

Paramount Plaza Electronic Tenant® Portal

Created on February 24, 2021

Building Amenities: Features

At 2.5 million square feet 1633 Broadway has 48 stories of office space with spectacular views in all directions from the tower floors. From its magnificent marble and granite lobby to the unencumbered 360 degree views from its high-rise floors, 1633 Broadway offers premier office space and a prestigious identity for today's corporations.

A multi-million dollar renovation of 1633 Broadway's lobby features a new entrance area with a concierge desk, LED lighting, and cream marble ceilings. Elevator lobbies have also been renovated with marble stone creating a brighter modern open ambience. The expansive lobby provides 38 passenger elevators and 2 freight elevators.

Property management is dedicated to continuously provide a corporate environment and 24/7 security unmatched in this district.

Building Amenities: Tenant Appreciation Events

Paramount Group offers tenants several events throughout the year in which they can participate. Events are promoted through Aware Manager web notices, E-fliers, posters and invitations.

Annual events include:

- Valentine's Day, with "Dinner for Two" raffle prizes
- Earth Day
- Mother's Day flowers by Mrs. Bloom's
- Ben & Jerry's Ice Cream "Scoopfes"
- Remembering 9/11 - September Concerts
- Harvest Festival & Pumpkin Carving Contest
- Tenant Holiday Event

Building Amenities: Tenant Charitable Events and Community Outreach

In addition to our tenant events Paramount Group also offers tenant opportunities to participate in charitable events held annually.

Annual charitable events include:

- Book Fairs - Proceeds benefit the "Starlight Children's Foundation"
- Blood Drives - New York Blood Center
- Food Drives - Food Bank for New York City and City Harvest
- Cell Phone Drives - We Recycle
- Mother's Day flowers - Proceeds benefit the "Blythedale Children's Hospital"
- Pumpkin Carving Contest - Pumpkins were donated to charity
- Toy Drive - US Marine Corps Toys for Tots

Building Amenities: Plaza

With an impressive stepped plaza entrance on Broadway and 15,000 sq ft of landscaped exterior with maple and linden trees and granite bench outdoor seating, the Plaza serves as an ideal place for not only dozens of tenants, but nearby neighbors to have lunch or just sit and enjoy the beautiful summer days.

Building Amenities: Transportation and Parking

The 1 and 9 subway train can be easily accessed through the Plaza in the South well. One block away you will find the N, R, W trains at 7th Avenue, and C & E trains at 8th Avenue. For added convenience Quik Park Garage is located on the West side of the building and offers 325 parking spaces for tenants and visitors.

Building Amenities: Onsite Dining

[Princi](#) is open every day for breakfast, lunch and dinner, and is accessible through the north lobby.

[Azalea Restaurant](#) specializes in Italian cuisine and is conveniently located on 51st Street near the Gershwin Theatre, which makes it an ideal place to host lunch meetings, or pre-theater dinner.

Building Amenities: Fitness Facilities

Equinox Spa/Fitness Center is accessible through the Plaza and provides over 16,000 sq ft of state-of-the-art fitness facilities. Equinox opens early and closes late to accommodate their corporate clientele. For healthy eating, visit their "City Chow Cafe".

Building Amenities: Banking

[TD BANK](#) is conveniently located by the Plaza entrance on 50th Street, and is open seven days a week with 24/7 ATM service and coin sorter/counting machine.

Building Amenities: Newsstand

Whether you're looking for a quick snack or fresh coffee, please visit Gateway Newstand located by the 50th Street entrance.

Building Amenities: Entertainment

Both the Gershwin and Circle in the Square theatres are easily accessible by 50th and 51st Street. The Gershwin Theater is Broadway's largest musical theater with 1933 seats and now home to the blockbuster hit *Wicked* which has been playing for 9 years straight.

The Circle in the Square Theater houses 623 seats and just recently restaged the 60's hit *Godspell*.

Building Operations: Billing Procedures

Payments:

Rent charges are due and payable on the first day of each month. Tenant rent statements are sent to each Tenant at the end of the month preceding the due date. Tenant work order and miscellaneous utility charges are due within 30 days of receipt of invoice. All checks should be made payable to

"PGREF I 1633 Broadway Tower, L.P."

and mailed to our lockbox address:

PGREF I 1633 Broadway Tower, L.P., P.O. Box 1183A
New York, NY 10286-1183.

Billing Address:

The billing address should be established prior to move-in. The Management Office has the capability to send a copy of an invoice to another address, if desired.

Wire Transfer:

Property Name:	PGREF I 1633 Broadway Tower L.P.
Lockbox Account Number:	890 0621 362
Bank Name:	The Bank of New York Mellon
Bank ABA Number:	021 000 018

Building Operations: Building Management

The staff of Paramount Plaza is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located on the C Level. It is open from 8:00am to 5:00pm, Monday through Friday, and closed on Saturdays, Sundays, and holidays. Please do not hesitate to contact the management office at:

Phone: (212) 489-1236

Fax: (212) 541-9028

Email: 1633buildingoffice@paramount-group.com

Address:

1633 Broadway, Concourse Level
New York, NY 10019

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Sr. Associate Property Operations	Melanie Rivera	(212) 489-1236	mrivera@paramount-group.com
Associate Property Operations	Susan Conlon	(212) 489-1236	sconlon@paramount-group.com
Associate Property Management	John Ebert	(212) 489-1236	jebert@paramount-group.com
Manager of Engineering	Dennis Keaveney	(212) 489-1236	dkeaveney@paramount-group.com
Chief Engineer	William McMorrow	(212) 489-1236	bmcmorrow@paramount-group.com
Assistant Chief Engineer	Rich Kozub	(212) 489-1236	rkozub@paramount-group.com
Director of Security	Leslie Madhoo	(212) 489-1236	lmadhoo@paramount-group.com

During non-business hours, the Main Lobby will answer the telephone and take messages for the Management Office. We will respond to your inquiry as quickly as possible.

All requests for service should be made using the [AwareManager](#) web-based system, or by calling or emailing the Management Office. The work request in [AwareManager](#) will automatically be dispatched to the appropriate personnel to address this service. If you have a question about whether or not a service is billable, please contact the Management Office.

Building Operations: Building Hours

The building is open 24 hours a day, seven days a week.

Paramount Plaza will be officially closed on the following holidays:

- New Year's Day - Friday, January 1st
- Martin Luther King Jr's Birthday - Monday, January 18t
- President's Day - Monday, February 15th
- Good Friday - Friday, April 2nd
- Memorial Day - Monday, May 31st
- Juneteenth - Friday, June 18th
- Independence Day - Monday, July 5th
- Labor Day - Monday, September 6th
- Columbus Day - Monday, October 11th
- Thanksgiving Day - Thursday, November 25th
- Day After Thanksgiving - Friday, November 26th
- Christmas Eve - Friday, December 24th

*The office will close at 2PM on the day prior.

Should you require any routine cleaning, heating, air conditioning or other special services on any of the above holidays, please contact the Management Office. Given that the building staff and contractors also observe these holidays, you will be charged for any building services. We will be glad to provide you with an estimate for any of the above services.

Building Operations: Important Phone Numbers

Management Office	(212) 489-1236
Leasing	
Vice President of Leasing Peter Brindley	(212) 237-3156
Security	
Director of Security - Leslie Madhoo	(212) 489-1236
Lobby Desk	(212) 489-1236

Messenger Center	(212) 489-5234
Community Information/Service	
Police Department	911
Midtown North	(212) 767-8400 or 311
Fire Department	911
Non-Emergency	(212) 570-4300 or 311
Emergency Paramedic Service	911
City Hall	311
Post Office	(212) 265-6676
Directory Assistance	411
Time	www.time.gov
Weather	www.noaa.gov

Hospitals	
Bellevue Hospital	(212) 562-4141
St. Luke's Roosevelt Hospital	(212) 523-4000
Transportation	
Long Island Railroad	(718) 217-5477
Metro North Railroad	(212) 532-4900
Amtrak	(800) 972-7245
New Jersey Transit	(973) 275-5555
Metropolitan Transportation Authority	(212) 878-7000 or 311
Newspapers	
New York Times	(212) 556-1234
Wall Street Journal	(212) 416-2000

New York Daily News	(212) 210-2100
New York Post	(212) 930-8000

Building Operations: Leasing

The leasing company for Paramount Plaza is [Paramount Group, Inc.](#), located at 1633 Broadway, Suite 1801, NY, NY. The main phone number is (212) 237-3100.

Listed below is the contact information for the authorized representative.

Title	Name	Phone Number	E-Mail
Vice President of Leasing	Peter Brindley	(212) 237-3156	pbrindley@paramount-group.com

Storage

Please contact the Building Management Office at (212) 489-1236.

Building Security: Overview

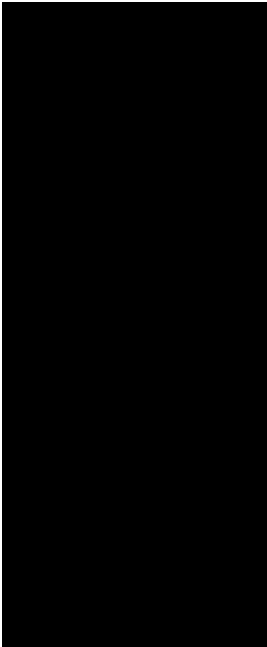
The security of Paramount Plaza and our tenants is one of our highest priorities. Consequently, we have developed and implemented a system to maximize personal safety and minimize property damage and theft. Our security system is composed of many elements including a computerized fire and smoke detector and sprinkler system, a state-of-the-art digital camera recording system, and two-way radio communication between the Management Office, security staff and building maintenance personnel. Specific elements of our comprehensive security system are outlined below. Bear in mind, however, that the ultimate responsibility for security in your suite rests with you, the Tenant.

The 50th Street entrance is an allowable entrance/exit 24 hours per day, 7 days per week. The Broadway side is only available for entrance/exit, Monday through Friday, from 7:00am to 6:30pm and used for an emergency exit at all times.

Building Security: Active Shooter Training

[Active Shooter Guidance PDF.](#)

ACTIVE SHOOTER TRAINING VIDEO:



Building Security: Building Access Procedures

All tenants entering the building are required to stop at the security post with their assigned employee I.D / access card, where photo verification can be confirmed. This is a 24-hour requirement. All tenants are required to sign in after 7pm and before 7am, Monday through Friday.

On weekends and holidays, tenants must log in and out each time they enter and leave the building. Anytime a tenant enters the building they must log in. This applies to the individual who makes a short trip to the delicatessen or steps outside for a cigarette break.

If a tenant forgets their card, they will be required to receive a visitor's pass for the day. Security will perform a photo verification and current status via the badging station.

Building Security: Card Access

Card Access Photos and Replacement/Temporary Cards:

Tenants are responsible for providing their employees with Identification and access cards.

Building Security: Lost and Found

Please contact the Management Office at (212) 489-1236 to claim items that have been lost or found in the building.

Building Security: Property Removal and Packages

All boxes or packages leaving Paramount Plaza via the lobby or freight elevator must be accompanied by a property removal pass signed by an authorized employee of the company. Tenants must create their own property removal passes. Upon completion of a pass, with the property being removed listed upon it, tenants must direct the Bearer to present the pass to the Paramount Plaza Security Officer when departing the Building. The Bearer will then be required to sign the pass and leave the entire form with the Security Officer. Obtained property removal passes will be accessible to the tenant upon request.

Any name changes to the **Property Removal Pass Authorization List** must be filled out and returned to the Management Office. Upon receipt, management will issue passes as needed. Please be advised that individual personnel may not authorize their own pass. Management only recognizes those signatures that have been duly authorized in form.

Building Security: Telephone Closet Access

Telephone Frame Room and Telephone Closet Access

All communications company employees (Verizon, etc.) must be logged in by a tenant representative requesting access to the telephone frame room or closet to perform work for an individual company.

Tenants need to notify the Management Office via email to 1633buildingoffice@paramount-group.com prior to the communications company employee arriving at the building. When the communications company employee arrives, they will be escorted to the appropriate telephone frame room or closet by security personnel.

Building Security: Tenant Contacts

In order to keep both tenants and management up-to-date and informed, tenants must submit the name(s) and telephone number(s) of the individual(s) to be contacted during normal business hours. Additionally, tenants must provide the name(s) and telephone number(s) of contacts for weekends and emergency purposes.

Building Management must be informed of all changes concerning these contacts. Please be advised that this information will remain in strictest confidence.

Building Security: Tenant Precautions

Ultimate responsibility for security must rest with each Tenant. Please insure, upon leaving the Building, that all entrances and exits to your suite are locked. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses, should be locked up or taken with employees upon leaving their work stations.

Solicitation is not permitted within Paramount Plaza. If you notice a suspicious person within the Building, please call the Management Office at once and provide as much detailed information as possible regarding the person(s). Security personnel will escort the individual(s) off the premises. We suggest that you request identification from repair personnel who arrive to work in your office suite.

Building Security: Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Management Office immediately. The Police should also be notified immediately by calling 911 and a report should be filed. Police need to be kept informed of any thefts in the Building to establish a pattern to the thefts and to effectively complete the investigation. Personal property insurance is the responsibility of each Tenant.

Incident Report

To provide an accurate record of every incident, the security staff is required to write an incident report for any accident, theft, or other incident occurring on the property. We would appreciate your cooperation in answering any questions the security staff may have.

Building Security: Visitor/Guest Management System

Tenants have the ability to log visitors into [AwareManager](#). [AwareManager](#) is a Web- based program that allows 1633 Broadway's tenants to schedule single individuals or future meetings with multiple visitors from their office computer. A tenant will log directly onto 1633 Broadway website and input their guest information. Upon arrival the guest shall produce proper I.D. and a pass will be generated immediately. All visitors bags may be checked prior to them being directed to your suite. This program reduces the time it takes to process a guest and ensures that all visitors are properly assigned to a predetermined destination.

Unannounced Visitors

All unannounced visitors must provide identification. In addition, Security will call the tenant to confirm admittance to the floor. If the tenant cannot be reached, access will be denied.

Building Security: Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your suite during business and non-business hours. In such instances, please provide written notification to the Management Office which states the name(s) of the individual(s), the company, the date they will be coming, the approximate time and a certificate of insurance as indicated in the [Insurance Protection section](#). A brief description of the work to be done should also be included.

Building Services: Approved Vendors List

[Click here to download and view the Corporate Approved Vendor List.](#)

Building Services: Cleaning

Cleaning services are provided daily at Paramount Plaza. In addition, the day matron and porters attend to building restrooms to ensure enough supplies are on hand. Porters monitor the perimeter of the building to maintain the standard Paramount Plaza is known for. Window washers are on site daily to ensure that all windows, both interior and exterior, are cleaned. Windows are scheduled to be cleaned four times per year.

During the evening, the cleaning staff is supervised by an individual appointed by the cleaning contractor at the building. This supervisor is responsible for the entire evening staff, who provide cleaning services for tenants' suites. Please contact the Management Office for information regarding any additional cleaning services.

Building Services: Electrical Distribution System

The building is fed by Con Edison. The system design is for approximately 25,000 KVA. The distribution through the building is via cable and conduit. All spaces are submetered. Two main closets are on each floor and a floor cell system is in place.

Standby Power Generation System

All vital building and life safety systems are backed up by a diesel powered emergency electrical generator located in the 51st Street loading dock area.

Building Services: Elevators

Paramount Plaza is equipped with 40 elevators. There are 38 passenger elevators in seven banks, and two freight elevators in a separate bank. The building has two in-house mechanics to address elevator maintenance and repair issues daily.

This elevator equipment and computer-based dispatching controllers are state-of-the-art. The passenger elevators have a brushed stainless steel railing on a finished interior of tamper-proof mirrored glass and the floor is polished marble.

Freight Elevator Service

Paramount Plaza has two freight elevators with direct access to the 51st Street loading dock. These freight elevators have their own secured service lobby on each floor and are located in the area facing west to the 8th Avenue side of the building. Both cars serve the C-2 level through the 48th floor.

The daily hours of the building freight cars are 8:00am to 5:00pm for normal deliveries. Each tenant is permitted three trips in the freight car for deliveries during regular business hours. All deliveries exceeding three trips will require the elevators to be reserved outside business hours. All construction material or move-in / out times must be scheduled before or after normal business hours.

The availability of freight elevators will be on a first-come, first-serve basis. Please call or email the Management Office in advance to ensure elevator availability for the required time. Advance notice must be given no less than 24 hours prior to use. This reservation must be received in writing (email to 1633buildingoffice@paramount-group.com). There is an hourly charge for these services. Weekend reservations must also be made in advance. For weekend, holiday and non-contiguous weekday hours (e.g., 1:00am to 5:00am) reservations, the tenant will be billed a minimum of four hours for each elevator. Also note that tenants will be billed for four hours for scheduled weekends and two hours for scheduled weekdays in the event of a cancellation without notice. If required, an elevator mechanic will be assigned to the move. The cost for the elevator mechanic will be billed in your monthly sundry invoice.

In keeping with the successful implementation of the security program, as well as the requirements of the Management Office concerning insurance, it is necessary that all visitors be entered into the [AwareManager](#) system as a Visitor Request. This includes notification of any contractor requiring access to the building. Contractors include all service people needing access to the tenant space.

To ensure scheduled deliveries arrive promptly, please comply with the above regulations.

Building Services: Energy Management

Energy costs are the single largest expense for this Building. In an effort to reduce costs to all Tenants, we have an on-going program to identify and implement energy conservation projects. While the building is heated at all times during the heating season, a lower temperature is maintained in the evenings and on weekends. The lights in each tenant suite are controlled by individual switches, as well as occupancy sensors. The common area lighting is also controlled by occupancy sensors. In order to reduce operating costs, please turn off all the lights in your suite when you leave in the evening. The night cleaning staff, in cleaning your suite, will turn all lights off when done. Calculators, radios, computers, and coffee machines should also be turned off each evening. Every tenant will benefit from these simple measures to conserve energy.

As part of our participation in the New York State Grid Operator Demand Response Program, we are prepared to reduce our energy by reducing lighting levels in public areas, shutting down some elevators and fans, as well as other non-essential equipment during several Energy Curtailments held throughout severely hot summer days.

As building occupants, you have an opportunity to make a difference by taking the following suggested actions:

- Turn off all lighting not necessary for safety or productivity.
- Use natural lighting and supplement it with task lighting if at all possible.
- Turn off office equipment, computers, printers and other electrical equipment that is not required for your productivity.
- Consider using a central copier, and turn off infrequently used copiers for the remainder of the day.
- Turn off coffeemakers when not in use.

We appreciate your cooperation and please do not hesitate to contact us with any questions.

Thank you for your continued support.

Building Services: Extra Services

A service charge will be incurred for any additional HVAC or cleaning services. Charges for HVAC will be reflected on any sundry bills issued by the Building Office the month following the service.

Please note that due to increases in union wages, the cost for these services changes annually. Please contact the Management Office for the current charges.

RATE LIST FOR TENANTS

Containers	
10 Yard	\$605.40 plus tax
20 Yard	\$739.94 plus tax
30 Yard	\$874.47 plus tax
Elevator Service	
Freight Car	\$147.12 per hour \$191.89 per hour / holiday
Loading Dock	\$91.61 per hour \$131.77 per hour / holiday
For Both	\$238.73 \$323.66
Please note that there is a (4) hour minimum when reserving the Freight & Loading Dock during the weekend	
Engineer	\$138.23 per hour plus tax
HVAC – Overtime	
Floors 1C – 2C	\$479.19 per hour (no tax)
Floors 2 – 25	\$2,026.27 per hour (no tax)
Floors 26 – 48	\$2,081.03 per hour (no tax)
Keys	\$5.83 each plus tax
Lost or Stolen ID Badge	\$22.05 (No Tax)
Porter	\$85.46 overtime per hour plus tax
Resetting Circuit Breaker	\$53.61 (plus tax)
Rubbish Removal	\$116.20 per yard (plus tax)
Security Guard	\$84.08 overtime per hour (plus tax)
Sprinkler / Drain Refill	\$546.53 (plus tax)

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the 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 Workers Comp Insurance](#)

[COI Sample 2013](#)

[Construction Checklist](#)

[Move Out Form](#)

[Tenant Relocation Check List](#)

Building Services: HVAC

Heating and base building air conditioning are controlled by the Building Maintenance System. The normal hours of operation for building comfort air are Monday through Friday, 8:00am to 6:00pm. The temperature in the building is maintained at a comfortable level. Should the temperature level change abruptly or exceed a reasonable level in your suite or in a particular office, please use [AwareManager](#) to enter a work request for a "Too hot" or "Too cold" HVAC issue. If the issue is urgent, please call or email the Building Office.

Heating and base building air conditioning are not provided on Saturdays, Sundays, holidays, or after normal hours of operation for the building (6:00pm). If you need HVAC during these times, please contact the Management Office between 8:00am and 5:00pm (M-F), and at least 24 hours in advance to schedule and inquire about the current charge, or use [AwareManager](#) 24 hours in advance by entering an "Overtime HVAC" work request. On extreme temperature days, there will be an additional hour charged in order to ensure that the temperature is acceptable at the requested time.

HVAC System Overview

The building is divided into two sections: the "lower house" which covers floors 2 through 25, and the "upper house," floors 26 through 48. The interior air system is divided on each floor into four quadrants; NE, NW, SE, and SW. Each quadrant is supplied by one air handler. The perimeter air system supplies air to the perimeter office induction units on each floor. Each floor is divided into two zones, SE and NW. Each zone is supplied by one air handler system. The induction unit coils in each perimeter office carry either hot or cold water. The units are controlled by thermostats. The building has a central chiller plant located on the 12th floor (a mechanical room).

Building Services: Lamp Replacement

If tenants are in need of replacement lamps, please enter a Work Request in [AwareManager](#) under "Replace lights". The work request will be printed and the onsite lamping contractor will be dispatched. He is onsite daily Monday to Friday from 6:00am to 2:00pm. The work request is then submitted to the authorized tenant representative for signature upon completion of this work. The tenants will be billed directly by the lamp replacement contractor after the invoices are reviewed by Building Management. The billing consists of a material charge and a labor charge. The material charge depends on the type of lamp replaced. If you have any questions regarding these charges, please contact the Management Office.

Building Services: Mail and Messenger Center

The Messenger Center operates for internal service only. It is located in the loading dock, adjacent to the lobby on the west side of the building. There is an entrance for outside messengers on the 51st Street side of the building. Tenants may access the Messenger Center through the lobby by walking towards the loading dock. Hours of operations are from 8:00am to 6:00pm, Monday through Friday. There is no service on holidays or weekends. The phone number for the Messenger Center is (212) 489-5234.

The center accepts hand delivered mail and it is redelivered by a Messenger Center "runner" to the tenant suites as needed. All large package deliveries and flowers must be picked up by a tenant representative at the Messenger Center.

[United States Postal Service](#) has one daily scheduled pick up from 1633 Broadway, Monday through Friday. Stamped, first class mail up to 16 ounces may be dropped inside the building in the mail drop on C level. Bulk mail or medium to large package mail should be taken to the postal facility on 52nd Street between 8th and 9th Avenues. Do not use the vertical drop columns in the common areas. [U.S.P.S.](#) does not pick up mail in the drop columns. If mail is dropped in error, contact the local P.O. at (212) 265-6675. [U.S.P.S.](#) will not pick up mail left outside the "U.S. Mail" vertical drop columns in the building. Please do not leave packages, loose mail, bundled mail, or bags of mail in the common areas.

Overnight mail or special delivery, such as [Federal Express](#), [UPS](#), [DHL](#), Airborne and any other non-postal materials will enter and leave 1633 Broadway by their own representatives during regular business hours through the loading dock on 51st Street.

For deliveries after 6:00pm, the courier will be redirected to the 50th Street entrance and the tenant will be called. If available, the recipient will be asked to pick up the delivery in the south lobby.

Tenants wanting to send a package, in addition to labeling the package legibly to the recipient, must write her/his name, phone number and extension on the upper left corner of the package so that the Messenger Center can contact that individual should the package not be picked up by the courier.

All food deliveries are to be delivered to the 50th Street lobby entrance. The individual who ordered the food is then contacted by the delivery person and asked to come to the lobby to receive and pay for his/her delivery. When making your food order please give your direct phone number to the vendor making the delivery.

Should catered food orders for a breakfast or luncheon be made, please email the Building Office in advance to inform us of the caterer's name and delivery time. You are not required to escort the caterer to your space; we will permit the caterer access to a freight car to your floor.

Building Services: Maintenance Requests

Coming Soon!

Building Services: Telecommunications

Paramount Plaza can accommodate the most sophisticated communications systems. There are two telephone communication closets on each floor. Fiber optic capabilities are available for tenant connections as required. 1633 Broadway has granted access for telecommunications services to [AT&T](#), [Abovenet Communications](#), [Broadview Networks](#), [Cogent Communications](#), [Light Tower](#), [Time Warner Cable](#), and [Verizon](#) to offer tenants a competitive and flexible telecommunications infrastructure.

Emergency Procedures: Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device;
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible;
- Notify the Police Department. Call 911;
- Notify the Management Office at (212) 489-1236

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

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope 1/4" to 1/2" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Emergency Procedures: Civil Disturbance

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

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

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. If the elevator malfunctions press the emergency call button this will alert the on duty FS/EAP Director or Security Officer at the Fire Command Station. The duty officer will contact the on-site Otis mechanic or call the Otis hotline. Once Otis is notified the mechanic will release you from the elevator. Do not pull the emergency stop button. The Guard will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage each elevator will automatically stop in the shaft. The elevator computer controlled program will start to bring one elevator at a time to the lobby. When all elevators have been re-called to the lobby, building management will then select what elevator to operate. In most cases the freight elevator operated by a trained building employee will be the designated elevator used to assist persons in evacuating the building.

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

Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	(212) 489-1236
Building Security/After Hours Emergencies	(212) 489-1236
Fire Department (non Emergency)	(212) 570-4300
Police Department (non Emergency)	(212) 767-8400
Bellevue Hospital	(212) 562-4141
St. Luke's Roosevelt Hospital	(212) 523-4000

Important notes

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

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Emergency Procedures: Evacuation

If local authorities or the Emergency Action Plan Brigade call for a partial or full building evacuation, the following will take place.

- The EAP Director will activate the EAP Plan.
- Announcements will be made of what happened, where it happened, what part of the EAP we are activating, and why an evacuation is required.
- Announcements will continue instructing tenants to evacuate the building and proceed to the building's FDNY approved assembly areas.
- All tenants must walk to the primary assembly area which is inside Central Park at Columbus Circle, and the secondary is Dewitt Clinton Park at 53rd Street and the West Side Highway.
- Building Staff with banners that read 1633 Broadway Assembly Areas will be at both sites to assist tenants who arrive at the assembly areas.
- Information will be passed on to tenant evacuees as it is received from local authorities.

Emergency Procedures: Fire and Life Safety

If you discover a fire sound the alarm and remain calm; never use the elevator to evacuate.

- Pull the manual pull station located next to the buildings two fire exits stairs, stairway "A" is on the south side and stairway "B" is on the north side.
- Call 911 from a safe location once you have evacuated.
- The fire warden has been trained to call the fire command station anytime the siren goes off on your floor.
- The FS/EAP Director will make an announcement on the floor of the alarm, the floor above and below listen to the instructions and if directed to evacuate use the designated stairway.
- Before opening a door feel the door or handle with the back of your hand, if it feels hot do not open the door.
- As you are evacuating close any door that would stop the spread of smoke or fire.
- If smoke is present, stay low and crawl on your hands and knees.

Emergency Procedures: Flooding

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

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

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

Emergency Procedures: Homeland Security

Paramount Group at 1633 Broadway recommends that each tenant familiarizes themselves with the FDNY approved Combined Fire Safety/Emergency Action Plan that was distributed to each facilities director.

Emergency Procedures: Medical Emergency

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

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. Call (212) 489-1236 Building Management/Security and ask to be put through security at the Fire Command Station.
5. The on duty FS/EAP Director will go up to the floor with the building AED.
6. Building Security will set up a passenger car and wait in the lobby for EMS or other emergency services to arrive. In addition building security will wait outside to bring EMS or other emergency services to arrive.

Emergency Procedures: Power Failure

Paramount Plaza has an emergency generator that will supply electrical power for all life safety equipment. Such as the Fire Command Station, the lighting in all fire exit stairways, passenger and freight elevators and fire pumps. In addition to the emergency generator the fire command station has a battery backup that ensures we always have the ability to communicate with our tenants.

Emergency Procedures: Severe Weather

If the building management is alerted about a severe weather condition that will impact the building we will refer to the FDNY approved combine Fire Safety/Emergency Action Plan that calls for all tenants to move to their in-building relocation areas that are designated in the EAP. Once the storm passes the EAP brigade will access the building if no damage is found the FS/EAP Director will make an announcement to all tenants that the emergency is over.

- Move away from windows.
- Do not panic.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells only.
- If evacuated, do not return to your office until advised to do so.

Emergency Procedures: Toxic Spills

Tenants that use any toxic materials in the building must supply the building with Material Safety Data Sheets that the manufacturer provided them with. The toxic materials must be kept in the proper fire proof cabinet. If a spill was to occur 911 should be called immediately, and building management must be notified. The EAP Brigade will be dispatched to the scene of the spill. If warranted the EAP plan will be activated and all tenants will be sent to a safe area in the building.

Green Operations: Bicycle Access or Access & Racks

Commuting by bike to work is a great way to avoid auto emissions and reduce your carbon footprint, along with increasing daily physical activity. Paramount Group supports these initiatives by complying with NYC's Bicycle Access in Buildings law enacted in 2009. As part of New York City's green initiative, the Bikes in Buildings Law (Local Law 52) was enacted to increase bicycle commuting by helping cyclists gain access to secure daily bike storage at their office buildings during the workday.

The process for requesting building access to cyclists is outlined in the below link:

<http://www.nyc.gov/html/dot/html/bicyclists/bikesinbuildings.shtml>

We allow registered tenant employees during the hours 8:00am to 6:00pm to use the building's freight elevators for bike access to their floors.

Bike racks are located at 50th & 51st streets and are available free of charge on a first-come first-serve basis. Please ensure your bike is securely locked for we are not responsible for any damage or loss due to theft. No bike should be left overnight.

Please click on the PDF link below to view Bicycle Access Rules & Regulations for 1633 Broadway.

[**Bicycle Access Rules & Regulations**](#)

Green Operations: Earth Day

Earth Day has been observed on April 22 of each year since 1970. Today Earth Day events continue to grow throughout the world with more than 500 million people and several national governments in 175 countries and numerous communities celebrating Earth Week, which is an entire week of activities focused on environmental issues. Paramount Group has made it its goal to make Earth Day one of the most important days of the year. 1633 is pleased to have hosted our very first Earth Day Event in 2012 in which several vendors were invited to promote green products while educating tenants about the need to reduce, reuse, and recycle. It was a huge success, and we hope to continue hosting Earth Day for years to come.

Green Operations: Green Initiatives

1633 Broadway has teamed up with the non-profit organization Build It Green! NYC. BIG's mission is to keep usable building materials out of landfill. BIG! is New York City's only non-profit reuse outlet specializing in surplus and used building materials. All donations are tax deductible. 1633 Management has taken the initiative to promote BIG to tenants and together we have already donated over 7,000 pounds of office furniture and material in 2012.

Below are examples of items that can be donated:

- table tops (with or without base)
- chairs
- desks
- file cabinets
- doors
- sinks
- working appliances
- lighting fixtures, and light bulbs
- hardware & paint

If you are interested in donating items to Build It Green, or donating computer equipment, please do not hesitate to contact the Management Office at (212) 489-1236.

Green Operations: Green Tips

Paramount Group is committed to protecting and preserving our environment. Along with the green initiatives we have taken in the Building, we have provided tips and links to great websites that will aid in continuing the initiatives in daily life here and at home.

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio/visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers can not only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

Click on the links below for more Green Information:

<http://www.aboutmyplanet.com/>

<http://www.earthshare.org/green-tips.html>

<http://www.thegreenguide.com/>

Green Operations: No Smoking Zone

To comply with our LEED Certification the building has established a no smoking zone within 25 feet of all building entrances, including Broadway, 50th Street, and the 51st Loading Dock.

Green Operations: PGI Green Informer

As a way to keep tenants informed of sustainable accomplishments throughout the PGI portfolio, Paramount Group issues this national newsletter every quarter that provides details on how to protect and maintain a sustainable working environment.

Green Operations: Recycling

1633 Broadway's 48 tower floors and overall size of 2.5million square feet equate to an inordinately large waste & recycling volume. Managing it requires a team effort among property management, the janitorial contractor, and the waste hauling vendor.

The compacting machines provided by the waste hauling vendor are located in the 1633 Broadway loading dock. The wet compactor has a capacity of 15 cubic yards, and the dry compactor is 39 cubic yards. The units are labeled clearly and designated for either recycling or non-recyclables. The waste hauling company is contracted to collect and transport all recyclables and trash from the property. The vendor owns and operates a state-of -the-art, negative sort processing facility. There, all dry waste and recyclables from 1633 are sorted into various categories to maximize recycling and reuse. The ânegative sortâ feature allows the paper waste to be reproduced as a recycled product that will be used to make fine writing material by International Paper. Other grades of recyclables that include cardboard, mixed paper, newspaper, and plastics are shipped to various mills to make a host of other recycled items.

Paramount Group appreciates and supports the positive effect that recycling can have on the environment. Below please see a list of recyclable items vs. non-recyclable items.

Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers
- Aluminum/Tin/Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)
- Glass Bottles and Jars

Non-Recyclable Items:

- Anything in the above list that is soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Tempered Glass

For More Information on Recyclable Materials [Click Here](#)

Green Operations: Useful Websites

Build It Green! NYC

<http://www.bignyc.org/>

Energy Efficiency Incentives by State

<http://www.dsireusa.org/>

Environmental Defense Fund

<http://www.edf.org/>

RELIEF, the eco-procurement initiative of the International Council for Local Environmental Initiatives

<http://www.iclei.org/>

United States Green Building Council

<http://www.usgbc.org/>

Introduction: Welcome

Welcome to Paramount Plaza!

Allow us to introduce ourselves. We are the [Paramount Group](#). Our goal is to provide world class service in maintaining a building that is clean, comfortable and secure for all tenants at this building. At any time if it is not, we encourage you to contact us at (212) 489-1236.

This handbook has been developed for several purposes: to guide you through the building, briefly describing many aspects of the building and its systems; and to provide information regarding building hours, deliveries, mail service, move-in/out procedures, billing procedures, security and immediate area amenities.

We hope the information enclosed will help to address questions you may have like "who does what?" or "where do I go for that?" and, as a result, make your stay at the building a bit easier. Do not hesitate to reach out to us if you have a building related question or concern, or to make suggestions on how we can make the environment better for you. Our door is always open!

Introduction: About Paramount Group, Inc.

We are a best-in-class owner, operator and manager of Class A office properties. Our trophy buildings are some of the most sought after addresses in New York City, Washington, D.C. and San Francisco.

Since our founding in 1978, we have been the landlord of choice for the world's largest names in the financial, legal, professional services and media industries—a true testament to the quality and location of our properties combined with our sterling reputation for hands-on tenant service.

As a vertically-integrated enterprise, we employ a highly experienced in-house team of commercial real estate professionals across all facets of our business, which includes asset management, leasing, acquisitions, redevelopment and financing. Our senior management team, led by Chairman, CEO and President Albert Behler, is highly regarded in the industry for its proven track record of success.

We live and breathe excellence in everything we do. We demonstrate integrity in every transaction and relationship. These values are our lifeblood, and permeate our entire organization from the top down. This is what sets us apart and allows us to maintain our dominant position in a highly competitive and dynamic industry. This is what makes us [Paramount](#).

Introduction: About Paramount Plaza

Coming Soon!

Introduction: Information on Coronavirus and Helpful Tips

Please click on the links below to find more information.

- [Tenant Re-Entry Initiatives NY](#)

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Forms Section](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Policies and Procedures: Construction Rules and Regulations

In accordance with the provisions of your Lease, Landlord hereby makes and promulgates the following rule and regulation applicable to all tenants and other occupants of the Building:

In connection with the completion of any alterations or in the performance of any other activities within the Building, the labor employed or contracted for by Tenant or other occupant of the Building shall be harmonious and compatible with the labor employed or contracted for by Landlord in the Building, it being agreed that, if, in Landlord's judgment, Tenant's or any occupant's labor is incompatible, Tenant or such other occupant shall forthwith upon Landlord's demand, withdraw Tenant's or such occupant's labor from the Building.

[Click here to download a copy of the Building Standard Construction Specifications](#)

Policies and Procedures: Insurance Protection

Tenant Insurance:

All leases include a provision requiring Tenants to have public liability, fire and extended coverage insurance for all Tenant belongings located in the Tenant's premises.

Tenant must also maintain general liability and property damage insurance designating the following as "Additional Insured":

1. PGREF I 1633 Broadway Tower, L.P.
2. PGREF I 1633 Broadway Land, L.P.
3. PGREF I 1633 Paramount Plaza L.P.
4. PGREF I Paramount Plaza Holding GP,LLC
5. PGREF I Paramount Plaza GP, LLC
6. Paramount Group, Inc.
7. Paramount Group Operating Partnership L.P.
8. Paramount Group Management GP LLC

The Certificate of Insurance must also contain agreements by each insurance company providing coverage that such coverage will not be materially changed or canceled with not less than thirty (30) days prior written notice to Paramount Group, Inc.

[Please click here for a Sample Certificate of Insurance](#)

[Please click here for the Certificate of Workers Compensation Insurance](#)

Policies and Procedures: Move-in/out Procedures

The relocation of your company's offices begins with your standards on how you would like your space to function and ends with the Property Manager handing you the keys to your front door. The Management Office knows how difficult and frustrating any move can be; therefore, this section is designed to help reduce the trials of moving and facilitate a peaceful and smooth relocation. Please read this section carefully, as it pertains to all aspects of moving in or out of 1633 Broadway. Please do not hesitate to call the Management Office for any questions or assistance concerning your move, and remember we are here to help you!

[Please click here for the Tenant Relocation Checklist](#)

[Please click here for the Move Out Form](#)

General Moving Information

1. Paramount Group has a list of building approved movers. These movers are familiar with our building standards and can ease your concerns regarding the treatment of your merchandise.
2. All moves must be scheduled a minimum of two weeks in advance with the Management Office. Weekend moves are preferred and are available with advance notice. Weekday service is available after 5:00pm.
3. Your moving company must submit an original copy of their Certificate of Insurance ten days prior to your scheduled move. The Management Office will not permit your move to take place without receipt of this Certificate prior to the date of your move. Please contact the Management Office for acceptable statutory limits, additional insured and coverage required.
4. Movers must protect corridor floors, walls, doors and surrounding areas. The mover should acquaint themselves with all conditions and limitations of the facility which might affect the move. The moving company shall take every precaution to safeguard the Building from damages.
5. **Floor and Wall Protection:** The moving company shall at all times protect and preserve all materials, supplies and equipment. All reasonable requests to enclose or specially protect such property shall be complied with. This means:
 - All corners must be taped
 - Masonite floor protection must be used on all marble, terrazzo and carpeted floors.
 - Elevators must have properly fitted pads in place.
 - Materials transported in elevators must not exceed weight restrictions.
 - Large, high density items such as safes require special handling to ensure building and elevator floor loading limits are not exceeded. The Management Office must be notified at least 48 hours in advance of moving this type of equipment.
6. **Clean Up After Move:**
 - The moving company shall remove all Masonite, padding and other trash after move and insure that no empty boxes are left. The Management Office will remove any leftover materials and a charge will be made to the Tenant for any damages caused by the movers to Building areas. Therefore, the Tenant must insure that the movers are aware and adhere to our standards.
7. **Permits, Franchises, Licenses, or Other Lawful Activity:**
 - The moving company, at its own expense, will obtain and maintain any necessary permits, franchises, licenses, or other lawful authority required for effecting the movement and handling the other services to be performed. Before the move is made, the moving company may be required to produce evidence of such authority to the Management Office.

Use of Building Facilities/Elevators:

As mentioned in the General Information section, moving reservations must be made two weeks in advance. After your verbal reservations have been made, the Management Office must receive a written copy of these reservations confirming the date and time of your move. Due to heavy elevator usage, we cannot guarantee your elevator if the movers do not start at their scheduled time.

NOTE: Elevators are operated by a Freight Elevator Operator ONLY. This service is billable to the Tenant.

Permissible Entrance/Exit to Building:

51st Street – Loading Dock/Freight Entrance. A Security Officer mans the loading dock any time it is open.

Freight Elevator Usage:

Business Hours – Freight elevator for general pick-ups and deliveries only are as follows:

- Monday through Friday, 8:00am – 5:00pm

After Hours:

Large moves and extended deliveries must be scheduled as follows:

- Monday through Friday, after 5:00pm to completion
- Saturday, Sunday & Holidays, anytime

Dimensions and Service Locations

Loading Dock Entrance 16'H	Loading Dock Entrance 16'H
Freight Car # 37	Freight Car # 38
11'5" H x 7'5 1/4 " W x 5'0" D	11'5" H x 7'5 1/4 " W x 5'0" D
Maximum Capacity: 4,000 lbs	Maximum Capacity: 4,000 lbs
Doorway: 7'10"H x 3'10" W	Doorway: 7'10"H x 3'10" W
Service to: C-2 through 48th Floors	Service to: C-2 through 48th Floors

Elevator Hatches

No elevator hatches are permitted to be opened for any reason during operation of the elevator unless an Elevator Mechanic is present. This service must be arranged through the Management Office at least 72 hours in advance. The Tenant is required to sign a release form for each date of service.

Reservations

Elevator reservations must be made at least two weeks in advance. All requests must be in writing and received in the Management Office along with the Certificate of Insurance from the moving company before the actual move date. Any attempted moves without prior Management Office approval will be stopped. Moves cannot be conducted during normal business hours due to heavy elevator use.

Certificate of Insurance:

All policies shall be taken out with insurers acceptable to Paramount Group, Inc. The moving company shall provide and deliver Certificates of Insurance to Paramount Group, Inc. at least ten (10) days prior to any moving operation. All policies shall state that at least thirty (30) days prior written notice will be delivered to Paramount Group Inc. by the insurer prior to termination, cancellation, or material change of such insurance.

Each certificate shall show the "Certificate Holder" exactly as follows:

Paramount Group, Inc. as Agent for
PGREF I 1633 Broadway Tower, L.P.
1633 Broadway
Attn: Building Manager
New York, NY 10019

Additionally, the following must be named as "Additional Insured" on the policy:

1. PGREF I 1633 Broadway Tower, L.P.
2. PGREF I 1633 Broadway Land, L.P.
3. PGREF I 1633 Paramount Plaza L.P.
4. PGREF I Paramount Plaza Holding GP,LLC
5. PGREF I Paramount Plaza GP, LLC
6. Paramount Group, Inc.
7. Paramount Group Operating Partnership L.P.
8. Paramount Group Management GP LLC

Please note: "Certificate Holder" and "Additional Insured" are different.

Each certificate is to bear an original signature of an authorized representative of the insuring firm. If a computer printed or other non-standard form is used, it must bear the title "Certificate of Insurance" and provide all the required data including the original signature.

Please contact the Management Office for a sample Certificate of Insurance which shows the acceptable limits for coverage.

Tenant Responsibilities Prior to Moving Out:

All Tenants moving out of the Building will be asked to complete the form on the next page.

All tenants will benefit by following these procedures:

- Contact the telephone company(ies) to discontinue service at this building.
- Upon leaving building, turn over your office and restroom keys to the Management Office.
- Perform a final walkthrough of the space with Building Management.
- Follow the "Move In/Out Procedures" described on the previous pages in executing your move.

[Please click here for the Tenant Relocation Checklist](#)

[Please click here for the Move Out Form](#)

Policies and Procedures: Rules Concerning Pets

We do not allow animals into the building. Pets of any kind, cats, dogs, snakes, birds, etc. cannot be kept in your office. Please inform all of your employees, and guests that pets are not allowed into the building, except for seeing-eye dogs.

Policies and Procedures: Smoking

City Smoke Free Air Act

The City Smoke Free Air Act of 2002, which went into effect March 30, 2003 made virtually all establishments and businesses with employees smoke-free. These include:

- All office buildings, factories, and warehouses
- All private offices and previously designated “smoking lounges”
- All food service establishments, restaurants, and catering halls
- All bars, including bars in restaurants
- Membership associations
- All areas of theatres
- Banks, educational and health care facilities, and child day care centers
- Shopping malls and retail stores (where goods are sold or rented to the public)
- Sports arenas, roller and ice skating rinks, billiard parlors, bingo halls, bowling establishments, and other similar places.
- Public transportation facilities, reception areas, and waiting rooms

Local Law 47, the City Smoke-Free Air Act, was signed into law on December 30, 2002. The act makes virtually all workplaces in the City

To comply with the new law, employer’s must:

- Update your workplace smoking policy to reflect the new law.
- Talk with your customers and employees about the law and prepare them for the changes.
- Discuss the new law with employees including what they should do to comply with the law.
- Post “no smoking” signs at all entrances as required including bathrooms, stairwells on each floor, bulletin boards, and other prominent places.
- Remove all ashtrays from the premises as required.
- Contact the Department of Health and Mental Hygiene for additional information, nyc.gov/health.

Please be advised upon receipt of this notification, all subsequent violations for Local Law 47 will be the direct responsibility of the tenant.

To comply with our LEED Certification the building has established a no smoking zone within 25 feet of all building entrances, including Broadway, 50th Street, and the 51st Loading Dock.