

# 315 Park Ave. South

## Tenant Handbook



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to 315 Park Avenue South (PAS). We are thrilled that you have chosen our property for your office workplace, and we look forward to a long-lasting and successful relationship.

This tenant handbook has been developed to provide you and your team with a convenient reference guide for commonly asked questions about the building's operations, procedures, and policies. Many sections in this Handbook reference forms that should be completed by each tenant company and provided to Property Management to help ensure the safety and security for every person at this property. For your easy reference, we have included a complete set of these forms on our website at <https://www.315pas.com/tenant-resources/>.

We also have an Emergency Procedures and Evacuation Plan. For more information, please refer to the Emergency Preparedness and Procedure section of this Handbook. We encourage you to share this information with every employee in your office.

We strive to provide the best environment for you, your employees and your guests. We will issue new or updated information as needed to accompany this handbook.

Your experience is of utmost importance to us. We welcome any questions, concerns and suggestions you may have. Please feel free to contact the Property Management Office at 212-419-7082.

Last Updated	January 2026
Owner	Property Management Team

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# BUILDING MANAGEMENT INFO & DIGITAL RESOURCES

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## YOUR PROPERTY MANAGEMENT TEAM

At Columbia Property Trust, we strive to design every detail of our buildings to enhance your workday and foster productivity for you and your team. We have a full-time, dedicated onsite team to maintain a safe work environment and help with your day-to-day operations including cleaning, engineering, accounting, and any other concerns you may have.

The Property Management Office is open from 8:30 AM to 5:30 PM on weekdays (excluding holidays). Security is provided at the Main Lobby at the 24th Street entrance 24 hours a day, 7 days a week.

We invite you to get to know your property management team listed below. Our goal is to anticipate your workplace needs and exceed your expectations. Please do not hesitate to let us know how we can better facilitate and support your needs.

### Property Management Team Members

**Dana Dinolfo**, Director **E** [dana.dinolfo@columbia.reit](mailto:dana.dinolfo@columbia.reit)

**Lisa Pang**, Senior Property Financial Manager **E** [lisa.pang@columbia.reit](mailto:lisa.pang@columbia.reit)

**P** 212-419-7082

### Security

**Jerry Zakarian**, Day-Time Guard

**Eduardo Navarro**, Night-Time Guard

**P** 212-254-3060

### Engineering

**Michael Frascone**, Chief Engineer **E** [chief.315pas@engineeringemail.com](mailto:chief.315pas@engineeringemail.com)

**Matthew Bowen**, Day-Time Engineer

**Justin Holguin**, Night-Time Engineer

**P** 212-254-3060

## Building Holidays

The Property Management Office will be closed on legal holidays. Security services are maintained on a weekend or light-coverage schedule for holidays. Janitorial or engineering services are not available unless prior arrangements are made and will resume the following business day. If your company or office recognizes any additional holiday(s) or planned closure(s) not listed below and will require HVAC, security, engineering, or janitorial services, please enter a service request in Building Engines at least 48 hours prior to the scheduled holiday.

The following marked holidays are observed by the building:

Holidays	Management Office (Closed)	Janitorial (No Cleaning Services)	Engineering (No HVAC Services)
New Year's Day	•	•	•
Martin Luther King Day	•	•	
Presidents Day	•	•	
Good Friday		•	
Memorial Day	•	•	•
Juneteenth Day	•		
Independence Day	•	•	•
Labor Day	•	•	•
Columbus Day			
Thanksgiving Day	•	•	•
Day After Thanksgiving	•		
Christmas Eve	•	•	•
Christmas Day	•	•	•

## PROPERTY WEBSITE

The website for 315 PAS is: [www.315pas.com](http://www.315pas.com). Here you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the Work Order System, a digital copy of this handbook and other property-related information.

## AMENITIES

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To complement your workday, we strive to provide a mix of convenient services, programs, and amenities that foster a thriving, connected community at your building. One that reflects the

unique personality of your company and colleagues as well as the surrounding neighborhood. We are pleased to provide you and your team with onsite services and amenities, which you can access and utilize as follows.

## BICYCLE STORAGE ROOM

A card access-controlled bicycle storage room with a capacity for up to 25 bicycles is located in the cellar. There is no charge for use of the bike racks, but bicycle parking is first-come, first-served.

The bike room is accessible Monday through Friday, 7:30 AM to 6:00 PM, and can be accessed through the freight entrance located east of the main lobby on 24<sup>th</sup> Street. Our freight operator will escort you to the cellar level. Upon leaving the building for the day, please contact the front desk at 212.254.3060 to request the freight car to pick you up on your floor. Please note that building policy prohibits bicycles from being brought through the lobby, as they could damage the building's elevator or injure passengers within the elevator.

All tenants using the bicycle room are required to register their bicycle with the Property Management Office and complete the [Bicycle Parking Agreement and Release of Liability form](#) before card access will be granted. Release of Liability Form can be signed and submitted through Building Engines.

***As a reminder, bicycles are not allowed into tenant spaces or in passenger elevators.***

## BUILDING TECHNOLOGY

### WiredScore Certification

At Columbia Property Trust, we rate our buildings through WiredScore, an international digital connectivity rating platform for commercial real estate that champions cutting-edge technology in office buildings. Certification through the WiredScore program provides you with the reassurance that your building can meet your team's technology needs and gives you an easy resource to find the technology providers and points of access available at your building.

#### **315 PAS is Wired Certified Gold.**

Wired Certified Gold means that 315 Park Avenue South can support occupiers with significant technology requirements and has been designed to provide occupiers with access to multiple high-quality internet service providers and a variety of cabling types including fiber. The infrastructure in place ensure connectivity sources will be protected, diverse, and prepared for the connectivity needs of future occupiers.

On the Tenant Resources page of our website, [www.315pas.com/tenant-resources/](http://www.315pas.com/tenant-resources/), you will find an overview fact sheet of the connectivity and digital infrastructure features of the building. Available carriers are listed in case you are looking for a new or secondary internet connection.

Because your building is WiredScore Certified, you also have access to WiredScore Connect. This complimentary concierge service is designed to help any tenant to quickly and easily set up with the internet service providers in their building, and compare service and pricing available to find the best alignment with your company's specific needs.

For direct assistance from WiredScore's highly knowledgeable team, call 646-869-6000 or email [wsconnect@wiredscore.com](mailto:wsconnect@wiredscore.com), or visit [wiredscore.com/wiredscore-connect/](http://wiredscore.com/wiredscore-connect/) to learn more.

## GRAMERCY FITNESS CLUB

Luxury fitness facilities are available at the full-service onsite Equinox gym, located on 24<sup>th</sup> Street. Membership is required for access.

## MAIL SERVICES & DELIVERIES

### **Incoming Mail**

The building does not have a mail room. All mail, including packages, are delivered directly to the tenant's designated floor by the courier. US Postal Mail is federally regulated, and Property Management does not have access to their processes or facilities. If there are any issues with mail delivery, please contact the respective carrier.

Please note our Security Officers are not authorized to sign or hold any deliveries in the tenant's absence. However, they will make every attempt to contact the Tenant Administrator or Reception about deliveries. If the above personnel are not available, deliveries will be taken back with the courier. The Tenant will have to directly contact the courier for redelivery.

### **Outgoing Mail**

Tenants can schedule pick-up service in accordance with their office policies and procedures and must notify Property Management office of such service to ensure building access. For your convenience, below are the closest locations for postal and express mail services:



149 E. 23<sup>rd</sup> St, New York, NY  
10010  
(800) 275-8777



2 E. 28<sup>th</sup> St, New York, NY 10016  
(212) 213-1043



8 E. 23<sup>rd</sup> St, New York, NY  
10010  
(212) 505-5730

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

### Building Hours

The 24th Street main lobby is staffed 24 hours a day, 7 days a week. This entrance will remain open during the hours of 7:00 AM to 6:00 PM, Monday – Friday and will require card access outside of those times.

### After Business Hours

The 24th Street Entrance will be locked between the hours of 6:00 PM to 7:00 AM on weekdays and all day on weekends. During these hours, Tenants must swipe their access card at the reader next to swing doors on 24th Street for building entry. All guests must be pre-registered for building access.

### Access Card System

Upon your move-in, access cards will be issued, which allow after hour building entry.

The following guidelines and rules should be followed for building access cards:

1. If you require additional or replacement cards, please submit a work order in Building Engines. There will be a fee for any replaced access cards.
2. All employees should be instructed not to lend their card to others and to keep the card in a safe place.
3. If an employee is terminated or leaves the company and their card is not returned, please promptly complete a work order with the name of the person and the card number so that we may deactivate the card.
4. Although the system has a record of card numbers and holders, we strongly recommend that each tenant maintain a record of employee names and card numbers for your files.
5. Upon move-out, all access cards must be immediately turned in to the Property Management Office.

### Mobile Access – Swift Connect

In addition to your building access card, our mobile building access app, SwiftConnect, is a faster and easier way to access the building. The app integration provides employees working at 315 Park Avenue South a seamless entry to the building, with a simple tap of their phone.

Please follow the prompts to set up your account. **All users should enter Columbia.reit as the company domain to initiate the activation of your mobile pass.** Please see detailed instructions in the provisioning guides below:

- [Set-Up Guide for Apple Wallet](#)
- [Set-Up Guide for Google Wallet](#)

## Visitor Access

Tenants are required to pre-register all visitors in the building's visitor management system to ensure a seamless check-in process (more information provided below). Upon approaching the lobby desk, visitor will be asked to present a photo identification to verify their identity. If a visitor enters the building and is not registered in the visitor management system, Security will call the tenant administrator to enter the visitor into the system. This process may delay the visitor access to the building.

We understand a last-minute or impromptu visit by an individual or group can occur. However, we want to provide your visitors a smooth experience from building entry to exit so that you can focus on what matters. Your advance notification, whether pre-registering your visitors or informing us of particular visits, will help us provide a secure check in process, decrease wait times for your visitors and effectively manage and coordinate as needed with your team.

## Visitor Management System

The building's visitor management system is operated by Building Engines. The Tenant Administrators or authorized users will need to have a Building Engines account to have access and enter visitors. Please contact the Property Management Office to authorized account set up. For more information about how to preregister visitors, please refer to the Building Engines – Visitor Access Guide in the Important Forms section or at [www.315pas.com/tenant-resources/](http://www.315pas.com/tenant-resources/).

# BUILDING SECURITY

## Hours & Contacts

Security services at 315 PAS are provided 24 hours a day, seven days a week, 365 days a year. Security officers are present to assist visitors, monitor access, and prevent solicitors from entering the building. The phone number for the lobby desk is 212-254-3060.

### Contact Security and/or the Property Management Office if:

- An emergency occurs. If the emergency is medical in nature, dial 911. Notify the Property Management Office and we will direct Security Officers to assist with dedicated elevator service.
- You observe unusual activity or suspicious people around your floor(s).
- A crime is committed.

### **After Hours Emergency Contact Information:**

In case of an after-hours emergency, the lobby desk can be reached at 212-254-3060 and the appropriate member of building staff will be alerted.

### **Security Systems**

Tenants electing to add entry-management systems to their space are encouraged to do so with the input of Property Management. You may choose to utilize a system to interface with that of the building and limit your access card for the building as well as your space. Special arrangements regarding janitorial and emergency access will be required.

### **Security Responsibility**

While our Security Team is available to respond to emergencies, their primary function is to protect the building. We cannot be responsible for the security of your property and furnishings. Although the presence of security personnel may deter theft and vandalism, Security Officers do not have the authority to apprehend and arrest suspects.

### **Good Security Practices**

For your safety, we ask that you review the Security Checklist below and follow our recommended building emergency safety guidelines available at the back of this book. The list may be used as an aid in establishing adequate internal security procedures.

**Security Checklist:** The following checklist contains general office security suggestions. While not exhaustive in scope, this checklist may be used as an aid in establishing internal security procedures are adequate.

- Limit the number of keys issued to your office. Only those people requiring after-hours access should be provided with a key.
- Keep complete, up-to-date records of the disposition of all office keys.
- Have adequate procedures for collecting keys, company I.D. cards, and/or Building passes from terminated employees.
- Establish a rule that keys must not be left on unattended desks or cabinets.
- Keep a record showing the issuance and return of every key, including the name of person to whom the key is issued and the time and date the key was issued.
- Provide at least one lockable drawer in a desk to protect purses and other personal effects.
- Establish a rule that purses and personal property such as cameras should be kept inside employees' desks.
- Never leave laptop computers or other portable computer equipment unattended in unlocked areas. Due to the size of such items, their removal from the building can be easily concealed.

- Instruct employees to remove wallets from jackets hung in closets or on coat racks. Shred all confidential papers before discarding.
- Insist on identification from repair persons that work in your office.
- Clear all desks of important papers every night and place them in locked, fireproof safes or cabinets. When working alone in the office at night, set the front door lock to prevent anyone else from entering (excluding janitorial personnel).
- Keep the police, fire department, and Building Security telephone numbers posted and handy. Double-check to see that all doors are securely locked before you leave.
- Have an inventory listing all office equipment in your space including serial number and identification. Require written authorization by an authorized person before any office equipment is released for repair or maintenance.
- For those offices that are equipped with an alarm system or protected by a security alarm service, make sure the alarm equipment is properly set each night.

## Property Removal Procedures

A property removal pass must be used for the removal of equipment, electronic devices, office materials, including furniture and artwork, or large boxes being removed from the building.

Prior to removing the item(s), the Tenant Administrator must complete a property removal pass through Building Engines. When completing the pass, please provide the name and contact information of the requestor (employee/staff) as well as a complete description of the property to be removed from the building. Please make sure to sign off before issuing the pass to the individual who is removing the material.

The signed pass must be presented to the security officer when item(s) is removed from the building. Security will make every effort to check for a Property Removal Pass; however, it is the tenant's responsibility to control the use of the passes. Landlord cannot be responsible or liable for any Tenant property that is removed from the building.

For a sample Property Removal Pass, please visit [www.315pas.com/tenant-resources/](http://www.315pas.com/tenant-resources/).

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

315 PAS uses Building Engines as the work order management system to handle all tenant service requests such as freight services, new access cards or engineer assistance. The system is accessible 24 hours a day, 7 days week on any computer to provide convenience for all planned activities and last-minute needs. If it is an urgent matter, please directly contact the Property Management Office so that we may properly and quickly assist you.

Entering a work order only takes a minute. You can also communicate any questions or concerns and upload any documents that you would like to share with the Building Team. If you require a login or would like to set up an individual with a Building Engine account, please contact the Property Management Office.

To help you navigate this platform, please refer to the Building Engines – Tenant Work Order Guide in the Important Forms section or at [www.315pas.com/tenant-resources/](http://www.315pas.com/tenant-resources/).

## Tenant Administrator

Each Tenant is responsible to designate at least two Tenant Administrators who will have signature authority to authorize certain types of activities on behalf of the Tenant.

Your Tenant Administrators are empowered to determine the following for company:

- Authorization for billable repairs or other billable items such as additional cleaning or security
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Authorization for property removal
- Persons who should be notified in case of an emergency
- Persons who will comprise of your emergency life-safety team

If there are any changes to your designated Tenant Administrator, please immediately notify the Property Management Office to ensure that we have up-to-date records and can provide continued access without any disruption.

All Tenant Administrators will have access to Building Engines, which will make it possible to track service requests; however, feel free to call the Property Management Office for any situations that require immediate attention.

## Maintenance Request Priority Levels

All problems/requests are handled on a priority basis and will be responded to as quickly as possible. For any situations that require our immediate attention, please also contact the Property Management Office.

### Priority Levels:

- **Priority 3:** Immediate concern for safety and integrity of staff and items in your area.
- **Priority 2:** Zero concern for safety of staff and some concern for integrity and items and your area.
- **Priority 1:** Zero concern for safety of staff or integrity of your area but would like attention of building staff as soon as someone becomes available.

Routine service requests include:

- Lock and key requests (must be coordinated by the building)
- Lighting requests (bulb out....)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)
- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups”
- Restroom supply requests
- Telephone Closet/Electrical Closet Access

Please note, building personnel are not authorized to repair any personal property items including furniture, equipment, etc. The response time for common requests will be responded to as soon as possible but may take up to 24 hours depending on building activities.

## Special Requests

From time-to-time, tenants may require additional services not provided for in their lease agreement. If you require this type of service, our engineering team would be happy to assist you for a fee. Please contact the Property Management Office for current pricing.

Tenants may also require special services including minor remodeling or other construction work. Such alterations require approval by the Property Management Team prior to work commencement. In most cases, the Property Management Office will elect to coordinate the work with outside vendors to ensure that it does not negatively impact the building's electrical or mechanical systems. A written cost quote will be forwarded to the Tenant Administrator for approval prior to the commencement of any such work. Tenants with specific questions regarding alteration work should consult their Lease to familiarize themselves with applicable terms and conditions and contact the Property Management Office for assistance.

## HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SYSTEMS

### Hours of Operation

HVAC services are provided Monday through Friday, from 8:00 AM to 6:00 PM, excluding holidays or as stated in your Lease. There is one 40-ton DX unit on each floor, which provides heating and cooling, using an environmentally friendly 410A refrigerant. Space heating is provided by perimeter radiators on the floor.

## After-Hours Request

After-hours HVAC service is available on a floor-by-floor basis for an additional hourly charge. To provide after-hours HVAC services, engineering labor must be scheduled in advance. To make sure that an engineer is available to provide requested services, please submit your request through Building Engines at least 48 hours in advance to the Property Management Office.

## Personal Heaters

Personal heaters are not allowed in the building. Their use will cause power outages and the tripping of breakers. If a tenant causes a power outage due to the use of personal heaters, all necessary labor, parts, and materials to reset breakers and restore power will be charged to the tenant.

## INDOOR AIR QUALITY (IAQ)

Indoor environmental quality is a critical component of healthy buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

The building's base systems, building common areas, and individual elevator cabs have been equipped with the latest bipolar ionization (BPI) technology. BPI is an air purification system that restores clean air to indoor space by safely emitting both positively and negatively charged particulates that attach to and deactivate harmful substances like bacteria, allergens, smoke, mold, and viruses.

We regularly test the IAQ of your building to ensure our efforts are achieving an optimal indoor environmental quality for you and your team. For more information on your building's IAQ, please contact your Property Management Team.

## JANITORIAL SERVICES

Common areas are maintained by the Building Janitorial team. Night cleaning is provided as per the scope of work defined in the Lease Agreement. Additional porter services are available on request. Invoices for additional service will be sent to your firm following the date of service based upon the current rates.

## Cleaning Services/Products

Cleaning service is provided five days per week, on business days, in accordance with the

terms outlined in the Lease Agreement. Additional cleaning to building standard cleaning (i.e., cleaning partitions, glass, shampooing carpet, removal of excess trash, exterminating etc.) can be performed at an additional cost.

Desks and other horizontal surfaces that are cleared off will be dusted or damp wiped. The cleaning service will not move any items on horizontal surfaces and will dust/damp wipe around these objects.

## Trash Removal

The cleaning staff will remove normal office trash each cleaning night. Periodic or excessive trash (e.g. spring cleaning) can be arranged through a Building Engines request or the tenant can have services performed by an approved carting service provider depending on the amount and/or type of waste.

Trash liners are only provided in wet trash areas such as kitchen or coffee areas.

## Dumpster/Bin Request

All tenant requests for bins must be completed via Building Engines. For the removal of large amounts of paper, cardboard and any other paper related recyclables, please request a large trash bin. Please note all cardboard must be broken down prior to removal as required by [NYC Department of Sanitation](#).

## Furniture/Large Item Removal

For the removal of furniture, metal or any other large items, please enter a Building Engines request for a large trash bin. The appropriate charge will be applied and is dependent on the size or number of items being discarded.

Please note that all discarded items will be carted away in a bin, even if a bin is not requested. If you would like to know the appropriate charge that will be applied before submitting a Building Engines request, please send a description of the item(s) including any pertinent details. After which, the process described above will begin.

The building has contracted with Metropolitan Building Services. Contacts for additional service contracts are below:

**Julianne Braga**, Executive Vice President  
P 646-341-9830 E [julianne.braga@metbldg.com](mailto:julianne.braga@metbldg.com)

**Kyle Bunce**, Director of Sale  
P 646-341-9825 E [kyle.bunce@metbldg.com](mailto:kyle.bunce@metbldg.com)

## Green Cleaning Policies & Products

Columbia Property Trust has a green cleaning policy and plan in place focused on reducing the overall impact of cleaning on health and the environment through a variety of measures, including the use of low-environmental impact cleaning products. For details, please see “Our Green Cleaning Policy” in this Handbook under “Sustainability, Energy Conservation, and Green Services.”

## PEST CONTROL SERVICE

315 PAS manages indoor pests in a way that protects human health and the surrounding environment by adhering to the principles of the Integrated Pest Management (IPM) system. IPM is a sustainable, science-based, decision-making process that considers the life cycles of pests and the environments in which they thrive to control pest damage with minimal harm to people and the environment. IPM includes preventative measures to avoid the need for extermination while using safe, environmentally friendly pest control practices. Below are a few tips to help do your part:

- Do not keep open, unsealed food in desks or file cabinets.
- Clean up crumbs or spilled drinks — even a few crumbs or a small spill can attract unwanted pests.
- Do not over-water plants.
- Rinse and dry recyclables before placing in bins.
- Keep work areas neat and organized.
- If you do see a pest, call the Property Management Office promptly.

## GARBAGE & RECYCLING POLICIES & PROCEDURES

### NYC Waste and Recycling Laws

In February 2016, the New York City Department of Sanitation (DSNY) issued updated guidance for the waste law regarding waste and recycling in commercial buildings. The guidance went into effect on August 1, 2016, and fines for non-compliance may be issued after August 1, 2017, to building owners, tenants and waste carters. The goal of the new waste law is to increase recycling in commercial buildings. Additional requirements for organics recycling apply to arenas/stadiums, food manufacturers, food wholesalers, and food services in hotels above a certain size.

315 PAS is designated as a 'Single-Stream' Recycler and below is a quick guide of [recyclables](#):



#### Textiles

If textiles make up more than 10% of your business's waste during any month, you are required by law to separate and recycle all textile waste, including fabric scraps, clothing, belts, bags and shoes. You may be eligible for a free NYC textile recycling program; visit [nyc.gov/refashion](http://nyc.gov/refashion).



#### Yard or Plant Waste

If yard or plant waste makes up more than 10% of your business's waste during any month, you are required by law to separate and recycle all yard and plant waste, including grass clippings, garden debris, leaves, and branches. This material must be set out separately from all other material.



#### Organics

Certain large, food-waste generating establishments are required by law to separate organic waste for beneficial use. Find out if you are covered at [on.nyc.gov/commercial-organics](http://on.nyc.gov/commercial-organics). This material must be set out separately from all other material.

NOTE: Certain materials require special handling. To avoid violations, please review the complete list at [nyc.gov/zerowastebusinesses](http://nyc.gov/zerowastebusinesses)

### Metal, Glass, Plastic, and Beverage Cartons



Metal Cans,  
Aluminum Foil



Glass Jars  
and Bottles



Rigid Plastic



Mixed Metal/  
Plastic Objects



Beverage Cartons

### Paper



Receipts, Mail, Office Paper, Folders



Newspapers, Magazines, Catalogs



Cardboard

### Garbage



Plastic Film and Wrap,  
Plastic Bags\*



Foam Products



Soiled or  
Coated Paper



Food Scraps\*\*



Furniture

\*Unless your business is covered by NYS Plastic Bag and Film Wrap law

\*\*Unless your business is covered by Commercial Organics law

## E-Waste

For all electronics needing to be removed including light bulbs, computer waste, printers, etc., tenant has the option to use your own e-waste provider or contact the Property Management Office to schedule a pick- up provided by our e-waste vendor at an additional cost to the tenant.

The following table provides a general idea of equipment acceptable for e-recycling:

Computers and Peripherals	Office and Telecomm Equipment
Desktop PCs/Servers Monitors (Flat Screen and CRT) Computer Mice Cables & Accessories Laptops Hard Drives Computer Power Supplies Computer Peripherals Gaming Devices Keyboards Network Devices Circuit Boards/Cards Media Speakers	Copiers Fax Machines Video & Audio Equipment PBX Systems Projection Equipment Printers Plotters Security Equipment Receivers & Transmitters
Mobile Devices	Data Center Equipment
Cell Phones/Smartphones Tablets Personal Digital Assistants Gaming Devices MP3 Players Cameras	Servers Storage Arrays Network Related Equipment Power Distribution Units Routers & Switches Cabling Switchgear Panelboard Mainframe Computer Equipment Motor Generator Sets Server Racks
Cable Equipment	Laboratory & Medical Equipment
Cable Boxes (analog, digital, satellite)	Anesthesia Units Defibrillators IV Pumps Spectrometers Ultrasound Equipment

## ELEVATORS

The building is equipped with 9 passenger elevators. Passenger elevators are for the exclusive use of people. Carts, dollies, hand trucks, large packages, etc. are not permitted on passenger elevators and must be transported via the freight elevator.

BANK	TYPE	CABS	FLOORS SERVICED
PAS (Bank Y)	Passenger	6 (Letters A-F)	1-20
24 <sup>th</sup> Street (Bank Y)	Passenger	3 (Letters H-J)	1-20
24 <sup>th</sup> Street (Bank Z)	Freight	1 (Letter G)	B-20

### Passenger Elevators

The nine (9) passenger elevators are configured with a Schindler destination-based dispatching systems that eliminate the need for car buttons by assigning a specific elevator via keypad selection of a destination floor at the vestibules.

### Freight Elevator

The loading facility entrance is located at 100 East 24th Street. The hours of operation are Monday – Friday from 7:30 AM – 4:30 PM except for union holidays. The freight can only be operated by a Building elevator operator unless specified by the Property Management Office. Passenger elevators cannot be used to carry freight.

**Freight elevator usage is on a “first come, first served” basis.**

All deliveries must enter the building through the freight elevator only with proper insurance certificates provided prior to the move or delivery as needed (exceptions will be made for mail carriers, grocery deliveries and food deliveries). NO FREIGHT, HAND TRUCKS, CARTS, or LARGE BOXES are to be brought into the lobby.

**Hatch Openings:** No elevator hatches are permitted to be open for any reason during operation of the elevator unless a Building's contracted elevator mechanic is present. A hatch opening must be arranged through the Property Management Office at least five (5) days in advance and will be billed to the Tenant as an additional charge. **Freight car dimensions are 76" deep, 82" wide and 91" high.**

## Elevator Malfunction / Entrapment

All passenger and freight elevators are professionally maintained and are inspected regularly to ensure proper operation and safety. If you encounter any irregularity or interruption in the operation of the elevators, please note the car number and notify building security or the Property Management Office immediately.

If you become trapped in an elevator –

1. Remain calm.
2. Use the car emergency call button, intercom or telephone to contact building or emergency personnel.
3. Please be prepared to provide the car number and location of the car if it is known.
4. Never attempt to force the elevator doors or exit the elevator yourself and never accept the help of anyone except building personnel, elevator company personnel or emergency responders to exit the car. Doing so can be highly dangerous and may result in serious injury. Wait for help to arrive.

## If Electrical Service Is Interrupted:

If normal electrical service to the building is interrupted, elevator lights will blink, and elevators will stop temporarily. They will then automatically return to the lobby level one-by-one and open doors for you.

## STAIRS

For your protection, all stairwells are considered emergency exits and are always locked from the stairwell side. If you enter the stairwell, you will be unable to access the floors of the building. The only exit will be at the bottom of the stairs. It is imperative that the stairway doors are not propped open or blocked. Only during specific fire emergencies, the stairwells will automatically unlock to allow fire department personnel to travel through the building

## BILLING & PAYMENTS

All rental payments including base rent, utilities, Operating Expense (OPEX) and Real Estate Tax are due on the first day of the month and may be subject to late fees or penalties if they become past due. Please refer to your Lease Agreement to obtain the correct rent payment amount. OPEX projections will be sent to you in writing at the beginning of each year. In addition, utilities are to be paid in full upon receipt of the statement of charges. If you have a question about your outstanding balance, including a pro-rated tenancy period, the Property Management Office will be happy to assist you.

The following is a list of tenant services that is considered as “additional rent” and billable to the Tenant:

Labor	Security
Engineer OT	Access Card Replacement
Porter OT	Security Officer OT
Freight Service OT	Fire Watch Guard
Freight Service Weekend (4hr min.)	Fire Safety Director
Rubbish Removal	After Hour HVAC
1/2-yard container	
64 Gallon Toter	
E-Waste / Furniture	
Other	
	Locksmith
	Materials (e.g., Filters, Lightbulbs, etc.)

Please note that the “additional rent” may also include sub-meter electric and condenser water charges in accordance with your lease.

We encourage electronic payments; however, checks are accepted as well. Please make all payments payable to Landlord:

**Columbia REIT – 315 Park Avenue South  
P.O. Box 28972  
New York, NY 10087**

For more information on payment instructions or to discuss payment options, please contact the Property Management Office.

NOTE: If we make changes to our rent and/or additional rent payment instructions, we will directly notify you of such changes. Please do not accept any changes to payment instructions without speaking directly to Property Management.

# BUILDING POLICIES & PROCEDURES

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## BUILDING RULES & REGULATIONS

The building's rules and regulations are contained within each Lease document. Certain leases may have additional or different rules and regulations that are more applicable to the type or location of the business. The following information is presented as general information, and is not intended to supersede more stringent policies, which may be included within actual lease documents.

- (A) The sidewalks, and public portions of the building, such as entrances, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress and egress to and from the demised premises.
- (B) No awnings or other projections shall be attached to the outside walls of the building. No curtains, blinds, shades, louvered openings or screens shall be attached to or hung in, or used in connection with, any window or door of the demised premises, without the prior written consent of Landlord, unless installed by Landlord.
- (C) Except as otherwise expressly set forth in the Lease, no sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any tenant on any part of the outside of the demised premises or building or on corridor walls. Signs on entrance door or doors shall conform to building standard signs, samples of which are on display in Landlord's rental office. Signs on doors shall, at the tenant's expense, be inscribed, painted, or affixed for each tenant by sign makers approved by Landlord. In the event of the violation of the foregoing by any tenant, Landlord may remove same without any liability, and may charge the expense incurred by such removal to the tenant or tenants violating this rule.
- (D) The sashes, sash doors, skylights, windows, heating, ventilating and air conditioning vents and doors that reflect or admit light and air into the halls, passageways or other public places in the building shall not be covered or obstructed by any tenant, nor shall any bottles, parcels, or other articles be placed outside of the demised premises.
- (E) No show cases or other articles shall be put in front of or affixed to any part of the exterior of the building, nor placed in the public halls, corridors, or vestibules without the prior written consent of Landlord.
- (F) The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Tenant who, or whose servants, employees, agents, visitors, or licensees, shall have caused the same.

(G) No tenant shall in any way deface any part of the demised premises or the building of which they are a part. No tenant shall lay linoleum, or other similar floor covering, so that the same shall come in direct contact with the floor of the demised premises, and, if linoleum or other similar floor covering is desired to be used, an interlining of builder's deadening felt shall be first affixed to the floor, by a paste or other material, soluble in water, the use of cement or other similar adhesive material being expressly prohibited.

(H) No bicycles, vehicles or animals of any kind (except seeing eye dogs) shall be brought into or kept in or about the premises; provided, Tenant shall be permitted to bring non-motorized standard bicycles into the demised premises so long as: (i) such bicycles shall only be brought through the freight elevators, (ii) no person shall ride such bicycles in the Building at any time, (iii) all such bicycles shall be stored solely in the demised premises, and (iv) Tenant shall be solely responsible for any and all repairs and/or maintenance arising out of the bringing of such bicycles in to the demised premises. Landlord makes no representations or warranties with respect to whether or not the bringing of bicycles into the building and/or the demised premises are permitted by applicable Legal Requirements. No cooking shall be done or permitted by any Tenant on said premises except in conformity to law and then only in the utility kitchen, if any, as set forth in Tenant's layout, which is to be primarily used by Tenant's employees for heating beverages and light snacks. No Tenant shall cause or permit any unusual or objectionable odors to be produced upon or permeate from the demised premises.

(I) No space in the building shall be used for the distribution or for the storage of merchandise (other than distribution (not to the general public) and/or storage of promotional merchandise on an ancillary basis) or for the sale at auction or otherwise of merchandise, goods or property of any kind.

(J) No tenant shall make, or permit to be made, any unreasonably disturbing noises, whether by use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way. No tenant shall throw anything out of the doors or windows or down the passageways.

(K) No tenant, nor any of the tenant's servants, employees, agents, visitors or licensees, shall at any time bring or keep upon the demised premises any inflammable, combustible or explosive fluid, or chemical substance in violation of Legal Requirements.

(L) Except to the extent expressly permitted pursuant to the terms of the Lease, no additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof, without the prior written approval of the Landlord and unless and until a duplicate key is delivered to Landlord. Each tenant must, upon the termination of his tenancy, restore to the Landlord all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, such tenant, and in the event of the loss of any keys so furnished, such tenant shall pay to Landlord the cost thereof.

(M) All removals, or the carrying in or out of any safes, freight, furniture or bulky matter of any description must take place during the hours which Landlord or its agent may determine

from time to time. Landlord reserves the right to inspect all freight to be brought into the building and to exclude from the building all freight which violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part.

(N) Nothing shall be done or permitted in any tenant's premises, and nothing shall be brought into or kept in any tenant's premises, which would unreasonably impair or interfere with any of the Building's services or the proper and economic heating, ventilating, air conditioning, cleaning or other servicing of the Building or the premises, or the use or enjoyment by any other tenant of any other premises, nor shall there be installed by any tenant any ventilating, air-conditioning, electrical or other equipment of any kind which, in the reasonable judgment of Landlord, might cause any such impairment or interference. For purposes hereof, the term "EMI" shall mean electromagnetic interference, and the term "Excessive EMI" shall mean EMI at a level exceeding thirty (30) milligauss. Tenant, at Tenant's sole cost and expense, promptly following its receipt of notice from Landlord to the effect that the installation or manner of operation of any equipment by Tenant is causing Excessive EMI in any portion of the building other than the Premises, shall take steps to bring such Excessive EMI below thirty (30) milligauss in a manner that is appropriate, as reasonably determined by Landlord. Tenant shall not install any equipment or operate any equipment in a manner which would result in the electrical voltage and current distortion at the service switchboards of any floor of the building failing to be within the limits stated in IEEE 519.

(O) Landlord shall have the right to prohibit any advertising by any tenant mentioning the building which, in Landlord's reasonable opinion, tends to impair the reputation of the building or its desirability as a building for offices, and upon written notice from Landlord, tenants shall refrain from or discontinue such advertising.

(P) Except as otherwise set forth in the Lease, in order that the building can and will maintain a uniform appearance to those outside of same, each Tenant in building perimeter areas shall (a) use only building standard lighting in areas where lighting is visible from the outside of the building and (b) use only building standard venetian or vertical blinds in window areas which are visible from the outside of the building.

(Q) No noise, including, but not limited to, music or the playing of musical instruments, recordings, radio or television, which, in the reasonable judgment of Landlord, would disturb other tenants in the building, shall be made or permitted by any tenant. Supplementing the foregoing, Tenant shall not permit noise to emanate from the portions of the Premises to any other portion of the Building: (i) at a sound level that is greater than NC-35 for constant noises (such as, for example, air-handling equipment or transformers), (ii) at a sound level that is greater than NC-30 for noises that are not constant noises, or (iii) that is at a sound level in any one-third octave band which is greater than 5dB above both adjacent one-third octave bands, in the range from 45 to 11,200 Hz. Landlord and Tenant acknowledge that the parties shall determine whether Tenant is meeting the parameters set forth in this paragraph by obtaining one-third octave band noise measurements in a fully finished tenant space or a fully finished common area that in either case is outside of and adjacent to the demised premises, using a Type I meter (per latest ANSI Standard S1.4) on "Fast" response, at four (4) feet above the

finished floor and at least three (3) feet from any vertical surface. Nothing shall be done or permitted in the premises of any tenant which would impair or interfere with the use or enjoyment by any other tenant of any other space in the building.

(R) Landlord reserves the right to exclude from the building between the hours of 6:00 P.M. and 8:00 A.M. and at all hours on non-business days all persons who do not present a pass to the building.

Each tenant shall be responsible for all persons for whom such pass is issued and shall be liable to Landlord for all acts of such persons.

(S) The premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.

(T) The requirements of tenants will be attended to only upon application at the office of the building. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.

(U) Canvassing, soliciting and peddling in the building are prohibited and each tenant shall cooperate to prevent the same.

(V) There shall not be used in any space, or in the public halls of any building, either by any tenant or by jobbers or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards. No hand trucks shall be used in passenger elevators.

(W) Tenants, in order to obtain maximum effectiveness of the cooling system, shall lower and/or close venetian or vertical blinds or drapes when sun's rays fall directly on windows of demised premises.

(X) Replacement of ceiling tiles after they are removed for Tenant by telephone company installers, in both the demised premises and the public corridors, will be charged to Tenant on a per tile basis.

(Y) All paneling, grounds or other wood products not considered furniture shall be of fire-retardant materials. Before installation of any such materials, certification of the materials' fire-retardant characteristics shall be submitted to Landlord, or its agents, in a manner satisfactory to the Landlord.

## MOVE-IN & MOVE-OUT INFORMATION

The building's moving and delivery procedures have been developed to provide an efficient process to deliver or remove large items to or from the building with minimum disturbance to Tenants, and to provide adequate protection to the building, its owners and management. Advanced planning is the key to an efficient and well-orchestrated moving or delivery event. All

moves must enter through the 24th Street freight entrance and must use the freight elevator. No moves are permitted to take place through the Lobby.

The Tenant must provide advance notice to the Property Management Office in writing and submitting a work order to Building Engines to ensure that:

- Elevators and/or the loading area are properly reserved for your use
- Security Officers are notified of persons authorized to remove or deliver property
- Required insurance certificates are compliant and on file
- Your moving or delivery event does not conflict with another Tenant's pre-arranged schedule
- Delivery company and/or mover must follow all Building Rules and Regulations, or they will not be allowed to enter the building.

We know how challenging a move or a coordination for a delivery can be. Your efforts and cooperation are greatly appreciated. We encourage you to share the above information with your moving company and vendor to enable a seamless experience.

## Scheduling

Normal moving and delivery activities must be scheduled at least 48 hours in advance. For major-moving\* events involving more than one elevator load of material, including move-ins, move-outs, must be scheduled a week in advance. A work order, including the below information, must be issued by the Tenant (not by a vendor) into Building Engines:

- Tenant Name, Suite, and Tenant Contact Name
- Date and Time of Move including floor if Multi-floor Tenant
- Name of Moving Company and Contact Information
- Description of Items or Request
- Insurance Certificate(s)

**NOTE:** Scheduling is conducted on a first-come, first-served basis.

\*Activity generally defined as comprising of anything that requires the use of the elevator pads and cannot be hand-carried or brought in with the use of a hand truck and is limited to weekends and on weekdays before 8:00 AM and after 6:00 PM.

## TENANT ALTERATION & CONSTRUCTION GUIDELINES

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. Construction companies, electricians, plumbers, and personnel providing remodeling or repair services must be approved

by the Property Management Office. It should be understood that the General Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The Property Management Office maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below. If you prefer to use a contractor who is not pre-qualified, please contact the Property Management Office.

All Contractors must be well-established with at least 5 years in business, be licensed in the jurisdiction of the property location to perform their trade work and provide references for comparable work in Class A commercial office space for the scope and quality of work tenant is proposing to complete.

The scope of these Rules and Regulations shall include, but not be limited to the following:

## General

Work to be performed by any contractor within the property must be approved and scheduled in advance with the Property Management Office. All contractors must check in with the {{SELECT ONE, IF APPLICABLE: Property Management Office or Building Security}} and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be given for any work request that involves the Fire/Life Safety systems at the property.

All required permits must be obtained prior to the start of any work and copies provided to the Property Management Office.

Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to the Property Management Office as soon as they become available.

## Insurance

All general contractors and subcontractors must provide a current certificate of insurance evidencing adequate workman's compensation, general liability, and property damage coverage.

## Site Condition and Protection

Contractor will provide floor, wall, and ceiling protection from the freight elevator to the entrance of the suite where the work is to take place. The type of protection is to be Masonite, with ends taped together to prevent tripping hazards. Protection will be provided by contractor for the freight elevator doorframe on the floor where the work is to take place. All carpet and elevator protection should be installed prior to the start of demolition or remodeling. Protection shall be

maintained in a clean, safe manner and be left in-place throughout the duration of the work. The construction area is to be broom swept and all trash removed at the end of each work shift. Public areas leading to construction areas will be thoroughly cleaned at the end of each work shift at the contractor's expense. Contractor shall correct and repair any damages at their own cost.

**Debris:** Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area with prior written approval from the Property Management Office as to the specific location. Debris must not spill or be left around the dumpster. Contractor is responsible for cleanliness of the area. The Property Management Office reserves the right to require Contractor to remove the dumpster with 24-hour notice.

Demolition debris can only be removed from the building. The freight elevator must be reserved in advance through the property's Work Order system. Paint and patching materials shall not be disposed of through the buildings plumbing.

**Noise and Noxious Odors:** Particularly noisy work such as core drilling (or fume producing work such as oil-based painting) must be approved by and coordinated with the Property Management Office and performed before or after business hours. Odor producing work, such as staining of doors, must be approved by and coordinated with the Property Management Office so action can be taken to dissipate fumes, protect/disable the smoke detectors, and arrange for additional security, if necessary. If security is necessary, contractor is to pay for said cost.

If contractors or subcontractors personnel use radios or other music playing devices, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property.

**Egress and Ingress:** All movement of contractors and subcontractor materials will be through the loading dock, service corridors and freight elevator. No passenger elevator(s) are to be used. The freight elevator may be used for small material movement during business hours with prior written approval from the Property Management Office. The loading dock is located at 100 East 24<sup>th</sup> Street between Lexington and Park Avenue South.

Large material deliveries or debris removal must be approved by and coordinated with the Property Management Office. Access to the property outside of normal business hours must be requested at least 48-hours in advance and receive written approval from the Property Management Office. Delivery or removal of materials that are too large for the freight elevator must be coordinated with Property Management.

A more detailed Building Work Rules and Regulations for Contractors will be distributed to contractors prior to the commencement of any work and acknowledgement of and agreement to Work Rules and Regulations must be received by the Property Management Office prior to commencement of any work.

**Sustainability Considerations:** All renovation and new construction projects of a scope that meets any of the following criteria shall also be required to comply with Columbia's Sustainable Design & Construction Guidelines, which are available from the Property Management Office.

For projects which do not meet any of the criteria below, tenants are encouraged to implement any sustainable design and construction practices described in the guideline document to the extent that it is practical to do so.

- New construction (including additions) 10,000 sf or greater.
- Alterations of 20,000 sf or greater.
- New, replaced, or relocated mechanical, electrical, or plumbing equipment that serves 20,000 sf or larger.
- Projects having a new, replaced, and/or relocated, HVAC system with heating equipment size of 480,000 BTU's or greater, or with a cooling equipment size of 600,000 BTUs or greater.
- Projects are pursuing LEED, WELL, or other sustainable building certification.

## VENDOR RULES & REGULATIONS

### Certificate of Insurance Requirements

Certificates of insurance (COI) are required from certain businesses that make deliveries to or from, provide on- site services, perform moving activities including but not limited to the following:

- All moving companies delivering furniture to your suite.
- Telecommunication vendors who will have access to building phone closets or multi-tenant equipment areas.
- Contractors who provide tenant improvement services that impact building fixtures, mechanical areas, or other equipment. In most cases, such services will be contracted through the Property Management Office.

The Landlord may require, at its discretion, that a Certificate of Insurance be required in other specific instances.

Standard lease terms provide that each Tenant shall be liable to the Landlord for the acts of its guest and invitees. Therefore, all Tenants should be aware of the potential for liability when considering the selection of vendors and their internal policies with respect to the collection of Certificates of Insurance. In other words, if damage or other liability is caused to the Landlord as a result of a vendor providing services to a Tenant, the Landlord will hold the Tenant responsible. It is to every Tenant's advantage to ensure that they are adequately protected by the vendors they have selected to serve them. Keep in mind that the Property Management Office may already have certificates from many businesses on file. Upon request, we will be

happy to check our records to determine if one or more of your preferred vendors already have an insurance certificate on file with the building.

It is the responsibility of the Tenant to inform the Property Management Office of any individual or entity attempting to access the building. It is also the Tenant's responsibility to inform the Property Management Office of any planned work or large deliveries being conducted in the building. This is in effort to not only avoid delays or denied access at freight area, but to maintain building safety. The Property Management Office will then verify that a valid COI is on file. If there is not a valid COI on file, a COI that is compliant with the building's requirements will be requested (for COI template and requirements, please refer to the Sample COI). The information will then be communicated to Engineering Staff/Freight Operator to provide access.

## Insurance Coverages

The recommended standard contract limits are outlined in the table below. These limits would apply to contractors who provide general routine and non-critical services:

Coverage	Description of Coverage	Minimum Limits
Commercial General Liability	Insurance to protect liability arising out of contractor's operations that results in bodily injury or property damage to a Third-Party.	\$3M Per Occurrence *Umbrella Policy May be used to provide additional limits
Auto Liability	Insurance to protect against liability arising out of the contractor's use of an owned, non- owned or hired auto that results in bodily injury or property damage to a Third-Party.	\$1M Per Occurrence
Workers' Compensation & Employers Liability	Insurance carried by contractor for injuries to their workers. If the contractor does not carry workers compensation, Columbia Property Trust could be required by law to provide this coverage.	WC - Statutory EL - \$500,000 each accident, \$500,000 each disease, \$500,000 disease policy limit.
Property Insurance	Insurance carried by contractor to insure physical loss or damage of all building materials and other equipment.	Value of Items - No Insurance Certificate is required.  Provision is to state Columbia Property Trust is not responsible for insuring.

Additional limits and coverage may be required for contractors involved in critical services and working in hazardous situations (i.e., electrical work, working from heights, etc.) For critical services, the minimum limit should be no less than \$5 Million per occurrence.

All certificates shall name Columbia Property Trust and all its respective affiliates and persons as detailed in additional insured language below as additional insured. Form CG2010 Additional Insured Endorsement or equivalent must be provided. If the work involves Completed Operations Exposure, form CG2037 Additional Insured - Completed Operations should also be used.

## Additional Insured Language

The following is the additional insured wording that must be listed on certificates provided by vendors/contractors.

*Columbia Property Trust, LLC, Columbia REIT - 315 Park Avenue South, LLC, Columbia Property Trust Services, LLC, Columbia Property Trust, Inc., Columbia Fund Sub Management Co., LLC, and each of their respective affiliates, shareholders, members, employees, managers, partners (including partners of partners), subsidiaries and related entities and any successors and/or assigns of such entities are included as additional insureds. Insurance is primary and non-contributory. Waiver of Subrogation applies.*

**NOTE:** If your coverage includes the language “where required by written contract” your company will need to have a contract with Columbia REIT – 315 Park Avenue South LLC or will need to modify your contract with your client to include the Landlord as an additional insured.

In the CERTIFICATE HOLDER box insert the following text:

Columbia REIT – 315 Park Avenue South LLC  
c/o Columbia Property Trust Services, LLC  
ATTN: Property Management  
315 Park Avenue South  
New York, NY 10010

Please refer to next page for a sample COI or visit <https://www.315pas.com/tenant-resources/>.

## Sample Certificate of Insurance (COI)

CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY)
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVES OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT : If the certificate holder is an <b>ADDITIONAL INSURED</b>, the policies must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>			
<b>PRODUCER :</b> <input type="checkbox"/> Please attach policy provisions or endorsements if Waiver or Additional Insured is Required		<input type="checkbox"/> Fax	
<b>INSURED:</b> Name of Contractor		<b>INSURER(S) AFFORDING COVERAGE</b>	
		COMPANY A	
		COMPANY B	
		COMPANY C	Standard is AM Best A-X Rated Company
		COMPANY D	
<b>COVERAGEs :</b>		<b>CERTIFICATE NUMBER</b>	<b>REVISION NUMBER:</b>
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>			
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE
	Commercial General Liability <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> OTHER <input type="checkbox"/> LOC	ABC 123	1/1/20XX
		Standard is \$1M Low Hazard \$3M Med Hazard and 5+ High Hazard Total Limits Occ/Agg - Umbrella Coverage Can Be Applied (see	
	Auto Liability <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTO <input type="checkbox"/> ALL OWNED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> HIRED AUTOS	ABC 123	1/1/20XX
		Combined Single Limit \$ 1,000,000 Bodily Injury (Per Person) Bodily Injury (Per Accident) Property Damage	
	<input checked="" type="checkbox"/> UMBRELLA LIAB OCC <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	If Med Hazard / High Hazard - Umbrella and Excess Coverage maybe need to supplement the required minimum limits. Example 1M Occ CGL + 2M Occ Excess =3M Occ.	
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED <input type="checkbox"/> Y/N Partners/Executive <input type="checkbox"/> Included <input type="checkbox"/> Not Included Officers are <input type="checkbox"/> Not Included	ABC 123	1/1/20XX
		<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE 500,000 E.L. DISEASE - POLICY LIMIT 500,000	
	Additional Insured Parties maybe listed. However, additional insured endorsement should be attached to be valid.		
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL TERMS</b>			
Columbia Property Trust, LLC, Columbia REIT - 315 Park Avenue South, LLC, Columbia Property Trust Services, LLC, Columbia Property Trust, Inc., Columbia Fund Sub Management Co., LLC, and each of their respective affiliates, shareholders, members, employees, managers, partners (including partners of partners), subsidiaries and related entities and any successors and/or assigns of such entities are included as additional insureds. Insurance is primary and non-contributory. Waiver of Subrogation applies.			
<b>CERTIFICATE HOLDER</b> Columbia REIT-315 Park Avenue South LLC c/o Columbia Property Trust Services, LLC ATTN: Property Management 315 Park Avenue South New York, NY 10010		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE SIGNATURE :</b>	

## Preferred Vendor Lists

At Columbia Property Trust, we recognize the vital role our suppliers play in helping us meet the needs and expectations of our many stakeholders. We rely on our suppliers to deliver the level of quality, service, value, efficiency, integrity, and innovation that we ourselves strive to provide to our tenants, investors, partners, employees, and communities. Therefore, we seek to build and maintain a diverse, competitive, and highly capable network of suppliers in and across the regions in which we operate.

Our supplier selection process is stringent and helps us identify and build relationships with suppliers that meet our needs and expectations, align with our goals, and share our values. We actively manage our suppliers and monitor their ongoing performance to promote and build the best possible relationship between our organizations. We also seek to work with suppliers from a diverse range of backgrounds, in order to drive innovation and create a more resilient supplier network for Columbia.

We are committed to holding ourselves and our supplier community to the highest standards of business conduct and integrity, and we expect all suppliers with whom we engage to operate in accordance with our Vendor Code of Conduct. Visit our website at [www.columbia.reit/responsibility/overview/](http://www.columbia.reit/responsibility/overview/) for more details.

We encourage our tenants to follow these same guidelines when selecting suppliers and invite you to utilize our list of preferred vendors that meet these requirements for excellence, capability, competitiveness, and diversity. Please contact the Property Management Office for our current list of preferred vendors for this property.

## PROHIBITED ITEMS & BEHAVIOR

### Smoking

315 PAS maintains a no smoking policy throughout the interior and exterior of the building, including all entrances, common areas, the lobby, restrooms, stairwells and elevators to protect all employees and visitors from second-hand smoke – an established cause of cancer and respiratory disease, and other potentially harmful chemicals emitted from all types of cigarettes, including electronic cigarettes (“e-cigarettes”), which is pursuant to [NYC Smoke-Free Air Act Local Law No. 152 of 2013](#) to comply with the New York City Smoke-Free Air Act and [New York State Clean Indoor Air Act](#).

Based on an amendment to the Smoke-Free Air Act, effective April 29, 2014, the use of e-cigarettes, including but not limited to e-hookahs, e-cigars, vaping pens, or similar products, is prohibited wherever smoking is prohibited.

Additionally, smoking, including cannabis, and using e-cigarettes are prohibited in any and all private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, employee lounges, bathrooms, hallways and stairwells.

“No Smoking” signs have been clearly posted at all entrances, stairwells, and other prominent places. No ashtrays are permitted in any indoor area. Smokers must be at least

25 ft. away from all building entrances, operable windows, doors, outdoor air intakes, or outdoor seating areas.

Compliance with this policy is mandatory for all tenants and persons visiting the company's premises, with no exceptions. Property Management reserves the right to report any violations by calling 311 or on the web at [nyc.gov/health](http://nyc.gov/health).

## Flammables

Flammable materials are not permitted anywhere on the premises. If, for any reason, you have any materials necessary for the operation of normal office equipment that require special care, they must be stored in safety containers, and the Property Management Team must be notified.

## Loitering & Solicitors

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, contact the Property Management Office immediately and we will make every attempt to escort the individual from the building.

## Non-Permitted Holiday Decoration

All holiday decoration must meet local and state authorities' requirements regarding the use of or restriction against live materials. In addition, decorations may not impede any means of egress, and nothing is to be hung from or cover exit signs or sprinklers.

If you are interested in adding holiday décor in your office space or the building, please contact the Property Management Office for specific guidelines and recommendations.

# EMERGENCY PREPAREDNESS & PROCEDURES

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## EMERGENCY ACTION PLAN

315 PAS has developed Emergency Procedures as a guide to understanding the life safety systems and procedures pertaining to the building which is referred to as the **315 PAS Emergency Procedures and Evacuation Plan**.

This plan is available on our website at <https://www.315pas.com/tenant-resources/>. Please ensure that all occupants are familiar with the Emergency Procedures provided. The Emergency Procedure and Evacuation Plan provides a detailed outline of the tenant and building occupant requirements relative to Fire Safety. For your personal safety while in the building please read familiarize yourself with the Emergency Procedures Manual carefully.

Testing of the building's life safety system equipment is conducted on a semi-annual basis after normal business hours for your safety. Whenever possible, the Property Management Office will notify tenants in advance of the testing dates. Audible announcements will be provided prior to each actual test. In the event of an actual emergency during this testing process, you will be notified via the public address system.

### Emergency Contact List

315 PAS requests that each firm submits an Emergency Contact List for our records. This information is considered confidential and will be used to notify designated individuals in the event of an after-hours emergency. The form can be accessed at <https://www.315pas.com/tenant-resources/> or requested from Property Management.

## FIRE SAFETY TRAINING

One of our greatest concerns is the safety of our tenants and their visitors. To ensure that we have an effective Life Safety Program, it is necessary that our annual and semi- annual EAP training is to be participated by your office's fire brigade and employees. The success of this program is important as it provides an understanding of how building systems and personnel should respond during emergency events. The Property Management team will provide notice upon the scheduling of the training sessions.

Please refer to the following schedule of the annual and semi-annual training as required by FDNY.

Training	Month	Description	FDNY Required Attendance
EAP Drill	March	Covers announcements and procedures that would be performed under the Emergency Action Plan (EAP) for all events other than fire. Drill takes about 10-15mins.	All Building Occupants
EAP-BES Drill	April	Covers announcements and procedures that would be performed under the Emergency Action Plan (EAP) for all events other than fire. Drill takes about 10-15mins.	All Fire Safety Brigade Teams (Fire Warden Charts)
Fire Drill (Semi-Annual)	June	Covers the announcements and procedures that the building's FLSD and their staff will implement during all fire and smoke emergencies. Drill takes about 10-15mins.	All Floor Occupants
Fire Safety Plan & Refresher Training	October	An depth training that covers the announcements, procedures and responsibilities of the FS/EAP Plan staff to building occupants during <b>all emergency events (fire &amp; non-fire) including active shooter training.</b> Refresher is scheduled for two hours.	All Building Occupants
Fire Drill (Semi-Annual)	December	Covers the announcements and procedures that the building's FLSD and their staff will implement during all fire and smoke emergencies. Drill takes about 10-15mins.	All Floor Occupants

# SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

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As a company, all of us at Columbia Property Trust are committed to making a positive impact on all our stakeholders and the communities in which we operate. We work to engage all those who work in our buildings in this process, and believe that, by working together to achieve our shared goals, we can reduce our collective negative impacts on the environment, create positive change, and build a more sustainable and equitable future.

We also take a comprehensive approach to ensuring our buildings are equipped to provide healthy, efficient, productive, and sustainable experiences across our portfolio. Through sustainability focused programs, green/clean services, and community engagement, we partner with our tenants to achieve environmental goals, encourage efficient operations and conservation of resources, and promote sustainable, healthy communities.

## SUSTAINABILITY, ENERGY CONSERVATION & GREEN SERVICES

### Operating Healthy Buildings

Columbia Property Trust is committed to pursuing a comprehensive approach to health and wellness at our buildings and to providing our tenants and their employees confidence that their buildings offer safe and supportive work environments.

315 PAS has earned the following third-party recognition for best-in-class health, wellness, and safety programs at the building.

#### Fitwel® Certification

Fitwel is an industry leading building wellness health and wellness certification program developed by the U.S. Center for Disease Control and Prevention (CDC). Property features such as location, walkability and transit options, outdoor spaces, access to daylight and views of nature in workspaces, access to water supplies, fitness amenities, and other evidence-based criteria that create healthy, attractive work environments were assessed. To learn more about the Fitwel benchmarking program, visit [fitwel.org](http://fitwel.org).

## **LEED Gold Certification**

Leadership in Energy and Environmental Design (LEED) is a green building certification program run by the U.S. Green Building Council (USGBC). LEED-certified buildings use less energy and water, put out less waste, save on maintenance costs, offer improved indoor air quality, and focus on health and wellness. To learn more about LEED certification, visit [usgbc.org](http://usgbc.org).

## **ENERGY STAR Certification**

The U.S. Environmental Protection Agency's (EPA) ENERGY STAR® program certifies properties that implement superior energy efficiency practices, follow responsible water usage, and reduce greenhouse gas emissions. ENERGY STAR-certified buildings use 35% less energy and cause 35% fewer greenhouse emissions than their peers on average. To learn more about the EPA's ENERGY STAR certification program, visit [energystar.gov](http://energystar.gov).

## **2022 Operating Office Building of the Year**

The Building Owners & Managers Association of Greater New York (BOMA New York), is the Greater New York area's federation of BOMA International, the world's largest trade association, focused on promoting programs and services for the advancement of the real estate industry. 315 PAS was awarded the 2022 Pinnacle Award for Operating Office Building of the Year in the category of 250k-499k square feet for its outstanding performance in sustainability, efficiency, and wellness for building occupants.

## **ENERGY STAR for Tenants**

Columbia is proud to have been recognized the Environmental Protection Agency's (EPA) ENERGY STAR program as an ENERGY STAR Partner of the Year. We invite all our tenant companies to join us in advancing the program's efforts to reduce energy and water usage and create more efficient operations at our buildings.

The best way you can join this effort is by participating in ENERGY STAR® Tenant Space, a new EPA recognition program for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

New Legislation will soon require that tenants in many major cities like New York and Washington, D.C., report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step to meeting this requirement. Your Property Management Team is here to partner with you, provide guidance and answer questions. To learn more about the program, criteria, and tips on how to prepare, visit [www.energystar.gov/buildings/tenants/about\\_tenant\\_space](http://www.energystar.gov/buildings/tenants/about_tenant_space).

## Tenant Compliance for Resource Management and Reporting

Your assistance toward our goal of conserving energy and water and increasing efficiency is important. In addition to the obvious environmental benefits of energy conservation, your efforts can help to lower building operating costs.

Please help us reduce our energy and water usage by complying with the following suggestions for resource management, as well as any additional requirements that may be included in your company's lease language:

- Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Please turn your office lights off whenever you leave your office for a period of more than thirty minutes, and do not leave lighting turned on when departing your office for the evening.
- Turn off computer and printing equipment when not in use or set to the "sleep" setting.
- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use – grouping appliances onto power strips can make it easier to switch off those that aren't needed.
- Control your window coverings to maintain your office temperature. Draw window shades during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend and during the summer months.
- Use ENERGY STAR-rated appliances and LED lighting whenever possible.
- Report any water drip or leak immediately to the Property Management Office, to help us reduce water losses.

## Energy and Water Use Data

Tenants are asked to share their energy and water use data with the landlord for use in reporting whole building performance data to ENERGY STAR Portfolio Manager, for purposes of compliance with local laws and tracking progress toward Columbia's energy efficiency goals.

In turn, Columbia provides all tenants access to the building's ENERGY STAR score. We also can provide additional select energy and water performance data to tenants upon request, for use in your company's own environmental tracking and reporting programs. To make such a request on your company's behalf, please contact the Property Management Office.

## Our Green Cleaning Policy

Columbia's comprehensive Green Cleaning program includes sustainable cleaning systems and products to maintain a clean and healthy indoor environment for all occupants and foster longevity and efficient performance of our facilities and materials.

We strive to coordinate cleaning with other basic environmental management strategies in place, including controlling pollution and waste by reducing consumables, limiting indoor-polluting activities, ventilating buildings to reduce indoor contaminants, and designing buildings and ventilation systems to optimize indoor air quality.

Our protocols require the use of cleaning products, hygiene supplies, and hand soaps and sanitizers that meet the applicable standards for Green Seal, UL Ecologo, EPA Safer Choice, or similar programs, and we are committed to minimizing environmental impacts by ensuring procurement of products that have reduced toxicity, conserve natural resources, energy, and materials, and maximize recyclability and recycled content. Our cleaning products and materials are regularly logged and audited, and we also provide regular training for our team members and service providers to help ensure full compliance.

At 315 PAS, we employ the following measures and products as part of our Green Cleaning program:

- Identifying and removing harmful contaminants such as particulates, mold spores, bacteria, and viruses from the environment
- Reducing exposure to cleaning processes and chemicals that themselves may cause adverse health impacts, either to the building occupants, including cleaning staff, or the environment at large
- Using low environmental impact cleaning products and equipment with dust/particulate control, including HEPA-filter vacuum cleaners and micro-fiber rags
- Procurement of eco-friendly, locally sourced products and cleaning agents
- Use of refillable, pre-diluted cleaning products and containers
- Microfiber rags and recycled content paper towels and toilet paper

## SOCIAL PROGRAMS

### Diversity, Equity, & Inclusion (DEI)

At Columbia Property Trust, we believe that valuing individual differences, maintaining equality, and creating an environment of inclusion across all facets of our business is essential to our success. We embrace our responsibility to have a positive impact on the communities in which we operate and weave that obligation into the fibers of our business. To better understand our commitment, we invite you to visit the Responsibility section on our website, [www.columbia.reit](http://www.columbia.reit).