

**Tenant Handbook  
250 Vesey Street  
New York, NY 10281**



**Brookfield**  
Properties

*Dear Tenants:*

*Welcome to 250 Vesey Street, a Class A Commercial Office Building & Retail destination within the Brookfield Place complex. The following Tenant Handbook is meant to give you some important information on operational guidelines, security procedures and tenant services.*

*If you have questions concerning any of this information, please feel free to contact any member of the 250 Vesey Street Property Management team at 212-945-2320.*

*Sincerely,*

*250 Vesey Street Property Management*

# Contents

INTRODUCTION .....	4
Welcome .....	4
About Brookfield .....	4
About 250 Vesey Street.....	4
Property Management Office / Team .....	5
Hours of Operation.....	5
SECURITY/FIRE LIFE SAFETY.....	7
Security Overview.....	7
Access Control .....	8
After-Hours Building Entry .....	8
Vendor/Contractor Access .....	8
Parking.....	8
Handicap Accessibility .....	8
Stolen Property.....	8
Solicitation.....	9
Tenant Parties, Receptions and Open Houses.....	9
Tenant Security Services.....	9
EMERGENCY PROCEDURES.....	10
LiveSafe Brookfield .....	10
TENANT SERVICES .....	13
Tenant Service Request.....	13
ProxyClick .....	14
Building Signage .....	15
Cleaning Service .....	15
Deliveries/Loading Dock/Freight Elevator .....	15
Passenger Elevator .....	16
Engineering Services.....	16
Carpenter Services .....	17
Repairs.....	17
HVAC Services.....	17
After Hours HVAC.....	17
Keys and Locks.....	17
Lost and Found .....	17

Mail Service .....	17
Rubbish Removal / Recycling.....	18
Recycling Law .....	19
Bins/Signs/Labels.....	20
Recycling Guide .....	21
Cooking Oil Reclamation .....	21
POLICIES AND PROCEDURES.....	22
Construction/Remodeling .....	22
General Rules and Regulations.....	23
Insurance Requirements .....	25
Moving Procedures .....	26
Smoking Policy.....	26

# INTRODUCTION

## Welcome

Brookfield is committed to providing tenant services of the highest quality. Please let us know how we can assist you, as we would be happy to provide any information or coordinate any services that you may require.

This Tenant Handbook should answer many of the immediate questions you may have about property regulations, policies, and operating procedures. We have provided important building personnel names and phone numbers, as well as emergency contact phone numbers.

The information contained in this Handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

Brookfield prides itself on quality service and responsive attention to the needs of our tenants. We encourage you to work with us in upholding our service goals and provide feedback to improve our premises and your surrounding business environment.

We hope this Tenant Handbook is a useful guide.

## About Brookfield

Brookfield Properties is one of the largest global investors in real estate, owning and operating an irreplaceable portfolio of iconic properties located in the world's most dynamic markets. Our portfolio spans multiple asset classes, including office, retail, multifamily, industrial, hospitality, self-storage and student housing in North America, South America, Europe and Asia Pacific. Because our assets are diversified by sector and geography, our portfolio's exposure to movements in any single market is reduced, minimizing volatility. Across our public and private investment vehicles, we generate superior returns by focusing on real estate fundamentals—leasing, financing, development, construction, and property and facilities management. Our long-term objective is to generate stable and growing distributions for our investors while protecting them against downside risk.

## About 250 Vesey Street

250 Vesey Street is the Northwestern most tower of the Cesar Pelli designed Brookfield Place (formerly known as the World Financial Center). The Brookfield Place complex includes four Class A office towers and extensive public and retail space highlighted by the Winter Garden, a dramatic glass and steel public space with a 120' vaulted ceiling. Completed in 1986, the Building is a 34-story tower with over 2 million square feet of rentable area.

250 Vesey Street is a proud recipient of LEED Gold recognition as well as Energy Star Certification.

## Property Management Office

As the Property Manager of 250 Vesey Street, Brookfield Management Team wants you to know that every member of our staff is here to assist you. The Management Office is located on the 4<sup>th</sup> floor of 250 Vesey Street and business hours are 9:00 am to 5:00 pm, Monday – Friday, excluding major holidays. Please feel free to call the Management Office at (212) 945-2320 with any questions or concerns 24 hours a day.

Security personnel answer our telephone lines after business hours. They are in contact with our management, engineering, janitorial and security staff as needed.

## Property Management Team

Title	Name	Email
Senior Property Manager	Jim Greco	<a href="mailto:Jim.Greco@brookfieldproperties.com">Jim.Greco@brookfieldproperties.com</a>
Property Manager	Shannon Reardon	<a href="mailto:Shannon.Reardon@brookfieldproperties.com">Shannon.Reardon@brookfieldproperties.com</a>
Property Administrator	Doraine Jones	<a href="mailto:Doraine.Jones@brookfieldproperties.com">Doraine.Jones@brookfieldproperties.com</a>
Property Administrator	Kelly Chin	<a href="mailto:Kelly.Chin@brookfieldproperties.com">Kelly.Chin@brookfieldproperties.com</a>
Chief Engineer	Bill LaRosa	<a href="mailto:Bill.LaRosa@brookfieldproperties.com">Bill.LaRosa@brookfieldproperties.com</a>
Director of Security	James Barry	<a href="mailto:James.Barry@brookfieldproperties.com">James.Barry@brookfieldproperties.com</a>
Lead Fire Life Safety Director	Conrad Valdini	<a href="mailto:Conrad.Valdini@brookfieldproperties.com">Conrad.Valdini@brookfieldproperties.com</a>

## Rental Payments and Miscellaneous Billings

In accordance with the lease, charges for rent are due and payable on the first day of the month without notice. You will receive separate invoices for miscellaneous charges such as repair service, overtime air conditioning, etc. Payments should be remitted to:

WFP Tower D Co., L.P.  
c/o Brookfield Financial Properties  
250 Vesey Street, 15<sup>th</sup> Floor  
New York, NY 10281-1023

To ensure proper handling, please include remittance copies of the invoices you are paying. If you have any questions regarding rent statements/payments, please call the Management Office.

## Hours of Operation

Building services including HVAC, security and building staff are provided during the following normal business hours:

<b>*Hours of Operation</b>	<b>Monday – Friday</b>
HVAC Business Hours	8:00am-6:00pm

Services outside of these hours including HVAC may be arranged for by calling the Management Office by 4:45 pm Monday through Friday.

**\*Building Holidays** – One New York Plaza will be closed on the following major holidays:

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

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

# SECURITY/FIRE LIFE SAFETY

## Security Overview

Security officers are on duty at the Building's Security Console 24 hours a day, 7 days a week. The Building also employs electronic surveillance devices throughout certain common areas. Two-way radio communication between the Management Office, Security Console and property staff provide quick response to any issue.

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

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

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

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

### **Access Control**

We strive to provide a safe environment for tenants and their employees, guests, customers, and visitors. For this reason, access to the building is restricted. 250 Vesey Street is open to tenants at all times, however, management may limit public access at certain hours. Building doors are open during the times listed in the Hours of Operation section.

### **After-Hours Building Entry**

Access to tenant spaces is available for tenant employees using 250 Vesey Street security access cards/badges, or visitors, vendors, and customers who are sponsored by tenants, maybe admitted to tenant areas. All visitors without proper after-hours authorization are referred to Property Security at all other times.

### **Vendor/Contractor Access**

There may be special instances when vendors or contractors need to perform work in your space during non-business hours. In such instances, please provide notification to the Property Management Office through Angus, the tenant service request system including the following:

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

Property staff will not admit your contractor into your space. Please plan to meet the vendor or provide them with keys.

### **Parking**

Parking is available 24 hours per day. Entrance to the garage is located on North End Avenue and is clearly marked by the parking sign. Daily and monthly parking rates are posted at the garage office and cashier booths. These rates are subject to change from time to time.

SP Plus Parking operates the garage under a contract with the owner. The garage office number is (212) 786-4245 and handles all routine matters including the issuance of monthly passes and tickets. Issues with regards to service and courtesy should be addressed with the parking manager.

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

Posted speed limit within the garage is 5 MPH.

### **Handicap Accessibility**

Handicap accessible entrances provide easy access to and from 250 Vesey Street. Handicap entrances and egresses are available at the Vesey Street entrance

### **Stolen Property**

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

**Solicitation**

For the privacy of our tenants, solicitation and hand-billing is not allowed at 250 Vesey Street. To report solicitation, please call the Management Office.

**Tenant Parties, Receptions and Open Houses**

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

**Tenant Security Services**

Tenants may require security services in addition to those typically provided on a day-to-day basis by the property's security personnel. If extra security measures are required, the tenant should call the Property Manager to discuss these needs and the best way to fulfill them.

# EMERGENCY PROCEDURES

## LiveSafe | Brookfield

Below is a list of LiveSafe mobile application features that will be available to our tenants:

- One button feature to contact security or property management directly
- One button feature to contact 911
- One button feature to have access to critical portions of the Tenant Emergency Procedure Manual (TEPM) and tabs for each emergency scenario
- The ability to report an emergency or tip and add a photo or video to send to the dashboard. This can also be done anonymously for privacy reasons
- The ability to use the Safewalk feature which will allow the tenant to have a colleague or co-worker monitor their activity when they are leaving the property, headed to the garage, the train station or traveling out of town
- As long as their colleague has the LiveSafe app, Safewalk can be used in any capacity that a tenant wants a colleague to follow their path



1. Please download the “LiveSafe” for free from Google Play or the App Store
2. Register with your mobile phone number and fill out your profile. Verify your account
3. Select “250 Vesey Street”



# LiveSafe | Brookfield

Safety. In everyone's hands.



## Get LiveSafe

Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select Brookfield. You're set!

### Share info with safety and security

Submit tips related to safety concerns. Attach a photo, video, or audio file. You can even do it anonymously.



Report Tips



Emergency Options

### Request help in an emergency

Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.

### Know what's around you

Use the Safety Map to see pertinent safety locations and nearby incidents.



Safety Map



Emergency Information

### Access Brookfield resources

Have fast access to emergency procedures, organization resources, building locations, and more.

### Tab navigation: Home

Keeps Brookfield-related functionality in one place within the app.



### Tab navigation: SafeWalk and Notifications

Makes it easier to quickly start a peer-to-peer SafeWalk and access broadcast messages.



LiveSafeMobile.com



(571) 312-4645



@LiveSafe



/LiveSafeApp

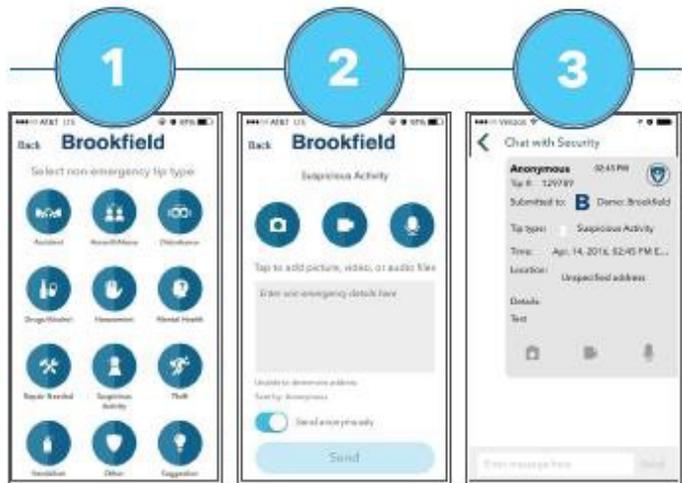
# SEE SOMETHING SAY SOMETHING:

Share info with  
Brookfield Security

- A feature of the Brookfield LiveSafe app -



From harassment to suspicious activity, help keep our community safe by letting Brookfield Security know what you see.



From the app home, tap "Report Tips" and select the tip type you want to submit to Brookfield Security.

Enter in the info you want to share. Add audio, photos, or a video clip. You can also send it anonymously.

Once you tap "Send Tip", Brookfield Security may start a live chat with you to ensure you and others are okay.



# Brookfield

# TENANT SERVICES

## Tenant Service Request

Click here to login to the Service Request System.

<https://www.ng1.angusanywhere.com/Tenant/Default.aspx?CompanyName=Trizec&WebsiteName=Brookfield>

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

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

Each lease contains specific information about services to be provided, including complimentary and chargeable services. If a tenant is unfamiliar with charges for services being requested, the cost of the service will be explained. Tenant Services may be provided by Brookfield Office Properties staff or by outside contractors hired by Brookfield Office Properties. Authorized tenant representatives can submit requests for routine maintenance using the online Service Request System.

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

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

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

Viewing Service Requests:

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

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

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

## ProxyClick

Proxyclick's Visitor Management is a Web-based application that helps your company manage its visitors. Proxyclick is used by companies around the world to better manage visitors to their offices. Proxyclick replaces the paper logbook to improve hospitality and safety.

The dashboard does everything that you would expect from a visitor management solution, which includes maintaining a list of visitors for security purposes, printing badges, generating reports, and allowing for preregistration or self-registration.

The overall process of Visitor Management looks like this:



1. **Preregistration and invitation** - If a visitor is anticipated, a host can input the visitor's information in the tool to prepare the system for the impending visit. In this way, the host logs on to Proxyclick and creates a visit. The visitor automatically receives an invitation e-mail that includes a map of the location (and your logo if you have uploaded it).
2. **Day of visit** - On the day of the visit, the visitor checks in at the lobby reception desk. The host receives an automatic e-mail notification that his visitor has arrived, and a visitor badge is automatically printed. If your guest was pre-registered with their email address, their QR access credential will be activated once they check in at the lobby desk. Your visitor will be able to check in 30 minutes before their scheduled check in time. Your visitor's access credential will expire 1 hour after their planned check-out time.
3. **After the visit.** At any time, the reception and office management have access to an exportable list of all visitors in the building in case of emergency.

How does this tie into my role?

1. **Agent:** You will need create users to allow reception, assistants, hosts, and visitors to collaborate on the platform.
2. **Lobby Reception (Security role):** In addition to serving as a badge creation and check-in tool, Proxyclick also facilitates communication with the tenants (e.g., automatic check-in e-mail to host).
3. **Host:** You can preregister your visitor, who will receive an invitation with meeting details and an access map. S/he will also appear in the list of expected visitors (so that reception can welcome him/her personally).

## **Building Signage**

Consult your Tenant Design Criteria or Lease. Any signage visible in public areas or shared areas must be approved by Property Management.

## **Cleaning Service**

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

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

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

## **Deliveries/Loading Dock/Freight Elevator**

The loading dock is located off North End Avenue behind a secured checkpoint. This area may be used for deliveries and pick-ups only. All persons entering the loading dock must show proper identification. Every vendor, contractor, or messenger will be issued a badge sticker prior to gaining access. The badge will include the date and tenant to where the delivery or pick up is being made. Badge stickers must always be displayed. Security personnel will verify each floor that the delivery or pick up is being made.

All deliveries are to be made via the loading dock and the freight elevator.

All tenant vendors and/or contractors delivering to and performing work within the leased premises are required to submit and keep current a Landlord approved certificate of insurance. No vehicles will be permitted to the respective loading dock without a valid driver's license, vehicle registration and vehicle insurance.

The 250 Vesey Street loading dock and freight elevators are available 24hrs per day, 7 Days per week upon request; vehicles are reserved to a maximum of one hour. Please coordinate all deliveries in advance by entering a request through the Angus System. Reservations will not be accepted from the tenant's vendor.

All personal vehicles will be inspected, and trunks opened and checked. Mirror checks will also be conducted on vehicles. Anyone entering the loading dock on foot will be stopped and asked for ID; proper paperwork will be checked and verified.

### **LOADING DOCK/FRIEGHT DIMENSIONS:**

The maximum entry height at the Loading Dock is **12' 9"**

Maximum truck length is 53 feet, including the head

## Freight Service Elevators: 3

250 Vesey Freight Elevator Information		
Elevator Designation	Dimensions	Capacity
J-23	66" w X 84" h (door opening) 134.5" d X 76.5" w X 12' h (cab)	7,000 lbs
S-24	63" w x 84" h (door opening) 72" w x 60" d x 12' h (cab)	4,000 lbs
S-29	54" w x 102" h (door opening) 75" w x 60" d x 12' h (cab)	5,000 lbs

## Passenger Elevators

Elevator service is available 24 hours a day. The property is equipped with the latest in vertical transportation technology. The office levels are each served by high-speed, 4,000-pound gearless passenger elevators in the following configuration:

- A Bank – eight (8) cabs that serves the 3<sup>rd</sup> and 7<sup>th</sup> floor through the 14<sup>th</sup> floor
- B Bank – seven (7) cabs that serves the 14<sup>th</sup> floor through the 22<sup>nd</sup> floor
- C Bank – seven (7) cabs that serves the 23<sup>rd</sup> floor through the 34<sup>th</sup> floor
- D Bank – four (4) cabs that serves the 3<sup>rd</sup> floor through the 6<sup>th</sup> floor

Two garage shuttle elevators serve the below grade parking levels from the ground floor lobby:

- P25 Car – P-4 level to Lobby
- P26 Car – P-4 level to Lobby

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

After normal hours of building operation, each elevator bank is configured to operate two cabs. If an elevator fails to operate properly, please let Property Management know immediately.

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

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

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

## Engineering Services

Tenants may need special engineering services, including repairs to private bathrooms, replacement of non-standard ceiling tiles, and installation of additional thermostats. The tenant is billed at established rates for engineering services.

Engineering requests are processed and billed as follows:

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

## **Carpenter Services**

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

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

## **Repairs**

If a need for repairs is noticed throughout the building, please notify the Management Office by calling or by submitting a Service Request. Our staff welcomes your information and assistance in maintaining 250 Vesey Street as a first-class office environment.

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

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

## **HVAC Services**

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

## **After Hours HVAC**

Most leases provide for set HVAC hours, excluding holidays. Certain leases provide that HVAC be routinely provided during non-business hours, but for most tenants, after-hours HVAC is provided on the basis of a written request from the tenant. In general, tenants are billed for after-hours HVAC on an hourly basis with a minimum number of hours required. The rate at which tenants are charged is sometimes stipulated in the lease; if not, the tenant is charged at the building standard rate. After-hours HVAC is usually billed on a monthly basis.

## **Keys and Locks**

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

## **Lost and Found**

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

## **Mail Service**

The mailing address for 250 Vesey Street is:

Brookfield Properties  
250 Vesey Street, 4<sup>th</sup> Floor  
New York, NY 10281  
ATTN: Property Management Office

The nearest Post Office location is at Church and Vesey Streets. For more information please call your local Post Office or visit [www.usps.com](http://www.usps.com).

## **Rubbish Removal / Recycling**

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

All rubbish will be removed from your leased premises daily by the Janitorial Contractor. As stated in the General Rules and Regulations section of this document, Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into public areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

Tenants are required to separate trash within leased premises as follows:

### **Single Stream Recycling - The following items should be placed in clear bags:**

- Cardboard
- Empty aluminum, glass, and plastic containers
- Plastic bags and shrink wrap
- Paper (office, newspaper, magazines, etc.)

### **These items cannot be recycled and should be considered trash:**

- Food waste
- Paper, plastic, or cardboard soiled by food waste
- Ceramics
- Dishes
- Styrofoam
- Window glass
- Used tissues
- Dirty paper towels
- Wires
- Appliances
- Pantry waste

Tenants will be billed monthly for their use of compactors from Keter Environmental Services.

## Recycling Law

A new Business Recycling Rule introduced by the New York City Department of Sanitation is effective August 1, 2016. The Business Recycling Rule requires all businesses in New York City to recycle and ensure recyclable materials are properly handled by their private carters.

In order to comply, businesses must:

- 1) “Contract with a licensed private carter and develop a plan for how waste will be collected and set out for your building. If your building management handles waste, work with them to be sure your business complies with their plan and the City’s recycling rules.”
  - a. “Property owners and building management must notify tenants, at least annually, about the recycling and waste management policies of the building. Policies must be compliant with NYC rules and a copy of this notification must be available upon request by DSNY.”
- 2) “Set up customer and staff disposal areas”.
  - a. “All containers must be label stating what material type the container is being used to collect.”
  - b. “All recycling material must be kept separate from garbage at all times.”
  - c. “Post and maintain signs in maintenance areas or waste storage areas describing how recyclables and garbage should be separated.”
  - d. “Post and maintain signs in public areas and staff areas describing how recyclables and garbage should be separated.”

Please click on the following link to view the [Official Notice](#) issued by DSNY.

Brookfield buildings follow a Single Stream Recycling System. Waste and recycling materials are separated at the source by the tenant and brought to the loading dock by janitorial staff. Proper separation is an important first step in diverting recyclables from the landfill.

## Bins/Signs/Labels

As a requirement of the new regulation, all bins should be clearly labeled to show what materials the container is being used to collect. Signs must be posted in common areas at eye level as well as on the lids and on the side of the bins. Signs should be simple and easy to understand. It should include images of common items found in the waste stream. Signs should also have large text but keep text to a minimum. The signs must follow the same color scheme as the bins to help the employees adapt to the recycle program.

We recommend using the signage below but feel free to create custom signs that fit the design of the operation.



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**Tip: It is now illegal to mix trash and recyclables!**

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## Recycling Guide

Please place discarded items in the proper bins located in public areas. All recyclables (plastic, metal, and glass) should be placed in the **BLUE** recycling bin with a circle opening. Please empty the content of the recyclable items before discarding it in the recycling bins. All paper and cardboard should be placed in the **BLUE** recycling bin with a diagonal line opening. All non-recyclable waste should be discarded into the **BLACK or GREY** trash bin.

### RECYCLABLE: PLASTICS, METAL, GLASS, PAPER, CARDBOARD

**Plastic:** Emptied beverage bottles (soda, juice, and water), emptied food containers, milk jugs yogurt cups, cleaning product containers, plastic cups and utensils, food and beverage cartons (milk, juice, and soup), and any clean plastic material that is marked as recyclable.

\*Plastic film, shrink-wrap, and bubble wrap can be recycled but it must be individual wrapped in a bag. (retail only)

**Metal:** Soda cans, soup cans, empty aerosol cans, aluminum foil wrap, aluminum trays, metal caps, metal lids, and wire hangers.

**Glass:** Empty beverage bottles, sauce, and other food jars

**Paper:** Newspapers, magazines, catalogs, white and colored computer/printing papers, envelopes, paper bags, wrapping paper, soft-cover books, telephone books, clean napkins and emptied paper cups. Paper with staples and envelopes with windows are acceptable as well.

**Cardboard:** Corrugated cardboard, clean pizza boxes, shoe, cereal, and frozen food boxes

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**Tip: A good way to determine whether if it is recyclable paper is simply by ripping.  
If it rips with ease it is recyclable.**

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### NON-RECYCLABLE

Food, food soiled items (napkins, plates, foil, sandwich bags), dirty/greasy cardboard, candy bar wrapper, plastic food wrap, candy wrap, chip bags, paint cans, Styrofoam products (cups, plates, food containers, and packing material).

## Cooking Oil Reclamation

Tenants are responsible to ensure all used cooking oil is properly reclaimed. DO NOT dispose in drains or with your daily rubbish.

## **POLICIES AND PROCEDURES**

### **Construction/Remodeling**

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

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

#### **SUMMARY:**

- Contact the Property Manager as the first step. The Property Manager will be happy to assist you in completing your project efficiently
- Incorporate the provisions of the attached document into all your agreements and contracts. You will need written approval from the Property Manager before contracting any work
- At least four (4) weeks before construction provide two (2) sets of drawings and plans to the Property Manager for approval. The Property Manager must also approve your list of contractors and subcontractors
- At least two (2) weeks before construction, schedule a pre-construction meeting with the Property Management Team. Meeting materials should include detailed schedules; addresses and telephone numbers of supervisors, contractors and subcontractors; copies of permits; proof of current insurance (including all subcontractor); payment, performance and lien bonds; and notice of any contractor's involvement in a labor dispute
- We will generally require that you conduct noisy, disruptive or odor and dust producing work, as well as the delivery of construction materials, outside of regular business hours
- We expect all contractors to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. MSDS sheets must be supplied to the management office. We may stop any work that does not meet the conditions outlined in the attached document
- Before occupying the completed space, submit the final certificate of occupancy and any other approvals to the Property Manager. We also require an air balancing report signed by a professional engineer and an "as built" set of drawings in AutoCAD format on disk and one (1) hard copy showing all the work in full detail

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

## **General Rules and Regulations**

250 Vesey Street is a premier business address in Downtown Manhattan; as such we have worked very hard to create the most positive environment possible for you and your employees to conduct business in orderly clean and desirable premises. In order to maintain the positive business environment and minimize the interference by others to your premises, we anticipate your cooperation in observing the following Rules and Regulations prescribed by the Owner. Please note that the term 'Tenant' as used in these Rules and Regulations includes its officers, agents, servants, employees, licensees and invitees.

*After Hours Entry:* Owner reserves the right after normal building hours to require that persons entering the Building identify themselves and establish their right to enter or to leave the Building.

*Animals & Bicycles:* Tenant shall not bring into the Building or keep in or around the premises any insect or animal, or bicycles without the prior written consent of Owner (wheelchairs, Seeing Eye dogs, and baby carriages excepted). Bicycle racks are provided on Service Level of the garage.

*Antennas & Wires:* Tenant shall not install any antenna or aerial wires, or radio or television equipment, or any other type of equipment, inside or outside of the Building, without Owner's prior approval in writing. Tenant may operate personal radios and/or televisions inside the premises leased or occupied by it, provided noise from such equipment is not audible outside the premises.

*Blind Closing:* Each Tenant shall cooperate with Owner in obtaining maximum effectiveness of the cooling system by closing blinds or drapes when the sun's rays fall directly on windows of the premises leased or occupied by Tenant.

*Building Image:* Tenant shall not advertise the business, profession or activities of Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization, or use the name of the Building for any purpose other than that of the business address of Tenant, or use any picture or likeness of the Building or the Building name or logo in any letterheads, envelopes, circulars, or notices, without Owner's expressed consent in writing, which consent may be unreasonably withheld.

*Entrance Obstruction:* Tenant shall not block or obstruct any of the public sidewalk entries, parking areas or courtyards adjacent to the Building, passageways, doors, corridors, elevators, elevator doors, freight elevator lobbies, hallways or stairways of the Building.

Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into such areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

*Finish Materials:* All carpets, fabrics and furniture purchased for premises leased or occupied by Tenant shall conform to local and state fire codes.

*Flammable Fluids:* Tenant shall not bring into the premises or the Building any flammable fluids or explosives without written permission of Owner.

*Glass Panel Doors:* Glass panel doors that reflect or admit light into the passageways or into any place in the Building shall not be covered or obstructed by Tenant. Tenant shall not permit, erect or place drapes, furniture, fixtures, shelving, display cases or tables, lights, signs or advertising devices in front of or in proximity of interior or exterior windows, glass panels, or glass unless the same shall have first been approved by Owner.

*Hand Trucks:* Any hand trucks used in any space or public halls of the Building, either by Tenant or by jobbers or others, in the delivery or receipt of merchandise, shall be equipped with rubber tires and safeguards.

*Large Item Disposal:* Tenant shall have the responsibility of disposing of crates, boxes, etc., which will not fit into office wastepaper baskets and other unusual waste. In no event shall Tenant set such items in public hallways or other areas of the Building, except within the premises leased or occupied by Tenant, for disposal. If Tenant wishes to dispose of such items, you may do so by calling the Management Office to arrange for an open top container.

*Locks:* No additional locks shall be placed on any door in the Building, which are incompatible with the master keying system. Owner may at all times keep a passkey to all leased or occupied premises. All keys shall be returned to Owner promptly upon termination of each lease.

*Material Movement:* The movement of furniture, equipment, machines, merchandise or material within, into or out of the leased premises and the Building shall be restricted to time, method and routing as determined by Owner upon request from Tenant, and Tenant shall assume all liability and risk to property, the premises leased or occupied by it, and the Building in such move.

*Owner's Reservation of Rights:* Owner reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, in the interests of all Tenants, and no alteration or waiver of any rule or regulation in favor of one Tenant shall operate as an alteration or waiver in favor of any other Tenant. Owner shall not be responsible to any Tenant for the non-observance or violation by any other Tenant or any of the rules of regulations at any time prescribed for the Building.

*Plumbing Systems:* The plumbing facilities, lavatories and janitor closets shall not be used for any other purposes than for which they are constructed, respectively, and no rubbish, rags, sweepings, and/or any other harmful damaging or foreign substance of any kind shall be thrown in them, and the expense or any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant.

*Premises Infestation:* If the premises become infested with vermin due to Tenant deliveries or acts or omissions of Tenant, Landlord at Tenants sole cost and expense, shall cause such premises to be exterminated.

*Quiet Enjoyment:* Tenant shall not permit the operation of any musical or sound-producing instruments or devices which may be heard outside the leased premises or the Building, or which may emanate electrical waves which will impair radio or television reception from or in the Building.

*Sales or Auctions:* No space in the Building shall be used for manufacturing or auctions.

*Signal Communication:* If Tenant desires signal communication, alarm or other utility or service connections installed or changed, such work shall be done at the expense of Tenant, with the prior written approval and under the direction of Owner.

*Signs & Advertising:* No sign, door plaque, advertisement or notice shall be displayed, painted or affixed by Tenant in or on any part of the outside or inside of the Building or parking facilities without prior written consent of Owner.

*Smoke Free:* This property is a smoke free building; smoking is prohibited in the lobby and other common areas, all elevators, rest rooms, the elevator lobby on each floor (even if such floor is occupied by only one Tenant) and the parking garage.

*Soliciting & Peddling:* Canvassing, soliciting, peddling, and distribution advertising material in the Building is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to Management

*Weapons:* Owner has the right, but not the obligation, to restrict Tenant from bringing into the Building, or keeping on the premises, any weapon including but not limited to firearms, knives, shotguns and similar items.

**Insurance Requirements**

Tenants are required to keep on file with the Management Office a current Certificate of Insurance evidencing sufficient coverage to satisfy the terms of their lease. The insurer must be admitted and licensed in New York and the Certificate must contain a provision that coverage will not be canceled or non-renewed without a thirty (30) days prior written notice to the Owner.

When tenant work is to be done by contractors in the building, the tenant authorizing such work shall be responsible for including in the contract for such work the following insurance and indemnity requirements to the extent that they are applicable. Insurance certificates must be received prior to construction/service. All certificates shall name the Tenant as the certificate holder as follows:

WFP Tower D Co., L.P.  
 c/o Brookfield Financial Properties, L.P. 250 Vesey Street, 15<sup>th</sup> Floor  
 New York, NY 10281

And as an additional insured party as follows:

Brookfield Office Properties Inc., Brookfield Properties (USA II) LLC, WFP Tower D Co., L.P., Battery Park City Authority, any present and future mortgagee which encumbers an interest in the land or improvements at 250 Vesey Street, New York, New York, and each of their subsidiaries, agents, employees, contractors, sub-contractors, representatives, affiliate(s), or affiliated entities, successors and assigns.

Each contractor and each subcontractor shall, until the completion of the tenant work in question, procure and maintain at its expense, the following insurance coverage with companies acceptable to landlord in the following minimum limits:

Coverage:	Limit of Liability:
Worker’s Compensation / Statutory Benefits	Statutory
Employer’s Liability	\$1,000,000
Comprehensive General Liability- <b>Deliveries</b>	\$1,000,000 combined single limit (minimum)
Comprehensive General Liability – <b>Service Vendors</b>	Varies based on services provided, see below:

Electrician:	\$ 5,000,000
Exhaust Hood Cleaning:	\$ 5,000,000
Fiber Optics & Data Cabling:	\$ 5,000,000
Fire Sprinkler System:	\$ 5,000,000
Flooring Repair & Maint:	\$ 2,000,000
General Construction:	\$ 10,000,000
HVAC Maint. & Repair:	\$ 5,000,000
Janitorial Services:	\$ 5,000,000
Movers:	\$ 2,000,000
Painting:	\$ 2,000,000
Plumbing:	\$ 2,000,000
Rubbish Removal:	\$ 5,000,000
Sign Installation:	\$ 5,000,000
Comprehensive Automobile Liability Bodily Injury and Property Damage <i>(Including coverage for Hired and Non – Owned Automobiles)</i>	\$1,000,000 per occurrence

**Note:** Completed certificates must be received before work can commence.

## **Moving Procedures**

Tenants are requested to contact the Management Office as far in advance of the move date as possible, but no less than two (2) weeks prior to any move in to or out of the Building, to coordinate the move and reserve the freight elevator. All move-ins/outs must take place after normal business hours and are scheduled on a first come, first served basis. Additional Charges for elevator operators and security guards to accomplish the move will be charged to you at prevailing rates.

As a brief checklist, please provide the following to the Management Office prior to your move in date:

- Certificate of Insurance
- Tenant business telephone and e-mail addresses. At least two (2) after-hours emergency contacts (home telephone numbers)

The following rules pertain to moving furniture, equipment and supplies in and out of the building:

- The loading dock is the only building entrance permitted to be used for moves
- Movers must carry insurance in accordance with the specifications in the Insurance Requirements section and provide a Certificate prior to the move
- Clean masonite sections must be used as runners on all finished floor areas where furniture or equipment is being moved with wheel or skid-type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant Space. All sections of masonite must be taped to prohibit sliding
- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be a protective barrier. These areas are inspected for damage after the move
- Restoring any damage to the building or fixtures in connection with the move is the financial responsibility of the Tenant
- The freight elevator is the only elevator used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is obtained from the Management Office
- Movers must plan with the Management Office for use of the elevators for each move. A firm arrival time should be established for each day of a move
- Management Supervision is required during the move. Tenant will only be charged for those hours that extend the normal shift of staff and porter
- Movers are required to remove all boxes, trash, etc., when leaving the Building. Any materials left behind will be disposed of by building staff and charges for this disposal are billed to you with your next monthly rent
- Our building has a strict "No Smoking" Policy. Moving crews are not permitted to smoke in any area of the building
- The Fire Department prohibits the blocking of any fire corridor, exit door, elevator lobby or of hallways. Moving vehicles should not be parked in marked "Fire Lanes"

## **Smoking Policy**

Smoking is prohibited in all common areas of the building including, but not limited to, entrances and lobbies, elevator lobbies, lavatories (handicap included), loading dock, elevators, freight elevators, stairways and garage.