

229 W. 43rd Street

Tenant Handbook

Columbia
Property Trust



INTRODUCTION

On behalf of Columbia Property Trust, we would like to welcome you to 229 West 43. We are thrilled that you have chosen our property for your office workplace, and we look forward to a long-lasting and successful relationship.

This tenant handbook has been developed to provide you and your team with a convenient reference guide for commonly asked questions about the building's operations, procedures, and policies. Many sections in this Handbook reference forms that should be completed by each tenant company and provided to Property Management to help ensure the safety and security for every person at this property. For your easy reference, we have included a complete set of these forms on our tenant website at <https://tenants.229w43.com/>.

We also have an Emergency Procedures and Evacuation Plan separate from this Handbook. As we encourage you to share this information with every employee in your office.

We strive to provide the best environment for you, your employees, and guests, and will issue new or updated information as needed to accompany this handbook.

Your experience is of utmost importance to us. We welcome any questions, concerns, and suggestions you may have. Please feel free to contact the Management Office at 212.659.8467.

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PROPERTY MANAGEMENT OFFICE INFO & DIGITAL RESOURCES

YOUR PROPERTY MANAGEMENT TEAM

At Columbia Property Trust, we strive to design every detail of our buildings to enhance your workday and foster productivity for you and your team, including our carefully cultivated onsite property management team. They provide both a familiar face to welcome you to your building each day and a highly competent operational team, prepared to respond to your engineering, accounting, and other needs, whether day-to-day or long-term.

We invite you to get to know your property management team listed below. Our goal is to anticipate your workplace needs and exceed your expectations, and please never hesitate to let us know how we can serve you better.

Management Office

P 212.659.8467

The Property Management Office is open Monday through Friday, 8:30 AM to 5:30 PM, excluding holidays, and is located at 229 W. 43rd Street on Lower Level 3.

Property Management Team Members

Rebecca Langendoen, Director - Property Management

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Ariel Santana, Property Manager

E Ariel.Santana@columbia.reit

Nick Monaco, Assistant Property Manager

E Nick.Monaco@columbia.reit

Lisa Pang, Property Financial Manager

E Lisa.Pang@columbia.reit

Other Building Staff

Jim Whalen, Chief Engineer

P 212.354.6022

E Chief.229w43rd@engineeremail.com

Joe Hudson, Assistant Chief Engineer

P 212.659.8467

asstchief.229w43rd@engineeremail.com

Mark Diorio, Director of Security

P 347.406.2602

E mark.diorio@aus.com

EMERGENCY PHONE NUMBERS

911

Fire Department

FDNY Manhattan Dispatch – 212.999.2222

FDNY Engine 54 / Ladder 4 – 212.999.2000

Police Department/Precinct

NYPD Midtown South Precinct – 212.239.9811

Paramedics

Mount Sinai Hospital – 212.523.4000

Poison Control

NYC Poison Control – 212.764.7667

Building Security

Front Desk Security – 212.354.6261

HOURS OF OPERATION

Building Hours

229 West 43 provides access to tenants and their employees 24-hours per day, 7-days per week via keycard access. Regular building hours are 8:00 AM - 6:00 PM Monday through Friday. All entrances to the building will be locked from 6:00 PM - 6:00 AM daily; however, the building lobby is staffed with security guards 24/7, should you need assistance with access.

Building Holidays

The holidays listed below are recognized annually. On these dates, the Property Management Office will be closed, the building entrances will be locked (although access is still available via building access cards), and janitorial and engineering services will be unavailable. Heating and cooling are lowered to the after-hours levels.

Should you require HVAC, Security, Engineering or Janitorial services on any of the following holidays, after business hours, or on a weekend, please schedule with the Property Management Office with at least 48-hours' notice.

HOLIDAYS

- New Year's Day (January 1st)
- MLK Jr. Day (3rd Monday in January)
- Presidents' Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving (4th Thursday and Friday in November)
- Christmas Eve and Day (December 24th and 25th)

If your company or office recognizes any additional holiday(s) or planned closure(s) not listed above, please inform your Property Management Team of the specific date(s), so that we may ensure services are adjusted accordingly.

PROPERTY WEBSITE

The website for 229 West 43 is: www.229w43.com. Here you will find information about the building, onsite and neighborhood amenities, contact and leasing information, access to the Work Order System, and a digital copy of this handbook.

AMENITIES

BICYCLE ROOMS/RACKS

The building does not house a public bicycle storage room. However, tenants may opt to allow their employees to store bicycles in a designated area of their private space. If this is to occur, tenant representatives should provide the name of approved employees through the Building Engines work order system. Once submitted and approved, tenant employees should be directed to access the West 44th Street loading dock, where they can utilize the freight elevator for access to the space. Their names will be included on the approved access list at the loading dock security office and ID will be required for verification.

Please note, under no circumstances, will tenants be permitted to utilize the passenger elevator cars or the main lobby when entering or exiting the property.

BUILDING TECHNOLOGY

Telecom & Data Providers

The primary fiber providers serving the building are AT&T, Crown Caster Fiber, Pilot Fiber, Stealth Communications, Spectrum Business and Verizon. All carriers provide either fiber optic or coaxial connection into the building, and Spectrum Business provides a coaxial connection for cable television. Services are also available from other companies that can utilize connections from the main providers into the building.

Many other services may be brought into the building via one of the carriers with a physical presence. Tenants seeking additional or alternative services should contact the desired provider and notify the Property Management Office.

Telephone Closets

If you or your service providers need access to the riser (telephone) closets and the MPOE, please contact the Property Management Office. A valid certificate of insurance is required before any contractor is given access.

LOST & FOUND

The Lost & Found is located at the Lobby Desk and is available to visit during normal business hours. Please be prepared to have supporting documentation/evidence to claim your item(s).

If you believe you have found an item that may have been lost by another Tenant or Visitor, please bring it to the Lobby Desk or the Property Management Office for safe keeping. Please include the location of where the item was found, as well date/time if possible.

If you believe you have lost an item, please contact the Property Management Office to report the missing item, and we will try our best to help recover the missing item(s).

MAIL SERVICES & DELIVERIES

Incoming Mail

Regular U.S. mail is delivered directly to your suite. For questions relating to delivered material or delivery times, call the Post Office directly. The Postal Station numbers for service to this area are 800.275.8777 or 1-800-ASK-USPS.

All incoming mail should be addressed as follows:

Tenant Name

229 West 43

Street Address & Tenant Suite Number

City, State and Zip

Please notify all client and other business associates of your proper mailing address.

Security does not accept or sign for tenant packages. Additionally, Property Management does not keep track of inbound and outbound packages. If a package is marked as delivered and is not found in the mailroom or tenant suite, please reach out to the freight company the parcel was shipped through.

Outgoing Mail

The building does not have an outgoing mail depository located at the property.

The nearest Post Office is located at 340 W 42nd Street, Floor 2.

BUILDING SYSTEMS & OPERATIONS

BUILDING ACCESS

229 West 43 features an electronic perimeter access control system monitored by our security team. Outside business hours, tenants have access to the building entrances through the access control system.

Building Hours & After Hours

The exterior doors to the building are open from 7:00 AM to 7:00 PM Monday through Friday, after which time the building is automatically locked by the computerized building access system. The building will also be locked during building-recognized holidays.

Access Card System

Upon your move-in, access cards will be issued which provide building entry after hours.

The following guidelines and rules should be followed for building access cards:

1. Should you require additional or replacement cards, please submit a work order in Building Engines. There will be a \$20.00 fee for any replaced access cards.
2. All employees should be instructed not to lend their card to others and to keep the card in a safe place.
3. Should an employee be terminated or leave the company and not return their card, please promptly complete a work order with the name of the person and the card number so that we may deactivate the card.
4. Although the system has a record of card numbers and holders, we strongly recommend that each tenant maintain a record of employee names and card numbers for your files.
5. Upon move-out, all access cards must be immediately turned in to the Management Office.
6. All access card requests must be accompanied by a photo. Employees who need an access card may see security in main lobby to take a picture or provide a picture of their own to attach to the work order request.

Your building may be equipped to allow mobile credentials at building access points. Please contact the Property Management Office to inquire about this feature.

Visitor Access

Tenants are required to pre-register all visitors in Building Engines with their full name prior to arrival at the building. After a visitor has shown his or her photo ID to the lobby desk attendant(s), Security will notify the Tenant's main contact of their arrival, to confirm if the visitor can be sent up to the Tenant's premises at that time.

Visitors will be issued a temporary day-pass to allow access through the turnstiles and into the elevators. Visitor passes will expire at the end of each business day, meaning a new visitor pass will be required each day for all visitors. Please be sure to enter all dates/times that each visitor will be onsite, as this will help make the process as seamless as possible.

BUILDING SECURITY

Hours & Contacts

Security services at 229 West 43 are provided 24 hours a day, seven days a week. Security officers assist visitors, monitor access, and prevent solicitors from entering the building. The security console is located within the lobby of the building. Building entrances are secured after business hours and unlocked between 7:00 AM to 7:00 PM Monday through Friday.

You may call the lobby security console directly at 212.354.6261 or after hours

at 212.354.6261. You may also contact the Property Management Office at 212.659.8467 to provide a radio dispatch.

Contact Security and/or the Management Office if:

- An emergency occurs. If the emergency is medical in nature, dial 911. Notify the Management Office and we will direct Security Officers to assist with dedicated elevator service.
- You observe unusual activity or suspicious people around your floor(s).
- A crime is committed.

After Hours Emergency Contact Information:

In case of an after-hours emergency, the lobby desk can be reached at 212.354.6261 and the appropriate member of building staff will be alerted.

Security Systems

Tenants electing to add entry-management systems to their space are encouraged to do so, with the input of Property Management. You may choose to utilize a system to interface with that of the building and limit your access card for the building as well as your space. Special arrangements regarding janitorial and emergency access will be required.

Security Responsibility

While our Security Staff is available to respond to emergencies, their primary function is to protect the building. We cannot be responsible for the security of your property and furnishings. Although the presence of security personnel may deter theft and vandalism, Security Officers do not have the authority to apprehend and arrest suspects.

Good Security Practices

For your safety, we ask that you review and follow our recommended building safety guidelines available at the back of this book. While not exhaustive in scope, the list may be used as an aid in establishing adequate internal security procedures.

Security Checklist: The following checklist contains general office security suggestions. While not exhaustive in scope, this checklist may be used as an aid in establishing internal security procedures are adequate.

- Limit the number of keys issued to your office. Only those people requiring after-hours access should be provided with a key.
- Keep complete, up-to-date records of the disposition of all office keys.
- Have adequate procedures for collecting keys, company I.D. cards, and/or Building passes from terminated employees.
- Establish a rule that keys must not be left on unattended desks or cabinets.
- Keep a record showing the issuance and return of every key, including the name of person to whom the key is issued and the time and date the key was issued.
- Provide at least one lockable drawer in a desk to protect purses and other personal effects.
- Establish a rule that purses and personal property such as cameras should be kept inside employees' desks.
- Never leave laptop computers or other portable computer equipment unattended in unlocked areas. Due to the size of such items, their removal from the building can be easily concealed.
- Instruct employees to remove wallets from jackets hung in closets or on coat racks. Shred all confidential papers before discarding.
- Insist on identification from repair persons that work in your office.
- Clear all desks of important papers every night and place them in locked, fireproof safes or cabinets. When working alone in the office at night, set the front door lock to prevent anyone else from entering (excluding janitorial personnel).
- Keep the police, fire department, and Building Security telephone numbers posted and handy. Double-check to see that all doors are securely locked before you leave.
- Have an inventory listing all office equipment in your space including serial number and identification. Require written authorization by an authorized person before any office equipment is released for repair or maintenance.
- For those offices that are equipped with an alarm system or protected by a security alarm service, make sure the alarm equipment is properly set each night.

Property Removal Procedures

A Property Removal Pass is required for the removal of any large boxes or office equipment from the building (including but not limited to computers, printers, furniture, phones). The

Property Removal Pass must be signed by an authorized Tenant representative, and Property Management, and left with the Lobby Desk Attendants.

The Property Removal Pass is detailed in the Important Forms section at the end of this Tenant Handbook and is available at tenants.229w43.com/tenant-resources.

WORK ORDER SYSTEM OVERVIEW / SERVICE REQUESTS

229 West 43 uses Building Engines as the work order management system to handle all tenant service requests such as freight services, new access cards or engineer assistance. The system is accessible 24 hours a day, 7 days week on any computer to provide convenience for all planned activities and last-minute needs. If it is an urgent matter, please directly contact the Management Office so that we may properly and quickly assist you.

Entering a work order only takes a minute. You can also communicate any questions or concerns and upload any documents that you would like to share with the Building Team. If you require a login or would like to set up an individual with a Building Engine account, please contact the Management Office.

To help you navigate this platform, please refer to the Building Engines – Tenant Work Order Guide in the Important Forms section or at tenants.229w43.com/tenant-resources.

Tenant Administrator

Each Tenant is responsible for designating at least two Tenant Administrators to authorize certain types of activities on behalf of the Tenant, including work orders.

Your Tenant Administrators are empowered to determine the following for your firm:

- Authorization for billable repairs or other billable items such as additional cleaning or security
- Lock changes and/or the ordering of additional keys
- Authorization for improvement work that is billable to the Tenant
- Authorization for property removal
- Persons who should be notified in case of an emergency
- Persons who will comprise your emergency life-safety team

If your designated Tenant Administrator should change, please contact the Property Management Office immediately to ensure that we have up-to-date records.

All Tenant Administrators will have access to Building Engines, which will make it possible to track service requests; however, feel free to call the Property Management Office for any situations that require immediate attention.

Service Requests

Your Property Management Team is dedicated to servicing the needs of each tenant. We encourage you to share your questions, comments, concerns, and complaints with our team, so that we can best respond to ensure we maintain our standard of exceptional service.

As a reminder, the Property Management Office is open 8:30 AM until 5:30 PM Monday through Friday, excluding holidays. After hours and on weekends, on-site security can be reached at 212.354.6261. In the event of an emergency, a member of the Property Management or Engineering teams can be reached after hours through on-site security.

How to report a building problem/request (of any nature):

1. Report the problem/request to your in-house Tenant Administrator
2. Tenant Administrator submits a request via Building Engines and follows up with a call to the Property Management Office
3. Identify the nature of problem/request, i.e., “office too hot/cold, light out, toilet overflow, needs special cleaning”
4. Identify location of problem/request, e.g., “18th Floor, Keith Hyde’s office, Northwest corner”, always report the name of the person experiencing the problem so that we can follow up with that person
5. Indicate the priority level of the request

The Property Management Team logs all calls and dispatches them to the appropriate party (engineering, cleaning, etc.).

Maintenance Request Priority Levels

All problems/requests are handled on a priority basis and will be responded to as quickly as possible. For any situations that require our immediate attention, please also contact the Property Management Office.

Priority Levels:

- **Priority 3:** Immediate concern for safety and integrity of staff and items in your area.
- **Priority 2:** Zero concern for safety of staff and some concern for integrity and items and your area.
- **Priority 1:** Zero concern for safety of staff or integrity of your area but would like attention of building staff as soon as someone becomes available.

Routine service requests include:

- Lock and key requests (must be coordinated by the building)
- Lighting requests (bulb out....)
- Plumbing requests
- Temperature/HVAC requests (too hot or too cold...)

- Electrical problems
- Mechanical problems
- Daytime janitorial “clean-ups”
- Restroom supply requests
- Telephone Closet/Electrical Closet Access

Please note, building personnel are not authorized to repair any personal property items including furniture, equipment, etc. The response time for common requests will be responded to as soon as possible but may take up to 24 hours depending on building activities.

Special Requests

From time-to-time, tenants may require additional services not provided for in their lease agreement. Should you require this type of service, our maintenance staff would be happy to assist you for a fee. Jobs scheduled after normal business hours will be charged at an overtime rate. Please contact the Property Management Office for current pricing for these services.

Tenants may also require special services including minor remodeling or other construction work. Such alterations require approval by the Property Management Team prior to work commencement. Should you require an outside contractor, the Property Management Team will be happy to provide you with a list of approved contractors. Tenants with specific questions regarding alteration work should consult their Lease to familiarize themselves with applicable terms and conditions and contact the Property Management Office for assistance.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC) SYSTEMS

Hours of Operation

HVAC services are provided Monday through Friday, from 8:00 AM to 6:00 PM. and on Saturdays from 9:00 AM – 1:00 PM, excluding holidays or as stated in your Lease.

After-Hours Request

After-hours HVAC service can be made available at the Tenant’s expense; however, please keep the following information in mind:

- To provide after-hours HVAC services, engineering labor must be scheduled in advance. To make sure that an engineer is available to provide requested services, please submit your request through the Columbia Tenant Work Order System at least 48 hours in advance.
- Invoices for after - hours HVAC service will be sent to your firm following the date of service based upon the rate defined within your Lease.

Personal Heaters

As a reminder, personal heaters of any kind are not permitted anywhere in the building.

INDOOR AIR QUALITY (IAQ)

Indoor environmental quality is a critical component of healthy buildings. Numerous studies have confirmed the effect of the indoor environment on the health and productivity of building occupants. Ventilation, thermal comfort, air quality, and access to daylight and views are all factors which play a role in determining indoor environmental quality.

Your building's base systems, building common areas, and individual elevator cabs have been equipped with the latest bipolar ionization (BPI) technology. BPI is an air purification system that restores clean air to indoor space by safely emitting both positively and negatively charged particulates that attach to and deactivate harmful substances like bacteria, allergens, smoke, mold, and viruses.

We regularly test the IAQ of your building to ensure our efforts are achieving an optimal indoor environmental quality for you and your team. For more information on your building's IAQ, please contact your Property Management Team.

JANITORIAL SERVICES

Common areas are maintained by the Building Janitorial team. Night cleaning is provided as per the scope of work defined in your company's Lease. Additional porter services are available on request. Invoices for additional service will be sent to your firm following the date of service based upon the current rates.

Porter Hours & Services

Day porters are on duty Monday through Friday from 6:00 AM to 7:00 PM to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call our office so that we may immediately dispatch a day porter.

A tenant may request Day Porter assistance by submitting a request through Building Engines.

Dumpster/Bin Request

For the removal of large amounts of paper, cardboard, and any other paper related recyclables, please request a plastic bin. All tenant requests for bins must be completed via Building Engines.

Furniture Removal

For the removal of furniture, metal or any other large items, please enter a Building Engines request for a large trash bin. The appropriate charge will be applied and is dependent on the size or number of items being discarded.

Please note that all discarded items will be carted away in a bin, even if a bin is not requested. If you would like to know the appropriate charge that will be applied before submitting a Building Engines request, please send a description of the item(s) including any pertinent details. After which, the process described above will begin.

Night Cleaning

Nightly janitorial services are provided Monday through Friday evenings. Routine cleaning includes dusting, vacuuming, emptying wastebaskets and damp-mopping your kitchen area. In addition, all restrooms and common areas are cleaned and stocked each night. Additional cleaning services are provided on a monthly, quarterly, and annual basis. If you discover that an area in your suite has been overlooked, please advise the Management Office so that we can ensure better service for you in the future.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives, or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Green Cleaning Policies & Products

229 West 43 has a green cleaning policy and plan in place focused on reducing the overall impact of cleaning on health and the environment through a variety of measures, including the use of low-environmental impact cleaning products. For details, please see “Our Green Cleaning Policy” in this Handbook under “Sustainability, Energy Conservation, and Green Services.”

Window Cleaning

Exterior and Interior window cleaning is performed biannually. The Property Management Team will notify all Tenants in advance of the date(s) on which the window cleanings will occur. To protect your office and team's belongings, we ask that all personal property, boxes, and equipment be moved away from the windows prior to when the window cleaning begins.

GARBAGE & RECYCLING POLICIES & PROCEDURES

NYC Waste and Recycling Laws

In August 2016, the New York City Department of Sanitation (DSNY) issued updated guidance for the waste law regarding waste and recycling in commercial buildings, and fines for non-compliance may be issued to building owners, tenants and waste carters. The goal of the new waste law is to increase recycling in commercial buildings. Additional requirements for organics recycling apply to arenas/stadiums, food manufacturers, food wholesalers, and food services in hotels above a certain size.

229 W 43 is designated as a '[Single -Stream' Recycler](#) and below is a quick guide of [recyclables](#):

	Textiles If textiles make up more than 10% of your business's waste during any month, you are required by law to separate and recycle all textile waste, including fabric scraps, clothing, belts, bags and shoes. You may be eligible for a free NYC textile recycling program; visit nyc.gov/refashion .
	Yard or Plant Waste If yard or plant waste makes up more than 10% of your business's waste during any month, you are required by law to separate and recycle all yard and plant waste, including grass clippings, garden debris, leaves, and branches. This material must be set out separately from all other material.
	Organics Certain large, food-waste generating establishments are required by law to separate organic waste for beneficial use. Find out if you are covered at on.nyc.gov/commercial-organics . This material must be set out separately from all other material.

NOTE: Certain materials require special handling. To avoid violations, please review the complete list at nyc.gov/zerowastebusinesses

Metal, Glass, Plastic, and Beverage Cartons



Metal Cans,
Aluminum Foil



Glass Jars
and Bottles



Rigid Plastic



Mixed Metal/
Plastic Objects



Beverage Cartons

Paper



Receipts, Mail, Office Paper, Folders

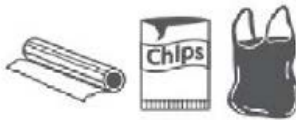


Newspapers, Magazines, Catalogs



Cardboard

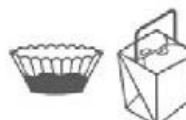
Garbage



Plastic Film and Wrap,
Plastic Bags*



Foam Products



Soiled or
Coated Paper



Food Scraps**



Furniture

*Unless your business is covered by NYS Plastic Bag and Film Wrap law

**Unless your business is covered by Commercial Organics law

E-Waste

For all electronics needing to be removed including light bulbs, computer waste, printers, etc., tenant has the option to use your own e-waste provider or contact the Building Management Office to schedule a pick-up provided by our e-waste vendor at an additional cost to the tenant.

The following table provides a general idea of equipment acceptable for e-recycling:

Computers and Peripherals	Office and Telecomm Equipment
Desktop PCs/Servers Monitors (Flat Screen and CRT) Computer Mice Cables & Accessories Laptops Hard Drives Computer Power Supplies Computer Peripherals Gaming Devices Keyboards Network Devices Circuit Boards/Cards Media Speakers	Copiers Fax Machines Video & Audio Equipment PBX Systems Projection Equipment Printers Plotters Security Equipment Receivers & Transmitters
Mobile Devices	Data Center Equipment
Cell Phones/Smartphones Tablets Personal Digital Assistants Gaming Devices MP3 Players Cameras	Servers Storage Arrays Network Related Equipment Power Distribution Units Routers & Switches Cabling Switchgear Panelboard Mainframe Computer Equipment Motor Generator Sets Server Racks
Cable Equipment	Laboratory & Medical Equipment
Cable Boxes (analog, digital, satellite)	Anesthesia Units Defibrillators IV Pumps Spectrometers Ultrasound Equipment

PEST CONTROL SERVICE

229 West 43 manages indoor pests in a way that protects human health and the surrounding environment by adhering to the principles of the Integrated Pest Management (IPM) system. IPM is a sustainable, science-based, decision-making process that considers the life cycles of pests and the environments in which they thrive to control pest damage with minimal harm to people and the environment. IPM includes preventative measures to avoid the need for extermination while using safe, environmentally friendly pest control practices. Below are a few tips to help do your part:

- Do not keep open, unsealed food in desks or file cabinets.
- Clean up crumbs or spilled drinks — even a few crumbs or a small spill can attract unwanted pests.

- Do not over-water plants.
- Rinse and dry recyclables before placing in bins.
- Keep work areas neat and organized.
- If you do see a pest, call the Property Management Office promptly.

ELEVATORS (FREIGHT/PASSENGER/SHUTTLE)

The building is equipped with 10 passenger elevators and 1 service elevator. Passenger elevators are for the exclusive use of people. Carts, dollies, hand trucks, large packages, etc. are not permitted on passenger elevators and must be transported via the service elevators.

Delivery of all large materials and supplies must be done via the service elevators. Please note service elevators are restricted to building staff, contractors, delivery companies, and movers; if tenant employees need to move large items, please notify the Property Management Office. Vendors arriving during business hours (8:00 AM – 4:00 PM) are limited to two trips in the service elevator. More information about the service elevator can be found under “Loading Dock and Deliveries” in this Handbook.

Elevator Malfunction / Entrapment

All passenger and freight elevators are professionally maintained and are inspected regularly to ensure proper operation and safety. Should you encounter any irregularity or interruption in the operation of the elevators, please note the car number and notify building security or the property management office immediately.

If you become trapped in an elevator –

1. Remain calm.
2. Press the emergency call button, which will contact the Fire Life Safety Director who is stationed at your front desk.
3. Please be prepared to provide the car number and location of the car if it is known.
4. Never attempt to force the elevator doors or exit the elevator yourself and never accept the help of anyone except building personnel, elevator company personnel or emergency responders to exit the car. Doing so can be highly dangerous and may result in serious injury. Wait for help to arrive.

If Electrical Service Is Interrupted:

If normal electrical service to the building is interrupted, elevator lights will blink, and elevators will stop temporarily. They will then automatically return to the lobby level one-by-one and open doors for you.

STAIRS

There are 8 emergency stairwells that service the building. Please see our Emergency Action Plan for further details on stairwell locations.

Never prop stairwell doors open, as this may compromise the balance of the HVAC system and may create a serious breach to security and fire protection. The only way out of a stairwell is to go down to the ground floor and exit the building.

Stairwell doors are locked at all times to prevent entry onto a tenant floor. Stairwells are for emergency use only and should not be used under normal circumstances.

LOADING DOCK & DELIVERIES

Deliveries of packages, supplies, or office equipment requiring the use of dollies or carts should be delivered via the Loading Dock, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Use of the service elevator(s) during this time is on a first-come, first-serve basis. Please note that no pallet jacks are allowed in the main lobby.

Any large deliveries (i.e. more than one trip on an elevator or deliveries requiring the use of elevator pads) should be made after hours Monday through Friday, 6:00 PM – 8:00 AM, or by appointment Saturday or Sunday. These deliveries should be coordinated through the Property Management Office.

Building personnel including Engineering and Security are not permitted to accept deliveries of any kind (furniture, supplies, etc.) on your behalf. The Property Management Team cannot be held responsible for deliveries made to the building lobby.

Loading Dock Measurements

- Loading Dock 1: 18' L x 15' H

Service Elevator Measurements

- Cab: 64" W x 9' H X 93" D
- Front Door: 52" W x 84" H

BUILDING POLICIES & PROCEDURES

BUILDING RULES & REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the parking facilities (if any), the Property and the appurtenances. In the event of a conflict between the following rules and regulations and the remainder of the terms of the Lease, the remainder of the terms of the Lease shall control. Capitalized terms have the same meaning as defined in the Lease.

- Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
- Plumbing fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags, or other unsuitable material shall be thrown or placed in the fixtures or appliances. Damage resulting to fixtures or appliances by Tenant, its agents, employees, or invitees shall be paid for by Tenant and Landlord shall not be responsible for the damage.
- No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord and are in accordance with Article 26 (and any relevant exhibits to the Lease referred to in said Article) of the Lease. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Notwithstanding the foregoing, Tenant may install and utilize its own graphics for elevator lobby signage on floors where Tenant leases the entire floor and other signage (except for base Building required signage) located within the Premises and not visible from the exterior of the Premises.
- Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises.
- All contractors, contractor's representatives and installation technicians performing

work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time, in accordance with the terms of the Lease.

- Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity, which approval shall not be unreasonably withheld. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage, loss or injury. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building.
- Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld. Damage to the Building by the installation, maintenance, operation, existence, or removal of Tenant's Property shall be repaired at Tenant's sole expense.
- Corridor doors, when not in use, shall be kept closed.
- Tenant shall not: (1) make or permit any improper, objectionable or unpleasant noises or odors in the Building, or otherwise interfere in any way with other tenants or persons having business with them; (2) solicit business or distribute or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
- No animals, except those assisting handicapped persons, shall be brought into the Building or kept in or about the Premises.
- No inflammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property, except for those substances as are typically found in similar premises used for general office purposes and are being used by Tenant in a safe manner and in accordance with all applicable Laws. Tenant shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the Premises or any other portion of the Property, any asbestos-containing materials or any solid, liquid or gaseous material now or

subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental Law which may now or later be in effect, except for normal quantities of materials and supplies customarily used in connection with general office use of the Premises (provided the same are used and stored in accordance with all applicable Laws). Tenant shall comply with all Laws pertaining to and governing the use of these materials by Tenant and shall remain solely liable for the costs of abatement and removal.

- Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use or permit any part of the Premises to be used for lodging, sleeping or for any illegal purpose.
- Tenant shall not take any action which would violate Landlord's labor contracts, or which would cause a work stoppage, picketing, labor disruption or dispute or interfere with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against any Landlord Party nor shall the Commencement Date of the Term be extended as a result of the above actions.
- Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electric or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
- Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees and invitees.
- Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.
- Landlord may from time to time adopt systems and procedures for the security and

safety of the Building and Property, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.

- Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its desirability, other than the mere use of the address of the Building for Tenant's business purposes. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.
- Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in the Common Areas, unless a portion of the Common Areas have been declared a designated smoking area by Landlord, nor shall the above parties allow smoke from the Premises to emanate into the Common Areas or any other part of the Building. Landlord shall have the right to designate the Building (including the Premises) as a non- smoking building.
- Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance, provided such standard window coverings are available at commercially reasonable rates as compared to requirements at Comparable Buildings. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
- Deliveries to and from the Premises shall be made only at the times in the areas and through the entrances and exits reasonably designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use which is inconsistent with good business practice.
- The work of cleaning personnel shall not be hindered by Tenant after 6:00 P.M., and cleaning work may be done at any time when the offices are vacant. Windows, doors, and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

MOVE-IN & MOVE-OUT INFORMATION

The building's moving and delivery procedures have been developed to provide an efficient process to deliver or remove large items to or from the building with minimum disturbance to Tenants, and to provide adequate protection to the building, its owners and management. Advanced planning is the key to an efficient and well-orchestrated moving or delivery event. All moves must enter through the 44th Street freight entrance and must use the freight elevator. No moves are permitted to take place through the Lobby. The Tenant must provide advance notice

to the Management Office in writing and submitting a work order to Building Engines to ensure that:

- Elevators and/or the loading area are properly reserved for your use
- Security Officers are notified of persons authorized to remove or deliver property
- Required insurance certificates are compliant and on file
- Your moving or delivery event does not conflict with another Tenant's pre-arranged schedule
- Delivery company and/or mover must follow all Building Rules and Regulations, or they will not be allowed to enter the building.

We know how challenging a move or coordination for a delivery can be. Your efforts and cooperation are greatly appreciated. We encourage you to share the above information with your moving company and vendor to enable a seamless experience.

Scheduling

Normal moving and delivery activities must be scheduled at least 48 hours in advance. For major-moving* events involving more than one elevator load of material, including move-ins, move-outs, must be scheduled a week in advance. A work order, including the below information, must be issued by the Tenant (not by a vendor) into Building Engines:

- Tenant Name, Suite, and Tenant Contact Name
- Date and Time of Move
- Name of Moving Company and Contact Information
- Insurance Certificate(s)

NOTE: Scheduling is conducted on a first-come, first-served basis.

*Activity generally defined as comprising of anything that requires the use of the elevator pads and cannot be hand-carried or brought in with the use of a hand truck and is limited to weekends and on weekdays before 8:00 AM and after 6:00 PM.

TENANT ALTERATION & CONSTRUCTION GUIDELINES

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. Construction companies, electricians, plumbers, and personnel providing remodeling or repair services must be approved by the Property Management Office. It should be understood that the General Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The Property Management Office maintains a list of qualified contractors who have performed work in the building and fulfilled the requirements listed below. If you prefer to use a contractor who is not pre-qualified, please contact the Property Management Office.

All Contractors must be well-established with at least 5 years in business, be licensed in the jurisdiction of the property location to perform their trade work and provide references for comparable work in Class A commercial office space for the scope and quality of work tenant is proposing to complete.

The scope of these Rules and Regulations shall include, but not be limited to the following:

General: Work to be performed by any contractor within the property must be approved and scheduled in advance with the Property Management Office. All contractors must check in with the Building Security at the 44th Street Loading Dock and obtain a Contractor Identification Badge on a daily basis. 48-hour notice shall be given for any work request that involves the Fire/Life Safety systems at the property.

All required permits must be obtained prior to the start of any work and copies provided to the Property Management Office.

Upon completion, certificates of final approval must be obtained. Duplicates of all such permits, approvals, and certificates must be delivered to the Property Management Office as soon as they become available.

Insurance: All general contractors and subcontractors must provide a current certificate of insurance evidencing adequate workman's compensation, general liability, and property damage coverage.

Site Condition and Protection: Contractor will provide floor, wall, and ceiling protection from the freight elevator to the entrance of the suite where the work is to take place. The type of protection is to be Masonite, with ends taped together to prevent tripping hazards. Protection will be provided by contractor for the freight elevator doorframe on the floor where the work is to take place. All carpet and elevator protection should be installed prior to the start of demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place throughout the duration of the work. The construction area is to be broom swept and all trash removed at the end of each work shift. Public areas leading to construction areas will be thoroughly cleaned at the end of each work shift at the contractor's expense. Contractor shall correct and repair any damages at their own cost.

Debris: Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area with prior written approval from the Property Management Office as to the specific location. Debris must not spill or be left around the dumpster. Contractor is responsible for cleanliness of the area. The Property Management Office reserves the right to require Contractor to remove the dumpster with 24-hour notice.

Demolition debris can only be removed from the building via the freight elevator during afterhours or on weekends. The freight elevator must be reserved in advance through the

property's Work Order system. Paint and patching materials shall not be disposed of through the buildings plumbing.

Noise and Noxious Odors: Particularly noisy work such as core drilling (or fume producing work such as oil-based painting) must be approved by and coordinated with the Property Management Office and performed afterhours or on weekends. Odor producing work, such as staining of doors, must be approved by and coordinated with the Property Management Office so action can be taken to dissipate fumes, protect/disable the smoke detectors, and arrange for additional security, if necessary. If security is necessary, contractor is to pay for said cost.

If contractors or subcontractors personnel use radios or other music playing devices, they must be turned down to a level not audible in any occupied or public areas. No loud or obscene language will be tolerated, and violators will be asked to leave the property.

Egress and Ingress: All movement of contractors and subcontractor materials will be through the loading dock, service corridors and freight elevator. No passenger elevator(s) are to be used. The freight elevator may be used for small material movement during business hours with prior written approval from the Property Management Office. The loading dock is located at 232 W. 44th Street, New York, NY 10036.

Large material deliveries or debris removal must be approved by and coordinated with the Property Management Office and be performed afterhours or on weekends. Access to the property outside of normal business hours must be requested at least 48-hours in advance and receive written approval from the Property Management Office. Delivery or removal of materials that are too large for the freight elevator must be coordinated with the Property Management Office.

A more detailed Building Work Rules and Regulations for Contractors will be distributed to contractors prior to the commencement of any work and acknowledgement of and agreement to Work Rules and Regulations must be received by the Property Management Office prior to commencement of any work.

Sustainability Considerations: All renovation and new construction projects of a scope that meets any of the following criteria shall also be required to comply with Columbia's Sustainable Design & Construction Guidelines, which are available from the Property Management Office.

For projects which do not meet any of the criteria below, tenants are encouraged to implement any sustainable design and construction practices described in the guideline document to the extent that it is practical to do so.

- New construction (including additions) 10,000 sf or greater.
- Alterations of 20,000 sf or greater.
- New, replaced, or relocated mechanical, electrical, or plumbing equipment that serves 20,000 sf or larger.

- Projects having a new, replaced, and/or relocated, HVAC system with heating equipment size of 480,000 BTU's or greater, or with a cooling equipment size of 600,000 BTUs or greater.
- Projects are pursuing LEED, WELL, or other sustainable building certification.

VENDOR RULES & REGULATIONS

Vendor Insurance Requirements

Please refer to your Lease for specific Vendor Insurance requirements and information.

Certificate of Insurance Requirements

Certificates of insurance (COI) are required from certain businesses that make deliveries to or from, provide on- site services, perform moving activities including but not limited to the following:

- All moving companies delivering furniture to your suite.
- Telecommunication vendors who will have access to building phone closets or multi-tenant equipment areas.
- Contractors who provide tenant improvement services that impact building fixtures, mechanical areas, or other equipment. In most cases, such services will be contracted through the Management Office.

The Landlord may require, at its discretion, that a Certificate of Insurance be required in other specific instances.

Standard lease terms provide that each Tenant shall be liable to the Landlord for the acts of its guest and invitees. Therefore, all Tenants should be aware of the potential for liability when considering the selection of vendors and their internal policies with respect to the collection of Certificates of Insurance. In other words, if damage or other liability is caused to the Landlord as a result of a vendor providing services to a Tenant, the Landlord will hold the Tenant responsible. It is to every Tenant's advantage to ensure that they are adequately protected by the vendors they have selected to serve them. Keep in mind that the Management Office may already have certificates from many businesses on file. Upon request, we will be happy to check our records to determine if one or more of your preferred vendors already have an insurance certificate on file with the building.

It is the responsibility of the Tenant to inform the Management Office of any individual or entity attempting to access the building. It is also the Tenant's responsibility to inform the Management Office of any planned work or large deliveries being conducted in the building. This is in effort to not only avoid delays or denied access at freight area, but to increase building safety. The Property Management Office will then verify that a valid COI is on file. If there is not a valid COI on file, a COI that is compliant with the building's requirements will be requested (for

COI template and requirements, please refer to the Sample COI). The information will then be communicated to Engineering Staff/Freight Operator to provide access.

Insurance Coverages

The standard contract recommended limits are outlined in the table below. These limits would apply to contractors who provide general routine and non-critical services: Coverage	Description of Coverage	Minimum Limits
Commercial General Liability	Insurance to protect liability arising out of contractor's operations that results in bodily injury or property damage to a Third-Party.	\$3M Per Occurrence *Umbrella Policy May be used to provide additional limits
Auto Liability	Insurance to protect against liability arising out of the contractor's use of an owned, non-owned or hired auto that results in bodily injury or property damage to a Third-Party.	\$1M Per Occurrence
Workers' Compensation & Employers Liability	Insurance carried by contractor for injuries to their workers. If the contractor does not carry workers compensation, Columbia Property Trust could be required by law to provide this coverage.	WC - Statutory EL - \$500,000 each accident, \$500,000 each disease, \$500,000 disease policy limit.
Property Insurance	Insurance carried by contractor to insure physical loss or damage of all building materials and other equipment.	Value of Items - No Insurance Certificate is required. Provision is to state Columbia Property Trust is not responsible for insuring.

Additional limits and coverages may be required for contractors involved in critical services and working in hazardous situations (i.e., electrical work, working from heights, etc.) For critical services, the minimum limit should be no less than \$5 Million per occurrence.

All certificates shall name Columbia Property Trust and all its respective affiliates and persons as detailed in additional insured language below as additional insured. Form CG2010 Additional Insured Endorsement or equivalent must be provided. If the work involves Completed Operations Exposure, form CG2037 Additional Insured - Completed Operations should also be used.

Additional Insured Language

The following is the additional insured wording that must be listed on certificates provided by vendors/contractors.

Columbia Property Trust Services, LLC; Columbia REIT – 229 W. 43RD STREET, LLC; Columbia Property Trust Inc., 229 W 43rd Street Condominium, The Board of Managers and their respective members, principals, beneficiaries; and all related and affiliated entities and subsidiaries now in existence or hereafter formed, as well as their respective managing members, members, officers, partners, directors, employees, managing agents, and other designees of Landlord (or its successors and assigns) may designate from time to time.

NOTE: If your coverage includes the language “where required by written contract” your company will need to have a contract with Columbia REIT – 229 W. 43rd Street LLC or will need to modify your contract with your client to include the Landlord as an additional insured.

In the CERTIFICATE HOLDER box insert the following text:

Columbia REIT – 229 W. 43RD STREET, LLC

229 W. 43RD Street, LL3

New York, NY 10036

Attn: Property Manager

Please refer to next page for a sample COI or visit <https://tenants.229w43.com/tenant-resources/>.

SAMPLE		CERTIFICATE OF INSURANCE			date (mm/dd/yy)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
VENDORS INSURANCE COMPANY		COMPANIES AFFORDING COVERAGE				
		COMPANY A INSURANCE COMPANY				
INSURED		COMPANY B				
VENDOR NAME		COMPANY C				
VENDOR ADDRESS		COMPANY D				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GEN'L LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ OWNER'S & CONTR'S PROT ☒ contractual liab.incl.		MM-DD-YY	MM-DD-YY	EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP / OP AGG	\$ 1,000,000 \$ 1,000,000
C	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____		MM-DD-YY	MM-DD-YY	COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE	\$ 1,000,000 \$ \$ \$
	GARAGE LIABILITY ☒ ANY AUTO ☐ _____				AUTO ONLY - EA. ACCIDENT OTHER THAN AUTO ONLY EACH ACCIDENT AGGREGATE	\$ \$ \$ \$
B	EXCESS LIABILITY ☒ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM		MM-DD-YY	MM-DD-YY	EACH OCCURRENCE AGGREGATE	\$ 1,000,000 \$ \$
D	WORKER'S COMP. AND EMPLOYER'S LIABILITY THE PROP/PARTNERS/ ☐ INCL EXEC. OFFICERS ARE ☐ EXCL		MM-DD-YY	MM-DD-YY	X STATUTORY LIMITS EACH ACCIDENT DISEASE - POLICY LIMIT DISEASE - EACH EMPLOYEE	\$ 500,000
	FIDELITY BOND					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS						
Name as Additional Insured: Columbia Property Trust Services, LLC; Columbia REIT – 229 W. 43RD STREET, LLC; Columbia Property Trust Inc., 229 W 43rd Street Condominium, The Board of Managers and their respective members, principals, beneficiaries,; and all related and affiliated entities and subsidiaries now in existence or hereafter formed, as well as their respective managing members, members, officers, partners, directors, employees, managing agents, and other designees of Landlord (or its successors and assigns) may designate from time to time.						
CERTIFICATE HOLDER						
Columbia REIT – 229 W. 43RD STREET, LLC 229 W. 43RD Street, LL3 New York, NY 10036 Attn: Property Manager			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
			AUTHORIZED SIGNATURE _____			

Preferred Vendor Lists

At Columbia, we recognize the vital role our suppliers play in helping us meet the needs and expectations of our many stakeholders. We rely on our suppliers to deliver the level of quality, service, value, efficiency, integrity, and innovation that we ourselves strive to provide to our tenants, investors, partners, employees, and communities. Therefore, we seek to build and maintain a diverse, competitive, and highly capable network of suppliers in and across the regions in which we operate.

Our supplier selection process is stringent and helps us identify and build relationships with suppliers that meet our needs and expectations, align with our goals, and share our values. We actively manage our suppliers and monitor their ongoing performance to promote and build the best possible relationship between our organizations. We also seek to work with suppliers from a diverse range of backgrounds, in order to drive innovation and create a more resilient supplier network for Columbia.

We are committed to holding ourselves and our supplier community to the highest standards of business conduct and integrity, and we expect all suppliers with whom we engage to operate in accordance with our Vendor Code of Conduct. Visit our website at www.columbia.reit/responsibility/overview/ for more details.

We encourage our tenants to follow these same guidelines when selecting suppliers and invite you to utilize our list of preferred vendors that meet these requirements for excellence, capability, competitiveness, and diversity. Please contact the Property Management Office for our current list of preferred vendors for this property.

PROHIBITED ITEMS & BEHAVIOR

Smoking

Columbia is committed to providing healthy buildings to all occupants. In compliance with local compliance/regulations and WELL Health-Safety certification standards, smoking and the use of e-cigarettes and tobacco products is strictly prohibited in all areas of the building and anywhere onsite, including within 25 feet of any building entrance, operable windows, doors, outdoor air intakes, or outdoor seating areas.

229 W 43 maintains a no smoking policy throughout the interior and exterior of the building, including all entrances, common areas, the lobby, restrooms, stairwells and elevators to protect all employees and visitors from second-hand smoke – an established cause of cancer and respiratory disease, and other potentially harmful chemicals emitted from all types of cigarettes, including electronic cigarettes (“e-cigarettes”), which is pursuant to [NYC Smoke-Free Air Act Local Law No. 152 of 2013](#) to comply with the New York City Smoke-Free Air Act and [New York State Clean Indoor Air Act](#).

Based on an amendment to the Smoke-Free Air Act, effective April 29, 2014, the use of e-cigarettes, including but not limited to e-hookahs, e-cigars, vaping pens, or similar products, is prohibited wherever smoking is prohibited.

Additionally, smoking, including cannabis, and using e-cigarettes are prohibited in any and all private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, employee lounges, bathrooms, hallways and stairwells.

“No Smoking” signs have been clearly posted at all entrances, stairwells, and other prominent places. No ashtrays are permitted in any indoor area. Smokers must be at least 25 ft. away from all building entrances, operable windows, doors, outdoor air intakes, or outdoor seating areas.

Compliance with this policy is mandatory for all tenants and persons visiting the company’s premises, with no exceptions. Property Management reserves the right to report any violations by calling 311 or on the web at nyc.gov/health.

Flammables

Flammable materials are not permitted anywhere on the premises. If, for any reason, you have any materials necessary for the operation of normal office equipment that require special care, they must be stored in safety containers, and the Property Management Team must be notified.

Loitering & Solicitors

Canvassing, soliciting, peddling, and loitering are not allowed within the building. If you are approached by a solicitor of any kind, contact the Property Management Office immediately and we will make every attempt to escort the individual from the building.

Non-Permitted Holiday Decoration

All holiday decoration must meet local and state authorities’ requirements regarding the use of or restriction against live materials. In addition, decorations may not impede any means of egress, and nothing is to be hung from or cover exit signs or sprinklers.

If you are interested in adding holiday décor in your office space or the building, please contact the Property Management Office for specific guidelines and recommendations.

EMERGENCY PREPAREDNESS & PROCEDURES

229 W 43 has developed an **Emergency Action Plan (EAP)** as a guide to understanding the life safety systems and procedures pertaining to the building. The full EAP is available at tenants.229w43.com/tenant-resources/ or can be requested from the Property Management Office. Please ensure that all occupants are familiar with the Emergency Procedures provided. The EAP provides a detailed outline of the tenant and building occupant requirements relative to Fire Safety. For your personal safety while in the building please read familiarize yourself with the emergency procedures carefully.

Testing of the building's life safety system equipment is conducted on a semi-annual basis after normal business hours for your safety. Whenever possible, the Management Office will notify tenants in advance of the testing dates. Audible announcements will be provided prior to each actual test. In the event of an actual emergency during this testing process, you will be notified via the public address system.

EMERGENCY ACTION PLAN

The Basics

What to do during a Non-Fire Related Incident/Emergency

- Listen for instructions from the Fire & Life Safety/EAP Director (FS/EAPD) via the PA System.
- The FS/EAPD is trained and knowledgeable of the building and is capable of making the necessary and proper decisions in the event of an emergency.

If the decision is to **Shelter in Place**:

- Remain inside the building and stay at your work location. Listen for announcements from the Fire & Life Safety Director.
(NOTE: There are circumstances where staying put and creating a physical barrier between occupants and potentially contaminated air outside can be a matter of survival.)

If the decision is for **In-Building Relocation**:

- Relocate within the building to a safe area, away from windows, if possible, which best ensures the safety of all occupants; Areas have been pre-designed in the building's Emergency Action Plan.

(NOTE: This in-building relocation area may be on your floor or a location above or below your floor.)

- If the relocation area is on a different floor, use designated unaffected stairs, unless otherwise directed by the FS/EAPD, or authorities.
- DO NOT remain in stairs, move onto the relocation floor and have the FS/EAP Floor Warden contact the Fire Command Station via the RED Warden Phone.
- Remain on floor until otherwise notified.

If the decision is made for **Partial Evacuation**:

- Use designated unaffected stairs, unless directed to take elevators by FS/EAPD or authorities.
- Evacuate to the exterior of building and report to the:
 - Primary Assembly Location: (West 43rd Street between Broadway & Sixth Avenue).
 - Secondary Assembly Location: (Broadway between 45th Street & 46th Streets).

If the decision is made for **Full Building Evacuation**:

- Use the designated unaffected stairs, unless directed to take elevators by the FS/EAPD or authorities.
- Evacuate to exterior of building and report to the Primary Assembly Location.

Stairwell Safety Instructions:

- Move quickly, but do not run.
- Go to the designated stairwell or exit.
- Remove high heels to prevent injuries (carry them).
- Stay to the right while walking down stairs- allow to room for others to enter, while not impeding egress.
- Treat injuries in the stairwell, at the nearest floor landing, when required, if practical.
- Complete the evacuation; do not congregate in the stairwell.
- Report to the Primary Assembly Location- accountability is very important.

FIRE SAFETY

High-Rise Fire Safety

What to do if you see Fire and/or Smoke on your floor:

Close: The door to confine fire and smoke, if able to without doing harm to yourself.

Activate: The Fire Alarm by pulling the nearest Manual Pull Station (usually located by fire exit door/stairwell on your floor. If you cannot pull the alarm, call the Fire Department by dialing 911.

Communicate: With the Fire Warden Team, co-workers and other tenants on your floor and with Fire Safety Director, via the (Red) Fire Warden Phone located by egress stairwell.

Safe Escape: Stay calm, do not panic. Stay low in smoke conditions. “Marry the wall” - Use hand to find wall. Walls lead to doors, doors lead to stairwells.

(NOTE: It is not recommended to evacuate to the street from the upper floors of high-rise buildings. Three (3) floors below the fire floor is sufficient.)

What to do if you hear the fire alarm but there is no smoke or fire on your floor:

- Stand by for voice announcement from your Fire Safety Director via the building’s PA System. Evacuation may NOT be necessary.
- Fire Warden Team should investigate to ensure there is no fire or smoke on your floor. If no voice announcement is made within a few minutes, Fire Warden Team should contact the Fire Command Station via the (Red) Fire Warden Phone. However, in no event will evacuation be delayed if instructions from the Fire Command Station are not forthcoming.

All persons should be familiar with the following:

- Location of all fire exits and re-entry floors.
- The Fire Warden Team on your floor.
- The Building’s fire safety features (manual pull stations, fire warden phone, alarm tone, inquiry tone).

One of our greatest concerns is the safety of our tenants and their visitors. To ensure that we have an effective Life Safety Program, it is necessary that our annual and semi- annual EAP training is to be participated by your office’s fire brigade and employees. The success of this program is important as it provides an understanding of how building systems and personnel should respond during emergency events. The Management team will provide notice upon the scheduling of the training sessions.

Please refer to the schedule of the annual and semi-annual training required by FDNY.

Training	Annually	Semi-Annually	Attendance Required for
Non-Fire Emergency Drill	•		All Building Occupants
Deputy FLS Director & Building Evacuation Supervisor Non-Emergency Staff Training		•	Required for All Fire Brigade Team Members- Fire Safety, EAP Wardens, & Searchers
Fire Drills		•	All Building Occupants
Fire Safety & EAP Staff Training	•		Required for All Fire Brigade Team Members- Fire Safety, EAP Wardens, & Searchers

ACTIVE SHOOTER

SURVIVAL TECHNIQUES

Can be fluid based on the threat and may NOT have to followed in any specific order!

Remember: **ABC**

Avoid (Run/Evacuate)

- Evacuate the building immediately if it can be done in a safe manner.
- Do **NOT** carry any personal belongings with you and avoid elevators/escalators, if possible.
- If you are located in a high-rise building and the shooter is below, ascend as many floors as possible. Once in a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
- When evacuating in a stairwell, stay pressed to the wall to allow responding officers room to ascend quickly and safely.
- Keep hands open and empty above your head. Call 911 when you are safe.

Barricade (Hide)

- If it is possible to do so safely, move to a central and secure area of the building.
- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, Concealment does not. Think BIG-vending machines, copy machines, etc.
- Block the door with large, heavy objects to make entry difficult as possible. Desks, filing cabinets, etc.
- If the only means available to barricade to the door is your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the shooter.
- Remain quiet, silence your cell phone.

Confront (Fight)

- If avoiding or barricading is impossible, remain quiet or “play dead” to avoid detection.
- Attempt to quickly overpower the individual with force in the most violent manner possible.
- Act aggressively, throw items and improvise weapons (chairs, sharp objects, etc.)
- If you are with other people you should work as a collective group to overpower the shooter,
- Remember, the attacker will continue to shoot victims unless he is stopped.

REMEMBER PREVENTION IS ALWAYS BEST.

IF YOU SEE SOMETHING SUSPICIOUS, SAY SOMETHING!

SUSTAINABILITY & SOCIAL IMPACT AT YOUR BUILDING

As a company, all of us at Columbia are committed to making a positive impact on all our stakeholders and the communities in which we operate. We work to engage all those who work in our buildings in this process, and believe that, by working together to achieve our shared goals, we can reduce our collective negative impacts on the environment, create positive change, and build a more sustainable and equitable future.

We also take a comprehensive approach to ensuring our buildings are equipped to provide healthy, efficient, productive, and sustainable experiences across our portfolio. Through sustainability focused programs, green/clean services, and community engagement, we partner with our tenants to achieve environmental goals, encourage efficient operations and conservation of resources, and promote sustainable, healthy communities.

SUSTAINABILITY, ENERGY CONSERVATION & GREEN SERVICES

Operating Healthy Buildings

Columbia Property Trust is committed to pursuing a comprehensive approach to health and wellness at our buildings and to providing our tenants and their employees confidence that their buildings offer safe and supportive work environments.

229 West 43 has earned the following third-party recognition for best-in-class health, wellness, and safety programs at the building.

WELL Health-Safety Rating

WELL Health-Safety Rating is an evidence-based, third-party verified rating for all new and existing building types focused on operational policies, maintenance protocols, stakeholder engagement and emergency plans. To learn more about the WELL Building Standard, visit wellcertified.com.

LEED Silver Certification

Leadership in Energy and Environmental Design (LEED) is a green building certification program run by the U.S. Green Building Council (USGBC). LEED-certified buildings use less energy and water, put out less waste, save on maintenance costs, offer improved indoor air

quality, and focus on health and wellness. To learn more about LEED certification, visit usgbc.org.

ENERGY STAR Certification

The U.S. Environmental Protection Agency's (EPA) ENERGY STAR® program certifies properties that implement superior energy efficiency practices, follow responsible water usage, and reduce greenhouse gas emissions. ENERGY STAR-certified buildings use 35% less energy and cause 35% fewer greenhouse emissions than their peers on average. To learn more about the EPA's ENERGY STAR certification program, visit energystar.gov.

ENERGY STAR for Tenants

Columbia is proud to have been recognized the Environmental Protection Agency's (EPA) ENERGY STAR program as an ENERGY STAR Partner of the Year. We invite all our tenant companies to join us in advancing the program's efforts to reduce energy and water usage and create more efficient operations at our buildings.

The best way you can join this effort is by participating in ENERGY STAR® Tenant Space, a new EPA recognition program for sustainability efforts in your leased office space. Energy efficient office spaces can lead to lower utility bills and fewer greenhouse gas emissions in our atmosphere.

New Legislation will soon require that tenants in many major cities like New York and Washington, D.C., report benchmarking and energy efficiency grading of their own office spaces. The ENERGY STAR® Tenant Space program is a great first step to meeting this requirement. Your Property Management Team is here to partner with you, provide guidance and answer questions. To learn more about the program, criteria, and tips on how to prepare, visit www.energystar.gov/buildings/tenants/about_tenant_space.

Tenant Compliance for Resource Management and Reporting

Your assistance toward our goal of conserving energy and water and increasing efficiency is important. In addition to the obvious environmental benefits of energy conservation, your efforts can help to lower building operating costs.

Please help us reduce our energy and water usage by complying with the following suggestions for resource management, as well as any additional requirements that may be included in your company's lease language:

- Electricity consumed by lighting fixtures is the second-highest component of our buildings' total energy consumption (following HVAC-related use). Please turn your office lights off whenever you leave your office for a period of more than thirty minutes, and do not leave lighting turned on when departing your office for the evening.
- Turn off computer and printing equipment when not in use or set to the "sleep" setting.

- Turn off appliances and machinery such as coffee warmers, copiers, and coffee pots when not in use – grouping appliances onto power strips can make it easier to switch off those that aren't needed.
- Control your window coverings to maintain your office temperature. Close draperies/blinds during periods of direct sunlight and when departing your office for the evening. Your office will remain more comfortable, particularly after a weekend, if you use your draperies/blinds to insulate/screen the window area.
- Use ENERGY STAR-rated appliances and LED lighting whenever possible.
- Report any water drip or leak immediately to the Property Management Office, to help us reduce water losses.

Energy and Water Use Data

Tenants are asked to share their energy and water use data with the landlord for use in reporting whole building performance data to ENERGY STAR Portfolio Manager, for purposes of compliance with local laws and tracking progress toward Columbia's energy efficiency goals.

In turn, Columbia provides all tenants access to the building's ENERGY STAR score via the Columbia Gateway mobile app. We also can provide additional select energy and water performance data to tenants upon request, for use in your company's own environmental tracking and reporting programs. To make such a request on your company's behalf, please contact the Property Management Office.

Our Green Cleaning Policy

Columbia's comprehensive Green Cleaning program includes sustainable cleaning systems and products to maintain a clean and healthy indoor environment for all occupants and foster longevity and efficient performance of our facilities and materials.

We strive to coordinate cleaning with other basic environmental management strategies in place, including controlling pollution and waste by reducing consumables, limiting indoor-polluting activities, ventilating buildings to reduce indoor contaminants, and designing buildings and ventilations systems to optimize indoor air quality.

Our protocols require the use of cleaning products, hygiene supplies, and hand soaps and sanitizers that meet the applicable standards for Green Seal, UL Ecologo, EPA Safer Choice, or similar programs, and we are committed to minimizing environmental impacts by ensuring procurement of products that have reduced toxicity, conserve natural resources, energy, and materials, and maximize recyclability and recycled content. Our cleaning products and materials are regularly logged and audited, and we also provide regular training for our team members and service providers to help ensure full compliance.

SOCIAL PROGRAMS

Diversity, Equity, & Inclusion (DEI)

At Columbia, we believe that valuing individual differences, maintaining equality, and creating an environment of inclusion across all facets of our business is essential to our success. We embrace our responsibility to have a positive impact on the communities in which we operate and weave that obligation into the fibers of our business. To better understand our commitment, we invite you to visit the Responsibility section on our website, www.columbia.reit.

IMPORTANT FORMS

Important forms for 229 West 43 are available at tenants.229w43.com/tenant-resources/ or can be requested through the Property Management Office.

EMERGENCY ACTION PLAN

Please refer to the Emergency Action Plan (EAP) for full details of the emergency plan in place at 229 West 43.

PROPERTY REMOVAL PASS

A Property Removal Pass is required for the removal of any large boxes or office equipment from the Building (including but not limited to computers, printers, furniture, phones). The Property Removal Pass must be signed by an authorized Tenant representative, and Property Management, and left with the Lobby Desk Attendants.

SAMPLE CERTIFICATE OF INSURANCE & REQUIRED COVERAGES

Please refer to the sample Certificate of Insurance (COI) for required coverages. Contact the Property Management Office with any questions.

TENANT SERVICES CHARGE SCHEDULE

Please refer to the Tenant Services Charge form for the fee schedule for building services and contact the Property Management Office with any questions.