

BROOKFIELD PLACE

**Tenant Handbook
200 Liberty Street
New York, NY 10281**



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Introduction

Welcome!

Brookfield Office Properties is committed to providing you the highest level of tenant services and support. Please let us know how we can assist you, as we would be happy to provide any information or coordinate any services that 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 within this Handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

Brookfield Office Properties 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 you find this Tenant Handbook to be a useful guide.

About Brookfield

Brookfield Office Properties, one of the world's largest commercial real estate companies, owns, develops and manages premier office properties in the downtown cores of major global cities. US operations are headquartered in New York City.

As a leader in the development, leasing and management of prime commercial properties throughout North America, our goal is to provide building operations to ensure essential services are provided that contribute to the effective business operations and comfort of tenants.

200 Liberty Street

200 Liberty Street is the southernmost tower of the Cesar Pelli designed World Financial Center. The World Financial Center complex includes four Class A office towers and extensive public and retail space highlighted by the Winter Garden, a dramatic glass and steel public space with a 120' vaulted ceiling. Completed in 1985, the building is a 40-story tower with over 1.6 million square feet of rentable area.

Security/Fire Life Safety

Security Overview

Security officers are on duty at the Building's Security Console twenty-four hours a day, seven days a week. The Building also employs electronic surveillance devices throughout certain common areas. Two-way radio communication between the Management Office, Security Console and property staff provide quick response to any issue.

While security officers, closed circuit cameras and the maintenance staff can provide basic protection for the Building, security is everyone's responsibility and your cooperation and vigilance is essential.

Each tenant can be effective in preventing the loss of valuable personal and company property by careful observance of these common-sense procedures:

- Be particularly observant of strangers in your area and if their identity cannot be readily established, advise the Management Office immediately. Our ability to take positive action may be wholly dependent on speedy notification
- Establish and use, within the occupied premises, a secured area for packages, purses, salable and transportable property, etc., and particularly any form of a negotiable instrument or petty cash. We recommend a GSA approved fire safe

- At the end of each working day, store small personal and company items of value, such as hand-sized dictating machines, calculators, etc., in a locked desk, credenza, file cabinet or other secured location
- Personal computers and large calculators should be bolted to the desk. Particular care should be taken for the security of lap top computers and tablets; they are easily transported and readily marketable
- File cabinet drawers should be closed at the end of the working day and all file cabinets that are provided with locks should be secured nightly
- Be certain that all public corridor egress doors are locked at the conclusion of standard business hours on each business day and when your receptionist leaves the premises
- Enforce strict control of keys and access cards. Please notify the Management Office when any employees are terminated
- Promptly report the loss of property or any suspicious event to Security. Serial numbers of all valuable items should be recorded and retained in a file to aid police in recovering property in the event of a loss or theft
- Articles of value (handbags and coats) should not be left in open, unattended reception areas or on desks in offices at any time
- Never leave a vault or safe open while out of the office. Thoroughly spin the combination lock when closing a vault or safe. Do not leave a vault or safe combination in a desk
- Special care should be taken during certain times best suited for pilferage, i.e., the first 30 minutes after opening, lunch hours and just before closing. These are the times of maximum movement of personnel and absence from work areas and offices

You may request additional checks of your offices by contacting the Management Office.

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. 200 Liberty Street is 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.

Outside of these times only tenant employees using 200 Liberty Street security access cards/badges, or visitors, vendors, and customers who are sponsored by tenants, may be admitted to tenant areas. All visitors without

proper after-hours authorization are referred to Property Security at all other times.

After-Hours Building Entry

To gain access to the Building after-hours and on non-business days, tenants must use the North End Avenue East entrance. For the safety of all, management requires tenants entering and leaving the Building after-hours to present their access control magnetic pass card key at Security.

Tenants should send a written request to the Management Office for after-hours and non-business day's access for temporary employees, contractors, telephone workers, etc. Access will not be granted without the written request being on file. Security will issue identification badges.

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Property Management Office on the After-hours Access Form including:

- The company name
- Foreman or supervisor
- Names of all people who will be doing the work
- Date(s) the work will be performed
- Time the contractor will arrive and depart
- Description of the work being done

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

Handicap Accessibility

Handicap accessible entrances provide easy access to and from One North End Avenue Handicap entrances and egresses are available at the following locations:

Liberty Street entrance

Deliveries/Loading Dock/Freight Elevator

The loading dock is located on Albany Street, between West Street and South End Avenue. This area may be used for deliveries and pickups only. The Loading Dock accommodates straight body trucks up to 25 feet long and 13 feet high. An attendant is on duty from 8:00 A.M. to 6:00 P.M. to assist with deliveries. All deliveries are to be made via the loading dock and the freight elevator. Freight elevator service is provided from 8:00 A.M. to 6:00 P.M. for tenant deliveries. Deliveries after business hours and freight elevator use may be arranged by contacting the Management Office or by filling out an After-Hours Form. Deliveries and use of the freight elevators before or after business hours may be arranged by entering an Angus Tenant Request.

Parking

Parking for **232 cars** is available on P level 24 hours per day. Entrance to the garage is located on Albany Street and is clearly marked by the parking sign. Daily and monthly parking rates are posted at the garage office and cashier booths. These rates are subject to change from time to time.

Standard Parking operates the garage under a contract with the Owner.

The garage office number is 212-786-9564 and handles all routine matters including the issuance of monthly passes and tickets. Issues with regard to service and courtesy should be addressed with the building manager.

Pedestrian traffic on the garage entrance ramp is prohibited for the safety of all concerned.

Posted speed limit within the garage is 5 MPH.

Lost and Found

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

Property Removal/Stolen Property

To prevent unauthorized removal of material or equipment from the Building, the "Property Removal Authorization" form, which can be obtained by contacting the Property Management Office, must be completed by an authorized tenant representative and be retained by the individual authorized to remove the material. Security personnel will request this form when an individual is removing materials or equipment from the building after normal business hours.

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

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed in 200 Liberty Street. To report solicitation, please call the Management Office.

Tenant Parties, Receptions and Open Houses

If a tenant has any plans for a party, reception, open house, etc., please contact the Management Office in advance. This will allow us to make Security, cleaning staff and the HVAC departments aware of your gathering and to offer our help so that you and your guests have an enjoyable time.

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.

Tenant Services

Tenant Service Request

Click here to login to the Service Request System. [Link to Angus:
<https://www.ng1.angusanywhere.com/AA/Login/?ReturnUrl=%2fAA%2f>]

Brookfield Office Properties' goal is to provide outstanding tenant service at all times. This means:

1. Courteous, timely, efficient, high-quality responses to tenant requests
2. A follow-up review to confirm that the tenant is satisfied with the response
3. When there is a charge for the tenant service, clear and accurate invoicing

Each lease contains specific information about services to be provided, including complimentary and chargeable services. If a tenant is unfamiliar with charges for services being requested, the cost of the service will be explained.

Tenant Services may be provided by Brookfield Office Properties staff or by outside contractors hired by Brookfield Office Properties. Authorized tenant representatives can submit requests for routine maintenance using the online Service Request System.

With just a few easy steps you can submit a request for building service. Simply click on the link to the Service Request button on the Tenant Resources page, login with your personalized username and password, enter the necessary information, click submit and you are done!

The following information contains detailed instructions for using the Service Request System.

1. Enter your personalized username and password.
2. Complete the Service Request by entering as much information as you can. Fields that are marked with a red asterisk are mandatory. Fields such as Property, Reported By, floor and suite number will auto-fill based on your personalized login. The information contained in these fields can be changed by the Management Office.
3. Select the type (service category) of the request.

Viewing Service Requests

1. Click on View Service Request
2. Select filters or accept the default parameters
3. Click Go!

The system will display all your service requests. The most recent request will be on top. Scroll to find the request your company has created. Click on the request date for detailed information about the request.

Request Status	Explanation
Open (new)	The request has been created but the Management Office has not processed it
In Progress	The request has been accepted by the Management Office. The work requested had been completed. The request may be kept in this status due to follow-up activities
Work Completed	The work requested had been completed. The request may be kept in this status due to follow-up activities
Closed	The work requested and follow up activities have been completed
Cancelled	The work order was cancelled by tenant or Management Office

Building Signage and Directory

All signage visible in public areas or shared areas must be approved by the Management Office.

Cleaning Service

Cleaning service is provided five times per week. During each cleaning, carpets are vacuumed, unobstructed surfaces dusted, and trash is emptied. For trash that is not in a wastebasket, please inform the cleaning personnel by leaving a large note on the items that read BASURA or TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets because these times might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Management Office. Special cleaning services can be arranged at a tenant's expense by entering a work order in the Angus work order system.

If a small cleaning problem should arise during working hours, please contact cleaning through the Angus work order system.

For questions or comments regarding the cleaning services or pricing for any extra services, please notify the Management Office.

Elevators

Elevator service is available 24 hours a day.

The building is equipped with the latest in vertical transportation technology supplied by ThyssenKrupp Elevator. The office levels are each served by high-speed, 3,500 pound gearless passenger elevators in the following configuration:

- A Bank serving floors Lobby – 8;
- B Bank serving floors Lobby, 9 – 15;
- C Bank serving floors Lobby, 16 – 26.
- D Bank serving floors Lobby, 27 – 39

Two freight elevators serves the ground floor lobby to penthouse level

Two garage shuttle elevators serve the below grade parking levels from the ground floor lobby. For all deliveries, a service elevator is available; deliveries shall not be made using passenger elevators

For all deliveries, a freight elevator is available; deliveries shall not be made using passenger elevators.

If an elevator fails to operate properly, please let Property Management know immediately.

Elevators chime at each floor indicating a floor change to persons with a visual disability.

If you are detained inside of the elevator cab due to a malfunction, remain calm. Use the alarm button inside the elevator to signal your stalled status to the Security Console. You may also use the intercom on the right panel of the elevator to speak directly to the Security Desk and receive instructions on what to do.

Our elevator maintenance company will be immediately dispatched to correct the problem. Property staff will remain in constant contact to let you know what is being done.

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.

Engineering requests are processed and billed as follows:

- A member of the engineering department staff investigates the situation
- If possible, the problem is resolved immediately
- If materials must be purchased or completing the repair requires further planning or other assistance, the engineer consults the Property Manager.
- They then plan the work and prepare a time-and-materials estimate for tenant approval

Carpenter Services

The engineering department can provide a variety of minor carpentry services, including installing shelves, hanging pictures, and repairing chairs or cabinets.

Prior to work commencing, the tenant will be required to acknowledge the cost of work for which the tenant is responsible.

Forms

This section provides important service request forms and manuals for tenants.

- Bomb Threat Check List
- Certificates of Insurance
- Property Removal Pass
- Tenant Contact Information Form

HVAC Services

If the temperature in your office needs adjustment, please initiate a request through the Angus work order system. Your request will be referred immediately to engineering personnel.

After Hours HVAC

Most leases provide for HVAC from 8:00 am - 6:00 pm. 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

Keys will be provided upon move-in. All additional locks, keys and lock changes must be installed by our preferred locksmith. A fee is charged for this service and is billed as an extra services. No additional locks will be allowed on any door without written permission of landlord. All key and lock requests should be submitted using the Angus work order system. There is a charge for damaged or lost access cards.

Mail Service

The mailing address for 200 Liberty Street is:

Brookfield Properties
200 Liberty Street
New York, NY 10281
ATTN: Property Management Office

The nearest Post Office location is at Church and Vesey Streets. For more information please call your local Post Office or visit www.usps.com.

Recycling

Brookfield is committed to both preserving our environment and reducing operating costs.

Brookfield is proud to be a part of, and manage, an innovative and responsive recycling program. We are proud that our tenants participate in recycling paper, cardboard, and clean plastic. In addition, Brookfield provides e-waste recycling drives bi-annually.

The cleaning staff will empty the central recycling bins as required. If you have any questions, please call the Management Office.

The following products CANNOT be recycled and should be discarded into the regular trash receptacles: paper towels, carbon paper, waxed paper, blueprints, food plates, and Styrofoam

Repairs

If a need for repairs is noticed throughout the building, please notify the Management Office by calling or by submitting a Service Request. Our staff welcomes your information and assistance in maintaining 200 Liberty Street as a first-class office environment.

If electrical, plumbing or other above standard repairs are requested within your premises, please log on to the Tenant Service Request System. The work will be completed by property maintenance personnel or outside contractors who are familiar with the building.

For more information about Service Requests please call the Management Office.

Operations

Property Management Office

As the Senior Property Manager of 200 Liberty Street we want you to know that every member of our staff is here to assist you. The Management Office is located in the Lobby, 200 Liberty Street Business hours are from 9:00 am to 5:00 pm, Monday through Friday, excluding major holidays.

Please feel free to call the Management Office at (212) 945-3388 with any questions or concerns 24 hours a day. After normal business hours, Security personnel answer our telephone lines. Security is in contact with our management, engineering, janitorial and security staff.

Property Management Staff

Title	Name	Email
Senior Property Manager	Jesse Edelman	Jesse.Edelman@brookfieldproperties.com
Assistant Property Manager	Michele Sabatiele	Michele.Sabatiele@brookfieldproperties.com
Property Assistant	Diane Lawless	Diane.Lawless@brookfieldproperties.com
Property Administrator	Freddy Gerdts	freddy.gerdts@brookfieldproperties.com
Security Director	Richard Nicoletti	richard.nicoletti@brookfield.com
Lead Fire & Life Safety Director	Glen Braham	glen.braham@brookfield.com

Hours of Operation

Building Services, including HVAC, are provided during the following normal business hours:

Monday - Friday 8:00 a.m. - 6:00 p.m.

Services outside of these hours, including After-hours HVAC and Freight Elevator access, may be arranged by utilizing the Angus Tenant Request System 24 hours a day, 7 days a week.

Building Holidays

200 Liberty Street will be closed on the following major holidays:

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

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

Leasing

Please contact a member of the leasing staff listed below with any questions regarding leased or available space at One North End Avenue:

Jerry Larkin
Executive Vice President and Director of Leasing
Brookfield Office Properties
250 Vesey St., 15th Floor
New York, NY 10281-1021
Phone: (212) 417-7000
jeremiah.larkin@brookfield.com

Mikael Nahmias
Senior Vice President, Leasing
250 Vesey St., 15th Floor
New York, NY 10281-1021
Phone: (212) 417-7032
mikael.nahmias@brookfieldproperties.com

David McBride
Vice President, Leasing
250 Vesey St., 15th Floor
New York, NY 10281-1021
Phone: (212) 417-7014
david.mcbride@brookfield.com

Emergency Procedures

Bomb Threats

The purpose of having a bomb threat procedure is to have an orderly, safe and rapid procedure of conducting searches, providing prompt and necessary communications, rendering assistance, and evacuating and returning personnel to work in the event of a bomb threat.

Telephone Bomb Threat

In the event of a bomb threat either through a telephone call or by other means, the following procedure should be followed:

- Remain calm
- Try to keep the caller talking as long as possible
- Ask the person to repeat part of his message
- Write down the message and obtain as much relevant information as possible

Below are some of the items listed on the form along with other information that would aid in the investigation:

- Time the call was received?
- When is the bomb due to explode?
- Identification of the caller?
- Why was the bomb put there?

Try to recall every statement made by the caller and find out as much as possible about the caller. For example:

- Sex
- Age
- Voice characteristics (educated, low, high-pitched, accent)
- Speech (fast, slow, nervous, slurred throat drinks or drugs)
- Manner (calm, angry, hysterical, humorous)
- Background noises (road traffic, music, giggling, aircraft)

After a bomb threat call has been received, immediately notify the Property Office. The Property Manager will coordinate the search activities and make necessary notifications.

Letter Bombs

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means

Some signs to look for:

- Size - Is the letter unusually thick?
- Weight - Is it heavy? An effective letter bomb will weigh over two ounces. Few first class letters weigh as much
 - Balance - Is it heavier on one end?
 - Appearance - Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut? Does it bear an unusual style of writing?
 - Odor - Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspicious, DO NOT OPEN IT. Immediately inform the Police Bomb Squad by calling 911 and then notify Security at (212) 528-2648 and the Property Management Office (212) 225-2660.

Identifying a Suspicious Package

- A suspicious letter or parcel might have some of the following indicators:
 - Origin - Postmark or name of sender is unusual, unknown, or no further address is given
 - Postage - Excessive or inadequate postage
 - Balance - The letter is lopsided or unusually thick
 - Weight - The letter or package seems heavy for its size

- Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively)
- Smell - Particularly almond or other suspicious odors
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled
- Rub-on block lettering

Handling a Suspicious Package

- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape)
- If the letter or parcel remains suspect, call the police
- Incident Response Protocol for Suspect Nuclear or Biological Release
- Contain the material to minimize the impacted area
- Contain the material to minimize the number of individuals exposed
- Contain the potential impacted individuals to ensure that they receive proper medical attention
- Remove non-impacted individuals from the area as quickly as possible
- Maintain control of all potentially impact materials
- Notification
- Notify your supervisor
- Notify local Emergency Response Authorities (Call 911)
- Notify Property Management Office at (212) 945-3388
- Notify coworkers in area

Containment

If material is released, impacted or potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrives. If absolutely necessary, move impacted individuals into nearest bathroom facility on floor.

Non-impacted individuals on the impacted floor should be evacuated and await further instructions from response team.

The HVAC (heating and ventilation) system for impacted and adjacent areas, as well as for bathrooms/kitchens will be immediately turned off by the property engineers.

Isolate the impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.

Retain all impacted material for response team.

Should evacuation become necessary, the authority and responsibility rests with the local officials of government. Neither the Property Management Office, Managing Agent nor Owner can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

Civil Unrest

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

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

Elevator Malfunction

Occasionally elevator service can be interrupted when the control panel perceives a possibly dangerous situation. Our property's elevator equipment is designed to stop at the slightest hint of an unsafe condition occurring, which may be a threat to the passengers.

If elevator service is interrupted while you are a passenger, remain calm. Do not attempt to force the elevator doors open or leave the cab.

Press the Alarm button and it will summon the assistance of the security console 24 hours a day.

Emergency Contacts

Emergency contact telephone numbers are as follows:

Emergency	911
Security	(212) 417-7119
Property Management Office	(212) 945-3388

Fire Preparedness

The Fire Provisions section of this handbook contains very important information. Each tenant should be familiar with the information provided on the following pages. Listed below are a number of links to help find specific information quickly and easily.

Brookfield is proud of its efforts to provide the highest possible levels of fire and life safety protection, which include fire and life safety education, as well as planning for emergencies. It is important that each Brookfield tenant is well informed on all issues related to fire and life safety through the following measures:

- Tenants are given materials describing emergency guidelines and bomb threat checklists for distribution to all employees
- The tenant Fire Safety Team personnel receive the Tenant Emergency Action Plan written specifically for 200 Liberty Street tenants

- Brookfield provides semi-annual fire life safety training for tenants where a customized video and Power Point presentation review all of the buildings safety features
- Brookfield holds semi-annual fire drills to insure tenants know how to react in an emergency
- Brookfield, in conjunction with security consultants, holds seminars for tenants as well as property staff. Seminar topics include fire life safety, bomb threat preparedness, and other security related issues.

Building Fire Safety Plan

The fire safety plan relies on technology, including fire alarm and communications systems, smoke detectors, sprinklers, pressurization systems, door closers, and other safety mechanisms, and on Brookfield Office Properties' highly trained staff and tenants, designated to assist with evacuation/relocation.

Tenant Emergency Personnel

Floor Wardens

A crucial step in the development of an evacuation plan is the appointment of Tenant Floor Wardens and Alternates; these individuals should have strong personalities and the ability to take charge in the event of an emergency. Strong decision action early in an emergency may save lives.

In the case of multiple-tenant floors, a Suite Warden is appointed for each tenant. Each tenant will be required to man all safety team positions on each floor and should check stairwells and restrooms in an emergency.

Floor Warden's Responsibilities

Know all disabled persons on the floor (including those temporarily disabled, as with a bone fracture, etc.) and assign people who are capable of evacuating disabled employees down the Emergency Stairwells.
Instruct all employees on the floor as to the following:

- Locations of emergency stairwells
- Locations of fire extinguishers
- Locations of fire-pull stations
- Never to use the Elevators during and alarm
- Establish a meeting place outside the building where all employees should assemble for check-in
- Ensure that no one re-enters the building

General Evacuation Procedure

In the event of an emergency or disruption to the Building's normal operation the first reaction should be to REMAIN CALM and call the Management Office to report the emergency this will set in motion several events simultaneously:

- Immediate dispatch of qualified assistance for fire, medical or other emergencies
- Call to municipal assistance organizations, i.e., fire, police, EMS
- In the event it is necessary to evacuate part or all of the building, remain CALM and LISTEN to the instructions being given over the public address system, and by property staff
- Emergency Exit Stairwells are to be used for evacuation. DO NOT USE ELEVATORS unless instructed to do so over the public address system, or by Police or Fire Department representatives. Stairwell entrances are located on the north and south side of the Building's core in close proximity to the lavatories

When using the Emergency Exit Stairwell, keep to the right so that incoming emergency personnel can utilize the stairwell.

An up-to-date listing of all personnel who may need assistance should be kept by the Suite Marshal and be on file with the Management Office.

Plans for After an Emergency

Tenants should pre-assign a coordinator who will act as liaison between your company and officials from the Fire Department and building personnel. The coordinator and property management will work to establish a communications network for all employees in order to pass-on important information.

The following recommendations are made to assist you in disseminating a fire prevention program to your employees:

- Never leave electrical appliances unattended
- Never use immersion-type heating devices
- Avoid electrical overloading and multiple plugs
- Do not use undersized or lightweight extension cords
- Never empty ashtrays or throw matches, cigarettes, cigars or pipe ashes into wastebaskets
- Report failure of any electrical outlets or lights to the Management Office
- Flammable liquids should be stored in a safe area away from heat sources
- Keep paper at least six to eight feet away from operating machinery
- Know the location and type of fire extinguishers in your premises
- Keep fire extinguishers in high hazard areas such as photocopy rooms and employee lounges
- Know the usable time limit of the fire extinguishers available to you
- Know relevant exit locations
- Practice good housekeeping near your desk, in storage areas, in mechanical rooms and in the area of exit doors and hallways

Fire Safety

If you see or smell smoke, call Security immediately.

If you see flames, evacuate your area immediately and close all doors behind you. DO NOT attempt to fight the fire, no matter how small; it may spread faster than you think, entrapping you and others. A safe and orderly evacuation is the first priority. If you have not heard a fire alarm announcement in the building, activate the nearest pull-box, located near each stairwell entrance, by pulling the lever, and then call Security.

If you are involved in a fire situation, remain CALM. Listen for information and instructions being announced over the building's public address system.

At the direction of property staff or the Floor Marshal, evacuate the floor via the Emergency Exit Stairwell proceeding as follows:

- Check doors with the back of your hand before opening them. If door or knob is hot, don't open it. If it feels cool, brace the door with your foot and open slightly to look for smoke and feel for heat. If the air appears to be cool, proceed into the stairwell
- Walk down the stairs and exit the building. Assemble in groups with your Floor Marshal for roll call
- Personnel needing assistance should assemble near the designated stairwell to await evacuation by rescue teams
- When all personnel have evacuated the floor, close the stairwell door. This prevents loss of pressure necessary to maintain clean air in the stairwells

Life and Safety Systems Testing and Fire Drills

Fire and life safety preparedness includes regular testing of the fire alarm, fire suppression, and communications systems and regular fire drills.

Systems Testing

The fire alarm and communications systems are tested regularly throughout the year. A full-building announcement is made prior to the beginning of the day's testing, and an announcement is made on each floor when testing is about to begin on that floor. Another full-building announcement is made when system testing is finished for the day.

Fire Drills

Fire drills are held twice a year. A letter giving the date and time of the planned fire drill is sent to tenants in advance. Tenants are requested to supply or update an existing list that shows the fire wardens, assistant floor wardens, and searchers, and a current list of employees who would require assistance in case of relocation/evacuation.

During a fire drill – and in an actual fire emergency – employees should move calmly and quickly to the nearest fire exit and proceed to their relocation floor.

Fire drills are conducted as follows:

- Security personnel dispatch security officers to the affected floor, the floor above, and the floor below
- Fire alarm is activated
- Security officers on the affected floors observe the conduct of tenants and guests, ensuring that all areas of the floor are participating
- Security officers confirm that the floor wardens and assistant floor wardens are evacuating their assigned areas and closing doors behind them, and that searchers are checking restrooms, mail rooms, conference rooms, etc., as required
- These procedures are repeated for each affected floor
- After the drill has been successfully completed, an “all clear” announcement is made, and tenants may resume normal duties
- When the fire drill for each floor has been completed, the building manager will notify tenants in writing of the overall results of the drill and of specific problems

Relocation and Evacuation in the Case of Fire Emergencies

In order to ensure the safety of building occupants, it may be necessary to relocate or evacuate some, or all, personnel during emergencies. A schedule of designated relocation floors is provided to tenants in the annual training session and is also available by contacting the Property Management Office.

A relocation, and if required, a full evacuation, must be an orderly and structured process. Upon a fire alarm, tenants and visitors should take the following steps:

- Assist the Floor Warden in directing persons to the designated relocation floor
- If possible, close all doors, as this will slow the spread of fire
- Walk quickly; but do not run
- Keep to the right in halls and stairwells and stay in single file
- Hold the handrail when in the stairwell
- Merge alternately when two lines meet at various floor landings. Proceed in an orderly manner
- Do not turn back for any reason
- Before entering through a closed door, place your hand on the door. If the door is hot, do not open it. You may be entering a fire or endangering the lives of the people in your charge. If there is evidence of fire or smoke on the designated relocation floor (doors warm, alarm is sounding on relocation floor, or smoke is present), continue down the stairs to the next “safe” floor
- Adhere strictly to the no smoking rule
- Keep conversation to a minimum
- Do not use elevators when there is a fire alarm in your elevator bank
Elevators can spread smoke from floor to floor and potentially become a trap if impaired by smokes or fire damage. The Fire Department may also require the elevators to move equipment or rescue occupants

- Do not return to your floor until the “Back to Normal” announcement has been made
- If told to evacuate the building by Fire Department or Building personnel, exit via the stairwell to the street or lobby level, out the doors, and away from the building to your pre-arranged assembly point
- Do not exit at the concourse or parking areas unless directed to do so

Evacuation in the Case of Blackout (Loss of Electricity)

If a partial or complete loss of electrical power occurs, backup generators will power certain systems, including life-safety systems and some elevators for emergency personnel use. Property management will determine the appropriate response to a loss of power. In general, the decision regarding the action to be taken in a blackout situation will depend on the estimated duration of the blackout.

Security will keep building occupants informed by using radios and/or the voice communication system. If building management has determined that the blackout will be short-term and no evacuation is necessary, Security personnel will announce that the blackout is temporary and will ask that building occupants remain calm and await the restoration of power. If the blackout is expected to last for an extended period, or its probable duration cannot be determined, the building manager may order evacuation of the affected areas.

- If evacuation is deemed necessary, security officers will assist building occupants in evacuating the building. To be successful and avoid panic and confusion, an evacuation in the case of blackout must be an orderly and structured process
- The evacuation will begin at the top of the building and proceed down to the lowest floor
- Security officers will be dispatched to the floor to assist with the floor-by-floor evacuation of the building
- Security will announce the plan to evacuate over the voice communications system. Evacuation normally takes place one floor at a time
- Women should remove high-heeled shoes to make walking easier and less dangerous
- Personnel should remain calm and quiet, and move to the nearest fire exit. Do not attempt to use elevators
- If an individual on a floor is disabled or cannot walk down the stairs, a security officer will request that a co-worker stay behind with the disabled person until another means of evacuation becomes available. The security officer will inform Security of every person who is stranded on each floor
- When the security officer has determined that the evacuation of a floor is complete, he or she will notify Security and will then proceed to the floor below. The evacuation procedure is repeated for each floor until the affected floors are completely evacuated

- No one (other than emergency or repair personnel) will be permitted to enter the building until an all clear is declared and building personnel are permitted to return

Heightened Alert

Local, national, or international events may dictate that additional measures should be put in place to ensure the safety of the building and its occupants. For example, extra security precautions may be necessary during trials of individual's accused of serious crime or following incidents or threats of world terrorism. Brookfield's goal is to institute appropriate security measures without undue inconvenience to building users. Such measures may include the following:

- Extra or more frequent patrols by security officers, including areas outside the building, with special attention paid to apparently suspicious vehicles, suspicious persons loitering in the area, and unattended vehicles or packages
- More frequent inspection of restroom facilities, stairwells, and trash receptacles
- Higher security visibility
- Greater attention paid to all persons or vehicles seeking to enter the building at loading docks and freight areas (loading docks and freight elevators may be closed)
- Restrictions on building access
- Please feel free to contact the Property Manager at any time about these or other security issues
- Major Water Leaks
- Persons discovering water leaks should immediately report them to the Property Management Office. Be certain to give your name, firm name, location, and extent of the leak. If water is coming through the ceiling, and if it is feasible, close all open drawers in the vicinity, move papers or work in progress, place wastebaskets or buckets under leak(s) and move furniture

Medical Emergency

In the event of a medical emergency or accident involving personal injury, call 911, and then call the Property Management Office/Security. Give the Receptionist/Security Officer the Tenant name, floor, location on the floor and the type of accident or medical emergency.

Security will respond immediately to your premises and will again summon the appropriate municipalities, EMTs, fire, rescue, or police.

While waiting for Security:

- DO NOT move the injured person. Keep them warm and calm
- Advise your company safety coordinator
- Have someone from your office meet the emergency team at the freight elevator on your floor

Power Failure

In the event of a power outage, remain CALM and call the Property Management Office immediately. Listen for information and instructions from the Building's public address system. An emergency generator will automatically operate selected equipment, such as lights in stairwells and common areas, and the public address system.

During a power outage turn off as much equipment as possible to minimize disruption and damage once power is restored.

Severe Weather

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

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

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass)
- Do not panic
- If evacuated, lock all desk drawers and take all items of value with you
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows
- Use the stairwells rather than the elevators
- If evacuated, do not return to your office until advised to do so
- Suspicious and/or Threatening Person
- If you see suspicious or offensive persons in the building, please call Security. If possible, make note of appearance, clothing, etc. in order to assist building security in identifying and locating them immediately

Report any situation involving a threatening person to the Police Department by calling 911 and then notify Security, IMMEDIATELY. Provide as much information as possible including a physical description of the person(s) and their location, whether or not they are armed, the number of hostages and their location (if any).

Unsafe Conditions

If an unsafe condition – a slippery floor, debris left in a common area, broken glass, etc. – is noticed, please notify a security officer or the Property

Management Office immediately. Brookfield staff inspects the property regularly; however, problems you might see sooner are addressed immediately.

Earthquake Procedures

DURING THE EARTHQUAKE

During an earthquake you will be safer inside the building than you are outside. If you do feel a tremor, you should: Duck, Cover, and Hold.

DUCK – Duck or drop down to the floor.

COVER – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

DO NOT ENTER OR EXIT the building during the shaking. There is danger of falling glass and debris.

DO NOT USE THE ELEVATORS. Elevators will automatically move to the next floor in direction of travel and open.

IF YOU ARE OUTDOORS, move away from buildings, falling objects, and power lines.

AFTER THE EARTHQUAKE

BE PREPARED FOR AFTERSHOCKS. If you are outside, do not return to your office until authorized.

CHECK FOR INJURIES and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.

REPLACE TELEPHONE HANDSETS that have been shaken off, but do not use the telephones except to report fires or medical emergencies.

DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

Active Shooter Preparedness

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm

to victims. Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation before law enforcement arrives on the scene. The information presented herein has been obtained from the Department of Homeland Security for your reference and preparedness regarding active shooter situations.

How to Respond When an Active Shooter Is In Your Vicinity?

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate:

If there is an accessible escape route, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide:

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed door and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
 - If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Policies and Procedures

Construction/Remodeling

The tenant construction work procedure is designed to provide efficient scheduling of work while protecting other tenants from unnecessary noise and inconvenience.

Please contact the Management Office for the Tenant Work Design and Construction Rules and Regulations. This document contains detailed information to assist you in planning construction projects. Please review it carefully before design begins.

Summary

Contact the Property Manager as the first step. The Property Manager will be happy to assist you in completing your project efficiently.

Incorporate the provisions of the attached document into all of your agreements and contracts. You will need written approval from the Property Manager before contracting any work.

At least four (4) weeks before construction provide two (2) sets of drawings and plans to the Property Manager for approval. The Property Manager must also approve your list of contractors and subcontractors.

At least two (2) weeks before construction, schedule a pre-construction meeting with the Property Management Team. Meeting materials should include detailed schedules; addresses and telephone numbers of supervisors, contractors and subcontractors; copies of permits; proof of current insurance (including all subcontractor); payment, performance and lien bonds; and notice of any contractor's involvement in a labor dispute.

We will generally require that you conduct noisy, disruptive or odor and dust producing work, as well as the delivery of construction materials, outside of regular business hours.

We expect all contractors to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. MSDS sheets must be supplied to the management office. We may stop any work that does not meet the conditions outlined in the attached document.

Before occupying the completed space, submit the final certificate of occupancy and any other approvals to the Property Manager. We also require an air balancing report signed by a professional engineer and an "as built" set of drawings in AutoCAD format on disk and one (1) hard copy showing all of the work in full detail.

Please note that this summary highlights key aspects of the attached document entitled Rules and Regulations for Design and Construction of Tenant Work for your convenience and does not supersede it in any way.

General Rules and Regulations

200 Liberty Street is a premier business address in New York City, as such we have worked very hard to create the most positive environment possible for you and your employees to conduct business in an 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 the lobby level. Please contact the Building Office for the Bike Policy.

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:

All hand trucks are only permitted in the service corridors, freight elevators, storage rooms, loading docks and retail suites (via service entrances and not through the front door), either by Tenant or vendors, 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 prior to 6:00 pm., it may do so by calling the Management Office to arrange for porter service (charges may apply).

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, Tenant at its sole cost and expense, shall cause such premises to be exterminated from time to time, to the satisfaction of Owner and shall employ such exterminators as shall be approved by Owner.

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.

Roof Access:

Admittance to the roof of the Building is done only upon the written consent of Owner.

Sales or Auctions:

No space in the Building shall be used for manufacturing, public sales 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 out facilities without prior written consent of Owner.

Smoke Free:

This property is a smoke free building; smoking is prohibited on the property in the building 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).

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 Landlord as the certificate holder as follows:

Certificate Holder:

Brookfield Properties One WFC Co. LLC
200 Liberty Street
New York, NY 10281

And as an additional insured party as follows:

Brookfield Office Properties Inc., Brookfield Properties (USA II) LLC as Operator, Brookfield Properties One WFC Co. LLC, Battery Park City Authority, The Commissioner of Transportation for the People of the State of New York, any present and future mortgagee which encumbers any interest in the land or improvements at 200 Liberty Street, New York, New York, and each of their respective affiliates, shareholders, partners (including partners of partners), members, managers, representatives, trustees, directors, officers, present and future mortgagees, employees, agents, any successors and assigns.

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:

Worker's Compensation (Including coverage for Occupational Disease) Employer's Liability	Limit of Liability Statutory Benefits \$1,000,000
Comprehensive General Liability (including Broad Form Comprehensive Liability Enhancement, Contractual Liability assumes by the contractor and the tenant under article 15.3 of the Lease and Completed Operations coverage) Bodily Injury and Property	Limit of Liability \$2,000,000 combined single limit

Damage	
Comprehensive Automobile Liability (including coverage for Hired and Non - Owned Automobiles) Bodily Injury and Property Damage	Limit of Liability \$1,000,000 per occurrence
Umbrella Liability	Limit of Liability \$10,000,000 per occurrence

Notes: Completed certificates must be received before work can commence. Please contact the Management Office for insurance requirements for specific trades prior to the commencement of work.

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 before 8:00am or after 6:00pm, Monday through Friday, or on weekends and are scheduled on a first come, first served basis. Additional Charges for loading dock personnel, 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 fax numbers. At least two (2) after-hours emergency contacts (home telephone numbers)
- Directory designation (both corporate name and personnel)
- Four (4) Fire Warden designates and alternates per full floor occupancy
- Name of Tenant Administrative Liaison(s) and respective signature(s) of authorization

You should receive from the Management Office the following information:

- Emergency Information booklets for employees
- Current list of building service charges

Arrangements should also be made with the Management Office for:

- Access control cards
- Evacuation training for Floor Wardens and employees
- Keys for offices and restrooms

A list of union Building approved movers is available in the Management Office.

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 and stairways.