

SCHEDULE C

**Paramount Plaza, 1633 Broadway
New York, NY 10019**

BUILDING STANDARD CONSTRUCTION SPECIFICATIONS

Revision

September 29, 2021

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I.	INTRODUCTION	3
II.	PRE-CONSTRUCTION	4
	A. Plans	4
	B. Filing Permits	5
	C. Insurance	6
	D. Approved Contractors and Sub-Contractors	6
	E. Construction Schedule	6
	F. Angus Anywhere Instructions and Procedures for Contractors	6
III.	CONSTRUCTION PERIOD	7
	A. Supervision	7
	B. Security	7
	C. Fire Safety	7
	D. Cleaning / Building Protection	8
	E. Use of Building Maintenance Personnel	9
	F. Disruptive Work (Noise, Odors & Vibration).	9
	G. Freight Elevators	10
	H. Demolition and Construction Debris (waste removal)	10
	I. Storage	11
IV.	MECHANICAL DESIGN SPECIFICATION	11
	A. HVAC	12
	B. Electrical	13
	C. Plumbing	13
	D. Fire Alarm	14
	E. Telephone	14
	F. Walls	15
	G. Door Hardware	15
	H. Window / Solar Screens / Draperies	15
	I. Fireproofing	15
	J. Sprinkler Heads.	16
	K. Floor (Core Drilling)	16
	L. NYC energy code	16
V.	CONSTRUCTION SIGN OFF	16
VI.	MATERIAL / PRODUCTS.	16
VII.	Agenda – Construction Kickoff Meeting	17 -20
	APPENDIX A – INSURANCE REQUIREMENTS	
	APPENDIX B – BUILDING APPROVED CONTRACTORS AND CONSULTANTS	
	APPENDIX C – FREIGHT ELEVATORS	
	APPENDIX D – CONSTRUCTION CHECKLIST	21-36
	APPENDIX E – FIREPROOFING REQUIREMENTS	
	APPENDIX F – FIRE ALARM SYSTEM SPECIFICATIONS	

I. INTRODUCTION

The PARAMOUNT GROUP, INC. staff at 1633 Broadway looks forward to working with the Tenant and Contractor as fellow members of your "Project Team." We want to ensure that the construction is completed smoothly and results in maximum tenant

satisfaction.

All construction at 1633 Broadway must be done in compliance with the Standard Specifications and Landlord requirements as detailed in this text. All work must be performed in compliance with all applicable Federal, State and Local Laws, Regulations, Building Codes and Zoning Ordinances. In the event of a conflict, current Laws and Regulations supersede these Specifications. **ALL trades, including, second tier sub-contractors, MUST be union and affiliated with the NYC Builders' Trade Council.**

Approval must be received in writing from the Property Management Office prior to the commencement of any Tenant alteration/construction work.

PARAMOUNT GROUP, INC.			
EMPLOYEE	POSITION	CONTACT	EMAIL
David Lieberman	Property Manager	(212) 489-1236	dlieberman@pgre.com
Kaitlin Kilian	Senior Associate, Property Operations	(212) 489-1236	kkilian@pgre.com
William McMorrow	Chief Engineer	(212) 489-1236	wmcmorrow@pgre.com
Leslie Madhoo	Director of Security	212) 489-1236	lmadhoo@pgre.com
Thomas Clark	EAP Director	(212) 489-1236	tclark@pgre.com

II. PRE-CONSTRUCTION

A pre-construction meeting must be held with the Tenant, Architect, Engineer Consultant, General Contractor, and Landlord's Agent. As the project progresses, correspondence and questions should be addressed to:

Paramount Group, Inc.
1633 Broadway, Concourse
New York, NY 10019
Attention: David Lieberman, Property Manager – Property Operations

The Tenant must designate a representative (Tenant Representative) and inform PARAMOUNT GROUP, INC. David Lieberman in writing of the individual's name. The Tenant's Representative must be able to make decisions on behalf of Tenant regarding clarification of documents and must be authorized to accept financial responsibility on the Tenant's behalf.

A. Plans

1. It is the responsibility of the Property Management Team to ensure that the plan review is completed within the time limitations per the lease terms. Property Management Team must time stamp and record receipt of all plans.
2. The Tenant shall submit three (3) sets of complete construction drawings (30" x 42", 1/8" scale) and CD-ROM, formatted with the latest version of AutoCAD for proposed work. Property Management will only review a complete set of plans which must be stamped by the architect/engineer to insure the proposed design is compatible with the building systems and operations. Property Management will provide its comments and those of the Landlord's consulting engineers to the Tenant based only on the drawings provided. Landlord's final approval will be withheld pending the satisfactory response from Tenant's design team.
3. All plans must be dated and shall identify the Architect's name, address and telephone number, Tenant's name and suite number. All submissions to be on sheets 30" x 42" drawn to a minimum scale of 1/8". Tenant should maintain a file of copies of all transmissions to the Property Management Office.
4. Please note that plans and drawings must not be folded.
5. Final Drawing Submissions:
 - a) Final drawings ("As-Built" & Shop drawings) shall be submitted in same format as noted above.
 - b) Drawings must be capable of printing full size.
 - c) Tenant's architect must submit all electronic close-out documentation to Landlord's Archinet site.
 - d) Tenant shall be responsible for any changes to the existing Emergency Action Fire Protection Plan.
6. The tenant shall also submit one (1) set to each of the following for their

review and comments:

- a) **Building Engineer Consultant**: Jaros Baum & Bolles
- b) **Building Code Consultant**: Brookbridge/Milrose
- c) **Building Hygienist** (Any buildings containing spray on Fire Proofing): Cardno ATC
- d) **Building Fire Alarm Contractor**: Fire Service Inc.
- e) **Building Management Systems Contractor** TM Bier
- f) **Building Elevator Contractor** Otis Elevator

B. Filing/Permits

1. Building permits will be filed by the tenant, at Tenant's expense, using the approved Building Code Consultant in order to ensure consistency with Building Standards.
2. **Self-certification is prohibited.**
3. The asbestos form (ACP5), which is needed for filing, must be obtained at the Tenant's expense, by the Building Hygienist Cardno ATC unless specified differently in the Lease.
4. Tenant shall be responsible for payment of all filing fees, all controlled inspections, permits, and all other code mandated testing/inspections which will be performed by the Building Code Consultant or Building's independent consultants.
5. Copies of all certificates of approval and all permits must be delivered to the Property Management Office prior to the commencement of work or upon their receipt, whichever occurs earlier.
6. Construction Filing and Completion Certificates: Tenant shall, at its' sole expense; obtain all necessary permits prior to commencement of any work and all sign-off/inspections immediately following the project's completion. The attached Construction Checklist indicates the required documentation which must be provided to the Property Management Office in order for Tenant's construction to begin and upon completion of the construction. If the applicable Project Closeout documentation is not received promptly upon completion of construction, the Landlord may obtain these sign-offs and tenant shall reimburse Landlord (upon demand and as additional rent under the Lease) for all costs incurred in connection therewith, including an administrative fee of 15% of the total amount of costs incurred.
7. Noise mitigation plan must be filed according to mandated guidelines and posted with work permits. Tenants are not permitted to self-certify.

C. Insurance

Satisfactory evidence of proper insurance coverage must be filed with the Property Management Office before commencement of any work. Work will not commence without an Insurance Certificate being filed with the Property

Management Office. Specifications for Insurance Certificates are in Appendix - A. General Contractors are required to have 25 million dollars (\$25,000,000) combined General liability. Subcontractors are required to have a minimum of five million (\$5,000,000) combined General liability. Workers' compensation is required and must meet statutory limits.

D. Approved Contractors and Sub Contractors

1. All work shall be performed by the Approved Building Contractors only. Names and telephone numbers of Building Approved Contractors are to be obtained from Property Manager David Lieberman and the Tenant. The General Contractor or Tenant must provide a list of the subcontractors, and their respective work responsibilities, to the Property Management Office prior to commencement of construction.
2. **Contractors must employ the services of union labor, affiliated with the local jurisdiction.** Tenant and Contractor shall make every effort to avoid labor disputes and shall indemnify the Landlord and Landlord's Agent against any such disputes.
3. The use of other contractors is subject to Landlord's approval.
4. Construction Personnel must carry proper identification at all times.

E. Construction Schedule

The Contractor will prepare a work schedule to be approved by the Property Management Office and the Tenant. The schedule should include work start date and the anticipated completion date. Prior to and during the construction phase, Contractor shall provide weekly work schedules detailing daily work hours. Regular Building business hours are from 8am to 6pm Mon thru Friday. Contractor should also indicate (day and time) when the freight elevator(s) will be needed for demolition/construction purposes. It will be the responsibility of the Contractor to notify the Property Management Office if the schedule changes. The construction schedule should be based on the work to be performed as indicated on the Tenant's Approved Construction Documents.

F. Angus Anywhere

Tenant must submit written documentation on company letterhead assigning the General Contractor authorization to utilize Angus Anywhere in order to request building access and building services (billable and non-billable) for the duration of the project. Tenant is also responsible for submitting documentation to remove the same contractor from Angus Anywhere. **All service requests must be received no later than noon the day prior to work schedule. 24 hrs advance notice is mandatory for all Friday and weekend work. Property Management has the right to request additional notice for specialty work (i.e., core drilling, mechanical work involving building systems).**

III. CONSTRUCTION PERIOD

A. Supervision

1. A foreperson in the employment of the General Contractor is required to be on the job site at all times when any work is in progress. The assigned project Supervisor must be available at all times for the duration of the project. General Contractor must submit a detailed emergency contact list to include all sub-contractor foreperson information. The foreperson should make himself known to the Chief Engineer, and introduce any replacement, be they temporary or permanent.
2. All after-hours work by Contractors must be scheduled by Tenant through the Management Office via Angus Anywhere.

B. Security

1. All Contractors must cooperate with the Building's security personnel and comply with the Building's security procedures.
2. All doors must be closed and locked at the end of each work day.
3. The Tenant is to provide locks and keys that are keyed to the building mastering system for the construction site at the Tenant's expense. At no time shall the Property Management Staff of Paramount Group, Inc. be locked out of the construction site. Emergency Contact List required.

C. Fire Safety

1. The Tenant's architect shall design the space to be conducive with local codes related to life safety (i.e., in building relocation and occupant protection).
2. All necessary fire protection (i.e. fire extinguishers) must be in place throughout the construction process. These fire protection requirements shall be provided by the Contractor as directed by the Property Management Office, and as required by local code.
3. Properly equipped, certified personnel shall be posted whenever any types of welding, cutting or burning is taking place (Fire Watch).
4. Specific approval must be obtained from the Property Management Office any time work may produce smoke, heat, flame, or heavy dust, or anytime work could potentially cause damage to sprinkler pipes or heads. This includes use of acetylene torches and demolition. This written approval is required in order to coordinate the proper deactivating and reactivating of the appropriate portions of the Building's sprinkler and Fire Alarm System. Said deactivating and reactivating shall only be done by Building personnel and must adhere to all local codes.
5. At no time are flammable products to be stored, as per code, unless prior authorization is approved by PMO. All hot work must be submitted to the Property Manager's office and/or the Chief Engineer for final approval. Acetylene oxygen and propane tanks must be removed from the premises at

the end of each work day.

6. Any additional (reasonable) fire protection requested by the Property Management Office shall be provided by the Contractor.
7. The Contractor will protect the Public, Tenant, and Building property by installing all necessary signage, dust protection and all other safety measures required for this work (i.e. exit, egress, NO SMOKING signs must be posted throughout the space). These reasonable requirements shall include, but not be limited to, ensuring the core Class E system (pull stations, warden telephone and common-area smoke detectors) remains in full operation throughout construction. Fire drill for construction floors shall be witnessed by the Building Fire Safety Director.
8. **All impairment procedures must be adhered to in addition to all local requirements. No Exceptions.**

No **Contractor** is authorized to be a decision maker as to when a Fire/Life Safety should or should not be taken out of service.

No **Contractor** shall be authorized to make any changes to any life safety device (open or closing valves, removing smoke detectors etc.)

A written request must be received by the Property Management Office for any type of: impairment, relocation, removal, modification or disabling of any Life Safety system and or device (Sprinkler Code letter requirement).

D. Cleaning/Building Protection

1. In order to minimize any adverse impact on other Building tenants, spaces affected by demolition or construction dust, or dirt shall be cleaned by the Contractor's labor to the satisfaction of the Property Management Office. Such spaces (but not limited to) shall include floors, walls and ceilings of multi-tenant corridors, and elevator lobbies and cabs. Spaces not satisfactorily cleaned shall be re-cleaned by the Property Management Office and charges shall be billed back to the Tenant. Cleanup work is, however, the responsibility of the Contractor.
2. Dust which accumulates from work done during normal business hours shall be cleaned continuously, and that which results from after-hours work shall be cleaned after work is completed. Contractor is responsible to ensure all core closets, common areas and perimeter convectors are cleared, cleaned and painted as necessary.
3. If no work is planned for the following morning, additional follow-up cleaning of public areas is required no later than 8am the following day to clean dust which may have settled during the night. This requirement includes weekends.
4. Contractor shall only use Environmentally friendly cleaning products.
5. For floors, a broom clean condition is to prevail on a daily basis. The job site is to be maintained in a clean condition. Trash shall be removed at the end of each day and will be carted away from the Building by Contractor at Tenant's expense. Debris is not to be left in piles in the Tenant space/work area,

public areas such as corridors or freight lobbies, or Loading Dock. Containers must be promptly returned to the work area and not left on the sidewalks or in common areas. Debris, containers, incoming material, tools and the like may not be stored anywhere outside the work area.

6. Masonite panels and other padding must be used to protect all walls, floors and elevators from any damage which may be caused by moving demolition debris or construction materials through any part of the Building. Panels must be taped to eliminate the risk of tripping.
7. On multi-tenant floors, corridor protection will be removed each night before business hours and the corridor cleaned as described above.
8. The Contractor is to use rubber wheeled carts in removing debris and trash from Tenant's space. Under no circumstances shall metal wheeled carts be allowed. All doors are to be protected with paper and cardboard.
9. Any damage done to the corridors, inclusive of freight hall doors, during demolition/construction must be repaired by Contractor at the Tenant's expense upon completion of the project. Corridor specifications can be obtained from the Property Management Office.
10. Appropriate precautions must be taken to protect filters on the A/C units and/or supply return ductwork from clogging when construction dust is heavy. Contractors should notify the Property Management Office in advance when such construction activities seem likely. As determined by the Chief Engineer, filters will be replaced at the Tenant's expense. In addition, contractors must fully protect the elevators to prevent dust from migrating to other areas of the building (i.e. plastic protection to be installed at each elevator opening, see Chief Engineer for details. Never seal the elevator doors, as per code.
11. Weekly pest management must be done and approved by the Property Management vendor.

E. Use of Building Maintenance Personnel

1. All labor rendered by Building personnel to coordinate or assist in any work, or to ensure the quiet enjoyment of other Tenants, shall be charged to the Tenant at the Building's prevailing service rates.

F. Disruptive Work

1. Any construction work causing excessive noise, vibrations, or odors shall be performed before or after normal business hours.
2. Any work which disrupts Tenants must cease immediately upon request of the Property Management Office and be rescheduled for completion on an after-hours basis.
3. All Contractors and sub-contractor's employees must carry themselves in a professional manner whenever they are anywhere in the Building (i.e., no inappropriate language, radio playing or rough housing in the Building loading dock area or freight cars.)
4. Any unusually heavy equipment (vaults, batteries, ac units, transformers, storage racks, etc. are subject to structural engineer's approval.

G. Freight Elevators

1. The freight entrance is located at 51st Street between Broadway and 8th Ave. Details of freight elevator locations, specifications and hours of operation are in **Appendix C**.
2. All construction personnel must use the freight elevators for all travel within the Building and when arriving or leaving the site. Passenger elevators are off limits. All contractors must clearly display visitor badges issued by the Building security personnel daily.
3. Freight elevator use during normal business hours is for routine deliveries only. No exclusive use of these elevators can be granted during this time. Arrangements for after-hours elevator service should be made via a work order through Angus Anywhere. The Tenant will be charged at prevailing rates.
4. An Angus Anywhere work order must be created in order to allow all workers entering and exiting the Building with materials, tool boxes, etc.
5. Freight area from the street to the freight elevator must be left broom clean, including elevator tracks.
6. Any hatch opening requests must be signed off (approved) by the Tenant at Tenant's sole expense. In addition, an advance work order should be input in Angus Anywhere with a minimum two-day prior notice.

H. Demolition and Construction Debris

1. All applicable demolition permits must be received by the Property Management Office prior to the commencement of any demo work. (After hours work variances included.)
2. All demolition, debris removal, and transporting of large quantities of construction materials must be done before or after regular Building business hours.
3. All construction debris must be removed from the Building within twenty-four hours. All Building Standard material removed during the construction of any Tenant space and not re-used by Tenant will be turned over to the Property Management Office at the Building's option.
4. Containers must be emptied and returned to the workspace promptly. Containers may not be stored in the Loading Dock at any time.
5. Recycle and separate materials where possible. Required to follow LEED best practice guidelines. A waste manifest must be submitted to the Property Management Office, in a timely manner, listing carting company, method of removal, facility address where waste was delivered and photos of rubbish removal trucks at the location of property.
6. The (GC) contractor shall have the construction floors clean at the end of each construction day of all and any debris so that there are no hazards on the floors, walls or hanging from the ceilings.
7. Adequate lighting is to be provided in construction to achieve a safe work environment. Temporary construction lights must be turned off at the end of each day.

I. Storage

1. Contractors are not to store any equipment in Building electrical closets, phone closets, mechanical rooms, or freight halls. Storage must be coordinated with the Property Management Office and shall in most cases be confined to the construction site.

IV. MECHANICAL and DESIGN SPECIFICATIONS

General

The following items, addressed in the paragraphs below, are among those that must conform to the Building Standard Specifications:

- HVAC Systems
- Electrical Installations
- Fire Alarm
- Plumbing
- Radiator Enclosures
- Telephone Hookups
- Walls
- Entryway doors, hardware and locks, electric strike, staining of entry doors
- Signage, Intercom
- Solar Screens and Shades
- Fireproofing
- Window film

Note #1: The Building Chief Engineer must be contacted to review the scope of work with the Contractor prior to the commencement of any mechanical/electrical work. At this time, a walk-through of the work area shall be conducted, and all field conditions noted and addressed.

Note #2: New installations shall be in compliance with The Americans with Disabilities Act of 2010 (ADA) standard, and subsequent revisions/additions to said Act. Tenant is required to adhere to all requirements of the American with Disabilities Act.

A. HVAC

1. Property Management team will coordinate a third-party vendor to traverse the duct coming off of the base building unit and document with a written report at the Tenant's expense. New tenants have the option of connecting their ductwork to the existing floor units or, in smaller spaces, to their own units. All Tenant units must have Property Management's approval prior to installation. All perimeter HVAC units are to be cleaned and vacuumed prior to painting.
2. The standard air distribution system for the Building is low pressure

ductwork. Condenser water is for supplemental air conditioning units and is available as per the Lease provisions/terms.

3. The cleaning of condenser water piping shall be done in the presence of the landlord's representative with the chemicals used per the Building's chemical treatment company recommendation (Chem Aqua).
4. Any ductwork or other related HVAC mechanical equipment to be abandoned in Tenant's premises, as a result of Tenant's Improvements, shall be removed by Tenant back to the base building connection point. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related ductwork, plumbing and electrical work and the reclaiming of refrigerants. This work is to be made part of demolition work.
5. Ductwork shall be constructed in accordance with the SMACNA HVAC duct Construction Standards.
6. An independent air balancing company (without affiliation to the contracted mechanical vendor) is required to test all new or modified ductwork; this work should be verified/witnessed by the Chief Engineer of the Building or their designee.
7. General Contractor shall not allow any trades to use the ductwork for support (i.e., all straps must go around ductwork and not be attached to ductwork sprinklers, wall studs, etc.).

B. Electrical

1. All "home runs" from the electrical closet into the demising tenant space must be in ridged EMT and all access to be provided to all pull boxes where gypsum board ceilings are proposed. NO PULLBOXES in the elevator lobby or public hallway. Circuit information shall be labeled at pull boxes per industry standards.
2. Remaining wiring may be installed in Greenfield as code permits.
3. All lighting fixtures must be energy efficient as per electrical code and local energy code.
4. No sub-panels or piggyback panels are allowed in Building electrical closets.
5. Tenant electrical panels are required to be in the Electrical Closets. Locations to be approved by Property Management Office.
6. During construction all temporary lights must be provided and maintained at all elevator lobbies, fire exits, and equipment rooms on a 24-hour basis. All temporary lights and wiring must be turned off nightly and removed at the completion of the project.
7. Property Management has a riser management program in place therefore any proposed riser installations must be approved and coordinated with Property Management.
8. All power, including existing, must be routed back to the core electrical closet, and any penetration into the electrical closet must be sleeved and fire-stopped per code.
9. All core lighting and power (i.e., lavatories, mechanical spaces, telephone closets, etc.) shall remain energized throughout the project unless approved

by Chief Engineer.

10. All electrical wiring/conduit/cabling (including telephone) to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection by Tenant at Tenant's expense. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related electrical work. This work is to be made part of demolition work.
11. The electrician is responsible for final inspection and sign-off by the Bureau of Electrical Inspection regardless of the length of time it takes to schedule an inspection date. It is the responsibility of the electrical contractor to ensure that an A433R form is filed. All panels must have type written detailed panel schedules. This includes sub-meters.
12. If approved core drilling is performed, the work must be coordinated with Property Management to ensure that there are no conflicts with existing conduits or plumbing. X-Ray of slab may be required (inquire with Property Management Office). Tenant / GC must provide all necessary protection on the construction floor and the floor below. If space below belongs to another Tenant, Property Management will provide a security officer escort to remain in the space for the duration of core penetration project, at the sole cost of the requesting Tenant.
13. Electrical letter is required (letter from electrician stating that emergency lighting for place of assembly and all other electrical work has been completed per code). Bureau of Electrical Control signoff required.

C. Plumbing

1. Access doors must be installed for full accessibility, as required, to include new and existing valves, controls etc. All piping to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related plumbing work. This work is to be made part of demolition work.
2. Tie-ins to the building core waste, vent, hot & cold water (wet columns) is strictly prohibited.
3. All new waste lines installed need to be tested for leaks and to ensure lines are clear.
4. All base building fixtures must be approved by Property Management Office to ensure they are building standard.

D. Fire Alarm

1. Due to the complexity of the life safety systems at Paramount Plaza 1633 Broadway any tie-ins and disconnect must be coordinated with the base building's fire alarm vendor

Fire Service, Inc.
39-27 59th Street

Woodside N.Y. 11377
Tel (718) 899-2311 Fax (718) 334-0146

2. The Contractor or Electrician shall furnish electrical drawings to Fire Alarm vendor prior to the commencement of construction. These drawings shall include Fire Alarm System (which should be a separate drawing), Riser Diagram and Sequence of Events. The Contractor is responsible for coordinating all work with the Building's designated fire alarm vendor. All Fire Alarm Equipment must be purchased through vendor. Vendor will make the final tie-in of all fire devices to the DGP/TTB panel on the respective floor(s). A Fire Alarm Plan/Work Approval Application (PW-1) must be filed through the Building Code Consultant, and a work permit obtained prior to any work on the fire alarm system. This plan shall show the new equipment installed by the Tenant. The engineer who designed the mechanical systems shall sign and seal the riser plan. Also the electrical contractor shall complete an A433R Form which certifies the correct installation of the fire alarm devices. The signed and sealed plan and A433R Form must be given to the Building's Code Consultant to complete the fire alarm filing and sign-off.
3. New Tenants shall not be allowed to occupy their space until their fire alarm systems are fully operational and online. The FDNY Pre-test must be completed prior to occupancy, FDNY Letter of Approval to follow.

E. Telephone/Fiber

1. Building Standard telephone outlets must be wired with stub-ups through the wall above the ceiling line. It is the Tenant's responsibility to install all telephone wire and extend stub-ups to telephone closet as required by local code requirements. If exposed wire is allowed and used, it must be securely fastened in bundles to the slab above so as not to impose additional loads on the ceiling, ceiling support system, duct work, light fixtures, etc. All telephone and data cables are to be made of approved fire-resistant wire (such as Teflon coated), or concealed in EMT when running through a return air plenum. No Tenant Equipment is allowed in Building Mechanical Equipment Rooms (MER's) or electrical closets. Tenant Equipment is allowed only in the Tenant's space. All cables/wires that penetrated through base bldg. core must be in pipe / conduit and the wall shall be fire rated. If the cables / wires pass through a common area of the floor it must be in conduit at the point it leaves the base bldg. core closet to the tenant space. Tenant's equipment must be marked / tagged to be easily identified.
2. Tenant power and telecommunications cabling between contiguous floors shall not be routed through base building risers.

F. Walls

All walls must penetrate the ceiling. Interior partition studs must extend to the underside of the slab above. All demising partitions and corridor walls must be extended completely; drywall and studs must extend to the underside of the slab above, per New York City Codes. Any penetrations to the demised walls shall be properly sealed as required by code.

G. Entry Way Doors, Hardware, etc.

1. Entry Way Doors – shall be Building standard. All hardware must be keyed to Building mastering system.
2. Hardware and Locks - All entry doors must be keyed to the building standard and purchased through the Building hardware vendor.
3. Signage - Building Standard Signage (frame, size and color) must be used. Signage is to be ordered by the Property Management Office at the Tenant's expense. The sign graphics must be submitted to the Property Management Office four (4) weeks prior to the Tenant's move-in date.
4. Evacuation Map – Must be installed by the Tenant adhering to all applicable building Codes.

H. Window, Solar Screens and Draperies

The Building Standard shades must be kept in place, any additional window treatment must be approved by Property Management Office and installed without limiting access to the base building standard shades. Window frames and trim cannot be painted or drilled into.

I. Fireproofing

Fireproofing must be approved by Property Management Office. In the event any structural steel is exposed as a result of construction, thorough fireproofing shall be required as part of Contractor's scope of work.

J. Sprinkler Heads

All sprinkler heads must be new and installed as per building code. Code compliant temp loops must be filed with DOB and NYFD for approval per local jurisdiction.

K. Floors (Core Drilling) – If Property allows

Any core drilling must be approved by the Property Management Office. General Contractor must contact Building floor scanning contractor, which will submit their findings to the Building structural engineer and receive approval from. Prior to any drilling, Property Management Office is to be notified accordingly.

NOTE – Trenching is not permitted.

L. New York City Energy Codes:

All construction projects must comply with latest NYC energy codes for design and build-outs.

V. CONSTRUCTION SIGN OFF

See **Appendix D** for a list of required documentation which must be provided to the Property Management Office in order for Tenant's construction to receive the necessary sign-offs. If the applicable documentation is not received promptly the Property Management Office shall, at the Tenant's expense, make the necessary arrangements to obtain these sign-offs.

VI. MATERIAL / PRODUCTS

If building standard materials are not used, the tenant is responsible to maintain adequate stock for repair. Extra materials cannot be stored in electrical, telephone or mechanical rooms.

A. Locks

Schlage, Keyway C and L.

B. Restroom

No building standard for flushometers – specifications subject to Landlord approval.

VII. Agenda – Construction Kickoff Meeting

Paramount Group Inc.

1633 Broadway New York, NY 10019

Floor # _____

Agenda – Construction Kickoff Meeting

Date of Meeting; _____

Prepared by _____

1. General overview

2. Pre-Construction meeting

- A. Signed Lease
- B. Building Department filing forms submitted
- C. Letter from tenant - release for early filing
- D. Letter from tenant - expedited review, remedial measures
- E. ACP-5 / Asbestos
- F. Drawings reviewed and review comments signed by tenant
 - a. **INCLUDING ADDENDUMS**
- G. Letter from tenant authorizing GC to procure building services
- H. Conduct joint walk-through of all core spaces with building engineer

- I. GC Job Safety Plan
 - J. Construction Schedule (two week look ahead)
 - K. Confirm that GC has a copy of Building Construction Rules & Regulations
 - a. Access to property
3. **Introduction** - Introduction of all parties present and what their role on project is.
 4. **Weekly Meetings** will occur on _____ going forward @ _____:_____ to be discussed.
 5. **Project Schedule-** GENERAL CONTRACTOR is to also put in place an overall project schedule that must be issued by _____
 6. **Supervision** - GC to have a full time super on job from beginning of project to end of project.
 7. **DURING CONSTRUCTION ensure:**
 - A. Work permits obtained / After hours and weekend permits
 - B. Certificates of Insurance for all trades
 - C. Building access - Freight elev. for all workers
 - D. Loading dock requirements / dumpsters
 - E. Elevator requirements / deliveries / hatch openings
 - F. Hot works permits
 - G. Fire guard certs
 - H. Sprinkler Drain down – 24hr notice min
 - I. Smoke jump out – 24hr notice min
 - J. Shut downs / tie ins – 3 week notice min
 - K. Protection in corridors / Lobby
 - L. Noise – off hours, stoppages (to include local BID regulations)
 - M. Condition of work area – to be swept and cleaned daily
 - N. Toilet facilities to be determined by General Contractor and Property Management and maintained by General Contractor
 - O. Base building Doors / Windows to be kept closed, NO smoking
 - P. All trades to use freight elevators at all times
 8. **Contractors list of subcontractors**– GC to put together a list of all PGI Approved sub-contractors & people who will be working on project, including names, company, affiliations, telephone numbers, cell phone numbers, fax, if needed, along with address and email address and provide the names and personnel information including cell phones and emails of the project manager and super on project. This includes all insurance certificates and emergency contact lists.
 9. **AFTER HOURS work Variance Permit** – GC to apply for any & all after hour variances.
 10. **Consultant** - Outside Consultants

11. Questions related to the project should be addressed to, David Lieberman, dlieberman@pgre.com, (212) 489-1236. If engineering issue that refer that question to William McMorro wmcmorro@pgre.com 212) 489-1236
12. **SHOP DRAWINGS** – Submit Shops to dlieberman@pgre.com
13. **LONG LEAD ITEMS** – If there are any long lead items, GC to identify by next meeting and come up with a solution /substitute to meet overall schedule.
14. **PERMITS** – Post on job site, and again obtain after hour's permits plus any other permits required.
15. **LANDLORD'S RULES & REGULATIONS** – Review Electronic Handbook
16. **SPECIAL INSPECTIONS--**
17. **Work on Tenant Space Below** - Any and all work on tenant space below must be coordinated with Building Management Office. This includes plumbing work, plus any and all heavy noise during normal working hours. For all work being done, General Contractor must give a list of all names to Paramount, so that they can schedule work and will need at least one week's notice.
18. **Construction Safety-** GC to provide all the necessary OSHA and or any other rules & regulations regarding safety on project and maintain all the necessary safety equipment on project. Note if anyone is injured on job, you must report that to the Property Manager's Office at Paramount.
19. **Weekly Meeting Minutes** with Action & Completed columns. The general contractor to provide weekly meeting minutes which are to be electronically distributed by Monday each week for review and comment by attendees. GC is responsible to post meeting minutes on Archinet web site for project, once a week.
20. **Elevator Reservations**, General Contractor to keep log of elevator use for entire project, this must be submitted monthly to Property Manager's office. Must notify Office one week in advance as to what days elevators are needed via Angus Anywhere.
21. **Change Orders including Authorizations, Unit Prices.** General Contractor to include 1 set of change order documents. In all cases there must be a section that has a review column by Architect. General Contractor is to work on approval change orders only after they have been approved by the Landlord. Any change order issued by General Contractor must be forwarded to _____, including using unit process per contract and appropriate back up as it relates to % of GC, Overhead, insurance & profit. Any Change order must have backup based on unit prices per contract with General Contractor and Paramount.
22. **Certificates of payments**, method of payments, plus partial & final lean waivers from all trades. All application for payments must be sent to _____ monthly for review and

approval before _____ passes along to Paramount or processing. Note GC to issue first application for payment to _____ for processing any and all long lead items.

23. **Closeout of Project, Final Paper Work.** Electronically, where possible, GC to provide Paramount & Tenant with copies along with electronic copy of As-Built shops to _____
24. **Communication** - Coordination between HVAC, Sprinkler, Electrical & Plumbing work above finished ceiling, as they relate to shop drawings coordination by general contractor & their subcontractors.
25. **Existing conditions:** Photograph space and advise Paramount if any existing conditions are damaged, post photos _____
26. **Weekly Meetings** - Attendance at Weekly Meetings & Time of Meetings to follow, including next week.
27. **Tenant Occupancy**
 - A. Fire Alarm Affidavit
 - B. Scheduling of elevators - moving
28. **Post construction**
 - A. Building Punch List
 - B. Building Department Sign offs
 1. Directive 14 – Arch, Plumbing, HVAC, Structural
 2. Sprinklers – Computer printout as evidence
 3. BEC sign off – electrical
 4. Fire Alarm Sign off – Fire Department Inspection / A-433 & B45
 5. TCO
 6. C of O
 - C. Waivers of Lien – partial for partial payments / Final for Final payments
 - D. As Built
 1. Architectural & Engineering Auto Cad indicating final changes
 2. HVAC, E, P, FP drawings scanned to disk – TIF file/PDF
29. **Tenant Administration**
 - A. Tenant Improvement Allowance Requests - No more than once per month (according to Lease)

See Appendix A to F below

APPENDIX A

VENDOR CERTIFICATE OF INSURANCE REQUIREMENTS

All insurance policies must be taken out with insurers acceptable to Paramount Group, Inc. Contractor shall provide and deliver an **ORIGINAL** Certificates of Insurance to Paramount Group, Inc. at least ten (10) days prior to the commencement of any work. All policies shall state that at least thirty (30) days **prior written notice** will be given to Paramount Group, Inc. by the insurer prior to termination, cancellation, or material change of such insurance.

Each certificate must show the *"Certificate Holder" **exactly** as follows:

Paramount Group, Inc. as Agent for PGREF I 1633 Broadway Tower, L.P.

and must be sent to:

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

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.

Additionally, the following must be named as *additional insured on the policy:

Additional Insureds:

- PGREF I 1633 Broadway Land, L.P.
- 1633 Broadway Owner I, LP
- 1633 Broadway Owner II, LP
- PGREF I Paramount Plaza Holding GP, LLC
- 1633 Broadway Owner I GP, LLC
- 1633 Broadway Owner II GP, LLC
- PGREF I Paramount Plaza, L.P.
- 1633 Broadway Holdings I, LP
- 1633 Broadway Holdings II, LP
- PGREF I Paramount Plaza GP, LLC
- 1633 Broadway Holdings I GP, LLC
- 1633 Broadway Holdings II GP, LLC
- Paramount Group Operating Partnership LP
- Paramount Group Management GP LLC
- Paramount Group, Inc.

All Vendors, Contractors, Sub-contractors, etc., must supply an original Certificate of Insurance to the Building in order to schedule work, or be granted access to the Building. If our specific requirements are not met and clearly evidenced on the Certificate of Insurance, the work **WILL NOT BE SCHEDULED AND ACCESS TO THE BUILDING WILL NOT BE GRANTED.**

COVERAGE REQUIREMENTS:

Commercial General Liability
(Limit: No less than \$5,000,000 per occurrence)

Worker's Compensation

THE **CERTIFICATE HOLDER** SECTION **MUST** BE MADE OUT AND ISSUED AS FOLLOWS:

Paramount Group Property-Asset Management LLC
As agent for
PGREF I 1633 Broadway Land, L.P., 1633 Broadway Owner I, LP and 1633 Broadway Owner II, LP
Attn: General Asset Manager
1633 Broadway, New York, NY 10019

VENDOR CERTIFICATE OF INSURANCE REQUIREMENTS (continued)

Covers claims for bodily injury and property damage including, but not limited to, all of the following:

1. Premise and Operations
2. Products/Completed Operations
3. Broad Form Property Damage
4. Broad Form Contractual Liability
5. Personal Injury
6. Independent Contractor's Liability

All Property Damage policies written on behalf of the Contractor shall contain a Waiver of Subrogation Rights which the Contractor's insurers may have against PGREF 1 1633 Broadway Tower, L.P. and Paramount Group, Inc. The Certificate shall name Paramount Group, Inc. as an additional insured in so far as the operations of the Contractor are concerned.

- D. Automobile Liability Insurance \$1,000,000 Combined Single Limit

Covers claims for bodily injury and property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicle.

In addition, the Contractor shall provide all risk property insurance on Contractor's materials, supplies, equipment and apparatus stored or located at the property and full course of construction on the construction project (if applicable).

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

APPENDIX B

See attached list

APPENDIX C

FREIGHT ELEVATOR INFORMATION

1. **Freight Entrance:** 51st Street between Broadway and 8th Ave.

2. **Hours of Operation**

A) **Regular Hours**

Normal freight elevator operating hours for general pickups and deliveries are as follows:

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

B) After Hours

Large moves and extended deliveries must be scheduled before 8am or after 5:00 pm weekdays, or on weekends.

Monday through Friday 5:00 p.m. until completion
Saturday, Sunday, Holidays 7:00 a.m. until completion (4 Hour Minimum)

Elevator reservations must be made at least one day in advance with the Building Management Office, (212) 489-1236. Standard Building charge rates will be billed. Elevator usage is first come, first served; early reservations are encouraged.

3. Dimensions and Capacity

A. Capacity - 2 freight cars. Each car holds 4000 lbs. The Otis elevator mechanic must operate the freight elevator for any single item weighing over 2000 lbs. There is an additional charge for this service.

B. Dimensions -
Door opening – 47 3/8 inches
Door height – 94 inches
Depth – 60 inches
Ceiling Height - 143 inches
Inside width – 89 inches

4. General Rules

A. No elevator hatches are permitted to be opened for any reason during operation of the elevator unless a Building elevator mechanic is present. This service must be arranged through the Building Management Office at least 24 hours in advance and signed off by the Tenant; there is an additional charge for this service.

B. Elevators can only be operated by a Building elevator operator.

5. Freight Elevator Charges (as of January 2016)

For Tenants, the after-hours elevator usage charge is presently \$211.00 per hour plus tax for both freight and loading dock usage. A minimum charge of four (4) hours will be assessed on weekends. If use is scheduled for a building holiday, rates increase to \$286.07 per hour.

The Building will not be held responsible if, due to a breakdown, a delivery is not completed. Passenger elevators shall not be used to carry freight.

Appendix D
Construction Documentation Checklist

Prior to Construction

Architect to Provide (if applicable): _____ **Date Received**

Copy of Building Department Approved Drawings _____

Copy of Approved PW-1 Form for: Plumbing _____

Mechanical (A/C; Ventilation) _____

Architectural (Partitions)	_____
Sprinkler	_____
Fire Alarm	_____

Copy of Approved TR-1 Form for:	Final Inspection	_____
	Mechanical (A/C; Ventilation)	_____
	Structural Stability	_____
	Sprinkler	_____
	Fire stopping	_____

Copy of PW-1B for Plumbing: _____

Copy of PW-1B for Sprinkler _____

General Contractor to Provide (if applicable): _____ Date Received

Copy of Construction Permit _____

Copy of Plumbing Permit _____

Copy of Sprinkler Permit _____

Copy of Mechanical Permit _____

Copy of Electrical Permit (Bureau of Electrical Control) _____

Completion of Construction

Architect to Provide (if applicable): _____ Date Received

One (1) complete set of reproducible “as built” drawings _____

One (1) “as built” drawings on CAD _____

Copy of sign-off letter for TR-1 Form: Architectural (Final) _____

Fire stopping _____

Mechanical (A/C; Ventilation) _____

Fireproofing _____

Structural Stability -----

Sprinkler -----

Equipment Use Permits (if applicable) -----

Copy of DOB Sign-Off, FDNY Letter of Approval
and Letter of Completion -----

General Contractor to Provide (if applicable): _____ Date Received

Final Lien Waivers from all Contractors, Subcontractors and Material men _____

Air/Water Balancing Report _____

Condenser water / chilled water hydro testing approved by the (PMO) _____

Sprinkler Hydrostatic Test (approved by City) _____

Bureau of Electrical Control (BEC) Sign-Off _____

Sprinkler On-Site Inspection _____

Sprinkler Sign-Off _____

Plumbing On-Site Inspection -----

Plumbing Sign-Off -----

Other Forms Provided:

Tenant: _____ **Architect Firm:**

Floor(s): _____ **Engineering Firm:**

Date Completed: _____ **General Contractor:**

APPENDIX E

FIREPROOFING REQUIREMENTS

1. All steel beams, columns etc. exposed to facilitate work must be recovered with fireproofing material.
2. Asbestos removal by contractors is not permitted. Only the Building Management Office may arrange for removal of asbestos material.
3. Subcontractors engaged to replace fireproofing materials must be licensed by the manufacturer and have prior experience in at least two projects of similar size and scope.

4. Installation shall comply with the following standards:
 - a. Dry Density: 13 lbs/ft³ minimum, 17 lbs/ft³ average.
 - b. Compressive Strength: 500 lbs/ft² for 10% deflection, ASTM E761.
 - c. Impact Bond: No cracking or spalling with 60 lb. bag and 4' height, ASTM E760.
 - d. Deflection: No cracking, spalling, delamination or other defect or failure, ASTM E759.
 - e. Corrosion Resistance: No corrosion when tested according to ASTM E937.
 - f. Bond Strength: 200 lbs/ft² minimum, ASTM E738.
 - g. Air Erosion Resistance: 0.25 grams ft² maximum weight.

5. All structural elements (columns, beams, etc.) must have an application to afford three hours of fire resistance. Floors and decking are to be two hours.

6. Application of fireproofing must adhere to the following guidelines:
 - a. Mask and protect adjacent work which could be damaged by over spray or fallout.
 - b. Clean substrates of all substances which might be incompatible or inhibit bonding.
 - c. Verify that surface members to receive sprayed fireproofing are compatible with fireproofing materials and bonding requirements.
 - d. Power clean unpainted members which will receive sprayed fireproofing to remove incompatible materials which could affect bond when scraping, bruising, or washing will not remove the materials.
 - e. Assure that installation of clips, hangers, supports, sleeves, shaft wall runners and other items required to penetrate the sprayed fireproofing work is complete.
 - f. Verify that ducts, piping, equipment, or other items which would interfere with application of fireproofing are not positioned until sprayed fireproofing work is completed.

Appendix F

Fire Alarm Requirements

Property:

Paramount Group, Inc.
1633 Broadway
New York, NY 10019

Property Contact:

Thomas Clark
Security/EAP Director
1633 Broadway
New York, NY 10019

Office:

(212) 489-1236

Fax: (212) 541-9028
Emergency after Hours: (212) 489-1236

System Type:

Class B Fire Alarm System (LNS 2000)

Building Approved Distributor:

Contract Manager **Gus Savidis**

Fire Service, Inc.

39-27 59th Street
Woodside, NY 10019

Office: (718) 899-6100 x2222
Fax: (718) 899-1932

www.firecominc.com
gsavidis@firecominc.com

Package Contents:

- Demolition **(READ WARNING)**
- Fire Alarm System Riser Diagram (Example Layouts)
- EST-3 Panel Layout (Anticipated New TT/ALM Panel Locations)
- Component Sheet (Use For Choosing End Devices and Budget Pricing)
- Example Wiring Riser Diagram (Example Only)
- Component (.pdf) Sheets (total of 6)

General Information Sheet

Page 1 of 2

Demolition

WARNING - Prior to demolition, the fire alarm system must be secured by the Building's fire alarm contractor.

Failure to do so may cause severe damage to the fire system's electrical components. Repairs to these components will be the responsibility of the Tenant or Contractor and will be immediately repaired upon discovery.

- Ensure the Core Class B system components (pull stations, warden telephone, and HVAC shutdown, smoke detectors, speakers, strobes, tamper and sprinkler flow switches) remain in full operation throughout construction.
- To avoid delays in demolition, contact the fire alarm vendor early to review demolition documentation.

Construction

- Unless otherwise instructed by the Property Contact Thomas Clark, installations of new fire alarm end devices will be coordinated with Fire Service, Inc. **(718) 899-6100 (Gus Savidis)**
- End Devices (pull stations, warden telephone, HVAC shutdown, smoke detectors, speakers, strobes, sprinkler tamper and sprinkler flow switches) are being replaced with new addressable devices. The current devices being used during demolition and construction are not compatible with the new panels and are therefore being replaced with a different make and model device.
- New end device wiring shall be run for termination to the new TTB/ALM panels located in fire exit stairway B.
- All fire alarm modifications shall be coordinated with Fire Service, Inc. To avoid delays in construction, contact Fire Service, Inc. early in the design process to review drawings and documentation.

General Information Sheet

Page 2 of 2

Building Code Consultants

- All filings and permit applications will be coordinated through Brookbridge Consulting Services, Inc.
Contact - **Robert Silvestri (212) 406-5920**
Kristina Hernandez (212) 406-5920
Evan Bray (212) 406-5920 x129

Electrical

- All electrical work related to the fire alarm system must be installed in 3/4" or 3/8" Rigid Conduit or EMT.
- All communication wiring used for "Panel Risers" must be installed in 3/4" or 3/8" Rigid Conduit or EMT.

All new fire codes must be followed. This is the responsibility of the electrical contractor.