



Tishman Speyer
Property Management
& Hospitality Group

Client Handbook

1407 Broadway



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1.0 INTRODUCTION

1.1 WELCOME

Welcome to 1407 Broadway. Tishman Speyer Properties is dedicated to bringing you the highest level of customer service and support. This tenant handbook is a source of information you need for your building including operations, services, policies and procedures.

Please contact the Property Management Office with any questions regarding the information in this handbook. We are pleased to have you as a tenant in our building and look forward to providing you with the tenant services you require.

1.2 ABOUT TISHMAN SPEYER

Tishman Speyer Properties LLC

Tishman Speyer is a global leader in real estate investment, development, operations, and fund management, with over four decades of experience delivering high-performance assets and environments. Since our inception in 1978, we have acquired, developed and operated 576 properties totaling over 232 million square feet. Our current portfolio includes such iconic assets as Rockefeller Center in New York City, The Springs in Shanghai, TaunusTurm in Frankfurt and the Mission Rock neighborhood in San Francisco. Tishman Speyer combines global scale, operational excellence, and forward-looking innovation to deliver superior real estate performance. We are not just managers of buildings - we are partners in maximizing asset value, enhancing tenant experience, and positioning portfolios for long-term growth.

Creating the Right Spaces

We design and operate assets with a singular focus: what tenants need and value most. We strive to build environments that are built to drive productivity and retention. We foster strong tenant relationships across global enterprises, startups, and institutions and develop flexible offerings that adapt to evolving workplace and lifestyle trends. Tishman Speyer offers a fully integrated model that aligns investment strategy with execution with end-to-end capabilities in acquisitions, development, asset & property management, leasing and tenant experience, and fund and capital management. This vertically integrated approach enables faster decision-making, operational efficiency, and enhanced value creation for investors.

2.0 BUILDING OPERATIONS

2.1 BUILDING MANAGEMENT OFFICE

1407 Broadway
1407 Broadway, Suite 2200
New York, NY 10022

Building Management Office: 212 944 6090
Building Management Fax: 212 944-6096

Building Manager

Tishman Speyer Properties LLC ("TSP")

General Manager

Michael Brady mbrady@tishmanspeyer.com

Property Manager

Roy Natoli, CPA rnatoli@tishmanspeyer.com



Operations Manager

Mary Callinan mcallinan@tishmanspeyer.com

Client Service Manager

Janice Leach jleach@tishmanspeyer.com

Chief Engineer

Brian Baleno bbaleno@tishmanspeyer.com

2.2 BUILDING HOURS AND ACCESS

Customer Service Hours

8:30 a.m. – 5:30 p.m. M-F

Building Hours

24/7

Access Control System

An access card is necessary to enter the building during non-business hours from 6:00 p.m.-6:00 a.m., Monday through Friday and all day Saturday and Sunday if access is desired through the 7th Avenue entrance. The initial access card supply will be provided to the tenant, at no cost. Replacement access cards are available for a fee and can be ordered by entering a work order through the Tenant Services Portal. If an access card is lost or stolen, or when an employee leaves, please contact the Property Management Office immediately. To deactivate an access card, please enter a work order or contact the Property Management Office.

We recommend that you maintain an active access card list to ensure that all your company access cards are up to date.

2.3 HOLIDAYS

The Building is closed in observance of the following holidays, or as identified in your lease:

Observed Holidays:

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

Please contact the Property Management Office within 48 hours-notice should you require any routine cleaning, heating, air conditioning or special services during the above referenced holidays. We will be glad to provide you with a cost estimate prior to any scheduled service.

* The Property Management Office will send an email to confirm that Buildings may remain open on MLK and President's Day, however, the Property Management Office will likely be closed.

2.4 RENTAL REMITTANCE

Rent should be paid by the first day of each calendar month during the term of the lease. Please send checks to the following address:

All Payments Payable To:

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SRI Eleven 1407 Broadway Operator LLC
a Delaware Limited Liability Company
Taxpayer ID # 47-3797713

Remit via Electronic Fund Transfer (Wire Transfers)

ACH BANK ACCOUNT:157536130378
ACH ABA NUMBER: 121122676
ACH INSTITUTION: US Bank

Remit via U.S. Postal Service

1407 Broadway
PO Box 646426
Cincinnati, OH 45264-6426

3.0 BUILDING SERVICES

3.1 CONFERENCE CENTER AND BOARDROOMS

Boardrooms and conference rooms are reserved through Tenant Services Portal or contact the Building Management Office.

3.2 DELIVERIES, FREIGHT ELEVATOR, AND LOADING DOCK

All large deliveries of furniture, equipment, or material should be scheduled with the Building Management Office.

Deliveries to and from the Premises shall be made only at the times, in the areas, and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use, which is inconsistent with good business practice.

Hours and Access

The loading dock area or delivery entrance is located on 39th Street between Broadway and 7th Avenue. Please have all deliveries made through the loading dock. To avoid delays, we have found it helpful to notify vendors of loading dock procedures in advance.

These include:

1. All deliveries must be scheduled through the Building Management Office at 212 944 6090
2. Freight elevator access available with pre-scheduled request for no-hand carried deliveries.
3. Two and four wheel dollies, carts, and conveyors may not be taken in the passenger elevators. Only hand-held packages may be transported in passenger elevators during normal business hours.
4. 30-minute parking available with pre-scheduled request, as available.

Tenants requiring the use of four-wheeled carts for their mail deliveries must use the freight elevator.

Deliveries

Schedule preferably before 6:00 a.m. All major deliveries must be scheduled with the Property Management Office 24 hours in advance. For office move in or out information, please see section 7 for more details.

Note: The dock cannot accommodate trucks over 11 feet 5 inches high.



3.3 ELEVATOR SERVICE

Elevator service is available 24 hours a day. If an elevator fails to operate properly, please notify the Building Management Office or Security immediately. If for some reason an elevator does malfunction and you are detained inside the elevator cab, remain calm. Modern elevator technology makes it virtually impossible for the elevator to fall. There is no physical danger in a stalled elevator, only the inconvenience of waiting to be released. Push the Emergency Call Button on the inside of the elevator cab to notify the Security Desk of your predicament. You will be contacted through an intercom system and given instructions on what to do. The elevator company will be notified immediately and a technician dispatched to correct the problem. During business hours, these technicians are usually on-site and can respond very quickly. Property Management staff and/or Security will remain in constant contact and let you know what is being done.

3.4 HVAC

After hours HVAC is available upon request. Submit your request to the Property Management Office twenty-four hours in advance through the Tenant Services Portal.

3.5 JANITORIAL

The work of cleaning personnel shall not be hindered by Tenant after 5:30 P.M., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

If a small cleaning problem should arise, or if you have any questions or comments regarding the cleaning services, please notify the Building Management Office.

3.6 LIGHT BULB REPLACEMENT

All building lights will be replaced in tenant suites or can be ordered, at tenant's expense, and kept in stock to be replaced as necessary.

3.7 MAIL SERVICE

Mail delivery service is available in the mail rooms for all buildings at 1407 Broadway. Overnight courier's drop boxes and services are located in the following properties:

3.8 MAINTENANCE REQUESTS

1407 Broadway utilizes Angus Anywhere Tenant Service Request system (Tenant Service Portal) accessed via www.tishmanspeyerbuildings.com. This is a web enabled service management solution that allows tenants to enter service requests, view real-time tracking of the request, and view and download detailed billing information. Please contact the Property Management Office to learn how to become an Angus user for your organization.

3.9 PARKING, EV CHARGING, AND BICYCLE PARKING **Monthly and Visitor Parking**

EV Charging Stations

Bicycles

Bicycle hooks, lockers, and/or racks are provided throughout the park for securing bicycles.

3.10 RECYCLING AND COMPOSTING PROGRAM

Tenant agrees to participate in the waste recycling programs implemented by Landlord for the Building, including any programs and procedures for recycling writing paper, computer paper, shipping paper, boxes, newspapers / magazines and aluminum cans. If Landlord elects to provide collection receptacles for recyclable paper and/or recyclable aluminum cans in the Demised



Premises, Tenant shall designate an appropriate place within the Demised Premises for placement thereof, and Tenant shall cause its employees to place their recyclable papers and/or cans into the applicable such receptacles on a daily basis.

3.11 SECURITY

Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

Lost and Found

Please contact the Building Management Office to claim items that have been lost or found. If a lost and found item is claimed, the security officer must complete an Incident Report on the person claiming the lost and found item.

3.12 SIGNAGE AND DIRECTORY

To maintain quality and present a uniform appearance, Building directories and directional signage must be coordinated through the Building Management Office. Tenant suite door signage is subject to Building Management approval. Please submit renderings of proposed signage to the Building Management Office for approval.

3.13 STORAGE

Storage may be available on a month-to-month basis. If you would like to inquire about potential storage space, please enter a service request through the Tenant Services Portal or contact the Building Management Office

3.14 TELECOM PROVIDERS

1407 Broadway has partnered with many providers in commercial buildings. For a list of providers in the building, please contact the Property Management Office at 212-944-6090.

3.15 TRANSPORTATION

Tri-Met Commuter Service

Metro

Metro helps coordinate vanpools - a group of five or more people who share their commute in a van, either run by a private company or a local transit agency. Join an existing vanpool, start one with a group of coworkers or neighbors, or work with your employer to start one.

4.0 EMERGENCY PROCEDURES

4.1 EMERGENCY PREPAREDNESS REOURCES AND TRAINING

As part of our commitment to safety and security, Tishman Speyer Properties has partnered with Alert Media a new mass communications technology powered by AlertMedia (<http://www.alertmedia.com>).

AlertMedia – Emergency Mass Notification System (EMNS) Communication is critical to improving outcomes during critical events. AlertMedia's technology allows Tishman Speyer's Property Management Office staff, system administrators, and corporate security to easily communicate with our key client contacts, via a simple multi-channel messaging interface. Within seconds, AlertMedia administrators can deploy a message on various channels including text, voice call, and email.

Why are we using AlertMedia?

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AlertMedia allows us to quickly communicate with you during emergency situations. We can easily send multi-channel alerts to impacted individuals via email, text, voice call, and app push. This helps us reach you—no matter where you are—during a critical event.

Multi-channel delivery ensures you get the message

You may receive notifications via one or more of these delivery methods. Please contact the Admin team if you have questions about updating your contact information.

- Text Message
- Email
- Phone Call
- Mobile App Notification

Tip! Save the number you receive your first AlertMedia test or phone call from, so you never miss an important message. You can call this number to listen to recordings and leave a voicemail or text for your administrator.

What to Expect from Different Notification Types

- Broadcast Notification: A message that doesn't require any feedback.
- Read Confirmation: A notification that asks you to reply with '1' to indicate you received the message.
- Survey: A notification that prompts you to select a response from multiple options.
- Conference Calls: You will receive a phone call and be prompted to enter '1' to join.

What to Expect from Different Notification Types

For a critical event that will take longer to resolve (e.g. severe weather, pandemic), we may choose to share an event page with you where you can download critical resources and check for updates as the situation unfolds. Simply click the link in the notification that you receive to access the event page.

AlertMedia Mobile App

Download the mobile app to keep a pulse on emergent threats near your location, simplify responding to various notification types, access event pages with essential resources, or quickly send a message for help.

Visit the app store for iOS or Android and search 'AlertMedia'. How To Use The App

- Monitor Threats: See potentially dangerous or disruptive events unfolding near your location from the Threat Intel map.
- Request Help: Quickly send a request for help to your AlertMedia admin and include your current GPS location.
- Send a Message: Share helpful information or ask questions about an ongoing event. You can see any admin response in the app.
- Respond to Notifications: Respond to communications that require read receipts or a survey response.
- Update Your Info: Update your personal contact information and AlertMedia notification preferences right from the app.

Location Services Settings



You can choose to turn location services on 'Always' to share your location with AlertMedia system admins. This helps us keep you updated about emergencies or other events happening in your area. Note: if you choose to share 'While Using the App' your location data will only be shared with admins when you have the app open. Even if you do not share your GPS location, you will receive critical communications in the app based on your work or home address, whichever you have in the system.

4.2 EMERGENCY CONTACTS

Listed below are a number of important telephone numbers. In an emergency, call 911. After calling the appropriate emergency agency, please contact the Building Management Office.

All Emergencies	911
Local Police Department	212 826 3241
Fire Department	212 570 4208
Hospital	911
Building Management Office	212 944 6090
After Hours Building Emergency Number	911

Important notes

If you call 911 because of a medical emergency, please be sure to also notify the Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

4.3 BIOLOGICAL, CHEMICAL, RADIOLOGIC EVENT, AND PANDEMIC

Biological and chemical threats require important and informed decisions that can affect the lives and safety of building staff, tenants, and visitors. The number of casualties from actual threats will depend on several factors, the most important being the potency or size of the weapon and the efficiency of the delivery system. While an incident involving a chemical agent would probably be quickly noticed, a biological or radiological attack may not be noticed for several days. Evidence of such threats can vary. The agent may appear as a solid, liquid, or gas. A biological or radiological agent release is nearly impossible to identify at the time of release.

In case of an emergency situation, including one related to a terrorist attack, the local and federal police and health systems would immediately take action. The building will follow the guidance of the police and health officials. Each situation warrants a different response. As the building receives information it will be immediately relayed to the tenants.

The building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation, including a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such situations.

Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determination as to whether an attack has occurred may be made by observation of the victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent requires quick reaction because a rapid response will have a direct impact on the number of lives saved.

General rules for response to a chemical agent are:

- Recognition of a potential chemical agent incident.
- You observe two or more people suddenly in physical distress with no obvious cause. For example:



- Breathing difficulty or uncontrollable coughing
- Collapse
- Complaints of nausea
- Seizures
- Blurred vision
- Complaints of an unusual odor

Actions to be taken in response to a biological or chemical agent event:

- Notify 911
- Stop all personnel from entering the contaminated area.
- Evacuate people away (opposite direction) from the contaminated area/chemical cloud/area of release.
- Notify the Management Office at 212 944 6090 of the release in your area.
- Ensure that people who need assistance receive help from emergency personnel.

Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation in an explosion. The fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Other than an explosive device to disperse radiological material, a “carrier” could spread particles of radiological waste throughout the area. The effects of this type of event would not become evident for several days or weeks. Unless announced by public emergency officials or confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

Response to a radiological event:

If the results of an investigation indicate that a radiological act of terrorism is a realistic possibility, the responsive actions will depend on the evidence discovered.

If a suspected material or a dispersal device is found and a threat is deemed credible, the general steps outlined for responding to a bomb should be taken.

Pandemic and Flu

A pandemic of influenza, or flu, occurs when a new flu virus rapidly spreads from human-to-human and country-to-country around the world. A new virus can spread rapidly because most people are not immune to it. Pandemics are not just particularly bad flu seasons. In fact, they can happen any time of the year.

What is troubling is, whenever a flu strain infects people, there is a chance that the virus could mutate, or change, to a new virus that spreads easily from person-to-person and causes serious illness. Infections with new human flu strains cannot be prevented by the flu vaccine that people get each year. Making a safe vaccine that can prevent infections with a new human virus can take several months.

There are precautions individuals can take in the event of a pandemic.

- Frequently washing or sanitizing your hands.
- Covering up when coughing or sneezing.
- Be aware of others that exhibit flu symptoms.
- Most importantly, stay home if you feel sick.

As a business it is important to develop a plan for:

- The impact of a pandemic on your business.
- The impact of a pandemic on your employees and customers.
- Establishing policies to be implemented during a pandemic.
- Allocating resources to protect your employees and customers during a pandemic.
- Educating your employees.
- Coordinating with external organizations and helping your community.



4.4 BOMB THREAT AND SUSPICIOUS DEVICE

Once the Building Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

Bomb Threat Procedure

If you receive a bomb threat by telephone, obtain the following information from the caller:

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Caller's name

Note the following:

- Time of call
- Was the caller male or female
- Describe voice and accent
- Background noises
- Was the caller angry or show other emotions

Upon hanging up with the caller:

1. Call 911
2. Inform Building Management immediately
3. Notify your supervisor.
4. The Building Management Office will notify all tenant companies; in addition, handouts will be given to all persons entering the lobby and the garage to inform them of the bomb threat.
5. If advised to evacuate by your senior officer, do so quickly, and move at least three (3) blocks away.

Suspicious Device Procedure

1. Do not attempt to move or touch it.
2. Ensure that all mobile phones/radio devices within 150 feet of the package are shut off.
3. Call 911.
4. Inform Building Security and Building Management immediately
5. Evacuation of the immediate area is the responsibility of the Tenant.

4.5 BUILDING EMERGENCY SYSTEMS

Fire Alarm Pull Stations

Pull stations are located on each floor in the elevator lobby, at each building exit, and at the entrance to each emergency exit stairwell. In case of fire in or near your tenant space, activate the nearest pull station regardless of whether or not the alarm signal has already sounded. In addition, call the Fire Department and Building Security.

Fire Life Safety Speaker System

The building is equipped with a life safety speaker system with the capability of notifying all floors, simultaneously or individually, of emergency situations. For the hearing impaired, strobe lighting will be activated, signifying an alarm situation. Special instructions may be broadcast from the Fire Control Room through the ceiling speaker system, which is audible in all tenant spaces and public area.

Sprinklers and Smoke Detectors

The building is fully sprinklered and each floor is equipped with smoke detectors. Each system operates independently and automatically. Smoke or heat will activate the alarm signal on that



floor, the floor above and the floor below. The alarm will also be activated in the Fire Control Room.

Elevators

The elevators will automatically be recalled to the Mezzanine level lobby once a pull station alarm and/or an elevator lobby smoke detector is activated. The elevators will not respond to the lobby call buttons, and they shall not be used for evacuation.

Building Emergency Status Line

866 499 0132

In the event of an emergency, this line will be updated with recorded messages as new information is received by the building office.

4.6 CIVIL DISTURBANCE

Should a riot or civil disturbance start outside the Building, the courtesy officer may 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.

4.7 ELEVATOR MALFUNCTION

In the event of an elevator malfunction:

Remain calm. First try pushing the “door open” button, indicated by the arrows pointing away from the button. If this works and you are released, please inform building management or security of the problem you experienced. If the door open button does not work, push the emergency call button near the bottom of the button panel. That will connect you to an officer at the security desk via intercom.

Please relay any important information to the security officer. Let them know if there is a medical emergency or if there is someone you would like them to contact. If you get disconnected you will need to push the button again. Security will immediately contact the elevator company to dispatch an elevator technician to release you as quickly as possible. They will also remain in contact with you until you are released.

4.8 EVACUATION PURPOSE

The purpose of this plan is to provide for the safe and orderly evacuation of personnel and visitors in the event of an emergency situation. This plan contains procedures on how to report an emergency, what to do and who will assist you. The procedures outlined in this plan are to be followed unless otherwise directed by police or fire department officials. In order to establish a safe and orderly plan of evacuation, employees should become familiar with the building emergency equipment and this emergency plan.

Statement of Policy

This plan has been developed with the knowledge that there is no such thing as a “fire-proof” building and that education, preparation and rehearsal are essential to a successful emergency evacuation plan.

Evacuation Procedures

If an individual smells smoke or sees a fire, a pull station box must be pulled. If there is time, ensure that the Fire Department is alerted by calling 911. Then, call the Building Management Office

Evacuation procedures shall begin upon hearing a fire alarm or as otherwise instructed by emergency personnel (i.e., Fire Wardens/Suite Monitors, Building Management or Fire Department officials).



During an Evacuation: REMAIN CALM

- Close, but DO NOT LOCK, each office door as you leave, if you have time. Walk quietly in an orderly manner to the nearest emergency exit.
- If your primary exit is blocked by smoke, use your secondary exit.
- Request assistance in evacuating impaired persons by implementing the Buddy System. Listen for instructions from the Fire Department and other Fire Wardens/Suite Monitors.
- DO NOT USE ELEVATORS during an alarm. They will recall to the first floor with the doors locked open. The elevator will not operate during a fire alarm.
- Feel the face of closed doors for heat before grabbing doorknobs and opening. If the door feels hot, DO NOT OPEN, but proceed to alternate exit route.
- Go to the nearest accessible stairwell exit; walk quietly on the RIGHT side of stairwell, holding on to handrails. DO NOT RUN. Emergency personnel are trained to use the LEFT side of the stairwell to come up so please stay out of their way.
- Be prepared to merge with other people evacuating from other floors. Do not prop open stairwell doors.
- Gather with co-workers in a predetermined assembly area once outside and away from the building. This will help facilitate head-count procedures.
- Walk to the predetermined gathering places. DO NOT congregate in the fire lanes, near building entrances, or otherwise impede the arrival of emergency equipment and personnel.
- Do not get in your car and drive away, as this will give a distorted head-count and interfere with arriving emergency equipment.
- Do not return to the building until the “all clear” is given by the Fire Department. Cessation of an audible alarm is not an “all clear.” Wait for specific instructions to re-enter the building.
- Directives issued by the Fire Department or other emergency personnel will take precedence over this plan.

Evacuation Procedure for Physically impaired individuals

The Fire Warden should maintain an up-to-date list of all physically impaired persons on their floor. Please note that impaired persons may not appear to be so. Such individuals may include those with a heart condition or other ailment(s), which are not immediately apparent. We recommend asking each individual if they would be able to evacuate without assistance in an emergency. Those individuals should be directed to a “safe room.” This room is a window office, preferably a corner office with a telephone. The Fire Warden should compile a list, which will include the following information about impaired persons:

- Name
- Suite number, location and telephone extension of the safe room
- Type of impairment
- Type of equipment needed to evacuate, if any

A system should be implemented wherein the Fire Warden will assign two assistants to the impaired person(s). Assistant #1 will remain with the impaired individual while Assistant #2 exits the building and provides information to the Fire Department personnel. The physically impaired individual should not be left alone until the evacuation plans are in place.

NOTE: Physically impaired may include any of the following:

- Permanently physically impaired (i.e., permanent back problem, wheelchair bound, etc.); temporarily physically impaired (i.e., broken leg, broken arm, sprained ankle, on crutches, etc.); mentally impaired;
- Pregnant women;
- Any other person who requests assistance;
- Once the Fire Department arrives, their instructions should be followed immediately.

4.9 FIRE AND LIFE SAFETY SYSTEM

Central Fire Alarm System

The fire alarm system will activate if a smoke detector, sprinkler head or pull station is activated. Audible alarms and visual strobes will activate, and a 24-hour monitoring center will automatically dispatch the Fire Department. Building doors will automatically switch to an unlocked status if



alarm occurs after normal building operating hours. Fire Department will respond and investigate the source of the alarm.

Smoke detectors, horns, and strobes are located throughout the building in accordance with current building codes. The central fire alarm system is activated whenever a fire alarm condition exists. The Engineering staff is trained on the system and will take the proper action for such emergencies. Manual fire alarm pull stations are located throughout the building, generally near exits from an area or floor. Fire extinguishers are located in cabinets next to the stairwell doors and strategically throughout tenant spaces. Please arrange for training of your staff on the proper use of fire extinguishers. The Fire Department and authorized fire extinguisher companies can assist you with training. Building Management can assist you in arranging for training. A telephone is present inside each elevator that rings to a monitoring system. Persons trapped in an elevator can get assistance through this means of communication. In addition, a trapped occupant during business hours can push a button labeled, "EMERGENCY ALARM". An alarm bell can be heard to alert building occupants that someone is trapped inside. Stairwells are pressurized with outside air to prevent smoke from entering and allowing a safe, smoke free, exit from the building. Elevator shafts are also pressurized with outside air in case someone is unknowingly trapped in an elevator during a fire emergency.

Assisting Visitors Unfamiliar with Building

Please be aware that if visitors are present during an emergency, your Emergency Team needs to assist the visitor in evacuating the premises. If a visitor sign-in sheet is maintained at your front desk, we suggest someone be assigned to bring that information to the Suite Monitor after evacuating the building in order to help facilitate an accurate head-count.

Above all, everyone involved needs to keep their own safety in mind and allow the Fire Department to take control.

4.10 FIRE EMERGENCY

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.
7. Quickly and quietly exit the building, via the enclosed stairways located at opposite ends of each side of the building, and remain outside until Building Management, Security or the responding authorities announce the "all clear."

If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

4.11 FIRE PREVENTION

Inspection Suggestions

While everyone needs to know how to respond in an emergency, it is also important to take steps to prevent emergencies from occurring. We recommend a monthly Fire Safety Inspection including, but not limited to, the following items:

Move flammable or combustible supplies off-site. If your Lease provides that chemicals or materials be stored on-site in quantities requiring MSDS sheets to be posted, they must be posted in central locations where they are visible to all. Flammable liquids should be kept in a flammable cabinet. Avoid using extension cords instead of permanent wiring. If used, extension



cords need the three prong connections and no multiple outlets. Use breaker strips. All UL Listed authorized appliances and electrical cords should be in good repair. All electrical appliances for coffee, cooking or heating should be turned off every day before leaving the office. No smoking. Candles or open flames are not allowed in the building at any time. Potential fire hazards including, but not limited to, blocked stairwells, faulty fire protection equipment, leaks, or damaged wiring should be reported to the Building Management Office immediately. Building Management does not allow space heaters, as they are a fire hazard. Please contact the management office if you are cold in your office. All emergency contact lists, physically impaired employee lists and other critical information lists should be kept current. Evacuation procedures should be reviewed among Suite Monitors for appropriateness, on a regular basis. Procedures should be communicated to occupants in your assigned area at least quarterly.

Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.

Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.

Keep electrical appliances in good repair. Report unsafe conditions to the building office.

When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame proofed.

Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers. Additionally, items being stored must maintain an 18" clearance between those items and the ceiling.

Windows

In the event of a fire condition, windows should not be opened except for emergency ventilation. An open window supplies oxygen or fuel to the fire and a fire will burn towards an oxygen supply. If time or situation permits, windows and doors should be closed to isolate and contain the fire. However, the most important recommended procedure is to vacate the fire area immediately.

Fire Safety with Christmas Trees

Christmas trees pose a major fire hazard if the proper precautions are not taken. Below are guidelines provided by the Fire Department. This list does not represent all the precautions and requirements, so before displaying any Christmas tree or ornament with lighting, please request the complete set of guidelines from the Fire Department. All artificial trees should be UL approved or labeled as flame-retardant/resistive by manufacturer. Decorations on trees must also be non-flammable.

Lights on Christmas trees must be UL listed. Small, low temperature bulbs are recommended. No candles or open flames are allowed on, or in the vicinity of, the tree, including portable heating devices. All tree lights should be turned off nightly. Live or cut trees must be watered and monitored. If a cut tree becomes too dry it must be removed promptly. Cut trees must also be disposed of properly via one of the numerous local organizations that offer services during the holidays. Do not dump cut trees in the trash enclosure.

4.12 FLOODING

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.



Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Follow these same procedures should the sprinkler system release within the building.

4.13 HOMELAND SECURITY

Tishman Speyer recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security: [dhs.gov](https://www.dhs.gov)

Federal Emergency Management Agency: [fema.gov](https://www.fema.gov)

American Red Cross: [redcross.org](https://www.redcross.org)

Center for Diseases Control and Prevention Emergency Preparedness and Response: [bt.cdc.gov](https://www.bt.cdc.gov)

Local media outlets will provide important information during an emergency situation.

4.14 MEDICAL EMERGENCY

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Building Management Office
 - Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

The Management, Engineering and Security staff will do all we can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

4.15 POWER FAILURE

1407 Broadway in the event of power failure basic building functions will be affected as follows:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Stairwells will have photoluminescent tape to guide a path..
3. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)



4. It is seldom necessary to evacuate the building during a power failure. Unless you are directed otherwise through the buildings' emergency public address system, please remain in your offices.

Please DO NOT CALL the Building Management Office unless you have pertinent information pertaining to someone's safety or well-being.

4.16 SAFETYMAX

SafetyMax sells First Aid supplies and CPR, FA and AED Training. To take advantage of this resource please visit: SafetyMax.com

4.17 SEVERE WEATHER AND NATURAL DISASTERS

The U.S. Weather Service reports the movement of severe weather that may present a threat to metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If your company decides to evacuate the building, notify the Incident Commander of your intention to do so. If an early alert is given by the U.S. Weather Service and a decision is made to remain in the building, certain steps can be taken to prepare for the severe weather.

Tenants should maintain an inventory of first aid and emergency supplies to be used during severe weather.

Notify the management office of all leaks, fires, and structural or other damage during or after the storm.

If informed by the U.S. Weather Service that severe weather is imminent, follow the steps below:

- Move to core areas of the building
- Take cover in an interior hallway
- Stay away from doors and windows
- Close perimeter doors behind you

Major Natural Disasters

Disasters and emergencies affecting large areas can sometimes develop quickly. Flash floods and earthquakes, for example, can strike with little or no advance warning. Perhaps the most basic thing to remember is to KEEP CALM. In the event of a disaster or emergency: Keep your radio or television set tuned to hear weather reports and forecasts (issued by The National Weather Service) as well as other information and advice that may be broadcast by your local government. Use your telephone only to report disaster events to the New York City Police Department or New York Fire Department (depending on the nature of the emergency) and Property Management. If you tie-up phone lines simply to get information, you may prevent emergency calls from being completed. Stay away from disaster area. Follow the advice and instructions of authorities in charge.

Earthquakes

Earthquake Preparedness

- Keep an earthquake preparedness kit on hand. Include the following:
- Food and water– at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.



- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location— make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Hurricanes

Hurricanes are a potential threat from June through November in the New York area. These tropical storms are characterized by winds in excess of 75 miles per hour and extremely heavy rain. The following suggestions and divisions of responsibilities are designed to provide for the safety of all, by reducing the chance of injury or death and minimizing the potential loss of assets.

Alerts

The U.S. Weather Service reports the movement of tropical depressions that may present a threat to the Gulf Coast area. Given an early alert, certain steps should be taken to prepare for the hurricane.

Customer Duties

It is advantageous both to our Customers and the property management staff that the building be evacuated as expediently as possible once hurricane preparations have been made in each Customer's suite. (See below)

- It is advisable for all Customers to make necessary preparations for their suite as follows:
- Raise all mini-blinds within the suite.
- Disconnect all computers or other machines and remove any units located in window wall offices.
- Waterproof tarpaulins can be useful in covering desks and filing cabinets.
- Clear all desks, credenzas and filing cabinets of loose articles and store in file cabinets.
- All major Customers, and those with significant computer or after-hours operations are encouraged to implement their own written Hurricane Emergency plan to deal with operation and protection of their systems and personnel.

If a hurricane is imminent, Customers should initiate and complete office preparation in sufficient time to allow employees to leave work to secure their homes prior to the expected arrival of gale force winds. The Building Management will be monitoring U.S. Weather Bureau reports and will advise Customer companies of changes in weather conditions for their own evacuation decisions.



Always notify the Building Management Office upon evacuation of your space.

Public Utility Duties

Con Edison has provided primary power. During disasters that cause loss of primary power, the Power Company will work to restore service as quickly as possible. Customers with vital energy power requirement should consider auxiliary generators or surge protectors for their own use.

Telephone Service

Telephone service may be interrupted during severe weather. Telephone companies are capable of installing emergency service lines to Customers having compatible switching equipment. Customers requiring emergency service should ask their telephone representative for specific information.

Building Duties

When a hurricane is imminent, the following action will be taken by the Building Management Staff:

- Bring potential flying objects indoors
- Building auxiliary power for emergency lighting, etc. will be re-tested to ensure its availability.
- Supplies of building and other materials will be checked or obtained for availability to cover broken windows, etc.

During the storm, the following actions will be taken by the Building Staff:

- Frequent contact will be maintained with the U.S. Weather Service.
- Building Patrols will be performed continually by the security officer on duty, the property manager and engineering staff to monitor building damage.
- Emergency repairs will be made when weather permits.

After the storm, the following actions will be taken by the Building Staff.

- A thorough search for safety hazards will be conducted.
- Repairs will be made as quickly as possible.
- Constant communications will be maintained with Public Utilities until all disrupted service is restored.
- The Building Management Staff will update the Tenant National Emergency Number 800 589 2554 of the condition of the Building and its ability to be reopened for normal use.

Tornado

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. Keep a radio tuned in to hear whether the Weather Service will announce the approximate time of detection and direction of movement. In the Event of a Tornado Warning: REMAIN CALM. Stay away from the interior perimeter of the building and all exterior glass. Leave your exterior office and close the door. Go to an enclosed stairwell and move to basement level if time permits and it is safe to do so. Sit down in stairwell or core areas and protect yourself by putting head as close to your lap as possible, or kneel protecting your head. If you are trapped in an outside office, seek protection under a desk or sturdy table. Keep your own radio or television set tuned to a local station for updated information.

Water Interruption

A temporary interruption of the water supply may result in the disruption of building services. Without water, it is not possible to maintain sanitary conditions or building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires.

4.18 SHELTER IN PLACE PLAN

Purpose of the Plan

The New York Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological, or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the



building by closing doors, shutting off air handling/HVAC systems and moving occupants away from perimeter windows and doors to safer locations in the building. Where possible these locations will be near restrooms. Once a year there will be a shelter-in-place drill conducted to ensure occupants know what to do and where to go in an emergency. In addition to the Building Staff, Tenant Safety Wardens will be responsible for performing duties and shall be provided with training.

Procedures

Building Management will announce via broadcast e-mail, phone tree and fire tower public address system when a shelter-in-place emergency is occurring. When an emergency is announced Tenant Safety Wardens will ensure that all occupants in their suite go to their designated shelter locations. Security will recall the elevators to the lobby level by manually initiating a fire recall sequence via the keyed override switches in the Lobby. They will also close and lock all outside doors at the lobby level and loading dock. In addition, Security will insure that all retail tenants that have direct access to the street level close and secure these doors. Please note that in accordance with City Fire Code, all fire exit doors will be accessible for egress. Designated re-entry stair tower doors (these doors will be labeled) will be unlocked during the emergency to allow for interfloor travel. In some types of emergencies occupants in the lower levels will be directed to the upper floors to avoid possible exposure to outside contaminants that are heavier than air. The Building Engineers will shut down all air handling equipment and close all outside air dampers. Building Management will monitor the emergency via the city's emergency broadcast network, local news radio, and cable TV emergency broadcast systems. Updates will be provided to the building occupants via the fire tower public address system.

Shelter Locations

Occupants of multi-tenant floors should shelter-in-place in the area of the common corridor. Occupants of single tenant floors should shelter-in-place in the most interior of rooms or spaces within the confines of their respective floor.

Physically Disabled Persons

As with fire emergency procedures, the Tenant Safety Wardens shall ensure that those with a physical disability be assisted to their shelter location.

All Clear

When notified that the emergency is over, Building Management will direct all occupants via the fire tower public address system to evacuate the building until the building air handling systems are operated to remove any contaminants.

Annual Shelter-in-Place Drill

The annual shelter-in-place drill will be scheduled through the Building Management Office. Please note that a full building evacuation is not required during this drill.

4.19 THREATING PERSON AND ARMED INTRUDER

- Immediately report any situation involving a threatening person to the New York Police Department by calling 911. Also notify the Building Management Office.
- Provide as much information as possible including a physical description of the person(s) and their location. Also, the statements made by said Person(s) and if they are armed.
- Also, report the presence of any suspicious individuals in or about the property to Property Management. A physical description of the person and the location they were last seen will also be important information to communicate.

4.20 TOXIC HAZARDS

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed and call 911. Give Building address, floor and phone number, and what type of spill has occurred. Take appropriate action to contain the hazard, close doors behind you, and always follow all safety procedures when working with toxic materials.

**Natural Gas**

Natural gas is not currently an energy source in 1407 Broadway. However, the hotel and retail tenants at 1407 Broadway do utilize natural gas for various uses.

If you notice a natural gas odor notify the Building Management to have it investigated. Provide specific information about the location where the odor was noticed.

5.0 POLICIES AND PROCEDURES**5.1 AIR QUALITY**

Tenant shall not cause or permit any gases, liquids or odors to be produced upon or permeate from the Demised Premises, and no flammable, combustible or explosive fluid, chemical or substance shall be brought into the Building.

5.2 ANIMALS

No animals, except "service animals" as defined under the Americans with Disabilities Act (as the same may be amended from time to time), shall be brought into the Building or kept in or about the Premises.

5.3 BELL OR BUZZER SYSTEM

If Tenant requires wiring for a bell or buzzer system, such wiring shall be done by the electrician of the Landlord only, and no outside wiring men shall be allowed to do work of this kind unless by the written permission of Landlord or its representatives.

5.4 BICYCLES AND MOTORIZED VEHICLES IN THE BUILDING

Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.

5.5 BUILDING DIRECTORY

Tenant shall be entitled, at Landlord's cost and expense, to have the name of Tenant's company listed and (a) the Tenant directory on each floor of the Building. After Tenant's name is initially listed on the directories, Tenant requests a change in Tenant's name as printed thereon, Tenant shall reimburse Landlord for Landlord's cost of reprinting Tenant's name for the directories.

5.6 CARE OF TENANT SPACE AND BUILDING

All glass, locks and trimmings in or upon the doors and windows of the Demised Premises shall be kept whole and in good repair. Tenant shall not injure, overload or deface the Building, the woodwork or the walls of the Demised Premises.

5.7 CHANGE TO BUILDING NAME AND ADDRESS

Landlord shall have the right to change the name of the Building and to change the street address of the Building; provided that in the case of a change in the street address, Landlord shall give Tenant no less than 180 days prior notice of the change, unless the change is required by governmental authority.

5.8 CORRIDOR DOORS KEPT CLOSED

Corridor doors, when not in use, shall be kept closed.

5.9 ELECTRICAL AND GAS CONNECTIONS

No connection shall be made to the electric wires or gas or electric fixtures, without the consent in writing on each occasion of Landlord.

**5.10 ELECTRICAL CAPACITY**

Tenant agrees that its use of electrical current shall never exceed the design capacity of existing feeders, risers, or wiring installation.

5.11 FURNISHING ICE, WATER, AND TOWELS

Only persons authorized by the Landlord may furnish ice, drinking water, towels and other similar services within the Building and only at hours and under regulations fixed by Landlord.

5.12 GENERAL BUILDING RULES AND REGULATIONS

Tishman Speyer strives to create the most positive environment possible for you and your employees. In order to maintain the positive business environment and minimize the interference by others, we anticipate your cooperation in observing the following Rules and Regulations prescribed by the Landlord.

Please note that the term 'Tenant' as used in these Rules and Regulations includes its officers, agents, servants, employees, licensees, and invitees.

5.13 INSTALLATION OF HEAVY ARTICLES

Landlord shall have the right to prescribe the weight, position, and manner of installation of heavy articles such as safes, machines, and other equipment brought into the Building. Tenant shall not allow the building structure within the Demised Premises, nor shall Tenant because the elevators of the Building to be loaded beyond rated capacities. No safes, furniture, boxes, large parcels or other kind of freight shall be taken to or from the Demised Premises or allowed in any elevator, hall or corridor except at times allowed by Landlord. Tenant shall make prior arrangements with Landlord for use of freight elevator for the purpose of transporting such articles and such articles may be taken in or out of said Building only between or during such hours as may be arranged with and designated by Landlord. The persons employed to move the same must be approved by Landlord. Landlord reserves the right to inspect and, where deemed appropriate by Landlord, to open all freight coming into the Building and to exclude from entering the Building all freight which is in violation of any of these Rules and Regulations and all freight as to which inspection is not permitted. No hand trucks, mail carts, floats or dollies used by Tenant or its service providers for the delivery or receipt of any freight shall be equipped with rubber tires.

5.14 JANITORIAL

The work of cleaning personnel shall not be hindered by Tenant after 5:30 P.M., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

5.15 KEYS AND LOCKS

Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of the Lease.

5.16 LANDLORD APPROVAL OF CONTRACTORS

All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.



5.17 LANDLORD'S RESERVATION OF RIGHTS

Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular lessee, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other lessee, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the other lessees of the Building.

Landlord reserves the right to make such other and reasonable Rules and Regulations as in its judgment may from time to time be needed for the safety, care, and cleanliness of the Project, and for the preservation of good order therein.

These Rules and Regulations are supplemental to and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of any premises in the Building.

5.18 LOST OR STOLEN ITEMS

Landlord shall not be responsible for any loss, theft, mysterious disappearance of or damage to, any property, however occurring.

5.19 MERCHANDISE SALES, LODGING, COOKING, VENDING MACHINES, SALES OF ALCOHOL

The Demised Premises shall not be used for storage of merchandise held for sale to the general public. The Tenant shall not do or permit to be done in or about the Demised Premises or the Project anything which shall obstruct or interfere with the rights of other lessees of Landlord (including without limitation making loud or unseemly noises). The Demised Premises shall not be used for lodging by any person at any time. No cooking or related activities shall be done or permitted by Tenant in the Demised Premises except with permission of Landlord. Tenant will be permitted to use for its own employees within the equipment for brewing coffee, tea, hot chocolate and similar beverages, provided that such is in accordance with all applicable federal, state, county, and city laws, codes, ordinances, rules and regulations. Tenant may install vending machines in the Demised Premises, but only for the primary use by Tenant's employees and the incidental use by Tenant's business visitors. No part of the Project or the Demised Premises shall be used for gambling, or for immoral or unlawful purposes. No intoxicating beverages shall be sold in the Project or Demised Premises without prior written consent of the Landlord. No area of the Project outside of the Demised Premises shall be used for storage purposes at any time.

5.20 MOVEMENT OF LARGE ITEMS IN/OUT OF BUILDING

Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be performed in a manner and restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity, including the names of any contractors, vendors or delivery companies, which approval shall not be unreasonably withheld. Tenant shall assume all risk for damage, injury or loss in connection with the activity.

Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld; provided that approval by Landlord shall not relieve Tenant from liability for any damage in connection with such heavy equipment or articles

5.21 OBSTRUCTIONS

Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.

**5.22 PARKING AND TRAFFIC REGULATIONS**

Tenant and its employees and invitees shall observe and obey all parking and traffic regulations as imposed by Landlord. All vehicles shall be parked only in areas designated therefore by Landlord.

5.23 PLUMBING FIXTURES AND APPLIANCES

Plumbing fixtures and appliances shall be used only for the purposes for which designed and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed in the fixtures or appliances.

5.24 QUIET ENJOYMENT

Upon the Demised Premises, Tenant shall not produce any noisome, noxious, noisy or offensive business.

5.25 RECYCLING

Please contact the Building Management Office to inquire about our recycling program and to request recycling boxes for your office.

5.26 SECURITY AND LIFE SAFETY

Landlord may from time to time adopt systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

5.27 SHARING TELECOM

Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.

5.28 SIGNS, ADVERTISING, AND NOTICES

No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel without Landlord's prior approval, which approval shall not be unreasonably withheld. Landlord, at Landlord's sole cost and expense, shall provide Tenant with a sign identifying Tenant's business at the entrance to the Premises, provided that the design, size, color and location of the sign shall be subject to Landlord's prior reasonable approval.

5.29 SMOKING

Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking anywhere in the Building (including the Premises) or in the Common Areas.

5.30 SOLICITING AND PEDDLING

Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and Tenant shall cooperate to prevent the same.

5.31 SPECIAL WORK AND SERVICE REQUESTS

Any special work or services requested by Tenant to be provided by Landlord shall be provided by Landlord only upon request received at the Building Management Office. Building personnel shall not perform any work or provide any services outside of their regular duties unless special instructions have been issued from Landlord or its managing agent.



5.27 TELEPHONE SERVICE

If fax or telephone service is desired, the wiring for the same shall be approved by Landlord, and no boring or cutting for wiring shall be done unless approved by Landlord or its representatives, as stated. The electric current shall not be used for space heaters unless written permission to do so shall first have been obtained from Landlord or its representatives in writing, and at an agreed cost to Tenant. For access into telco rooms, please contact the Building Management Office.

5.28 TENANT AND VISITOR ACCESS

Every person, including Tenant, its employees and visitors, entering and leaving the Building may be questioned by security personnel as to that person's business therein and may be required to produce a valid picture identification and to sign such person's name on a form provided by Landlord for registering such person; provided that, except for emergencies or other extraordinary circumstances, such procedures shall not be required between the hours 24/7 Saturdays, Sundays, and Holidays. Landlord may also implement a card access security system to control access to the Building during such other times. Landlord shall not be liable for excluding any person from the Building during such other times, or for admission of any person to the Building at any time, or for damages or loss for theft resulting therefrom to any person, including Tenant.

5.32 WINDOW COVERINGS

Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.

6.0 INSURANCE REQUIREMENTS

Certificates of Insurance

Tishman Speyer Properties requires all tenants (as well as their contractors, sub-contractors, and vendors) to provide evidence of insurance. Insurance requirements are outlined in the Insurance provision of your Lease Agreement.

Certificate of Insurance requirements will be sent upon request using our insurance platform provided by The Jones Network. All COI's are to be uploaded via The Jones Network platform and shall be required (1) before taking possession of your premises, (2) every year when you renew your insurance, (3) with any change of Certificate of Insurance, (4) when retaining any contractor or vendor to provide any services or goods related to your specific suite. No vendor or contractor shall be permitted in the building to perform any work without having the proper Certificate of Insurance on file with the Property Management Office.

The certificate must reflect the following information:

Certificate Holder:

SRI Eleven 1407 Broadway LLC
Tishman Speyer Properties, LLC
1407 Broadway Suite 2200
New York, NY 10018

Additional Insureds:

1. CHRIS NEILSON of TRIGILD IVL, LLC in sole capacity as Receiver for SRI ELEVEN 1407 BROADWAY LLC,
2. SRI Eleven 1407 Broadway Operator LLC
3. Tishman Speyer Properties, LP

**Additional Information:**

1. General Liability requirements can be met by a combination of General Liability + Umbrella/Excess policy limits.
2. Tishman Speyer can accept a lower limit only if the vendor contract explicitly states a lower limit than the amounts above. Contracts need to be signed and executed for any contractor's or vendor's insurance to be valid.
3. Contract must verify if this Auto coverage is required.
4. 1407 Broadway LLC, SRI Eleven 1407 Broadway Operator LLC, Shorenstein Realty Services East LLC, Shorenstein Properties LLC, Shorenstein Company LLC, Shorenstein Management LLC, Shorenstein MB Inc., and their respective Members, Partners, Officers, Directors and Shareholders are additional insureds on all insurance policies other than Workers' Compensation/Employer's Liability and if required Professional Liability (Errors & Omissions). All liability policies are primary to and non-contributory with any liability insurance of SRI Eleven 1407 Broadway LLC and the other additional insureds. Waiver of subrogation applies to all liability and Worker's Compensation policies

7.0 MOVING PROCEDURES**Notification**

Tenant and Tenant's Contractor need to provide the following information to the Building Management Office prior to the intended move date.

Move Date

For the benefit of all Tenants, major moves/deliveries can only be accommodated on weekends or after 6:00 p.m. on weekdays. Please specify the date and time desired as soon as possible to avoid conflicts with the reservations of the Loading Dock and Service Elevators.

Moving Company

The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work there under. When moving into the building, please contact the Building Management Office for assistance. The management office will issue your tenant representative an access card/key, which grants access to the building. Additional cards will be issued upon request. Tishman Speyer requires that the moving contractor provide protection for building flooring, walls and elevators during loading and unloading. If you are not using a moving contractor, please call the management office for assistance in coordinating the use of the elevator and protection of flooring.

Please use designated loading zones for unloading. DO NOT PARK IN FIRE LANES.

Please ask the moving contractor to contact the property manager well in advance of the moving date to schedule use of the elevator. The elevator is available for moving during non-business hours only with the approval of the management office. Approval is also required for moves that are scheduled to take place during the weekend.

Move-In Rules & Regulations

Please contact your Property Management Office for specific moving requirements

8.0 TENANT ALTERATIONS AND CONSTRUCTION

Construction firms and personnel providing tenant improvement services must be approved in advance by the Building Management Office. Adequate insurance, evidenced by Certificates of Insurance reflecting public liability, property damage and workmen's compensation in amounts equal to those required under the applicable leases, must be provided to the Building Management Office. Please refer to this handbook in Section "6.0 Insurance Requirements" for information of Insurance Requirements and naming Additional Insured.



FREIGHT SERVICE CHARGES FOR AFTER HOURS AND WEEKENDS

The freight service entrance and loading dock are located on 39th St between Broadway and 7th Ave.

Normal Operating Hours

7:00AM – 5:00PM, Monday-Friday. Closed Saturday & Sunday.

Daily Freight Operations

- Typical day-to-day receiving of small to medium sized parcels and/or outbound pickups can be made during the above stated normal operating hours and must always be made utilizing the freight cars only. **At no time is parking permitted, for any duration, in the loading dock.**

Weekend Service & Large/Bulk Deliveries & Pickups (After Normal Operating Hours)

- **Weekend service as well as all move in/move outs must be made with the Building Management Office at least 48 hours prior to the date of service.**
- **Large parcel or bulk deliveries and /or pickups MUST be scheduled after 5:00PM weekdays or anytime commencing at 7:00AM on weekends. They must be scheduled with the Building Management Office a minimum of 24 hours / ideally 48 hours if feasible, in advance. Including such delivery/receipt or pickup made by vehicles larger than a cargo van, any furniture deliveries/pickups, bulk items received on skids, and generally items with an approximate weight of 175lbs or more.**
- Deliveries being made via commercial box truck or semi-trailer, i.e. larger than a typical cargo van, must also be scheduled in advance with the Building Management Office.

Scheduling & Fees – All Move Ins / Move Outs & Bulk Deliveries/Receipts

All move ins / move outs as well as any large parcel or bulk deliveries and /or pickups as described above **MUST be scheduled after 5:00PM** and the following fees shall apply:

1. Monday – Friday, \$160.00 per hour, commencing at 5:00PM (no minimum)
2. Saturdays, \$160.00 per hour, 4 hour minimum applies
3. Sundays, \$320 per hour, 4 hour minimum applies

**Monday – Friday, 5:00PM until completion (fees commence at 5:00PM)*

**Saturdays & Sundays – Any timeframe commencing at 7:00AM (4 hour minimum applies)*