

315 Park Avenue South

Tenant Handbook



Table of Contents

Introduction

- [Introduction](#)
- [Management Information](#)
- [Building Management & Staff Information](#)
- [Columbia Gateway](#)

Building Policies & Procedures

- [Tenant Administrator](#)
- [Holidays](#)
- [Building Access](#)
- [Moving & Deliveries](#)
- [Property Removal Pass](#)
- [Elevators](#)
- [Stairwells](#)
- [Billing & Payments](#)
- [Bicycle Policy](#)
- [Smoking](#)

Building Operations

- [Mail Service](#)
- [Service Requests](#)
- [Telecommunications](#)
- [Heating, Ventilation and Air Conditioning \(HVAC\)](#)
- [Indoor Air Quality \(IAQ\)](#)
- [Energy Conservation](#)

Table of Contents cont'd

Janitorial Services

- [Trash Removal](#)
- [Cleaning Services/Products](#)
- [Dumpster/Bin Request](#)
- [Furniture Removal](#)
- [NYC Waste and Recycling Laws](#)
- [Green Cleaning](#)
- [E-Waste](#)
- [Pest Control Service](#)

Security

- [Security Contact Information](#)
- [Security System](#)
- [Security Responsibility](#)
- [After Hours Emergency Contact Information](#)
- [Security Checklist](#)

Emergency Procedures

- [Emergency Contact List Form](#)
- [Emergency Procedures Manual](#)
- [Fire Safety Training](#)

Vendor, Contractor, and Service Providers

- [Certificate of Insurance Requirements](#)
- [Insurance Coverages](#)
- [Additional Insured Language](#)
- [Sample Certificate of Insurance \(COI\)](#)

Table of Contents cont'd

[Building Rules & Regulation](#)

[Amenities](#)

[Forms](#)

- [Tenant Contact Emergency Form](#)
- [Fire Warden Chart](#)
- [Property Removal Pass](#)

[Exhibits](#)

- A. [Tenant Move In Checklist](#)
- B. [Tenant Move Out Checklist](#)
- C. [Tenant Alteration & Construction Guidelines](#)

Introduction

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 at the end of this Handbook.

We also have an Emergency Procedures and Evacuation Plan separate from 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 guests, and 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 Management Office at (212) 419-7082.



Building Management & Staff Information

We have a full-time, dedicated team to help and maintain a safe work environment. The Management Office is located in the cellar at 315 PAS Office hours are from 8:30 AM to 5:30 PM weekdays (excluding holidays). Security is provided at the Main Lobby at the 24th Street entrance 24 hours a day, 7 days a week.

Property Management

Dana Dinolfo, Senior Property Manager
Dana.Dinolfo@columbia.reit

Lisa Pang, Property Financial Manager
Lisa.Pang@columbia.reit

Jonathan Huynh, Tenant Engagement Manager
Jonathan.Huynh@columbia.reit
(212) 419-7082

Engineering

Michael Frascone, Chief Engineer
Chief.315pas@engineeremail.com

Vincent Bova, Day-Time Engineer

Anthony Megias, Night-Time Engineer
(212) 254-3060

Main Lobby/ Security

Jerry Zakarian & Chanrathta Nop, Day-Time Guards

Eduardo Navarro, Night-Time Guard

Niesha Reed, Overnight Guard

Sami Abdelnour, Weekend Guard
(212) 254-3060

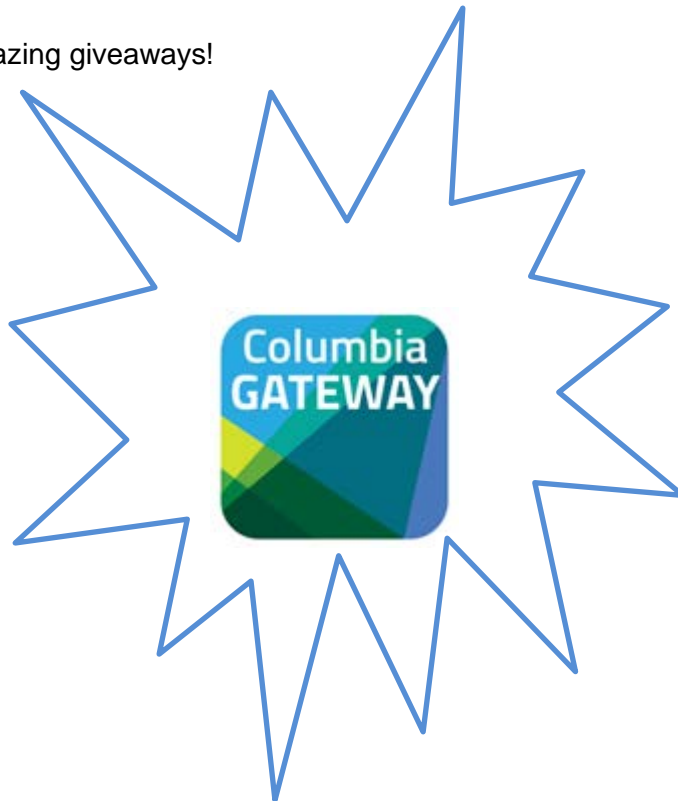
Columbia Gateway

Columbia Gateway is a personalized mobile app designed to help you and your team get more out of your workspace at 315 PAS. Not only can you communicate with us, but it is also a great way to stay in-the-know and have exclusive access to an array of benefits including:

- Important building updates to help you safely connect with your workplace.
- Seamless access to your building's amenities, fun activities, and special programming.
- Mobile service request access for you, as your company's tenant representative.
- Perks and promotions at great eateries and shops, both nearby and online.

Even if you are working from home, the app will be an important tool to help you return to the office safely, providing a "one stop shop" to help you stay informed on building protocols to encourage social distancing and safety.

Plus, there are always amazing giveaways!



Things to remember:

- The Columbia Gateway app will only be available to 315 PAS tenants. Tenants will be verified by their work email address during app sign up.
- We realize that not all communications are appropriate for the full tenant population. Such communications will continue to be filtered through our tenant contact email distribution.
- Individuals will not have access to systems they don't already have access to.

Go ahead and [download the app today!](#)

Building Policies & Procedures

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 your 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 your emergency life-safety team

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

Holidays

The 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 you 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	●	●	●

Building Access

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.

Tenant Entry

Tenants are to use their issued access cards for entrance through the turnstiles. Once past the turnstiles, tenants can utilize the elevators to access their desired floors.

Access cards are issued upon receipt of a work order request, including replacements and changes, through Building Engines (please see Service Request for more information). Access cards are non-transferrable. Replacement card fees apply (see Tenant Sundry list). It is the responsibility of each tenant to inform Property Management of employee or staff changes. All deactivated or unused access cards must be returned to Security. Timely notification and cooperation of any changes are vital to the security of the entire property and will result in a safer and more pleasant work environment.

For the safety of the building, tenants who have misplaced/lost their access card must be entered into the visitor management system and will be issue a temporary paper badge for building access.

Visitor Access

Tenants are required to pre-register all visitors to ensure a seamless check-in process. 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 into the system. This process may delay the visitor access to the building.

Visitors will be issued a temporary visitor pass to allow access through the turnstiles. Visitor passes will expire at the end of the business day. Frequently returning visitors must check in each day with Security for a new visitor pass.

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 Management Office to authorize account set up.

For more information about how to preregister visitors, please see this step-by-step guide:

[Building Engines – Tenant Visitor Registration Guide](#).

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.

Moving and Deliveries

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 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
- Name of Moving Company and Contact Information
- 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.

Certificates of Insurance

A valid Certificate of Insurance (COI) for the moving or delivery company must be provided to the Management Office prior to any moving or significant delivery activity. The certificate must include the information with respect to insurance coverage, additional insured endorsements, and certificate holders. Please see the Sample COI for more details on requirements.

Property Removal Pass

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.

Elevators

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.

BANK	TYPE	CABS	FLOORS SERVICED
PAS (Bank Y)	Passenger	6 (Letters A-F)	5-20
24 th Street (Bank Y)	Passenger	3 (Letters H-J)	6-15
24 th Street (Bank Z)	Freight	1 (Letter G)	B-20

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 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 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.

Stairwells

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.

Billings & 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 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
Engineer
Engineer OT
Porter
Porter OT
Freight Service OT
Freight Service Weekend (4hr min.)
Rubbish Removal
1/2-yard container
64 Gallon Toter
E-Waste / Furniture

Security
Access Card Replacement
Security Officer
Security Officer OT
Fire Watch Guard
Fire Safety Director
After Hour HVAC
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 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.

Bicycle Policy

Building policy prohibits bicycles from being brought through the lobby, as they could damage the building's elevator or injure passengers within the elevators. Bicycles are to be brought in through the freight entrance located on 24th Ave. between Park Ave. South & Lexington Ave.

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.

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.

Building Operations

Mail Service

Incoming Mail and Package Delivery

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 Management office of such service to ensure building access. For your convenience, below are the closest locations for postal mail and express mail services:



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



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



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

Service Requests

The building 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 or through Columbia Gateway to provide convenience for all planned activities and last-minute needs. If it is an urgent matter, please directly contact the 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 Management Office.

To help you navigate this platform, please see [Building Engines – Tenant Work Order Guide](#).

Special Requests

From time to time, tenants may require special services including minor remodeling or other construction work. Such alterations must be entered into Building Engines and require approval by the Management Office prior to work commencement. In most cases, the Management Office will elect to coordinate the work with outside vendors to ensure that it does not negatively impact the building 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 Management Office for assistance.

Telecommunications

Providers with physical equipment located in the buildings are listed below:

Telecom Service Providers	Cable Type	Network Type	Distribution
Natural Wireless	Fixed Wireless	Fixed wireless service	Full Distribution
AT&T	Fiber	Type 1	Partial Distribution
Lighttower	Fiber	Type 1	Partial Distribution
Pilot	Fiber	Type 1	Direct to tenant space only
Spectrum	Fiber	Type 1	Partial Distribution
Verizon	Fiber	Type 1	Full Distribution
Zayo Group	Fiber	Type 1	Direct to tenant space only
Level 3, XO Communications, Megapath, Cogent, CenturyLink	Last-Mile Fiber	Type 2	Direct to tenant space

Key: Type 1 – Fiber carrier network with owned cables entering building

Type 2 – Internet Service Providers riding another company's cable

Heating, Ventilation and Air Conditioning (HVAC)

HVAC services are provided Monday through Friday, from 8:00 AM – 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 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 Management Office.

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

Energy Conservation

Your assistance toward our goal of conserving energy is important. In addition to the environmental benefits of energy conservation, your efforts will result in lower building operating costs.

Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Do not leave lighting turned on when departing your office for the evening. Additionally, the following steps can help reduce energy consumption:

- Please turn off your office lights whenever you leave your office for a period of more than thirty minutes.
- Turn off computer equipment when not in use.
- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use.

The use of window coverings can help maintain your office's 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 warm months of summer.

Janitorial Services

Trash Removal

The cleaning staff will remove normal office trash each cleaning night. Periodic or excessive trash (i.e., computer room or 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.

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.

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.

Furniture 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
(T) 646-341-9830
julianne.braga@metbldg.com

Kyle Bunce
Director of Sales
(T) 646-341-9825
kyle.bunce@metbldg.com

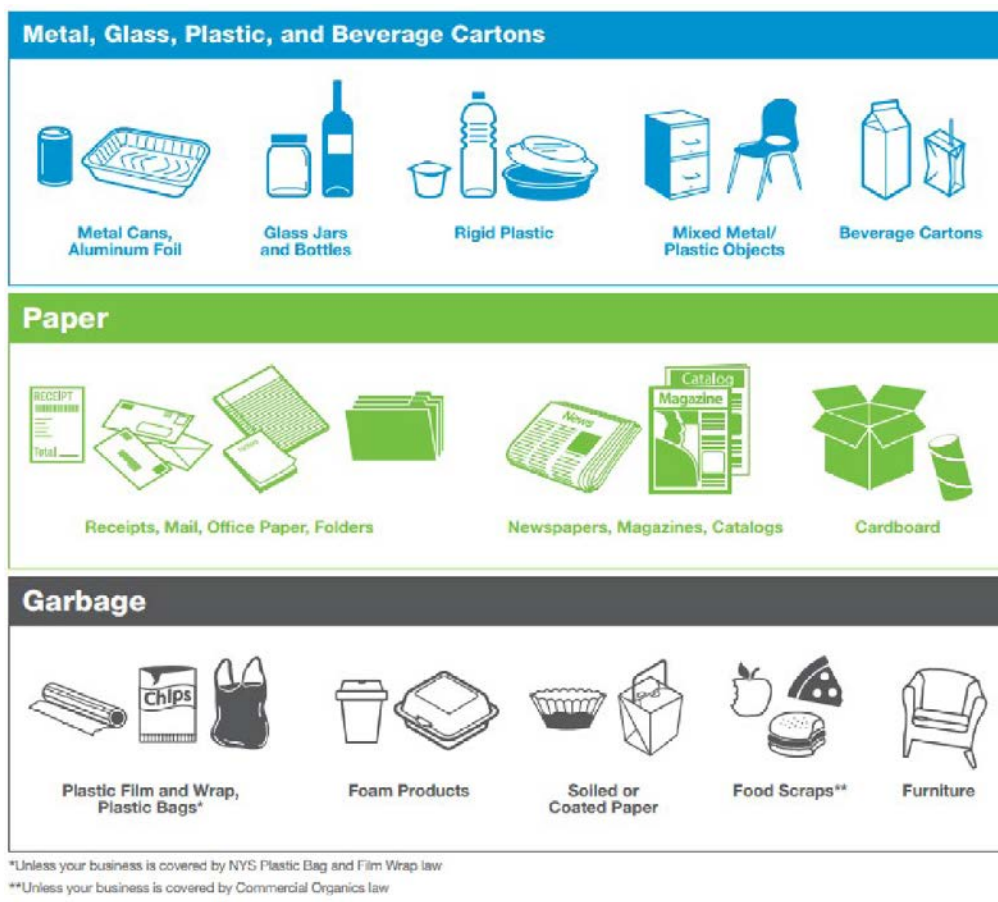
NYC Waste and Recycling Laws

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 .
	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 . 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



Green Cleaning

Columbia Property Trust implements a comprehensive “Clean Green” program which is focused primarily on reducing the overall impact of cleaning on health and the environment. This is accomplished not only by identifying and removing harmful contaminants such as particulates, mold spores, bacteria and viruses from the environment, but also 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. The use of low environmental impact cleaning products, equipment with dust/particulate control, including HEPA-Vac vacuum cleaners and micro-fiber rags, are some examples of current products used. We are firmly committed to procurement of green materials, not only for office supplies, but also for janitorial supplies and building materials, including eco-friendly, locally sourced products and cleaning agents, use of refillable, pre-diluted cleaning products & containers, microfiber rags and recycled content paper towels and toilet paper. Continued awareness and monitoring of advancements and developments in the eco-friendly industry, as well as progressive employee training is the foundation of the green cleaning program.

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 Building 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

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.

Security

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 Management Office if:

- An emergency occurs. If the emergency is medical in nature, dial 911. Notify the 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.

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 Staff 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.

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 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.

Emergencies Procedures

315 PAS has developed Emergency Procedures as a guide to understanding the life safety systems and procedures pertaining to the building which is posted below:

[315 PAS Emergency Procedures Manual](#)

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 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.

Emergency Contact List Form

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 315 PAS 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	Annually	Semi-Annually	Attendance Required for
Non-Fire Emergency Drill	•		All Building Occupants
Deputy FLS Director & Building Evacuation Supervisor		•	Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers
Non-Emergency Staff Training			
Fire Drills		•	All Building Occupants
Fire Safety & EAP Staff Training	•		Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers

For your personal safety while in the building please take the time to read and understand this plan. In addition, the Plan details requirements regarding Tenant Fire Wardens, Fire Drill participation and Fire Life Safety information provided by Building Management.

Vendor, Contractor and Service Provider

Certificate of Insurance Requirements

Certificates of insurance 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 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 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 Management Office of any individual or entity attempting to access the building. It is also the Tenant's responsibility to inform the 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 increase 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 standard contract recommended limits are outlined in the table below. These limits would apply to contractors who provide general routine and non-critical services:

(Please refer to the next page for the coverages and limits)

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 coverages 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

Sample Certificate of Insurance (COI):

CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YYYY)	
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.						
IMPORTANT : If the certificate holder is an ADDITIONAL INSURED , the policy(ies) 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).						
PRODUCER :		Please attached policy provisions or endorsements if Waiver or Additional Insured is Required				
INSURED:		INSURER(S) AFFORDING COVERAGE				
Name of Contractor		COMPANY A COMPANY B COMPANY C Standard is AM Best A-,X Rated Company COMPANY D				
COVERAGES : CERTIFICATE NUMBER REVISION NUMBER:						
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.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
	Commercial General Liability <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L 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	1/1/20XX	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA Occurrence) 2,000,000 MED EXP (Any One Person) 5,000 PERSONAL & ADV INJURY 2,000,000 GENERAL AGGREGATE 2,000,000 PRODUCTS-COMP/OP AGG 2,000,000	
	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	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 RETENTION \$				EACH OCCURRENCE \$- 4,000,000 AGGREGATE \$ 4,000,000	
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED Y/N Partners/Executive Officers are <input type="checkbox"/> Included <input type="checkbox"/> Not Included	ABC 123	1/1/20XX	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 may be listed. However, additional insured endorsement should be attached to be valid.					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL TERMS						
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.						
CERTIFICATE HOLDER			CANCELLATION			
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			SHOULD ANY OF THE ABOVE POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNATURE :			

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.

Amenities

Located in the heart of Midtown South's Flatiron District, this well-connected office building provides walkability to the city's best dining, shopping, and exceptional transit access. Here are some of the many amenities in the neighborhood:

- Unmatched Access to Midtown South: Madison Square Park, Gramercy Park, and Flatiron District
- Onsite AmazonGo
- Nearby CitiBikes
- Onsite Gramercy Fitness Club: Luxury fitness facilities are available at the full-service onsite Equinox gym, located on 24th Street (membership required for access)



Forms

Each Tenant should ensure that this completed form is on-file in the Management Office to enable personnel to:

- Identify authorized Tenant Administrators
- Accommodate authorized after-hours HVAC request
- Authorize lock & key work and/or reimbursable work projects
- Contact you in the event of an afterhours emergency
- Comply with Fire Department Life Safety Training Requirements

[Tenant Contact and Emergency Form](#)

[Fire Warden Chart](#)

[Property Removal Pass](#)

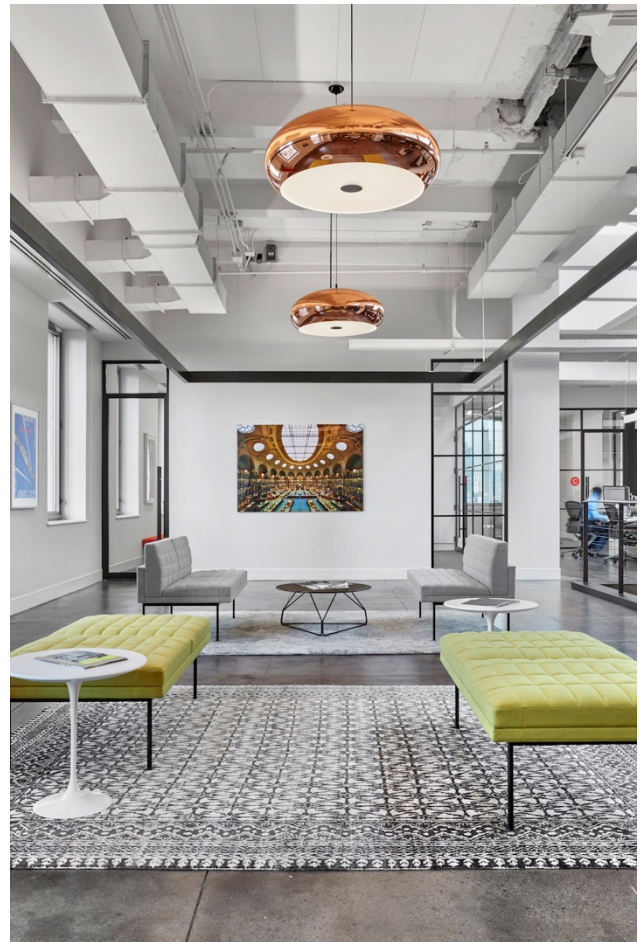


Exhibit A-Tenant Move In Checklist

GENERAL MOVE-IN INSTRUCTIONS

- ☐ Select move-in date.
- ☐ Contact the Building Office at 315 Park Avenue South by phone **212.419.7082** or e-mail:
 - Dana J. Dinolfo, Property Manager: dana.dinolfo@columbia.reit
 - Lisa Pang, Property Financial Manager: lisa.pang@columbia.reit
 - Jonathan Huynh, Tenant Engagement Manager: jonathan.huynh@columbia.reit
- ☐ Hire a mover and provide them with information regarding building procedures and requirements.
(A list of preferred vendors can be provided)
- ☐ Send Certificate of Insurance for moving company to the Building Office.
- ☐ Schedule freight elevator for move at least one week prior.
- ☐ Schedule pre move-in cleaning with the Building Office and Building Cleaning contractor, Metropolitan Cleaning.

IT SET UP

- ☐ Hire low-voltage provider and phone company.
- ☐ Request building access cards for employees from the Building Office.
- ☐ Set up suite security/card access system. Program building team's access cards for emergency suite access (Card #'s will be provided)
- ☐ Provide telephone number of your new suite to the Building Office.

ADMINISTRATIVE

- ☐ Notify U.S. Post Office of your new office location.
- ☐ Meet with the Building Office to discuss outstanding matters throughout the move.
- ☐ Discuss nightly cleaning (per Lease requirements) with the Building Office and Cleaning Contractor.
- ☐ Discuss additional cleaning services with the Cleaning Contractor (i.e., exterminating, etc.)
- ☐ Complete Tenant Contact & Emergency forms and return to the Building Office.

MISCELLANEOUS

- ☐ Schedule after hours air conditioning/heating, if required.
- ☐ Schedule work order system training with the Building Office and review building procedures.

Exhibit B-Tenant Move-Out Checklist

GENERAL MOVE-OUT INSTRUCTIONS

- ☐ Select move-out date.
- ☐ Hire a mover and provide them with information regarding building procedures and requirements.
(A list of preferred vendors can be provided)
- ☐ Send Certificate of Insurance for moving company to the Building Office.
- ☐ Schedule freight elevator for move at least one week prior through Building Engines.

IT RELATED ITEMS

- ☐ Contact phone/data providers to remove all equipment.
- ☐ Hire low-voltage provider to remove all low-voltage wiring, if required by Lease.
- ☐ Return all building access cards to the Building Office.

ADMINISTRATIVE

- ☐ Reference your lease for obligation items relating to the removal of special alterations (i.e., internal stairwells, signage, etc.). Meet with the Building Office to discuss outstanding matters throughout the move.
- ☐ Review pending/move related charges (i.e. freight/security, Operating & Real Estate taxes, Electric charges, and miscellaneous building service charges, etc. Please discuss additional cleaning services with the Cleaning Contractor.
- ☐ Ensure that all FDNY, DOB permits are paid and provide the Building Office with a copy of any permits.
- ☐ Provide Building Office with forwarding address.
- ☐ Discuss & schedule post move cleaning with the Building Office and Building Cleaning Contractor.
- ☐ Schedule post move walk through with Building Manager to ensure premises are in “broom clean” conditions.
- ☐ Discuss/coordinate the return of the Security Deposit with the Building Office.

Exhibit C-Tenant Alteration and 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 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 for approval. 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 Property Management. All contractors must check in with the Building Security 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 contractors must be licensed in the jurisdiction of the property location to perform their trade work. 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.

- 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 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 24th Street between Lexington and Park Ave 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 Property Management. Delivery or removal of materials that are too large for the freight elevator must be coordinated with Property Management.

Tenant Contact Form

Please complete the following below and submit to Jonathan Huynh at Jonathan.Huynh@columbia.reit

TENANT INFORMATION: Information is kept confidential and is for the Building Management's use only.

Business: _____ Business Phone: _____
 Fax Number: _____ Back Line Number: _____
 Address: 315 Park Ave South Floor Website: _____
 Owner/Manager: _____ Owner/Manager: _____
 Type of Business: _____ Number of Employees: _____
 Billing Address: (if different from above) _____

Office Liaison: _____ Business Phone: _____
 E-Mail Address: _____ Cell Phone: _____
 Office Liaison: _____ Business Phone: _____
 E-Mail Address: _____ Cell Phone: _____

EMERGENCY CONTACT: List persons to contact in case of an emergency. Calls are made in the order listed. Please list three contacts.

1. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____
 2. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____
 3. Name: _____ Home Phone: _____
 Cell Phone: _____ Alternate Phone: _____

SECURITY INFORMATION: (if applicable)

Alarm Company: _____ Code No: _____
 Contact Person: _____ Phone: _____

Special Instructions \ Additional Comments:

Authorized Signature: _____ Date: _____

**FIRE DRILL AND EVACUATION /EMERGENCY ACTION PLAN (EAP)
STAFFING CHARTS**

BUILDING:

315 PARK AVENUE SOUTH

FIRE SAFETY/EAP DIRECTOR

JAMES ROMERO

212-254-3060

DEPUTY FIRE SAFETY/EAP DIRECTOR

JERRY ZAKARIAN

212-254-3060

FLOOR NO.

FIRE SAFETY/EAP WARDEN

DEPUTY FIRE SAFETY/EAP WARDENS

SEARCHERS

• **MALE**

• **FEMALE**

ALARM TRANSMISSION

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety/EAP Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/EAP Director/staff response personnel.

Company:

Date Prepared:

Date Revised:

QUALITY FIRE PROTECTION CONSULTANTS INC.

14 Penn Plaza, New York, NY 10122 - Tel # (212) 695-0890 - Fax (212) 695-0797

315 / PAS

PROPERTY REMOVAL PASS

DATE: _____

COMPANY: _____

EMPLOYEE REMOVING PROPERTY: _____

DESCRIPTION OF PROPERTY BEING REMOVED:

TIME OF REMOVAL: _____

AUTHORIZED SIGNATURE
(TENANT CONTACT): _____

SECURITY OFFICER USE ONLY

DATE OF REMOVAL: _____

TIME OF REMOVAL: _____

SIGNATURE: _____