

Shorenstein

**125 Park Avenue
Electronic Tenant Handbook**

Created on February 5, 2012

Building Amenities: Defibrillators

Portable Automated External Defibrillators (AED units) have now been deployed in all SL Green buildings and are located in the Building Management Office. These devices are designed for emergency use for occupants who may suffer from Sudden Cardiac Arrest (SCA) and only as a supplement to the City's 911 emergency system.



Building Amenities: Security Assessment

A complete inspection and assessment of tenant security is available through Classic Security without charge. This complimentary review provides a professional evaluation of your facility and procedures to enhance the security and life/safety aspect of tenant operations. A review can be scheduled by contacting Tom Garry at 212-239-9200.



Building Amenities: Retail Services

JP Morgan Chase bank is located on the ground level and can also be accessed internally with a Building ID Card.

Bistro Marketplace is a full service deli on the ground level and can be accessed internally through the 41st street entrance with a Building ID Card.

Starbucks (coffee) and Golosi (pizza/gelato) are located on the Park Avenue side of the building.

New York Airport Services provides bus transportation to JFK and Laguardia Airports and is located on the Park Avenue side of the building.

Cobbler & Shine provide shoeshine, shoe repair and key making services and is located in the subway corridor downstairs on the Park Avenue side of the building.



Building Amenities: Workspeed

[Workspeed](#) is an easy to use online system that increases property management efficiency and provides Tenants with faster request fulfillment. Workspeed provides accurate tracking of requests, and reporting capabilities for historical and billing information. Authorized tenant representatives, that have been set up with a username and password through the Building Management Office, can submit service requests by logging on to: <http://slgreen.workspeed.com>. Please contact your Building Management Office at 212-692-0130 for additional information.

Building Operations: Accounting

Rental Remittance

Rent checks should be mailed to:
SL Green Management LLC
Bldg 125
PO Box 32778
Hartford, CT 06150-2778

Accounting Contact Personnel:

Jason Morello
Phone: 212-216-1717



Building Operations: Building Management

[SL Green Realty Corp.](#) and our dedicated building staff perform a wide array of Property Management services and other “behind the scenes” activities vital to the operation of the property. We are committed to providing first-class services to you and your employees, making it easy to conduct business here.

Our Building Management Team is here to assist you with issues or concerns you may have relating to your occupancy at this SL Green property. These include, but are not limited to:

- Maintenance emergencies, such as floods, HVAC, mechanical failure, etc.
- Power outages
- Lighting problems
- Temperature control
- Requests for HVAC services after hours, or on weekends and holidays
- All key and locksmith requests
- After hour freight elevator service

The telephone number for the Building Management Office located on the 14th floor is (212) 692-0130.

Requests for overtime or special services may be coordinated through your Building Management Office by an Authorized Tenant Representative using Workspeed.

Your Building Management Office maintains an updated list consisting of your Authorized Tenant Representative(s) who is (are) empowered to make or authorize others to make requests for services. In addition, this office, based upon information received from you, updates a list of “Essential Persons” to be notified in case of an emergency, both during and after business hours.

The following personnel are available to assist your needs:

Name	Title	Phone Number	E-Mail
Eugene Lee	Property Manager	(212) 692-0130	Eugene.lee@slgreen.com
Raymond Benemerito	Portfolio Manager	(212) 216-1612	Raymond.Benemerito@slgreen.com
Milly Rodriguez	Assistant Property Manager	(212) 692-0130	Milly.Rodriguez@slgreen.com
Zachary Hammer	Property Assistant	(212) 692-0130	Zachary.hammer@slgreen.com
Tom Garry	Classic Security	(212) 239-9200	tgarry@classicsecurity.com
David Davir	First Quality Maintenance	(212) 947-7800	ddavir@firstqualitymaint.com

Tom Hogan
Bright Star
Couriers

(212)
947-3600

thogan@brightstarcouriers.com



Building Operations: Holidays

The office will be closed for the following holidays in 2011:

Martin Luther King Jr. Day	Monday, January 17
President's Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day (Observed)	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Day (Observed)	Monday, December 26



Building Operations: Leasing

For leasing information at 125 Park Avenue please contact the following agent:

Name	Title	Phone Number	E-Mail
Ashley Gee	Senior Vice President, Leasing	212-216-1618	ashley.gee@slgreen.com

Please Note: The main company telephone number is 212-594-2700.



Building Operations: Security

Excel Security officers are on duty in the lobby 24 hours a day. The role of the officers is to assist tenants in screening visitors and authorized building employees. Suspicious packages entering or leaving the building may be searched at the discretion of Excel Security officers. Excel Security officers are also available to assist in case of emergency. Excel Security can be reached at 212-239-8086, 24 hours a day.

Security is a high priority, however, effective security requires the participation of everyone. We encourage tenants to remain vigilant, secure their own premises and participate fully in building security procedures.

Tenants leaving the building with large parcels will require a signed package pass.

Building Security: After Hour Access

Excel Security officers on duty after hours will permit access upon presentation of proper authorized building identification card. All visitors and messengers after hours must be accompanied by a tenant or announced and verified with the tenant.

Turnstiles are now in the main lobby. Tenants are required to utilize the turnstiles with their proximity card.



Building Security: Building Access

Photo ID Badges

- Employees are required to carry authorized photo building identification badges issued by SL Green Realty Corp. and Excel Security. Photo ID badges must be swiped at our turnstiles to gain access into the building. Anyone unable to present this badge will be treated as a visitor and must show a photo ID and obtain a temporary daily pass for access.
- Each tenant must designate an Authorized Tenant Representative who will act as the administrator of photo ID badges for his or her organization. The authorized representative will be expected to collect ID badges from terminated employees, and is responsible for deleting these employees on Workspeed.
- Lost or stolen badges must be reported to the Building Management Office immediately at 212-692-0130.

Visitors

- Tenants are required to list visitors on the Workspeed website prior to their arrival. Visitors are required to present accepted photo identification (driver's license, non-driver ID, passport) to lobby staff, who will issue a temporary visitor pass ID. Visitor passes can be scanned at the 42nd street turnstiles for entry but are not valid at the 41st street entry. In addition to requesting photo identification and issuing visitor passes, lobby staff maintain a Visitor Log. Visitors who are unable to present an accepted photo ID are not permitted building access without escort from the Tenant.

Access for the Physically Challenged

- SL Green properties have designated entrances, exits, and lavatories for the physically challenged. Contact your Building Management Office for details.



Building Security: Crime Prevention

The NYPD Crime Prevention Unit also offers a security survey at no cost. Tenant's existing procedures will be reviewed, along with a physical audit of the premises. Recommendations will be made concerning physical security and provided to the tenant in writing, suggesting improvements and enhancements, along with a cost effective security plan. Please contact Excel Security to schedule a survey.

Police

The NYPD plays an active role in the day-to-day operations of the SL Green Realty Corp. portfolio by providing various services, ranging from crime prevention to emergency response. They are dedicated to serving your needs, and will respond promptly when requested. Call 911 for all emergencies. After contacting the NYPD, please contact the Building Management Office.

NYPD Crime Prevention Unit

This unit of the NYPD is available to meet with tenants to discuss crime prevention techniques and develop a program tailored to meet particular safety concerns. In conjunction with Excel Security, this unit also offers crime prevention lectures focusing on security. Tenants requesting a lecture should contact Excel Security to make arrangements.

Operation Laptop

SL Green Realty Corp. strives to protect tenant property and control the incidence of theft. Tenants are encouraged to participate in Operation Laptop, an NYPD pilot program designed to reduce the theft of laptop computers from office buildings. Non-removable ID stickers will be affixed to each laptop. ID numbers are printed on the stickers in both visible and invisible ink. Operation Laptop has successfully reduced the incidence of computer theft throughout New York City, both serving as a deterrent, and as a tremendous aid in returning stolen computers to their rightful owners when recovered. Please contact Classic Security at 212-947-7800 to schedule this program.



Building Security: Deliveries

Freight Entry

The freight entrance is available during business hours of 8:00 a.m. to 6:00 p.m. Individuals utilizing this entrance will be treated as visitors. Visitors will be required to show a bill of lading and an accepted photo identification (driver's license, non-driver ID, passport). Freight entrances are under strict video surveillance.

The following items may require the use of freight service reserved through Workspeed; all construction materials, furniture delivery, excessive amount of file boxes, items requiring more than one trip. Please contact the Building Management Office for confirmation. A Certificate of Insurance for all vendors must be on file in the Building Management Office prior to delivery. These services are billable. The rates can be obtained in the Building Management Office.

Food Deliveries

All food deliveries must be picked up at the lobby. Should you have a special event with catered food please contact the Building Management Office at 212-692-0130 to arrange the use of the freight car.

[Click here to enter Workspeed](#)



Building Security: General Office Security

Incident Reports

To record the details of any incident, theft, or injury that occurs on the property, incident reports must be filed. Please notify the Building Management Office as soon as an incident occurs so we can follow up with the appropriate action. All incidents are reviewed by Building Management together with our outside security consultant, Excel Security.

Security of Tenant Premises

In order to protect and secure tenant areas, the following measures are recommended:

- Screen unauthorized persons who enter the premises by requiring them to present identification. Never allow visitors to roam freely through your office space. If you have any doubts as to whether a person should be allowed in, request the assistance of Excel Security or the Police Department. Excel Security officers are not permitted to leave their posts, but will request the assistance of a Excel Security supervisor, Building Staff, or Police.
- Maintain careful control of distribution of office keys. Report lost keys immediately to the Facility or Office Manager.
- Make sure your office is locked every night. Designate a member of your staff to be responsible for checking that doors are securely locked.
- Clearly mark any discarded office equipment, such as computers, typewriters, etc., with the word "TRASH" in permanent ink. This may require a receptacle request through [Workspeed](#).
- If your space has an alarm system, ensure that it is serviceable and armed when the space is closed.



Building Security: Key and Lock Policy

Office Doors

For security reasons, SL Green staff is not authorized to open office doors if keys are lost or misplaced without approval from an authorized tenant representative. Only in the event of an emergency will tenant doors be opened.



Building Security: Lost and Found

Any individual finding lost item(s) should turn them in to the Building Management Office or to the lobby desk. You can also call the Building Management Office at 212-692-0130 if you have lost any items.



Building Security: Property Removal

In order to protect tenant property and reduce theft, all packages, equipment, or furniture removed from the building must be accompanied by an authorized Equipment Removal Pass issued by SL Green Realty Corp. Equipment Removal Passes can be printed in [Workspeed](#).



Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Building Manager immediately and we will send appropriate personnel to have them escorted off the premises.

Building Services: Building Signage and Directory

Procedure for Adding / Deleting Listings

Each tenant is permitted a minimum number of listings on the building directory. Requests for additions, deletions or changes should be submitted to the Building Management Office using Workspeed. Directory requests should only be made by an authorized tenant representative. There is a nominal charge for additional requests. This amount can be obtained at the Building Management Office.

Entrance Door Signage Approval Standards / Processes

Tenant must submit the name of the company to be displayed on the entrance through Workspeed. Door signage must be consistent with the building standard signage program unless authorized by Landlord. There is a nominal charge for requests. This amount can be obtained at the Building Management Office.

[Click here to enter Workspeed](#)



Building Services: Cleaning

Only authorized staff are permitted to enter tenant spaces after hours for the purpose of cleaning. Routine cleaning will not be performed on holiday evenings, unless specifically requested in writing. To request holiday service, contact First Quality Maintenance before 4:00 p.m. of the prior business day. There will be an additional charge for holiday services. To discuss cleaning concerns, contact First Quality Maintenance at 212-947-7800.



Building Services: Elevators

Passenger Elevators

The building passenger elevators are designated for passenger use only. No deliveries are permitted on the passenger elevators. All deliveries are to be made through the freight elevator.

Freight Elevators

Freight elevator service is available during all business days on a first-come, first-served basis without charge between 8:00 a.m. to 6:00 p.m. Large deliveries and moves must be scheduled during off hours using Workspeed.

To reserve the freight elevator please log in a request using Workspeed. The Building Management Office will approve or decline the request based on availability. For your convenience, there is a calendar showing current availability to view before placing your request. The freight elevator schedule is located under shared resources. These services may be billable. The rates for these services are available in the Building Management Office.

[Click here to enter Workspeed](#)



Building Services: Forms

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

[Construction Guidelines](#)

[Exhibit B](#)

[Tenant Guidelines](#)

[Sample Certificate of Insurance](#)



Building Services: HVAC

If the temperature in your office needs adjustment, please submit your request through Workspeed. Your request will be dispatched immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00 a.m. to 6:00 pm Monday through Friday. Should your firm require HVAC outside of those hours please enter your request in Workspeed. These services are billable. The current building rates for these services are subject to change.

[Click here to enter Workspeed](#)



Building Services: Mail Service

Messenger Service Centers

Bright Star Couriers, located in the Messenger Service Center at 125 Park Avenue is a full service company dedicated to superior performance and customer satisfaction. Bright Star offers several types of pick-up and delivery services to destinations such as Manhattan, Brooklyn, Queens, Bronx/Staten Island, New Jersey, Long Island, Connecticut and Westchester. The hours of operation are 8:00 a.m. to 6:00 p.m., Monday through Friday, and service requests can be placed by phone. For more information, or to set up an account, please call Bright Star Couriers directly at 212-947-3600, or by fax at 212-661-7586.

The Messenger Center will be responsible for the receipt and delivery of packages, and helping to ensure the security of occupants. All delivery personnel (with the exception of postal carriers, UPS, Federal Express, DHL) are required to enter the Messenger Center, rather than the building lobby.

Messenger Center staff sign for and accept all deliveries, log the time and details of the receipt, and forward the delivery to its addressee within the building.

Tenants with outgoing packages must place an order with Messenger Center staff, who will retrieve the item and track its pickup by an external messenger service. Tenants may specifically request that the package is handled externally by a third-party messenger service; otherwise, order placement will default to Bright Star Couriers, resulting in a delivery charge to the tenant. The Messenger Center can be reached at 212-557-2966.



Building Services: Maintenance Requests

All maintenance requests should be entered into Workspeed. Workspeed is a web based service request management application that allows you to easily initiate and track all of your service and maintenance requests. Once your request is entered, the system will automatically dispatch it to Building Management.

For training and configuration please contact your Building Management Office at (212) 692-0130.

[Click here to enter Workspeed](#)



Building Services: Telephones

Telephone Closets

If you are having problems with your telephone system that require a technician to access the telephone closet, the technician must register with the Building Management Office, accompanied by a representative from your firm, to request a key. Once the technician's credentials are verified at the Building Management Office, an authorized building staff member will be sent to open the telephone closet. This policy protects your company, as well as your fellow tenants, by ensuring that the telephone closets are protected, and are only accessed by authorized personnel. This same policy holds true if your electrical contractor needs access to an electrical closet.

Emergency Procedures: Bomb Threat

In the event of a bomb threat, record what the caller said, identify as closely as possible the age, sex and accent of the caller, identify any background noise, and assess the validity of the call.

Ask the caller where the bomb is located, when it is set to go off, and what the bomb is contained in.

After receiving the call you should **CALL 911** immediately and provide the following information:

- State clearly, "I've received a bomb threat."
- Give your name and company.
- Call the Building Manager's Office at (212) 692-0130 and inform them that you have received a bomb threat and that you have already called 911. The decision to evacuate should be made immediately.
- Take all purses, packages, briefcases, and suitcases. All of these items are likely to be suspect and may be destroyed by the Bomb Squad if left in your suite.
- If a suspicious parcel is found, **DO NOT TOUCH IT** or attempt to move it. Clear all personnel from the area. Follow the above instructions.
- When Police or Fire Department arrive, inform them of what you have found.

Be aware of suspicious persons entering your suite or of strange behavior exhibited by any staff person. Any abnormal activity should be reported to the Bomb Squad.



Emergency Procedures: Civil Disturbance

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

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



Emergency Procedures: Elevator Malfunction

In the event that an elevator stops with passengers in it, remember to remain calm. Pressing any emergency button within the cab will alert Building Staff that the cab is malfunctioning, what cab number it is, and what floor it is stuck on. The Guard will continue two-way communication with passengers until help arrives.

In the event of a power outage, elevator emergency light(s) will remain on, but the car will temporarily stop.

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



Emergency Procedures: Emergency Action Plan

SL Green Realty Corp. is committed to the safety of all building occupants and provides this Emergency Action Plan and educational guide to ensure that all tenants understand the requirements for protecting themselves and their property during non-fire emergencies.

[Emergency Action Plan \(EAP\)](#)

[EAP Educational Guide](#)



Emergency Procedures: Emergency Contacts

In case of emergency we will contact you. Please complete the Tenant Contact List and forward to the Building Management Office. It is important that the following information be kept current in case of emergency.

- Name and telephone number of the company representative(s) whom we can contact during normal business hours.
- Name and telephone number of the company representative(s) whom we can contact after normal business hours for emergency notification.
- Number of staff employed during normal business hours.
- Number of staff employed after normal business hours.
- Names of any physically challenged person employed by your company.

Please advise us in writing when staff change occurs.

Click on the links below to view New York Police Department Precinct Information:

- | | |
|--------------------------------|--|
| 1st Precinct | 13th Precinct |
| 17th Precinct | Midtown North Precinct |
| North Precinct | Midtown South Precinct |

New York Police Department Precinct Information

1st Precinct (Lower Manhattan) 16 Ericson Place	
General	212-334-0611
Complaint Room	212-334-0631
Community Affairs	212-334-0640
Detectives	212-334-0635
Community Policing Unit	212-334-0604
Fax	212-334-0623

17th Precinct (Lexington Avenue to East River, 30th Street to 69th Street) 167 East 51st Street

General	212-826-3211
Complaint Room	212-826-3200
Detectives	212-826-3217
Community Policing Unit	212-826-3242
Fax	212-826-3233

North Precinct (14th Street to 30th Street, Seventh Avenue to East River) 230 East 21st Street

General	212-477-7411
Complaint Room	212-477-7416
Community Policing Unit	212-447-7446
Fax	212-447-0110

New York Police Department Precinct Information

13th Precinct	
Community Affairs	212-477-7427
Detectives	212-477-7444
Community Policing Unit	212-767-8450

Midtown North (Lexington Avenue to Hudson 45th Street) 306 West 54th Street

General	212-767-8400
Complaint Room	212-767-8409
Fax	212-767-8468

Community Affairs/Policing	212-767-8447
Crime Prevention	212-767-8445
Detective Squad	212-767-8415

Midtown South Precinct (Ninth Avenue to Lexington Avenue 29th Street to 45th Street) 357 West 35th Street

General	212-239-9811
Complaint Room	212-239-9838
Community Affairs	212-239-9846
Detectives	212-239-9856
Community Policing Unit	212-239-6834
Fax	212-563-2034



Emergency Procedures: Fire and Life Safety

All activities, systems and procedures in this area are designed to ensure that all SL Green properties are secure, safe, and free from hazardous conditions. [For more information click here to view the Fire & Life Safety video.](#)

In connection with our emphasis on safety, fire drills are conducted twice per annum.

Building Features

- Sprinklers are a keystone of the fire safety system at 125 Park Avenue. Since the NYC Code mandates the spacing between sprinkler heads, the system is custom installed to meet tenant's configuration of space partitioning. Adjustments can be made as alterations occur in the space.
- Smoke detectors automatically activate alarms indicating the presence of smoke or fumes.
- Manual pull stations are located near each stairwell. When activated, they will send an alarm to the New York City Fire Department and the Fire Command Station in the lobby.
- Floor Warden phones on each floor provide immediate two-way voice communications with the Fire Command Station.
- A smoke purge system is activated in the event of fire. It draws smoke and fumes out of stairwells. These enable tenants to exit the building via stairways, should evacuation be considered necessary or desirable.
- There are fire stairs serving each building, assuring widely separated evacuation alternatives in the event of fire. They also give firemen safe passage upward to fight the fire. Each of these fire stairways has battery-powered lighting and photo luminescent signage and stairwell marking.
- Standpipe systems provide water supply and water pressure for fire fighting.
- Fire extinguishers are installed in the janitor's closets and fire hoses are installed in stairwells on all floors.
- An automatic smoke detector elevator "return" system automatically brings all elevators serving or affected by a fire area immediately down to the ground. There they can be operated manually under the direction of the NYC Fire Officer-in-Charge. This "override" system also prevents an elevator from automatically responding to and bringing its occupants to a fire floor.
- Public address speakers in various areas of tenant floors, including corridors and stairwells, enable the Fire Command Station in the lobby to communicate with building occupants and emergency personnel. The speakers will emit an alert tone to convey important information and an emergency (siren-like) tone to convey information in an emergency. Once you hear either of these sounds, you should report to the public corridor for further announcements.
- Fire Safety Team Members for each office are selected by the tenants, so please let us know of any changes.

Operational Features

- Each of SL Green Realty Corp.'s properties are staffed by Fire Safety Director(s) during normal business hours.
- Obligatory fire drills are scheduled at intervals no less than once every six months.
- Portable radios carried by SL Green employees are supplementary communications equipment.

Public Safety Requirements

Storage of Flammable and Combustible Materials

No one should store any flammable, combustible, explosive, corrosive, oxidizing, poisonous, compressed, or otherwise offensive fluid, gas, chemical, substance, or material at such time or place, or in such manner or condition as to unreasonably endanger, or as to be likely to endanger persons or property.

Inspection and Maintenance of Tenant Fire Protection Systems

The New York City Fire Department has issued a directive, dated August 30, 1991, regarding the cleaning, testing, calibration, and maintenance of smoke detector systems. This directive mandates that all systems be serviced a minimum of twice a year. The servicing must be performed by a contractor acceptable to the Fire Commissioner as defined in Chapter F19 of the New York City Administrative Code. You may use your own certified contractor or you can request an estimate from the Building Management Office at (212)

692-0130. The contractor must complete a detailed report of each inspection. Please send a copy of the contractor's work report as proof of compliance with this new regulation to the Building Management Office to 125 Park Avenue.

Office Holiday Trees and Decorations

New York City Fire Department rules and regulations prohibit the use of live holiday trees or decorations made of natural materials in any public or private areas in the building.

Only non-combustible artificial decorations are permitted and must bear the approval label of a nationally recognized testing laboratory such as Underwriters Laboratories, Inc., Factory Mutual Laboratories, or the New York Board of Standards and Appeals.

Disposal of Hazardous Waste Materials

In an effort to protect the environment from contamination and building occupants from injury, we follow the federal and state regulatory requirements, which govern the disposal of hazardous materials.

Some samples of hazardous waste materials are: oils, cleaners, adhesives, rubber cement thinners, cleaners, developers, plate cleaners, duplicating fluids, copy machine toner, epoxy paints, processing chemicals, diesel fuels, fixer, and storage batteries. This list is not complete, but rather provides a representative listing of chemicals and other products that may be considered hazardous waste and may be generated in the course of conducting your business.

SL Green Realty Corp. is concerned with bulk disposal of hazardous waste materials, which may be generated when you change a procedure, replace new equipment, or clear out a storage area. Please do not abandon bulk hazardous waste materials in freight elevator service lobbies and other areas of the building.

Improper disposal may be a violation of the law and may cause a potential hazard to others. Therefore, you are responsible for ensuring that these materials must be disposed of in accordance with all applicable federal, state, and city regulations, and should be handled by a licensed hazardous waste disposal contractor.

Portable Heaters

New York City Fire Department rules and regulations prohibit the use of portable space heaters in any public or private areas of the building.



Emergency Procedures: Fire Prevention

Sensible, fire-safe housekeeping can prevent fires or limit those that do occur. Do not allow unsafe conditions, such as cluttered offices and overburdened extension cords, to cause trouble. For more information click [here](#) to view the Fire & Life Safety video.

The following hazardous and unsafe conditions should be eliminated without delay.

General Office Areas

- Are paper boxes used for storage? Are files, paper, or combustible materials piled on chairs, in corners or in open bookshelves? All are potential fire hazards.
- Are hazardous lightweight electrical cords or unsafe frayed electrical cords used in your area? Only heavy-duty extension cords should be used for office equipment, or any other kind of electrical appliance.
- Are outlets and extension cords in your area overloaded with more than one item such as electric typewriters and/or personal computers? Avoid putting more than one piece of office or other electrical equipment on an outlet or cord. Use only U.L. approved multiple outlet strips with fuses, or consider the installation or relocation of base building outlets.
- Is kitchen equipment in your area always unplugged when not in use? Kitchen equipment, such as hot plates, coffee pots, toaster ovens, etc., should never be left unattended when in use and should never be plugged in when not in use.
- Has the permanent installation of major electrical or computer equipment in your area been properly approved by the building staff?
- Are flammable liquids, such as turpentine, solvents, thinners, toners and ink, used in duplicating and reproduction equipment being handled properly? No office should have more than five gallons of such liquids on hand at one time, and such liquids must be kept in an approved safety container, tightly sealed, in an approved metal cabinet.
- Are No Smoking signs posted in areas where flammable liquids are used or stored? Is the No Smoking rule enforced?
- Are stored items placed at least 18 inches below the sprinklers?

Stairwells, Telephone and Electrical Closets

Stairwells, telephone and electrical closets must not be used for storage and must be kept locked at all times. Any items found in a closet will be discarded.

Storage and File Rooms

- Are items stored in paper boxes and stacked in corners and aisles creating a fire hazard in your area?
- Are all combustible materials such as paper, files, reports, and rolled plans kept in steel cabinets or closets when not in use? Are the doors and drawers kept closed at all times? Closed metal cabinets or files are required in file rooms, with more than 300 sq. ft. of space or more, unless the area is equipped with sprinklers.
- Are all combustible materials stored neatly and compactly? Compartmentalized metal racks are permissible in storage or file areas of less than 300 sq. ft.
- Are all flammable and combustible liquids properly stored in approved containers?

Fire Extinguishing Equipment

- Landings in Stairwells F & I are equipped with fire standpipes.
- Fire extinguishers are available at each janitor's closet.
- This fire extinguishing equipment is intended for the protection of building occupants in the event of a fire condition. It can be used to extinguish small fires or to contain a fire until the arrival of the Fire Department. However, building occupants should not attempt to use the equipment if by doing so they will expose themselves to personal danger or cause delays in the evacuation of the floor.
- Do not use water type fire extinguishers on electrical or liquid fires.

It Takes Three Elements to Start a Fire: Oxygen, Heat, Fuel

- Fires in wood, textiles and other ordinary combustibles containing carbon materials: These are

extinguished by cooling and quenching with water which wets down and prevents glowing embers from rekindling. Tri-Class dry chemical extinguishers are also effective on this kind of fire and achieve extinguishment by insulating and inhibiting the combustion reaction.

- Fires in gasoline, oil, grease, paint, or other liquids that gasify when heated: these are extinguished by smothering, cooling, and heat shielding. Dry chemical, Halon, and carbon dioxide are effective on this type of fire.
- Fires in live electrical equipment: These fires require a non-conducting extinguishing agent. A Halon or carbon dioxide extinguisher smothers the fire without damaging the equipment. Dry chemical is also effective.

Fire Doors

Fire Doors wedged or tied open, or with objects placed in front of them so that they cannot close, are rendered useless. To protect yourself and your fellow employees, make sure the doors on your floor are always kept closed. If you must evacuate your office during a fire emergency, make sure the last person closes the door without locking it. This will help to contain the fire until the arrival of the Fire Department.

Flammable Liquid Storage Requirements

Various types of liquids in normal office procedures, such as duplicating machine fluid, acetone, alcohol and cleaning solvents are highly flammable or combustible and can present a serious fire hazard if not handled properly.

- The storage of flammable liquids in a tenant area must be limited to five gallons kept in individual one gallon approved metal safety cans or one quart original plastic containers. In addition, these safety cans or containers must be stored in approved metal cabinets. All cans must be inspected regularly for leaks, and leaking cans must be replaced immediately.
- A flammable liquid storage must be clearly designated by Flammable Liquid and No Smoking signs.
- A flammable liquid storage area may not be located adjacent to exits or in pathways leading to exit facilities.

Freight Elevator Lobbies

Do not place trash, furniture, or mailbags in the freight elevator lobby. Please request rubbish removal through Workspeed.



Emergency Procedures: Fire Safety Guide

SL Green Realty Corp. is committed to the safety of all building occupants and provides this guide to ensure that all tenants understand the requirements for protecting themselves and their property, specifically:

- To recognize the basic causes of fire and take preventive action to eliminate them.
- To establish a method for systematic, safe and orderly evacuation of the occupants of 125 Park Avenue in case of fire or other emergency, to a safe area in the least possible time.
- To explain the proper use of available fire appliances provided at 125 Park Avenue for the controlling and extinguishing of fire and the safeguarding of human life.
- To provide proper continuing fire safety education for all occupants of 125 Park Avenue.

This Fire Safety Guide covers the following topics:

- Tenant Requirements
- Fire Safety Team Requirements
- Fire Emergency Procedures
- Fire Drills
- Fire Safety Team Duties
- Information for Floor Wardens in Preparing for Fire Drills
- Fire Safety Housekeeping Checklist
- Fire Extinguishing Equipment
- Flammable Liquid Storage Requirements
- Freight Elevator Lobbies
- Fire Doors
- Tenant Emergency Information

For more information [click here to view the Fire & Life Safety video](#).

To ensure prompt evacuation of your office during a fire emergency it is essential that you familiarize yourself with the location of all stairway EXITS on your floor.

The Floor Warden on your floor will assist you with this. The semi-annual fire drills held at 125 Park Avenue, will also familiarize you with the stairway locations.

Each stairway at 125 Park Avenue is identified by an alphabet letter. A stairway identification sign is posted on the occupancy side of the stair door. In addition, a specially lighted EXIT sign is installed at the entrance to all stairways; "You Are Here" signs are located in the passenger elevator lobby on each floor.

Tenant Requirements

The specific requirements established by the New York City Fire Department specify, by law, that each tenant:

- Participate in the fire drill every six months.
- Identify responsible and dependable employees for designation as Floor Warden and Tenant Fire Safety Team members.

Fire Safety Team Requirements

- The law requires each tenant to provide representatives from an office to participate on the Floor Fire Safety Team. This person or persons (depending on the size of the office) would report to the Floor Warden when the office is completely evacuated during a fire drill or actual fire emergency.
- Submit a list of the designated Fire Safety Team members for your floor to the Building Management Office. If there are any changes in your office, please advise the Building Management Office in writing immediately.
- Submit an up-to-date list of all physically challenged personnel and assign at least one Fire Safety Team Member to each physically challenged individual, whether it is permanent or temporary.

Fire Emergency Procedures

Evacuation is via stairway or as far away from the fire as possible, to at least two floors below the fire. Evacuation should be pursuant to the instructions over the public address system.

Do not use elevators for the emergency evacuation of personnel from the fire floor. Personnel may not return to the fire area for any reason, until it has been declared safe by the responsible authorities.

To report a fire or smoke condition, immediately contact:

- Pull handle on the pull station (located near each stairwell), which sends an alarm to the Fire Command Station and the New York City Fire Department.
- Notify your Floor Warden or Deputy. They will make certain that the fire is reported to the Fire Command Station and will begin to organize the evacuation of the floor, if applicable. The Floor Warden will also communicate with the Fire Command Station in the Lobby via the Floor Warden phone located in the center of the corridor.
- Building Office and/or lobby desk.

NOTE: THIS SYSTEM SHOULD ONLY BE USED TO REPORT EMERGENCIES SUCH AS FIRES; ALL OTHER NECESSARY COMMUNICATIONS TO THE POLICE, BUILDING MANAGEMENT OFFICE OR FIRE COMMAND STATION SHOULD BE MADE BY PHONE.

Please remain calm and report as much factual information as possible on the location and nature of the fire. Depending on the emergency involved, we will activate the public address system.

Response to a Fire Report:

- The Fire Command Station will immediately notify the New York City Fire Department.
- The Fire Department will respond to the floor below the fire and approach the fire floor via a stairway.

Evacuation Procedures:

- During a fire emergency, the public address system will be activated in offices on the floors, which must be evacuated. The emergency tone (siren-like) will be activated first. You should proceed to the corridor areas where specific instructions will be broadcast over the public address speakers.
- The last one out of an office should close the door without locking it. This will help confine fire.
- Do not call an elevator to the floor of the fire. You must use the stairways for evacuation; the stairways have been built with fire resistant materials for safe evacuation.
- Walk to the stairway or follow announcements over the public address system and by the floor warden and deputy fire wardens of your floor.
- Keep the conversation to a minimum. Do not push or run. Stay in line. Smoking is prohibited.
- Traffic on the stairway must head in the down direction only, staying to the right side, unless otherwise indicated by the Fire Safety Director, or other person in authority.

Fire Drills

The specific requirements established by the New York City Fire Department require that each tenant participate in a fire drill once every six months. The purpose of these periodic fire drills is to instruct occupants in how to safely evacuate their offices in the event of a fire.

Several days prior to a fire drill, we will notify each tenant and the designated fire wardens and deputies of the location, date, and time of the drill.

Fire Drills (continued):

- Immediately prior to the start of a drill, the public address system will be activated. The electric "alert" signal will be audible on each floor. This signal is the initial tenant alerting technique on the floors that must be evacuated; this will be followed by the evacuation tone.
- After hearing this signal, proceed to the corridor where specific instructions will be broadcast over the public address system. Keep conversation to a minimum so you can hear instructions. A member of the Fire Safety Team on your floor will also provide instructions.
- Do not hesitate to ask members of the Fire Safety Team on your floor any questions you may have regarding evacuation procedures.

Fire Safety Team Duties

General Duties:

- Learn your floor layout and the location of all exits, stairs, fire alarms, and the fire fighting equipment.
- Make sure all exit doors to stairwells are in the position shown on layout and are not obstructed, inoperable, or locked. Report any deficiencies.
- Instruct new employees about emergency evacuation procedures.
- Notify the Building Management Office if you have any physically challenged personnel in your office.

Make specific provisions within your office for the evacuation of this person.

Emergency Duties:

- Transmit the fire alarm to the Fire Command Station via the telephone or via the pull station located in the public corridor if you discover the fire.
- Elevators must not be used. Listen to the public address announcement concerning evacuation of the floor and the stairways to be used. In case of evacuation, direct all personnel to descend the fire stairwells to at least two floors below the fire floor.
- Be sure the entrance door to the office is closed when the last person has evacuated. Report to the Floor Warden when evacuation is completed. This information is extremely important in verifying that everyone has been evacuated.

Floor Warden General Duties:

- Review the floor plan, including the location of all exits, stairs, fire alarms and fire fighting equipment.
- Make certain that every office on the floor is under the direction of an adequate number of deputy floor wardens with searchers. The Floor Warden can formulate an effective evacuation pattern for each office to primary and secondary exits.
- Make certain that all members of the Fire Safety Team are aware of their duties.
- Provide a way to identify Floor Wardens and other members of the team, such as hats during drills or evacuation.
- Keep Fire Safety Team Organization chart up-to-date and posted in an area visible to all employees.
- Make sure the floor is adequately staffed by the Tenant Fire Safety Team at all times. Make substitutions when necessary.

Emergency Duties:

In the event of a fire emergency, a Floor Warden shall:

- Make certain that an alarm has been transmitted via the pull station.
- Make certain that all Deputy Floor Warden(s) on their floor(s) have been informed of the fire and that all occupants on the floor are notified and proceed immediately to execute the Fire Safety Plan. Ensure that an occupant search is made of all rest rooms.
- Proceed to and remain at the Fire Warden Telephone in the corridor. From there, the Floor Warden will maintain communication with the Fire Command Station and receive, coordinate, and provide instructions.
- Supervise the evacuation of all occupants of the floor via stairway (with the assistance of the Deputy Floor Warden(s)) to a safe area of refuge at least two floors below the fire floor. This includes the selection of exit stairs to be used and initiation of any action necessary to prevent panic.
- To ensure that all known occupants have been evacuated from the floor, use a checklist sheet indicating each Deputy Floor Warden and his/her areas of responsibility. Check off each Deputy Floor Warden as his/her office is evacuated.

Deputy Floor Warden General Duties:

As part of his/her normal assignment and day-to-day responsibilities, a Deputy Floor Warden shall:

- Assume the general duties of the Floor Warden when he/she is not on premises.
- Review the floor plan for his/her floor including the location of all the exits, stairs, fire alarms, and fire fighting equipment.
- Make daily inspection of all fire doors to exit stairs to ensure they are maintained in the closed position and that no doors are obstructed, inoperable or locked. Report any deficiencies found to the Floor Warden.
- Make certain that all members of the Fire Safety Team under his/her jurisdiction are aware of their duties. This includes arrangements for the evacuation of physically challenged persons.
- Instruct new employees in his/her office about emergency evacuation procedures.
- Make certain that the Fire Safety Team Organization Chart is up-to-date and posted in the hallway near the Manual Pull Box
- Report daily to the Floor Warden any absent members of the Fire Safety Team in his/her office.

Emergency Duties:

In the event of a fire emergency, a Deputy Floor Warden shall:

- Make certain that an alarm has been transmitted to the Fire Command Station.

- Make sure that the Floor Warden is notified of the fire incident.
- Be prepared to assume the Floor Warden's emergency duties if called upon.
- Supervise the evacuation of his/her office.
- Dispatch male and female searchers to carrying out their assigned duties.
- Assemble all occupants of the office and direct them to the lobby area and listen for further instructions via public address system.
- Insure that when all occupants have left his/her office, the entrance door is closed, but not locked.
- Employees experiencing a high level of anxiety: Strong leadership is the best way to keep people under control. Practice your duties during the fire drill so that you will be comfortable in supplying the leadership required to conduct a safe evacuation.
- Uncooperative Employees: During an emergency, leave that person in the office. Go to the Floor Warden telephone and report the floor and location to the Fire Command Station. The Police/Fire Department will respond and evacuate the individual.
- In the case of panicky or uncooperative employees, the Fire Safety Team should always remember that in this situation your job is to report the location of these individuals. Do not stay with them. If you stay with the individual you are putting yourself in danger without notifying the authorized response personnel.
- Non-Fire Evacuation Emergencies (power outages, etc.): Fire Safety Teams will be called on to direct the floor's evacuation and report to the Fire Command Station Deputy Floor Warden when the floor is cleared (including mobility restricted individuals).
- Report conditions on the floor to assist the Floor Warden in the performance of his/her duties.

Searchers' Duties

- Alert occupants of own immediate office, adjoining offices and rest room on the floor during a fire emergency or drill.
- In areas that cannot be entered, knock on door, and make certain the occupants know there is a drill or fire emergency.

Information for Floor Warden in Preparing for Fire Drills

- Make the necessary Fire Safety Team assignment if not already completed. This assignment should be permanent.
- In order for Fire Safety Team members to become experienced in operating independently in preparation for an actual fire emergency a pre-drill meeting will not be held. At the end of the drill, all team members will meet with the Fire Safety Director in the corridor on a pre-determined floor to discuss the effectiveness of the drill.
- Since, on any given day, you will not know what team member is available during drills or actual emergencies (vacation, sick, etc.) every member assigned to search and evacuate areas must report back to you to verify that the floor has been evacuated.
- There will be at least one person reporting to you from every section assigned within large tenancies. If someone has not returned to you from a particular tenancy, then send someone out who has already reported in to verify the evacuation of that office. This reporting method is critical to the evacuation of the floor and should be understood by every team member.
- The initial alert used for fire drills and actual fire emergencies will be the "attention" signal broadcast over the public address system. For anything other than drills, this signal will mean that a fire emergency exists, and evacuation of the floor may be necessary, however please listen for directions from the building Fire Safety Director.
- Visit each tenant a day or two before the drill to ensure that everyone knows their assignments and note any changes in your Fire Safety Team list. Give these changes to the Fire Safety Director on the day of the drill.
- Team members should report any lack of participation or cooperation during the drill.

Note: Assignments Necessary

- Coverage for all stairs and elevator lobby.
- Searchers to evacuate every office and rest room.



Emergency Procedures: Flooding

In the event of a floor or leak, contact the Building Management Office at 212-692-0130 immediately. Outside normal business hours your call will be rerouted to the lobby desk, which is staffed 24 hours a day.

If possible, remove all desktop items and close file drawers to limit damage.

Building Engineering Staff will turn off the water source and shut down electrical power as required.



Emergency Procedures: Medical Emergency

In the event of a medical emergency:

- Call Emergency Medical Services (EMS), 911, or a private ambulance. Tell them your floor and suite number.
- Call the Building Management Office at (212) 692-0130. Outside normal business hours, your call will be rerouted to the lobby desk, which is staffed 24 hours a day. We will hold an elevator ready for the paramedic team.
- Post one person at the elevator to lead the medical team to the person in distress.

The Building Management Office is equipped with an Automated External Defibrillator that can re-start a victim's heart in the event of a heart attack. Several members of the building staff have earned their American Heart Association (AHA) completion card and are trained responders ready to take action should an emergency situation arise.

Emergency: Dial 911

Bellevue Hospital
462 First Avenue, New York 10016
(212) 562-4347

Heart Attack

If it appears that an employee or a visitor is having a heart attack CALL 911, then contact the Building Management Office who will contact the building staff member trained in Automated External Defibrillators unit use.

Portable AED units have now been deployed in all SL Green buildings. These devices are designed for emergency use for occupants who may suffer from Sudden Cardiac Arrest (SCA) and only as a supplement to the City's 911 emergency.



Emergency Procedures: Power Failure

At the present time 125 Park Avenue is equipped with:

- Battery back-up of emergency lights on each floor throughout the building including all Exit signs.
- Battery back-up of all stairwell lighting.

It is seldom necessary to evacuate the building during a power failure.

The Building Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.



Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

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

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.



Emergency Procedures: Toxic Hazards

If you receive a suspicious unopened letter or package marked with a threatening message, such as "Anthrax":

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have a container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Call 911 to report the incident, and notify the Building Manager immediately.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation.

Green Operations: Construction Guidelines

[Click here to download 125 Park Avenue's Construction Guidelines](#)



Green Operations: Tenant Guidelines

[Click here to download 125 Park Avenue's Tenant Guidelines.](#)

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 125 Park Avenue and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office at 212-692-0130.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 125 Park Avenue!



Introduction: About SL Green

[SL Green Realty Corp.](#) owns and operates a premier portfolio of commercial office buildings in New York City. It is the largest commercial office landlord in the nation's largest and most resilient office market. The Company has an outstanding track record of producing industry-leading returns and creating long-term value for its shareholders.

SL Green owned 30 New York City office properties totaling approximately 23,719,200 square feet, making it New York's largest office landlord. In addition, at September 30, 2008, SL Green held investment interests in, among other things, eight retail properties encompassing approximately 400,212 square feet, two development properties encompassing approximately 363,000 square feet and two land interests, along with ownership interests in 36 suburban assets totaling 7,867,500 square feet in Brooklyn, Queens, Long Island, Westchester County, Connecticut and New Jersey.



Introduction: About 125 Park Avenue

125 Park Avenue is a 26 floor 604,245 square foot building constructed in 1923. The building contains 15 passenger elevators and 1 freight elevator. Operating hours are 8:00am-6:00pm but the building has 24 hour card access and has 24 hour security staffing as well. Floor sizes range from 8,214sf-30,365sf.



Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page or your key search button.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Forms](#) Section. In order to be able to use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information. In order to keep you informed about your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at your property. Keep a printed copy of this handbook centrally located for employees to reference. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Building Management Office at 212-692-0130.

Policies and Procedures: Moving Policy

Move-in Process

Upon signing the lease, Tenant will receive the keys to their space. If the Building Manager at 212-692-0130 has not already contacted the Tenant, Tenant should call the Building Management Office as soon as a date has been chosen to moving in to review move-in policy and procedures.

Tenant must reserve the freight elevators and inform the Building Management Office of any and all deliveries expected during move-in. The Building Management Office will provide a list of sundry charges to the tenant regarding any expenses the tenant may incur during the move-in.

Move-out Process

Upon moving out of space, tenant is responsible for returning keys to office space and must submit forwarding information to the Building Manager. Tenant must reserve time to utilize the freight elevator with the Building Management Office, through Workspeed, in order to move any office equipment/supplies from space. Tenant must submit to Building Management Office a copy of the movers', contractors', and their company's certificates of insurance. Tenant's space will be inspected by the Building Manager prior to move-out to assure the area has not been damaged, above and beyond normal wear and tear. Tenant is responsible for all costs to restore damage to premises or dispose of any furniture or debris that remains after vacate date.

Please contact your Building Management Office for further questions or additional information on the move-in / move-out procedures.

Keys

One set of keys is provided to each tenant together with one set of bathroom keys. Additional copies may be requested through the Building Management Office for an additional fee. All tenants must have their entrance door locks keyed to the building grand master.



Policies and Procedures: Smoking

Smoking is prohibited in all public areas of the building, including lobbies, corridors, stairwells and restrooms. Tenants must establish a policy for their premises, which conforms to the New York City Smoke Free Air Act. Contact the Building Management Office for further information.



Policies and Procedures: Tenant Improvement Work

Construction at SL Green Realty Corp. is a simple structured process. Each step is accompanied with a letter clearly outlining the next steps, as well as the construction guidelines that your firm must follow.

The process is as follows:

1. The tenant submits drawings for review to the following parties:
 - Property Manager: Eugene Lee
 - Chief Engineer: Roland Hontoria
 - Construction Assistant/Vice President of Construction: Christine Vuljaj/Robert DeWitt & Roger Merriman
 - Reviewing Engineers for Comments:
 - MGJ Associates (MEP)
 - Severud Associates (Structural)
 - Moed de Armas & Shannon (Redevelopment Architect)
 - Robert Director Associates (Redevelopment Engineer)
2. The Construction Administrator issues Letter 1, which outlines additional materials required:
 - Additional drawings (Architectural, Structural, HVAC, Electrical, Plumbing, Sprinkler, Fire Alarm)
 - General Contractors Insurance & Indemnification Agreement
 - Permit Expeditor assigned by SL Green to property: Rizzo Group
 - The expeditor assigned by SL Green MUST be used unless stipulated otherwise in the lease.
3. Permit applications submitted by the building assigned expeditor for VP signature
4. The reviewing engineer(s) & PM submit comments to CA/VP. The comments are reviewed and Letter 2 is sent with said comments attached. Letter 2 must be signed and returned by the tenants.
5. The tenant must resubmit drawings, conforming to the Reviewing Engineer's & PM's comments, to PM, CE, & CA/VP. If all comments are addressed and CA & PM have copies of Contractors Insurance & Indemnification Agreement as well as the appropriate permits, Letter 3 is issued, granting final approval. All subsequent coordination, scheduling, access, etc. must be arranged through the Property Manager.
6. Project begins; SLG inspects construction site periodically.

Note: For additional information please refer directly to your lease.