

**250 West 57th Street
Electronic Tenant® Portal**

Created on May 17, 2025

Construction & Other Policies: Building Rules & Regulations

[Click here to download a copy of the Building Rules and Regulations](#)

Construction & Other Policies: Construction Policies and Procedures

[Click here](#) to download a complete copy of the Construction Rules and Regulations

Construction & Other Policies: Design Guidelines

[Click here to download a complete copy of the Design Guidelines](#)

Construction & Other Policies: Insurance Requirements

All Vendors and or Contractors performing work in the building will be required to submit an original copy of their Certificate of Insurance to the Management Office Suite 626 at 250 West 57th Street in the format as noted below:

Minimum Liability Coverage:

\$2,000,000 per occurrence (Comprehensive General Liability)
\$5,000,000 per occurrence (Excess/Umbrella Liability)
\$1,000,000 combined single limit Insurance (Comprehensive Automobile Liability)
\$1,000,000 Employer's Liability Insurance
Workers Compensation-as per NYS statutory Limits

[\(Click here to download a sample certificate of insurance for more details\)](#)

The (Owner) ESRT 250 West 57th St., L.L.C. and its members, and the agents and representatives of the foregoing are included as additional insured as respected to their interest regarding 250 West 57th Street. Hold harmless statement is to be placed wither on the back of the Certificate or as a separate attachment.

Certificate Holder:

ESRT 250 West 57th St., L.L.C.
250 West 57th Street
New York, NY 10107

Construction & Other Policies: Life Safety & Emergency Procedures

Bomb Threat

The purpose of bomb threat procedure is to have an orderly, safe, and rapid procedure for conducting searches, providing prompt, necessary communications, and rendering assistance in the event that an evacuation is called for by the local authorities.

In the event of a bomb threat, either through a telephone call or by other means, the following procedure should be followed:

- If a threat is received by phone, try to attract someone's attention in the office discreetly and quietly while listening to the caller.
- Try to keep the caller talking as long as possible. Ask the person to repeat parts of the message. Remain calm.
- Write down the message and obtain as much relevant information as possible.
- Immediately after the call, notify the Building Management Office 212-237-2424, who will notify the following:
 1. Local Police
 2. In-house Security
 3. Staff
 4. Tenants
- The building staff will assist the local authorities in:
 1. Evacuation in part or in full
 2. Search for the device
- Building Staff will maintain a close relationship at all times with the local authorities to ensure maximum protection of the occupants, the building, and themselves.
- When the alert is over, the Building Office shall notify all Tenants.

Evacuation Procedure (Fire Safety Plan)

[Click here to download a complete copy of the Emergency Action Plan](#)

Evacuation Hints

- Walk quickly when directed, but do not run.
- Become acquainted with the nearest fire stairs location.
- Do not use elevators for emergency evacuation- use stairs unless otherwise directed.
- Do not panic. Remain calm, and wait for help if necessary.
- If exposed to heat or smoke, stay low near the floor.
- Do not open doors that feel hot.
- Close all doors behind you.
- Know location of floor Fire Warden Station, fire exits, and extinguishers(in stairway).
- Do not fight a fire by yourself.
- Keep several flashlights with fresh batteries accessible for emergency use.
- Do not evacuate floor unless directed by Fire Warden, Fire Safety Director, or Fire Department Personnel.
- Do not go back for personal property for any reason.
- Always plan two (2) means of escape, should one be blocked. Consider the roof as a safe area of refuge, if nearby.
- Do not smoke while leaving floor.
- Special procedure for evacuating handicapped personnel should be arranged by the Fire Safety Director. Handicapped personnel should register their locations with the Fire Safety Director.
- Do not return to the building until advised to do so by responsible authorities.
- Do not prop fire stair doors open or permit doors to remain open.

Fire Safety Emergency Team and Procedures

The emergency team consists of the Director of Operations, Assistant Director of Operations, Tenant Coordinator, building and security staff, Fire Wardens and the Deputy Wardens (appointed by each Tenant from among their respective employees). The primary function of the Fire Wardens and Deputy Wardens is to ensure the safe and orderly evacuation of the occupants of the building in the event required by an

emergency. This is accomplished by communication and the joint efforts of all members of the Emergency Team.

Fire drills are held once every six (6) months and all tenants are expected to cooperate, and learn the procedures to be followed in the event of an emergency. Tenants and their employees should familiarize themselves with the all exits and fire alarm devices on their floor and should understand the fire safety plan, found below.

Any questions should be directed to the Building Office.

[Click here to download a complete copy of the Emergency Action Plan](#)

Due to the resistive quality of this high rise office building, immediate evacuation of the building is only necessary:

- from floor where fire is burning
- from floor areas one (1) story above fire floor
- when ordered to leave by Fire Safety Director, Police, or Fire Department Personnel

Actions to be Taken by Anyone Discovering a Fire

Any person in the building, whenever there is evidence of fire, heat, or smoke, shall initiate the transmission of an alarm. No approval of a superior is necessary.

Alarm to be Transmitted as Follows:

Pull interior fire alarm in corridor by stairway "D" or stairway "E".
Dial 911.
Dial "0" for the operator.
Call the Fire Department 212-628-2900.
Call Midtown South 212-477-7431 or Midtown North 212-760-8300
Immediately after transmitting alarm, notify Building Superintendent and Fire Warden on your floor.

BUILDING SUPERINTENDENT'S TELEPHONE NUMBER: 212-237-2424

Fire Wardens and Deputy Wardens Duties

1. The Tenant or Tenants on each floor shall, upon request of Building Management, designate responsible and dependable employees for the positions of Fire Warden and Deputy Fire Wardens.
2. Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. The Warden will be assisted in his duties by Deputy Fire Wardens.
3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
4. In the event of fire, or fire alarm, the Fire Warden shall establish communication with the Fire Safety Director, Assistant Fire Safety Director, or the Tenant Coordinator and assist in the evacuation of the floor in accordance with the directions received from Property Manager and security personnel.
5. Have available an updated listing of all personnel with disabilities who cannot use the stairs unaided.
6. Assure that all persons on the floor are notified of the fire emergency and assist in the evacuation of all personnel. A search must be conducted in the lavatories to assure all are unoccupied. The Warden should assign other personnel to check the lavatories.

Flooding

If a flood or leak should occur, building management should be notified immediately. While waiting for emergency personnel to respond, Tenants should safeguard and remove any valuable papers or documents from the affected area, and if possibly, unplug electrical equipment in this affected area.

Medical Emergency

If an accident occurs within your office suite, please notify the Management Office or call the Security Desk immediately. An employee of 250 West 57th Street, The Building will be dispatched to the scene of the accident and will perform the following:

- Notify the police and/or ambulance if required and if not done so already.
- Provide assistance to the injured party until emergency crew arrives.
- Complete an incident report.

Power Failure

In case of a power outage, 250 West 57th Street is equipped with emergency lighting throughout the building and in the stairways.

If any Tenant should experience a loss of electrical power, they should notify the Management Office immediately. Emergency personnel will be dispatched immediately to determine if the power loss is localized or building wide. If the problem is localized, personnel will check circuitry for corrective action.

Severe Weather

Building management constantly monitors weather conditions on a daily basis. If a hurricane or tornado alert is in effect, the following will be performed:

- All Tenants will be notified
- Building personnel will secure all equipment and material on the roof, building exterior and sidewalk, which could move and cause damage to the building occupants and the public.
- Depending upon the severity of the storm, it may require a shutdown to some or all HVAC equipment for safety. Tenants will be notified accordingly.
- All glass swing doors in the Lobbies will be locked.
- Tenants will be requested to close their blinds or shades to limit their exposure to glass breakage, should it occur. Where possible, Tenants should temporarily relocate their workstations away from the windows.
- If any window should break, Tenants should close off area involved and notify the Management Office immediately.
- Tenants will be kept informed of weather status.

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Construction & Other Policies: Moving & Delivery Guidelines

The following moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have.

- The Building's freight entrance is located at 959 8th Avenue. The freight elevators are available Monday through Friday from the hours of 8:00 a.m. to 5:00 p.m.* If weekends, holidays, or extended service (service past 5:00 p.m.), there will be an additional charge to the Tenant to cover overtime expenses. This charge starts prior to 8:00 a.m. or service after 5:00 p.m., and continues until completion of service.

*On a first come basis and no special service or moves.

- To reserve the freight elevator after normal working hours, you must notify the Building Office through a [workspeed request](#) at least 5 days before the day you require service. Please include both the day and time you require service.
- The moving contractor must provide a [CERTIFICATE OF INSURANCE](#) prior to the move. The mover must be bonded and carry a minimum of \$5 million dollars combined single limit, property damage, and public liability insurance. The Certificate of Insurance should be issued as follows:

Certificate Holder

Additional Insured

As Agent For:

We require that you secure a Certificate of Insurance for your firm as well.

- You and your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
- Pad or otherwise protect all entrances, doorways, and walls affected by the move.
- Cover all floors traversed during the move with appropriate material. Masonite is the suggested material.
- Your moving contractor must immediately report to the Security Desk any electrical problems or equipment breakdowns that occur during the move which may affect building operation.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park vehicles in marked Fire Lanes.
- Please use the service elevator for all deliveries.

Construction & Other Policies: No Smoking Policy

250 West 57th Street would like to remind all of our Tenants and their visitors that in compliance with NYC law there is a strict "NO SMOKING" policy in effect throughout the building.

Construction & Other Policies: Reopening NYS Construction Rules & Regulations

Click [here](#) to download a complete copy of the Reopening NYS Construction Rules & Regulations.

Construction & Other Policies: Required Specifications and Performance Criteria

[Click here to download a complete copy of the Required Specifications and Performance Criteria](#)

Construction & Other Policies: Return to Office

Click [here](#) to download a complete copy of the Return to Office Guide.

Construction & Other Policies: Tenant Alterations

THESE RULES AND REGULATIONS SHALL BE USED IN CONJUNCTION WITH DESIGN SPECIFICATIONS

Tenant Responsibilities
General Rules
Access Control for Construction Workers
Protection
Electrical
Fire Alarm
Plumbing
Heating, Ventilation, Air Conditioning
HVAC-Ducts
HVAC-Piping and Duct Insulation
Insurance Requirements
Security
Trash Receptacle Areas
General Notes

Tenant Responsibilities

NOTE - In the event of any conflict between the terms of this Document and the terms of the Lease, the terms of the Lease shall govern.

- Tenant shall forward copies of all addenda (and all other revisions which may occur subsequent to the letting of their contract) to the Landlord/Landlord's Agent for their review and approval. Landlord reserves the right to review and, when justified, reject substitutions, which may be considered during the course of work. Please keep Landlord/Landlord's Agent apprised of all substitutions.
- Tenant will make no alterations, decorations, installations, repairs, additions, improvements or replacements (which are hereinafter called "Alterations" and which are the Alterations referred to in the lease) in, to or about the Premises except in compliance with the Lease.
- Prior to commencement of any Alterations, Tenant shall submit to Landlord's approval all required items described in Paragraph 1, 2 hereof. (Reference paragraph 7 in addition to 1 and 2)
- Tenant shall ensure that the proposed Alterations comply with the Administrative Code of The City of New York and all other law, ordinances, rules and regulations promulgated by all governmental agencies and bodies having jurisdiction over such Alterations, including, without limitation, the Americans With Disabilities Act.
- Note that all interior finishes must comply with the NYCB Code with respect to flame spread, smoke development and toxicity. Tenant shall provide the Landlord with evidence of such compliance for all specified tenant finishes.
- Tenant and Tenant's Contractors shall comply with the Landlord's rules and regulations regarding work in the building including the hours of availability of the building elevators and the manner of handling materials, equipment and debris to be avoid conflict and interference with building operations.
- In connection with Alterations for which Tenant is required to submit plans to Landlord pursuant to the expressed terms of the Lease, Tenant to submit, to Landlord, the following information for Landlord's review and approval (which approval shall be granted or withheld in accordance with the expressed provisions of the Lease) prior to commencement of any Alterations, which, in connection with Tenant's Work to prepare the Premises for Tenant's initial occupancy thereof, may be submitted in phases, Landlord's review and approval period will not commence until the Landlord and Landlord's Agent is in receipt of the following items, as one complete package:
 - Letter of Intent to perform construction. Letter to include a brief description of the proposed Alterations, Tenant contact, complete list of proposed contractors and work schedule.
 - Four (4) sets of design drawings and specifications noting full scope of work involved in performing such Alterations. All drawings must be signed and sealed by Tenant's Registered Architect or Professional Engineer Licensed to conduct business in the State of New York. Part plan drawings will not be acceptable. Tenant to provide CADD 2000 files of all drawings.
- All temporary security and fire safety provisions are subject to the review and approval of the Landlord.

- No work is permitted to commence until a work permit is obtained and the required Insurance Certificate from the General Contractor and Sub-Contractors are on file with Landlord/Landlord's Agent. See Section on Insurance for specific requirements.
- Prior to work commencement, a logistic plan and a site safety plan must be submitted for review and approval by Landlord/Landlord's Agent.
- Prior to commencement of Alterations, Tenant to submit to Landlord the following:
 - A letter or revised drawings addressing Landlord's comments, if any.
 - Approved New York City Building Department filing applications, drawings and all work permits. A list of all contractors and subcontractors who will perform the Alterations (subject to change and supplementation in accordance with the applicable provisions of the lease).
 - A work schedule noting duration of work.
- A letter from Tenants Registered Architect or Professional Engineer stating that their design and scope of work complied with all applicable codes, and local laws, specially noting Local Laws 16/84, 58/87, and 5/73 to the extent they pertain to the premises. This letter must be signed and include their professional seal.
- All perforated and stamped building Department applications, perforated plans and building permits must be on file with the Tenant's Contractor prior to starting work.
- Any damage caused by Construction work shall be repaired by Tenant. If Tenant fails to make such repairs in a timely manner, Landlord's Agent may carry out such repair work and charge Tenant the cost thereof.
- The Landlord/Landlord's Agent has the right to stop all work not in compliance with plans approved by Landlord/Landlord's Agent.
- Landlord reserves the right to uncover work, which they suspect is not consistent with plans approved by the Landlord, is not compliant with the Code(s) or is inconsistent with other lease-related agreements.
- The Landlord/Landlord's Agent may, at their discretion, compile a punch list addressing incomplete items of the tenant work. The contractor shall respond to the Landlord's punch list with the same diligence required of the Tenant.
- The following controlled inspections must be contracted directly by the Tenant by a Testing Inspection Agency approved by the Landlord/Landlord's Agent:
 - Fire Stopping
 - Spray-On Fireproofing
 - Welding and High Strength Bolts
 - All Concrete work
 - Special Inspection deemed necessary by Tenant Documents
- Upon completion of alterations, Tenants to submit to Landlord, in a timely manner, the following:
 - All sign-off documents, which pertain to work, filed from agencies having jurisdiction.
 - As built drawings.
 - A properly executed Air Balance Report, signed by a Professional Engineer. Tenant to provide a CADD 2000 files of all drawings.
- Building Standard Requirements:
 - All structural or floor loading requirements, mechanical (HVAC), plumbing, sprinkler, electrical, fire alarm and elevator requirements of any proposed Tenant installation shall be subject to the prior approval of Landlord's consultant (which approval shall be granted or withheld in accordance with the express provisions of the Lease).
- All demolition performed by or on behalf of Tenant (other than demolition that is to be performed by Landlord in accordance with the terms of the Lease) shall be supervised by Landlord's representative at Tenant's expense (which shall constitute Landlord's actual, reasonable out-of pocket expense).
- Elevator Service for construction work shall be charged to Tenant in accordance with the applicable provisions. Prior arrangements for elevator use shall be made with Landlord's Agent by Tenant. No Material or equipment shall be carried under or on top of elevators without the expressed written permission of the Landlord. If workmen (including, without limitation, Operating Engineers and Personnel Carriers), are required by any union regulations (or to maintain a harmonious job site) for material or personnel hoisting, such workmen shall be paid for by Tenant.
- Shutdown of any mechanical or electrical risers are required in connection with Alterations, such shutdown shall be performed by Landlord's contractors at Tenant's expense or, at Landlord's option, supervised by Landlord's representative at Tenant's expense; provided however, that in either case, the amount payable by Tenant to Landlord shall constitute Landlord's actual, reasonable out-of-pocket cost in connection therewith. All shutdowns must be on overtime.
- Tenant's contractor shall:
 - have a superintendent or Foreman on the premises at all times.
 - police the job at all times, continually keeping the Premises orderly; protection and maintenance, cleaning and rubbish removal will be the Tenant's responsibility;

- maintain cleanliness and protection of all areas, including elevators and lobbies;
- protect the front and top of all peripheral HVAC units and thoroughly clean them at the completion of work;
- block off supply and return grills, diffusers and ducts to keep dust from entering into the Building air conditioning system;
- protect all Class "E" fire alarm devices and wiring; and
- avoid the disturbance of other Tenants.
- If any part of Tenant's Alterations is not per Tenant plans and specifications as approved by owner, Tenant shall be charged for the actual, reasonable out-of pocket cost of corrective work done by Landlord's personnel or contractors engaged for such purpose by Landlord, provided that, except in the case of an emergency, Landlord gives Tenant notice and a reasonable opportunity to cure before proceeding with such active work.
- The Tenant will be responsible for keeping, on Premises, a copy of all required Building Department approved applications, drawings, permits, and a sign-off during and after completion of construction and shall deliver same to landlord at the expiration of lease.
- The following penalty will be assessed to all Tenants that do not submit Building Department sign-offs within a year of completion of any Alterations (unless such failure results from (i) a failure of the Building Department to issue such sign-offs despite such Tenant having made all required submissions or (ii) the act or omission of any party other than Tenant or Tenant's agents, contractors, subcontractors, employees or consultants, which act or omission is beyond Tenant's reasonable control):
 - Future Building Department documents that required Landlord's signature will not be signed nor will be allowed to commence until complete submission of all required past Building Department documents have been received.
- The attachment of any work to Building window mullions, HVAC enclosures, window heads, will not be permitted.
- Electrical wire mold will not be permitted without written approval from Landlord.
- Chasing of structural slab or Building masonry wall will not be permitted unless special consent is given by Landlord.
- All valves or equipment controlling Tenant systems must be tagged and identified
- No exposed piping of any kind will be permitted.
- Any signage, window dressing, or tenant décor visible from the outside of the premises must receive written approval from Landlord prior to installation. No paper signs will be permitted.
- Copies of all final (approved) controlled inspection certificates shall be furnished to the Landlord /Landlord's Agent prior to occupancy of the tenant space.
- Copies of all approved equipment use permits shall be forwarded to the Landlord/Landlord's Agent prior to occupancy of the tenant space.
- Upon completion of the work, the tenants will provide the Landlord/Landlord's Agent with one set of complete "As-Built" drawings for all trades. One copy of "As-Built" specifications shall also be provided and in Auto Cad.
- The Landlord/Landlord's Agent shall be provided with duplicate sets of all operating and maintenance manuals, guarantees and warranties.
- The Tenant may not occupy any portion of the space without prior written consent by the Landlord.
- Tenant occupancy of the space will be subject to approval of the Landlord, Department of Buildings, and other governing agencies, and will, among other things be contingent upon sign-off of all Controlled Inspections required for the project.

General Rules

- Logistics Plan required before work.
- All work must be performed in a first-class manner. No waiver of responsibility for incomplete, inadequate or defective adjoining work will be considered.
- Normal loading dock operating hours are Monday through Friday 7:30am to 5:30pm. All other times are considered overtime for which there will be a charge and requests for use must be in writing to the Building Office with 48 hours advance notice.
- No work will be performed after normal business hours without prior authorization from the Landlord. [Cost for additional security and building engineers will be charged to the tenant, on an hourly basis.]
- All large deliveries of material or equipment to the building must be brought to the attention of Landlord/Landlord's Agent in advance of delivery date.
- Construction personnel must use only Freight Elevator at all times.
- Any construction activity, which causes excessive noise, must be performed prior to 8:00 am or after 6:00 pm unless otherwise authorized by Landlord/Landlord's Agent. A minimum of 48 hours notice is required.
- Tenant/Tenant's CM must contact Landlord/Landlord's Agent and receive approval prior to the commencement of work requiring the shutdown of any building system.

- Contractors shall in no case carry out work which will affect the Building's utility system, including, but not limited to, electrical main feeds, panels and risers, plumbing, water and waste run outs, mains, telephone, Local Law 5 lines, main security lines, hot or cold water riser run outs, main air supply ducts or plenums without notifying Landlord/Landlord's Agent. Any work in the vicinity of such utilities or line shall be carried out to avoid damage. Any such damage must be reported to Landlord /Landlord's Agent at once.
- No existing sprinkler, standpipes, or fire alarms shall be disabled without the prior written authorization of the Landlord/Landlord's Agent. A minimum of 48-hours advance written notice must be provided for such work. Sprinkler and fire alarm systems must be restored nightly.
- During periods of time when sprinkler or standpipe or fire alarm protection of work area is compromised, an official fire watch throughout the space is required. The Tenant/Tenant's CM's proposal for construction of all fire watches is subject to review by Landlord/Landlord's Agent.
- All fire exits shall be kept clear and accessible at all times.
- Fire extinguishers must be on the job at all times. A.B.C. type all-purpose extinguishers shall be used. The Tenant's scheme for distribution of portable extinguishers shall be subject to the review and approval of the Landlord's Fire Safety Director.
- Copies of FDNY certificates of fitness (G38) for the storage and use of combustible gas must be provided for each operator of such equipment. When a fireguard is required, such person must be qualified and hold a FDNY Certificate of fitness (F30) as fireguard for torch operations.
- All fireproofing on structural steel must be replaced if damaged or missing. Contact the Landlord /Landlord's Agent for inspection and approval prior to installation of ceilings.
- The fire-rated enclosure of existing egress of other fire rated shafts shall not be compromised without the prior written authorization of the Landlord. At the end of each workday, all openings in fire-rated shafts shall be restored so as to provide the same fire-resistive rating as the original construction.
- Landlord may reject non-confirming work (relative to documents previously reviewed by the Landlord) regardless of acceptance of such work by the Tenant or the Tenant's consultants.
- All hook-ups for temporary electrical services shall be subject to the approval of and coordinated through the Landlord/Landlord's Agent, and shall be separately metered.
- The use of existing sanitary facilities is subject to the approval of the Landlord. The Tenant's Contractor will be responsible for cleaning and stocking.
- All frames installed within fire-rated partitions and at all egress stairs, exit access corridors and Tenant demising partition shall be welded construction; knock-down frames will not be permitted.
- Only union labor shall be employed by all trades. Union as herein referred to, shall be A.F.L. Unions having agreements with the building trades employers of New York.
- All construction material shall be delivered to the job in proper containers and stored in the Tenant's work area. No debris or construction material may be placed in a public area of the building without written consent of Landlord/Landlord's Agent. If contractor does not remove such material when requested, Landlord/Landlord's Agent may take such actions as required and charge contractor the cost thereof.
- Tenant is not permitted to apply for permits for storage of materials, closing of sidewalks, and other related permits beyond building line without prior approval of Landlord.
- Compliance is required, where necessary, with the Americans with Disabilities Act Local Laws #5, #16, #58, and #76, including but not limited to, exit lights, additional speakers, strobes, hook-up of supplemental fire controls and compartmentation.
- All locks shall be keyed to match the Landlord's master keying systems.
- All interior lockset trim exposing stairways common corridors and other Tenant or Landlord space shall match that of the existing locksets in the building.
- All storefront doors shall be keyed to match the Landlord's master keying systems.
- All abandoned ductwork, conduit wiring or piping not necessary for new construction usage must be removed from hung ceiling areas and floor ducts.
- All items that are specifically designated for re-use, but damaged during build-out of same, shall be repaired to the satisfaction of Landlord/Landlord's Agent or shall be replaced by items of equal quality and appearance at no expense to the Landlord.
- Tenant/Tenant's CM agrees to hold the Landlord, all Landlord's Employees, and all Landlord's Agents, consultants, etc., harmless from and against all suits, claims, actions, loss, costs or expenses, (including claims for Workmen's Compensation) based on personal injury, bodily injury, or death, or property damage caused in the performance or work by your employees, agents, servants or contractors engaged by Tenant's CM.
- All work shall be in compliance with all local laws, and all New York City Code requirements and OSHA regulations. Notwithstanding the foregoing, applicable governing codes or regulations which are more restrictive than the Landlord's standard shall be adhered to.
- Landlord/Landlord's Agent will inspect public and freight areas before the start of any work in order to establish responsibility for any damages that may occur. If damage is identified, Tenant will be responsible for all repairs.

- All installed equipment requiring access for maintenance/repair must be installed in a manner where access is readily available. Landlord/Landlord's agent must approve the accessibility to equipment.
- Properly rated access doors must be provided in Tenant space for access by Landlord to building valves, etc.
- Provide fire stopping at all required areas using materials which have been listed by UL or tested nationally by an independent testing agency in accordance with ASTM E 814/UL 12479 or New York City code.
- Since roof is still under warranty, Tenant/Tenant's CM must use building roofing contractors for any roofing work to maintain warrantee.
- Cooperation is expected from all Tenant's Contractors as follows:
- Tenant/Tenant's Contractors must adhere to all building rules written or otherwise.
- Make sure that all shanties and gang boxes are locked prior to leaving the building. Landlord /Landlord's Agent not responsible for any losses.
- Keep all exit areas clear of debris in case of fire emergency
- For insurance purposes, a waiver shall be provided from each trade for losses incurred during construction.

Access Control For Construction Workers

Ground level access and egress to the building must be confined to the loading dock area. No one shall enter or leave the building from the Fire Stairs. Tenant's Contractors who repeatedly use the Fire Exit for any reason other than an emergency will be asked to leave the building. All contractors must sign in daily and carry picture ID.

Protection

- All Fan Powered Boxes (FPB) and Variable Air Volume (VAV) Boxes must be protected against dirt and dust by Tenant's CM.
- Shoe wiping mats must be installed at all openings between public and construction areas and kept clean and dampened daily.
- All walls, floors, and stair doors in public areas subject to construction traffic shall be properly protected as directed by Landlord/Landlord's Agent.
- All construction debris and at the completion of the job excess material must be removed from the building.
- Tenant/Tenant's CM will be charged for special cleaning services and repairs throughout any public areas affected by Tenant's Contractors.
- The Landlord/Landlord's Agent must be contacted regarding the removal of hardware, Venetian shades and other building standard reusable equipment.
- All dollies, hand trucks and containers must be in good condition and have rubber wheels and bumpers.

Electrical

- Equipment and materials shall be new and listed by the Underwriters Laboratories, Inc., manufactured in accordance with ASME, NEMA, ANSI, IEEE standards, and approved by the local authorities having jurisdiction. Make every effort to furnish all equipment of any equipment type (switchboards, panel boards, wiring devices, lighting fixtures, etc.) from one manufacturer.
- As previously noted in the General Rules, contact the Landlord/Landlord's Agent in advance of all required shutdowns.
- All fixtures that are removed and not reused shall be turned over to the Landlord if requested.
- All open floor outlets must be capped.
- All branch circuits and feeder wiring shall be tagged at each box or panel. Tags shall indicate circuit numbers. A complete type written panel directory must be listed in each panel.
- Electric closets shall be cleaned out of all debris and excess material. All panel covers and trims must be reinstalled. All holes in slabs or walls will be sealed with approved fire-rated materials.
- Landlord/Landlord's Agent shall be notified of all work requiring an electrical shutdown which will affect other floors of the building or even affect normal continuation of construction work on these floors. This work will only occur on overtime. This work will only occur on overtime.
- All electrical supply connections must be metered through the Tenant's own meter or have a sub meter installed at Tenant's expense.
- Equipment not associated with electrical supply or distribution must not be mounted or stored in electrical closets. This includes telephone, alarm equipment, etc.
- All temporary wiring and lighting shall be removed at the end of the job.
Close off all vertical penetrations in electric and telephone closets after conduits have been installed.

- The Tenant/Tenant's CM shall notify the Landlord/Landlord's Agent regarding any request for shutdown of base building utilities which will cause interruption of services in other areas of building. Requests must be made at least forty-eight (48) hours prior to the requested shutdown and shall be subject to final approval of Landlord/Landlord's Agent.
- Core drilling, chopping, the use of pneumatic and electrical tools, or any other noise producing equipment shall be permitted only between the hours of 6:00pm and 8:00 am, unless otherwise authorized by Landlord/Landlord's Agent.
- Electrical Contractor is responsible for the following: Cleaning and tightening (retorqued) on overtime all connections from existing feeders to any panel he has added any new circuits or perform any work on. In addition, take load readings and infrared heat scans on panel before and after tenant move-in and provide a detail report to Landlord's Agent.

Fire Alarm

- Upon completion of the work, Tenant shall provide the Landlord with two sets of plan drawings and AutoCAD disc accurately representing the type and location of all fire alarm devices within the Tenant space.
- Upon completion of the work, Tenant shall provide the Landlord with a fire safety plan identifying all fire warden stations and fire wardens, and explaining the fire evacuation strategy which the Tenant intends to incorporate, and defining the Tenant's fire safety training program for staff.
- All elevator specifications must address all the issues related to interface of the new elevators with the base building fire alarm system including, but not limited to, location of controls in the base building fire command station.
- Work involving the possible activation of the Class "E" System must not be performed without prior notification of Landlord/Landlord's Agent so that area can be inspected and Class "E" devices disabled accordingly.
- Tenant/Tenant's CM must use building Fire Alarm Vendor.

Plumbing

- All required water supply piping to a floor shall originate on the same floor from the nearest wet column with proper access for maintenance. All pipes supplying fixtures shall be insulated to prevent sweating or heat loss.
- All waste lines shall be properly pitched and piped to ensure total drainage so as not to create nor form traps, except as may be required, i.e. air handling units.
- All waste lines connections shall be made by means of long sweep ells or "y" fittings and shall maintain existing clean-out connections and shall further provide cleanout connections at fittings.
- All piping shall conform to the plumbing code, Department of Buildings, City of New York.
- Contractor will tag all valves he installs indicating supply or return and area it is servicing.

Heating, Ventilation, Air Conditioning

- Detailed plans of the proposed installation showing equipment, including make, model, MEA or BSA number, capacity, electrical requirements and ratings, weight, physical dimensions, ducts or duct additions or revisions, manner of bracing or support for all ductwork, plus all required electrical and plumbing lines indicating size and composition of such lines shall be provided.
- Compliance must be shown with all applicable provisions of local law #5, including location of fire dampers and access panels, compartmentation, etc.
- Plans should indicate refrigeration, condenser, condensate steam and/or hot water piping, with materials and size of lines delineated.
- Equipment use permits for all installed air conditioning equipment must be provided to Landlord /Landlord's Agent.
- All control inspections records must be turned over to Landlord/Landlord's Agent.

HVAC - Ducts

- All ductwork must be fabricated of sheet metal. Fiberglass, plastic or flammable material will not be permitted.
- All ductwork joints must be properly sealed so as to prevent leakage.
- The Landlord/Landlord's Agent reserves the right and approve all duct work ceiling and installation.
- Support straps or hangers must be connected to a structurally sound member in or at the ceilings. The dropped ceiling may not be used for such purpose, nor with cut nails driving into concrete covering be accepted.

- Where required for vibration isolation, flexible nonmetallic, fire-retarding acoustical connectors shall be used in duct system. Such connections should be installed on all fans, condensers, or equipment of non-static type.
- On long steam or hot water runs, provisions shall be made for expansion by pipe design or the use of specialty expansion devices.

HVAC - Piping and Duct Insulation

1. All piping lines except refrigeration liquid or hot gas lines, and all supply and outside air ducts must be insulated.
2. When installing pipe or duct supports, should fireproofing be disturbed or removed on steel beams or any structural members, such fireproofing must be restored to its original conditions immediately upon completion of this phase of the project.
3. Note that all pipe or duct supports must be bolted or welded. No clamp devices will be accepted except for a full beam clamp. Building department regulations pertaining to such supports will be minimum acceptable standards.
4. All equipment having moving parts will be required to be mounted on or suspended by properly designed vibration absorbers.
5. All insulation must be installed in a professional manner.

INSURANCE REQUIREMENTS

Tenant shall require CM and all subcontractors to maintain insurance coverage while performing work hereunder; the insurance coverage limits set forth must be to Landlord/Landlord's Agent satisfaction. A Certificate of Insurance evidencing the coverage, naming the additional insured stated below shall be delivered to Landlord/Landlord's Agent prior to commencement of the work. The certificates shall provide for thirty (30) days notice in writing if such change or cancellation.

A certificate of Insurance from each of your contractors and subcontractors evidencing the following coverage;

1. Workers compensation insurance as required by law.
Employer's liability insurance with a limit of at least \$500,000.
Commercial general liability insurance (including contractual coverage).
2. Personal injury - \$2,000,000 each occurrence.
Property damage - (including fire) - \$2,000,000 each occurrence.
Automobile Liability (combined single limit) - \$1,000,000.
General Aggregate (including primary and umbrella policies combined) - \$5,000,000.

Thus certificate holder shall be;

Newmark Grubb Knight Frank
125 Park Ave
New York, NY 10017
Attn: Kyle Nevergold
60 East 42nd Street, Suite # 803
One Grand Central Place, Suite # 803
New York, NY 10165

Lincoln Building Associates, LLC as owner
c/o Newmark Grubb Knight Frank
125 Park Avenue
New York, NY 10017
Attn: Kyle Nevergold
60 East 42nd Street, Suite # 803

Please note that no work will be permitted at 250 W 57th Street until appropriate insurance certificates and indemnity agreements are received and approved.

Security

- Landlord will provide Security at loading dock. Any work conducted after hours will require additional security, which will be charged to the Tenant.
- Tenant is responsible for securing all materials within their space.
- Tenant is responsible for securing all entrances to Tenant spaces except loading dock.

Trash Receptacle Areas

- Construction debris must be removed from the site continuously and not be left to accumulate.
- Tenant/Tenant's CM shall be responsible for any violations or fines incurred, for example, construction materials or debris left on the street.

General Note

From time to time, at the discretion of the Landlord, these Rules and Regulations may be amended.

The Contractor and his subcontractors must abide by all building rules and regulations.

- **Permit and sign-off:** The Contractor will obtain N.Y.C. permits.
- **Control Inspections:** The Contractor is responsible for all control inspections and the sign-off of the control inspections (i.e., electrical, plumbing, sprinkler, HVAC equipment, duct work)
- **Equipment use permits:** The Contractor is responsible to file and obtain equipment use permits for all a/c units installed. In addition, he must file for any units he disconnects or removes and obtain amended equipment used listing for that floor.
- **Demolition:** All demolition work, including the removal of debris both construction and demolition will occur during the following hours:
Monday through Friday, 7:00pm through 7:00 am
Saturday and Sunday, anytime.
- **Temporary partitions:** All temporary partitions must be constructed slab to slab with sound blanket and paint
During the following hours:
Monday through Friday, 7:00 p.m. through 7:00 am
Saturday and Sundays, anytime.
- **Protection:** The Contractor will be responsible for protection of all building finishes and equipment with the following:
 - Carpet must be protected with one (1) layer of heavy construction paper and one (1) layer of masonite.
 - Walls to be protected with one (1) layer of construction paper and one (2) layer of masonite.
 - Equipment and furniture must be thoroughly covered with fire-retardant plastic and one (1) layer of masonite.
 - Window convector units must be protected during demo and all phases of construction with double layer of plastic and masonite.
 - Contractor prior to demo will remove and bag all smoke detectors, strobes and speakers.
- **Deliveries of construction material:** All deliveries of construction material, equipment, containers, etc. will occur during the following hours:
Monday through Friday, 5:30 am through 7:30 am (subject to Landlord/Management approval)
Saturday and Sunday, 7:30 am through 4:30 pm
- **Noise creating work:** All noise creating work to be done per the following:
Saturday and Sunday, anytime.
 - Coring or drilling in the slab or decking:
 - Monday through Friday 7:00 pm through 7:00 am
 - Saturday and Sunday, anytime.
 - The use of hammer drills.
 - Monday through Friday, 7:00 pm through 7:00 am
 - Saturday and Sunday, anytime.
 - Chopping, coring or drilling in the concrete slab or Q-decking.
 - Monday through Friday 7:00 pm through 7:00 am
 - Any work in the elevator lobby, return corridors, Men's and Ladies' rooms. Monday through Friday 7:00 pm through 7:00 am
Saturday and Sunday, anytime.
- **Refinishing:** All refinishing or toxic work will commence as follows:
Saturday and Sunday, anytime.
- **Tie-in to Building Services:** New electric panels and transformers must be installed using compression lugs during the following hours: Saturday and Sunday, anytime.
 - HVAC tie-ins to main duct systems:
 - Monday through Friday 7:00 pm through 7:00 am
 - Saturday and Sunday, anytime
 - Tie-ins to chilled water, condenser water and hot & cold water main systems:
 - Saturday and Sunday, anytime.
 - Tie-ins to Sprinkle main system:
 - Friday, 7:00 pm. through 12:01am
 - Saturday and Sunday, anytime.

- Note that any overtime incurred by Landlord in accommodating Tenant requests for access to building systems after hours will be billable to the Tenant.
- **N.Y. City welding or soldering certificate:** Contractor will have a certified welding and soldering technician perform all work. Copy of the NYC welding and soldering certificate will be posted on the Job site prior to starting any work and copy of these certificates will be presented to the Building Management Office and CRES Project Manager.
- **NYC Fire Guard Certificate:** Contractor will have a certified Fire Guard certificate holder person on duty any time there is any welding, brazing or soldering on the premises. Copy of the NY City Fire Guard Certificate will be posted on the job site prior to starting any work and copy of these certificates will be presented to the Building Management Office.
- **Cleaned and tightened feeder panels:** Electrical Contractor is responsible for the following: Cleaning and tightening (retorqued) on overtime all connections from existing feeders to any panel he has added any new circuits or performed any work on. In Addition, take the load readings and infrared heat scans on panel before and after Tenant move-in and provide a detailed report to the Building Management Office.
- **Removal of all fire alarm devices:** Electrical Contractor is responsible to coordinate with Building Management and Life Safety Director the removal of all fire alarm equipment and the pulling back of any wiring to the nearest column or core (i.e., speakers, strobes, smoke detectors and door hold open devices prior to demo).
- **Building fire alarm:** Electrical Contractor will be responsible during the entire construction job for any fire alarm wiring he touches including strobes, speakers and other devices. If the system goes into ground fault due to his work, he will be responsible to correct at his cost using building fire alarm contractors.

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Introduction: Welcome

On behalf of Empire State Realty Trust, we are pleased to welcome you and your employees to our building. At Empire State Realty Trust, we pride ourselves on quality service and proactive attention to our buildings and our tenants. We hope to show you that being a tenant in one of our buildings is a pleasurable experience. Our tenants are our number one priority.

This informative tenant manual should answer most questions that you and your colleagues may have about 250 West 57th Street amenities and services, safety and security regulations and operating procedures. We have provided you with contact names, phone numbers for building personnel, as well as information concerning emergency situations, including community emergency service organizations and phone numbers.

Please take the time to review the contents of this online tenant handbook in order to become familiar with the building and its procedures. As necessary, we will provide you with additional or updated information reflecting staff or policy changes. If you have additional questions or concerns, please contact the Building Management Office at 212-237-2424, or stop by our office located on the 5th Floor, Suite 528, anytime between 8:00 a.m. and 6:00 p.m. Monday through Friday.

We look forward to servicing all your requirements and look forward to enjoying many years of your tenancy.

We perform for you.

Jorde Wigeland
Property Manager

Introduction: About Empire State Realty Trust

[Empire State Realty Trust](#) is one of the most forward-looking, tenant and broker-friendly ownerships in Manhattan. All of our properties are premier pre-war office buildings in the most accessible areas of Midtown Manhattan. Upgraded to meet the demands of 21st century commerce, each property in the Empire State Realty Trust Portfolio is located in a vital, enduring submarket of New York City with exceptional access to transportation and amenities. Each building is staffed with on-site management chosen to address the needs of tenants and brokers.

Our tenants - be they small, mid-sized, or multi-floor - are entitled to superior work places and the responsive building management necessary to conduct productive, profitable businesses. Our mission is to be a responsive, tenant-focused, quality landlord. Every client relationship is important to us.

Our attention is focused on the needs of tenants and the brokerage community: swift service; turn-key leasing; and superior pre-built, built-to-suit, and raw space ready for build-out.

Your business' success is our business. Let Empire State Realty Trust perform for you.

Introduction: About 250 West 57th Street

250 West 57th Street is a classic 26-story office tower, technologically updated to meet the demands of a new century. Our thorough enhancement and upgrade program provides a first-rate infrastructure and premier business environment.

250 West 57th Street is an important and prominent address. Located at one of the city's best serviced transportation hubs, 250 West 57th Street is at the epicenter of one of New York's finest revitalized commercial districts featuring full office services, outstanding shopping, a broad range of dining and food services, hotels and the arts. Our neighbors include the Time Warner Center, Carnegie Hall, Lincoln center, the headquarters for Hearst and Newsweek, and Central Park.

We have a broad variety of superior pre-built suites featuring efficient layouts, as well as turn-key and build-to-suit opportunities, making 250 West 57th Street the choice location for any firm desiring the convenience, prestige and refinement of the West 57th Street corridor.

Introduction: Contact Information

The following is a quick reference for contacts within the building. Please refer to the specific chapter within this handbook for detailed information.

Management Office

250 West 57th Street - Suite 626
Phone - 212-237-2424
Fax -212-765-5393

Asst. Property Manager

Hilda Soto
hsoto@esrtreit.com
212-237-2424

Tenant Services

Coming Soon!

Leasing Associate

Leslie Nadellnadel
leslienadellnadel@esrtreit.com
212-850-2616

Cleaning Services

Alliance Building
kbunce@alliancebuilding.us
212-947-7800 ext.378

Property Manager

Jorde Wigeland
jwigeland@esrtreit.com
212-237-2424

Project Coordinator

Lisa Stalaj
lstalaj@esrtreit.com
212-237-2424

Leasing Director

Sean Kearns
sean.kearns@cushwake.com
212-237-2424

Billing Coordinator

Chris Wu
cwu@esrtreit.com
212-850-2725

Emergency Telephone Listings

Lobby Desk

(All-hours Emergency Line)
212-237-2430

Chief Engineer

Robert Dailey
212-237-2424

Management Office

212-237-2424

New York City Emergency Service Telephone Listings

Fire Department

911

Ambulance

911

Poison Control

212-764-7667

Police Department-Midtown North

212-767-8400

Hospital (St. Lukes Roosevelt)

212-523-4000

Introduction: Mobile Property

Go Mobile...With Mobile Property!

Your Electronic Tenant Handbook is now in the palm of your hand! By downloading / bookmarking 250 West 57th Street's Mobile Property app to your Smartphone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant Handbook wherever you go.

Simply follow these 2 steps to add Mobile Property to your Smartphone's home screen:

Step 1: Access the Mobile Site:

Type, or copy and paste, the below URL into your Smartphone's Web browser:

<http://250w57thstreet.info>

Step 2: Add the App to your Mobile Device's home screen:

iPhone / iPad:

1. When you have the mobile property app displayed in your web browser, click on the share icon (bottom/center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is, and click "Add."

BlackBerry:

1. When you have the mobile property app displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "Add."

Android:

1. When you have mobile property app displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At this prompt - select shortcuts - Bookmarks - Mobile Site.

Security: Overview

At 250 West 57th Street, it is our goal to a safe and secure building while continuing to provide you, our Tenants, with free and easy passage.

Safety and security requires your cooperation as well. We ask that you work within your firm to create security awareness among the staff and your visitors and to communicate the concept that “an ounce of prevention” is in everyone’s best interest. To assist you in this endeavor, we ask that you review the section entitled “Your role in Security” in this handbook.

At all times and in all situations, Tenants should immediately advise the Management Office at 212-237-2424 of any security incident or emergency situation within your offices or within the building.

Security: Security Cards

Each employee is required to use a security card to gain access to the building at all times. To ensure your security as well as that of other tenants, we ask that security access cards be returned to the management office for individuals no longer in your employ.

Security: General Office Security

It is our goal to make 250 W 57th Street a safe and secure building.

Safety and security requires your cooperation. We ask that you work within your firm to create security awareness among the staff and your visitors and to communicate the concept that “an ounce of prevention” is in everyone’s best interest.

At all times and in all situations, Tenants should immediately complete the [Incident Checklist](#) provided in this handbook and advise the 250 W 57th Street Management Office at 212-697-0696 of any security incident or emergency situation within your offices or within the building.

Security: Key & Lock Policy

Requests for duplicate keys must be submitted via the building's [on-line work order system](#). For reasons of security, all duplicate keys must be made within the building. Please note that no outside locksmith is allowed to do lock work in the building. There is a fee for key duplication.

Security: Lost & Found

Please contact the [Management Office](#) at 212-697-0696 regarding items that have been lost or found in 250 W 57th Street.

Security: Reception Area

Reception Area

The key to reducing most, if not all, security problems in a tenant's office space, is the receptionist in the reception area. He/She is one of the most valuable employees in any firm. A receptionist can make it difficult, if not impossible, for an unwelcome visitor to enter their firm's office space. This is accomplished in the following ways:

All Visitors Should be Requested To:

1. State their name
2. State their business
3. Show identification (upon request)
4. State who they wish to see
5. Wait and be seated

- The receptionist should then call the person concerned and have them meet the visitor in the reception area to escort him or her to their office. Upon completion of business conducted, the visitor should be escorted back to the reception area and shown to the door. If these guidelines are followed, there should be no unwelcome visitors roaming around your office space.
- It is every tenant's responsibility to request a source of identification from a repairman*, telephone employee, computer worker, etc. This should be obtained before an individual is allowed access into your office space. He/she should be escorted to the work area and escorted back to the reception area when he/she finishes work. Any unknown person observed in an inside office area should be challenged at all times. Wallets and valuables should be locked in a desk or drawer in the office and kept out of view from anyone passing by.
- SECURITY IN A TENANT'S OFFICE DURING BUSINESS HOURS IS THE RESPONSIBILITY OF THAT TENANT. IF BUILDING SECURITY CAN BE OF ANY ASSISTANCE TO YOU, FEEL FREE TO CALL (212) 697-0696.

*60 East 42nd maintenance employees are required at all times to have their photo I.D. displayed.

- Never leave your reception area unattended. Do not allow visitors or couriers to pass beyond the reception area unless the receptionist who is aware of the nature of their business knows them.
- Beware of the repairman attempting to pick up a machine for repair. Question the person, obtain identification and check with his office for verification.
- Never leave purses, wallets, or other valuable items on or under your desk. Keep these items out of sight.
- Do not keep cash or stamps in an unlocked drawer. Valuables should be kept in a safe, if available.
- Do not carry large sums of money. Do not leave your wallet in a jacket hung over your chair or behind your door.
- Never allow visitor traffic in storage areas. Do not make storage rooms easily accessible from the main business area.
- Be alert to persons who enter an office under the pretext of seeking employment. Keep applicants in your sight at all times. Distribute applications while you phone your firm's personnel manager.
- Immediately report all suspicious persons, peddlers, or others purporting to be canvassing to the Management Office or the security desk. Do not attempt to apprehend or detain these persons.
- Do not allow a person unknown to you to follow you into the building when entry is required by an access card.
- Inspect locking hardware on your office suite doors. Notify the Building Management Office if repair or replacement is necessary.
- Do not keep valuable or moveable belongings near doors. Record serial numbers of office equipment.
- Contact the Management Office if security system access cards, or office keys cannot be accounted for or are missing.
- Report all lost security cards to the Management Office immediately so that they cannot be used by unauthorized persons.
- Always lock your door from inside when working late or early.
- Be certain that your employees who require after-hours access to the building are given access cards.
- Alert Kastle Systems immediately following any employee termination so that the security card issued to the former employee can be immediately voided which will restrict access to the building.

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Security: Security Procedures

1. Building Identification Cards: The purpose of this card is for identification of the tenant to gain entrance into the building after normal working hours, holidays, and weekends. To request I.D. cards, submit a list of employees on your letterhead signed by a principal of the firm.
2. Visitors Pass: Tenants shall pre-register all visitors. The visitors will then stop at the security desk on the stated date, identify themselves, and the floor and tenant they wish to visit.
3. Messengers & Food Vendors: Messengers, food vendors, or deliveries of any kind are to use the freight entrance. After hours all delivery people will be stopped at the security desk and the tenant will be notified of his/her delivery and they will be personally responsible to come down to the lobby to sign and retrieve it.
4. Any unknown person observed in an inside office should be challenged. Request the nature of his/her business and whom they are there to see. **WHEN IN DOUBT, NOTIFY YOUR BUILDING SECURITY IMMEDIATELY AT 212-237-2430 OR YOUR BUILDING MANAGEMENT OFFICE AT 212-237-2424.** Whenever reporting a breach of security, try to be as specific as possible. Describe clothing, features, location, possible destination, etc., as well as providing your name and suite number.
5. Loitering and soliciting is prohibited in the building. Whenever loiterers are observed in the building, call the lobby and give a description to Security: sex, color, age, height, weight, and clothing. Telephone workers must provide I.D. before you allow them to work in your office space. Messengers, etc., should provide I.D. whenever picking up or delivering packages. All building employees will have their I.D. cards displayed at all times.
6. Special care should be taken during the times best suited for pilferage: the beginning of the day, during lunch hours and 30 minutes before the closing day, and when there is a maximum of movement by personnel and absence from work area and offices.

Security: Your Role in Security

Many thefts and crimes against people occur during regular business hours and are usually perpetrated under the pretext of legitimate business. Offenses committed during after-hour periods often indicate laxity in control of passkeys, security cards, and alarm systems.

Investigations reveal that a large number of crimes would not have been committed had office personnel been alert to strangers or had they taken a few simple precautions.

Remember that security depends on the cooperation and concern of each individual. Protect yourself and your assets.

Services: The On-Line Work Order System

Except in the case of an emergency, the easiest and fastest way to request services from building management is to submit a Work Order Request through our online system. To use the system, visit the building website at www.250west57th.com and click on Maintenance and Service Requests tab where you can log in with your user name and password and submit all requests.

To register for a user name and password, please contact Hilda Soto at Hildas@250west57th.com.

[Click here to download Instructions on Requests for Tenant Services](#)

Services: Accounting

Questions regarding rent bills or payments should be directed to Chris Wu at 212-850-2725 or via email at cwu@esrtreit.com.

The management office does not accept rent payments. All rent checks are to be mailed in the self-addressed envelope attached to your rent invoice.

Services: Building Management

The staff of 250 West 57th Street is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 528. Please do not hesitate to contact the management office at:

Phone: 212-237-2424

Fax: 212-765-5393

Address:

Management Office for 250 West 57th Street
250 West 57th Street
Suite 528
New York, NY 10107

Services: Building Signage

Building Directory

The building directory is located in the Main Lobby. Each tenant will be provided space for the name of the company. Requests for additions and deletions to the directories should be submitted via the [on-line work order system](#). Not all desired listings can be accommodated, so please limit your listings to company or sole-proprietor name only. Due to space limitations, we reserve the right to restrict listings. Processing time is generally 4 to 6 weeks from receipt of the request letter.

Door Signs

Approval must be obtained from the Building Office for all door signs. Order form can be obtained via the [on-line work order system](#).

Services: Cleaning Service

Alliance Building Services is the exclusive cleaning service provider for 250 West 57th Street. Rates are competitive and service is exceptional. Please contact the Management office of Special Services at 212-237-2424 to review your company's requirements for cleaning services.

General cleaning includes the following:

- Nightly: Emptying waste paper baskets, sweeping floors, dusting and carpet sweeping.
- Weekly: Vacuuming of space.
- Periodically: Window washing; Window washing is on a semi-annual cycle

The following SPECIAL SERVICES, which are not part of your general cleaning, are available to you at an additional charge:

- Special porter or matron services
- Wall washing
- High dusting
- Special window or partition cleaning
- Fluorescent lighting maintenance program
- Carpet shampooing
- Excess trash removal
- Soap and towel services
- Exterminating.

Services: Concierge Desk

The Concierge/Security Desk is covered 24 hours a day, 7 days a week. In addition to monitoring the closed circuit security cameras and the fire emergency system, the Concierge processes and issues passes to authorized visitors. Should you have questions regarding security, please contact the [Building Management Office](#) at General@onegcp.com.

Services: Extermination Services

Our exterminator is in the building on Wednesdays. If you would like to request additional service, please submit your request via the [on-line work order system](#).

Services: Forms

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

- [Certificate of Insurance Requirements](#)
- [Sample Certificate of Insurance](#)
- [Door Sign Order Form](#)
- [Tenant Contact and Emergency Information Form](#)
- [W-9 Form](#)
- [Instructions on placing Requests for Tenant Services](#)
- [Emergency Action Plan](#)
- [Moving Procedures](#)
- [Building Rules and Regulations](#)

Services: Holidays

250 West 57th Street is officially closed on the following holidays. If you require any services on any of these holidays, such as HVAC (heating, ventilation, and air conditioning), cleaning, etc., please contact the Building Management Office at least two business days in advance of the holiday. Subject to your lease, there may be a charge for services on these holidays.

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Eve

If you require any services on Saturday or Sunday or after business hours on weekdays, such as overtime HVAC (heating, ventilation, air conditioning), special or supplemental cleaning, etc., please contact the Building Management Office at 212-237-2424 at least two business days in advance of the weekend. Subject to your lease, there may be a charge for services on the weekend.

Services: HVAC

If the temperature in your office needs adjustment, please notify the Building Management Office via <https://secure.workspeed.com/workspeed/ui/workspeed/admin/servlet/GotoSignOnControl?propName=onegcp>. Your request will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00 a.m to 6:00 pm Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Services: Leasing

The leasing company for 250 West 57th Street is Cushman & Wakefield. Listed below is the contact information for the 250 West 57th Street leasing agents.

Leasing Associate

Leslie Nadellnadel

leslienadellnadel@esrtreit.com

212-850-2616

Senior Director

Harry Blair

harry.blair@cushwake.com

212-841-5996

Director

Sean Kearns

sean.kearns@cushwake.com

212-841-7517

Services: Maintenance Requests

Requests for the Following Services Must be Submitted via the on-line work order system:

1. Directory Board Listings
2. New locks and additional keys
3. 250 W 57th Street I.D. Cards
4. Building passes to remove objects from the building
5. Freight elevator reservations for after hours and weekends

Burned out light bulbs, problems with plumbing, heating, etc., should be reported to the Building Management Office via the [on-line work order system](#).

250 W 57th Street Management Office Staff is available to assist you with maintenance of your office, such as painting, carpeting, hanging pictures, moving furniture or file cabinets, minor repairs, etc. If you require any such services, please submit your request via the on-line work order system. There may be a fee.

Services: Recycling

At 250 West 57th Street participates in all voluntary and mandated recycling programs. All white paper in the designated recycle wastebaskets at your offices is collected by the Cleaning staff and packaged for recycling pick up.

It's as easy as...

1. **Mixed Paper**

Place all paper - any color, any type - into any general bin in the office designated for recycling, including your existing deskside bin and bins at all copy areas and printer stations. Mixed paper includes white paper, colored paper, newspapers, magazines, manilla folders, envelopes, adding machine tape, paperboard (the back of legal pads), paper bags, and phone books. Please do not dispose of food waste or food packaging in recycling bins.

2. **Corrugated Cardboard**

Request must be place through Tenant Services on the website.

Please remove packaging material, flatten boxes and leave for collection next to a recycling bin for removal by night cleaning staff.

3. **Wet and Non-Paper Waste**

Dispose of all non-paper items, including food waste, plastic wrap, coffee cup lids and styrofoam, into pantry, kitchen or designated wastebaskets labeled with a "Garbage Only" label. Bins used for trash will be lined with a black bag.

Recycling helps protect our environment. Paper contaminated with food and non-paper waste cannot be recycled. Your participation is essential to the success of our recycling program.

Program maintained by Great Forest, Inc. Questions? Call Richard Cook 212-779-4757.