

# 200 Vesey Street

## Building Rules and Regulations



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# 1. Property Overview

200 Vesey Street, commonly known as the American Express Tower, is located at the North end of the Cesar Pelli designed Brookfield Place. The Brookfield Place complex includes four Class A office towers and extensive public and retail space highlighted by the Winter Garden, a dramatic glass and steel space with a 120' vaulted ceiling. Completed in 1985, the Building is a 53-story tower with over 2.3 square feet of rentable area.

# 2. Building Contact Information

## **Brookfield Property Management Office**

212.417.7180

Joseph Tesei

Senior Property Manager

212.417.7186

joseph.tesei@brookfieldproperties.com

JoAnne Fernandez

Property Administrator

212.417.7222

joanne.fernandez@brookfieldproperties.com

## **Building Security**

212.417.7116

## **200 Vesey Fire Command**

212.640.3444

## **Visitor Center**

212.640.9156

## **Health and Fitness Center** (Located on the 4th Floor)

212.640.6932

## **Messenger Center** (Located at 200 Vesey Street Lobby Entrance)

212.640.3589

## **Standard Parking**

212.786.4245

## 3. Operations Details

### 3.1 Property Description

Address: 200 Vesey Street, New York NY 10285

DOB Details: BIN# 1000059, Block 16, Lot 140

Property Manager is to be listed as primary contact for all DOB filings.

Height: 751 feet

Gross Square Feet - Building is 52 stories above grade Street, Lobby, 3-12,14-52, Penthouse  
(Lobby Mezzanine is not included in the gross square footage)

- Total of 1,961,199 SF. gross area in Floors 3 – 51
- Total of 2,168,780 SF. gross area P level to Penthouse
- 31 Passenger Elevators
- 2 Parking level Elevators
- 4 Freight Service Elevators

### 3.2 Hours of Operation

- Building Services, including HVAC, are provided Monday through Friday between 8:00am and 6:00pm excluding Building Holidays
- Building Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day
- Services outside these hours, including after-hours HVAC and freight elevator access must be arranged in advanced by entering an Angus Work Order.

## 4. General Building Policies

### 4.1 Lobby Deliveries

- All deliveries via main lobby entrances are generally prohibited

### 4.2 Loading Dock

- The loading dock servicing 200 Vesey Street is located at North End Avenue off of Vesey Street.
- There are 6 bays dedicated to 200 Vesey, and are managed on a first come first served basis.
- Access to the loading dock must be prearranged with the Service Desk with no less than 24- hours prior notice.
- Only vehicles with commercial license plates are allowed to park in the dock
- No pallets or rubbish is allowed to be left unattended or left for others to remove
- No hazardous material shall be placed in the dock for removal from others

- No hazardous material shall be thrown in normal waste path such as:
  - Paper / Mixed Paper only compactor
  - Corrugated compactor
  - Wet waste containers
  - Open container
  - Hazardous material, E-waste and Electronic waste is regulated and must be stored in the appropriate bins; for further information contact the Service Desk.
- All construction debris and rubbish shall be removed by designated construction company
- All truck deliveries are referred to the loading dock, where drivers are required to show a valid driver's license and a valid certificate of insurance verified by the CBRE building management office in advance. If this documentation is in order, delivery will be allowed provided the driver follows the loading dock procedures, which are posted in the loading dock
- Loading Dock Measurements: The maximum size of vehicle allowed to enter the loading dock is 12.9' H x 53' length head/toe. Large vehicles entering the loading dock must be coordinated with Building Management Office
- The Building Management Office will not be responsible for any unattended items on the Loading Dock
- Contractors' personal vehicles are not permitted in the loading dock or parking area, unless coordinated with Building Management
- Loading and unloading of equipment is only available for 30 minutes. Vehicles that are not actively loading or unloading equipment are not permitted in the loading dock or parking area
- All materials and equipment, including gang boxes, entering and leaving through the loading dock will be subject to inspection
- Tenants may not place any dumpsters at the loading docks or any other portion of the building without the approval of Building Management

### **4.3 Rubbish Removal / Recycling**

- All rubbish will be removed from the space on a daily basis by the Janitorial Contractor. AS indicated in section 4.2 of this document, no one shall place, empty or throw any rubbish, litter, trash or material of any nature into public areas or permit such areas to be used at anytime.
  - Business Recycling Rule:
  - Introduced by the New York City Department of Sanitation effective August 1, 2016. The business recycling rule requires all business in New York City to recycle and ensure recyclable materials are properly handled by their private carters.

## 4.4 Freight Elevator

- Normal freight elevator service is provided on weekdays between 8:00AM until 6:00PM, except building holidays. Any request for Freight service outside the normal hours of operation will be at tenant's expense and must be prearranged with the Service Desk with 48 hours prior notice.
- Use of the freight elevators is on a first come, first served basis.

SERVICE	LOCATION	OPERATING HOURS	DIMENSIONS	DOORWAY	CAPACITY	FLOORS
Loading Dock	North End Avenue	Mon - Fri 5am - 12am		13'H	60' Length Head/Toe	P-Level
S-38 Freight	Loading Dock	24 hours	6'W x 7'10"H x 12'D	3'6"W x 7'H	4,000 LB	P-Level to 3rd Floor
S-33 Freight	3WFC P-Level	Mon - Fri 7:30am - 4pm	5.5'W x 12'H x 7.5'D	4'W x 7'H	4,000 LB	P-Level to 50th Floor
S-32 (Jumbo)	3WFC P-Level	Mon - Fri 5am - 5pm	6'4"W 12'H x 11'1"D	5'6"W x 8'H	7,500 LB	P-Level to 52nd Floor

## 4.5 Parking

- Parking is available 24 hours a day. Entrance to the garage is located on North End Avenue adjacent to 250 Vesey Street and is clearly marked by a parking sign.
- Daily and monthly parking rates are posted at the garage office and cashier booths. These rates are subject to change.

## 4.8 Hot Work

- ALL Contractors must sign in at Fire Command to discuss the scope of work before the commencement of any Hot Work. The Contractor must show valid ID which will be held at the Fire Command Station through the duration of the work to ensure the vendor signs out
- Brazing and Sweating
  - All requests must be made in writing to The Building Office via email **with 48 hours prior notice.**
  - Prior to any burning or torch operation at The American Express Tower, vendor(s) involved must report to the Fire Command Station and log in on a vendor sheet the time, date, location, and nature of their operation.
- Welding and Torching
  - All requests must be made in writing to The Building Office via email **with 48 hours prior notice.**
  - Prior to any burning or torch operation at 200 Vesey street, vendor(s) involved must report to the Fire Command Station and log in on a vendor sheet the time, date, location, and nature of their operation.
  - Vendor must present to the FSD a valid Certificate of Fitness from the NYFD.
  - A separate individual must act as a fireguard and present a valid C.O.F.
  - Deposit a valid state issued identification

- Valid FDNY Licenses:
  - High Rise Fire Watch
  - Hotel/Office
  - Construction Site
  - EAP
  - Certificate of Fitness
- Hot work permit program will be supervised and monitored by the Fire Safety Director on duty.
- Fire Safety/EAP Director on duty shall see that all requirements are met as outlined in the New York City Fire Department directive (3-60 Revised) dated May 24, 1972.
- The Fire Safety/EAP Director/Chief Engineer will examine the location of the work area, make sure that the precautions listed on the permit are taken and insist on other methods if conditions cannot be made safe.
- If the proposed work area will activate any fire alarm devices, the local smoke head will be disabled.
- The Fire Safety Director\EAP will then sign and issues a permit to the welder. The Fire Safety Director will notify the building Watch Engineer of the proposed work area.
- Permits will be issued to allow work on ONE floor. Permits will not be issued for work on multiple floors.
- No work will be allowed without a proper signed permit at the job site.
- If the work at a location continues for more than one shift, a new permit will need to be issued for each shift. Prior to issuing a new permit, the old permit will need to be closed.
- At the conclusion of any hot work a Competent Observer must remain to ensure that conditions have returned to normal, surveillance should continue for at least a half an hour after the work has been completed.
- Sprinkler System will only be drained if it is actively being worked on. If the sprinkler system is drained or 50% of the smoke heads are disabled, a fire guard will be required on the construction/project site.
- For requests please refer to Section 2.

## 4.9 Ladders/Scaffolds/Scissor Lifts

- Contractors doing work in the building must provide their own ladders/scaffold/scissor lift.
- Building management Ladders / Scaffold / Scissor lifts are not to be used by vendors, unless they obtain written authorization from the Building Management Office.
- Contractors are not permitted to leave their ladders/scaffold/scissor lift.
- All ladders/scaffold/scissor lift shall be OSHA compliant 29 CFR 1926.1053(a)(1)(i).

## 4.10 Building Preventative Maintenance Procedure

- Base building generator testing and ATS switch maintenance are conducted at least bi-annually during non-business hours.
- Tenant ATS equipment connected to building infrastructure must be maintained and tested annually by the tenant.
- All operation of tenant ATS equipment must be coordinated and witnessed by Building Management.
- Base building generator maintenance is conducted quarterly.
- Base building bus duct and transformer testing and maintenance is completed on a bi-annual (two year) rolling schedule in conjunction with the generator testing.



- Fire Alarms, detectors and connected devices are maintained in accordance with the FDNY requirements.
- Intrusive Preventive Maintenance work is coordinated with building management and cannot be performed without proper approval including but not limited to:
  - Electrical shutdown
  - Fire Alarms speaker strobe lights and announcements
  - Steam shutdowns
  - Drain downs
- Any base building equipment that is damaged in any way must be repaired immediately by the base building contractor at tenant's expense.

## **4.11 Intentionally Omitted**

## **4.12 Vertical Transportation**

- Any and all work impacting the passenger or freight elevators must be reviewed and approved by the Property Manager.
- Passenger cars shall be closed off to floors undergoing construction, as well as vacant floors.
- Passenger cars are not be used to transport materials, carts or trade workers.
- No doors shall be held open for longer than the door is configured.

## **4.13 Locks and Keys**

- Locks shall be keyed to conform to the building standard. Medeco locks are to be used.
- A complete set of all keys for a floor are to be provided to the building locksmith.
- High tower locks must be installed on staircase re-entry doors.
- High tower locks must be connected to the building Class E system.
- New tenants shall provide for 10% attic stock for keys.

## **4.14 Lights**

- To save on energy, lights in the Common Areas of the building automatically turn on at 7:00am and shut off in phases starting at 9:30pm until 12:30am.
- Tenants are asked to turn off task lights before leaving for the day. Any requests for overtime lighting shall be made with the Service Desk.

## **4.16 Holiday Decorations**

- 200 Vesey Street celebrates the diversity of holiday traditions and invests in a professional design scheme in the Main Lobby and other common areas throughout the building.
- Installation of personal decorations of any kind, including lights, is prohibited.
- For all business/company holiday decorations; requests must be made and approved by the Property Manager prior to installation.

## 4.17 Electrical Appliances

- Building Management strictly prohibits the use or installation of unauthorized small electrical appliances, such as personal or departmental refrigerators, space heaters, fans, humidifiers, air purifiers, light fixtures etc.
- Refrigerators, coffee makers, water filtration system, microwaves, and ice makers shall be provided in designated pantry areas. Such pantry areas are designed to provide the space, power, and ventilation appropriate for these appliances to function properly and safely.

## 4.18 Fire Stairs

- All means of egress, including fire stairs, shall be kept free of debris and not used for storage. Items stored in front of the fire exit stairs will be discarded.
- For stair locations on your floor and evacuation procedures, please see your designated floor Fire Wardens or contact the Service Desk.

## 4.19 Food Deliveries

- Outside catering deliveries can be accepted by an employee in the lobby outside of the turnstiles and carried into the building and to the appropriate floor via the freight elevator.
- Delivery personnel from restaurants, delis, and caterers will only be received on the P-Level after being issued a visitor pass and must be escorted by an employee to and from the set-up location via the freight elevator. Certificates of Insurance are required for vendor entry.
- Security, shipping, receiving and mail services personnel do not accept or sign for food/catering deliveries.
- Employee ordering catering is responsible to coordinate a clean up after the event. Janitorial services can be requested by entering an Angus Work Order.

## 4.20 Mail and Messenger Services

- All mail deliveries (USPS, UPS/DHL/FedEx, & local courier) are x-rayed and sorted at an off-site mail hub and re-routed for delivery to the Tower.
- The Mail Center in the Tower is located on the 38th floor.
- Messenger Center in the Tower is located on street level of 200 Vesey Street.
- Overnight Express Mail that requires a Signature is delivered to 200 Vesey 3 hours after receipt at the off-site mail hub. All express mail is security screened and X-rayed at the off-site mail facility before delivery to 200 Vesey Street.

## 4.21 Special Events Alcohol Consumption

- Brookfield tenants hosting an event in which alcoholic beverages will be consumed must notify Brookfield Property Management Office. Upon notification at their discretion, Brookfield can mandate their tenant to have Brookfield Security present during the event.
- Upon Brookfield receiving a notification that their tenant is hosting an event serving alcohol, it will be the responsibility of Brookfield Security to make a curtesy notification in writing/email to

Amex Security. Please note, all tenants and participants attending events where alcohol will be served within 200 Vesey St, must follow and abide by the New York State Division of Alcoholic Beverage Control rules and enforcements, such as drinking age and public intoxication.

- Notification of an event serving alcohol, at the discretion of the Amex Director of Security or at the discretion of Brookfield Security for their respective tenants. The event leader / organizer may be mandated to purchase and have the alcoholic beverages served by in house catering only. The purpose for this tower rule, is that the in-house caterer is in possession of a verified valid liquor license. In addition, the adequate insurance which covers the licensee to purchase and sell alcohol.
- For all events serving alcohol, that have been mandated to have a security presence by either Amex or Brookfield. The cost for the required security will be charged to the appropriate American Express business unit cost center number or billed to Brookfield Properties through their tenants Angus request.
- Upon conclusion of an event no alcoholic containers are to be left either during the event or overnight at any work location (opened or closed) at any time. The approved serving of alcohol will be controlled by the vendor providing the alcohol or the responsibility of the individual(s) approved to serve alcohol. Upon completion of such an event, all open or unopened alcohol will be properly disposed of or removed from the work place, by either the organizer or facilities. Any observed Amex alcohol serving or consumption event that violates the above rules and regulations may be subject to confiscation by tower security or referred to the Business Unit Leader. Any violation of the above by Brookfield tenants will be referred to Brookfield Security.

## 5. Approved Vendors Policy

- Building Management Office maintains a list of approved contractors and sub-contractors. This list is available in the building management office at any time.
- In the event it is requested that a contractor be used that is not on the approved vendor list the request should be submitted to the building office prior to awarding any contracts.
- Approval to work in 200 Vesey Street may be revoked at any time.
- All tenant and vendors must demonstrate union harmony.

## 6. Service Canine / Pets

- In accordance with the 200 Vesey Street Building Rules and Regulations, Pets including emotional support, therapy, comfort or companion animals, are not permitted onto the premises. This policy is in accordance with applicable laws.
- Notwithstanding the foregoing, animals which qualify as service animals under the Americans with Disabilities Act (ADA) (<https://www.ada.gov>) may be brought into the Building in the manner proscribed by Landlord from time to time.
- Any employee/visitors access affected by the above procedure may be instructed to raise the issue with their employer/host. In order for the employee/visitor to gain admission with an animal, security will need to be provided a written statement requesting consideration from the employer/host advising that the individual requires the animal on the premises.
- Exception requests must be submitted to Brookfield Property Management Office.

# 7. Security

## 7.1 Access Rules

- All vendors/contractors or visitors will be required to provide a valid government photo I.D. in order to be issued a building pass.
  - State identification card (such as a driver's license).
  - Military identification card.
  - Valid passport and/or passport card w/ photo.
- Building passes must be visible at all times.
- Daily vendor/contractor passes or visitor passes must be returned upon final exit of the building.
- All bags, gang boxes and tool kits are subject to inspection at any time by building security.
- No deliveries of any kind are allowed through the street entrance, the building lobby, or on passenger elevators without approval from building management.
- Deliveries requiring the use of dollies, hand trucks, and luggage carriers are required to use the loading dock and freight elevators.
- Any vendor/contractor who ignores or violates security badge policy is subject to permanent removal.

## 7.2 Do Not Admit (DNA) Requirements

A Do Not Admit (DNA) for any of the below listed Alert levels can be requested by Amex or a Tenant. Based on the alert level assigned to the DNA, limited or no access can or will be granted for a subject individual to a company, floor, group or the entire building. The following outlines the process and the information that must be submitted along with a request for a DNA. Requests must be made in writing and submitted via email to Securityconsole-newyork@aexp.com. The criteria below is requested to be submitted along with a request to limit / prohibit the access of the individual(s) for which the DNA was created.

- When possible include the following: “A No TRESPASS NOTICE” prepared by the requesting Company (Signed by the subject, when possible) If for any reason obtaining a signed letter from the subject individual is not possible, the enactment of the DNA will be at the sole discretion of the Director of Security and when appropriate the discretion of the Brookfield Property Management. (See - Appendix C)
- Important notes:
  - If any individual that a DNA has been implemented for seeks to access the tower for any reason. They will be informed they are subject to an active DNA and that entry is either denied or will be restricted.
  - If it is a category #5 DNA, Security will explain the restrictions of the DNA to the individual. The individual will be advised by Security that the subject has no permission or authority to access any offices or space within the tower that is occupied by the company or BU that requested the category #5, DNA.
  - It should further be noted that if it is a category #5 DNA, “Violated Company Policy” then it is not sufficient to prohibit an individual’s access to the entire tower.
  - To prohibit entire access the DNA would need to meet the standards to be filed as a category # 1-4.

- **Criminal Incident / Individual poses a threat to the Tower**
  - Police Report
  - Letter of “No Trespass” signed by subject individual(s) and witness.
  - Copy of signed letter of “No Trespass” provided to Brookfield Property Management.
- **Violence in the Workplace**
  - Police report
  - Letter of “No Trespass” signed by subject individual(s) and witness.
  - Copy of signed letter of “No Trespass” provided to Brookfield Property Management.
- **Written or Verbal Threats.**
  - Police report (recommended)
  - Letter of “No Trespass” signed by subject individual(s) and witness.
  - Copy of signed letter of “No Trespass” provided to Brookfield Property Management.
- **Property Theft.**
  - Police report (at requestor’s discretion)
  - Letter of “No Trespass” signed by subject individual(s) and witness.
  - Copy of signed letter of “No Trespass” provided to Brookfield Property Management.
- **Violated Company Policy.**
  - Letter of “No Trespass” signed by subject individual(s) and witness.
  - Copy of signed letter of “No Trespass” provided to Brookfield Property Management.

## 7.3 Manifest

- A daily report is circulated daily that lists all work and vendors approved to enter the American Express Tower for the following day.
  - Vendors/contractors who are not on the 200 Vesey Street manifest, need a contact name and number of an American Express / Brookfield Properties ON-SITE Supervisor or Project Manager that can be called for access authorization. Initial calls for access will be made and approved by the on-site work Supervisor.
  - If no on-site supervisor is listed or if the construction worker does not know who their contact is, the vendor will be turned away.

## 7.3 Property Removal

- Property Removal passes can be obtained from the Brookfield Property Management Office.
- To prevent unauthorized removal of material or equipment from the building, security personnel will require Company letterhead memorandum from a manager or above, with a signature from any individual removing materials or equipment from the building. The letter must include:
  - Property being removed.
  - Personal or Company.
  - If it is Company property Asset number, serial number, make and model.
  - Full name of the individual who is removing the property (Employee number or Contractor number).

# 7.4 Building Passes

- **PLEASE NOTE:** Building ID must be visible upon entry
- There are three types of building passes that permit access within 200 Vesey Street.
  - Service Vendor/Contractor Passes.
  - Visitor Passes.
  - Building Access Identification.

# 7.5 Service Vendor/Contractor Passes

- Issued to vendors/contractors requiring access into 200 Vesey Street.
- A valid certificate of insurance must be on file with the building office (Appendix A).
- Entry into the building through the loading must also exit through the loading dock (P Level).
- Limited to a maximum of 30 days.
- Restricted to only using the freight elevators. Service vendors/contracts are not permitted to use passenger elevators.
- Prohibited to use the cafeteria located on the 3rd floor.
- To obtain a Service Vendor/Contractor Pass, a memorandum needs to be submitted to the Property Manager Representative (CBRE/Brookfield) for approval. The Property Manager will forward the memo to Amex Security. Memos must include:
  - Names of assigned Vendors/contractors
  - Contact name & telephone number of vendor/contractor
  - Company
  - Duration of pass
  - Primary sponsor who is a resident in the building
  - Contact name & telephone number of tenant sponsor



# 7.6 Visitor Passes

Permits the use of passenger elevators.  
 Permits access through the Lobby Turnstiles.  
 All visitors and bag/package are subject to search by metal detectors or x-ray machines prior to entering 200 Vesey Street.  
 Can be issued for up to 5 consecutive days.



# 7.7 Building Access Identification

- Issued to professional employees of tenant and vendors and contractors assigned to work at 200 Vesey Street for longer than 30 days.
- Building Access Identification is to be issued only to individuals requiring over 90 consecutive days of access.
- Permits access to enter and exit the building through the Lobby Turnstiles.
- Permitted to use the passenger elevators.
- Building Access ID must be used at least once every 30 days to stay current.
- Sponsor will need to renew all vendors and contractor IDs at least once/year.
- Color Scheme
  - BLUE: Amex Employee



- RED: Amex Contractor – Requires an Amex issued Contractor ID
- GREEN: Brookfield/Brookfield Tenant
- GREY: Tenant Contractor
- “CP”: - Permits use of cafeteria discount

## 7.8 Locations that issue Access Passes

### 7.8.1 Visitor Reception

- Lobby Visitor Desk Hours of Operation is 24hrs/day x 7 days/wk
- Primarily responsible for issuing Visitor Passes.

### 7.8.2 ID Badge Room

- Normal Hours of Operation Monday thru Friday 8:00AM until 5:00PM.
- Primarily responsible for issuing Building Access IDs and will be able to provide ‘Visitor Passes’ to Tenants who have lost their building Access IDs.

### 7.8.3 P-Level Guard Booth

- Normal Hours of Operation Monday thru Friday 6:00AM until Midnight, except building holidays.
- Any request for access through the P-Level Guard Booth outside the normal hours of operation will be at tenant expense.
- Primarily responsible for issuing Vendor/Contractor pass.

### 7.8.4 Leasing Tour Exception

- Brookfield Management representative or Amex GRE representative will provide an advance notification via email to the Amex Security Console and the Director of Security, regarding the scheduled leasing/broker tour.
- Brookfield Property Management representative, or Amex GRE representative will sign out the required amount of Broker Badges (Not to exceed 12) from the Amex Security Console prior to the scheduled space viewings.
- A Maximum of 12 leasing/broker badges will be issued per viewing. If there will be more than 12 brokers, then multiple time blocks will be scheduled not exceeding 12 individuals at a time.
- The Brookfield Property Manager or Amex GRE representative will issue the leasing badges to the brokers and escort the group from the lobby to the Brookfield/Amex space. Upon completion of the viewing the stakeholder representative will escort the group back to an egress point in the lobby.
- The leasing group of 12 or less individuals being escorted by Brookfield Property Manager representative or Amex GRE representative will be **exempt from visitor x-ray screening**.
- Any large single group that cannot be divided into groups of 12 individuals or less within the hours of 7am & 7pm, Mon – Fri, will be exempt from the above exception. Brookfield Property Management representative or Amex GRE representative will submit an Angus/request for a dedicated x-ray special and all individuals will be required to enter through a dedicated x-ray within the lobby visitor screening area. This group access will be managed like any other large visitor group.
- Any Leasing tour for Brookfield Property Management or Amex/GRE that is scheduled after 7pm, will be exempt from x-ray screening. This exception only applies to leasing tours. Events

other than leasing tours with 25 or more attendees will still require a dedicated x-ray. This exception will not be valid without a Brookfield Property Manager representative or Amex GRE representative present.

- If a Brookfield Property Manager representative or Amex GRE representative is not utilized for groups of 12 or less during any viewing, then all leasing/broker visitors will go through x-ray screening. Unless the viewing is scheduled after 7pm. This exception will not be valid without a Brookfield Property Manager representative or Amex GRE representative present.
- In the event of any emergency in any common areas of the tower the Director of Security for the tower will be the primary security supervisor in charge.

## 7.9 Security Points

### 7.9.1 Lobby Turnstile

- North Turnstiles are open Monday thru Friday from 6:00AM until 8:00PM.
- B Bank Turnstiles are open Monday thru Friday from 7:00AM until 7:00PM.
- C Bank Turnstiles are open Monday thru Friday from 7:00AM until 7:00PM.
- South Open: 24hrs/day x 7days/wk.
- The Lobby Visitor Desk will issue "Visitor Passes" 24hrs/day x 7 days/wk

### 7.9.2 Loading Dock

- Normal Hours of operation are from Monday thru Friday 6:00AM until Midnight except building holidays. Any request for Freight service outside the Normal hours of operation will be at Tenant expense.
- Located on North End Boulevard.
- For Commercial vehicle deliveries only.
- For requests please refer to Section 2.

### 7.9.3 P-Level Guard Booth

- Normal Hours of operation are from Monday thru Friday 6:00AM until Midnight except building holidays. Any request for Freight service outside the Normal hours of operation will be at Tenant expense.
- Issues vendor contractor passes.

### 7.9.4 Sally Port

- Open: Monday - Sunday x 24hrs.
- Located on the North End Boulevard.
- For Truck deliveries only.
- Drivers will be required to show US driver's license and proof of insurance in order to be allowed access through the Sally Port.

## 8. Project Standards

### 8.1 Project Phases



- A designated Project Manager shall be assigned for all project or initiatives that are to occur at 200 Vesey Street.
- The designated project manager will become the single point of contact for the Building Management Team for the duration of the project.

## **8.2 Project Initiation**

- Prior to the commencement of a project of any size the Project Manager will be responsible to schedule a meeting with the Building Management Team to discuss project intent, design, team responsibilities, operating procedures, and site constraints.

## **8.3 Project Planning/Design Review**

- The Project Manager is to submit for building review and comment any documents related to the project. The following is the minimum required documentation:
  - One full set of all drawings in AutoCAD electronic format
  - One full size hard copy of the project design drawings
  - All specifications and cut sheets
  - All sketches or changes
  - A list of items to be provided to Building Management during Project Closeout.
- The Building Management Team will require a minimum of 10 calendar days to review and return comments.

## **8.4 Safety Plan**

- All construction sites at 200 Vesey, regardless of size must follow all DOB / OSHA safety requirements. Any Contractor working on a Department of Buildings permitted construction project, must submit a Safety Plan to the Brookfield Property Management Office for review and approval prior to any construction project beginning and must have that safety plan available to show an inspector at any time. This applies to contractors and vendors working for Tenants.

## **8.5 Project Execution**

### **8.5.1 Prior to start of project**

- Prior to start of construction the Project Manager will be responsible for identifying and documenting any pre-existing conditions, including pre-existing damage to the window security film. Building Management Team will require the Project Manager to replace any damage to the window security film prior to project completion.
- The Pre-Project Checklist must be completed to document pre-existing condition of Telephones, LAN Room, Fire stop, BMS, etc.
- The Senior Property Manager should be named on all applications for signature representing the building owner.
- Copies of all building department approved applications and permits must be forwarded to Building Management Office prior to starting any work in the building.

### **8.5.2 Project Administration**

- The Project Manager is required to coordinate all work with the Director of Operations, Senior Property Manager and the Chief Engineer of the Building.

- The Project Team is required to communicate all upcoming work. An individual representing the Project Team will be required to:
  - Provide a brief outline of all expected work over the next two weeks.
  - Attend a weekly 'weekend coordination meeting' to coordinate all work scheduled for the upcoming weekend.
- No contractor is authorized to shutdown, activate, modify or otherwise work on any base building mechanical, electrical, plumbing/sprinkler, Class "E" or BMS Control system(s) without the formal authorization and coordination from the Building Management.
- All changes to the design documents shall be forwarded to the building management office for approval prior to commencement of work.
- Adequate lighting is to be provided in construction to achieve a safe working environment.

## 8.6 Construction Closeout

- Upon completion of the project the Project Managers is responsible to request a meeting with Building Management team to complete a project walk through and punch list review.
- Any equipment that is to be maintained or operated by the Building Engineers is the responsibility of the Project Team until written acceptance is provided from the Building Management Team.
- Minimum Required Closeout Documents:
  - Hard Copy and digital versions of all As-Built drawings and product submittal
  - All required DOB permits and sign-offs
  - Mechanical testing and balancing reports
  - Copies of all warranty information
  - Operating and Maintenance Instructions
  - A Report showing that any critical systems are commissioned and maintenance is current
  - As-Built CAD drawing showing all fire and life safety devices in DWG format
  - Attic Stock for all materials and finishes used in construction
  - Copies of the Electrical Panel Schedules
  - Letter confirming that all temporary risers & cabling have been removed
  - Confirmation of required FDNY and DOB inspections have been conducted and cleared
  - Hard copy and digital version of a full Coordinated Set of drawings
- All changes to building infrastructure must be updated on building As-Built drawings at Tenant Project Team costs.
- Building Management Team will provide a letter to the project team acknowledging the building management accepts the project as complete
- ALL FDNY PRE-TESTS AND INSPECTIONS MUST BE SCHEDULED AFTER 11:00pm ON WEEKNIGHTS OR BEFORE 10:00am ON WEEKENDS.

## 8.7 Closeout/Project Commissioning Stage

- A meeting is to be held between the Project Manager and the Building Management Team to discuss:
  - Fire Life Safety (Facility Manger to provide details)
  - Participate in Emergency Plan
  - Provide Floor Wardens & Searchers
  - DOB/City/State Inspections
  - The Tenant Building Liaison is responsible to maintain tenant only permits (Public Assembly) for tenant management space.
  - Need to make reasonable accommodations to allow city and state inspection as required by law
  - Maintenance of equipment
  - Tenant equipment labeling
  - The Tenant is responsible to remove all existing risers, cabling.

## 8.8 Tradesman Work Rules

- Deliberate and willful attempts to defeat any security systems, fire detection system, or circumvent facility policies and procedure will not be tolerated, and individuals will be permanently removed from the building.
- 200 Vesey Street visitor's pass or vendor's ID badge must be obtained and worn at all times.
- Vendors and contractors are restricted to their area of work only. No access is permitted to vendors and contractors in the building common areas, tenant's space or the 3rd floor Cafeteria.
- All appropriate personal protection equipment (PPE) must be worn at all times.
- All personnel working in building critical areas (main switchgear room, generator room) must be accompanied by a Building Engineer.
- Do not operate Emergency Power off (EPO) devices. These are for use by qualified personnel only during life threatening /emergency situations.
- Contractors performing work in the building must provide their own tools and ladders. Building management tools & equipment are not to be used by vendors, unless they obtain written authorization from the Building Management Office.
- 200 Vesey Street Management is not responsible for tools and equipment left unsecured at the work site.
- All contractors must clean up all work areas and ensure all OSHA-mandated safety measures are observed at the end of every shift/day and after completion of work.
- Contractors are responsible for removing garbage in a timely manner.
- All mechanical or electrical systems that are required to be tuned ON/OFF must be done by an authorized Building Engineers; shutdowns must be scheduled Monday thru Friday after 8PM, and before 7AM or on Saturday and Sunday.
- Use of tenant telephones by contractors is not permitted. Contractors must use their own cellular phones or get authorization from the Building Management office
- Contractor is not to block any exits, elevator doors, stairwell, etc. or impede the flow of people through emergency exits.
- Construction personnel possessing a day or weekly construction pass are not allowed in passenger elevators, and are to use the J32 or S33 Freight car or a specifically designated construction elevator.
- Smoking and alcoholic beverages are prohibited.

### **8.8.1 In addition to the above, foremen are required to review and follow the listed rules below:**

- Either the general Contractor (representative) or vendor must sign in at Fire Command Station in lobby prior to start of any work.
- Temporary electrical connection may be made only with approval of the Chief Engineer.
- Contractors will supply Building Management with a 24 hour emergency contact and telephone number for the superintendent and all sub-contractors. Contact list will need to be posted in the freight elevator lobby.
- All work must be scheduled with an authorized 200 Vesey Street Building Management employee.
- Contractors must only perform work for which they have been contracted.
- Work area must be clearly designated and sectioned off where necessary (i.e. cones, signs, temporary barriers, etc.)
- All proposed material staging areas must be pre-approved by authorized 200 Vesey Street Building Management.
- Deliveries of material must be coordinated with the Building Management Office.
- Contractor is responsible for receiving and signing for their respective deliveries.
- All chemicals introduced into 200 Vesey Street must have the material safety data sheets (MSDS) reviewed by the Building Management.
- In addition, all chemicals must be approved prior to being brought into the building and prior to being used. Contractors must ensure for the proper use of container, labeling, transportation, storage; and must follow manufacturer application guidelines.
- Contractors must follow all local codes, rules, and regulations for all chemicals to be used. Contractor is responsible for disposal.
- No gasoline or gasoline powered equipment is allowed in the building.
- Contractor is required to maintain temporary lighting in work area.
- Contractors are to use their own dumpsters.
- Work must be coordinated to maintain union harmony.
- Contractor is required to keep the staircases clean.

## **8.10 Procurement and Contracting Requirements (Division 00)**

### **8.10.1 Certificates and other Forms**

- It is required that prior to commencement of any work, all contractors and subcontractors performing work within the facility must submit a Certificate of Insurance to the Building Management Office.
- All Certificates of Insurance must be in the Building Management office by 5 P.M. the day prior to the start of the work. All Certificates must include the Hold Harmless clause and Additional Insured on the back of an original certificate.

### **8.10.2 General Requirements (Division 01)**

- Tenant is responsible to adhere to all requirements of all the Americans with Disabilities Act (ADA)
- Project Meetings to be held to discuss building specifications for Property Management Team's approval
- Any new construction must allow for access to exterior windows.

- If ACM/ Vermiculite abatement is required, due to tenant plumbing connections, abatement will be performed by building management at tenant's cost.

## **8.11 Temporary Fire Protection**

- During construction, the temporary fire protection must meet the minimum defined by DOB/FDNY.
- A Fire guard is required if the sprinkler on the floor is drained, or more than 50% of smoke heads are disabled and offline.

## **8.12 Existing Conditions (Division 02)**

- Exterior of the building cannot be altered in anyway.
- Security Film is required to be installed on all exterior windows on the interior side. All damage to the widow film must be replaced at the cost to the contractor.

## **8.13 Demolition and Construction**

- All work shall be under the complete supervision of the appropriate Project Manager or General Contractor, who will keep on the job a competent field representative to supervise all trades.
- Demolition must be pre-approved by the Property Management Office and shall be performed from Monday – Friday 6:00pm to 6:00am or on Saturdays, Sundays, or approved holidays. All demolition containers must be kept inside the designated construction space.
- The demolition containers are to remain in the demo area and are not to be left on the Loading Dock. Containers must be brought to the loading dock before 6AM or after 6PM or on weekends
- Construction garbage can only be removed before 5AM or after 6PM and all weekends.
- All building walls, corridors, lobbies and equipment will be protected to prevent damage.
- All building corridors and lobbies shall be cleaned after work is completed or deliveries made.
- All construction materials must be kept inside tenant space.
- All construction materials and equipment will be transported using only the freight elevators.
- Prior to any demo the Tenant is responsible to ensure that the current BMS and Fire Alarm vendor has secured all existing wires.
- All chasing, chopping or drilling will be coordinated with the Building Management Office and done on business days before 8:00am or after 6:00pm or on Saturdays, Sundays, or approved holidays.
- All demolition work is to be reviewed and approved by the Building Management Office prior to commencement of work.
- Prior to any demo the Tenant is responsible to ensure that the current BMS and Fire Alarm vendor has secured all existing wires.

## 9. Thermal and Moisture Protection (Division 07)

### 9.1 Membrane

- Commissioning 4" of water for 24hours
- Kemper waterproofing only

### 9.2 Finishes (Division 09)

- New bathroom construction and pantry areas must use USG DUROCK brand cement board panels (or equivalent), up to 3' off the finished floor. Green Board is not acceptable for this application.
- New bathroom construction will require a waterproofing membrane up 6" off the finished floor.

### 9.3 Fire Suppression (Division 21)

- Sprinkler systems must be hydro-statically tested at 1.5x the operating pressure for four hours, witnessed by Building Engineers, not more than 200PSI.
- Any inspections drain-down station is to be located at the slop sink closet.
- Minimum Schedule 40 pipe for all piping systems.
- All fire safety equipment and the associated conduit and wiring system shall not be harmed during demolition and/or any construction and shall be protected from any physical damage.
- Tenant shall design sprinkler systems in accordance with FM Global standards.
- Distributing ample hand-extinguishing equipment throughout the premises should provide adequate supplementary fire protection. The 15 to 20 lb. multipurpose dry chemical extinguisher is recommended. Until sprinkler protection can be placed in service, hose lines should be connected in areas where construction is in progress. Hydrants, hose connection and other firefighting equipment must be readily accessible at all times- never blocked by construction materials.
- Fire extinguishers supplied by the general contractor must be on the job site at all times during demolition and construction.
- Sprinkler systems must be connected to both the R and Q risers.
- Hose cabinets must be connected to riser 3, 5, or 6.
- Prior to adding any fire alarm devices, a device/points list needs to be provided to building management. A download to the fire alarm system will not be permitted without authorization from building management. A written request for downloads must be submitted to building management 48 hours in advance of proposed download.
- **All sprinkler piping to be schedule 40.**

### 9.4 Plumbing (Division 22)

- Standard Valve to be used is an Apollo 70 Series Bronze ball valves, with a minimum of 600psi. Apollo International valves are not permitted, no exceptions.
- Existing connections to building plumbing stacks shall be reviewed.
- All toilet sewage can only be connected to the building's core black water sewage risers. Any variations must be pre-approved by Building Engineers.
- Floor drains must be installed in bathrooms.
- Auto-Flush and Auto-Sinks to be connected to Emergency Power.
- All unused plumbing, sheet metals ducts and equipment lines must be removed and capped at the main riser or branch connection.

- Ejector pumps shall require leak detection with solenoid shut offs.
- All funnel drains shall be provided with leak detection.

## **10. Heating, Ventilating and Air Conditioning**

### **10.1 HVAC Piping and Pumps**

- Access required in core corridor for main CU room coil pull and replacement.
- Mechanical piping must be hydro-statically tested at 1.5x the operating pressure for four hours, and witnessed by building engineers.
- After construction, and before equipment operation, systems are to be flushed with clear circulating water. Dump the water and fill with an approved treatment chemical and circulate the solution as per the chemical treatment provider. Thoroughly flush the washed product out of the system and clean strainers.
- A sand filter is required at the end of any condenser water risers. Building approval is required for sand filter specifications and design.
- Condenser Water piping pressure class is to be a minimum of 300lb k copper or better.
- Primary Chilled Water piping pressure class is to be a minimum of 150lb schedule 40, k copper or better.
- Secondary Chilled Water piping pressure class is to be a minimum of 300lb schedule 40, k copper or better.
- Where piping systems must be modified or extended at a later date, provide taps and shutoff valves.
- Prior to making any connections into a riser, the building Professional Engineer will have to approve a pre inspection of the connection location and a post inspection of all welding work. Prior to performing a wet tap, the connection should be pressure tested in the presence of Building Engineers at a rated pressure of one and one-half times the working pressure, but not less than 150 psi. The pressure is to remain constant for a minimum of four hours.

### **10.2 HVAC Air Distribution**

- HVAC duct work testing and balancing shall be performed by an approved testing and balance contractor, who is a member of AABC or NEBB. Certified reports shall be required on standard forms provided by these organizations.
- Air distribution to perimeter outlets must be supplied via TMP/FPB with hot water heating coil.

### **10.3 Integrated Automation (Division 25)**

- All air handling systems, fan powered boxes, and VAV terminals must be controlled by the building standard BMS system.
- Building requires a minimum of: 4 (four) Temperature Floor Sensors, 1 (one) Static Pressure Sensor and 1 (one) Return Air Sensor to report back to the BMS.
- All BMS communication wires are to be suspended independent of the hung ceiling.
- For all BMS control devices and installations Tenant must use and coordinate the base-building approved integrator (SIEMENS).
- All control specifications shall include one day to have Siemens Construction Department to walk with Siemens Service Department to ensure the system is installed to building standards.
- All controls graphics need to match base building standards. Mechanical AutoCAD is required.

## 10.4 Electrical (Division 26)

- Branch Circuits are to have a minimum wire size of 10GA
- Any existing plug fused panel boards shall be replaced with new bolt on circuit breaker panel boards. Existing back boxes may be utilized if appropriate.
- All electrical feeders and branch circuits shall be according to Building Standard Operating Procedure. Armored cable shall not be permitted as a general wiring method, except in concealed dry wall construction and as a final connection to lighting fixtures and equipment. All wiring to be copper with the following insulation: THHN, THWN, XHHW.
- GFCI type receptacles shall be used in wet areas.
- Lock-out – tag out as needed per code and standard working standard.

## 10.5 Conduit:

### 10.5.1 Permitted use

- Electrical power home runs are to be in EMT conduit to the vicinity of outlets.
- Lighting home runs in EMT conduit to a central location in middle of floor.
- All Electrical Work shall be installed in EMT conduit, MC Cable may be used for fixture tails, or for installation of wiring in existing walls where the use of EMT is not practical. All MC Cable connections are to terminate in a junction box for transition to EMT.
- MC cable shall be secured and supported in accordance with NEC Code section 330.30
- MC cable can be utilized up to 15 feet from the outlet location
- MC Cable can be utilized between outlets located inside wall partitions.
- Lighting branch circuits after the first home run junction box can be wired with MC Cable.

### 10.5.2 Panel board

- Panel board doors and trim shall have hinged door-in-door construction.
- Shall display a Phenolic/Lamacoid label identifying the panel board designation and the panel board source.
- Shall contain a typed panel board schedule listing circuit breaker loads and location.
- All emergency and exit lighting shall be connected to the Emergency Life Safety distribution circuits.
- All electrical loads in the building are to be monitored using Power Measurements Ion electrical metering equipment for power quality and billing purposes. All modifications to the building metering system must be approved by the building management office. Installation will be at Tenant's expense.

### 10.5.3 UPS

- KIRK Trapped Key Interlock is required for all UPS bypass panels.



## **10.6 Communications (Division 27)**

- Path of communication risers must be coordinated with Building Management.
- Horizontal and vertical shaft must be fire stopped.

## **10.7 Electronic Safety and Security (Division 28)**

### **10.7.1 Fire Alarm**

- Fire Alarm cables are to be suspended independent of the hung ceiling and installed per code.
- FDNY approvals are the responsibility of the tenant and copies of such approvals are to be provided to building management office.
- All fire alarm testing must be completed on Friday evening's beginning at 9PM through midnight and coordinated through the Building Management office. Function of fire alarm devices are to be witnessed by Building Management and FSD.
- Warden phone is to be located out to the left of the R Stair Core door; any relocation must be coordinated with Building Management.

## **10.8 Appendix**

- Appendix A - Certificate of Insurance
- Appendix B - Hold Harmless
- Appendix C – No Trespass Notice
- Appendix D – Bicycle/E-Mobility Device Access Rules & Regulations

# Appendix A - Certificate of Insurance

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>							DATE
<b>PRODUCER</b>  <div style="text-align: center; font-weight: bold;">INSURANCE COMPANY</div>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; font-weight: bold;">INSURERS AFFORDING COVERAGE</div>				
<b>INSURED</b>  <div style="text-align: center; font-weight: bold;">NAME OF VENDOR</div>			INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INDR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occur) \$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input type="checkbox"/> CONTRACTUAL LIAB.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> INCLUDED						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> TRS <input type="checkbox"/> LOC						FIRE DAMAGE (Any on fire) \$ 1,000,000
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				BODILY INJURY (Per Person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per Accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	GARAGE LIABILITY						AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				OTHER THAN EA ACC \$
	EXCESS LIABILITY						AUTO ONLY: AGG \$
B	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ <u>Depends on trade</u>
	<input type="checkbox"/>						AGGREGATE \$
	<input checked="" type="checkbox"/> RETENTION \$ \$10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X   WC STATUTORY LIMITS   OTHER STATUTORY
	ANY PROPRIETOR/EXECUTIVE	N/A	<input checked="" type="checkbox"/>				E.L. EACH ACCIDENT \$ 1,000,000
	OFFICER/MEMBER EXCLUDED?						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
	<small>If yes, describe under SPECIAL PROVISIONS below</small>						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	<b>Must show Coverage</b>						
C	OTHER						EACH OCCURRENCE & AGGREGATE \$2,000,000
	UMBRELLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS RE: (INSERT TENANT NAME/PROJECT NAME HERE AS ADDITIONAL INSURED) Brookfield Properties (USA II) LLC, BFP Tower C Co. LLC, Battery Park City Authority, The Commissioner of Transportation for the People of the State of New York, American Express Company, American Express Travel Related Services Company, Inc., CB Richard Ellis, Inc., CBRE Real Estate Services, Inc., and their affiliates and all of their respective employees, officers, directors, partners, members, agents, board of managers, and any successors and assigns of such entities; any present or future mortgagee which encumbers an interest in the land or improvements commonly known as 200 Vesey Street, New York, New York and its successors and assigns; and such other and further entities and/or individuals as may be identified by the Owner in writing							
CERTIFICATE HOLDER		ADDITIONAL INSURED; INSURER LETTER _____			CANCELLATION		
<b>BFP Tower C Co. LLC</b> 200 Vesey Street New York, NY 10281					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE _____		

## Appendix B - Hold Harmless

<b>ADDITIONAL ISSURED</b>
American Express Company and its Related Entities, CB Richard Ellis, Inc. CBRE Real Estate Services, Inc., BFP Tower C Co.LLC, BFP Tower C MM.LLC, Brookfield Financial Properties LP are included as additional insureds
<b>HOLD HARMLESS</b>
CONTRACTOR AGREES TO INDEMNIFY AND HOLD HARMLESS THE OWNERS AND MANAGER AND EMPLOYEES OF ALL THE FOREGOING, AGAINST AND ALL CLAIMS, SUITS LOSSES OR EXPENSES BY REASON OF ANY LIABILITY ARISING OUT OF OR IN CONSEQUENCE OF THE PERFORMANCE OF THIS CONTRACTOR'S WORK AND/OR IMPOSED BY LAW UPON ANY AND ALL OF THEM BECAUSE OF PERSONAL INJURIES (INCLUDING DEATH AT ANY TIME RESULTING THERE FROM) SUSTAINED BY ANY PERSON OR PERSONS AND DAMAGE TO OR THEFT OF PROPERTY, WHETHER SUCH INJURIES TO PERSONS OR DAMAGES TO OR THEFT OF PROPERTY ARE DUE OR CLAIMED TO BE DUE TO NEGLIGENCE OF THE CONTRACTOR, THE OWNERS, AND MANAGER AND EMPLOYEES OF ALL OF THE FOREGOING, OR ANY OTHER PERSON, OR FOR ANY OTHER REASON, THROUGHOUT THE DURATION OF CONTRACT OF ANY WORK AUTHORIZED UNDER MANAGER'S PURCHASE ORDER OR AUTHORIZED BY ANY OF THE CERTIFICATE HOLDERS.
<b>HOLD HARMLESS AND ADDITIONAL INSURED MUST BE ON C.OF I. OR TYPED ON COMPANY LETTERHEAD.</b>

# Appendix C – No Trespass Notice

## NO TRESPASS NOTICE

I (Print) \_\_\_\_\_  
have been informed by (Print) \_\_\_\_\_

**Category # 1-4 (1. Criminal Incident / Individual poses a threat to the Tower. 2. Violence in the Workplace. 3. Written or Verbal Threats. 4. Property Theft.)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_. That I do not have permission or authority to enter inside any offices or business located within 200 Vesey Street / 3 World Financial Center / Brookfield Pl.

**Category # 5 (Violated Company Policy)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_. That I do not have permission or authority to enter inside any offices or business locations that belong to (Company) \_\_\_\_\_ located within 200 Vesey Street / 3 World Financial Center / Brookfield Pl.

I understand that if I violate this notice, I will be arrested immediately and prosecuted accordingly as defined in the New York State Penal Law.

This notice will be on file at the Security Office and submitted to the District Attorney's office as evidence, if this notice is violated and prosecution becomes necessary.

Additional  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign: \_\_\_\_\_  
\_\_\_\_\_

Witnessed By: \_\_\_\_\_  
Date: \_\_\_\_\_

## Appendix D

### **Bicycle/E-Mobility Device Access Rules & Regulations 200 Vesey Street, New York, N.Y.**

In accordance with the bicycle access law, an exception was filed with the Department of Transportation to provide an indoor, no-cost facility for parking bicycles located within the 250 Vesey Street, loading dock. This means that riders will not be able to bring their bicycles up to the tenanted floors of 200 Vesey Street. Should there be any questions related to this exception to the bicycle access law or the Bicycle Access Rules & Regulations set forth below, please contact the Building Management Office.

- Riders must be employees or tenants of 200 Vesey Street.
- Riders must allow their bicycles/e-mobility device to be tagged and registered with the Building Office located in the lower lobby of 200 Vesey St (ID Badging office).
- Riders and their belongings are subject to search by Security before entering the parking garage.
- Riders will gain access to the bicycle racks located in 250 Vesey Street, loading dock via the parking garage entrance ramp located on North End Avenue.
- Riders will dismount from their bicycles/e-mobility device, show proper ID to the Security Officer at the entrance to the garage, and walk their bicycles down to the allotted bicycle racks.
- Riders will wear helmets while in the parking garage.
- Riders will chain their bicycle/e-mobility device to the allotted bicycle racks only.
- Bicycle/e-mobility device must be in good working order.
- Bicycle spaces are first come first serve and riders may use one of the allotted spaces on the bicycle racks, making sure to not obstruct any of the other allotted spaces.
- Riders must use the Parking Garage elevators to exit the parking garage upon parking and securing their bicycle/e-mobility device.
- Riders will enter the parking garage via the Parking Garage elevator entrance to recover their bicycle/e-mobility device.
- Riders must exit the parking garage with their bicycle/e-mobility device via the parking garage exit ramp that lets out on to North End Avenue.
- Riders must walk their bicycle/e-mobility device up the parking garage exit ramp upon leaving the premises.
- Riders must remove their bicycle/e-mobility device by 10 p.m. each night unless pre-arranged.
- Only the bicycle/e-mobility device can be chained to the allotted rack. **Any additional items such as backpacks are prohibited.**
- Bicycles/e-mobility device that is chained to something other than the allotted racks, take up more than one of the allotted spaces or have been left past 10 p.m. on a given night, may have the lock clipped and the bicycle/e-mobility device may be discarded or stored at the owner's expense.
- Riders who do not comply with these bicycle/e-mobility device "Access Rules & Regulations" may have their bicycle parking privileges suspended and/or terminated.
- No entity with a direct or indirect interest in, or management responsibility for, any area or building in the Amex/Brookfield Place (including, without limitation, lessees and lenders and affiliates, officers, employees, and partners of such entities) (collectively, the "WFC Parties") shall have any responsibility for any lost, stolen, or damaged property at the Facility.
- E-mobility devices (including scooters, e-bikes, and hover boards) are permitted to be stored in designated bicycle storage spaces only. **However, charging e-mobility devices in those spaces is NOT PERMITTED.**
- E-mobility devices (including scooters, e-bikes, and hover boards) are **NOT PERMITTED** on any floors within the 200 Vesey Street Tower, (this includes the charging of batteries).
- Personal Mobility Devices (PMDs) such as e-bicycles, e-scooters and other devices will only be permitted into the building's designated Bicycle Storage Room/Area and must be registered with the building office.
- PMDs are not permitted into the core of the building or up on any floor of the building. This includes tenant office space, retail space and mechanical floors.

- Individuals entering the lobby with a PMD, hand-carried or otherwise, will be directed to the appropriate Bicycle Storage Area. (In accordance with the ADA, electric wheelchairs are not subject to this policy.)
- Charging of PMDs is strictly prohibited anywhere in the building, including the Bike Storage Room/Area. Individuals who use e-bicycles, e-scooters or other PMDs for transportation are encouraged to find alternative areas to charge their device.
- Batteries from these mobility devices, or “extra” batteries, are not permitted in the office space or retail space. They must remain with the PMD in the bike storage room.
- To enhance overall safety, FDNY has stressed the importance of using Original Equipment Manufacturer (OEM) batteries for these mobility devices and NOT after-market or damaged batteries. UL Rated Certification is required, no exceptions.  
FDNY Safety Tips & Precautions information: [new guidance regarding lithium-ion batteries](#).

**By my signature below, I agree with the foregoing and hereby release the Amex/Brookfield Place Parties from any and all claims I may now or hereafter have relating to lost, stolen or damaged property at the Facility.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Company: \_\_\_\_\_

Version: 02/01/2024

# 11. Document Revision & Contributors

## 11.1 Update Frequency

- This document is reviewed and updated a minimum of once every 12 months. The updated document is to be presented to the 200 Vesey Street Management Committee for ratification.
  - Building Details – Senior Property Manager
  - Existing Conditions – Operations Manager and Chief Engineer
  - Building Standards – Senior Property Manager and Operations Manager
  - Project Details – Senior Property Manager and Operations Manager
  - Approved Vendors – Senior Property Manager, Operations Manager and Chief Engineer
  - Security – Amex Security Team
  - Appendix – Senior Property Manager

## 11.2 Contributors

- John Romano, Joseph Tesei, Michael Griffin, Joseph Longa, Joseph Bellomo, Joseph Cosaluzzo

## 11.3 Review and Approved by

- These groups will be asked to review and approve for version to be Final.
  - Senior Property Manager (CBRE)
  - Building Operations Manager (CBRE)
  - Chief Engineer (CBRE)
  - Director of Engineering (CBRE)
  - Fire Safety Director (CBRE)
  - Owners (Amex, BFP)
  - Amex Security Team

### 11.3.1 Last Update: **May 18, 2023**

