Building Amenities: Storage

Please contact the Management Office if you would like information regarding storage space.
1325 Avenue of the Americas can accommodate the most sophisticated communications systems. Each floor contains primary and satellite telephone/communications rooms (except for the high rise levels, which contain only primary rooms). Fiber optic capabilities are available for Tenant connections as required. 1325 Avenue of the Americas has granted access for telecommunications services to AT&T, Verizon, Cogent, Broadview Networks and Time Warner Cable to offer Tenants a competitive and flexible telecommunications infrastructure.
Building Operations: Billing Procedures

Payments
Rent charges are due and payable on the first day of each month. Tenant rent statements are sent to each Tenant at the end of the month preceding the due date. Tenant work order and miscellaneous utility charges are due within 30 days of receipt of invoice. All checks should be made payable to

1325 Avenue of the Americas, L.P.
P.O. Box 316
Central Islip, NY 11722

Billing Address
The billing address should be established prior to move-in. The Management Office has the capability to send a copy of an invoice to another address, if desired.

Wire Transfer:
Domestic Wires Only (wiring from a U.S. Bank to NYCB)

<table>
<thead>
<tr>
<th>Beneficiary Bank:</th>
<th>New York Community Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Routing No.:</td>
<td>226071004</td>
</tr>
<tr>
<td>Beneficiary Account Name:</td>
<td>1325 Avenue of the Americas, L.P.</td>
</tr>
<tr>
<td>Beneficiary Address:</td>
<td>1633 Broadway New York, NY 10019</td>
</tr>
<tr>
<td>Beneficiary Account Number:</td>
<td>53670020782</td>
</tr>
</tbody>
</table>

International Wires Only (wiring from a Non U.S. Bank to NYCB)

<table>
<thead>
<tr>
<th>Beneficiary Bank:</th>
<th>Atlantic Bank of New York</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Bank Swift Code:</td>
<td>ABNYUS33</td>
</tr>
<tr>
<td>Beneficiary Account Name:</td>
<td>1325 Avenue of the Americas, L.P.</td>
</tr>
<tr>
<td>Beneficiary Address:</td>
<td>1633 Broadway New York, NY 10019</td>
</tr>
<tr>
<td>Beneficiary Account Number:</td>
<td>53670020782</td>
</tr>
</tbody>
</table>
The staff of 1325 Avenue of the Americas is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located on the 7th Floor. It is open from 8:30 a.m. - 5:00 p.m., Monday through Friday, and closed on Saturdays, Sundays and Holidays.

During non-business hours, the Main Lobby will answer the telephone and take messages for the Management Office. We will respond to your inquiry as quickly as possible. Please do not hesitate to contact the management office at:

**Phone:** (212) 767-1325  
**Fax:** (212) 767-1333

**Address:**  
1325 Avenue of the Americas  
Property Management Office, 7th Floor  
New York, NY 10019

The following personnel are available to address your needs:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Manager</td>
<td>Carla Rooney</td>
<td>(212) 767-1325</td>
<td><a href="mailto:crooney@paramount-group.com">crooney@paramount-group.com</a></td>
</tr>
<tr>
<td>Associate, Property Operations</td>
<td>David Witthuhn</td>
<td>(212) 767-1325</td>
<td><a href="mailto:dwitthuhn@paramount-group.com">dwitthuhn@paramount-group.com</a></td>
</tr>
<tr>
<td>Associate, Property Operations</td>
<td>Maria Ledee</td>
<td>(212) 767-1325</td>
<td><a href="mailto:mledee@paramount-group.com">mledee@paramount-group.com</a></td>
</tr>
<tr>
<td>Associate, Property Operations</td>
<td>Magnus Hagen</td>
<td>212-767-1325</td>
<td><a href="mailto:mhagen@paramount-group.com">mhagen@paramount-group.com</a></td>
</tr>
<tr>
<td>Chief Engineer</td>
<td>Paul Hitzel</td>
<td>(212) 767-1325</td>
<td><a href="mailto:phitzel@paramount-group.com">phitzel@paramount-group.com</a></td>
</tr>
<tr>
<td>Asst. Chief Engineer</td>
<td>Anthony DeDonna</td>
<td>(212) 767-1325</td>
<td><a href="mailto:adedona@paramount-group.com">adedona@paramount-group.com</a></td>
</tr>
<tr>
<td>EAP Director</td>
<td>Mike Haran</td>
<td>(212) 767-1325</td>
<td><a href="mailto:mharan@paramount-group.com">mharan@paramount-group.com</a></td>
</tr>
</tbody>
</table>
Building Operations: Building Hours

Normal Business hours are:
Monday - Friday, 8:00 a.m. - 6:00 p.m.

1325 Avenue of the Americas will be officially closed on the following Holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Should you require any routine cleaning, heating, air conditioning or other special services on any of the above Holidays, please contact the Management Office. Given that the Building staff and contractors also observe these Holidays, you will be charged for any Building Services. We will be glad to provide you with an estimate for any of the above services.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Office</td>
<td>(212) 767-1325</td>
</tr>
<tr>
<td>Building Security Lobby Desk</td>
<td>(212) 767-1325</td>
</tr>
<tr>
<td>Messenger Center</td>
<td>(212) 307-0756</td>
</tr>
<tr>
<td>Directory Assistance</td>
<td>411</td>
</tr>
<tr>
<td>City Hall</td>
<td>311</td>
</tr>
<tr>
<td>Fire Department (non Emergency) Central Park Station, 79th Street, NY, NY 10019</td>
<td>(212) 628-2900</td>
</tr>
<tr>
<td>Police Department (non Emergency) Mid-Town North Precinct, 306 W. 54th Street, NY, NY 10019</td>
<td>(212) 767-8400</td>
</tr>
<tr>
<td>Post Office - Radio City Station 322 W 52nd St. NY, NY 10019</td>
<td>(800) 275-8777</td>
</tr>
<tr>
<td>Time</td>
<td>(212) 976-1616</td>
</tr>
<tr>
<td>Weather</td>
<td>(212) 976-1212</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Long Island Railroad</td>
<td>(718) 217-5477</td>
</tr>
<tr>
<td>Metro North Railroad</td>
<td>(212) 532-4900</td>
</tr>
<tr>
<td>Amtrak</td>
<td>(212) 237-3122</td>
</tr>
<tr>
<td>Metropolitan Transportation Authority</td>
<td>(212) 878-7000</td>
</tr>
<tr>
<td>PATH</td>
<td>(800) 234-7284</td>
</tr>
<tr>
<td>NJ Transt</td>
<td>(973) 275-5555</td>
</tr>
<tr>
<td>Newspapers</td>
<td></td>
</tr>
<tr>
<td>New York Times</td>
<td>(212) 556-1234</td>
</tr>
<tr>
<td>Wall Street Journal</td>
<td>(212) 416-2000</td>
</tr>
<tr>
<td>New York Daily News</td>
<td>(212) 210-2100</td>
</tr>
</tbody>
</table>
# Building Operations: Holidays

## Building Observed Holidays 2012:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 2nd, 2012</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 16th, 2012</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Monday, February 20th, 2012</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, April 6th, 2012</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28th, 2012</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday, July 4th, 2012</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3rd, 2012</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 8th, 2012</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 22nd, 2012</td>
</tr>
<tr>
<td></td>
<td>Friday, November 23rd, 2012</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25th, 2012</td>
</tr>
</tbody>
</table>
The leasing company for 1325 Avenue of the Americas is **Paramount Group, Inc.**, located at 1633 Broadway, New York, NY 10019. The main phone number is 212-237-3100. Listed below is the contact information for the authorized representatives.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>Peter Brindley</td>
<td>212-237-3100</td>
<td><a href="mailto:pbrindley@paramount-group.com">pbrindley@paramount-group.com</a></td>
</tr>
<tr>
<td>Assistant Vice</td>
<td>Heather Kahn</td>
<td>212-237-3100</td>
<td><a href="mailto:hkahn@paramount-group.com">hkahn@paramount-group.com</a></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager – Leasing</td>
<td>Lindsey Huenink</td>
<td>212-237-3100</td>
<td><a href="mailto:lhuenink@paramount-group.com">lhuenink@paramount-group.com</a></td>
</tr>
</tbody>
</table>
Building Security: Overview

The security of 1325 Avenue of the Americas and of our tenants is one of our highest priorities. Consequently, we have developed and implemented a system to maximize personal safety and minimize property damage and theft. Our security system is composed of many elements including a computerized fire and smoke detector and sprinkler system, a state-of-the-art digital camera recording system, and two-way radio communication between the Management Office, security staff and Building Maintenance personnel. Specific elements of our comprehensive security system are outlined below. Bear in mind, however, that the ultimate responsibility for security in your suite rests with you, the tenant.

The 53rd Street entrances are open 24 hours per day, 7 days per week.

The 54th Street entrance is only available between 6 a.m. to 7 p.m. Monday through Friday and used as an emergency exit at all times.
Card Access Photos and Replacement/Temporary Cards

All card access photo ID requests must list all employees who require a photo identification card and must be submitted to the Management Office. These requests must be sent from an authorized Tenant representative only, in advance, through the Aware Manager system indicating whether the ID is for a new employee or is a replacement card. Please note that there is a charge for new and replacement ID Cards.

Please be advised that photo ID sessions are scheduled every Tuesday and Thursday between the hours of 2:00 PM and 4:00 PM.
Building Security: Building Access Procedures

All tenants entering the building are required to present their building issued 1325 Avenue of the Americas access ID card. This is a 24 hour requirement. All tenants are required to sign in/out at the lobby desk indicating “Out” after 7:00 p.m. and before 7:00 a.m.

On weekends and holidays, tenants must log in and out each time they enter and leave the building. Anytime a tenant enters the building they must log in. This applies to the individual who makes a short trip to the delicatessen or steps outside for a cigarette break.

If a tenant forgets their card, they will be required to receive a visitor’s pass for the day. They will also be treated as a visitor, therefore, having their bags checked prior to entry. Security will ask for photo verification.
Building Security: Deliveries

1325 Avenue of the Americas has a freight elevator with direct access to the 54th Street loading dock.

The normal business hours of the building freight car are 8:00 a.m. - 6:00 p.m. for normal deliveries. A normal delivery is considered one trip. All deliveries requiring two or more trips will require the elevators to be reserved. All construction materials must be delivered outside of normal business hours.

- 6 AM to 8 AM
- 6 PM to Completion

The availability of freight elevators will be on a first-come, first-serve basis. Please call the Management Office in advance to ensure elevator availability. Advance notice must be given no less than 24 hours prior to use. This reservation must be received in writing. There is an hourly charge for these services. Weekend reservations must also be made in advance. For weekend, holiday and non-contiguous weekday hour reservations (e.g., 1:00 a.m. to 5:00 a.m.), the tenant will be billed a minimum of four hours for the freight elevator and dock. Also note that tenants will be billed for four hours for scheduled weekends and two hours for scheduled weekdays in the event of a cancellation without notice. When required, a security guard and/or an elevator mechanic will be assigned to the move. The cost for the dock security guard and elevator mechanic will be billed in your monthly sundry invoice.

In keeping with the successful implementation of the security program, as well as the requirements of the Management Office concerning insurance, it is necessary that the Building Office receive prior notification by Internet, fax or telephone (with fax back-up) of all visitors and vendors. This includes all service personnel needing access to the tenant space.

To ensure scheduled deliveries arrive promptly, please comply with the above regulations.
Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as “May I help you locate someone?” will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Office of the Building immediately.
Please contact the Management Office at 212-767-1325 to claim items that have been lost or found in the buildings.
Building Security: Property Removal

All boxes or packages leaving 1325 Avenue of the Americas via the lobby or freight elevator must be accompanied by a property removal pass signed by an authorized employee of the company. Tenants may obtain property removal passes from the Management Office. Once a tenant has issued a building pass to their employee, the bearer must present the pass to the 1325 Avenue of the Americas Security Officer when departing the Building. The Bearer will then be required to sign the pass and leave the entire form with the Security Officer.

Any name changes to the “Property Removal Pass Authorization List” must be filled out and returned to the Management Office. Upon receipt, management will issue passes as needed. Please be advised that individual personnel may not authorize their own pass. Management only recognizes those signatures that have been duly authorized in form.
Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 212-767-1325 and we will send appropriate personnel to escort them off of the premises.
All communications company employees (Verizon, etc.) must be logged in by a Tenant representative requesting access to the telephone frame room or closet to perform work for an individual company.

Tenants need to notify the Management Office via the Aware Manager system prior to the communications company employee arriving at the building. When the communications company employee arrives, they will be escorted to the appropriate telephone frame room or closet by security personnel.
Tenant Contacts

In order to keep both Tenants and management up to date and informed, Tenants must submit the name(s) and telephone number(s) of the individual(s) to be contacted during normal business hours. Additionally, Tenants must provide the name(s) and telephone number(s) of contacts for weekend and emergency purposes.

Building Management must be informed of all changes concerning these contacts. Please be advised that this information will remain in strictest confidence.

Tenant Precautions

Ultimate responsibility for security must rest with each Tenant. Please insure, upon leaving the Building, that all entrances and exits to your suite are locked. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses, should be locked up or taken with employees upon leaving their work stations.

Solicitation is not permitted within 1325 Avenue of the Americas. If you notice a suspicious person within the Building, please call the Management Office at once and provide as much detailed information as possible regarding the person(s). Security personnel will escort the individual(s) off the premises. We suggest that you request identification from repair personnel who arrive to work in your office suite.
Any suspected theft, no matter how small, should be reported to the Management Office immediately. The Police should also be notified immediately by calling 311 and a report should be filed. Police need to be kept informed of any thefts in the Building to establish a pattern to the thefts and to effectively complete the investigation. Personal property insurance is the responsibility of each Tenant.

**Incident Report**

To provide an accurate record of every incident, the security staff is required to write an incident report for any accident, theft, or other incident occurring on the property. We would appreciate your cooperation in answering any questions the security staff may have.
There may be special instances when vendors or contractors need to perform work in your suite during business and non-business hours. In such instances, please provide written notification via AwareManager to the Management Office which states the name(s) of the individual(s), the company, the date they will be coming, the approximate time and a certificate of insurance as indicated in the Tenant Moving Specifications Procedures section. A brief description of the work to be done should also be included.
Tenants have the ability to log visitors into the AwareManager system. The AwareManager system is a web based program that allows 1325 Avenue of the Americas tenants to schedule single individuals or future meetings with multiple visitors from their office computer. A tenant will log onto the AwareManager website and input their guest information. Upon arrival the guest must produce a proper I.D. and a pass will be generated immediately. All visitors bags will be checked prior to them being directed to your suite. This program reduces the time it takes to process a guest and ensures that all visitors are properly assigned to a predetermined destination.

Unannounced Visitors

All unannounced visitors must provide identification. In addition, Security will call the tenant to confirm admittance to the floor. If the tenant cannot be reached, access will be denied.
Building Services: Building Signage and Directory

Please contact the management office to discuss suite signage.
Cleaning services are provided daily at 1325 Avenue of the Americas. In addition, the day matron and porters attend to building restrooms to ensure enough supplies are on hand. Porters monitor the perimeter of the building to maintain the standard 1325 Avenue of the Americas is known for. Window washers are on-site daily to ensure that all windows, both interior and exterior are cleaned.

During the evening, the cleaning staff is supervised by an individual appointed by the cleaning contractor at the building. This supervisor is responsible for the entire night time staff, which provides cleaning services for Tenants suites. Additional cleaning services are not included within the lease. Please contact the Management Office for information regarding any additional cleaning services.
1325 Avenue of the Americas is equipped with 14 elevators. There are 13 passenger elevators in two banks, and one large freight elevator.

The elevator equipment and computer-based dispatching controllers are state of the art. The use of hand trucks and dollies are prohibited in the passenger elevators.
Building Services: Freight Elevator Service

1325 Avenue of the Americas has a freight elevator with direct access to the 54th Street loading dock.

The normal business hours of the building freight car are 8:00 a.m. - 6:00 p.m. for normal deliveries. A normal delivery is considered one trip. All deliveries requiring two or more trips will require the elevators to be reserved. All construction materials must be delivered outside of normal business hours.

6 AM to 8 AM
6 PM to Completion

The availability of freight elevators will be on a first-come, first-serve basis. Please call the Management Office in advance to ensure elevator availability. Advance notice must be given no less than 24 hours prior to use. This reservation must be received in writing. There is an hourly charge for these services.

Weekend reservations must also be made in advance. For weekend, holiday and non-contiguous weekday hour reservations (e.g., 1:00 a.m. to 5:00 a.m.), the Tenant will be billed a minimum of four hours for the freight elevator and dock. Also note that Tenants will be billed for four hours for scheduled weekends and two hours for scheduled weekdays in the event of a cancellation without notice. When required, a security guard and/or an elevator mechanic will be assigned to the move. The cost for the dock security guard and elevator mechanic will be billed in your monthly sundry invoice.

In keeping with the successful implementation of the security program, as well as the requirements of the Management Office concerning insurance, it is necessary that the Building Office receive prior notification by Internet, fax or telephone (with fax back-up) of all visitors and vendors. This includes all service personnel needing access to the Tenant space.

To ensure scheduled deliveries arrive promptly, please comply with the above regulations.

FREIGHT ELEVATOR INFORMATION

1. Freight Entrance: 54th Street
2. Hours of Operation:
   - Regular Hours
     Normal freight elevator operating hours for general pickups and deliveries are as follows:
     Monday through Friday 8:00 a.m. - 6:00 p.m.
   - After Hours
     Large moves and extended deliveries must be scheduled after 6:00 pm weekdays, or on weekends.
     Monday through Friday: 6:00 p.m. until completion
     Saturday, Sunday, Holidays: Anytime (4 Hour Minimum)

   Elevator reservations must be made at least one day in advance with the Building Management Office, (212) 767-1325. Standard Building charge rates will be billed. Elevator usage is first come, first served; early reservations are encouraged.

3. Dimensions and Capacity

   Dimensions:

   144” H x 72” W 117” D
   Door Opening is 47”w x 96” H

4. General Rules
   - No elevator hatches are permitted to be opened for any reason during operation of the elevator unless a Building elevator mechanic is present. This service must be arranged through the Building Management Office at least 72 hours in advance. The Tenant is required to sign a release form for each date of service
   - Elevators can only be operated by a Building elevator operator.

5. Reservations
   - Elevator reservations must be made at least two weeks in advance. All requests must be in writing and receive in the Management Office along with the Certificate of Insurance from the moving company before the actual move date. Any attempted moves without prior
Management Office approval will be stopped. Moves cannot be conducted during normal business hours due to heavy elevator use.
In general, office floor electric capacity is designed at 6 watts per gross square foot in accordance with New York City Building Code. However, the second through twentieth floors are designed for 10 watts per square foot.
Energy costs are the single largest expense for this Building. In an effort to reduce costs to all Tenants, we have an on-going program to identify and implement energy conservation projects. While the Building is heated at all times during the heating season, a lower temperature is maintained in the evenings and on weekends. The lights in each Tenant suite are controlled by individual switches, as well as occupancy sensors. The common area lighting is also controlled by occupancy sensors. In order to reduce operating costs, please turn off all the lights in your suite when you leave in the evening. The night cleaning staff, in cleaning your suite, will turn all lights off when done. Calculators, radios, computers, and coffee machines should be turned off each evening. Every Tenant will benefit from these simple measures to conserve energy.
A service charge will be incurred for any additional HVAC or cleaning services. Charges for HVAC will be reflected on any sundry bills issued by the Building Office the month following the service.

Please note, that due to increases in union wages, the cost for these services changes annually. Please contact the Management Office for the current charges.
Building Services: Forms

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

Corporate Approved Vendor List
Fire Life Safety Information Form
Move Out Form
Property Pass Authorization Form
Property Vendor Authorization Form
Tenant Emergency Contact List
Tenant Relocation Checklist
Vendor Certificate of Insurance Requirements
HVAC Hours of Operation

Heating and base building air conditioning are controlled by a Building Management System. The normal hours of operation for building comfort air are Monday - Friday, 8:00 a.m. - 6:00 p.m. The temperature in the building is maintained at a comfortable level. Should the temperature level change abruptly or exceed a reasonable level in your suite, or in a particular office, please create a work ticket in Aware Manager. In the event of an emergency, please contact the building office directly.

Heating and base building air conditioning are not provided on weekends, holidays, or outside of normal hours of operation for the building. If you need HVAC during these times, please contact the Management Office via the Aware Manager system, between 8:30 a.m. to 5:00 p.m. Monday - Friday, and at least 24 hours in advance to schedule and/or inquire about the current charge. On extreme temperature days, there will be an additional hour charged in order to ensure that the temperature is acceptable at the requested time.

HVAC System Overview

Heating is provided by Con Edison Steam through perimeter hot water radiation units located below vision windows. Self-contained thermostatic control valves are installed to control individualized comfort levels.

The Building is equipped with dedicated floor self-contained air conditioning units which allow for independent, cost-effective and efficient ventilating and air conditioning service. This is especially needed when operating outside business hours. Each floor is ventilated with tempered and fresh air by two ventilating fans located at the top of the building. A computer controlled link to the building’s energy management system controls each fan so that fans operate at an optimum efficiency point. Tenants requiring auxiliary self-contained air conditioning for computers or telecommunications are able to connect to the condenser water system, which is available to operate 24 hours per day, 365 days per year.
If Tenants are in need of replacement lamps, please create a work ticket in Aware Manager. The work ticket will be given to the on-site lamping contractor. The ticket is then submitted to the authorized Tenant representative for a signature upon completion of this work. The Tenants will be billed directly by the lamp replacement contractor. The billing consists of a material charge and a labor charge. The material charge depends on the type of lamp replaced.
All Federal Express, UPS, DHL, Airborne and any other non-postal materials will enter and leave 1325 Avenue of the Americas during normal business hours through the Loading Dock on 54th Street. All small package deliveries will be picked up through the Messenger Center. After 6:00 p.m. non-postal materials may not be delivered to, or left at, the main Lobby Desk.

The Package Intercept Center is adjacent to the Loading Dock on the West 54th Street side of the building. There is an entrance for outside messengers on the West 54th Street side of the building. Hours of Operation are from 8:00 a.m. to 6:00 p.m., Monday through Friday. There is no service on holidays or weekends.

The phone number to contact the Messenger Center for service is (212) 307-5657 or (212) 307-0758.

Please instruct delivery services to clearly indicate the name of the company and individual that are to receive the package, floor location and an extension telephone number. This will help expedite delivery. The courier must make deliveries and/or pick-ups to/from the building within a 30-minute timeframe.

The messenger center is operated for internal service only. Therefore, Tenants must simultaneously call their external messenger when they contact the Package Intercept Center.

Tenants wanting to send a package simply call the Package Intercept Center for your external courier service and a staff member of the Package Intercept Center will pick up your package and enter the destination in their system. Your designated courier will pick up and deliver your package to its final destination.

All food deliveries are to be delivered to the Main Lobby. The individual who has ordered the food is then contacted and requested to come to the Lobby to receive and pay for their delivery. Please be sure to give the phone number to the vendor making the delivery.

Should catered food orders for a breakfast or luncheon be made, the company should deliver it to the loading dock. The Service/freight car operators will be informed to permit such deliveries, if we receive advance notice of at least 24 hours. The 24 hour notice will permit us time to schedule the use of the service/freight cars with the other loading dock activities. The normal hours of operation of the loading dock are 8:00 a.m. to 6:00 p.m.
Building Services: Maintenance Requests

All requests for any type of service should be entered into our web-based tenant request system, AwareManager. This will ensure that the appropriate personnel are dispatched in a timely and efficient manner. If you have a question about whether or not a service is billable, or want to request access to AwareManager, please contact the Management Office.

Please click here for service rates.
Building Services: Recycling

The following is a description of the Recycling Program presently in operation at 1325 Avenue of the Americas.

The cleaning contractor will remove garbage bags and leave them in the loading dock for collection. The building’s rubbish hauler sends two trucks nightly to remove both the recyclable and non-recyclable materials from the building.

Compliance with the above is mandatory and very much appreciated.
# Building Services: Service Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Service</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td>Elevator w/operator (4 hour minimum on weekends)</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td>Security</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td>Porter</td>
<td>Available Upon Request</td>
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<tr>
<td>Engineer</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td>Building Identification Card</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td>Rubbish Bin Delivery/Removal</td>
<td>Available Upon Request</td>
</tr>
</tbody>
</table>
The building is equipped with a Standby Power Generator located on the 35th floor. In the event of main utility power loss, the Standby Power Generation System will provide light to safety equipment, elevators, stairways, and public areas.
Emergency Procedures: Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at 212-767-1325

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm’s manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope ¼” to ½” thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. â rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.
Emergency Procedures: Civil Disturbance

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

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

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.

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

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Management Office</td>
<td>212-767-1325</td>
</tr>
<tr>
<td>Building Security/After Hours Emergencies</td>
<td>212-767-1325</td>
</tr>
<tr>
<td>Messenger Center</td>
<td>212-307-0756</td>
</tr>
<tr>
<td>Directory Assistance</td>
<td>411</td>
</tr>
<tr>
<td>City Hall</td>
<td>311</td>
</tr>
<tr>
<td>Fire Department (non Emergency)</td>
<td></td>
</tr>
<tr>
<td>Central Park Station, 79th Street, NY, NY 10019</td>
<td>212-628-2900</td>
</tr>
<tr>
<td>Police Department (non Emergency)</td>
<td></td>
</tr>
<tr>
<td>Mid-Town North Precinct, 306 W. 54th Street, NY, NY 10019</td>
<td>212-767-8400</td>
</tr>
<tr>
<td>St. Luke Hospital</td>
<td></td>
</tr>
<tr>
<td>1111 Amsterdam Avenue, NY, NY 10025</td>
<td>212-523-4000</td>
</tr>
<tr>
<td>Roosevelt Hospital</td>
<td></td>
</tr>
<tr>
<td>1000 10th Avenue, NY, NY 10019</td>
<td>212-523-6502</td>
</tr>
<tr>
<td>Lenox Hill Hospital</td>
<td></td>
</tr>
<tr>
<td>100 E. 77th St., NY, NY 10019</td>
<td>212-434-3030</td>
</tr>
<tr>
<td>Poison Control</td>
<td>212-340-4494</td>
</tr>
</tbody>
</table>

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it’s false or a legitimate emergency. Please keep the telephone lines clear so that Management may to attend to the situation as quickly and efficiently as possible.
Emergency Procedures: Evacuation

Coming Soon!
Emergency Procedures: Fire and Life Safety

Fire Prevention

- Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.
- The use of electric space heaters is prohibited.
- Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.
- Keep electrical appliances in good repair. Report unsafe conditions to the building office.
- When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.
- Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Click here for Fireproofing Requirements
Click here for Fire Alarm System Instructions
In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.
1325 Avenue of the Americas recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

**Department of Homeland Security**  
http://www.dhs.gov/dhspublic

**Federal Emergency Management Association**  
http://fema.gov/

**American Red Cross**  
http://www.redcross.org/

**Center for Diseases Control and Prevention Emergency Preparedness and Response**  
http://www.bt.cdc.gov/

Local media outlets will provide important information during an emergency situation.
In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
   - Your name
   - Your Building’s name and address
   - Your specific floor number, and the exact location of the emergency
   - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at (212) 767-1325. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
   - Name, address and age of injured/ill person
   - The nature of the problem, as best you can surmise
   - All known allergies and current medications taken by the individual
   - A local doctor
1325 Avenue of the Americas is served by an emergency generator. In the event of power failure, the generator will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building’s emergency Fire, Life and Safety Systems as well as the building’s communication systems.
4. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.
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 present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

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

- 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.
If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.
Introduction: Welcome
add text
Paramount Group, Inc., is one of the largest privately owned real estate, acquisition, redevelopment and management firms in New York City. The portfolio (including the Previous Funds’ portfolio) currently includes over 12 million square feet of class “A” commercial office space in Midtown and Downtown Manhattan, Washington, D.C., and San Francisco, California.

Established in 1968, Paramount is an innovative, full-service real estate organization with proven investment acumen and superior asset management skills including property management, leasing, finance, design and construction, and both acquisition and disposition. A careful growth strategy and long-term ownership has enabled Paramount to achieve consistent investment success.

Over several decades and numerous market cycles, Paramount has provided first class properties, services, and amenities to our tenants. Albert Behler, President and CEO, has led Paramount since 1991 and, along with other Paramount professionals, has assembled our current portfolio. Paramount’s Senior Management professionals have over 200 years of combined real estate experience and have been with the firm for over 15 years on average.
1325 Avenue of the Americas is a 34-story, Class A office building located in midtown Manhattan. Built in 1989, by developer Edward Minskoff, 1325 has two identical entrances, entering from separate streets, each of which features the original 27-foot coffered ceilings and geometrically patterned granite and terrazzo floors. The property has a fine dining restaurant located on the ground level, and offers nearly 70,000 SF of exhibition space on the 2nd and 3rd floors. Since 1999, the property has been owned and managed by Paramount Group.

The property management team is committed to making the building a “home away from home” experience for all of their tenants. There are many events throughout the year geared towards giving back to the tenants, such as the summer ice cream party and the holiday party in the fall. Additionally, the property management team hosts charitable drives and events, such as blood drives, food drives, and winter coat drives, to name a few.

The team at 1325 is dedicated to making the property a leader in sustainability throughout the marketplace. As a result, they have taken several steps to improve their sustainable operations and energy efficiency. These steps include a lighting retrofit, the installation of low-flow plumbing fixtures, the installation of variable frequency drives (VFDs) on their condenser water pumps, a comprehensive recycling and waste management program, and a tenant green education program. As a result of these efforts they have been awarded an Energy Star Rating each year since 2009 and they are currently pursuing LEED certification.
Introduction: Operating Instructions

Navigation
You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It’s as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter’s Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features
This Electronic Tenant® Handbook has special features, such as a Forms Section and Search engine. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by clicking here.

Updates
The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.
Policies and Procedures: Construction

This section is not intended to be all-inclusive. Refer to Construction FAQ’s Schedule “C” Building Standard Construction Specifications for additional information. Should this document conflict with the engineer’s or architect’s drawings or specifications, notify Paramount’s Building Management at (212) 767-1325 as soon as possible. Conflicts between documents will be resolved in writing. Failure to obtain a conflict resolution in writing prior to bidding or construction does not resolve the contractor from complying with the requirements set fourth in the Building’s Construction Specifications.

1. Building Code Consultants à
   • All filings and permit applications will be coordinated through Brookbridge Consulting Services, Inc.
   Contact
   • Robert Silvestri: (212) 406-5920
   • Kristina Hernandez: (212) 406-5920
   • Evan Bray: (212) 406-5920 x129

2. Freight Car Dimensions

<table>
<thead>
<tr>
<th>144” H x 72” W 117” D</th>
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<tbody>
<tr>
<td>Door Opening is 47” w x 96” H</td>
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</table>

3. Certificates of Insurance
   • Refer to Insurance Requirements. Follow the instructions for certificate completion carefully. Most certificates submitted require resubmission for failure to comply with the written requirements.
   • Submitting an incorrect or incomplete certificate of insurance can delay your project.

4. Telephone/Telecommunication
   • Tenant equipment is allowed only in the Tenant’s space.
   • Contact the Building Office (212) 767-1325 for a listing of available telephone and communication contractors and services.
   • Wood mounted on walls for supporting telephone or telecommunication equipment must be fire rated and meet New York City Code.

Click here to view the Corporate Approved Vendor List
Please contact the building office for the construction rules and regulations.
Vendor Insurance:

All insurance policies shall be acceptable to Paramount Group, Inc. The moving company shall provide and deliver Certificates of Insurance to Paramount Group, Inc. at least ten (10) days prior to any moving operation. All policies shall state at least thirty (30) days prior written notice will be delivered to Paramount Group Inc. by the insurer prior to termination, cancellation, or material change of such insurance.

Each certificate shall show the “Certificate Holder” exactly as follows:

  Paramount Group, Inc.
  1325 Avenue of the Americas, 7th floor
  New York, NY 10019

Additionally, the following must be named as “Additional Insureds” on the policy:

1325 Avenue of the Americas, L.P., Paramount Group, Inc., 1325 Rental Group, L.L.C., WvF 1325 INC. and Landesbank Baden-Wurttemberg as Agent

Please note: “Certificate Holder” and “Additional Insured” are different.

Each certificate is to bear an original signature of an authorized representative of the insuring firm. If a computer printed or other non-standard form is used, it must bear the title “Certificate of Insurance” and provide all the required data including the original signature.

Please contact the Management Office for a sample Certificate of Insurance which shows the acceptable limits of coverage.

Click here to download a copy of the Vendor Insurance Requirements

Tenant Insurance:

All leases include a provision requiring Tenants to have public liability, fire and extended coverage insurance for all Tenant belongings located in the Tenant’s premises.

Tenant must also maintain general liability and property damage insurance designating the following as “Additional Insureds”:


The Certificate of Insurance must also contain agreements by each insurance company providing coverage that such coverage will not be materially changed or canceled with not less than thirty (30) days prior written notice to Paramount Group, Inc.
The relocation of your company’s offices begins with your standards on how you would like your space to function and ends with the Property Manager handing you the keys to your front door. The Management Office knows how difficult and frustrating any move can be, therefore, this section is designed to help reduce the trials of moving and facilitate a peaceful and smooth relocation.

Please read this section carefully, as it pertains to all aspects of moving in or out of 1325 Avenue of the Americas. Please do not hesitate to call the Management Office for any questions or assistance concerning your move, and remember we are here to help you!

**General Moving Information**

1. Paramount Group has a list of building approved movers. These movers are familiar with our building standards and can ease your concerns regarding the treatment of your merchandise.
2. All moves must be scheduled a minimum of two weeks in advance with the Management Office. Weekend moves are preferred and are available with advance notice. Weekday service is available after 6:00 p.m.
3. Your moving company must submit an original copy of their Certificate of Insurance ten days prior to your scheduled move. The Management Office will not permit your move to take place without receipt of this Certificate prior to the date of your move. Please contact the Management Office for acceptable statutory limits, additional insured’s and coverage required.
4. Movers must protect corridor floors, walls, doors and surrounding areas.
   - The mover should acquaint themselves with all conditions and limitations of the facility which might affect the move. The moving company shall take every precaution to safeguard the Building from damages.
5. **Floor and Wall Protection:**
   - The moving company shall at all times protect and preserve all materials, supplies, and equipment. All reasonable requests to enclose or specially protect such property shall be complied with. This means:
     - All corners must be taped
     - Masonite floor protection must be used on all marble, terrazzo and carpeted floors.
     - Elevators must have properly fitted pads in place.
     - Materials transported in elevators must not exceed weight restrictions.
     - Large, high density items such as safes require special handling to ensure building and elevator floor loading limits are not exceeded. The Management Office must be notified at least 48 hours in advance of moving this type of equipment.
6. **Clean Up after Move:**
   - The moving company shall remove all masonite, padding and other trash after move and insure that no empty boxes are left. The Management Office will remove any leftover materials and the Tenant will be charged for any damages caused by the movers to building areas. Therefore, the Tenant must insure that the movers are aware and adhere to our standards.
7. **Permits, Franchises, Licenses, or Other Lawful Activity:**
   - The moving company, at its own expense, will obtain and maintain any necessary permits, franchises, licenses, or other lawful authority required for effecting the movement and handling the other services to be performed. Before the move is made, the moving company may be required to produce evidence of such authority to the Management Office.
8. **Use of Building Facilities/Elevators:**
   - As mentioned in the General Information section, moving reservations must be made two weeks in advance. After your verbal reservations have been made, the Management Office must receive a written copy of these reservations confirming the date and time of your move. Due to heavy elevator usage, we cannot guarantee your elevator reservation if the movers do not start at their scheduled time.
NOTE: Elevators are operated by a Freight Elevator Operator ONLY. This service is billable to the Tenant.

Permissible Entrance/Exit to Building: 54th Street â Freight Entrance
A Security Officer mans the loading dock any time it is open. When the dock is opened after normal business hours, weekend and holidays for Tenant use, you will be billed accordingly.

Freight Elevator Usage:

1. **Business Hours**
   Freight elevator for general pick ups and deliveries only are as follows:
   - Monday â Friday 8:00 a.m. â 6:00 p.m.

2. **After Hours**
   - Large moves and extended deliveries must be scheduled as follows:
     - Monday through Friday, after 6:00 p.m. to completion
     - Weekends & Holidays, anytime

3. **Dimensions and Service Locations**

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4. **Elevator Hatches**
   No elevator hatches are permitted to be opened for any reason during operation of the elevator unless an Elevator Mechanic is present. This service must be arranged through the Management Office at least 72 hours in advance. The Tenant is required to sign a release form for each date of service.

5. **Reservations**
   Elevator reservations must be made at least two weeks in advance. All requests must be in writing and receive in the Management Office along with the Certificate of Insurance from the moving company before the actual move date. Any attempted moves without prior Management Office approval will be stopped. Moves cannot be conducted during normal business hours due to heavy elevator use.

**Tenant Responsibilities Prior to Moving Out**

All Tenants moving out of the Building will be asked to complete the form on the next page. All Tenants will benefit by following these procedures:

1. Contact the Telephone Company(ies) to discontinue service at this Building.
2. Upon leaving Building, turn over your office and restroom keys to the Management Office.
3. Collect all Card Access IDs and turn them over to the Management Office.
4. Perform a final walkthrough of the space with Building Management.

Follow the “Move In/Out Procedures” described on the previous pages in executing your move.
The New York City Smoke Free Air Act of 2002, which went into effect March 30, 2003, made virtually all establishments and businesses with employees smoke-free. These include:

- All office buildings, factories, and warehouses
- All private offices and previously designated "smoking lounges"
- All food service establishments, restaurants, and catering halls
- All bars, including bars in restaurants
- Membership associations
- All areas of theatres
- Banks, educational and health care facilities, and child day care centers
- Shopping malls and retail stores (where goods are sold or rented to the public)
- Sports arenas, roller and ice skating rinks, billiard parlors, bingo halls, bowling establishments, and other similar places.
- Public transportation facilities, reception areas, and waiting rooms

Local Law 47, the New York City Smoke-Free Air Act, was signed into law on December 30, 2002. The Act makes virtually all workplaces in the City of New York smoke-free, including many places where smoking had previously been permitted.

To comply with the new law, employer’s must:

- Update your workplace smoking policy to reflect the new law
- Talk with customers and employees about the law
- Discuss the new law with employees including what they should do to comply with the law
- Post “no smoking” signs at all entrances as required including bathrooms, stairwells on each floor, bulletin boards, and other prominent places.
- Remove all ashtrays from the premises as required.
- Contact the NYC Department of Health and Mental Hygiene for additional information, nyc.gov/health

Please be advised upon receipt of this notification, all subsequent violations for Local Law 47 will be the direct responsibility of the Tenant.
We do not allow animals into the Building. Pets of any kind, cats, dogs, snakes, birds, etc. cannot be kept in your office. Please inform all employees, and guests that pets are not allowed into the building, except for seeing eye dogs.