

# 799 Broadway

## Tenant Handbook



# INTRODUCTION

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On behalf of Columbia Property Trust, we would like to welcome you to 799 Broadway. 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 operations, procedures, and policies at 799 Broadway. From time to time, the Property Management Team may issue new or revised material for you to include with this information.

Many sections in this Handbook reference forms that should be completed by each tenant company and provided to the Property Management Office. For your convenience, we have included a complete set of these forms at the end of this Handbook. You may also access this Handbook, as well as pertinent electronic forms, digitally by visiting the property website at <https://tenants.799broadwaynyc.com/>.

We also have included property emergency procedures in this Handbook for easy reference. Please note that the emergency procedures are of critical importance, so we encourage you to share this information with every employee in your office.

If you have additional questions or concerns, please feel free to contact the Property Management Office at 212-419-7082 or the lobby desk at 212-858-0799. Your tenancy makes our jobs possible, and it is our pleasure to assist you.

Last Updated	November 2023
Owner	Property Management Team

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# PROPERTY MANAGEMENT OFFICE 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. Our highly attentive property management team and competent operational team are available and prepared to respond to your accounting, engineering, and other needs from day-to-day matters or long-term planning.

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 serve you.

### Front Desk

P 212-858-0799

### Property Management Team Members

**Dana Dinolfo**, Senior Property Manager

P 212-419-7082 E [Dana.Dinolfo@columbia.reit](mailto:Dana.Dinolfo@columbia.reit)

**Lisa Pang**, Financial Property Manager

P 212-419-7082 E [Lisa.Pang@columbia.reit](mailto:Lisa.Pang@columbia.reit)

**Jonathan Huynh**, Tenant Engagement Manager

P 212-419-7082 E [Jonathan.Huynh@columbia.reit](mailto:Jonathan.Huynh@columbia.reit)

**Michael Monti**, Concierge

P 646-745-4494 E [Mike.Monti@columbia.reit](mailto:Mike.Monti@columbia.reit)

## Security

**Kevin Lopez**, Day-Time Guard/FSLD

**Ezequiel Ruiz Baez**, Night-Time Guard

P 212-858-0799

## Engineering

**Chris Driscoll**, Chief Engineer

**Jason Scaglioni**, Engineer

# HOURS OF OPERATION

## Building Hours

799 Broadway provides access to tenants and their employees 24-hours per day, 7-days per week via keycard access. Regular building hours are 7:00 AM - 6:00 PM Monday through Friday. All entrances to the building will be locked from 6:00 PM - 7:00 AM daily; however, the building lobby is staffed with security guards 24/7, and are available if you need assistance with access.

## Building Holidays

The holidays listed below are recognized as annual building holidays. On these dates, the Property Management Office will be closed, the building entrances will be locked (although access is still available via building access cards), and janitorial and engineering services will be unavailable. Heating and cooling are lowered to the after-hours levels.

If you require HVAC, Security, Engineering or Janitorial services on any of the following holidays, after business hours, or on a weekend, please schedule with the Property Management Office at least 48-hours in advance. Please note the services listed above are considered overtime and may incur additional fees.

### HOLIDAYS

- New Year's Day (January 1<sup>st</sup>)
- MLK Jr. Day (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Thanksgiving (4<sup>th</sup> Thursday and Friday in November)
- Christmas Eve and Day (December 24<sup>th</sup> and 25<sup>th</sup>)

If your company or office recognizes any additional holiday(s) or planned closure(s) not listed above, please inform your Property Management Team of the specific date(s), so that we may ensure services are adjusted accordingly.

## PROPERTY WEBSITE

The website for 799 Broadway is: <https://tenants.799broadwaynyc.com/>. Here you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the work order system, and a digital copy of this handbook.



# 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 and reflects the uniqueness 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 ROOM

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

Additional authorization is required to access the bike room. Please complete the Bike Room Waiver Form and submit to your Property Management team. The bike room is accessible from Monday to Friday, 7:00 AM to 6:00 PM, and can be accessed through the freight entrance, located on E 11th Street.

To access the freight entrance and bike room, the tenant must swipe at the card reader to gain entry. All bicycles must be removed on a daily basis and should not be left overnight.

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

## BUILDING TECHNOLOGY

### WiredScore Certification

At Columbia, 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.

799 Broadway is Wired Certified Gold.

**Wired Certified Gold** means a building provides you with access to multiple high-quality internet service providers and a variety of cabling types, including fiber. The infrastructure measures ensure connectivity sources are protected, redundant, and prepared to meet your current and future connectivity needs.



On the Tenant Resources page of our website, <https://tenants.799broadwaynyc.com/> 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/](https://wiredscore.com/wiredscore-connect/) to learn more.

799 Broadway is also SmartScore Gold Certified.

In 2021, 799 Broadway became one of the inaugural buildings to pursue certification through SmartScore, a new global certification program also offered through WiredScore to identify smart, future-proof buildings that deliver an exceptional user experience and meet high standards of sustainability. **SmartScore Certified Gold** means a building uses technology to ensure it provides an exceptional user experience, meets high standards for sustainability and is fully-future proofed. For more information, visit <https://wiredscore.com/certify-a-building/smartscore/>.

## Telecom & Data Providers

Verizon, Lightpath, Pilot and Crown Castle Fiber provide physical cable into the building. All carriers provide fiber optic connection into the building, and Verizon Fios provides a coaxial connection for cable television. Services are also available from other companies that can utilize connections from the main providers into the building.

Many other services may be brought into the building via one of the carriers with a physical presence. Tenants seeking additional or alternative services should contact the desired provider and notify the Property Management Office.

Access into the riser (telephone) closets and the MPOE must be arranged with the Property Management Office via Building Engines. Once a work order request is received, an engineer will provide entry.

## COURTYARD

Accessible through the main lobby, the interior garden is available to tenants and their guests. A captivating custom artwork by Cameroonian artist Moustapha Baidi Oumarou is on display and leads to the concourse level amenity lounge and tenant-only fitness. This outdoor space is exclusively for tenant use and may be reserved for private functions by contacting the Property Management Office.

## FITNESS CENTER

The fitness center is located on the cellar level and is open 24/7. The fitness center offers state-of-the-art fitness equipment with a variety of cardio machines, on-demand classes, and weight-training gear.

Tenants can access the fitness center and locker rooms by submitting a Fitness Center Waiver Form to the Property Management team.

## LOCKER ROOMS/SHOWERS

Locker rooms are for tenant use and are located on the cellar level near the gym. The locker room offers day lockers and showers. Please only utilize the day lockers while using the gym to ensure availability for others. Locker room amenities are stocked with towels and Grown Alchemist skincare products which contain natural, clean and advanced formulations.

These facilities can be accessed via card access. If you would like to have access to these facilities, please complete the Fitness Waiver Form and ask the main point of your contact to place a Work Order on your behalf and indicate which facility you would like access to.

Please ensure that all doors close behind you when entering/exiting the Locker Rooms/Showers for your and other Tenants' safety.

## LOST & FOUND

The Lost & Found is located at the Lobby Desk and is available to visit during normal business hours. Please be prepared to have supporting documentation/evidence to claim your item(s).

If you believe you have found an item that may have been lost by another Tenant or Visitor, please bring it to the Lobby Desk for safe keeping. Please include the location of where the item was found, as well date/time if possible.

If you believe you have lost an item, please contact the Property Management Office to report the missing item, and we will try our best to help recover the missing item(s).

## LOUNGE

The Tenant Amenity Center offers tenants an area to meet, socialize and work. The Amenity Center is available to tenants and visitors and can be located on the cellar level.

The Tenant Lounge offers exclusivity and modern conveniences. Tenants and guests will be able to enjoy an elevated experience with a wide range of offerings including cold-brew and kombucha on tap, refreshing beverages, health-conscious snacks, and Wi-Fi capabilities.

If you would like to reserve the Tenant Lounge for a private event, please contact Jonathan Huynh, Tenant Engagement Manager for more information.

## MAIL SERVICES & DELIVERIES

### Incoming Mail

Regular U.S. mail is delivered directly to your suite. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area is 1-800-ASK-USPS.

All incoming mail should be addressed as follows:

*Tenant Name*  
*799 Broadway Tenant Suite Number*  
*City, State and Zip*

Please notify all client and other business associates of your proper mailing address.

Security does not accept or sign for tenant packages. Additionally, Property Management does not keep track of inbound and outbound packages. If a package is marked as delivered and is not found in the mailroom or tenant suite, please reach out to the carrier.

### 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:



93 4<sup>th</sup> Ave, New York, NY 10003

800-275-8777



111 E. 14<sup>th</sup> St, New York, NY  
10003

212-979-8785



10 Union Square E Ste 108,  
New York, NY 10003

212-505-5730

# BUILDING SYSTEMS & OPERATIONS

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## BUILDING ACCESS

799 Broadway features an electronic perimeter access control system monitored by a third-party monitoring system. Outside business hours, tenants have access to the building entrances through the access control system via card access.

### Building Hours & After Hours

The exterior doors to the building are open from 7:00 AM to 6:00 PM Monday through Friday, after which time the building is automatically locked by the computerized building access system. The building will also be locked during building-recognized holidays.

### Access Card System

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

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 \$35.00 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 leave the company and not return their card, 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 Management Office.

### Visitor Access

Visitors must be entered into Building Engines, by authorized tenant administrator, with their full name prior to arrival at the building. After a visitor has shown his or her photo ID to the lobby desk attendant(s), Security will notify the Tenant's main contact of their arrival, to confirm if the visitor can be sent up to the Tenant's premises at that time.

## BUILDING SECURITY

### Hours & Contacts

Security services at 799 Broadway are provided 24 hours a day, seven days a week. Security officers assist visitors, monitor access, and prevent solicitors from entering the building. The security desk is located at the main entrance on Broadway. Building entrances are secured after business hours and unlocked between 7:00 AM to 6:00 PM Monday through Friday.

You may call the lobby desk directly at 212-858-0799.

### Good Security Practices

For your safety, we ask that you review and follow our recommended building safety guidelines available at the back of this book. While not exhaustive in scope, the list may be used as an aid in establishing adequate internal security procedures.

### 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 see the Important Forms section at the end of this Tenant Handbook.

## WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

799 Broadway uses the Building Engines work order system, which allows tenants to submit work orders and notify the security console of expected visitors. Building Engines immediately alerts the Property Management Office to an issue and is the preferred way to receive maintenance requests.

## Tenant Administrator

Each Tenant is responsible for designating at least two Tenant Administrators to authorize certain types of activities on behalf of the Tenant, including work orders and visitor management.

Your Tenant Administrators are empowered to determine the following for your firm:

- Persons who will be granted after-hours access to the building
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Persons who should be notified in case of an emergency
- Persons who will comprise your emergency life-safety team

If your designated Tenant Administrator should change, please contact the Property Management Office immediately to ensure that we have up-to-date records.

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.

## Service Requests

Your Property Management Team is dedicated to servicing the needs of each tenant. We encourage you to share your questions, comments, concerns, and complaints with our team, so that we can best respond to ensure we maintain our standard of exceptional service.

As a reminder, the Property Management Office is open 8:30 AM until 5:30 PM, Monday through Friday, excluding holidays. After hours and on weekends, on-site security can be reached at 212-858-0799. In the event of an emergency, a member of the Property Management or Engineering teams can be reached after hours through on-site security.

### **How to report a building problem/request (of any nature):**

1. Report the problem/request to your in-house Tenant Administrator
2. Tenant Administrator submits a request via Building Engines and follows up with a call to the Property Management Office
3. Identify the nature of problem/request, i.e., “office too hot/cold, light out, toilet overflow, needs special cleaning”
4. Identify location of problem/request, e.g., “18<sup>th</sup> Floor, Keith Hyde’s office, Northwest corner”, always report the name of the person who is experiencing the problem so that we can follow up with that person
5. Indicate the priority level of the request

The Property Management Team logs all calls and dispatches them to the appropriate party (engineering, cleaning, etc.).

## 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 (change lightbulbs)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)
- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups” & additional rubbish removal
- 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 maintenance staff would be happy to assist you. Please contact the Property Management Office for current pricing for these services.

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. If you require an outside contractor, the Property Management Team will be happy to provide you with a list of approved contractors. 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, or per your lease, excluding holidays.

### After-Hours Request

After-hours HVAC service can be made available at the Tenant's expense; however, please keep the following information in mind:

- 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.
- Invoices for afterhours HVAC service will be sent to your firm following the date of service based upon the rated defined within your Lease.

### Personal Heaters

As a reminder, personal heaters of any kind are not permitted anywhere in the building.

## 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.

Your 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 your company's lease. Additional porter services are available on request by entering a work order in Building Engines. These services will be billed through the Tenant monthly rent statements based upon the current rates.

### Porter Hours & Services

Day porters are on duty Monday through Friday from 7:00 AM to 6:00 PM to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or within your office space, please place a work order in Building Engines so that we may immediately dispatch a day porter.

### Dumpster/Bin Request

For the removal of large amounts of paper, cardboard, and any other paper related recyclables, please request a plastic bin. All tenant requests for bins must be completed via Building Engines. Please note such items must be taken apart or broken down where possible for proper disposal before being placed in the dumpster. If porter assistance is needed, please enter a request into Building Engines as early as possible.

### Night Cleaning

Nightly janitorial services are provided Monday through Friday evenings. Routine cleaning includes dusting, vacuuming, emptying wastebaskets and spot-mopping your kitchen area. In addition, all restrooms and common areas are cleaned and stocked each night. Additional cleaning services are provided on a monthly, quarterly, and annual basis. If you discover that an area in your suite has been overlooked, please advise the Management Office so that we can ensure better service for you in the future.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives, or keyboards; nor will they vacuum or dust near computer cables or wires. This is for the tenant's protection to avoid disrupting any sensitive computer equipment.




### Green Cleaning Policies & Products

799 Broadway 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."










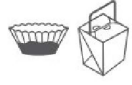


## NYC Waste and Recycling Laws

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.

799 Broadway is designated as a [‘Single -Stream’ Recycler](#) and below is a quick guide of [recyclables](#):

	<p><b>Textiles</b></p> <p>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 <a href="http://nyc.gov/refashion">nyc.gov/refashion</a>.</p>
	<p><b>Yard or Plant Waste</b></p> <p>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.</p>
	<p><b>Organics</b></p> <p>Certain large, food-waste generating establishments are required by law to separate organic waste for beneficial use. Find out if you are covered at <a href="http://on.nyc.gov/commercial-organics">on.nyc.gov/commercial-organics</a>. This material must be set out separately from all other material.</p>

**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				
 <p>Metal Cans, Aluminum Foil</p>	 <p>Glass Jars and Bottles</p>	 <p>Rigid Plastic</p>	 <p>Mixed Metal/Plastic Objects</p>	 <p>Beverage Cartons</p>
Paper				
 <p>Receipts, Mail, Office Paper, Folders</p>			 <p>Newspapers, Magazines, Catalogs</p>	 <p>Cardboard</p>
Garbage				
 <p>Plastic Film and Wrap, Plastic Bags*</p>	 <p>Foam Products</p>	 <p>Soiled or Coated Paper</p>	 <p>Food Scraps**</p>	 <p>Furniture</p>
<p><small>*Unless your business is covered by NYS Plastic Bag and Film Wrap law</small></p> <p><small>**Unless your business is covered by Commercial Organics law</small></p>				

## Window Cleaning

Exterior and Interior window cleaning is performed semiannually. The Property Management Team will notify all Tenants in advance of the date(s) on which the window cleanings will occur. To protect your office and team's belongings, we ask that all personal property, boxes, and equipment be moved away from the windows prior to when the window cleaning begins.

## GARBAGE & RECYCLING POLICIES & PROCEDURES

### Centralized Waste

#### E-Waste

The city does not permit any electronic waste in the regular trash flow. Electronic waste includes computers, printers, copiers, telephones, remote controls, etc. 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

799 Broadway 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 your pest control company and notify building management through Building Engines if afterhours access is required.

## ELEVATORS (FREIGHT/PASSENGER)

The building is equipped with 3 passenger elevators and 1 service elevator. 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 service elevators.

Delivery of all large materials and supplies must be done via the service elevators. Please note service elevators are restricted to building staff, contractors, delivery companies, and movers; if tenant employees need to move large items, please notify the Property Management Office. Vendors arriving during business hours (7:00 AM – 4:30 PM) are limited to one trip in the service elevator. More information about the service elevator can be found under “Loading Dock and Deliveries” in this Handbook.

### Destination Dispatch, How to Properly Call a Cab

799 Elevators are equipped with Destination Dispatch. Once a tenant swipes their access cards at the turnstiles, destination dispatch will activate. Destination dispatch will automatically call the elevators to your elected home floor.

If the tenant needs to access a different floor, they will need to swipe their access card at the elevator kiosk where they can make their selection.

## Elevator Malfunction

Passenger and freight elevators are inspected and professionally maintained by a specialized maintenance firm. Elevator equipment and performance are constantly monitored during regular business hours. Should you at any time experience any irregularity or difficulty with elevator service, please note the elevator car number and report it immediately to lobby personnel or the Property Management Office.

In case of an elevator malfunction with passengers in the car:

1. Remember to remain calm. Elevators are constructed with multiple steel suspension cables, any one of which is sufficient to support the elevator.
2. Locate the emergency buttons to summon help. All passenger and service elevators have one (1) alarm button and one (1) intercom system to communicate with Security on the left panel. Fully depress the intercom "push to call" button. This will automatically dial security console, then communicate via the emergency intercom.
3. Identify the elevator number located inside the panel and above the call buttons. To enable the elevators or mechanic to respond to the problem quickly, callers will be asked for the number and approximate floor location.
4. Stay in the car if the elevator stops between floors and the doors open. Do not try to climb out or jump to the floor below. Do not try to pry open the doors — it may cause other damage to the equipment and prolong the emergency.
5. Wait for help to arrive. If the emergency lasts an extended period, sit on the floor and either look up or ahead so that you feel less confined.
6. Following rescue/resolution of the incident, please provide the occurrence details to the Property Management Office or Security.

### **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

There are 3 emergency stairwells that service the building.

- Stairwell A: Floors 1-12; located in the Service Corridor Hallway
- Stairwell B: Floors Cellar to 12; located behind the lobby desk
- Stairwell C: Floors 2 to 12; located next to the loading dock.

Never prop stairwell doors open, as this may compromise the balance of the HVAC system and may create a serious breach to security and fire protection. The only way out of a stairwell is to go down to the ground floor and exit the building.

Stairwell doors are locked at all times to prevent entry onto a tenant floor. Stairwells are for emergency use only and should not be used under normal circumstances.

Use of the stairwells is recommended in lieu of elevators, to conserve electricity and promote health – take the stairs and get in those extra steps!

## LOADING DOCK & DELIVERIES

Deliveries of packages, supplies, or office equipment requiring the use of dollies or carts should be delivered via the Loading Dock, between the hours of 7:30 AM and 4:30 PM, Monday through Friday. Use of the service elevator(s) during this time is on a first-come, first-serve basis. Please note that no pallet jacks are allowed in the main lobby or the cellar.

Any large deliveries (i.e. more than one trip on an elevator or deliveries requiring the use of elevator pads) should be made after hours Monday through Friday, 4:30 PM – 7:00 AM, or by appointment Saturday or Sunday. These deliveries should be coordinated through the Property Management Office.

Building personnel including Engineering and Security are not permitted to accept deliveries of any kind (furniture, supplies, etc.) on your behalf. The Property Management Team cannot be held responsible for deliveries made to the building lobby.

### Loading Dock Measurements

- Loading Dock 13' H X 12' W X 31' D
- Loading Dock to Service Corridor 83" H X 66" W

### Service Elevator Measurements

- Cab: 95"H X 47" W X 96" D



# 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 11<sup>th</sup> 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 7:30 AM and after 4:30 PM.

## TENANT ALTERNATION & 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 11<sup>th</sup> Street between Broadway.

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.

The following section will provide more details on the building's rule and regulations, which we strongly encouraged to be distributed to contractors and any other related parties prior to the commencement of any work. Acknowledgement of and an agreement to the Building Rules and Regulations must be received by the 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

### Vendor 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.

Please refer to the following page for a Sample Certificate of Insurance.

# Sample Certification of Insurance (COI)

<b>CERTIFICATE OF LIABILITY INSURANCE</b>					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 AFFIRMATELY 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 <b>ADDITIONAL INSURED, the policy(ies) must be endorsed</b> . 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		Fax	
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
	<b>Commercial General Liability</b> <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
	<b>Auto Liability</b> <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 <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED Y/N Partners/Executive <input type="checkbox"/> Included Officers are <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 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 - 799 Broadway 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 or 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>			<b>CANCELLATION</b>		
Maple C 799 Broadway Owner II, LLC c/o Columbia FundSub Management Co., LLC 315 Park Avenue South, 5th Fl New York, NY 10010			SHOULD ANY OF THE ABOVE POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
			AUTHORIZED REPRESENTATIVE SIGNATURE :		

## Preferred Vendor Lists

At Columbia, 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

Columbia is committed to providing healthy buildings to all occupants. In compliance with local compliance/regulations and WELL Health-Safety and Fitwel standards, smoking and the use of e-cigarettes and tobacco products is strictly prohibited in all areas of the building and anywhere onsite, including near any building entrance, operable windows, doors, outdoor air intakes, or outdoor seating areas.

### 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

Use of holiday trees is prohibited without first receiving guidance and permission from the Property Management team. If you 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 PHONE NUMBERS

### 911

In the event of an emergency, please dial 911

### Fire Department (Non- Emergency)

FDNY Engine 5 718-999-2000

### Police Department/Precinct (Non- Emergency)

NYPD 9<sup>th</sup> Precinct 212-477-7811

### Medical Care (Non- Emergency)

Mount Sinai Union Square 212-420-2000  
10 Union Square E

Mount Sinai Beth Israel 212-420-2000  
281 1<sup>st</sup> Ave.

### Poison Control

Poison Control 800-222-1222

### Building Security

Building Security 212-858-0799

# EMERGENCY ACTION PLAN

799 Broadway has developed Emergency Procedures as a guide to understanding the life safety systems and procedures pertaining to the building which is referred as the **799 Broadway Emergency Procedures and Evacuation Plan**.

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 and 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.

# 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 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 Non-Emergency Staff Training		•	Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers
Fire Drills		•	All Building Occupants
Fire Safety & EAP Staff Training	•		Required for All Fire Brigade Team Members-Fire Safety, EAP Wardens, & Searchers

# SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

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As a company, all of us at Columbia 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.

799 Broadway 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](https://www.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).

## **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 Carbon Footprint Reporting & Energy Consumption**

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

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

- Control your window coverings to maintain your office temperature. Close draperies/blinds during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend, if you use your draperies/blinds to insulate/screen the window area.

## 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 ventilations 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. 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 799 Broadway, 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, 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, [columbia.reit](http://columbia.reit).

# IMPORTANT FORMS

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All forms are available on the 799 Broadway website at <https://tenants.799broadwaynyc.com/tenant-resources/> and/or can be requested from the Property Management Office.

## FITNESS CENTER WAIVER FORM

A completed Fitness Center Waiver of Liability form is required in order to obtain access to the facilities.

## BICYCLE AGREEMENT

A bike agreement must be signed by the tenant employee to access the bike room.

## TENANT CONTACT & EMERGENCY FORM

This form should be completed and returned to the Property Management Office in the event of an emergency.

## MOVE-IN/MOVE-OUT FORMS/CHECKLISTS

A checklist is available to assist you in planning your move. Please contact the Property Management Office to coordinate all move-ins or move-outs, as well as to confirm Certificate of Insurance 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.

A sample Property Removal Pass is available with the other Tenant Forms.