontractors:
  - a. The use of a jackhammer on site
  - b. Unauthorized use of building equipment
  - c. The use of the building's trash compactor, dumpster, and container
  - d. Unauthorized parking in restricted areas
  - e. Unauthorized on-site storage
  - f. Consumption of alcohol or controlled substances on site
  - g. Unauthorized congregation in building public spaces
  - h. Cooking or quantity food preparation
  - i. Eating or coffee breaks in tenant or public spaces
  - j. Unapproved use of building's restrooms
  - k. Access to non-construction floors
  - l. Roof Access
  - m. Objectionable, abusive, or unacceptable personal behavior of construction personnel
  - n. Gambling of any type
47. Tenant is required to review the Base Building Standards for the specific metering requirements for all utilities including supply air, chilled water and electric. Included in those requirements are connection requirements for the EMS and BMS systems.

## **C. HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS**

1. All contract documents must conform with the Base Building Standard Specification and all governing national and local authorities having jurisdiction.
2. Piping systems must be hydrostatically pressure-tested utilizing treated water.
  - a. Pressure test (minimum of 100 psi and maximum of 240 psi) shall be performed at one-and-one-half-times (150%) the working pressure for a continuous period of 4 hours. Connections to the domestic water system are prohibited. Hydrostatic pressure testing must be held with compressed air or nitrogen. Hydrostatic testing must be scheduled with Brookfield.
3. All new piping connecting to the base Building systems must be chemically cleaned and flushed prior to connecting to the base Building system. These procedures must occur in the presence of a Brookfield representative, and chemicals and procedures recommended by Brookfield then-designated chemical treatment company must be utilized.
4. All piping systems must be provided with identification labels installed every 20 feet on each pipe and at least once within each room. All piping labels must be approved by Brookfield to ensure they are consistent with building standard piping.
5. Contractor must perform an independent test of all air and water balancing. The contractor's selected balancing company must be agency approved by Brookfield prior to scheduling of the said test. The Chief Engineer of the Building or his representative must witness all balancing. Brookfield must be provided with (4) copies of the final certified balancing report and one copy should be provided to Brookfield.
6. Air conditioning equipment must be connected to the BMS-Building Management.
7. System to monitor alarms, temperature, and capacity of all control functions.
8. All perimeter HVAC units are to be protected during construction and cleaned and vacuumed prior to occupancy.
9. All chilled and condenser water lines need to be brazed, welded, or threaded.
10. Future connections are not permitted on chilled or condenser water lines.
11. Chilled/Condenser water piping chemical flushing and treatment must be done by base building vendor.

## **D. ELECTRICAL**

1. All contract documents must conform with the Base Building Standard Specification and all governing national and local authorities having jurisdiction.
2. All personnel operating or working on electrical equipment rated over 150 volts to ground shall wear OSHA approved safety equipment including, but not limited to, fire-retardant outerwear, rubber insulated gloves, safety gloves, safety goggles, and facemasks, etc.
3. All personnel involved with the shut down and restoration of electrical equipment shall perform lockout and tag- out procedures in accordance with OSHA regulations.
4. Connections to main building services/systems/risers, etc. must be performed by a building approved vendor.
5. Poke-through floor outlets and chasing or chopping of perimeter walls are not permitted.
6. Panel board loads shall be balanced to within 10% of each phase. Electrical contractor is to provide —as built drawings with actual load readings as of that date, to Brookfield indicating any circuit changes to meet load balance.
7. Sleeves in floor slabs shall be made of galvanized steel.
8. Transformers, panel boards, switches, etc. shall be installed as to permit infrared testing of components.
9. Upon completion of the electrical work, the licensed electrical contractor must submit to the property manager a copy of the Certificate of Electrical Inspection for all work performed, including the installation of emergency lighting if applicable.
10. Transformers (and other separately derived sources) shall be bonded to the nearest, effectively ground structural steel member via an adequately sized grounding electrode conductor.
11. For any electrical installation work requiring connection of power from the Building Service Switchboards located on the Lobby level or 20th floor level or building Bus Duct Risers, the following must be performed:
  - a. Detailed engineering drawings depicting the scope of work must be submitted for building review and approval. Any fees incurred for owner's electrical systems consultant for said review are to be provided by the tenant.
  - b. A detailed Method of Procedure (MOP) will be submitted for any electrical installation work requiring shutdown of Base Building Service Switchboards or Bus Duct Risers. This MOP will be completed in accordance with the building standards and as a minimum will list safety procedures required, lockout/tagout instructions, list all equipment and tenants impacted by the shutdown and provide any testing requirements.
  - c. The MOP will be approved by the base building electrical consultant.
  - d. Before and After Insulation Resistance testing on the applicable equipment will be performed for any installation work which will require tie-in to Base Building Service Switchboards or Bus Duct Risers.
12. All new panels must be hinged.
13. Opening and closing of buss duct switches to be done after hours.

## **E. LIFE SAFETY SYSTEMS**

1. All contract documents must conform with the Base Building Standard Specification and all governing national and local authorities having jurisdiction.
2. Tie-ins and modifications to the base Building fire and life safety system (Class-E) shall be the responsibility of electrical contractor and shall be completed under the supervision of the Class-E vendor then-selected by Brookfield for such purposes (the Class E Vendor) and shall be signed off by the Fire Department of NY (FDNY).

If Contractor is unable to obtain an inspection from FDNY on or before the date that the Alterations have been completed and it is ready to open the Premises for the conduct of business, Contractor may open the Premises for the conduct of business provided Contractor presents to Brookfield an affidavit witnessing the test of the life safety system and verifying its installation by either the engineer of record or a licensed engineer hired by the electrical contractor or independent life safety consultant.

Notwithstanding the foregoing, even if Contractor obtains an affidavit as aforesaid, Contractor shall be required to obtain the sign-offs from the FDNY as soon as possible.

3. Life safety speakers (0.5 watts maximum power input) and 15/75 candela strobes (0.080 amp maximum power input) shall be provided by Contractor at a density of not more than one device per thousand rentable square feet of retail space.
4. Life safety devices (either smoke detectors or sprinklers) must be maintained at all times during construction. If life safety devices are disabled, a fire watch must be maintained.
5. Fire extinguishers must be on the job site at all times during demolition and construction.
6. Tenant shall conform with Local Law 26 including but not limited to utilizing photoluminescent markings, additional signage where path is not clear and exit signs must be battery pack or tenant generator and controlled inspections.
7. Class E Pre-testing and FDNY testing need to be done after hours.

## **F. PLUMBING SYSTEMS**

1. All contract documents must conform with the Base Building Standard Specification and all governing national and local authorities having jurisdiction.
2. All piping systems shall be adequately supported from Building structure and be provided with identification labels installed every 20 feet on each pipe and at least once within each room. Every shut-off valve must be identified with valve tabs.
3. Automatic electronic flushometers shall be manufactured by Sloan and of the low consumption type in accordance with Requirements including the New York City Building Code.

4. All plumbing connections to the base Building system shall be scheduled in writing, at least 24 hours prior to tying in, with Brookfield.
5. Waterproofing Requirements:
  - a. Need waterproofing membrane throughout all wet areas in the Tenant premises, including but not limited to restrooms, kitchens, kitchen prep areas, dish machine areas, under coolers, and around pedicure sinks, etc. The waterproofing membrane needs to run up the wall 4 to 6 inches.
  - b. Wet walls (including the wall above the 3-compartment sink and any walls surrounding the dish washing machines), require a vertical waterproofing membrane or moisture resistant sheet rock up to 4' high behind the tile or FRP.
  - c. Floor drain with clamping ring and weep holes (See information below: this gives a whole range of drains to use, or to submit your own).

APPLICATION TYPE	CATALOGUE NUMBER FOR ZURN	CATALOGUE NUMBER FOR JAY R. SMITH
Floor drain for installation with waterproofing membrane and tile flooring.	Z-415 body with Type B, C, H, J, K, N, O, S or SH strainers.	2005-A or 2010-B body with any strainer compatible with tile flooring.
Sanitary drain (floor sink) for installation with waterproofing membrane and tile flooring.	Z-1900-KC Z-1910-KC Z-1930-KC Z-1940-KC Z-1950-KC Z-1960-KC	3060-C 3061-C 3040-C 3041-C 3100-C 3101-C 3110-C 3120-C 3130-C 3111-C 3121-C 3131-C

Notes:

1. All drains shall be provided with a membrane clamping ring.
2. Type and material for drain strainers shall be at the discretion of the tenant and shall be selected appropriately for application.
3. Material for drain bodies, pipe size, and connection type shall be specified by tenant. For aggressive environments subjected to chemical attack, Urban may require stainless steel or composite body materials, if available.
4. Where possible, provide secondary optional strainers for indirect drains.
5. For all floor drains with adjustable extension collars, drill weep holes after final adjustment of collar.

**Contact Information:**

Zurn Industries Inc.  
 1801 Pittsburgh Avenue  
 PO Box 13801  
 Eerie, PA 16514  
 Tel: (814) 455-0921  
[www.zurn.com](http://www.zurn.com)

Jay R Smith Manufacturing Co.  
 PO Box 3237  
 Montgomery, AL 36109-0237  
 Tel: (334) 277-8520  
[www.jrsmith.com](http://www.jrsmith.com)

- d. 2-hour flood test (with 2" water) to be conducted prior to applying finish floor. Grill from the drain to be removed and inserted with an inflatable test ball to test the joint between the pipe and drain. Flood test to be observed by the building.
  - (i) NOTE: During the testing, there needs to be clear phone and/or walkie-talkie communication between the floor above and below. The person below needs to stay there for the first 15 minutes, and then check it every 5 or 10 minutes throughout the rest of the test.

6. Waterproofing Recommendations:

- a. A layer of drainage composite material within 5' radius of the floor drain in restrooms, or throughout the floor in commercial kitchens.

7. Floor drains are required in all restrooms.

8. Domestic water lines that have a pressure greater than 80 PSI will require PRV.

9. Future connections are not permitted.

10. Pro Press not permitted.

## **G. FIRE PROTECTION**

1. All contract documents must conform with the Base Building Standard Specification and all governing national and local authorities having jurisdiction.
2. Smoking is strictly prohibited.
3. Sprinkler system shall be designed in accordance with the standards set by NFPA.
4. All piping, including temporary loops needs to be schedule 40 or greater.
5. Sprinkler/fitters must be on-site while pressure tests take place. An air-test must take place prior to hydrostatic testing sprinkler systems.
6. Drain down and refill of sprinklers systems must be coordinated with the Building.
7. Office and Building Engineering staff 48 hours in advance.
8. Sprinkler drain downs/refills are NOT to be performed during the following hours:

Morning Rush Hours:	7:00 A.M. – 9:30 A.M.
Midday Rush Hours:	11:00 A.M. – 2:00 P.M.
Evening Rush Hours:	5:00 P.M. – 7:30 P.M.



## **H. SECURITY REGULATIONS**

1. **General Contractors:** Contractor shall take all reasonable steps to ensure that all employees and sub-contractor's employees:
  - a. While on premises (One New York Plaza), carry any security pass (such as photo ID) that has been issued by Brookfield. Such pass must be presented to security personnel prior to entering the elevator banks or escalator areas, and at any other time on request.
  - b. Leave the Premises at the agreed time. (i.e., the official end of the individual's workday, unless otherwise arranged.)
  - c. Enter only those portions of the Premises where his or her presence is necessary for the proper performance of duties under this agreement.
  - d. In emergency situations on the premises, comply with any direction given by members of Brookfield's Security Department and, in particular, permit such searches as required under Brookfield's policy.
  - e. Under current policy, Brookfield reserves the right to search the Premises and all objects and persons on the Premises (including desks, closets, business, and personal mail, including that in electronic form).

# **I. LOADING DOCK AND SERVICE ELEVATORS**

## **1. LOADING DOCK**

**Height:** 12 feet

**Truck Size:** 26 feet length

- a. 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.

- b. 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.

## **2. SERVICE ELEVATORS**

**Number of Elevators:** 3  
**Elevator Capacity:** 4,000 Lbs.

**Elevator Interior Dimensions:**  
Height: 144 inches  
Width: 69 inches  
Depth: 89 inches

**Elevator Door Dimensions:**  
Height: 101 inches  
Width: 48 inches

## **3. BUILDING SERVICES HOURLY RATES**

**Tenant Services 2023 Hourly Rates:**  
Engineer / Helper \$182.00  
Security Guard \$94.00  
Porter \$72.74  
Freight Service \$141.00

**Section 3: Certificate of Insurance Requirements**  
**Liability Amounts Revised for Initial Tenant Build-Out**

Brookfield Properties  
Vendor Insurance Requirements

Property:	One New York Plaza
Vendor Type:	<b>General Construction:</b> Tenant Improvement or base building work performed by General Contractors or MEP Prime Contractors. (Interior work only. No work affecting the building structure.)
Vendor Category:	E
Description:	Vendor performs general construction on-site.

**Policy Limit Amount**

General Liability	per occurrence	\$1,000,000
General Liability	aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
<b>Umbrella</b>	<b>Umbrella per occurrence and aggregate</b>	<b>\$10,000,000</b>

**Additional Insureds:**

*BOP ONYP JV Investor LLC, BOP ONYP Holdings LLC, One NY Plaza Co. LLC, Brookfield Properties (USA II) LLC, and their affiliates and all of their respective employees, officers, directors, partners, members, agents, board of managers, and any successors and assigns of such entities; any present or future mortgagee which encumbers an interest in the land or improvements commonly known as One New York Plaza, New York, New York and its successors and assigns; and such other and further entities and/or individuals as may be identified by the Owner in writing*

**Certificate Holder:** One NY Plaza Co. LLC  
c/o Brookfield Properties  
One New York Plaza  
New York, NY 10004  
Attn: Property Manager

**Section 3 (cont'd) Certificate of Insurance Requirements**  
**Liability Amounts Revised for Initial Tenant Build-Out**

<b>Vendor Type</b>	<b>Amount</b>
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
General Deliveries (uniform, food, linens)	\$ 1,000,000
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

<b>Policy</b>	<b>Limit</b>	<b>Amount</b>
General Liability	per occurrence	\$1,000,000
General Liability	aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
<b>Umbrella</b>	<b>Umbrella per occurrence and aggregate</b>	<b>See Above Amount</b>

## ***Section 4: Roles and Responsibilities***

This section outlines roles and responsibilities for key players from the Tenant's team and the Property Management Team in the Tenant Construction and Alteration Process.

### **Tenant**

Tenants are responsible for complying with all provisions outlined in their lease and the provisions set forth in this procedures manual. The Tenant is to provide sufficient oversight and has the ultimate responsibility for ensuring its design consultants and contractors perform all work in accordance with Tenant Design Criteria.

Specific activities the Tenant is responsible for include, but are not limited to:

- Retaining the required and qualified professional representation to comply with
- Tenant Construction and Alteration Process requirements
- Obtaining the required type and amount of insurance
- Complying with environmental regulations and requirements
- Complying with health and safety requirements
- Complying with Brookfield security requirements
- Complying with all local, state, and federal requirements
- Maintain Labor Harmony
- Ensuring an appropriate Construction Quality Control plan, that includes the provision of required on-site inspection capabilities, is implemented, and adhered to by the Contractor and A/EOR
- Monitoring all construction activities to ensure the safety of construction workers, Tenant employees, onsite staff, and the general public.
- Monitoring all construction activities to ensure compliance with management plans.
- Notifying the Property Manager of any changes to scope of work and ensuring updated Contract Documents are resubmitted as applicable.
- Ensuring proper close-out of all Tenant Alteration and Construction Applications

## **Architect of Record/ Engineer of Record (A/EOR)**

Landlord requires the Tenant to identify an Architect or Engineer of Record (A/EOR). Landlord requires that the Tenant establish agreements with their consultants to provide services to meet with requirements of the Tenant Construction and Alteration Process. Landlord further requires the Tenant to identify a qualified lead consultant to be the A/EOR. The ultimate responsibility for engineering design and Building Code compliance always remains with the A/EOR who prepares the design and construction documents. The A/EOR is required to follow all procedures for the Tenant Construction and Alteration Process and to ensure that all design and construction is compliant with governing code and Landlord approved Contract Documents. Unless otherwise agreed with Landlord in writing, in order to avoid conflicts of interest and to enable good quality assurance, the A/EOR must be independent from the Contractor.

Specific responsibilities of the A/EOR include, but are not limited to:

During the Design Phase:

- Preparing and submitting all design and construction documents, such as drawings, reports, computations, and specifications, required in connection with the proposed construction in accordance with governing Code and Tenant Design Criteria
- Identifying all environmental concerns such as, but not limited to, lead paint, PCB in caulking, hazardous materials, etc.

During the Construction Phase:

- Adequately inspecting and monitoring the work
- Ensuring the Contractor constructs work in accordance with Building Code and Tenant Design Criteria
- Submitting information to the Property Manager for review of any field changes
- Submitting revised documentation for any field changes that require a change to the approved design in accordance with the Design Phase process.
- Scheduling and ensuring that all Special Inspections and tests are performed as required by Building Code
- Inspecting all work prior to scheduling any Partial or Final inspections
- Providing certifications for all work and requesting Partial or Final inspections
- Submitting Record Documents

During the Close-Out and Occupancy Phase:

- Attending all Partial or Final inspections

## Contractor

Landlord requires that the Tenant establish agreements with their Contractor (if they do not have the required personnel on staff) to provide services to meet with requirements of the Tenant Design Criteria. The role of Contractor applies to the prime Contractor appointed by the Tenant or to Tenant personnel.

Specific responsibilities of the Contractor include, but are not limited to:

- Submitting insurance documents before start of construction
- Carrying out the construction work in accordance with the Landlord -approved drawings provided by the A/ EOR
- Providing Contractor's Means and Methods, if and when required
- Ensuring compliance with the Health and Safety Plan and maintaining a safe construction site in compliance with all applicable laws and regulations
- Developing and maintaining the project schedule, in coordination with the A/EOR
- Coordinating all construction activities and contractors
- Maintaining a set of current Landlord -approved documents on-site at all times
- Implementing an appropriate Quality Control Program
- Providing all construction permits (cutting and burning permits, hot work permits, etc.)
- Maintaining a record of all field changes and informing the Landlord and A/EOR of all field changes as soon as they arise.
- Ensuring all work completed complies with Landlord -approved documents prior to inspections.
- Complying with all Landlord construction guidance and rules as may be applicable to the project (facility rules, federal regulations, the Tenant Design Criteria Manual, or other) and ensuring all sub-contractors are in compliance as well.
- Working in harmony with all labor
- Providing Inspection support and ensuring appropriate personnel are available and present to conduct the required inspection testing.

## Landlord Roles

### Property Management Team /Tenant Coordinator

The Property Management Team will assume the role of the Tenant Coordinator and provide oversight of conformance with the Tenant Construction and Alteration Process. The Property Management Team has ultimate approval authority for all work performed within One New York Plaza.

Specific activities include, but are not limited to:

- Serving as the initial contact for a Tenant contemplating any construction, alteration, or maintenance work on or within their leased premises
- Ensuring a Tenant receives all available Property information.
- Presenting all procedures and requirements of the Tenant Construction and Alteration Process at the Project Kick-off Meeting with the Tenant and the A/EOR
- Maintaining a schedule of activity and tracking current status of all Tenant Alteration or Minor Works Applications for Brookfield use.
- Serving as the Tenant point of contact for all Tenant related work and planned work, including emergency works, phased plans, and all other information
- Serving as the point of contact for the Tenant's team related to the approval of the Pre-Construction submittal, including insurance and Tenant and Vendor access requests.
- Coordinating and guiding all Tenant Alteration or Minor Works applications through Landlord review and liaising with the appropriate Brookfield staff as projects may require to resolve issues.

### External Agencies

Tenants are required to coordinate with external agencies for mandatory approvals in order to complete the Design Phase and to obtain a Certificate of Authorization to Occupy or Use.

For example:

- Municipal/City Health Department Permits for food establishments.
- State/Municipal liquor licenses for establishments providing liquor.
- State or Federal requirements through Environmental Protection Agency (EPA) / New York City Department of Environmental Protection (NYCDEP) for environmental permits (e.g. backflow devices)

These reviews are outside the Landlords authority and, therefore, the Tenant should contact the relevant agencies to establish the process for approval, submission requirements and schedule. The Landlord can provide guidance.



## ***Section 5: Design Submittal, Review and Approval Process***

Please refer to the Tenant Design Criteria for the two design submittal requirements.

- Preliminary Design Submittal and,
- Construction Documents Submittal

### **General Responsibilities and Requirements**

- The Tenant must obtain the Landlord's approval before commencing any construction.
- The Tenant must specifically identify and bring to the Landlord's attention in the preliminary design phase, and any proposed penetrations through demising walls, floors, or ceilings.
- The Tenant is responsible for compliance with the requirements of all applicable regulatory authorities including but not limited to City, State and Federal authorities. The Tenant will also provide written evidence of compliance and approvals.
- On-site confirmation of all existing and field conditions is the Tenant's responsibility.
- In the event a Tenant leases a space that is partially or fully built-out, it is the Tenant's responsibility to bring all pre-existing conditions into compliance with the Tenant Design Criteria, and other current requirements.
- The Landlord is responsible for the timely response to Tenant submittals.
- If there are any discrepancies between these Criteria and the Lease, the Lease will govern.

### **Tenant Design Submittal Requirements**

Activities during the Design Phase focus on the project design and development in order to obtain Approval to Construct. The Tenant is to be available as and when required for verification and direction. The Tenant is required to ensure the design consultants comply with all Tenant Design Criteria. The A/EOR is the Tenant team's main point of contact during the Design Phase.

The A/EOR is to work closely with the Landlord throughout the Design Phase.

All the design and construction documents—including drawings, reports, computations, and specifications required in connection with the proposed construction—are prepared and signed and sealed by the A/EOR.

**The Landlord is the primary Point of Contact for the Tenant. All submittals during the Design Phase are given to the Tenant Coordinator.**

All tenants are required to submit to the Landlord complete architectural and engineering drawings for any proposed construction. All drawings shall be prepared, sealed, and signed by design professionals licensed in New York State. In strictly limited situations, if work is only decorative in nature – requiring no changes to walls, mechanical or electrical systems – the Landlord, at its sole discretion may accept alternate documentation.

## **KICK-OFF MEETING**

Once the Tenant has received Project Determination, the Tenant will contact the Property Manager to schedule a Kick-off Meeting.

Required attendees are the Landlord, Landlords Architectural Consultants, Tenant and the Tenant's CM/GC and A/MEP Consultant who will be responsible for assembling the Contract Documents. The proposed Architectural or Engineering Consultants should be licensed to practice in NY.

### **Kick-off Meeting Agenda**

The goal of the Kick-off Meeting is to assist the Tenant's project planning efforts and to set clear expectations for the process. This includes creating a better understanding of each party's role or responsibilities. Typically, the meeting will discuss the following:

- Potential facility operational interfaces or constraints
- Requirements and opportunities for compliance with the Sustainable Design Guidelines
- Need for preliminary submittals and reviews:
- Anticipated types of design reviewers, e.g., master planning compliance, facility operations and maintenance, etc.
- Security or facility-specific requirements that may influence design.
- Information security requirements
- Insurance requirements to be carried by the Tenant and/or the Contractor for the project.
- Tenant Construction and Alteration Process procedures and requirements for each phase of work from Design through to Close-out & Occupancy

The Landlord will confirm information the Tenant already has received and make available any additional information. The Landlord will provide an overview of relevant reference materials, facility design and operations standards, security or special construction requirements, and other pertinent information that may influence the A/EOR's design and construction considerations.

The Tenant and A/EOR Acceptance of the Tenant Design Criteria will be signed and submitted to Landlord at the end of the Kick-Off Meeting.

Following the Kick-off Meeting, the Landlord will circulate Kick-off Meeting minutes summarizing the agreed project requirements and project plan.

## **SITE VISITS**

The Tenant and the A/EOR are required to conduct a site visit prior to Contract Document submission. The Site Visit is intended to make sure the Tenant and A/EOR have a good understanding of existing conditions. In some cases, Tenants may already have performed these activities, either as part of the due-diligence activity during the Lease Negotiation or as part of previous work performed in the same area.

**Existing Conditions**

A site visit at the beginning of the project increases the likelihood that the design accurately reflects field conditions. The Tenant is less likely to incur downstream field changes which may adversely impact project schedule or budget. The site visit is to be used by the A/EOR to identify existing conditions and issues to be resolved during the development of Contract Documents. The A/EOR is to locate and identify all existing fire protection, mechanical, plumbing, electrical, utilities and life safety systems. It is also important to know what is above, below, and adjacent to the space, especially if construction requires access for plumbing, mechanical or electrical equipment.

**COMPLETION SUBMITTAL**

Upon review of the complete Construction Document Submittal, the Landlord shall provide the Tenant with written comments. Should additional information be required or changes to the drawings requested, a revised submittal shall be provided by the Tenant. The Landlord’s review of this Completion Submittal is limited to verifying conformance with the Landlord’s requirements for work at Brookfield Place. The Tenant is responsible for compliance with all applicable codes and regulatory requirements.

Upon approval, the Tenant shall provide the Landlord three (3) bound paper sets and one (1) pdf of the completed submittal, and complete CAD files (in the current version of AutoCAD). Construction may not commence without a complete and approved set of Construction Documents.

Upon receipt of the Building Permit, the Tenant shall forward one (1) copy of the permit to the Tenant Coordinator.

**DOB Filing Forms – Property Owner’s Required Information**

Name:	Ian Kammerer
Relationship to Owner:	Senior Property Manager
Name/Agency:	Brookfield Office Properties
Street Address:	One New York Plaza, Concourse Level
City/State/Zip:	New York, NY 10004
Telephone:	212.483.0771
E-mail:	<a href="mailto:ian.kammerer@brookfieldproperties.com">ian.kammerer@brookfieldproperties.com</a>

**Second Officer**

Name:	Michael Bosso
Relationship to Owner:	Senior Vice President, Operations Business
Name/Agency:	Brookfield Office Properties
Street Address:	250 Vesey Street, 15 <sup>th</sup> Floor
City/State/Zip:	New York, NY 10281
Telephone:	212.417.7185
E-mail:	<a href="mailto:43ichael.bosso@brookfieldproperties.com">43ichael.bosso@brookfieldproperties.com</a>

## **CONSTRUCTION**

### **Pre-Construction Meeting**

Once the Tenant has the Approval to Construct, the Tenant will schedule a Pre-Construction Meeting. The Tenant's General Contractor will prepare the agenda for the Pre-Construction Meeting to review the rules and requirements for construction, the scope of the planned activities, the construction schedule, and any staging plans. Any questions the Landlords and/or Tenant's team may have will also be answered. Required attendees include the Landlord, Landlord's Consultants, Tenant, A/EOR, Contractor and key sub-contractors. Information that the Contractor must provide at the Pre-Construction meeting includes:

- Name and 24-hour emergency number of the Prime Contractor under contract with Tenant and their site representative contact information
- List of all subcontractors with any applicable licenses, e.g., mechanical, fire protection, and electrical
- Complete set of approved drawings and specifications
- A detailed construction schedule outlining start and completion dates, anticipated dates of Special Inspections, partial or final inspections, grand opening events, or other key milestones
- Hours of work
- A review of construction site, staging areas, haul routes and delivery routes, including any needed modifications
- Health and Safety Plan, including subcontract compliance
- Waste Management Plan (as applicable)
- List of all applicable Special Inspections
- Information security requirements

### **Construction**

All construction/alteration work is to be made in a good and first-class workmanlike manner, using materials and procedures that adhere to the Design Criteria. All work shall be promptly commenced and completed in such a manner as to not interfere with the occupancy, use or enjoyment of any other tenant and/or tenant space, and as to not delay or impose any additional expense upon Landlord nor interrupt building operations or any part of the project.

The Landlord shall perform audit inspections throughout the construction process and is responsible for monitoring of the Tenant activities. Throughout the construction phase, the LL will communicate regular updates on project milestones, scheduled activities and any problems or field changes that arise on the project.

The point of contact from the Tenant's team in this Phase is the Contractor, with the Tenant and A/ EOR providing verification and coordination. The Contractor and A/EOR must abide by all LL construction guidance and rules as may be applicable to the project. This includes facility rules and the Tenant Construction Manual amongst others as applicable. The Contractor and A/EOR are required to satisfy all of their responsibilities as outlined in the "Roles and Responsibilities" section.

The Contractor is to keep the LL informed of construction progress. For certain types of activities, such as work on life safety systems or which involve tie-ins or shutdowns of facility systems, the Contractor

must notify the LL 10 business days in advance. The LL will review all such requirements at the Pre-Construction meeting as part of the facility rules and operating procedures. In general, notification to the LL by the Contractor is required for the following:

- Temporary shutdowns of sprinkler systems
- Modifications work on existing fire protection and alarm systems
- Shutdowns of any fire protection system at any time
- Temporary shutdowns of HVAC equipment or electrical power supply
- The Contractor must obtain permits when required prior to commencing construction. An example of this includes, but not limited to:
  - Cutting and Welding Permits: For a burning permit, the individual must have a Fire Department Permit or Certificate of Fitness for Burning from the appropriate local authority.

### **Close-Out & Occupancy**

It is the Tenant's responsibility to have the premises inspected by all jurisdictional inspectors. Tenant is to ensure the closing of all permits by the City of New York and is to obtain all documentation confirming said closure. Tenant, at their expense, shall submit to Landlord complete copies of all necessary municipal and other governmental permits, authorizations, signoffs, approvals and certificates for the commencement, execution, and final approval upon completion of all construction/alterations.

Tenant shall provide to Landlord all required Special Inspection Reports for inspections conducted by 3<sup>rd</sup> Party/Special Inspectors as required by NYC Department of Buildings.

Prior to opening, Tenant is required to submit an FDNY Letter of Approval or Recommendation for Letter of Approval issued by FDNY. Should the aforementioned documentation not be available, Tenant is required to submit an affidavit stating that the A/EOR witnessed and approved the testing of the fire alarm devices within your lease's premises. However, FDNY Letter of Approval must be submitted to LL for finalized approval.

Tenant shall provide to Landlord as-built plans, specification, equipment manuals and CAD files on diskette in AutoCAD DWG format showing the exact nature and location of the construction/alterations. Any such files delivered to Landlord by e-mail shall be sent to the Property Manager.